

**MAYOR AND COUNCIL  
REGULAR MEETING  
June 27, 2023  
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 4, 2023 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 – absent	Councilman Thornton – present
Councilman Riccardi – present	Councilman Wachterhauser– absent
Councilman Romano – present	Councilman Wronko - present

Mayor Zdichocki – present

**CITIZEN'S TO BE HEARD**

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

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

**MINUTES FOR APPROVAL**

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

May 9, 2023	Work Session/Agenda Meeting
May 23, 2023	Business Meeting

On motion by Councilman Thornton, seconded by Councilman Wronko and carried by voice vote, the above listed minutes were approved. Councilman Romano and Councilman Riccardi abstained from the minutes for May 9, 2023.

**CORRESPONDENCE** *(List Attached)*

On motion by Councilman Romano, seconded by Councilman Wronko 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 Wachterhauser**  
(Police, Fire, Ambulance, Court & Violations Bureau, Emergency Management)

No report was given due to Councilwoman Kuncken's absence.

**Finance & Administration – Councilman Romano/Councilman Thornton**

Councilman Romano stated the tax collections for the month of May totaled \$834,831.01. The year to date total is \$6,270,257.33. The percentage of collections for the first quarter is at 97 percent and the collection percentage for the second quarter is 95%. These figures are slightly higher than last years percentages.

Councilman Romano stated the water collections for the month of May totaled \$10,281.21 and the year to date total is \$232,083.09. The sewer collections for the month of May totaled \$14,685.07 and the year to date total is \$280,066.20.

**Community Development – Councilman Wronko/Councilman Riccardi**

Councilman Wronko stated the Zoning Department received 13 permit applications for the month of May and the fees collected totaled \$435.00. There were three complaints addressed for the month.

Councilman Wronko stated the Construction Department issued 30 permits for the month of May and collected a total of \$5,164.00 in fees.

Councilman Wronko thanked everyone who attended the Pig Roast Fundraiser this past Friday and Councilman Wronko also thanked Councilwoman Kuncken and the Stanhope Chamber of Commerce for organizing the event.

Councilman Wronko reminded everyone that the Recreation Commission will be sponsoring Family Fun Day on July 15<sup>th</sup> from noon to 4:00pm at Musconetcong Park. Mayor Zdichocki stated if anyone would like to volunteer to help at Family Fun Day, please contact Maria Grizzetti from the Recreation Commission.

**Municipal Infrastructure – Councilman Thornton/Councilman Romano**

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

Councilman Thornton stated an Infrastructure meeting was held on June 7<sup>th</sup> which he attended along with the Administrator, DPW Superintendent, Mayor Zdichocki, and Councilman Romano. The summer projects were reviewed. The projects include: catch basins and special repairs on Sagamore Road and Spencer Street, retention basin maintenance, cutting back overgrowth, stormwater maintenance, crack sealing for recently paved roads and for Crestview Drive and Towpath Lane, a roof repair for Well #5, hydrant servicing, pot hole repairs, salt shed repairs, and various sidewalk repairs throughout the Borough. Councilman Thornton stated the DPW Superintendent is of the opinion all these jobs will get completed this summer, despite the fact that the department is a man short.

**Information Technology – Councilman Riccardi/Councilman Wronko**

Councilman Riccardi stated he had no report.

**Boards/Commissions – Councilman Wachterhauser/Councilwoman Kuncken**

No report was given due to Councilman Wachterhauser's absence.

**ADMINISTRATOR'S REPORT**

Little League – Administrator McNeilly stated Angelica Sabatini, CFO, received an email from the Little League regarding their annual stipend. Every year a list of participating children is received and it is reviewed to pull out the children who do not live in Stanhope and the total of the stipend is determined based on the number of Stanhope residents in the program. In the years prior to 2022, the stipend was \$15.00 per child. After some discussion in 2022 the amount was increased to \$20.00 each. There was a discussion earlier this year with regard to increasing the amount to \$25.00 but that was never finalized. The Little League is questioning the amount of the purchase order which was calculated at \$20.00 per person. They are under the impression the amount should be \$25.00 each. Councilman Romano stated the \$25.00 amount was discussed but perhaps it was not acted upon. Mayor Zdichocki stated her recollection is that \$25.00 was discussed but could not

be accommodated this year due to the budget. The agreed to amount this year is \$20.00. Administrator McNeilly recommended that if in the future the amount changes, it will need to be memorialized by a resolution or a vote in some manner to be recorded in the minutes. Councilman Thornton asked if the \$20.00 amount was agreed upon and stated the minutes from this year when the Little League representatives were present should reflect the agreed upon amount. Ellen Horak, Borough Clerk, stated the minutes were pulled and copies were given to the CFO. There was no mention of the agreed to stipend amount. Administrator McNeilly stated the total amount of the purchase order for this year came to \$1,875.00. Councilman Romano stated that figure is close to the budgeted amount of \$2,000.00. During next years budget discussions this topic can be reviewed. Administrator McNeilly stated he will let Ms. Sabatini know the amount will remain at \$20.00 this year so that she can relay that information to the Little League.

