

**MAYOR AND COUNCIL
WORK SESSION AND
AGENDA MEETING
February 9, 2021
6:00 P.M.**

CALL TO ORDER

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 13, 2021 and was placed on the Official Bulletin Board in the Municipal Building.

Furthermore, notice of the change in the meeting time was sent to the New Jersey Herald and Daily Record on February 3, 2021 and was placed on the official website of the Borough of Stanhope.

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

2021 BUDGET DISCUSSION

Dana Mooney, CFO, came forward to discuss the 2021 Budget. Ms. Mooney stated the 2021 budget deadline must be introduced by March 30th or by the next regularly scheduled meeting. Ms. Mooney stated she spoke with Ray Sarinelli, Jr, Borough Auditor, today. Work is still being done on the Financial Statement. The fund balance has been recuperated but there are fund shortages in other revenues. The tax collection rate went up this year. The Borough has suffered with interest on taxes and court revenues. There has been a nice abundance of funds in construction fees. This year the total delinquent taxes are \$165,000. Ms. Mooney stated this is the lowest it has ever been since her time working here. Unfortunately, there are areas where revenue cannot be anticipated. Therefore, more surplus will have to be utilized or items will need to be cut from the budget.

4-a-2 Payroll – Ms. Mooney stated, now that the Police Contract has been settled, the payroll appropriations can be distributed across the three budgets. Everyone else will be getting a 2% increase, except for the three major positions, technically four. Administrator McNeilly stated the 2% is being used as a place holder. The percentage increase has not been determined as yet.

4-b Computer Services – Ms. Mooney stated the costs were increased by \$300. Mayor Zdichocki asked Ms. Mooney why Line #10514024 Internet/Website was increased from \$4,994.00 to \$5,281.00 which is an increase of 28.5%. Ms. Mooney stated funds have been added in the event Zoom meetings are needed. The Police Department has increased costs for their Email G-Suite. Mayor Zdichocki asked why Line #10514031 DocuScan Maintenance increased by 127%. Ms. Mooney replied the line item was originally under budgeted due to the misunderstanding in how this is to be paid in the future. The water and sewer portions have been increased slightly.

4-b-2 Annual Audit – Ms. Mooney stated she has added the Annual Audit chain. The budget has increased due to the fact the Auditors now have to enter the entire audit in the FAST system which is extremely time consuming. Mayor Zdichocki stated this is a 2% increase and a 6.5% increase over the past two years.

5-c Regional Planning Board – Ms. Mooney stated the backup documentation has been received from the Regional Planning Board.

5-e Zoning Officer – Ms. Mooney stated the Zoning Officer will be retiring on March 31st but the salary is still being budgeted for the year with the 2% increase. The Zoning Officer currently has extra hours and in order to not deplete the account, Line #10520011 Salary & Wage and Line #10520012 Code Enforcement Official have been increased accordingly. The total comes to \$2,208.00 for the 12 weeks.

6-a-1 Liability Insurance-Other Expenses – Ms. Mooney stated the actual JIF bill has been received. The Liability Insurance and the Worker's Compensation figures have now been calculated. The water and sewer budgets are still being moved up slowly so that they will be paying a full share.

7-c Fire Department – Ms. Mooney stated the Fire Department has contracted for three years with a company called Fail Safe which has allowed the Fire Department to lower their budget. Ms. Mooney stated she noticed a discrepancy today in the amount of fire hose listed which will be corrected. The fire hoses will have to be replaced but hopefully that will not take place until next year. Councilwoman Kuncken stated the resolution for the contract with Fail Safe is on the agenda tonight for approval.

8-a-2 Road Maintenance – Ms. Mooney stated adjustments were made for uniforms, licenses and permits. These are appropriated between the three budgets. A list is maintained detailing when licenses and registrations are due for renewal. The uniform costs for boots did change the budget slightly but the costs are still below the agreed to amount. Administrator McNeilly asked for confirmation that the governing body agrees with this budget. Councilman Riccardi asked if the quotes were received regarding the \$20,000 place holder on line #10529045 for the street sweeper rental. Administrator McNeilly stated he will follow up on this item.

