



Borough of Florham Park
Borough Council Emergency Meeting Minutes
April 8, 2020
Held Telephonically

Mayor Taylor called the Regular Meeting of the Borough Council to order at 6:00 p.m. He asked the Clerk if the requirements of the Open Public Meetings Act had been met. Borough Clerk Sheila Williams stated that adequate notice of the meeting had been made. Within the guidelines for public meetings by the State of NJ during the Pandemic. A legal notice was posted on the Municipal Bulletin Board, and on the Borough Website. Instructions were provided to the public regarding accessing this meeting via telephone in accordance with State guidelines. Notices were sent to the Official Newspapers of the Borough and Mrs. Williams also stated that a copy is on file in the Clerk's Office in the Borough Hall in accordance with N.J.S.A 10:4-6.

Mayor Taylor asked the Borough Clerk to call the roll as follows:

Governing Body Member	Present	Absent
Mayor Taylor	X	
Council President Malone	X	
Councilman Germershausen	X	
Councilwoman Cefolo-Pane	X	
Councilman Carpenter	X	
Councilman Zuckerman	X	
Councilwoman Santoro	X	

Additional Borough Officials present were Borough Clerk Sheila Williams and Borough Attorney Joseph Bell. Administrator William Huyler was absent.

Pledge of Allegiance:

Mayor Taylor dispensed with the Salute to the Flag.

Opening Statement by Mayor Taylor:

Mayor Taylor stated that the meeting was being recorded; therefore, anyone who did not wish to participate could elect to drop off at any time.

Mayor Taylor also stated that he wanted to mention that Cingularity, an entity that has recently come to Florham Park, has submitted to the FDA a treatment program for the Coronavirus. They were a company that worked on cancer cures and are now getting involved in the coronavirus.

Mayor Taylor stated he received letters two weeks in a row from an anonymous person on Crescent Road regarding paving the road. We will be moving forward on that project next week.

Mayor Taylor also wished everyone a blessed Easter and Happy Passover.

Resolution Authorizing an Emergency Meeting

20-69 Authorizing the Council to Convene an Emergency Meeting

Mayor Taylor asked Borough Attorney Joseph Bell to give a preamble to the Resolution.

Mr. Bell stated that the Council needed to hold an emergency meeting for certain items of an emergent nature. There are debts of the Borough that need to be paid as well as some other matters with relation to the COVID-19 virus. Resolution, # 20-69 requires an affirmative vote of 2/3 of the members of a public body. This public body could not have foreseen the need for such a meeting. Council President Malone can we have a motion to approve this Resolution?

Council President Malone made a motion authorizing the Council to convene an emergency meeting. At this time I ask the Borough Clerk to read this Resolution into the record in its entirety. So moved. The motion was seconded by Councilman Carpenter.

Vote:

Council Member	Aye	Nay	Abstain	Absent	Comments
Malone	X				
Germershausen	X				
Cefolo-Pane	X				
Carpenter	X				
Zuckerman	X				
Santoro	X				
Total	6				

COMMUNICATIONS:

Mayor Taylor stated that there were several items of public communications listed on the agenda. He asked if there were any questions on the items. He stated that if anyone would like to review any of the documents, they are on file in the Borough Clerk's Office. There were no questions on the following communications on record:

- Notice of Adoption, Township of Millburn, Land Use Amendment
- Memo from the Mayor regarding his absence from the Borough 2/25/20
- Notice of Land Development Ordinance # 6-2020, Borough of Madison

MINUTES FOR APPROVAL

Mayor Taylor asked for a motion to approve the following meeting minutes:

- Minutes of the February 20, 2020 Regular Meeting
- Minutes of the March 5, 2020 Work Session

Council President Malone made a motion to approve the minutes as stated above.

The motion was seconded by Councilman Carpenter

Vote:

Council Member	Aye	Nay	Abstain	Absent	Comments
Malone	X				
Germershausen	X				
Cefolo-Pane	X				
Carpenter	X				
Zuckerman	X				
Santoro			X		
Total	5		1		

COUNCIL PORTFOLIO UPDATES

Council President Charles Malone provided the following report:

Mr. Malone stated due to the fluidity of the situation there is so much to discuss, although this is difficult to do electronically. I will try and cover what I can, but some things I will probably have to be revisited at a future meeting. Perhaps Patrice Visco can provide an update on things such as contingency, revenues, planning and worst case scenarios, etc.

