

## 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, 2016

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- A. **Mayor Little** will call the meeting of **January 19, 2016** to order. Clerk will call the roll.
- B. **Mayor Little** will invite all present to salute the flag and to remain standing for a moment of silence.
- C. **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."

D. APPROVAL OF AGENDA

A motion is in order to approve the agenda for January 19, 2016.

E. APPOINTMENT OF COUNCIL MEMBER

At this time **Mayor Little** will read, for the record a letter received January 4, 2016 from Michael LaMorte and Gail Zubl, Sussex Municipal Democratic Committee, 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's term of office shall end when the votes are certified after the November 2016 general election.

After the selection, **Mayor Little** shall administer the oath of office to 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.

F. PRESENTATIONS:

Mrs. Karen Vander Veer, Sussex Board of Health will present a report concerning the January 9, 2016 rabies clinic.

Mr. Gerry Gardner, Houser Engineering will present a report of the water and sewer utility.

- G. CONSENT AGENDA: **Mayor Little** will request that the Governing Body review the consent agenda. If any member of the Council desires an item to be removed, the Municipal Clerk shall remove said item, which will then be considered separately. (**Mayor Little** will allow time for the Council to consider changes.)

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

- H. OPEN PUBLIC SESSION: **Mayor Little** will request a motion to open the meeting to the public for any questions or comments concerning items on the agenda for which no public discussion is provided. All comments should be directed to the Mayor and are limited to 5 minutes with a total of 10 minutes for the Council to discuss.

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

I. OLD BUSINESS:

J. NEW BUSINESS:

1. **Resolution 2016-44R – Wastewater Collection System Operator**

A motion is in order to adopt Resolution 2016-44R authorizing the Mayor and/or Clerk to enter into a contract with Houser Engineering, LLC. to provide a NJDEP licensed C2 Public Wastewater Collection System Operator for the year 2016, at an annual rate of \$10,000.00. (Motion requested by Clerk)

2. **Resolution 2016-45R - Engineering and Consulting Services for the CTA**

A motion is in order to adopt Resolution 2016-45R authorizing the Mayor and/or Clerk to enter into a contract with Houser Engineering, LLC. to provide engineering and consulting services for the Comprehensive Technical Assistance (CTA) for a lump sum fee of \$8,500.00. (Motion requested by Clerk)

3. **Resolution 2016-47R - Engineering and Consulting Services Backwash Booster Pumps**

A motion is in order to adopt Resolution 2016-47R authorizing the Mayor and/or Clerk to enter into a contract with Houser Engineering, LLC. to provide engineering and consulting services for the design and permits of a backwash booster pump system for a lump sum fee of \$5,500.00. (Motion requested by Clerk)

4. **Resolution 2016-48R - Installation of Valves in the PRV Chamber**

A motion is in order to adopt Resolution 2016-48R authorizing the Mayor and/or Clerk to enter into a contract with Mike's Mobil Maintenance, LLC to replace two isolation valves in the PRV chamber for a cost of \$4,750.00. (Motion requested by Clerk)

5. **Approval of Meeting Minutes**

A motion is in order to approve the meeting minutes of the Regular Meeting and Executive Session held on December 15, 2015. (Absent: Mr. Dykstra) (Eligible: Holowach, Little, Masson, Stoll) (Motion requested by Clerk)

6. **Approval of Meeting Minutes**

A motion is in order to approve the meeting minutes of the Reorganization Meeting held on January 5, 2016. (Absent: None) (Motion requested by Clerk)

7. **Resolution 2016-41R – Board of Health**

A motion is in order to adopt Resolution 2016-41R approving the Mayor's appointments for the Sussex Board of Health for 2016. (Motion requested by Clerk)

8. **Resolution 2016-42R – First Quarter 2016 Water/Sewer Adjustments**

A motion is in order to adopt Resolution 2016-42R approving water/sewer adjustment for the first quarter 2016. (Motion requested by Water/Sewer Collector)

9. **Resolution 2016-49R – Continuing Disclosure Agent Services**

A motion is in order to adopt Resolution 2016-49R authorizing the Mayor and/or Clerk to enter into a contract with Phoenix Advisors, LLC. to provide Continuing Disclosure Agent services and be designated as the Independent Registered Municipal Advisor of record, for 2016, at a cost of \$950.00. (Motion requested by Clerk)

**10. Resolution 2016-51R – Conversion to a New Email System**

A motion is in order to adopt Resolution 2016-51R authorizing Jonathan Rose, Farious Net Solutions to assist in the conversion of the existing email system to a new system at no cost. (Motion requested by Clerk)

**11. Resolution 2016-52R – Issuance of \$160,729 Bond Anticipation Notes**

A motion is in order to adopt Resolution 2016-52R authorizing the issuance of not exceeding \$160,729 bond anticipation notes of the Borough of Sussex, County of Sussex, New Jersey (Motion requested by Bond Counsel)

**12. Resolution 2016-53R – Liberty Digital Recording System Maintenance**

A motion is in order to adopt Resolution 2016-53R authorizing the Mayor and/or Clerk to enter into a contract with Gramco Business Communications, 1149 Bloomfield Ave., Clifton, NJ 07012, from January 29, 2016 through January 28, 2017, at a cost of \$975.00. (Motion requested by Clerk)

**13. Acceptance of Project – Proposed Improvements to Overlook Drive**

A motion is in order to accept the project “Proposed Improvements to Overlook Drive” as per the Borough Engineer, Harold Pellow. (Motion requested by Municipal Engineer)

**14. Approval of Social Affair Permit for Sussex Fire Department**

A motion is in order to approve social affair permit for the Sussex Fire Department on February 27, 2016. (Motion requested by Clerk)

**15. Sussex Fire Department Raffle License**

A motion is in order to approve Raffle License RA 2016-02 for the Sussex Borough Fire Department and to waive the Borough fees associated with the license. (Motion requested by Clerk)

**MAYOR’S APPOINTMENTS- Council Committees**

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

- K. 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.

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

- L. EXECUTIVE SESSION – IF REQUESTED

Mayor Little will request a motion to adopt a resolution to adjourn into Executive Session to discuss **Purchase of Real Property and Alpine Village Tax Appeal Settlement.**

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.

**Mayor Little** will request a motion to adjourn out of Executive Session and return to the regular order of business.

**16. Resolution 2016-43R – Settlement of Tax Appeal**

A motion is in order to adopt Resolution 2016-43R approving the settlement with Alpine Village for tax appeal cases for the years 2010 through 2015, as set forth in the Stipulations of Settlement. (Motion requested by Tax Assessor)

**17. Resolution 2015-50R – Transfers Between Budget Appropriations**

A motion is in order to adopt Resolution 2016-50R authorizing transfers between budget appropriations. (Motion requested by CFO)

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