

SANDYSTON TOWNSHIP

Minutes

December 15, 2015

This meeting was opened and called to order at 7:00 pm by Mayor George B. Harper, Jr. who stated this meeting was being held in compliance with the Open Public Meetings Act, having been duly advertised.

Roll Call

The clerk was asked to call the roll. Present were: Deputy Mayor William Leppert, Mayor George B. Harper, Jr. along with Michael S. Garofalo, Esq.

Absent: Committeeman Fred MacDonald

Also in attendance: Frank Vita; Jeff Walter; Robert Speaker; David Graham; Franklin Appleton; Steve Williamson; Brandon Willeford; Breigh Willeford; Brian Willeford; Tom & Nan Horsfield; Scott Meyerriecks; Hixon Spangenberg; Sharon Spangenberg; Michael Bettinger; Susan Bettinger; Christopher Makowski; Darren Tanzola; Glenn Hull; Gayle Hull; Francis Naturale

The Mayor Harper invited all to join in the Pledge of Allegiance.

Public Auction: Michael S. Garofalo, Esq., opened the public auction by reviewing the procedure for the public auction and answering questions from the public. Mr. Garofalo explained the process for bidding, explained the In Rem process, title searches, the requirement to pay 10% and the process for the Quitclaim Deed.

Michael Bettinger stepped forward and made an offer to Sandyston Township in the amount of \$3,000 for Block 502 Lot 53. Mayor Harper made a motion to accept the offer of \$3,000 made by Michael Bettinger, seconded by Deputy Mayor Leppert and unanimously carried.

Francis Naturale stepped forward and made an offer to Sandyston Township in the amount of \$1.00 for Block 1101 Lot 14. Mayor Harper made a motion to accept the offer of \$1.00 made by Francis Naturale, seconded by Deputy Mayor Leppert and unanimously carried.

Christopher Makowski stepped forward and made an offer to Sandyston Township in the amount of \$1,000 for Block 1102 Lot 10.01. Mayor Harper made a motion to accept the offer of \$1,000 made by Christopher Makowski, seconded by Deputy Mayor Leppert and unanimously carried.

No offer was extended for Block 1101 Lot 16.01.

Frank Vita stepped forward and made an offer to Sandyston Township in the amount of \$1,000 for Block 1105 Lot 9. Brandon Willeford stepped forward and made an offer of \$1,500. Francis Naturale stepped forward and made an offer of \$2,000. Bidding commenced between Brandon Willeford and Francis Naturale to \$12,500. Darren Tanzola stepped forward and made an offer of \$13,000 with Francis Naturale making an offer of \$13,500. There being no further offers, Mayor Harper made a motion to accept the offer of \$13,500 made by Francis Naturale, seconded by Deputy Mayor Leppert and unanimously carried. Township Attorney, Michael S. Garofalo, requested the balance to be paid by cash or certified funds.

Jeff Walter stepped forward and made an offer to Sandyston Township in the amount of \$100 for Block 1701 Lot 6. Mayor Harper made a motion to accept the offer of \$100 made by Jeff Walter, seconded by Deputy Mayor Leppert and unanimously carried.

David Graham stepped forward and made an offer to Sandyston Township in the amount of \$100 for Block 1812 Lot 14. Mayor Harper made a motion to accept the offer of \$100 made by David Graham, seconded by Deputy Mayor Leppert and unanimously carried.

NAME	ADDRESS	BLOCK	LOT	Acreage/Size	PURCHASED BY	AMOUNT
MARY ALICE SHORTWAY	8 LAKESIDE AVENUE	502	53	1.72 ACRES	BETTINGER	\$3,000.00
SANDYSTON TOWNSHIP	ROUTE 206 SOUTH	1101	14	.0065 ACRES	NATURALE	\$1.00
SANDYSTON TOWNSHIP	ROUTE 206 SOUTH	1101	16.01	1.398 ACRES	NOT SOLD	\$0.00
PATRICK G. FISHER, ETAL	ROUTE 206 SOUTH	1102	10.01	1.929 ACRES	MAKOWSKI	\$1,000.00
JOHN & TARA WINAR	197 ROUTE 206	1105	9	1.06 ACRES	NATURALE	\$13,500.00
GENEVA WILSON	EAST SHORE TRAIL	1701	6	120X100 LOT	WALTER	\$100.00
WIESLAW LEONARD	EAST SHORE TRAIL	1812	14	80X183 LOT	GRAHAM	\$100.00

Minutes: The Committee reviewed the regular meeting minutes of **November 10, 2015**. Deputy Mayor Leppert made a motion to approve the minutes for November 10, 2015, seconded by Mayor Harper and unanimously approved.

Tax Collector Report: The Tax Collector Report was presented for the month of **November 2015** with total receipts Month-To-Date of \$1,040,516.87 and a Year-To-Date total of \$5,557,630.56. Mayor Harper made a motion to accept the Tax Collector's Report as submitted, seconded by Deputy Mayor Leppert and unanimously approved.

Mayor Harper discussed a letter which was sent to Mr. and Mrs. Chadwick from the Tax Collector regarding status of taxes. Ms. Caruso advised the installments have been brought up to date; however, the current tax is still delinquent. Mr. Garofalo advised the Committee it is their decision as this is a breach of the agreement.

Mayor Harper made a motion that any 2015 tax left unpaid shall be put up at the next tax sale, seconded by Deputy Mayor Leppert and unanimously carried.

Treasurer's Report: The Treasurer's Report for the month of **November 2015** was presented with a beginning balance of \$921,400.97, total receipts of \$1,107,020.31 and total disbursements of \$705,543.49 leaving an ending balance of \$1,322,877.79. Mayor Harper read the following balances: General Capital Account \$122,295.31, Animal Control Escrow \$6,620.82, Public Assist Escrow \$3,534.12, Unemployment Escrow \$24,413.98, COAH Trust \$33,249.91, Security Asst. Fund \$18,580.40 and the Small Cities Master \$4,774.66. Mayor Harper made a motion to approve the Treasurer's Report, seconded by Deputy Mayor Leppert and unanimously approved.