12-a-1 PERS, PFRS & FICA – Ms. Mooney stated adjustments have been made to PERS and Social Security across the three budgets.

12-a Condo Services – Ms. Mooney stated it appears that very little or nothing is being budgeted for the Kelly Act portion. There is a considerable amount of funding available in accounts payable from years gone by. There is \$15,000 for Highpoint and \$8,000 for Stonegate which should be more than adequate. When this is being processed, the charges are for the prior year. This year the Borough needs to cut back and it is Ms. Mooney's opinion that the accounts payable funds be used for this purpose.

12-c Grant Expenditures – Ms. Mooney stated the amount for the Body Armor Replacement Program is never available until January.

Mayor Zdichocki asked Administrator McNeilly if information was received regarding body cameras. Administrator McNeilly stated no further information has been provided. The body cameras will fall under a state mandate and as such the cameras or the funds should be provided.

13-a Total Expenditures - Ms. Mooney stated a change was made to the interest on a note which had the wrong amount. Line #10940020 Payment of Note Principal was increased to \$400,000 as previously discussed. However, there are cuts which need to be made so this may have to be readdressed.

Capital Budget - Administrator McNeilly stated there are capital budget items to be discussed when the Borough Engineer is present.

Current Fund Budget – Revenues 2021 – Ms. Mooney referred to page 3 and stated the Borough regenerated just below \$5,000 in surplus. This is good for a year when other municipalities are suffering. Stanhope Borough did have an unbelievable collection rate for some reason. Residents paid their taxes even though the Homestead Rebates were not received this year. This does have a down side because the most that can be anticipated in delinquent taxes is \$164,000. In the past, the estimated amount had been \$180,000 or more. This is a loss of almost \$20,000 in revenues. When anticipating revenues for the year, the amounts cannot be more than what was collected the prior year unless you have a very good reason and then special permission has to be granted. Interests and costs on taxes was actually down because taxes were being paid before they were overdue. This means even less will be generated in surplus next year. Administrator McNeilly asked if there

was an executive order or new law that allowed for an average to be taken of prior years where portions of 2020 did not have to be used. Ms. Mooney replied she would have to go back and research that. There were certain things that would not apply to the Borough. Administrator McNeilly stated for example, Municipal Court revenues went down. Police Departments were not making road stops. Nothing says the courts will not return to normal numbers in the future. Ms. Mooney stated it has been steadily decreasing each year but not by this year's amount. One of the revenues that has decreased and, is not one that is anticipated for budgeting purposes, is interest on investments. The Borough went from making thousands of dollars a month to barely making one thousand in a month at the end of the year. The Borough did not receive the Garden State Trust Fund (\$2,108.00) which has never happened before. Last year, the Borough used the sale of municipal assets. Unless this is used again this year, it is almost like a deficit to the Borough. Ms. Mooney stated one more proof is required for the COVID grant. The Borough will not be getting the full amount, but that was expected. Ms. Mooney asked Ray Sarinelli, Borough Auditor, how the funds will be applied. The Borough is expected to get slightly over \$18,000. The Borough may be able to use an additional \$10,000 in the budget because the grant money will be forthcoming.

Ms. Mooney stated currently the municipal levy is at 4.16% and the municipal increase to the average household is \$99.76. This is before any cuts have been made to the budget. The goal is to reduce the municipal levy to 1.75%. This would require cutting the budget by \$84,500 or assuming a little bit more in surplus. Ms. Mooney stated for years the Borough has been budgeting funds across all three budgets for unemployment and turning it over to the unemployment trust. Ms. Mooney stated last year Mr. Sarinelli asked why this was being done. It was done because there were former employees on unemployment but no one has been for years. The Borough actually has a credit at the State Unemployment now. It may be difficult to have it returned but Ms. Mooney will attempt it. Eliminating this item from the budget will save \$5,500. Ms. Mooney asked if the cost for the Zoning Software should remain in the budget. Administrator McNeilly confirmed the amount must stay. The BAN principal could be taken down to where it was last year which is an \$18,000 decrease. Perhaps the cost for the Labor Attorney could be decreased. Councilwoman Kuncken confirmed it may be possible to decrease the cost due to the fact the police department contract has been finalized and the police chief's contract will be finalized at the next meeting. Ms. Mooney stated \$16,000 is budgeted for the Labor Attorney but there are funds on a purchase order which were put aside in 2019 which should be able to be cancelled. Every year \$5,000 is budgeted for the Tax Assessor appeals. These funds are never used. The Borough has not had any costs for the appeals other than what is budgeted under the attorney costs for tax appeals. There are funds in COAH. Administrator McNeilly stated the COAH funds need to left as is. Ms. Mooney stated she will review the budget again tomorrow to look for places to cut from the budget. Councilwoman Kuncken stated one of the place holder items is the crosswalk for Lloyd Avenue. The crosswalk is important but it may have to be reviewed.

