

**CONSENT AGENDA  
FOR THE MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF SUSSEX  
AT 2 MAIN STREET, SUSSEX NJ HELD ON  
FEBRUARY 20, 2018**

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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.

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

1. Letter dated February, 2018 from Deborah Berry-Toon thanking the Borough for our participation in the Season of Hope campaign.

**REPORTS** (ACCEPTANCE FOR FILING OF THE FOLLOWING):

1. Water Sewer Collector Report for the month of January 2018.
2. Tax Collector's Report for the month of January 2018.
3. Construction Department Report for the month of January 2018.
4. Property Maintenance Department Report for the month of January 2018.
5. Zoning Report for the month of January 2018.
6. Grant Writer's Report dated January 2018.
7. Delinquent Utility Properties report as of February 16, 2018.
8. Unpaid Utility Properties report as of February 16, 2018.
9. Water Shut Off report as of February 16, 2018.

**APPLICATIONS** (APPROVAL OF THE FOLLOWING):

1. Blue Light Permit for Michael Outer.

**RESOLUTIONS:** (APPROVAL OF THE FOLLOWING):

1. Payment of bills for the meeting of February 20, 2018.

SUSSEX BOROUGH  
RECEIVED

FEB 12 '18



# Season of Hope

February 2018

Toni Smith  
Sussex Boro  
2 Main Street  
Sussex, NJ 07461

Dear Ms. Smith,

I am delighted to report that nearly 1,100 local families from Sussex and Northern Warren Counties obtained gifts for **2,300 children** through the Season of Hope Toy Shop this past December! They were able to do so because of generous and compassionate neighbors like YOU.

Season of Hope is a massive community effort involving the contributions of so many caring local businesses, schools, organizations and individuals. We are grateful you for coordinating a Toy Drive to benefit Season of Hope, and to all of the colleagues and customers who donated. Your kind actions reinforced the message that this is an effort of, for, and by our own community. Through your generosity, you touched the lives of thousands of your neighbors in ways that will reverberate long after the holidays have passed.

The true purpose of the Season of Hope, beyond putting gifts under the tree, is to make vulnerable families feel respected, cared for, and connected to their community. You have done exactly this for thousands of neighbors, whose memories of this holiday and hopes for the New Year have been forever transformed. Thank you.

With Gratitude,

  
Deborah Berry-Toon, MSW  
Executive Director

*Your joyful support is changing  
the future of so many families  
in our community.*

*We are so deeply grateful to you!*

UTILITY RECEIPTS SUMMARY REPORT From: 1/1/18 to 1/31/18  
 Fri Feb 2 13:53:14 2018

Service Description	Code	Paid	Adjusted	Receipt Mod	Voided	OvrPd/Appld	Refunded	Adjusted Final Payments
Water Rents	W	24,573.23	0.00	691.81	0.00	1,099.17-	0.00	24,165.87
Sewer Rents	S	14,709.09	0.00	666.22	0.00	1,099.17	0.00	16,474.48
Interest on Water	I	951.20	4.16	3.12	0.00	0.00	0.00	954.32
Interest on Sewer	M	299.14	4.69	3.11	0.00	0.00	0.00	302.25
Misc. Service Calls	M	249.16	0.00	456.64-	0.00	0.00	0.00	207.48-
<b>Total</b>		<b>40,781.82</b>	<b>8.85</b>	<b>907.62</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>41,689.44</b>

Totals By Utility:

Service Description	Paid	Adjusted	Receipt Mod	Voided	OvrPd/Appld	Refunded	Adjusted Final Payments
Water	25,524.43	4.16	694.93	0.00	1,099.17-	0.00	25,120.19
Sewer	15,008.23	4.69	669.33	0.00	1,099.17	0.00	16,776.73
Miscellaneous	249.16	0.00	456.64-	0.00	0.00	0.00	207.48-
<b>Total</b>	<b>40,781.82</b>	<b>8.85</b>	<b>907.62</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>41,689.44</b>

Month	Current Year	Add/Dmit	Cash Book	Difference	OP Applied	Disallow	Allow	Appeals	Trans O/P	Remit	Home Ben
Pre Pay	65,094.03	0.00	0.00	65,094.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00
January	496,468.54	0.00	496,468.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
February	300,331.94	0.00	0.00	300,331.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00
March	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
April	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
May	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
June	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
July	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
August	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
September	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
October	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
November	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
December	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals	861,894.51	0.00	496,468.54	365,425.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Less Pre	796,800.48	0.00	496,468.54	300,331.94							

THIS IS NOT AN AUDIT REPORT DO NOT GIVE  
 TO AUDITORS, CFO, COUNCIL OR ANY ONE ELSE  
 FOR COLLECTOR USE ONLY DO NOT DISTRIBUTE

Fri Feb 9 12:01:00 EST 2018

SUSSEX BOROUGH TAX COLLECTOR  
 Collector's Percentage Collected to 2/09/18

Quarter 1 Taxes Due	:	993,772.08	
Quarter 1 Adjustments	:	0.00	
Quarter 1 Taxes Paid	:	825,148.53-	
Quarter 1 Open Balance	:	168,623.55	
Quarter 1 Collection Rate	:	83.03197%	
Quarter 2 Taxes Due	:	993,769.19	
Quarter 2 Adjustments	:	0.00	
Quarter 2 Taxes Paid	:	33,597.33-	
Quarter 2 Open Balance	:	960,171.86	
Quarter 2 Collection Rate	:	3.38080%	
Quarter 3 Taxes Due	:	0.00	
Quarter 3 Adjustments	:	0.00	
Quarter 3 Taxes Paid	:	0.00	
Quarter 3 Open Balance	:	0.00	
Quarter 3 Collection Rate	:	0.00000	
Quarter 4 Taxes Due (Inc A/O)	:	0.00	
Quarter 4 Adjustments (Inc A/O)	:	0.00	
Quarter 4 Taxes Paid (Inc A/O)	:	3,148.65-	
Quarter 4 Open Balance (Inc A/O)	:	3,148.65-	
Quarter 4 Collection Rate (Inc A/O)	:	0.00000	
Total Tax Due	:	1,997,791.27	
Total A/O Due	:	0.00	
Total Deductions	:	10,250.00-	
Total Net Tax Due	:	1,987,541.27	
Total Tax Paid	:	839,498.86-	
Total A/O Paid	:	0.00	
Total Over Paid	:	3,148.65	
Total Adjustments	:	0.00	
Total Percent Balance:	1,151,191.06	Collection Rate	: 42.07964%
Total Percent Balance:	1,151,191.06	Rate Inc Home Benifit:	42.07964%
Transfer to O/P Rec	:	0.00	
Total Open Balance	:	1,151,191.06	
Total Interest Paid	:	0.70	
Total A/O Int Paid	:	0.00	

