

Sandyston Township

Minutes

December 17, 2013

This meeting was opened and called to order at 7:30 pm by Mayor MacDonald 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 George B. Harper, Jr., and Mayor Fred V. MacDonald

Absent: William J. Leppert

Also in attendance: Ryan Earley, Kim Cosgrove, Erin Earley, Joseph & Betsy Pinzone, Steve Williamson, Hixon Spangenberg, Glenn & Gayle Hull

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

Salary & Wage/Budget Workshop: Deputy Mayor Harper suggested a 2% raise on all employees except the Municipal Clerk and Road Department Foreman. Deputy Mayor Harper suggested the Road Department Foreman receive a \$1.00 raise going to \$25.00 per hour. Deputy Mayor Harper stated the Municipal Clerk has had many additions to her job over the past year and suggested a 10% raise due to this increased work. Deputy Mayor Harper stated in lieu of expanding the hours of the Municipal Clerk, he will offer a 10% raise to allow the Clerk the flexibility to manage her time as she does now which she does remarkably well. Deputy Mayor Harper made a motion to offer a 2% raise to all employees, with the exception for the Mayor and Committee – no raise in salary, a \$1.00 raise in hourly rate to \$25.00 per hour for the Road Department Foreman and a 10% raise for the Municipal Clerk, seconded by Mayor MacDonald and unanimously carried. Roll Call Vote followed: Ayes: Harper, MacDonald; Nays: 0; Abstain: 0; Absent: Leppert.

The Committee received a request from Roy McClain, Road Department Supervisor, to be paid double time for Holidays and Sundays. Mr. McClain offered a survey of towns in Sussex County which showed many towns are double time on Holidays and Sundays. Deputy Mayor Harper explained this request generally involves snow removal, but there could be storm related issues on other holidays. Deputy Mayor Harper made a motion to pay the road department employee's double time on the actual holiday, which would be a paid holiday observed by the Township, seconded by Mayor MacDonald and unanimously carried. Roll Call Vote followed: Ayes: Harper, MacDonald; Nays: 0; Abstain: 0; Absent: Leppert.

Minutes: The Committee reviewed the regular meeting minutes of **November 14, 2013**. Deputy Mayor Harper made a motion to approve the regular meeting minutes of November 14, 2013, seconded by Mayor MacDonald and unanimously carried.

Tax Collector Report: The Tax Collector's report for the month of **November 2013** was presented with total receipts Month-To-Date of \$974,247.91 and Year-to-Date of \$5,399,330.36. Mayor MacDonald made a motion to approve the Tax Collector's Report, seconded by Deputy Mayor Harper and unanimously carried.

Treasurer's Report: The Treasurer's Report for the month of **November 2013** was presented with a beginning balance of \$537,787.37, total receipts of \$1,030,097.82, and total disbursements of \$389,123.56 leaving an ending balance of \$1,178,761.63. Mayor MacDonald stated the General Capital Account is \$206,964.59, Animal Control Escrow \$40,578.41, Public Assist Escrow \$3,525.86, Unemployment Escrow

\$22,827.55, COAH Trust \$23,473.02, Security Asst. Fund \$18,537.05 and the Small Cities Master \$4,763.50. Deputy Mayor Harper made a motion to approve the Treasurer's Report, seconded by Mayor MacDonald and unanimously carried.

Payment of Vouchers: The bills list for the month **November 2013** was submitted for approval. Deputy Mayor Harper made a motion to approve the bills list for the month of November in the amount of \$246,106.95, seconded by Mayor MacDonald and unanimously carried.

Departmental Reports:

Quotes: Three-Point Hitch Blower

The Committee reviewed two quotes submitted by Road Department Foreman, Roy McClain, for the purchase of a Three-Point Hitch Blower. Deputy Mayor Harper made a motion to approve the quote from Storr Tractor in the amount of \$4,795, seconded by Mayor MacDonald and unanimously carried.

Old Business:

Performance Bond: There has been no performance bond posted on Block 1105 Lot 14 (Sandyston Mall); however, they are working to complete the items requested by the Land Use Board. Mayor MacDonald noted no change in progress.

Centurylink: The Clerk stated she has spoken with the representative from Centurylink, however, no new information to date.

Streetscape Route 560 – Phase II:

- Status – Mayor MacDonald stated the Township is waiting for a Court Date.

“No Passing Zone” Route 206: The Committee received a letter from the State of New Jersey stating the passing zone on Route 206 is non-compliant at this point. The Committee referred to R-76-2013 which will be discussed later in the meeting.

New Business:

Quote – Digitizing Tax Map: The Committee reviewed two quotes provided by Daniel Kent of Delaware Valley Associates from Michael McMillen and VeraPlan for the digitizing of the Sandyston Township Tax Maps. Mayor MacDonald made a motion to approve the quote submitted by Michael McMillen in the amount of \$6,192, seconded by Deputy Mayor Harper and unanimously carried. Roll Call Vote followed: Ayes: Harper, MacDonald; Nays: 0; Abstain: 0; Absent: Leppert.