Water and Sewer Revenues – Ms. Mooney stated the water and sewer revenues will be prepared for the next week.

Ms. Mooney stated less will have to be anticipated in interest. The Borough took in less in interest last year. Property owners are still paying their bills. Quite a few of the liens were redeemed. Councilman Romano asked Ms. Mooney if she is waiting to find out how the COVID grant funds can be utilized. Ms. Mooney confirmed she is waiting to hear from the Borough Auditor because the original instructions cannot be followed. The funds have not been received to date. Ms. Mooney stated the funds will most likely go to miscellaneous revenue, non-anticipated, which usually works its way to surplus. Councilwoman Kuncken asked how much was paid in Note Principal last year. Ms. Mooney stated the amount was \$382,000. Councilman Romano stated this line item may have to be revisited. Administrator McNeilly asked Ms. Mooney if she has the remainder figure for the 2020 expenditures which were not utilized which could be anticipated for the 2022 budget. Ms. Mooney stated she does not have that amount available. Bills are still being paid. Administrator McNeilly stated the Borough created the budget in November of 2019 and three months later the Borough essentially stopped spending money. There should be some additional amount left over which will be available for the 2022 budget which could be a positive effect. Ms. Mooney stated the total budget last year was \$4.971 and \$4.415 has been charged as of today. This is a difference of approximately \$500,000. Administrator McNeilly stated this is almost double the usual amount of \$210,000 - \$220,000. In 2017, that budget had extra funds which were used to pay off interest in the 2019 budget and the Borough self-funded one pickup truck. Administrator McNeilly suggested, as Councilman Romano stated earlier, because this is an unusual year, the governing body could drop back this year and then pick up the difference next year. Councilman Romano and Councilwoman Kuncken stated this would be the less painful option to the current situation and to the overall operation. This would be a way to keep from cutting services which

are expected by the taxpayers. Ms. Mooney stated the annual financial statement should be completed shortly and she will speak with the Borough Auditor tomorrow regarding these issues.

Administrator McNeilly stated two new commercial properties will be coming online in 2021. Hopefully, there will be a few more in 2022 and 2023. The valuations have held steady and the revenues provide a surprisingly cheery picture but the expenditures are a concern.

Mayor Zdichocki asked if information is available regarding the COVID reimbursement. Administrator McNeilly replied he has not received information. Ms. Mooney replied, as she stated earlier, one last proof is required and copies of checks must be provided for the CARES reimbursement and the funds should be received shortly after. Mayor Zdichocki stated the costs of the last storm should be covered. Administrator McNeilly stated, as he understands it from OEM, the Borough will be qualified for a 48-hour period from that storm. The first 48 hours had double time manpower and broken equipment. Administrator McNeilly stated the storm reimbursements do not always come through. Mayor Zdichocki stated she was told by the county that the Borough would be receiving the reimbursement. Administrator McNeilly stated he is of the opinion there will be a follow up CARES reimbursement perhaps sometime in July.

The water fund balance is up \$57,000 but the sewer fund balance is down \$45,000. This is at the point where the difference is further apart than the Borough wants it to be. This will continue to be monitored. Administrator McNeilly stated the rates may have to be adjusted. These would be minor adjustments. The adjustments began approximately five years ago in an effort to move budgeted items from the road budget which actually belonged in water and sewer. Ms. Mooney stated there have been significant changes to the telephone billing and she commended the Police Chief for being able to reduce the Police Department bill. The department's \$700 phone bill has been reduced to approximately \$300 over the last year and a half. The water alarms have also been removed from the water department billing. The sewer lines will be removed next. The tie lines are also gone.

