

**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 8, 2017**

Mayor Little 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. Frank Dykstra, Mr. Robert Holowach, Mrs. Linda Masson, Mr. Edward Meyer, Mr. Mario Poggi, and Mayor Katherine Little.

Absent: Mr. Walter Cleary, III, due to illness.

Also present: Mr. Michael Restel, Municipal Administrator, Borough Attorney Mr. Frank McGovern, Esq. of McGovern and Roseman, P.A., and Mrs. Antoinette Smith, Acting Municipal Clerk.

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

Mayor Little 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."

**APPROVAL OF AGENDA**

Mrs. Masson made a motion to approve the agenda for November 8, 2017 as submitted. Motion seconded by Mr. Holowach.

Upon roll call vote:

Ayes: Dykstra, Holowach, Masson, Meyer, Poggi

Nays: None

Abstentions: None

Absent: Cleary

**PRESENTATIONS:**

There were no presentations scheduled.

**DISCUSSION**

There was a discussion with James Schappell, Gerry Gardner and Jeff Houser of Housing Engineering regarding the water main in front of the Colesville Firehouse.

There was a discussion with the Mayor & Council regarding an electronic, remotely programmable sign board for outside Borough Hall, a professionally done Borough website, Facebook presence (which has been established), portable, programmable signs that can be moved around the Borough as needed to report emergencies, etc. in the area they are occurring and revising the ordinance for winter parking regulations.

Mr. Holowach left the dais at 8:24 pm.

Mr. Holowach returned to the dais at 8:28 pm.

**COMMITTEE & LIAISON REPORTS:** Mayor Little opened the floor to each member of the Council to offer their respective committee reports.

Mrs. Masson stated on October 18<sup>th</sup> she attended the Sussex Wantage School Board meeting. The main concern was trying to reschedule the cancelled Washington D.C. trip. One distraught parent suggested fund raising, the issue is still not resolved. Mrs. Masson stated that on October 19<sup>th</sup> she and Mayor Little attended the Sussex County League of Municipalities meeting. Two representations from Home Land Security gave presentations. On October 24<sup>th</sup> she attended a meeting in Long Hill, NJ. A taxpayer group called Long Hill for Responsible Development and Gina Genovese from Courage to Connect, reached out to Mrs. Masson regarding American Water buying their sewer system. She was asked to attend the meeting to clarify information these groups felt was being misconstrued due to incomplete facts. Representatives from Food and Water Watch were also in attendance. Mrs. Masson was also contacted by a candidate from High Bridge regarding American Water's interest in buying their water system. She stated it was too late to attend a meeting, but she was happy to hear the

sale was voted down. Mrs. Masson stated that on October 26<sup>th</sup> the Grant Committee met. Items discussed were current grant projects, pending grant projects and future needs as well as the need to have an accurate financial accounting of all grant monies by project. Mrs. Masson stated she spoke with Bruce Benton of Small Cities Grants regarding the two \$400,000.00 grants that have been awarded. Mrs. Masson was interested in learning how the money would be disbursed to the Borough and the method of submitting the costs of the projects. Mr. Benton stated all vouchers with two signatures from the Borough could be submitted through SAGE (the online grant management program). Mr. Benton also stated that within two weeks the money could be put in reserve and the Treasury will release the funds, he also said this process could be expedited. Mrs. Masson was concerned that \$800,000.00 of costs would show on the Borough's fiscal reports that weren't actually costs we incurred. Mr. Benton also offered to visit the Borough and go through the process with Administrator Restel. Lastly, Mr. Benton did not believe there would be any more grant money available in this area for next year.

Mr. Poggi stated the next Recreation meeting will be Wednesday, November 15<sup>th</sup>.

Mr. Dykstra offered no report at this time.

Mr. Meyer stated he attended the Planning/Zoning Board meeting on October 23, 2017. The Redevelopment Area B was discussed. They are planning for a public meeting on the recommendations for that area.

Mr. Holowach stated the DPW has continued to work on curb boxes. There was a sewer force main break between Quick Chek and the Holland American Bakery on Route 23. The plows, trucks, salters and sanders are all ready for winter weather. The new stainless-steel salter has arrived and is at the DPW garage. Mr. Holowach also stated that while the DPW workers were repairing the force main, the NJDOT threatened to shut the work down because we are supposed to have an attenuator trailer that is pulled up behind the dump truck for safety reasons. Administrator Restel acquired price quotes and the Borough should look into purchasing one as soon as possible. Mr. Holowach gave an update on the state of the ambulance, which is still out of service. Emergency procurement procedures will have to be implemented. Mr. Restel gave an information hand out on the new meters to the Mayor & Council with a short explanation of how it works.