Payment of Vouchers: The bills list was submitted for approval in the amount of \$222,181.92. Deputy Mayor Leppert made a motion to approve the bills list, seconded by Mayor Harper and unanimously approved.

Departmental Reports: The Committee reviewed the departmental reports. The Committee commented on the unseasonably warm weather.

Salary & Wage Workshop: Mayor Harper suggested raising the Committeeman salary from \$2,600 to \$2,700 and the Mayor salary \$100 from \$3,500 to \$3,600. Mayor Harper noted both salaries have not been raised in over ten years. Mayor Harper suggested a 2% raise for employees (excluding some shared service agreements where we are not able to raise the salary at this time or new hires). The Committee reviewed each position with the Clerk and CFO and prepared Resolution R-72-2015 to reflect the proper salary or hourly rate.

Old Business:

CR 560 Streetscape:

- **Phase III -** The Clerk advised the Committee that our engineer, Harold E. Pellow, has requested a final inspection from the State of New Jersey Department of Transportation for the CR560 Streetscape Phase III project.

New Business:

Risk Management Consultants Agreement: The Committee reviewed the Risk Management Consultants Agreement. Mayor Harper made a motion to approve the agreement, seconded by Deputy Mayor Leppert and unanimously carried.

Indemnity and Trust Agreement: The Committee reviewed the Indemnity and Trust Agreement. Mayor Harper stated both agreements go hand in hand in renewing our involvement with Statewide Insurance Fund. Mayor Harper made a motion to approve the agreement, seconded by Deputy Mayor Leppert and unanimously carried.

Use of Building Request: Boy Scout Pack #96 meetings: The Committee reviewed a request for Use of the Building by Boy Scout Pack #96 on Wednesday, January 6 and January 20 and February 3 and February 17 from 6:30 pm – 7:45 pm. Mayor Harper noted the Boy Scouts have not used the meeting hall previously and being children asked that their first uses of the meeting hall be closely monitored. Mayor Harper made a motion to approve the use, seconded by Deputy Mayor Leppert and unanimously carried.

Green Acres offer for Block 502 Lot 39: The Committee discussed an offer by Green Acres of \$40,000 for Block 502 Lot 39. Mayor Harper noted the three properties on Devita Road were sold to Green Acres for \$70,000, along with this property makes \$110,000 from the State of New Jersey. Mayor Harper made a motion to accept the offer of \$40,000 made by Green Acres for Block 502 Lot 39, seconded by Deputy Mayor Leppert and unanimously carried.

Shared Service with Hampton – Land Use Administrator/Planning Board Sec/Zoning Official Shared Service with Hampton – Animal Control; Shared Service with Hampton – Fire Prevention: The Committee reviewed the Shared Service Agreements. Mayor Harper made a motion to approve all three agreements, seconded by Deputy Mayor Leppert and unanimously carried.

Application for Raffle: STVFD, Saturday, January 23, 2016 On-Premise 50/50: The Committee reviewed an application for raffle for the Sandyston Township Volunteer Fire Department for an On-Premise 50/50 for January 23, 2016. Mayor Harper made a motion to approve the application, seconded by Deputy Mayor Leppert and unanimously carried.

Application for Raffle: STVFD, Saturday, January 23, 2016 On-Premise Merchandise: The Committee reviewed an application for raffle for the Sandyston Township Volunteer Fire Department for an On-Premise Merchandise Raffle for January 23, 2016. Mayor Harper made a motion to approve the application, seconded by Deputy Mayor Leppert and unanimously carried.

Social Affair Permit: STVFD Venison Dinner: The Committee reviewed an application for Social Affair for the Sandyston Township Volunteer Fire Department for January 23, 2016. Mayor Harper made a motion to approve the application, seconded by Deputy Mayor Leppert and unanimously carried.

Application for Bingo: Sandyston-Walpack PTO, March 18, 2016 BINGO: The Committee reviewed an application for Bingo for the Sandyston Walpack PTO for a Pocketbook Bingo for March 18, 2016. Mayor Harper made a motion to approve the application, seconded by Deputy Mayor Leppert and unanimously carried.

Application for Raffle: Sandyston-Walpack PTO, March 18, 2016 On Premise 50/50: The Committee reviewed an application for raffle for the Sandyston-Walpack PTO for an On-Premise 50/50 for March 18, 2016. Mayor Harper made a motion to approve the application, seconded by Deputy Mayor Leppert and unanimously carried.

Resolutions:

**SANDYSTON TOWNSHIP RESOLUTION
R-68-2015
BUDGET TRANSFERS**

WHEREAS, it appears certain amounts for specific purposes in the 2015 Municipal Budget have been expended in excess of the respective sums appropriated therefore; and

WHEREAS, there appears to be insufficient funds in certain accounts to meet the demands thereon for the balance of the year; and

WHEREAS, there appears to be sufficient funds in other accounts to meet the demands thereon for the balance of the year.

NOW, THEREFORE, BE IT RESOLVED that in accordance with the provisions of N.J.S.A. 40A:4-58 a portion of the surplus in the accounts hereafter mentioned are hereby transferred to the accounts deemed insufficient to meet current demands:

FROM: ENGINEERING	O/E	01-201-20-165-020	\$ 11,950.00
TO: AUDIT SERVICES	O/E	01-201-20-135-020	\$ 10,000.00
TO: SOCIAL SECURITY	O/E	01-201-36-472-020	\$ 1,950.00
FROM: ZONING BOARD	S/W	01-201-20-185-010	\$ 1,015.00
TO: PLANNING BOARD	S/W	01-201-21-180-010	\$ 1,015.00

The Committee reviewed **R-68-2015**. Mayor Harper made a motion to approve **R-68-2015**, seconded by Deputy Mayor Leppert and unanimously carried.