ENGINEER'S REPORT

Capital Budget 2021 - Eric Keller, Borough Engineer, came forward to give his report. Mr. Keller stated he and Administrator McNeilly have been focusing on the capital budget. There are projects in this year's budget left over from last year and one item from 2019 which is the Young Drive speed humps. Mr. Keller provided a memorandum detailing the capital program. The items listed on the first page have all been funded and anticipated, especially the Stanhope Pedestrian Loop (TAP). The bid packet is out and it has been advertised twice and will be done so one more time next Tuesday. The projects consist of Dell Road milling/resurfacing which is a Local Aid Grant and some part of that has been paid out for the ADA ramps. Plane Lane/East Drive (upper) resurfacing will be paired up with Dell Road. At the end of last year, the weather was not cooperative and the projects could not be completed and have been carried over. Twice last year water improvement work was attempted. The water main on Baker Place needs to be replaced. This has been an issue for quite some time. This affects water pressure on Highland Avenue. The water services on Brooklyn Road will be stripped out. This means if one of them fails, the DPW will have to go out at night to fix the water service. The pricing is based on the bids received, minus the Brooklyn Road water services. There are still 4 water services on Baker Place which have to be redone to connect to the new 8-inch water main which will run up Baker Place and tie into Highland Avenue. If this work is done early in the season, plans and specs are ready to go for the reclamation work for those roads. The water mains have to be replaced first. Mr. Keller stated the Sparta Road Project and the Stanhope Pedestrian Loop Improvements go hand in hand. The milling and resurfacing of Sparta Road will be scheduled while the work on the Pedestrian Loop moves forward. Under the Federal TAP grant the soft costs associated with that are not shown due to the time it took to get through the NJDOT and the Federal Highway Administration. The construction services related to this project have not been budgeted as yet. Under federal rules, Bowman Consulting is not allowed to conduct the inspections or provide the construction management for the project. Mr. Keller stated he and Administrator McNeilly have put together an RFP for those services. Four firms will be solicited. This will be sent out next week and the bids will be received by the end of February. Administrator McNeilly stated the NJDOT has cautioned only firms with TAP grant experience should be considered. Mayor Zdichocki asked if the estimates will be changed because the bids were received a year ago. Mr. Keller replied the estimates have been updated. The Dell Road milling and resurfacing, Plane Lane and Sparta Road

are through the co-op. The price per ton in the co-op has dropped by \$2.20 a ton and the milling cost has dropped \$.30 per square yard. Tilcon is no longer the contractor for the co-op. The new contractor is Schifano. A very high percentage of the construction costs are provided by various grants. The total Local Aid grant (less the Dell Road ADA ramps) is \$1.47 million. Councilman Riccardi asked when the bids for the TAP grant will be received. Mr. Keller stated the bid opening is scheduled for March 4th. Due to the funding requirements and the process, once the bids are received there are a great deal of forms to be completed. The bids will be summarized and sent to Local Aid and the Division of Civil Rights. The departments have to sign off on them before the Borough can entertain awarding the contract. It is anticipated for the award to be made at the end of April at best. Mr. Keller stated the Local Aid department has been great to work with. The departments in Trenton have been more challenging due to COVID.

Kelly Place & Furnace Street - Mr. Keller stated the Kelly Place and Furnace Street project must be awarded by November 21, 2021. The Local Aid grant for this project, which is anticipated to cover the entire amount of the construction costs, is the largest local aid grant the Borough has ever received. The design proposal is being prepared. This will be a public bid and it will be ready to be awarded well before November. The DOT does not like awards to be made and then carried over and it can cause issues with the contractor. The plan is to have this awarded prior to November. Administrator McNeilly asked Mr. Keller if the only cost associated with this project, which must be included in the 2021 capital budget, is the \$35,000 for design and construction services. The costs for the project include: construction physical work, any ADA requirements, aprons, concrete work, drainage and any surface issues, which will be covered by the grant of \$249,000. Mr. Keller confirmed this.

