

**TOWNSHIP OF BLAIRSTOWN**  
**TOWNSHIP COMMITTEE WORKSHOP MEETING**  
**Wednesday June 26, 2019 7:30PM**  
**Meeting Minutes**

Workshop 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, Mrs. Waldron and Mayor Lance. Also present were the Municipal Clerk, Everett Falt, and the Director of the Department of Public Works, Eric Usinowicz.

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.

**PUBLIC COMMENT**

David Paulson, 3 Water Street, inquired, on behalf the Blairstown Enhancement Committee (BEC), about participating in the Fourth of July celebration. Mr. Paulson asked about resurrecting the old-fashioned bed races in the village area . He also expressed concern that Blairstown's sidewalks were not being maintained adequately, for which he offered a local landscaper's assistance to supplement the DPW's work. It was expressed by several committee people that the individual homeowners were responsible for maintaining the sidewalk. Mr. Sikkes and Mrs. Waldron expressed concern that about the exposure to liability.

With no other person coming forward to speak, Mayor Lance closed the Public Comment.

**CONSENT AGENDA**

1. R.2019 – 085 Authorize a Petty Cash Fund
2. R.2019 – 088 Approving Liquor for Blairstown Wine Gallery
3. R.2019 – 089 Appointment of Right to Know Officer
4. R.2019 – 090 Appointment of Public Works Director

Mrs. Waldron offered a motion to approve the Consent Agenda, with Mr. Sikkes seconding.

Roll Call Vote:

AYE – Mr. Moorhead, Mr. Sikkes, Mrs. Van Valkenburg, Mrs. Waldron, Mayor Lance

NAY - None

With all ayes and no nays, the motion carried.

**PRESENTATIONS:**

Oath of Office – Eric Usinowicz, Director of the Department of Public Works (DPW)

Mayor Lance swore in Eric Usinowicz as the Director of the DPW. He had been appointed as Acting Director as he completed the required State certification. His wife and children were present, with his children holding the Bible.

Deputy Mayor Van Valkenburg Presentation on 2019 Proposed Budget.

Mrs. Van Valkenburg presented a Power Point presentation, which is available on the Township website along with a copy of the budget. She elaborated on the need for a five-cent municipal tax for capital road projects and replenishing the Township’s surplus. She informed on the how the Township previously had almost \$3,000,000.00 in surplus, which has dwindled down to around \$800,000.00. Mrs. Van Valkenburg asked if anyone had any questions regarding the budget or the proposed municipal tax. No one came forward.

**ADOPTION OF 2019 BUDGET:**

R.2019 – 086 Resolution Authorizing Budget to be Read by Title Only

Mayor Lance opened the floor for Public Hearing.

With no comments, a motion to close the Public Hearing was made by Mrs. Van Valkenburg, with Mrs. Waldron seconding.

Roll Call Vote:

AYE – Mr. Moorhead, Mr. Sikkes, Mrs. Van Valkenburg, Mrs. Waldron, Mayor Lance

NAY – None

With all ayes and no nays, the motion carried.

Motion to adopt R.2019-086 Authorizing Budget to be Read by Title Only made by Mrs. Van Valkenburg, , with Mrs. Waldronseconding.

Roll Call Vote:

AYE – Mr. Moorhead, Mr. Sikkes, Mrs. Van Valkenburg, Mrs. Waldron, Mayor Lance

NAY – None

With all ayes and no nays, the 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 Wednesday, April 24, 2019.

Mayor Lance asked if anyone had any comments or questions about the 2019 Municipal Budget. With no one coming forward, Mayor Lance requested a motion to close the Public Hearing.

A motion to close the Public Hearing was made by Mrs. Waldron, with Mrs. Van Valkenburg seconding.

Roll Call Vote:

AYE – Mr. Moorhead, Mr. Sikkes, Mrs. Van Valkenburg, Mrs. Waldron, Mayor Lance

NAY – None

With all ayes and no nays, the motion carried.

R.2019 – 087 Adopt 2019 Budget

Mrs. Van Valkenburg offered a motion to adopt the 2019 Budget, with Mrs. Waldron seconding.

Roll Call Vote:

AYE – Mr. Moorhead, Mrs. Van Valkenburg, Mrs. Waldron

NAY – Mr. Sikkes, Mayor Lance

With three (3) ayes and two (2) nays, the 2019 Budget was adopted by an affirmative majority of the Committee.

## **ORDINANCES**

### **FOR INTROUCTION:**

#### **ORDINANCE 2019-014 – AS AMENDED BY THE LAND USE BOARD ON JUNE 17, 2019**

**ORDINANCE 2019-04 AN ORDINANCE TO AMEND CHAPTER 19 “LAND DEVELOPMENT”, ARTICLE 19-500 “GENERAL PROVISIONS” TO ADD NEW SECTIONS ENTITLED “SOIL FILL PLACEMENT”, “OPERATING REQUIREMENTS”, AND “FEES; BONDS; PENALTIES AND MISCELLANEOUS PROVISIONS” AND TO AMEND SECTION 19-901 “FEES” OF THE CODE OF THE TOWNSHIP OF BLAIRSTOWN**

Introduction; First Reading

Mayor Lance spoke about the need for the ordinance originating from the soil contamination issue that occurred in Vernon, New Jersey. He informed that the Land Use Board proposed some minor changes to the original ordinance, specifically changing the quantity of soil to be moved.

Mrs. Waldron offered a motion to Introduce Ordinance 2019-14 as amended, with Mr. Sikkes seconding.

Roll Call Vote:

AYE – Mr. Moorhead, Mr. Sikkes, Mrs. Van Valkenburg, Mrs. Waldron, Mayor Lance

NAY – None

With all ayes and no nays, the motion carried.

## **MINUTES:**

May 22, 2019 - Agenda Meeting Minutes  
June 12, 2019 - Executive Session Minutes  
June 12, 2019 – Regular Meeting Minutes

Mayor Lance requested that the Minutes be held to the next Regular Council meeting on July 10, 2019.

**UNFINISHED BUSINESS:**

Fire Apparatus Prospectus

The Fire Chief, Calvin Inscho, and Deputy Chief, Mark Slater, spoke about new methods the Fire Company is using to increase revenue, including filing claims with insurance companies on accidents and applying for grants.

Mr. Inscho stated that a recent submission of a claim with an insurance company resulted in the Fire Department being awarded a check for \$1,000.00. Mr. Slater added that eight claims have been submitted thus far. Mr. Inscho explained when the Township passed Ordinance 2019-04, it allowed the Fire Department to establish a revenue recovery plan. This plan provided the Fire Department with permission to go to insurance companies to seek reimbursement for a fair and reasonable share of the cost of loss and wear and tear to apparatus, tools, equipment and materials involved in said clean-up.

Mr. Slater presented a 10-year prospectus with key points as follows:

- The average age of the Fire Department's equipment is 26 years. Their goal is to have an average age of 20 years.
- The water delivery goal is to deliver 250 gallons per minute uninterrupted for a ½ hour, which is currently 2,500 gallons short.
- Updates were given on the condition of the Fire Department's individual vehicles and apparatus, specifically citing ladders and hoses that failed due to age.
- Mrs. Van Valkenburg asked if there was any way to get money for vehicle 46-71 to which Mr. Inscho replied that trade-in or auction would be the optimal way. 46-71 and 46-81 will eventually be replaced with a mid-sized pumper.
- As part of the Fire Department's 5-year plan, ensure the continued accessibility of water sources from land owners as these are valuable resources.
- Mr. Slater presented estimates for the projects that are being planned.

Mrs. Rolef, the Blairstown CFO, commented that the Class A pumper is a very good candidate to apply for a grant which Representative Scott Gottheimer's office informed the Township of.  
Township Roads

Mrs. Rolef reported that the Township is currently \$30,000.00 short of the needed funds for the resurfacing and repairs of Belcher Road due to the fact that the Township did not receive the full amount applied for in the grant application that was submitted for the repairs.

Eric Usinowicz, DPW Director, stated that Township Engineer, Ted Rodman's office was directed by the State Department of Transportation liaison to just push the grant through and explain that when it was submitted the guardrails were not included and the State was not focused on them and perhaps they will look the other way.