Playground Grant – Administrator McNeilly stated the cost of the playground equipment for the Dell Road Park is very close to the grant amount of \$71,000. This includes making the surface area for the equipment larger. The Burke equipment is a co-op price offered by Ben Shaffer. These are set catalog items with set prices and the Borough does not have to go out to bid. A drawing was done for Musconetcong Park to replace the existing equipment for the 0-5 year old age group. The cost for this section would be \$44,000. No surface improvement is needed for this area. There are a few areas in need of repair. Those parts have been ordered and will be installed by our DPW. There is a dedicated trust, which was donated to the Borough, in the amount of \$26,000 which can be utilized for this purpose. The CFO has indicated there are sufficient funds in the capital improvement fund to cover the remaining \$18,000. Therefore, the upgrade to Musconetcong Park could be done at the same time as the Dell Road Playground. Mayor Zdichocki stated the existing equipment is nearly 25 years old and it does get inspected which is how the current repairs to be done were identified. Councilman Romano stated the playground does get a great deal of use. Administrator McNeilly stated a decision does not need to be made this evening. The discussion will be added to the meeting for July 11<sup>th</sup> when the full council is present. A decision should be made at that time so the equipment can be ordered as soon as possible. It may take two months or more to receive the order.

Sparta Road Sign – Administrator McNeilly stated the Welcome to Stanhope sign has been reinstalled on Sparta Road and it is in good condition now.

Sparta Road Light Fixture – Councilman Riccardi asked for a status update on the replacement light fixture for Sparta Road. Administrator McNeilly stated the fixture is still on order.

Path Bollards – Councilman Romano asked if the bollards for the path will be reinstalled. Administrator McNeilly stated they have been installed. The bollards are a seasonal checklist item.

Flags – Mayor Zdichocki asked if more flags have to be ordered. Administrator McNeilly stated more flags will be ordered in August for the fall.

## **COUNCIL DISCUSSION**

Dell Road – Councilman Thornton stated the rock wall at Dell Road was to be discussed at this meeting with the Borough Attorney. Mayor Zdichocki stated due to the fact Attorney Leo is not in attendance this evening, the discussion will take place at a future date.

## **NEW BUSINESS**

### **RESOLUTIONS**

#### **Resolution 125-23**

**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 2024 PROJECT**

**NOW, THEREFORE, BE IT RESOLVED** that Council of 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-2024-Main Street Roadway Improvements -00269 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 Riccardi, seconded by Councilman Thornton and unanimously carried by the following roll call vote, the foregoing resolution was duly adopted.

Roll Call:

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

**Resolution 126-23**

**RESOLUTION AUTHORIZING EXECUTION OF REIMBURSEMENT AGREEMENTS WITH STONEGATE CONDOMINIUM ASSOCIATION**

**WHEREAS**, the Stonegate Condominium Association is located in the Borough of Stanhope; and

**WHEREAS**, pursuant to the provisions of the Qualified Community Act, N.J.S.A. 40:67-23.2, the Stonegate Condominium Association is entitled to receive certain services from the Borough or to receive compensation for said services in lieu of the Borough providing same; and

**WHEREAS**, the Borough has elected to reimburse the condominium association for street lighting, leaf removal and snow plowing for the internal roadways in the condominium; and

**WHEREAS**, the Borough has also elected to reimburse the Stonegate Condominium Association for the collection and disposal of solid waste; and

**WHEREAS**, the Borough and the Stonegate Condominium Association have agreed on formulas for the calculation of reimbursement; and

**WHEREAS**, the Borough has prepared a reimbursement agreement for the calendar year 2021 for street lighting, leaf removal and snow plowing for the internal roadways in the condominium;

**WHEREAS**, the Borough has also prepared a reimbursement agreement for the calendar year 2022 for the collection and disposal of solid waste; and

**WHEREAS**, said reimbursement agreements have been offered to the Stonegate Condominium Association and have been signed by the Association and returned to the Borough;

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope that the Mayor and Clerk be and the same are hereby authorized to execute a reimbursement agreement with the Stonegate Condominium Association for street lighting, leaf removal and snow plowing for the internal roadways in the condominium for the calendar year 2021; and

**BE IT FURTHER RESOLVED** by the Mayor and Council of the Borough of Stanhope that the Mayor and Clerk be and the same are hereby authorized to execute a reimbursement agreement with the Stonegate Condominium Association for the calendar year 2022 for collection and disposal of solid waste.

