

**CONSENT AGENDA
FOR THE MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF SUSSEX
AT 2 MAIN STREET, SUSSEX NJ HELD ON
JULY 16, 2019**

ALL MATTERS LISTED BELOW ARE CONSIDERED ROUTINE IN NATURE AND WILL BE ENACTED BY ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THE ITEMS. IF ANY DISCUSSION IS DESIRED, THAT PARTICULAR ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND WILL BE CONSIDERED SEPARATELY.

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

1. Resolution from the Board of Chosen Freeholders regarding Wastewater Management Plan Amendment.

REPORTS (ACCEPTANCE FOR FILING OF THE FOLLOWING):

1. Planning/Zoning Board minutes for May 28, 2019.
2. Clerk's Report for the month of June 2019.
3. Construction Department Report for the month of June 2019.
4. Grant Writer's Report dated June, 2019.
5. Property Maintenance Department Report for the month of June 2019.
6. Sussex DPW Report
7. Tax Collector's Report for the month of June 2019.
8. Water Sewer Collector Report for the month of June 2019.
9. Zoning Department Report June, 2019.
10. Delinquent/Unpaid Utility Properties report as of July 11, 2019.
11. Water Shut Off report as of July 12, 2019.

APPLICATIONS (APPROVAL OF THE FOLLOWING):

RESOLUTIONS: (APPROVAL OF THE FOLLOWING):

1. Payment of bills for the meeting of July 16, 2019.

**RESOLUTION RE: SUBMITTAL OF A SUSSEX COUNTY WASTEWATER
MANAGEMENT PLAN AMENDMENT, ENTITLED
APPENDIX G: SEPTIC SYSTEM MANAGEMENT PLAN,
TO THE NEW JERSEY DEPARTMENT OF
ENVIRONMENTAL PROTECTION FOR PRELIMINARY
APPROVAL**

WHEREAS, wastewater management planning is part of the continuing planning process required by the New Jersey Water Quality Planning Act and Section 208 of the federal Clean Water Act; and

WHEREAS, the Sussex County Water Quality Management Area (WQMA) includes all of Sussex County and portions of four municipalities in Morris County with drainage to the Musconetcong River (Mount Arlington, Netcong, Roxbury, and Jefferson); and

WHEREAS, Sussex County retains Wastewater Management Planning authority for its 24 municipalities; and

WHEREAS, the New Jersey Department of Environmental Protection (DEP) requires that proposed wastewater treatment and conveyance facilities and wastewater treatment service areas, as well as related subjects, be in conformance with an approved County Wastewater Management Plan (WMP); and

WHEREAS, the wastewater management planning process is intended to assign appropriate wastewater management treatment solutions to geographic areas, including the proper function of all septic systems within the WQMA; and

WHEREAS, the Sussex County Future Sewer Service Area Map was approved by the DEP on June 4, 2013; and

WHEREAS, the Sussex County WMP and associated maps were initially submitted to DEP for their review with Preliminary Approval Resolutions from the Sussex County Board of Chosen Freeholders (Board) dated June 10, 2015 and from Sussex County Water Quality Policy Advisory Committee (PAC) dated May 14, 2015; and

WHEREAS, the DEP reviewed the WMP and provided comments to Division of Planning and Economic Development staff that required revisions and amendments to the WMP to address those comments; and

WHEREAS, the development of a septic system maintenance plan is part of the continuing planning process and is a required component for submission of a complete Sussex County WMP; and

WHEREAS, the Sussex County Septic System Management Plan was prepared by the Division of Planning and Economic Development, in coordination with the Office of Records Management and the Division of Health, to satisfy the septic system maintenance plan requirements, in accordance with New Jersey DEP regulations in N.J.A.C. 7:15; and

WHEREAS, the Sussex County Water Quality Policy Advisory Committee (PAC) has recommended, in a Resolution dated June 6, 2019 that the Amendment to the Sussex County WMP be submitted to the NJDEP for review and approval in accordance with the Plan Amendment Procedures, as amended November 26, 2014; and


WHEREAS, affected parties, as defined in N.J.A.C. 7:15, are identified as the 24 municipalities located in Sussex County, the Sussex County Municipal Utilities Authority, the Musconetcong Sewerage Authority, the Highlands Council, the County of Morris, and the Delaware River Basin Commission.

NOW, THEREFORE, BE IT RESOLVED by the Sussex County Board of Chosen Freeholders that the above described Sussex County WMP amendment is hereby preliminarily approved and is to be forwarded to the NJDEP for review in accordance with the Plan Amendment Procedures, as amended November 26, 2014; and

BE IT FURTHER RESOLVED that the Clerk of the Board is hereby directed to forward five Resolutions to Antoinette Wasiewicz, Division of Planning and Economic Development for submission to the Sussex County Municipal Utilities Authority; Musconetcong Sewerage Authority; the Highlands Council; the County of Morris; and Delaware River Basin Commission; and

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to the 24 municipalities and the NJDEP Office of WRM Coordination, P.O. Box 420, Trenton, NJ 08625.

Certified as a true copy of the Resolution adopted by the Board of Chosen Freeholders on the 26th day of June, 2019.


Theresa Lyons, Clerk
Board of Chosen Freeholders
County of Sussex

FREEHOLDER	RECORD OF VOTE					
	AYE	NAY	ABST	ABS	MOVE	SEC
Fantasia	✓					
Graham	✓				✓	
Hertzberg	✓					
Petillo	✓					
Yordley	✓					✓

ABST - Absain
MOVE - Resolution Moved

ABS - Absent
SEC - Resolution Seconded

**BOROUGH OF SUSSEX
PLANNING/ZONING BOARD MINUTES
MAY 28, 2019**

1. **CALL TO ORDER** by Chairperson, Rich Klein.
2. **ROLL CALL – MEMBERS PRESENT:**
PRESENT: Richard Klein, Kathy Little, Brad Case, Ed Meyer, Joe Luna, Bruce Kristiansen (arrived at 7:41 pm), Karen Vander Veer (arrived at 7:48 pm), Kevin Kervatt, Frank Dykstra
ABSENT: None
PROFESSIONALS PRESENT: Mike Vreeland, Dave Brady, Ken Nelson
PROFESSIONALS ABSENT: None
3. **STATEMENT OF COMPLIANCE** – Rich Klein stated “This meeting is 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 Secretary”.
4. **FLAG SALUTE AND MOMENT OF SILENCE** – Rich Klein invited everyone to stand for the Pledge of Allegiance and a moment of silence.
5. **APPROVAL OF MINUTES** – A motion to approve the April 22, 2019 meeting minutes was made by Ed Meyer, second by Kathy Little.

 Upon roll call vote:
 Ayes: Little, Klein, Meyer, Luna
 Nays: None
 Absent: Vander Veer (late), Kristiansen (late)
 Abstentions: Dykstra, Case, Kervatt
6. **ESCROW REPORT** – May 17, 2019
- ** Bruce Kristiansen arrives at meeting 7:41 pm.
7. **APPLICATIONS** – None
8. **RESOLUTION** – None

**BOROUGH OF SUSSEX
PLANNING/ZONING BOARD MINUTES
MAY 28, 2019
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9. OLD BUSINESS/NEW BUSINESS

- Singh – Discussion regarding installation of STOP sign. Dave Brady spoke with Frank McGovern, who sent letter to Mr. Singh advising if work wasn't complete by May 31, 2019 the Borough would pull occupancy. Mike Vreeland to do inspection after May 31, 2019.
- Ronetco – Dave spoke with Jim Scott and was advised that the project is still going on, they are waiting on the DOT. Mike Vreeland reviewed the amended site plans and advised that there were a few changes to be made and the approval of other agencies needed. Frank Dykstra expressed his concern over the amount of time that it takes the DOT to complete a report and asked if we had any recourse to hurry it along. Ed Meyer advised that there is a meeting scheduled for 6/18/19 at 9:00 am.
- Area "B" – Under review by Council. Discussion regarding "buffer". Mike Vreeland to speak with NJDEP regarding GIS offset. Discussion regarding sewer service area. Mayor Little addresses Board regarding letter dated 5/28/19 sent to Gary Brower, Office of Legal Affairs NJDEP regarding how the buffer zone would be detrimental to Mill Street parking lot and the Borough's economy. Ken Nelson also sent a letter dated 5/23/19 to Gary Brower with the same concerns. Board discussed the possibility of "land swap."