SUSSEX BOROUGH TAX COLLECTOR

Fri Feb 9 11:57:05 EST 2018

Description	Month To Date	Year To Date	Account
2017 Taxes	13,613.31	13,613.31	
Prior Year Taxes	13,613.31	13,613.31	01400104
Current Year Taxes	496,468.54	496,468.54	01400104
Prepaid Taxes 2019	0.00	0.00	01400104
Interest	525.09	525.09	01400104
<b>General Account Totals</b>	<u>510,606.94</u>	<u>510,606.94</u>	
<b>Totals for All Accounts</b>	<u>510,606.94</u>	<u>510,606.94</u>	
Total CC : \$ 2,966.71	Total CA : \$ 700.00		
Total CK : \$ 506,940.23	Total OPA : \$ 0.00		

*Respectfully Submitted*  
*Melissa Carter*  
*Tax Collector*

**OFFICE OF THE CONSTRUCTION OFFICIAL**

**Activity Trend**

February 01, 2018 10:14:03AM

The following figures compare the construction activity for the selected time period with two previous totals. They are:  
 Monthly : Previous month and same month, previous year.  
 Quarterly : Previous quarter and same quarter, previous year  
 Yearly : Previous year and two years prior, i.e. 1997: 1996/1995

**FIGURES**

	<b>January, 2018</b>	<b>December, 2017</b>	<b>January, 2017</b>
Building:	1,648.00	180.00	1,296.00
Electric:	1,565.00	330.00	630.00
Fire Protection:	110.00	330.00	185.00
Plumbing:	302.00	135.00	286.00
Elevator:	0.00	0.00	0.00
Mechanical:	190.00	170.00	285.00
Admn Fee:	0.00	0.00	0.00
DCA Vol Fee:	8.00	0.00	12.00
DCA Alt Fee:	170.00	82.00	160.00
DCA Min Fee:	1.00	0.00	0.00
C of O Fee:	100.00	0.00	20.00
Total Fees:	4,026.00	1,227.00	2,874.00
Waived Fees:	68.00	0.00	0.00
Total Costs:	102,172.00	43,531.00	90,200.00
Permit Count:	11.00	4.00	13.00
Update Count:	1.00	3.00	1.00

**PERCENTAGES**

	<b>Last Month</b>	<b>Last Year</b>
Percent costs [Up/Down]:	134.71 %	-13.27 %
Percent Fees[Up/Down]:	69.52 %	-40.08 %

Completed Inspections For All Subcodes

Range From 01/01/2018 To 01/31/2018

February 01, 2018 10:14:38AM

Permit Number	Block	Lot	Qual	Owner Name	Address	Type1	R1	Type2	R2	Type3	R3
Call Date	Request Date	Inspected Date									

Inspection Summary

	Totals	Percentage	Key:
Inspections Scheduled:	29		P - Pass
Inspections Passed:	19	65.52	F - Fail
Inspections Failed:	2	6.90	C - Cancel
Inspections Cancelled:			X - Not Ready
Inspections Not Done:	5	17.24	N - Not Done
Inspections Not Ready:	3	10.34	



Hardyston Twp. (Sussex Borough)  
 149 Wheatsworth Rd., Suite A  
 Sussex c/o Hardyston, NJ 07419  
 973-8237020

**OFFICE OF CONSTRUCTION OFFICIAL**

**Construction Permit Activity Report**

RANGE: 01/01/2018 To 01/31/2018

February 01 , 2018 10:12:02AM

**SUMMARY**

**CONSTRUCTION COSTS**

**COUNT**

Cost Of Construction:	\$10,000.00	Cubic Footage:	2100 Cu.ft	Permit Issued:	11
Cost Of Alteration:	\$89,572.00	Square Footage:	220 Sq.ft	Updates Issued:	1
Cost Of Demolition:	\$2,600.00			All Fees Waived:	1
Total Cost:	\$102,172.00			Municipal Fees Waived:	0

**PERMIT FEES**

**ADMIN FEES**

**WAIVED FEES**

**TOTAL FEES**

Building:	\$1,648.00	Building:	\$0.00	Building:	\$0.00	Building Fees:	\$1,648.00
Electrical:	\$1,565.00	Electrical:	\$0.00	Electrical:	\$55.00	Electrical Fees:	\$1,510.00
Fire :	\$110.00	Fire :	\$0.00	Fire :	\$0.00	Fire Fees:	\$110.00
Plumbing:	\$302.00	Plumbing:	\$0.00	Plumbing:	\$0.00	Plumbing Fees:	\$302.00
Elevator:	\$0.00	Elevator:	\$0.00	Elevator:	\$0.00	Elevator Fees:	\$0.00
Mechanical:	\$190.00	Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical Fees:	\$190.00
				* Total Waived:	\$55.00	Technical Fees:	\$3,760.00

**DCA**

	Calculated Fees	Waived Fees	Collected Fees
Volume Training Fee:	\$8.00	\$0.00	\$8.00
Alteration Training Fee:	\$170.00	\$13.00	\$157.00
DCA Minimum Fee:	1.00	0.00	1.00
Sub total Training Fee:	\$179.00	\$13.00	\$166.00

**TECHNICAL ISSUES**

Building Technical:	6
Electrical Technical:	6
Fire Protection Technical:	2
Plumbing Technical:	3
Elevator Technical:	
Mechanical Technical:	2

**CERTIFICATE ISSUES**

Certificate of Occupancy:	3
Certificate of Approval:	6
Certificate of Continued Occupancy:	0

Certificate of Occupancy Fee:	\$100.00
Waived Certificate Fees:	\$0.00
Sub Total Certificate Fees:	\$100.00

PERMIT FEES:	\$3,760.00
DCA FEES:	\$166.00
CERTIFICATE FEES:	\$100.00
NET TOTAL FEES:	\$4,026.00
PENALTIES COLLECTED:	\$0.00
CCO FEES:	\$0.00
OTHER FEES:	\$0.00
GRAND TOTAL FEES:	\$4,026.00