Mayor Little stated that on October 18<sup>th</sup> she attended the Sussex-Wantage Chamber of Commerce meeting and gave an update on our many projects. Also on October 18<sup>th</sup> was the Lake Rutherford Dam project update number 2 at Borough Hall. Mayor Little stated on October 23<sup>th</sup> she attended the Planning/Zoning Board meeting and the Redevelopment Area B was discussed. Mayor Little stated that on October 26<sup>th</sup> the Grant Committee met, we have several grants that have been submitted and are awaiting a decision. Mayor Little stated on November 1<sup>st</sup> she attended the third update meeting for the Lake Rutherford Dam project and found out we are slightly behind schedule. On November 6<sup>th</sup> she attended the Economic Symposium and Mayor's Reception and gave an update on our various projects. Mayor Little stated on November 11<sup>th</sup> there will be a ribbon cutting ceremony for Sip-n-Paint, a new business on Newton Avenue.

### **CONSENT AGENDA**

Mayor Little requested 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.

Mr. Dykstra made a motion to accept the consent agenda of November 8, 2017. Motion seconded by Mrs. Masson.

### **CORRESPONDENCE** (ACCEPTANCE, FOR FILING ONLY, OF THE FOLLOWING):

### **REPORTS** (ACCEPTANCE FOR FILING OF THE FOLLOWING):

1. Planning/Zoning Board Minutes for August 28 and September 25, 2017 are available on our website and at the Sussex Borough Municipal Building.
2. Animal Control Reports for July, August and September, 2017.
3. Grant writer's report for October 2017.
4. Delinquent Utility Properties report as of November 1, 2017.
5. Unpaid Utility Properties report as of November 1, 2017.
6. Water Shut Off report as of November 1, 2017.

**APPLICATIONS** (APPROVAL OF THE FOLLOWING):

**RESOLUTIONS:** (APPROVAL OF THE FOLLOWING):

1. Payment of bills for the meeting of November 8, 2017.

Upon roll call vote:

Ayes: Dykstra, Holowach, Masson, Meyer, Poggi

Nays: None

Abstentions: None

Absent: Cleary

**OPEN PUBLIC SESSION #1**

Mrs. Masson 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. All comments should be directed to the Mayor and are limited to 10 minutes. Motion seconded by Mr. Holowach.

All were in favor.

Michael Brennan, 27 Walnut Street – Mr. Brennan commented that ribbon cutting ceremonies should be done for all new businesses in town.

There being no one else present who wished to address the Governing Body, Mr. Holowach made a motion to close the meeting to the public. Motion seconded by Mr. Poggi.

All were in favor.

**OLD BUSINESS**

There was no old business to discuss at this time.

**NEW BUSINESS:**

**Approval of Special Meeting Minutes**

Mr. Holowach made a motion to approve the meeting minutes of the Special Meeting and Executive Session held on October 16, 2017. Motion seconded by Mr. Poggi.

Mrs. Masson stated for the record: "I strongly oppose the agreement that was reached at this meeting. It is not in the best interest of our residents and tax payers. In fact, I think it is a great disservice to them. "

Upon roll call vote:

Ayes: Dykstra, Holowach, Masson, Meyer, Poggi

Nays: None

Abstentions: None

Absent: Cleary

**Approval of Meeting Minutes**

Mr. Dykstra made a motion to approve the meeting minutes of the Regular Meeting and Executive Session held on October 17, 2017. Motion seconded by Mr. Holowach.

Upon roll call vote:

Ayes: Dykstra, Holowach, Masson, Meyer, Poggi

Nays: None

Abstentions: None

Absent: Cleary

**Resolution 2017-147R- Annual New Jersey State League of Municipalities Conference**

Mr. Dykstra made a motion to adopt Resolution 2017-147R 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 14, 15, 16, 2017. Eligible to attend are the Mayor, Councilmembers, and full-time employees. Motion seconded by Mrs. Masson.