Shared Service Agreement with Hampton (Plumbing Inspector) Renewal: The Committee reviewed the renewal of the Shared Service Agreement with Hampton for Plumbing Inspector services. Deputy Mayor Harper made a motion to approve the agreement, seconded by Mayor MacDonald and unanimously carried.

Shared Service Agreement with Montague (Construction) Renewal: The Committee reviewed the renewal of the Shared Service Agreement with Montague Township for the Construction Department Shared Service. Deputy Mayor Harper made a motion to approve the agreement, seconded by Mayor MacDonald and unanimously carried.

Risk Management Consultant's Agreement: The Committee reviewed the Risk Management Consultant's Agreement. Deputy Mayor Harper made a motion to approve the agreement with The Morville Agency, Division of Gallagher Bollinger, as the Risk Management Consultant, seconded by Mayor MacDonald and unanimously carried.

Resignation of Animal Control Officer: The Committee reviewed the resignation of the Animal Control Officer.

Shared Service Agreement with Wantage – Animal Control/Discuss Options: Deputy Mayor Harper stated the Municipal Clerk is willing to take over the licensing aspect of the job with the same compensation (\$1 per license). The Committee discussed and reviewed options available to them with the resignation of the Animal Control Officer. Deputy Mayor Harper made a motion to accept the resignation of the Animal Control Officer, have the Municipal Clerk do the licensing and enter into a Shared Service Agreement for an animal control officer with Wantage Township, seconded by Mayor MacDonald and unanimously carried.

Resignation/Reappointment of Recreation President: The Committee reviewed the resignation of Recreation President, Shane White. Deputy Mayor Harper made a motion to accept the resignation of Shane White, seconded by Mayor MacDonald. Deputy Mayor Harper stated the appointment of a new Sandyston Recreation President would be made at the reorganization meeting with the yearly appointments.

Damaged Light Pole – Claim: The Committee reviewed the information provided by Nationwide Insurance regarding the claim filed for the repair of the damaged light pole. Deputy Mayor Harper made a motion to revise the release stating the Township is only releasing Nationwide Insurance, cash the check from Nationwide for the claim and send a letter to their insured requesting the difference/balance due for the repair of the light pole, seconded by Mayor MacDonald and unanimously carried.

Tax Assessor Request to Change Hours for 2014: The Tax Assessor has requested changing his hours for the upcoming revaluation of the Township. Deputy Mayor Harper made a motion to accept his request to change his office hours from Tuesday 8 am – 10 am to Wednesday 9 am – 12 pm, seconded by Mayor MacDonald and unanimously carried.

Application for Red Light Permit (Renewal): Scott House: Deputy Mayor Harper made a motion to approve the Red Light Permit Renewal for Chief Scott House seconded by Mayor MacDonald and unanimously carried.

Resolutions:

SANDYSTON TOWNSHIP

R-76-2013

RESOLUTION OF SUPPORT THE USE OF “NO PASSING ZONE” ON ROUTE 206 IN SANDYSTON TOWNSHIP AS RECOMMENDED BY NEW JERSEY DEPARTMENT OF TRANSPORTATION

WHEREAS, the New Jersey Department of Transportation (NJDOT) recently completed a traffic investigation on Route 206 in Sandyston Township; and

WHEREAS, NJDOT recommends a revision to the centerline pavement markings on Route 206 to create a “No Passing Zone” in the vicinity of M.P. 122.16 (Tuttles Road) and M.P. 123.23 (Van Sickle Road/Northbound); and

WHEREAS, this project will create safer driving conditions in this area of Route 206;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Sandyston, County of Sussex, in the State of New Jersey, that it supports the use of a “No Passing Zone” on Route 206 in Sandyston Township as recommended by NJDOT.

BE IT FURTHER RESOLVED that a certified copy of this Resolution shall be forwarded to NJDOT as requested.

The Committee reviewed R-76-2013 and the supporting documentation received from the State of New Jersey, Department of Transportation. Deputy Mayor Harper made a motion to approve R-76-2013, seconded by Mayor MacDonald and unanimously carried.

Sandyston Township Resolution

R-83-2013

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 2014 within the minimum and maximum ranges established by Township Ordinance 2013-03.