SANDYSTON TOWNSHIP RESOLUTION

R-69-2015

A RESOLUTION TO FIX A TIME AND DATE FOR THE ANNUAL REORGANIZATION MEETING

WHEREAS, the Township of Sandyston, County of Sussex, State of New Jersey has a Township Committee form of government; and

WHEREAS, the members of the governing body are elected for terms commencing January 1; and

WHEREAS, the governing body utilizes N.J.S.A. 40:45A-1 to fix the date and time of its annual reorganization meeting; and

WHEREAS, the Reorganization Meeting Agenda to be followed, more or less, by the Sandyston Township Committee is as listed below:

- Call to Order & Opening Statement
- Roll Call
- Flag Salute
- Certification of Election
- Oath of Office
- Nomination of Mayor
- Oath of Office for Mayor
- Nomination for Deputy Mayor
- Oath of Office for Deputy Mayor
- Oath of Office administered to other officials
- Adoption of Appropriate Resolutions with respect to appointment of Mayor and Deputy Mayor, adoption of temporary budget of 26.25% of the 2013 budget for the 2014 year, appointment of professionals, authority for tax assessor and municipal attorney to defend tax appeals and correct assessments, staff and board appointments, insurance fund, fix rate of interest for delinquent taxes, authority for tax collector to conduct annual tax sale, cancel all underpayments/overpayments \$5.00 or less, schedule of annual meeting dates
- Adjournment

THEREFORE, BE IT RESOLVED, in compliance with the State of New Jersey Open Public Meetings Act P.L. 1975 C.231, publication of this document is to be considered official advance notice that the Township of Sandyston, County of Sussex and State of New Jersey, will hold their annual Reorganization Meeting at **9:00 am on Monday, January 4, 2016**, at the Sandyston Township Municipal Building meeting room, 133 Route 645, Sandyston, NJ 07826.

The Committee reviewed **R-69-2015**. Mayor Harper made a motion to approve **R-69-2015**, seconded by Deputy Mayor Leppert and unanimously carried.

SANDYSTON TOWNSHIP

R-70-2015

A RESOLUTION FOR THE TOWNSHIP OF SANDYSTON TO ENTER SHARED SERVICE AGREEMENT WITH THE BOROUGH OF ANDOVER FOR THE SERVICES OF THE LAND USE ADMINISTRATOR, PLANNING BOARD SECRETARY AND ZONING OFFICER

WHEREAS, THE TOWNSHIP OF SANDYSTON, a municipal corporation of the State of New Jersey and **BOROUGH OF ANDOVER**, a municipal corporation of the State of New Jersey desire to enter into this Shared Services Agreement for the services of the Land Use Administrator, Planning Board Secretary and Zoning Officer in accordance with N.J.S.A. 40A:65-1 et seq.; and

WHEREAS, the Borough of Andover is hereby designated as the agent of the Township of Sandyston, to furnish a Land Use Administrator, Planning Board Secretary and Zoning Officer; and

WHEREAS, said Shared Service Agreement shall be for a period of one year, beginning on or about **January 1, 2016** and terminating on **December 31, 2016**; and

THEREFORE, BE IT RESOLVED the Township Committee of the Township of Sandyston hereby agrees to enter into the shared service agreement for the provision of Land Use Administrator, Planning Board

Secretary and Zoning Officer services in accordance with N.J.S.A. 40A:65-1 et seq. in the form attached hereto.

BE IT FURTHER RESOLVED that the Township Committee of the Township of Sandyston hereby authorizes the Mayor and Municipal Clerk to execute said Shared Service Agreement on behalf of the Township Committee of the Township of Sandyston. A copy of the Shared Service Agreement and this Resolution will be placed on file in the office of the Municipal Clerk.

The Committee reviewed **R-70-2015**. Mayor Harper made a motion to approve **R-70-2015**, seconded by Deputy Mayor Leppert and unanimously carried.

**SANDYSTON TOWNSHIP RESOLUTION
R-71-2015
A RESOLUTION TO CANCEL BALANCES TO SURPLUS**

WHEREAS, Sandyston Township Chief Finance Officer, Jessica Caruso, has recommended that the following amounts be cancelled to surplus.

01-201-20-110-010	Mayor/Committee	SW	\$ 1,300.00
01-201-20-110-020	Mayor/Committee	OE	\$ 1,700.00
01-201-20-120-010	Clerk	SW	\$ 1,300.00
01-201-20-120-020	Clerk	OE	\$ 2,500.00
01-201-20-130-010	Finance Administration	SW	\$ 2,900.00
01-201-20-130-020	Finance Administration	OE	\$ 3,000.00
01-201-20-140-020	Computer Maintenance	OE	\$ 1,200.00
01-201-20-145-020	Tax Collector	OE	\$ 2,500.00
01-201-20-150-020	Tax Assessor	OE	\$ 6,000.00
01-201-20-155-020	Legal	OE	\$ 3,000.00
01-201-20-165-020	Engineering	OE	\$ 7,000.00
01-201-20-185-010	Zoning Bd. of Adj.	SW	\$ 1,200.00
01-201-20-185-020	Zoning Bd. of Adj.	OE	\$ 3,000.00
01-201-21-180-020	Planning Board	OE	\$13,000.00
01-201-22-195-010	Construction	SW	\$ 900.00
01-201-22-195-020	Construction	OE	\$ 7,500.00
01-201-22-198-010	Fire Sub-Code Official	SW	\$ 3,495.00
01-201-22-198-020	Fire Sub-Code Official	OE	\$ 2,000.00
01-201-23-220-092	Employee Group Ins.	OE	\$ 1,800.00
01-201-23-225-020	Unemployment Insurance	OE	\$ 1,200.00
01-201-26-305-020	Sanitation	OE	\$ 1,600.00
01-201-26-315-020	Vehicle Maintenance	OE	\$ 5,500.00
01-201-27-335-020	PEOSHA	OE	\$ 1,000.00
01-201-27-340-020	Animal Control	OE	\$ 4,000.00
01-201-31-430-020	Electricity	OE	\$ 7,000.00
01-201-31-440-020	Telephone	OE	\$ 1,000.00
01-201-43-490-020	Municipal Court	OE	\$10,000.00
	TOTAL:		\$96,595.00

The Committee reviewed **R-71-2015**. Mayor Harper made a motion to approve **R-71-2015**, seconded by Deputy Mayor Leppert and unanimously carried.

