

**CONSENT AGENDA  
FOR THE MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF SUSSEX  
AT 2 MAIN STREET, SUSSEX NJ HELD ON  
June 21, 2016**

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ALL MATTERS LISTED BELOW ARE CONSIDERED ROUTINE IN NATURE AND WILL BE ENACTED BY ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THE ITEMS. IF ANY DISCUSSION IS DESIRED, THAT PARTICULAR ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND WILL BE CONSIDERED SEPARATELY.

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**CORRESPONDENCE** (ACCEPTANCE FOR FILING ONLY OF THE FOLLOWING):

NONE

**REPORTS** (ACCEPTANCE FOR FILING OF THE FOLLOWING):

1. Clerk's Report for the month of May 2016.
2. Water Sewer Collector report for the month of May 2016.
3. Tax Collector's report for the month of May 2016.
4. Construction Department report for the month of May 2016.
5. Property Maintenance Department report for the month of May 2016.
6. Sussex Borough Cash Report for May 2016.
7. Delinquent Utility Properties report as of June 17, 2016.
8. Unpaid Utility Properties report as of June 17, 2016.
9. Water Shut Off report as of June 17, 2016

**APPLICATIONS** (APPROVAL OF THE FOLLOWING):

NONE

**RESOLUTIONS:** (APPROVAL OF THE FOLLOWING):

1. Payment of bills for the meeting of June 21, 2016.



MONTHLY CLERK'S RECEIPTS

	Marriage Certificate	Solicitation Permits	Burial Permit	Death Certificate	Road Opening	Parking	Food Licenses	Copies	Leaf Bags	Raffle Licenses	Liquor Licenses	Marriage License	Marriage License State Fee	Birth Certificate	Monthly Totals
January	\$ -	\$ -	\$ -	\$ 640.00	\$ -	\$ 2,325.00	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ 3.00	\$ 25.00	\$ 50.00	\$ 3,643.00
February	\$ 40.00	\$ -	\$ -	\$ 910.00	\$ 150.00	\$ 150.00	\$ 100.00	\$ 0.55	\$ -	\$ 40.00	\$ -	\$ -	\$ -	\$ 160.00	\$ 1,550.55
March	\$ 20.00	\$ -	\$ -	\$ 630.00	\$ 300.00	\$ 200.00	\$ -	\$ -	\$ -	\$ 180.00	\$ -	\$ -	\$ -	\$ 70.00	\$ 1,400.00
April	\$ 20.00	\$ -	\$ -	\$ 660.00	\$ -	\$ 200.00	\$ 50.00	\$ 1.38	\$ -	\$ -	\$ -	\$ 3.00	\$ 25.00	\$ 60.00	\$ 1,019.38
May	\$ -	\$ -	\$ -	\$ 960.00	\$ 300.00	\$ 75.00	\$ -	\$ 1.70	\$ -	\$ -	\$ 3,200.00	\$ 3.00	\$ 25.00	\$ 70.00	\$ 4,634.70
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 80.00	\$ -	\$ -	\$ 3,800.00	\$ 750.00	\$ 2,950.00	\$ 750.00	\$ 3.63	\$ -	\$ 220.00	\$ 3,200.00	\$ 9.00	\$ 75.00	\$ 410.00	

Grand Total For Year	\$ 12,247.63
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Responsibility Submitted,  
  
Colleen Little, Clerk

UTILITY RECEIPTS SUMMARY REPORT from: 5/ 1/16 to 5/31/16  
 Tue May 31 16:27:05 2016

Service Description	Code	Paid	Adjusted	Receipt Mod	Voided	OvrPd/Appld	Refunded	Adjusted Final Payments
Water Rents	W	149,097.39	3,367.11	0.00	0.00	0.00	0.00	149,097.39
Sewer Rents	S	96,237.47	3,211.40	0.00	0.00	0.00	0.00	96,237.47
Interest on Water	I	412.17	0.00	0.00	0.00	0.00	0.00	412.17
Interest on Sewer	N	433.83	0.00	0.00	0.00	0.00	0.00	433.83
Final Reading	F	10.00	0.00	0.00	0.00	0.00	0.00	10.00
Misc. Service Calls	M	202.76	0.00	0.00	0.00	0.00	0.00	202.76
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Total		246,393.62	6,578.51	0.00	0.00	0.00	0.00	246,393.62

Totals By Utility:

Service Description	Paid	Adjusted	Receipt Mod	Voided	OvrPd/Appld	Refunded	Adjusted Final Payments
Water	149,519.56	3,367.11	0.00	0.00	0.00	0.00	149,519.56
Sewer	96,671.30	3,211.40	0.00	0.00	0.00	0.00	96,671.30
Miscellaneous	202.76	0.00	0.00	0.00	0.00	0.00	202.76
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Total	246,393.62	6,578.51	0.00	0.00	0.00	0.00	246,393.62

Collector's Cash Book Breakdown for May 2016. The Last Deposit Slip Number Was 59.

SUSSEX BOROUGH TAX COLLECTOR

Wed Jun 1 12:11:16 EDT 2016

Description	Month To Date	Year To Date	Account
Tax Search	0.00	0.00	01400104
Top Lien	0.00	0.00	01400104
Dup Bill	0.00	0.00	01400104
Tax Lien	0.00	37,790.52	01400104
Lieu Tax	0.00	0.00	01400104
Unallocated	0.00	0.00	01400104
Sc Dis	0.00	0.00	01400104
Miscellaneous	0.00	0.00	01400104
REC FEE	0.00	0.00	01400104
RETURN CHECK	0.00	0.00	01400104
WCKAY	0.00	0.00	01400104
2013 Taxes	0.00	413.36	
2014 Taxes	0.00	577.77	
2015 Taxes	4,222.19	65,699.03	
Prior Year Taxes	4,222.49	66,690.16	01400104
Current Year Taxes	517,841.71	1,595,997.35	01400104
Prepaid Taxes 2017	0.00	0.00	01400104
Interest	812.82	6,763.99	01400104
<b>General Account Totals</b>	<b>522,977.01</b>	<b>1,707,201.92</b>	
PREMIUM	0.00	0.00	
CANCEL CERT	0.00	0.00	
<b>Totals for All Accounts</b>	<b>522,977.01</b>	<b>1,707,201.92</b>	

*Respectfully Submitted*  
*Melissa Eaton*  
*Tax Collector*

Wed Jun 1 12:11:48 EDT 2016

THIS IS NOT AN AUDIT REPORT DO NOT GIVE  
TO AUDITORS

SUSSEX BOROUGH TAX COLLECTOR  
Collector's Percentage Collected to 6/01/16

Quarter 1 Taxes Due	:	930,715.11
Quarter 1 Adjustments	:	5.00
Quarter 1 Taxes Paid	:	891,541.00-
Quarter 1 Open Balance	:	39,174.11
Quarter 1 Collection Rate	:	95.79097%
Quarter 2 Taxes Due	:	930,712.25
Quarter 2 Adjustments	:	49,833.33-
Quarter 2 Taxes Paid	:	805,106.42-
Quarter 2 Open Balance	:	75,772.50
Quarter 2 Collection Rate	:	91.85865%
Quarter 3 Taxes Due	:	0.00
Quarter 3 Adjustments	:	0.00
Quarter 3 Taxes Paid	:	0.00
Quarter 3 Open Balance	:	0.00
Quarter 3 Collection Rate	:	0.00000
Quarter 4 Taxes Due (Inc A/O)	:	0.00
Quarter 4 Adjustments (Inc A/O)	:	0.00
Quarter 4 Taxes Paid (Inc A/O)	:	5,158.36-
Quarter 4 Open Balance (Inc A/O)	:	5,158.36-
Quarter 4 Collection Rate (Inc A/O)	:	0.00000

Total Tax Due	:	1,873,927.36
Total A/O Due	:	0.00
Total Deductions	:	12,500.00-

Total Net Tax Due	:	1,861,427.36
Total Tax Paid	:	1,701,805.78-
Total A/O Paid	:	0.00
Total Over Paid	:	5,158.36
Total Adjustments	:	49,833.33-

