

**TOWNSHIP OF BLAIRSTOWN  
REGULAR COMMITTEE MEETING  
Wednesday, February 13, 2019, 7:30PM**

**MINUTES**

Regular meeting begins at 7:30 pm or immediately following Closed Session, whichever comes last.

**OPENING; ROLL CALL**

The meeting was called to order by Mayor Lance. Those present were Mr. Moorhead, Mr. Sikkes, Mrs. Van Valkenburg and Mayor Lance. Mrs. Waldron was absent. Also present were Clerk Leidner and Attorney Dawn Sullivan.

The **FLAG SALUTE** was conducted.

**SUNSHINE STATEMENT**

Mayor Lance read the following statement: Notice of this meeting has been sent to two newspapers of general circulation in which notice was given of the date, time, place and general agenda in accordance with the Open Public Meetings Act. This agenda is subject to change by order of the Blairstown Township Committee before and/or during this scheduled meeting.

Resolution No. 2019-033 – AUTHORIZING EXECUTIVE SESSION – Not needed.

**PUBLIC COMMENT** – up to 5 speakers, 3 minutes each

None

**PRESENTATION –**

**Rotary Club – July 4<sup>th</sup> Fireworks Plan**

Mr. Law explained that the company that they used for the July 4<sup>th</sup> fireworks is no longer available on July 4 because the show is so small. He explained that the Rotary found a local company that is not available on July 4 but is available on July 5. Mr. Law went on to explain that Rotary International advised him that their insurance company will no longer provide insurance to Rotary Clubs if they sign the fireworks agreement. The Rotary insurance company will allow them to fund the fireworks. Mr. Law explained that the Rotary is asking if the Township could sign the fireworks agreement. The fireworks company provides \$5 million dollars of coverage and will provide a certificate of insurance. The Township Committee will have to ask their insurance company. Mayor Lance asked what the cost of the fireworks was and Mr. Law noted that it is about \$10,000.00. Mayor Lance also explained that the Township would actually have to place the fireworks into the budget, even though the Rotary will be paying for them. The Township Committee will have to discuss this with the CFO and the insurance company.

**Rotary Club – Replacement of Service Organization Sign on Route 94**

Bob Law spoke on behalf of the Rotary Club. Mr. Law explained that the Rotary is proposing to replace the sign on Route 94 just across from Buck Hill. He explained that the current sign is 20 years old and is in bad shape. The new sign would focus on tourism in the area. This will be done at no charge to the Township. The design work was done by the Blairstown Enhancement Committee and the Rotary is funding the project and will take care of the installation. This will be done in the spring.

Mrs. Waldron made a motion to accept this Rotary sign project, which was seconded by Mr. Moorhead.

Motion to approve minutes as presented was made by Mrs. Waldron; which was seconded by Mr. Avery.

Roll Call Vote: Aye – Moorhead, Sikkes, Van Valkenburg, Lance  
Absent - Waldron  
All ayes - Motion carried.

### **Proclamation – Blair Woman’s Club – Declaring March Youth Art Month**

Mayor Lance read the proclamation in full. Ms. Elaine Anderson was in attendance to accept the proclamation. She thanked the Township Committee for their support. Artwork done by students from Blairstown Elementary School and North Warren High School will be displayed in the foyer of the Municipal Building and the Warren County Library during the month of March.

### **Proclamation – Blairstown Historic Preservation – Anita Ardia Day**

Mayor Lance read the proclamation is full. Members of the Historic Preservation Committee were in attendance to accept the proclamation.

### **DEPARTMENT HEAD REPORTS**

Summaries were read by the following department heads:

**Eric Usinowicz - DPW** – Mr. Usinowicz gave his January report. He reported that a new breaker was installed in the water tower. Mr. Usinowicz reported that the DPW cold patched Walnut Valley, Mt. Vernon, Belcher Road, Lambert Road, Camp Road, Gaisler Road and Frog Pond. Mr. Usinowicz also reported that they fixed a washout on Farm Valley Road, there was an issue with a drain that would get plugged up and cause the water to overflow and flood the road and washing out one of the township catch basins.