Mr. Usinowicz presented estimates for further repair to Belcher and other roads. Mayor Lance informed that Hope Township has submitted a DOT application that would be applicable for 2020. Mr. Usinowicz stated that the Township is scheduled to resurface Heller Hill Road at that time and Mayor Lance suggested that perhaps the DPW should do work on Union Brick instead of Heller Hill so the entire road can be completed. Mr. Usinowicz replied that it would make sense to do that. Mayor Lance added that there is another funding cycle at the end of the year and perhaps the Township could submit for Union Brick Road.

Mrs. Rolef presented the current status of funding road overlay as well as oil and chip projects. She added that the Township will most likely need to go out for a note at an interest rate of 1.5% - 2.5% before the end of the year due to cash flow issues. Mr. Usinowicz stated that all estimates need to be submitted to Tilcon by August 15, 2019.

Mr. Usinowicz stated that the price for an entry level striping machine is \$3,950.00. Prices for paint vary depending on types of paint used for striping. Committee Members then discussed passing a Resolution to grant purchasing permissions to Scott Johnsen, the Police Chief, and Mr. Usinowicz to use the Government Surplus Auctions (GSA) when equipment is needed. Mrs. Rolef added that several years ago there was a Resolution doing such however it was full of unrealistic restrictions so perhaps the Committee could amend the previous resolution.

Mayor Lance presented a motion to authorize DPW Director and the Chief of Police to access the GSA website to purchase goods with shipping costs not to exceed \$3,000.00 on the overall program in one year, with Mr. Moorhead seconding.

Roll Call Vote:

AYE – Mr. Moorhead, Mr. Sikkes, Mrs. Van Valkenburg, Mrs. Waldron, Mayor Lance

NAY – None

With all ayes and no nays, the motion carried.

#### Police Department Renovation (Expansion) Project

Mr. Sikkes reported on the expansion of the Police Department. Having reviewed the situation extensively with Police Chief Scott Johnsen, it is recommended that an architect be consulted due to the fact that there are some electrical and HVAC issues. Mr. Sikkes recommends that the project employ a sound proofing sheetrock or acoustical insulation in its construction.

Mr. Sikkes said he would work throughout the process with the architect. For the purposes of obtaining quotes, Mr. Sikkes will obtain some preliminary estimates and present them at the next Township Committee meeting.

## PUBLIC CORRESPONDENCE

### Invitation from the Jain Mission

Mrs. Van Valkenburg read an e-mail invitation from the Jain Mission to the Mayor and Township Committee to attend their inaugural flag hoisting on July 4 at 5 p.m. followed by a dinner.

### Invitation from the Nature Conservancy

Mrs. Van Valkenburg read an invitation from the Nature Conservancy to attend a "Welcome Back Shad" celebration at the original Columbia Dam site.

## FROM THE PUBLIC

Mayor Lance inquired if there were any other individuals wishing to speak.

Karen Lance, the Chair of the Blairstown Fourth Committee, informed the Township Committee about the upcoming events. She clarified there were two different events: The Blairstown Fourth event held on July 4 from 10:30AM to 4:30PM at Footbridge Park and the annual Blairstown Rotary Fireworks Display held on July 5 at 9:00 p.m. at North Warren High School. She spoke positively of the schedule, as an opportunity to celebrate Independence Day twice. Part of the celebration this year will be a focus on the Paulinskill River. There will be educational programs, art displays, and activities by churches and non-profits to celebrate the Paulinskill.

Mayor Lance congratulated Bob Halberstadt, a member of the audience, on holding the record for being oldest graduate of the New Jersey Fire Academy, being 78 years old at the time completion. Mr. Halberstadt shared several anecdotes about completing the academy.

Mayor Lance said the Township needed to go into executive session regarding an inter-local agreement.

**Resolution No. 2019-091 AUTHORIZING EXECUTIVE SESSION** – For the purpose of contract negotiation.

Mrs. Waldron offered a motion to go into Executive Session, with Mr. Sikkes seconding.

Roll Call Vote:

AYE – Mr. Moorhead, Mr. Sikkes, Mrs. Van Valkenburg, Mrs. Waldron, Mayor Lance

NAY - None

With all ayes and no nays, the motion carried.

The Township Committee came out of closed session with no business being transacted.

## ADJOURNMENT

As there were no further comments from the public, Mayor Lance requested a motion to adjourn. All members voted in favor through a voice vote. The meeting was adjourned at 9:51 p.m.

Respectfully Submitted,

Everett Falt, RMC  
Township Clerk