Total Percent Balance:	114,946.61	Collection Rate :	91.14766%
Total Percent Balance:	114,946.61	Rate Inc Home Benefit:	93.82481%

Transfer to O/P Res	:	0.00
Total Open Balance	:	114,946.61

Total Interest Paid	:	1,569.24
Total A/O Int Paid	:	0.00

Month	Current Year	Add/Def	Cash Recd	Difference	OV Applied	Disallow	Allow	Approved	Trans Ref	Repts	Rate Recd
Pre Pay	62,696.41	0.00	0.00	62,696.41							
January	278,676.34	0.00	278,676.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
February	549,162.99	0.00	549,162.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
March	37,042.96	0.00	37,042.96	0.00	61,351.88	0.00	0.00	0.00	0.00	0.00	0.00
April	213,133.25	0.00	213,133.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
May	517,961.71	0.00	517,961.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	49,833.33
June	1,762.24	0.00	0.00	1,762.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00
July	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
August	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
September	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
October	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
November	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
December	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Totals</b>	<b>1,640,413.93</b>	<b>0.00</b>	<b>1,595,957.25</b>	<b>44,456.68</b>	<b>61,391.88</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>49,833.33</b>
<b>(Less Pre)</b>	<b>1,597,719.49</b>	<b>0.00</b>	<b>1,595,957.25</b>	<b>1,762.24</b>							

**OFFICE OF CONSTRUCTION OFFICIAL**

**Construction Permit Activity Report**

RANGE: 05/01/2016 To 05/31/2016

June 01, 2016 10:34:07AM

**SUMMARY**

**CONSTRUCTION COSTS**

**COUNT**

Cost Of Construction:	\$0.00	Cubic Footage:	0 Cu.ft	Permit Issued:	13
Cost Of Alteration:	\$86,400.00	Square Footage:	0 Sq.ft	Updates Issued:	1
Cost Of Demolition:	\$300.00			All Fees Waived:	0
Total Cost:	\$86,700.00			Municipal Fees Waived:	0

**PERMIT FEES**

**ADMIN FEES**

**WAIVED FEES**

**TOTAL FEES**

Building:	\$1,228.00	Building:	\$0.00	Building:	\$0.00	Building Fees:	\$1,228.00
Electrical:	\$1,015.00	Electrical:	\$0.00	Electrical:	\$0.00	Electrical Fees:	\$1,015.00
Fire :	\$110.00	Fire :	\$0.00	Fire :	\$0.00	Fire Fees:	\$110.00
Plumbing:	\$604.00	Plumbing:	\$0.00	Plumbing:	\$0.00	Plumbing Fees:	\$604.00
Elevator:	\$0.00	Elevator:	\$0.00	Elevator:	\$0.00	Elevator Fees:	\$0.00
Mechanical:	\$95.00	Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical Fees:	\$95.00
				* Total Waived:	\$0.00	Technical Fees:	\$3,052.00

**DCA**

	Calculated Fees	Waived Fees	Collected Fees
Volume Training Fee:	\$0.00	\$0.00	\$0.00
Alteration Training Fee:	\$166.00	\$0.00	\$166.00
DCA Minimum Fee:	0.00	0.00	0.00
Sub total Training Fee:	\$166.00	\$0.00	\$166.00

**TECHNICAL ISSUES**

Building Technical:	8
Electrical Technical:	9
Fire Protection Technical:	1
Plumbing Technical:	5
Elevator Technical:	
Mechanical Technical:	1

Certificate of Occupancy Fee:	\$125.00
Waived Certificate Fees:	\$0.00
Sub Total Certificate Fees:	\$125.00

**CERTIFICATE ISSUES**

Certificate of Occupancy:	0
Certificate of Approval:	9
Certificate of Continued Occupancy:	0

PERMIT FEES:	\$3,052.00
DCA FEES:	\$166.00
CERTIFICATE FEES:	\$125.00
NET TOTAL FEES:	\$3,343.00
PENALTIES COLLECTED:	\$0.00
CCO FEES:	\$0.00
OTHER FEES:	\$0.00
GRAND TOTAL FEES:	\$3,343.00

**OFFICE OF THE CONSTRUCTION OFFICIAL**

**Activity Trend**

June 01, 2016 10:37:55AM

The following figures compare the construction activity for the selected time period with two previous totals. They are:  
 Monthly : Previous month and same month, previous year.  
 Quarterly : Previous quarter and same quarter, previous year  
 Yearly : Previous year and two years prior, i.e. 1997: 1996/1995

FIGURES

	<b>May, 2016</b>	<b>April, 2016</b>	<b>May, 2015</b>
Building:	1,228.00	2,968.00	1,946.00
Electric:	1,015.00	465.00	275.00
Fire Protection:	110.00	55.00	0.00
Plumbing:	604.00	80.00	55.00
Elevator:	0.00	0.00	0.00
Mechanical:	95.00	75.00	190.00
Admn Fee:	0.00	0.00	0.00
DCA Vol Fee:	0.00	0.00	0.00
DCA Alt Fee:	166.00	254.00	148.00
DCA Min Fee:	0.00	0.00	0.00
C of O Fee:	125.00	50.00	75.00
Total Fees:	3,343.00	3,901.00	2,689.00
Waived Fees:	0.00	46.00	0.00
Total Costs:	86,700.00	136,056.00	78,030.00
Permit Count:	13.00	4.00	6.00
Update Count:	1.00	1.00	1.00

PERCENTAGES

	<b>Last Month</b>	<b>Last Year</b>
Percent costs [Up/Down]:	-36.28 %	-11.11 %
Percent Fees[Up/Down]:	-16.69 %	-24.32 %

Completed Inspections For All Subcodes

Range From 05/01/2016 To 05/31/2016

June 01, 2016 10:38:27AM

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Permit Number	Block	Lot	Qual	Owner Name	Address	Type1	R1	Type2	R2	Type3	R3
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Call Date	Request Date	Inspected Date
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Inspection Summary

	Totals	Percentage	Key:
Inspections Scheduled:	<u>27</u>		P - Pass
Inspections Passed:	<u>23</u>	<u>85.19</u>	F - Fail
Inspections Failed:	<u>1</u>	<u>3.70</u>	C - Cancel
Inspections Cancelled:	<u>          </u>	<u>          </u>	X - Not Ready
Inspections Not Done:	<u>3</u>	<u>11.11</u>	N - Not Done
Inspections Not Ready:	<u>          </u>	<u>          </u>	

**Sussex Borough  
Cash Report for May 2016**

Cash Balances as of April 30, 2016	\$1,146,409.84
Cash Receipts for May 2016	<u>\$891,826.96</u>
Total	\$2,038,236.80
Cash Disbursements for May 2016	<u>\$677,472.26</u>
Cash Balances as of May 31, 2016	<u><u>\$1,360,764.54</u></u>

Account Balances as of May 31, 2016	
Current - Checking	\$453,594.86
Capital - Checking	\$152,763.50
Water Department - Checking	\$424,761.16
Water/Sewer Capital Fund	\$257,168.35
Other Trust Fund	\$61,761.06
Animal Control Fund	<u>\$10,715.61</u>
Total Account Balances	<u><u>\$1,360,764.54</u></u>

*Gail D Magura*

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Gail D Magura, CFO  
June 16, 2016

