

**BOROUGH OF SUSSEX
MAYOR AND COUNCIL
2016 REORGANIZATION MEETING
JANUARY 5, 2016**

Municipal Clerk Mark Zschack will call the **January 5, 2016** Reorganization Meeting to order.

1. **Oaths of Office**

- a. Mark Zschack, Municipal Clerk, shall read the "Statement of County Canvassers."
- b. Mark Zschack, Municipal Clerk, will administer the Oath of Office to Mayor-Elect **Katherine Little** for a four year term expiring December 31, 2019.
- c. Mark Zschack, Municipal Clerk, will administer the Oath of Office to Councilwoman-Elect **Linda Masson** for a three year term expiring December 31, 2018.
- d. Mark Zschack, Municipal Clerk, will administer the Oath of Office to Councilman-Elect **Edward Meyer** for a three year term expiring December 31, 2018.

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

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

2. **Roll Call of the 2016 Governing Body**

Mayor Little will request a roll call of the 2016 Borough of Sussex Governing Body. Clerk will call the roll.

APPOINTMENT OF COUNCIL MEMBER

At this time **Mayor Little** will request that the Borough Clerk read, for the record a letter received January 4, 2016 from Michael LaMorte and Gail Zubl, Sussex Municipal Democratic Committee Chairperson, submitting three nominees to fill the vacancy for interim Council Member.

Mayor Little will call for a motion to appoint one of the nominees from the list received from the Sussex Democratic Committee on Jan 4, 2016 to fill the vacancy created by the resignation of Mrs. Katherine Little. The interim Council Member term of office shall end when the votes are certified after the November 2016 general election.

After the selection, the Borough Clerk shall administer the oath of office to be made by the interim Council Member, if present at the meeting.

Roll Call of the 2016 Governing Body

Mayor Little will request a roll call of the 2016 Borough of Sussex Governing Body. Clerk will call the roll.

3. **PRESENTATIONS:**

- a. Presentation to Former Mayor Jonathan Rose honoring his hard work and dedication to the residents of Sussex Borough during his terms as Mayor, Councilman and member of the Sussex Planning/Zoning Board.

- b. Presentation to former Councilwoman Annette Stendor honoring her hard work and dedication to the residents of Sussex Borough during her term as Councilwoman.
- c. Presentation to former Councilman Mario Poggi honoring his hard work and dedication to the residents of Sussex Borough during his term as Councilman.

4. **CONSENT AGENDA**

Mayor Little will state that Resolutions #2016-01 through #2016-13, #2015-39 and #2016-40 will be considered in one motion. If any member of the Council desires an item to be removed, the Municipal Clerk shall remove said item, which will then be considered separately.

After the Council has had an opportunity to review the consent agenda and offer requests for changes, **Mayor Little** will request a motion to approve Resolutions #2016-01R through #2016-13R, #2015-39 and #2016-40

Resolution #2016-01R – 2016 Holidays

Resolution #2016-02R – 2016 Rules and Regulations

Resolution #2016-03R – 2016 Meeting Dates

Resolution #2016-04R – Setting Rates of Interest for 2016

Resolution #2016-05R - Designating Official Depositories

Resolution #2016-06R - Designation of Official Newspapers

Resolution #2016-07R - Authorize Legal Defense of Tax Appeals

Resolution #2016-08R – Authorize Cancellation of Record

Resolution #2016-09R - Adopt a Cash Management Plan

Resolution #2016-10R – Reauthorizing Petty Cash Funds

Resolution #2016-11R – Appointing Clean Communities Coordinator

Resolution #2016-12R – Appointing Local Historian

Resolution #2016-13R – Wholesale Water Sales

Resolution #2016-39R – Payment of Recurring Bills

Resolution #2016-40R – Appointment Qualified Purchasing Agent

5. **RESOLUTIONS**

Resolution #2016-14R – Fire Department Officers

A motion is in order to adopt Resolution 2016-14R approving the Mayor's appointments for the Sussex Fire Department Officers for 2016.

Mark Zschack, Municipal Clerk will administer the Oath of Office to the Officers of the Sussex Fire Department

Resolution #2016-15R – Appointment 2016 Risk Management Consultant

A motion is in order to adopt Resolution 2016-15R appointing The Morville Agency a Division of Bollinger Insurance as Sussex Borough's local Risk Management Consultant.

Resolution #2016-16R – Appointment 2016 Fund Commissioner

A motion is in order to adopt Resolution 2016-16R appointing the Municipal Clerk as the Fund Commissioner for the Statewide Insurance Fund for the year 2016.

Resolution #2016-17R – Tax Assessor Interlocal Agreement

A motion is in order to adopt Resolution 2016-17R approving approve a Interlocal Agreement with Wantage Township for Tax Assessor services for the years 2016 thru 2019

Resolution #2016-18R – Appointment Tax Assessor

A motion is in order to adopt Resolution 2016-18R appointing Kristy Lockburner to be the Borough of Sussex Tax Assessor through an Interlocal agreement with the Township of Wantage, appointment to commence on January 1, 2016.

Resolution #2016-19R – Adopting 2016 Temporary Budget

A motion is in order to adopt Resolution 2016-19R approving the 2016 temporary budget for the Current Fund in the amount of \$363,173.00 and Water/Sewer in the amount of \$1,033,594.00

Resolution #2016-20R – Municipal Finance Service Interlocal Agreement

A motion is in order to adopt Resolution 2016-20R approving approve an Interlocal Agreement with Lafayette Township for Municipal Finance Services for the year 2016.