**** Karen Vander Veer arrives at meeting 7:48 pm.**

- Entertainment – Few minor changes were made to the proposed Ordinance regarding time frame for filing of application. Proposed Ordinance to be submitted to Tony Smith for review by Council. Kevin Kervatt to get a copy of Wantage's Entertainment Permit Application.
- Area "D" – Ken Nelson addressed Board regarding which areas encompass Area "D" and that Mr. Simmons should be involved with any possible changes. It was also suggested that the Board should wait until Ronetco starts building.

**BOROUGH OF SUSSEX
PLANNING/ZONING BOARD MINUTES
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- **Economic Development** – Ed Meyer discusses Ordinance 2-14A-5. Rich Klein spoke regarding updating Borough’s website and use of other networking tools. Ed Meyer told the Board about a class instructed by Laddy, Clark & Ryan regarding “Economic Development” to be held on June 4, 2019. Rich Klein said that Main Street in Port Jervis has been completely refurbished and discussed the changes made. Bruce Kristiansen mentioned that bicycling would bring people into town. Board members exchanged ideas on clean up of Clove Dam and environmental park.
- **P/Z Ordinances** – Mayor Little advised that the Council has been talking about updating the Ordinance Book but nothing has been done yet. Kevin Kervatt discussed fines and adopting by reference the “International Property Maintenance Code.”
- **Firewood Sale Boxes** – Discussion on number of firewood sale boxes along Route 23 and the possibility of limiting the boxes to commercial property only.
- **Soil Fill** – Discussion of fill and importation. Mike Vreeland to review the Borough’s Ordinance #2019-06.

10. INFORMALS - None

11. BILLS/VOUCHERS

Date 5/09/19 from Nelson Consulting Group, re: Intorella	\$ 612.50
Date 5/03/19 from Brady & Correale, re: Intorella	\$1,760.00
Date 5/03/19 from Brady & Correale, re: General	200.00
Date 5/03/19 from Brady & Correale, re: Singh	280.00

Motion approving the bills/vouchers was made by Karen Vander Veer, second by Brad Case.

Upon roll call vote:

Ayes: Little, Klein, Meyer, Luna, Vander Veer, Kristiansen, Dykstra, Case, Kervatt

Nays: None

Absent: None

Abstentions: None

BOROUGH OF SUSSEX
PLANNING/ZONING BOARD MINUTES
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12. OPEN THE MEETING TO THE PUBLIC AND CLOSE THE MEETING TO THE PUBLIC – 8:50 p.m.

13. COMMENTS FROM THE PROFESSIONALS/BOARD MEMBERS

Mike Vreeland advised Board members that he is with a new firm, "Van Cleef Engineering Associates" and will be forwarding amended contract.

14. ADJOURNMENT

A motion to adjourn was made by Kathy Little, second Karen Vander Veer with all in favor. Meeting adjourned at 9:09 p.m.



PLANNING/ZONING BOARD SECRETARY
Dixie Ferrington



DATE OF APPROVAL

OFFICE OF THE CONSTRUCTION OFFICIAL

Activity Trend

July 01, 2019 9:45:37AM

The following figures compare the construction activity for the selected time period with two previous totals. They are:
Monthly : Previous month and same month, previous year.
Quarterly : Previous quarter and same quarter, previous year
Yearly : Previous year and two years prior, i.e. 1997: 1996/1995

FIGURES

	June, 2019	May, 2019	June, 2018
Building:	618.00	125.00	500.00
Electric:	950.00	605.00	495.00
Fire Protection:	275.00	110.00	0.00
Plumbing:	488.00	110.00	604.00
Elevator:	0.00	0.00	0.00
Mechanical:	0.00	285.00	75.00
Admn Fee:	0.00	0.00	0.00
DCA Vol Fee:	0.00	0.00	0.00
DCA Alt Fee:	410.00	44.00	116.00
DCA Min Fee:	0.00	1.00	0.00
C of O Fee:	0.00	0.00	0.00
Total Fees:	1,046.00	1,280.00	1,790.00
Waived Fees:	1,695.00	0.00	0.00
Total Costs:	216,029.00	25,300.00	61,575.00
Permit Count:	7.00	10.00	8.00
Update Count:	3.00	4.00	0.00

PERCENTAGES

	Last Month	Last Year
Percent costs [Up/Down]:	753.87 %	-250.84 %
Percent Fees[Up/Down]:	-22.37 %	41.56 %

Completed Inspections For All Subcodes

Range From 06/01/2019 To 06/30/2019

July 01, 2019 9:46:10AM

Permit Number	Block	Lot	Qual	Owner Name	Address	Type1	R1	Type2	R2	Type3	R3
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Call Date	Request Date	Inspected Date
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Inspection Summary

	Totals	Percentage	Key:
Inspections Scheduled:	39		P - Pass
Inspections Passed:	20	51.28	F - Fail
Inspections Failed:	11	28.21	C - Cancel
Inspections Cancelled:			X - Not Ready
Inspections Not Done:	6	15.38	N - Not Done
Inspections Not Ready:	2	5.13	

Hardyston Twp. (Sussex Borough)

149 Wheatsworth Rd., Suite A

Sussex c/o Hardyston, NJ 07419

973-8237020

OFFICE OF CONSTRUCTION OFFICIAL

Construction Permit Activity Report

RANGE: 06/01/2019 To 06/30/2019

July 01, 2019 9:41:45AM

SUMMARY

CONSTRUCTION COSTS

COUNT

Cost Of Construction:	\$0.00	Cubic Footage:	0 Cu.ft	Permit Issued:	7
Cost Of Alteration:	\$215,229.00	Square Footage:	0 Sq.ft	Updates Issued:	3
Cost Of Demolition:	\$800.00			All Fees Waived:	3
Total Cost:	\$216,029.00			Municipal Fees Waived:	0

PERMIT FEES

ADMIN FEES

WAIVED FEES

TOTAL FEES

Building:	\$618.00	Building:	\$0.00	Building:	\$0.00	Building Fees:	\$618.00
Electrical:	\$950.00	Electrical:	\$0.00	Electrical:	\$620.00	Electrical Fees:	\$330.00
Fire :	\$275.00	Fire :	\$0.00	Fire :	\$220.00	Fire Fees:	\$55.00
Plumbing:	\$488.00	Plumbing:	\$0.00	Plumbing:	\$488.00	Plumbing Fees:	\$0.00
Elevator:	\$0.00	Elevator:	\$0.00	Elevator:	\$0.00	Elevator Fees:	\$0.00
Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical Fees:	\$0.00
				* Total Waived:	\$1,328.00	Technical Fees:	\$1,003.00

DCA

	Calculated Fees	Waived Fees	Collected Fees
Volume Training Fee:	\$0.00	\$0.00	\$0.00
Alteration Training Fee:	\$410.00	\$367.00	\$43.00
DCA Minimum Fee:	0.00	0.00	0.00
Sub total Training Fee:	\$410.00	\$367.00	\$43.00

TECHNICAL ISSUES

Building Technical:	3
Electrical Technical:	6
Fire Protection Technical:	2
Plumbing Technical:	2
Elevator Technical:	
Mechanical Technical:	

Certificate of Occupancy Fee:	\$0.00
Waived Certificate Fees:	\$0.00
Sub Total Certificate Fees:	\$0.00

CERTIFICATE ISSUES

Certificate of Occupancy:	1
Certificate of Approval:	8
Certificate of Continued Occupancy:	0

PERMIT FEES:	\$1,003.00
DCA FEES:	\$43.00
CERTIFICATE FEES:	\$0.00
NET TOTAL FEES:	\$1,046.00
PENALTIES COLLECTED:	\$0.00
CCO FEES:	\$0.00
OTHER FEES:	\$0.00
GRAND TOTAL FEES:	\$1,046.00

Bruno Associates, Inc.
1373 Broad Street, Suite 304
Clifton, N 07013
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www.BrunoAssociatesInc.com



Borough of Sussex
June 2019 Grant Report
Prepared by: Bruno Associates, Inc.

