**BOROUGH OF CALIFON**

**REGULAR MEETING**

**May 1, 2023**

Richard Baggstrom called the regular meeting to order at 7:00 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 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: C.Daniel (arrived late), R. Baggstrom, E. Haversang, J. Ruggiero, C.Smith**

**ABSENT: L. Janas, M. Medea**

**ALSO PRESENT: Mark Anderson, Borough Attorney** (via Zoom) **Chief J. Almer**

Councilman M. Medea arrived at 7:03pm

Councilman L. Janas arrived at 7:30 pm

**APPROVAL OF MINUTES**

J. Ruggiero – spelling correction “cooperation” under Resolution 41.

Motion was made Ruggiero seconded by E.Haversang to approve the minutes of the April 17, 2023, meeting.

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

Opposed: None

Absent: L. Janas

Councilman L. Janas arrived at 7:12pm.

**LIST OF BILLS**

Motion was made by C.Smith seconded by R.Baggstrom to approve the list of bills in the amount of $19,033.24.

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

Opposed: None

Absent: None

**CORRESPONDENCE**

\_4/19/23-letter JCP&L regarding a petition seeking recovery charges.

\_email-K. Pyatt, DPW- advising that they repaired the crossover pipe spots on Bank Street.

**\_**4/26/23- DEP letter advising that our Stormwater Grant Application has been approved for the Tier A conversion.

\_4/2723- email – K. Pyatt -DPW referring several contractors contacts for proposals of inlet repair.

\_ 4/25/23- letter from Hunterdon County Planning board advising of consideration of the Hunterdon County Comprehensive Farmland Preservation Plan on May 2nd.

\_4/26/23-email K. Pyatt DPW advising Borough to engineer that Center Street Bank Street and River Road on 4/25/23 was swept.

\_4/18/23- Letter from State of NJ, State Agriculture Development Committee inquiring on the ROW of Cokesbury road abutting Block 27, Lot 3. This parcel is being preserved as land for agricultural purposes.

\_Marc Saluk of the Hunterdon County Economic Development & Tourism recapping a meeting he had with Clerk Mastro on 4/20/23.

\_4/25/23-letter Dept of Transportation regarding available state aid programs / grants for the 2024 fiscal year. Deadline for grant submission is July 1st.

Mayor Daniel commented on this correspondence for the upcoming DOT Grants. Mayor Daniel advised that we should keep in mind that we had to cut back on the last road project due to the amount we had to self-fund. Mayor Daniel advised that if we do not move forward with the maintenance of the roads in town we will fall behind.

Mayor Daniel stated that the DOT awards are coming in less than in the past years. It was suggested that we discuss this at our next meeting as the Borough engineer will be in attendance.

**NEW BUSINESS**

1. **RESOLUTION- INTRODUCTION OF ORDINANCE 2023-04 – SALARY & WAGE**

The Clerk read Ordinance 2023-04 by title: **AN ORDINANCE FIXING THE SALARIES OF THE VARIOUS OFFICERS OF THE BOROUGH OF CALIFON IN THE COUNTY OF HUNTERDON AND STATE OF NEW JERSEY.**

**ORDINANCE 2023-04**

**AN ORDINANCE FIXING THE SALARIES OF THE VARIOUS OFFICERS OF**

**THE BOROUGH OF CALIFON, IN THE COUNTY OF HUNTERDON AND STATE OF NEW JERSEY**

**BE IT ORDAINED** by the Mayor and Borough Council of the Borough of Califon in the County of Hunterdon and State of New Jersey that the salary or compensation rates of the positions and titles listed below are hereby fixed and determined.

1. **ELECTIVE:**

Mayor: $ 2,500/00yr.

Council: 1,000.00/yr.

**ADMINISTRATIVE:**

Administrator: $ 10,200/yr.

Municipal Clerk: $ 35,000.00- $70,000.00/yr.

Deputy Clerk: $ 19237.20/yr.

Asst. Dep. Clerk: $ 19.24/hr.

Treasurer: $ 10,000.00 - $20,000.00/yr.

Tax Assessor: $ 16268.83/yr.

