

**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
JULY 19, 2016**

- A. **Mayor Little** will call the meeting of **July 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 July 19, 2016.

E. **PRESENTATIONS:**

Jake Little, Chief Sussex Fire Department will present an update of the fire apparatus purchase and the Sussex County Fireman's Parade.

Summary of Audit Report - At this time Municipal Auditor, Tom Ferry will present an overview of the 2015 Sussex Borough Audit Report

F. **NEW BUSINESS:**

1. **Resolution 2016-163R – Certification of the 2015 Annual Audit**

A motion is in order to adopt Resolution 2016-163R certifying the Sussex Borough Mayor and Council has reviewed the 2015 Audit Comments and Recommendations as required by N.J.A.C. 5:30-6.5 (Motion requested by Clerk)

- G. **COMMITTEE REPORTS:** **Mayor Little** will allow each member of the Council to present their respective committee reports.

H. **ADMINISTRATORS REPORT**

The Administrator/Clerk will offer his report.

- I. **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.

- J. **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 10 minutes.

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.

K. **OLD BUSINESS:**

2. **Resolution 2016-156R – Customers Request Water/Sewer Adjustment**

A motion is in order to adopt Resolution 2016-156R approving the customer's request for a \$1,073.85 credit to be applied to their account. (Motion requested by Water/Sewer Customer)

- L. **NEW BUSINESS: (Continued)**

3. Approval of Meeting Minutes

A motion is in order to approve the meeting minutes of the Regular Meeting and Executive Session held on March 8, 2016. (Absent: Meyer)
(Motion requested by Clerk)

4. Approval of Meeting Minutes

A motion is in order to approve the meeting minutes of the Regular Meeting and Executive Session held on April 5, 2016. (Absent: None) (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 April 19, 2016. (Absent: None)
(Motion requested by Clerk)

6. Approval of Meeting Minutes

A motion is in order to approve the meeting minutes of the Regular Meeting and Executive Session held on June 21, 2016. (Absent: Meyer)
(Motion requested by Clerk)

7. Resolution 2016-158R – 2017 Small Cities CDBG Grant Application

A motion is in order to adopt Resolution 2016-158R authorizing the submission of a grant application to the New Jersey Department of Community Affairs for approximately \$400,000 to carry out a project to construct a water pipeline to Lake Rutherford. (Motion requested by Grant writer)

8. Resolution 2016-159R – Issuance of \$20,000 Bond Anticipation Notes

A motion is in order to adopt Resolution 2016-159R authorizing the issuance of not exceeding \$20,000 bond anticipation notes of the Borough of Sussex, County of Sussex, New Jersey (Motion requested by Bond Counsel)

9. Resolution 2016-160R – Authorizing Refunds

A motion is in order to adopt Resolution 2016-160R authorizing the refunds of \$8,202.38 to US Bank Cust for PC4 Firsttrust Bank for redemption of tax sale certificate # 14-09 and \$900.00 to US Bank Cust for PC4 Firsttrust Bank for return of premium paid for tax sale certificate #14-09
(Motion requested by Tax Collector)

10. Resolution 2016-161R – Property Maintenance Advisory Committee

A motion is in order to adopt Resolution 2016-161R approving the Mayor's additional appointment to the Property Maintenance Advisory Committee for the year 2016.
(Motion requested by Mayor)

11. Resolution 2016-162R – Dedication by Rider for Snow Removal Reserve

A motion is in order to adopt Resolution 2016-162R establishing a dedicated trust by rider for snow removal reserves pursuant to N.J.S.A. 40A:4-62.1.
(Motion requested by CFO)

12. Resolution 2016-165R – Customers Request Water/Sewer Adjustment

A motion is in order to adopt Resolution 2016-165R approving the customer's request for a \$52.92 credit to be applied to account number 3820.
(Motion requested by Water/Sewer Customer)

13. Resolution 2016-166R – National Childhood Cancer Awareness Month

A motion is in order to adopt Resolution 2016-166R proclaiming that September 2016 shall be known as Childhood Cancer Awareness Month in the Borough of Sussex. (Motion requested by Mayor)

14. Resolution 2016-167R – DPW Laborer & Clean Communities Worker

A motion is in order to adopt Resolution 2016-167R approving the hire of Kevin Babcock as a seasonal DPW Laborer and Clean Communities Worker for the Borough of Sussex working approximately 24 hours per week at a rate of \$10.00 per hour for the year 2016. (Motion requested by DPW Director)

15. Resolution 2016-168R – Cancellation of Taxes 3 East Main Street

A motion is in order to adopt Resolution 2016-168R authorizing the cancellation of taxes on 3 E Main St, Block 502 Lot 12 for the 2nd, 3rd & 4th Qtr 2016, in the amount of \$2,973.68 (Motion requested by Tax Collector)

16. Resolution 2016-169R – State League of Municipalities Conference

A motion is in order to adopt Resolution 2016-169R approving the expenditure of up to \$500.00 per person to attend the New Jersey State League of Municipalities Conference to be held in Atlantic City November 15, 16, 17, 2016. Eligible to attend are the Mayor, Councilmembers, and full time employees. (Motion requested by Clerk)

17. Resolution 2016-172R – Cancellation of Reserve Balances in Current Fund

A motion is in order to adopt Resolution 2016-172R authorizing the cancellation of reserve balances in current fund. (Motion requested by CFO)

18. Resolution 2016-173R – Cancellation of Capital Improvement Appropriations

A motion is in order to adopt Resolution 2016-173R authorizing the cancellation of General Capital Improvement Appropriations in the amount of \$1,162,524.25. (Motion requested by CFO)

19. Resolution 2016-174R – Honoring Eagle Scout

A motion is in order to adopt Resolution 2016-174R congratulating Joseph Mitchell for achieving the rank of Eagle Scout as a member of Boy Scout Troop 84. (Motion requested by Mayor)

20. Resolution 2016-175R – Third Quarter 2016 Water/Sewer Adjustments

A motion is in order to adopt Resolution 2016-175R approving the Water/Sewer Collector's adjustments for the third quarter 2016. (Motion requested by Water/Sewer Collector)

21. Adoption Ordinance 2016-09 – Cable TV Renewal

A motion is in order to adopt Ordinance 2016-09 entitled "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." (Motion requested by Clerk)

Before final roll call Mayor Little will open the meeting to the public for any questions or concerns regarding Ordinance #2016-09

22. Adoption Ordinance 2016-12 – Amend Chapter IV Section 4-1.7

A motion is in order to adopt Ordinance 2016-12 entitled "AN ORDINANCE OF THE BOROUGH OF SUSSEX, COUNTY OF SUSSEX AND STATE OF NEW JERSEY AMENDING SECTION 4-1.7, ENTITLED "REGULATIONS", OF CHAPTER IV, ENTITLED "GENERAL LICENSING", OF THE GENERAL REVISED ORDINANCES OF THE BOROUGH OF SUSSEX"

(Motion requested by Clerk)

Before final roll call Mayor Little will open the meeting to the public for any questions or concerns regarding Ordinance #2016-12

23. Resolution 2016-170R – Peddling or Soliciting

A motion is in order to adopt Resolution 2016-170R hereby directing that no license shall be issued which permits solicitation and/or peddling of goods or services during the hours of the 2016 Sussex County Fireman's Parade. (Motion requested by Clerk)

24. Introduction Ordinance 2016-13 – Amend Chapter XXIV Section 24-1.5

A motion is in order to introduce Ordinance 2016-13 entitled "AN ORDINANCE TO AMEND SUBSECTION 24-1.5, ENTITLED "LAND USE FEES", OF SECTION 24-1, ENTITLED "APPLICATIONS FOR LICENSES, PERMITS OR APPROVALS", OF CHAPTER XXIV, ENTITLED "FEES", OF THE CODE OF THE BOROUGH OF SUSSEX, COUNTY OF SUSSEX, STATE OF NEW JERSEY."

(Motion requested by Clerk)

FINAL READING: August 16, 2016

25. Introduction Ordinance 2016-14 – Amend Chapter XXIII Section 13-3.4

A motion is in order to introduce Ordinance 2016-14 entitled "AN ORDINANCE OF THE BOROUGH OF SUSSEX, COUNTY OF SUSSEX AND STATE OF NEW JERSEY TO AMEND CHAPTER XXIII, SECTION 13-3.4, ENTITLED "SEWER SYSTEM CHARGES," OF THE GENERAL REVISED ORDINANCES OF THE BOROUGH OF SUSSEX."

(Motion requested by Council)

FINAL READING: August 16, 2016

26. Introduction Ordinance 2016-15 – Amend Chapter III Section 3-6.1

A motion is in order to introduce Ordinance 2016-15 entitled "AN ORDINANCE OF THE BOROUGH OF SUSSEX, COUNTY OF SUSSEX AND STATE OF NEW JERSEY AMENDING SUBSECTION 3-6.1, ENTITLED "OBSTRUCTIONS PROHIBITED", OF SECTION 3-6, ENTITLED "USE OF SIDEWALKS", OF CHAPTER III, ENTITLED "POLICE REGULATIONS", OF THE GENERAL REVISED ORDINANCES OF THE BOROUGH OF SUSSEX."

(Motion requested by Council)

FINAL READING: August 16, 2016

27. Introduction Ordinance 2016-16 – Amend Chapter XXIII Section 13-3.4

A motion is in order to introduce Ordinance 2016-16 entitled "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." (Motion requested by Clerk)

FINAL READING: August 16, 2016

- M. 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 10 minutes.

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.

- N. 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 Potential Litigation Regarding Water Charges.**

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.

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