Grant Work:

Miscellaneous

Notified Sussex of an upcoming vehicle auction scheduled for June 22nd.

Sent Sussex the notice concerning the free anti-overdose drug giveaway on June 18th. Asked that they advertise this to their residents.

Brothers Helping Brothers

Grants are available for Fire Department and EMS equipment purchases. Awaiting a response indicating interest.

USDA Housing Preservation

Investigated the USDA Housing Preservation grant program. Sussex will determine if they want to pursue it. It requires a pre-application and it is due by July 8th. After several attempts to poll the Council, the program did not have full support and will not be pursued.

USDA Community Facility Project

Worked on the grant to acquire an ambulance chassis. Spoke to Toni Smith concerning ownership. Prepared the SF424-a and SF424-B Forms, the budget request form, and the certificate of support. Prepared 15 items towards the USDA application for the ambulance chassis. Sent resolutions and agreements to Sussex for action at the June 18th meeting. Sent a financial data request to Sussex for inclusion with the application. Prepared the documents needing signatures from Mayor Little and sent them to Sussex. Corresponded with Sussex CFO Michel Marceau to obtain a balance sheet and debt. Prepared emails and files to send the ambulance chassis application to USDA. Obtained the approved resolutions and agreements from Sussex. Submitted the application along with 5 years of audits. The request is for \$129,958.

2020 Municipal Aid

Contacted NJDOT concerning the Sussex Borough Municipal Aid application. They responded that Sussex should expect about the same dollar award as in the past. Since the paving project is \$286,727 and the sidewalks cost \$294,300, the total is too high to be fully funded. Contacted Toni Smith to discuss. She will poll the Council. I recommended applying for only the Main Street paving with Sussex having to supply any unfunded amount. The Council agreed. Created a site location map and included site pictures with the application. Prepared a resolution for the Council to approve and sent it to Toni Smith. Completed the Municipal Aid application. Received the endorsement resolution. Submitted the application requesting \$286,727. Forwarded a copy of the application to Sussex and to their Engineer.

Bruno Associates, Inc.
1373 Broad Street, Suite 304
Clifton, N 07013
Tel: 973-249-6225 Fax: 973-249-6301
www.BrunoAssociatesInc.com



Small Cities CDBG 2020

Notified Sussex that the Small Cities CDBG Workshop is scheduled for July 2nd and I will be representing them. Requested and received an authorization email. We will apply for water line replacement under Main Street estimated to be \$232,500, a new water line to the water tank, and additional insertion valves. Awaiting specifics on the route location for the Main Street water main and additional cost estimates for all other work. The goal is to have an application that totals at least \$440,000.

I-Bank aka H2Loans

Sussex decided to apply through the 2020 Small Cities CDBG to obtain funding for the Main Street water lines. The I-Bank application will remain open but on hold.

USDA Loans/Grants

Waiting for an announcement of a grant/loan award from USDA. The total USDA request is \$1,364,800. That plus \$400,000 from Small Cities CDBG and \$200,000 as a contribution from Sussex makes the total cost \$1,964,800.

Applications Pending Award:

1772 Foundation

The request is for \$6,750 for roof repairs. Glen Ceponis from NJ Historical Trust is the contact. The request was not funded and rejected on May 1st. We will be contacting 1772 to determine how the application can be improved for the next funding round.

Staffing for Adequate Fire and Emergency Response (SAFER)

The request is for 5 new Fire Department recruits with turnout gear and physicals costing \$29,195. Announcement of award is pending.

Green Acres

The request for a \$100,000 loan for drainage at Brookside Avenue fields was made on March 29th. Received the missing data from the Sussex Engineer for the Green Acres application that was submitted on March 29th. Created a cover letter for Toni Smith to transmit the data to Trenton via mail. She was attempting to get an electronic copy to email to Trenton as well. Announcement of award is pending.

Awards Made; Work in Progress

Municipal Aid 2019

The Municipal Aid application requested \$173,887 for paving Unionville Avenue and Elizabeth Avenue/Lake Shore Drive. An award of \$147,000 was announced on March 25th.

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Small Cities CDBG 2019

The application is for Water Distribution and Sewer Improvements. Sussex was awarded \$400,000 from Small Cities CDBG to replace 1,900 feet of water lines on Willow Street and Ley Place as well as to reconstruct 12 sewer manholes. This is the 4th award of \$400,000 that we secured from Small Cities for Sussex.

Small Cities CDBG—2018

The CDBG Small Cities application for Water System Improvements for \$400,000 was awarded on 12/13/17. The goal was to substantially complete the project in October 2018.

Small Cities CDBG-2017

Sussex Borough was awarded \$400,000. It will partially fund the Lake Rutherford Water Line Installation project. The balance of the required funding is being sought from USDA with Sussex Borough making a contribution.

USDA

The USDA had previously awarded Sussex a grant of \$360,000, a loan of \$240,000 and a required contribution from Sussex of \$200,000. Water meter replacement is complete. Replacing a sewer line along Route 23 remains. USDA asked for a letter requesting an extension for the old USDA sewer line project that has been on hold pending an easement from the sewer Authority.

Radon Awareness Program (RAP)

Forwarded instructions to Sussex to manage the Radon Awareness Program. They were awarded \$2,000 on November 30th.

July 10, 2019
09:04 AM

Borough of Sussex
Cash Receipts Totals from 06/01/19 to 06/30/19

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Range: Block: First to Last Range of Util Accounts: First to Last
Lot:
Qual:
Range of Codes: First to Last Range of Years: First to 2020 Range of Periods: 1 to 12
Range of Batch Ids: First to Last Range of Dates: 06/01/19 to 06/30/19
Range of Sections: First to Last Name to Print: Bill To
Range of Spec Tax Codes: First to Last Print Ref Num: N Print Utility w/Block/Lot/Qual: N
Payment Type Includes: Tax: N Sp Charges: N Lien: N Sp Assmnt: N Water: Y Sewer: Y
Other: Y Misc: N
Payment Method Includes: Cash: Y Check: Y Credit: Y
Print Miscellaneous w/Block/Lot/Qual: N Print Only Miscellaneous w/Block/Lot/Qual: N