Mayor Lance mentioned a letter that was received from a resident on Four Corners Road regarding a complaint about the snow removal on his road. Mayor Lance asked Mr. Usinowicz to explain the procedure for snow removal and icing conditions. Mr. Usinowicz explained that when there is ice the DPW tries to get salt down while it is snowing. Then leave it while there is accumulation and then that way the ice does not get to the bare black top to avoid making everything a skating rink and creating dangerous conditions. He went on to explain that they let it build until the precipitation is plow able. In the past storm the DPW went out and salted everything. By the time they went back and put the plows on the trucks about 3 inches of snow had fallen in a short period of time.

**Fire Chief Calvin Inscho - Fire Department** – Chief Inscho made note of a Friends and Family CPR Class being offered Monday, February 18 at 6:00pm in the Ambulance Corp. building. The fee is \$5.00 and is open to anyone 12 years of age or older. This event is a cooperative with the Ambulance Corp, Hose Company, Police Department and OEM.

Mr. Inscho explained that the Hose Company has been very busy so far this year.

Mr. Inscho also reported that the Hose Company will be hosting a water drafting class in August. It is a two day class. Mr. Inscho explained that this is training on how to take water out of a lake, pond or stream.

Three members of the Hose Company will be attending a 3 day extrication training.

Mr. Inscho requested a change in the doctor used for new member physicals. Mr. Inscho will speak to doctors in town.

**Fernya Klindt – Blairstown Ambulance Corp.** – Ms. Klindt gave the Statistics Report for the Month of December and 2018 – In December they had 83 calls, 326 man hours. 51 Blairstown, 6 Frelinghuysen, 5 Hardwick, 19 Hope, 1 Knowlton and 1 elsewhere. Totals for 2018 – 1,201 Total Calls – 5,127 total man hours. 636 Blairstown, 131 Frelinghuysen, 224 Hope, 109 Hardwick, 56 Knowlton, 2 Walpack and 37 in other locations.

**Animal Control Officer – Scott Hendricks** – Mr. Hendricks explained that every time there is an incident he creates an incident report. Mr. Hendricks also informed the Township Committee that he has created a letter to go out to residents that have not renewed their dog licenses.

**Police Chief, Scott Johnsen** – Chief Johnsen reported that the Police Department ordered pink patches that they will be selling to help raise funds for breast cancer research. Mr. Johnsen explained that Warren County is implementing the CLEAR Program. He went on to explain that this program is for someone has an addiction they can come to the police station, turn over the drugs or whatever they want to give to the police. They do not get charged and the police drive them to screener who in turn will get them into a rehabilitation center.

Chief Johnsen explained that the traffic pattern at Blairstown Elementary School has been changed the entrance gate has been closed during pick up because students were running between cars.

During the month of February there were 251 motor vehicle stops, 40 tickets, 4 narcotics arrests, 6 snow removal from sidewalk tickets.

Mr. Johnsen also suggested that an ordinance subcommittee be put in place, many of the local ordinances are out of date. He and DPW Director would be willing to be a part of the subcommittee.

**Joel McGreen – Open Space Committee Chairman –**

## MINUTES

December 12, 2018 – Regular Meeting Minutes

Motion; second. Roll Call Vote – Lance, Van Valkenburg, Waldron

December 12, 2018 – Executive Session

Motion; second. Roll Call Vote – Lance, Van Valkenburg, Waldron

January 2, 2019 – Reorganization Meeting Minutes

Motion; second. Roll Call Vote

January 2, 2019 – Regular Meeting Minutes

Motion; second. Roll Call Vote

January 23, 2019 – Regular Workshop Meeting Minutes

Motion; second. Roll Call Vote

January 23, 2019 – Executive Session Minutes

Motion; second. Roll Call Vote.

Mayor Lance explained that no vote can be taken on the December 12, 2019 minutes due to Mrs. Waldron not being in attendance. The two new members of the Township Committee are unable to vote on these minutes. The December 12 minutes will be placed on the March 13 agenda.

Motion to approve all of the above minutes, except the December 12, 2018 minutes, as presented was made by Mr. Sikkes; which was seconded by Mr. Moorhead.

Roll Call Vote: Aye – Moorhead, Sikkes, Van Valkenburg, Lance  
Absent - Waldron  
All ayes - Motion carried.

