

**TOWNSHIP OF BLAIRSTOWN  
REGULAR MEETING  
Wednesday, April 11, 2018, 7:30 PM**

**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. Avery, Mrs. Dalton, Mrs. Van Valkenburg, Mrs. Waldron, and Mayor Lance. Also present were Township Clerk, Linda Leidner, and Township 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.

**Resolution No. 2018-059 AUTHORIZING EXECUTIVE SESSION** – for the purpose of discussing contract negotiations, litigation and personnel.

Motion to authorize executive session was made by Mrs. Waldron and was seconded by Mrs. Dalton.  
Roll Call Vote: Aye – Avery, Dalton, Van Valkenburg, Waldron, Lance.  
All ayes – Motion carried.  
Executive Session began at 6:54 p.m.

Motion to close executive session was made at 8:03 p.m. by Mrs. Waldron and was seconded by Mrs. Dalton.  
Roll Call Vote: Aye – Avery, Dalton, Van Valkenburg, Waldron, Lance.  
All ayes – Motion carried.

Regular Session began at 8:03 p.m.

**PUBLIC COMMENT** – No one signed up for Public Comment.

**PRESENTATIONS: CPR Save – Blairstown Police Department, Ambulance Corps, and Hose Co. #1**

1. On Thursday, February 22, 2018 a call was received for a resident experiencing a heart attack. Officer Dillon was the responding officer who, along with the aid of Captain Johnsen, began CPR. When the ambulance squad arrived, CPR was being continued, two shocks had been delivered, and squad members began assisting the police. Five additional shocks were administered resulting in spontaneous circulation. This took approximately 16 minutes.

The patient was then transported to St. Claire's.

CPR Save Pins were presented to members of the Police Department, Ambulance Corps, and Hose Co. #1 for their part in this lifesaving event.

#### **DEPARTMENT HEAD REPORTS**

1. DPW Director, Eric Usinowicz, presented a summary of projects including improvements to the Water Meters. A radio read system is available, where you are able to drive by and read meters, then download the data into a program on the Water Collector's computer. CFO, Christine Rolef, does not advise making a \$12k purchase this year for the radio read system as we do not have money to fund that from the water budget.

Motion was made to purchase a generator for DPW by Mrs. VanValkenburg and was seconded by Mrs. Dalton.

Roll Call Vote: Aye – Avery, Dalton, Van Valkenburg, Waldron, Lance.  
All ayes – Motion carried.

Motion was made to move the part-time DPW employees to a start date of Monday, April 16, 2018 by Mrs. Waldron and was seconded by Mrs. Dalton.

Roll Call Vote: Aye – Avery, Dalton, Van Valkenburg, Waldron, Lance.  
All ayes – Motion carried.

Motion was made to increase the salary for a returning part-time employee, Steve Brill, to \$15/hour by Mrs. Dalton, seconded by Mrs. Waldron.

Roll Call Vote: Aye – Avery, Dalton, Van Valkenburg, Waldron, Lance.  
All ayes – Motion carried.

2. Blairstown Police Captain, Scott Johnsen, presented the police blotter for the month of March. Additionally, Captain Johnsen shared that Detective Bisanzio will be participating in this year's Unity Tour.

Councilwomen Waldron and Dalton, along with Captain Johnsen, met with Principal Leal of Blairstown Elementary School with regard to having an officer installed at the school.

Narcan costs roughly \$80 for a 2-dose kit. Supposedly the Chief's Association will be reimbursing for Narcan. Hackettstown Hospital is currently on board with providing police with new doses of Narcan for every empty box turned in.

3. Joel McGreen of the Open Space Committee gave an update on the three properties that we are offering to sell to Green Acres. Mr. McGreen received an e-mail that stated we have to show that we did not use Open Space money to buy them and in turn make a profit on them. Mayor Lance added that all three properties were gifts. Mrs. Van Valkenburg is aiding Joel in finding deeds.

On the 19<sup>th</sup> of April there is a meeting in Oxford with SADC and County personnel regarding farmland preservation. They want to know how we are doing and what we would like to see in the future. There is an appropriation every year. Although this will be less than previously, but there will be more dependable funding on Open Space.