Resolution #2016-21R – Appointment Chief Financial Officer

A motion is in order to adopt Resolution 2016-21R appointing Gail Magura to be the Chief Financial Officer through an Interlocal agreement with Lafayette Township, appointment to commence on January 1, 2016.

6. **PROFESSIONAL SERVICES APPOINTMENTS**

Resolution #2016-22R – Municipal Attorney

A motion is in order to adopt Resolution 2016-22R appointing Frances J. McGovern of the firm McGovern and Roseman, P.P. as the Borough Attorney for the year 2016.

Resolution #2016-23R – Municipal Engineer

A motion is in order to adopt Resolution 2016-23R appointing Harold Pellow, P.E., of the firm Harold Pellow and Associates as Sussex Borough Municipal Engineer for the years 2016 thru 2018.

Resolution #2016-24R – Municipal Auditor

A motion is in order to adopt Resolution 2016-24R appointing Thomas Ferry RMA of the firm Ferraioli, Wielkotz, Cerullo and Cuva, P.A. as the Sussex Borough Auditor for the year 2016

Resolution #2016-25R– Bond Counsel

A motion is in order to adopt Resolution 2016-25R appointing Robert H. Beinfield, Esq. of the firm Hawkins Delafield & Wood LLP as Sussex Borough Bond Counsel for the year 2016.

Resolution #2016-26R – Appointing Dam Engineer

A motion is in order to adopt Resolution 2016-26R appointing Michael Vreeland, P.E. of the firm Guerin & Vreeland Engineering as Sussex Borough Dam Engineer for the Colesville and Clove River dams, for the year 2016.

Resolution #2016-27R – Appointing Professional Planner

A motion is in order to adopt Resolution 2016-27R appointing Kenneth P. Nelson, P.P., of the firm The Nelson Consulting Group as Sussex Borough Professional Planner for the year 2016.

Resolution #2016-28R – Water/Sewer Engineer

A motion is in order to adopt Resolution 2016-28R appointing Gerald G. Gardner, P.E., of the firm Houser Engineering, LLC as Sussex Borough Water/Sewer Engineer for the year 2016.

Resolution #2016-29R – Water/Sewer Utility Manager

A motion is in order to adopt Resolution 2016-29R appointing Gerald G. Gardner, P.E., of the firm Houser Engineering, LLC as Sussex Borough Water/Sewer Utility Manager for the year 2016

Resolution #2016-30R – Grant Writer

A motion is in order to adopt Resolution 2016-30R appointing the firm Bruno Associates, Inc. as Sussex Borough Grant Writer for the year 2016.

10. **COUNCIL APPOINTMENTS**

Resolution #2016-31R – Appointment of Council President

Mayor Little will open the floor for Council nominations to the position of Council President for the year 2016.

A motion is in order to adopt Resolution 2016-31R appointing _____ to the position of Council President for the year 2016.

Sussex Planning/Zoning Board

Mayor Little will open the floor for Council nominations to the position of Full Member Class III on the Sussex Planning/Zoning Board for the year 2016

A motion is in order to select a representative to serve on the Sussex Planning/Zoning Board for the year 2016 as a Full Member Class III (one year term)

11. **MAYOR'S APPOINTMENTS**

Mayor Little will present her nominations for appointment to the various positions of Borough Government and Boards for the year 2016:

Resolution #2016-32R – Appointments to Borough Government

A motion is in order to adopt Resolution 2016-32R approving the Mayor's appointments to positions of Borough Government for the year 2016.

Resolution #2016-33R – Sussex Planning/Zoning Board

A motion is in order to adopt Resolution 2016-33R approving the Mayor's appointments for the Sussex Planning/Zoning Board for 2016.

Resolution #2016-34R – Board of Health

A motion is in order to adopt Resolution 2016-34R approving the Mayor's appointments for the Sussex Board of Health for 2016.

Resolution #2016-35R – Recreation Committee

A motion is in order to adopt Resolution 2016-35R approving the Mayor's appointments for the Sussex Recreation Committee for 2016

Resolution #2016-36R – Emergency Management Council

A motion is in order to adopt Resolution 2016-36R approving the Mayor's appointments for the Sussex Emergency Management Council for 2016.

Resolution #2016-37R – Water Sewer Rate Structure Committee

A motion is in order to adopt Resolution 2016-37R approving the Mayor's appointments for the Water Sewer Rate Structure Committee for 2016.

Resolution #2016-38R – Clove Lake/Clove Brook Maintenance Committee

A motion is in order to adopt Resolution 2016-38R approving the Mayor's appointments for Clove Lake/Clove Brook Maintenance Committee

MAYOR'S APPOINTMENTS- Council Committees

Mayor Little will announce her Council appointments to various Committees for the year 2016.

OPEN PUBLIC SESSION

Mayor Little will request a motion to open the meeting to the public for any questions or comments concerning the good and welfare of the Borough. All comments should be directed to the Mayor and are limited to 5 minutes with a total of 10 minutes for the Council to discuss.

There being no one else from the public who wished to address the Governing Body at this time, Mayor Little will request a motion to close the meeting to the public and return to the regular order of business.

ADJOURNMENT

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