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, 2014 and each year thereafter, 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	\$ 3,500.00
Committeemen	per annum, payable quarterly	\$ 2,600.00
Municipal Clerk	per annum, payable monthly	\$41,913.58
Deputy Clerk	per annum, payable yearly	\$ 1.00
Registrar	per annum, payable monthly	\$ 872.90
Tax Collector	per annum, payable monthly	\$19,579.29
Tax Assessor	per annum, payable monthly	\$14,000.00
Deputy Tax Assessor	per annum, payable quarterly	\$ 500.00
Treasurer	per annum, payable monthly	\$ 5,438.90
CFO	per annum, payable monthly	\$ 7,831.71
Construction Official/ Building Subcode	per annum, payable monthly Shared Service	\$ 20,843.70 \$ 14,000.00
Sec., Bd. of Health	per annum, payable monthly	\$ 1,165.62
Emer. Mgt. Coord.	per annum, payable quarterly	\$ 1,837.43
Animal Control Off. (plus \$1.00 per dog license issued payable to Municipal Clerk)	Shared Service	\$ 2,200.00
Dog Pick-Up		\$ 25.00
Dog Boarding Fee (per day)		\$ 25.00

Sec., Const. Off.	per hour, payable monthly	\$ 10.46
Fire Sub-Code Official	per hour, payable monthly (maximum-\$3,000.00 per year)	\$ 28.82
Plumbing Sub-Code Off.	per annum, payable monthly	\$ 6,093.48
	Shared Service	\$ 1,582.00
	Shared Service	\$ 5,000.00
Electrical Sub-Code Off.	per annum, payable monthly	\$ 6,093.48
	Shared Service	\$ 1,847.00
	Shared Service	\$ 7,000.00
Housing Officer	per insp., payable monthly	\$ 35.00
Code Enforc. Off.	per hour, payable monthly (plus mileage)	\$ 31.72
Fire Prevention/Life Hazard	per inspection	\$ 50.00
	Shared Service Agreement	\$ 10,000.00
Road Foreman,	per hour, payable bi-weekly	\$ 25.00
Roadman Sr.	per hour, payable bi-weekly	\$ 21.32
Roadman Jr.	per hour, payable bi-weekly	\$ 16.48
Laborers,	per hour, payable monthly	minimum wage
Temp. Truck Drivers,	per hour, payable monthly	\$ 12.50
Temp. Truck Driver w/CDL	per hour, payable monthly	\$ 15.00
Land Use Administrator/ Planning Bd. Secretary	per annum, payable monthly	\$ 15,300.00
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 17, 2013

The Committee reviewed R-83-2013. Deputy Mayor Harper made a motion to approve R-83-2013 as per discussion during salary , seconded by Mayor MacDonald and unanimously carried.

SANDYSTON TOWNSHIP RESOLUTION

R-84-2013

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:

- o Call to Order & Opening Statement
- o Roll Call
- o Flag Salute
- o Certification of Election
- o Oath of Office
- o Nomination of Mayor
- o Oath of Office for Mayor
- o Nomination for Deputy Mayor
- o Oath of Office for Deputy Mayor
- o Oath of Office administered to other officials
- o 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
- o 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 Thursday, January 2, 2014, at the Sandyston Township Municipal Building meeting room, 133 Route 645, Sandyston, NJ 07826.

The Committee reviewed **R-84-2013**. Deputy Mayor Harper made a motion to approve **R-84-2013**, seconded by Mayor MacDonald and unanimously carried.

SANDYSTON TOWNSHIP

R-85-2013

**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 2014; and

BE IT FURTHER RESOLVED that William Leppert is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the year 2014; 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-85-2013**. Mayor MacDonald made a motion to approve **R-85-2013**, seconded by Deputy Mayor Harper and unanimously carried.

SANDYSTON TOWNSHIP

R-86-2013

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 2014 in the form attached hereto.

The Committee reviewed **R-86-2013**. Deputy Mayor Harper made a motion to approve **R-86-2013**, seconded by Mayor MacDonald and unanimously carried.

SANDYSTON TOWNSHIP

R-87-2013

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 17TH day of December, 2013, 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, 2014 to January 1, 2015**. 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-87-2013**. Deputy Mayor Harper made a motion to approve **R-87-2013**, seconded by Mayor MacDonald and unanimously carried.

SANDYSTON TOWNSHIP

R-88-2013

A RESOLUTION FOR THE TOWNSHIP OF SANDYSTON TO ENTER SHARED SERVICE AGREEMENT WITH THE TOWNSHIP OF MONTAGUE FOR THE PROVISION OF CONSTRUCTION DEPARTMENT SERVICE FOR 2013

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

WHEREAS, the Township of Sandyston is hereby designated as the agent of the Township of Montague, to furnish Code Administration and Enforcement services under the Uniform Construction Code, N.J.A.C. 5:23-1 et seq. and its Subcodes; and

WHEREAS, said Shared Service Agreement shall be for a period of one year, beginning on or about **January 1, 2014** and terminating on **December 31, 2014**; and

THEREFORE, BE IT RESOLVED the Sandyston Township Committee of the Township of Sandyston hereby agrees to enter into the shared service agreement for the provision of Construction Department 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-88-2013**. Deputy Mayor Harper made a motion to approve **R-88-2013**, seconded by Mayor MacDonald and unanimously carried