Code Description	Count	Arrears/Other	Principal 2018	2019	2020	Interest	Total
WAT WATER PAYMENTS	191	1,304.71	0.00	31,841.74	0.00	367.79	33,514.24
Water Payments	191	1,304.71	0.00	31,841.74	0.00	367.79	33,514.24
SEW SEWER PAYMENTS	149	0.00	0.28	28,318.37	0.00	565.53	28,884.18
Sewer Payments	149	0.00	0.28	28,318.37	0.00	565.53	28,884.18
Payments Total:	340	1,304.71	0.28	60,160.11	0.00	933.32	62,398.42
Cash O/S Total:	0	0.00	0.00	0.00	0.00	0.00	0.00
NSF Reversals Total:	0	0.00	0.00	0.00	0.00	0.00	0.00
Total:	340	1,304.71	0.28	60,160.11	0.00	933.32	62,398.42

Total Cash: 7,422.10

Total Check: 48,276.04

Total Credit: 6,700.28

Water Overpayments 1,304.71
Total Overpayments 1,304.71

List of Bills - CLEARING ACCOUNT - Sussex

Check#	Vendor	Description	Payment	Check Total
15862	1675 - Action Data Services	PO 12980 Account 0542	111.41	111.41
15863	1056 - Agnes Burns	PO 12624 2019 Medicare Part B Payments	135.50	135.50
15864	1095 - Airgas UAS, LLC	PO 12825 Account 2563803	39.69	39.69
15865	1815 - American Wear	PO 12921 BLANKET	162.00	162.00
15866	1174 - Bassani Power Equipment	PO 12922 BLANKET	145.36	145.36
15867	1797 - Brady & Correale, L.L.P.	PO 12999 Sussex/Wantage 285 Urban Renewals,	80.00	
		PO 13000 The Sussex Saloon, LLC	80.00	
		PO 13001 Planning Board- General	353.80	513.80
15868	2002 - Carus Corporation	PO 12875 2410-430-155 Carus 3290 644 LB Drum	2,149.45	2,149.45
15869	1390 - Sussex County Treasurer	PO 12983 3rd Quarter 2019	162,572.89	162,572.89
15870	1390 - Sussex County Treasurer	PO 12984 3rd Quarter 2019	11,814.19	11,814.19
15871	1390 - Sussex County Treasurer	PO 12985 3rd Quarter 2019	673.23	673.23
15872	1401 - County of Sussex	PO 13013 June 2019 fuel charges	330.60	330.60
15873	1959 - DeBlock Environmental Services, LLC	PO 13019 Services	35,138.37	35,138.37
15874	1180 - Treasurer, State of New Jersey	PO 13012 Marriage / Civil Union License Repo	75.00	75.00
15875	1714 - Fastenal Industrial & Construction	PO 12908 supplies	32.49	
		PO 12958 supplies	95.88	128.37
15876	2003 - Galeton	PO 12970 Rain gear	254.75	254.75
15877	1266 - Garden State Highway Products, Inc	PO 12838 lapslice breakaway system lapslice,	250.40	
		PO 12838 lapslice breakaway system lapslice,	262.80	513.20
15878	1856 - Genova Burns Attorneys at Law	PO 12990 Installation of pipeline from Lake	780.00	780.00
15879	1223 - Grundeen & Associates, Inc.	PO 13002 Service	730.00	730.00
15880	1556 - Harold E. Pellow & Associates, Inc	PO 12987 Council Business	624.75	
		PO 12988 Rte 284 parking lot layout near Mun	780.00	
		PO 12989 Brookside field drainage study	1,090.03	2,494.78
15881	1354 - Holland American Bakery	PO 12942 Cake for Sussex Contest	18.00	18.00
15882	1736 - Houser Engineering, LLC	PO 12417 1856.17 Loomis Ave Bridge Crossing	850.00	
		PO 12421 1573.16 NJDEP Fresh Water Wetlands	625.00	
		PO 12424 1967.17 Resolution 2019-66R (USDA	925.00	
		PO 12729 1203.15 - Sussex Water & Sewer Engi	1,000.00	
		PO 12736 2315.18 SussexBoro (Prop. Shoprite)	610.00	
		PO 12738 2612.19 Water Lines Willow St & L	2,099.50	
		PO 12962 2605.16 EPA - Administrative Order	2,328.75	8,438.25
15883	1736 - Houser Engineering, LLC	PO 12996 2667.19 Insertion Valve Project (BL	2,082.50	2,082.50
15884	1063 - James L. Moore	PO 12402 2019 Medicare Part B Payments	135.50	135.50
15885	1103 - Jersey Central Power & Light	PO 13023 June Billing	13.75	
		PO 13023 June Billing	3.10	16.85
15886	1998 - Johnson, Mirmiran & Thompson, Inc	PO 12799 Underwater Inspection of the Clove	5,500.00	5,500.00
15887	1315 - Karen I. Moore	PO 12401 2019 Medicare Part B Payments	135.50	135.50
15888	1105 - Kuiken Brothers Co. Inc	PO 12929 BLANKET	53.42	
		PO 12929 BLANKET	66.40	119.82
15889	1131 - Kuperus Farmside	PO 12943 Flowers for Miss Sussex Contest	75.00	75.00
15890	1461 - LCB Services	PO 13005 Webinar: Notary-Basics	35.00	35.00
15891	1788 - McAfee Hardware Co., Inc	PO 12959 lime	79.80	79.80
15892	1745 - McGovern & Roseman, P.A.	PO 13017 Legal Services for May 2019	3,006.00	
		PO 13017 Legal Services for May 2019	966.00	3,972.00
15893	1154 - Montague Tool & Supply	PO 12870 Supplies	222.02	222.02
15894	1549 - Morris Asphalt Supply, Inc	PO 12961 Asphalt	144.22	144.22
15895	1205 - New Jersey Division of ABC	PO 13009 Maintenance and Preparation of 2019	15.00	15.00
15896	1093 - New Jersey Herald	PO 12957 Account 2413	870.90	
		PO 12957 Account 2413	139.80	1,010.70
15897	1139 - NJ Dept. of Health & Senior Svcs	PO 13016 June 2019 Dog Report	23.40	23.40
15898	1588 - One Call Concepts, Inc.	PO 12936 BLANKET	29.70	29.70
15899	1977 - PenTeleData	PO 12973 Account 3256497	140.95	
		PO 12973 Account 3256497	140.95	281.90
15900	1321 - Pitney Bowes	PO 12982 Account 0011334353	349.25	349.25
15901	1233 - Printing Center, The	PO 12979 Primary Election ballots	811.00	811.00
15902	1946 - Rich Wingle Contractor	PO 12993 portal to portal pumping from Rt 23	750.00	750.00
15903	1864 - RS Phillips Steel	PO 13018 Road plates	1,315.00	1,315.00
15904	1198 - Staples Advantage	PO 12919 office supplies	86.01	
		PO 12968 supplies	186.16	272.17
15905	1243 - State of New Jersey	PO 12986 EIN: 0-226-002-334/000-00	83.96	83.96
15906	1229 - County of Sussex	PO 13008 2019 Primary Election Programming o	187.59	187.59
15907	1151 - Sussex County Clerk	PO 12981 2019 Primary Election Expenses	195.68	195.68
15908	1084 - Sussex County Municipal	PO 13007 3rd quarter 2019 sewer user fees	175,601.75	175,601.75
15909	1125 - Sussex Fire Department	PO 12405 2019 Aid to Volunteer Fire Company	3,750.00	3,750.00
15910	1893 - The Canning Group, LLC	PO 13006 June QPA Mentoring purchasing servi	412.50	412.50
15911	1951 - TNT Fence Co	PO 12819 repair to fence damaged by tree on	900.00	900.00
15912	1194 - Township of Vernon	PO 12836 Shared service Animal Control	2,650.00	
		PO 12837 Shared service 9-1-1 Services	3,750.00	6,400.00
15913	1207 - Wantage Township	PO 12741 Shared Service Agreement for 2019 M	10,764.50	