## List of Bills - CLEARING ACCOUNT - Sussex

Check#	Vendor	Description	Payment	Check Total
13037	1675 - Action Data Services	PO 9538 Invoice # 41800 - payroll period en	77.27	77.27
13038	1056 - Agnes Burns	PO 9261 Medicare Part B Payment	104.90	104.90
13039	1661 - Agra Environmental & Lab Services	PO 9498 Invoice # 43366 - June Licensed Ope	16,900.00	16,900.00
13040	1853 - Away with Geese	PO 9477 Quote for 2 Away with geese units	748.00	748.00
13041	1797 - Brady & Correale, L.L.P.	PO 9528 Invoice # 22906 - RBND Escrow	440.00	
		PO 9529 Invoice # 22630 - Escrow RBND	1,560.00	
		PO 9530 Invoice # 22776 - Escrow RBND	360.00	
		PO 9531 Invoice # 23055 - Escrow RBND	280.00	2,640.00
13042	1793 - Bruno Associates	PO 9515 Invoice # 2204	600.00	
		PO 9515 Invoice # 2204	2,400.00	3,000.00
13043	1085 - CenturyLink	PO 9543 Account # 310363814	911.05	911.05
13044	1401 - County of Sussex	PO 9453 Invoice #SB-F 2016 04 = April Fuel	198.51	198.51
13045	1844 - Dorsey & Semrau	PO 9517 Invoice # 11722	2,677.50	2,677.50
13046	1497 - EarthCare	PO 9476 Invoice # 3271508	1,315.00	1,315.00
13047	1061 - ELIZABETHTOWN GAS	PO 9523 Account # 6245572601	106.99	106.99
13048	1758 - Engineered Solutions Corporation	PO 9541 Alarm Dialer Troubleshooting at Wat	3,199.42	3,199.42
13049	1148 - Ferraioli, Wielkotsz, Cerullo & Cuva	PO 9484 prepare for and attend meeting for	630.00	
		PO 9484 prepare for and attend meeting for	350.00	980.00
13050	1678 - Ferraro Construction Corp	PO 9506 Invoice # 1059	4,800.00	4,800.00
13051	1847 - Fred Devens Construction	PO 9431 Proposal for Filter Valve Actuators	7,350.00	
		PO 9432 Proposal for Chemical Feed Area	3,000.00	
		PO 9433 Proposal for Caustic Feed Area Repa	5,200.00	15,550.00
13052	1843 - Gaithersburg Equipment Company	PO 9393 Kubota Excavator - Contract # 87961	62,935.00	62,935.00
13053	1266 - Garden State Highway Products, Inc	PO 9502 Invoice # 114668	60.35	60.35
13054	1856 - Genova Burns Attorneys at Law	PO 9526 Invoice # 311120	3,960.00	3,960.00
13055	1802 - Gari Buckman-Padilla	PO 9539 Recreation	13.99	13.99
13056	1168 - Hamburg Plumbing Supply	PO 9513 Customer # 0019076	123.95	123.95
13057	1130 - Hamburg Veterinary Clinic	PO 9483 Client ID 1753 ; Invoice # 327189	49.00	49.00
13058	1063 - James L. Moore	PO 9262 Medicare Part B Payment	104.90	104.90
13059	1315 - Karen I. Moore	PO 9263 Medicare Part B Payment	104.90	104.90
13060	1261 - Lincoln Financial Group	PO 9512 2015 LOSAP Contribution	17,750.00	17,750.00
13061	1788 - McAfee Hardware Co., Inc	PO 9514 Account #2128	138.24	138.24
13062	1745 - McGovern & Roseman, P.A.	PO 9434 April Retainer & Non-Retainer Fees	3,607.00	
		PO 9537 May Retainer and non-retainer fees	3,814.00	7,421.00
13063	1118 - MGL Printing Solutions	PO 9335 2016-2017 Tax Bills	225.00	
		PO 9454 3 minute books (\$107 each), 2 fille	1,325.50	1,550.50
13064	1810 - Michael Restal	PO 9532 Mileage Reimbursement for CPWM Clas	224.78	224.78
13065	1549 - Morris Asphalt Supply, Inc	PO 9444 Invoice #16051327	144.22	
		PO 9509 Invoice # 16052784	75.96	220.18
13066	1227 - Municipal Softwawre	PO 9475 Invoice # 00004772 - Renew of domai	158.70	158.70
13067	1481 - Nelson Consulting Group	PO 9527 Escrow - RBND 1 Wiebel Plaza	264.50	264.50
13068	1205 - New Jersey Division of ABC	PO 9501 2016-2017 Liquor License Renewal	15.00	15.00
13069	1093 - New Jersey Herald	PO 9507 Account # 2413	456.70	456.70
13070	1160 - Newton Trophy	PO 9381 Sashes & Crowns for Miss Sussex	184.00	184.00
13071	1655 - TD Wealth Management	PO 9518 Invoice # 20160801-W1921001-003	24,243.06	24,243.06
13072	1656 - US Bank National Association	PO 9519 Invoice # 20160801-S340 155-01	44,899.30	44,899.30
13073	1119 - NJ State League of Municipalities	PO 9474 ID 16M-9204	20.00	20.00
13074	1119 - NJ State League of Municipalities	PO 9487 Temporary Part Time Position Ad	110.00	110.00
13075	1321 - Pitney Bowes	PO 9495 Account # 0011334353	330.00	330.00
13076	1323 - Ross Valve	PO 9439 Customer # 1250	3,472.15	3,472.15
13077	1779 - Rullo & Juillet Associates, Inc.	PO 9497 Invoice # 5174 - Filing Right to Kn	150.00	
		PO 9497 Invoice # 5174 - Filing Right to Kn	150.00	300.00
13078	1198 - Staples Advantage	PO 9422 Department Supplies	166.04	166.04
13079	1068 - Statewide Insurance Fund	PO 9522 Invoice # 16C74 - 3rd Installment f	9,975.50	
		PO 9522 Invoice # 16C74 - 3rd Installment f	14,963.25	24,938.75
13080	1084 - Sussex County Municipal	PO 9423 Account # BSUS0001BS	171.20	171.20
13081	1084 - Sussex County Municipal	PO 9486 Account # BSUS0001BS	119.85	119.85
13082	1084 - Sussex County Municipal	PO 9496 Account # BSUS001BS	190.05	190.05
13083	1125 - Sussex Fire Department	PO 9266 2016 Monthly Payments	3,751.66	3,751.66
13084	1125 - Sussex Fire Department	PO 9542 Trophy Sponsorship	300.00	300.00
13085	1092 - Tire King	PO 9470 Invoice # 104949	402.00	402.00
13086	1194 - Township of Vernon	PO 9245 2016 Dispatching Agreement	4,013.25	4,013.25
13087	1358 - Tractor Supply Company	PO 9508 Account # 6035 3012 0283 0434	150.19	
		PO 9508 Account # 6035 3012 0283 0434	18.66	168.85
13088	1353 - Treasurer, State of NJ	PO 9525 Annual Inspection Fee for Elevator	409.00	409.00

## List of Bills - CLEARING ACCOUNT - Sussex

Check#	Vendor	Description	Payment	Check Total
13089	1729 - USA Hoist Co., Inc.	PO 9510 Invoice # 25580 - June Contract Bil	210.00	210.00
13090	1207 - Wantage Township	PO 9249 2016 Tax Collector Interlocal (Janu	721.50	
		PO 9250 2016 Tax Assessor Interlocal Paymen	2,700.00	
		PO 9251 2016 Municipal Court Interlocal Pay	10,143.75	
		PO 9516 May Fuel Usage	414.51	13,979.76
13091	1087 - Waste Management of New Jersey, Inc	PO 9520 Account# 100-0019730-0836-8	310.68	310.68
13092	1076 - Winter's Auto Supply	PO 9499 Account # 7498	150.65	150.65
TOTAL				271,600.58