PROPERTY MAINTENANCE MANAGER

LIST OF PAYMENTS - 01/01/2018 TO 01/31/2018

Inspection Type : All

February 16, 2018 3:18:42PM

Ref Number Trans Number	Lic Number	Date Paid	Cash Amt	Check Amt	CC Amt	Trans No. Fee	Check Number	Ref No.	Block/Lot/Qual Site Address	Receipt Number Owner
ACCOUNT: ANNUAL RENTAL										
10015176 10019684		01/08/18	\$0.00	\$50.00	\$0.00	\$50.00	38428	\$50.00	101 / 1 / 5 LOOMIS AVE	KUPERUS JOHN M & HELEN J
10015181 10019689		01/23/18	\$0.00	\$100.00	\$0.00	\$50.00	3879	\$100.00	103 / 8 / 10 HAMBURG AVE	MALILE GRAMOZ & NEVILA
10015189 10019697		01/29/18	\$0.00	\$150.00	\$0.00	\$50.00	3430	\$150.00	104 / 7 / 56 HAMBURG AVE	MATT & ELVIRA ALKOVIC
10015191 10019699		01/30/18	\$0.00	\$100.00	\$0.00	\$50.00	573	\$100.00	104 / 15 / 44-46 HAMBURG AVE	KLECHA JOSEPH & CATHERINE
10015192 10019700		01/30/18	\$0.00	\$100.00	\$0.00	\$50.00	602	\$100.00	106 / 11 / 64 HAMBURG AVE	ANTONIO & LUCIA FERRARO
10015194 10019702		01/30/18	\$0.00	\$100.00	\$0.00	\$50.00	3123	\$100.00	201 / 6 / 55 NEWTON AVE	SIMMONS RUTH C ET AL
10015197 10019705		01/16/18	\$0.00	\$50.00	\$0.00	\$50.00	1702	\$50.00	202 / 9 / 72 NEWTON AVE	BROWN RICHARD M & KATHLYN G
10015200 10019708		01/19/18	\$0.00	\$50.00	\$0.00	\$50.00	117	\$50.00	207 / 8 / 39 LAKEVIEW TERR	LAKEVIEW TERRACE TST/GAYLES, B T
10015204 10019712		01/02/18	\$0.00	\$100.00	\$0.00	\$50.00	5269	\$100.00	202 / 18 / 38 NEWTON AVE	BRINDLE CRAIG & LYNN
10015218 10019726		01/22/18	\$0.00	\$50.00	\$0.00	\$50.00	1594	\$50.00	404 / 4 / 8 MUNSON ST	JENNIFER GREENE
10015229 10019737		01/22/18	\$0.00	\$50.00	\$0.00	\$50.00	5803	\$50.00	502 / 4 / 2-8 HARRISON ST	TARRATS DANIEL
10015247 10019755		01/05/18	\$0.00	\$50.00	\$0.00	\$50.00	7607	\$50.00	504 / 34 / 29-29A E MAIN ST	HARRISON LYNN & SHARON
10015249 10019757		01/29/18	\$0.00	\$100.00	\$0.00	\$50.00	2571	\$100.00	505 / 5 / 36 E MAIN ST	FUSCO LOUIS & ANN ET AL
10015258 10019766		01/18/18	\$0.00	\$100.00	\$0.00	\$50.00	159	\$100.00	510 / 1 / 22 E MAIN ST	SOLLEY WILLIAM M & ANDREA J
10015261 10019769		01/02/18	\$0.00	\$150.00	\$0.00	\$50.00	217	\$150.00	601 / 5 / 38 BANK ST	MARCHETTI MICHAEL J & ANTONELLA
10015264 10019772		01/30/18	\$0.00	\$150.00	\$0.00	\$50.00	602	\$150.00	602 / 1 / 20-22 CLOVE AVE	FERRARO ANTONIO & LUCIA

Ref Number Trans Number	Lic Number	Date Paid	Cash Amt	Check Amt	CC Amt	Trans. No. Fee	Check Number	Ref No.	Block/Lot/Qual Site Address	Receipt Number Owner
10015266 10019774		01/02/18	\$0.00	\$50.00	\$0.00	\$50.00	216	\$50.00	602 / 8 / 36 HIGHLAND AVE	KOSTIALIK LINDA & FRED
10015273 10019781		01/12/18	\$0.00	\$100.00	\$0.00	\$50.00	0801	\$100.00	602 / 16 / 12-14 CLOVE AVE	MADSEN THOMAS & BARBARA
10015280 10019788		01/29/18	\$0.00	\$50.00	\$0.00	\$50.00	2886	\$50.00	604 / 29 / 59 UNIONVILLE AVE	ROSE HOWARD J & DIANE M
10015291 10019799		01/29/18	\$0.00	\$50.00	\$0.00	\$50.00	1028	\$50.00	701 / 4 / 71-73 MAIN ST	71 MAIN STREET SUSSEX, LLC
10015293 10019801		01/16/18	\$0.00	\$100.00	\$0.00	\$50.00	1194	\$100.00	701.01 / 8 / 10-12 NEWTON AVE	H D C N LLC
10015295 10019803		01/26/18	\$100.00	\$0.00	\$0.00	\$50.00		\$100.00	701 / 19 / 89-91 MAIN ST	KONSTANTINOS LAMBRAKOS
10015298 10019806		01/26/18	\$0.00	\$100.00	\$0.00	\$50.00	1166	\$100.00	701 / 5 / 67-69 MAIN ST	DL CASE, LLC
10015299 10019807		01/29/18	\$0.00	\$250.00	\$0.00	\$50.00	1911	\$250.00	702 / 1 / 76 FOUNTAIN SQ	INDEPENDENT IN SUSSEX LLC
10015303 10019811		01/02/18	\$0.00	\$200.00	\$0.00	\$50.00	1372	\$200.00	702 / 16 / 24-28 MAIN ST	SIRIUS OF SUSSEX LLC
10015304 10019812		01/26/18	\$0.00	\$200.00	\$0.00	\$50.00	9573	\$200.00	702 / 17 / 20-22 MAIN ST	19 ELCOCK AVE INC
10015306 10019814		01/29/18	\$0.00	\$400.00	\$0.00	\$50.00	106	\$400.00	703 / 5 / 49 MAIN ST	310 SOUTH STREET, LLC
10015316 10019824		01/24/18	\$0.00	\$50.00	\$0.00	\$50.00	540	\$50.00	703 / 8 / 33 MAIN ST	KAC HOLDINS, LLC
Sub Totals :			\$100.00	\$3,000.00	\$0.00	\$1,400.00				
ACCOUNT: RESALE > 10 DAYS										
10015329 10019837		01/05/18	\$50.00	\$0.00	\$0.00	\$50.00		\$50.00	501 / 10 / 5 MUNSON ST	LITTLE HERBERT E & VIVIAN D
10015330 10019838		01/11/18	\$0.00	\$50.00	\$0.00	\$50.00	112	\$50.00	504 / 2 / 30 HARRISON ST	NATIONSTAR
10015332 10019839		01/18/18	\$0.00	\$50.00	\$0.00	\$50.00	203	\$50.00	401 / 6 / 12 GROVE ST	HOLZSCHUH VALERIE A
Sub Totals :			\$50.00	\$100.00	\$0.00	\$150.00				
ACCOUNT: RESALE < 10 DAYS										
10015328 10019835		01/02/18	\$0.00	\$85.00	\$0.00	\$85.00	8957	\$85.00	203 / 15 / 12 LAKEVIEW TERR	HALVORSEN SHARON

