

**REGULAR AGENDA
FOR THE MAYOR AND COUNCIL MEETING, BOROUGH
OF SUSSEX, HELD AT THE MUNICIPAL BUILDING, 2 MAIN STREET
SUSSEX, NEW JERSEY AT 7:30 P.M. ON
JANUARY 19, 2010**

- A. **Mayor Parrott** will call the meeting to order. Clerk will call the roll.
- B. **Mayor Parrott** will invite all present to salute the flag and to remain standing for a moment of silence.
- C. **Mayor Parrott** will state that "This meeting is being held in compliance with the provisions of the Open Public Meetings Act, P.L. 1975, chapter 231. It has been properly advertised and certified by the Clerk."

D. **PRESENTATIONS:**

At this time Linda Alvarez, Business Administrator from High Point Regional High School, will explain the proposed facilities renovation.

- E. **CONSENT AGENDA:** **Mayor Parrott** will request that all persons present review the consent agenda. If any member of the Council or public wishes an item on the consent agenda to be discussed and considered separately, a motion to this effect shall so be made at this time.

After all persons have had an opportunity to review the consent agenda and offer requests for changes, **Mayor Parrott** will request a motion to approve the consent agenda.

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

- F. **OPEN PUBLIC SESSION:** **Mayor Parrott** will request a motion to open the meeting to the public for any questions or comments concerning the good and welfare of the Borough.

Motion by: _____ Seconded by: _____ All in favor? _____

After giving all persons present an opportunity to address the Governing Body, **Mayor Parrott** will request a motion to close the meeting to the public and return to the regular order of business.

Motion by: _____ Seconded by: _____ All in favor? _____

- G. **COMMITTEE REPORTS:** **Mayor Parrott** will allow each member of the Council, Borough Clerk and Borough Attorney to present their respective committee report.

Mayor Parrott will offer the Mayor's Report.

H. **OLD BUSINESS:**

I. **NEW BUSINESS:**

1. **Approval of Meeting Minutes**

A motion is in order to approve the meeting minutes of the Regular Meeting held on December 18, 2009.

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

A motion is in order to approve the meeting minutes of the Reorganization Meeting held on January 5, 2010.

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

2. Tank Renovation and Painting Engineering Proposal – Hatch Mott McDonald

A motion is in order to approve a proposal submitted by John Rushke from the engineering firm of Hatch Mott McDonald, in the amount of \$8,500.00, for the preparation of the bid documents and the bidding process for the water tank renovation and painting project.

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

3. Sussex/Wantage Interlocal Agreement – Tax Assessor

A motion is in order to approve an Interlocal agreement with the Township of Wantage in the amount of \$11,000 (no increase from last year) for Tax Assessor Services.

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

4. Sussex/Wantage Interlocal Agreement – Court Services

A motion is in order to approve an Interlocal agreement with the Township of Wantage in the amount of \$44,500 (no increase from last year) for Court Services.

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

5. Sussex/Wantage Interlocal Agreement – Construction Services

A motion is in order to approve an Interlocal agreement with the Township of Wantage in the amount of \$99,645 (\$94,900 in 2009) for Construction Department Services.

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

6. Sussex/Wantage Interlocal Agreement – Water and Sewer Services

A motion is in order to approve an Interlocal agreement with Wantage Township continuing and confirming arrangements with regard to water/sewer services provided to Wantage Customers.

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

7. Appointments – Planning/Zoning Board Class IV Members

A motion is in order to appoint to the Sussex Borough Planning/Zoning Board, Larry Gutlerner as a Class IV member with his term expiring 12/12 and Sal Lagattuta as a Class IV member with his term expiring 12/13.

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

8. Social Affair Permit – Sussex Fire Department

A motion is in order to approve a Social Affair Permit for the Sussex Fire Department for an event to be held on February 13, 2010 from 5:30 pm to 1:30 pm at the Sussex Fire Department.

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

9. Resolution #2010-19R – Forgive Taxes

A motion is in order to approve a resolution authorizing the Tax Collector to forgive taxes in the amount of \$2,670.66 for Block 102, Lot 1 also known as 1 Loomis Avenue.

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

10. Crew Engineers – Bill for Manhole Rehabilitation Project

A motion is in order to approve a voucher in the amount of \$7,819.27 from Crew Engineers for work done on the Clove Brook Watershed Manhole Rehabilitation Project.

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

11. Appointment – Borough Planner

A motion is in order to appoint Ken Nelson of the Nelson Consulting Group as the Borough Planner for a one year term ending 12/31/10.

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

12. Raffle Application #2010-02 – Sussex Fire Department

A motion is in order to approve Raffle Application #2010-02 from the Sussex Fire Department to hold raffles throughout the 2010 calendar year and to waive the municipal licensing fees.

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

13. Resolution #2010-20 – National Wear Red Day for Women

A motion is in order approving a resolution proclaiming February 5, 2010 as "National Wear Red for Women" day in the Borough of Sussex.

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

J. OPEN PUBLIC SESSION: Mayor Parrott will request a motion to open the meeting to the public for any questions or comments concerning the good and welfare of the Borough.

Motion by: _____ Seconded by: _____ All in favor? _____

After giving all persons present an opportunity to address the Governing Body, Mayor Parrott will request a motion to close the meeting to the public and return to the regular order of business.

Motion by: _____ Seconded by: _____ All in favor? _____

K. EXECUTIVE SESSION – IF REQUESTED

Mayor Parrott will request a motion to adopt a resolution to adjourn into Executive Session to discuss certain items excluded from the public.

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

THE OPEN PUBLIC MEETINGS ACT ALLOWS THE MAYOR AND COUNCIL TO EXCLUDE THE PUBLIC FROM A PORTION OF A MEETING IN CERTAIN CIRCUMSTANCES.

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF SUSSEX, THAT THE PUBLIC SHALL BE EXCLUDED FROM DISCUSSION OF MATTERS ALLOWED BY NEW JERSEY LAW.

THE EXECUTIVE SESSION MINUTES WILL BE PLACED ON FILE IN THE BOROUGH CLERK'S OFFICE, AND WILL BE AVAILABLE TO THE PUBLIC AS PROVIDED FOR BY NEW JERSEY LAW.

Be further advised this Resolution shall take effect immediately.

L. MISCELLANEOUS COMMENTS: **Mayor Parrott** will allow each member of the Governing Body to offer any miscellaneous comments which they may have at this time.

M. ADJOURNMENT: **Mayor Parrott** will request a motion to adjourn the meeting.

Motion by: _____ Seconded by: _____ All in favor? _____

BOARD OF EDUCATION
HIGH POINT REGIONAL HIGH SCHOOL

Dec 1, 2009

299 PIDGEON HILL ROAD SUSSEX, NJ 07461-2733
Fax 973-875-0904 www.hpregional.org

Linda A. Alvarez
Business Administrator
Board Secretary
Phone 973-875-7205

John W. Hannum, Ed.D.
Superintendent
Phone 973-875-7204

Janice Phillips-Mezier
Director of Curriculum and
Instruction
Phone 973-875-3170

October 25, 2009

Ms Catherine Gleason
Sussex Borough
2 Main Street
Sussex, NJ 07461

Dear Ms Gleason:

The High Point Regional High School Board of Education has submitted a facilities renovation project application to the New Jersey Department of Education, Office of School Facilities, with a proposed referendum election scheduled for January 26, 2010. Attached are copies of a recent press release and subsequent newspaper article from the New Jersey Herald.

In an effort to maintain our good neighbor relationship with the sending townships and municipalities of our school district, we would appreciate time at one of your Mayor and Council meetings to explain the proposed project through a brief presentation. Please advise if you can accommodate this request at a public meeting of your Council during November, December, or January – as long as the January date is prior to our January 26 election.

I look forward to hearing from you with a date to schedule this meeting with Mayor and Council.

Sincerely,



Linda A. Alvarez
School Business Administrator/Board Secretary

C: John W. Hannum, Superintendent of Schools, High Point Regional High School

BOARD OF EDUCATION
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PRESS RELEASE

Date: September 22, 2009
Immediate Release

From: John W. Hannum, Ed.D., Superintendent
High Point Regional High School

High Point Considers Facility Upgrades

The following improvements are under consideration by the High Point Regional High School Board of Education: a new roof on the 400 wing; security system upgrades; a new HVAC system; window/door replacements; and sewerage treatment, athletic facility, and science lab improvements. The Board believes the time to act on these improvements is now. The district will be retiring a considerable amount of debt from previous projects, and expects to obtain funding for this upgrade from the state – which could offset a significant amount of the cost (for some projects up to 40%). The repairs and improvements outlined will address fundamental infrastructure and athletic needs that will allow the school to operate in the manner the community has come to expect from High Point.

The Board of Education is committed to a tax reduction for debt service and a renovation project that will meet High Point's needs, both current and future. More information will follow as it becomes available, but you may call with initial questions: 973-875-3101, extension 1205. You are also invited to join us at the next Board of Education meeting, scheduled for Monday, October 19, 2009.

* * * * *

High Point to discuss renovations

School board will answer public's questions at Monday's meeting

By CHRISTINA TATU
ctatu@njherald.com

SUSSEX BOROUGH — A new roof for a building wing, new doors, windows and a new ventilation system are just some of the upgrades High Point Regional High School officials are considering, according to the January ballot.

The High Point Board of Education plans to discuss the possible upgrades and will be taking questions and comments from audience members about the project at Monday's school board meeting.

Superintendent John Hamann stressed the project, and its cost, has yet to be finalized.

"The idea is that we are looking for input as we put this together," he said. "We don't want to make it look like we've already decided on everything."

The list of possible upgrades includes a new roof over the wing of the building that houses the foreign language department and some special education classrooms, replacing the school's doors and windows, installing new equipment in the science labs, which haven't been updated since the school was built in 1964, installing a new heating, ventilation and air conditioning system, also the original system installed in the building, security system upgrades and upgrades to the athletic facility and

If You Want to Go

Who: High Point Regional High School officials
Where: South of the school
When: 7:30 p.m. Oct. 19
Where: High Point Regional High School, 250 Edgemoor Hill Road
Why: To discuss possible sewer treatment facility

Although the school has estimates for each project, officials said it's too soon to release a total cost.

"We haven't decided what projects will be included in the referendum, so therefore we haven't decided on the

final cost," Hamann said.

"As far as the taxes, our goal is to have the taxpayers realize a reduction in their taxes and the reason for that will be the amount of the grant funding we receive from the state, as well as the fact that we are retiring present debt," Hamann said.

By June, the district will have retired the debt from three other projects — 1989 and 1991 building expansions and a 2000 lease purchase, he said.

In addition, some of the proposed upgrades may be eligible for state aid, which could reduce the district's portion of the cost by about 30 percent, he said.

**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
DECEMBER 18, 2009**

Council President Bruce LaBar 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. LaBar, Mrs. Little, Mr. Meyer, Mr. Rose

Absent: Mr. Dykstra, Mr. Fransen, Mayor Parrott

Mr. LaBar led the assembly in the flag salute and requested a moment of silence and to keep in mind Mayor Parrott.

Mr. LaBar stated "This meeting is being held in compliance with the provisions of the Open Public Meetings Act, P.L. 1975, Ch. 231. It has been properly advertised and certified by the Clerk."

