

**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
December 6, 2011**

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, Mr. LaBar, Mrs. Little Mr. Meyer, Mr. Rose, Mayor Parrott

Absent: Mr. Dykstra

Also present Borough Attorney John Ursin of Courter, Kobert & Cohen, P.C

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, N.J.S.A. 10:4-6 et seq. It has been properly advertised and certified by the Clerk."

PRESENTATIONS:

OEM Report

Mr. Jake Little Emergency Management Coordinator offered the following report:

EMERGENCY MANAGEMENT REPORT

DECEMBER 6, 2011

RESPONSES:

1. August 28th – 31st : Hurricane Irene
Estimated Hours: 123 hours, still on going
Estimated Cost: \$19,168.31
Included: Administration, DPW, Fire Department, School
ABOVE THE NORMAL COSTS
2. September 7th – 8th : Tropical Storm Lee
Estimated Hours: 48 Hours, still ongoing
Estimated Costs: \$10,983.08
Included: Fire Department, School
ABOVE THE NORMAL COSTS
3. October 29th : Snow Storm

*NO MAJOR PROBLEMS, JUST THE NORMAL COSTS

ON-GOING PROJECTS:

1. Antenna installation on the Borough Hall Base Radio
2. Generator for Borough Hall
3. Radio frequencies for Sussex Borough Emergency Services
4. Public Awareness

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Recreation Commission Report

Mrs. Melissa Fransen Vice-Chair Recreation Commission gave a brief report on the Commission.

Certificates were presented to Councilwoman Kathy Little and Pat Holts thanking them for their service and dedication to the Recreation Commission. The Tree lighting event was a success. Kudos was given to the Fire Department for the safe transportation of Santa Clause to the tree lighting. Cornerstone Playhouse and the 4H Club presented a combined choirs that entertained the estimated crowd of 100. Two strands of LED holiday lights were stolen from the light poles in Deckertown Commons. Thanks were offered to Councilmen Fransen, Councilmen Meyer, and Councilwoman Little for their help during the evening. Cornerstone Playhouse is a registered drop-off for Toys for Tots and the Recreation Commission is sponsoring a food drive for the Harvest House. The last event for this year is a holiday house lighting contest. The Commission thanked the Mayor, Council, and employees for their help and support throughout the year.

Mrs. Lynn Meyer Chairperson of the Recreation Commission added that the Fire Department will help the Commission distribute candy canes throughout the Borough with the use of a fire truck.

Fire Department Report

Mr. Dan Stoll Fire Chief offered an explanation of a letter sent to the Mayor and Council requesting the purchase of a new fire truck. Long term planning is needed for this purchase.

Mayor Parrott stated that this concern should be part of the Boroughs financial planning for the upcoming years.

Mrs. Little asked will a special line item for donations to purchase a truck be set up.

Mr. Stoll stated that the plan was not to set up a separate line item.

Mr. Stoll stated that the agreement for mutual aid with Wantage Fire Department is moving forward.

Mayor Parrott thanked the leaders of the Fire Department for the professionalism and dedication to the Borough.

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.

CORRESPONDENCE (ACCEPTANCE FOR FILING ONLY OF THE FOLLOWING):

1. Letter dated November 11, 2011 from Mayor Parrott to Bruce Benton, NJDCA Small Cities Program, concerning the Housing Rehabilitation Program.
2. Letter dated November 17, 2011 from Ed Wiessmann, ProTech Fire Safety, to Sussex Borough Mayor and Council concerning the use of "engine brakes".
3. Letter dated November 1, 2011 from the Borough of Sussex Recreation Commission to Mayor Parrott concerning the changing of the ordinance for the commission.
4. Letter dated November 28, 2011 from Thomas Maellaro, Animal Control Officer, to Terri Pollison regarding her dog being impounded.
5. Letter dated November 29, 2011 from John Hatzelis to John Ursin regarding Sussex Borough Resolution No. 2011-81R.
6. Letter dated November 30, 2011 to all Borough Professionals requesting proposals for the year 2012.
7. Invitation from the Sussex Board of Chosen Freeholders to attend their Annual Reorganization meeting on January 2, 2012 at 12:00.
8. Letter dated December 1, 2011 to Mrs. Donahue of Wallkill Valley Regional High School from Colleen Little concerning community service hours for Kara Kovach.

