

**2019 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 2, 2019 AT 7:30 PM**

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**Mayor Francis** called the 2019 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.”

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

Troop 88 presented 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** introduced any dignitaries that were in attendance.

1. **Oaths of Office**

- a. Catherine Schultz, Municipal Clerk, shall read the “Statement of County Canvassers.”
- b. Sylvia Petillo, Sussex County Freeholder, administered the Oath of Office to Dawn Roberts, Councilwoman-Elect, for a three year term expiring December 31, 2021.
- c. Sylvia Petillo, Sussex County Freeholder, administered the Oath of Office to Ryan Smith, Councilman-Elect, for a three year term expiring December 31, 2021.

At this time, Councilwoman Roberts and Councilman Smith made a few comments.

2. **Roll Call of the 2019 Governing Body**

**Mayor Francis** requested a roll call of the 2019 Borough of Hopatcong Governing Body. The Clerk called the roll and the following members were present: Councilman Padula, Councilwoman Roberts, Councilman Smith and Mayor Francis.

Absent: Councilman Hoferkamp, Councilman Schindelar, Councilman Young

3. **COUNCIL APPOINTMENT: COUNCIL PRESIDENT**

**Resolution #2019-01 – Appointing Council President**

A motion is in order to adopt a resolution appointing \_\_\_\_\_ to the position of Council President for the year 2019.

This motion was tabled until the meeting of January 16, 2019.

4. **Resolution #2019-02 – 2019 Meeting Dates**

Councilman Padula made a motion i order is to adopt a resolution to approve the Mayor and Council Meeting dates for the year 2019. Seconded by Councilman Smith.

Upon roll call vote:

Ayes: Padula, Roberts, Smith

Nays: None Absent: Hoferkamp, Schindelar, Young Abstentions: None

5. **Resolution #2019-03 – Organizational Resolution**

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

Upon roll call vote:

Ayes: Padula, Roberts, Smith

Nays: None Absent: Hoferkamp, Schindelar, Young Abstentions: None

6. **Resolution #2019-04 – Cash Management Plan**

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

Upon roll call vote:

Ayes: Padula, Roberts, Smith

Nays: None Absent: Hoferkamp, Schindelar, Young Abstentions: None

7. **Resolution #2019-05 – Petty Cash Fund**

Councilman Padula 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 Smith.

Upon roll call vote:

Ayes: Padula, Roberts, Smith

Nays: None Absent: Hoferkamp, Schindelar, Young Abstentions: None

8. **Resolution #2019-06 – Designation of Official Newspapers**

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

Upon roll call vote:

Ayes: Padula, Roberts, Smith

Nays: None Absent: Hoferkamp, Schindelar, Young Abstentions: None

9. **Resolution #2019-07 – Required Disclosure Contracts**

Councilman Padula made a motion to adopt a resolution authorizing the award of Required Disclosure contracts for professional services. Seconded by Councilwoman Roberts.

Upon roll call vote:

Ayes: Padula, Roberts, Smith

Nays: None Absent: Hoferkamp, Schindelar, Young Abstentions: None

10. **Resolution #2019-08 – Appointment of Skylands Risk Management, Inc.**

Councilman Padula made a motion to adopt a resolution appointing Skylands Risk Management, Inc. as the Risk Management Consultants for the Borough of Hopatcong for 2019. Seconded by Councilwoman Roberts.

Upon roll call vote:

Ayes: Padula, Roberts, Smith

Nays: None Absent: Hoferkamp, Schindelar, Young Abstentions: None

11. **Resolution #2019-09 – Legal Defense of Tax Appeals**

Councilman Padula 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 Smith.

Upon roll call vote:

Ayes: Padula, Roberts, Smith

Nays: None Absent: Hoferkamp, Schindelar, Young Abstentions: None

12. **Resolution #2019-10 – Appointment of Broker of Record for Health Services.**

Councilman Padula made a motion to adopt a resolution appointing Brown and Brown as the Broker of Record for Health Care Benefits. Seconded by Councilman Smith.

Upon roll call vote:  
Ayes: Padula, Roberts, Smith  
Nays: None Absent: Hoferkamp, Schindelar, Young Abstentions: None

13. **Resolution #2019-11 – Cancellation of Tax and Utility Overpayments**

Councilman Padula 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 2019. Seconded by Councilwoman Roberts.

Upon roll call vote:  
Ayes: Padula, Roberts, Smith  
Nays: None Absent: Hoferkamp, Schindelar, Young Abstentions: None

14. **Resolution #2019-12 – Electronic Tax Sale**

Councilman Padula made a motion to adopt a resolution authorizing an electronic tax sale to be held in the year 2019. Seconded by Councilman Smith.

