

**BOROUGH OF CALIFON  
2019 REORGANIZATION AND REGULAR MEETING  
JANUARY 2, 2019**

**SWEARING-IN CEREMONY**

With the reading of the Oath of Office, Mayor Charles Daniel, Councilman Leo Janas, Councilman Michael Medea and Councilwoman Cathy Smith, were sworn in by Municipal Clerk, Laura Eidsvaag for the following terms:

- Mayor Charles Daniel – 4-year term to commence 1/1/19; expiring 12/31/22
- Councilman Leo Janas – 3-year term to commence 1/1/19; expiring 12/31/21
- Councilman Michael Medea – 3-year term to commence 1/1/19; expiring 12/31/21
- Councilwoman Cathy Smith – 1-year unexpired term to commence 1/1/19 expiring 12/31/19

Mayor Daniel, Councilmen Janas & Medea and Councilwoman Smith took their places at the Council table.

**2019 REORGANIZATION MEETING – CALL TO ORDER**

Mayor Charles Daniel called the 2019 Reorganization meeting to order at 7:30 p.m. with the reading of the following Sunshine Law announcement: *“I would like to announce and have placed in the minutes that adequate notice of this 2019 Reorganization meeting of the Califon Borough council has been provided in accordance with the Open Public Meetings Act by publication of the Reorganization legal notice in the Hunterdon Review and the Hunterdon County Democrat.”*

**FLAG SALUTE**

**ROLL CALL: PRESENT: R. BAGGSTROM, E. HAVERSANG, L. JANAS, M. MEDEA  
C. SMITH  
ABSENT: J. RICCIO**

**APPROVAL OF 2019 APPOINTMENTS AND ORGANIZATIONAL RESOLUTIONS  
2019-01 THROUGH 2019-17**

The following Resolutions were introduced for adoption:

**RESOLUTION 2019-01**

**BE IT RESOLVED** that Councilman Michael Medea is hereby elected as the Council President of the Borough Council of the Borough of Califon for the year 2019.

**RESOLUTION 2019-02**

**RESOLUTION CONFIRMING APPOINTMENTS**

BE IT RESOLVED by the Borough Council of the Borough of Califon,  
Hunterdon County, New Jersey, that the foregoing appointments are hereby confirmed,

ratified and approved, provided that all professional appointments are subject to and contingent upon receipt of notarized Business Entity Disclosure Certifications and approval and signing of contracts for professional services for the year 2019.

**2019-03**

**ANNUAL RESOLUTION OF BOROUGH COUNCIL**

**RE: OPEN PUBLIC MEETINGS ACT**

WHEREAS, the Open Public Meetings Act N.J.S. 10:4-6 et seq.) hereafter the "Act" provides for the giving of an annual notice by public bodies of a schedule of the succeeding year, including the location of each meeting to the extent it is known, and the time and date of each meeting; and

WHEREAS, the Act authorizes a public body to make certain other determinations and to take certain other actions in conformance therewith;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Califon, County of Hunterdon, State of New Jersey, as follows:

1. Regular meetings of the Borough Council shall be held during the **2019** calendar year at **7:30 p.m.** prevailing time, on the first and third Monday of each month at Borough Hall, 39 Academy St., Califon, New Jersey, unless rescheduled in conformity with the said Act, provided that any such meetings which fall on a New Jersey legal holiday shall be rescheduled to the next regular business day at the same time and place.
2. The following newspapers are hereby designated as the newspapers to receive any and all notices required or permitted to be given under the Act including but not limited to the Annual Notice of regular meetings or any revision thereto, 48-hour notice of any special meeting and notice of any emergency meeting for which prior adequate notice was not provided:
  - a. The **Hunterdon Review** which is the official newspaper of this public body; and
  - b. The **Hunterdon County Democrat** which is hereby determined to be the other newspaper which as the greatest likelihood of informing the public within this Municipality of meetings of this public body
3. The following newspaper is hereby designated as an alternate newspaper to receive any of the notices described in Paragraph 2 above in the event that either of the newspapers designated in Paragraph 2 shall be unavailable to receive or publish such notices within the time requirements of the Act due to weekly publishing schedules:
  - a. The **Courier News** which is hereby determined to be the alternate newspaper which has the greatest likelihood of informing the public of this Municipality of meetings of this public body and may be utilized when necessary to receive such notices in order to conform to the maximum extent possible with the time and notice requirements of the Act.
4. The following fees are hereby fixed to cover the costs of providing and mailing to any such persons requesting copies of any notice pursuant to Section 14 of the Act, which fees shall be prepaid by such person:

- a. To receive by mail any one copy of any annual notice of regular meetings or revision thereto described in Section 13 of the Act, or any one 48 hour advance written notice described in Subsection 3-d of the Act of any regular, special or rescheduled or emergency meeting of this body, **the sum of \$.05 per page for letter sized pages and \$.07 per page for legal sized pages.**
  - b. To receive written advance notice of all of the meetings of the public body within the time prescribed by Subsection 3-d of the Act up to and including December 31, 2012, **the sum of \$.05 per page for letter sized pages or \$.07 per page for legal sized pages.**
5. This public body shall keep reasonably comprehensible minutes of all of its meetings showing the time and place, the members present, the subject considered, the actions taken, the vote of each member, and any other information required to be shown in the minutes by law, which shall be promptly available to the public to the extent that making such matters public shall not be inconsistent with Section 7 of the Open Public Records Act (PL 2001, C404).
- a. The fee to receive by mail or in person any one copy of any official minutes of any regular or special open meeting or any revision thereto shall be **the sum of \$.05 per page for letter sized pages and 0.07 per page for legal sized pages.**
  - b. The fee to receive by mail or in person one copy of all of the official minutes of all the regular and special open meetings of this public body shall be **the sum of \$.05 per page or \$.07 per legal sized page.**
6. Copies of the attached Annual Notice shall be provided as follows:
- a. Posted and maintained throughout the calendar year on the public bulletin board at the Municipal Building.
  - b. Mailed, electronically sent, or hand delivered to the newspapers designated in Paragraph 2 hereto.
  - c. Filed with the Clerk of the Municipality.
  - d. Mailed or hand delivered to any person so requested in accordance with Paragraph 4 hereto.