Ref Number	Lic Number	Date Paid	Cash Amt	Check Amt	CC Amt	Trans No. Fee	Check Number	Ref No.	Block/Lot/Qual Site Address	Receipt Number Owner
Sub Totals :			\$0.00	\$85.00	\$0.00	\$85.00				
<b>Grand Total:</b>			<b>\$150.00</b>	<b>\$3,185.00</b>	<b>\$0.00</b>	<b>\$1,635.00</b>				

Zoning - January

<u>Date of Application</u>	<u>Fee</u>	<u>Chk #</u>	<u>Cash</u>	<u>Block</u>	<u>Lot</u>	<u>Qual</u>	<u>Owner Name</u>	<u>Property Address</u>
1/9/2018	\$25	#573		302	3		Richard Klein	35 Clove Ave



**Borough of Sussex**  
**January 2018 Grant Report**  
**Prepared by: Bruno Associates, Inc.**

**Grant Work:**

**Assistance to Firefighters Grant (AFG)**

Reviewed AFG Guidelines. Worked on the AFG Ambulance application. Provided questions to Sussex needed to complete project details. Completed the narrative portion of the AFG Grant. Sussex is seeking an ambulance costing \$143,463. They must provide 5% or \$6,831. The grant request is for \$136,632. Application is 100% complete with a final review pending.

**NJ Cultural Grant**

Researched the NJ Cultural Grant and sent out a grant alert.

**Vehicle Auction Alert**

Sent an alert to Mike Restel with details of a NJ Vehicle Auction scheduled for January 13th.

**USDA Loans/Grants**

Inquired when the updated information would be available. Data still pending receipt. 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. Houser Engineering wants to make changes to the application. They will be using horizontal drilling at a cost of \$500,000. The additional 1000 feet of replacement water piping will be considered in a future application. The total USDA request would increase to \$1,400,000. The new total cost is \$2,000,000. A new budget needs to be created and the PER has to be updated.

## **Applications Pending Award:**

### **Assistance to Firefighters Grant (AFG)**

The Sussex Borough Fire Department has requested funding for an ambulance costing \$143,463. They must provide 5% or \$6,831. The grant request is for \$136,632. Application is 100% complete. Award 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. 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.

## **Awards Made; Work in Progress**

### **Water Distribution System Improvement Project - Small Cities CDBG – 2018**

The CDBG Small Cities application for Water System Improvements for \$400,000 was awarded on 12/13. It was announced to the public by Mayor Little at the December 19<sup>th</sup> Council Meeting. The project is shovel ready.

### **Small Cities CDBG-2017**

Sussex Borough was awarded \$400,000 on January 4<sup>th</sup> 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.

### **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 and funds are being drawn down to reimburse the Borough.

## **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.

## **NJDOT Municipal Aid**

Sussex requested \$84,889.25 for Linden Street. \$60,000 was awarded. Work in progress?

## **Funding Opportunities**

### **Dr. Pepper/Snapple Park Recycling Infrastructure Grant**

Grants are available to supply one of two types of recycling containers. The application is due on February 16<sup>th</sup>.

### **NJDEP Seedling Tree Seedling Distribution**

You can distribute Tree Seedlings to residents at Earth Day or Arbor Day Celebrations. Sussex can receive up to 2,000 seedlings to distribute to your residents for free through the Tree Recovery Program. The seedlings are 6"-24" high bare root tree seedlings and are available for pickup between March 29 and May 4. Applications are due by February 26<sup>th</sup>.

### **Fire Prevention and Safety Grant (FP&S)**

Grants are available to fund Fire Prevention and Safety activities under the categories of Community Risk Reduction, Code Enforcement/Awareness, and Fire & Arson Investigation. If interested, I can provide more detailed information.

**Sustainable Jersey** - Issued a grant alert seeking a project to apply for. Awards range from \$2,000 to \$20,000. Application deadline is February 28<sup>th</sup>.

**Energy Saving Improvement Program** - Investigated the Energy Saving Improvement Program. Release of a grant alert is pending. The process starts with an energy audit of all municipal owned buildings. Afterwards, a vendor is needed to create an Energy Savings Plan which will recommend improvements. The cost is covered by the monthly energy savings so there is no out-of-pocket cost to Sussex.