Tax Collector $ Interlocal Agreement

Chief Financial Officer: $ Interlocal Agreement

Municipal Registrar/Vital Statistics: $ 3,060/yr.

Dep. Municipal Registrar/Vital Statistics: $ 1,530/yr.

**LAND USE:**

Zoning Officer: $ 5,000.00 – 11,000.00/yr.

Secretary, Planning Board/Bd. Of Adj. $ 30.77/hr.

Secretary, Environmental Commission $ 408.00yr.

**CONSTRUCTION DEPARTMENT**

Percolation Test Inspector/Witness $ 125.00 per test per day

**MUNICIPAL EMPLOYEES**

Dog Registrar: $ 2,550/yr.

Dog Census Official: $ 250.00/yr.

Secretary/Board of Health $ 2998.80/yr.

Recycling Coordinator: $ 150.00/yr.\*\*

Temporary Employees: Minimum Wage

School Crossing Guards:

Temporary: $ 15.60/hr.

Permanent: $ 21.44/hr.

1. Full time employees are authorized annual vacation allowances with pay on the following basis:

* 1. Five (5) working days after completion of one year of employment.
  2. Ten (10) working days after completion of two full years’ employment.
  3. Fifteen (15) working days after completion of five full years’ employment.
  4. Twenty (20) working days after completion of ten full year’ employment.
  5. Twenty-five (25) working days after completion of twenty full years’ employment.
  6. All vacation days shall be taken in the year in which they are earned and may not be carried over except by permission of the Borough Council. If approved, days carried over must be used by March 31st.
  7. No more than two consecutive weeks’ vacation shall be taken at one time unless approved by the governing body.
  8. If there is a conflict in the request for vacation, the request of the senior employee shall prevail.

1. The following shall be holidays with full salary paid for the day for all employees:

New Years Day- January 1, 2023

Martin Luther King’s Birthday – January 16, 2023

Presidents’ Birthday – February 20, 2023

Good Friday – April 7, 2023

Memorial Day – May 29, 2023

Independence Day – July 4, 2023

Labor Day – September 4, 2023

Columbus Day – October 9, 2023

Veteran’s Day – November 10, 2023

Thanksgiving – November 23 and 24, 2023

Christmas Day – December 25 & December 26th

Members of the Municipal Government using their own vehicles in the pursuit of official Borough business, when authorized, shall receive (.53.5) per mile. Any other authorized expenses incurred by members of the Municipal government shall be reimbursed upon presentation of a signed voucher.

1. In the event, any section of this Ordinance shall be declared invalid, the remainder shall remain in full force and effect.
2. All prior salary ordinances are hereby repealed.
3. This Ordinance shall take effect upon final adoption and publication according to law and shall be retroactive to January 2, 2023.

The following Resolution was introduced for adoption:

**RESOLUTION 2023-46**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Califon that Ordinance 2023-04 entitled: **AN ORDINANCE FIXING THE SALARIES OF THE VARIOUS OFFICERS OF THE BOROUGH OF CALIFON IN THE COUNTY OF HUNTERDON AND STATE OF NEW JERSEY** is hereby introduced upon first reading; and

**BE IT FURTHER RESOLVED** that Ordinance 2023-04 will be scheduled for final adoption following a public hearing on June 5, 2023, and

**BE IT FURTHER RESOLVED** that Notice of Ordinance 2023-04 will be published in the May 10, 2023, edition of the Hunterdon Review as required by law.

Motion was made by L. Janas seconded by R. Baggstrom to adopt Resolution 2023-46 as read.

For: Unanimous

Opposed: None

**MOTION CARRIED**

1. **RESOLUTION – APPOINTMENT OF QPA – KATHLEEN HOLZER**

The following Resolution was introduced for adoption:

**RESOLUTION -2023-47**

**WHEREAS** the Borough does not have a Qualified Purchasing Agent on staff and recognizes the potential cost savings of having this option on any future proposals that are above the $17,500 threshold, and;

**WHEREAS,** Kathleen A. Holzer, of Long Valley, NJ, has earned the QPA certification in 2021 under Q-2305 certificate number, and

**WHEREAS,** the Borough has contracted with K. Holzer to provide QPA services on an as needed basis with quarterly compensation of $500.00 per quarter; and

**WHEREAS,** this agreement has been agreed upon and signed by Kathleen A. Holzer for May1, 2023 through December 31, 2023; and

**THEREFORE BE IT RESOLVED,** with the passing of this Resolution, the agreement will be in effect.

Motion was made by M. Medea seconded by J. Ruggiero to adopt Resolution 2023-47 as read.

