

**CONSENT AGENDA
FOR THE MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF SUSSEX
AT 2 MAIN STREET, SUSSEX NJ HELD ON
NOVEMBER 8, 2017**

ALL MATTERS LISTED BELOW ARE CONSIDERED ROUTINE IN NATURE AND WILL BE ENACTED BY ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THE ITEMS. IF ANY DISCUSSION IS DESIRED, THAT PARTICULAR ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND WILL BE CONSIDERED SEPARATELY.

CORRESPONDENCE (ACCEPTANCE, FOR FILING ONLY, OF THE FOLLOWING):

REPORTS (ACCEPTANCE FOR FILING OF THE FOLLOWING):

1. Planning/Zoning Board Minutes for August 28 and September 25, 2017 are available on our website and at the Sussex Borough Municipal Building.
2. Animal Control Reports for July, August and September, 2017.
3. Grant writer's report for October 2017.
4. Delinquent Utility Properties report as of November 1, 2017.
5. Unpaid Utility Properties report as of November 1, 2017.
6. Water Shut Off report as of November 1, 2017.

APPLICATIONS (APPROVAL OF THE FOLLOWING):

RESOLUTIONS: (APPROVAL OF THE FOLLOWING):

1. Payment of bills for the meeting of November 8, 2017.



Borough of Sussex
October 2017 Grant Report
Prepared by: Bruno Associates, Inc.

Prepared for and attended the Grant Committee meeting that was held on October 26th. All pending and active applications were reviewed.

Grant Work:

NJDOT Local Freight Impact

Issued a grant alert for the NJDOT Local Freight Impact grant. This provides money for repaving roads with heavy truck traffic that is going to a warehouse or port. Sussex does not qualify.

USDA Loans/Grants

USDA requires a completed Preliminary Environmental Review (PER) and Environment Assessment (EA) and favorable responses from the outside agencies stating that there is no environmental impact from the implementation of the project before they give approval to the project. The application for USDA funding for the Lake Rutherford water line is under review by USDA. It is for \$900,000. The total cost is \$1,500,000. Conferred with James Schappell of Houser Engineering on the USDA grant for the water line. He wants to make changes to the design. Contacted Christine Schmelzle of USDA. It was decided that Houser Engineering will be changing the drilling method to horizontal drilling plus include an additional 1000 feet of replacement water piping to the application. The total USDA request would increase to \$1,900,000. Emergency funding will not be requested. A new budget needs to be created and the PER has to be updated.

Sustainable Jersey

Issued a grant alert for a Sustainable Jersey grant available for innovative energy projects from the Gardinier Environmental Fund. Up to \$30,000 is available. No viable project was mentioned and no application was made.

Radon Awareness Grant (RAP)

Sent grant alert on Radon Awareness Grant (RAP). Sussex may be interested. The grant provides \$2,000 to purchase radon kits for distribution to the public. Funding is limited and is first come first served so a decision should be made soon.

FEMA Pre-Disaster Mitigation Grant (PDM)

There is a FEMA Pre-Disaster Mitigation Grant (PDM) grant available and the application is due on November 14th. We will apply for an emergency generator for town hall. A quote has been received and will be used as a basis for the application.

1772 Foundation

Applications are due by December 15th. The maximum is \$15,000 and it requires a 100% match. The proposed project is to repoint the motor on the outside of the Crescent Theater. Quotes for the work are needed along with an authorization to proceed.

Applications Pending Award:

Staffing for Adequate Fire and Emergency Response (SAFER)

The Staffing for Adequate Fire and Emergency Response (SAFER) grant was submitted on 02/10 for \$49,790. Announcement of award is pending.

Assistance to Firefighters Grant (AFG)

The Sussex Borough Fire Department has requested funding for 30 sets of turnout gear, 30 PASS alarms, and 30 pagers. The total grant request is \$89,572. Submitted the AFG application on November 14th and sent a copy to Sussex Borough. Announcement of award is pending.

Crescent Theater

Awaiting response from the Huisking Foundation. The grant limit is \$50,000.

Crescent Theater- NJ Historic Trust

The Cultural Historic Trust grant application is for \$15,460. Announcement of award is pending.

Main Street Resurfacing - Local Aid Infrastructure Fund (LAIF)

The LAIF application for Main Street resurfacing was submitted on 08/16. The request is for \$263,977. Announcement of award is pending.

Firehouse Subs

The Firehouse Subs grant application is for breathing apparatus costing \$15,945. Provided Firehouse Subs questions to Sam Rome for assistance. Submitted on 08/23. Announcement of award is pending.

Municipal Aid

Submitted a grant application for the 2018 Municipal Aid project for Walnut Street and Valley Road paving in Blue SAGE. The request is \$191,260. Announcement of award is pending.

Water Distribution System Improvement Project - Small Cities CDBG – 2018

Submitted the CDBG Small Cities application for Water System Improvements for \$400,000 on 09/15. Announcement of award is pending.