The Kostenbader property – there is no update here and Mr. McGreen feels it is best to advise the County and the State that these will not go through so they can utilize the funding elsewhere. There is roughly \$62.5k for the County and \$165k in Green Acres.

The Young property – roughly 365 acres on Mohican Road with a 60 acre lake and a dam. There has been much discussion with Ridge and Valley Conservancy, the owners, realtors and a concept has been devised where we purchase 240 acres, cut the lake in half, we would own the Northern part of the lake, Ridge and Valley would own the Southern part of the lake and the dam. This property would be open to the public, much like White Lake.

The owners are repairing the dam so that it meets DEP standards. The repair will cost roughly \$500k. Mr. McGreen is thinking of asking Green Acres if we can use the previously designated Kostenbader funds for the Young property purchase.

4. Blairstown Hose Co. #1 Captain Calvin Inscho stated that Captain DiGrazia will be sharing with Captain Inscho the protocols from their Medical Director so Fire Department personnel can get more guidance with regard to emergency response. Dr. Chambers will be instrumental in helping the Fire Department obtain training so that if they get to a call prior to anyone else, they will be trained in using Narcan or Epi-Pens.

Valley Bank is looking to hold a shredding event and have invited the Police and Fire Department as part of a community outreach. Mrs. Leidner checked to see if this was acceptable to our insurance carrier and was informed that it is acceptable.

Mr. Lance explained that the Committee spoke with our engineer about the building that is being placed over the new well. He noted that Mr. Inscho and the Hose Company had expressed interest in possibly adding a meeting room into the new structure. Mr. Inscho explained that the Hose Company felt that this would be the time to request the meeting room addition to see if it was even possible, rather than wait until the structure was being built. Mrs. Waldron explained that this was brought up because of future needs for this building for the well itself. She also explained that whatever is to be done with this building needs to be done as soon as possible because the Township is under a time constraint with the State.

Captain Inscho was asked if the Hose Co. #1 would consider using the Givens-Belet site for training. He said it is definitely an option. Mr. Avery offered to bring Captain Inscho to Givens Belet one day next week to see if it would be useable.

## **MINUTES**

March 14, 2018 – Regular Meeting Minutes

Motion; second. Roll Call Vote

March 14, 2018 – Executive Session Minutes

Motion; second. Roll Call Vote

A motion to approve March 14, 2018 Regular and Executive Session meeting minutes was made by Mrs. VanValkenburg, seconded by Mr. Waldron.

Roll Call Vote: Aye – Avery, Dalton, VanValkenburg, Waldron, Lance.

All ayes – Motion carried.

**ADOPTION OF 2018 BUDGET**

- R.2018 – 51 Authorizing Budget Self Exam
- R.2018 – 52 Resolution Authorizing Budget to be Read by Title Only

Motion to approve R.2018-51 and R.2018-52 was made by Mr. Avery, seconded by Mrs. VanValkenburg.

Roll Call Vote: Aye – Avery, Dalton, VanValkenburg, Waldron, Lance.  
All ayes – Motion carried.

**PUBLIC HEARING** – Copies of the budget have been made available to the public requesting same and a synopsis has been published in the New Jersey Herald on March 26, 2018.

There were no comments or questions from the public, therefore:

Motion to approve R.2018-53 Final Adoption of the Budget was made by Mrs. Waldron, seconded by Mrs. VanValkenburg.

Roll Call Vote: Aye – Avery, Dalton, VanValkenburg, Waldron, Lance.  
All ayes – Motion carried.

**ORDINANCES**

**FOR ADOPTION:**

**ORDINANCE NO: 2018-08 AN ORDINANCE TO AMEND CHAPTER 19 OF THE CODE OF THE TOWNSHIP OF BLAIRSTOWN ENTITLED “LAND DEVELOPMENT”**

Second Reading, Public Hearing, Adoption

Mayor Lance requested that this Ordinance be **tabled** until the May 9, 2018 Committee Meeting.

Motion to table ORDINANCE NO: 2018-08 until the May 9, 2018 Committee Meeting was made by Mr. Avery, seconded by Mrs. Waldron.

