

**REGULAR AGENDA
FOR THE MAYOR AND COUNCIL MEETING, BOROUGH
OF SUSSEX, HELD AT THE MUNICIPAL BUILDING, 2 MAIN STREET
SUSSEX, NEW JERSEY AT 7:30 P.M. ON
AUGUST 16, 2016**

- A. **Mayor Little** will call the meeting of **August 16 2016** to order. Clerk will call the roll.
- B. **Mayor Little** will invite all present to salute the flag and to remain standing for a moment of silence.
- C. **Mayor Little** will state that "This meeting is being held in compliance with the provisions of the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. It has been properly advertised and certified by the Clerk."
- D. **APPROVAL OF AGENDA**

A motion is in order to approve the agenda for August 16, 2016.

- E. **PUBLIC HEARING**

The Borough of Sussex is proposing a grant application under the Small Cities Community Development Block Grant Program in the amount of \$400,000 for Lake Rutherford Water Line Installation project. Stephen Welsh, Bruno Associates, will explain the purpose of the hearing.

Mayor Little will request a motion to open the meeting to the public for any questions or comments concerning the Small Cities Community Development Block Grant in the amount of \$400,000 for Lake Rutherford Water Line Installation project.

After giving all persons present an opportunity to address the Governing Body, **Mayor Little** will request a motion to close the meeting to the public and return to the regular order of business.

- F. **PRESENTATIONS:**

No presentations are scheduled for tonight's meeting.

- G. **COMMITTEE REPORTS:** **Mayor Little** will allow each member of the Council to present their respective committee reports.

- H. **CONSENT AGENDA:** **Mayor Little** will request that the Governing Body review the consent agenda. If any member of the Council desires an item to be removed, the Municipal Clerk shall remove said item, which will then be considered separately. (**Mayor Little** will allow time for the Council to consider changes.)

After all persons have had an opportunity to review the consent agenda and offer requests for changes, **Mayor Little** will request a motion to approve the consent agenda.

- I. **OPEN PUBLIC SESSION:** **Mayor Little** will request a motion to open the meeting to the public for any questions or comments concerning items on the agenda for which no public discussion is provided. All comments should be directed to the Mayor and are limited to 10 minutes.

After giving all persons present an opportunity to address the Governing Body, **Mayor Little** will request a motion to close the meeting to the public and return to the regular order of business.

- J. **OLD BUSINESS:**

K. NEW BUSINESS:

1. **Approval of Meeting Minutes**

A motion is in order to approve the meeting minutes of the Regular Meeting and Executive Session held on July 19, 2016. (Absent: None)
(Motion requested by Clerk)

2. **Resolution 2016-164R – Corrective Action Plan 2015 Audit**

A motion is in order to adopt Resolution 2016-164R approving the Corrective Action Plan for the 2015 Audit. (Motion requested by CFO)

3. **Resolution 2016-171R – Commence Foreclosure Proceedings**

A motion is in order to adopt Resolution 2016-171R authorizing the commencement of foreclosure proceedings regarding certain tax certificates owned by the Borough. (Motion requested by Council)

4. **Resolution 2016-177R – Third Quarter 2016 Water/Sewer Adjustments**

A motion is in order to adopt Resolution 2016-177R approving the Water/Sewer Collector's adjustments for the third quarter 2016. (Motion requested by Water/Sewer Collector)

5. **Resolution 2016-178R – Hazard Mitigation Plan**

A motion is in order to adopt Resolution 2016-178R adopting the Sussex County Multi-Jurisdictional Hazard Mitigation Plan (Motion requested by OEM Coordinator)

6. **Resolution 2016-179R – Change Order #1 Fire Apparatus Purchase**

A motion is in order to adopt Resolution 2016-179R approving change order #1 with Rosenbauer Firefighting in the amount of \$21,185.00. (Motion requested by QPA)

7. **Resolution 2016-180R – Purchasing Policy and Procedures**

A motion is in order to adopt Resolution 2016-180R approving the purchasing policy and procedure manual. (Motion requested by CFO)