**NJ Historic Trust** - Issued a grant alert. Grants of up to \$50,000 are available for Historic Site Management.

**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 has been acquired.



## List of Bills - CLEARING ACCOUNT - Sussex

Check#	Vendor	Description	Payment	Check Total
14525	1894 - 284 Aggregates, LLC	PO 11303 Invoice # 9906	171.12	171.12
14526	1675 - Action Data Services	PO 11341 Account # 0542	131.67	
		PO 11380 Account #0542	229.00	360.67
14527	1661 - Agra Environmental & Lab Services	PO 11347 Water Testing	910.00	
		PO 11349 Invoice # 8714 - February Operator	26,100.00	27,010.00
14528	1933 - Atlantic Machinery	PO 11161 Street Sweeper	139,072.00	139,072.00
14529	1814 - Bank of America	PO 11374 Technology misc.	535.57	
		PO 11374 Technology misc.	1,009.00	1,544.57
14530	1174 - Bassani Power Equipment	PO 11280 wood grain wedge, hose kit, hose ki	99.20	
		PO 11280 wood grain wedge, hose kit, hose ki	3,728.65	
		PO 11343 DPW Supplies	433.79	
		PO 11359 Mix Gas	53.70	4,315.34
14531	1797 - Brady & Correale, L.L.P.	PO 11373 Legal services PB app 2013-03 Fitzp	80.00	80.00
14532	1793 - Bruno Associates	PO 11302 February payment for grant writer	666.67	
		PO 11302 February payment for grant writer	2,666.66	3,333.33
14533	1898 - CDG Environmental	PO 11312 Chlorine Dioxide	3,968.21	3,968.21
14534	1401 - County of Sussex	PO 11225 #SB 2017 08	247.73	247.73
14535	1577 - Danforth's Inc.	PO 11281 Invoice # 26282	188.00	188.00
14536	1577 - Danforth's Inc.	PO 11350 Control kit for plow	407.00	407.00
14537	1836 - Dover Brake & Clutch Co., Inc	PO 11357 Snow Plow Lights	207.13	207.13
14538	1714 - Fastenal Industrial & Construction	PO 11323 Customer # NJSPA0809	55.21	
		PO 11348 DEF 55 Gallon Drum	215.51	
		PO 11353 Auto Supplies	222.16	492.88
14539	1843 - Gaithersburg Equipment Company	PO 11365 Trench Bucket Parts	268.00	268.00
14540	1322 - Green Valley Vet Service	PO 11264 2018 Rabies Clinic	300.00	300.00
14541	1062 - Guerin & Vreeland Engineering, Inc.	PO 11372 Sussex Borough Planning and Zoning	12.00	12.00
14542	1168 - Hamburg Plumbing Supply	PO 11346 Sewer Repair Willow	251.60	251.60
14543	1736 - Houser Engineering, LLC	PO 10428 Raw Water Transmission Engineering	10,805.00	
		PO 10825 Engineering & Construction Observat	2,475.00	
		PO 11368 Utility Manager Services 1239.15	4,333.33	
		PO 11369 Water and Sewer Engineer 1203.15	1,000.00	
		PO 11370 Public Wastewater Collection System	945.00	
		PO 11371 Sussex Utility Emergency Response 1	5,128.09	24,686.42
14544	1105 - Kuiken Brothers Co. Inc	PO 11340 DPW Supplies	143.34	143.34
14545	1118 - MGL Printing Solutions	PO 11351 Clearing account checks	348.50	348.50
14546	1810 - Michael Restel	PO 11375 Trenton meeting mileage reimburseme	79.38	79.38
14547	1154 - Montague Tool & Supply	PO 11283 Customer # SUSBO	881.51	
		PO 11283 Customer # SUSBO	587.12	
		PO 11344 DPW Supplies	557.80	
		PO 11358 Sidewalk Salt Bags and Pails	575.20	2,601.63
14548	1227 - Municipal Softwawre	PO 11278 2018 Annual Support	1,584.00	
		PO 11278 2018 Annual Support	3,528.00	
		PO 11278 2018 Annual Support	408.00	5,520.00
14549	1314 - New Jersey Conference of Mayors	PO 11337 NJ Conference of Mayors Summit Tren	165.00	165.00
14550	1093 - New Jersey Herald	PO 11381 Acct. # 2413	543.44	543.44
14551	1173 - New Tech	PO 11296 Emergency Water Leak Detection	1,608.75	
		PO 11362 Leak Detection Overnight 1/25/18-1/	1,132.50	2,741.25
14552	1940 - Nielsen Ford	PO 11237 Customer # 41654	165.20	
		PO 11322 Customer # 41654	3,405.40	3,570.60
14553	1139 - NJ Dept. of Health & Senior Srvcs	PO 11354 January Dog Report	244.20	244.20
14554	1119 - NJ State League of Municipalities	PO 11315 Deputy Clerk Ad	160.00	160.00
14555	1588 - One Call Concepts, Inc.	PO 11224 Account # 12-SUS	15.00	
		PO 11352 Mark outs January 2018	21.25	36.25
14556	1135 - Rutgers, The State University	PO 11304 New Jersey Public Works Convention	465.00	465.00
14557	1198 - Staples Advantage	PO 11245 Customer # 0001020388	341.48	
		PO 11245 Customer # 0001020388	36.18	
		PO 11294 department supplies	42.57	420.23
14558	1086 - Suburban Energy Services	PO 11356 Account # 2232-090324	1,589.86	
		PO 11363 Account # 2232-090324	766.89	2,356.75
14559	1084 - Sussex County Municipal	PO 11274 1st quarter 2018 sewer user fees	173,658.50	173,658.50
14560	1069 - Sussex Cty League of Munic	PO 11333 Invoice # 1659 - 2018 Dues	100.00	100.00
14561	1125 - Sussex Fire Department	PO 11285 2018 Monthly Payments	3,750.00	3,750.00
14562	1893 - The Canning Group	PO 11377 QPA Mentoring purchasing services	125.00	
		PO 11377 QPA Mentoring purchasing services	250.00	375.00
14563	1194 - Township of Vernon	PO 11289 1st Quarter 2018 Animal Control Int	2,600.00	
		PO 11290 1st Quarter 2018 Dispatching Interl	3,750.00	6,350.00
14564	1136 - Treasurer, State of NJ	PO 11276 Program Interest ID 5292 - Bureau o	3,380.00	
		PO 11277 Program Interest ID 83174 - Air Qua	1,267.00	4,647.00
14565	1207 - Wantage Township	PO 11267 December 2017 gas and diesel charge	989.36	
		PO 11291 1st Quarter Court Interlocal Paymen	10,553.50	
		PO 11292 1st Quarter Tax Assessor Interlocal	2,809.00	

## List of Bills - CLEARING ACCOUNT - Sussex

Check#	Vendor	Description	Payment	Check Total
		PO 11293 1st Quarter Tax Collector Interloca	2,252.50	16,604.36
TOTAL				431,796.43