CONSENT AGENDA

Mr. LaBar requested that all persons present review the consent agenda and offer any comments they may have at this time regarding the consent agenda.

Mrs. Little made a motion to accept the consent agenda of December 18, 2009. Seconded by Mr. Meyer

CORRESPONDENCE (ACCEPTANCE FOR FILING ONLY OF THE FOLLOWING):

1. Letter dated December 8, 2009 from M Sky Construction to Harold Pellow regarding the Maple Avenue Drainage project.
2. Letter dated December 7, 2009 from SCMUA to Mayor Parrott regarding 2010 Annual Charge.
3. E-mail dated December 8, 2009 from Tom Davis regarding grant application.
4. Letter dated December 12, 2009 from DEP regarding Cumberland Gulf Station.
5. Letter dated December 3, 2009 from Pat Fischer to Bruce Benton regarding Maple Avenue grant.
6. E-mail dated December 6, 2009 from Mike Simone to Mayor Parrott regarding authorization of \$1500.00 for Clove Brook Watershed Manhole Project.
7. Letter dated December 2, 2009 from DEP regarding High Point Chevrolet.
8. Letter dated December 3, 2009 from DEP to John Rushke regarding Water Storage Tanks Renovation and Painting Project.
9. Memo dated November 30, 2009 to Sam Rome regarding payment of bills.

REPORTS (ACCEPTANCE FOR FILING OF THE FOLLOWING):

1. Construction Department Report for October 2009.
2. Utility Year to Date Receipts Report for November 2009.
3. Court Reports for August, September and October 2009.
4. Collector's Cash Book Breakdown for November 2009.
5. Monthly Registrar Report for November 2009.
6. Fire Department/EMS Report for November 2009.

APPLICATIONS (APPROVAL OF THE FOLLOWING):

RESOLUTIONS: (APPROVAL OF THE FOLLOWING):

1. Payment of bills for the meeting of December 18, 2009.

Upon roll call vote:

Ayes: LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra, Fransen Abstentions: None

OPEN PUBLIC SESSION #1

There was no one in attendance at the meeting.

NEW BUSINESS

Approval of Meeting Minutes

Mr. Meyer made a motion to approve the meeting minutes of the Regular Meeting held on December 1, 2009. Seconded by Mrs. Little, with corrections.

Upon roll call vote:

Ayes: LaBar, Little, Meyer

Nays: None Absent: Dykstra, Fransen Abstentions: Rose

Purchase of Low Band Portable Radio – Emergency Management

Mr. Meyer made a motion to approve a quote in the amount of \$775.84 from Atlantic Communications for the purchase of a low band portable radio for the Office of Emergency Management. (as requested by the OEM Coordinator) Seconded by Mr. Rose.

Upon roll call vote:

Ayes: LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra, Fransen Abstentions: None

Resolution #2009-82R – Transfers between Budget Appropriations

Mr. Meyer made a motion to approve a resolution authorizing transfers between budget appropriations. Seconded by Mr. Rose.

Upon roll call vote:

Ayes: LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra, Fransen Abstentions: None

Sussex Fire Department 2010 Bingo and Instant Raffle License

Mrs. Little made a motion to approve Bingo License 2010-01 and Raffle License 2010-01 for the Sussex Borough Fire Department and to waive the Borough fees associated with each license. Seconded by Mr. Rose.

Upon roll call vote:

Ayes: LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra, Fransen Abstentions: None

ADJOURNMENT

There being no further items for discussion by the Mayor and Council, Mrs. Little made a motion to adjourn the meeting, seconded by Mr. Rose. All were in favor.

Christian Parrott, Mayor

Catherine Gleason, RMC

**MINUTES OF THE REORGANIZATION MEETING OF THE
MAYOR AND COUNCIL
OF THE BOROUGH OF SUSSEX
HELD AT THE SUSSEX MUNICIPAL BUILDING
2 MAIN STREET, SUSSEX, NJ
JANUARY 5, 2010**

Mayor Parrott called the 2010 Reorganization Meeting to order.

Mayor Parrott invited all present to salute the flag and to remain standing for a moment of silence and to remember Councilman Dykstra who is recovering from surgery.

Mayor Parrott stated that "This meeting is being held in compliance with the provisions of the Open Public Meetings Act, P.L. 1975, chapter 231. It has been properly advertised and certified by the Clerk."

Oaths of Office

Catherine Gleason, Municipal Clerk, read the "Statement of County Canvassers."

Catherine Gleason, Municipal Clerk administered the Oath of Office to Councilman-Elect **James Fransen** for a three year term expiring December 31, 2012.

Catherine Gleason, Municipal Clerk administered the Oath of Office to Councilman-Elect **Edward Meyer** for a three year term expiring December 31, 2012.

Roll Call of the 2010 Governing Body

Mayor Parrot requested a roll call of the 2010 Borough of Sussex Governing Body.

Present: Mr. Fransen, Mr. LaBar, Mrs. Little, Mr. Meyer, Mr. Rose and Mayor Parrott

Absent: Mr. Dykstra

Resolution #2010-01R - 2010 Rules and Regulations

Mr. Fransen made a motion to approve the 2010 Rules and Regulations of the Mayor and Council of the Borough of Sussex. Seconded by Mrs. Little.

Upon roll call vote:

Ayes: Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra Abstentions: None

Resolution #2010-02R - 2010 Meeting Dates

Mr. Meyer made a motion to approve the Mayor and Council Meeting dates for the year 2010. Seconded by Mr. LaBar.

Upon roll call vote:

Ayes: Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra Abstentions: None

Resolution #2010-03R - Setting Rates of Interest for 2010

Mr. Meyer made a motion to approve a resolution setting the rates of interest for 2010. Seconded by Mr. LaBar.

Upon roll call vote:

Ayes: Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra Abstentions: None

Resolution #2010-04R - Designating Official Depositories

Mr. Fransen made a motion to approve a resolution designating the Official Depositories of Sussex Borough. Seconded by Mr. LaBar.

Upon roll call vote:

Ayes: Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra Abstentions: None

Resolution #2010-05R - Designation of Official Newspapers

Mr. LaBar made a motion is in 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 2010. Seconded by Mrs. Little.

Upon roll call vote:

Ayes: Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra Abstentions: None

Resolution #2010-06R – Authorize Tax Collector to Cancel Record

Mrs. Little made a motion to approve a resolution authorizing the tax collector to cancel record of overpayment or underpayment of taxes in the amount of \$10.00 (ten dollars) or less for the calendar year 2010, in accordance with the provisions of N.J.S.A. 54:4-99. Seconded by Mr. Meyer.

Upon roll call vote:

Ayes: Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra Abstentions: None

Resolution #2010R-07R - Authorize Legal Defense of Tax Appeals

Mr. Fransen made a motion 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. Seconded by Mr. LaBar.

Upon roll call vote:

Ayes: Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra Abstentions: None

PROFESSIONAL SERVICES APPOINTMENTS

Resolution #2010-08R -BOROUGH ATTORNEY

Mayor Parrott offered the name of John E. Ursin, Esq., of the firm Courter, Kobert & Cohen as the Borough Attorney for the year 2010.

Mr. Fransen made a motion to approve a resolution appointing John E. Ursin, Esq., of the firm Courter, Kobert & Cohen as the Borough Attorney for the year 2010. Seconded by Mr. LaBar.

Upon roll call vote:

Ayes: Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra Abstentions: None

Resolution #2010-09R - AUDITOR

Mayor Parrott offered the name of Katherine Mantell, RMA of the firm of Nisivoccia & Company, LLP for the appointment as Borough Auditor for the year 2010.

Mr. Meyer made a motion to approve a resolution appointing Katherine Mantell of the firm Nisivoccia & Company, LLP as the Borough Auditor for the year 2010. Seconded by Mr. Fransen.

Upon roll call vote:

Ayes: Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra Abstentions: None

Resolution #2010-10R - BOND COUNSEL

Mayor Parrott offered the name of Edward McManimon, Esquire for appointment as Bond Counsel for the year 2010.

Mrs. Little made a motion to approve a resolution appointing Edward McManimon, Esquire, for appointment as Bond Counsel for the year 2010. Seconded by Mr. Meyer.

Upon roll call vote:

Ayes: Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra Abstentions: None

Resolution #2010-11 - BOROUGH ENGINEER

Mayor Parrott offered 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.

Mr. LaBar made a motion to approve a resolution appointing Harold Pellow, of the firm Harold Pellow and Associates for appointment as Municipal Engineer. Seconded by Mr. Fransen.

Upon roll call vote:

Ayes: Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra Abstentions: None

Resolution #2010-12R - WATER/SEWER ENGINEER

Mayor Parrott offered 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.

Mr. LaBar made a motion to approve a resolution appointing John Ruschke, P.E., of Hatch Mott MacDonald for appointment as Borough Water/Sewer Engineer. Seconded by Mr. Rose.

Upon roll call vote:

Ayes: Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra Abstentions: None

Resolution #2010-15R – Appointing Fund Commissioner

Mrs. Little made a motion approve a resolution appointing the Borough Clerk as the Fund Commissioner for 2010. Seconded by Mr. Fransen.

Upon roll call vote:

Ayes: Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra Abstentions: None

Resolution #2010-16R – Appointing Risk Management Consultant

Mr. LaBar made a motion to approve a resolution appointing Morville Agency as its local Risk Management consultant. Seconded by Mr. Meyer.

Upon roll call vote:

Ayes: Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra Abstentions: None

Resolution #2010-17R – Appointing Dam Engineer

Mrs. Little made a motion to approve a resolution appointing Michael Vreeland, P.E. of the firm Guerin & Vreeland Engineering as Borough Dam Engineer for the year 2010. Seconded by Mr. Fransen.

Upon roll call vote:

Ayes: Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra Abstentions: None

COUNCIL APPOINTMENT: COUNCIL PRESIDENT

Mayor Parrott opened the floor for Council nominations to the position of Council President for the year 2010.

Resolution #2010-13 – Appointing Council President

Mr. Meyer made a motion to approve Resolution #2010-14R appointing Bruce LaBar to the position of Council President for the year 2010. Seconded by Mr. Fransen.

Upon roll call vote:

Ayes: Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra Abstentions: None

MAYOR'S APPOINTMENTS

Mayor Parrott presented his nominations for appointment to the various positions of Borough Government for the year 2010:

CLERK	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	Sean Owen
PARKING ENFORCEMENT OFFICER	Steve Danner

At this time Mrs. Gleason swore in the members of the Sussex Borough Fire Department and First Aid Squad and the Mayor thanked them for their dedication and service to the town.