8. **Resolution 2016-181R – Engineering Services CDBG Grant Application**

A motion is in order to adopt Resolution 2016-181R authorizing the Mayor and/or Clerk to execute a contract with Houser Engineering, LLC., to provide engineering and consulting services for the preparation of the CDBG grant application, for a cost not to exceed \$28,530.00. (Motion requested by Clerk)

9. **Resolution 2016-183R – Engineering Services Land Acquisition**

A motion is in order to adopt Resolution 2016-183R authorizing the Mayor and/or Clerk to execute a contract with Houser Engineering, LLC., to provide engineering and consulting services for land acquisition technical assistance for the Lake Rutherford raw water transmission line for a cost not to exceed \$15,000.00. (Motion requested by Clerk)

10. **Resolution 2016-184R – CDBG Grant Management Plan Endorsement**

A motion is in order to adopt Resolution 2016-184R endorsing the Grant Management Plan prepared as a requirement of the SFY 2017 Small Cities CDBG Grant Application. (Motion requested by Grant Writer)

11. **Resolution 2016-185R – Fair Housing - Statement of Actions**

A motion is in order to adopt Resolution 2016-185R appointing the Administrator and/or Clerk as the Fair Housing Officer and make assurances that Sussex Borough will comply with the Housing and Community Development Act of 1974, Civil Rights Act of 1964, Fair Housing Act of 1968, Age Discrimination Act of 1975 and with the Rehabilitation Act of 1973. (Motion requested by Grant Writer)

12. Resolution 2016-186R – Small Cities CDBG Citizen Participation Plan

A motion is in order to adopt Resolution 2016-186R adopting the Citizen Participation Plan developed by the New Jersey Department of Community Affairs, Small Cities CDBG Program. (Motion requested by Grant Writer)

13. Resolution 2016-187R – Customers Request Water/Sewer Adjustment

A motion is in order to adopt Resolution 2016-187R approving the customer's request that \$8,646.12 be removed from the billing of account # 970. (Motion requested by Water/Sewer Customer)

14. Adoption Ordinance 2016-13 – Amend Chapter XXIV Section 24-1.5

A motion is in order to adopt Ordinance 2016-13 entitled "AN ORDINANCE TO AMEND SUBSECTION 24-1.5, ENTITLED "LAND USE FEES", OF SECTION 24-1, ENTITLED "APPLICATIONS FOR LICENSES, PERMITS OR APPROVALS", OF CHAPTER XXIV, ENTITLED "FEES", OF THE CODE OF THE BOROUGH OF SUSSEX, COUNTY OF SUSSEX, STATE OF NEW JERSEY."

(Motion requested by Clerk)

Before final roll call Mayor Little will open the meeting to the public for any questions or concerns regarding Ordinance #2016-13

15. Adoption Ordinance 2016-14 – Amend Chapter XXIII Section 13-3.4

A motion is in order to adopt Ordinance 2016-14 entitled "AN ORDINANCE OF THE BOROUGH OF SUSSEX, COUNTY OF SUSSEX AND STATE OF NEW JERSEY TO AMEND CHAPTER XXIII, SECTION 13-3.4, ENTITLED "SEWER SYSTEM CHARGES," OF THE GENERAL REVISED ORDINANCES OF THE BOROUGH OF SUSSEX." (Motion requested by Council)

Before final roll call Mayor Little will open the meeting to the public for any questions or concerns regarding Ordinance #2016-14

16. Adoption Ordinance 2016-15 – Amend Chapter III Section 3-6.1

A motion is in order to adopt Ordinance 2016-15 entitled "AN ORDINANCE OF THE BOROUGH OF SUSSEX, COUNTY OF SUSSEX AND STATE OF NEW JERSEY AMENDING SUBSECTION 3-6.1, ENTITLED "OBSTRUCTIONS PROHIBITED", OF SECTION 3-6, ENTITLED "USE OF SIDEWALKS", OF CHAPTER III, ENTITLED "POLICE REGULATIONS", OF THE GENERAL REVISED ORDINANCES OF THE BOROUGH OF SUSSEX." (Motion requested by Council)

