

**BOROUGH OF SUSSEX
MAYOR AND COUNCIL
2011 REORGANIZATION MEETING
JANUARY 4, 2011**

Mayor Parrott will call the 2011 Reorganization Meeting to order.

Mayor Parrott will invite all present to salute the flag and to remain standing for a moment of silence.

Mayor Parrott will state that “This meeting is being held in compliance with the provisions of the Open Public Meetings Act N.J.S.A. 10:4-6 et seq. It has been properly advertised and certified by the Clerk.”

1. **Oaths of Office**

- a. Catherine Gleason, Municipal Clerk, shall read the “Statement of County Canvassers.”
- b. Catherine Gleason, Municipal Clerk will administer the Oath of Office to Councilman-Elect **Bruce LaBar** for a three year term expiring December 31, 2013.
- c. Catherine Gleason, Municipal Clerk will administer the Oath of Office to Councilman-Elect **Frank Dykstra** for a three year term expiring December 31, 2013.

2. **Roll Call of the 2011 Governing Body**

Mayor Parrot will request a roll call of the 2011 Borough of Sussex Governing Body. Clerk will call the role.

3. **Resolution #2011-01R - 2011 Holidays**

A motion is in order approving the 2011 Holidays of the Borough of Sussex.

Member	Aye	Nay	N.V	ABS	Move	Sec
Dykstra						
Fransen						
LaBar						
Little						
Meyer						
Rose						
Parrott						

4. **Resolution #2011-02R – 2011 Rules and Regulations**

A motion is in order approving the 2011 Rules and Regulations of the Mayor and Council of the Borough of Sussex.

Member	Aye	Nay	N.V	ABS	Move	Sec
Dykstra						
Fransen						
LaBar						
Little						
Meyer						
Rose						
Parrott						

5. **Resolution #2011-03R – 2011 Meeting Dates**

A motion is in order to approve the Mayor and Council Meeting dates for the year 2011.

Member	Aye	Nay	N.V	ABS	Move	Sec
Dykstra						
Fransen						
LaBar						
Little						
Meyer						
Rose						
Parrott						

6. **Resolution #2011-04R – Setting Rates of Interest for 2011**

A motion is in order to approve a resolution setting the rates of interest for 2011.

Member	Aye	Nay	N.V	ABS	Move	Sec
Dykstra						
Fransen						
LaBar						
Little						
Meyer						
Rose						
Parrott						

7. **Resolution #2011-05R - Designating Official Depositories**

A motion is in order to approve a resolution designating the Official Depositories of Sussex Borough.

Member	Aye	Nay	N.V	ABS	Move	Sec
Dykstra						
Fransen						
LaBar						
Little						
Meyer						
Rose						
Parrott						

8. **Resolution #2011-06R - Designation of Official Newspapers**

A motion is in order to approve a resolution designating the New Jersey Herald and the New Jersey Sunday Herald of Newton, New Jersey as the official newspapers of the Borough of Sussex for the year 2011.

Member	Aye	Nay	N.V	ABS	Move	Sec
Dykstra						
Fransen						
LaBar						
Little						
Meyer						
Rose						
Parrott						

9. **Resolution #2011-07R - Authorize Legal Defense of Tax Appeals**

A motion is in order to authorize the Municipal Tax Assessor and the Municipal Attorney to defend the Borough before the Sussex County Tax Board of Taxation and the Tax Court of the State of New Jersey.

Member	Aye	Nay	N.V	ABS	Move	Sec
Dykstra						
Fransen						
LaBar						
Little						
Meyer						
Rose						
Parrott						

10. **PROFESSIONAL SERVICES APPOINTMENTS**

Resolution #2011-08R -BOROUGH ATTORNEY

Mayor Parrott shall offer the name of John E. Ursin, Esq., of the firm Courter, Kobert & Cohen as the Borough Attorney for the year 2011.

A motion is in order to approve a resolution appointing John E. Ursin, Esq., of the firm Courter, Kobert & Cohen as the Borough Attorney for the year 2011.

Member	Aye	Nay	N.V	ABS	Move	Sec
Dykstra						
Fransen						
LaBar						
Little						
Meyer						
Rose						
Parrott						

Resolution #2011-09R - BOND COUNSEL

Mayor Parrott shall offer the name of Edward McManimon, Esquire for appointment as Bond Counsel for the year 2011.