FIRE DEPARTMENT OFFICERS FOR 2010

CHIEF	Rich Crowell
DEPUTY CHIEF	Daniel Stoll
FOREMAN	Rick VanderPloeg
1 ST ASST. FOREMAN	Steve Lombardi
2 ND ASST. FOREMAN	Jake Little
FIRST AID CAPTAIN	Melissa Stormes
FIRST AID LIEUTENANT	Colleen Little
PRESIDENT	Craig Hough
VICE PRESIDENT	Harry Thompson
SECRETARY	Jenn Brecciano
ASST. SECRETARY	Kate Southard
TREASURER	Floyd Southard Jr.
ASST. TREASURER	Gary Roemer

APPOINTMENTS & FULL MEMBERSHIP – PLANNING BOARD

Mayor Parrott made the following appointments and announced full membership for the Planning Board:

**2010 BOROUGH OF SUSSEX
PLANNING BOARD
APPOINTMENTS & FULL MEMBERSHIP**

Mayor Chris Parrott Class I Member	exp. 12/31/10 One Year Term
Catherine Gleason, Borough Clerk Class II Member	exp. 12/31/10 One Year Term
Jim Fransen Class III Member (Council Rep.)	exp. 12/31/10 One Year Term
Alexis Horvath Class IV Member	exp. 12/31/10 Four Year Term
Matt Lynch Class IV Member	exp. 12/31/11 Four Year Unexpired Term
Tom Heath Class IV Member	exp. 12/31/10 Four Year Term
Rich Klein Class IV Member	exp. 12/31/13 Four Year Term
Larry Gutlerner Alternate I	exp. 12/31/11 Two Year Term
Sal Lagattuta Alternate II	exp. 12/31/11 Two Year Term
Sal Lagattuta Alternate III	exp. 12/31/11 Two Year Term
Alternate IV	exp. 12/31/11 Two Year Term

APPOINTMENTS – BOARDS AND COMMISSIONS

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

BOARD OF RECREATION COMMISSIONERS

Council Representative	Jonathan Rose	exp. 12/31/10
Full Member (one year)	Stephanie McKay	exp. 12/31/10
Full Member (one year)	Allison Luke	exp. 12/31/10
Full Member (two year)	Patricia Decker	exp. 12/31/10
Full Member (two year)	Georgiana Vreeland	exp. 12/31/10
Full Member (three year)		exp. 12/31/10
Full Member (three year)		exp. 12/31/10
Alternate Member		exp. 12/31/10
Alternate Member		exp. 12/31/10

BOARD OF HEALTH

Council Representative	Katherine Little	exp. 12/31/10
Full Member (one year)	Gail Zubl	exp. 12/31/10
Full Member (one year)	Patricia Jacobs	exp. 12/31/10
Full Member (two year)	Lynn Meyer	exp. 12/31/10
Full Member (two year)	Karen Vander Veer	exp. 12/31/10
Full Member (two year)	Lee Abbott	exp. 12/31/10

PROPERTY MAINTENANCE BOARD

Council Representative	Frank Dykstra	exp. 12/31/10
Board of Health Rep.	Appt. by BOH	exp. 12/31/10
Planning Board Rep.	Appt. by PB	exp. 12/31/10
Zoning Board Rep.	Appt. by ZB	exp. 12/31/10
Full Member		
Full Member	Arlene Hartman	exp. 12/31/10
Fire Sub-code Official	Ed Vanderberg	exp. 12/31/10
Building Inspector	Ed Vanderberg	exp. 12/31/10
Zoning Code Official	Kevin Kervatt	exp. 12/31/10
Quality of Life Officer	Steve Danner	exp. 12/31/10
Quality of Life Officer	Sean Owen	exp. 12/31/10
DPW Representative	Hank Hotalen	exp. 12/31/10

Resolution #2010-14 – Appointments of Boards and Commission for 2010

Mr. LaBar made a motion 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 2010. Mr. Meyer seconded the motion.

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	Rich Crowell
Board of Health Representative	Katherine Little
Captain, Sussex FAS	Melissa Stormes
Chief Communications Officer	Catherine Gleason
Mgr. Ancillary Unit St. Clare's Hospital	
Public Works Representative	Hank Hotalen
Safety Officer, SW Schools	Robert Gomes
State Police Representative	Lt. Billings

MAYOR'S APPOINTMENTS – COUNCIL COMMITTEES

Finance/Administration:	a.	Bruce LaBar
	b.	Frank Dykstra
Buildings and Grounds & Public Works/Utilities:	a.	Ed Meyer
	b.	Mayor Parrott
Court Representative:	a.	Katherine Little
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.	Frank Dykstra

Upon roll call vote:

Ayes: Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra Abstentions: None

Resolution #2010-18R – Adopting 2010 Temporary Budget

Mr. LaBar made a motion to approve a resolution approving the 2010 temporary budget in the amount of \$259,165.00. Seconded by Mr. Fransen.

Upon roll call vote:

Ayes: Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra Abstentions: None

Social Affair Permit – Fire Department

Mrs. Little made a motion to approve a Social Affair Permit submitted by the Sussex Fire Department to hold an event on February 6, 2009 from 5:30 pm to 1:00 am at the Sussex Fire House. Seconded by Mr. Fransen.

Upon roll call vote:

Ayes: Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra Abstentions: None

OPEN PUBLIC SESSION

Mrs. Little made a motion to 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. Seconded by Mr. Meyer. All were in favor.

There being no one from the public who wished to address the Governing Body at this time, Mr. LaBar made a motion to close the meeting to the public and return to the regular order of business. Seconded by Mrs. Little. All were in favor.

MISCELLANEOUS COMMENTS

Mr. LaBar asked Mr. Ursin if he has heard from Alpine Village regarding the easement for the Maple Avenue drainage project and Mr. Ursin said that he has not heard from them but that he will contact their attorney in the morning.

Mayor Parrott thanked the auditor, Kathi Mantell for attending this evenings meeting and for her service to the Borough last year. He stated that he looks forward to working with her on the water rate study this year.

Kathy Little wished everyone a happy, healthy new year and congratulated the two councilmen for being reelected.

ADJOURNMENT

Mr. LaBar made a motion to adjourn the meeting of January 5, 2010. Seconded by Mrs. Little. All were in favor.



**Hatch Mott
MacDonald**

Hatch Mott MacDonald
Perryville III
53 Frontage Road, Suite 170
Hampton, NJ 08827
T 908.730.6000 www.hatchmott.com

November 23, 2009

Ms. Catherine Gleason, Clerk/Registrar
Borough of Sussex
2 Main Street
Sussex, NJ 07461

**Re: New Jersey Environmental Infrastructure
Financing Program
Project No. 1921991-003
Tank Renovation and Painting
Engineering Proposal for Design Services**

Dear Ms. Gleason:

Hatch Mott MacDonald (HMM) is pleased to submit the following proposal for engineering design services for the above-referenced project. We have prepared the following scope of work for your consideration.

PROPOSED PROJECT

The Borough of Sussex is proposing to renovate two (2) existing ground storage water tanks. The tanks to be renovated include the Hilltop Ground Storage Tank (500,000 gallons) and the Sussex Treatment Plant Tank (300,000 gallons). The renovations include installing new interior linings and exterior coating systems on both tanks. In addition, incidental improvements at the Hilltop Ground Storage Tank will include:

- Installation of a frost-proof roof vent.
- Cathodic protection (under a Supplemental Bid Item).
- Site grading to protect tank shell from standing water and snow.

Temporary pumping and/or storage requirements will be required at the Sussex Treatment Plant Tank in order to take this tank off-line.

The overall scope of work is based on the inspection report performed by Utility Service Co. dated December 2008. Our scope of work does not include performing a supplemental visual inspection or integrity testing of the subject tanks.

SCOPE OF WORK

HMM's proposed scope of work includes the preparation of Contract Bidding Documents in accordance with New Jersey's Environmental Infrastructure Financing Program. The Bidding Documents will include detailed technical specifications and sketches to illustrate the incidental improvements to be performed on the subject tanks. Temporary pumping and/or storage requirements will be specified in order to take the Treatment Plant Tank off-line.

HMM will also assist the Borough during bid advertisement and receipt of bids. HMM will review all bids received and submit a report to the Borough for consideration. Twelve (12) copies of the bid documents will be provided to the borough for distribution to the contractors.



Hatch Mott
MacDonald

Please note that our scope of work also includes administrative efforts to assist Mr. Thomas Davis in complying with NJDEP's requirements.

COST PROPOSAL

HMM proposes to undertake the above scope of work on a lump sum basis in the amount of \$8,500.00. Invoices will be issued on a monthly basis based upon the level of effort expended on the project.

If you have any questions regarding this proposal, please do not hesitate to contact this office. We look forward to working with the Borough on this project. If this proposal is acceptable, HMM will forward our standard contract for review and consideration.

Very truly yours,

Hatch Mott MacDonald



John K. Ruschke, PE
Vice President
T 908.730.6000 F 908.730.6500
john.ruschke@hatchmott.com

JKR:smg

cc:

Webmail Collaboration Suite

sussexadmin@embarqmail.com

Assessor Interlocal

Tuesday, November 24, 2009 10:41:17 AM

From: administrator@wantagetwp-nj.org

To: sussexadmin@embarqmail.com

Hi Cathy.

Wantage and Sussex have signed a 4-year shared service agreement for Assessor services, running through 6/30/2012 at a cost of \$11,000 per year.

Wantage plans on continuing this service at the price established - for your budget planning purposes.

Best regards,

Jim Doherty

**TAX ASSESSOR
INTERLOCAL SERVICE AGREEMENT BETWEEN
THE TOWNSHIP OF WANTAGE AND
THE BOROUGH OF SUSSEX**

THIS AGREEMENT is entered the latter of the two dates on the signature page by and between

THE TOWNSHIP OF WANTAGE, a municipal corporation of the State of New Jersey (referred to as "Provider");

and

THE BOROUGH OF SUSSEX, a municipal corporation of the State of New Jersey;
(referred to as "Recipient").

Provider and the Recipient agree as follows:

ARTICLE I: SCOPE OF SERVICES

A. Designation as General Agent

The parties acknowledge that the Tax Assessor shall be an employee of the Provider who shall be responsible for his/her salary and benefits.

B. Responsibility.

At all times, the Provider shall maintain responsibility for and control over the Tax Assessor hired to provide the service. All citizen inquiries and complaint resolutions regarding employee performance shall be handled through the Provider.

C. Supervision

The Tax Assessor furnished by the Provider shall be responsible for compliance with all state statutes governing municipal tax assessment and records.

D. Designation as Tax Assessor

Upon full execution of this agreement, the Borough of Sussex shall name Melissa Rockwell to be the Sussex Borough Tax Assessor, effective July 1, 2008 at a Public Meeting of the said governing body.

ARTICLE II: ACTIVITIES

A. Services to be Performed

The Provider will provide to the Recipient a Tax Assessor, to fulfill all statutory duties required of a Municipal Tax Assessor.

B. Hours of Service

The Tax Assessor shall maintain full time office hours at the Wantage Township Municipal Building.

C. Maintenance of Records

All records produced by the Tax Assessor on behalf of Sussex Borough shall be retained in the Township of Wantage Municipal Building.

ARTICLE III: EMPLOYEES

A. Personnel

The Provider shall provide one full time Tax Assessor plus additional staff as deemed necessary and appropriate by Wantage Township to fulfill the statutory duties of the Office of Tax Assessor."

B. Staffing Pattern

As described above

ARTICLE IV: FUNDING

A. Recipient shall pay the Provider the sum of \$11,000 per year with 2008 prorated at \$5,500 for the time period July 1 - December 31, 2008.

