

**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
NOVEMBER 16, 2010**

Mayor Parrott called the meeting to order and requested the clerk to call the roll. Upon roll call, the following members of the Governing Body were present: Mr. Fransen, Mrs. Little, Mr. Meyer, Mr. Rose, Mayor Parrott.

Absent: Mr. Dykstra, Mr. LaBar

Mayor Parrott led the assembly in the flag salute and requested a moment of silence.

Mayor Parrott stated "This meeting is being held in compliance with the provisions of the Open Public Meetings Act, P.L. 1975, Ch. 231. It has been properly advertised and certified by the Clerk."

PRESENTATIONS:

DPW Report

At this time Bob Schultz gave the DPW report for the meeting of November 16, 2010. A copy of all of the reports and information that was presented is on file in the Clerk's office.

Finance Report

At this time Sam Rome, CFO, gave the Finance Report for the meeting of November 16, 2010. Mr. Rome stated that he has a copy of the current fund for October for the Council to review. At the beginning of October there was a balance in the current fund of \$122,000. There is some November data in the report. We received \$143,029 and disbursed \$184,606.31, leaving us with a balance of \$81,000.00. Things that have been encumbered are not listed on the report. Out of the \$81,000, as of November 1st there were \$30,000 worth of bond obligations due. Going into November we also had the County taxes due and school board obligations. Mr. Rome stated that if the Council would prefer he could give a more detailed report for the entire year which would give a breakdown of the cash coming in and going out each month.

Mr. Rose asked about the \$48,000 transfer that is on the agenda for tonight and asked what it is for.

Mr. Rome stated that the general capital ordinance is for money that was put into the budget for various capital items. We put in money each year for the fire turn out gear, \$15,000 for roads, \$15,000 for improvements to municipal buildings and grounds and there was also \$20,000 for purchases of various equipment such as computers. The State will no longer allow us to do it as a line item budget. We have to separate it out now so that it is not included in the cap. In order to use the money however we have to do an ordinance to take the money out of the general capital fund.

Mr. Rome stated that Mr. Schultz is currently going through the expenditures for the road department to identify anything that can be considered a capital item. That way we can free up money that is in the operating budget.

Mr. Rome stated that he is going to work on doing transfers from such lines as the road salary and wage line. It is in the neighborhood of five to ten thousand dollars. We had to pay Hank for accumulated time and for a stipend that was owed to him.

Mr. Rome stated that this year we are only putting about \$24,000 back into surplus, cutting it by 75%. He knows that we want to reduce the taxes and reduce the expenditures but it is a two fold thing. It is not always good to cut, cut, cut, because then we are reducing our ability to raise the surplus and keep the town on an even keel.

Mr. Meyer stated that Bob discussed two ways to possibly reduce expenses and asked Sam how he thinks we are going to be able to replace what we have lost in state aid.

Mr. Rome stated that we would have to generate revenue locally by imposing fees, which he doesn't think that the Council wants to do. We don't want to nickel and dime the residents to

death with such things as parking fees. The Borough is very limited with generating construction fees because we don't have the ability for new construction. At this point our surplus is so low we can not anticipate using any more of it. If we at least could generate what we take out then we would be ok. The only other way to generate surplus is to be in a position where we could reduce the amount of revenue that we use. If we were in a position where we could reduce the amount of delinquent taxes that we anticipate in the budget then that is a good way to build a little surplus for the next year. That excess revenue goes back into our fund balance. We are very limited here in how much revenue we can generate because of our size.

Mr. Meyer asked if there were any other areas that Mr. Rome thinks that we can cut. Are there services that we can cut or share? We already have shared services for 90% of what we provide.

Mayor Parrott stated that we are hoping that we will save some money next year on the Interlocal court system. Last year it cost us \$44,000 and right now it looks like we might be down to \$37,000. He stated that we have a meeting next week with Wantage to see if we can get it down any further.