**Summary By Account**

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-201-20-100-020	General Admin Other Expenses	2,679.19			
01-201-20-130-020	Finance Administration Other Expenses	2,086.19			
01-201-20-145-020	Tax Collector Other Expenses	225.00			
01-201-20-155-020	Legal Services	7,421.00			
01-201-23-211-020	Insurance Other Insurance Premiums	10,972.65			
01-201-23-215-020	Insurance Workers Compensation Insurance	3,990.60			
01-201-23-220-020	Insurance Employee Group Insurance	314.70			
01-201-25-255-020	Volunteer Fire Company	3,751.66			
01-201-26-290-020	Streets & Roads Other Expenses	1,251.72			
01-201-26-305-020	Garbage & Trash Removal Other Expenses	310.68			
01-201-26-310-020	Building & Grounds Other Expenses	1,486.64			
01-201-26-320-000	CLOVE LAKE RESTORATION	748.00			
01-201-28-370-020	Recreation Other Expenses	347.99			
01-201-30-420-020	Celebration of Public Events	150.00			
01-201-30-460-020	Gasoline and Fuel	613.02			
01-201-42-150-020	Interlocal - Wantage Twsp Tax Assessor	2,700.00			
01-201-42-160-020	Interlocal Wantage Tax Collector	721.50			
01-201-42-250-020	Interlocal "911" Dispatch Vernon Twsp	4,013.25			
01-201-42-490-020	Interlocal Wantage Twsp Municipal Court	10,143.75			
01-203-25-260-020	(2015) LOSAP Agreement		17,750.00		
01-260-05-100	Due To Clearing			0.00	71,677.54
<b>TOTALS FOR</b>	<b>Current Fund</b>	<b>53,927.54</b>	<b>17,750.00</b>	<b>0.00</b>	<b>71,677.54</b>
03-260-05-100	Due To Clearing			0.00	2,953.50
03-280-56-851-000	Reserve For Planning Escrow Deposits			2,904.50	
03-295-56-852-000	Reserve For Animal Expenditures			49.00	
<b>TOTALS FOR</b>	<b>Trust Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>2,953.50</b>	<b>2,953.50</b>
04-216-55-975-000	Imp Auth 2016-06 - DPW EQUIPMENT			63,077.61	
04-260-05-100	Due To Clearing			0.00	63,077.61
<b>TOTALS FOR</b>	<b>General Capital Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>63,077.61</b>	<b>63,077.61</b>
08-216-55-990-000	Imp Auth Ord 2015-06 - Imp to W/S system			8,200.00	
08-260-05-100	Due To Clearing			0.00	8,200.00
<b>TOTALS FOR</b>	<b>Water Sewer Capital Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>8,200.00</b>	<b>8,200.00</b>

## Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
09-201-55-502-020	Water Sewer Operat. OE Water	43,094.90			
09-201-55-503-020	Water Sewer Operat. OE Sewer	10,255.25			
09-201-55-527-000	NJEIT Loan Payment	44,899.30			
09-201-55-527-001	NJEIT-Interest	24,243.06			
09-203-55-502-020	(2015) Water Sewer Operat. OE Water		3,199.42		
09-260-05-100	Due To Clearing			0.00	125,691.93
<b>TOTALS FOR</b>	<b>Water Sewer Operating Fund</b>	<b>122,492.51</b>	<b>3,199.42</b>	<b>0.00</b>	<b>125,691.93</b>

Total to be paid from Fund 01 Current Fund	71,677.54
Total to be paid from Fund 03 Trust Fund	2,953.50
Total to be paid from Fund 04 General Capital Fund	63,077.61
Total to be paid from Fund 08 Water Sewer Capital Fund	8,200.00
Total to be paid from Fund 09 Water Sewer Operating Fund	125,691.93
	-----
	271,600.58

## Checks Previously Disbursed

51116	Borough of Sussex Payroll	payroll w/e 6/11	19,491.86	6/16/2016
5666	State of NJ Health Benefits	PO# 9491 June Health Insurance Active Emplo	3,744.91	6/15/2016
6666	State of NJ Health Benefits	PO# 9490 June Health Insurance Retirees	2,113.37	6/15/2016
3036	Jersey Central Power & Light	Multiple: PO# 9504 PO# 9505	1,532.20	6/15/2016
3035	Bank of America	PO# 9503 Account Ending in #8363	362.84	6/15/2016
2816	Borough of Sussex Payroll	payroll w/e 5/28/16	13,249.38	6/02/2016
3007	Jersey Central Power & Light	Multiple: PO# 9450 PO# 9451 PO# 9461	3,893.60	5/25/2016
3006	CenturyLink	Multiple: PO# 9452 PO# 9462	279.45	5/25/2016
999	State of NJ Health Benefits	PO# 9377 May Health Insurance Retirees	2,113.37	5/25/2016
999	State of NJ Health Benefits	PO# 9376 May Health Insurance Active Employ	3,744.91	5/25/2016
	Borough of Sussex Payroll	payroll w/e 5-14-2016	13,528.78	5/17/2016
3016	Borough of Sussex Payroll	payroll w/e 4/30/16	15,703.97	5/06/2016
2216	Borough of Sussex Payroll	payroll w/e 4/16/16	13,338.20	4/25/2016
			-----	
			93,096.84	

Total paid from Fund 01 Current Fund	80,090.98
Total paid from Fund 02 State Grant Fund	885.00
Total paid from Fund 09 Water Sewer Operating Fund	12,120.86
	-----
	93,096.84

**Total for this Bills List: 364,897.42**

**BOROUGH OF SUSSEX  
ORDINANCE 2016-09**

**AN ORDINANCE GRANTING MUNICIPAL CONSENT TO THE  
ISSUANCE OF A FRANCHISE TO SERVICE ELECTRIC  
CABLE T.V. OF NEW JERSEY, INC., TO CONSTRUCT, OWN,  
OPERATE, EXTEND AND MAINTAIN A CABLE TELEVISION  
SYSTEM IN THE BOROUGH OF SUSSEX, COUNTY OF  
SUSSEX, SETTING FORTH CONDITIONS ACCOMPANYING  
THE GRANT OF SAID MUNICIPAL CONSENT AND  
PROVIDING FOR THE REGULATION AND USE OF SAID  
SYSTEM.**

**BE IT ORDAINED** by the Governing Body of the Borough of Sussex, County of Sussex and State of New Jersey as follows:

**SECTION 1. Introductory Provisions/ Purpose of the Ordinance.**

The Municipality hereby grants to the company its non-exclusive consent to place in, upon, along, across, above, over and under the highway, streets, alleys, sidewalks, public ways, and public places in the Municipality, poles, wires, cables, and fixtures necessary for the maintenance and operation in the Municipality of a cable television system and cable communications system. Construction, pursuant to said consent, is conditioned upon prior approval of the Board of Public Utilities.

**SECTION 2. Definitions.**

For the purposes of this Ordinance, the following terms, phrases, words and their derivations shall have the meaning given herein. Such meaning or definition of terms is supplemental to those definitions given by the Federal Communications Commission (F.C.C.) Rules and Regulations, 47 C.F.R. subsection 76.1 *et seq.*, and the Cable Communications Policy Act, 47 U.S.C. section 521 *et seq.*, as amended, and the Cable Television Act, N.J.S.A.48:5A-1 *et seq.*, and shall in no way be construed to broaden, alter or conflict with federal or state definitions:

- (a) "Municipality" or "Borough" is the Borough of Sussex, County of Sussex, State of New Jersey.
- (a) "Company" is the grantee of rights under this Ordinance and is known as Service Electric Cable T.V. of New Jersey, Inc.
- (b) "Act" or "Cable Television Act" is Chapter 186 of the General Laws of New Jersey, and subsequent amendment thereto, section 48:5A-1 *et seq.*

BOROUGH OF SUSSEX  
ORDINANCE 2016-09

**SECTION 3. Statement of Findings.**

A public hearing concerning the consent herein granted to the Company was held, after proper public notice, on March 15, 2015 pursuant to the terms and conditions of the Act. Said hearing, having been held and fully open to the public, and the Municipality having received all comments regarding the qualifications of the Company to receive this consent, the Municipality hereby finds that the Company possesses the necessary legal, technical, character, financial, and other qualifications, and that the Company's operating and construction arrangements are adequate and feasible.

**SECTION 4. Grant of Municipal Consent.**

The Borough hereby grants to the Company consent to the issuance of a non-exclusive franchise by the New Jersey Board of Public Utilities to construct, erect, operate, modify and maintain, in, upon, along, across, above, over, and under the highways, streets, alleys, sidewalks, public ways and public places now laid out or dedicated and all extensions thereof and additions thereto, in the Borough of Sussex, such poles, wires, cables, underground conduits, manholes, and other television conductors and fixtures necessary for the maintenance and operation in the Borough of a cable television system and cable communications system for the purpose of distributing television and radio signals, and other electronic impulses in order to furnish television and radio programs, and various communications and other electronic services to the public. The rights so granted include the right to use and occupy said highways, streets, alleys, public ways and public places, and all manner of easements for the purposes herein set forth and as provided by federal and state law, and are subject to the terms and conditions herein.

**SECTION 5. Duration of Franchise and Extension of Service.**

The consent herein granted shall expire on September 6, 2026, ten (10) years from the date of expiration of the current Certificate of Approval as issued by the Board of Public Utilities (BPU). The Company shall be required to proffer service to any persons, residents or businesses in conformance with its Tariff on file with the Office of Cable Television including any policies for line extension and/or non-standard installations.

**SECTION 6. Franchise Fee.**

Pursuant to the terms and conditions of the Act, the Company shall, during each year of operation under the consent granted herein, pay to the Municipality two percent (2%) of the gross revenues from all recurring charges in the nature of subscription fees paid by subscribers to its cable television reception service in the Municipality, or any amount permitted by the Cable Television Act or otherwise allowable by law.

BOROUGH OF SUSSEX  
ORDINANCE 2016-09

**SECTION 7. Rates.**

In accordance with N.J.S.A. 48:5A-11, the Board of Public Utilities, through the Office of Cable Television, shall, consistent with federal law, prescribe just and reasonable rates, charges and classifications for the services rendered by a cable television provider. The Borough acknowledges that under the Act, municipalities do not have the authority to regulate the rates the Company charges subscribers for its services.

The Borough is desirous of obtaining reduced rates for senior citizens, disabled residents and other parties for whom reduced rates may currently be available or may be available during the term of this ordinance. Therefore, if the company adopts reduced rates for senior citizens, disabled persons or other parties in the future in accordance with N.J.S.A. 48:5A-11.1 et seq. and the Federal Act or any other law or regulation, these special rates shall be offered to qualified Borough residents.

**SECTION 8. Territory.**

The consent granted herein to the Company shall apply to the entirety of the Municipality, and any property hereafter annexed.

**SECTION 9. Construction Requirements.**

**Restoration:** In the event that the Company or its agents shall disturb any pavement, streets, surfaces, sidewalks, driveways or other surfaces in the natural topography, the Company shall, at its sole expense, restore and replace such places or things so disturbed to as good a condition as existed prior to the commencement of said work.

**Relocation:** If at any time during the period of this consent, the Municipality shall alter or change the grade of any street, alley or other way or place, the Company, upon reasonable notice by the Municipality, shall remove, re-lay and relocate its equipment, at the expense of the Company.

The Company shall temporarily move or remove appropriate parts of its facilities to allow for the moving of buildings, and machinery, or in other similar circumstances. The expense shall be borne by the party requesting such action, except when required by the Municipality, in which case the Company shall bear the cost.

**Removal or Trimming of Trees:** During the exercise of its rights and privileges under this franchise, the Company shall have the authority to trim trees upon and overhanging streets, alleys, sidewalks and public places of the Municipality, so as to prevent the branches

BOROUGH OF SUSSEX  
ORDINANCE 2016-09

of such trees from coming in contact with the wires and cables of the Company. Such trimming shall be only to the extent necessary to maintain proper clearance for the Company's facilities.

**SECTION 10. Local Office.**

During the term of this franchise, and any renewal thereof, the Company shall maintain a local business office in Sussex County for the purpose of receiving, investigating and resolving all complaints regarding the quality of service, equipment, malfunctions, and similar matters.

Said local business office shall be open during normal business hours, and in no event less than 9:00 a.m. to 5:00 p.m. Monday through Friday.

**SECTION 11. Municipal Complaint Officer.**

The Office of Cable Television is hereby designated as the complaint officer for the Municipality, pursuant to N.J.S.A. 48:5a-26(b).

All complaints shall be received and processed in accordance with N.J.A.C. 14:17-6.5.

**SECTION 12. Performance Bond.**

During the life of the franchise, the Company shall give bond to the Municipality, which bond shall be in the amount of \$25,000.00.

Such bond shall be to insure the faithful performance of all undertakings of the Company as represented in its Application and incorporated herein.

**SECTION 13. Local Programming and Public Educational and Governmental Access.**

The Company shall provide public, educational, and governmental (PEG) access channels and facilities in accordance with its Application for Renewal of Municipal Consent.

**SECTION 14. Free Services.**

The Company shall provide services in accordance with its Tariff for cable television service approved by the Board of Public Utilities on January 1, 2016. In addition, the Company shall provide the following locations with complimentary, expanded basic cable service:

**BOROUGH OF SUSSEX  
ORDINANCE 2016-09**

1. One (1) cable connection for the Fire Department and Rescue Squad located at 25 Loomis Ave, Sussex NJ 07461.
2. One (1) cable connection for the Sussex Municipal Building located at 2 Main Street, Sussex NJ 07461.
3. One (1) cable connection for the Sussex DPW garage located at 33 Brookside Avenue, Sussex NJ 07461.
4. One (1) cable connection for the Sussex Borough Community Center (Theater) located at 74 Fountain Square, Sussex NJ 07461.

The complimentary services provided herein are for expanded basic cable service only. All subscribers, including those set forth herein, shall be fully responsible for the cost associated with any installation of service and with each digital box that the subscriber maintains, which fees are determined by the Company in accordance with the type of digital box(es) that the subscriber maintains.

**SECTION 15. Programming.**

Although nothing herein shall require the Company to carry or transmit any particular television stations or programming source, the Company shall provide the subscribers in the Borough with at least the same broad categories of programming, in approximately the same quantity, as are now provided, and which appear in the Application for Municipal Consent.

**SECTION 16. Liability Insurance.**

The Company shall indemnify, protect and save the Borough harmless from and against losses and physical damage to property, including those properties owned or under the control of the Borough, and bodily injury or death of persons, including payments made under any workmen's compensation law, which may arise out of or be caused by the erection, maintenance, presence, use or removal of poles, attachments on poles, antennas within the Borough or by any act of the Company, its agents or employees or arising out of the use, operation, maintenance or revocation for renewal of the system contemplated by terms of this Ordinance.

The Company agrees to maintain and keep in full force and effect, at its sole expense, at all times during the term of this consent, sufficient liability insurance naming the Municipality as an insured and insuring against loss by any such claim, suit, judgment, execution or demand, in the minimum amount of one million dollars (\$1,000,000.00) combined single limit for bodily injury or death to one person, five hundred thousand dollars (\$500,000.00) for property damage resulting from any one accident, and an excess liability (or umbrella) policy in the amount of ten million dollars (\$10,000,000.00).

BOROUGH OF SUSSEX  
ORDINANCE 2016-09

The contractor building the cable television lines shall file a worker's compensation certificate of insurance with the Borough Clerk prior to commencing any work.

All insurance required by this ordinance shall be and remain in full force and effect for the entire life of this franchise. A certificate of insurance must be submitted to the Borough Attorney to review for compliance with the abovementioned limits of liability. The Borough shall be a named insured on said policies. The insurer shall notice the Borough at least 30 days prior of its intention to cancel any policy.

**SECTION 17. Filing with Borough Engineer.**

The Company shall cause all construction plans relating to work which could have significant impact on public works within the Borough, to be filed with the Borough Engineer's Office.

**SECTION 18. Activities Prohibited.**

The Company shall not allow its cable or other operations to interfere with television reception or persons not served by the Company, nor shall the system interfere with, obstruct or hinder in any manner, the operation of the various utilities serving the residents of the Borough.

**SECTION 19. Incorporation of the Application.**

All of the commitments and statements contained in the Application and any amendment thereto submitted in writing to the Municipality by the Company, except as modified herein, are binding upon the Company as terms and conditions of this consent. The Application and any other relevant writings submitted by the Company shall be annexed hereto and made a part hereof by reference, as long as it does not conflict with state or federal law.

**SECTION 20. Severability.**

If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court, or federal or state agency of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions hereof.

**SECTION 21. Consistency with Future Federal and State Statutes, Regulations, Rules and Orders.**

BOROUGH OF SUSSEX  
ORDINANCE 2016-09

This Ordinance is subject to all provisions of the Act and to all lawful rules and regulations of the Board of Public Utilities and the Office of Cable Television., adopted pursuant thereto. The Company shall at all times comply with the rules and regulations governing cable television operations lawfully promulgated and adopted by the Board of Public Utilities. Should any of the Federal or State Acts, Regulations, or pronouncements applicable to the regulation of cable television service be modified in any way, such modification, to the extent it embodies required terms and conditions, and meaningfully can be incorporated into this Ordinance, shall be so incorporated, consistent with any applicable effective dates specified in such modification. To the extent that any such modification(s) place(s) limits on permissible terms and conditions, and any provision of this Ordinance becomes invalid by virtue of such modification(s), the preceding section, SECTION 20, shall apply.

**SECTION 22. Effective Date of Consent.**

This Ordinance shall take effect upon its final passage and publication according to law.

**NOTICE**

NOTICE IS HEREBY GIVEN that the attached Ordinance #2016-09 was introduced at a regular meeting of the Mayor and Council of the Borough of Sussex, Sussex County, New Jersey, held on the 21<sup>th</sup> day of June, 2016, and passed on first reading, and that such Ordinance will be further considered for final passage and adoption at the regular meeting of the Mayor and Council to be held on the 19<sup>th</sup> day of July, 2016, at Borough Hall, 2 Main Street, in the Borough of Sussex, at 7:30 p.m., and that at such time and place all persons interested be given an opportunity to be heard concerning said Ordinance.

\_\_\_\_\_  
Mark Zschack,  
Borough Clerk

\_\_\_\_\_  
Katherine Little, Mayor

Introduced:

Adopted:

**BOROUGH OF SUSSEX  
RESOLUTION # 2016-148R**

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN  
CONTRACT FOR THE DEMOLITION OF  
3 EAST MAIN STREET**

**WHEREAS**, the Borough of Sussex has a need to acquire the services to demolish 3 East Main Street as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 and 20.5 also known as the "Pay to Play" law; and;

**WHEREAS**, a contract which results from soliciting quotations for a service and exceeds \$17,500 is considered a non-fair and open contract under the "Pay to Play" law; and

**WHEREAS**, the Qualified Purchasing Agent has solicited quotations and determined and certified in writing that the value of the service will exceed \$17,500; and

**WHEREAS**, the anticipated term of this contract is 1 year; and

**WHEREAS**, The Ambient Group, LLC has submitted the lowest quotation indicating it will demolish 3 East Main Street and remove all debris for \$32,822; and

**WHEREAS**, The Ambient Group, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that The Ambient Group, LLC has not made any reportable contributions to a political or candidate committee in the Borough of Sussex in the previous one year, and that the contract will prohibit The Ambient Group from making any reportable contributions through the term of the contract, and

**WHEREAS**, the CFO has certified that funds will be available to award this contract per N.J.A.C. 5:30-5.4.

**NOW THEREFORE, BE IT RESOLVED** that the Governing Body of the Borough of Sussex authorizes the Mayor and/or Clerk to enter into a contract with The Ambient Group, LLC as described herein; and

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Governing Body of the Borough of Sussex, in the County of Sussex, New Jersey, at a meeting held on June 21, 2016.

**Mark Zschack, RMC  
Sussex Borough**

**BOROUGH OF SUSSEX  
RESOLUTION # 2016-148R**

**DETERMINATION OF VALUE**

I, Darren Maloney, hereby certify that the total amount of the contract awarded to The Ambient Group, LLC for the demolition of 3 East Main Street will exceed \$17,500.

Darren Maloney, QPA

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**SUSSEX BOROUGH  
RESOLUTION #2016-149R**

**RESCINDING RESOLUTION 2016-140R**

**WHEREAS**, on May 17, 2016, Resolution 2016-140R was passed which stated:

*WHEREAS, the Borough of Sussex is applying for funding to conduct a sidewalk improvement project on, or in the vicinity of, Main Street along the school route for Sussex Middle School within the Borough of Sussex; and*

*WHEREAS, the project will help to continue and improve the promotion and encouragement of pedestrian and bicycle access and safety for school children, residents, and the commercial district ; and*

*WHEREAS, maintenance of the facility, once constructed, will be assumed by the Borough of Sussex with the exception of (1) local ordinances that places maintenance responsibility with each individual property owner, and (2) those crosswalks on State or County Highways;*

*NOW, THEREFORE BE IT RESOLVED, by the Governing Body of the Borough of Sussex that they hereby support the submission of a grant application for the Safe Routes to School Program within the State of New Jersey Department of Transportation and authorizes the Mayor and Administrator/ Clerk to execute any and all documents necessary and related to the submission of said grant application or grant agreement.*

**NOW, THEREFORE BE IT RESOLVED**, that the Governing Body of the Borough of Sussex in the County of Sussex, New Jersey, hereby rescinds Resolution 2016-140R.

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Governing Body of the Borough of Sussex, in the County of Sussex, New Jersey, at a meeting held on June 21, 2016.

**Mark Zschack, RMC  
Sussex Borough**

**SUSSEX BOROUGH  
RESOLUTION #2016-151R**

**A RESOLUTION AUTHORIZING THE BOROUGH OF SUSSEX  
STORMWATER PROGRAM COORDINATOR TO SIGN AND SUBMIT THE  
ANNUAL STORMWATER MANAGEMENT REPORT**

**WHEREAS**, the New Jersey Department Environmental Protection, Division of Water Quality, Bureau of Nonpoint Pollution Control oversees the Municipal Stormwater Regulation Program; and

**WHEREAS**, all municipalities are required to submit an annual Stormwater management report; and

**WHEREAS**, in order to expedite the submission process the Borough may authorize the municipal Stormwater program coordinator to submit the annual Stormwater management report on the municipality's behalf,

**NOW THEREFORE BE IT RESOLVED**, the Borough Council of the Borough of Sussex hereby appoints Michael Restel as the Borough of Sussex Stormwater Program Coordinator; and

**BE IT FURTHER RESOLVED**, the Borough Council hereby authorizes the Sussex Stormwater Program Coordinator to prepare and submit the 2015 and all subsequent annual Stormwater management reports in accordance with the New Jersey Department of Environmental Protection's rules and regulations on behalf of the Borough.

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Governing Body of the Borough of Sussex, in the County of Sussex, New Jersey, at a meeting held on June 21, 2016.

\_\_\_\_\_  
Mark Zschack, RMC  
Sussex Borough

**SUSSEX BOROUGH  
RESOLUTION #2016-152R**

**APPROVAL OF LIQUOR LICENSES**

**BE IT RESOLVED**, by the Governing Body of the Borough of Sussex that the following Plenary Retail/Consumption Licenses be hereby approved for renewal for the license period July 1, 2016 through June 30, 2017.

**EMERALD CONSTRUCTION SERVICES, LLC, T/A ALLENS BAR & LIQUOR**  
31 Loomis Avenue, Sussex, NJ 07461  
License #1921-33-001-003

**FOUNTAIN SQUARE INN**  
82 Fountain Square Inn, Sussex, NJ 07461  
License #1921-33-002-001

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Mayor and Council of the Borough of Sussex, in the County of Sussex, New Jersey, at a meeting held on June 21, 2016

Mark Zschack, RMC  
Borough of Sussex

**SUSSEX BOROUGH  
RESOLUTION #2016-153R**

**APPOINTMENT OF PLANNING/ZONING BOARD MEMBERS**

**BE IT RESOLVED**, by the Governing Body of the Borough of Sussex does hereby approve Mayor Little's appointments for Planning/Zoning Board for the year 2016.

9) Walter Cleary  
Class IV Member

exp. 12/31/18  
Four Year Term

10) Joseph Luna  
Alternate I

exp. 12/31/17  
Two Year Term

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Governing Body of the Borough of Sussex, in the County of Sussex, New Jersey, at a meeting held on June 21, 2016.

\_\_\_\_\_  
Mark Zschack, RMC  
Sussex Borough

**SUSSEX BOROUGH  
RESOLUTION 2016-154R**

**SECOND QUARTER 2016 – WATER/SEWER ADJUSTMENTS**

**Acct# 3393 – 43 Clove Avenue** – Due to a high estimates this account was overbilled \$205.72 which should be credited to the account and the last reading was adjusted to reflect the actual reading. A new meter has been installed.