Awards Made; Work in Progress

Small Cities CDBG-2016

This is the \$400,000 grant awarded in December 2015 for the Lake Rutherford Dam. Bids were received and awarded. Work is underway.

Small Cities CDBG-2017

Sussex Borough was awarded \$400,000 on January 4th and it was accepted in SAGE. It will partially fund the Lake Rutherford Water Line Installation project. The balance of the required funding is being sought from USDA with Sussex Borough making a contribution.

USDA

The USDA had previously awarded Sussex a grant of \$360,000, a loan of \$240,000 and a required contribution from Sussex of \$200,000. This was to address replacing the water meters and replacing a sewer line along Route 23. The Administration is working towards implementing these projects. The water meter installation is nearly complete.

NJDOT Municipal Aid

Sussex requested \$84,889.25 for Linden Street. \$60,000 was awarded. Work should be authorized and completed before the winter.

Funding Opportunities

Additional Needs - Sussex expressed a need for furniture and carpeting for the Municipal Building. Parking lot paving is needed for the area behind the Municipal Building where land is being acquired.

List of Bills - CLEARING ACCOUNT - Sussex

Check#	Vendor	Description	Payment	Check Total
14256	1675 - Action Data Services	PO 11020 Account #0542	78.98	
		PO 11037 Account # 0542	51.55	
		PO 11056 Customer # 0542	173.87	304.40
14257	1815 - American Wear	PO 10248 Account # 1650701	117.00	117.00
14258	1174 - Bassani Power Equipment	PO 11013 Invoice #25956	44.95	44.95
14259	1793 - Bruno Associates	PO 11032 Invoice # 2500 November Grant Write	600.00	
		PO 11032 Invoice # 2500 November Grant Write	2,400.00	3,000.00
14260	1085 - CenturyLink	PO 11011 Account # 310363814	949.52	949.52
14261	1401 - County of Sussex	PO 10994 #SB 2017 08	336.89	336.89
14262	1851 - Document Solutions	PO 11021 Account #B010	40.04	40.04
14263	1849 - E.A. Morse & Company, Inc.	PO 10970 Lawn/Leaf Bags	410.40	410.40
14264	1878 - Furious Net Solutions	PO 11009 Invoice #5831	135.00	135.00
14265	1714 - Fastanal Insutrial & Construction S	PO 10967 Customer # NJSPA0809	6.55	
		PO 10990 Customer # NJSPA0809	36.17	42.72
14266	1116 - FedEx Freight	PO 11045 Account # 1559-9301-4	44.68	
		PO 11062 Account # 1559-9301-4	27.40	72.08
14267	1856 - Genova Burns Attorneys at Law	PO 11023 Client Matter: 22871.1 - Installati	60.00	60.00
14268	1062 - Guerin & Vreeland Engineering, Inc.	PO 10890 WO#972G - 84 East Main St - Cellco	125.00	125.00
14269	1168 - Hamburg Plumbing Supply	PO 10986 Customer # 0019076	11.83	11.83
14270	1921 - High Point Tree Service	PO 11033 Removal of Trees from 1 East Main	2,500.00	2,500.00
14271	1103 - Jersey Central Power & Light	PO 11035 Account # 100 002 088 167	1,848.51	
		PO 11036 Account # 100 002 088 084	6.43	
		PO 11058 Account # 200 000 020 806	864.64	
		PO 11058 Account # 200 000 020 806	1,128.50	3,848.08
14272	1918 - Kathleen Esposito	PO 11016 Harvest Festival	170.66	170.66
14273	1923 - Kevin Babook	PO 11064 Reimbursement for Boots	59.76	59.76
14274	1105 - Kuiken Brothers Co. Inc	PO 10991 Account # 070009	143.10	
		PO 11031 Account # 070009	2.99	
		PO 11040 Account # 070009	156.44	302.53
14275	1455 - Linda Masson	PO 11042 Reimbursement for Sussex County Lea	42.56	42.56
14276	1788 - McAfee Hardware Co., Inc	PO 11015 Account # 2128	75.96	75.96
14277	1154 - Montague Tool & Supply	PO 10992 Invoice # 61229-01	163.81	163.81
14278	1709 - Morris County Registrars Assoc	PO 10962 Registrar Class	50.00	50.00
14279	1076 - North East Parts Group, LLC	PO 11010 Account # 7498	445.63	445.63
14280	1891 - NW Financial Group, LLC	PO 10969 Invoice #23453	682.50	682.50
14281	1588 - One Call Concepts, Inc.	PO 11008 Invoice #7095585	41.25	41.25
14282	1313 - Registrar's Association of NJ	PO 11024 2017 Membership Dues	50.00	
		PO 11026 NJRA 2017 Fall Conference	150.00	200.00
14283	1323 - Ross Valve	PO 10734 Quote #QT01025244	1,411.20	1,411.20
14284	1089 - Sussex Wantage Regional	PO 10939 2nd Half School Year Taxes	141,526.67	141,526.67
14285	1920 - The Claridge Hotel	PO 11028 Reservation Confirmation # 50186	198.00	198.00
14286	1688 - Toni Smith	PO 11043 Mileage Reimbursement	166.05	166.05
14287	1127 - Wantage Township Tax Collector	PO 11059 4th Quarter 2017 Real Estate Tax Pa	2,430.10	2,430.10
14288	1087 - Waste Management of New Jersey, Inc	PO 11022 Account # 7-25250-82002	320.00	320.00
TOTAL				160,284.59