Upon roll call vote:  
Ayes: Padula, Roberts, Smith  
Nays: None Absent: Hoferkamp, Schindelar, Young Abstentions: None

15. **FIRE DEPARTMENT OFFICERS FOR 2019**

At this time **Mayor Francis** administered the oath of office to the Hopatcong Borough Fire Department Officers for 2019.

Chief	John Wilkerson
1 <sup>st</sup> Assistant Chief	Shaun Poland
2 <sup>nd</sup> Assistant Chief	Steve Kucevic
Fire Marshall	Shaun Poland
Deputy Fire Marshal	Franklin Steinberg

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

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

**2019 BOROUGH OF HOPATCONG  
LAND USE BOARD  
APPOINTMENTS & FULL MEMBERSHIP**

Michael Francis Class I Member	exp. 12/31/19 One Year Term
Ron Tappan Class II Member	exp. 12/31/19 One Year Term
Richard Schindelar Class III Member (Council Rep.)	exp. 12/31/19 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. 12/31/20 Two Year Term
Judith Kracht (filling unexpired term) Alternate II	exp. 12/31/19 Two Year Term
Anthony Bongiovanni (filling unexpired term) Alternate III	exp. 12/31/20 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. 12/31/19
Full Member	Dawn Roberts	exp. 12/31/21
Full Member	Richard Schindelar	exp. 12/31/20
Full Member	Frank Padula	exp. 12/31/19
Full Member	Ryan Smith	exp. 12/31/21
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. 12/31/23
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. 12/31/23

**Lake Hopatcong Commission**

Member	Dan McCarthy	exp. 12/31/19
Alternate	Fred Steinbaum	exp. 12/31/19

**Environmental Commission** (Three Year Terms)

Full Member (Land Use Bd. Rep.)	Richard Schindelar	exp. 12/31/19
Full Member	Pat Hoferkamp	exp. 12/31/21
Full Member (Open Space Comm.)	Lisa Hirschfeld	exp. 12/31/20
Full Member	Georgia Schilling	exp. 12/31/20
Full Member	Bradley Hoferkamp	exp. 12/31/21
Full Member	Jen Barone	exp. 12/31/19
Full Member (Chairman)	Jule Girman	exp. 12/31/20
Alternate I	Joel Servoss	exp. 12/31/21
Alternate II	Willa Scantlebury	exp. 12/31/21

18. **Resolution #2019-13 – Appointments to Boards and Commission for 2019**

Councilman Padula made a motion 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 2019. Seconded by Councilman Smith.

Upon roll call vote:

Ayes: Padula, Roberts, Smith

Nays: None Absent: Hoferkamp, Schindelar, Young Abstentions: None

19. **Resolution #2019-14 – OEM Coordinator and Deputy Coordinator**

Councilman Padula made a motion to adopt a resolution appointing Wade Crowley as the Emergency Management Coordinator and Kevin Schneider as the Deputy OEM Coordinator for the Borough of Hopatcong for the year 2019. Seconded by Councilwoman Roberts.

Upon roll call vote:

Ayes: Padula, Roberts, Smith

Nays: None Absent: Hoferkamp, Schindelar, Young Abstentions: None

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

Finance	Padula, Schindelar, Francis
Police	Hoferkamp, Schindelar, Francis
Fire	Schindelar, Francis, Smith
Ambulance Squad	Hoferkamp, Padula, Smith
OEM	Schindelar, Young, Francis
DPW and Grounds	Young, Padula, Hoferkamp
Water/Sewer	Schindelar, Padula, Francis
SWAC/PAC	Baker
Open Space	Young
Environmental	Schindelar, Young
Recreation	Young, Schindelar
Land Use Board	Schindelar
Real Estate	Schindelar, Young, Hoferkamp
Redevelopment	Padula, Schindelar, Francis
Farmer's Market	Francis, Hoferkamp, Smith
Senior Citizens	Hoferkamp, Roberts, Schindelar
Sussex County League of Mun.	Schindelar, Smith, Francis
Municipal Alliance	Young, Roberts, Francis
School Liaison	Hoferkamp, Roberts, Francis
MSA	Schindelar
Hopatcong Community Center Wellness Center	Sylvia Petillo, Pat Hoferkamp, Lisa Hirshfield, Dawn Roberts, Mike Francis

**2019 CLEAN COMMUNITY**

Michael Francis, Mayor  
Ron Tappan, Business Administrator  
Patrick Mason, DPW

Steve Millian, Coordinator

**2019 EMERGENCY MANAGEMENT COUNCIL**

Michael Francis, Mayor  
John Young, Council Representative  
Rob Auer, Captain, Ambulance Squad  
Frank Steinberg, Fire Prevention Bureau  
John Wilkerson, Fire Chief  
Patrick Mason, DPW

**2019 Firewise Committee**

Kevin Bourke, Chairman  
Shaun Poland, Fire Marshal  
Michael Francis, Mayor  
Ryan Smith, Council Representative  
Ron Tappan, Business Administrator

**2019 Lake Hopatcong Dock Committee**

Michael Francis, Mayor

21. **Resolution #2019-15 –2019 Current Fund Operating Budget**

Councilman Padula made a motion to adopt a resolution approving the 2019 temporary budget in the amount of **\$3,707,200**. Seconded by Councilman Smith.

