

MINUTES OF THE MINE HILL TOWNSHIP COUNCIL  
REGULAR MEETING – JANUARY 19, 2012

Township Council President Kristine Kanzenbach called the regular meeting of the Mine Hill Township Council to order at 7:30 pm and led those present in the Pledge of Allegiance.

**OPEN PUBLIC MEETINGS NOTICE**

Ms. Kanzenbach announced that adequate notice for this meeting had been given as required by law.

**ROLL CALL:** Present – Mr. Bloom; Mr. Coranato; Ms. Kanzenbach; Mr. Pepperman; Mr. Willis  
Absent –  
Also Present – Mr. Morris, Mayor; Mr. Thompson, Township Administrator; Mr. Bucco,  
Township Attorney; Ms. Macchia, Township Clerk  
Public Present – 4

**COMMUNICATIONS AND PETITIONS**

Ms. Kanzenbach listed the following items of communication:

- a. NJLM re: Information for Elected/Appointed Officials
- b. Morris County League of Municipalities re: Invitation to Meeting – February 15<sup>th</sup> (RSVP Required)
- c. Morris County Chamber of Commerce re: Cloud Computing

**ORDINANCES – Public Hearing and Adoption**

**Ordinance 01-12 – An Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank (N.J.S.A. 40A: 4-45.14)**

A motion was made by Ms. Kanzenbach, seconded by Mr. Pepperman and approved by a voice vote to open the public hearing on this ordinance.

Seeing no discussion from the Council or the Public, a motion was made by Mr. Pepperman, seconded by Mr. Coranato and approved by a voice vote to close the public hearing.

A motion was made by Mr. Pepperman and seconded by Mr. Coranato to adopt the ordinance. The roll was called and the Ordinance was adopted by the following vote:

Ayes: Mr. Bloom; Mr. Coranato; Ms. Kanzenbach; Mr. Pepperman; Mr. Willis  
Nays: none  
Absent: none  
Abstentions: none

WHEREAS, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and

WHEREAS, the Township Council of the Township of Mine Hill in the County of Morris finds it advisable and necessary to increase its CY 2012 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and

WHEREAS, the Township Council hereby determines that a 1% increase in the budget for said year, amounting to \$17,322.20 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and

WHEREAS, the Township Council hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED by the Township Council of the Township of Mine Hill, in the County of Morris, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2012 budget year, the final appropriations of the Township of Mine Hill shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5%, amounting to \$60,627.69, and that the CY 2012 municipal budget for the Township of Mine Hill be approved and adopted in accordance with this ordinance; and

BE IT FURTHER ORDAINED that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and

BE IT FURTHER ORDAINED that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and

BE IT FURTHER ORDAINED that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

**Ordinance 02-12 – An Ordinance Fixing the Salary and Wage Ranges of Certain Officials and Employees**

A motion was made by Ms. Kanzenbach, seconded by Mr. Coranato and approved by a voice vote to open the public hearing on this ordinance.

Richard Leary, resident of West Randolph Avenue, asked for a copy of the ordinance.

Seeing no further discussion from the Council or the Public, a motion was made by Mr. Coranato, seconded by Mr. Pepperman and approved by a voice vote to close the public hearing.

A motion was made by Mr. Bloom and seconded by Mr. Pepperman to adopt the ordinance. The roll was called and the Ordinance was adopted by the following vote:

Ayes: Mr. Bloom; Mr. Coranato; Ms. Kanzenbach; Mr. Pepperman; Mr. Willis

Nays: none

Absent: none

Abstentions: none

BE IT ORDAINED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF MINE HILL, IN THE COUNTY OF MORRIS, NEW JERSEY AS FOLLOWS:

<u>TITLE</u>	<u>SALARY</u>
Administrator	\$ 35,000 – 75,000
Township Clerk	\$ 40,000 – 60,000
Registrar of Vital Statistics	\$ 0 – 2000
Deputy Registrar of Vital Statistics	\$ 0 – 600
Health Department Coordinator	\$ 0 – 2000
Elections Coordinator	\$ 0 – 2000
Chief Financial Officer	\$ 25,000 – 50,000
Treasurer	\$ 10,000 – 50,000
Human Resource Director	\$ 2,000 – 10,000
Tax Assessor	\$ 12,000 – 25,000
Tax Collector	\$ 25,000 – 35,000
Part-time Clerical	\$ 8.00 – 20.00 per hour
Part-time Help - Department of Public Works	\$ 8.00 – 18.00 per hour
Part-time Elevator Subcode Official	\$ 100 – 300
Part-time Building Subcode Official	\$ 10,000 – 22,000
Part-time Plumbing Subcode Official	\$ 5,000 – 12,000
Part-time Electrical Subcode Official	\$ 5,000 – 12,000
Part-time Construction Official	\$ 2,000 – 6,000
Part-time Building Subcode Official	\$ 2,000 – 6,000
Construction Technical Assistant	\$ 15,000 – 40,000
Zoning Officer	\$ 10,000 – 25,000
Part-time Fire Subcode Official	\$ 5,000 – 8,500
Part-time Fire Safety Inspector	\$ 8.00 – 25.00 per hour
Part-time Smoke Detector Inspector	\$ 30.00 per inspection
Part-time Emergency Management Coordinator	\$ 1,500 – 3,000
Part-time Construction Records Clerk	\$ 8.00 – 20.00 per hour
Administrative Clerk	\$ 15,000 – 30,000
Secretary/ Board of Adjustment	\$ 3,000 – 5,000
Recording Clerk/Planning Board	\$ 1,500 – 3,000
Administrative Clerk/Planning Board	\$ 3,000 – 6,000
Special Administrative Assistant	\$ 3,000 – 7,500
Secretary/Recreation Commission	\$ 3,000 – 7,500
Beach Director	\$ 1,000 – 7,500
Lifeguards	\$ 8.00 – 15.00 per hour
Snack Bar Employees	\$ 7.25 – 12.00 per hour

MINUTES OF THE MINE HILL TOWNSHIP COUNCIL  
REGULAR MEETING – JANUARY 19, 2012

Bus/Van Drivers	\$ 8.00 – 25.00 per hour
Crossing Guards	\$ 10.00 – 25.00 per hour
Division of Water:	
Administrator	\$ 1,000 – 20,000
Licensed Water Operator	\$ 3,000 – 6,000
Water Secretary	\$ 5,000 – 7,500
Water Treasurer	\$ 7,500 – 15,000
Division of Sewer:	
Sewer Administrator	\$ 1,000 – 8,000
Sewer Allocation Officer	\$ 2,000 – 5,000
Sewer Inspector	\$ 15.00 per permit
Sewer Collector	\$ 5,000 – 8,000
Sewer Treasurer	\$ 2,000 – 6,000
Special District Division:	
Special District Administrator	\$ 1,000 – 10,000
Special District Secretary	\$12,000 – 15,000
Special District Treasurer	\$ 2,000 – 6,000

Department of Public Works Personnel (Foreman, Operator, Laborer, and Maintenance) shall be compensated in accordance with the contract negotiated and in effect between the Township of Mine Hill and the International Brotherhood of the Teamsters Local #102.

Section 2. All ranges of salaries or compensation herein above fixed shall be effective January 1, 2012. When an hourly rate is stated, payment shall be made on the basis of properly approved time sheets. All salaries shall be payable bi-weekly except for Council members, the Emergency Management Coordinator and the Elevator Subcode Official, who shall be paid quarterly.

Section 3. All Ordinances inconsistent with the Ordinance are hereby repealed.

Section 4. This Ordinance shall take effect after final passage and in accordance with law.

## **CONSIDERATION AND APPROVAL OF VOUCHERS**

### **Bill List**

Mr. Thompson recommended removing check number 3524 to NJ Natural Gas from the list until an original invoice is received. Mr. Morris noted that, at the advice of Counsel, invoices will no longer be paid if the original is not received.

Ms. Kanzenbach asked to remove check number 3542 for payment of Mr. Severud's invoices until they can be further reviewed. Ms. Kanzenbach also asked if the portion of Mr. Severud's fees associated with the Canfield property acquisition could be paid from open space funds; Mr. Bucco will investigate and respond. Mr. Severud will also be asked to supply documentation related to the closing fees for this property.

Following additional discussion regarding various utility and services bills, Mr. Bloom made a motion to approve the bills list subject to the removal of check numbers 3524 and 3542. The motion was seconded by Mr. Pepperman and approved by the following vote:

Ayes: Mr. Bloom; Mr. Coranato; Ms. Kanzenbach; Mr. Pepperman

Nays: none

Absent: none

Abstentions: Mr. Willis

## **ADMINISTRATIVE AGENDA**

Mr. Thompson noted that improvements to this building to allow the construction office to be relocated are progressing. He is still investigating coordination of the computer systems in the building; a quote has been obtained from MSI, and he is seeking additional quotes. He also has received quotes to repair the building where wires pulled bricks from the wall during the Halloween snow storm. Mr. Bloom asked if insurance would cover the damage to the building; Mr. Thompson responded that the Township's deductible is much higher than the quotes.

Mr. Morris asked for a moment of silence for DPW Foreman John Lakatos's mother who passed away last week.

Mr. Morris reported that he has attended several meetings in the last few weeks, including meetings with JCP&L. He noted that JCP&L is planning to work on some of the telephone pole issues in Town. He added

that Roxbury is hosting a meeting with representatives from our District and BPU on February 1<sup>st</sup>; Mr. Morris asked JCP&L to have these problems resolved prior to that meeting.

Mr. Morris also met with Mr. Crimi; he noted that it was a productive meeting but that some of the matters in question need to be addressed with attorneys present.

Mr. Morris also reported that a traffic engineer from Maser Consulting is meeting with the State tomorrow and will be addressing matters pertaining to Route 46 on the Township's behalf.

Mr. Morris discussed the Township's insurance policies. He has recently discovered that part of the annual fees to belong to the JIF includes the use of a risk manager which the Township has never taken advantage of. He anticipates appointing a risk manager in the coming weeks; there will be no additional costs to the Township for this service, and it should improve the Township's insurance coverage.

Mr. Morris discussed the upcoming amendments to the ordinances that govern the Recreation Commission. An ordinance will be introduced at the next meeting. Another change that will occur in the coming weeks is amendments to the process by which recreation officials are paid so that the Township is better protected.

Mr. Morris announced that he will be conducting a wedding tomorrow.

## **REPORTS OF STANDING AND SPECIAL COMMITTEES**

### **School Board Committee**

There is no meeting until next week. Mr. Morris noted the recently adopted State legislation that allows school districts to move Board of Education elections to the November General Election. Brief discussion followed.

### **Recreation Committee**

Ms. Kanzenbach attended the recent meeting where the changes to the enabling ordinance were discussed. The changes were widely accepted by the Commission.

### **Fire Department / First Aid Squad Committee**

Mr. Pepperman noted that there is nothing new to report.

### **Police**

Mr. Pepperman noted that there is nothing new to report. Mr. Morris added that there have been rumors of break-ins circulating recently. Wharton Police have verified that the rumors are unfounded.

Brief discussion followed regarding the scheduling of meetings and the establishment of a master calendar. Mr. Morris noted that SwiftReach would be live by the end of the week and could potentially be used to remind the public of upcoming meetings.

## **OPEN TO THE PUBLIC**

John Paschal of 35 Thomastown Road asked for information pertaining to the replacement of the air conditioning unit at the Civic Center last summer. Mr. Thompson will provide same tomorrow.

## **INTRODUCTION OF ORDINANCES**

### **Ordinance 03-12 – An Ordinance to Amend Chapter 13.16, “Sewer Rates”, of the Revised General Ordinances of the Township of Mine Hill, County of Morris, State of New Jersey**

A motion was duly made by Mr. Coranato and seconded by Pepperman to introduce the Ordinance.

Seeing no discussion from the Township Council or the public, the roll was called and the Ordinance was introduced by the following vote:

Ayes: Mr. Bloom; Mr. Coranato; Ms. Kanzenbach; Mr. Pepperman; Mr. Willis

Nays: none

Absent: none

Abstentions: none

Ms. Kanzenbach announced that this ordinance will be further considered for adoption at the next regular meeting of the Township Council scheduled for February 2, 2012, at 7:30 pm, at which time the public will have an opportunity to be heard on this matter.

BE IT ORDAINED, by the Township Council of the Township of Mine Hill, in the County of Morris, and State of New Jersey, as follows:

SECTION 1. Chapter 13.16, Sewer Rates, Section 13.16.010, “Definitions”, is hereby amended and supplemented to include the following additional definition:

**EQUIVALENT DWELLING UNIT (EDU)**

Each unit whether in a single- or multiple-unit structure having a demand on the sewer system equal to that of a dwelling unit which is 225 gallons per day on average.

SECTION 2. Chapter 13.16, “Sewer Rates”, Section 13.16.060, “Sewer Charges”, is hereby amended to read in its entirety as follows:

**13.16.060 Sewer charges.**

The annual sewer charge shall be \$720.00 per equivalent dwelling unit (EDU). The equivalent dwelling unit (EDU) shall be determined as follows:

- |    |  |            |
|----|--|------------|
| A. | Single-family or multi-family residential units  | 1.0 EDU    |
| B. | Commercial, office, retail:<br>The number of equivalent units shall be based on the estimated daily flow divided by 225 gal/day to determine the number of EDU’s | Number/EDU |
| C. | Industrial:<br>The number of equivalent units shall be based on the estimated daily flow divided by 225 gal/day to determine the number of EDU’s                 | Number/EDU |
| D. | Use not covered in sewer charges will be based on daily flows given to determine equivalent dwelling units   | Number/EDU |

SECTION 3. This Ordinance may be renumbered for codification purposes.

SECTION 4. All Ordinances of the Township of Mine Hill which are inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION 4. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance.

SECTION 5. This Ordinance shall take effect as required by law.

**RESOLUTIONS AND MOTIONS****Resolution 018-12 – Authorizing Agreement with Morris County Cooperative Pricing Council**

A motion was made by Mr. Coranato and seconded by Mr. Pepperman to introduce the resolution.

It was noted that the Township has been a member of the Cooperative for many years and this is a renewal of the agreement.

Seeing no discussion from the Council or the Public, the roll was called and the resolution was approved by the following vote:

Ayes: Mr. Bloom; Mr. Coranato; Ms. Kanzenbach; Mr. Pepperman; Mr. Willis

Nays: none

Absent: none

Abstentions: none

BE IT RESOLVED, by the Township Council of the Township of Mine Hill in the County of Morris and State of New Jersey as follows:

1. This Resolution shall be known and may be cited as the Cooperative Pricing Council Resolution of the Township of Mine Hill.
2. Pursuant to the provision of N.J.S. 40A:11-11(5), the Township Council is hereby authorized to enter into a Cooperative Pricing Agreement with the Morris County Cooperative Pricing Council (hereinafter referred to as the “Lead Agency”) or any other contracting unit within the County of Morris or adjoining counties for the purpose of work, materials and supplies.
3. The Lead Agency entering into contracts on behalf of the Township of Mine Hill shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.
4. All resolutions or parts thereof inconsistent with this resolution shall be and the same are hereby repealed.
5. This Cooperative Pricing Council Resolution shall be effective January 1, 2012 and such membership shall be for the duration of one (1) year expiring December 31, 2012, unless the “Lead Agency” and the Division of Local Government Services, elects to withdraw.
6. This resolution shall take effect immediately upon passage and publication according to law.

**Resolution 019-12 – Authorizing Refund of Property Tax Overpayment – Block 502, Lot 23**

A motion was made by Mr. Bloom and seconded by Mr. Pepperman to introduce the resolution.

Seeing no discussion from the Council or the Public, the roll was called and the resolution was approved by the following vote:

Ayes: Mr. Bloom; Mr. Coranato; Ms. Kanzenbach; Mr. Pepperman; Mr. Willis

Nays: none

Absent: none

Abstentions: none

WHEREAS, there was an overpayment made in the 4<sup>TH</sup> quarter of 2011 on this parcel; and

WHEREAS, The Tax Collector has confirmed the overpayment and requested a refund.

THEREFORE, BE IT RESOLVED by the Mine Hill Township Council, County of Morris, and State of New Jersey, that the Treasurer shall refund \$26.31 to Norma Jean Ryver.

Total amount of refund \$26.31

Norma Jean Ryver  
18 George St.  
Mine Hill, NJ 07803

**Resolution 020-12 Authorizing Safe Routes to School Grant Application**

A motion was made by Mr. Coranato and seconded by Mr. Pepperman to introduce the resolution.

Seeing no discussion from the Council or the Public, the roll was called and the resolution was approved by the following vote:

Ayes: Mr. Bloom; Mr. Coranato; Ms. Kanzenbach; Mr. Pepperman; Mr. Willis

Nays: none

Absent: none

Abstentions: none

WHEREAS, the New Jersey Department of Transportation makes funds available to municipalities and counties for a Federal-Aid, “Safe Routes to School Program” and

WHEREAS, the Township Engineer has recommended that the Township’s Mayor and Council apply to the New Jersey Department of Transportation Municipal Aid Program Safe Routes To School Program to improve certain pedestrian areas along school routes; and

WHEREAS, The Township’s Mayor and Council has considered this recommendation;

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Mine Hill, 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 SRS-I-2012-Mine Hill Township-00195 to the New Jersey Department of Transportation on behalf of the Township of Mine Hill.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Township of Mine Hill and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

**NEW AND OLD BUSINESS**

**Generator**

Mr. Morris reported that he has been seeking quotes for generators for Town Hall. He also discussed proposed installation of battery operated garage doors to allow the ambulance bay to open when there is no power. He also discussed generator proposals for the Civic Center. Additional information will be forthcoming as it is available. Installation of a generator at the Civic Center would allow it to be used as a shelter if necessary.

**OPEN TO THE PUBLIC AND COUNCIL COMMENTS**

MINUTES OF THE MINE HILL TOWNSHIP COUNCIL  
REGULAR MEETING – JANUARY 19, 2012

John Paschal of 35 Thomastown Road asked if there had been any follow up with regard to the loss of water situation. Mr. Morris responded that it is being actively pursued but there is nothing new to report at this time.

**ADJOURNMENT**

There being no further business, a motion was made by Mr. Coranato and seconded by Mr. Pepperman to adjourn the meeting at 8:19 pm. The motion was approved by a voice vote.

Respectfully Submitted,

Amanda G. Macchia, RMC  
Mine Hill Municipal Clerk

Approved on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

---

Council President