**Summary By Account**

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
-----					
01-201-20-100-020	General Admin Other Expenses	5,916.65			
01-201-20-130-020	Finance Administration Other Expenses	575.11			
01-201-20-145-020	Tax Collector Other Expenses	22.23			
01-201-21-180-020	Planning Board Other Expenses	89.70			
01-201-25-255-020	Volunteer Fire Company	3,750.00			
01-201-26-290-020	Streets & Roads Other Expenses	8,081.07			
01-201-26-310-020	Building & Grounds Other Expenses	3,692.49			
01-201-42-150-020	Interlocal - Wantage Twsp Tax Assessor	2,809.00			
01-201-42-160-020	Interlocal Wantage Tax Collector	2,252.50			
01-201-42-250-020	Interlocal "911" Dispatch Vernon Twsp	3,750.00			
01-201-42-340-020	Interlocal Vernon Animal Cnt.	2,600.00			
01-201-42-490-020	Interlocal Wantage Twsp Municipal Court	10,553.50			
01-203-20-100-020	(2017) General Admin Other Expenses		323.85		
01-203-26-290-020	(2017) Streets & Roads Other Expenses		1,154.56		
01-203-30-460-020	(2017) Gasoline and Fuel		247.73		
01-260-05-100	Due To Clearing			0.00	45,818.39
-----					
<b>TOTALS FOR</b>	<b>Current Fund</b>	<b>44,092.25</b>	<b>1,726.14</b>	<b>0.00</b>	<b>45,818.39</b>
		=====	=====	=====	=====
03-260-05-100	Due To Clearing			0.00	1,044.20
03-280-56-851-000	Reserve For Planning Escrow Deposits			92.00	
03-295-56-852-000	Reserve For Animal Expenditures			952.20	
-----					
<b>TOTALS FOR</b>	<b>Trust Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>1,044.20</b>	<b>1,044.20</b>
		=====	=====	=====	=====
04-216-55-975-000	Imp Auth 2016-06 - DPW EQUIPMENT			3,996.65	
04-216-55-975-400	Ordinance 2017-08 -- DPW EQUIP PURCHASE			139,072.00	
04-260-05-100	Due To Clearing			0.00	143,068.65
-----					
<b>TOTALS FOR</b>	<b>General Capital Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>143,068.65</b>	<b>143,068.65</b>
		=====	=====	=====	=====
08-216-55-990-000	Imp Auth Ord 2016-05 - Imp to W/S system			2,475.00	
08-216-55-991-000	Imp Auth Ord #2016-23 Water/Sewer Imp			10,805.00	
08-260-05-100	Due To Clearing			0.00	13,280.00
-----					
<b>TOTALS FOR</b>	<b>Water Sewer Capital Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>13,280.00</b>	<b>13,280.00</b>
		=====	=====	=====	=====
09-201-55-502-020	Water Sewer Operat. OE Water	41,210.45			
09-201-55-503-020	Water Sewer Operat. OE Sewer	183,026.41			
09-201-55-504-002	W/Sr Operating S&W	4,333.33			
09-203-55-502-020	(2017) Water Sewer Operat. OE Water		15.00		
09-260-05-100	Due To Clearing			0.00	228,585.19
-----					
<b>TOTALS FOR</b>	<b>Water Sewer Operating Fund</b>	<b>228,570.19</b>	<b>15.00</b>	<b>0.00</b>	<b>228,585.19</b>
		=====	=====	=====	=====

Total to be paid from Fund 01 Current Fund	45,818.39
Total to be paid from Fund 03 Trust Fund	1,044.20
Total to be paid from Fund 04 General Capital Fund	143,068.65
Total to be paid from Fund 08 Water Sewer Capital Fund	13,280.00
Total to be paid from Fund 09 Water Sewer Operating Fund	228,585.19
	431,796.43

## Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
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## Checks Previously Disbursed

113238802	State of NJ Health Benefits	PO# 11334	February Health Insurance Retirees	2,083.37	2/14/2018
113238802	State of NJ Health Benefits	PO# 11335	February Health Insurance Active E	9,915.17	2/14/2018
110961028	Borough of Sussex Payroll		payroll w/e 2/4/18	9,782.76	2/09/2018
110961027	Borough of Sussex Payroll		payroll w/e 2/4/18	4,478.57	2/16/2018
14524	County Of Sussex	PO# 11273	1st Quarter 2018 County Open Space	766.05	2/14/2018
14523	County Of Sussex	PO# 11272	1st Quarter 2018 County Library Ta	10,787.12	2/14/2018
14522	County Of Sussex	PO# 11271	1st Quarter 2018 County Prupose Ta	174,916.58	2/14/2018
				-----	
				212,729.62	

Total paid from Fund 01 Current Fund	208,251.05
Total paid from Fund 09 Water Sewer Operating Fund	4,478.57
	-----
	212,729.62

Total for this Bills List: **644,526.05**

**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  
FEBRUARY 6, 2018**

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. Michael Brennan, Mr. Walter Cleary, III, Mr. Robert Holowach, Mrs. Linda Masson, Mr. Mario Poggi, and Mayor Katherine Little.

Absent: Mr. Edward Meyer

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 asked that everyone present please remember the family of Gary Roemer the Sussex Borough who passed away.

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. Poggi made a motion to approve the agenda for February 6, 2018 as submitted. Motion seconded by Mr. Holowach.

Upon roll call vote:

Ayes: Brennan, Cleary, Holowach, Masson, Poggi

Nays: None

Abstentions: None

Absent: Meyer

**PRESENTATIONS:**

Mayor Little stated former Councilman Frank Dykstra was not able to attend this evening to receive his Certificate of Appreciation due to illness. He will stop by Borough Hall sometime in the near future.

**DISCUSSION**

The discussion with the Sussex Borough First Aid Squad and Fire Department regarding acquiring a new ambulance was postponed until the February 20, 2018 Mayor & Council meeting.

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

Mr. Cleary offered no report at this time.

Mr. Poggi stated there are a few candidates for the position of Deputy Clerk. Mr. Poggi stated he is in the process of reviewing the personnel policy manual and has submitted some revisions for attorney review. Mr. Poggi stated regarding History, he spent Friday, February 2<sup>nd</sup> reviewing old minutes from 1970-1975 to try to determine the fate of the columns from the fountain. The columns from the fountain in Fountain Square were damaged when they were hit by a car. The driver was uninsured and Julia Devine looked to the town to pay \$1,500.00 to repair the fountain. The town declined to fund the repairs and the damaged pieces were stored at the DPW garage. Mr. Poggi feels it is likely the damaged columns are what were discovered buried down near the DPW garage.

Mrs. Masson stated some of the interview regarding school consolidation with herself, Mayor LeVante and Councilman Roseff aired on METV on January 20<sup>th</sup>. Mrs. Masson stated that on January 31<sup>th</sup> she attended the Sussex Wantage School Board Meeting. There was a discussion with one of the heads of the PTO regarding an apparent on-going problem. The PTO was looking for support and respect from the School Board. Mrs. Masson stated that she obtained a copy of the school's strategic plan, resulting from a series of meetings held in 2017(Mrs. Masson believes this is available on their website). Under the section for finance and budgeting their number one item is they want to reflect declining enrollment in formulating budgets facilities and staffing levels, which Mrs. Masson stated was good to see in the plan. Mrs. Masson stated this morning we had a grant committee meeting to discuss existing grant projects and new opportunities. There is a program available which would allow the Borough to obtain up to 2,000 tree seedlings to distribute to the residents if there is interest. Mrs. Masson stated we were declined again for the grant for repaving Main Street.

Mr. Brennan stated he received approval from the radio station he works for to announce events, etc. for the Borough.

Mr. Holowach stated there were three snow/ice events the DPW was out for. Several issues were discovered from an I & I perspective during routine sewer line inspections with the sewer camera. One was on Willow Street which was fixed last week and one on Lakeview Avenue, which is a bigger issue. Mr. Holowach also stated there are two potential issues south of town that will be researched further when Northeast Water Technology comes to do the leak detection survey. Mr. Holowach would also like to put the Water – Sewer ordinance on the agenda for discussion for the February 20, 2018 meeting. Mr. Holowach also stated as the fire commissioner, he was deeply saddened to announce the sudden passing of one of the Fire Department's members, Gary Roemer.

Mayor Little stated that we have been working with Carolyn Armstrong and Charlie Kerr, St. Clare's Hospital Security Department, to get pictures of plaques and information so we can contact those who made donations to Alexander Linn and St. Clare's Hospital. Mayor Little stated we are trying to contact relatives of those who may have passed on so they can get back the plaques. Mayor Little stated those that cannot be returned will remain here as part of Sussex Borough's history since it was mainly Sussex Borough and Wantage Township residents and businesses who donated to Alexander Linn and then St. Clare's Hospital. Mayor Little stated this morning we had a grant committee meeting with Steve Welsh of Bruno Associates and this afternoon we had a project update meeting with Heather German of Civil Dynamics and Scott Sanclementi of Ron Jon for the Lake Rutherford Dam Project. Mayor Little stated she was not able to get a definitive end date. Mayor Little stated on Thursday February 8, 2018 she and Administrator Michael Restel will be attending two meetings in Trenton. The first will be the New Jersey Conference of Mayors, from 9:00 am – 12:15 pm, and Governor Phil Murphy is the featured speaker. Mayor Little stated the second meeting will be at 1:00 pm with Lisa Glass of the DEP regarding our Lake Rutherford pipeline project, James Schappell and Gerry Gardner of Houser Engineering will also be in attendance. Mayor Little stated on Saturday, February 10<sup>th</sup> she will be attending the ribbon cutting ceremony for the new Sussex Community Urgent Care on Route 94 in Hardyston Township. (Previously St. Clare's Urgent Care in Sussex Borough)

#### 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.

Mr. Poggi made a motion to accept the consent agenda of February 6, 2018. Motion seconded by Mr. Holowach.

Mrs. Masson made a motion to remove item #2 under Reports for discussion. Motion seconded by Mr. Holowach.

Upon roll call vote to remove item #2 for discussion:

Ayes: Brennan, Cleary, Holowach, Masson, Poggi

Nays: None

Abstentions: None

Absent: Meyer

Mr. Poggi made a motion to remove the bills list for discussion. Motion seconded by Mrs. Masson.

Upon roll call vote to remove:

Ayes: Brennan, Cleary, Holowach, Masson, Poggi

Nays: None

Abstentions: None

Absent: Meyer

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

1. Open house invitation from Sussex Community Urgent Care.

#### REPORTS (ACCEPTANCE FOR FILING OF THE FOLLOWING):

1. Planning/Zoning Board Minutes for December 11, 2017 are available on our website and at the Sussex Borough Municipal Building.
2. Delinquent Utility Properties report as of February 2, 2018.
3. Unpaid Utility Properties report as of February 2, 2018.
4. Water Shut Off report as of February 2, 2018.

**APPLICATIONS (APPROVAL OF THE FOLLOWING):**

**RESOLUTIONS: (APPROVAL OF THE FOLLOWING):**

1. Payment of bills for the meeting of February 6, 2018.

Upon roll call vote to accept consent agenda in totality:

Ayes: Brennan, Cleary, Holowach, Masson, Poggi

Nays: None

Abstentions: None

Absent: Meyer

**OPEN PUBLIC SESSION #1**

Mr. Cleary 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. Poggi made a motion to close the meeting to the public. Motion seconded by Mr. Cleary.

All were in favor.

**OLD BUSINESS**

**Resolution 2018-13R - Wholesale Water Sales**

Mr. Poggi made a motion to adopt Resolution 2018-13R allowing the Sussex Borough Water Department to sell water for the 2018 calendar year. Motion seconded by Mr. Holowach.

Upon roll call vote to table:

Ayes: Brennan

Nays: Cleary, Holowach, Masson, Poggi

Abstentions: None

Absent: Meyer

**NEW BUSINESS:**

**Approval of Meeting Minutes**

Mrs. Masson made a motion to approve the meeting minutes of the Regular Meeting and Executive Session held on January 18, 2018. Motion seconded by Mr. Cleary.

Upon roll call vote:

Ayes: Brennan, Cleary, Holowach, Masson, Poggi

Nays: None

Abstentions: None

Absent: Meyer

**Approval of Meeting Minutes**

Mr. Poggi made a motion to approve the meeting minutes of the Budget Workshop Meeting held on January 23, 2018. Motion seconded by Mr. Cleary.

Upon roll call vote:

Ayes: Brennan, Cleary, Holowach, Masson, Poggi

Nays: None

Abstentions: None

Absent: Meyer

**Resolution 2018-49R – Dam Safety Inspection Contract**

Mr. Holowach made a motion to adopt Resolution 2018-49R authorizing the mandatory NJDEP dam safety inspection of Colesville Dam and the Clove Brook Dam by Michael Vreeland of Guerin and Vreeland at a cost not to exceed \$5,600.00. Motion seconded by Mr. Cleary.