Capital Budget & Timelines - Administrator McNeilly stated the anticipated cost for the construction management of the Stanhope Pedestrian Loop project is \$95,000. The actual amount will be available prior to finalizing the 2021 capital budget due to the fact the RFP will be done prior to that time. Mr. Keller stated his firm is allowed to be involved with Requests for Information (RFI's) and design evaluations associated with the project. The bulk of the budget will be for construction inspections and pavement processes. Administrator McNeilly asked Dana Mooney, CFO, for the capital requests she has received. Ms. Mooney stated she has not received any requests. Administrator McNeilly stated typically the capital budget is between \$250,000 to \$300,000. Currently, the amount is approximately \$125,000. The capital budget sheet will be available for the next scheduled meeting. Deadlines are coming up especially for the TAP grant amount of \$95,000. These funds will be coming from bonded money. The CFO is going to have to certify the funds are available and resolutions will have to be approved. The desirable dates are as follows: March 9th Budget Introduction, April 13th Budget Hearing, Budget 2nd Reading, Capital Introduction and Salary Ordinance Introduction. April 27th Capital 2nd Reading, Salary Ordinance 2nd. This will start the clock in order to have the bonded capital funds available for the project by May 20th. Mr. Keller stated it is anticipated for the construction project to begin in early June. If the contract is awarded on April 27th, the consulting firm will have to be in place before the end of May. Administrator McNeilly stated the budget items need to be finalized between this meeting and the next to be on schedule to introduce the budget at the March 9th meeting.

Councilman Romano asked where the crosswalk for Lloyd Avenue falls within the budget. Administrator McNeilly stated the crosswalk is in the operating budget because the Borough does not own that.

Capital Budget 2022 - Mr. Keller stated looking ahead to 2022, the Borough has been awarded the Local Aid grant for Valley Road and Delaware Avenue in the amount of \$181,200. This project will have to be awarded by the end of next year. With regard to the five-year plan, which was developed last year for 2021 through 2026, the road project that was included for consideration is the repaving of Elizabeth Avenue and Mountain Terrace. The pavement is starting to exhibit a large amount of deterioration. This would be a milling and resurfacing project. The prices listed on the memo are last year's pricing, which are higher than the current pricing, because the co-op pricing for next year is unknown. Administrator McNeilly stated he looked at Elizabeth Avenue today and the deterioration is accelerating quickly. The \$116,500 will be money well spent to repave a road which has not been paved in over 35 years. The roads just have to be milled and paved. The engineering has already been done. Similar to what was done on Young Drive, the

DPW will have to replace the water saddles prior to construction next spring. The capital budget next year will have to include the cost of those supplies. Mr. Keller stated the sidewalks, which are in bad condition, will be replaced due to the fact the children walk to school on these sidewalks and the curbing will be replaced as needed.

Local Aid Grant Recommendation - Mr. Keller stated he and Administrator McNeilly have reviewed the projects which have been done over the past 15 years and have been determining what still needs to be done. Administrator McNeilly stated roads for the Local Aid grant must be roads with traffic. Mr. Keller stated the roads which tie in with the schools are good candidates. The recommendation is to submit Sagamore Road (Linden – Spencer)/Spencer Street for this year's Local Aid application which would be scheduled for the 2023 capital budget. Lenape Drive/Woods Avenue/Lepont Street and Crestview Drive and Towpath Lane need to be milled and paved but these would most likely have to be self-funded. Mr. Keller stated roads can be patched and crack sealed but after time there is nothing left to work with.

5-Year Capital Plan - Mr. Keller stated the 5-year capital plan contains 4-inch water main replacements on Sunset Avenue, Overhill Road, Ridge Road and Mountainview Road. In some areas there are very long water services that extend up. The estimated cost, including soft costs, is approximately \$600,000 for the water system improvements. Once the water mains are replaced, the roads would require pavement reclamation in the subsequent year. The estimated cost for the reclamation is \$240,000 for construction and \$22,000 for design/construction services for a total of \$262,000. Administrator McNeilly recommended a discussion take place at the work session meeting in May or June due to the fact this project will require a great deal of planning on the financial side. There will be a rate increase involved which will have to be determined. Mayor Zdichocki stated the project cannot be put off long term. Eventually the problems will only get worse. The governing body agreed to begin discussions in May or June.