B. Payment by Recipients to Provider

The Recipient shall provide sufficient funds in their budget to cover contract costs. The Recipient shall provide payment for the service charges, based on the figures shown under Article IV, Section A. Payment may be made in one lump sum upon execution of the contract, or in monthly installments, at the discretion of the Recipient.

ARTICLE V: DURATION OF CONTRACT, TERMINATION, AMENDMENT & INTERPRETATION

A. Duration

Duration of the agreement shall be for a four year period beginning on July 1, 2008, and terminating on June 30, 2012.

B. Termination

Either party may terminate its participation in the interlocal service agreement by providing written notice to the other participant, with at least ninety days advance notification.

C. Amendment

The agreement may be amended at any time by mutual agreement of the parties, provided that such amendment is reduced to writing, executed by the Chief Administrative Official of each municipality or his/her designated representative and specifies the date the provisions of such amendment shall be effective.

D. Interpretation

Any questions regarding proper interpretation of the terms of the agreement shall be submitted by the Municipal Clerk of the Provider, to the municipal attorney of the Provider as well as to the municipal attorney of the Recipient, for interpretation. Absent a unanimous opinion, the requesting party may terminate their participation in the agreement as provided for in Article V, Section B, or file an action in a court of competent jurisdiction with venue in Sussex County. Each party shall bear its own cost of any litigation. In the event of a dispute between the Recipient and any other party in which the Provider is named as a party due to its provision of services under this Agreement, the Recipient shall be responsible for any of Provider's attorneys' fees and costs in such action.

ARTICLE VI: INDEMNIFICATION & DEFENSE OF PERSONNEL

In the event the Tax Assessor or any of the tax assessment department personnel are named as parties in any claim, proceeding, litigation, lawsuit or similar matter involving a matter concerning Recipient, Recipient shall provide the defense for the Provider's employee and shall also be responsible for indemnifying the employee(s) and/or Provider for any damages awarded against the employee(s) and/or Provider to the extent that the, proceeding, litigation or lawsuit is not the result of any action or inaction directly attributable to the Provider. If Provider and Recipient are co-defendants, the defense costs and damages, if any are awarded, shall be borne based on the percentage liability attributable to each party.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date written below.

ATTEST:


Township Clerk

TOWNSHIP OF WANTAGE

BY: 
Mayor


Borough Clerk

BOROUGH OF SUSSEX

BY: 
Mayor

Webmail Collaboration Suite

sussexadmin@embarqmail.com

Shared Service Agreement - Court

Tuesday, November 24, 2009 11:03:30 AM

From: administrator@wantagetwp-nj.org

To: sussexadmin@embarqmail.com

Hi Cathy.

Wantage and Sussex have an existing Shared Service agreement for Court services, running through June 2, 2011.

The said contract provides for a fee adjustment of up to 4.5% per year. No fee adjustment was requested in the year 2009; again for 2010, Wantage Township shall charge the same fee of \$44,500 for the services involved.

We look forward to doing business with you again in 2010 for court services.

Best regards,

Jim Doherty

**AGREEMENT FOR INTER-MUNICIPALITY COURT
FOR THE MUNICIPALITIES OF WANTAGE TOWNSHIP
AND SUSSEX BOROUGH**

THIS AGREEMENT, made this 3rd day of June 2008,

BY AND BETWEEN: WANTAGE TOWNSHIP, a municipal corporation of the State of New Jersey, located in Sussex County, New Jersey with the address of 888 Route 23, Wantage, New Jersey 07461 and SUSSEX BOROUGH, a municipal corporation of the State of New Jersey, located in Sussex County, New Jersey with the address of 2 Main Street, Sussex, New Jersey 07461.

WHEREAS, Wantage Township and Sussex Borough have indicated a desire and willingness to form a joint municipal court; and

WHEREAS, N.J.S.A. 2B:12-1 authorizes the formation of a joint municipal court provided that an agreement is entered into by all of the participating municipalities and provided that such agreement is filed with the Administrative Director of Courts.

NOW, THEREFORE, Wantage Township and Sussex Borough, agree as follows:

1. Wantage Township and Sussex Borough agree to the formation, establishment and administration of a Joint Municipal Court to serve those two municipalities, pursuant to N.J.S.A. 2B:12-1 et seq.

2. The Municipal Court to be established pursuant to this agreement will be known as "Municipal Court of Wantage Township and Sussex Borough".

3. The Municipal Court of Wantage Township and Sussex Borough will have a seal bearing the name of the Court.

4. The court will have such jurisdiction as is now, or will hereafter be confirmed upon it by the Laws and Court Rules of the State of New Jersey, and the practice and procedure of the Court shall be governed by the Laws in such case made and provided in such Rules as the Supreme Court will promulgate and make applicable to the Court.

5. The Municipal Court will have one Judge who will be known as the Judge of Municipal Court of Wantage Township and Sussex Borough. The Judge will be nominated by the governing body of Wantage Township and appointed by N.J.S.A. 2B:12-4 and will serve for the term stated in that statute. The salary of the Judge shall be fixed by the Governing Body of Wantage Township, which agreement will be evidenced by an ordinance or resolution.

6. The Municipal Court will have a Court Administrator and such other necessary clerical or other assistants as determined by the Governing Body of Wantage Township. The salary of the Court Administrator and other Court personnel will be fixed by the Governing Body of Wantage Township.

7. The Municipal Court will be located at the Municipal Building for the Township of Wantage. The Township of Wantage will make available for the Court, courtroom and offices of the personnel of the Court.

8. Sussex Borough's contribution toward the cost of the Court Facility, Judge, Prosecutor, staff and overhead shall be \$44,500.00. The term of this Agreement shall be three (3) years. This amount may increase up to 4.5% in each of the second and third year of this agreement if the Township of Wantage's actual costs increase. The increase shall be the proportionate share of the increase using the calculations set forth in the 4/14/08 Municipal Clerk's Report, but in no event shall the increase charged to Sussex Borough be more than 4.5% per year. Thereafter, the two municipalities may negotiate an extension and/or a reasonable increase in the yearly costs.

9. Improvements to the existing Court Facility that are required to render the Court Facility in compliance with State and/or Assignment Judge mandates, shall be undertaken as soon as possible, and the cost for said improvements shall be paid by Wantage Township.

All other expenses for administering the Court, including salaries for the Judge and Court personnel, and costs of materials and equipment for the Court, shall be paid by Wantage Township.

10. To the extent that any revenues cost or fine received by the Municipal Court is receivable by a municipality (for example, but not by way of limitation, fines for violations of municipal ordinances) such revenue cost or fine shall be the property of, and allocated and delivered to the individual municipality in which the violation, warrant, complaint or ticket was issued.

11. Wantage Township and Sussex Borough agree to notify their general liability insurance carriers that those municipalities will be maintaining a joint court at the Wantage Township Municipal Building and agree to obtain liability insurance in the name of the municipality for the conduct and accounts of the Court located in the Wantage Township Municipal Building.

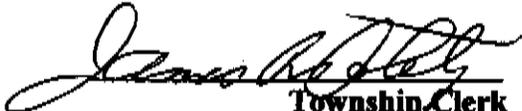
12. The Court will have a single prosecutor who will be known as the "Prosecutor of the Municipal Court of Wantage Township and Sussex Borough". The prosecutor will receive such salary and will serve for such term fixed by appointment by the Governing Body of Wantage Township.

13. Sussex Borough may withdraw from the Joint Court created herein by the adoption of an ordinance providing for the withdrawal by the municipality. However, no such ordinance may be adopted until six months after notice of the proposed withdrawal has been given to the other municipalities participating in the Joint Court.

14. This agreement will become effective only after ordinances authorizing the execution of this Agreement and establishment of the Municipal Court have been passed by the Governing Bodies of each of the two municipalities, with an effective date of two months following the adoption of the second ordinance. Upon passage of the Ordinances and full execution of this Agreement, this Agreement will be filed with the Administrative Director of Courts.

IN WITNESS WHEREOF, the parties hereto have caused their presents to be executed the day and year first above written.

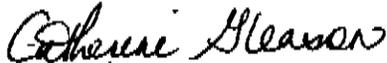
ATTEST:

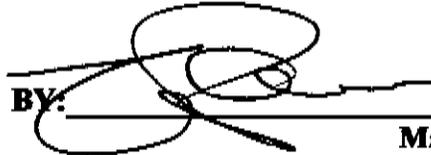

Township Clerk

TOWNSHIP OF WANTAGE

BY: 
Mayor

BOROUGH OF SUSSEX


Borough Clerk

BY: 
Mayor

**CONSTRUCTION DEPARTMENT
INTERLOCAL SERVICE AGREEMENT
BETWEEN
THE TOWNSHIP OF WANTAGE
AND
THE BOROUGH OF SUSSEX**

ADDENDUM #1

WHEREAS, this amendment is effective the latter of the two dates on the signature page by and between

THE TOWNSHIP OF WANTAGE, a municipal corporation of the State of New Jersey (referred to as "Provider"); and

THE BOROUGH OF SUSSEX, a municipal corporation of the State of New Jersey; and

Sussex shall be referred to as the "Recipient".

WHEREAS, the parties desire to amend the Interlocal Service Agreement for the year 2010,

WITNESSETH, that the Provider and the Recipient agree as follows:

ARTICLE II: ACTIVITIES

A. Services to be Performed

The Provider will provide the following administrative and enforcement personnel to Sussex:

- a. Construction Official
- b. Building Subcode Official
- c. Plumbing Subcode Official
- d. Code Enforcement Official
- e. Zoning Officer
- f. Electrical Subcode Official
- g. Elevator Subcode Official –per requirements of Uniform Construction Code
- h. Fire Official (Fire Prevention Bureau)
- i. Fire Inspector (Fire Prevention Bureau)
- j. Secretarial support staff for the above

ARTICLE IX: FUNDING

A. For the year 2010, Recipient cost for the Construction Department shall be as provided for below:

	<u>2010</u>
Sussex	\$ 99,645

In the event of any conflict between the terms and provisions of this Addendum and the terms and provisions of the original Agreement and subsequent Addendums, the terms and provisions of this Addendum shall prevail.

In all other respects, except as herein modified, the terms and provisions of the Interlocal Service Agreement shall remain in full force and effect.

The modifications in this Addendum shall have the same force and effect as if incorporated into the original agreement and shall take precedence thereover.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date written below.

Attest:

TOWNSHIP OF WANTAGE

By:

Dated: _____

Attest:

BOROUGH OF SUSSEX

By:

Dated: _____

**CONSTRUCTION DEPARTMENT
SHARED SERVICE AGREEMENT
BETWEEN
THE TOWNSHIP OF WANTAGE
AND
THE BOROUGH OF SUSSEX**

THIS AGREEMENT is entered the latter of the dates on the signature page by and between

THE TOWNSHIP OF WANTAGE, a municipal corporation of the State of New Jersey (referred to as "Provider"); and

THE BOROUGH OF SUSSEX, a municipal corporation of the State of New Jersey; (referred to as "Recipient"); and

WITNESSETH, that the Provider and the Recipient agree as follows:

ARTICLE I: SCOPE OF SERVICES

A. Designation as General Agent.

1. The Provider is hereby designated as the agent of the Recipient, to furnish Code Administration and Enforcement services under the Uniform Construction Code, N.J.A.C. 5:23-1 et seq. and its Subcodes, the State of New Jersey Uniform Fire Code, and Municipal Property Maintenance Codes.
2. Additional municipalities may be added as new participants to this Interlocal Construction Department at the sole discretion of the Provider. The addition of new participants shall not affect the level of services being provided to Recipient. Any addition shall be by amendment to this agreement.

