

**MINUTES OF THE SPECIAL MEETING OF THE  
MAYOR AND COUNCIL  
OF THE BOROUGH OF SUSSEX  
HELD AT THE SUSSEX MUNICIPAL BUILDING  
2 MAIN STREET, SUSSEX, NJ  
NOVEMBER 10, 2015**

Mayor Rose 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: Mrs. Katherine Little, Mrs. Linda Masson, Mrs. Annette Stendor, Mrs. Georgeanna Stoll and Mayor Jonathan Rose

Absent: Mr. Frank Dykstra, Mr. Robert Holowach

Also present: Mr. Mark Zschack, Municipal Administrator/Clerk

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

Mayor Rose 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."

DISCUSSION

A draft of an ordinance was distributed to the governing body showing proposed changes to the current Administrative Code Ordinance. Mr. McGovern stated that three sections were added, two establishing the positions of Administrator and Qualified Purchasing Agent and one section setting up electronic communication guidelines.

Mayor Rose stated that the following comments were submitted by Walter Luers, President New Jersey Foundation for Open Government.

*Jon,*

*I'm responding to your request to give some comments about Sussex's proposed administrative code. I'm doing so in my capacity as NJFOG's president, not in my capacity as a private attorney.*

*2-2.3(c) Add: "The minutes prepared pursuant to this paragraph shall be reasonably comprehensible, shall conform to the minimum requirements of the Open Public Meetings Act, and, in addition, shall contain a summary of the matters discussed, the deliberations had, the comments of any members of the public, and the committee's recommendations."*

*2-2.3(d) Add: "In no event shall the time limit for the public comment of anyone person be less than three minutes. The chair of any committee shall be permitted to regulate the meeting in the same manner as a meeting of the Borough Council."*

*2-3.7 Add: "Except for exigent circumstances, meeting minutes shall be approved and distributed to the public within 60 days after the meeting."*

*I wish you the best in adopting this Code, which clearly would enhance transparency.*

The consensus of the Council was to review the draft section by section and offer changes. The consensus was to remove section 2-2.2 Vacancies.

A lengthy discussion ensued concerning the number of committees and their functions. The following committees and frequency to convene were recommended:

1. Personnel Committee convene as needed.
2. Finance Committee convene at least once per month
3. Water/Sewer Infrastructure and Budget Committee convene at least quarterly.
4. Department of Public Works Committee convene at least quarterly.
5. Water/Sewer Rate Structure Committee convene as needed.
6. Transparency Committee convene at least quarterly.
7. Grant Committee convene as needed.

A lengthy discussion ensued concerning the recording of committee meetings. The consensus of the Council is not to record the committee meetings but the Chairperson should present a verbal report at the Mayor and Council meetings.

The entire document was reviewed with additional wording, minor spelling and grammar changes recommended by the governing body and so noted by Mr. McGovern.

#### OPEN PUBLIC SESSION

Mrs. Masson made 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 Mayor Rose and are limited to 5 minutes with a total of 10 minutes for the Council to discuss. Motion seconded by Mrs. Little  
All were in favor.

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

#### ADJOURNMENT

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

---

Mark Zschack, Municipal Clerk

Date Approved:      December 15, 2015