**BOROUGH OF CALIFON**

**COUNCIL MEETING MINUTES**

**MARCH 20, 2023**

Mayor Charles Daniel called the regular meeting to order at 7:43 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 regular in person meeting of the Califon Borough Council has been provided in accordance with the Open Public Meetings Act by publication of the annual notice in the Hunterdon Review and the Hunterdon County Democrat.”***

**FLAG SALUTE**

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

**ABSENT:**

**ALSO PRESENT: BOROUGH ATTORNEY, MARK ANDERSON,**

**AMY MONAHAN, CFO**

**APPROVAL OF MINUTES**

Motion was made by C. Smith seconded by R.Baggstrom to approve the Regular session minutes of March 6, 2023.

For: R. Baggstrom, L. Janas, M. Medea, J. Ruggiero C. Smith

Abstain: E.Haversang

Opposed: None

Motion was made by R.Baggstrom seconded by C,Smith to approve the Executive session minutes of March 6, 2023.

For: R. Baggstrom, L. Janas, M. Medea, J. Ruggiero, C. Smith

Abstain: E.Haversang

Opposed: None

**MOTION CARRIED**

**LIST OF BILLS**

Motion was made by M.Meda seconded by L.Janas to approve the list of bills in the amount of $75,570.62

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

Opposed: None

Absent: None

**MOTION CARRIED**

At this time, Mayor Daniel moved the Public Comment agenda item up and asked if there was anyone who would like to make a public comment.

**PUBLIC COMMENT**

Chief Liam Morris, Califon Fire Department addressed the council after Mayor Charlie Daniel excused himself based on work related activities, and turned Council over to Council President, Mike Medea. Chief Morris expressed concern about the shared services for Califon’s Fire Marshal position by referencing a letter that the Califon Fire Company drafted. This letter expressed that the Califon Fire Company strongly supports a shared service with the Tewksbury Fire Marshal. Chief Morris advised that the fire company has a good working relationship with the current Fire Marshal in Tewksbury and being they are in the same county as Califon, there is no problems with the radio frequencies.

Councilman Medea Medea asked if communication and coordination was their main concern? Liam, said yes, you always try to call in county first, so communication is important. Councilman Medea asked what is the Fire Marshall’s involvement with a fire emergency call? Chief Liam answered that the Fire Marshal has the duty to investigate every fire. Councilman Ruggiero asked about how many times does the Fire Marshal have to be called into a case? Chief Morris advised between 5-10 times a year. Chief Morris advised he radios Hunterdon County dispatch and then they contact our Fire Marshal.

Discussion regarding the availability of the Tewksbury Fire Marshal vs. what Washington Township could offer regarding coverage. Washington Township has a staff of fire marshals where Tewksbury has one fire marshal who has a full-time position elsewhere and works part time for Tewksbury.

It was agreed that since Washington Township agreed to a one year contract, and it appears that they do not have any issues regarding coverage, this option would serve Califon. If after one year there appears to be issues, we can then revisit our options.

Clerk Mastro asked Chief Morris if he and members of the Califon Fire Co. would be willing to meet with the Fire Marshal from Washington Township? Chief Morris advised that he absolutely would be able to meet.

**CHIEF ALMER – WASHINGTON TWP POLICE –** Reports - all good in town.

**CORRESPONDENCE**

\_March 20th - Email B.Thomas, EC - Stream Cleanup – Saturday, April 15th – R.Geist, Environmental Commission is organizing stream cleanup, planting of trees and working on pollinator garden.

\_March 17th – letter Hunterdon County Planning Board – public hearing to adopt the Comprehensive Farmland Preservation Plan on Thursday, April 6, 2023 @8:15 pm.

\_March 8th – proposal from Edmunds for a new server

\_March 13th property damage claim with Progressive – will make a first party claim and then subrogate.

\_March 8th – proposal from Coopers Technology for camera system

**NEW BUSINESS**

1. **Resolution 2023-32 Special Items of General Revenue & Resolution 2023-33 Summary of Appropriations**

**BOROUGH OF CALIFON**

**RESOLUTION-#2023-32**

**WHEREAS**, the 2023 Local Municipal Budget was introduced on the 20th

day of March, 2023; and,

**WHEREAS**, during the fiscal year 2023 the Borough of Califon has been

allocated a state grant for various programs in the amount of $109,742.

