

**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
SEPTEMBER 6, 2016**

- A. **Mayor Little** will call the meeting of **September 6, 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 September 6, 2016.

E. **NEW BUSINESS:**

1. **Adoption Ordinance 2016-18 – \$2,500,000 Bond Ordinance**

A motion is in order to adopt 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)

Before final roll call Mayor Little will open the meeting to the public for any questions or concerns regarding Ordinance #2016-18

2. **Resolution 2016-182R – Issuance of \$2,200,000 Bond Anticipation Notes**

A motion is in order to adopt Resolution 2016-182R authorizing the issuance of not exceeding \$2,200,000 bond anticipation notes of the Borough of Sussex, County of Sussex, New Jersey (Motion requested by Bond Counsel)

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: (Continued)

3. Approval of Meeting Minutes

A motion is in order to approve the meeting minutes of the Regular Meeting and Executive Session held on August 16, 2016. (Absent: None)
(Motion requested by Clerk)

4. Resolution 2016-188R – Authorizing Refunds

A motion is in order to adopt Resolution 2016-188R authorizing the refunds of \$10,543.44 to US Bank Cust for PC4 Firstrust Bank for redemption of tax sale Certificate #14-08 and \$2,167.92 to US Bank Custodian/PFS Financial 1, LLC for redemption of tax sale Certificate # 13-13.
(Motion requested by Tax Collector)

5. Resolution 2016-189R – Emergency Contract

A motion is in order to adopt Resolution 2016-189R awarding an emergency contract to R & R Pump and Control Services, LLC for the repair of the #1 pump at the borough's DPW pump station. (Motion requested by QPA)

6. Resolution 2016-191R – Purchase of ArcGIS for Desktop

A motion is in order to adopt Resolution 2016-191R authorizing the Qualified Purchasing Agent and/or Clerk to purchase ArcGIS for Desktop Standard Single Use License for a cost not to exceed \$6,000.00. (Motion requested by Clerk)

7. Resolution 2016-192R – Third Quarter 2016 Water/Sewer Adjustments

A motion is in order to adopt Resolution 2016-192R approving the Water/Sewer Collector's adjustments for the third quarter 2016.
(Motion requested by Water/Sewer Collector)

8. Resolution 2016-193R – Temporary Part Office Worker

A motion is in order to adopt Resolution 2016-193R approving the hire of Dixie Ferrington as a temporary part time office worker for the Borough of Sussex working approximately 29 hours per week at a rate of \$12.00 per hour.
(Motion requested by Clerk)

9. Resolution 2016-194R – Resignation of Borough Employee

A motion is in order to adopt Resolution 2016-194R accepting the resignation of Mark Zschack effective September 17, 2016. (Motion requested by Clerk)

10. Resolution 2016-195R – Appointment of Acting Municipal Clerk

A motion is in order to adopt Resolution 2016-195R appointing Antoinette Smith Acting Municipal Clerk for a term of one year at a yearly salary of \$41,800.00.
(Motion requested by Clerk)

11. Resolution 2016-196R – Appointment of Borough Administrator

A motion is in order to adopt Resolution 2016-196R approve the Mayor,s appointment of Mr. Michael Restel to the Position of Borough Administrator and Superintendent of Public Works at a yearly salary of \$73,500.00 with a \$50.00 per month phone stipend.(Motion requested by Clerk)

12. Resolution 2016-197R – Customers Request Water/Sewer Adjustment

A motion is in order to adopt Resolution 2016-197R approving the customer's request for a \$320.00 credit to be applied to their account.
(Motion requested by Water/Sewer Customer)

13. Resolution 2016-198R – Engineering Services Water Meter Replacement

A motion is in order to adopt Resolution 2016-198R authorizing the Mayor and/or Clerk to execute a contract with Houser Engineering, LLC., to provide observation and consulting services for the Water Meter Replacement project, for a cost not to exceed \$25,000.00. (Motion requested by Clerk)

14. Resolution 2016-199R – Customers Request Water/Sewer Payment Plan

A motion is in order to adopt Resolution 2016-199R approving a payment plan for account # 1043. (Motion requested by Water/Sewer Customer)

15. Request to Hang Pink Ribbons

A motion is in order to approve a request from the Sussex County Chronic Disease Coalition to hang pink ribbons on Main Street for the month of October 2016 in observance of Breast Cancer Awareness Month. (Motion requested by Clerk)

16. Adoption Ordinance 2016-17 – Amend Chapter VI Section 6.5

A motion is in order to adopt 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)

Before final roll call Mayor Little will open the meeting to the public for any questions or concerns regarding Ordinance #2016-17.

17. Introduction Ordinance 2016-19 – Permit Sidewalk Usage

A motion is in order to introduce Ordinance 2016-19 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)

FINAL READING: September 20, 2016

18. Introduction Ordinance 2016-20 – Salary Ordinance

A motion is in order to introduce Ordinance 2016-20 entitled “ORDINANCE FIXING THE SALARIES OF CERTAIN OFFICERS AND EMPLOYEES OF THE BOROUGH OF SUSSEX, COUNTY OF SUSSEX AND STATE OF NEW JERSEY.” (Motion requested by Clerk)

FINAL READING: September 20, 2016

19. Introduction Ordinance 2016-21 – Establish Borough Administrator

A motion is in order to introduce Ordinance 2016-21 entitled “AN ORDINANCE OF THE BOROUGH OF SUSSEX, COUNTY OF SUSSEX AND STATE OF NEW JERSEY AMENDING SECTION 2-6A, ENTITLED “RESERVED”, OF CHAPTER II, ENTITLED “ADMINISTRATION”, OF THE GENERAL REVISED ORDINANCES OF THE BOROUGH OF SUSSEX.” (Motion requested by Clerk)

FINAL READING: September 20, 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

Mayor Little will request a motion to adopt a resolution to adjourn into Executive Session to discuss **Purchase of Real Property**.

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.

20. Introduction Ordinance 2016-22 – \$25,000.00 from Capital Improvement Fund

A motion is in order to introduce Ordinance 2016-22 entitled "AN ORDINANCE OF THE BOROUGH OF SUSSEX, SUSSEX COUNTY, NEW JERSEY, PROVIDING FOR THE PURCHASE OF 1 EAST MAIN ST AND APPROPRIATING \$25,000.00 FROM THE GENERAL CAPITAL IMPROVEMENT FUND".

(Motion requested by Clerk)

FINAL READING: September 20, 2016

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