#### **RESOLUTION 2019-04**

#### **ANNUAL NOTICE OF REGULAR MEETINGS**

PLEASE TAKE NOTICE that regular meetings of the Borough of Califon Council shall be held during the 2019 calendar year at 7:30 p.m., prevailing time, on the first and third Mondays of each month at Borough Hall, 39 Academy St., Califon, New Jersey, unless rescheduled in conformity with the Open Public Meetings Act.

**2019-05**

#### **RESOLUTION FIXING INTEREST RATES ON DELINQUENT TAXES**

#### **FOR CALENDAR YEAR 2019**

BE IT RESOLVED that pursuant to R.S. 54:4-67, the Borough Council of the Borough of Califon, County of Hunterdon and State of New Jersey hereby fixes the rate of interest to be charged on delinquent taxes for calendar year 2019 at the rate of eight percent (8%) per annum on the first

\$1,500.00 of delinquency and Eighteen percent (18%) per annum on any amount in excess of \$1,500.00 of delinquency.

BE IT FURTHER RESOLVED, that notwithstanding the above provision, no interest shall be charged if payment of any installment is made within ten (10) days after the date upon which the same became payable according to the laws in such cases made and provided. If such payment is not made within the ten (10) day grace period, the above rate of interest shall run and accrue from the original due date of such taxes.

BE IT FURTHER RESOLVED, that any taxpayer with a delinquency in excess of \$10,000.00 who fails to pay that delinquency prior to the end of the calendar year shall be so charged an additional rate of interest of Six per cent (6%) against the delinquency.

#### **RESOLUTION 2019-06**

##### **SERVICE CHARGE FOR CHECKS RETURNED FOR INSUFFICIENT FUNDS**

WHEREAS, N.J.S. 40:5-18 (a) provides that the governing body of a municipality may provide, by Resolution or Ordinance, for the imposition of a service charge to be added to any account owing to the municipality, if payment tendered on the account was by a check or other written instrument which was returned for insufficient funds; and

WHEREAS, N.J.S. 40:5-18 (b) provides that whenever an account owing to a municipality is for a tax or special assessment, the service charge authorized by this section shall be included on whatever list of delinquent accounts is prepared for the enforcement of the lien;

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Califon, that the service charge for a check or other written instrument returned for insufficient funds is hereby determined and set at \$20.00 per check or another written instrument, pursuant to N.J.S. 40:5-18 (c); and

BE IT FURTHER RESOLVED that any service charge authorized by this section shall be collected in the same manner prescribed by law for the collection of the account for which the check or other written instrument was tendered. In addition, the governing body may require future payments to be tendered in cash or by certified or cashier's check (N.J.S. 40:5-18 (d)).

#### **RESOLUTION 2019-07**

##### **CANCELLATION OF PROPERTY TAX REFUNDS OR**

##### **DELINQUENCIES OF LESS THAN \$10.00**

WHEREAS, the State of New Jersey allows a Municipal employee to process the cancellation of any property tax refund or delinquencies of less than \$10.00; and

WHEREAS, the Municipal employee allowed to process the cancellation shall be the Tax Collector;

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Califon hereby authorizes the Tax Collector of the Borough of Califon to process the cancellation of any property tax refund or delinquency of less than \$10.00.

**RESOLUTION 2019-08**

**RESOLUTION AUTHORIZING FILING OF STIPULATIONS AND  
CORRECTIVE APPEALS BY THE MUNICIPAL ATTORNEY**

WHEREAS, the Borough Council of the Borough of Califon has been informed that from time to time errors are made in computing the tax assessments; and

WHEREAS, the Municipal Attorney of the Borough of Califon has requested that the Borough Council authorize him to file corrections of such errors with the Hunterdon County Board of Taxation; and

WHEREAS, the Municipal Attorney of the Borough of Califon is called upon to defend tax appeals filed with the Hunterdon County Board of Taxation and to agree to stipulations of appeals;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Califon that the Municipal Attorney of the Borough of Califon be and is hereby authorized to file corrective appeals with the Hunterdon County Board of Taxation, to represent the Borough of Califon before the Hunterdon County Board of Taxation in defense of appeals filed with said Board and to sign stipulations of appeals on behalf of the Borough of Califon, which he feels are proper and in the best interests of the Municipality.

**RESOLUTION 2019-09**

**ADDED AND OMITTED ASSESSMENTS**

WHEREAS, the Borough Council of the Borough of Califon, County of Hunterdon, State of New Jersey recognizes that N.J.S.A. 54:5-63.12 et seq., popularly known as the "Originally Method", allows the Collector of Taxes, upon written complaint to the County Tax Board to notify such Board of any property alleged to have been omitted and the particular year of the assessment to be assessed; and

WHEREAS, the Tax Assessor of the Borough of Califon, County of Hunterdon, State of New Jersey, has requested the Borough Council to authorize her to notify the County Tax Board, upon written complaint of any property alleged to have been omitted and the particular year of the assessment to be assessed pursuant to and in compliance with N.J.S.A. 54:5-63.12; and

WHEREAS, the Tax Assessor of the Borough of Califon, County of Hunterdon, State of New Jersey, is called upon with the knowledge of omitted and rollback taxes prior to the Tax Collector;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Califon, County of Hunterdon, State of New Jersey, that the Tax Assessor of the Borough of Califon be and is hereby authorized to notify upon written complaint to the Hunterdon County Board of Taxation of any property alleged to have been omitted and the particular year of the assessment to be assessed.

**RESOLUTION 2019-10**

**RESOLUTION DESIGNATING OFFICIAL NEWSPAPER**

BE IT RESOLVED that the Hunterdon Review, a newspaper published and printed in the County of Hunterdon and circulating in the County of Hunterdon, is hereby designated as the official newspaper of the Borough of Califon pursuant to N.J.S. 40:53-1 for publication of all official notices required by law during the calendar year 2019.

**RESOLUTION 2019-11**

**RESOLUTION FIXING PHOTOCOPY CHARGES**

BE IT RESOLVED that the fee for photocopies of letter sized or legal sized documents and papers from the Borough of Califon pursuant to the Open Public Records Act (OPRA) shall be five cents (\$.05) per page for letter sized pages and smaller, and seven cents (\$.07) per page for legal sized pages and larger. The fee for oversized documents or documents which require outside copying or special handling shall be the actual cost of such copying plus any applicable postage.

BE IT FURTHER RESOLVED that the fee for certification of any document shall be twenty-five cents (\$.25) per certification, except for certified copies of records of the Registrar of Vital Statistics, or as otherwise provided by law.

**RESOLUTION 2019-12**

**RESOLUTION DESIGNATING CERTIFIED SOCIAL SECURITY AGENT**

WHEREAS, it is required by the Statutes of New Jersey that an agent be appointed and certified for receiving monies and preparing the necessary forms for Social Security and pensions for employees for the Borough of Califon;

NOW, THEREFORE, BE IT RESOLVED, that Kevin Lifer be appointed as certified agent to prepare all necessary forms for Social Security and pension payments, and be authorized to receive payments on behalf of the Borough of Califon for both the State of New Jersey and the Federal Government during the calendar year of 2019.

**RESOLUTION 2019-13**

**CASH MANAGEMENT PLAN**

BE IT RESOLVED by the governing body of the Borough of Califon, County of Hunterdon that for the year of 2019 the following shall serve as the cash management plan of the Borough of Califon.

The Chief Financial Officer is directed to use this cash management plan as the guide in depositing and investing the Borough of Califon funds.

The following are suitable and authorized investments:

- Interest bearing bank accounts and certificates of deposit in authorized banks, listed below, for deposit of local unit funds.
- Government money market mutual funds as comply with N.J.S.A. 40A:5-15.1(e).
- Local government investment pools which comply with N.J.S.A. 40A:5-15.1(e) and conditions set by the Division of Local Government Services.
- New Jersey State Cash Management Fund.
- Repurchase agreements (repos) of fully collateralized securities which comply with N.J.S.A. 40A:5015(a).

Each month, the Chief Financial Officer shall prepare a schedule of investments purchased and redeemed, investment earnings, fees incurred and market value of all investments.

The following Government Unit Depository Protection Act approved banks are authorized depositories for the deposit of funds:

Peapack Gladstone Bank

PNC Bank

Current Account

Payroll Account/Payroll Agency Account

Dog Checking Account

Public Assistance 1/Public Assistance 2

COAH

Capital Account

Escrow Account

Tax Collector Account

Certificate of Deposit

Small Cities Grant

State of New Jersey

Cash Management Fund

Federal Reserve Bank

## Treasury Direct Account

The CFO shall report to the governing body any account that does not earn interest.

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**2019-14**

**RESOLUTION ESTABLISHING A CIVIL RIGHTS POLICY  
AND A POLICY AGAINST DISCRIMINATION WITH RESPECT TO HIRING  
AND EMPLOYMENT OF BOROUGH OF CALIFON EMPLOYEES**

WHEREAS, the Borough of Califon finds and declares that the practices of discrimination against the inhabitants of this municipality and of the State of New Jersey

because of race, creed color, national origin, ancestry, age, sex, or marital status are a matter of concern to the government of this municipality, and that such discrimination

threatens not only rights and proper privileges of this municipality and of the State of New Jersey, but menaces the institutions and foundations of a free democratic state; and

WHEREAS, all persons should have the opportunity to obtain employment without regard to race, creed, color, national origin, ancestry, age, sex or marital status, subject only to conditions and limitations applicable to all persons;

NOW, THEREFORE, BE IT RESOLVED, by the Borough Committee of the Borough of Califon that:

1. Borough of Califon is an equal opportunity employer.
2. Borough of Califon shall not discriminate against any employee or applicant employment because of race, creed, color, national origin, ancestry, age, sex or marital status.
3. All employees of Borough of Califon shall be treated equally during employment without regard to their race, creed, color, national origin, ancestry, age, sex or marital status. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.
4. Borough of Califon, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of said Borough, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, ancestry, age, sex or marital status.
5. All of the provisions of this Resolution shall be construed to prohibit any unlawful discrimination against any person because of the physical handicap of such person or any



unlawful employment practice against such person unless the nature and extent of the handicap reasonably precludes the performance of the particular employment.

6. The Borough Clerk is herein designated as the official designated to oversee and insure compliance with the Civil Rights policy as herein established.

**RESOLUTION 2019-15**

**A RESOLUTION ESTABLISHING A**

**DRUG FREE WORKPLACE POLICY**

The following policy is adopted in order to provide a drug-free workplace environment within the Borough of Califon:

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on Borough grounds. Any violation of this policy will subject the employee to appropriate personnel action, up to and including termination.
2. The Borough Clerk shall establish a drug-awareness program, including distribution to each employee of this policy.
3. The employee shall notify the Borough Clerk in writing of any criminal drug Statute conviction for violation occurring in the workplace no later than five calendar days after such conviction. The Borough Clerk shall in turn immediately send notification to the Borough Council.
4. The Borough Council shall take one of the following actions, within 30 calendar days of receiving notice under Paragraph 3, with respect to any employee who is so convicted:

Taking appropriate personnel action against such an employee,

Up to and including termination; or

Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or another appropriate agency.

**RESOLUTION 2019-16**

**RESOLUTION OF THE BOROUGH OF CALIFON, SETTING FORTH A POLICY REQUIRING THE TAX ASSESSOR TO NOTIFY THE CHIEF FINANCIAL OFFICER AND GOVERNING BODY OF ALL TAX APPEALS FILED BY JUNE 1<sup>ST</sup> OF EACH YEAR**

**WHEREAS**, active monitoring management of a municipality's ratable base is fundamental in helping ensure fiscal stability; and

**WHEREAS**, it is important for the Borough of Califon governing body and the Chief Financial Officer to be kept apprised of all tax appeals filed against a municipality in a given year; and

**NOW, THEREFORE, BE IT RESOLVED** that the Tax Assessor of the Borough of Califon, County of Hunterdon, State of New Jersey shall inform the Chief Financial Officer and the governing body of all tax appeals filed for that year before June 1<sup>st</sup> of each year.

**RESOLUTION 2019-17**

**A RESOLUTION ESTABLISHING A**

**PROCEDURE FOR THE REVIEW AND RELEASE OF**

**EXECUTIVE SESSION MINUTES**

**WHEREAS**, it is appropriate for the Borough of Califon to establish a procedure for the review and release of minutes of the Borough Council which have not been open to the public in accordance with the Open Public Meeting Act.

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Califon, Hunterdon County, New Jersey, assembled in public session the 2nd day of January, 2019, that: There shall be a minute's review committee (MRC) consisting of the

Mayor, the Borough Clerk and Borough Attorney, whose job shall be

to periodically review the minutes of closed sessions of the Borough Council and make recommendations to the Borough Council as to which minutes should be made public. The MRC shall have no power and shall not be "public body" within the meaning of the Open Public Meeting Act.

1. The MRC shall meet on as-needed basis, but at least annually. Meeting of the MRC shall be as scheduled at the convenience of the MRC members by the Mayor.
2. Prior to each meeting of the MRC, the Borough Clerk shall prepare a list of all closed session minutes that have not been made public. The list and the minutes listed shall be made available to the MRC at their meetings.
4. Recommendations to make minutes public shall be on a case-by-case basis, taking into consideration both the interest in maintaining confidentiality set forth in N.J.S.A.

5. The decision to make public the minutes of any closed session shall be made only by the Borough Council, and shall be based on a finding that public disclosure of the matters discussed at such closed session will not be detrimental to the public interest. In making finding, the Public body shall take into consideration, but need not agree with, the recommendation of the MRC and the basis for the recommendation as Set forth in Paragraph 4 above. In cases where more than one matter was discussed in closed session, the public body may elect to make public only the minutes pertaining to certain of those matters, and to Keep the rest of the minutes confidential. Should the minutes contain any material entitled to protection, the public body shall excise the protected matter, provided that all materials required by law to be contained in the minutes shall be set forth.

6. Minutes which are made public shall not thereafter be treated as confidential, but may be seen and copied by any person in the same manner as minutes of open meetings.

7. Guidelines. The following general guidelines pertaining to the purposes for closed meetings set forth in N.J.S.A. 14:4-12 may be considered in recommending and deciding when to make public minutes of closed sessions:

Matters required by law to be confidential. When the need to preserve the secrecy of the confidential information discussed no longer exists; provided, that material entitled to court protection shall not be disclosed.

Matters affecting the right to receive federal funds. When disclosure would no longer impair the right to receive funds or cause funds already received to be forfeited.

c. Matters involving individual privacy. Such matters shall not be disclosed except as ordered by a court of competent jurisdiction, or with the written consent of all the individual(s) concerned.

- d. Matters relating to collective bargaining agreements. When the collective bargaining agreement has been made and ratified.
- e. Certain matters involving public funds. After the transaction involving the public funds has been made.
- f. Matters affecting public safety and property. When disclosure would no longer impair the safety and property of the public or the conduct of any investigation.
- g. Litigation, contract negotiation and certain privileged matters. As to litigation, when a final decision has been rendered and all rights of appeal are exhausted; as to anticipated litigation, when the statute of limitations has expired as to all such claims or a binding settlement precluding litigation has been made; as to contract negotiation when either the contract has been made and is binding on all parties or if not made, when negotiation is terminated; as to matters falling within the attorney-client privilege, at such time, if ever, that disclosures would not violate the attorney's ethical duties.

Employment matters.

When the employment decision has been made and all rights to litigate or appeal are exhausted; provided, that material entitled to court protection shall not be disclosed.

H. Deliberations after hearing in penalty matters.

After the decision to impose or not impose the penalty has been made and all rights to litigate or appeal are exhausted; provided, that material entitled to court protection shall not be disclosed.

**BE IT FURTHER RESOLVED** that copies of this Resolution shall be provided to the Mayor, the Borough Clerk and the Borough Attorney for their information and attention.

Motion was made by M. Medea seconded by E. Haversang to adopt 2019 Organizational Resolutions 2019-01 thru 2019-17 as read.

For: R. Baggstrom, E. Haversang, L. Janas, M. Medea, C. Smith

Opposed: None

Absent: J. Riccio

**MOTION CARRIED**

The 2019 Reorganization Meeting concluded at 7:48 p.m.

## **FIRST REGULAR MEETING OF 2019 – CALL TO ORDER**

Mayor Charles Daniel called the first regular meeting of 2019 to order at 7:50 pm with the reading of the following Sunshine Law announcement: *“I would like to announce and have placed in the minutes that adequate notice of this regular meeting of the Califon Borough Council has been provided in accordance with the Open Public Meetings Act by publication of the legal notice published in the Hunterdon Review and the Hunterdon County Democrat.”*

## **APPROVAL OF MINUTES**

Motion was made by R. Baggstrom seconded by L. Janas to approve the minutes from the meeting held on 12/17/18 with one correction as pointed out by Councilman Baggstrom: pg. 151; Councilman Baggstrom read the Police report for the month of “November” not “December” as was written.

For: R. Baggstrom, E. Haversang, L. Janas, M. Medea

Opposed: None

Absent: J. Riccio

Abstain: C. Smith

## **MOTION CARRIED**

## **CORRESPONDENCE**

\_\_ NJSLOM seminars – Orientation for Municipal Officials – register Councilwoman Cathy Smith and Mayor Daniel for Saturday, January 26<sup>th</sup>.

\_\_ Police Report for 2018

\_\_ report to NJ Water Supply Authority advising that the recommended gate for access from Academy St. onto Winter’s property is too wide; suggesting smaller option

\_\_ Hunterdon County Freeholders resolution – amendment to annual open space funding grant program apportionment

\_\_ NJLMOM Legislative bulletin

\_\_ letter from Borough attorney, Peter Jost – recommendation of award – successful bid opening for Island Park Bridge Replacement project.

\_\_ Eagle Scout project – Benjamin Beard – Mini Dog Waste Station – not good idea due to cost, potential litter; labor requirements, etc.

## **POLICE REPORT**

Police Chief, Jeff Almer, highlighted the police report for the end of the year pointing out the statistics for speeding/radar checks on Academy St. and School St. The speed/radar signs have been very successful in slowing down traffic. Chief Almer suggested that a Pedestrian crossing sign be placed at the Califon General Store crossing. Also, the one at the intersection of Railroad Ave. and Academy St. needs replacement after getting pretty beat up. The Clerk will call Tara and Ryan at “Go Hunterdon” (formerly HART) to ask if they have a couple to donate to Califon.

Mayor Daniel stated that he met with the new Califon School Superintendent and she shared that she had met with the Police Chief and had high praise for him.

**OLD BUSINESS**

**A. RESOLUTION – APPROVAL OF 2018 LOSAP LIST OF PARTICIPANTS ELIGIBLE FOR BENEFITS – CALIFON FIRE CO.**

**The following Resolution was introduced for adoption:**

**RESOLUTION 2019-18  
APPROVAL OF LOSAP LISTS FOR 2018**

**WHEREAS**, the LOSAP program requires that a certified list of eligible volunteers from an emergency service organization be submitted for review by the sponsoring agency; and

**WHEREAS**, said required list of members eligible to receive LOSAP benefits for 2018 was received from the Califon Fire Company; and

**WHEREAS**, the sponsoring agency has 30 days to review the submitted list and request any records deemed necessary to ensure that the list is accurate; and

**WHEREAS**, the sponsoring agency has accepted the list as submitted

**NOW, THEREFORE, BE IT RESOLVED** by the Borough of Califon Council that the list is hereby approved; and

**BE IT FURTHER RESOLVED** that a copy of the eligible member list, together with a copy of this Resolution, be returned to the Califon Fire Co. for the 30-day required posting.

Motion was made by R. Baggstrom seconded by M. Medea to adopt Resolution 2019-18 as read.

For: R. Baggstrom, E. Haversang, L. Janas, M. Medea, C. Smith

Opposed: None

Absent: J. Riccio

**MOTION CARRIED**

**NEW BUSINESS**

**A. RESOLUTION – INTRODUCTION OF ORDINANCE 2019-01 – (INDEX/COLA)**

The Clerk read Ordinance 2019-01 entitled: **AN ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A:4-45.14)**

The following Resolution was introduced for adoption:

**RESOLUTION 2019-19**

**BE IT RESOLVED** by the Mayor and Council that Ordinance 2019-01 entitled: **AN ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A:4-45.14)** is hereby introduced upon first reading; and

**BE IT FURTHER RESOLVED** that Ordinance 2019-01 will be considered for final adoption following the public hearing on January 22, 2019; and

**BE IT FURTHER RESOLVED** that Ordinance 2019-01 will be published in the January 9, 2019 edition of the Hunterdon Review as required by law.

Motion was made by L. Janas seconded by M. Medea to adopt Resolution 2019-19 as read.

For: R. Baggstrom, E. Haversang, L. Janas, M. Medea, C. Smith

Opposed: None

Absent: J. Riccio

**MOTION CARRIED**

**B. RESOLUTION – APPROVAL OF 2019 TEMPORARY APPROPRIATIONS BUDGET**

The following Resolution was introduced for adoption:

**RESOLUTION 2019-20**

2019 TEMPORARY BUDGET

January 2, 2019

**WHEREAS**, 40A:4-19, Local Budget Act, provides that (where any contracts, commitments or payments are to be made prior to the final adoption of the 2019 budget) temporary appropriations be made for the purpose and amounts required in the manner and time therein provided; and

**WHEREAS**, the date of this resolution is within the first thirty days of 2019; and

**WHEREAS**, the total appropriations in the 2018 Budget, less appropriations made for Capital Improvement Fund, Debt Service and Relief of the Poor (Public Assistance) are as follows:

**GENERAL:** \$1,042,163.00; and

**WHEREAS**, 26.25% of the total appropriations in the 2018 Budget less appropriations for Capital Improvement Fund, Debt Service and Relief of the Poor (Public Assistance) in the said 2018 Budget are as follows: \$273,567.79

**NOW, THEREFORE, BE IT RESOLVED** by the Borough of Califon Council, County of Hunterdon, State of New Jersey that temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for his records.

10510010 General Admin: S&W \$9,711.45

10510020 General Admin: OE \$5,289.38

10510520	Human Resources (Personnel): OE	\$393.75
10511010	Mayor and Council: S&W	\$1,115.63
10512010	Municipal Clerk: S&W	\$14,969.06
10513010	Financial Admin: S&W	\$9,947.44
10513020	Financial Admin: OE	\$131.25
10513520	Audit Services: OE	\$5,394.11
10514099	Computerized Data Processing - OE	\$3,806.25
10514510	Rev Admin (Tax Col.): S&W	\$2,956.28
10514520	Rev Admin (Tax Col.): OE	\$236.25
10515010	Tax Assessment: S&W	\$4,906.65
10515020	Tax Assessment: OE	\$262.50
10515520	Legal Serv (Lgl Dept): OE	\$2,107.88
10516520	Engineering Services: OE	\$1,824.38
10517520	Historical Sites Office: OE	\$183.75
10518010	Planning Board: S&W	\$2,625.00
10518020	Planning Board: OE	\$1,443.75
10520010	Zoning Officer: S&W	\$2,440.46
10520020	Zoning Officer: OE	\$39.38
10521020	Liability Insurance	\$5,171.25
10521520	Worker Compensation Insurance	\$4,016.25
10522020	Employee Group Insurance	\$3,281.25
10522520	Unemployment Insurance	\$315.00
10524010	Police Department: S&W	\$4,552.80
10524020	Police Department: OE	\$656.25
10525220	Emergency Management: OE	\$393.75
10525520	Aid to Volunteer Fire Companies	\$5,775.00
10526020	Contrib to First Aid Org	\$4,593.75
10526510	Fire Department: S&W	\$1,999.20



10526520	Fire Department: OE	\$4,200.00
10526583	Fire Department: OE (LOSAP)	\$6,168.75
10529010	Road Maintenance: S&W	\$26.25
10529020	Road Maintenance: OE	\$24,914.93
10530520	Solid Waste Collection: OE	\$2,100.00
10531020	Buildings and Grounds: OE	\$2,690.63
10533010	Pub Health (Bd of Health): S&W	\$824.78
10533020	Pub Health (Bd of Health): OE	\$525.00
10533510	Environmental Health Serv: S&W	\$101.33
10533520	Environmental Health Serv: OE	\$131.25
10534020	Animal Control Services: OE	\$656.25
10536020	Contrib to Soc Serv Agencies:	\$183.75
10537020	Recreation: OE	\$1,272.86
10537520	Maintenance of Parks: OE	\$131.25
10539020	Municipal Library: OE	\$26.25
10542020	Celebration of Pub Events: OE	\$1,955.63
10543020	Electricity	\$1,100.14
10543520	Street Lighting	\$2,362.50
10544020	Telephone (exclude equip acq)	\$1,627.50
10544520	Water	\$78.75
10544620	Gas (natural or propane)	\$708.75
10547120	Public Employees Retirement System	\$4,497.94
10547220	Social Security	\$3,570.00
10547520	DCRP Retirement Program	\$223.13
10649020	Municipal Court: OE	\$1,393.88
10670120	Clean Communities Program: OE	\$1,050.00
10724020	Interlocal Service Agreement - police	\$110,507.26
TOTALS		\$273,567.79

Motion was made by E. Haversang seconded by R. Baggstrom to adopt Resolution 2019-20 as read.  
For: R. Baggstrom, E. Haversang, L. Janas, M. Medea, C. Smith  
Opposed: None  
Absent: J. Riccio

**MOTION CARRIED**

**C. RESOLUTIONS – APPROVAL OF 2019 PROFESSIONAL SERVICES CONTRACTS**

The following Resolutions were introduced for adoption:

**RESOLUTION 2019-21**

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES – MUNICIPAL AUDITOR**

**WHEREAS**, the Borough of Califon has a need to acquire MUNICIPAL AUDITOR services as a non-fair and open contract pursuant to provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Chief Financial Officer has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

**WHEREAS**, the anticipated term of this contract is one year; and

**WHEREAS**, Anthony Ardito, ARDITO & CO. LLC has submitted a proposal, indicating that they will provide Auditor services for the anticipated fee of \$21,165.00 (including Court); and

**WHEREAS, ARDITO & CO., LLP** has completed and submitted a Business Entity Disclosure Certification which certifies that ARDITO & CO., LLP has not made any reportable contributions to a political or candidate committee in the Borough of Califon in the previous one year and that the contract will prohibit ARDITO & CO., LLP from making any reportable contributions through the term of the contract; and

**WHEREAS**, the required certificate for the availability of funds has been filed by the Chief Financial Officer providing that legally appropriated balances are available to cover the amount of the contract as required by N.J.A.C. 5:30-14.5 and that fees for the aforementioned auditing and non-auditing services shall be made available by appropriate inclusion in either an annual municipal budget which includes current, revenue sharing and utility provisions by budget amendments for Federal program spending or any inclusion in an appropriate bond ordinance.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Califon, authorizes the Mayor and Clerk of the Borough of Califon to enter into a contract with

ARDITO & CO., LLP as described herein as auditors on behalf of the Borough of Califon for the year 2019; and

**BE IT FURTHER RESOLVED** that a notice of this action shall be printed once in the Hunterdon Review; Califon Borough's legally designated publication.

**RESOLUTION 2019-22**

**RESOLUTION AUTHORIZING CONTRACT FOR ENGINEERING SERVICES  
BOROUGH OF CALIFON FOR  
2019**

**WHEREAS**, the Borough of Califon has a need to acquire ENGINEERING services for the Califon Borough Mayor and Council as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Chief Financial officer has determined and certified in writing that the value of the acquisition may exceed \$17,500; and

**WHEREAS**, the anticipated term of these contracts is for one year; and

**WHEREAS, THOMAS BOORADY, P.E. OF THE FIRM OF DARMOFALSKI ENGINEERING ASSOCIATES** has submitted a proposal indicating that the fee for all Engineering services rendered shall be \$135.00 per hour; and

**WHEREAS, THOMAS BOORADY, P.E.** has completed and submitted a Business Entity Disclosure Certification which certifies that THOMAS BOORADY, P.E. has not made any reportable contributions to a political or candidate committee in the Borough of Califon in the previous one year, and that the contract will prohibit THOMAS BOORADY, P.E. from making any reportable contributions through the term of the contract; and

**WHEREAS**, the required certificate for the availability of funds has been filed by the Chief Financial Officer providing that legally appropriated balances are available to cover the amount of the contract as required by N.J.A.C.5:30-14.5 and that fees for the aforementioned ENGINEERING services for the Borough of Califon shall be made available by appropriate inclusion in either an annual municipal budget which includes current, revenue sharing and utility provisions, by budget amendments for Federal program spending or by inclusion in an appropriate bond ordinance.

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Califon authorizes the Mayor and Municipal Clerk to enter into a contract with THOMAS BOORADY, P.E., as described herein, as Engineer providing Engineering services on behalf of the Borough of Califon for the year 2019; and

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

**BE IT FURTHER RESOLVED** that a Notice of this action shall be printed once in the Hunterdon Review.

**RESOLUTION 2019-23**

**RESOLUTION AUTHORIZING CONTRACT FOR LEGAL SERVICES FOR THE BOROUGH OF CALIFON FOR 2019**

**WHEREAS**, the Borough of Califon has a need to acquire LEGAL services for the Borough of Califon as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Chief Financial officer has determined and certified in writing that the value of the acquisition may exceed \$17,500; and

**WHEREAS**, the anticipated term of these contracts is for one year; and

**WHEREAS, J. PETER JOST, ESQ.**, has submitted a proposal indicating that the fee for all Planning Board/Board of Adjustment Engineering services rendered shall be \$170.00 per hour; and

**WHEREAS, THOMAS BOORADY, P.E.** has completed and submitted a Business Entity Disclosure Certification which certifies that J. PETER JOST, ESQ. has not made any reportable contributions to a political or candidate committee in the Borough of Califon in the previous one year, and that the contract will prohibit J. PETER JOST, ESQ. from making any reportable contributions through the term of the contract; and

**WHEREAS**, the required certificate for the availability of funds has been filed by the Chief Financial Officer providing that legally appropriated balances are available to cover the amount of the contract as required by N.J.A.C.5:30-14.5 and that fees for the aforementioned LEGAL services for the Borough of Califon shall be made available by appropriate inclusion in either an annual municipal budget which includes current, revenue sharing and utility provisions, by budget amendments for Federal program spending or by inclusion in an appropriate bond ordinance.

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Califon authorizes the Mayor and Municipal Clerk to enter into a contract with J. PETER JOST, ESQ., as described herein, as ATTORNEY providing LEGAL services on behalf of the Borough of Califon for the year 2019; and

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

**BE IT FURTHER RESOLVED** that a Notice of this action shall be printed once in the Hunterdon Review.

**RESOLUTION 2019-24**

**RESOLUTION AUTHORIZING CONTRACT FOR ENGINEERING SERVICES FOR  
THE BOROUGH OF CALIFON FOR  
2019**

**WHEREAS**, the Borough of Califon has a need to acquire ENGINEERING services for the Mayor and Council of the Borough of Califon for the project known as “Island Park Bridge Replacement Project as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Chief Financial officer has determined and certified in writing that the value of the acquisition may exceed \$17,500; and

**WHEREAS**, the anticipated term of these contracts is for one year; and

**WHEREAS, THE FIRM OF KELLER & KIRKPATRICK, INC.** has submitted a proposal indicating that the fee for all Planning Board/Board of Adjustment Engineering services rendered shall be \$150.00 per hour; and

**WHEREAS, KELLER & KIRKPATRICK, INC.** has completed and submitted a Business Entity Disclosure Certification which certifies that KELLER & KIRKPATRICK, INC. has not made any reportable contributions to a political or candidate committee in the Borough of Califon in the previous one year, and that the contract will prohibit KELLER & KIRKPATRICK, INC. from making any reportable contributions through the term of the contract; and

**WHEREAS**, the required certificate for the availability of funds has been filed by the Chief Financial Officer providing that legally appropriated balances are available to cover the amount of the contract as required by N.J.A.C.5:30-14.5 and that fees for the aforementioned ENGINEERING services for the Borough of Califon shall be made available by appropriate inclusion in either an annual municipal budget which includes current, revenue sharing and utility provisions, by budget amendments for Federal program spending or by inclusion in an appropriate bond ordinance.

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Califon authorizes the Mayor and Municipal Clerk to enter into a contract with KELLER & KIRKPATRICK, INC. as described herein, as Engineer providing engineering services on behalf of the Borough of Califon for the year 2019; and

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

**BE IT FURTHER RESOLVED** that a Notice of this action shall be printed once in the Hunterdon Review.

**RESOLUTION 2019-25**

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES – MUNICIPAL BOND COUNSEL**

**WHEREAS**, the Borough of Califon has a need to acquire BOND COUNSEL services as a non-fair and open contract pursuant to provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Chief Financial Officer has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

**WHEREAS**, the anticipated term of this contract is one year; and

**WHEREAS**, WILENTZ, GOLDMAN AND SPITZER, P.A. has submitted a proposal, indicating that they will provide Bond Counsel services for the anticipated fee of \$5000 for each bond sale plus additional fee of \$3000 for each additional series of bonds; a fee of \$500 for preparation of each single purpose ordinance and an hourly rate of \$175 for general services; and

**WHEREAS**, WILENTZ, GOLDMAN AND SPITZER, P.A. has completed and submitted a Business Entity Disclosure Certification which certifies that WILENTZ, GOLDMAN AND SPITZER have not made any reportable contributions to a political or candidate committee in the Borough of Califon in the previous one year and that the contract will prohibit WILENTZ, GOLDMAN AND SPITZER from making any reportable contributions through the term of the contract; and

**WHEREAS**, the required certificate for the availability of funds has been filed by the Chief Financial Officer providing that legally appropriated balances are available to cover the amount of the contract as required by N.J.A.C. 5:30-14.5 and that fees for the aforementioned Bond Counsel services shall be made available by appropriate inclusion in either an annual municipal budget which includes current, revenue sharing and utility provisions by budget amendments for Federal program spending or y inclusion in an appropriate bond ordinance.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Califon, authorizes the Mayor and Clerk of the Borough of Califon to enter into a contract with WILENTZ, GOLDMAN AND SPITZER, P.A. as described herein as Bond Counsel on behalf of the Borough of Califon for the year 2019; and

**BE IT FURTHER RESOLVED** that a notice of this action shall be printed once in the Hunterdon Review; Califon Borough's legally designated publication.

**Motion was made by R. Baggstrom seconded by L. Janas to adopt Resolutions 2019-21 thru 2019-25 as read.**

**For: R. Baggstrom, E. Haversang, L. Janas, M. Medea, C. Smith**

**Opposed: None**

**Absent: J. Riccio**

**MOTION CARRIED**

#### **D. ESTABLISH SCHEDULE FOR 2019 MUNICIPAL BUDGET WORK SESSIONS**

Following a short discussion, Mayor and Council decided to schedule the first 2019 Municipal budget work session at 7:00 pm on January 22<sup>nd</sup>, preceding the Council meeting at 7:30 pm. The CFO, Amy Monahan, will be asked to attend.

#### **COMMITTEE REPORTS**

Councilman Baggstrom read the Police and Municipal Court reports submitted. In both reports, police calls were up this year and monies collected from Court was \$2125 more than last year. Councilman Baggstrom asked the Mayor about the status of COAH and Mayor Daniel replied that there is no activity on COAH in the Borough as of this date.

Councilman Janas reported that the next meetings of the BOE Steering Committee will be held on January 16<sup>th</sup> and February 13<sup>th</sup>. Right now, the meetings are not open to the public but will be made a public forum as they go forward.

Councilman Medea asked about the time frame for taking down the 6 trees prior to construction of the new Island Park Bridge. He remembers that there is a DEP moratorium for tree removal involving a certain time frame during the year and he would like to know that we will be getting those trees down during the allowable timeframe. The Clerk will call the engineer to confirm that the contractor is aware of this time limitation and can get it done on time.

Councilman Haversang recommended that the Recreation Committee organize a ribbon-cutting ceremony when construction of the new Island Park bridge is completed; hopefully at the end of the summer. Mayor and Council members wholeheartedly agreed to ask the Recreation Committee to organize this activity.

#### **MAYOR'S REPORT**

Mayor Daniel reported that he attended the spelling bee at Califon School and he announced that Councilman Medea's daughter, Gabby, won the contest.

Mayor Daniel stated that he would like the Environmental Commission to take an active part in certain projects this year such as overseeing the status of dismantling the dam off of Bank St.

There being no further business to come before Council at this time, motion was made by C. Smith seconded by R. Baggstrom and unanimously agreed to adjourn the meeting at 8:55 p.m.

Respectfully submitted:

Laura G. Eidsvaag, RMC  
Municipal Clerk/Administrator