For: Unanimous

Opposed: None

**MOTION CARRIED**

1. **RESOLUTION – APPOINTMENT OF PENNY HOLENSTEIN, TAX ASSESSOR 7/1/23-6/30/24**

The following Resolution was introduced for adoption:

**RESOLUTION 2023-48**

**WHEREAS,**  Penny Holenstein, CTA, has served as Califon Borough’s Tax Assessor since December 1, 2018 and;

**WHEREAS,** the Mayor and Council have been pleased with Ms. Holenstein’s contribution to the Borough during this time and;

**WHEREAS,** Ms. Holenstein’s appointment expires on June 30, 2023, and the Mayor and Council wish to reappoint Ms. Holenstein for another 4 years as Califon’s Tax Assessor and;

**BE IT FURTHER RESOLVED** that this second appointment as Tax Assessor grants Ms. Holenstein tenure in this position.

**BE IT FURTHER RESOLVED** that a copy of this Resolution will be forwarded to the Division of Taxation, State of New Jersey.

Motion was made E.Haversang, seconded by J.Ruggiero to approve Resoluton 2023-48 as read.

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

Opposed: None

**MOTION CARRIED**

**OLD BUSINESS**

1. Resolution - Change Order- Crosswalk Line Striping- addition of 75 Main Street- Entrance to the Califon General Store Parking Lot and Raritan Drive and Main Street addition of $2,152.80 to original proposal of $3,975.00. –

Discussion concerning the addition of the General Store parking lot and other Main Street crossing walks took place. Councilwoman Smith advised she recalled the County did the crosswalk at Academy and the Coughlin Funeral home parking lot. Maybe the County will do the upper Main Street crosswalks. Clerk K. Mastro advised she would contact them again to discuss it as she spoke with them last year and they advised they would only be doing the slow school crossing in the middle of Main Street.

Clerk Mastro will also inquire if the County would be interested in a shared service, and we will readdress this at the next meeting.

Mayor Daniel moved to Public Comments on the Agenda

**PUBLIC COMMENTS**

Mayor Daniels asked if the couple in the audience would like to make a comment. Ms. Stephanie Hewitt of Academy Street advised that they were attending to just listen but suggested that the one crosswalk by the Columbia Trail was a county crosswalk but perhaps the rest were not. Councilwoman Smith advised that the crosswalk she was referring to was the one at the entrance to the old Coughlin Funeral Home parking lot. She remembers the County installing it as they had to come back and repaint it as the paint, they used was too slippery.

**POLICE CHIEF REPORT**

Chief Almer reported that the numbers are good and there is nothing new to report.

He advised that he received an email from clerk Mastro inquiring if there is a code violation if the Borough installed a mirror on the pole across from River Road and Main Street.

Chief Almer advised that he thinks that the mirror would have to be DOT certified but he has never come across this before. He suggested that we speak with our engineer and attorney. Discussion among the council took place on what the Borough could do to make visibility when pulling out of River Road onto Main. Mayor Daniel received a call from a resident that lives on River Road to advise how difficult it is to see if anyone is coming from the left, on the bridge, when pulling out onto Main Street.

**COMMITTEE REPORTS**

Councilman Medea advised that Parks and Recreation is meeting next Wednesday, May 10th. Memorial Day parade planning is still under way. Garden has been planted around flag poles. Several emails from LTAA commissioner and coaches have been received regarding ground bees that have again nested throughout the park lawn area. This year they are also in the baseball outfield, and it is causing some of the parents to complain. Bees were treated in 2019 by a pest control company and they advised that any treatment would be temporary, and they would just come back. The cost for application was around $800 and they did not treat all the nests as there were hundreds. This insecticide treatment would have to take place yearly.