Furnace Pond Park - Mr. Keller stated he is working with the Environmental Commission with regard to Furnace Pond Park. A report will be available for the governing body's review next month.

Mayor Zdichocki thanked Mr. Keller and Ms. Mooney for attending tonight's meeting.

ADMINISTRATOR'S REPORT

Snow January 31st – February 2nd – Administrator McNeilly stated the DPW continues to work on removing snow in the area of Stanhope School, sight triangles and the business area downtown. This is becoming a challenge on where to dump the snow. More snow continues to fall. Catch basins are the next priority. The Ventrac has been extremely useful for snow removal during this storm. Mayor Zdichocki suggested asking the Little League Organization if snow could be placed in their parking lot, which is not being used at this time. Administrator McNeilly stated at this time it is not necessary. Mayor Zdichocki stated there have been complaints about areas not being clear enough for the children to walk to school, but school is currently being taught virtually. An attempt was made to try and rent additional equipment to help with the snow removal but nothing was available. Administrator McNeilly stated a request for heavy equipment was also made. The DPW has been working around the clock. This is a slow process with six workers and two backhoes. Thirty inches of snow is a lot to move at one time. Councilman Riccardi asked how the sight line areas are being determined because it is important that none are missed. There is an issue at Canfield Street. Administrator McNeilly stated he goes over the areas to be cleared with the DPW every morning. Administrator McNeilly has driven through the Borough in the car to make the determinations. Councilman Riccardi stated he sees and appreciates the hours the DPW is putting in during this storm. He has also received messages from other residents asking him to pass on their thanks to the DPW for the work they have done. Councilman Thornton asked if there was any dialogue between his office and the school regarding the school opening last week. Administrator McNeilly stated he was not contacted but sometimes the School Superintendent will contact dispatch or the police chief directly.

FIOS/Altice/Cablevision – Administrator McNeilly stated he has spoken/emailed with representatives from both Verizon and Altice. Marilyn Davis of Altice (formerly known as Cablevision & Optimum) responded that Stanhope is in their 2022 Fiber to the Home tentative schedule but this could change. Administrator McNeilly stated he has provided the governing body with Marilyn’s email if they wish to contact her directly. Administrator McNeilly stated he spoke with the Verizon representative, as well as the FIOS contact. FIOS is not scheduled to be deployed to Stanhope any time soon. No deployment for 5G service is scheduled for this western area as of yet. Councilman Cipollini asked if Planet Network is planning to bring high speed internet to the area. Administrator McNeilly stated the governing body did pass a resolution permitting Planet Network to hang the fiber on the poles with the idea of bringing fiber to the homes. According to Planet Network’s website, they are aggressive in getting service to homes in Newton, their home base. Planet Network is continuing to run lines from Newton, to Andover Township and the top part of Byram Township. Councilman Romano stated he too did some research into Planet Network’s website. There is a process they must follow to add towns to their network and that can take up to three to five years. They have to justify the number of customers that will sign on. They have to determine who owns all the telephone poles and permission has to be granted to use all the poles. After that, they need to go to the regulatory commission. It also has to be justified economically for them. Administrator McNeilly stated it appears the best option for this area will be the Altice Fiber Home. Altice has been to the municipality and they have their cabinet site set on Musconetcong Avenue. Contact has already been made with the Stanhope Construction Department for the installation of the cabinets. Administrator McNeilly stated the governing body is welcome to email Marilyn from Altice and she will respond back directly to them.

Condominium Service 2020 - Administrator McNeilly stated he has received the raw data from the DPW Superintendent in order to begin preparing the 2020 reimbursement report. The solid waste and recycling had no increase. Those agreements should be complete as well.