Upon roll call vote:

Ayes: Padula, Roberts, Smith

Nays: None Absent: Hoferkamp, Schindelar, Young Abstentions: None

22. **Resolution #2019-16 – 2019 Temporary Sewer Budget**

Councilman Padula made a motion to adopt a resolution approving the 2019 Temporary Sewer Utility Budget in the amount of **\$1,067,920**. Seconded by Councilwoman Roberts.

Upon roll call vote:

Ayes: Padula, Roberts, Smith

Nays: None Absent: Hoferkamp, Schindelar, Young Abstentions: None

23. **Resolution #2019-17 – 2019 Temporary Water Budget**

Councilman Padula made a motion to adopt a resolution approving the 2019 Temporary Water Utility Budget in the amount of **\$226,165**. Seconded by Councilman Smith.

Upon roll call vote:

Ayes: Padula, Roberts, Smith

Nays: None Absent: Hoferkamp, Schindelar, Young Abstentions: None

24. **Resolution #2019-18 – Waive Sewer/Water Late Fees**

Councilman Padula made a motion to adopt a resolution authorizing the Tax Collector, Patricia Emery, to waive sewer and water late fees in certain situations only for the year 2019. Seconded by Councilman Roberts.

Upon roll call vote:

Ayes: Padula, Roberts, Smith

Nays: None Absent: Hoferkamp, Schindelar, Young Abstentions: None

25. **Resolution #2019-19 – Shared Service Agreement with Sussex County – Nutrition Program**

Councilman Padula 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 Roberts.

Upon roll call vote:

Ayes: Padula, Roberts, Smith

Nays: None Absent: Hoferkamp, Schindelar, Young Abstentions: None

26. **Resolution #2019-20 – Appointment of Fund Commissioner for the Morris County Joint Insurance Fund**

Councilman Padula 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 Councilwoman Roberts.

Upon roll call vote:

Ayes: Padula, Roberts, Smith

Nays: None Absent: Hoferkamp, Schindelar, Young Abstentions: None

27. **Resolution #2019-21 – Appointment of CFO**

A motion is in order to adopt a resolution appointing Lorraine Rossetti as the CFO for the Borough of Hopatcong for a four year term, effective January 1, 2019.

Upon roll call vote:

Ayes: Padula, Roberts, Smith

Nays: None Absent: Hoferkamp, Schindelar, Young Abstentions: None

28. **Resolution #2019-22 – Appointment of Tax Collector**

Councilman Padula made a motion to adopt a resolution appointing Patricia Emery as the Tax Collector for the Borough of Hopatcong for a four year term, effective January 1, 2019. Seconded by Councilman Smith.

Upon roll call vote:

Ayes: Padula, Roberts, Smith

Nays: None Absent: Hoferkamp, Schindelar, Young Abstentions: None

29. **APPROVAL OF MINUTES**

Councilman Padula made a motion to table the minutes, until the meeting of January 16, 2019, of the regular meeting held on December 19, 2018. Seconded by Councilman Smith.

Upon roll call vote:

Ayes: Padula, Roberts, Smith

Nays: None Absent: Hoferkamp, Schindelar, Young Abstentions: None

30. **Request to put a Water Line in Municipal Easement**

Councilman Smith made a motion to approve the request from the owner of 219 Lakeside Blvd, Block 30408, Lots 28 and 29 to put a waterline in the Municipal Easement. Seconded by Councilwoman Roberts.

Upon roll call vote:

Ayes: Padula, Roberts, Smith

Nays: None Absent: Hoferkamp, Schindelar, Young Abstentions: None

31. **Resolution #2019-23 – Supporting the River Styx Bridge Replacement Project**

Councilman Padula made a motion to adopt a resolution in support of the River Styx Bridge Replacement Project. Seconded by Councilman Smith.

Upon roll call vote:

Ayes: Padula, Roberts, Smith

Nays: None Absent: Hoferkamp, Schindelar, Young Abstentions: None

32. **OPEN PUBLIC SESSION**

Councilman Padula 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 Smith. All were in favor.

Freeholder George Graham thanked the Governing Body for all of their hard work last year and in previous years.

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

33. **COMMENTS FROM THE MAYOR**

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

34. **ADJOURNMENT**

Councilman Padula made a motion to adjourn the Reorganization Meeting held on January 2, 2019. Seconded by Councilwoman Roberts. All were in favor.

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Catherine Schultz, Clerk