A motion is in order to approve a resolution appointing Edward McManimon, Esquire, for appointment as Bond Counsel for the year 2011.

Member	Aye	Nay	N.V	ABS	Move	Sec
Dykstra						
Fransen						
LaBar						
Little						
Meyer						
Rose						
Parrott						

Resolution #2011-10 - BOROUGH ENGINEER

Mayor Parrott shall offer the name of Harold Pellow, of the firm Harold Pellow and Associates for appointment as Municipal Engineer for a three year term commencing January 5, 2010 and terminating January 5, 2013.

A motion is in order to approve a resolution appointing Harold Pellow, of the firm Harold Pellow and Associates for appointment as Municipal Engineer.

Member	Aye	Nay	N.V	ABS	Move	Sec
Dykstra						
Fransen						
LaBar						
Little						
Meyer						
Rose						
Parrott						

Resolution #2011-11R - WATER/SEWER ENGINEER

Mayor Parrott shall offer the name of John Ruschke, P.E., of Hatch Mott MacDonald for appointment as Borough Water/Sewer Engineer for a three year term commencing January 5, 2010 and terminating January 5, 2013.

A motion is in order to approve a resolution appointing John Ruschke, P.E., of Hatch Mott MacDonald for appointment as Borough Water/Sewer Engineer.

Member	Aye	Nay	N.V	ABS	Move	Sec
Dykstra						
Fransen						
LaBar						
Little						
Meyer						
Rose						
Parrott						

Resolution #2011-21R - AUDITOR

Mayor Parrott shall offer the name of Thomas Ferry RMA from the firm of Ferraioli, Wielkotz, Cerullo and Cuva, P.A. for the appointment as Borough Auditor for the year 2011.

A motion is in order to approve a resolution appointing Thomas Ferry RMA from the firm of Ferraioli, Wielkotz, Cerullo and Cuva, P.A. as the Borough Auditor for the year 2011.

Member	Aye	Nay	N.V	ABS	Move	Sec
Dykstra						
Fransen						
LaBar						
Little						
Meyer						
Rose						
Parrott						

Resolution #2011-13R – Authorize Cancellation of Record

A motion is in order to approve a resolution authorizing the tax collector to cancel the record of overpayment or underpayment of taxes in the amount of \$10.00 or less.

Member	Aye	Nay	N.V	ABS	Move	Sec
Dykstra						
Fransen						
LaBar						
Little						
Meyer						
Rose						
Parrott						

Resolution #2010-14R – Appointing Recycling Coordinator

A motion is in order to appoint Robert Schultz as the recycling coordinator for the Borough of Sussex for the year 2011.

Member	Aye	Nay	N.V	ABS	Move	Sec
Dykstra						
Fransen						
LaBar						
Little						
Meyer						
Rose						
Parrott						

Resolution #2011-15R – Appointing Fund Commissioner

A motion is in order to approve a resolution appointing the Borough Clerk as the Fund Commissioner for 2011.

Member	Aye	Nay	N.V	ABS	Move	Sec
Dykstra						
Fransen						
LaBar						
Little						
Meyer						
Rose						
Parrott						

Resolution #2011-16R – Appointing Risk Management Consultant

A motion is in order to approve a resolution appointing Morville Agency as its local Risk Management consultant for the year 2011.

Member	Aye	Nay	N.V	ABS	Move	Sec
Dykstra						
Fransen						
LaBar						
Little						
Meyer						
Rose						
Parrott						

Resolution #2011-17R – Appointing Dam Engineer

A motion is in order to approve a resolution appointing Michael Vreeland, P.E. of the firm Guerin & Vreeland Engineering as Borough Dam Engineer for the year 2011.

Member	Aye	Nay	N.V	ABS	Move	Sec
Dykstra						
Fransen						
LaBar						
Little						
Meyer						
Rose						
Parrott						

Resolution #2011-20R – Appointing Clean Communities Coordinator

A motion is in order to approve a resolution appointing Robert Schultz as the Clean Communities Coordinator for the Borough of Sussex for 2011.