Mr. Rome stated that reducing some of those contracts will definitely help. The Construction contract will also help because now they keep all of the construction receipts and if it is a good year that will cover a good percentage of what the contract is. He thinks that we owe Hardyston \$13,000 and we have already generated half of that amount. Next year the contract will be around \$48,000 so we may want to be conservative and stick \$25,000 in the budget to pay that contract just in case there isn't as much generation of the fees as we anticipate. Maybe later on in the year, if we generate more then we anticipate then we could possibly put that money back into surplus. We are still reducing the amount of expenditures that we had in this year's budget.

Mr. Meyer stated that hopefully all of the work that we have done this year will help us next year.

Mr. Rome stated that reducing some of the health benefits will also help us next year. One of the things that he would like to do, if the State allows us to do it, is to cut back on our utilization of surplus to try to put a little bit back in. We have had to strip it down because we had to. We want to keep the taxes as low as we can but we are not saving anything for a rainy day either. Hopefully he will be able to get the budget requests out in the next few weeks to the department heads and start putting the numbers together. Hopefully we will benefit from all of the hard work that we put in this year.

Mr. Rome stated that the water sewer balance was a little bit higher because we were able to get the bills out and start collecting some of the rents. Mr. Rome also went over the revenues and expenditures for the month of October. We are pretty much on mark with the local revenues. Most of the budget lines are in pretty good shape.

Mr. Rome also reported that we did go out to bid on the note and Sussex Bank had the best rate at 1.24%. The note will mature on April 29, 2010 which will net out about \$2200 worth of interest. We will be closing on the note tomorrow and he is going to have the funds directly wired into our account. We will use a pretty good portion of it to pay the bills that were approved tonight.

Auction of Municipal Owned Property – Block 301.08, Lot 68

The Borough Attorney stated that because this is a non conforming lot the only people that are entitled to bid on the property are adjoining property owners. One side is actually owned by the Borough. He stated that the minimum bid is \$1,320.00 plus a fee of \$450 as set by statute. If someone chooses to bid on it they have to put 10% down which is \$132.00 plus \$450 for a total deposit due today of \$582.00.

Mayor Parrott opened up the auction for bidding.

Ms. Ana Russell bid \$1320 for the property and she stated that she is the sole property owner of the adjacent property and has the funds with her this evening.

A recess was taken in order for Ms. Russell to fill out the paperwork to purchase the property.

Mr. Fransen made a motion to accept the bid from Ms. Ana Russell in the amount of \$1320.00 to purchase the property located at Block 301.08, Lot 68. Seconded by Mr. Meyer.

Upon roll call vote:

Ayes: Fransen, Little, Meyer, Rose

Nays: None Absent: Dykstra, LaBar Abstentions: None

CONSENT AGENDA

Mayor Parrott requested that all persons present review the consent agenda and offer any comments they may have at this time regarding the consent agenda.

Mr. Fransen made a motion to accept the consent agenda of November 16, 2010. Seconded by Mrs. Little.

Mrs. Little stated that the name of one of the applicants for the fire department was spelled differently on the consent agenda than on the application itself.

CORRESPONDENCE (ACCEPTANCE FOR FILING ONLY OF THE FOLLOWING):

1. Letter dated November 1, 2010 from Christina Riker, Board Secretary, to the New Jersey Herald regarding the meeting of November 17th and the November 24th meeting is rescheduled for November 30th.
2. Letter dated October 29, 2010 from James Doherty to Catherine Gleason regarding amending chapter XIII for the revised general ordinances of the Township of Wantage, being the zoning chapter.
3. Notice of hearing from the Wantage Township Landuse Board for Block 1469 Lot 5.

REPORTS (ACCEPTANCE FOR FILING OF THE FOLLOWING):

1. October 2010 Animal Control Report
2. October 2010 Municipal Clerks Report
3. October 2010 Water Sewer Collector Report
4. October 2010 Tax Collector Report
5. July, August, September and October 2010 Fire and EMS reports

APPLICATIONS (APPROVAL OF THE FOLLOWING):

1. NJ State Firemen's Application from Sean Kiernan
2. NJ State Firemen's Application from Brianna Oakley
3. Sussex Fire Department First Aid Squad Application from Danielle VanHorn

RESOLUTIONS: (APPROVAL OF THE FOLLOWING):

1. Payment of bills for the meeting of November 16, 2010

Upon roll call vote:

Ayes: Fransen, Little, Meyer, Rose

Nays: None Absent: Dykstra, LaBar Abstentions: None

OPEN PUBLIC SESSION #1

Mrs. Little made a motion to open the meeting to the public for anyone wishing to address the Governing Body. Seconded by Mr. Rose. All were in favor.