Before final roll call Mayor Little will open the meeting to the public for any questions or concerns regarding Ordinance #2016-15

17. Adoption Ordinance 2016-16 – Amend Chapter XXIII Section 13-3.4

A motion is in order to adopt Ordinance 2016-16 entitled "AN ORDINANCE GRANTING MUNICIPAL CONSENT TO THE ISSUANCE OF A FRANCHISE TO SERVICE ELECTRIC CABLE T.V. OF NEW JERSEY, INC., TO CONSTRUCT, OWN, OPERATE, EXTEND AND MAINTAIN A CABLE TELEVISION SYSTEM IN THE BOROUGH OF SUSSEX, COUNTY OF SUSSEX, SETTING FORTH CONDITIONS ACCOMPANYING THE GRANT OF SAID MUNICIPAL CONSENT AND PROVIDING FOR THE REGULATION AND USE OF SAID SYSTEM." (Motion requested by Clerk)

Before final roll call Mayor Little will open the meeting to the public for any questions or concerns regarding Ordinance #2016-16

18. Introduction Ordinance 2016-17 – Amend Chapter VI Section 6.5

A motion is in order to introduce Ordinance 2016-17 entitled “AN ORDINANCE OF THE BOROUGH OF SUSSEX, COUNTY OF SUSSEX AND STATE OF NEW JERSEY AMENDING SECTION 6.5, ENTITLED “MINORS”, OF CHAPTER VI, ENTITLED “ALCOHOLIC BEVERAGE CONTROL”, OF THE GENERAL REVISED ORDINANCES OF THE BOROUGH OF SUSSEX TO ADD SUBSECTION 6-5.7 ENTITLED “CONSUMPTION OR POSSESSION PROHIBITED ON PRIVATE PROPERTY” AND SUBSECTION 6-5.8 ENTITLED “PENALTIES”
(Motion requested by Council)

FINAL READING: September 6, 2016

19. Introduction Ordinance 2016-18 – \$2,500,000 Bond Ordinance

A motion is in order to introduce Ordinance 2016-18 entitled “BOND ORDINANCE PROVIDING FOR THE IMPROVEMENT OF THE WATER SUPPLY AND DISTRIBUTION SYSTEM IN AND BY THE BOROUGH OF SUSSEX, IN THE COUNTY OF SUSSEX, NEW JERSEY, APPROPRIATING \$2,500,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$2,380,000 BONDS OR NOTES OF THE BOROUGH FOR FINANCING SUCH APPROPRIATION.”
(Motion requested by Clerk)

FINAL READING: September 6, 2016

- L. **OPEN PUBLIC SESSION:** **Mayor Little** will request a motion to open the meeting to the public for any questions or comments concerning the good and welfare of the Borough. All comments should be directed to the Mayor and are limited to 10 minutes.

After giving all persons present an opportunity to address the Governing Body, **Mayor Little** will request a motion to close the meeting to the public and return to the regular order of business.

- M. **EXECUTIVE SESSION – IF REQUESTED**

Mayor Little will request a motion to adopt a resolution to adjourn into Executive Session to discuss **Personnel Matters**.

THE **OPEN PUBLIC MEETINGS ACT** ALLOWS THE MAYOR AND COUNCIL TO EXCLUDE THE PUBLIC FROM A PORTION OF A MEETING IN CERTAIN CIRCUMSTANCES.

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF SUSSEX, THAT THE PUBLIC SHALL BE EXCLUDED FROM DISCUSSION OF MATTERS ALLOWED BY NEW JERSEY LAW.

THE EXECUTIVE SESSION MINUTES WILL BE PLACED ON FILE IN THE BOROUGH CLERK’S OFFICE, AND WILL BE AVAILABLE TO THE PUBLIC AS PROVIDED FOR BY NEW JERSEY LAW.

Be further advised this Resolution shall take effect immediately.

Mayor Little will request a motion to adjourn out of Executive Session and return to the regular order of business.

- N. **ADJOURNMENT:** **Mayor Little** will request a motion to adjourn the meeting.