## **ORDINANCES**

### **FOR INTRODUCTION:**

#### **ORDINANCE 2019 – 01                    AN ORDINANCE TO AMEND CHAPTER 184 “VEHICLES AND TRAFFIC” SECTION 184-11 “PARKING PROHIBITED AT ALL TIMES ON CERTAIN STREETS” OF THE CODE OF THE TOWNSHIP OF BLAIRSTOWN**

First Reading, Introduction

Motion to approve ORDINANCE 2019-01 on Introduction was made by Mrs. Van Valkenburg, seconded by Mr. Sikkes.

Mayor Lance explained that this Ordinance was to include no parking on Bridge Street.

Roll Call Vote: Aye – Moorhead, Sikkes, Van Valkenburg, Lance  
Absent - Waldron  
All ayes - Motion carried.

#### **ORDINANCE 2019-02                    AN ORDINANCE TO AMEND CHAPTER 19 “LAND DEVELOPMENT”, SECTION 19-901 “FEES” OF THE CODE OF THE TOWNSHIP OF BLAIRSTOWN**

First Reading, Introduction

Motion to approve ORDINANCE 2019-02 on Introduction was made by Mrs. Van Valkenburg, seconded by Mr. Moorhead.

Mayor Lance explained that the Zoning Officer made the recommendation to bring fees up to be in line with surrounding municipalities.

Roll Call Vote: Aye – Moorhead, Sikkes, Van Valkenburg, Lance  
Absent - Waldron  
All ayes - Motion carried.

#### **ORDINANCE 2019-03                    AN ORDINANCE TO AMEND CHAPTER 80 “CHARITABLE DONATION CLOTHING BINS”, SECTION 80-3 “PERMIT AND RENEWAL FEES” OF THE CODE OF THE TOWNSHIP OF BLAIRSTOWN**

First Reading, Introduction

Motion to approve ORDINANCE 2019-03 on Introduction was made by Mr. Moorhead, seconded by Mrs. Van Valkenburg.

Mayor Lance explained that this Ordinance brings Blairstown in line with surrounding municipalities raising the fee for Clothing Bin Registration from \$25.00 to \$100.00.

Roll Call Vote: Aye – Moorhead, Sikkes, Van Valkenburg, Lance  
Absent - Waldron  
All ayes - Motion carried.

**ORDINANCE 2019-05                      BOND ORDINANCE PROVIDING AN APPROPRIATION OF \$133,000  
FOR THE ACQUISITION OF VARIOUS VEHICLES FOR THE DEPARTMENT OF PUBLIC WORKS AND  
POLICE DEPARTMENT FOR AND BY THE TOWNSHIP OF BLAIRSTOWN IN THE COUNTY OF WARREN,  
NEW JERSEY AND AUTHORIZING THE ISSUANCE OF \$124,500 BONDS OR NOTES OF THE  
TOWNSHIP FOR FINANCING PART OF THE APPROPRIATION**

First Reading, Introduction

Motion to approve ORDINANCE 2019-05 on Introduction was made by Mr. Sikkes, seconded by Mrs. Van Valkenburg.

Mrs. Van Valkenburg explained this is for the purchase of a truck with a plow. And the purchase of 2 police vehicles. Mayor Lance explained that the Township is actually borrowing from itself.

Roll Call Vote: Aye – Moorhead, Sikkes, Van Valkenburg, Lance  
Absent - Waldron  
All ayes - Motion carried.

**ORDINANCE 2019-06                      BOND ORDINANCE PROVIDING AN APPROPRIATION OF \$37,000  
FOR ACQUISITION OF TRUCK WITH PLOW FOR THE WATER DEPARTMENT IN AND BY THE  
TOWNSHIP OF BLAIRSTOWN IN THE COUNTY OF WARREN, NEW JERSEY AND AUTHORIZING THE  
ISSUANCE OF \$37,000 BONDS OR NOTES OF THE TOWNSHIP FOR FINANCING PART OF THE  
APPROPRIATION**

First Reading, Introduction

Motion to approve ORDINANCE 2019-06 on Introduction was made by Mrs. Van Valkenburg, seconded by Mr. Moorhead.

Mrs. Van Valkenburg explained that this Ordinance is for the purchase of a truck with a plow for the water company.

Roll Call Vote: Aye – Moorhead, Sikkes, Van Valkenburg, Lance  
Absent - Waldron  
All ayes - Motion carried.