**Acct# 1460 – 17-19 East Main Street** – Due to a high estimate this account was overbilled \$178.91 which should be credited to the account and the last reading was adjusted to reflect the actual reading. A touchpad has been installed.



\_\_\_\_\_  
Toni Smith, Water/Sewer Collector  
Borough of Sussex

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Governing Body of the Borough of Sussex, in the County of Sussex, New Jersey, at a meeting held on June 21, 2016.

\_\_\_\_\_  
Mark Zschack, RMC  
Sussex Borough

**SUSSEX BOROUGH  
RESOLUTION # 2016-156R**

**CUSTOMER REQUEST FOR  
WATER ADJUSTMENT**

**Acct. # 3273 21 Clove Avenue, Sussex – Mrs. Jeannette Luculano** hand delivered a letter on June 8, 2016 that stated:

**To Mayors office:**

**"I am writing to request a waiver for the 1<sup>st</sup> quarterly bill of 2016 in the amount of \$1078.85. I would like to note that I am a new resident and have owned this property for 14 months only. I am responsible and have paid every water bill and am current with the exception of this bill which is inaccurate and does not reflect my actual water usage. The meter in place was not working effectively in some way.**

**I thank you in advance for taking the time to assess my particular situation and am seeking a resolution this is just.**

**Reasons for a waiver for 1<sup>st</sup> quarterly bill of 2016:**

- 1) Our use of water is below standard level  
My adult daughter and I are the only two residents in the home. We did not have a washing machine in use or a stove in the house during this quarterly or previously. We do not drink tap water either. We spend 2 days weekly taking care of my sickly mother in New York. Many times we leave very early and come back very late, so we barely if at all use water on those 2 weekly days. We do not water a lawn; wash our cars or have a pool at home.  
Our average use of water is way below the average person's use of water.**
- 2) The Water Dept. workers noted upon entering our home on more than one occasion that we did not have a stove or washing machine in use or any other item that requires use other than a water hose that is standard to every home.**
- 3) The Water Dept. brought to our attention prior to this bill generating that there was a problem reading our meter. I have provided proof of the notice left at our door. They came to our home on two separate occasions. They determined that the meter needed to be tracked and they would come daily and make a report. I believe whatever repairs or adjustments needed to be made during the two week period were made. Our water usage current bill which has been paid in full reflects a water reading usage that is significantly lower than the 1<sup>st</sup> quarterly.  
Given the fact the water usage in quarterly 1 of 42650 has reduced to 4370 in quarterly 2 is a clear indicator that something was wrong with the meter and its reflection of our true use since the visits and repair of the water meter. In addition, we have had no plumbing issues or floods in the house at any point. Our home is well locked and offers no access to outside individuals. The use of 42650 is an extraordinary use of water that would demand non-stop constant use and/or water related appliances, etc.**

SUSSEX BOROUGH  
RESOLUTION # 2016-156R

- 4) *Since no true and accurate reading can be assessed for this time period which is applicable; through no fault of our own. I am requesting a waiver for this bill minus the minimum fee of \$280.58 that is required per E.D.U.*

*Thank You,*

*Andrew luculano  
Jeannette luculano"*

**NOW THEREFORE, BE IT RESOLVED**, by the Governing Body of the Borough of Sussex, in the County of Sussex and State of New Jersey that **\$1,078.85** be removed from the billing of account # 3273.

**CERTIFICATION:** I hereby certify that the foregoing to be a true and correct copy of a resolution duly adopted by the Governing Body of the Borough of Sussex, in the County of Sussex, New Jersey, at a meeting held on June 21, 2016.

Mark Zschack, RMC  
Sussex Borough

**SUSSEX BOROUGH  
RESOLUTION #2016-157R**

**TEMPORARY PART TIME OFFICE HIRE**

**BE IT RESOLVED** by the Governing Body of the Borough of Sussex hereby approves the hire of Karen Reed as a temporary part time officer worker for the Borough of Sussex working approximately 29 hours per week at a rate of \$12.00 per hour.

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Governing Body of the Borough of Sussex, in the County of Sussex, New Jersey, at a meeting held on June 21, 2016.

**Mark Zschack, RMC  
Sussex Borough**

**SUSSEX BOROUGH  
ORDINANCE NO. 2016-12**

**AN ORDINANCE OF THE BOROUGH OF SUSSEX, COUNTY OF SUSSEX AND  
STATE OF NEW JERSEY AMENDING SUBSECTION 4-1.7, ENTITLED  
“REGULATIONS”, OF SECTION 4-1, ENTITLED “PEDDLING AND SOLICITING”,  
OF CHAPTER IV, ENTITLED “GENERAL LICENSING”, OF THE GENERAL  
REVISED ORDINANCES OF THE BOROUGH OF SUSSEX**

BE IT ORDAINED by the Mayor and Council of the Borough of Sussex as follows:

**Section 1.** Subsection 4-1.7, entitled “Regulations”, of Section 4-1, entitled “Peddling and Soliciting”, of Chapter IV, entitled “General Licensing”, of the General Revised Ordinances of the Borough of Sussex is amended to add a paragraph as follows:

- f. No person shall engage in activities otherwise permitted by this section at and during a public event if proscribed by resolution of the governing body.

**Section 2.** Severability.

If any provision of this Ordinance or the application thereof to any person or circumstances is held invalid, the remainder of this Ordinance shall not be affected thereby but shall remain in full force and effect.

**Section 3.** Repealer.

All ordinances or parts of ordinances or resolutions inconsistent with or contrary to the provisions of this Ordinance are hereby repealed to the extent of such inconsistency or contrariness.

**Section 4.** This Ordinance shall take effect immediately upon its final passage and publication as required by law.

**NOTICE**

NOTICE IS HEREBY GIVEN that the attached Ordinance #2016-12 was introduced at a regular meeting of the Mayor and Council of the Borough of Sussex, Sussex County, New Jersey, held on the 21<sup>st</sup> day of June, 2016 and passed on first reading, and that such Ordinance will be further considered for final passage and adoption at the regular meeting of the Mayor and Council to be held on the 19<sup>th</sup> day of July, 2016 at Borough Hall, 2 Main Street, in the Borough of Sussex, at 7:30 p.m., and that at such time and place all persons interested be given an opportunity to be heard concerning said Ordinance.

\_\_\_\_\_  
Mark Zschack, Borough Clerk

\_\_\_\_\_  
Katherine Little, Mayor

Introduced:

Adopted:

**SUSSEX BOROUGH  
ORDINANCE NO. 2016-10**

**AN ORDINANCE OF THE BOROUGH OF SUSSEX, COUNTY OF SUSSEX AND STATE OF NEW JERSEY AMENDING SECTION 17-4, ENTITLED "GENERAL PROVISIONS", OF CHAPTER XVII, ENTITLED "RECREATION AREAS", OF THE GENERAL REVISED ORDINANCES OF THE BOROUGH OF SUSSEX TO ADD SUBSECTION 17-4.7, ENTITLED "BOATING RESTRICTIONS."**

BE IT ORDAINED by the Mayor and Council of the Borough of Sussex as follows:

**Section 1.** Section 17-4, Entitled "General Provisions", of Chapter XVII, entitled "Recreation Areas", of the General Revised Ordinances of the Borough of Sussex is amended to add a subsection as follows:

17-4.7 Boating Restrictions.

No gas or diesel-powered watercraft of any type shall be permitted on any Borough-owned lake, pond or waterway.

**Section 2.** Severability.

If any provision of this Ordinance or the application thereof to any person or circumstances is held invalid, the remainder of this Ordinance shall not be affected thereby but shall remain in full force and effect.

**Section 3.** Repealer.

All ordinances or parts of ordinances or resolutions inconsistent with or contrary to the provisions of this Ordinance are hereby repealed to the extent of such inconsistency or contrariness.

**Section 4.** This Ordinance shall take effect immediately upon its final passage and publication as required by law.

**NOTICE**

NOTICE IS HEREBY GIVEN that the attached Ordinance #2016-10 was introduced at a regular meeting of the Mayor and Council of the Borough of Sussex, Sussex County, New Jersey, held on the 8<sup>th</sup> day of June, 2016 and passed on first reading, and that such Ordinance will be further considered for final passage and adoption at the regular meeting of the Mayor and Council to be held on the 21<sup>st</sup> day of June, 2016 at Borough Hall, 2 Main Street, in the Borough of Sussex, at 7:30 p.m., and that at such time and place all persons interested be given an opportunity to be heard concerning said Ordinance.

