

**2018 REORGANIZATION MEETING AGENDA  
FOR THE MAYOR AND COUNCIL MEETING,  
BOROUGH OF HOPATCONG,  
HELD AT THE MUNICIPAL BUILDING, 111 RIVER STYX ROAD  
HOPATCONG, NEW JERSEY  
JANUARY 3, 2018 AT 7:30 PM**

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**Mayor Francis** will call the 2018 Reorganization Meeting to order.

**Mayor Francis** will state that “This meeting is being held in compliance with the provisions of the Open Public Meetings Act N.J.S.A. 10:4-6 et seq. It has been properly advertised and certified by the Clerk.”

**INVOCATION**

At this time, Deacon Tom Friel, Saint Jude’s Church, will give the invocation.

**PLEDGE OF ALLEGIANCE AND A MOMENT OF SILENT REFLECTION:**

Pack 88 will present the colors.

**Mayor Francis** will invite all present to salute the flag and to remain standing for a moment of silence. **(Mayor notes fire exits)**

**INTRODUCTION OF DIGNITARIES IN ATTENDANCE**

At this time **Mayor Francis** will introduce any dignitaries that are in attendance.

1. **Oaths of Office**

- a. Catherine Schultz, Municipal Clerk, shall read the “Statement of County Canvassers.”
- b. Sylvia Petillo, Sussex County Freeholder, will administer the Oath of Office to Mayor-Elect **Michael Francis** for a two year unexpired term expiring December 31, 2019.
- c. Catherine Schultz, Municipal Clerk, will administer the Oath of Office to Councilman-Elect **John Young** for a three year term expiring December 31, 2020.
- d. Catherine Schultz, Municipal Clerk, will administer the Oath of Office to Councilman-Elect **Richard Schindelar** for a three year term expiring December 31, 2020.
- e. Catherine Schultz, Municipal Clerk, will administer the Oath of Office to Councilman-Elect **Bradley Hoferkamp** for a two year unexpired term expiring December 31, 2019.

2. **Roll Call of the 2018 Governing Body**

**Mayor Francis** will request a roll call of the 2018 Borough of Hopatcong Governing Body. Clerk will call the roll.

3. **COUNCIL APPOINTMENT: COUNCIL PRESIDENT**

**Mayor Francis** will open the floor for Council nominations to the position of Council President for the year 2018.

**Resolution #2018-01 – Appointing Council President**

A motion is in order to approve a resolution appointing \_\_\_\_\_ to the position of Council President for the year 2018.

4. **Resolution #2018-02 – 2018 Meeting Dates**

A motion is in order to adopt a resolution to approve the Mayor and Council Meeting dates for the year 2018.

5. **Resolution #2018-03 – Organizational Resolution**

A motion is in order to adopt a resolution adopting miscellaneous organizational appointments and procedures.

6. **Resolution #2018-04 – Cash Management Plan**

A motion is in order to adopt a resolution adopting a Cash Management Plan for the Borough of Hopatcong.

7. **Resolution #2018-05 – Petty Cash Fund**

A motion is in order to authorize the establishment of a Petty Cash Fund in the amount of \$200.00 for the Finance Office of the Borough of Hopatcong.

8. **Resolution #2018-06 – Designation of Official Newspapers**

A motion is in order to adopt a resolution designating the official newspapers of the Borough of Hopatcong.

9. **Resolution #2018-07 – Fair and Open Contracts**

A motion is in order to adopt a resolution authorizing the award of non-fair and open contracts for professional services.

10. **Resolution #2018-08 – Appointment of Skylands Risk Management, Inc.**

A motion is in order to adopt a resolution appointing Skylands Risk Management, Inc. as the Risk Management Consultants for the Borough of Hopatcong for 2018.

11. **Resolution #2018-09 – Legal Defense of Tax Appeals**

A motion is in order to adopt a resolution authorizing the Tax Assessor and Borough Attorney to defend the Borough before the Sussex County Board of Taxation and Tax Court of the State of New Jersey in all contested tax appeals.

12. **Resolution #2018-10 – Appointment of Appraisal Systems**

A motion is in order to adopt a resolution appointing Appraisal Systems for assistance in tax appeals and real property value appraisals for the Borough of Hopatcong for 2018.

13. **Resolution #2018-11 – Cancellation of Tax and Utility Overpayments**

A motion is in order to adopt a resolution authorizing the cancellation of Tax and Utility overpayments or delinquent amounts less than \$10.00 for the year 2018.

14. **Resolution #2018-12 – Tax Sale**

A motion is in order to adopt a resolution authorizing a tax sale to be held in the year 2018.

15. **FIRE DEPARTMENT OFFICERS FOR 2018**

At this time **Mayor Francis** will swear in the Hopatcong Borough Fire Department Officers for 2018.

Chief  
1<sup>st</sup> Assistant Chief  
2<sup>nd</sup> Assistant Chief  
Fire Marshall  
Deputy Fire Marshall

John Wilkerson  
Shaun Poland  
Steve Kucevic  
Franklin Steinberg  
Shaun Poland

16. **APPOINTMENTS– HOPATCONG BOROUGH LAND USE BOARD**

**Mayor Francis** shall make the following appointments to the Hopatcong Borough Land Use Board.

**2018 BOROUGH OF HOPATCONG  
LAND USE BOARD  
APPOINTMENTS & FULL MEMBERSHIP**

Michael Francis Class I Member	exp. 12/31/18 One Year Term
Ron Tappan Class II Member	exp. 12/31/18 One Year Term
Richard Schindelar Class III Member (Council Rep.)	exp. 12/31/18 One Year Term
Alan Gilbert Class IV Member	exp. 12/31/19 Four Year Term
Robert Duncan Class IV Member	exp. 12/31/19 Four Year Term
Mark Gaffney Class IV Member	exp. 12/31/20 Four Year Term
Robert Rehe Class IV Member	exp. 12/31/21 Four Year term
Justin Lijo (filling unexpired term) Class IV Member	exp. 12/31/21 Four Year Term
Michael Rahill (Open Space Representative) Class IV Member	exp. 12/31/20 Four Year Term
Phillip Reilly (filling unexpired term) Alternate I	exp. 12/31/18 Two Year Term
Ryan Smith (filling unexpired term) Alternate II	exp. 12/31/19 Two Year Term
Judith Kracht (filling unexpired term) Alternate III	exp. 12/31/18 Two Year Term

17. **APPOINTMENTS – BOARDS AND COMMISSIONS**

**Mayor Francis** shall offer the following names for appointment to the various Boards and Commissions:

**Board of Health** (Three Year Terms)

Full Member	Michael Francis	exp. 12/31/19
Full Member	Bradley Hoferkamp	exp. 12/31/18
Full Member	Marie Galate	exp. 12/31/18
Full Member	Richard Schindelar	exp. 12/31/20
Full Member	Frank Padula	exp. 12/31/19
Full Member	Richard Bunce	exp. 12/31/18
Full Member	John Young	exp. 12/31/20

**Recreation Commission** (Five Year Terms)

Full Member	Dave Barnish	exp. 12/31/21
Full Member	Marshall Speizer	exp. 12/31/19
Full Member	Sue Gorglione	exp. 12/31/18
Full Member	Dave Barella	exp. 12/31/22
Full Member	Danette Swanson	exp. 12/31/22
Full Member	Darrin DiNapoli	exp. 12/31/20
Full Member	Corde Motyka	exp. 12/31/18

**Lake Hopatcong Commission**

Member	Dan McCarthy	exp. 12/31/18
Alternate	Fred Steinbaum	exp. 12/31/18

**Environmental Commission** (Three Year Terms)

Full Member (Land Use Bd. Rep.)	Richard Schindelar	exp. 12/31/19
Full Member	Pat Hoferkamp	exp. 12/31/18
Full Member (Open Space Comm.)	Lisa Hirschfeld	exp. 12/31/20
Full Member	Georgia Schilling	exp. 12/31/20
Full Member	Bradley Hoferkamp	exp. 12/31/18
Full Member	Jen Barone	exp. 12/31/19
Full Member (Chairman)	Jule Girman	exp. 12/31/20
Alternate I	Joel Servoss	exp. 12/31/18
Alternate II	Jerry Scanlon	exp. 12/31/18

18. **Resolution #2018-13 – Appointments to Boards and Commission for 2018**

A motion is in order to approve a resolution approving of the Mayor's appointments to Hopatcong Borough Boards and Commission and approves and acknowledges the Hopatcong Fire Department Officers for the year 2018.

19. **Resolution #2018-14 – OEM Coordinator and Deputy Coordinator**

A motion is in order to adopt a resolution appointing Wade Crowley as the Emergency Management Coordinator and Kevin Schnider as the Deputy OEM Coordinator for the Borough of Hopatcong for the year 2018.

20. **MAYOR'S APPOINTMENTS – COUNCIL COMMITTEES**

Finance	Padula, Bunce, Francis
Police	Galate, Schindelar, Hoferkamp
Fire	Bunce, Schindelar, Galate
Ambulance Squad	Padula, Bunce, Galate
OEM	Schindelar, Young, Francis
DPW and Grounds	Bunce, Young, Padula
Water/Sewer	Bunce, Padula, Schindelar

SWAC/PAC	Baker
Open Space	Young
Environmental	Schindelar, Young
Recreation	Young, Schindelar
Land Use Board	Schindelar
Real Estate	Young, Schindelar, Hoferkamp
Redevelopment	Bunce, Padula, Schindelar
Farmer's Market	Galate, Francis, Hoferkamp
Senior Citizens	Hoferkamp, Francis, Schindelar
Sussex County League of Mun.	Bunce, Galate, Francis
Municipal Alliance	Francis, Young
School Liaison	Galate, Hoferkamp
MSA	Schindelar
Parade Committee	Galate, Young

## **2018 CITIZEN ADVISORY COMMITTEES:**

### **2018 CLEAN COMMUNITY**

Michael Francis, Mayor  
 Business Administrator, Ron Tappan  
 Acting DPW Superintendent, Dave Whittaker  
 Coordinator, Steve Millian

### **2018 EMERGENCY MANAGEMENT COUNCIL**

Michael Francis, Mayor  
 John Young, Council Representative  
 Rob Auer, Captain, Ambulance Squad  
 Frank Steinberg, Fire Prevention Bureau  
 John Wilkerson, Fire Chief  
 Rob Lawler, Water/Sewer Supervisor  
 Vacant, Supervisor of Facilities, Hopatcong High School

### **2018 Firewise Committee**

Kevin Bourke, Chairman  
 Frank Steinberg, Fire Marshall  
 James Franco, Fire Prevention  
 Michael Francis, Mayor  
 Richard Bunce, Council Representative  
 Ron Tappan, Business Administrator

### **2018 Lake Hopatcong Dock Committee**

Michael Francis, Mayor

## **21. Resolution #2018-15 –2018 Current Fund Operating Budget**

A motion is in order to adopt a resolution approving the 2018 temporary budget in the amount of **\$3,735,400.**

## **22. Resolution #2018-16 – 2018 Temporary Sewer Budget**

A motion is in order to adopt a resolution approving the 2018 Temporary Sewer Utility Budget in the amount of **\$1,146,815.**

23. **Resolution #2018-17 – 2018 Temporary Water Budget**

A motion is in order to adopt a resolution approving the 2018 Temporary Water Utility Budget in the amount of **\$229,000**.

24. **Resolution #2018-18 – Electronic Tax Sale**

A motion is in order to adopt a resolution authorizing the Tax Collector, Patricia Emery, to complete application to participate in the Electronic Tax Sale process in the year 2018.

25. **Resolution #2018-19 – Shared Service Agreement with Sussex County – Nutrition Program**

A motion is in order to adopt a resolution entering into a Shared Service Agreement with Sussex County for the management of the Hopatcong congregate Nutrition Program.

26. **Resolution #2018-20 – Appointment of Fund Commissioner for the Morris County Joint Insurance Fund**

A motion is in order to adopt a resolution appointing Borough Administrator, Ron Tappan as the Fund Commissioner for the Morris County Joint Insurance Fund.

27. **APPROVAL OF MINUTES**

A motion is in order to approve the minutes of the regular meeting held on December 20, 2017.

28. **OPEN PUBLIC SESSION**

**Mayor Francis** will open the meeting to the public for any questions or comments they may have with regard to the good and welfare of the Borough of Hopatcong.

Motion By: \_\_\_\_\_ Seconded By: \_\_\_\_\_ All in Favor? \_\_\_\_\_

There being no one else from the public who wished to address the Governing Body at this time, **Mayor Francis** will the meeting to the public and returned to the regular order of business.

Motion By: \_\_\_\_\_ Seconded By: \_\_\_\_\_ All in Favor? \_\_\_\_\_

29. **COMMENTS FROM THE MAYOR**

At this time **Mayor Francis** will make a few comments.

30. **ADJOURNMENT**

**Mayor Francis** will request a motion to adjourn the Reorganization Meeting held on January 3, 2018.