Certified Recycling Coordinator – Administrator McNeilly stated the annual service agreement with the Sussex County Municipal Utilities Authority (SCMUA) for the Certified Recycling Coordinator is due. All the documents are ready and the resolution will be prepared for the February 23rd meeting. Renee Casapulla, Recycling Coordinator from SCMUA, has resigned and will be leaving on March 31st.

Infrastructure Committee Meeting - Councilman Thornton stated he would like to schedule an Infrastructure Committee meeting. Preliminary discussions have been held with the DPW Superintendent and he is available Thursday. The meeting will be scheduled to take place this Thursday. Time to be determined.

WORK SESSION

James McNeilly Scholarship – Mayor Zdichocki asked Administrator McNeilly to explain the scholarship to the new members of the governing body. Administrator McNeilly stated the James McNeilly Scholarship was graciously created by the council many years ago in memory of his father who passed away. The criteria may have changed after all these years but, originally the scholarship was for an active citizen-based recipient. At this time, it may be participation based. Councilwoman Kuncken stated the scholarship has been provided for many years and it is her opinion for it to continue. The governing body agreed to sponsor the scholarship.

NEW BUSINESS

ORDINANCE

Mayor Zdichocki offered the following ordinance for introduction and first reading which was read by title. {Public Hearing on February 23, 2021}

Ordinance for Introduction and First Reading

CALENDAR YEAR 2021 ORDINANCE OF THE BOROUGH OF STANHOPE, COUNTY OF SUSSEX, NJ TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14)

WHEREAS, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 1.0% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Mayor and Council of the Borough of Stanhope in the County of Sussex finds it advisable and necessary to increase its CY 2021 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the Mayor and Council hereby determines that a 2.5% increase in the budget for said year, amounting to \$90,879.89 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS, the Mayor and Council hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Mayor and Council of the Borough of Stanhope, in the County of Sussex, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2021 budget year, the final appropriations of the Borough of Stanhope shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5%, amounting to \$127,231.84, and that the CY 2021 municipal budget for the Borough of Stanhope be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

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

RESOLUTIONS

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 049-21

RESOLUTION AWARDING THREE (3) YEAR AGREEMENT TO FAIL SAFE TESTING FOR ANNUAL TESTING OF VARIOUS FIRE DEPARTMENT EQUIPMENT

WHEREAS, the Stanhope Borough Fire Department utilizes various equipment that requires annual safety testing; and

WHEREAS, the Borough has received a quotation from Fail Safe Testing of Manalapan, New Jersey for a three (3) year Service Agreement to test fire hoses, fire pumps, aerial ladders and ground ladders; and

WHEREAS, the provisions of N.J.S.A. 40A:11-15(c)(7) provides that contracts for the servicing of equipment of every nature and kind may be awarded for a period not to exceed 5 years, provided such contracts are awarded in accordance with the rules and regulations promulgated by the Department of Community Affairs; and

WHEREAS, N.J.A.C. 5:34-3.1 et seq. provides that multiple year agreements shall only be awarded subject to the availability and appropriation annually of sufficient funds or shall contain an annual cancellation clause; and

WHEREAS, Fail Safe Testing has proposed to perform the testing at a fixed rate of \$4,812.75 per year for the three (3) year Service Agreement.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Stanhope that the Borough does hereby award a three (3) year Service Agreement to Fail Safe Testing to perform the specified testing on the Fire Department equipment in accordance with its proposal in an amount not to exceed \$4,812.75; and

BE IT FURTHER RESOLVED that the award of this three (3) year Service Agreement is subject to an annual appropriation by the Borough of Stanhope of sufficient funds for the Service Agreement; and

BE IT FURTHER RESOLVED that the award of this three (3) year Service Agreement is further subject to annual cancellation by the Borough of Stanhope.