Upon roll call vote:

Ayes: Dykstra, Holowach, Masson, Meyer, Poggi

Nays: None

Abstentions: None

Absent: Cleary

**Resolution 2017-148R – Fourth Quarter 2017 Water/Sewer Adjustments**

Mr. Dykstra made a motion to adopt Resolution 2017-148R approving the Water/Sewer Collector's adjustments for the fourth quarter 2017. Motion seconded by Mr. Poggi.

Upon roll call vote:

Ayes: Dykstra, Holowach, Masson, Meyer, Poggi

Nays: None

Abstentions: None

Absent: Cleary

**Resolution 2017- 149R - To purchase CATERPILLAR Model: 906M Compact Wheel Loaders through the Educational Services Commission of New Jersey Cooperative Purchasing System**

Mr. Poggi made a motion to adopt Resolution 2017- 149R to purchase CATERPILLAR Model: 906M Compact Wheel Loaders through the Educational Services Commission of New Jersey Cooperative Purchasing System. Motion seconded by Mr. Holowach.

Upon roll call vote:

Ayes: Dykstra, Holowach, Masson, Meyer, Poggi

Nays: None

Abstentions: None

Absent: Cleary

**Adoption of Ordinance 2017-10 – An Ordinance of the Borough of Sussex, County of Sussex, and State of New Jersey to Transfer and Acquire Driveway Easement**

Mrs. Masson made a motion to adopt Ordinance 2017-10 **AN ORDINANCE OF THE BOROUGH OF SUSSEX, COUNTY OF SUSSEX, AND STATE OF NEW JERSEY TO TRANSFER AND ACQUIRE DRIVEWAY EASEMENT**. Motion seconded by Mr. Holowach.

Mayor Little opened the meeting to the public for any questions or concerns regarding Ordinance #2017-10. There being no one present who wished to address the governing body, Mayor Little closed the meeting to the public.

Upon roll call vote:

Ayes: Dykstra, Holowach, Masson, Meyer, Poggi

Nays: None

Abstentions: None

Absent: Cleary

**Introduction of Ordinance 2017-11- An Ordinance of the Borough of Sussex, Sussex County, New Jersey, Providing for the Demolition of 1 East Main St and Appropriating \$33,360.00 from the Reserve for Improvements to Municipal Properties Located in the Capital Improvement Fund**

Mr. Holowach made a motion to introduce Ordinance 2017-11- An Ordinance of the Borough of Sussex, Sussex County, New Jersey, Providing for the Demolition of 1 East Main Street and Appropriating \$33,360.00 located in the Capital Improvement Fund from the Reserve for Improvements to Municipal Properties. Motion seconded by Mr. Poggi.

**Mayor Little stated the final reading will be November 21, 2017.**

Upon roll call vote:

Ayes: Dykstra, Holowach, Masson, Meyer, Poggi

Nays: None

Abstentions: None

Absent: Cleary

## **OPEN PUBLIC SESSION #2**

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 the Mayor and are limited to 10 minutes to discuss. Motion seconded by Mr. Poggi.

All were in favor.

There being no one present who wished to address the Governing Body, Mrs. Masson made a motion to close the meeting to the public. Motion seconded by Mr. Holowach.

All were in favor.

## **EXECUTIVE SESSION**

In accordance with the provisions of the Open Public Meetings Act, Mrs. Masson made a motion to adjourn into closed executive session to discuss **Personnel, Purchase of Real Property, Redevelopment Area, Contract Negotiations and Pending Litigation**. Motion seconded by Mr. Holowach.

All were in favor.

After meeting in closed session, the Governing Body returned to their seats at 9:15 p.m. and Mrs. Masson made a motion to adjourn out of closed executive session and to be reconvened into open public session. Motion seconded by Mr. Poggi.

All were in favor.

## **NEW BUSINESS (cont'd)**

### **Resolution #2017-150R - Agreement for Inter-Municipal Court**

Mr. Holowach made a motion to adopt Resolution 2017-150R renewing the Inter-Municipal Court with Wantage Township and Stillwater Township for the years 2018 through 2021 and to authorize the Mayor to execute a contract. Motion seconded by Mr. Meyer.

Upon roll call vote:

Ayes: Dykstra, Holowach, Meyer, Poggi

Nays: Masson

Abstentions: None

Absent: Cleary

## **ADJOURNMENT**

There being no further items for discussion by the Mayor and Council, Mrs. Masson made a motion to adjourn the meeting. Motion seconded by Mr. Poggi.

All were in favor.

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Katherine Little, Mayor

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Antoinette Smith, Acting Clerk

Date Approved: 11-21-2017