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-201-20-100-020	General Admin Other Expenses	3,255.15			
01-201-26-290-020	Streets & Roads Other Expenses	1,252.36			
01-201-26-300-020	Street Lighting	1,981.76			
01-201-26-305-020	Garbage & Trash Removal Other Expenses	320.00			
01-201-26-310-020	Building & Grounds Other Expenses	872.82			
01-201-27-335-020	Registrar Other Expenses	50.00			
01-201-28-370-020	Recreation Other Expenses	170.66			
01-201-30-460-020	Gasoline and Fuel	336.89			
01-201-41-770-020	Clean Communities Grant	410.40			
01-207-55-000-000	Regional School Taxes Payable			141,526.67	
01-260-05-100	Due To Clearing			0.00	150,176.71

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
TOTALS FOR	Current Fund	8,650.04	0.00	141,526.67	150,176.71
03-260-05-100	Due To Clearing			0.00	125.00
03-280-56-851-000	Reserve For Planning Escrow Deposits			125.00	
TOTALS FOR	Trust Fund	0.00	0.00	125.00	125.00
04-216-55-975-300	Imp Funded - purchase of 1 East Main Str			2,500.00	
04-260-05-100	Due To Clearing			0.00	2,500.00
TOTALS FOR	General Capital Fund	0.00	0.00	2,500.00	2,500.00
08-216-55-991-000	Imp Auth Ord #2016-23 Water/Sewer Imp			60.00	
08-260-05-100	Due To Clearing			0.00	60.00
TOTALS FOR	Water Sewer Capital Fund	0.00	0.00	60.00	60.00
09-201-55-502-020	Water Sewer Operat. OE Water	5,085.87			
09-201-55-503-020	Water Sewer Operat. OE Sewer	2,337.01			
09-260-05-100	Due To Clearing			0.00	7,422.88
TOTALS FOR	Water Sewer Operating Fund	7,422.88	0.00	0.00	7,422.88

Total to be paid from Fund 01 Current Fund	150,176.71
Total to be paid from Fund 03 Trust Fund	125.00
Total to be paid from Fund 04 General Capital Fund	2,500.00
Total to be paid from Fund 08 Water Sewer Capital Fund	60.00
Total to be paid from Fund 09 Water Sewer Operating Fund	7,422.88
	<u>160,284.59</u>

ORDINANCE NO. 4-09
ORDINANCE AMENDING CHAPTER 407 OF THE
JEFFERSON TOWNSHIP MUNICIPAL CODE ENTITLED
“SNOW AND ICE REMOVAL

BE IT ORDAINED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that Chapter 407 of the Jefferson Township Municipal Code, entitled “Snow and Ice Removal” is amended as follows:

SECTION I

Chapter 407 “Snow and Ice Removal” is amended by adding the following Article entitled “Article III – Prohibited Parking” as follows:

ARTICLE III
Prohibited Parking

§407-7. Prohibited Parking. Parking of vehicles on Township Streets during snow removal and/or salting operations, or when there is at least ¼” of accumulation of snow or ice on the roadway is prohibited.

§407-8. Violations and Penalties. Any person, firm or corporation violating any of the provisions of this article shall, upon conviction thereof, be fined an amount not to exceed \$500 or be imprisoned for a term not to exceed 90 days, or both; and each and every day in which said violation exists shall constitute a separate violation.

SECTION II

All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistencies.

SECTION III

If any article, section, subsection, paragraphs, phrase or sentence is, for any reason, held to be unconstitutional or invalid, said article, section, subsection, paragraph, phrase or sentence shall be deemed severable.

SECTION IV

This Ordinance shall take effect immediately upon final publication as provided by law.

**COUNCIL OF THE
TOWNSHIP OF JEFFERSON**

ATTEST:

LYDIA MAGNOTTI
Clerk

RICHARD W. YOCUM
President

INTRODUCED: January 7, 2009

ADOPTED: January 21, 2009

**MINUTES OF THE SPECIAL MEETING OF THE
MAYOR AND COUNCIL
OF THE BOROUGH OF SUSSEX
HELD AT THE SUSSEX MUNICIPAL BUILDING
2 MAIN STREET, SUSSEX, NJ
OCTOBER 16, 2017**

Mayor Little called the meeting to order and requested the clerk to call the roll. Upon roll call, the following members of the Governing Body were present: Mr. Walter Cleary, III, Mr. Frank Dykstra, Mr. Robert Holowach, Mrs. Linda Masson, Mr. Edward Meyer, Mr. Mario Poggi and Mayor Katherine Little

Absent: None

Also present: Borough Attorney Mr. Frank McGovern, Esq. of McGovern and Roseman, P.A., Mr. Michael Restel, Municipal Administrator and Mrs. Antoinette Smith, Acting Clerk.