CFO Patrice Visco stated that regarding our second quarter property tax bills, the State has not extended the due date. Taxes will be due on May 1st as usual, with a 10 day grace period ending May 11. If the state does decide to extend it, we will put it on our website. We are considering sending out an email blast to all residents informing them as well.

We had planned to introduce the budget on March 19th, which of course didn't happen. I have been in contact with Charlie Malone, Jon Rheinhardt and the rest of the Finance Committee and my thinking is that we would introduce the Budget on April 30th and adopt it on May 19. Right now I am looking at the Revenues to see what will be impacted by the Pandemic and will recast them for the budget. I am probably going to have to hold a meeting with our Finance committee to discuss that as well as our Capital Plan. The plan was pretty aggressive this year and we may have to back off some of that. The State's fiscal year has been extended to September 30, which will delay the County from certifying our tax rate. Because of that we will have to do estimated tax bills for the 3rd Quarter. Tax bills may be estimated at between 95% and 105% of the prior year's tax levy. A Resolution will have to be done for this. The estimated bills will have to be sent out sometime in June. The taxes will be due August 1st.

After the State budget is passed and the County certifies the rate, the 4th quarter bills would be a reconciled rate. I don't believe the Borough has ever done an estimated rate, so this will be a first for us. Also, we will not be charging any delinquency fees on Water or Sewer bills through April 30. Moving forward we can discuss at a later time to see if we will extend that date. Jon Rheinhardt and I are currently working on a revenue analysis. Paula is going to catch up on depositing revenues; we are two weeks behind in the Finance office.

One other thing to note is that we did have some interest come in from a CD at 2.75%, so we got a chunk of money in January. Also, we had quite a bit of revenue come in for the First Quarter for the Construction area.

There are also revenues that have to be re-evaluated in the budget such as Hotel Tax, Court Revenue, Engineering Fees, Zoning Fees, etc.

Council President Malone thanked Patrice for a job well done. He further stated that we are currently in the eye of the storm and there will be plenty of time when we are on the other side to assess how we've done. Patrice, Jon Rheinhardt and the Finance Committee have done a great job. We have had ad hoc meetings, texts, phone calls. So much has occurred in the fluidity of the situation. Hopefully, this is as doomsday a scenario as we will ever have. We have had to stress test the Borough's finances and it has shown what a favorable position we are in, even when we had to close Borough Hall as well as other buildings for two weeks to clean them. The fact that we can still meet our obligations is a real credit to the town, past administrations and the current employees. Again, we are not out of the woods yet. May 1st will be another big day when the taxes are due. We can reassess the finances after that date.

I am not sure if John Timmons joined the meeting. If not, John and I have discussed the Day Camp Finances and what may or may not be involved there. We still have some time to figure that out. One thing to note is that Florham Park Schools have cancelled all field trips for the rest of the year. That sets a bit of a precedent. John and I are of the same thinking in that we want to be a resource and available to parents, even if Day Camp operates at a loss for this year, we would like people to know that it will be running and available for years to come. We don't have to make that decision quite yet.

With regard to the Pool, I know it is Councilman Zuckerman's portfolio, but John and I did tangentially discuss the pool, and that may be another matter because the season starts earlier. There are less revenues at the Pool and we are looking at that from a finance perspective. It appears that we may have to make some decisions on that sooner, rather than later. Again, we need fluidity in everything and an all hands on deck mentality.

I would also like to mention that the efforts of the first responders...Police, Fire and First Aid, our teachers, employees. Also, the charitable acts by citizens have not gone unnoticed. Chief Orlando is planning on communicating this evening that within our community a full closure Parks, Fields and recreation areas and Borough amenities will be happening. Previously we had just closed things like basketball courts and tennis courts or a soccer field. This may be all encompassing at this point to protect everyone's health and safety during this unbelievable crisis. So, I will stop there and would like to come back to this at a later date and do a more in-depth review of what is going on. Also, there is so much credit to be given to a lot of people when we are out of the storm we will address that. I will end there and pass on to the next Council person.