SANDYSTON TOWNSHIP RESOLUTION

R-89-2013

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	\$ 1,500.00
01-201-20-110-020	Mayor/Committee	OE	\$ 500.00
01-201-20-120-020	Clerk	OE	\$ 3,300.00
01-201-20-130-010	Finance Administration	SW	\$ 3,100.00
01-201-20-130-020	Finance Administration	OE	\$ 2,000.00
01-201-20-140-020	Computer Maintenance	OE	\$ 5,000.00
01-201-20-145-020	Tax Collector	OE	\$ 1,500.00
01-201-20-150-020	Tax Assessment	OE	\$ 6,000.00
01-201-20-165-020	Engineering	OE	\$ 3,500.00
01-201-20-185-020	Zoning Bd. of Adj.	OE	\$ 3,000.00
01-201-21-180-020	Planning Board	OE	\$ 7,000.00
01-201-22-195-010	Construction	SW	\$ 3,700.00
01-201-22-195-011	Construction Shared Svc	OE	\$ 8,499.00
01-201-22-195-020	Construction	OE	\$ 8,500.00
01-201-22-198-010	Fire Sub-Code Official	SW	\$ 4,495.00
01-201-22-198-020	Fire Sub-Code Official	OE	\$ 2,200.00
01-201-23-220-092	Employee Group Ins.	OE	\$ 5,700.00
01-201-23-225-020	Unemployment Insurance	OE	\$ 1,000.00
01-201-25-265-020	Fire Prevention Official	OE	\$ 5,000.00
01-201-26-305-020	Sanitation	OE	\$ 1,675.00
01-201-27-335-020	PEOSHA	OE	\$ 1,000.00
01-201-31-430-020	Electricity	OE	\$ 5,500.00
01-201-31-440-020	Telephone	OE	\$ 1,700.00
01-201-36-472-020	Social Security	OE	\$ 1,000.00
		TOTAL:	\$86,369.00

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Sandyston, County of Sussex, State of New Jersey to authorize Chief Financial Officer to cancel balances to surplus.

The Committee reviewed R-89-2013. Deputy Mayor Harper made a motion to approve R-89-2013, seconded by Mayor MacDonald and unanimously carried

SANDYSTON TOWNSHIP

R-90-2013

RESOLUTION TO CANCEL THE BALANCE WHICH REMAINS IN ORDINANCE 2012-02 IN THE AMOUNT OF \$46,423 WHICH AUTHORIZED THE PURCHASE MUNICIPAL ROAD EQUIPMENT FOR THE SANDYSTON TOWNSHIP ROAD DEPARTMENT AND RETURN THIS MONEY TO THE CAPITAL IMPROVEMENT FUND

WHEREAS, Ordinance 2012-02 was introduced and passed on January 10, 2012, authorizing the sum of \$140,000 be appropriated for the purchase municipal road equipment (from the Capital Improvement Fund); and

WHEREAS, Ordinance 2012-02 had the benefit of second reading and public hearing where all interested persons present were given the opportunity to be heard and Ordinance 2012-02 was adopted on February 14, 2013; and

WHEREAS, the necessary purchases were made and a balance of \$46,423 remains in Ordinance 2012-02; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Sandyston, County of Sussex, State of New Jersey that the balance of \$46,423 which remains in Ordinance 2012-02 be cancelled and authorizes this money be returned to the Capital Improvement Fund.

NOW, BE IT FURTHER RESOLVED, a copy of this Resolution be forwarded to auditors for the Township of Sandyston, Nisivoccia & Company, LLP.

The Committee reviewed R-90-2013. Deputy Mayor Harper explained this is the unexpended funds from the backhoe purchase that will go back to the Capital Improvement Fund. Deputy Mayor Harper made a motion to approve R-90-2013, seconded by Mayor MacDonald and unanimously carried

SANDYSTON TOWNSHIP

R-91-2013

A RESOLUTION FOR THE TOWNSHIP OF SANDYSTON TO ENTER SHARED SERVICE AGREEMENT WITH THE TOWNSHIP OF HAMPTON FOR THE PROVISION OF PLUMBING SUB CODE SERVICE FOR 2014

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

WHEREAS, the Township of Sandyston is hereby designated as the agent of the Township of Hampton, to furnish Plumbing Sub Code services under the Uniform Construction Code, N.J.A.C. 5:23-1 et seq.; and

WHEREAS, said Shared Service Agreement shall begin on or about **January 1, 2014** and terminate on **December 31, 2014**; 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 Plumbing Sub Code services in accordance with N.J.S.A. 40A:65-1 et seq., with the Township of Hampton.