Councilman Medea advised he told LTAA coaches and the commissioner that we would not be treating the area with insecticide. The bees are pollinators, and the Environmental Commission just installed a pollinator garden, and the field is right next to the river.

Councilman Medea advised we could Seek possible assistance from LTAA, to overseed the field so that it is not so easy for the bees to make a nest, however this too is not guaranteed. Councilman Medea advised that the commissioner suggested that we consult with Rutgers Cooperative extension.

Councilman Medea suggested that the rain barrel be relocated behind the shed.

Councilman Medea advised that there will be a meet and greet scheduled for 6/24/23 at the park. This will be a collaborative effort with the Fire Company, First Aid Squad, Environmental Commission and Parks and Rec all gathering at the park to meet with residents that may want to sign up and volunteer.

Clean out the municipal building downstairs 6/24/23 at 8:00 am. Councilman J. Ruggiero advised that he has inquired with Drew of Pinto Brothers about a dumpster, he will follow up. J. Ruggiero asked stated that while we are discussing parks he wanted to know if open space money could be used to purchase a couple of benches for the park? He advised that the only place to sit if you are at the playground with your child, is the gazebo. Councilman Medea advised that yes and we have purchased picnic tables by the playground before but unfortunately, they have gotten destroyed. We can look into purchasing some benches and Open Space can be used for this.

Councilman Haversang mentioned that we need a sign in front of the Hoffman House to encourage use of the parking spaces up the driveway and use of the porta potty. Right now, it does not look like a property that is open to the public, it just looks like a private residential home. It is a pretty spot, and it would be nice if we had some picnic tables on the grounds for people to use when they are out enjoying the river, and trail.

Councilwoman Smith suggested that we name this park so it becomes a destination.

Councilman Janas reported that the Planning and Zoning met on April 19th. There were no pending proposals. Brief discussion about Air B and B’s took place specifically regarding how it would be regulated.

The Open Space and Recreation Plan came back with minor changes, and this will be set for a Public Hearing on May 17th.

Some discussion took place concerning targeting certain properties for purchase, specifically the railroad Station on Academy Street, as this was noted as a possible property that would be beneficial for the town to own in the future. Members of the P & Z discussed how the Borough could purchase just the Railroad Station and a small amount of property around it as this was never subdivided. Mayor Daniel advised that he approached the listing realtor when this property was first listed for sale to determine if the seller would consider selling just the train station and the realtor advised that the seller is not interested.

Councilwoman Smith advised that she attended the Califon Board of Education meeting on April 19th. Enrollment is at 87. Business administrator Cheryl Zara is resigning, and her last day will be June 5th. Mathew Herzer will be the new BA and will be starting on June 5th.

On April 17th the school had an early dismissal due to a power outage caused by a blown transformer.

Graduation is June 15th, and the last day of school is June 16th.

The Daniel Handy Memorial Fund made a $1,500 donation to the school for outdoor seating.

April 26th was the public hearing for the budget of $3,009,135.00 which was approved. This was presented as $3.32 per month per $100,000.00 of assessed value of a home in Califon or $41.04 per $100,000.00 of assessed value per home which comes to about $145.00 per year.

Councilwoman Smith reported that she did not attend the North Hunterdon / Voorhees budget hearing on April 25th, but she has the information from this meeting. They will have a 2.2% increase. This district lost $315,126.00 in state aid this year. This district has lost 1.9 million in state aid over the past 6 years.

The budget of 71,0440,489.00 was passed. This is apportioned based upon the number of students that each district has attending the school. Califon’s rates have actually decreased slightly so Califon will not see much of an impact.

Councilman Baggstrom advised he had nothing to report.

Councilman Ruggiero advised he had nothing to report.

**MAYORS REPORT**

Mayor Daniel advised that we covered everything he wanted to talk about and had nothing further to report.

There being no further business to come before Council at this time, motion was made by C. Smith seconded by R. Baggstrom and unanimously accepted to adjourn the meeting at 8:07pm.

Respectfully Submitted,

Karen Mastro, RMC