**NOW, THEREFORE BE IT RESOLVED**, that petition be made herewith to

the Director of the Division of Local Government Services that the 2023 Local Municipal Budget include a special item of revenue under the heading of **"Special Items of General Revenue Anticipated with Prior Written Consent of Director of Local Government Services-Public and Private Revenues Offset with Appropriations:”**

**Firefighter PPE Grant (DLGS/ARP) $ 51,000.00**

**American Rescue Plan (ARP) (PY Unappropriated) 54,742.00**

**Clean Communities Program 4,000.00**

**Total $ 109,742.00**

**BOROUGH OF CALIFON**

**COUNTY OF HUNTERDON**

**RESOLUTION-#2023-33**

**WHEREAS, the Borough of Califon is holding a meeting on March 20, 2023, for the purpose of introducing the 2023 Municipal Budget and conducting other matters; and,**

**NOW, THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Califon, Hunterdon County, New Jersey, that the Borough of Califon hereby petitions the Director of the Division of Local Government Services that the 2023 Local Municipal Budget be introduced and approved on March 20, 2023.**

**Summary of Revenues 2023**

1. Surplus Anticipated General Revenues $ 120,000

2. Total Miscellaneous Revenue 245,915

3. Receipts from Delinquent Taxes 37,500

4. (a) Local Tax for Municipal Purposes 1,061,316

(b) Addition to Local District School Tax

Total Amount to be Raised for Taxation

for Support of Municipal Budget 1,061,316

**Total General Revenues $ 1,464,731**

**Summary of Appropriations 2023**

**Budget**

1. Operating Expenses

Salaries & Wages $ 223,972

Other Expenses 887,481

2. Capital Improvements 30,000

3. Debt Service 186,000

4. Reserve for Uncollected Taxes 137,278

**Total General Appropriations $ 1,464,731**

Motion was made by C.Smith seconded by E.Haversang to approve Resolution #2023-32 & #2023-33.

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

Opposed: None

**MOTION CARRIED**

1. **Resolution 2023-34 – Authorization to execute a Shared Service Agreement and**

Borough of Califon

*Hunterdon County, New Jersey*

**Resolution 2023-34** **Date of Adoption:** March 20, 2023

|  |  |  |  |
| --- | --- | --- | --- |
| **Title or Subject:** | **AUTHORIZE THE EXECUTION OF A SHARED SERVICES AGREEMENT BETWEEN THE TOWNSHIP OF WASHINGTON AND THE BOROUGH OF CALIFON FOR THE PROVISION BY WASHINGTON TOWNSHIP OF FIRE PREVENTION OFFICER SERVICES INCLUDING SMOKE DETECTOR AND CARBON MONOXIDE DETECTOR INSPECTIONS TO THE BOROUGH OF CALIFON** | | |
|  |  |  |  |

**WHEREAS,** the Township of Washington, County of Morris and the Borough of Califon, County of Hunterdon, desire to enter into a shared services agreement for the provision by Washington Township of Fire Prevention Officer services to Califon Borough; and

**WHEREAS,** municipalities are permitted to enter into such agreements pursuant to the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq.

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

1. That the Mayor and Borough Clerk are hereby authorized to execute the Shared Services Agreement between the Township of Washington, County of Morris, and the Borough of Califon, County of Hunterdon, for Fire Prevention Officer services for a term to commence April 1, 2023 and to terminate on March 31, 2024.
2. A copy of the Agreement is on file in the office of the Borough Clerk for inspection by the public.
3. A copy of this Agreement shall be filed, for informational purposes, with the Department of Community Affairs, Division of Local Government Services, pursuant to rules and regulations promulgated by the Division.
4. This resolution shall take effect immediately.

**Resolution 2023-35 Shared Service Agreement**

**RESOLUTION 2023-35  
SHARED SERVICES AGREEMENT FOR   
FIRE PREVENTION SERVICES BETWEEN   
THE TOWNSHIP OF WASHINGTON, MORRIS COUNTY   
AND THE   
BOROUGH OF CALIFON, HUNTERDON COUNTY**

**THIS AGREEMENT,** made this 1st day of April 2023 by and between:

**THE TOWNSHIP OF WASHINGTON, MORRIS COUNTY,** a municipal corporation of the State of New Jersey, with offices at the Municipal Building, 43 Schooley's Mountain Road, Long Valley, New Jersey 07853

(Hereinafter, "Washington")

and:

**THE BOROUGH OF CALIFON, HUNTERDON COUNTY,** a municipal corporation of the State of New Jersey, with offices at the Municipal Building, 39 Academy Street, Califon, NJ 07830,

(Hereinafter, "Califon")

**WITNESSETH:**

**WHEREAS,** Califon desires to contract with Washington Township for the furnishing of fire prevention services as required by the Uniform Fire Code, N.J.A.C. 5:70-1.1 et seq., and as hereafter set forth.

**NOW, THEREFORE, IN CONSIDERATION OF** the mutual promises, covenants and representations herein contained, the parties hereto, for themselves, their heirs, successors and assigns, hereby agree as follows:

**I. SCOPE OF SERVICES**

1. Washington shall provide the services of a licensed, qualified Fire Official and Fire Inspector(s) for fire prevention services to Califon, under the terms and conditions as hereinafter set forth.
2. The Washington Township Fire Prevention Office shall be responsible for inspections for Califon required pursuant to the Uniform Fire Code as set forth in this Agreement.
3. The Fire Official and Fire Inspector shall remain the sole employees of Washington and Washington shall be responsible for the administration and payment of their salary and benefits and for the supervision of the Fire Official and Fire Inspector. The parties agree that Washington will resolve any citizen inquiries or complaints regarding the services provided by Washington.
4. The Washington Township Fire Prevention Office shall provide all the hours required to provide the following services to Califon: smoke detector/carbon monoxide detector inspections, non-life hazard use and life hazard use inspections as required by the Uniform Fire Code. The parties agree to implement the same fee schedule for non-life hazard use inspections per attachment A.
5. Washington will provide all necessary forms for use by the Fire Official and Fire Inspector at the Washington Municipal Building. All records produced by the Washington Township Fire Prevention Office regarding the fire prevention services of Califon shall be retained in the Washington Municipal Building and will be provided to Califon at the expiration of the agreement if it is not renewed.

**II. TERM OF AGREEMENT**

Washington shall provide the services of the Washington Township Fire Prevention Office to Califon during the term of this Agreement which shall commence on April 1, 2023 and terminate on March 31, 2024.

**III. PAYMENT FOR SERVICES**

1. Any and all non-life hazard use inspection fees as required by ordinance, smoke detector/carbon monoxide fees and state rebates will be remitted to Washington Township. Two (2) percent of those fees shall be budgeted for Califon Fire Company fire prevention activities, requisitions for any budget balance may be submitted by the Califon Fire Company at the end of contract.

**IV. AMENDMENT**

1. Any amendments to this Agreement must be in writing, must specify the effective date of the amendment and must be executed by the Mayor of each municipality, or his/her designated representative.

**V. INDEMNIFICATION AND DEFENSE OF PERSONNEL**

1. A. Califon shall not be liable for any negligent, reckless or intentional acts or omissions of Washington or the employees of the Washington Township Fire Prevention Office and Washington shall indemnify, defend and hold Califon harmless from all losses, injuries or damages caused by the negligent, reckless or intentional acts or omissions of Washington or any of its employees rendering the services set forth in this agreement. Such indemnification shall include payment of reasonable attorney's fees and costs in the defense of any claim made by a third person incident to such negligent, reckless, or intentional act or omission.

B. It is recognized and understood that Washington and Califon participates in joint insurance funds (JIF). Washington and Califon shall name each other as an additional insured on its general liability insurance policy. Washington will provide proof of automobile liability and workers compensation policies.

**IN WITNESS WHEREOF,** the parties hereto have caused these presents to be signed by their corporate officers and their proper corporate seals to be affixed hereto the day and year as indicated in the acknowledgments attached hereto and made a part hereof.

Motion was made by R.Baggstrom seconded by M.Medea to approve Resolution #2023-34 & 35.

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

Opposed: None

**MOTION CARRIED**

**Resolution 2023-36 Authorizing the CFO to pay regular bills to avoid finance charges.**

**Resolution #2023-36**

**RESOLUTION AUTHORIZING THE CFO TO PAY REGULAR BILLS**

**IN ORDER TO AVOID FINANCE CHARGES**

**WHEREAS,** the Borough of Califon has bills that are approved for payment at the regular meetings held by the Califon Borough Council and

**WHEREAS**, the Califon Borough Council meetings are held the first and third Monday of the month, and

**WHEREAS**, the Califon Borough Council meetings may be canceled on occasion, and

the cancellation of a regularly scheduled meeting may create a period of more than thirty days between meetings, and

**WHEREAS,** the monthly bills arrive throughout the month and the CFO must receive authorization from the Borough Council for payment, and these bills must be paid in a timely period to avoid the accumulation of any late charges.

**WHEREAS,** that the Chief Financial Officer “CFO” be and is hereby authorized to be the Borough’s person chosen to approve said claims and issue payment in the form of a check, ACH or wire transfer and to execute any and all necessary documents tendered for payment between meeting dates

**WHEREAS,** the duties of the approval officer “CFO” shall include making sure that certifications required by 40A:5-16(b) are met, ascertaining the existence of proper and sufficient appropriations for the payments to be made and determining that there is legal authority for the payments, evidenced by action of agent or officer in respect to the goods or services ordered and the incurring of the expense therefore;

**BE IT RESOLVED,** by the Borough of Califon Council, in the event that a regularly scheduled Borough Council meeting is canceled, the CFO is authorized to pay bills when received to avoid the accumulation of any late charges and the bill will be placed on the subsequent bill list for the next regular Borough Council Meeting.

Motion was made by E.Haversang seconded by M.Medea to approve Resolution #2023-36.

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

Opposed: None

**Resolution 2023-37 Lien Redemption**

**RESOLUTION 2023-37**

**WHEREAS,** the Califon Borough Tax Collector, in a letter dated March 16, 2023, has recommended to the Council of the Borough of Califon that the necessary administrative action be taken to authorize refunds to the following lien holder, as per the attached, for a total of $57,305.79.

**NOW THEREFORE, BE IT RESOLVED** by the Council of the Borough of Califon, County of Hunterdon, New Jersey, the amount of $57,305.79 be and the same is hereby refunded.

Motion was made by C.Smith seconded by R.Baggstrom to approve Resolution #2023-37.

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

Opposed: None

**MOTION CARRIED**

**High Rail Brewing selling/serving beer at the Califon Island Park**

April 15th South Brank Outfitters hosting Fishing Derby/50th year celebration. Carry in carry out was discussed. Baseball/softball conflict with games – parking. South Branch to present a plan. K.Mastro to send M.Medea their contact information.

Motion was made by C.Smith seconded by R.Baggstrom to approve Resolution #2023-37.

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

**OLD BUSINESS**

1. **ESTABLISH SUMMER SCHEDULE – MUNICIPAL OFFICES CLOSED FRIDAYS IN JUNE, JULY AND AUGUST**

Council members agreed that the Municipal office will be closed on Fridays for the months of June, July and August.

**COMMITTEE REPORTS**

Councilman Ruggiero reported for Parks and Recreation that Lindsey with South Branch Outfitters presented about their event, a rain date was suggested, there will not be one. The Easter Egg Hunt is Saturday, April 1st, 2-3:30. Fire Company will transport the Easter Bunny. Proposing to name the park by the post office, plaque will be made and how do they officially do that. What is happening with the tag sale? Does some other group want to sponsor it? Clerk Mastro to ask the fire company if they are interested. Trust fund money was questioned. Street Fair is self-sustaining, it was started by CAMPA.

**COMMITTEE REPORTS**

Councilman Ruggiero reported for Parks and Recreation that Lindsey with South Branch Outfitters presented about their event, a rain date was suggested, there will not be one. The Easter Egg Hunt is Saturday, April 1st, 2-3:30. Fire Company will transport the Easter Bunny. Proposing to name the park by the post office, plaque will be made and how do they officially do that. What is happening with the tag sale? Does some other group want to sponsor it? Clerk Mastro to ask the fire company if they are interested. Trust fund money was questioned. Street Fair is self-sustaining, it was started by CAMPA.

Councilman Haverang reported that the EC had a presentation by Deer Solutions on March 14. A porta potty being delivered to the Nellie Hoffman house on March 27th. Working on parking at Nellie Hoffman house with signs. Possible purchasing sandwich boards.

Councilman Janas advised that the Planning and Zoning Board met last week. Historic Preservation Plans phase one, phase two and preliminary map was found – extension of historic district to other side of bridge. They have standards by not regulations. Did come before council with concerns about size of expansion and cost in the past. Jim Kyle knows someone who does historic district planning – planning board will contact to see how much. Meeting in April – Jim Kyle, OSR plan introduced in May, only a few comments from Highlands about our OSR plan.

Councilwoman Smith advised that the Califon Board of Education met on March 15th - student enrollment is 87 students. A tentative Budget has been approved for 2023-2024 of $3,009,130 public hearing April 26th at 7 PM about a $100,000 increase.

Councilman Baggstrom reported that he could not attend Planning Board meeting on April 19th, Councilman. Ruggiero will cover it.

Councilman Ruggiero tested some Google docs – looks like it won’t be a problem migrating over.

**MAYOR’S REPORT**

Mayor Daniel reported that we are founders of the Hunterdon Energy Area Co-op, we got a note from Lisa Hibbs. We have been unsuccessful in going out to bid for energy sales. Rates are going up to 3.3% to 4.8% it makes it more competitive for us to go out to auction. A letter will go out to citizens in reference to that, approved by the Mayor.

Mayor Daniel reported that he and Councilman. Ruggiero attended a class on budgeting for the newly elected officials last Saturday and it was very informative.

**PUBLIC COMMENTS**

Jane Primerano of the Hunterdon Review asked how did the shared services of Fire Marshal come about? The Mayor responded that it had do with finances - software upgrades, hardware – why go that route when it could save money by going with shared services.

When will budget be posted? Later this week.

With no further business to attend, Councilwoman Smith made a motion to adjourn the meeting at 9:31 seconded by Councilman Baggstrom.

All In Favor

Respectfully Submitted,

Karen Mastro