

**MAYOR AND COUNCIL
WORK SESSION AND
AGENDA MEETING
October 12, 2021
7:00 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 and on the official website of the Borough of Stanhope.

Furthermore, notice of the change in the meeting location was sent to the New Jersey Herald and Daily Record on June 9, 2021 and was placed on the official bulletin board in the Municipal Building.

In the event the Mayor and Council have not addressed all items on this Agenda by 10:00 PM and they are of the opinion that they cannot complete the Agenda in a reasonable time period, the Mayor and Council may exercise their option to continue this meeting at an agreed to date, time and place. Please turn off all cell phones for the duration of this Meeting.

ROLL CALL

Council Members:

Councilwoman Kuncken – present	Councilman Thornton – absent
Councilman Riccardi – absent	Councilman Vance – present
Councilman Romano – present	Councilman Wronko – present
Mayor Zdichocki – present	

ADMINISTRATOR'S REPORT

Administrator McNeilly stated he does not have a printed report this evening. There are just a few items to mention verbally.

Pre-Construction Meeting for Kelly Place, Furnace Street and Waterloo Road Project – Administrator McNeilly stated he spoke with Eric Keller, Borough Engineer, who informed him there will be a pre-construction meeting for the Kelly Place, Furnace Street and Waterloo Road Project on October 18th. This meeting is scheduled for the same date and time as the Public Safety Committee meeting. Therefore, the pre-construction meeting will take place at the DPW yard. Administrator McNeilly stated he will attend a portion of each meeting.

Baker Place Project – Administrator McNeilly stated the replacement of the 375 feet of pipe on Baker Place is nearly complete. The pressure test took place yesterday and today. The bacteria testing will be done tomorrow. Then the connections will be made into Highland Avenue. There are only two services which come off of Baker Place.

TAP Grant Sparta Road – Administrator McNeilly stated the project has reached the 50% mark toward completion. GPI hosted the 50% complete meeting on Thursday, as required by the NJDOT and the Federal Government. Discussion took place at that meeting regarding work which is completed, work still to be done and the paving is still on schedule to be done in October. The light poles, not the guts, should be in as early as next week. The other components are due in another couple of weeks. The poles will be stored securely in the meantime.

Speeding Issues on Borough Streets – Administrator McNeilly stated he has a handout to review with the governing body regarding speeding issues throughout the Borough. Complaints have been received from Borough residents regarding the speed with which people are driving through the various neighborhoods. A resident spoke at the last Mayor and Council meeting with her concerns and various emails have been received. The speed trailer has been placed in different areas throughout the Borough and is being charged back up now to go back out. The speed trailer is a cumbersome process. Administrator McNeilly stated there is a monitor available which can be installed which will monitor the speed and provide feedback to the driver. This equipment will also provide statistics for the Borough to monitor. The quote received is for five brackets and two signs totaling \$6,500. The brackets can be permanently mounted in popular areas such as Main Street, Musconetcong Avenue, and Dell Road and the sign can be moved as needed and locked securely in place. There are funds available in the capital budget for signage and DPW to cover this cost. The unit is called the TC400, which is portable, and comes with two batteries and lasts approximately 7 days before it needs to be recharged. The unit is solar powered. Councilman Vance stated he was on Dell Road the other day and witnessed people speeding up and down the road and the governing body received a complaint at the last meeting regarding Delaware Avenue. Councilman Vance suggested 4 monitoring units be purchased. Administrator McNeilly stated the funds are not available at this time to add more units. Two units could be purchased now and additional units could be budgeted for in the 2022 capital budget. Administrator McNeilly stated a determination will have to be made as to what department will be moving the units around. This same vendor has been contacted by Salmon Brothers regarding the two monitors for the Sparta Road project. Those units quoted are the TC600, which are larger and would be permanently mounted. Those units will be hard wired as opposed to solar. Much discussion took place regarding the various areas in town which could benefit from the monitors. Administrator McNeilly stated the units also have a stealth mode. This allows the display to be turned off so that it appears to not be working. However, data is collected and will provide true speeding records because drivers would not see a display and would most likely not slow down. The speed monitoring trailer has served the Borough well but it does require a great deal of work to move about the Borough. The governing body discussed the benefits of the post mounted monitors as opposed to the trailer.

Mayor Zdichocki took a straw poll of the governing body members to determine if the extra brackets, 2 monitors and extra batteries should be purchased at this time. The result is as follows: Councilman Wronko – yes; Councilman Vance – yes; Councilwoman Kuncken – yes; Councilman Romano – yes.

On motion by Councilman Vance, seconded by Councilman Wronko, and unanimously carried by the following roll call vote, approval was granted for the purchase of two TC400 speed monitoring units, additional brackets and extra batteries.

Councilwoman Kuncken – yes	Councilman Thornton – absent
Councilman Riccardi – absent	Councilman Vance – yes
Councilman Romano – yes	Councilman Wronko – yes

NJ Natural Gas – Administrator McNeilly stated he and Mayor Zdichocki met with a representative from NJ Natural Gas last Tuesday online to discuss the process to bring gas lines into the Borough. Byram Township has managed to have Elizabethtown Gas service half of their township near Lake Mohawk. Mapping is being done to figure out how to run gas lines to this area. Discussions have taken place regarding the bridge and they have talked about coming through Exit 25. Over a year and a half ago, the Stanhope business list, commercial property list, and residential list was provided to NJ Natural Gas. The list will have to be updated. Another meeting is being scheduled which will be attended by additional NJ Natural Gas team members, the Borough Administrator, Mayor, Engineer and DPW Superintendent. This meeting will discuss the location of roads and what roads cannot be disturbed. Projects that are currently underway cannot be delayed to wait for gas lines. The gas company cuts trenches and repairs them. The only way full road paving would be provided is to add it to the cost of the project and that cost would be incurred by the residents. This would not be an option. The gas company does offer programs for residents to change out their furnaces. Mayor Zdichocki stated the cost to run the gas lines to the house is approximately \$6,000. Administrator McNeilly stated the gas company has been informed there is a State road and a County road in the Borough but there are no other jurisdictional issues.

Due to how the gas lines will be brought into the Borough, the downtown area will have gas lines first. The municipal buildings are run on electric. The hardware has been placed on the bridge in the event that gas lines would some day be available and there is a pressure main located near the cemetery. A determination needs to be made as to which gas franchise Stanhope falls under. Much discussion took place regarding the benefits of using natural gas.

WORK SESSION

Best Practice Checklist – Ellen Horak, Borough Clerk stated the CFO sent the Best Practice Checklist to the Mayor and Council on October 5th. Councilman Vance asked for a copy of the multi-year capital plan referenced in #5. Much discussion took place regarding how points are determined. Administrator McNeilly stated the printout does not show all of the data due to how the information is required to be entered into the program. An overview of how the Best Practice Checklist has changed over the years was given. Administrator McNeilly stated he will ask the CFO to provide the actual answers for the questions so that the governing body can review them. The CFO, Administrator and the Clerk are all required to approve the Best Practice Checklist. The Best Practice Checklist will be placed on the next agenda for discussion. Councilman Romano suggested that the governing body review the questions in the meantime and email any questions to streamline the next discussion.

NEW BUSINESS

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

Resolution 182-21

RESOLUTION AUTHORIZING THE USE OF SCHIFANO CONSTRUCTION CORPORATION AS SET FORTH IN THE MORRIS COUNTY CO-OP PUBLIC BID FOR MILLING AND RESURFACING OF BAKER PLACE, HIGHLAND AVENUE (PARTIAL) AND NORTH CENTRAL AVENUE

WHEREAS, the Borough of Stanhope is in need of roadway resurfacing of Baker Place (from Brooklyn Road to the end), Highland Avenue (from Baker Place to the northern end) and North Central Avenue (“Road Project”); and

WHEREAS, the Borough Engineer’s estimate for milling and resurfacing of Baker Place, Highland Avenue and North Central Avenue is \$40,246.50; and

WHEREAS, the Borough is a member of the Morris County Co-op which has already publicly bid paving services for the year 2021 and has awarded contracts therefore for the various services needed; and

WHEREAS, the Borough may utilize the Co-op bid price as a member of the Co-op without the need for further public bidding; and

WHEREAS, the Borough Engineer has recommended the use of the Co-op bids for the resurfacing of Baker Place, Highland Avenue and North Central Avenue; and

WHEREAS, the Borough awards the milling and resurfacing to Schifano Construction Corporation for District #2 at Milling, 0”-2” at \$2.75 per square yard and HMA 9.5M64 at \$72.20 per ton in a total amount of \$40,246.50 (see attached bid tabulation).

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Stanhope that the Borough will use Schifano Construction Corporations for milling and resurfacing of Baker Place, Highland Avenue and North Central Avenue at the 2021 Morris County Co-op awarded bid prices and quantities as set forth in the attached bid tabulation.

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

Roll Call:

Councilwoman Kuncken – yes
Councilman Riccardi – absent
Councilman Romano – yes

Councilman Thornton – absent
Councilman Vance – yes
Councilman Wronko – yes

Resolution 183-21

RESOLUTION AUTHORIZING CHANGE ORDER NO. 2 FOR THE STANHOPE PEDESTRIAN LOOP PHASE 2 PROJECT

WHEREAS, a contract was entered into for professional construction services for the Stanhope Pedestrian Loop Phase 2 Project between the Borough of Stanhope and Salmon Bros., Inc. for an original contract price of \$697,950.00 by the adoption of Resolution No. 110-21 on May 25, 2021; and

WHEREAS, the New Jersey Department of Transportation (“NJDOT”), on behalf of Salmon Bros, Inc., has submitted Change Order No. 2 for additional costs for additional Traffic Director Flagger Items in the amount of \$13,218.43; and

WHEREAS, the Chief Financial Officer has certified that there are available sufficient uncommitted appropriations in General Capital Ordinance #2021-03 to award Change Order No. 2.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Stanhope, County of Sussex, State of New Jersey, authorizes Change Order No. 2 in the amount of \$13,218.43 for the Pedestrian Loop Phase 2 Project, pursuant to N.J.A.C. 5:30-11.3 et seq., and increasing the overall contract cost to \$745,304.93.

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

Roll Call:

Councilwoman Kuncken – yes	Councilman Thornton – absent
Councilman Riccardi – absent	Councilman Vance – yes
Councilman Romano – yes	Councilman Wronko – yes

PAYMENT OF BILLS

Resolution 184-21

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 October 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 duly adopted.

Roll Call:

Councilwoman Kuncken – yes	Councilman Thornton – absent
Councilman Riccardi – absent	Councilman Vance – yes
Councilman Romano – yes	Councilman Wronko – yes

AGENDA ITEMS

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

CITIZEN'S TO BE HEARD

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

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

ADJOURNMENT

On motion by Councilman Wronko, seconded by Councilman Vance and unanimously carried by voice vote the meeting was adjourned at 7:50 P.M.

Approved:

Linda Chirip
Deputy Clerk for
Ellen Horak, RMC
Borough Clerk