Mayor Little led the assembly in the flag salute and requested a moment of silence.

Mayor Little stated "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 both clerks."

EXECUTIVE SESSION

In accordance with the provisions of the Open Public Meetings Act, Mrs. Masson made a motion to adjourn into closed executive session to discuss contract negotiations. Motion seconded by Mr. Dykstra.

All were in favor.

After meeting in closed session, the Governing Body returned to their seats at 8:52 p.m. and Mr. Poggi made a motion to adjourn out of closed executive session and to be reconvened into open public session. Motion seconded by Mr. Holowach.

All were in favor.

Mr. Walter Cleary, III left the dais at 8:43 p.m.

OPEN PUBLIC SESSION #2

Mr. Holowach made 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 a total of 10 minutes for the Council to discuss. Motion seconded by Mr. Meyer.

All were in favor.

There being no one present who wished to address the Governing Body, Mr. Holowach made a motion to close the meeting to the public. Motion seconded by Mr. Dykstra.

All were in favor.

Mayor Little reminded all present that no matters from Executive Session are to be discussed in public.

ADJOURNMENT

There being no further items for discussion by the Mayor and Council, Mrs. Masson made a motion to adjourn the meeting. Motion seconded by Mr. Poggi.

All were in favor.

Katherine Little, Mayor

Antoinette Smith, Acting Clerk

Date Approved:

**MINUTES OF THE MEETING OF THE
MAYOR AND COUNCIL
OF THE BOROUGH OF SUSSEX
HELD AT THE SUSSEX MUNICIPAL BUILDING
2 MAIN STREET, SUSSEX, NJ
OCTOBER 17, 2017**

Mayor Little called the meeting to order and requested the clerk to call the roll. Upon roll call, the following members of the Governing Body were present: Mr. Walter Cleary, III, Mr. Frank Dykstra, Mr. Robert Holowach, Mrs. Linda Masson, Mr. Edward Meyer, Mr. Mario Poggi, and Mayor Katherine Little.

Absent: None

Also present: Mr. Michael Restel, Municipal Administrator, Borough Attorney Mr. Frank McGovern, Esq. of McGovern and Roseman, P.A., and Mrs. Antoinette Smith, Acting Municipal Clerk.

Mayor Little led the assembly in the flag salute and requested a moment of silence.

Mayor Little stated "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."

APPROVAL OF AGENDA

Mr. Holowach made a motion to approve the agenda for October 17, 2017 as submitted. Motion seconded by Mr. Meyer.

Upon roll call vote:

Ayes: Cleary, Dykstra, Holowach, Masson, Meyer, Poggi

Nays: None

Abstentions: None

Absent: None

PRESENTATIONS:

There were no presentations scheduled.

DISCUSSION

There were no discussions scheduled.

COMMITTEE & LIAISON REPORTS: Mayor Little opened the floor to each member of the Council to offer their respective committee reports.

Mrs. Masson stated she was on WNTI radio with Mayor Levante of Newton and a few other individuals and it went very well. The grant committee will be meeting next week and the school board meeting is tomorrow night.

Mr. Cleary stated he reviewed the vouchers and found no issues.

Mr. Poggi stated the first Harvest Festival was held on Sunday October 15th and went very well. Don Hough served as crossing guard across Route 23 for the people who parked in the Middle School parking lot. Steve Danner helped move cars off of Main Street onto Newton Avenue for the road closure. Our three DPW workers were on site for the entire festival from set up to clean up. They did an awesome job and were also available for anything that was needed throughout the event. Mr. Poggi stated there were roughly 1,000 attendees throughout the day. There were 57 adult participants in the hay bale tossing contest and 47 youth participants in the youth hay bale tossing contest. Sixty youth participants in the Halloween Costume contest, ten adults in the pie eating contest and 13 window painting teams made up of groups of three. Mr. Poggi also stated there were three live bands (Sideways, Kelsey Lynn Stoll and Mike Lawlor) which played four sets of 45 minutes each. There were 12 paid vendors, there was supposed to be fifteen, three did not show up, 22 street tables including vendors and local merchants. Activities for the children included the costume contest, window painting, sand art, slime making, face painting, egg tossing and youth hay bale tossing. Donations for prizes were donated by Lorenzo's Pizza, Annabelle's Pizza, Airport Pub, Old Stone Bakery & Deli and the Sussex Borough Recreation Committee. Mr. Poggi personally donated the printing of 180 flyers, Kathy

Esposito and Ryan Alling collected donations from local businesses, the event was advertised through iHeartRadio through 30- 30 second spots for \$300.00 which was paid for as of the 17th by Ryan Alling. Mr. Poggi also stated in attendance from the Sussex Borough Recreation Committee were Stephanie McKay, Georgeanna Stoll and Virginia Yorke. Mr. Poggi stated the event was also promoted through a grassroots campaign with flyers, Facebook promotion and 11 local street signs. The total amount of recreation committee budget used for the event was approximately \$150-\$200. There was an article about the festival published in the New Jersey Herald on Monday, October 16th. Mr. Poggi stated there was a meeting with Planning/Zoning Board President Rich Klein, Assemblyman Parker Space, Helen Carew Director of Constituent Services for Assemblyman Space and Senator Oroho and Administrator Michael Restel regarding placing the historic 1906 T. J. Dunn Fountain that is currently in the Borough DPW garage in the traffic triangle at the south end of Main Street and Route 23 North. A letter needs to be sent from the Mayor and Council to Parker Space's office asking for assistance in getting permission from the NJDOT to place the fountain. Administrator Restel also added we asked for assistance with the parking lot on Route 23.

Mr. Meyer offered no report at this time.

Mr. Dykstra offered no report at this time.

Mr. Holowach stated the Gerry Gardner and James Schappell will be present for a discussion at the November 8th meeting regarding moving the water main line in front of the Colesville Firehouse. Mr. Holowach stated the Borough's smaller ambulance was out of service. Mr. Holowach reiterated that a plan needs to be put in place to purchase a new ambulance.

Mayor Little stated that on October 4, 2017 she attended a Lake Rutherford Dam project update meeting at the Borough Hall. On October 12th we had a meeting with Gerry Gardner and James Schappell of Houser Engineering. Also on October 12th the 208 PAC meeting was cancelled. Mayor Little stated that on October 15th she attended the Harvest Festival on Main Street from 12:45 – 4:15 p.m. She served as one of the judges in the parade of costumes contest. Mayor Little stated it was a very good day, especially given the short amount of time there was to arrange everything and she would like to thank everyone who came out and supported the event. Michael Restel added that the meter replacement has begun. There are two installers at this time, but within a week to ten days there will be a total of four installers working on the project. Mayor Little encouraged everyone who has not done so, to call and schedule their appointment to have their new meter installed.

CONSENT AGENDA

Mayor Little requested 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.

Mrs. Masson made a motion to remove number 9 under reports for discussion. Motion seconded by Mr. Holowach.

Upon roll call vote to discuss:

Ayes: Cleary, Dykstra, Holowach, Masson, Meyer, Poggi

Nays: None

Abstentions: None

Absent: None

Mr. Holowach made a motion to accept the consent agenda of October 17, 2017. Motion seconded by Mrs. Masson.

CORRESPONDENCE (ACCEPTANCE, FOR FILING ONLY, OF THE FOLLOWING):

1. Letter dated October 1, 2017 from New Jersey League of Municipalities recommending no increase in dues for 2018.
2. Resolution from Township of Byram in support of Assembly Bill No. 4532/ Senate Bill No. 3049 Amending the Open Public Records Law.
3. Letter dated October 5, 2017 from Stephen M. Sweeney, Senate President, thanking Sussex Borough for their resolutions, 2017-125R and 2017-126R regarding consolidated school districts and supporting a student-address-verification process.

REPORTS (ACCEPTANCE FOR FILING OF THE FOLLOWING):

1. Clerk's Report for the month of September 2017.
2. Cash Report for the month of September 2017.
3. Grant Writer Report for the month of September 2017.
4. Water Sewer Collector Report for the month of September 2017.
5. Tax Collector's Report for the month of September 2017.
6. Construction Department Report for the month of September 2017.
7. Property Maintenance Department Report for the month of September 2017.
8. Zoning Report for the month of September 2017.
9. Delinquent Utility Properties report as of October 12, 2017.
10. Unpaid Utility Properties report as of October 12, 2017.
11. Water Shut Off report as of October 12, 2017.

APPLICATIONS (APPROVAL OF THE FOLLOWING):

RESOLUTIONS: (APPROVAL OF THE FOLLOWING):

1. Payment of bills for the meeting of October 17, 2017.

Upon roll call vote:

Ayes: Cleary, Dykstra, Holowach, Masson, Meyer, Poggi

Nays: None

Abstentions: None

Absent: None

OPEN PUBLIC SESSION #1

Mrs. Masson made 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. Motion seconded by Mr. Poggi.

All were in favor.

There being no one present who wished to address the Governing Body, Mr. Dykstra made a motion to close the meeting to the public. Motion seconded by Mr. Poggi.

All were in favor.

OLD BUSINESS

There was no old business to discuss at this time.