Sandyston Township Resolution
R-72-2015

WHEREAS, the Township of Sandyston has adopted a "Minimum and Maximum Salary and Wage Ordinance"; and

WHEREAS, the Township of Sandyston wishes to establish salaries and wages for the calendar year **2016** within the minimum and maximum ranges established by Township Ordinance 2015-01.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Sandyston, County of Sussex, State of New Jersey, that the following employees and officials shall receive the compensation herein set forth, effective

January 1, 2016, until amended or repealed. Salaries are hereby established and fixed as the salary to be paid to the officers, and positions of employees, herein set forth. All of the salaries to which the respective incumbents of said offices might otherwise be entitled, except, however, which may be payable by law, or which otherwise may be properly authorized to be paid by this resolution, or another resolution of the Township Committee, to wit:

Mayor	per annum, payable quarterly	\$ 3,600.00
Committeemen	per annum, payable quarterly	\$ 2,700.00
Municipal Clerk	per annum, payable monthly	\$43,606.89
Township Attorney	per annum, payable monthly and \$160 per hour for tax appeals & lawsuits	\$15,300.00
Deputy Clerk	per annum, payable monthly	\$ 5,100.00
Registrar	per annum, payable monthly	\$ 908.17
Tax Collector	per annum, payable monthly	\$20,370.30
Tax Assessor	per annum, payable monthly	\$16,000.00
Deputy Tax Assessor	per annum, payable quarterly	\$ 500.00
Treasurer	per annum, payable monthly	\$ 4,590.00
CFO	per annum, payable monthly	\$ 8,148.11
Construction Official/ Building Subcode	per annum, payable monthly Shared Service (Montague) Shared Service (Hampton)	\$ 18,870.00 \$ 14,000.00 \$ 35,000.00
Sec., Bd. of Health	per annum, payable monthly	\$ 1,173.00
Emer. Mgt. Coord.	per annum, payable quarterly	\$ 1,911.66
Animal Control Off. (plus \$1.00 per dog license issued payable to Municipal Clerk)	Shared Service (Wantage)	\$ Shared Service

Dog Pick-Up		\$ 25.00
Dog Boarding Fee (per day)		\$ 25.00
Sec., Const. Off.	per hour, payable monthly	\$ 10.88
Fire Sub-Code Official	per hour, payable monthly (maximum-\$3,000.00 per year)	\$ 29.40
Plumbing Sub-Code Off.	per annum, payable monthly	\$ 4,182.00
	Shared Service (Branchville)	\$ 1,582.00
	Shared Service (Montague)	\$ 5,000.00
	Shared Service (Hampton)	\$ 8,442.00
Electrical Sub-Code Off.	per annum, payable monthly	\$ 6,215.35
	Shared Service (Branchville)	\$ 1,847.00
	Shared Service (Montague)	\$ 7,000.00
	Shared Service (Hampton)	\$ 10,676.00
Housing Officer	per insp., payable monthly	\$ 40.00
Code Enforc. Off.	per hour, payable monthly (plus mileage)	\$ 32.35
Fire Prevention/Life Hazard	per inspection	\$ 50.00
	Shared Service Agreement (Hampton)	\$ 10,200.00
Road Foreman,	per hour, payable bi-weekly	\$ 26.01
Roadman Sr.	per hour, payable bi-weekly	\$ 22.19
Roadman Jr.	per hour, payable bi-weekly	\$ 16.48
Laborers,	per hour, payable monthly	minimum wage
Temp. Truck Drivers	per hour, payable monthly	\$11.00 - \$15.00
Temp. Truck Driver w/CDL	per hour, payable monthly	\$11.00 - \$18.00
Land Use Administrator/ Planning Bd. Secretary/ Zoning Officer	per annum, payable quarterly Shared Service (Andover Borough) 50% zoning permit fees	\$ 15,600.00
Official Tax Search Off.	100% search fees	
Official Improv. Search Off.	100% search fees	

Vouchers for mileage shall be prepared and submitted monthly. All those eligible for car allowance shall be allowed: \$0.51 (cents) per mile.

All employees, other than hourly employees, whose appearance is necessary in a court case shall be paid \$20.00 (dollars) per appearance. The hourly employees shall be paid their hourly rate.

Date of Adoption: December 15, 2015

The Committee reviewed R-72-2015. Deputy Mayor Leppert made a motion to approve R-72-2015, seconded by Mayor Harper and unanimously carried.

SANDYSTON TOWNSHIP

R-73-2015

A RESOLUTION FOR THE TOWNSHIP OF SANDYSTON TO ENTER SHARED SERVICE AGREEMENT WITH THE TOWNSHIP OF HAMPTON FOR THE SERVICES OF THE FIRE PREVENTION SERVICES

WHEREAS, THE TOWNSHIP OF SANDYSTON, a municipal corporation of the State of New Jersey and **TOWNSHIP OF HAMPTON**, a municipal corporation of the State of New Jersey desire to enter into this Shared Services Agreement for Fire Prevention Services in accordance with N.J.S.A. 40A:65-1 et seq.; and

WHEREAS, the Township of Sandyston is hereby designated as the provider to furnish Fire Prevention Services to the Township of Hampton hereby designated as the recipient; and

WHEREAS, said Shared Service Agreement shall be for a period of four years, beginning on or about **January 1, 2016** and terminating on **December 31, 2019**; and

THEREFORE, BE IT RESOLVED the Township Committee of the Township of Sandyston hereby agrees to enter into the shared service agreement with the Township of Hampton for the provision of Fire Prevention Services in accordance with N.J.S.A. 40A:65-1 et seq.