Roll Call Vote: Aye – Avery, Dalton, VanValkenburg, Waldron, Lance.  
All ayes – Motion carried.

**FOR INTRODUCTION:**

**ORDINANCE NO: 2018-09 AN ORDINANCE TO AMEND CHAPTER 84 OF THE CODE OF THE TOWNSHIP OF BLAIRSTOWN ENTITLED “CONCERTS AND FESTIVALS, OUTDOOR”**

First Reading, Introduction

Motion to approve ORDINANCE NO: 2018-09 was made by Mrs. Waldron, seconded by Mrs. Dalton.

Roll Call Vote: Aye – Avery, Dalton, VanValkenburg, Waldron, Lance.  
All ayes – Motion carried.

**ORDINANCE NO: 2018-010 AN ORDINANCE TO AMEND CHAPTER 153 OF THE CODE OF THE TOWNSHIP OF BLAIRSTOWN ENTITLED “PEACE AND GOOD ORDER”**

First Reading, Introduction

Motion to approve ORDINANCE NO: 2018-10 as amended was made by Mrs. Waldron, seconded by Mrs. Dalton.  
Roll Call Vote: Aye – Avery, Dalton, VanValkenburg, Waldron, Lance.  
All ayes – Motion carried.

### **CONSENT AGENDA**

- 1 – R.2018 – 054 Authorization to Pay Bills
- 2 – R.2018 – 055 Authorization for the Mayor and Clerk to Sign Government Energy Aggregation Program Agreement and joining the Existing Program Agreement
- 3 – R.2018 - 056 Resolution to Amend the Personnel Policy
- 4 - R.2018 – 057 In Support of a Fireworks Display at Blair Academy on June 8, 2018
- 5 - R.2018 – 058 2017 Tonnage Grant Application

Motion to approve Consent Agenda R.2018-054 through R.2018-058 was made by Mr. Avery, seconded by Mrs. Dalton.

Roll Call Vote: Aye – Avery, Dalton, VanValkenburg, Waldron, Lance.  
All ayes – Motion carried.

### **DEPARTMENT REPORTS**

- Clerk – February Report
- Finance – February Finance and Fuel Reports
- Fire Department – February
- Police Department – February Report
- Tax Collector – February Report
  - Report of Uncollectible Taxes
- Warren County Health Department – February 8, 2018
- Zoning -

Motion to accept all department reports made by Mrs. Waldron, seconded by Mrs. Dalton.  
Roll Call Vote: Aye – Avery, Dalton, VanValkenburg, Waldron, Lance.  
All ayes – Motion carried.

### **UNFINISHED BUSINESS**

1. ACME Shopping Plaza – Entrance Only  
Mayor Lance queried Captain Johnsen on whether he had heard back from the DOT yet regarding the ACME entrance. Captain Johnsen said that he has not received any word yet.

### **NEW BUSINESS**

1. Nothing under New Business

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

1. Application received from the Food Shed Alliance requesting use of the Fire House at 5 Stillwater Road to serve lunch during the Tour de Blairstown on August 4, 2018. Kendrya Close explained that this is an emergency option in case of inclement weather. Chief Inscho explained that initially he thought this was a good idea, but due to security and other issues, he now feels it is not. Mrs. Dalton suggested that the Foodshed Alliance approach Mr. Leal at the Elementary School since cyclists are

parking their cars in the lot at the school anyway and Mr. Leal would likely be open to use of the school cafeteria if available. Mrs. Close agreed that Mr. Leal would be contacted.

2. Application for facility use received from Hose Company #1 requesting to set a rain date of July Motion to set a rain date of July 22, 2018 made by Mrs. Waldron, seconded by Mrs. Dalton.

Roll Call Vote: Aye – Avery, Dalton, VanValkenburg, Waldron, Lance.

All ayes – Motion carried.

3. Alcoholic Beverage Social Affair Permit submitted by Givens-Belet for Memorial Day Parade held on Monday, May 27, 2018.

Motion made by Paul Avery, to approve the Givens Belet Social Affair Permit Application, which was seconded by Mrs. VanValkenburg.

Roll Cal Vote: Aye – Avery, Dalton, VanValkenburg, Waldron, Lance.

All ayes – Motion carried.

4. Blue Light Permit **Initial** Application requests from the following Blairstown Ambulance Corp Members: Justin Roskam of Hardwick and James Westover of Blairstown. Blue Light **Renewal** Applications from Jennifer Gross Horsey of Hardwick, Wickliffe Mott, and Evan H. Cramer of Blairstown and Ryan McCrea of Hope.

Motion made by Paul Avery, to approve the Blue Light Applications submitted by the above mentioned members of the Blairstown Ambulance Corp, which seconded by Mrs. VanValkenburg.

Roll Call Vote: Aye – Avery, Dalton, VanValkenburg, Waldron, Lance.

All ayes – Motion carried.

#### **GENERAL CORRESPONDENCE**

1. Request from Valley National Bank, 152 Route 4, to have representatives from the Police Department, Fire Department at the event to interact with the community. Members of the Public are welcome to attend the event is from 9am- noon.

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

1. Ms. Sullivan stated that regarding the Septic Ordinance that was adopted as amended, her research has shown that many municipalities have a much more comprehensive Ordinance on the books pertaining to maintenance requirements, license required for pumping. Ms. Sullivan handed out a document with the results to the Committee. Three municipalities with very different types of requirements, not all of which are applicable to Blairstown. Ms. Sullivan suggested that perhaps the Committee would like to review the requirements and determine if any of them could apply to Blairstown, then adopt an Ordinance regulating septic systems a little more. She noted that there currently is nothing on the books.
2. At the last meeting, a resolution was discussed to require other municipalities who use Blairstown Township fields to contribute. Ms. Sullivan found that adopting an Ordinance relating to field use with different fields, different requirements, and exempting certain organizations or municipalities when there is a mingling of Blairstown with other municipalities' residents. Mrs. VanValkenburg felt there was an Ordinance in existence already that addressed this. Mrs. Leidner will forward said Ordinance to Ms. Sullivan.
3. Regarding the Lackawanna Cutoff, Ms. Sullivan is reaching out to the DOT to find current status and how this might affect Blairstown. No action is being considered at this time.
4. Regarding In rem foreclosure procedures, we are in the process of getting legal notices into the NJ Herald, our newspaper of record. Once it is published, within 7 days, all interested parties have to be served of the legal notice. Following the 7 days, 45 days is allowed for objections. If no objections are received, we can proceed with the foreclosures.
5. Ms. Sullivan suggested that strict attention be paid to what is shared on social media by our elected officials.

**FROM THE TOWNSHIP CLERK**

1. Many changes have taken place with regard to recycling reporting, including how we are spending our recycling money. We can host our own shred event and computer upcycling. If we wish to host a shredding event, the cost is \$585 for 3 hours from 9 a.m. – 12 p.m. on a Friday. We do have a recycling grant as a result of producing tonnage reports. Mrs. Leidner added that if we do not use this money, it will be taken away.

Mrs. Waldron suggested that perhaps we hold this event in conjunction with the town-wide cleanup that is held in September. Mrs. Leidner said that she will look into when other events are being held in the area.

Motion to approve expenditure of for \$1500 to book companies that host shredding/computer upcycling events for the Township of Blirstown made by Mrs. Waldron, seconded by Mrs. Dalton.

Roll Call Vote: Aye – Avery, Dalton, VanValkenburg, Waldron, Lance.

All ayes – Motion carried.

2. A student at North Warren is looking to place a collection box at the Municipal Building for collecting used sports equipment. The project will be run until Mid-May.
3. Statewide Insurance has a quarterly safety committee meeting and would like to use our room on May 8, 2018 at 1:30 p.m.. The Committee agreed that this was fine as long as there are no scheduling conflicts.

**1. FROM THE TOWNSHIP COMMITTEE  
COMMITTEE MEMBER AVERY**

Seniors have planned their first trip to Stoneyhill Inn in Hackensack on April 19, 2018. The program is Rockin' To The 50's with Joe Zysa and Friends.

**COMMITTEE MEMBER DALTON**

Gypsy Moth suppression spraying will be taking place in May. 246 acres on Mohican, Gaisler, and Newman roads will be addressed. This will be advertised in the NJ Herald, on our website, and on our Facebook page. There will be a no-spray time between the hours of 7am and 8am.