REPORTS (ACCEPTANCE FOR FILING OF THE FOLLOWING):

1. Municipal Clerk's report for the month of November 2011.
2. Water/Sewer Collector Report for the month of November 2011.
3. Property Maintenance report for the month of November 2011.
4. Zoning department report for the month of November 2011.
5. Construction Department report for the month of November 2011.

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APPLICATIONS (APPROVAL OF THE FOLLOWING):

RESOLUTIONS: (APPROVAL OF THE FOLLOWING):

1. Payment of bills for the meeting of December 6, 2011

Mr. Fransen made a motion to accept the consent agenda of December 6, 2011. Seconded by Mr. LaBar

Upon roll call vote:

Ayes: Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra Abstentions: None

OPEN PUBLIC SESSION #1

Mrs. Little made 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. (Comments limited to 5 minutes), Seconded by Mr. Fransen. All were in favor.

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

COMMITTEE REPORTS

Mr. Fransen offered no report at this time.

Mr. Rose offered no report at this time.

Mrs. Little stated that the student list from High Point Regional High School has two students listed from Sussex that do not reside in the Borough. It is too late to change the list for this year.

Mr. Zschack stated that the list was provided to the Borough early but was sent to an email address that is no longer in use. High Point was notified of this, and the correct email address was transmitted to them.

Mrs. Little stated that she attended the Tree Lighting Ceremony and appreciates the recognition she received from the Recreation Commission.

Mrs. Little stated that the date of the rabies clinic is not yet finalized and will be confirmed soon.

Mr. LaBar offered no report at this time.

Mr. Meyer stated that the Utility Committee met on December 2, and prior to this meeting. The Committee is still gathering information and plans on reporting to the entire Council on a quarterly basis.

Mr. Ursin offered no report at this time.

Mr. Zschack offered the following report:

Borough Sites and Street Issues

The hydrant at the intersection of Route 23 and Walling Avenue needed more work than originally proposed. The work is scheduled to be completed this week.

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Financial Controls/Legal Issues

The CFO search is near complete the Borough is waiting for one last proposal for shared service once this is received all options will be submitted to the Council.

A severe engine oil leak was discovered on the Ford 350 truck. The DPW discovered that the upper oil pan reservoir gasket was leaking. This was a significant undertaking to repair, DPW called several vendors for quotes and estimates ranged from \$5,000 to \$6,000 for repairs. In order to perform this repair one of two things were a must: remove motor or remove cab of truck. After investigating necessary parts to repair leak, DPW decided to attempt in-house repair. They were able to shift cab without complete removal to gain access to motor, disassembled and discovered oil cooler in need of repair also (replaced with new kit) changed various gaskets and rebuilt turbo, truck runs better then ever!

Parts: \$1,129.52

Labor: \$1,068.00

Total: \$2,197.52

Long-term and Capital Projects

The Borough received an email from Debbie Hirt from the DOT the Route 23 Realignment project is scheduled to go out for bid in September 2012.

Misc

Two sets of holiday lights were taken from the light poles in Deckertown Commons between November 30th and December 1st a Property Loss Report was filled out with the State Police today.

The fountain on Walling Avenue has been moved to the DPW garage.

NEW BUSINESS

Resolution 87-R - ASSIGNMENT, ASSUMPTION AND CONSENT AGREEMENT

Mr. Meyer made a motion to adopt a resolution to direct the Mayor to enter into an Assignment, Assumption and Consent agreement between United Water Environmental Services Inc. and WhiteWater Inc. Seconded by Mr. Fransen.

Upon roll call vote:

Ayes: Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra Abstentions: None

Introduction Ordinance 2011-18 – Shade Tree Commission

Mr. Ursin stated the change to the Ordinance is to allow members of the Commission to reside outside the boundaries of Sussex Borough and added that this is an oral introduction.

Mr. Fransen made a motion to introduce an ordinance entitled “**AN ORDINANCE TO MODIFY THE CODE OF THE BOROUGH OF SUSSEX REGARDING THE SHADE TREE COMMISSION**”, Seconded by Mr. LaBar.

Upon roll call vote:

Ayes: Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra Abstentions: None

Mr. Ursin stated that the final reading is December 20, 2011

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Approval of Meeting Minutes

Mr. LaBar made a motion to approve the meeting minutes of the Regular Meeting held on November 15, 2011 Seconded by Mr. Fransen.

Upon roll call vote:

Ayes: Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra Abstentions: None

Tax Assessor Shared Service Agreement

Mr. Meyer made a motion to approve a shared service agreement with Wantage Township for Tax Assessor services for the years 2012 thru 2015 Seconded by Mr. LaBar.

Upon roll call vote:

Ayes: Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra Abstentions: None

Sussex Fire Department 2011 Bingo and Instant Raffle License

Mrs. Little made a motion to approve Bingo License BA 2012-01 & BA 2012-02 and Raffle License RA 2012-01 for the Sussex Borough Fire Department and to waive the Borough fees associated with each license, Seconded by Mr. Fransen.

Upon roll call vote:

Ayes: Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra Abstentions: None

Resolution 2011-84R Fourth Quarter Water/Sewer Adjustments

Mr. Meyer made a motion to adopt a resolution approving water/sewer adjustments for the fourth quarter 2011, Seconded by Mr. LaBar.

Upon roll call vote:

Ayes: Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra Abstentions: None

Resolution #2011-85R – Transfers between Budget Appropriations

Mr. LaBar made a motion to adopt a resolution authorizing transfers between budget appropriations, Seconded by Mrs. Little.

Upon roll call vote:

Ayes: Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra Abstentions: None

Resolution 2011-86R – Request extension from Local Finance Board

Mr. LaBar made a motion to approve a resolution requesting an extension of the March 12, 2008 Local Finance Board approval pursuant to N.J.S.A. 40A:2-51(a) Seconded by Mr. Fransen.

Upon roll call vote:

Ayes: Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra Abstentions: None

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Introduction Ordinance 2011-16 Recreation Commission

Mr. Fransen made a motion to introduce an ordinance entitled “**AN ORDINANCE TO MODIFY THE CODE OF THE BOROUGH OF SUSSEX REGARDING THE RECREATION COMMISSION**”, Seconded by Mr. Rose.

Mr. Ursin gave a brief summary of the changes proposed in the Ordinance to the Council. Mr. Rose suggested some wording alterations that did not change the body of the document.

A motion was made superseding the first motion by Mr. Fransen to introduce an Ordinance entitled “**AN ORDINANCE TO MODIFY THE CODE OF THE BOROUGH OF SUSSEX REGARDING THE RECREATION COMMISSION**”, with the changes set forth by Mr. Rose Seconded by Mr. Rose.

Upon roll call vote:

Ayes: Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra Abstentions: None

Mayor Parrott stated that the final reading is December 20, 2011

Introduction Ordinance 2011-17 – Sale of Block 504 Lot 7

Mr. Meyer made a motion to introduce an ordinance entitled “**AN ORDINANCE OF THE BOROUGH OF SUSSEX, COUNTY OF SUSSEX, STATE OF NEW JERSEY AUTHORIZING THE SALE OF CERTAIN PROPERTY OWNED BY THE BOROUGH AND NOT REQUIRED FOR PUBLIC PURPOSES AND MORE COMMONLY KNOWN AS BLOCK 504 LOT 7**” Seconded by Mr. LaBar.

A discussion ensued about the process and limitations of the property that is proposed for sale.

Upon roll call vote:

Ayes: Fransen, LaBar, Little, Meyer, Rose

Nays: None Absent: Dykstra Abstentions: None

Mayor Parrott stated that the final reading is December 20, 2011

Discussion

A report from Harold Pellow concerning the construction of a parking lot located at Block 502 Lot 3 was discussed. Mr. Zschack stated that this parcel of land was offered for sale to the Borough. The possibility of constructing a parking facility for the Municipal Building was researched by the Municipal Engineer Harold Pellow and a copy of this report has been provided to the Mayor and Council.

After a brief discussion by the Council the consensus at this time was not to pursue the purchase of this lot.

OPEN PUBLIC SESSION #2

Mr. Fransen made a motion to open the meeting to the public for any questions or comments concerning the good and welfare of the Borough. (Comments limited to 5 minutes). Seconded by Mrs. Little All were in favor.

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

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. LaBar All were in favor.