Mayor Taylor stated that he asked the DPW to put locks on the tennis courts because there were people out there playing the other day. We also had them put cones to block off certain areas.

Council President Malone stated that the gate to Elm Street is already closed. He further stated he had a similar conversation with Chief Orlando. He lives in close proximity to

Brooklake and Briarwood School. They are destinations for people out looking for passive recreation. People are out walking, biking and walking dogs.

Mayor Taylor stated we will have the healthiest dogs in Florham Park after this is all over!

Councilman Germershausen provided the following report:

Morris County Freeholders:

All Freeholder meetings have been cancelled.

Historic Preservation Commission:

All Historic Preservation meetings have been cancelled and the Little Red Schoolhouse is closed.

Councilwoman Cefolo-Pane provided the following report:

Senior Citizens:

We have been organizing volunteers through OEM/Police Department and are compiling a list of Seniors who need help with errands such as grocery shopping. We could not have done it without OEM. The outreach has been phenomenal.

Councilman Carpenter asked if they had been getting help from the Senior Club and its president. Where do they stand in all of this?

Councilwoman Cefolo-Pane stated that there was a lot of going back and forth with the Club. Seniors activated the phone chain to let them know to contact OEM if they needed help. Something has been put on Community TV. Chief Orlando has been posting it on the OEM page. The word has been getting out there because the requests we received have been from Senior's who are not members of the club.

Mayor Taylor thanked all the volunteers.

Gazebo Committee:

- We did have a meeting via a conference call. I wanted to get some input from Council. We are having some issues with the performers. We don't have contracts at this point; so much is up in the air. We tossed around a few ideas. I have also been getting questions about the 4th of July. I don't know if this is a conversation or if you have suggestions, you can email me?

Mayor Taylor stated he thinks it's a bit premature to figure it out. We will need to play it by ear. Councilman Carpenter agreed, although he thinks something special should be done once we come out of this.

Councilwoman Cefolo-Pane agreed. The Committee had discussed possibly doing something in September.

Councilwoman Santoro stated that Morris County is going to reschedule the St. Patrick's Day Parade in September, so we need to keep that in mind so we do not conflict.

Councilman Malone stated the Gazebo lawn will also be closed shortly for an undetermined amount of time.

Planning & Zoning Boards:

All meetings have been cancelled. I did get a letter from Marlene Rawson saying that we have something tentatively on the agenda for May. As that gets closer, we will deal with that.

Councilman Carpenter:

Police Department:

Councilman Carpenter stated that Joe Orlando has done a fantastic job of keeping the public informed via his updates.

Fire Department:

Two fireman just moved into town who are going to join the Fire Department. They both have Firefighter I and Firefighter II qualifications so should be ready to go.

We are on standby at the Firehouse. We have been triaging calls to the Firehouse and our trying to minimize interaction with residents.

Engineering:

- Most of the projects have been completed or are near completion.

DPW:

Department had second OSHA inspection and they were very happy with the progress that was made.

First Aid Squad:

They are doing their thing and are covered at the moment.

Councilman Zuckerman provided the following report:

Board of Education:

- Nothing to report. No meeting held.

Environmental Commission:

- Nothing to report. No meeting held.

Municipal Pool:

- We will assess the situation as to whether or not the pool will open for the season at a later date.

Councilwoman Santoro provided the following report:

Florham Park Library:

- The Library Board is closed until further notice; all fines have been suspended until at least April 30. All items that have been checked out have been renewed automatically.
- Expired library cards are being given a 3 month extension.
- The Staff has been holding weekly staff meetings on Zoom.
- Children's Librarian Kate Dinney is providing two virtual stories per week.
- The Staff has been working hard on communicating with the Community via Social Media and via email. They have 50 new Instagram followers and their Facebook followers have increased by 400 percent.
- One staff member who is the bookkeeper has been set up at home to pay the Library bills and all March bills were paid on time.
- The Library made a large purchase of e-books on the cloud library for all audiences.
- Director has been offering things for adults through Zoom; have been hit or miss so far
- Nancy has been speaking to other libraries in the County and we are far ahead of the curve.
- The current mandate states the Library will not be open until after April 17.