B. Responsibility.

At all times, the Provider shall maintain responsibility for and control over the personnel hired to operate the department. All citizen inquiries and complaint resolutions shall be handled through the Provider. The Municipal Administrator of the Provider and/or the Department of Community Affairs, as appropriate, shall handle any public complaints involving the Construction Code Official and Staff.

C. Supervision and Director of Staff.

1. The Provider, in conjunction with the Recipient, shall establish office hours for the operation of the construction department.

2. The Construction Code Official, furnished by the Provider, shall be responsible for the operation and supervision of the Construction Code Enforcement Office and shall direct and supervise all activities and employees of the Department.
3. The staff, furnished by the Provider, shall be properly licensed code enforcement or subcode officials and/or inspectors as appropriate.
4. Provider shall furnish appropriate clerical support staff, as determined by the Municipal Administrator, in conjunction with the Construction Official.

D. Designation as Code Officials and Inspectors.

Provider shall designate the Code and Subcode Officials, as well as the Inspectors, for the enforcement of the State Uniform Construction Code and related ordinances of the Recipient. Code and Subcode Officials and Inspectors shall be duly licensed by the New Jersey Department of Community Affairs, Division of Codes and Standards.

ARTICLE II: ACTIVITIES

A. Services to be Performed

The following administrative and enforcement personnel will be provided by the Provider to the Recipient:

- a. Construction Official
- b. Building Subcode Official
- c. Plumbing Subcode Official
- d. Code Enforcement Official
- e. Zoning Officer
- f. Electrical Subcode Official
- g. Elevator Subcode Official – as per requirements of the Uniform Construction Code
- h. Fire Official (Fire Prevention Bureau)
- i. Fire Inspector (Fire Prevention Bureau)

B. Hours of Operation

1. The Construction Official and Subcode Officials shall be available for consultation with the public during normal business hours at scheduled times to be determined by the Construction Official. The hours shall set be in such a manner as to provide the public with reasonable access to the various officials.
2. At the minimum, the Construction Office shall be open during normal business hours of 40 hours per week. Clerical employees of the Code Enforcement Office, Zoning Office and Fire Prevention Bureau will be available to the public during this workweek. Inspectors will be available by appointment.

C. Place of Operation

1. Main business for the Department shall be conducted in the Provider's office. A mailbox will be maintained in the Municipal Building of the Recipient for use by the Construction Department.
2. In the event it is determined by Provider and Recipient that satellite offices are necessary either on a temporary or ongoing basis in the Recipient's Municipal Building, such requests shall be reviewed in order to determine whether or not they will impede the efficiency and effectiveness of the Interlocal Department.

D. Maintenance of Records

1. The appropriate Officials and Inspectors shall maintain documented records of activity on forms approved by the Construction Official and/or the New Jersey Department of Community Affairs, recording all inspections and activities. The records shall be specific with regard to the municipality, address, dates and hours of service. All forms will be submitted to the Provider's administrator for approval unless standard forms are required by the New Jersey Department of Community Affairs. The Provider's administrator will solicit input from duly designated representatives of the Recipient when approving the format of forms, stationery and related items for the Interlocal Department, to the extent such documents are not standard forms required by the New Jersey Department of Community Affairs.
2. All active files, records and support documentation shall be maintained on file in the offices of the Provider.
3. When files, records and support documentation are closed from active status, the materials shall be transported to the offices of the generating municipality. The transporting of records and materials shall be done on at least a semi-annual basis.

ARTICLE III: EMPLOYEES

A. Licensed Personnel and Staff

1. The Provider shall furnish duly licensed personnel and support staff as shown by the staffing pattern below.
2. The Provider may employ subcontractors and/or contract with third party entities, to supply any services for which the Provider does not have qualified in-staff personnel or in the event additional services are specifically requested by Recipient. There will be no additional cost to the Recipient, if such services are contracted for by the Provider, except those services needed to meet demands of the Recipient that exceed the demands contemplated at the time the agreement was entered. If additional services are requested by Recipient, the cost of such services shall be borne by the requesting Recipient.

B. Staffing Pattern

1. The following shall constitute the staffing pattern for the Construction Department of the Provider:
 - a. One full-time Construction Official.
 - b. Full-time employee coverage for: Building Subcode Official; Code/Zoning Enforcement Officer; Plumbing Subcode; Fire Official; Fire Subcode.
 - c. Part-time coverage for Electrical Subcode
 - d. One full-time Construction Technical Assistant; two full-time Clerk typists for the Fire official and the Property Maintenance/Housing Inspection office; one part time clerk typist for the Fire Prevention Bureau
2. Adjustments and Considerations:

After initial staffing patterns have been approved upon execution of the agreement, if additional personnel are deemed necessary in order to operate the department, the addition shall be done by amendment to the existing agreement, including allocation of the costs amongst the participants.

ARTICLE IV: ENFORCEMENT

A. Investigations and Inspections

The Construction Official shall conduct investigations and inspections or supervise personnel in making same and inform the Provider and Recipient regarding any violation of statutes and/or related local ordinances related to the Uniform Construction Code in their respective municipalities.

B. Coordination with Municipal Attorneys

The Construction Official shall provide the Provider and Recipient with evidence of violations and assist the appropriate municipal attorney(s) in obtaining compliance and enforcing compliance with the law.

Each municipality shall be solely responsible for its own enforcement actions. The sole cost of enforcement activities including but not limited to legal actions and collection of any fines and/or penalties assessed as the result of a legal action shall be borne solely by the municipality within which the violation occurred. The Construction Official and/or Construction Department personnel shall make themselves available to testify and provide documentation in support of the investigation they have undertaken, including the results of the investigation.

C. Violations

The Construction Official and/or appropriate Subcode Official or Inspector shall have the power to issue notices and summonses for violations on behalf of the Provider and the Recipient.

ARTICLE V: REPORTS AND MEETINGS

A. Reports

1. **Monthly:** The Construction Official shall furnish the Provider and the Recipient with a written report at least once a month. The report shall itemize all services rendered by the Construction Department to each municipality and make suggestions for improvement of construction code enforcement services in each municipality.
2. **Annual:** The Construction Official shall furnish the Provider and the Recipient with an annual report of services rendered to each respective municipality.
3. **Periodic:** Periodic reporting of activities shall be made by the Construction Official, upon request by the Administrative Officer of the Provider and/or the Recipient.

B. Meetings

Provider's administrator shall be available for meeting with the representatives of the Recipient on a quarterly basis during the first year of the Agreement. In subsequent years, such meeting shall be held as requested. Discussions will cover mutual problems and needs, objectives, and an evaluation of accomplishments.

ARTICLE VI: FEES

A. Retention

All license fees, permit fees and other fees collected by the Construction Department Personnel shall be retained by the respective municipality of jurisdiction for the license or permit applied for.

B. Collection

Collection of fees shall be the responsibility of the Provider. Staff personnel of the Construction Department shall comply with the state requirements for deposit of public funds collected by a municipality, after which appropriate action will be taken to distribute fees to the appropriate municipal treasurer on a monthly basis. Monthly reports of revenues received and appropriations expended shall be provided to each participating municipality.

C. Establishment of Fees

The Provider and the Recipient shall develop a uniform fee schedule as required by N.J.A.C. 5:23-4.17(d).

ARTICLE VII: PROPERTY ARRANGEMENTS

A. Costs Shared Equally

During the life of the interlocal services agreement, the costs of all equipment and/or vehicles acquired specifically for the Construction Department shall be borne equally by all participating municipalities. Any items that are supplied by the participating municipalities or obtained from other sources at the commencement of this Agreement and all equipment and materials acquired during the term of this Agreement shall remain the sole possession of Wantage Township and the value will be considered as part of the annual service arrangement. Upon termination of this Agreement, all items and materials remain the property of Wantage Township.

At the inception of this Agreement, all participants will submit to the Provider an inventory of any items including but not limited to computers and office equipment that are being made available to the Provider for use by the Interlocal Department. In the event the Interlocal Agreement is terminated, such items included on each participant's inventory list will be returned to the appropriate municipality. In the event any piece of equipment submitted by a participant reaches the end of its useful life and is to be replaced, the item will be returned to the appropriate municipality for disposal, if the municipality so desires.

B. Revenues from Sale of Surplus Property

Revenues received from any piece(s) of equipment or vehicle acquired on behalf of the Joint Construction Department which is deemed surplus, and sold at auction, shall be distributed equally among the participating municipalities at that time.

ARTICLE IX: FUNDING

A. For the year 2009, Recipient costs for the Construction Department shall be as shown below:

	<u>2009</u>
Sussex	94,900

For subsequent years, the Provider will provide a written statement of the costs for the various participants for each year on or before November 1st.

B. Quarterly Payments by Recipients to Provider

The Recipient shall provide sufficient funds in their budget to cover contract costs. The Recipient shall provide quarterly payment for the service charges, based on the figures shown under Article IX, Section A, for the duration of the term of the agreement.

The quarterly payments shall be made as follows: first payment, January 1; second, April 1; third, July 1 and fourth, October 1 of each year the agreement is in effect.

Failure of Recipient to pay their quarterly contribution by the tenth day of the month shall result in the imposition of a 5% late penalty for that payment, as well as interest on the payment to accrue at the rate of 5% per annum.

ARTICLE XI: DURATION OF CONTRACT, TERMINATION, AMENDMENT & INTERPRETATION

A. Duration

Duration of the agreement shall be for a period of four (4) consecutive years, as provided for by N.J.A.C. 5:23-4.6, beginning on or about February 1, 2009, and terminating on January 31, 2013.

B. Termination

A participating municipality may terminate its participation in the regional construction department on January 1st of any calendar year during the life of the agreement, by providing written notice to the Provider and all Recipients on or before November 1st of the prior calendar year. The terminating municipality shall pay their share of the expenses up to the time of their withdrawal, as well as any costs associated with the withdrawal.

C. Amendment

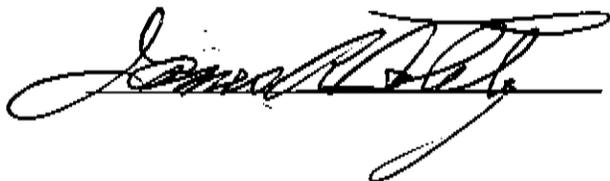
The agreement may be amended at any time by mutual agreement of the parties, provided that such amendment is reduced to writing, executed by the Chief Administrative Official of each municipality or his/her designated representative and specifies the date the provisions of such amendment shall be effective.

D. Interpretation

Any questions regarding proper interpretation of the terms of the agreement shall be submitted by the Municipal Clerk of the Provider, to the municipal attorney of the Provider as well as to the municipal attorneys of all Recipients, for interpretation. Absent a unanimous opinion, the requesting party may terminate their participation in the agreement as provided for in Article XI, Section B, or file an action in a court of competent jurisdiction with venue in Sussex County. Each party shall bear its own cost of any litigation. In the event of a dispute between the Recipients in which the Provider is named as a party, the Recipients shall equally bear the costs of Provider's attorneys' fees and costs in such action.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date written below.