A notice was sent to Sara Billotti and Bruce Leal regarding the April 25, 2018 meeting being held at North Warren.

Employee performance evaluations are being held. The deadline for completion is April 20<sup>th</sup>.

**COMMITTEE MEMBER VAN VALKENBURG**

On April 25, 2018 at North Warren Regional. Fliers are being hung around town. The agenda and presentation are being published on the website and Facebook page.

The salary schedules have been shared with the members of the Township Committee.

Motion to approve the new salary schedule made by Mrs. VanValkenburg, seconded by Mrs. Dalton.

Roll Call Vote: Aye – Avery, Dalton, VanValkenburg, Waldron, Lance.

All ayes – motion carried.

Second letters were sent out to vacant/abandoned properties owners. The amount collected by Zoning is \$1,500.00 for second year.

We have fees on new construction in town and we have issues getting new money from COAH. Mrs. VanValkenburg wondered if we could charge a ¼ point on accessory structures.

#### **COMMITTEE MEMBER WALDRON**

Mrs. Waldron stated that we spend a lot of money on COAH to get our numbers down. Any money to fund COAH comes from new businesses and new homes. We are at a loss of how to re-establish this fund, to continue to fund the debt that was created by the government.

The Land Use Board has been moving steadily along. Blair Academy has put in an application. Zoning applications will be filling the LUB time for the next few months.

Mrs. Waldron is the public safety liaison to the Police Department, Fire Department, and Ambulance Squad. As mentioned earlier, discussions with the Elementary School regarding security is ongoing. The Fire Department expressed a desire to add onto the building that will be encasing the new well. We are looking into that as a solution to their need to have room for training. In the meantime, the use of Givens-Belet has been offered.

#### **MAYOR LANCE**

Mayor Lance thanked the CFO, Christine Rolef, and Department Heads for all their hard work in developing the 2018 budget, adding that Blairstown once again has a zero tax rate.

We are having ongoing discussions with the County to reach an agreement on what roads have we will be swapping jurisdiction on.

There is a legislative meeting in the Frelinghuysen Municipal Building.

The Mayor will be doing a ribbon cutting on Saturday at the 4-Trak Railroad Bicycle Shoppe at 10:30 a.m. at 15 Main Street.

Knowlton Mayor Adele Starrs would like to schedule a meeting for Monday, April 16 to discuss the fees with the associated with the Knowlton court. Mrs. Leidner will coordinate with the Knowlton Clerk to coordinate a better date and time to ensure our Committee Members will be able to attend.

The Mayor went through the History Month events being held by the Blairstown Historic Preservation Committee.

#### **PUBLIC COMMENT**

**Marianna Stires** – Mrs. Stires expressed concern of the times that there will be a no-spray in the a.m. Mrs. Dalton explained that the times are mandated by the State.

**Carol Cook** – Mrs. Cook expressed concern that the cars currently housed on the Kostenbader property on Route 94 might be contaminating the water in the Paulinskill. Mrs. Cook requested the town ask them to remove the vehicles there. The Mayor agreed that this is an issue and added that the Zoning Officer David Diehl is working with them to clean up the property.



**EXECUTIVE SESSION**

Motion to authorize executive session was made by Mrs. Waldron and was seconded by Mr. Avery.

Roll Call Vote: Aye – Avery, Dalton, Van Valkenburg, Waldron, Lance.

All ayes – Motion carried.

Executive Session began at 10:29 p.m.

Motion to end executive session was made by Mrs. Van Valkenburg and was seconded by Mrs. Waldron.

Roll Call Vote: Aye – Avery, Dalton, Van Valkenburg, Waldron, Lance.

All ayes – Motion carried.

Executive Session ended at 10:53 p.m.

Regular Session began at 10:53 p.m.

Results of Executive Session will be announced at a future date.

**ADJOURNMENT**

As there were no further comments from the public, Mrs. Dalton made a motion to adjourn the meeting, which was seconded by Mr. Avery. All members voted in favor. The meeting was adjourned at 10:54 pm.

Submitted by:

Linda Leidner, RMC  
Municipal Clerk