

**MINUTES OF THE MEETING OF THE
MAYOR AND COUNCIL
OF THE BOROUGH OF SUSSEX
HELD AT THE SUSSEX MUNICIPAL BUILDING
2 MAIN STREET, SUSSEX, NJ
JANUARY 4, 2011**

Mayor Parrott called the 2011 Reorganization Meeting to order.

Mayor Parrott invited all present to salute the flag and to remain standing for a moment of silence.

Mayor Parrott stated 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."

1. **Oaths of Office**

- a. Catherine Gleason, Municipal Clerk, read the "Statement of County Canvassers."
- b. Catherine Gleason, Municipal Clerk administered the Oath of Office to Councilman-Elect **Bruce LaBar** for a three year term expiring December 31, 2013.
- c. Catherine Gleason, Municipal Clerk administered the Oath of Office to Councilman-Elect **Frank Dykstra** for a three year term expiring December 31, 2013.

2. **Roll Call of the 2011 Governing Body**

Mayor Parrot requested a roll call of the 2011 Borough of Sussex Governing Body. The Clerk called the role and the following members were present: Dykstra, Fransen, LaBar, Little, Meyer, Rose

3. **Resolution #2011-01R - 2011 Holidays**

Mr. Fransen made a motion approving the 2011 Holidays of the Borough of Sussex. Seconded by Mr. LaBar.

Upon roll call vote:
Ayes: Dykstra, Fransen, LaBar, Little, Meyer, Rose
Nays: None Absent: None Abstentions: None

4. **Resolution #2011-02R – 2011 Rules and Regulations**

Mr. LaBar made a motion approving the 2011 Rules and Regulations of the Mayor and Council of the Borough of Sussex. Seconded by Mr. Dykstra.

Upon roll call vote:
Ayes: Dykstra, Fransen, LaBar, Little, Meyer, Rose
Nays: None Absent: None Abstentions: None

5. **Resolution #2011-03R – 2011 Meeting Dates**

Mr. Dykstra made a motion to approve the Mayor and Council Meeting dates for the year 2011. Seconded by Mr. Meyer.

Upon roll call vote:
Ayes: Dykstra, Fransen, LaBar, Little, Meyer, Rose
Nays: None Absent: None Abstentions: None

6. **Resolution #2011-04R – Setting Rates of Interest for 2011**

Mrs. Little made a motion to approve a resolution setting the rates of interest for 2011. Seconded by Mr. LaBar.

Upon roll call vote:

Ayes: Dykstra, Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: None Abstentions: None

7. **Resolution #2011-05R - Designating Official Depositories**

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

Upon roll call vote:

Ayes: Dykstra, Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: None Abstentions: None

8. **Resolution #2011-06R - Designation of Official Newspapers**

Mrs. Little made a motion to approve a resolution designating the New Jersey Herald and the New Jersey Sunday Herald of Newton, New Jersey as the official newspapers of the Borough of Sussex for the year 2011. Seconded by Mr. Meyer.

Upon roll call vote:

Ayes: Dykstra, Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: None Abstentions: None

9. **Resolution #2011-07R - Authorize Legal Defense of Tax Appeals**

Mr. Fransen made a motion to authorize the Municipal Tax Assessor and the Municipal Attorney to defend the Borough before the Sussex County Tax Board of Taxation and the Tax Court of the State of New Jersey. Seconded by Mr. LaBar.

Upon roll call vote:

Ayes: Dykstra, Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: None Abstentions: None

10. **PROFESSIONAL SERVICES APPOINTMENTS**

Resolution #2011-08R -BOROUGH ATTORNEY

Mayor Parrott offered the name of John E. Ursin, Esq., of the firm Courter, Kobert & Cohen as the Borough Attorney for the year 2011.

Mr. Dykstra made a motion to approve a resolution appointing John E. Ursin, Esq., of the firm Courter, Kobert & Cohen as the Borough Attorney for the year 2011. Seconded by Mr. LaBar.

Upon roll call vote:

Ayes: Dykstra, Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: None Abstentions: None

Resolution #2011-09R - BOND COUNSEL

Mayor Parrott offered the name of Edward McManimon, Esquire for appointment as Bond Counsel for the year 2011.