NEW BUSINESS:

Approval of Meeting Minutes

Mr. Meyer made a motion to approve the meeting minutes of the Regular Meeting and Executive Session held on October 3, 2017. Motion seconded by Mr. Holowach.

Upon roll call vote:

Ayes: Cleary, Dykstra, Holowach, Masson, Meyer, Poggi

Nays: None

Abstentions: None

Absent: None

Resolution 2017-144R – Fourth Quarter 2017 Water/Sewer Adjustments

Mrs. Masson made a motion to adopt Resolution 2017-144R approving the Water/Sewer Collector's adjustments for the fourth quarter 2017. Motion seconded by Mr. Holowach.

Upon roll call vote:

Ayes: Cleary, Dykstra, Holowach, Masson, Meyer, Poggi

Nays: None

Abstentions: None

Absent: None

Resolution 2017-145R – Cancellation of Taxes 1 East Main Street

Mr. Poggi made a motion to adopt Resolution 2017-145R authorizing the cancellation of taxes on 1 E Main St, Block 502 Lot 13 for the 4th quarter 2017, in the amount of \$1,737.37 Motion seconded by Mr. Meyer.

Upon roll call vote:

Ayes: Cleary, Dykstra, Holowach, Masson, Meyer, Poggi

Nays: None

Abstentions: None

Absent: None

Adoption of Ordinance 2017-09 – Amending Chapter 3-11, Entitled “Smoking Prohibitions”

Mr. Holowach made a motion to adopt Ordinance 2017-09 AMENDING CHAPTER 3-11, ENTITLED “SMOKING PROHIBITIONS”, OF THE GENERAL REVISED ORDINANCES OF THE BOROUGH OF SUSSEX. Motion seconded by Mr. Poggi.

Mayor Little opened the meeting to the public for any questions or concerns regarding Ordinance #2017-09. There being no one present who wished to address the governing body, Mayor Little closed the meeting to the public.

Upon roll call vote:

Ayes: Cleary, Dykstra, Holowach, Masson, Meyer, Poggi

Nays: None

Abstentions: None

Absent: None

OPEN PUBLIC SESSION #2

Mrs. Masson made 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 to discuss. Motion seconded by Mr. Poggi.

All were in favor.

Jackie Espinosa of JCP&L, 56 Hampton House Road – Ms. Espinosa gave an update that there are no issues with the circuits from the Sussex Borough substation. The NJ Director of Homeland Securities will be attending the Sussex County League of Municipalities meeting on Thursday, October 19, 2017. Ms. Espinosa also stated that the Business Expo will be on October 30th at Crystal Springs and on November 6th is the Economic Development Symposium that all Mayors are invited to attend for free.

Rich Klein, 35 Bank Street, Sussex – Mr. Klein stated he arranged a meeting with Assemblyman Parker Space, Helen Carew Director of Constituent Services for Assemblyman Space and Senator Oroho, Sussex Borough Historian Mario Poggi and Administrator Michael Restel regarding placing the historic 1906 T. J. Dunn Fountain that is currently in the Borough DPW garage in the traffic triangle at the south end of Main Street and Route 23 North and for assistance with regaining ownership of the lot on Route 23 used by the NJDOT for parking during the realignment project. A letter needs to be sent from the Mayor and Council to Parker Space’s office asking for assistance in getting permission from the NJDOT to place the fountain and also with regaining ownership of the lot.

There being no one else present who wished to address the Governing Body, Mr. Poggi made a motion to close the meeting to the public. Motion seconded by Mr. Meyer.

All were in favor.

EXECUTIVE SESSION

In accordance with the provisions of the Open Public Meetings Act, Mrs. Masson made a motion to adjourn into closed executive session to discuss **Personnel, Purchase of Real**

Property, Redevelopment Area, Contract Negotiations and Pending Litigation. Motion seconded by Mr. Meyer.

All were in favor.

After meeting in closed session, the Governing Body returned to their seats at 9:15 p.m. and Mrs. Masson made a motion to adjourn out of closed executive session and to be reconvened into open public session. Motion seconded by Mr. Holowach.

All were in favor.

NEW BUSINESS (cont'd)

Resolution #2017-146R - Approving and Authorizing Signing of Driveway Easement Agreement

Mayor Little called for a motion to adopt Resolution 2017-146R approving and authorizing the signing of a driveway easement agreement. Seeing no motion was made, motion fails.

Suspend the Rules to Amend the Agenda

Mr. Holowach made a motion to suspend the rules to add the introduction of Ordinance 2017-10 to the October 17, 2017 agenda. Motion seconded by Mrs. Masson.