Mayor Lance explained that the Hose Company has the opportunity to collect monies from insurance companies when they respond to a motor vehicle accident. The ordinance they are requesting gives them the ability to begin the process to put this in place. This is to reimburse the Hose Company for supplies that were used as well as time spent by the members.

Mrs. Van Valkenburg explained that she is concerned that people don't even know that their insurance will be billed for this.

The members of the Township Committee indicated that they would be in favor of this, however the monies collected must be made payable to the Township and they will be placed in a reserve account or trust account for Hose Company equipment purchases. These funds will only be available to the Hose Company.

Mr. Inscho indicated that the Hose Company would be agreeable to this as long as the funds are solely for their use.

Mayor Lance inquired if anything on the Ordinance would need to be changed naming the Blairstown Township as the recipient of the funds. Township Attorney Dawn Sullivan explained that the Ordinance is only starting the process. There will need to be an agreement in the future and that's when the Township would be named recipient and in turn placing the funds in a reserve or trust account for the Hose Company.

**ORDINANCE FOR POSSIBLE INTRODUCTION:**

**ORDINANCE 2019-04 AN ORDINANCE AUTHORIZING BLAIRSTOWN TOWNSHIP FIRE AND RESCUE COMPANY NO 1 TO SUBMIT REQUESTS FOR REIMBURSEMENT FOR THE COSTS OF MATERIALS USED IN FIGHTING FIRES AND PROVIDING EMERGENCY SERVICES**

First Reading, Introduction

Motion to approve ORDINANCE 2019-04 on Introduction was made by Mr. Sikkes seconded by Mr. Moorhead.

Roll Call Vote: Aye – Moorhead, Sikkes, Van Valkenburg, Lance  
Absent - Waldron  
All ayes - Motion carried.

**CONSENT AGENDA**

- 1 – R.2019 – 034 Authorization to Pay Bills
- 2 – R.2019 – 035 Redemption of Certification of Sale No. 2017-007 – B1302, L3
- 3 – R.2019 - 036 Redemption of Certification of Sale No. 2017-003 – B202, L20
- 4 - R.2019 - 037 Approving Stipend for Zoning Official

Motion to approve the Consent Agenda was made by Mrs. Van Valkenburg, which was seconded by Mr. Sikkes.

Roll Call Vote: Aye – Moorhead, Sikkes, Van Valkenburg, Lance  
Absent - Waldron  
All ayes - Motion carried.

**DEPARTMENT REPORTS**

- Ambulance Corp. - December 2018 and End of Year Stats
- Animal Control – January Report
- Clerk – January Report
- Finance – January Fuel Reports
- Fire Department – January
- Police Department – January Report

Tax Collector – December, January Report and Annual Report  
Warren County Health Department – January 14, 2019  
Zoning - VAPS January 2019

Motion to accept the Department Reports was made by Mr. Moorhead and seconded by Mr. Sikkes.  
Roll call vote: AYE – Moorhead, Sikkes, Van Valkenburg, Lance  
Absent - Waldron  
All ayes - Motion carried.

Mrs. Van Valkenburg noted that she has asked the DCA to provide the Township Committee with monthly report on what permits have been issued. That way the Township is aware of what is happening in Blirstown.

#### **UNFINISHED BUSINESS**

##### **Walnut Valley Firehouse Remediation**

Mrs. Van Valkenburg would like to bring GeoWorx in to the work session. Mrs. Van Valkenburg will contact them and ask that they attend the February 27 Workshop Meeting.

##### **Paulina Lake Dam Inspection**

French & Parrello submitted a proposal to do the inspection in the amount of \$3600.00. The inspection must be done by April 15, 2019 or the State of New Jersey will begin to impose fines.

Mr. Sikkes made a motion to approve French & Parrello to inspect the dam and authorize Mayor Lance to execute the agreement, which was seconded by Mr. Moorhead.

Roll call vote: AYE – Moorhead, Sikkes, Van Valkenburg, Lance  
Absent - Waldron  
All ayes - Motion carried.

##### **Animal Control – Code Provisions**

Mr. Hendricks received the fee schedule from the Blirstown Animal Hospital.  
Mr. Hendricks explained that the intent is to have the owner of the animal that is brought to the Blirstown Animal Hospital to pay the bill.

Mr. Hendricks needs to know how to handle cats. Currently he puts a picture on Facebook.

