

**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  
FEBRUARY 23, 2016**

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. Albert Decker, Mr. Frank Dykstra, Mrs. Linda Masson, Mr. Edward Meyer, and Mayor Katherine Little

Absent: Mr. Robert Holowach, Mrs. Georgeanna Stoll

Also present: Mr. Mark Zschack, Municipal Administrator/Clerk, Mrs. Gail Magura, CFO, Mr. Tom Ferry, Municipal Auditor, Mr. Steve Welsh and John Bruno, Bruno Associates, Mr. Robert Beinfeld, Hawkins, Delafield & Wood.

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 February 23, 2016 as submitted. Motion seconded by Mr. Meyer

Upon roll call vote:

Ayes: Decker, Dykstra, Masson, Meyer,

Nays: None

Abstentions: None

Absent: Holowach, Stoll

**OPEN PUBLIC SESSION #1**

Mr. Decker 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 5 minutes with a total of 10 minutes for the Council to discuss. Motion seconded by Mrs. Masson  
All were in favor.

Mr. Ronald Gerstmann 6 Fourth Street, Sussex, offered comments concerning the water and sewer budget in relation to bonding.

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

**OLD BUSINESS**

All the Borough professionals introduced themselves to the Governing Body. There was a lengthy discussion concerning Resolutions 2016-72R, 2016-73R, 2016-74R and 2016-79R.

**Resolution 2016-72R – Performance Agreement Municipal Attorney**

Mrs. Masson made a motion to adopt Resolution 2016-72R authorizing the Mayor and Clerk to sign an agreement with Frank McGovern, of McGovern and Roseman, P.A. to assist with the application and administration process to pursue funding from the USDA, Rural Development at a cost not to exceed \$15,000.00. Motion seconded by Mr. Decker

Upon roll call vote:

Ayes: Decker, Dykstra, Masson, Meyer

Nays: None

Abstentions: None

Absent: Holowach, Stoll

**Resolution 2016-73R – Performance Agreement Municipal Auditor**

Mrs. Masson made a motion to adopt Resolution 2016-73R authorizing the Mayor and Clerk to sign an agreement with Tom Ferry, of Ferraioli, Wielkots, Cerullo & Cuva, P.A. to assist with the application and administration process to pursue funding from the USDA, Rural Development at a cost not to exceed \$10,000.00. Motion seconded by Mr. Meyer

Upon roll call vote:

Ayes: Decker, Dykstra, Masson, Meyer

Nays: None

Abstentions: None

Absent: Holowach, Stoll

**Resolution 2016-74R – Performance Agreement Bond Council**

Mr. Decker made a motion to adopt Resolution 2016-74R authorizing the Mayor and Clerk to sign an agreement with Robert H. Beinfield, Esq., of Hawkins Delafield & Wood LLP to assist with the application and administration process to pursue funding from the USDA, Rural Development at a cost not to exceed \$20,000.00. Motion seconded by Mrs. Masson

Upon roll call vote:

Ayes: Decker, Dykstra, Masson, Meyer

Nays: None

Abstentions: None

Absent: Holowach, Stoll

**Resolution 2016-79R - Engineering and Consulting Services USDA Grant**

Mrs. Masson made a motion to adopt Resolution 2016-79R authorizing the Mayor and/or Clerk to enter into a contract with Houser Engineering, LLC. to provide engineering and consulting services for the preparation of applications for the USDA grants and loans for a cost not to exceed \$12,500.00. Motion seconded by Mr. Decker

Upon roll call vote:

Ayes: Decker, Dykstra, Masson, Meyer

Nays: None

Abstentions: None

Absent: Holowach, Stoll

Mr. John Bruno of Bruno Associates offered comments concerning their proposal for continued services.

**BUDGET WORKSHOP:**

At this time the Mayor and Council discussed the current fund CY 2016 Municipal budget. The Administrator presented an overview of the budget as presented for discussion. The current fund budget was reviewed line by line and recommendations were made to alter various amounts. Tom Ferry presented an overview of the budget including the changes recommended by the Governing Body.

Mrs. Masson made a motion to Suspend the Rules and made a motion to send a letter to the schools that in their budget process they are reflective of ten years' worth of the severe decline of student population and would like that reflected in their numbers and invite them here to go over their budget with us prior to finalizing. Motion seconded by Mr. Meyer

Upon roll call vote:

Ayes: Decker, Dykstra, Masson, Meyer

Nays: None

Abstentions: None

Absent: Holowach, Stoll

**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 5 minutes with a total of 10 minutes for the Council to discuss. Motion seconded by Mr. Meyer  
All were in favor.

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

### **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. Meyer  
All were in favor.

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Katherine Little, Mayor

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Mark Zschack, Municipal Clerk

Date Approved: May 3, 2016