Mrs. Little made a motion to approve a resolution appointing Edward McManimon, Esquire, for appointment as Bond Counsel for the year 2011. Seconded by Mr. LaBar.

Upon roll call vote:

Ayes: Dykstra, Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: None Abstentions: None

Resolution #2011-10 - BOROUGH ENGINEER

Mayor Parrott offered the name of Harold Pellow, of the firm Harold Pellow and Associates for appointment as Municipal Engineer for a three year term commencing January 5, 2010 and terminating January 5, 2013.

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

Upon roll call vote:

Ayes: Dykstra, Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: None Abstentions: None

Resolution #2011-11R - WATER/SEWER ENGINEER

Mayor Parrott offered the name of John Ruschke, P.E., of Hatch Mott MacDonald for appointment as Borough Water/Sewer Engineer for a three year term commencing January 5, 2010 and terminating January 5, 2013.

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

Upon roll call vote:

Ayes: Dykstra, Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: None Abstentions: None

Resolution #2011-21R - AUDITOR

Mayor Parrott offered the name of Thomas Ferry RMA from the firm of Ferraioli, Wielkocz, Cerullo and Cuva, P.A. for the appointment as Borough Auditor for the year 2011.

Mr. LaBar made a motion to approve a resolution appointing Thomas Ferry RMA from the firm of Ferraioli, Wielkocz, Cerullo and Cuva, P.A. as the Borough Auditor for the year 2011. Seconded by Mr. Meyer.

Upon roll call vote:

Ayes: Dykstra, Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: None Abstentions: None

Resolution #2011-13R – Authorize Cancellation of Record

Mr. Meyer made a motion to approve a resolution authorizing the tax collector to cancel the record of overpayment or underpayment of taxes in the amount of \$10.00 or less. Seconded by Mrs. Little.

Upon roll call vote:

Ayes: Dykstra, Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: None Abstentions: None

Resolution #2010-14R – Appointing Recycling Coordinator

Mr. Fransen made a motion to appoint Robert Schultz as the recycling coordinator for the Borough of Sussex for the year 2011. Seconded by Mr. Meyer.

Upon roll call vote:

Ayes: Dykstra, Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: None Abstentions: None

Resolution #2011-15R – Appointing Fund Commissioner

Mr. Meyer made a motion to approve a resolution appointing the Borough Clerk as the Fund Commissioner for 2011. Seconded by Mr. LaBar.

Upon roll call vote:

Ayes: Dykstra, Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: None Abstentions: None

Resolution #2011-16R – Appointing Risk Management Consultant

Mrs. Little made a motion to approve a resolution appointing Morville Agency as its local Risk Management consultant for the year 2011. Seconded by Mr. Fransen.

Upon roll call vote:

Ayes: Dykstra, Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: None Abstentions: None

Resolution #2011-17R – Appointing Dam Engineer

Mr. Fransen made a motion to approve a resolution appointing Michael Vreeland, P.E. of the firm Guerin & Vreeland Engineering as Borough Dam Engineer for the year 2011. Seconded by Mrs. Little.

Upon roll call vote:

Ayes: Dykstra, Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: None Abstentions: None

Resolution #2011-20R – Appointing Clean Communities Coordinator

Mr. LaBar made a motion to approve a resolution appointing Robert Schultz as the Clean Communities Coordinator for the Borough of Sussex for 2011. Seconded by Mr. Meyer.

Upon roll call vote:

Ayes: Dykstra, Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: None Abstentions: None

11. **COUNCIL APPOINTMENT: COUNCIL PRESIDENT**

Mayor Parrott opened the floor for Council nominations to the position of Council President for the year 2011.

Resolution #2011-18 – Appointing Council President

Mr. Fransen made a motion to approve Resolution #2011-18R appointing Edward Meyer to the position of Council President for the year 2011. Seconded by Mr. Rose.

Upon roll call vote:

Ayes: Dykstra, Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: None Abstentions: None

12. **MAYOR'S APPOINTMENTS**

Mayor Parrott presented his nominations for appointment to the various positions of Borough Government for the year 2011:

CLERK ADMINISTRATOR	Catherine Gleason
DEPUTY CLERK	Colleen Little
REGISTRAR	Catherine Gleason
DEPUTY REGISTRAR	Colleen Little
ALTERNATE DEPUTY REGISTRAR	Maria Mascuch
ASSESSMENT SEARCH OFFICER	Catherine Gleason
TAX COLLECTOR	Terry Beshada
WATER/SEWER COLLECTOR	Maria Mascuch
TAX SEARCH OFFICER	Terry Beshada
TAX ASSESSOR	Melissa Rockwell
CHIEF FINANCIAL OFFICER/TREASURER	Grant Rome
DEPUTY TREASURER	Colleen Little
EMERGENCY MANAGEMENT COORD. (2009-2011)	Jake Little
PARKING ENFORCEMENT OFFICER	Steve Danner
ZONING ENFORCEMENT OFFICER	Steve Danner

13. **FIRE DEPARTMENT OFFICERS FOR 2011**

CHIEF	Daniel Stoll
DEPUTY CHIEF	Rick VanderPloeg
FOREMAN	Jake Little
1 ST ASST. FOREMAN	Andrew Boutillette
2 ND ASST. FOREMAN	Craig Hough
FIRST AID CAPTAIN	Melissa Stormes
FIRST AID LIEUTENANT	Colleen Little
PRESIDENT	Harrison Thompson
VICE PRESIDENT	Dave Rice
SECRETARY	Jenn Brecciano
ASST. SECRETARY	Kate Southard
TREASURER	Gary Roemer.
ASST. TREASURER	Floyd Southard Jr.

14. **APPOINTMENTS- PLANNING/ZONING BOARD OF ADJUSTMENT**

Mayor Parrott made the following appointments to the Sussex Borough Planning/Zoning Board of Adjustment:

**2011 BOROUGH OF SUSSEX
PLANNING BOARD
APPOINTMENTS & FULL MEMBERSHIP**

Mayor Chris Parrott Class I Member	exp. 12/31/11 One Year Term
Catherine Gleason, Borough Clerk Class II Member	exp. 12/31/11 One Year Term
Jim Fransen Class III Member (Council Rep.)	exp. 12/31/11 One Year Term

Matt Lynch Class IV Member	exp. 12/31/11 Four Year Unexpired Term
Tom Heath Class IV Member	exp. 12/31/14 Four Year Term
Rich Klein Class IV Member	exp. 12/31/13 Four Year Term
Lynn Meyer Class IV Member	exp. 12/31/212 Four yr term
Sal Lagattuta Class IV Member	exp. 12/31/12 Four yr term
Class IV Member	exp. 12/31/14 Four Year Term
Alternate I	exp. 12/31/11 Two Year Term
Alternate II	exp. 12/31/11 Two Year Term
Alternate III	exp. 12/31/11 Two Year Term
Alternate IV	exp. 12/31/11 Two Year Term

15. **APPOINTMENTS – BOARDS AND COMMISSIONS**

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

BOARD OF RECREATION COMMISSIONERS

Council Representative	Jonathan Rose	exp. 12/31/11
Full Member (one year)	Stephanie McKay	exp. 12/31/11
Full Member (one year)	Walter Manley	exp. 12/31/11
Full Member (two year)	Patricia Decker	exp. 12/31/11
Full Member (two year)	Lynn Meyer	exp. 12/31/11
Full Member (three year)	Melissa Fransen	exp. 12/31/11
Full Member (three year)	David Southard	exp. 12/31/11
Alternate Member		exp. 12/31/11
Alternate Member		exp. 12/31/11

BOARD OF HEALTH

Council Representative	Katherine Little	exp. 12/31/11
Full Member (one year)	Gail Zubl	exp. 12/31/11
Full Member (one year)	Patricia Jacobs	exp. 12/31/11
Full Member (two year)	Lynn Meyer	exp. 12/31/11
Full Member (two year)	Karen Vander Veer	exp. 12/31/11
Full Member (two year)	Jay Dowling	exp. 12/31/11

PROPERTY MAINTENANCE BOARD

Council Representative	Jonathan Rose	exp. 12/31/11
Board of Health Rep.	Appt. by BOH	exp. 12/31/11
Planning Board Rep.	Sal Lagattuta	exp. 12/31/11
Zoning Board Rep.	Sal Lagattuta	exp. 12/31/11
Full Member	Melissa Fransen	exp. 12/31/11
Full Member	Arlene Hartman	exp. 12/31/11
Fire Sub-code Official	Bill Walsh	exp. 12/31/11
Building Inspector	Keith Utter	exp. 12/31/11
Parking/Zoning Officer	Steve Danner	exp. 12/31/11
DPW Representative	Robert Schultz	exp. 12/31/11

16. **Resolution #2011-12 – Appointments of Boards and Commission for 2011**

Mr. Fransen made a motion to approve a resolution approving of the Mayor's appointments for Sussex Borough Boards and Commission and approves and acknowledges the Sussex Fire Department Officers for the year 2011. Seconded by Mr. Meyer.

Upon roll call vote:

Ayes: Dykstra, Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: None Abstentions: None

17. **EMERGENCY MANAGEMENT COUNCIL**

Chief Executive Officer	Chris Parrott, Mayor
Council Representative	Bruce LaBar
Emergency Management Coordinator	Jake Little
Deputy EMC I (Coordinator's Appt.)	Floyd Southard, Jr.
Deputy EMC II (Coordinator's Appt.)	Robert Regavich
Emergency Public Information Officer	Catherine Gleason
Sussex Fire Chief	Daniel Stoll
Board of Health Representative	Patti Jacobs
Captain, Sussex FAS	Melissa Stormes
Chief Communications Officer	Catherine Gleason

Mgr. Ancillary Unit St. Clare's Hospital
Public Works Representative
Safety Officer, SW Schools
State Police Representative

Robert Gomes
Lt. Billings

18. **MAYOR'S APPOINTMENTS – COUNCIL COMMITTEES**

- | | | |
|---|----|------------------|
| Finance/Administration: | a. | Bruce LaBar |
| | b. | Jonathan Rose |
| Buildings and Grounds &
Public Works/Utilities: | a. | Ed Meyer |
| | b. | Jonathan Rose |
| Court Representative: | a. | Jim Fransen |
| Public Safety Committee: | a. | Edward Meyer |
| Business Association Representative: | a. | Jonathan Rose |
| Fire Commissioner: | a. | Bruce LaBar |
| Solid Waste Advisory & Water
Quality Management: | a. | Katherine Little |
| School Board Representative: | a. | Jim Fransen |
| | b. | Frank Dykstra |

19. **Resolution #2011-19R – Adopting 2011 Temporary Budget**

Mr. LaBar made a motion approving a resolution approving the 2011 temporary budget in the amount of **\$259,165.00**. Seconded by Mr. Meyer.

Upon roll call vote:

Ayes: Dykstra, Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: None Abstentions: None

20. **OPEN PUBLIC SESSION**

Mr. Meyer made a motion to open the meeting to the public for any questions or comments they may have with regard to the good and welfare of the Borough of Sussex. Seconded by Mr. LaBar. All were in favor.

Mr. Parker Space, on behalf of the Sussex County Board of Chosen Freeholders, wished the Governing Body best wishes and that the new Freeholder Director, Rich Zeoli, sends his regards.

Mayor Parrott thanked Mr. Space for taking the time to come to the meeting and bringing that message from the County. He stated that we have always had a good relationship with the Freeholders and he is sure that it is going to continue and stated that he is looking forward to working with them again this year. He wished Mr. Space well and told him that he knows that the Freeholders will be doing the same kind of work that we are here, trying to keep the budget as low as possible.

Mr. Space stated that everyone has to tighten their belts in this economic climate. He stated that there are a lot of tough times ahead and he knows that everyone will work well together.

Mr. Tom Ferry thanked the Council for appointing him as the auditor this year and stated that it feels good to be back home. He has taken over for Earl Snook since he retired. He has been with Newton office for about 16 years now.

Mayor Parrott stated that the Council is looking forward to a long relationship with him and his firm.

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

21. **MISCELLANEOUS COMMENTS**

Mayor Parrott wished Mr. Dykstra well with his health problems and told him that all of our prayers are with him.

Mr. Dykstra stated that it is now in the doctor's and the Lord's hands and stated that he appreciated the Mayor's support.

Mr. Fransen stated that the Planning Board meeting is scheduled for next Thursday night.

Mayor Parrott thanked Mr. Ursin and Mr. McBriar for their service as the Borough Attorneys. He stated that they have always guided us in the right direction.

Mr. Rose stated that the big challenge that we will have this year, as in other years, is the budget. Hopefully we can begin the process sooner this year.

Mayor Parrott stated that he is glad to have Mr. Rose as one of the DPW liaisons this year especially since we will be starting the I and I project.

Mrs. Little congratulated Mr. LaBar and Mr. Dykstra on their re-election and she stated that she hopes that it will be a profitable year. She stated that we do need to really cut, cut, cut on the budget. She stated that the rabies clinic will be held on Saturday, January 29th from 10 am to 12 noon down at the Borough garage.

Mayor Parrott thanked Mrs. Little for coming to the meeting tonight despite the fact that she is not feeling well. He stated that throughout the years she has dedicated a lot of time and energy to the town and he greatly appreciates it.

Mrs. Little stated that she didn't want to miss tonight because this starts her 20th year serving Sussex Borough.

Mayor Parrott congratulated Mr. Meyer on becoming the Council president for 2011.

Mr. Meyer thanked everyone for their support in making him the Council president. He stated that he is looking forward this year to finally addressing the I & I issues and moving forward with the Route 23 realignment project. With all the work that the Borough has put into the shared service agreements he stated that he thinks that 2011 will end up being a good year for the town.

Mayor Parrott stated that he thinks that we have a very good fire crew on board this year and he is looking forward to working with them and possibly saving some money.

Mrs. Gleason thanked the Council for their support the past year and stated that she and Maria and Colleen have been working hard and trying to move the Borough in the right direction. She stated that she would like to get moving right away on the budget process for this year.

Mayor Parrott stated that he thinks that the Borough has overcome a lot of hurdles this year and got a lot of things accomplished that have been hanging for a long time, such as the painting of the water tanks. That was a big step forward for the Borough so that in the future we don't have to replace the tanks. He congratulated the Council on having the foresight to go forward even during these difficult economic times. It is something that had

to be done because he didn't want to pass this problem on to future governing bodies. He stated that the Council made the right decision on that as well as choosing to move forward with the I & I project. It is going to help the water/sewer rates in the future if we can finally get it under control. It is something that has been dogging the Borough for many, many years and it has come back to hurt the Borough big time in the last few years where we have gotten large increases from SCMUA because of the fines. Starting in the spring we hope to start addressing that and getting the flow under control. Then we can take on new customers to widen our base. He believes that we will then be in a good position and we should be able to lessen the burden on our rate payers in the next year or two. He stated that he is looking forward to next year. We have the Route 23 realignment project which has been in the making for many, many years. It should finally become a reality in the fall of next year. It will help alleviate the traffic problems on Route 23.

Mayor Parrott also stated that he believes that the shared service agreements that we have entered into have helped the Borough and thanked the Council for having the courage to do so. There were some differences of opinion but as it turned out he thinks that going with Hardyston for DPW services was the correct move. Having their expertise with regard to our water system will be a great advantage to the Borough in the long run. During the last snow storm our trucks, being older, all went down for one reason or the other and if it were not for Hardyston we would not have had any coverage at all. They brought up their trucks to plow the town. They have saved us a tremendous amount of money with regard to repairs that in the past we would have had to contract out to independent contractors. We would have had to send the three trucks out for repairs but now they are being looked at and hopefully repaired in house. One of them might be beyond repair so we might have to look into replacing it. There will be growing pains but he stated that he thinks that in the long run we are going to see that we have definitely made the right decision. It will show up in next year's budget when we start realizing the savings.

Mayor Parrott stated that even the shared service with the Court is saving us a tremendous amount of money and we may be able to save even more if Stillwater decides to come aboard. Keeping the court in house would have cost us a lot of money. We would have had to refurbish the court room for safety and it would have been very costly. All the different aspects of shared services that the town has done have really saved the Borough money. The Council was also smart enough to apply for the transitional aid and extraordinary aid. It is the first time that Sussex Borough had ever received aid from the State. It was a very wise and good decision that has made it easier on our taxpayers.

22. **ADJOURNMENT**

Mrs. Little made a motion to adjourn the meeting of January 4, 2011. Seconded by Mr. Rose. All were in favor.

Christian Parrott, Mayor

Catherine Gleason, RMC