BE IT FURTHER RESOLVED that the Township Committee of the Township of Sandyston hereby authorizes the Mayor and Municipal Clerk to execute said Shared Service Agreement on behalf of the Township Committee of the Township of Sandyston. A copy of the Shared Service Agreement and this Resolution will be placed on file in the office of the Municipal Clerk.

The Committee reviewed R-73-2015. Mayor Harper made a motion to approve R-73-2015, seconded by Deputy Mayor Leppert and unanimously carried.

SANDYSTON TOWNSHIP

R-74-2015

RESOLUTION – AGREEMENT: SHARED SERVICES – BEWEEN TOWNSHIP OF WANTAGE AND THE TOWNSHIP OF SANDYSTON, COUNTY OF SUSSEX, STATE OF NEW JERSEY FOR THE SERVICES OF ANIMAL CONTROL OFFICER

Be it and it is hereby resolved by the Sandyston Township Committee that the Mayor and Township Clerk are hereby authorized to execute on behalf of the Township Committee of the Township of Sandyston the

following shared service agreement with the Township of Wantage as permitted by N.J.S.A. 40:8A-6, et seq.: for the services of Animal Control Officer from January 1, 2016 to December 31, 2016.

The Committee reviewed R-74-2015. Deputy Mayor Leppert made a motion to approve R-74-2015, seconded by Mayor Harper and unanimously carried.

**SANDYSTON TOWNSHIP
R-75-2015
RESOLUTION TO HIRE TAX ASSESSOR**

WHEREAS, Robert Pastor has tenured his resignation with Sandyston Township after 43 years of dedicated service, effective 12/31/2015; and

WHEREAS, the Township of Sandyston has a need for a Tax Assessor effective January 1, 2016; and

WHEREAS, said Tax Assessor would be paid a \$16,000 yearly salary, plus mileage and shall work three office hours weekly to meet with the public; and

WHEREAS, said Tax Assessor shall be appointed per statute effective January 1, 2016 through June 30, 2016 and July 1, 2016 through June 30, 2020.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Sandyston, County of Sussex, State of New Jersey that Kathleen Kieb, be hired as a Tax Assessor as per statute effective January 1, 2016 through June 30, 2016 and July 1, 2016 through June 30, 2020 and shall work three office hours weekly to meet with the public.

BE IT FURTHER RESOLVED, Kathleen Kieb shall be paid a salary of \$16,000, plus mileage.

BE IT FURTHER RESOLVED, a copy of this resolution shall be forwarded to the State of New Jersey, Division of Taxation, PO Box 269, Trenton, New Jersey 08695-0269 and County of Sussex, Board of Taxation, 83 Spring Street, Suite 301, Newton, New Jersey 07826.

The Committee reviewed R-75-2015. Deputy Mayor Leppert made a motion to approve R-75-2015, seconded by Mayor Harper and unanimously carried.

**SANDYSTON TOWNSHIP
R-76-2015**

A RESOLUTION APPROVING THE UTILIZATION OF THE MORRIS COUNTY COOPERATIVE PRICING COUNCIL CONTRACT #15-C ITEM #32 FOR THE PURCHASE OF FORD 550 WITH STAINLESS STEEL BODY AND 9 FOOT SNOW PLOW & WING FOR THE TOWNSHIP OF SANDYSTON

WHEREAS, the Morris County Cooperative Pricing Council advertised and received bids for Utility Vehicles; and

WHEREAS, the bids received allowed for vendors to extend their pricing to governmental agencies which have joined the Morris County Cooperative Pricing Council; and

WHEREAS, the approved vendors for Contract #15-C are Route 23 Automall, LLC, Route 46 Chevrolet, Beyer CDJR, Beyer Ford; and

WHEREAS, Sandyston Township received a quote from Route 23 Automall, LLC, in the amount of \$90,028.

THEREFORE, BE IT RESOLVED, the Township Committee of the Township of Sandyston approves the utilization of the Morris County Cooperative Pricing Council Contract #15-C for item #32 for the purchase of a Ford 550 with Stainless Steel Body and 9 Foot Snow Plow & Wing from Route 23 Automall, LLC or approved vendor.

The Committee reviewed R-76-2015. Mayor Harper made a motion to approve R-76-2015, seconded by Deputy Mayor Leppert and unanimously carried.

SANDYSTON TOWNSHIP

R-77-2015

RESOLUTION TO EXECUTE CONTRACT WITH SPACE WILD ANIMAL FARM FOR DEER CARCASS REMOVAL

WHEREAS, Sandyston Township is in need of the services to remove deer carcasses from municipally maintained roadways; and

WHEREAS, Space Wild Animal Farm, Inc., will provide the services to Sandyston Township at a fee of \$31.00 per deer, payable monthly, through December 31, 2016.

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Sandyston authorizes the contract with Space Wild Animal Farm, Inc., for deer carcass removal from municipally maintained roadways at a fee of \$31.00 per deer, payable monthly, through December 31, 2016. The Township Committee hereby authorizes the Mayor of the Township of Sandyston to execute said agreement.

The Committee reviewed R-77-2015. Mayor Harper made a motion to approve R-77-2015, seconded by Deputy Mayor Leppert and unanimously carried.

SANDYSTON TOWNSHIP

R-78-2015

RESOLUTION APPOINTING FUND COMMISSIONER WITH STATEWIDE INSURANCE FUND

WHEREAS, Township of Sandyston (hereinafter "Local Unit") is a member of the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Fund's Bylaws require participating members to appoint a Fund Commissioner;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the that Amanda F. Lobban is hereby appointed as the Fund Commissioner for the Local Unit for the year 2016; and

BE IT FURTHER RESOLVED that Fred MacDonald is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the year 2016; and

BE IT FURTHER RESOLVED that the Local Unit's Fund Commissioner is authorized and directed to execute all such documents as required by the Fund. .

