

## 2016 COUNCIL COMMITTEES

1. **Personnel Committee.** Its purpose is to conduct interviews, review employee conduct and procedures and to make recommendations to the mayor, council and administrator as to hiring, firing, promotion, raises, compensation, benefits, discipline, revisions to the employee manual and related matters. *This committee shall meet as needed.*
  - Chairperson: Georgeanna Stoll
  - Member: Robert Holowach
  - Member: Katherine Little
  
2. **Finance & General Budget Committee.** Its purpose is to ensure that bills and back-up are in order and to make recommendations to the council regarding payment or other action. Draft a proposed, comprehensive budget for the current fiscal year for consideration by the council. The committee will meet with the Borough's Chief Financial Officer (CFO) and Administrator to develop a budget and shall consider the reports of all Departments and Committees of the Borough. A proposed, comprehensive budget shall be presented to the council in time so that the council has at least two subsequent regular meetings before the statutory deadline for budget adoption. After the budget is adopted, the committee shall assess the budget status and report its findings and recommendations to the council. *This committee shall meet at least one time per month.*
  - Chairperson: Katherine Little
  - Member: Georgeanna Stoll

## 2016 COUNCIL COMMITTEES

3. **Water/Sewer Infrastructure and Budget Committee.** Its purpose is to develop short- and long-term plans regarding the Borough's water treatment plant, water distribution system and sewer collection system. Which shall include an assessment of current and projected needs for repairs, improvements, maintenance, management and a preliminary plan as to how those needs should be addressed. This committee shall review the performance of the Borough's contractors and/or staff charged with the operation, maintenance, repair and/or management of the water/sewer system and shall report its findings and recommendations to the council. Assess the short- and long-term financial needs of the Borough's water and sewer system, to prepare a recommended budget for consideration by the council early in the council's budget review process, to investigate and inquire as to Sussex County Municipal Utilities Authority actions that affect the Borough's budget and interests and to report its findings and recommendations to the council.

*This committee shall meet at least once per quarter.*

- Chairperson: Robert Holowach
- Member: Linda Masson
- Member: Georgeanna Stoll

## 2016 COUNCIL COMMITTEES

4. **Department of Public Works (DPW) Committee.** Its purpose is to develop a short- and long-term plans for consideration by the council for maintenance, repair and improvements to the Borough's streets, infrastructure, buildings and property. This committee shall submit and report its findings and recommendations to the council early in the council's budget review process and include an assessment of current and projected needs for repairs, improvements and maintenance. This committee shall review the performance of the Borough's Department of Public Works and make recommendations to the council pertaining to department functions.

*This committee shall meet at least once per quarter.*

- Chairperson: Robert Holowach
- Member: Katherine Little

5. **Water/Sewer Rate Structure Committee.** Its responsibilities include, in part, those assigned to it per section 24-1.4(j) of the Code. In addition, its purpose is to review and investigate problems and alternatives and report its findings and make recommendations to the council for revisions and improvements to the ordinances pertaining to water and sewer rates and fees for implementation, if possible, on or before the start of the fourth quarter in a given year. This committee shall meet as needed.

- Chairperson: Edward Meyer
- Public Member: Charles Fronheiser, Jr.
- Public Member: Sharon Halvorsen

## 2016 COUNCIL COMMITTEES

6. **Transparency Committee.** Its purpose is to review and assess the Borough's procedures and ordinances and to make recommendations to the council as to improvements that should be made in order to make information pertaining to the Borough government's decisions, finances and actions more accessible to the public. The committee shall research available technology and techniques to enable better and greater public access to the Borough's public information. The committee shall meet and report its findings and recommendations to the council at least quarterly. *This committee shall meet at least once per quarter.*

- Chairperson: Frank Dykstra
- Member: Albert Decker

7. **Grant Committee.** Its purpose is to provide the mayor and council and, where appropriate, other Borough boards, commissions and committees with advice, information and recommendations on opportunities for the Borough to obtain funding through federal, state, county and other public and private grant programs as available. The committee shall communicate with the grant writer, if any, providing services to the Borough and assist in the preparation and submission of grant applications. The committee shall report to the mayor and council the results of its ongoing activities and recommendations on a regular basis. This committee shall meet at least once per quarter.

- Chairperson: Linda Masson
- Member: Albert Decker

## **MAYOR'S LIAISON APPOINTMENTS 2016**

### Court Representative

1) Frank Dykstra

### Fire Commissioner

1) Robert Holowach

### Liaison to Sussex/Wantage School District

1) Georgeanna Stoll

### Solid Waste Advisory & Water Quality Management

1) Katherine Little

### Liaison to High Point Regional School District

1) Edward Meyer

### Liaison to SCMUA

1) Linda Masson

### Liaison to Board of Chosen Freeholders

1) Katherine Little