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. 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-91-2013. Deputy Mayor Harper made a motion to approve R-91-2013, seconded by Mayor MacDonald and unanimously carried

SANDYSTON TOWNSHIP RESOLUTION

R-92-13

BUDGET TRANSFERS

WHEREAS, it appears certain amounts for specific purposes in the 2013 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: PLANNING BOARD	O/E	01-201-21-180-020	\$ 1,515.00
TO: PLANNING BOARD	S/W	01-201-21-180-010	\$ 1,515.00

FROM: BUILDING & GROUNDS	O/E	01-201-26-310-020	\$ 4,000.00
TO: FUEL OIL/GAS/DIESEL	O/E	01-201-31-447-020	\$ 4,000.00
FROM: STREETS & ROADS	S/W	01-201-26-290-010	\$25,000.00
FROM: ENGINEERING	O/E	01-201-20-165-020	\$25,000.00
TO: CAPITAL IMP. FUND	O/E	04-225-55	\$50,000.00

The Committee reviewed **R-92-2013**. Deputy Mayor Harper stated this resolution takes the savings from the salary and wage for the road department. \$25,000, and \$25,000 from engineering and moves the money to the Capital Improvement Fund. Deputy Mayor Harper made a motion to approve **R-92-2013**, seconded by Mayor MacDonald and unanimously carried

SANDYSTON TOWNSHIP

R-93-2013

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

WHEREAS, NJS 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 county or municipality when such item shall have been made available by law and the amount was not determined at the time of adoption of the budget; and

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

NOW, THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Sandyston 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 2013 in the sum of \$16,000.00, which is now available from FEMA Hazard Mitigation Grant Program (HMGP) DR4086 Allocated to Sandyston Township in the amount of \$16,000.00

BE IT FURTHER RESOLVED, that the like sum of \$16,000.00 is hereby appropriated under the caption FEMA Hazard Mitigation Grant Program (HMGP) DR4086 Allocated to Sandyston Township; and

BE IT FURTHER RESOLVED, that the above is the result of funds from FEMA Hazard Mitigation Grant Program (HMGP) DR4086 Allocated to Sandyston Township in the amount of \$16,000.00.

The Committee reviewed **R-93-2013**. Deputy Mayor Harper explained Sandyston Township received a grant in the amount of \$16,000 and this resolution allocates the funds in our 2013 Budget to be able to spend the money. Mayor MacDonald stated we will be reimbursed for our expenditures, and the Township is responsible for 10%. Deputy Mayor Harper made a motion to approve **R-93-2013**, seconded by Mayor MacDonald and unanimously carried

SANDYSTON TOWNSHIP

R-94-2013

A RESOLUTION FOR AN EMERGENCY APPROPRIATION FOR THE PURPOSE OF THE ACQUISITION AND INSTALLATION OF A GENERATOR FOR THE SUNRISE COMMUNICATIONS TOWER AND REVISING OF MUNICIPAL COMPLEX GENERATOR WITH FUNDING PROVIDED BY A FEMA DR 4086 HAZARD MITIGATION GRANT AND THE LOCAL SHARE PROVIDED BY THE TOWNSHIP OF SANDYSTON

WHEREAS, an emergency has arisen with respect to the acquisition and install of a generator for the Sunrise Communications Tower and Revising of Municipal Complex Generator with funding provided by a FEMA DR 4086 Hazard Mitigation Grant allocated to Sandyston Township and the local share to be provided by the Township of Sandyston and, no adequate provision was made in the 2013 budget for the aforesaid purpose, and NJS 40A:4-46 provides for the creation on an emergency appropriation for the purpose of mentioned above, and

WHEREAS, the total amount of the emergency appropriations created, included the appropriation to be created by this resolution is \$2,000 and three (3) percent of the total operating appropriations in the budget for 2013 is \$31,347.57; and

WHEREAS, the foregoing appropriation together with prior appropriations does not exceed three (3) percent of the total operating appropriations (including utility operation appropriations) in the budget for 2013.

NOW, THEREFORE, BE IT RESOLVED, (by not less than 2/3 of all governing body members affirmatively concurring) that in accordance with NJS 40A:4-48:

1. An emergency appropriation is hereby made for the local share of the FEMA DR 4086 Hazard Mitigation Grant allocated to Sandyston Township in the amount of \$2,000.
2. That said emergency appropriation shall be provided for in full in the 2014 budget and is requested to be excluded from CAPS pursuant to NJS 40A:4-53.3c(1).
3. That two (2) certified copies of this resolution be filed with the Director of the Division of Local Government Services

The Committee reviewed **R-94-2013**. The Clerk explained this grant requires the Township to be responsible for 10%. The Clerk explained there are two grants (1) revising the wiring of the current generator at the municipal bldg. and (2) generator for the Sunrise Communications Tower. Deputy Mayor Harper stated the owner of the Sunrise Communications Tower will be reimbursing the Township any funds that are not reimbursed by FEMA (10%). Deputy Mayor Harper made a motion to approve **R-94-2013**, seconded by Mayor MacDonald and unanimously carried

SANDYSTON TOWNSHIP RESOLUTION

R-95-2013

A RESOLUTION TO REDEEM TAX SALE CERTIFICATE 2013-002

WHEREAS, Jessica M. Caruso, Tax Collector, has received \$4,597.06 for the redemption of Tax Sale Certificate 2013-002 on Block 502 Lot 36 and is requesting that \$4,597.06 plus a premium in the amount of \$4,500 which was paid at Tax Sale that the Township is holding, for a total of \$9,097.06, be refunded to the lien holder, US Bank CUST for Pro Capital II, LLC, 50 S 16th Street, Suite 1950, Philadelphia, PA 19102.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Sandyston, County of Sussex, State of New Jersey to authorize the Tax Collector to refund \$4,597.06 plus a premium in the amount of \$4,500 which was paid at Tax Sale that the Township is holding, for a total of \$9,097.06, for the redemption of Tax Sale Certificate 2013-002 to the lienholder, US Bank CUST for Pro Capital II, LLC, 50 S 16th Street, Suite 1950, Philadelphia, PA 19102.

The Committee reviewed **R-95-2013**. Deputy Mayor Harper explained that the bank who purchased this tax lien did not collect interest, however, paid a premium to have the lien. Deputy Mayor Harper made a motion to approve **R-95-2013**, seconded by Mayor MacDonald and unanimously carried

SANDYSTON TOWNSHIP

R-96-2013

**RESOLUTION TO CANCEL FOURTH QUARTER TAXES OF 2013 DUE TO QUALIFIED 100%
DISABLED VETERANS EXEMPTION**

WHEREAS, Mrs. Jacqueline Webber, owner of 38 Ridge Road, Block 1103 Lot 21.01 and widow of Gary Webber, has filed for 100% Veteran's exemption; effective the fourth quarter of 2013; and

WHEREAS, Mrs. Webber had been awarded 100% Disability by the U.S. Department of Veterans Affairs; and

WHEREAS, Mrs. Webber meets all the requirements of the State of New Jersey for the 100% disability exemption for the widow of a Veteran; and

WHEREAS, Jessica Caruso, Tax Collector, is requesting to cancel the taxes due for Block 1103 Lot 21.01 for the fourth quarter of 2013 in the amount of \$1,356.99.

THEREFORE BE IT RESOLVED BY THE Township Committee of the Township of Sandyston, County of Sussex, State of New Jersey that approval be granted to cancel the fourth quarter taxes of 2013 in the amount of \$1,356.99 for Block 1103 – Lot 21.01.

The Committee reviewed **R-96-2013**. Deputy Mayor Harper made a motion to approve **R-96-2013**, seconded by Mayor MacDonald and unanimously carried

Ordinances:

SANDYSTON TOWNSHIP

ORDINANCE 2013-10

**AN ORDINANCE TO AUTHORIZE THE FUNDING OF NEW JERSEY DEPARTMENT OF
TRANSPORTATION'S 2013 MUNICIPAL AID PROGRAM FOR COUNTY ROUTE 560 STREETScape
IMPROVEMENTS PHASE III IN SANDYSTON TOWNSHIP, SUSSEX COUNTY, STATE OF NEW
JERSEY**

WHEREAS, the total amount of the project is estimated to cost \$200,000 and a grant has been secured from the State of New Jersey Department of Transportation in the amount of \$165,000 and Sandyston Township's share of the project is estimated to be \$35,000.

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Sandyston, County of Sussex, State of New Jersey, the funding used in order to complete the New Jersey Department of Transportation's 2013 Municipal Aid Program for County Route 560 Streetscape Improvements Phase III shall be the following:

Section 1. The total sum of the \$165,000 (one hundred sixty-five thousand dollars) from a state grant and \$35,000 (thirty-five thousand dollars) from Sandyston Township's Capital Improvement Fund is hereby appropriated, and may be spent for the necessary New Jersey Department of Transportation's 2013 Municipal Aid Program for County Route 560 Streetscape Improvements Phase III.

Section 2. The funds to be utilized for this purpose shall be taken from the Capital Improvement Fund and the state grant.

Section 3. This ordinance shall take effect immediately upon final passage, approval, and publication as required by law.

The Committee reviewed **Ordinance 2013-10**. Mayor MacDonald made a motion to open the meeting to the public for discussion on Ordinance 2013-10, seconded by Deputy Mayor Harper and unanimously carried.

Mr. Early requested information regarding Phase III. Mayor MacDonald stated this public session was for comment on Ordinance 2013-10 which will put the funding in place for Phase III and allow the engineer to begin the drawings. Mayor MacDonald explained that the engineer will visit the site and prepare preliminary drawings and then a meeting will be scheduled with the property owners of Phase III to review and discuss the drawings. Ms. Cosgrove stated she is concerned about her septic and asked if that is the time when those issues are reviewed. Mayor MacDonald stated yes, that is the time when those topics will be discussed and reviewed. Deputy Mayor Harper asked if Ms. Cosgrove has any documentation of the septic. Mr. Earley stated he has sketches drawn by his great-grandfather. Deputy Mayor Harper requested a copy of the drawings so the Township may provide this information to the engineer ahead of time and offer suggestions. Ms. Cosgrove asked if it is possible to move the sidewalk to the other side of the road. Deputy Mayor Harper stated the grant process would have to start over to move the sidewalk to the other side of the road. Ms. Cosgrove stated that she is not for the sidewalks. Mr. Earley stated he is not for the project due to the loss of trees, does not feel this will be effective in slowing traffic down and feels there are other risks involved that no one has bothered to think about. Mr. Earley stated he would like to understand the risk this places on them as property owners regarding liability of the sidewalk. Deputy Mayor Harper stated the property owners will negotiate an easement with the Township. Deputy Mayor Harper explained in Phase II, three of the four property owners negotiated an easement and they are indemnified completely by the Township and the Township also maintains the sidewalks including snow removal. Mr. Hull asked about the drawings for the project and who receives the drawings. Deputy Mayor Harper explained it depends who is providing the grant; in this case it would be the State of New Jersey Department of Transportation who received the information. After several questions from Mr. Hull asking about preliminary drawings for the project, Mayor MacDonald explained when you apply for a grant, the application for the grant is like submitting a concept, not necessarily preliminary drawings, and it is submitted for review and/or approval. Mayor MacDonald made a motion to close the public session, seconded by Deputy Mayor Harper and unanimously carried. Mayor MacDonald made a motion to approve Ordinance 2013-10, seconded by Deputy Mayor Harper and unanimously carried. Roll Call Vote followed: Ayes: Harper, MacDonald; Nays: 0; Abstain: 0; Absent: Leppert.

SANDYSTON TOWNSHIP

ORDINANCE 2013 – 11

AN ORDINANCE OF THE TOWNSHIP OF SANDYSTON, COUNTY OF SUSSEX, STATE OF NEW JERSEY TO SUPPLEMENT AND AMEND CHAPTER 150 ENTITLED "ZONING" AND CHAPTER 75 ENTITLED "FLOOD DAMAGE PREVENTION"

BE IT ORDAINED, by the Mayor and Township Committee of Sandyston Township, County of Sussex and State of New Jersey, the Ordinance revisions recommended by the Land Use Board be made as follows:

The provisions of the Land Use Ordinance that affect height of structures is hereby waived for any homeowner that must as a result of federal government act raise a conforming structure to the Base Flood Elevation as may be set from time to time by FEMA or any appropriate federal government agency. This waiver will be of no consequence if for any reason other than overall height the structure is or becomes a nonconforming structure.

EFFECTIVE DATE: These Ordinance revisions shall take effect immediately upon final passage and publication thereof according to law.

The Committee reviewed Ordinance 2013-11. Deputy Mayor Harper explained this is a change to the Township of Sandyston's zoning to allow relief from height of structures being waived to any homeowner that must rebuild as a result of the federal government act to raise a conforming structure to the base elevation as it may be set from time to time from FEMA. Deputy Mayor Harper explained that if your house was over 50% damaged and FEMA declares you must raise your house eight feet and it takes it above the allowable level, the Township of Sandyston will not make the homeowner get a variance. Deputy Mayor Harper made a motion to open the meeting to the public for discussion on Ordinance 2013-11, seconded by Mayor MacDonald and unanimously carried. There being no comment from the public, Mayor MacDonald made a motion to close the meeting to the public, seconded by Deputy Mayor Harper and unanimously carried. Deputy Mayor Harper made a motion to approve Ordinance 2013-11, seconded by Mayor MacDonald and unanimously carried. Roll Call Vote followed: Ayes: Harper, MacDonald; Nays: 0; Abstain: 0; Absent: Leppert.

Correspondence:

Deputy Mayor Harper stated the County of Sussex replied to our concerns regarding the speed exiting the Dingman's Bridge on Route 560. Deputy Mayor Harper read from the letter, *"Please be advised that we have recently been awarded a High Risk Rural Roads grant for this road through the North Jersey Transportation Planning Authority. We have used these grants successfully in the past to provide low-cost safety enhancements to select roadways. As part of the scoping process the County will be completing a roadway safety evaluation including review of the existing posted speeds along County Route 560."* Deputy Mayor Harper stated the process will begin in early 2014 and the County will let us know when they are ready to start the process and welcomes our input. Deputy Mayor Harper explained County Route 560 obviously is deemed a High Risk Rural Road because the County was awarded a High Risk Rural Road grant for a study on Route 560.

Mayor MacDonald stated he has been in contact with our JCP & L representative power lines on the Old Dingmans Road which has been blocked recently by the National Park Service because of the condition of the road. Mayor MacDonald stated the National Park Service has suggested JCP & L relocate the power lines along this section of Old Dingmans Road. Mayor MacDonald will be meeting with this representative after the holidays to review this situation.

Deputy Mayor Harper noted receipt of a letter from the Town of Newton regarding a recent upgrade of their communications system and the invitation to meet with them on Wednesday, December 18, 2013, to see these upgrades and ask questions. Mayor MacDonald stated the Township is currently waiting to see information and estimates from the County for the County 911 dispatching.