The Committee reviewed R-78-2015. Mayor Harper made a motion to approve R-78-2015, seconded by Deputy Mayor Leppert and unanimously carried.

**SANDYSTON TOWNSHIP
R-79-2015
RESOLUTION APPOINTING RISK MANAGEMENT CONSULTANT**

WHEREAS, Township of Sandyston (hereinafter "Local Unit") has joined the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the "Fund"; and

WHEREAS, the Local Unit has complied with relevant law with regard to the appointment of a Risk management Consultant; and

WHEREAS, the "Fund" has requested its members to appoint individuals or entities to that position; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Sandyston, in the County of Sussex and State of New Jersey, as follows:

1. **Township Committee of the Township of Sandyston hereby appoints The Morville Agency, a division of Gallagher Bollinger, Arthur J. Gallagher & Co.** its local Risk Management Consultant.
2. The **Mayor of the Township of Sandyston** (*authorized representative of the public entity*) and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant's Agreement for the year 2016 in the form attached hereto.

The Committee reviewed R-79-2015. Mayor Harper made a motion to approve R-79-2015, seconded by Deputy Mayor Leppert and unanimously carried.

**SANDYSTON TOWNSHIP
R-80-2015
A RESOLUTION FOR THE MAYOR TO SIGN RISK MANAGEMENT CONSULTANT'S
AGREEMENT**

WHEREAS, the Township Committee of the Township of Sandyston has read the **RISK MANAGEMENT CONSULTANT'S AGREEMENT**; and

WHEREAS, said agreement entered into this 15th day of December, 2015, among the Statewide Insurance Fund ("FUND"), a joint insurance fund of the State of New Jersey, the **Township of Sandyston** ("MEMBER") and **The Morville Agency, a division of Gallagher Bollinger, Arthur J. Gallagher & Co.** ("CONSULTANT") through a fair and open process, pursuant to N.J.S.A.19:44A-20.4; and

WHEREAS, the term of this Agreement shall be from **January 1, 2016** to **January 1, 2017**. However, this Agreement may be terminated by either party at any time by mailing to the other thirty (30) days written notice, certified mail return receipt.

THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Sandyston approves the Risk Management Consultant's Agreement hereby authorizes the Mayor to execute on behalf of the Township Committee of the Township of Sandyston said Risk Management Consultant's Agreement.

The Committee reviewed **R-80-2015**. Mayor Harper made a motion to approve **R-80-2015**, seconded by Deputy Mayor Leppert and unanimously carried.

STATEWIDE INSURANCE FUND
R-81-2015
RESOLUTION TO JOIN (RENEW) THE FUND

WHEREAS, a number of local units have joined together to form the Statewide Insurance Fund ("FUND"), a joint insurance fund, as permitted by N.J.S.A. 40A:10-36, *et seq.*; and

WHEREAS, SANDYSTON TOWNSHIP ("LOCAL UNIT") has complied with relevant law with regard to the acquisition of insurance; and

WHEREAS, the statutes and regulations governing the creation and operation of joint insurance funds contain elaborate restrictions and safeguards concerning the safe and efficient administration of such funds; and

WHEREAS, the LOCAL UNIT has determined that membership in the FUND is in the best interest of the LOCAL UNIT.

WHEREAS, the LOCAL UNIT agrees to be a member of the FUND for a period of three (3) years, effective from **January 1, 2016** terminating on **January 1, 2019** at 12:01 a.m. standard time; and

WHEREAS, the LOCAL UNIT has never defaulted on claims, if self-insured, and has not been canceled for non-payment of insurance premiums for two (2) years prior to the date of this Resolution.

NOW, THEREFORE, BE IT RESOLVED that the LOCAL UNIT does hereby agree to join the Statewide Insurance Fund; and

BE IT FURTHER RESOLVED that to the extent required by law, the Local Unit shall provide notice of the Indemnity and Trust Agreement to the Office of the State Comptroller; and

BE IT FURTHER RESOLVED that the LOCAL UNIT will be afforded the following coverage(s) as marked "Yes":

	<u>YES</u>	<u>NO</u>
Workers' Compensation & Employer's Liability	XX	<input type="checkbox"/>

Liability, Property, Crime-Faithful Performance and Fidelity, Inland Marine, Boiler and Machinery, Comprehensive General Liability, Auto Liability, Auto Physical Damages and Professional Liability	XX	<input type="checkbox"/>
Pollution Liability	XX	<input type="checkbox"/>

BE IT FURTHER RESOLVED that Amanda F. Lobban is hereby appointed as the LOCAL UNIT's Fund Commissioner and is authorized to execute the application for membership and the accompanying certification on behalf of the LOCAL UNIT; and

BE IT FURTHER RESOLVED that the LOCAL UNIT's Fund Commissioner is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying the membership in the FUND as required by the FUND's Bylaws and to deliver same to the Administrator of the FUND with the express reservation that said documents shall become effective only upon the LOCAL UNIT's admissions to the FUND following approval of the FUND by the New Jersey Department of Banking and Insurance.

STATEWIDE INSURANCE FUND

INDEMNITY AND TRUST AGREEMENT

THIS AGREEMENT made this 15th day of December 2015, in the County of Morris, State of New Jersey, by and between the Statewide Insurance Fund (hereinafter "FUND"), and Township of Sandyston in the County of Sussex a duly constituted local unit of government (hereinafter "LOCAL UNIT");

WHEREAS, two or more local units have collectively formed a joint insurance fund as such an entity is authorized and described in N.J.S.A. 40A:10-36 et seq.; and

WHEREAS, the LOCAL UNIT has agreed to become a member of the FUND in accordance with and to the extent provided for in the Bylaws of the FUND and in consideration of such obligations and benefits to be shared by the membership of the FUND; and

WHEREAS, the LOCAL UNIT has complied with relevant law with regard to the acquisition of insurance;

NOW, THEREFORE, it is agreed as follows:

1. The LOCAL UNIT, upon entering the FUND, agrees to be bound by and to accept and comply with each and every provision of the FUND's Bylaws, Risk Management Program, as it applies to the LOCAL UNIT and the applicable statutes and administrative regulations pertaining to joint insurance funds.
2. The LOCAL UNIT agrees to participate in the FUND with respect to

those coverage listed in the LOCAL UNIT's "Resolution to Join" in accordance with the FUND's Bylaws and Risk Management Program.

3. The LOCAL UNIT agrees to become a member of the FUND until **January 1, 2019**, at 12:01 a. m. eastern standard time. The commencement date shall be the effective date as established by the FUND's Bylaws and policies.

4. The LOCAL UNIT certifies that it has not been canceled for non-payment of insurance premiums for a period of at least two (2) years prior to the date hereof, or, if self-insured, that it has never defaulted on any claims.

5. In consideration of membership in the FUND, the LOCAL UNIT agrees that it shall jointly and severally assume and discharge the liability of each and every member of the FUND in accordance with statute and regulation, and by execution hereof the full faith and credit of the LOCAL UNIT is pledged to the punctual payment of any sums which shall become due to the FUND in accordance with the Bylaws thereof, this Agreement or any applicable statute or regulation.

6. If the FUND, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the LOCAL UNIT agrees to reimburse the FUND for all such reasonable expenses, fees and costs on demand.

7. The LOCAL UNIT and the FUND agree that the FUND shall hold in trust all monies paid by the LOCAL UNIT to the FUND and those monies will be used in accordance with all applicable statutes, the FUND's Bylaws and the Risk Management Program.

8. If required by the Commissioner of Insurance or applicable statutes or regulations, the FUND shall establish separate trust fund accounts in accordance with N.J.S.A. 40A:10-36, et seq. and any other statutes or regulations that may be applicable. Said trust accounts shall be used solely for the payment of claims made against members of the FUND, excess insurance premiums and/or the administration of the FUND, or for such other purposes as now or hereunder permitted by statute or regulation.

9. Each LOCAL UNIT which shall become a member of the FUND shall be obligated to execute an agreement similar in form to this Agreement.

10. To the extent required by law, the LOCAL UNIT shall provide notice of this Agreement to the Office of the State Comptroller.

The Committee reviewed **R-81-2015**. Mayor Harper made a motion to approve **R-81-2015**, seconded by Deputy Mayor Leppert and unanimously carried.

**SANDYSTON TOWNSHIP
R-82-2015**

A RESOLUTION FOR THE MAYOR TO SIGN INDEMNITY AND TRUST AGREEMENT

WHEREAS, the Township Committee of the Township of Sandyston has read the Indemnity and Trust

Agreement; and

WHEREAS, this agreement made this 15th day of December, 2015, in the County of Morris, State of New Jersey, by and between the Statewide Insurance Fund (hereinafter "FUND"), and the Township of Sandyston in the County of Sussex, State of New Jersey, a duly constituted local unit of government (hereinafter "LOCAL UNIT"); and

WHEREAS, Sandyston Township agrees to become a member of the Statewide Insurance Fund until **January 1, 2019**, at 12:01 a. m. eastern standard time. The commencement date shall be the effective date as established by the FUND's Bylaws and policies.

THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Sandyston approves the Indemnity and Trust Agreement and hereby authorizes the Mayor to execute on behalf of the Township Committee of the Township of Sandyston said Indemnity and Trust Agreement.

The Committee reviewed **R-82-2015**. Deputy Mayor Leppert made a motion to approve **R-82-2015**, seconded by Mayor Harper and unanimously carried.

Ordinances:

**SANDYSTON TOWNSHIP
2015-11**

ORDINANCE APPROPRIATING THE SUM OF \$95,000 CURRENTLY LOCATED WITHIN THE CAPITAL IMPROVEMENT FUND OF THE TOWNSHIP OF SANDYSTON FOR THE PURCHASE OF FORD 550 WITH STAINLESS STEEL BODY AND 9 FOOT SNOW PLOW & WING

WHEREAS, there is currently the sum of \$95,000 (Ninety-five thousand dollars) in the Capital Improvement Fund; and

WHEREAS, it is deemed appropriate to make use of the \$95,000 (Ninety-five thousand dollars) for the purchase of a Ford 550 with Stainless Steel Body and 9 foot snow plow and wing; and

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by Township Committee of the Township of Sandyston, County of Sussex and State of New Jersey, that

SECTION 1: There is hereby appropriated from the Capital Improvement Fund of the Township of Sandyston the sum of \$95,000 (Ninety-five thousand dollars) for the purchase of a Ford 550 with Stainless Steel Body and 9 foot snow plow and wing.

SECTION 2: All ordinances or parts of ordinances, which are inconsistent with the terms of this Ordinance, be and the same are hereby repealed to the extent of their inconsistency.

SECTION 3: This ordinance shall take effect immediately upon proper passage and publication in accordance with the law.

The Committee reviewed **Ordinance 2015-11**. Mayor Harper made a motion to open **Ordinance 2015-11** to the public, seconded by Deputy Mayor Leppert and unanimously carried. There being no comment from the public, Mayor Harper made a motion to close the meeting to the public, seconded by Deputy Mayor Leppert and unanimously carried. Mayor Harper made a motion to approve Ordinance 2015-11, seconded by Deputy Mayor Leppert and unanimously carried. **Roll Call Vote followed:** Ayes: Leppert, Harper: Nays 0; Absent: MacDonald; Abstain 0.