List of Bills - CLEARING ACCOUNT - Sussex

Check#	Vendor	Description	Payment	Check Total
		PO 12742 Shared Service Agreement for 2019 T	2,297.50	
		PO 12743 Contract for 2019 Interlocal Tax As	2,565.25	15,627.25
15914	1617 - Water Works Supply Company Inc	PO 13010 Supplies	2,457.89	2,457.89
	TOTAL			450,211.79

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-201-20-100-020	General Admin Other Expenses	1,691.64			
01-201-20-120-020	Elections Other Expenses	1,194.27			
01-201-20-130-020	Finance Administration Other Expenses	349.25			
01-201-20-155-020	Legal Services	3,006.00			
01-201-20-165-020	Engineering Other Expenses	2,494.78			
01-201-21-180-020	Planning Board Other Expenses	353.80			
01-201-23-220-020	Insurance Employee Group Insurance	406.50			
01-201-23-225-020	Insurance Unemployment Insurance	83.96			
01-201-25-255-020	Volunteer Fire Company	3,750.00			
01-201-26-290-020	Streets & Roads Other Expenses	2,145.61			
01-201-26-300-020	Street Lighting	3.10			
01-201-26-310-020	Building & Grounds Other Expenses	1,147.41			
01-201-26-320-000	CLOVE LAKE RESTORATION	5,000.00			
01-201-28-370-020	Recreation Other Expenses	95.70			
01-201-30-460-020	Gasoline and Fuel	330.60			
01-201-42-150-020	Interlocal - Wantage Twsp Tax Assessor	2,565.25			
01-201-42-160-020	Interlocal Wantage Tax Collector	2,297.50			
01-201-42-250-020	Interlocal "911" Dispatch Vernon Twsp	3,750.00			
01-201-42-340-020	Interlocal Vernon Animal Cnt.	2,650.00			
01-201-42-490-020	Interlocal Wantage Twsp Municipal Court	10,764.50			
01-209-55-000-000	County Taxes Payable			175,060.31	
01-214-55-000-000	Due State Marriage			75.00	
01-260-05-100	Due To Clearing			0.00	219,215.18
TOTALS FOR	Current Fund	44,079.87	0.00	175,135.31	219,215.18
03-260-05-100	Due To Clearing			0.00	183.40
03-280-56-851-000	Reserve For Planning Escrow Deposits			160.00	
03-295-56-852-000	Reserve For Animal Expenditures			23.40	
TOTALS FOR	Trust Fund	0.00	0.00	183.40	183.40
08-216-55-988-000	Imp Auth Ord #2014-07 Various W/S			850.00	
08-216-55-990-000	Imp Auth Ord 2016-05 - Imp to W/S system			625.00	
08-216-55-991-000	Imp Auth Ord #2016-23 Water/Sewer Imp			2,671.00	
08-260-05-100	Due To Clearing			0.00	4,146.00
TOTALS FOR	Water Sewer Capital Fund	0.00	0.00	4,146.00	4,146.00
09-201-55-502-020	Water Sewer Operat. OE Water	42,998.66			
09-201-55-503-020	Water Sewer Operat. OE Sewer	183,466.05			
09-201-55-504-002	W/Sr Operating S&W	202.50			
09-260-05-100	Due To Clearing			0.00	226,667.21
TOTALS FOR	Water Sewer Operating Fund	226,667.21	0.00	0.00	226,667.21

Total to be paid from Fund 01 Current Fund	219,215.18
Total to be paid from Fund 03 Trust Fund	183.40
Total to be paid from Fund 08 Water Sewer Capital Fund	4,146.00
Total to be paid from Fund 09 Water Sewer Operating Fund	226,667.21
	=====
	450,211.79

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
72019	State of NJ Health Benefits	PO# 12997	June 2019 - Health / July 2019 Den	4,488.67	7/02/2019
72019	State of NJ Health Benefits	PO# 12997	June 2019 - Health / July 2019 Den	2,992.44	7/02/2019
701219	State of NJ Health Benefits	PO# 12998	July 2019 Health - retired	777.86	7/02/2019
70119	State of NJ Health Benefits	PO# 12998	July 2019 Health - retired	518.58	7/02/2019
15861	Waste Management of New Jersey, Inc	PO# 12976	Account 7-25250-82002	379.04	7/02/2019
15860	Verizon Wireless	PO# 12991	Account 642190964-00001	40.04	7/02/2019
15859	State of New Jersey	PO# 12975	Registration #: 1921-00106-001	258.00	7/02/2019
15858	Service Electric Telephone SEBC	PO# 12972	Account 0000000939	345.31	7/02/2019
15857	Jersey Central Power & Light	Multiple:		5,132.66	7/02/2019
15856	CenturyLink	PO# 12971	Account 431057408	132.71	7/02/2019
62819	Borough of Sussex Payroll		payroll w/e 6/22/19	6,529.96	6/28/2019
62819	Borough of Sussex Payroll		payroll w/e 6/22/19	7,617.98	6/28/2019
61419	Borough of Sussex Payroll		payroll w/e 6/8/19	9,246.86	6/28/2019
61419	Borough of Sussex Payroll		payroll w/e 6/8/19	12,748.25	6/28/2019
15855	SCEDP, Inc.	PO# 12992	15 th Annual Awards Luncheon - 6/2	225.00	6/26/2019

				51,433.36	

Totals by fund	Previous Checks/Voids	Current Payments	Total
Fund 01 Current Fund	27,580.42	219,215.18	246,795.60
Fund 03 Trust Fund		183.40	183.40
Fund 08 Water Sewer Capital Fund		4,146.00	4,146.00
Fund 09 Water Sewer Operating Fund	23,852.94	226,667.21	250,520.15

BILLS LIST TOTALS	51,433.36	450,211.79	501,645.15
=====			

**REGULAR AGENDA
FOR THE MAYOR AND COUNCIL MEETING, BOROUGH
OF SUSSEX, HELD AT THE MUNICIPAL BUILDING, 2 MAIN STREET
SUSSEX, NEW JERSEY AT 7:00 P.M. ON
JULY 16, 2019**

- A. **Mayor Little** will call the meeting of July 16, 2019 to order.
- B. **Mayor Little** will invite all present to salute the flag and to remain standing for a moment of silence.
- C. **Mayor Little** will state that "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."
- D. Clerk will call the roll.
- E. **APPROVAL OF AGENDA**

A motion is in order to approve the agenda for July 16, 2019.

F. **PRESENTATIONS:**

There will be a proclamation congratulating Councilman Meyer on his award from the Sussex County Economic Development Partnership.

There will be a presentation regarding "dirty dirt" by Planning/Zoning Chairman Richard Klein.

G. **DISCUSSION:**

There are no discussions scheduled.

H. **COMMITTEE REPORTS:** **Mayor Little** will allow each member of the Council to present their respective committee reports.

I. **CONSENT AGENDA:** **Mayor Little** will request 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. (**Mayor Little** will allow time for the Council to consider changes.)

After all persons have had an opportunity to review the consent agenda and offer requests for changes, **Mayor Little** will request a motion to approve the consent agenda.

J. **OPEN PUBLIC SESSION:** **Mayor Little** will request 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.

After giving all persons present an opportunity to address the Governing Body, **Mayor Little** will request a motion to close the meeting to the public and return to the regular order of business.