Member	Aye	Nay	N.V	ABS	Move	Sec
Dykstra						
Fransen						
LaBar						
Little						
Meyer						
Rose						
Parrott						

11. **COUNCIL APPOINTMENT: COUNCIL PRESIDENT**

Mayor Parrott will open the floor for Council nominations to the position of Council President for the year 2011.

Resolution #2011-18 – Appointing Council President

A motion is in order to approve Resolution #2011-18R appointing _____ to the position of Council President for the year 2011.

Member	Aye	Nay	N.V	ABS	Move	Sec
Dykstra						
Fransen						
LaBar						
Little						
Meyer						
Rose						
Parrott						

12. **MAYOR'S APPOINTMENTS**

Mayor Parrott will present his nominations for appointment to the various positions of Borough Government for the year 2011:

CLERK ADMINISTRATOR	Catherine Gleason
DEPUTY CLERK	Colleen Little
REGISTRAR	Catherine Gleason
DEPUTY REGISTRAR	Colleen Little
ALTERNATE DEPUTY REGISTRAR	Maria Mascuch
ASSESSMENT SEARCH OFFICER	Catherine Gleason
TAX COLLECTOR	Terry Beshada
WATER/SEWER COLLECTOR	Maria Mascuch
TAX SEARCH OFFICER	Terry Beshada
TAX ASSESSOR	Melissa Rockwell
CHIEF FINANCIAL OFFICER/TREASURER	Grant Rome
DEPUTY TREASURER	Colleen Little
EMERGENCY MANAGEMENT COORD. (2009-2011)	Jake Little
PARKING ENFORCEMENT OFFICER	Steve Danner
ZONING ENFORCEMENT OFFICER	Steve Danner

13. **FIRE DEPARTMENT OFFICERS FOR 2011**

CHIEF	Daniel Stoll
DEPUTY CHIEF	Rick VanderPloeg
FOREMAN	Jake Little
1 ST ASST. FOREMAN	Andrew Boutillette
2 ND ASST. FOREMAN	Craig Hough
FIRST AID CAPTAIN	Melissa Stormes
FIRST AID LIEUTENANT	Colleen Little
PRESIDENT	Harrison Thompson
VICE PRESIDENT	Dave Rice
SECRETARY	Jenn Brecciano
ASST. SECRETARY	Kate Southard
TREASURER	Gary Roemer.
ASST. TREASURER	Floyd Southard Jr.

14. **APPOINTMENTS– PLANNING/ZONING BOARD OF ADJUSTMENT**

Mayor Parrott shall make the following appointments to the Sussex Borough Planning/Zoning Board of Adjustment:

**2011 BOROUGH OF SUSSEX
PLANNING BOARD
APPOINTMENTS & FULL MEMBERSHIP**

Mayor Chris Parrott Class I Member	exp. 12/31/11 One Year Term
Catherine Gleason, Borough Clerk Class II Member	exp. 12/31/11 One Year Term
Jim Fransen Class III Member (Council Rep.)	exp. 12/31/11 One Year Term
Matt Lynch Class IV Member	exp. 12/31/11 Four Year Unexpired Term
Tom Heath Class IV Member	exp. 12/31/14 Four Year Term
Rich Klein Class IV Member	exp. 12/31/13 Four Year Term
Lynn Meyer Class IV Member	exp. 12/31/212 Four yr term
Sal Lagattuta Class IV Member	exp. 12/31/12 Four yr term
Class IV Member	exp. 12/31/14 Four Year Term
Alternate I	exp. 12/31/11 Two Year Term
Alternate II	exp. 12/31/11 Two Year Term
Alternate III	exp. 12/31/11 Two Year Term
Alternate IV	exp. 12/31/11 Two Year Term

15. **APPOINTMENTS – BOARDS AND COMMISSIONS**

Mayor Parrott shall offer the following names for appointment to the various Boards and Commissions:

BOARD OF RECREATION COMMISSIONERS

Council Representative	Jonathan Rose	exp. 12/31/11
Full Member (one year)	Stephanie McKay	exp. 12/31/11
Full Member (one year)	Walter Manley	exp. 12/31/11
Full Member (two year)	Patricia Decker	exp. 12/31/11
Full Member (two year)	Georgiana Vreeland	exp. 12/31/11
Full Member (three year)	Melissa Fransen	exp. 12/31/11
Full Member (three year)	David Southard	exp. 12/31/11
Alternate Member		exp. 12/31/11
Alternate Member		exp. 12/31/11

BOARD OF HEALTH

Council Representative	Katherine Little	exp. 12/31/11
Full Member (one year)	Gail Zubl	exp. 12/31/11
Full Member (one year)	Patricia Jacobs	exp. 12/31/11
Full Member (two year)	Lynn Meyer	exp. 12/31/11
Full Member (two year)	Karen Vander Veer	exp. 12/31/11
Full Member (two year)		exp. 12/31/11

PROPERTY MAINTENANCE BOARD

Council Representative	Jonathan Rose	exp. 12/31/11
Board of Health Rep.	Appt. by BOH	exp. 12/31/11
Planning Board Rep.	Sal Lagattuta	exp. 12/31/11
Zoning Board Rep.	Sal Lagattuta	exp. 12/31/11
Full Member		exp. 12/31/11
Full Member	Arlene Hartman	exp. 12/31/11
Fire Sub-code Official	Bill Walsh	exp. 12/31/11
Building Inspector	Keith Utter	exp. 12/31/11
Parking/Zoning Officer	Steve Danner	exp. 12/31/11
DPW Representative	Robert Schultz	exp. 12/31/11

16. Resolution #2011-12 – Appointments of Boards and Commission for 2011

A motion is in order to approve a resolution approving of the Mayor’s appointments for Sussex Borough Boards and Commission and approves and acknowledges the Sussex Fire Department Officers for the year 2011.

Member	Aye	Nay	N.V	ABS	Move	Sec
Dykstra						
Fransen						
LaBar						
Little						
Meyer						
Rose						
Parrott						

17. EMERGENCY MANAGEMENT COUNCIL

Chief Executive Officer	Chris Parrott, Mayor
Council Representative	Bruce LaBar
Emergency Management Coordinator	Jake Little
Deputy EMC I (Coordinator’s Appt.)	Floyd Southard, Jr.
Deputy EMC II (Coordinator’s Appt.)	Robert Regavich
Emergency Public Information Officer	Catherine Gleason
Sussex Fire Chief	Daniel Stoll
Board of Health Representative	Patti Jacobs
Captain, Sussex FAS	Melissa Stormes
Chief Communications Officer	Catherine Gleason
Mgr. Ancillary Unit St. Clare’s Hospital	
Public Works Representative	
Safety Officer, SW Schools	Robert Gomes
State Police Representative	Lt. Billings

18. **MAYOR'S APPOINTMENTS – COUNCIL COMMITTEES**

- Finance/Administration:
 - a. Bruce LaBar
 - b. Jonathan Rose

- Buildings and Grounds & Public Works/Utilities:
 - a. Ed Meyer
 - b. Jonathan Rose

- Court Representative:
 - a. Jim Fransen

- Public Safety Committee:
 - a. Edward Meyer

- Business Association Representative:
 - a. Jonathan Rose

- Fire Commissioner:
 - a. Bruce LaBar

- Solid Waste Advisory & Water Quality Management:
 - a. Katherine Little

- School Board Representative:
 - a. Jim Fransen
 - b. Frank Dykstra

19. **Resolution #2011-19R – Adopting 2011 Temporary Budget**

A motion is in order approving a resolution approving the 2011 temporary budget in the amount of **\$259,165.00**.

Member	Aye	Nay	N.V	ABS	Move	Sec
Dykstra						
Fransen						
LaBar						
Little						
Meyer						
Rose						
Parrott						

20. **OPEN PUBLIC SESSION**

Mayor Parrott will open the meeting to the public for any questions or comments they may have with regard to the good and welfare of the Borough of Sussex.

Motion By: _____ Seconded By: _____ All in Favor? _____

There being no one else from the public who wished to address the Governing Body at this time, **Mayor Parrott** will the meeting to the public and returned to the regular order of business.

Motion By: _____ Seconded By: _____ All in Favor? _____

21. **MISCELLANEOUS COMMENTS**

22. **ADJOURNMENT**

Mayor Parrott will request a motion to adjourn the meeting at this time.

Motion By: _____ Seconded By: _____ All in Favor? _____