Resolution 050-21

RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF STANHOPE AUTHORIZING THE ISSUANCE OF A TAXICAB LICENSE TO STANHOPE LIMO LLC

WHEREAS, Chapter 126 of the Stanhope Code of Ordinances requires that anyone operating a taxicab service within the Borough must obtain a license for same; and

WHEREAS, Stanhope Limo LLC, operating at 249 Route 206, Stanhope has applied to the Borough Clerk for a taxicab license and has complied with all the provisions of Chapter 126; and

WHEREAS, the following vehicle is to be operated by Jorge Ardon within the Borough of Stanhope:

Vehicle #1 – 2005 Honda, Odyssey VIN # 5FNRL38685B102759; and

WHEREAS, the Municipal Clerk and the Zoning Officer have reviewed said application and recommend approval; and

WHEREAS, said approval is contingent upon receipt by the Borough Clerk of proof of required insurance and payment of all fees;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Stanhope, County of Sussex, State of New Jersey, that the Borough Clerk is hereby authorized to issue, for the year 2021, said taxicab license to operate expiring at midnight December 31, 2021.

Resolution 051-21

RESOLUTION AUTHORIZING A REFUND OF OVERPAYMENT OF TAXES

WHEREAS, the homeowner applied for the property tax deduction for veterans on December 22, 2020, for the 2020 tax year; and

WHEREAS, the tax collector and tax assessor have approved the property tax deduction of \$250.00 for the 2020 tax year; and

WHEREAS, the homeowner's 2020 property taxes were paid in full, creating an overpayment of taxes on the account, and future taxes will be paid by the homeowner's bank.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Stanhope, that a warrant be drawn to the property owner named below in the designated amount representing an overpayment of taxes, as follows:

Homeowner Information:

Block	Lot	Qual	Name & Address	Tax Year	Amount
11206	3		Fernando D Maldonado & B Calzone 84-86 Main Street Stanhope, New Jersey 07874	2020	\$250.00

Resolution 052-21

RESOLUTION AUTHORIZING A REFUND OF OVERPAYMENT OF TAXES

WHEREAS, the property owner as well as the bank have made payment of 1st Quarter 2021 taxes; and

WHEREAS, the bank's payment was received after the homeowner payment, creating an overpayment on the account; and

WHEREAS, the bank has requested a refund of the overpayment.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Stanhope, that a warrant be drawn to the bank as named below in the designated amount representing an overpayment of taxes, as follows:

Homeowner Information:

Block	Lot	Qual	Name & Address
10610	15		Ghadeer F Salama & A C Silvera 122 Brooklyn Road Stanhope, New Jersey 07874

Refund Information:

	Tax Year	Amount
Plains Commerce Bank Attn: Gretchen Galles 3905 W. 49 th Street Sioux Falls, SD 57106	2021	\$1,825.32

Resolution 053-21

RESOLUTION AUTHORIZING REFUND OF REDEMPTION MONIES TO OUTSIDE LIEN HOLDER

WHEREAS, the Tax Collector has received payment for the redemption of Tax Title Lien No. 2020-021, representing 2019 property taxes and/or utility charges on Block 11601, Lot 28, known as 14 Maryann Terr, assessed to Phan, Cathy, and;

WHEREAS, the Tax Collector certifies that reimbursement is now required to be made to the following lien holder for the required redemption amounts as shown below:

To Lienholder:	Pro Cap 8, LLC. US Bank Cust for Pro Cap 8 50 South 16 th St, Suite 2050 Philadelphia, PA 19102
Redemption Amount:	Tax Title Lien #2020-021 and Interest to Date of Meeting \$ 1,036.89 Premium Paid by Lienholder <u>200.00</u>
Total From Current Fund:	\$ 1,036.89
Total From Tax Premium Account	200.00

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

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

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

Roll Call:

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

PAYMENT OF BILLS

Resolution 054-21

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 February 9, 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 duly 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 February 23, 2021 were approved. Councilwoman Kuncken asked Administrator McNeilly if a resolution will be prepared for the meeting regarding the Chief of Police. Administrator McNeilly confirmed this.

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.

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

The Mayor and Council went into Closed Session at 7:50 P.M.

RETURN TO OPEN SESSION

At the conclusion of the Closed Session, the Mayor and Council reconvened the public meeting at 7:55 P.M. with all present.

ADJOURNMENT

On motion by Councilwoman Kuncken, seconded by Councilman Cipollini, and unanimously carried by voice vote the meeting was adjourned at 7:55 P.M.

Approved:

Linda Chirip
Deputy Clerk for
Ellen Horak, RMC
Borough Clerk