#### **NEW BUSINESS**

##### **Yards Creek Upper Reservoir Intake Gate Project**

Mrs. Leidner was asked to contact the Yards Creek Manager and Jackie Espinoza from JCP&L and have them attend the March 13 Township Committee Meeting.

##### **COMMITTEE CORRESPONDENCE** for information and possible action

**Request for approval of Application for Renewal of Blue Light Permit** from William Klindt, Jr. and Misty Mott of Blirstown.

Mr. Sikkes mad a Motion to approve the Application for the Renewal of a Blue Light Permit for William Klindt, Jr. and Misty Mott, which was seconded by Mr. Moorhead.

Voice Vote: All ayes, motion carried.

**Request for approval of Initial Application for Blue Light Permit** for Sara Kochanowski of Hardwick and Christopher Zeglen of Columbia.

Mr. Sikkes mad a Motion to approve the Initial Application for a Blue Light Permit for Sara Kochanowski of Hardwick and Christopher Zeglen of Columbia.

Voice Vote: All ayes, motion carried.

**Request for approval of Michael Bates**, Meadow Ridge Road, Columbia as a Member of the Blirstown Hose Company.

Motion was made by Mr. Moorhead to approve Michael Bates, Meadow Ridge Road, Columbia as a Member of the Blirstown Hose Company, which was seconded by Mr. Sikkes.

Voice Vote: All ayes, motion carried.

**Social Affair Permit Application received from NJABC** submitted by Blair Academy for a Reunion Weekend being held on June 7, 2019 from 6-11:30pm and June 8, 2019 from 5:30 to 11:30pm. No action required, informational only.

**Application for Facility Use** received from Blirstown Hose Co. #1 for a Comedy Show Fundraiser to be held at Firehouse, 5 Stillwater Road on May 18, 2019.

Motion was made by Mr. Sikkes to approve this application, which was seconded by Mr. Moorhead.

Roll call vote: AYE – Moorhead, Sikkes, Van Valkenburg, Lance

Absent - Waldron

All ayes - Motion carried.

**Application for Facility Use** received from Blirstown Hose Company for a Drafting Competition to be held at Sycamore Park on July 27<sup>th</sup> with a rain date of July 28.

Motion was made by Mr. Sikkes to approve this application, which was seconded by Mr. Moorhead.

Roll call vote: AYE – Moorhead, Sikkes, Van Valkenburg, Lance

Absent - Waldron

All ayes - Motion carried.

**Citizen Leadership Application** received from Karen Klein to become a member of the Open Space Committee.

Motion was made by Mrs. Van Valkenburg to approve Karen Klein as a Member of the Open Space Committee, which was seconded by Mr. Moorhead.

Roll call vote: AYE – Moorhead, Sikkes, Van Valkenburg, Lance

Absent - Waldron

All ayes - Motion carried.

#### **GENERAL CORRESPONDENCE**

No discussion on these items.

#### **FROM THE TOWNSHIP ATTORNEY**

Ms. Sullivan reported that the Final Judgement for the In Rem Foreclosures has been received. Now those 7 properties are the property of Blirstown Township. The title searches on the final two parcels have been received. The foreclosure process can now begin on these parcels and it will take about a year to complete.



Ms. Sullivan also reported that she has had a discussion with Hose Company Chief Cal Inscho regarding the OPRA process for the Hose Company. It was determined that all OPRA requests should go through the Township Clerk's Office and then be forwarded to the Hose Company for a response.

Ms. Sullivan also reported that she and Fred Semrau will be hosting seminars here on March 25, 2019. One is Social Media Safety for Elected Officials and Staff. This will be for the Elected Officials and as many of the staff members that can attend beginning at 3:00pm. The Newly Elected Officials seminar will begin at 4:00pm.

Ms. Sullivan also reported that in January the Township closed on a property at 37 Hope Road to be used for 2 market to affordable units. Applications are currently being accepted for these apartments.

#### **FROM THE TOWNSHIP CLERK**

Mrs. Leidner inquired about the staff attending the seminar. She explained that it is difficult for everyone to attend because many staff members are part-time and not here during the time this is being offered. Ms. Sullivan made the recommendation that if the Department Heads could attend they can pass the information on to the staff members.