K. **OLD BUSINESS:**

L. **NEW BUSINESS:**

1. **Approval of Meeting Minutes**

A motion is in order to approve the meeting minutes of the Regular Meeting and Executive Session held on June 18, 2019. (Absent: None)

2. **Resolutions 2019-118R – Approval of Items of Revenue and Appropriation as per NJSA 40A: 4-87.**

A motion is in order to approve Resolutions 2019-118R – Approval of Items of Revenue and Appropriation as per NJSA 40A: 4-87 (motion requested by CFO)

3. Resolution 2019-119R Eagle Scout Recognition

A motion is in order to adopt Resolution 2019-119R congratulating for achieving the rank of Eagle Scout as a member of Boy Scout Troop 84. (Motion requested by Mayor)

4. Resolution 2019-120R – Liquor Licenses Renewals

A motion is in order to adopt Resolution 2019-120R approving the renewal of the following liquor licenses for the license period of July 1, 2019 – June 30, 2020. (Motion requested by Clerk).

ZIGGY KPZ INC, T/A THE GREEN RESTAURANT AND PUB
14 Newton Ave, Sussex, NJ 07461
License #1921-33-003-005

5. ADOPTION OF ORDINANCE 2019-06 AMENDING SUBSECTION 12-2.3, ENTITLED "INSPECTIONS", OF SECTION 12-2, ENTITLED "HOUSING CODE", OF CHAPTER XII, ENTITLED "BUILDINGS AND HOUSING", OF THE GENERAL REVISED ORDINANCES OF THE BOROUGH OF SUSSEX

A motion is in order to adopt Ordinance 2019-06 amending subsection 12-2.3, entitled "INSPECTIONS", of section 12-2, entitled "HOUSING CODE", of chapter XII, entitled "Buildings and Housing", of the general revised ordinances of the Borough of Sussex.

Before final roll call Mayor Little will open the meeting to the public for any questions or concerns regarding Ordinance 2019-06.

- M. OPEN PUBLIC SESSION: Mayor Little will request 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.

After giving all persons present an opportunity to address the Governing Body, Mayor Little will request a motion to close the meeting to the public and return to the regular order of business.

N. EXECUTIVE SESSION – IF REQUESTED

WHEREAS, the Open Public Meetings Act, P. L. 1975, Chapter 231 permits the exclusion of the public from a meeting in certain circumstances; and whereas this public body is of the opinion that such circumstances presently exist;

Mayor Little will request a motion to adopt a resolution, which shall take effect immediately, to adjourn into Executive Session to discuss:

**Personnel
Purchase of Real Property
Redevelopment Area
Contract Negotiations
Pending Litigation**

The Executive Session minutes will be placed on file in accordance to New Jersey Law.

Mayor Little will request a motion to adjourn out of Executive Session and return to the regular order of business.

O. NEW BUSINESS: (Continued)

6. Resolution 2019- 121R Houser Engineering for engineering services for the Water Distribution System Project (dead ends)

A motion is in order to adopt resolution 2019-121R for engineering services for the water distribution system project (dead ends).

7. Resolution 2019-122R Houser Engineering for the Utilities for the Ronetco Project

A motion is in order to approve Resolution #2019-122R for engineering services for the utilities for the Ronetco Project.

8. Resolution 2019-123R – EDU Adjustment Request

A motion is in order to adopt resolution 2019-123R approving the customer request for a EDU adjustment.

P. ADJOURNMENT: Mayor Little will request a motion to adjourn the meeting.

DRAFT

**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 AT 7:00 P.M. ON
JUNE 18, 2019**

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."

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. Walter Cleary, III, Mr. Robert Holowach, Mr. Charles H. Fronheiser, Jr., Mr. Edward Meyer, Mr. Mario Poggi and Mayor Katherine Little.

Absent: Mr. Michael Brennan

Also present: Borough Attorney Mr. Frank McGovern, Esq. of McGovern and Roseman, P.A., Mrs. Antoinette Smith, Clerk/Admin and Melissa Morales, Deputy Clerk

Absent: None

APPROVAL OF AGENDA

Mr. Holowach made a motion to approve the agenda of June 18, 2019. Motion seconded by Mr. Fronheiser.

Mr. Meyer made a motion to suspend Robert's Rules and add Resolution 2019-117R to the agenda. Motion seconded by Mr. Holowach.

Upon roll call for the amendment of the agenda of June 18, 2019:

Ayes: Cleary, Fronheiser, Holowach, Meyer, Poggi

Nays: None

Abstentions: None

Absent: Brennan

Mr. Holowach made a motion to approve the amended agenda of June 18, 2019. Motion seconded by Mr. Fronheiser.

Upon roll call for the amended agenda of June 18, 2019:

Ayes: Cleary, Fronheiser, Holowach, Meyer, Poggi

Nays: None

Abstentions: None

Absent: Brennan

PRESENTATIONS:

There were no presentations scheduled.

DISCUSSION:

Mr. Meyer held a preliminary discussion regarding Wantage Township's "dirty dirt" Ordinance.

Mr. Brennan arrives at 7:17 pm.

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

Mr. Poggi stated there were two office workers hired, one to replace a resignee. Mr. Poggi stated as the Historian, he will be attending a forum on Thursday, June 20, 2019, on digitizing historical documents. He will find out what the State has to offer. Mr. Poggi stated he was in on Saturday, June 15, 2019 to review the vouchers.

Mr. Holowach deferred to Brian Demarest from DPW for the DPW report. Brian Demarest, DPW, stated his report was unavailable due to his personal computer not working. Mr. Fronheiser suggested getting Brian a Borough laptop. Mr. Demarest stated they fell behind on lawn maintenance and weed whacking due to all the rain. Last week they concentrated on getting caught up. Mr. Demarest stated they are working on a few projects weather permitting. Friday, June 14, 2019, they started on storm water inspection and hopefully by week ending June 21, 2019, they will be working on the manhole inspections. Mr. Meyer asked if there are any plans with all the wood in front of the DPW garage. Mr. Demarest stated he cut up the wood in hopes that residents would take the wood for free. Mr. Holowach suggested advertising the free wood on the outside sign. Mr. Holowach held a discussion on the tractor with snow

blower attachment that was requested by DPW. Mr. Meyer held a discussion on the clearing of snow on sidewalks and funding for the sidewalks.

Mr. Fronheiser offered no report.

Mr. Cleary offered no report.

Mr. Brennan offered no report.

Mr. Meyer referred to his Council President report. Mr. Meyer discussed the Economic Development/Main Street revitalization plan, NJDEP Proposed Category One Water and the Council Meeting schedule. Mr. Meyer held a discussion on bike trails. Mr. Meyer stated on Wednesday, June 19, 2019, the Chambers of Commerce is meeting at Friendly's at 8:30 am. Mr. Meyer stated Sussex Borough was nominated by the Economic Development Partnership Award. He will be attending the Awards Luncheon on Thursday, June 27, 2019 at 12 noon.

Mayor Little stated she attended the Miss Sussex, Little Mister/Miss Sussex Contest on June 8, 2019. Mayor Little stated a meeting was held to discuss the water issues along the Route 23 corridor and getting information on the project of a supermarket coming in on Route 23. Mayor Little stated today June 18, 2019, she and Toni had a conversation with Dave Pepe, who will push through any items that Sussex needs assistance with.

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.

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

1. Ordinance from the Township of Wantage Entitled "Wantage Township Soil Importing and Exporting".

REPORTS (ACCEPTANCE FOR FILING OF THE FOLLOWING):

1. Clerk's Report for the month of May 2019.
2. Construction Department Report for the month of May 2019.
3. Grant Writer's Report dated May, 2019.
4. Property Maintenance Department Report for the month of May 2019.
5. Tax Collector's Report for the month of May 2019.
6. Water Sewer Collector Report for the month of May 2019.
7. Zoning Department Report May, 2019.
8. Delinquent/Unpaid Utility Properties report as of June 14, 2019.
9. Water Shut Off report as of June 14, 2019.