4th of July Committee:

- Councilwoman Santoro stated that everything is up in the air regarding the 4th of July Celebration. We are trying to be optimistic.

Board of Health:

- Upcoming meetings have been cancelled; getting daily updates from Governor's Office.

Water Utility:

- Mike Sgaramella is finalizing the Specifications for the Water Meter replacement project. The project consists of purchasing approximately 1,500 meters from the Morris County Co-Op, and bidding out the installation as well as installation of an antenna on our water tower to obtain meter readings electronically. This will eliminate Water Operators having to retrieve them manually. Once complete with Specifications, the project will be advertised shortly thereafter.
- Mott MacDonald continues with the Well Rehabilitation and Transmission Project- Due to the non-conclusive results from the CCTV and Hydrostatic pressure test of the 730 LF of 10" main which previously served the former Exxon well to the Connector Road on the Rockefeller site that traverses under wetlands; the Borough's Engineering Consultant and I have determined that pursuing this segment of pipe is not feasible. Options are being pursued and discussed. The official request to NJAW to formalize the agreement for granting to the Borough, a single 3,300 LF NJAW main from Ridgedale Avenue to the ASCO site was sent in early March, and we are currently working with NJAW to formalize agreement. The Council will eventually have to approve once the agreement is complete.
- Water Operators have been working full-time since the COVID-19 outbreak. The Water Supervisor was self-quarantined for two weeks since his office is in Borough Hall. Water Operators practicing social distancing while obtaining meter readings either via vehicle radio auto reader or by exterior meter reader remote. Operators are not going into resident's home to read meters, and these readings will be estimated (Approximately 1/3 of all meters).
- Markouts are being handled jointly with Sewer Utility personnel.
- Work orders from Water Superintendent are being sent via email to personal i-pads instead of direct contact.
- Water sampling has not been disrupted, and continues as normal.
 - Daily and Weekly Duties completed.

Sewer Utility:

- Nathan Yoder started as the Laboratory Manager on 4/1. He is also taking a Micro-Biology class on-line this Spring. Tim O'Dell will continue to sign-off on certain sampling until Nathan receives his Micro-Biology certification in June.
- The SCADA project is scheduled to start this week. One vendor employee will be on-site in Plant.
- Sewer Operators have been working full-time since the COVID-19 outbreak. Sewer Operators practicing social distancing, and have little involvement with public. No inspections have been requested since the outbreak.
- Flows are down approximately 10% throughout the outbreak.
- Staff completed several projects this past month, including Paddle installation at Oxidation Ditch #1, replacement of submersible pumps and guiderails at the Ridgedale Pump Station, installation of RAS pump base at the Plant, and replacement of Bi-Sulfite pumps at the Plant.
- Daily and Weekly Duties completed.

Mayor Taylor stated that before we move on he would like to thank our Department Heads for all the work they have been doing. The few that have been coming in to Borough Hall like Kevin Guilfoyle for getting his area up and running Sheila Williams for all her work behind the scenes and Patrice and her group. Also, our Chief of Police and Mike Smith and the DPW for keeping our Borough nice. The residents will need something to see after we come out of this. Water, Sewer, Library. Everyone throughout the Borough I thank you.

Council President Malone stated that there were three quick points he wanted to bring up:

1. The Renovation of the tennis/basketball courts continues; that started pre-Corona so that may be something residents have to look forward too
2. Meet Me at FP has pivoted and through the effort of Sheila Williams have posted online that I submit to her whenever there are updates to what is open in town. That effort has partnered with the Front Line Appreciation Group of Chatham and Madison (FLAG) which has really expanded beyond those two towns including Summit, Basking Ridge and beyond. Meals are purchased at local restaurants through donations and to front line employees. The impact has a double benefit by helping the Restaurants and the Front Line workers.
3. Asked the Mayor if he had an update on Rt. 24 Closure. Governor had issued a stop for non-essential construction. Do have any more news on that?

Mayor Taylor stated that he did speak with Rob Field in the Governor's Office today. That is considered an essential project to get things rolling on the highway. Any project that is for the betterment of the community will continue and their will be another evaluation on Friday evening.