Upon roll call vote:

Ayes: Cleary, Dykstra, Holowach, Masson, Meyer, Poggi
Nays: None
Abstentions: None
Absent: None

Introduction of Ordinance 2017-10 - An Ordinance of the Borough of Sussex, County of Sussex, and State of New Jersey to Transfer and Acquire Driveway Easement

Mr. Holowach made a motion to introduce Ordinance 2017-10, AN ORDINANCE OF THE BOROUGH OF SUSSEX, COUNTY OF SUSSEX, AND STATE OF NEW JERSEY TO TRANSFER AND ACQUIRE DRIVEWAY EASEMENT. Motion seconded by Mr. Poggi.

Mayor Little stated the final reading will be November 8, 2017.

Upon roll call vote:

Ayes: Cleary, Dykstra, Holowach, Masson, Meyer, Poggi
Nays: None
Abstentions: None
Absent: None

ADJOURNMENT

There being no further items for discussion by the Mayor and Council, Mr. Poggi made a motion to adjourn the meeting. Motion seconded by Mr. Dykstra.

All were in favor.

Katherine Little, Mayor

Antoinette Smith, Acting Clerk

Date Approved:

**SUSSEX BOROUGH
RESOLUTION #2017-147R**

**ANNUAL NEW JERSEY STATE LEAGUE OF MUNICIPALITIES
CONFERENCE**

WHEREAS, the 102nd Annual New Jersey State League of Municipalities Conference will be held at the Atlantic City Convention Center on November 14, 15, 16, 2017.

BE IT RESOLVED by the Governing Body of the Borough of Sussex hereby approves the expenditure of up to \$500.00 per person to attend the New Jersey State League of Municipalities Conference to be held in Atlantic City November 14, 15, 16, 2017. Eligible to attend are the Mayor, Councilmembers, and full-time employees.

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Governing Body of the Borough of Sussex, in the County of Sussex, New Jersey, at a meeting held on November 8, 2017.

Antoinette Smith, Acting Clerk
Sussex Borough

**SUSSEX BOROUGH
RESOLUTION 2017-148R**

FOURTH QUARTER 2017 – WATER/SEWER ADJUSTMENTS

Acct# 547 – 56 Hamburg Ave – This account should be credited \$523.92 for usage that was not incurred due to a high estimate and the reading altered to match the actual reading.

Acct# 3587– 14 Newton Ave – This account should be credited \$152.14 for usage that was not incurred due to a high estimate and the reading altered to match the actual reading.

Acct# 3682 – 52 Newton Ave - This account should be credited \$194.37 for usage that was not incurred due to a high estimate and the reading altered to match the actual reading.

Acct# 4559 – 11 Roy Court - This account should be credited \$198.93 for usage that was not incurred due to a high estimate and the reading altered to match the actual reading.


Acct# 4686 – 12 Lakeview Terr - This account should be credited \$339.90 for usage that was not incurred due to a high estimate and the reading altered to match the actual reading.

Acct# 4728 – 6 Lakeview Terr - This account should be credited \$307.61 for usage that was not incurred due to a high estimate and the reading altered to match the actual reading.

Acct# 6115 – 2 Maple Ave – This account should be credited \$15.32 for usage that was not incurred due to a high estimate and the reading altered to match the actual reading.

Acct# 6919 – 765 Route 23 – Due to a resale and a requested final reading this account had to be credited \$29.76 for usage that was not incurred due to a high estimate and the reading altered to match the actual reading.

Acct# 7461 – 102 Newton Ave - This account should be credited \$252.67 for usage that was not incurred due to a high estimate and the reading altered to match the actual reading.


Karen Reed, Water/Sewer Collector
Borough of Sussex

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Governing Body of the Borough of Sussex, in the County of Sussex, New Jersey, at a meeting held on November 8, 2017.

Antoinette Smith, Acting Clerk
Sussex Borough

BOROUGH OF SUSSEX

RESOLUTION 2017-149R

**TO PURCHASE CATERPILLAR MODEL: 906M COMPACT WHEEL LOADERS
THROUGH THE EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY
COOPERATIVE PURCHASING SYSTEM**

WHEREAS, there is a need for a compact wheel loader for use by the Sussex Borough Department of Public Works; and

WHEREAS, the purchase of a Compact Wheel Loader has been approved through the 2017 Capital Improvement Program as part of the 2017 budget; and,

WHEREAS, Sussex Borough is a member of the Educational Services Commission of New Jersey as a cooperative purchasing system member; and

WHEREAS, the Educational Services Commission of New Jersey has been organized and formed in accord with New Jersey Law and Administrative codes of N.J.A.C. 5:34-7.3; and,

WHEREAS, the Educational Services Commission of New Jersey offers as a cooperative purchasing contract a Caterpillar Model 906M Compact Wheel Loader through contract MRESC CO-OP, 65MCECCPS, in the amount of \$81,512.62; and,

WHEREAS, under the auspices of N.J.S.A.40A:11-36(7) the price can be offset through reduction in price through existing equipment in the amount of \$7,000.00; and,

WHEREAS The final purchase price for the Caterpillar Model 906M Compact Wheel Loader is \$74,512.62

NOW, THEREFORE, BE IT RESOLVED by the Council of Sussex Borough, in the County of Sussex as follows:

The purchase of Caterpillar Model 906M Compact Wheel Loader through the Educational Services Commission of New Jersey through contract MRESC Co-Op 65 MCECCPS in the amount of \$74,512.62 is hereby approved.

