

**MAYOR AND COUNCIL
REGULAR MEETING
June 28 2022
7:00 P.M**

CALL TO ORDER

SALUTE TO COLORS

Mayor Zdichocki invited all those present to stand in a salute to the colors.

MAYOR'S STATEMENT AS TO COMPLIANCE WITH P.L. 1975

Adequate Notice of this Meeting has been provided according to the Open Public Meetings Act, Assembly Bill 1030. Notice of this Meeting was included in the Annual Meeting Notice sent to the New Jersey Herald and the Daily Record on January 5, 2022 and was placed on the Official Bulletin Board in the Municipal Building and 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:

Councilwoman Kuncken – present	Councilman Thornton - absent
Councilman Riccardi - present	Councilman Vance - present
Councilman Romano – absent	Councilman Wronko - present

Mayor Zdichocki – present

CITIZENS 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.

MINUTES FOR APPROVAL

Mayor Zdichocki read aloud the list of minutes being presented for approval:

May 10, 2022	Work Session/Agenda Meeting
May 24, 2022	Business Meeting

On motion by Councilwoman Kuncken, seconded by Councilman Wronko and carried by a majority voice vote, the above listed minutes were approved. Councilman Vance abstained from the minutes of May 24, 2022.

CORRESPONDENCE *(List Attached)*

On motion by Councilman Wronko, seconded by Councilman Vance and unanimously carried by voice vote, the list of correspondence was accepted and ordered placed on file.

COUNCIL COMMITTEE REPORTS

Public Safety – Councilwoman Kuncken/Councilman Vance

(Police, Fire, Ambulance, Court & Violations Bureau, Emergency Management)

Councilwoman Kuncken stated the Fire Department, for the month of May, answered 4 calls. There was 1 mutual aid call, 4 drills, 1 training session, and 7 special details. The Fire Department also participated in the parade. The total number of man hours volunteered was 262.5 hours.

Councilwoman Kuncken stated the Fire Marshal report, for the month of May, states there were no responses for complaints or fire incidents. A fine was issued to Dollar General for failure to abate violations which were found during their inspection. The Fire Marshal inspector has been back to the building three times and no repairs have been made. There were two inspections for the month; Dollar General and the Buddhist Temple.

Councilwoman Kuncken stated the Police Department for the month of May had 127 motor vehicle stops. The total number of calls for the month were 291.

Finance & Administration – Councilman Romano/Councilman Thornton

No report was given.

Community Development – Councilman Wronko/Councilman Riccardi

Councilman Wronko stated the Stanhope Spring Festival was held this past weekend. The number of people who attended was lower than expected. Hackettstown had their street fair that day and the weather was extremely hot which probably impacted the attendance. Councilwoman Kuncken stated the date of the festival had also been changed. Councilman Wronko thanked Rosemarie Maio and all the other volunteers who helped for the event. Mayor Zdichocki stated the Chamber of Commerce did a great job. Mayor Zdichocki thanked Councilman Wronko and Councilwoman Kuncken for their help. Councilwoman Kuncken extended her thanks to Paula Murphy, Chamber of Commerce, for all the hard work she puts forth to make the event a success. Mayor Zdichocki thanked all the volunteers.

Councilman Wronko stated Family Fun Day will be held on July 16th.

Municipal Infrastructure – Councilman Thornton/Councilman Romano

(Water Distribution, Sewer Collection System, Road Construction & Maintenance, Buildings & Grounds)

No report was given.

Information Technology – Councilman Riccardi/Councilman Wronko

Councilman Riccardi stated he had no report for this evening.

Boards/Commissions – Councilman Vance/Councilwoman Kuncken

Councilman Vance stated the Land Use Board has a D-variance application for Ms. Temporale at Bell's Mansion. The application was requesting approval to have a gift shop located within the restaurant which was approved. There was another variance application submitted by a homeowner for a fence which was approved.

COUNCIL DISCUSSION

Northwest Morris Canal Greenway Resolution – Mayor Zdichocki stated a presentation was made at the last Mayor and Council meeting regarding the Northwest Morris Canal Greenway Project. A request was made for the Borough to provide a resolution in support of the project. Mayor Zdichocki stated Administrator McNeilly provided the information needed for the resolution to the governing body for review. Mayor Zdichocki asked the governing body if there were any questions or any objections to moving forward with the resolution. Seeing none, Mayor Zdichocki asked the Clerk to add the resolution to the next scheduled meeting agenda.

OLD BUSINESS

ORDINANCES

Mayor Zdichocki offered the following ordinance for Public Hearing and Final Adoption which was read by title.