APPOINTMENTS:

Councilwoman Cefolo-Pane asked that the Council table the appointment for the Community TV and she made a motion to table it.

The motion was seconded by Councilman Germershausen.

Roll Call Vote:

Council Member	Aye	Nay	Abstain	Absent	Comments
Malone	X				
Germershausen	X				
Cefolo-Pane	X				
Carpenter	X				
Zuckerman	X				
Santoro	X				
Total	6				

ORDINANCES FOR INTRODUCTION

20-3 Authorizing Salaries of Seasonal Pool Employees

Council President Malone read Ordinance # 20-3 by title as follows and moved for adoption on First Reading:

**BOROUGH OF FLORHAM PARK
MORRIS COUNTY, NEW JERSEY
ORDINANCE # 20-3**

AN ORDINANCE ESTABLISHING SALARIES AND WATES FOR NON-UNION, SEASONAL, HOURLY, TEMPORARY, PER DIEM AND PART-TIME EMPLOYEES OF THE BOROUGH OF FLORHAM PARK FOR 2020

The motion was seconded by Councilman Carpenter

Roll Call Vote:

Council Member	Aye	Nay	Abstain	Absent	Comments
Malone	X				
Germershausen	X				
Cefolo-Pane	X				
Carpenter	X				
Zuckerman	X				
Santoro	X				
Total	6				

Council President Malone stated that the above Ordinance was introduced and read by title at this Council meeting held on April 8, 2020. He further stated that the Council would consider this ordinance for a second reading and final passage on April 30, 2020 at 6:30 p.m. prevailing time. He asked the Borough Clerk to publish the proper notice and to post the ordinance on the bulletin board in the Municipal building.

Council President Malone moved for approval of the Ordinance on first reading, seconded by Councilman Carpenter.

Roll Call Vote:

Council Member	Aye	Nay	Abstain	Absent	Comments
Malone	X				
Germershausen	X				
Cefolo-Pane	X				
Carpenter	X				
Zuckerman	X				
Santoro	X				
Total	6				

20-4 Authorizing Service Charges for the Florham Park Water Utility

Councilwoman Santoro read Ordinance # 20-4 and moved for adoption on First Reading.

**BOROUGH OF FLORHAM PARK
MORRIS COUNTY, NEW JERSEY
ORDINANCE # 20-4**

**ESTABLISHING THE SCHEDULE OF SERVICE CHARGEEE FLORHAM PARK
WATER UTILITY, BOROUGH OF FLORHAM PARK**

The motion was seconded by Councilman Carpenter

Roll Call Vote:

Council Member	Aye	Nay	Abstain	Absent	Comments
Malone	X				
Germershausen		X			
Cefolo-Pane	X				
Carpenter	X				
Zuckerman	X				
Santoro	X				
Total	5	1			

Councilwoman Santoro stated that the above Ordinance was introduced and read by title at this Council meeting held on April 8, 2020. He further stated that the Council would consider this ordinance for a second reading and final passage on April 30, 2020 at 6:30 p.m. prevailing time. He asked the Borough Clerk to publish the proper notice and to post the ordinance on the bulletin board in the Municipal building.

Councilwoman Santoro moved for approval of the Ordinance on first reading, seconded by Councilman Carpenter.

Roll Call Vote:

Council Member	Aye	Nay	Abstain	Absent	Comments
Malone	X				
Germershausen					
Cefolo-Pane	X				
Carpenter	X				
Zuckerman	X				
Santoro	X				
Total	5	1			

20-5 Ordinance To Provide for General Capital Projects

Councilman Carpenter read Ordinance # 20-5 and moved for adoption on First Reading.

**BOROUGH OF FLORHAM PARK
MORRIS COUNTY, NEW JERSEY
ORDINANCE # 20-5**

**Establishing the Schedule of Service Charges of the
Florham Park Water Utility, Borough of Florham Park**

The motion was seconded by Councilwoman Santoro

Roll Call Vote:

Council Member	Aye	Nay	Abstain	Absent	Comments
Malone	X				
Germershausen	X				
Cefolo-Pane	X				
Carpenter	X				
Zuckerman	X				
Santoro	X				
Total	6				

Councilman Carpenter stated that the above Ordinance was introduced and read by title at this Council meeting held on April 8, 2020. He further stated that the Council would consider this ordinance for a second reading and final passage on April 30, 2020 at 6:30 p.m. prevailing time. He asked the Borough Clerk to publish the proper notice and to post the ordinance on the bulletin board in the Municipal building.