Upon roll call vote:

Ayes: Brennan, Cleary, Holowach, Masson, Poggi

Nays: None

Abstentions: None

Absent: Meyer

**Resolution 2018-50R – Approving the Mayor's Appointments to the Planning-Zoning Board**

Mr. Holowach made a motion to adopt Resolution 2018-50R confirming the Mayor's appointment of Kevin Kervatt to the Planning-Zoning Board. Motion seconded by Mr. Poggi.

Upon roll call vote:

Ayes: Cleary, Holowach, Masson, Poggi

Nays: Brennan

Abstentions: None

Absent: Meyer

**OPEN PUBLIC SESSION #2**

Mr. Poggi 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. Cleary.

All were in favor.

Karen Vander Veer, 41 Clove Avenue and Alexis Horvath, 35 Bank Street – Ms. Vander Veer and Ms. Horvath voiced concerns and ideas for rejuvenating the appearance of the Borough and offered assistance of the Sussex Borough Board of Health in any way they could provide assistance.

Carolyn McColly, 34 Harrison Street – Ms. McColly voiced concerns over the water/sewer bills.

John Quinlan, 19 Hill Street – Mr. Quinlan voiced concerns regarding the water/sewer bills and areas of garbage being dumped near his property.

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

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. Poggi.

All were in favor.

After meeting in closed session, the Governing Body returned to their seats at 9:19 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. Brennan.

All were in favor.

**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. Brennan.

All were in favor.

\_\_\_\_\_  
Katherine Little, Mayor

\_\_\_\_\_  
Antoinette Smith, Acting Clerk

Date Approved:

**MINUTES OF THE BUDGET WORKSHOP MEETING OF THE  
MAYOR AND COUNCIL  
OF THE BOROUGH OF SUSSEX  
HELD AT THE SUSSEX MUNICIPAL BUILDING  
2 MAIN STREET, SUSSEX, NJ  
FEBRUARY 13, 2018**

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. Michael Brennan, Mr. Walter Cleary, III, Mrs. Linda Masson, Mr. Edward Meyer, Mr. Mario Poggi and Mayor Katherine Little

Absent: Mr. Robert Holowach, due to illness.

Also present: Mr. Michael Restel, Municipal Administrator, Mr. Kevin McCarthy, CFO 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 Clerk."

**APPROVAL OF AGENDA**

Mrs. Masson made a motion to approve the agenda for February 13, 2018 as submitted. Motion seconded by Mr. Brennan.

Upon roll call vote:

Ayes: Brennan, Cleary, Masson, Meyer, Poggi

Nays: None

Abstentions: None

Absent: Holowach

**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 a total of 10 minutes for the Council to discuss. Motion seconded by Mr. Brennan.

All were in favor.

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

All were in favor.

**BUDGET WORKSHOP:**

At this time the Mayor and Council discussed the CY 2018 Municipal Current Fund Budget. The Administrator reviewed the current fund budget line by line.

**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 Mrs. Masson.

All were in favor.

\_\_\_\_\_  
Katherine Little, Mayor

\_\_\_\_\_  
Antoinette Smith, Acting Clerk

Date Approved:



**SUSSEX BOROUGH  
RESOLUTION #2018-51R**

**APPOINTMENT OF PLANNING/ZONING BOARD**

**BE IT RESOLVED** the Governing Body of the Borough of Sussex does hereby approve Mayor Little's appointment of Frank Dykstra Class IV Member for Planning/Zoning Board for the year 2018.

- |   |   |
|---|---|
| 1) Mayor Katherine Little<br>Class I Member                   | exp. 12/31/18<br>One Year Term                |
| 2) Vacant<br>Class II Member                                  | exp. 12/31/18<br>One Year Term                |
| 3) Councilman Edward Meyer<br>Class III Member (Council Rep.) | exp. 12/31/18<br>One Year Term                |
| 4) Karen VanderVeer<br>Class IV Member                        | exp. 12/31/19<br>Four Year Term               |
| 5) Rich Klein<br>Class IV Member                              | exp. 12/31/22<br>Four Year Term               |
| 6) Brad Case<br>Class IV Member                               | exp. 12/31/20<br>Four Year term               |
| 7) Bruce Kristiansen<br>Class IV Member                       | exp. 12/31/22<br>Four Year term               |
| 8) <b>Frank Dykstra</b><br><b>Class IV Member</b>             | <b>exp. 12/31/18</b><br><b>Four Year Term</b> |
| 9) Joseph Luna<br>Class IV Member                             | exp. 12/31/18<br>Four Year Term               |
| 10) VACANT<br>Alternate I                                     | exp. 12/31/19<br>Two Year Term                |
| 11) VACANT<br>Alternate II                                    | exp. 12/31/19<br>Two Year Term                |
| 10) VACANT<br>Alternate III                                   | exp. 12/31/18<br>Two Year Term                |
| 10) VACANT<br>Alternate IV                                    | exp. 12/31/18<br>Two Year Term                |

**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 February 20, 2018.

\_\_\_\_\_  
Antoinette Smith  
Acting Municipal Clerk

**BOROUGH OF SUSSEX  
RESOLUTION #2018-52R**

**RESOLUTION AUTHORIZING REFUND**

**WHEREAS**, the Tax Collector has recommended the Mayor and Council of the Borough of Sussex reimburse funds for tax sale redemption.

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Body of the Borough of Sussex, County of Sussex, does hereby authorize the refund of

\$461.93 Allen Kumetz for Certificate #05-02

This Resolution shall take effect immediately.

**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 February 20, 2018.

\_\_\_\_\_  
Antoinette Smith,  
Acting Municipal Clerk

**SUSSEX BOROUGH  
RESOLUTION 2018-53R**

**FIRST QUARTER 2018 – WATER/SEWER ADJUSTMENTS**

**Acct# 547 – 56 Hamburg Ave** – This account should be credited \$225.28 for usage that was not incurred due to a high estimate and the reading altered to match the actual reading.

**Acct# 2544– 38 Main Street** – This account should be credited \$2,466.40 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 \$149.72 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 \$272.31 for usage that was not incurred due to a high estimate and the reading altered to match the actual reading.

**Acct# 5961 – 3-5 Chestnut Street** – Due to a documented leak, this account should be credited \$378.91 for sewerage charges that were not incurred.

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**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 February 20, 2018.

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**Antoinette Smith, Acting Clerk  
Sussex Borough**