APPLICATIONS (APPROVAL OF THE FOLLOWING):

RESOLUTIONS: (APPROVAL OF THE FOLLOWING):

1. Payment of bills for the meeting of June 18, 2019.

Mr. Meyer made a motion to approve the consent agenda of June 18, 2019. Motion seconded by Mr. Holowach.

All were in favor.

OPEN PUBLIC SESSION:

Mr. Fronheiser 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. Poggi.

All were in favor.

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

OLD BUSINESS:

NEW BUSINESS:

Approval of Meeting Minutes

Mr. Poggi made a motion to approve the meeting minutes of the Regular Meeting and Executive Session held on June 6, 2019. Motion seconded by Mr. Meyer. (Absent: Robert Holowach)

Upon roll call vote:

Ayes: Brennan, Cleary, Fronheiser, Meyer, Poggi

Nays: None

Abstentions: Holowach

Absent: None

Resolution 2019-107R - Approval to submit a grant application and execute a grant contract with the NJDOT for the project titled "Main Street Road Improvement Project".

Mr. Holowach made a motion to approve Resolution 2019-107R to submit a grant application and execute a grant contract with the NJDOT for the project titled "Main Street Road Improvement Project". Motion seconded by Mr. Brennan. (motion requested by Grant Writer)

Upon roll call vote:

Ayes: Brennan, Cleary, Fronheiser, Holowach, Meyer, Poggi

Nays: None

Abstentions: None

Absent: None

Resolutions 108R & 109R – Approval of Items of Revenue and Appropriation as per NJSA 40A: 4-87.

Mr. Poggi made a motion to approve Resolutions 108R & 109R – Approval of Items of Revenue and Appropriation as per NJSA 40A: 4-87. Motion seconded by Mr. Fronheiser. (motion requested by CFO)

Upon roll call vote:

Ayes: Brennan, Cleary, Fronheiser, Holowach, Meyer, Poggi

Nays: None

Abstentions: None

Absent: None

Resolution 2019-110R – Liquor Licenses Renewals

Mr. Fronheiser made a motion to adopt Resolution 2019-110R approving the renewal of the following liquor licenses for the license period of July 1, 2019 – June 30, 2020. Motion seconded by Mr. Brennan. (Motion requested by Clerk).

TEACH PADRAIG, LLC, T/A PATRICKS WINE BARN
38 Hamburg Avenue, Sussex, NJ 07461
License #1921-44-005-002

SUSSEX UNION HOUSE INN, LLC T/A EARLY AMERICAN TAVERN
9 Main Street, Sussex, NJ 07461
License #1921-33-004-005

Upon roll call vote:

Ayes: Brennan, Cleary, Fronheiser, Holowach, Meyer, Poggi

Nays: None

Abstentions: None

Absent: None

Resolution 2019-111R, Resolution 2019-112R, and USDA Stockholder Resolution

Mr. Brennan made a motion to adopt Resolution 2019-111R, Resolution 2019-112R, and USDA Stockholder Resolution for the submission of the Ambulance Chassis Replacement Project. Motion seconded by Mr. Fronheiser. (motion requested by Grant Writer)

Upon roll call vote:

Ayes: Brennan, Cleary, Fronheiser, Holowach, Meyer, Poggi

Nays: None

Abstentions: None

Absent: None

INTRODUCTION OF ORDINANCE 2019-06 AMENDING SUBSECTION 12-2.3, ENTITLED "INSPECTIONS", OF SECTION 12-2, ENTITLED "HOUSING CODE", OF CHAPTER XII, ENTITLED "BUILDINGS AND HOUSING", OF THE GENERAL REVISED ORDINANCES OF THE BOROUGH OF SUSSEX

Mr. Holowach made a motion to introduce Ordinance 2019-06 amending subsection 12-2.3, entitled "INSPECTIONS", of section 12-2, entitled "HOUSING CODE", of chapter XII, entitled "Buildings and Housing", of the general revised ordinances of the Borough of Sussex. Motion seconded by Mr. Fronheiser.

Final Reading July 16, 2019

Upon roll call vote:

Ayes: Brennan, Cleary, Fronheiser, Holowach, Meyer, Poggi

Nays: None

Abstentions: None

Absent: None

OPEN PUBLIC SESSION:

Mr. Fronheiser 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. Motion seconded by Mr. Brennan.

All were in favor.

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

All were in favor.

EXECUTIVE SESSION

In accordance with the provisions of the Open Public Meetings Act, Mr. Fronheiser 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. Poggi.

All were in favor.

After meeting in closed session, the Governing Body returned to their seats at 10:09 p.m. and Mr. Fronheiser made a motion to adjourn out of closed executive session and to be reconvened into open public session. Motion seconded by Mr. Brennan.

All were in favor.

NEW BUSINESS: (Continued)

Resolution 2019-113R AUTHORIZING THE AWARD OF A COMPETITIVE CONTRACT CC 1-2019 TO DEBLOCK ENVIRONMENTAL SERVICES LLC, FOR LICENSED WATER OPERATOR FOR A PERIOD OF FIVE (5) YEARS

Mr. Brennan made a motion to adopt resolution 2019-113R AUTHORIZING THE AWARD OF A COMPETITIVE CONTRACT CC 1-2019 TO DEBLOCK ENVIRONMENTAL SERVICES LLC, FOR LICENSED WATER OPERATOR FOR A PERIOD OF FIVE (5) YEARS. Motion seconded by Mr. Fronheiser.

Upon roll call vote:

Ayes: Brennan, Cleary, Fronheiser, Holowach, Meyer, Poggi

Nays: None

Abstentions: None

Absent: None

Resolution #2019-114R ARCHAEOLOGICAL MONITORING FOR THE MANHOLE REPLACEMENT PROJECT

Mr. Holowach made a motion to approve Resolution #2019-114R Archaeological Monitoring to RGA for \$24,991.00 for the Manhole Replacement Project. Motion seconded by Mr. Poggi.

Upon roll call vote:

Ayes: Brennan, Cleary, Fronheiser, Holowach, Meyer, Poggi

Nays: None

Abstentions: None
Absent: None

Resolution 2019-115R Aquatic Analysts, Inc.

Mr. Fronheiser made a motion to adopt resolution 2019-115R awarding a proposal for Clove Lake Management for 2019 in an amount not to exceed \$3,295.00. Motion seconded by Mr. Poggi.

Upon roll call vote:
Ayes: Brennan, Fronheiser, Holowach, Meyer, Poggi
Nays: Cleary
Abstentions: None
Absent: None

Resolution 2019-102R – Borough of Sussex 2019 Salaries and Wages within the Guidelines Set Forth in Salary Ordinance #2016-04, #2018-07 and #2019-04

Mr. Fronheiser made a motion to adopt Resolution 2019-102R establishing the salaries and wages of certain Borough employees for the year 2019. Motion seconded by Mr. Poggi. (Motion requested by Clerk)

Upon roll call vote:
Ayes: Brennan, Cleary, Fronheiser, Holowach, Meyer, Poggi
Nays: None
Abstentions: None
Absent: None

Resolution 2019-116R – DPW SUPERVISOR

Mr. Poggi made a motion to adopt Resolution 2019-116R approving the hire of Brian Demarest as full time DPW Supervisor for the Borough of Sussex effective June 19, 2019 according to the terms of the resolution. Motion seconded by Mr. Brennan.

Upon roll call vote:
Ayes: Brennan, Cleary, Fronheiser, Holowach, Meyer, Poggi
Nays: None
Abstentions: None
Absent: None

Resolution 2019-117R – Utility Locating Services

Mr. Poggi made a motion to adopt Resolution 2019-117R to authorize the Mayor and/or Clerk to enter into a contract for utility locating services with GPRS not to exceed \$1,800.00. Motion seconded by Mr. Fronheiser.