Deputy Mayor Harper stated the Township has initiated In Rem Foreclosure on 11 properties, with one being pulled due to environmental concerns.

Open Meeting To Floor: Mayor MacDonald made a motion to open the meeting to the public, seconded by Deputy Mayor Harper and unanimously carried.

Ryan Earley, Route 560, Layton, came forward and asked about the High Risk Rural Road Study. Deputy Mayor Harper explained this response was due to a letter the Township sent to the County arising from a complaint from a resident regarding the speeds exiting and entering the Dingmans Bridge. Deputy Mayor Harper stated the County has advised the Township that they have received a High Risk Rural Road Study grant to study the excess speed on Route 560 and will include the Township's concerns in the study. Mr. Earley asked if there is a chance to propose different options for them to investigate. Deputy Mayor Harper stated the County has indicated they welcome our participation when the process starts in 2014. Mr. Earley stated he is in favor of speed bumps before the school and in town. Mayor MacDonald stated the Township has submitted speed bumps as an option to the County previously and the County has declined. Mr. Earley requested the Township ask the County about the speed bumps during this process.

Glenn Hull, Layton, came forward and questioned who maintains the roadway from the National Park line to the Dingman's Bridge and if this was maintained by the County. Mayor MacDonald stated the County maintains the roadway. Mr. Hull asked who is responsible to shovel the snow on the bridge in Layton. Deputy Mayor Harper stated the County is responsible to remove the snow from the sidewalk on the bridge. Deputy Mayor Harper stated the requirement to remove the snow from the sidewalk on the bridge has been the County's responsibility long before there were sidewalks in Layton. Mr. Hull stated that if the County does not remove the snow from the sidewalk on the bridge, people are forced to walk in the road. Deputy Mayor Harper suggested Mr. Hull contact the County.

Kim Cosgrove and Ryan Earley, Route 560, Layton, came forward and asked about the drawings for the Phase III project and if the driveways and trees will be shown on the drawings. Deputy Mayor Harper stated the drawing will be prepared and provided to the property owners and a meeting will take place to review the drawings. Deputy Mayor Harper requested Ms. Cosgrove provide anything she may have regarding the location of the septic. Deputy Mayor Harper stated in Phase II, the Township negotiated several items with the property owners and it was a lot of discussion and the drawings were changed several times before an agreement was reached with the easement. Ms. Cosgrove asked for clarification on the process. Deputy Mayor Harper stated Mr. Pellow will stake out the area and then a site visit will take place where the property owners will meet with the Township and review and discuss the project. Mr. Earley stated his concern is he will be provided a drawing with no base of reference. A brief discussion followed regarding the width of the road in the area of Mr. Earley and Ms. Cosgrove's residences and Mr. Pellow's obligation to comply with the County and State standards. Deputy Mayor Harper used as an example the County requiring the curbing in a section of Phase II be dropped to compensate for the sheeting and water run-off. Mr. Earley stated he is not for the project. Ms. Cosgrove stated the sidewalks are not her vision of Layton. Deputy Mayor Harper stated he respects the opinion of Ms. Cosgrove and Mr. Earley and stated the Township will do their best to work with them. Ms. Cosgrove stated if the project does not go forward, the children of Sandyston-Walpack School are welcome to walk on their property if an evacuation is required.

Glenn Hull, Layton, came forward and questioned the lack of raised curbing near the first two residences in Phase II from Route 645 to Maple Lane. Mayor MacDonald answered there would be no raised curbing in this section. Mr. Hull reiterated his earlier question regarding snow removal on the bridge and Deputy Mayor Harper referred Mr. Hull to the County.

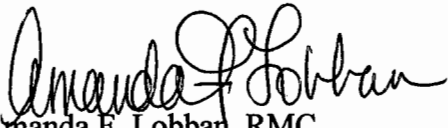
Hixon Spagenberg, Layton, came forward and questioned the amount of money that was appropriated for the purchase of the backhoe. Deputy Mayor Harper explained \$140,000 was appropriated from the Capital Improvement Fund for the purchase of the backhoe and at this time the unexpended money is being returned to the Capital Improvement Fund.

With no further comment from the public, Mayor MacDonald made a motion to close public portion of the meeting, seconded by Deputy Mayor Harper and unanimously carried.

Township Meeting:	Thursday, January 2, 2014 at 9:00 am
Planning Board:	Monday, January 6, 2014 at 7:00 pm
Recreation Meeting:	Thursday, January 23, 2014 at 6:30 pm
Seniors Meeting:	Tuesday, January 7, 2014 at 12:00 pm

Adjournment: Deputy Mayor Harper made a motion to close the meeting at 8:40 pm, seconded by Mayor MacDonald and unanimously carried.

Respectfully submitted,


Amanda F. Lobban, RMC
Municipal Clerk