Councilman Carpenter moved for approval of the Ordinance on first reading, seconded by Councilman Germershausen.

Roll Call Vote:

Council Member	Aye	Nay	Abstain	Absent	Comments
Malone	X				
Germershausen	X				
Cefolo-Pane	X				
Carpenter	X				
Zuckerman	X				
Santoro	X				
Total	6				

CONSENT AGENDA –RESOLUTIONS FOR APPROVAL

Council President Malone made a motion to approve the presented Resolutions via a single motion of the Council. He asked the Clerk to read the Resolutions into the Record.

- # 20-60 Authorizing Seasonal Summer Pool Employees
- # 20-61 Authorizing an Inter-local Agreement for Traffic Signal Improvement
- # 20-62 Authorizing Seasonal Employees for Summer Day Camp
- # 20-63 Authorizing 4th Quarter Tax Refund to Lien Holder
- # 20-64 Authorizing a Temporary Municipal Budget for 2020
- # 20-65 Authorizing a Refund of Lien Redemption Monies
- # 20-66 Authorizing a Lien Redemption, Block 1906, Lot 14.005
- # 20-67 Amending the FP Sewer Utility Schedule of Charges
- # 20-68 Authorizing a Temporary Capital Budget for Florham Park

The motion was seconded by Councilwoman Cefolo-Pane

Roll Call Vote:

Council Member	Aye	Nay	Abstain	Absent	Comments
Malone	X				
Germershausen	X				
Cefolo-Pane	X				
Carpenter	X				
Zuckerman	X				
Santoro	X				
Total	6				

Payment of Vouchers:

Council President Malone read a summary of the current bills list and made a motion to approve it in the amount \$443,776.00. The motion was seconded by Councilman Carpenter.

Vote:

Council Member	Aye	Nay	Abstain	Absent	Comments
Malone	X				
Germershausen	X				
Cefolo-Pane	X				
Carpenter	X				
Zuckerman	X				
Santoro	X				
Total	6				

PRIVILEGE OF THE FLOOR:

Mayor Taylor opened the meeting to the public.

Seeing no members of the public who wished to be heard, he closed the meeting to the Public.

Chief Orlando gave a brief overview regarding gates at Elm Street. He asked the DPW to put barrels at Elm Street. He needs to have officers access that area.

Kevin Guilfoyle gave an overview of Governor Murphy's exempt Executive Orders regarding Construction sites.

Councilwoman Cefolo-Pane stated that she thought there were strict limits imposed on the construction sites as far as how many individuals can be on the site. Who is responsible for enforcing these guidelines? Also, does the Board of Health enforce the wearing of masks in businesses? I think it says strict adherence.

Councilwoman Santoro indicated she would ask the Board of Health about the masks and see what their enforcement role is. I would imagine it would be the Board of Health.

Joseph Bell stated that OEM has jurisdiction if someone sees something that is of concern. Strict adherence is difficult to define.

Chief Orlando stated that all violations of Executive Orders must be sent to the Morris County Prosecutor's Office before local police can enforce. Please coordinate any violations with OEM.

Kevin Guilfoyle stated the only COAH housing that is being built right now is supportive housing. Pulte is going to have a meeting soon to see if they are going to continue. They might shut down. Also, the one family homes are allowed to be continued.

Mayor Taylor talked about a rumor regarding landscaping becoming part of the next executive orders. I spoke to the Governor's Office, and that will not be part of the Executive Order.

Mayor Taylor thanked everyone for everything. Borough Employees, Police, Fire, First Aid, surrounding towns. He stated we will get through this together. He wished everyone a Blessed Easter and a Happy Passover.

ADJOURNMENT:

It was regularly moved by Councilman Zuckerman and seconded by Councilwoman Cefolo-Pane that the meeting be adjourned at 7:05 p.m.

Respectfully submitted,

Sheila A. Williams, R.M.C.
Borough Clerk
April 10, 2020