Ordinance for Public Hearing and Final Adoption

Ordinance 2022-08 **CAPITAL ORDINANCE APPROPRIATING \$50,000.00 FOR THE PURCHASE OF A PUBLIC WORKS TRUCK TO BE UNDERTAKEN BY THE BOROUGH OF STANHOPE, IN THE COUNTY OF SUSSEX, NEW JERSEY**

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

Section 1. The several improvements described in Section 3 of this capital ordinance are hereby respectively authorized as general improvements to be made or acquired by the Borough of Stanhope, New Jersey. For the said several improvements or purposes stated in said Section 3, there are hereby appropriated the respective sums of money therein stated as the appropriations made for said improvements or purposes, said sums being inclusive of all appropriations heretofore made therefore and amounting in the aggregate to \$50,000.00, which has heretofore been set aside for the improvement or purpose stated in Section 3 and now available therefore by virtue of provision in a previously adopted budget or budgets of the Borough for capital improvement purposes.

Section 2. For the financing of said improvements or purposes and to meet the part of said \$50,000.00 appropriations, the Borough will use \$4,000.00 from the General Capital Improvement Fund, \$12,000 from the General Capital Fund Balance, \$17,000 from the Water Capital Improvement Fund, and \$17,000 from the Sewer Capital Improvement Fund, as described in Section 3.

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

General Capital Improvement Fund:

General Capital share of cost of the Public Works Pickup Truck \$4,000.00

General Capital Fund Balance:

General Capital share of cost of the Public Works Pickup Truck \$12,000.00

Water Capital Improvement Fund

Water share of cost of the Public Works Pickup Truck \$17,000.00

Sewer Capital Improvement Fund

Sewer share of cost of the Public Works Pickup Truck \$17,000.00

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

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

- (a) The said purposes described in Section 3 of this capital ordinance are capital expenses and are each a property or improvement that the Borough may lawfully acquire or make as a general improvement, and no part of the cost thereof has been or shall be specifically assessed on property specially benefited thereby.
- (b) The average period of usefulness of said purposes within the limitations of said Local bond Law and taking into consideration the respective amounts of the said obligations authorized for the several purposes, according to the reasonable life thereof computed by this capital ordinance, is five (5) years.

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

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

Mayor Zdichocki opened the meeting to the public for questions or comments on this ordinance only. Seeing no one from the public wishing to speak, Mayor Zdichocki closed the public portion of the meeting.

Roll Call:

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

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

NEW BUSINESS

RESOLUTIONS

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

Resolution 118-22

RESOLUTION TO CANCEL CAPITAL BALANCES

WHEREAS, certain Capital Improvement appropriation balances remain dedicated to projects now completed and/or cancelled; and

WHEREAS, the Finance Officer certifies that it is necessary to formally cancel said balances so that the unexpended balances may be returned to either Capital Improvement Fund or Surplus or Reserves, and unused debt authorizations and grant receivables may be canceled;

NOW THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Stanhope, County of Sussex, State of New Jersey, that the following unexpended and dedicated balances of General Capital, Water Capital, and Sewer Capital Appropriations be canceled:

Ord. #	General Capital Project Description	Amount Cancelled	
		Funded	Unfunded
2015-10	Various Improvements		\$ 217.72
2017-03	Mill/Pave Hill, Mcknly, Linden		\$52,591.46
2017-04	Various Capital Improvements	\$10,281.62	
2018-09	DPW Garage Lighting		\$ 663.65
2018-09	Mason Dump Plow/Sander		\$ 2,401.00
2018-09	Hickory Drive Mill/Pave		\$53,210.67
2018-09	Oak/Lower East Dr Mill/Pave		\$ 9,728.90
2019-01	Fire Gear Washer & Dryer		\$ 4.42
2019-01	2019 Police Utility Vehicle		\$ 4,769.46
2019-01	2018-19 Ford F350		\$14,050.00
2019-01	Parking Lot, PO Dr, Salmon Mill/Pave		\$26,252.90

2019-06	Portable Computer Tablets	\$ 336.16
2021-06	Fire-Police Various Capital	\$ 7,567.00

To be canceled to Capital Improvement Fund: \$18,184.78
 To cancel debt authorized: \$163,890.18

Ord. #	Water Capital Project Description	Amount Cancelled	
		Funded	Unfunded
2014-14	James St Water Improvements	\$11,884.03	\$ 17,760.00
2020-03	Ford F-550 Mason Dump		\$ 960.02

To be canceled to Fund Balance: \$11,884.03
 To cancel debt authorized: \$ 18,720.02

Ord. #	Sewer Capital Project Description	Amount Cancelled	
		Funded	Unfunded
2013-10	Various Improvements	\$ 426.72	
2020-01	Ford F-550 Mason Dump		\$ 321.61

To cancel debt authorized: \$ 321.61
 To cancel to fund balance: \$ 426.72

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

Roll Call:

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

Resolution 119-22

**AWARD OF CONTRACT TO BOWMAN
 CONSULTING GROUP FOR ENGINEERING
 SERVICES FOR DESIGN AND INSPECTION OF
 ROAD IMPROVMENT OF ELIZABETH AVENUE**

WHEREAS, the Borough of Stanhope is seeking to undertake the restoration and improvement of the pavement and curbing on Elizabeth Avenue.

WHEREAS, Bowman Consulting Group has submitted a Proposal to design and inspect the project; and

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

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

1. That the Borough Administrator is hereby authorized to execute a contract on the Borough’s behalf with Bowman Consulting Group, 54 Horsehill Road Cedar Knolls, NJ 07927 for the design and inspection of road improvement of Elizabeth Avenue.
2. This contract is awarded without competitive bidding as a “professional service” in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law.
3. Award of this contract is contingent upon the certification as to the availability of funds by the Chief Financial Officer.
4. The term of service shall be from the date of acceptance of the Professional Services Agreement until its completion, in full accord with the terms and conditions thereof. The total fee for this service shall not exceed \$14,000.00
5. Notice of this action shall be published in the *New Jersey Herald* within ten (10) days of the passage thereof.

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

Roll Call:

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

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

Resolution 120-22

AWARD OF CONTRACT TO BOWMAN CONSULTING GROUP FOR ENGINEERING SERVICES FOR DESIGN AND INSPECTION OF ROAD IMPROVEMENT OF VALLEY ROAD AND DELAWARE AVENUE

WHEREAS, the Borough of Stanhope is seeking to undertake the restoration and improvement of the pavement, sidewalks and curbing on Valley Road and Delaware Avenue.

WHEREAS, Bowman Consulting Group has submitted a Proposal to design and inspect the project; and

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

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

1. That the Borough Administrator is hereby authorized to execute a contract on the Borough’s behalf with Bowman Consulting Group, 54 Horsehill Road Cedar Knolls, NJ 07927 for the design and inspection of road improvements of Valley Road and Delaware Avenue.
2. This contract is awarded without competitive bidding as a “professional service” in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law.
3. Award of this contract is contingent upon the certification as to the availability of funds by the Chief Financial Officer.
4. The term of service shall be from the date of acceptance of the Professional Services Agreement until its completion, in full accord with the terms and conditions thereof. The total fee for this service shall not exceed \$33,300.00
5. Notice of this action shall be published in the *New Jersey Herald* within ten (10) days of the passage thereof.

On motion by Councilman Vance, 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 Riccardi – yes
Councilman Romano – absent

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

Resolution 121-22

AWARD OF CONTRACT TO BOWMAN CONSULTING GROUP FOR PROFESSIONAL SERVICES FOR SUNSET AVENUE, RIDGE ROAD, OVERHILL ROAD AND MOUNTAINVIEW ROAD WATER SYSTEM IMPROVEMENTS

WHEREAS, the Borough of Stanhope is seeking to replace the existing 4-inch water mains with 8-inch water mains, the replacement of water services from the new main into the houses, new fire hydrants and associated pavement/landscape restoration and a water main extension along West Street; and

WHEREAS, Bowman Consulting Group has submitted a Proposal to develop construction documents and provide construction administration and construction observation services for this project; and

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

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

1. That the Borough Administrator is hereby authorized to execute a contract on the Borough's behalf with Bowman Consulting Group, 54 Horsehill Road, Cedar Knolls, NJ 07927 for the development of construction documents, construction administration and observation services.
2. This contract is awarded without competitive bidding as a "professional service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law.
3. Award of this contract is contingent upon the certification as to the availability of funds by the Chief Financial Officer.
4. The term of service shall be from the date of acceptance of the Professional Services Agreement until its completion, in full accord with the terms and conditions thereof. The total fee for this service shall not exceed \$71,500.00, unless an addendum is prepared for any out of scope services that may be required.
5. Notice of this action shall be published in the *New Jersey Herald* within ten (10) days of the passage thereof.

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

Councilman Wronko asked why Elizabeth Avenue is listed in this resolution, as well as a previous resolution. Mayor Zdichocki stated the first resolution is for the road work and this resolution is for the water system improvement.

Roll Call:

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

Resolution 122-22

RESOLUTION APPROVING SUBMITTAL OF GRANT APPLICATION AND EXECUTION OF GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE BOROUGH OF STANHOPE'S ROADWAY PRESERVATION 2023 PROJECT

NOW, THEREFORE, BE IT RESOLVED that the Borough of Stanhope formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2023-Elm Street and Grove Road Paving Pro-00237 to the New Jersey Department of Transportation on behalf of the Borough of Stanhope.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Borough of Stanhope and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement,

On motion by Councilman Vance, seconded by Councilman Riccardi 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 – yes	Councilman Vance – yes
Councilman Romano – absent	Councilman Wronko – yes

Resolution 123-22

**RESOLUTION AUTHORIZING CHANGE ORDER NO. 2
FOR THE FURNACE STREET, KELLY PLACE AND
WATERLOO ROAD IMPROVEMENT PROJECT**

WHEREAS, a contract was entered into for professional construction services for the Furnace Street, Kelly Place and Waterloo Road Improvement Project between the Borough of Stanhope and Reivax Contracting Corporation, for an original contract price of \$192,193.50 by the adoption of Resolution No. 175-21 on September 28, 2021; and

WHEREAS, Reivax Contracting Corporation previously submitted Change Order No. 1 in the amount of \$15,010.84, which resulted from a concrete subbase within Kelly Place where the drainage improvements were being installed. The net amount of the Change Order after the adjustment of \$4,576.00 was \$10,434.84 and was approved by the adoption on Resolution 068-22 on March 8, 2021; and

WHEREAS, Reivax Contracting Corporation has submitted Change Order No. 2 in the amount of \$12,584.02, which resulted from a convert inlet change, manhole reconstruction and reset casting. The net amount of the Change Order after the adjustment of \$3,029.70 is \$9,554.32; and

WHEREAS, although this was not an item within the construction documents, the Borough Engineer, Eric Keller, approved of an extra work cost with Reivax Contracting Corporation and their subcontractor, CrossRoads Paving Construction for a total net cost increase of \$9,554.32, and the final change in contract is 10.4%; and

WHEREAS, the Chief Financial Officer has certified that there are available funds 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 \$9,554.32 for the Furnace Street, Kelly Place and Waterloo Road Improvement Project, pursuant to N.J.A.C. 5:30-11.3 et seq., and increasing the overall contract cost to \$212,182.66.

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

Mayor Zdichocki stated Eric Keller, Borough Engineer, discussed this issue at the last Mayor and Council meeting and the information was included in Mr. Keller’s written report.

Roll Call:

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

Resolution 124-22

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE
BOROUGH OF STANHOPE AUTHORIZING THE
RENEWAL OF LIQUOR LICENSES TO LICENSE
HOLDERS IN THE BOROUGH**

WHEREAS, the liquor license renewal applications submitted are complete in all respects, the renewal fees have been paid, Tax Clearance Certificates received, the licenses have been reviewed, and the premises inspected;

NOW, THEREFORE, BE IT RESOLVED that the statutory requirements thereto having been fulfilled, the applications for renewal of liquor licenses be granted and the Borough Clerk be authorized to complete, sign and deliver said licenses on behalf of the Mayor and Council to the below named applicants, said licenses being renewed for the period July 1, 2022 to June 30, 2023 in the Borough of Stanhope, County of Sussex, New Jersey:

Plenary Retail Consumption Licenses:

- 1919-33-001-002 Karlbar Inc., t/a Black Forest Inn, 249 Route 206
- 1919-33-002-010 CKJ Corporation, Inc., t/a Shakey Jake’s, 134 Route 183
- 1919-33-004-008 Kacz MJ Corp., t/a Bell’s Mansion, 11 Main Street
- 1919-33-005-009 Sammy’s Italian Food, t/a Sal’s Pizza, 81 Route 183
- 1919-33-006-007 JMK Hospitality Group, LLC t/a The Stanhope House, 45 Main Street

Plenary Retail Distribution License:

- 1919-44-003-011 Stanhope Liquor Inc., 141 Route 183

Club Licenses:

- 1919-31-008-001 Musconetcong Post #278, American Legion, 119 Route 183
- 1919-31-009-001 Stanhope Hose Co. No. 1, 26 Main Street

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

PAYMENT OF BILLS

Resolution 125-22

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 June 28, 2022 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 Councilwoman Kuncken, seconded by Councilman Vance 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 – yes | Councilman Vance – yes |
| Councilman Romano – absent | Councilman Wronko – yes |

ATTORNEY REPORT

Angelo Bolcato, Borough Attorney, stated he had no report this evening.

CITIZENS 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 7:10 P.M.

Approved:

Linda Chirip
Deputy Clerk for
Ellen Horak, RMC
Borough Clerk