\_\_\_\_\_  
Mark Zschack, Borough Clerk

\_\_\_\_\_  
Katherine Little, Mayor

Introduced: June 8, 2016

Adopted:

**SUSSEX BOROUGH  
ORDINANCE NO. 2016-11**

**AN ORDINANCE OF THE BOROUGH OF SUSSEX, COUNTY OF SUSSEX AND  
STATE OF NEW JERSEY AMENDING SECTION 12-4, ENTITLED "PROPERTY  
MAINTENANCE CODE", OF CHAPTER XII, ENTITLED "BUILDINGS AND  
HOUSING", OF THE GENERAL REVISED ORDINANCES OF THE BOROUGH OF  
SUSSEX TO ADD SUBSECTION 12-4.7, ENTITLED "PROPERTY MAINTENANCE  
ADVISORY COMMITTEE; ESTABLISHMENT; MEMBERSHIP", AND SUBSECTION  
12-4.8, ENTITLED "PROPERTY MAINTENANCE ADVISORY COMMITTEE;  
PURPOSE AND DUTIES".**

BE IT ORDAINED by the Mayor and Council of the Borough of Sussex as follows:

**Section 1.** Section 12-4, Entitled "Property Maintenance Code", of Chapter XII, entitled "Buildings and Housing", of the General Revised Ordinances of the Borough of Sussex is amended to add the following subsections:

**12-4.7. Property Maintenance Advisory Committee; Establishment; Membership.**

There is hereby established a Property Maintenance Advisory Committee which shall consist of five (5) members as follows:

- a. One member appointed by the Sussex Borough Board of Health,
- b. One member appointed by the Sussex Planning/Zoning Board,
- c. One member of the Borough Council appointed by the Mayor with the advice and consent of the Council,
- d. Two members of the public appointed by the Mayor with the advice and consent of the Council,

The term of membership of the Property Maintenance Advisory Committee shall be annual.

**12-4.8. Property Maintenance Advisory Committee; Purpose and Duties.**

The Property Maintenance Advisory Committee shall serve as an advisory committee. Its purpose is to promote the quality of life in the borough through a more aesthetic appearance in the community, to offer ideas and suggestions for the physical improvement of areas and buildings in the borough and to review specific concerns about property maintenance. The Property Maintenance Advisory Committee shall hear complaints and concerns from members of the public regarding property maintenance issues; investigate such complaints and concerns and make inquiries as the board deems appropriate; gather information pertaining to conditions of properties in the borough; report problems and concerns to and request action from the code enforcement officer and/or county health officer as the board deems appropriate; and report its findings and recommendations to the governing body.

**Section 2.** Severability. If any provision of this Ordinance or the application thereof to any person or circumstances is held invalid, the remainder of this Ordinance shall not be affected thereby but shall remain in full force and effect.

**Section 3.** Repealer. All ordinances or parts of ordinances or resolutions inconsistent with or contrary to the provisions of this Ordinance are hereby repealed to the extent of such inconsistency or contrariness.

**Section 4.** This Ordinance shall take effect immediately upon its final passage and publication as required by law.

**SUSSEX BOROUGH  
ORDINANCE NO. 2016-11**

**NOTICE**

**NOTICE IS HEREBY GIVEN** that the attached Ordinance #2016-11 was introduced at a regular meeting of the Mayor and Council of the Borough of Sussex, Sussex County, New Jersey, held on the 8th day of June, 2016 and passed on first reading, and that such Ordinance will be further considered for final passage and adoption at the regular meeting of the Mayor and Council to be held on the 21st day of June, 2016 at Borough Hall, 2 Main Street, in the Borough of Sussex, at 7:30 p.m., and that at such time and place all persons interested be given an opportunity to be heard concerning said Ordinance.

\_\_\_\_\_  
**Mark Zschack, Borough Clerk**

\_\_\_\_\_  
**Katherine Little, Mayor**

**Introduced: June 8, 2016**

**Adopted:**

**SUSSEX BOROUGH  
RESOLUTION #2016-150R**

**2016 APPOINTMENT TO PROPERTY MAINTENANCE ADVISORY COMMITTEE**

**WHEREAS**, on June 21, 2016 the Governing Body of the Borough of Sussex adopted Ordinance 2016-11 establishing the Property Maintenance Advisory Committee to include one member of the Council, two members of the public, one member appointed by the Sussex Borough Board of Health and one member appointed by the Planning/Zoning Board.

**NOW, THEREFORE BE IT RESOLVED** the Governing Body of the Borough of Sussex does hereby approve Mayor Little's appointment, for the year 2016, of the following individuals to be members of a Committee that will serve as an advisory committee. Its purpose is to promote the quality of life in the borough through a more aesthetic appearance in the community, to offer ideas and suggestions for the physical improvement of areas and buildings in the borough and to review specific concerns about property maintenance. The Property Maintenance Advisory Committee shall hear complaints and concerns from members of the public regarding property maintenance issues; investigate such complaints and concerns and make inquiries as the board deems appropriate; gather information pertaining to conditions of properties in the borough; report problems and concerns to and request action from the code enforcement officer and/or county health officer as the board deems appropriate; and report its findings and recommendations to the governing body.

Council Representative (Chairperson)  
Sussex Board of Health Representative  
Sussex Planning/Zoning Board Representative  
Public Member 1  
Public Member 2

Albert Decker  
Karen Vander Veer

Walter Cleary  
Charles Fronheiser, Jr.

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Governing Body of the Borough of Sussex, in the County of Sussex, New Jersey, at a meeting held on June 21, 2016.

\_\_\_\_\_  
Mark Zschack, RMC  
Sussex Borough

**SUSSEX BOROUGH  
RESOLUTION #2016-155R**

**RESOLUTION AUTHORIZING THE AWARD  
OF CONTRACT FOR PROFESSIONAL SERVICES FOR  
OPERATION AND MAINTENANCE OF THE  
WATER TREATMENT PLANT**

**WHEREAS**, Sussex Borough ("Borough") requires the services for the operation of the Borough's water treatment plant; and

**WHEREAS**, N.J.S.A. 40A:11-5 specifically exempts professional services from provisions of public bidding as provided in the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.;

**WHEREAS**, said specified professional services are to be rendered or performed by a person or persons authorized by law to practice a recognized profession, and whose practice is regulated by law within the meaning of N.J.S.A. 40A:11-1 et seq., as amended; and

**WHEREAS**, the performance of said professional services requires knowledge of an advanced field of learning acquired by a prolonged formal course of specialized training and study as distinguished from general academic instruction or apprenticeship and training; and

**WHEREAS**, the Borough desires to appoint Michael Furrey of Agra Environmental and Laboratory Service, 90 ½ West Blackwell, Dover New Jersey 07801 in a non-fair and open contract pursuant to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.; and

**WHEREAS**, the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq., as amended, requires that this Resolution be publically advertised.

**NOW THEREFORE, BE IT RESOLVED** that the Governing Body of the Borough of Sussex hereby authorizes and approves the award of a Professional Service Contract to Michael Furrey of Agra Environmental and Laboratory Service, 90 ½ West Blackwell, Dover New Jersey 07801 at a cost not to exceed \$297,924.00 per-year, pursuant to a non-fair and open contract consistent with the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., to provide the following specific services:

- (1) Provide the operations and maintenance of the Sussex Borough water treatment plant and provide a licensed T-4 operator as described in a professional service contract to be executed by both parties.

**NOW THEREFORE, BE IT FURTHER RESOLVED**, that the proper officers of the Borough are hereby authorized to endorse and deliver a contract for such services consistent with the terms of this Resolution;

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Governing Body of the Borough of Sussex, in the County of Sussex, New Jersey, at a meeting held on June 21, 2016.

\_\_\_\_\_  
Mark Zschack, RMC  
Sussex Borough