Upon roll call vote:
Ayes: Brennan, Cleary, Fronheiser, Holowach, Meyer, Poggi
Nays: None
Abstentions: None
Absent: None

ADJOURNMENT

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

All were in favor.

Katherine Little, Mayor

Antoinette Smith, Clerk

Approved:

**SUSSEX BOROUGH
RESOLUTION # 2019-118R**

**RESOLUTION REQUESTING APPROVAL OF ITEMS OF REVENUE AND
APPROPRIATION PER NJSA 40A: 4-87**

WHEREAS, NJSA 40A: 4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any municipality when such an item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

WHEREAS, the Director may also approve the insertion of an item of appropriation for an equal amount.

NOW, THEREFORE BE IT RESOLVED, that the Governing Body of the Borough of Sussex in the County of Sussex, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2019 in the sum of \$400,000.00 which is now available from the 2019 Small Cities CDBG Grant in the amount of \$400,000.00; and

BE IT FURTHER RESOLVED that the like sum of \$400,000.00 is hereby appropriated under the caption Small Cities CDBG Grant.

BE IT FURTHER RESOLVED, that the above is the result of funds from the Small Cities CDBG Grant.

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Governing Body of the Borough of Sussex, in the County of Sussex, New Jersey, at a meeting held on July 16, 2019.

**Antoinette Smith, RMC
Sussex Borough**



Borough of Sussex

Resolution 2019-119R

WHEREAS, Patrick Stevens has achieved Boy Scout's highest honor, the Eagle Scout Award, which represents an accomplishment of high regard within the Borough of Sussex Community, and

WHEREAS, as a member of Boy Scout Troop 84, Patrick has proven to be a leader in his troop serving as an Assistant Patrol Leader, Patrol Leader and Senior Patrol Leader, and

WHEREAS, Patrick has earned 36 merit badges and also completed a major community service project dedicating more than 133 hours to the planning and construction of the project at the Wantage Dog Pound, and

WHEREAS, Patrick has also been very active in his school and community. He has been a member of SKILLS USA, track, football and the Theater at the Sussex County Technical School and volunteered his time at many of his Boy Scout related events, and

WHEREAS, Patrick Stevens was recognized at a Court of Honor held on June 15, 2019 at 11:00 a.m. at the Sussex/Wantage Library in Wantage New Jersey, and

WHEREAS, such a record of accomplishment is worthy of praise and recognition,

NOW, THEREFORE, BE IT RESOLVED, the Governing Body of the Borough of Sussex Borough, hereby offers our congratulations to Patrick Stevens for achieving the rank of Eagle Scout, and

BE IT FURTHER RESOLVED, that the Sussex Borough Mayor and Council Members hereby encourages the entire Community to join in the recognition of this fine accomplishment.

CERTIFICATION: I hereby certify the foregoing to be true and correct copy of a resolution duly adopted by the Governing Body of the Borough of Sussex, in the County of Sussex, New Jersey, at a meeting held on July 16, 2019.

Katherine Little, Mayor

Antoinette Smith,
Administrator/ Clerk

**SUSSEX BOROUGH
RESOLUTION #2019-120R**

APPROVAL OF LIQUOR LICENSES

BE IT RESOLVED, by the Governing Body of the Borough of Sussex that the following Plenary Retail/Consumption Licenses be hereby approved for renewal for the license period July 1, 2019 through June 30, 2020.

**ZIGGY KPZ INC, T/A THE GREEN RESTAURANT AND PUB
14 Newton Ave, Sussex, NJ 07461
License #1921-33-003-005**

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Mayor and Council of the Borough of Sussex, in the County of Sussex, New Jersey, at a meeting held on July 16, 2019.

**Antoinette Smith, Municipal Clerk
Borough of Sussex**

**SUSSEX BOROUGH
ORDINANCE NO. 2019-06**

AN ORDINANCE OF THE BOROUGH OF SUSSEX, COUNTY OF SUSSEX AND STATE OF NEW JERSEY AMENDING SUBSECTION 12-2.3, ENTITLED "INSPECTIONS", OF SECTION 12-2, ENTITLED "HOUSING CODE", OF CHAPTER XII, ENTITLED "BUILDINGS AND HOUSING", OF THE GENERAL REVISED ORDINANCES OF THE BOROUGH OF SUSSEX

BE IT ORDAINED by the Mayor and Council of the Borough of Sussex as follows:

Section 1. Subsection 12-2.3, entitled "Inspections", of Section 12-2, entitled "Housing Code", of Chapter XII, entitled "Buildings and Housing", of the General Revised Ordinances of the Borough of Sussex is amended to read as follows:

12-2.3 Inspections.

- a. The Property Maintenance Board of the Borough of Sussex, its agents, designees, inspectors, and retained professionals, acting singularly or in concert with others, are hereby authorized and directed to make inspections to determine the condition of dwellings, dwelling units, rooming units, and premises located within the Borough of Sussex in order that they may perform their duty of safe-guarding the health and safety of the occupants of dwellings and of the general public.
- b. Whenever necessary (i) to make an inspection to enforce any of the provisions of this Code, or (ii) for the purpose of making such repairs or alterations as are necessary to effect compliance with the provisions of this Code or with any lawful rule or regulation adopted or any lawful order issued pursuant to the provisions of this Code, the Property Maintenance Board of the Borough of Sussex, its agents, designees, inspectors, and retained professionals, may enter such dwellings, dwelling units, rooming units, and premises located within the Borough of Sussex, at all reasonable times to inspect the same or to perform any duty imposed upon the Property Maintenance Board by this Code, provided that if such premises be occupied, the authorized representative of the Property Maintenance Board shall first present proper credentials and demand entry; and if such premises be unoccupied, he or she shall first make a reasonable effort to locate the owner or other persons having charge or control of the premises and demand entry.
- c. No owner or occupant or any other persons having charge, care or control of any premises shall fail or neglect, after proper request is made as herein provided, to promptly permit entry therein by the authorized representative of the Property Maintenance Board (i) for the purpose of inspection and examination pursuant to this Code, or (ii) for the purpose of making such repairs or alterations as are necessary to effect compliance with the provisions of this Code or with any lawful rule or regulation adopted or any lawful order issued pursuant to the provisions of this Code. If the owner or occupant denies entry, the authorized representative of the Property Maintenance Board shall obtain a proper warrant or other remedy provided by law to secure entry.

Section 2. Severability.

If any provision of this Ordinance or the application thereof to any person or circumstances is held invalid, the remainder of this Ordinance shall not be affected thereby but shall remain in full force and effect.

Section 3. Repealer.

All ordinances or parts of ordinances or resolutions inconsistent with or contrary to the provisions of this Ordinance are hereby repealed to the extent of such inconsistency or contrariness.

Section 4. This Ordinance shall take effect immediately upon its final passage and publication as required by law.

NOTICE

NOTICE IS HEREBY GIVEN that the attached Ordinance #2019-06 was introduced at a regular meeting of the Mayor and Council of the Borough of Sussex, Sussex County, New Jersey, held on the 18th day of June, 2019 and passed on first reading, and that such Ordinance will be further considered for final passage and adoption at the regular meeting of the Mayor and Council to be held on the 16th day of July, 2019 at Borough Hall, 2 Main Street, in the Borough of Sussex, at 7:00 p.m., and that at such time and place all persons interested be given an opportunity to be heard concerning said Ordinance.

Antoinette Smith, Borough Clerk

Katherine Little, Mayor

Introduced:

Adopted: