

**STANHOPE BOROUGH  
MAYOR AND COUNCIL  
REORGANIZATION MEETING  
JANUARY 4, 2022  
7:00 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 7:00 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 20, 2021 and was placed on the Official Bulletin Board of the Borough of Stanhope. Please turn off all cell phones for the duration of this Meeting.

**INVOCATION**

Pastor Peter Magnan, from the First Presbyterian Church of Stanhope offered the invocation.

**ELECTION RESULTS – STATEMENT OF DETERMINATION**

Sussex County Clerk, Jeffrey Parrott, read the *Statement of Determination* from the Board of County Canvassers certifying that at the November 2, 2021 election the following were duly elected to terms set forth:

William Thornton – Council 3-year term  
Eugene Wronko – Council 3-year term  
Michael Vance – Unexpired 1-year term

**OATH OF OFFICE FOR COUNCIL MEMBERS**

Sussex County Clerk, Jeffrey Parrott, administered the Oath of Office to William Thornton, elected Councilman at the November 2, 2021 election and Eugene Wronko, elected Councilman at the November 2, 2021 election.

**ROLL CALL**

Council Members

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

Others present: Mayor Zdichocki, Attorney Anne Mulhern, Administrator McNeilly

**MAYOR’S WELCOME**

Mayor Zdichocki welcomed everyone including the dignitaries in attendance. Mayor Zdichocki stated she is humble, hopeful and honored to be the Mayor of Stanhope. There is hard work ahead along with opportunities and challenges that can only be solved when handled with transparency, integrity and determination. Mayor Zdichocki congratulated all the people who will be sworn in this evening and extended a special thank you to the volunteers and first responders. These are generous people who volunteer their time and talents to the community. The Borough is always in need of volunteers. Mayor Zdichocki also thanked the members of the boards and commissions, the employees, police, ambulance and fire department, and residents who donated pet food and supplies for the shelters. Mayor Zdichocki thanked the council members who gave many hours of their time to volunteer at the food pantry, at town events and fund-raising events like the St. Patty’s Day Dinner for the fire department. The Tunnel to Towers Run, organized by Jackie Pellack, was a great success and helped to raise over \$17,000. Mayor Zdichocki stated she, Councilman Riccardi and Councilman Wronko participated along with approximately two dozen Stanhope residents and residents from adjoining towns. Anyone interested in participating in the future can get information at the website, “403ReasonsToRun.org”. Mayor Zdichocki also thanked Bell’s Mansion and Shakey Jake’s for their continued support of town events. Mayor Zdichocki thanked Girl Scout Troop 97872 for attending a council meeting this past year and for their donation of a sign which is posted at Musconetcong Park which says, “Don’t make the world a garbage bag. Please pick up after yourself.” Throughout the

year many concerns have been addressed and Mayor Zdichocki stated she will always try to address concerns with quick answers and actions. Mayor Zdichocki thanked the American Legion for letting the Borough use their hall for this evenings event and she thanked Borough Clerk Ellen Horak, Deputy Clerk Linda Chirip and Administrator Brian McNeilly for coordinating the event. Finally, Mayor Zdichocki stated she is blessed to call Stanhope her home and she wished everyone a very happy and healthy 2022. We are now ready and eager to get down to business.

**RESOLUTIONS**

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

**Resolution 001-22**                      **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 2022.

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

Roll Call:

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

**ELECTION OF COUNCIL PRESIDENT**

On nomination by Councilman Romano, seconded by Councilman Wronko, Councilwoman Kuncken was elected Council President for 2022 on the following unanimous roll call vote.

Roll Call:

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

**Resolution 002-22**                      **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 2022 as follows.

<b>Title</b>	<b>Name</b>	<b>Term</b>	<b>Term Expires</b>
Chaplain	Rev. Peter Magnan	1 year	12.31.22
Administrator	Brian McNeilly	1 year	12.31.22
Municipal Clerk	Ellen Horak		tenure
Local Registrar	Ellen Horak		tenure
Deputy Municipal Clerk	Linda Chirip	1 year	12.31.22
Deputy Registrar	Linda Chirip	1 year	12.31.22
Web Content Manager	Linda Chirip	1 year	12.31.22
Chief Finance Officer	Dana Mooney		tenure
Tax Collector	Dana Mooney		tenure
Deputy Tax Collector	Maria Mascuch	1 year	12.31.22
Compliance Officer (PACO)	Brian McNeilly	1 year	12.31.22
Appointing Officer	Brian McNeilly	1 year	12.31.22
Alternate Appointing Officer	Steven Pittigher	1 year	12.31.22
Tax Assessor	Jason Laliker	1 year	tenure
Certifying Officer	Brian McNeilly	1 year	12.31.22
Assessment Searcher	Ellen Horak	1 year	12.31.22
Tax Search Officer	Dana Mooney	1 year	12.31.22
Assistant Treasurer	Brian McNeilly	1 year	12.31.22

Sewer Treasurer	Dana Mooney	1 year	12.31.22
Water Treasurer	Dana Mooney	1 year	12.31.22
Water/Sewer Cashier	Maria Mascuch	1 year	12.31.22
Deputy Water/Sewer Cashier	Tammy Minniti	1 year	12.31.22
Tax Cashier	Maria Mascuch	1 year	12.31.22
Accounts Payable	Tammy Minniti	1 year	12.31.22
Clean Communities Coordinator	Dana Mooney	1 year	12.31.22
Overseer of the Poor	Jeanne Schwartz	1 year	12.31.22
Housing Officer	Thomas Pershouse	1 year	12.31.22
Building Inspector	Thomas Pershouse	1 year	12.31.22
Electrical Inspector	Thomas Pershouse	1 year	12.31.22
Construction Secretary	Tammy Minniti	1 year	12.31.22
Code Enforcement Officer	Thomas Dixon	1 year	12.31.22
Zoning Officer	Thomas Dixon	1 year	12.31.22
Municipal Housing Liaison	Thomas Dixon	1 year	12.31.22
Water Operator	Jason Titsworth	1 year	12.31.22
Sewer Operator	Jason Titsworth	1 year	12.31.22
Court Administrator	Erin Flannary	1 year	12.31.22
Deputy Court Admin.	Shauna Tillotson	1 year	12.31.22
Fire Chief	Michael Donahue	1 year	12.31.22

Title	Name	Term	Term Expires
Deputy Emergency Management Coordinator	Steven Pittigher	1 year	12.31.22
Police Detective	Officer Joseph Johnson	1 year	12.31.22
Special Police Officers:	Vacant Class I	1 year	12.31.22
		1 year	12.31.22
Matron	Virginia Citarella	1 year	12.31.22
Police Secretary	Virginia Citarella	1 year	12.31.22
Crossing Guards	John Castellucci	1 year	12.31.22
	Maureen Cerni	1 year	12.31.22
	Adrienne Hade	1 year	12.31.22
Alternate Crossing Guard	Patricia Poland	1 year	12.31.22

**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 2022.

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

**Resolution 003-22**                      **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 2022 as follows.

Title	Name	Term	Term Expires
Borough Attorney	Ursula Leo	1 year	12-31-22
Borough Prosecutor	Anthony Arborre	1 year	12-31-22
Public Defender	Chris H. Colabella	1 year	12-31-22
Borough Engineer	Eric Keller	1 year	12-31-22
Borough Planner	William Hamilton	1 year	12-31-22
Borough Auditor	Raymond Sarinelli	1 year	12-31-22
Bond Counsel	Robert Beinfeld	1 year	12-31-22
Labor Counsel	Ursula Leo	1 year	12-31-22
Conflict Counsel	Robert Morgenstern	1 year	12-31-22
Dr. of Psychological Testing	Matthew Guller, M.D.	1 year	12-31-22

**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 2022.

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

**Resolution 004-22**                      **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 2022 as follows.

<b>Committee</b>	<b>Chair</b>	<b>Member</b>
Finance/Administration	Thomas Romano	William Thornton
Public Safety	Diana Kuncken	Michael Vance
Community Development	Eugene Wronko	Anthony Riccardi
Infrastructure	William Thornton	Thomas Romano
Technology	Anthony Riccardi	Eugene Wronko
Boards/Commissions	Michael Vance	Diana Kuncken

**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 2022.

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

**Resolution 005-22**                      **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 2022; 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, of the Accountant firm Nisivoccia & Company, is hereby retained as Auditor for the Borough of Stanhope with the understanding that Raymond Sarinelli 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-22.4 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 Vance, seconded by Councilman Romano and unanimously carried by voice vote the foregoing resolution was duly adopted.

**CONSENT AGENDA – Resolutions 006-22 through 028-22** (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.

**Resolution 006-22                      RESOLUTION DESIGNATING DEPOSITORIES FOR THE 2022  
CALENDAR YEAR**

**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 2022:

- 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:5-22 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
  - Wire Transfer 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:5-22.1), 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 4, 2022 to December 31, 2022. 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 007-22**

**RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS FOR THE 2022 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 2022; 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 2022 as required by the Open Public Meetings Act.

**Resolution 008-22**

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF STANHOPE DESIGNATING MEETING DATES FOR THE 2022 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 2022 at the Municipal Building, 77 Main Street, 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.

<b>Work Session/Agenda Meetings</b>		<b>Regular Business Meetings</b>	
January	11	January	25
February	8	February	22
March	8	March	22
April	12	April	26
May	10	May	24
June	14	June	28
July	12	July	26
August	9	August	23
September	13	September	27
October	11	October	25
		November	22
		December	13

**BE IT FURTHER RESOLVED**, the Annual Reorganization Meeting shall be held on January 10, 2023 at 7:00 p.m.

**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 009-22**

**RESOLUTION AUTHORIZING APPROPRIATIONS FOR THE 2022 TEMPORARY BUDGET**

**WHEREAS**, NJSA 40A:4-22, the Local Budget Act, provides that where any contracts, commitments or payments are to be made prior to the final adoption of the 2022 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 2022; and

**WHEREAS**, the total appropriations in the 2021 Budget, less appropriations for capital improvement fund, debt service and relief of the poor (public assistance) are as follows:

Current Fund	\$4,510,827.00
Water Utility	\$ 568,468.00
Sewer Utility	\$ 927,144.00

**WHEREAS**, 26.25 percent of the total appropriations in the 2021 Budget, less appropriations for capital improvement fund, debt service and relief of the poor (public assistance) in the said 2021 Budget is as follows:

Current Fund	\$1,239,091.00
Water Utility	\$ 149,223.00
Sewer Utility	\$ 243,375.00

**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 010-22**                      **RESOLUTION ESTABLISHING INTEREST RATES FOR DELINQUENT WATER AND SEWER CHARGES**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope that the rate of 8% 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 011-22**                      **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 1<sup>st</sup>, May 1<sup>st</sup>, August 1<sup>st</sup> and November 1<sup>st</sup> 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 012-22**                      **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 2022.

**Resolution 013-22**                      **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 2022.

**Resolution 014-22**                      **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 015-22**

**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 016-22**

**RESOLUTION ESTABLISHING MUNICIPAL FEES FOR 2022**

**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 2022:

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-22.1)	\$ 10.00
Mental Health Records Search	\$ 15.00
Notary Public, non-residents	\$ 2.50 per signature
Tax Lien Redemption Calculation, 3 <sup>rd</sup> 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 017-22**

**RESOLUTION ESTABLISHING DPW FEES FOR THE 2022 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 2022:

**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 018-22**

**RESOLUTION ESTABLISHING PETTY CASH FUNDS FOR THE 2022 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 2022:

Chief Financial Officer	\$200.00
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**Resolution 019-22**

**RESOLUTION DESIGNATING AMBULANCE AND FIRE SERVICE AGENCIES FOR THE 2022 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 2022; 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 2022.

**Resolution 020-22**

**RESOLUTION ESTABLISHING THE BOROUGH'S HOLIDAY SCHEDULE FOR 2022**

**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 2022:

New Year's Day observed:	Friday, December 31, 2021
Martin Luther King Day:	Monday, January 17
President's Day:	Monday, February 21
Good Friday:	Friday, April 15
Memorial Day:	Monday, May 30
Independence Day:	Monday, July 4
Labor Day:	Monday, September 5
Columbus Day:	Monday, October 10
Veterans Day:	Thursday, November 11
Thanksgiving Day:	Thursday, November 24
Day after Thanksgiving:	Friday November 25
Christmas Eve:	Friday, December 23 ( <i>Observed</i> )
Christmas Day:	Monday, December 26 ( <i>Observed</i> )

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

**Resolution 021-22**

**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 022-22**

**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 023-22**

**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 024-22**

**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 025-22**

**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 NJSA 40A:11-5 (1) (a) (i).

**Resolution 026-22**

**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.

**Resolution 027-22**

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF STANHOPE READOPTING STANHOPE BOROUGH POLICE DEPARTMENT RULES AND REGULATIONS**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope, County of Sussex, State of New Jersey, that the Stanhope Borough Police Department Rules and Regulations, last revised January 1, 2021, be hereby again adopted.



**Resolution 028-22**

**RESOLUTION TO OPT-IN TO EXAMINATION EXEMPTION CIVIL SERVICE HIRING PROCEDURES**

**WHEREAS**, the Borough of Stanhope, Sussex County, State of New Jersey (hereinafter referred to as the “Borough”) is a jurisdiction governed by Title 11A and the Civil Service regulations under Title 4A of the Administrative Code; and

**WHEREAS**, N.J.S.A. 11A:4-1.3 permits municipalities to hire police officers who may not have taken an open competitive examination for the title of Police Officer, but are otherwise duly qualified, have completed training, and hold a valid NJ Police Training Commission Certificate as Police Officer (Basic Course for Police Officer); and

**WHEREAS**, N.J.S.A. 11A:4-1.3 permits a municipality to exempt any person for an entry-level law enforcement position from taking the Civil Service law enforcement exam, as long as they have completed the full Basic Course for Police Officers training course at a school approved and authorized by the New Jersey Police Training commission; and

**WHEREAS**, a municipal police department may hire a person under this exemption only when a conflict of interest and nepotism policy are in place; and

**WHEREAS**, the Borough has duly established written policies governing nepotism and conflicts of interest, specifically sections 213 and 214 of the Borough’s Employee Handbook; and

**WHEREAS**, in order to effectuate this policy, a municipality must affirmatively “opt-in” by adopting a Resolution authorizing such a hiring policy; and

**WHEREAS**, Chief of Police Steven Pittigher has recommended that the Borough effectuate this policy and “opt-in” to this program in the interests of efficiency, expediency, and the promotion of public safety within the Borough; and

**WHEREAS**, this “opt-in” provision shall remain valid until changed by a rescinding resolution of the Governing Body.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Stanhope for the reasons set forth above that the Borough hereby authorizes such hiring policies related to the examination exemption as set forth in N.J.S.A. 11A:4-1.3 (NJ Bill S-3220, P.L.2021, c.7); and

**BE IT FURTHER RESOLVED**, that a copy of this Resolution shall be transmitted to the New Jersey Civil Service Commission.

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

Roll Call:

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

**MAYOR’S APPOINTMENTS**

**Resolution 029-22**

**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:

- Monique McNeilly, 3-year term to expire 12.31.24
- Thomas Romano, 3-year term to expire 12.31.24

**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 Vance, seconded by Councilman Wronko and unanimously carried by voice vote the foregoing resolution was duly adopted.

**Resolution 030-22**                      **RESOLUTION APPROVING THE MAYOR'S APPOINTMENTS TO THE RECREATION COMMISSION WITH COUNCIL CONCURRENCE**

Mayor's appointments to the Recreation Commission as follows:

Maria Grizzetti, unexpired 5-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 Recreation Commission.

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

**Resolution 031-22**                      **MAYOR'S APPOINTMENTS TO THE LAND USE BOARD**

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

- Class I:            Edward Schwartz - term of Mayor Patricia Zdichocki to 12-31-23
- Class II:           Thomas Pershouse – 1-year term, term to expire 12-31-22
- Class IV:          Glenn Kurtz – 4-year term, term to expire 12-31-25
- Class IV:          Rosemarie Maio – 4-year term to expire 12-31-25
- Alternate #1:    Christine Lipinski – 1-year term, term to expire 12-31-22

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

**Resolution 032-22**                      **MAYOR'S APPOINTMENTS TO THE ENVIRONMENTAL COMMISSION**

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

John Rogalo, 3-year term to expire 12-31-24  
Nicole Member, 3-year term to expire 12-31-24

Michael Balogh, Chairman, 1-year term to expire 12-31-22

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

**Resolution 033-22**                      **MAYOR'S APPOINTMENT OF DPW LABORER JASON GACCIONE WITH COUNCIL CONCURRENCE**

Mayor's appointment of Jason Gaccione as DPW Laborer with Council concurrence.

**BE IT RESOLVED** by the Council of the Borough of Stanhope that they do hereby concur with the Mayor's appointment of Jason Gaccione as DPW Laborer effective January 5<sup>th</sup>, 2022 with a start date of January 19, 2022 at the annual salary of \$48,314 to be pro-rated in CY2022, and in accordance with the provisions of the current DPW Collective Bargaining Unit's contract.

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

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

**ELECTION OF COUNCIL REPRESENTATIVE TO THE LAND USE BOARD**

On motion by Councilman Thornton, seconded by Councilman Romano and carried by the following unanimous roll call vote, Councilman Vance was elected as Council Representative to the Land Use Board for the year 2022.

Roll Call:

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

**CITIZEN RECOGNITION**

Mayor Zdichocki stated, as we made it through another year of Covid-19, we continue to cherish every moment we spend together whether it is in person or via Zoom. There are so many things that we once took for granted that we are now limited to or even unable to do. In this time of uncertainty and sadness, our community stayed strong. Our residents found ways to help and support those who were in need and a little less fortunate. These residents have proven to be selfless and whole hearted. Some have delivered meals, worked food pantries, shopped for and distributed food, made masks and gowns, donated much needed items and even provided help in making appointments for residents to receive vaccinations. They all worked hard to ensure that no one in the community was in need. Mayor Zdichocki stated she would like to thank those residents who went above and beyond and apologized if there is anyone she may have missed. Everything that has been done has been greatly appreciated. Mayor Zdichocki stated it is her pleasure to be able to honor the many special residents, some of whom are here this evening, for their commitments, contributions, and dedication to the community. Mayor Zdichocki called the following residents forward to receive their Certificate of Appreciation: Sandy & Mike Donahue; Jeanne & Ed Schwartz; Maureen Kurtz; Maria Grizzetti; Linda Whitehead; Tracy Jenkins; Jocelyn Justice; and Diana Anthony. Those residents not in attendance will have their certificates mailed to them. They are: Lori Miller; John & Joelle DeMasi; Colleen Chaparro; Anita DeLorenzo; Frank Dewalt; Tammy Araujo; Sharon Leon; Lauri & Keith Trowbridge; Jeanne & Mark Montemarrano; Anthony Parisi; Rose Tucker; Dottie & Ed Franco; Lisa & Mark Smith and Elena & John Castellana.

Mayor Zdichocki stated there are two residents to whom she would like to give special recognition. The first is Mr. Frank Whitehead. Frank joined the Stanhope Fire Department in 1969 following in his father’s footsteps. Frank became Chief in 1991 and served as Chief from 1991 to 1992. Frank has just completed 52 years of active volunteer service and is still going strong for the Stanhope Fire Department and the community. Frank has had many interrupted dinners and family celebrations along with many sleepless nights because when the tones were sounded he was right there to respond. Frank has responded to structure fires, motor vehicle accidents, tornadoes, hurricanes and sadly some loss of life calls. Frank is a mentor to other fire department members and to his son who is now a third generation volunteer fire fighter. Mayor Zdichocki thanked Frank on behalf of the governing body and the residents of the Borough of Stanhope with sincere thanks and appreciation for completing 52 years of dedicated and ongoing service to the Stanhope Fire Department and the Borough of Stanhope. Mayor Zdichocki presented Frank Whitehead with a plaque containing a clock and an inscription of thanks.

Mayor Zdichocki stated the next resident she would like to recognize is Mr. John Maguire. John was appointed to the Stanhope Board of Adjustment on January 6, 2001. In 2003, the Planning Board and Board of Adjustment were combined into what is now called the Land Use Board. John became Chairman of the Land Use Board in 2006 and has served as Chairman until December 2021, thus ending his service of 20 years. On behalf of the governing body and the residents of the Borough of Stanhope, Mayor Zdichocki extended sincere thanks and appreciation to John for 20 years of dedication and service. Unfortunately, Mr. Maguire was unable to attend this evenings meeting. Mayor Zdichocki will present a plaque to thank John at a future time.

## **OATHS OF OFFICE**

Mayor Zdichocki invited Fire Chief Michael Donahue and the other officers of the Stanhope Hose Company No. 1 to step forward to be sworn in. Anne Mulhern, Borough Attorney, administered the Oath of Office to the officers of the Stanhope Hose Company No. 1.

Mayor Zdichocki invited all appointees to the Boards and Commissions who were present to come forward and have their oaths of office administered by Borough Attorney, Anne Mulhern.

## **MAYOR'S HIGHLIGHTS OF 2021**

Mayor Zdichocki stated 2021 was quite a year. There were over 200 conference calls, over a dozen weddings, many Zoom meetings, roundtable talks and webinars this past year. Mayor Zdichocki stated she had the pleasure of participating in the opening ceremony for the Lakeland Little League and she, along with other members of the council attended the Stanhope School Veteran's Day Program, which was wonderful as always. Mayor Zdichocki stated she attended the Court of Order for the first 7 females who became Eagle Scouts. It was an honor to recognize Stanhope's first female Eagle Scout, Zoe Rizzo. In January, the Mayor and Council authorized the signing of the agreement with the NJ Department of Transportation for the Stanhope Pedestrian Loop Project. This project, which has been in the planning stage for more than five years, was finally able to proceed. The Mayor and Council were able to settle three contracts which were up for renewal; the PBA, Police Chief and DPW. There were two economic development projects this year. The grand opening of the Phillips 66 Gas Station with a convenience store and a new two-story building on Main Street with two storefronts and two apartments. Both projects are the first new commercial properties in the Borough in a generation.

Next, was the blizzard of 2021. A major storm which buried the Borough. The Department of Public Works worked around the clock to clear roads and open intersections. It seemed like the snow would never end. We actually ran out of places to put the snow. However, the DPW did an outstanding job of getting this done. With Covid-19 still limiting indoor dining, the Mayor and Council extended the temporary outdoor dining zoning and waived the permit charge for the restaurants in town which provided some much needed economic relief. In April, the Stanhope Board of Health had their first ever drive through rabies clinic. It was very successful. In the spring, the Environmental Commission was busy adding plantings to Lakeside Park and the DPW kept busy with seasonal road work and spring beautification. In late spring, much needed road resurfacing was done on Dell Road and patching of roads like Maple Terrace and Sagamore Road were done as well. Speed tables were reinstalled on Dell Road and Young Drive and repairs were made concerning water issues.

In early June, Borough Hall was reopened to the general public. Residents still have the option of making payments online or using the drop box on the front door. At the end of June, after a year of holding Mayor and Council meetings at the Stanhope School Gym due to Covid protocols, we were able to return back to the Borough Hall Chambers. It was great to be home. We are very grateful to Stanhope School for opening their doors to allow us to use their facilities. Also in June, Stanhope and Hopatcong entered into a shared service agreement for street sweeping. In addition, Stanhope and Sparta entered into a shared service agreement for a Qualified Purchasing Agent. In July, the council authorized a full restriction on recreational cannabis in the Borough. With State guidelines and regulations non-existent, this was a prudent action. Now that regulations are in place, we are hopeful that the governing body can begin discussion to revisit this restriction. August was a very busy month as we saw the initial construction of the Stanhope Pedestrian Loop and the installation of the Baker Place waterline. Our newest commercial business, the Phillips 66 Gas Station opened and then suffered a terrible fire weeks later. Fortunately, it was able to reopen shortly afterwards. The Borough welcomed our first female police officer. Stanhope was chosen as one of the year's recipients to be honored to receive a seedling from the 911 survivor tree which serves as a landmark symbolizing resiliency and hope. The tree was transported from Queens, New York on a Stanhope fire truck and planted at Musconetcong Park. The tree is a proud addition to our 911 memorial. On September 11<sup>th</sup>, with Congresswoman Mikie Sherrill as our guest, the tree was dedicated to all the people lost on 911, especially our own Borough resident, Joseph Vilardo, whose family was in attendance. This 20<sup>th</sup> Anniversary of 911 was an outstanding program and tribute to those who were lost.

Mayor Zdichocki stated the Stanhope Fire Department, with authorization from the council, donated old turnout gear to an Alabama Fire Department that was in desperate need of the equipment. As the fall months approached, Baker Place, North Central Avenue, Highland Avenue and Sparta Road were paved and lined. Lights were installed on Sparta Road and the final project for the year was the Kelly Place, Old Waterloo Road and Furnace Street improvements. The project included drainage and resurfacing which was completed in mid-December. As you can see, our small town has been very busy.

Mayor Zdichocki stated looking ahead in the year 2022, we are looking forward to completion of the Sparta Road Stanhope Pedestrian Loop Project, the water service replacement and road resurfacing of Delaware Avenue and Valley Road, the resurfacing of Spencer Street and Sagamore Road, the water main replacement on Ridge Road, Overhill Road and Sunset Avenue, and the on-going beautification of Lakeside Park by the Environmental Commission. New Jersey Natural Gas will be starting Phase 1 of the installation of gas line service within the Borough. Altice is running fiber optic lines and they have committed to connecting customers to high speed fiber in early 2022. These are just a few of our projects to be completed in 2022. Mayor Zdichocki thanked everyone for attending this evenings meeting.

### **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.

Jeanne Schwartz, Overseer of the Poor, thanked all the people who donated to provide the children of Stanhope families, who are struggling, the ability to have a happy Christmas. We have churches and organizations who go overboard to help. Without Jim Gardner and the First Presbyterian Church, this program probably would not exist. The church provides the needed space to organize this effort and the Knitting Circle make blankets for all the families. The Thanksgiving food is also provided with their help. Linda Gaffin from the Lake Hopatcong Elks Club, along with her fellow elves, are incredible. They provide gifts, clothes and food baskets for every family on the list. Mary Levy from Isolatek receives donations from the Isolatek employees and Mary buys and wraps all the gifts beautifully. Frank Kennedy from the American Legion and the members provide Shop Rite gift cards for the families for Thanksgiving and Christmas. This year Jackie Cinotti from Skylands Rotary participated and it was great working with her. Janett Gibbons and Linda Whitehead, Stanhope residents with the Methodist Church, also provide gifts and they deliver them to the Presbyterian Church. Without all of these people and all the ones who donate their money, gifts and time, there are children who would go without a happy Christmas. Mrs. Schwartz also thanked Borough Clerk, Ellen Horak, and Deputy Clerk, Linda Chirip for their help as well.

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

### **ADJOURNMENT**

Mayor Zdichocki thanked everyone for attending this evenings meeting and wished everyone a happy and healthy new year.

On motion by Councilman Romano, seconded by Councilman Thornton, and unanimously carried by voice vote the meeting was adjourned at 7:52 P.M.

Approved:

Linda Chirip  
Deputy Clerk