Certification of Funds 04-216-55-975-00

Gail Maguro

Gail Maguro, CMFO

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Governing Body of the Borough of Sussex, in the County of Sussex, New Jersey, at a meeting held on November 8, 2017.

Antoinette Smith, Acting Clerk
Sussex Borough

**SUSSEX BOROUGH
ORDINANCE NO. 2017-10**

**AN ORDINANCE OF THE BOROUGH OF SUSSEX, COUNTY OF SUSSEX AND
STATE OF NEW JERSEY TO TRANSFER AND ACQUIRE DRIVEWAY EASEMENT**

WHEREAS, the property on which the Sussex Borough Municipal Building is located, being 2 Main Street in Sussex Borough, adjoins residential property known as 4 Main Street in Sussex Borough; and

WHEREAS, it is in the Borough's interest to enter into a driveway easement agreement to allow for access along the boundary line separating the two properties so that the present and future owners of 4 Main Street, Sussex Borough will have the ability to park vehicles in the rear of that property and off the public street and so the Borough will have reasonable access alongside the municipal building to undertake maintenance and repairs and to the Borough's neighboring property known as 1 East Main Street, Sussex Borough, for emergency purposes; and

WHEREAS, terms regarding maintenance, repair, use and rights pertaining to the easements to be transferred will apply and be set forth in a Driveway Easement Agreement to be recorded with the Sussex County Clerk, with consideration consisting of the exchange of easement rights, covenants between the parties and \$500 to be paid to the Borough of Sussex;

BE IT ORDAINED by the Governing Body of the Borough of Sussex, County of Sussex, and State of New Jersey, that the Borough of Sussex will enter into a driveway easement agreement with the owner of 4 Main Street, Sussex, New Jersey for the foregoing purposes, that the easements to be conveyed and acquired as contemplated herein are authorized and that the Mayor and/or Administrator is/are hereby authorized to execute a driveway easement agreement consistent with the foregoing.

BE IT FURTHER ORDAINED that this Ordinance shall take effect immediately on its final passage and publication as required by law.

NOTICE

NOTICE IS HEREBY GIVEN that the attached Ordinance #2017-10 was introduced at a regular meeting of the Mayor and Council of the Borough of Sussex, Sussex County, New Jersey, held on the 17th day of October, 2017, and passed on first reading, and that such Ordinance will be further considered for final passage and adoption at the regular meeting of the Mayor and Council to be held on the 8th day of November, 2017, at Borough Hall, 2 Main Street, in the Borough of Sussex, at 7:30 p.m., and that at such time and place all persons interested be given an opportunity to be heard concerning said Ordinance.

Antoinette Smith, Acting Borough Clerk

Katherine Little, Mayor

Introduced: October 17, 2017

Adopted:

**BOROUGH OF SUSSEX
ORDINANCE 2017-11**

**AN ORDINANCE OF THE BOROUGH OF SUSSEX, SUSSEX COUNTY,
NEW JERSEY, PROVIDING FOR THE DEMOLITION OF 1 EAST MAIN ST
AND APPROPRIATING \$33,360.00 FROM THE RESERVE FOR
IMPROVEMENTS TO MUNICIPAL PROPERTIES LOCATED IN THE
CAPITAL IMPROVEMENT FUND**

BE IT ORDAINED by the Governing Body of the BOROUGH of SUSSEX,
County of Sussex, New Jersey, as follows:

Section 1. The funding for the demolition of 1 East Main Street is hereby authorized; and the cost is not to exceed \$33,360.00 which sum is hereby appropriated for such purposes.

Section 2. The total amount of \$33,360.00 is hereby appropriated from the Reserve for Improvements to Municipal Properties located in the Capital Improvement Fund.

Section 3. This Ordinance shall take effect upon publication of notice of final adoption as provided by law.

Katherine Little, Mayor

ATTEST:

Antoinette Smith, Acting Municipal Clerk

NOTICE IS HEREBY GIVEN that the attached Ordinance #2017-11 was introduced at a regular meeting of the Mayor and Council of the Borough of Sussex, Sussex County, New Jersey, held on the 8th day of November 2017, and passed on first reading, and that such Ordinance will be further considered for final passage and adoption at the regular meeting of the Mayor and Council to be held on the 21th day of November 2017, at Borough Hall, 2 Main Street, in the Borough of Sussex, at 7:30 p.m., and that at such time and place all persons interested be given an opportunity to be heard concerning said Ordinance.

Antoinette Smith, Acting Municipal Clerk

Katherine Little, Mayor

Introduced:

Date Adopted: