

**2018 REORGANIZATION MEETING MINUTES  
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**

---

**Mayor Francis** called the 2018 Reorganization Meeting to order.

**Mayor Francis** stated 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, gave the invocation.

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

Pack 88 presented the colors.

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

**INTRODUCTION OF DIGNITARIES IN ATTENDANCE**

At this time **Mayor Francis** introduced the dignitaries that were in attendance.

1. **Oaths of Office**

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

Councilman Young, Councilman Schindelar and Councilman Hoferkamp each made a brief statement, thanking everyone for their support and that they are looking forward to serving the residents of the Borough in the years ahead.

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

**Mayor Francis** requested a roll call of the 2018 Borough of Hopatcong Governing Body. The Clerk called the role and the following members were present: Councilman Bunce, Councilwoman Galate, Councilman Hoferkamp, Councilman Padula, Councilman Schindelar, Councilman Young and Mayor Francis.

3. **COUNCIL APPOINTMENT: COUNCIL PRESIDENT**

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

Councilman Schindelar nominated Richard Bunce to be the 2018 Council President. Seconded by Councilman Young.

There being no more nominations, Mayor Francis closed the floor to nominations.

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

Councilman Schindelar made a motion to approve a resolution appointing Richard Bunce to the position of Council President for the year 2018. Seconded by Councilman Young.

Upon roll call vote:

Ayes: Galate, Hoferkamp, Padula, Schindelar, Young

Nays: None Absent: None Abstentions: Bunce

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

Councilman Young made a motion to adopt a resolution to approve the Mayor and Council Meeting dates for the year 2018. Seconded by Councilwoman Galate.

Upon roll call vote:

Ayes: Bunce, Galate, Hoferkamp, Padula, Schindelar, Young

Nays: None Absent: None Abstentions: None

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

Councilman Young made a motion to adopt a resolution adopting miscellaneous organizational appointments and procedures. Seconded by Councilman Bunce.

Upon roll call vote:

Ayes: Bunce, Galate, Hoferkamp, Padula, Schindelar, Young

Nays: None Absent: None Abstentions: None

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

Councilman Bunce made a motion to adopt a resolution adopting a Cash Management Plan for the Borough of Hopatcong. Seconded by Councilman Young.

Upon roll call vote:

Ayes: Bunce, Galate, Hoferkamp, Padula, Schindelar, Young

Nays: None Absent: None Abstentions: None

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

Councilman Young made a motion to authorize the establishment of a Petty Cash Fund in the amount of \$200.00 for the Finance Office of the Borough of Hopatcong. Seconded by Councilman Bunce.

Upon roll call vote:

Ayes: Bunce, Galate, Hoferkamp, Padula, Schindelar, Young

Nays: None Absent: None Abstentions: None

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

Councilman Bunce made a motion to adopt a resolution designating the official newspapers of the Borough of Hopatcong. Seconded by Councilwoman Galate.

Upon roll call vote:

Ayes: Bunce, Galate, Hoferkamp, Padula, Schindelar, Young

Nays: None Absent: None Abstentions: None

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

Councilman Young made a motion to adopt a resolution authorizing the award of fair and open contracts for professional services. Seconded by Councilman Bunce.

Upon roll call vote:

Ayes: Bunce, Galate, Hoferkamp, Padula, Schindelar, Young

Nays: None Absent: None Abstentions: None

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

Councilman Young made a motion to adopt a resolution appointing Skylands Risk Management, Inc. as the Risk Management Consultants for the Borough of Hopatcong for 2018. Seconded by Councilman Bunce.

Upon roll call vote:

Ayes: Bunce, Galate, Hoferkamp, Padula, Schindelar, Young

Nays: None Absent: None Abstentions: None

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

Councilman Bunce made a motion 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. Seconded by Councilman Young.

Upon roll call vote:

Ayes: Bunce, Galate, Hoferkamp, Padula, Schindelar, Young

Nays: None Absent: None Abstentions: None

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

Councilman Bunce made a motion to adopt a resolution appointing Appraisal Systems for assistance in tax appeals and real property value appraisals for the Borough of Hopatcong for 2018. Seconded by Councilman Young.

Upon roll call vote:

Ayes: Bunce, Galate, Hoferkamp, Padula, Schindelar, Young

Nays: None Absent: None Abstentions: None

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

Councilman Young made a motion to adopt a resolution authorizing the cancellation of Tax and Utility overpayments or delinquent amounts less than \$10.00 for the year 2018. Seconded by Councilman Bunce.

Upon roll call vote:

Ayes: Bunce, Galate, Hoferkamp, Padula, Schindelar, Young

Nays: None Absent: None Abstentions: None

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

Councilman Bunce made a motion to adopt a resolution authorizing a tax sale to be held in the year 2018. Seconded by Councilman Young.

Upon roll call vote:

Ayes: Bunce, Galate, Hoferkamp, Padula, Schindelar, Young

Nays: None Absent: None Abstentions: None

15. **FIRE DEPARTMENT OFFICERS FOR 2018**

At this time **Mayor Francis** administered the oath of office to the Officers of the Hopatcong Borough Fire Department for 2018.

Chief

John Wilkerson

1<sup>st</sup> Assistant Chief

Shaun Poland

2<sup>nd</sup> Assistant Chief

Steve Kucevic

Fire Marshall

Franklin Steinberg

Deputy Fire Marshall

Shaun Poland

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

**Mayor Francis** made 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** offered 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. 12/31/19
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. 12/31/19
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 Commissions for 2018**

Councilman Bunce made a motion to approve a resolution approving of the Mayor’s appointments to Hopatcong Borough Boards and Commissions and approves and acknowledges the Hopatcong Fire Department Officers for the year 2018. Seconded by Councilman Young.

Upon roll call vote:

Ayes: Bunce, Galate, Hoferkamp, Padula, Schindelar, Young

Nays: None Absent: None Abstentions: None

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

Councilman Young made a motion 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. Seconded by Councilman Bunce.

Upon roll call vote:

Ayes: Bunce, Galate, Hoferkamp, Padula, Schindelar, Young

Nays: None Absent: None Abstentions: None

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

Finance	Bunce, Padula, Francis
Police	Galate, Schindelar, Hoferkamp
Fire	Bunce, Schindelar, Galate
Ambulance Squad	Bunce, Padula, 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	Padula, Bunce, 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**

Councilman Bunce made a motion to adopt a resolution approving the 2018 temporary budget in the amount of **\$3,735,400**. Seconded by Councilman Young.

Upon roll call vote:

Ayes: Bunce, Galate, Hoferkamp, Padula, Schindelar, Young

Nays: None Absent: None Abstentions: None

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

Councilman Young made a motion to adopt a resolution approving the 2018 Temporary Sewer Utility Budget in the amount of **\$1,146,815**. Seconded by Councilman Bunce.

Upon roll call vote:

Ayes: Bunce, Galate, Hoferkamp, Padula, Schindelar, Young

Nays: None Absent: None Abstentions: None

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

Councilman Bunce made a motion to adopt a resolution approving the 2018 Temporary Water Utility Budget in the amount of **\$229,000**. Seconded by Councilman Young.

Upon roll call vote:

Ayes: Bunce, Galate, Hoferkamp, Padula, Schindelar, Young

Nays: None Absent: None Abstentions: None

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

Councilman Young made a motion 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. Seconded by Councilman Bunce.

Upon roll call vote:

Ayes: Bunce, Galate, Hoferkamp, Padula, Schindelar, Young

Nays: None Absent: None Abstentions: None

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

Councilman Young made a motion to adopt a resolution entering into a Shared Service Agreement with Sussex County for the management of the Hopatcong congregate Nutrition Program. Seconded by Councilwoman Galate.

Upon roll call vote:

Ayes: Bunce, Galate, Hoferkamp, Padula, Schindelar, Young

Nays: None Absent: None Abstentions: None

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

Councilman Schindelar made a motion to adopt a resolution appointing Borough Administrator, Ron Tappan as the Fund Commissioner for the Morris County Joint Insurance Fund. Seconded by Councilman Bunce.

Upon roll call vote:

Ayes: Bunce, Galate, Hoferkamp, Padula, Schindelar, Young

Nays: None Absent: None Abstentions: None

27. **APPROVAL OF MINUTES**

Councilman Young made a motion to approve the minutes of the regular meeting held on December 20, 2017. Seconded by Councilwoman Galate.

Upon roll call vote:

Ayes: Galate, Hoferkamp, Padula, Schindelar, Young

Nays: None Absent: None Abstentions: Bunce

28. **OPEN PUBLIC SESSION**

Councilman Young made a motion to 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. Seconded by Councilman Bunce. All were in favor.

David Harris stated that he would like the Council to close the skate park during the winter months so that it doesn't get vandalized.

Mara Modes stated that she heard a rumor that the town might be opening a skating rink.

There being no one else from the public who wished to address the Governing Body at this time, Councilman Bunce made a motion to close the meeting to the public and returned to the regular order of business. Seconded by Councilman Young. All were in favor.

29. **COMMENTS FROM THE MAYOR**

At this time **Mayor Francis** made a few comments.

30. **ADJOURNMENT**

Councilman Bunce made a motion to adjourn the Reorganization Meeting held on January 3, 2018. Seconded by Councilman Schindelar. All were in favor.