Mrs. Van Valkenburg asked Mrs. Leidner to bring up the State of Emergency Office Closure Policy. Mrs. Leidner noted that it is in the policy that when the Governor calls a State of Emergency then the office will be closed and the staff is not required to use their time when this occurs. If there is no State of Emergency then the Clerk with contact the Personnel Liaison and Mayor to determine if there is any need for a delay or closure. Mrs. Van Valkenburg will check with the DPW Director as to road and municipal parking lot conditions.

#### **FROM THE TOWNSHIP ENGINEER**

**New Well-** Mr. Rodman reported that Pellow submitted the permits for the new well to the State on January 18. A letter should be received from the DEP this week.

**Main Street Parking** – Mr. Rodman is working with Blair's engineer regarding the layout of the parking lot.

**Route 94 Bridge Construction** - There has been activity indicating that construction should begin shortly.

#### **Joel McGreen – Chairman of the Open Space Committee**

**Nonnenmacher-** Everything seems to be done.

**Mohican Farms** – Two Warren County attorneys looked at the property. If is purchased the County would be liable for the dam on the property because they will get the benefits from being close to the lake. Mr. McGreen indicated that there is discussion about possibly removing the dam.

Mr. McGreen noted that he heard from Green Acres today and they need verification that the Township would like to transfer the \$165,000.00 from the Kostenbader Project and apply it to the Mohican Farm Project.

Mr. McGreen reported that the Open Space Plan has been submitted to the Land Use Board. It has to go through two public meetings and be approved. This is necessary for keeping the Green Acres Grant.

Mr. McGreen noted that normally they have about \$200.00 of Open Space funding each year. He would like to attend a Land Use Rally in April and it is less than \$100.00. The Township Committee agreed that he should attend.

**FROM THE TOWNSHIP COMMITTEE  
COMMITTEE MEMBER MOORHEAD**

Mr. Moorhead reported that he has been working closely with the Animal Control Officer. He is going above and beyond as an Animal Control Officer.

Mr. Moorhead noted that he was able to speak to everyone that he is liaison to within the Township.

**COMMITTEE MEMBER SIKKES**

Mr. Sikkés reported that the Land Use Board has several things they are working on. They will be working on the Master Plan.

**COMMITTEE MEMBER VAN VALKENBURG**

Mrs. Van Valkenburg reported that she received a projector for her birthday so now she can take the budget presentation on the road to the many groups within Blairstown so that everyone has a better understanding of the budget.

**COMMITTEE MEMBER WALDRON**

Absent

**MAYOR LANCE**

Mayor Lance explained that any Committee person can attend the Budget Subcommittee meetings. There just can't be a quorum.

A Budget Workshop Meeting will take place on Wednesday, March 27 at 5:30pm before the Regular Workshop Meeting.

The Township receives a franchise fee from Service Electric each year. Last year they collected \$600,991.00 in subscriber fees and the Township received 2% so we received a check in the amount of \$12,020.00.

The Historic Preservation Committee is planning new walking tours for this year. They are going to put something together in the caboose for elementary aged children. The Historic Preservation Committee will be putting together a tour of the Union Brick Cemetery. They are also planning a tour on the old Sunset Lodge site.

Mayor Lance reported that the tree fell down at the Union Brick Cemetery but it did not damage any of the tomb stones.

**FROM THE PUBLIC**

**Rosalie Murray** - Ms. Murray presented the Township Committee with her budget wish list for their consideration. She went through each request in detail. They included instituting an Ordinance banning the use of all nonessential plastic containers. Instituting a tax on empty stores. Constructing a “natural” walkway around the perimeter of the property at the corner of Route 94 and Vail Road. Reinstating the Environmental Commission. Establishing a Community Center. Researching AARP Community Challenge Grants or any grants. Establishing an Ordinance addressing store fronts.

**Keith Stires – Jacksonburg Road** – Mr. Stires inquired as to when a decision about the purchasing of the air packs will be made. Mayor Lance said during the budget discussions. Mayor Lance explained that the Township has monies in place already for this purpose.

#### **ADJOURNMENT**

As there were no further comments from the public, Mr. Moorhead made a motion to adjourn the meeting, which was seconded by Mr. Sikkes. All members voted in favor. The meeting was adjourned at 10:21pm.

Submitted by:

Linda Leidner, RMC  
Municipal Clerk