PROCLAMATION

WHEREAS, the strength and future of a community is reflected in the employees of the municipality who through dedication to their employment make the community a safe and enjoyable place to live; and

WHEREAS, Robert Pastor has been employed as the Tax Assessor for Sandyston Township for 43 years; and

WHEREAS, through 43 years, Robert Pastor has performed the duties of Tax Assessor overseeing reassessments, revaluations, farmland applications, subdivisions, assessments and tax appeals and has maintained the municipal tax maps, property record cards, added assessments, omitted assessments and claims for tax deductions and exemptions; and

WHEREAS, Robert Pastor retired from Sandyston Township approximately 10 years ago, coming back to work part-time. Robert Pastor has guided Sandyston Township through two reassessments which he performed in-house with the approval of the State of New Jersey, Division of Taxation. With his return to the township working part-time and the in-house reassessments, Robert Pastor saved the taxpayers of Sandyston Township an immeasurable amount of money; and

WHEREAS, Robert Pastor has been a constant figure at the municipal building answering questions, offering assistance and maintaining professionalism and respect among his colleagues and residents and has continuously demonstrated hard work and dedication as Tax Assessor going above and beyond for the residents of Sandyston Township; and

WHEREAS, Robert Pastor's loyalty to and love of his hometown, Sandyston Township, guided each and every decision he has made always keeping the best interest of the township at heart.

NOW, THEREFORE BE IT RESOLVED, the Township Committee of the Township of Sandyston offers sincere gratitude and appreciation to Robert Pastor for his 43 years of dedicated employment as Tax Assessor. While it may be hard to quantify the amount of money Robert Pastor has saved the taxpayers of Sandyston Township, it is easy to express our gratefulness for the time, diligence, commitment and hard work which he has given to Sandyston Township over the past 43 years. Thank you for all you have done for Sandyston Township and best wishes on a well-deserved retirement.

IN WITNESS WHEREOF, the Township Committee of Sandyston Township has set their hand and caused the seal of Sandyston Township to be affixed on this 15th day of December, 2015.

Mayor Harper made a motion to accept the Proclamation for Robert Pastor, seconded by Deputy Mayor Leppert and unanimously carried.

Correspondence: The Committee reviewed the correspondence.

Deputy Mayor Leppert complimented the Clerk and Deputy Clerk on two letters that were submitted thanking them for their assistance.

The Clerk asked if we have heard from Centurylink regarding the trees on Maple Lane. Mayor Harper stated he would reach out to Mr. Schneberger.

The Clerk made mention of the current situation regarding the Freeholders and the Department of Health and Environmental Services.

Mayor Harper noted Press Release was received today from the Delaware Water Gap National Recreation Area that the Kittatinny Point Boat Launch was opened today.

Open Meeting To Floor:

Deputy Mayor Leppert made a motion to open the meeting to the public, seconded by Mayor Harper and unanimously carried.

There being no public comment, Deputy Mayor Leppert made a motion to close the meeting to the public, seconded by Mayor Harper, and unanimously carried

Mayor Harper read through the list of upcoming events:

Township Reorganization Meeting:	Monday, January 4, 2016 at 9:00 am
Township Meeting – Regular	Monday, January 12, 2016 at 9:00 am
Planning Board Reorg & Regular:	Monday, January 4, 2016 at 7:00 pm
Sandyston Seniors Meeting:	Tuesday, January 5, 2016 at 12:00 pm
Recreation Meeting:	Tuesday, January 26, 2016 at 6:30 pm
STVFD Venison Dinner:	Saturday, January 23, 2016 at 5:00 pm

Deputy Mayor Leppert asked to read the following letter into the record:

Dear Mayor Harper and Committeeman MacDonald:

Over the past 17 years I have had the distinguished honor to serve alongside each of you as we have represented the taxpayers of Sandyston Township. Along with so many great employees of this Township and so many volunteers who contribute to our Town, it has been one of the most enjoyable, rewarding and fulfilling experiences I have had.

Back in 1998, my fellow residents and taxpayers of this Township placed their trust and faith in me by electing me to my first term on the Township Committee. Since that time, and after being re-elected 5 subsequent times, it is a trust and confidence I have kept close to me and never forgotten. I owe each and every resident and taxpayer a deep debt of gratitude for that and it is something that I will always treasure.

I have now reached a cross roads in my life, both professionally and personally. My business interests are now requiring more time and I am also at the stage in my personal life where it is important to me to spend time devoted to my family and other pursuits.

For these reasons, I feel that I would be betraying the trust and confidence placed in me by the residents of this Township if I continued in my role on the Township Committee. I have never taken my position and its responsibilities and role lightly, and I feel it would not be right to continue at this time. My fellow residents deserve more than that.

I hereby am submitting my resignation from the Sandyston Township Committee effective at the end of this month, December 31, 2015. I want to thank both of you for all of your help and cooperation over the years and would especially like to thank the residents of this great Township for all of their trust and belief in me. I will continue to be an integral part of this community in the future, as it will always be home.

Respectfully Submitted,

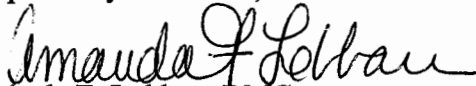
William J. Leppert

Mayor Harper accepted, with regret, Deputy Mayor Leppert's letter of resignation, and him for his dedication to the Township over the last 17 years. Deputy Mayor Leppert stated he will still be involved and help where he can.

Mayor Harper stated the protocol is that the Republican County Committee for Sandyston Township will meet and submit three names for the consideration of the Township Committee to appoint the replacement for the unexpired term of Deputy Mayor Leppert. Mr. Garofalo noted the recommendation of the Republican County Committee for Sandyston Township must be submitted to the Township Committee within 15 days of the effective date of the resignation and can be done at the reorganization meeting on January 4, 2016 or regular meeting of January 12, 2016.

Adjournment: Deputy Mayor Leppert made a motion to adjourn the meeting at 8:15 pm seconded by Mayor Harper and unanimously carried.

Respectfully submitted,



Amanda F. Lobban, RMC
Municipal Clerk