There being no one present who wished to address the Governing Body, Mr. Fransen made a motion to close the meeting to the public, seconded by Mrs. Little. All were in favor.

COMMITTEE REPORTS

Mr. Rose stated that the tree lighting is scheduled for December 5th and that there has not been a merchant's meeting in quite a while.

Mrs. Little stated that she was not able to attend the SWAC meeting or the "208" meeting. The next Board of Health meeting is scheduled for next Tuesday.

Mrs. Gleason stated that the Property Maintenance Board meeting was cancelled because there are only four people on the Board and we need five for a quorum. There needs to be a representative from the Board of Health.

Mayor Parrott reported that he met with the County regarding the sewer service areas and we are waiting to hear from them after they meet with representatives from the State.

OLD BUSINESS

NEW BUSINESS

Approval of Meeting Minutes

Mr. Fransen made a motion to approve the meeting minutes of the Regular Meeting and Executive Session held on November 1, 2010. Seconded by Mr. Meyer.

Upon roll call vote:

Ayes: Fransen, Little, Meyer, Rose

Nays: None Absent: Dykstra, LaBar Abstentions: None

Acceptance of Maple Avenue Drainage Project

Mrs. Little made a motion is in order to accept the Maple Avenue Drainage Project as per the Borough's engineer, Harold Pellow. Seconded by Mr. Fransen.

Upon roll call vote:

Ayes: Fransen, Little, Meyer, Rose

Nays: None Absent: Dykstra, LaBar Abstentions: None

Introduction Ordinance #2010-27 – General Capital

Mr. Meyer made a motion to introduce an ordinance entitled "AN ORDINANCE APPROPRIATING THE TOTAL SUM OF \$48,000.00 FROM THE GENERAL CAPITAL, CAPITAL IMPROVEMENT FUND IN THE AMOUNT OF \$48,000.00, FOR FUNDING VARIOUS CAPTIAL IMPROVEMENTS AND PURCHASES". Seconded by Mr. Fransen.

Upon roll call vote:

Ayes: Fransen, Little, Meyer, Rose

Nays: None Absent: Dykstra, LaBar Abstentions: None

Adoption Ordinance #2010-26 – Awarding Contracts

Mr. Meyer made a motion is to adopt an ordinance entitled "AN ORDINANCE TO MODIFY SECTION 20-2 OF THE CODE OF THE BOROUGH OF SUSSEX REGARDING AWARDING CONTRACTS". Seconded by Mr. Rose.

Before final reading, Mayor Parrott opened the meeting to the public for any questions or concerns that they may have regarding Ordinance #2010-26.

There being no one from the public who wished to address the Governing Body regarding Ordinance #2010-26, Mayor Parrott closed the meeting to the public and returned to the regular order of business.

Upon roll call vote:

Ayes: Fransen, Little, Meyer, Rose

Nays: None Absent: Dykstra, LaBar Abstentions: None

OPEN PUBLIC SESSION #2

Mrs. Little made a motion to open the meeting to the public for anyone wishing to address the Governing Body. Seconded by Mr. Rose. All were in favor.

TerryAnn Zander, Advertiser News, asked Mrs. Gleason if she could email her the information regarding the energy audit and Mrs. Gleason stated that she would.

There being no one else present who wished to address the Governing Body, Mrs. Little made a motion to close the meeting to the public, seconded by Mr. Rose. All were in favor.

MISCELLANEOUS COMMENTS

ADJOURNMENT

There being no further items for discussion by the Mayor and Council, Mrs. Little made a motion to adjourn the meeting, seconded by Mr. Rose. All were in favor.

Christian Parrott, Mayor

Catherine Gleason, RMC