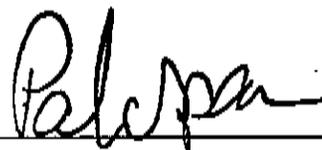
Attest:



Attest:

Catherine Glavin, RMC

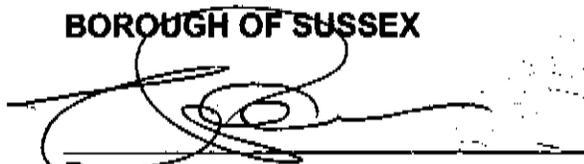
TOWNSHIP OF WANTAGE



By:

Dated: 1-29-09

BOROUGH OF SUSSEX



By:

Dated: January 21, 2009

**AMENDED
WANTAGE TOWNSHIP/SUSSEX BOROUGH
INTERLOCAL AGREEMENT
FOR MUNICIPAL WATER & SEWER SERVICES**

THIS AGREEMENT is between the **TOWNSHIP OF WANTAGE**, a municipal corporation of the State of New Jersey, with a mailing address of 888 Route 23, Wantage, New Jersey 07461 ("Wantage"), and the **BOROUGH OF SUSSEX**, a municipal corporation of the State of New Jersey, with a mailing address of 2 Main Street, Sussex, New Jersey 07461 ("Sussex").

WHEREAS, certain properties in Wantage are serviced by Sussex Borough's water and/or sewer utilities ("utilities"); and

WHEREAS, Sussex and Wantage want to continue and confirm arrangements with regard to water/sewer services provided to Wantage customers; and

WHEREAS, Wantage and Sussex previously entered into municipal water service and sewer service interlocal agreements dated December 19, 2000; and

WHEREAS, the parties have agreed that this interlocal service agreement supercedes and replaces the prior agreements; and

WHEREAS, the effective date of this Agreement is January 1, 2004

IT IS HEREBY AGREED by and between the parties as follows:

1. **DIRECT BILLING BY SUSSEX** -- Sussex will directly bill all customers for utility services.
2. **SERVICE TO WANTAGE PROPERTIES** -- Sussex shall continue to supply water and sewer service to Wantage properties currently serviced and new customers based on available capacity.
3. **DISCONTINUANCE OF SERVICE** -- Pursuant to *N.J.S.A. 40A:31-12 and N.J.S.A. 40A:26A-12*, Sussex may discontinue service for failure to pay any amount within thirty (30) days after the date it is due and payable, subject only to providing ten (10) days advance written notice to the property owner of record. Sussex may continue to stop or restrict service until all fees other charges and interest are paid in full

4 **FEEES AND CHARGES** --- Wantage customers will pay for water and/or sewer service at the rates established by Sussex ordinance, as amended from time to time. Sussex agrees that the rates charged to Wantage customers shall be equal to the rates charged to Sussex customers. Rates shall comply with applicable law, including *N.J.S.A. 40A:26A-10 and N.J.S.A. 40A:31-10*. The parties reserve the right to review rates in the future. Should the Sussex water and/or sewer utility not be self-supporting and it be necessary for Sussex to utilize general revenue to cover the shortfall, Wantage users will be required to pay an additional charge equal to the additional charge paid by Sussex water and/or sewer users. The amount of the additional charge would be established annually by Resolution adopted by the Sussex governing body at a public meeting.

5 **LIEN SEARCHES** -- Wantage will include a statement on each municipal tax search for any Wantage property serviced by the Sussex utilities that a utility search must be requested from Sussex as to outstanding water and/or sewer charges and the applicant shall pay the appropriate fee as set by Sussex.

6 **DISPUTED CHARGES** -- Any dispute, past, present or future, in regard to the amount that Sussex claims it is owed shall be resolved by Sussex and the customer directly. Wantage shall have no obligation to defend or resolve any dispute as to fees or charges.

7 **ENFORCEMENT** -- The parties will cooperate in the enforcement of water and sewer liens pursuant to *N.J.S.A. 40A:26A-12 and 40A:31-12*. Enforcement procedures may include, but are not limited to, selling and foreclosing upon tax sale certificates.

8 **COLLECTION & ENFORCEMENT PROCEDURE** --

- A. To the extent that Sussex requests Wantage to assist in collecting past due amounts, Sussex shall provide Wantage with a list of delinquent properties and amounts. Wantage agrees it will include the liens in its next municipal lien sale and proceed at no cost to Sussex.
- B. In the event a lien is sold to a third party, Sussex shall receive payment of all water and/or sewer charges and interest owed to it from sale proceeds.

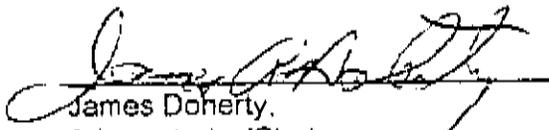
C. Wantage shall pay Sussex the amount for liens that it acquires based on water and/or sewer charges owed to Sussex, including interest as of the date of sale. Sussex will assign any interest that it might have in the lien to Wantage.

D. In the event the lien is subsequently redeemed or Wantage forecloses upon it, Wantage shall be solely entitled to receive the redemption amount, including interest, as well as full property rights in the event of foreclosure.

9. **INDEMNIFICATION** – Sussex will indemnify, defend and hold Wantage harmless from any and all undertakings with regard to its municipal water and/or sewer system, including, but not limited to, the connection or discontinuance of service, which obligation shall arise as soon as a claim is made

10. **TERMINATION** – This Agreement shall expire five (5) years from its effective date.

Attest:


James Doherty,
Administrator/Clerk

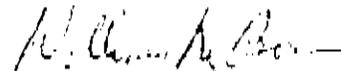
Dated JUNE 17, 2004

Attest:


Mary Volperie, Deputy Clerk

Dated 6/23/04, 2004

TOWNSHIP OF WANTAGE

By: 
William DeBoer, Mayor

BOROUGH OF SUSSEX

By: 
Katherine Little, Mayor

PLANNING BOARD

Mayor Chris Parrott Class I Member	9 Main Street Sussex, NJ 07461	(973)875-3000-home (973)222-5753-cell	(12/10) 1 yr term
Catherine Gleason Class II Member	9 Edsall Road Franklin, NJ 07416	(973)827-2705 (973)580-1623 - cell	(12/10) 1 yr term
Jim Fransen (Council Rep) Class III Member	17 Clove Avenue Sussex, NJ 07461	(973)875-2938-home	(12/10) 1 yr term
Alexis Horvath Class IV Member	35 Bank Street Sussex, NJ 07461	(973)875-3633-home	(12/10) 4 yr term
Matt Lynch Class IV Member	17 Munson Street Sussex, NJ 07461	(973)875-5041	(12/11) 4 yr term
Tom Heath Class IV Member	34 Third Street Sussex, NJ 07461	(973)702-8894-home (973)670-4312	(12/10) 4 yr term
Rich Klein Class IV Member	35 Clove Avenue Sussex, NJ 07461	(973)702-0634-home (973)222-4157-cell	(12/13) 4 yr term
Larry Gutlemer Class IV Member	84 Newton Avenue Sussex, NJ 07461		(12/12) 4 yr term
Sal Lagattuta Class IV Member	15 Chestnut Street Sussex, NJ 07461		(12/13) 4 yr term
Alternate I			(12/11) 2 yr term
Alternate II			(12/11) 2 yr term
Alternate III			(12/11) 2 yr term
Alternate IV			(12/11) 2 yr term
Glenn T. Gavan Board Attorney	McGivney & Kluger 191 Woodport Road Suite 210B Sparta, NJ 07871	(973)726-4958-office (973)726-0432-fax	(12/10)

STATE OF NEW JERSEY
 OFFICE OF THE ATTORNEY GENERAL
 DEPARTMENT OF LAW AND PUBLIC SAFETY
 DIVISION OF ALCOHOLIC BEVERAGE CONTROL
 P.O. BOX 087, 140 EAST FRONT STREET
 TRENTON, NJ 08625-0087

APPLICATION FOR SPECIAL PERMIT FOR SOCIAL AFFAIR [SA]

SOCIAL AFFAIR PERMITS WILL ONLY BE ISSUED TO NON-PROFIT ORGANIZATIONS

Applications must be accompanied by a fee of **\$100.00 PER DAY** for Civic, Religious, or Educational Organizations; **\$150.00 PER DAY** for all other NON-PROFIT organizations, payable with a MONEY ORDER or CHECK made out to the order of the DIVISION OF ALCOHOLIC BEVERAGE CONTROL.

NOTICE: ORGANIZATIONS MAKING APPLICATION FOR THE FIRST TIME, MUST SUBMIT PROOF OF NON-PROFIT STATUS IN NEW JERSEY. COMBINATIONS OF CERTIFICATE OF INCORPORATION, CHARTER OR BY-LAWS, FEDERAL TAX EXEMPT CERTIFICATE, FINANCIAL RECORDS AND MEMBERSHIP LIST (NAMES AND ADDRESSES INCLUDED) ARE ACCEPTABLE FORMS OF PROOF. THE DIVISION OF ALCOHOLIC BEVERAGE CONTROL RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION IF DOCUMENTATION SUBMITTED IS NOT SUFFICIENT.

APPLICATION MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO THE DATE OF THE AFFAIR

Pursuant to **N.J.S.A. 33:74-1** and **N.J.A.C. 13:2-5.1**, the undersigned makes application for a Special Permit to sell, dispense and serve alcoholic beverages for consumption at an affair as stated herein:

PLEASE PRINT CLEARLY OR TYPE

1. Name of Organization Sussex Fire Dept
 Address 25 Coomr Ave Sussex N.J. 07461
2. Has organization held a Special Permit for Social Affair during the past 3 years? yes If no, show proof of non-profit status.
3. Location of premises where affair will be held: (Describe Specifically)
 Name Sussex Fire House
 Address 25 Coomr Ave Sussex N.J. 07461
4. For what type of Social Affair is this Permit requested? DINNER
5. Are premises where affair is to be held licensed? NO If Yes, give type and License Number _____
6. State date affair will be held and between what hours alcoholic beverages will be dispensed:
Feb 13 20 10 From 5:30 P.M. To 1 A.M.
(Date) (Time) (Time)
- RAIN DATE: NONE
7. For what purposes was your Non-Profit Organization formed? FIRE PROTECTION
8. How many members does organization have? 25 How many under the legal age? NONE
9. Does organization hold a liquor license? NO If yes, give type and License Number _____
10. How will a charge be assessed? TICKET CONTRIBUTION () OTHER _____
11. Are the premises where the affair is to be held owned by a municipality, county or State? NO
 If so, state name of owner _____
 For what purposes are premises used? STORAGE FIRE EQUIPMENT - MEETINGS
12. Check kinds of alcoholic beverages to be dispensed if Permit is granted:
 WINE _____ DISTILLED SPIRITS _____ MALT ALCOHOLIC BEVERAGES X
13. Are persons under the legal age to be admitted? NO
 If Yes, will they be accompanied by adults of age to consume alcoholic beverages? _____
14. To whom and for what will the proceeds of the affair accrue? PURCHASE FIRE EQUIPMENT

PLEASE ATTACH A SKETCH OF THE LOCATION WHERE ALCOHOLIC BEVERAGES ARE TO BE DISPENSED. INCLUDE THE BAR AREA AND LOCATION OF PERSON/PERSONS CHECKING ID'S FOR ANYONE UNDER THE LEGAL DRINKING AGE. PERMITS WILL NOT BE ISSUED WITHOUT SKETCH.

TYPE/PRINT NAME AND ADDRESS OF PERSON TO WHOM PERMIT IS TO BE MAILED:

NAME Louis V. Cecchini
 ADDRESS 3 Debbie Dr
Sussex N.J. 07461
 TELEPHONE NO. 973 875 6525

NO PERMIT WILL BE GRANTED UNLESS WRITTEN APPROVALS FOR BELOW ARE OBTAINED

If a Special Permit is granted, applicant agrees that alcoholic beverages will not be sold or served to anyone under the legal age, nor will such persons be permitted to consume alcoholic beverages at aforesaid affair and certifies that all conditions set forth in said Permit, all rules and regulations pertaining thereto and all ordinances and/or resolutions of the municipality where aforesaid affair is to be held will be complied with; and that permission is hereby given the Director of the Division of Alcoholic Beverage Control, Division of Taxation, and their duly authorized investigators and agents, and to any local peace officer to investigate the sale of alcoholic beverages at the social affair for which this application is made. Gambling, mock gambling and gambling paraphernalia is not permitted on the premises licensed by the Special Permit unless otherwise approved by the Legalized Games of Chance Commission (973) 273-8000. **I HEREBY CERTIFY THAT THIS ORGANIZATION HAS NOT EXCEEDED ITS LIMIT OF 12 SPECIAL PERMITS DURING THIS CALENDAR YEAR.**

Paul Vecchioni, Chairman, Sussex County Dept
(Signature of Authorized Officer and Title) (Name of Organization)

Date of Signature 12/22/09

I hereby certify that there is no objection to the granting of a Special Permit to above applicant to sell alcoholic beverages at the affair to be held on aforesaid date and premises, subject to, however, the following Special Conditions (if any):

SFC Joseph T. ... # 3421
(Signature of Chief of Police)

Sewick Borough
(Municipality where affair is to be held)

Date of Signature 12/22/09

I hereby certify that the License Issuing Authority of this municipality has no objection to the granting of a Special Permit herein applied for and consents thereto. I further certify that the issuance of said Permit is not contrary to any local ordinance, resolution, regulation or policy which would prohibit same.

(Signature of Clerk)

(Municipality where affair is to be held)

Date of Signature/Seal: _____

The following consent is to be signed by the person so authorized of the premises where the affair is to be held.

I hereby certify that I am the person in charge of the premises upon which the herein affair will be held, that I am fully authorized to and do hereby certify that there are no objections to the sale and service of alcoholic beverages upon such premises at such affair. **I HEREBY CERTIFY THAT THIS PREMISE HAS NOT EXCEEDED ITS LIMIT OF 25 SPECIAL PERMITS DURING THIS CALENDAR YEAR.**

Paul Vecchioni, Chairman Date of Signature 12/22/09
(Signature and Title)

**NOTICE: NO REBATE, REFUND OR TRANSFER WILL BE GRANTED
IN EVENT THE AFFAIR IS NOT HELD**

Issuance of the Special Permit will allow the organization to purchase alcoholic beverages for resale at the affair specified in the application from any licensed wholesaler or retailer. All advertising, tickets, etc., for the affair which contain reference to alcoholic beverages must include this Permit Number.

STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF ALCOHOLIC BEVERAGE CONTROL
P.O. BOX 087, 140 EAST FRONT STREET
TRENTON, NJ 08625-0087
FAX 609-292-0691

THIS FORM MUST BE COMPLETED WHEN APPLYING FOR A
SOCIAL AFFAIR, CATERING OR EXTENSION OF PREMISES PERMIT

ALL APPLICATIONS MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR
TO THE DATE OF THE EVENT

APPLICATIONS WITHOUT THE APPROPRIATE SIGNATURES OF
MUNICIPAL OFFICIALS WILL NOT BE PROCESSED

1. Name of Organization Sussex Fire Dept
2. Date of Event Feb 13, 2010
3. Contact Name Cous V. Pecchini Phone Number 973-875-6525
4. How many people are expected to attend the event? 200
5. What is the approximate age group of the attendees? ADULTS ONLY
6. Explain in detail the security plans for the event. The plan should include the number of people checking for ID's, plans to prevent pass-offs to minors, the type of security at the event and any other relevant information pertaining to the event. Please use reverse side if necessary. 2 people AT ENTRANCE collecting tickets = will check I.D. NO MINOR WILL be permitted
All Dinner are Attended by Fire Dept. Members
Wearing Dept. Shirts Bartenders will Also I.D.
LIMIT BARTENDERS DISCRETION.
7. What types of alcoholic beverages will be served at the event? Please include cup size and limits. Beer + Mixed Drink
12 & 16 Oz Cups.
8. Please attach a detailed sketch of the area to be licensed. The sketch should include entrances and exits, ID checking area(s), location of where alcoholic beverages will be dispensed and any other relevant information pertaining to the event.

NOTE: A catering or social affair permit will **not be issued to a premises where other mercantile business is being conducted.**
N.J.S.A. 33:1-12.

REAR

MEETING ROOM

MENS ROOM

LADIES ROOM

REAR DOOR EXIT ONLY

WALL

RADIO ROOM

HALL

BAR AREA

KITCHEN

TRUCK BAYS

HALL

FRONT GARAGE DOORS

ENTRANCE COLLECTOR
CHECK IN/OUT
P.O. BOX
ADMIN

**RESOLUTION #2010-19R
Borough of Sussex**

**Resolution to Forgive Taxes
Block 102 Lot 1**

WHEREAS, Block 102 Lot 1 also known as 1 Loomis Avenue in Sussex Borough, and

WHEREAS, this property was acquired by the State of New Jersey in April of 2008, and

WHEREAS, the Tax Assessor for Sussex Borough inadvertently did not correctly put this parcel on the 2009 exempt list and will be exempt for 2010.

Now therefore be it resolved by the Mayor and Council of the Borough of Sussex that the Tax Collector be authorized to forgive the 2009 taxes in the amount of \$2,670.66.

CERTIFICATION

I hereby certify that the above Resolution is a true copy of the Resolution adopted by the Sussex Borough Council at their meeting held on Tuesday, the 19th day of January 19, 2010 at 7:30 p.m. in the Sussex Borough Municipal Building, 2 Main Street, Sussex, New Jersey.

**Catherine Gleason
Borough Clerk**

PROPERTY TAX RECORD SUSSEX BOROUGH
 Page 1 Mon Dec 21 17:19:26 EST 2009

Property Information

Block : 102	Lot: 1	Qualification :	Deductions:
Tax Account Number : 138			Senior: 0
Dimension : 160X50 IRR			Vet : 0
Property location : 1 LOOMIS AVE			Widow : 0
Property Class : 4A			Survivor: 0
Bank code :			Disabled: 0
			Deduction amount: 0.00

Owner Information

NORTHERN REGION R.O.W. OFFICE
 NJDOT 1035 PARK WAY AVE
 TRENTON, NJ 086251322

Property Tax Information

2008 Net Tax :	2,720.61	Land value:	27,600
2009 Net Tax :	2,670.66	Improvement value:	39,000
2009 Total Tax:	2,670.66	Net taxable value:	66,600

Special Tax codes : Special Tax Amount : 0.00

By Quarter History: 2009

	Due Feb. 1st 1st Quarter	Due May 1st 2nd Quarter	Due Aug. 1st 3rd Quarter	Due Nov. 1st 4th Quarter	1/2 next yr
Tax Due:	680.16	680.15	773.39	536.96	1,335.33
Tax Paid:	0.00	0.00	0.00	0.00	0.00
Balance:	680.16	680.15	773.39	536.96	1,335.33

NOTE: STATE PURCHASED 5/15/08 PAPERWORK NOT TO ASSESSOR BY APR 1ST, 2008 WILL

2009 Balance Summary

Totals Due: 2,670.66 Paid : 0.00 Adjust: 0.00 Bal: 2,670.66

By Quarter History: 2008

	Due Feb. 1st 1st Quarter	Due May 1st 2nd Quarter	Due Aug. 1st 3rd Quarter	Due Nov. 1st 4th Quarter	1/2 next yr
Tax Due:	662.67	662.67	747.59	647.68	1,360.31
Tax Paid:	662.67	662.67	747.59	647.68	0.00
Balance:	0.00	0.00	0.00	0.00	1,360.31

NOTE: ACQUIRED BY STATE--DALE FINN IN APRIL 08.

2008 Balance Summary

Totals Due: 2,720.61 Paid : 2,720.61 Adjust: 0.00 Bal: 0.00

PROPERTY TAX RECORD SUSSEX BOROUGH
 Page 2 Mon Dec 21 17:19:26 EST 2009

Transaction History

Tax Year	Tax Due	Tax Paid	Interest	Date Paid	Total Paid	Dep#
2008 Tax Year						
Bal Forward	0.00					
1st Quarter	662.67	662.67	0.00	2/08/08	662.67	22
2nd Quarter	662.67	2,057.94	0.00	7/06/09	2,057.94	114
3rd Quarter	747.59					
4th Quarter	647.68					
Ending Bal	0.00					
2009 Tax Year						
Bal Forward	0.00					
1st Quarter	680.16					
2nd Quarter	680.15					
3rd Quarter	773.39					
4th Quarter	536.96					
Ending Bal	2,670.66					

Summary of Transactions for All Years Indicated Above

mode	paid	tax	int	date
	662.67	662.67		2/08/08
	2,057.94	2,057.94		7/06/09

December 17, 2009

Ms. Catherine Gleason, Clerk
Borough of Sussex
2 Main Street
Sussex, NJ 07461

Re: Clove Brook Watershed Manhole Rehabilitation Project
Sussex, NJ
Crew Proj. No.: SUSX027.000

Dear Ms. Gleason:

The attached invoices represent work on the Clove Brook Watershed Manhole Rehabilitation Project, as authorized by Mayor Parrott. Since this work was previously authorized, we would appreciate the invoices being included on the bill list for this Friday's meeting. Copies of all documents submitted to the New Jersey Department of Environmental Protection (NJDEP) on behalf of Sussex Borough have been copied to the Borough.

Attached invoice explanation summary (see detail on invoice):

1. SUSX027.000 - Total Invoice \$486
Cost to reproduce four sets of plans and specifications, sign and seal drawings, and deliver to Borough, as requested by you and Mayor Parrott.
2. SUSX027.600 - Total Invoice \$3,377.27
Cost to prepare Planning Document as required by the NJDEP. The Borough approved initial \$2,000 estimate, but additional work was required by the NJDEP; reported to Borough by email to Clerk.
 1. Our initial estimate of \$2,000 was based on Administrative Code rules and requirements. We qualified our Proposal on the expectation that the NJDEP would accept an abbreviated planning review document.
 2. The NJDEP required a full Planning Document submittal. The work required for a full Planning Document is substantial.
 3. Crew used additional personnel to provide the full Planning Document submittal to the NJDEP to meet the same deadline originally allotted for the abbreviated document. The additional cost included in this invoice represents the additional manpower and resources used by Crew for this task.

7,442.
- 156.00?

Ms. Catherine Gleason, Clerk
December 17, 2009
Page 2

3. SUSX027.601-.603 - Total Invoice \$3,956.00

Cost to respond to NJDEP engineering, environmental, and planning comments, and to make necessary changes. The Borough approved two supplemental changes of \$2,300 and \$1,500, for a total of \$3,800. ✓

Very truly yours,

CREW ENGINEERS, INC.

A handwritten signature in black ink, appearing to read "Michael Simone, Jr.", with a stylized flourish at the end.

Michael Simone, Jr., P.E.

MS:js

Enclosure

C:\Wpdocs\Letter\gleason.dec.doc

CREW

Water
Wastewater
Environmental
Civil Engineering

Crew Engineers, Inc.

1250 Route 23 North

Butler, NJ 07405

973-492-3300

973-492-1123 fax

NJ Certificate of Authorization 24GA27920500

Date 12/17/09

Services through 12/11/09

MS

Invoice #

29125208

Project #

SUSX027

Borough of Sussex
Ms. Cathleen Gleason
2 Main Street
Sussex, NJ 07461

Fee for professional engineering services associated with the 2009 I & I Repairs.

Services performed, for the period of 10/17/09 through 12/11/09, as described on the attached project detail.

Manhole Rehabilitation	\$486.00
Prepare Planning Report	3,377.27
Response to NJDEP Engineering Comments and Environmental Comments	3,484.00
Response to Planning Document Comments	472.00
INVOICE TOTAL	\$7,819.27

Crew Engineers, Inc.
12/17/09

Invoice # 29125208
Detail

Sign and Seal plans for NJDEP; write letter; run addition specifications.

<u>Week End Dates</u>	<u>Hours</u>	<u>Rate</u>	<u>Charges</u>	
M. Simone				
10/21/09	2.0	\$118.00	\$236.00	
J Shaw				
10/21/09	1.0	\$60.00	60.00	
			<hr/>	
			\$296.00	\$296.00

Completion of 4 sets of drawings for submission to NJDEP.

R. delaBruyere				
10/21/09	2.0	95.0	190.00	190.00

Total Charges \$486.00

Crew Engineers, Inc.

Invoice # 29125208

12/17/09

Detail

For Planning document and response to NJDEP-separate authorization to prepare response and loan information, as per NJDEP requirement letter:

<u>Week Ending Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Charges</u>
M. Simone			
11/09/09	1.0		
11/10/09	1.0		
11/11/09	2.0		
11/12/09	5.0		
11/13/09	7.0		
11/20/09	1.0		
11/23/09	1.0		
11/25/09	1.0		
	<hr/>		
	19.0	\$118.00	\$2,242.00
A. Mittiga			
11/12/09	9.0		
11/18/09	0.5		
	<hr/>		
	9.5	90.00	855.00
R. delaBruyere			
10/21/09	1.5	95.00	142.50
J Shaw			
11/13/09	1.5		
11/16/09	0.5		
	<hr/>		
	2.0	60.00	120.00
Reimbursable Exp:			
Courier			17.77
			<hr/>
			\$3,377.27
<hr/>			
Total Charges			\$3,377.27
<hr/>			

Crew Engineers, Inc.

Invoice #

0

12/14/09

Detail

To review comments from NJDEP re: TWA; prepare response; change specifications as required; review comment from NJDEP environmental review; revise plans & specifications; various telephone calls to client, NJDEP; memos to client; letter to NJDEP.

<u>Week Ending Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Charges</u>
M. Simone			
12/01/09	6.0		
12/02/09	3.0		
12/08/09	2.0		
12/09/09	2.0		

	13.0	\$118.00	\$1,534.00
A. Mittiga			
12/01/09	1.5		
12/02/09	6.5		
12/03/09	6.0		
12/08/09	2.0		
12/09/09	3.0		

	19.0	90.00	1,710.00
J Shaw			
12/02/09	0.5		
12/04/09	0.5		
12/08/09	1.5		
12/09/09	0.5		
12/10/09	1.0		

	4.0	60.00	240.00
Reimbursable Exp:			0.00
		-----	\$3,484.00

Total Charges

\$3,484.00

Crew Engineers, Inc.
12/14/09

Invoice # 0
Detail

To respond to NJDEP comments; various telephone calls, emails; write letter.

<u>Week End Dates</u>	<u>Hours</u>	<u>Rate</u>	<u>Charges</u>
M. Simone			
12/09/09	1.0		
12/10/09	3.0		
	<hr/>		
	4.0	\$118.00	\$472.00

Total Charges \$472.00

THE NELSON CONSULTING GROUP

2 Volcanic Hill Rd
Wantage, New Jersey 07461
973-875-8685

A PROFESSIONAL SERVICES AGREEMENT

GENERAL

This professional services agreement between The Nelson Consulting Group (planner) with offices in Wantage NJ and the Borough of Sussex, shall begin on 1/1/10 and end on 12/31/10, unless terminated in writing, by either party. Such termination shall take effect 30 days from the date of the written notice, unless otherwise modified by the parties of this agreement.

NATURE OF SERVICES

The planner agrees to provide community planning services consisting primarily of the review of development applications, on an as needed basis, to the Borough Land Use Board. Such reviews shall include an evaluation of the application materials, site inspections (as necessary), the preparation of reports and attendance at Board meetings. If required, expert testimony will be provided, by the planner, at Board meetings at the direction of the Board Chairman or Board Attorney.

In addition to the review of applications, the planner may also provide other community planning services, upon request, involving special projects or studies needed by the Borough. The costs for such services shall either be the subject of per diem charges by the planner, based on the fee schedule below, or will be specified in a proposal from the planner, if requested by the Board. Authorization to proceed shall be provided in writing before any such work shall commence.

MISCELLANEOUS PROVISIONS

- The planner agrees to adhere to all deadlines established by the Board and will be available for all Board meetings.
- The planner assigned to the Borough Land Use Board, for the duration of this agreement, by The Nelson Consulting Group, will be Kenneth P. Nelson PP / AICP. If Mr. Nelson is unable to attend a Board meeting or is unable to perform a specific assignment, a substitute shall be provided who is acceptable to the Board Chairman. Mr. Nelson shall keep in force, during the duration of this agreement,

his NJ Professional Planner's License (#1314) and his membership in the American Institute of Certified Planners (AICP).

- The Board agrees to submit to the planner all development applications to be reviewed, no less than 10 days before the meeting at which the application is to be heard.
- The planner shall be permitted to contact various municipal employees and / or officials for assistance or materials in connection with the performance of the services described herein.
- The planner agrees to be accessible to selected Borough officials via cell phone, email and other means of communication to the greatest extent possible.
- The planner will not communicate with the general public or the media unless authorized to do so. However, the planner shall be permitted to contact an applicant, or representatives of an applicant, in connection with an application for development.
- The Board shall make available to the planner, at no cost, all past and current planning and zoning documents of the Borough, as may be practicable, together with a set of Borough Tax Maps (an 11" x 17" copy) if requested by the planner.

FEES AND BILLING PROCEDURES

The planner shall submit invoices on a monthly basis or in accordance with a more frequent schedule as required or allowed by the Board. The hourly rate for the planner shall be \$ 110/Hr. Any associate's time will be billed at \$ 85/Hr. Any request for an increase in the hourly rate shall be submitted in writing to the Board for review. The Board agrees to make reasonable attempts to make payments within 60 days of the submission of an invoice.

Any out of pocket expenses, not normally associated with overhead, will be billed separately and will be discussed in advance with a representative of the Board

For The Nelson Consulting Group

For The Borough of Sussex

Application for Raffles License

Application No. RA: 2010-02

Identification No. 486-9-16347

Insert name of Municipality Sussex Borough

Prepare 4 copies of application. One copy will be returned

Part A GENERAL

1 Name of applying organization Sussex Fire Department, Inc.

2 a. Street address of headquarters 25 Loomis Ave
Sussex, NJ 07461

b. Mailing address (if different) _____

3 A license is requested to conduct raffles of the kind stated on the date, or on each of the dates, and during the hours listed (use a separate application for each type of raffle).

Date	Hours	Date	Hours
Off-Premise 50/50 Awarding Cash			
March 13, 2010	9:30 pm	September 13, 2010	9:30 pm
June 7, 2010	9:30 pm	November 13, 2010	9:30 pm
July 24, 2010	9:30 pm		

4 Address of place where Raffles will be played 25 Loomis Ave

5 Does the applicant own the premises or regularly occupy them for its general purposes? Yes No

6 If raffles equipment is rented, attach statement of raffles equipment lessor to application on Form 13.

Part B QUALIFICATION OF APPLICANT

1 Is this the first time the applicant has applied for a license in this municipality? Yes No

2 If not, has there been any change in the applicant's certificate of incorporation, charter, constitution or by-laws since the latest application was made? Yes No

3 If applicant is unincorporated, state number of members: 60 members.

RESOLUTION #2010-20R
Borough of Sussex

2010 National Wear Red Day for Women

WHEREAS, diseases of the heart are the nation's leading cause of death and stroke is the third leading cause of death;

WHEREAS, cardiovascular diseases (CVD) claim the lives of nearly 455,000 American females each year or about one death per minute;

WHEREAS , each year, 53 percent of all cardiovascular disease deaths occur in females, as compared to 47 percent in men, and nearly 30,400 more females than males die from a stroke;

WHEREAS, in 2009 the estimated direct and indirect cost of cardiovascular diseases and stroke in the U.S. is estimated at \$475 billion;

WHEREAS, more women die of cardiovascular disease than the next five leading causes of death combined, including all cancers;

WHEREAS, one in 2.7 women die from cardiovascular disease and 64 percent of women who die suddenly from coronary heart disease have no previous symptoms;

WHEREAS, February is designated as American Heart Month;

WHEREAS, Go Red for Women® is the American Heart Association's national movement to make women aware of their risk for heart disease – the leading cause of death for women – and to empower women to make choices and take action to reduce that risk;

WHEREAS, all women should learn their own personal risk for heart disease, using tools such as the American Heart Association's Go Red for Women Heart CheckUp, Go Red BetterU and by talking to their healthcare provider;

NOW, THEREFORE, I, Mayor Christian Parrott, in recognition of the importance of the ongoing fight against heart disease and stroke, do hereby proclaim Friday, February 5, 2010 to be

“National Wear Red Day for Women”

In Sussex Borough and urge all citizens to “go red” for the day and wear red on February 5, 2010 to call attention to the magnitude of cardiovascular disease in women, and as a show of support to fight it, as well as in recognition of family, friends and neighbors who have suffered from cardiovascular disease. By increasing awareness of the risk factors for this devastating disease and taking actions to reduce them, we can save thousands of lives each year.

Christian Parrott, Mayor

CERTIFICATION

I hereby certify that the above Resolution is a true copy of the Resolution adopted by the Sussex Borough Council at their meeting held on Tuesday, the 19th day of January 19, 2010 at 7:30 p.m. in the Sussex Borough Municipal Building, 2 Main Street, Sussex, New Jersey.

Catherine Gleason
Borough Clerk