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

Roll Call:

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

**Resolution 127-23**

**RESOLUTION AUTHORIZING EXECUTION OF REIMBURSEMENT AGREEMENTS WITH STONEGATE CONDOMINIUM ASSOCIATION**

**WHEREAS**, the Stonegate Condominium Association is located in the Borough of Stanhope; and

**WHEREAS**, pursuant to the provisions of the Qualified Community Act, N.J.S.A. 40:67-23.2, the Stonegate Condominium Association is entitled to receive certain services from the Borough or to receive compensation for said services in lieu of the Borough providing same; and

**WHEREAS**, the Borough has elected to reimburse the condominium association for street lighting, leaf removal and snow plowing for the internal roadways in the condominium; and

**WHEREAS**, the Borough has also elected to reimburse the Stonegate Condominium Association for the collection and disposal of solid waste; and

**WHEREAS**, the Borough and the Stonegate Condominium Association have agreed on formulas for the calculation of reimbursement; and

**WHEREAS**, the Borough has prepared a reimbursement agreement for the calendar year 2022 for street lighting, leaf removal and snow plowing for the internal roadways in the condominium;

**WHEREAS**, the Borough has also prepared a reimbursement agreement for the calendar year 2023 for the collection and disposal of solid waste; and

**WHEREAS**, said reimbursement agreements have been offered to the Stonegate Condominium Association and have been signed by the Association and returned to the Borough;

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope that the Mayor and Clerk be and the same are hereby authorized to execute a reimbursement agreement with the Stonegate Condominium Association for street lighting, leaf removal and snow plowing for the internal roadways in the condominium for the calendar year 2022; and

**BE IT FURTHER RESOLVED** by the Mayor and Council of the Borough of Stanhope that the Mayor and Clerk be and the same are hereby authorized to execute a reimbursement agreement with the Stonegate Condominium Association for the calendar year 2023 for collection and disposal of solid waste.

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

Councilman Thornton asked why there are two separate resolutions for Stonegate for two different years. Ellen Horak, Borough Clerk, stated one resolution is for solid waste and the other is for municipal services. The resolutions are always done separately and for two different years.

Roll Call:

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

**Resolution 128-23**

**AUTHORIZING EXECUTION OF REIMBURSEMENT AGREEMENTS WITH HIGHPOINT CONDOMINIUM ASSOCIATION**

**WHEREAS**, the Highpoint Condominium Association is located in the Borough of Stanhope; and

**WHEREAS**, pursuant to the provisions of the Qualified Community Act, N.J.S.A. 40:67-23.2, the Highpoint Condominium Association is entitled to receive certain services from the Borough or to receive compensation for said services in lieu of the Borough providing same; and

**WHEREAS**, the Borough has elected to reimburse the condominium association for street lighting, leaf removal and snow plowing for the internal roadways in the condominium; and

**WHEREAS**, the Borough has also elected to reimburse the Highpoint Condominium Association for the collection and disposal of solid waste; and

**WHEREAS**, the Borough and the Highpoint Condominium Association have agreed on formulas for the calculation of reimbursement; and

**WHEREAS**, the Borough has prepared a reimbursement agreement for the calendar year 2022 for street lighting, leaf removal and snow plowing for the internal roadways in the condominium; and

**WHEREAS**, the Borough has also prepared a reimbursement agreement for the calendar year 2023, for the collection and disposal of solid waste; and

**WHEREAS**, said reimbursement agreements have been offered to the Highpoint Condominium Association and have been signed by the Association and returned to the Borough.

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Stanhope that the Mayor and Clerk be and the same are hereby authorized to execute a reimbursement agreement with the Highpoint Condominium Association for street lighting, leaf removal and snow plowing for the internal roadways in the condominium for the calendar year 2022; and

**BE IT FURTHER RESOLVED** by the Mayor and Council of the Borough of Stanhope that the Mayor and Clerk be and the same are hereby authorized to execute a reimbursement agreement with the Highpoint Condominium Association for the calendar year 2023 for collection and disposal of solid waste.

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

Roll Call:

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

**Resolution 129-23**

**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, 2023 to June 30, 2024 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 MK 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 Riccardi, seconded by Councilman Thornton and unanimously carried by voice vote, the foregoing resolution was duly adopted.

**PAYMENT OF BILLS**

**Resolution 130-23**

**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 27, 2023 and on file and available for public inspection in the Office of the Chief Finance Officer and approved by the Chief Finance Officer for payment, be paid.

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

Roll Call:

Councilwoman Kuncken – absent

Councilman Thornton – yes

Councilman Riccardi – yes

Councilman Wachterhauser – absent

Councilman Romano – yes

Councilman Wronko – yes

**ATTORNEY REPORT**

Angelo Bolcato, Borough Attorney, stated he had no report this evening. Mayor Zdichocki thanked Attorney Bolcato for attending tonight’s meeting.

**CITIZEN’S TO BE HEARD**

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

*Cynthia Percarpio* stated she is aware, through the school board, that there is a proposed development and she asked if there has been any progress on this. Administrator McNeilly stated there is someone who is having a slow-moving discussion about developing the property near Lenape Valley High School. The Borough has not had any discussion with anyone regarding this issue. Ms. Percarpio stated the developer had contacted Valley Road School in the fall regarding property he would like to purchase which is owned by the school. Some of the land would be used as a buffer and some would not. Administrator McNeilly stated the developer needs additional property in order to develop his property.

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 Thornton and unanimously carried by voice vote the meeting was adjourned at 7:23 P.M.

Approved:

Linda Chirip  
Deputy Clerk for  
Ellen Horak, RMC  
Borough Clerk