

## Sandyston Township

### Minutes

January 14, 2014

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: Committeeman George B. Harper, Jr., Deputy Mayor William J. Leppert and Mayor Fred MacDonald

Also in attendance: Ryan Earley, Kim Cosgrove, Betsy Pinzone, Steve Williamson, Glenn Hull, Roy McClain, Tom Brackney, Keith Spurr, Scott House, Greg Watry

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

**Budget Workshop:** Mayor MacDonald welcomed Francis "Bud" Jones, Auditor of Nisivoccia LLP and Jessica Caruso, CFO to the Budget Workshop and turned the meeting over to Mr. Jones. Mr. Jones explained the distribution of PILOT Funds will change and Sandyston Township will probably not receive the funds until the second half of 2014. Mayor MacDonald asked when Sandyston Township would see the payments and Mr. Jones answered it would probably be in installments after June 2014. Mr. Jones commented on the 2014 Budget and it is consistent with what Sandyston Township has done in the past with very little increases. Mr. Jones stated he would be scheduling time to come to Sandyston to do the Annual Financial Statement and Annual Debt Statement.

Mayor MacDonald made a motion to open the meeting to the floor for questions on the 2014 Budget, seconded by Deputy Mayor Leppert and unanimously carried. There being no comments from the public, Mayor MacDonald made a motion to close the meeting to the floor, seconded by Deputy Mayor Leppert and unanimously carried. Mayor MacDonald thanked Mr. Jones for coming to the meeting.

**Minutes:** The Committee reviewed the regular meeting minutes of **Tuesday, December 17, 2013** and Reorganization Minutes of **Thursday, January 2, 2014**. Mayor MacDonald made a motion to approve the regular meeting minutes of December 17, 2013, seconded by Committeeman Harper. Deputy Mayor Leppert abstained from voting as he was not present at the December 2013 meeting. Mayor MacDonald made a motion to approve the Reorganization meeting minutes of January 2, 2014, seconded by Deputy Mayor Leppert and unanimously carried.

**Tax Collector Report:** The Tax Collector's report for the month of **December 2013** was presented with total receipts Month-To-Date of \$111,802.44 and Year-to-Date of \$5,511,132.80. Mayor MacDonald made a motion to approve the Tax Collector's Report, seconded by Committeeman Harper and unanimously carried.

**Treasurer's Report:** The Treasurer's Report for the month of **December 2013** was presented with a beginning balance of \$1,178,761.63, total receipts of \$147,119.77, and total disbursements of \$237,721.45 leaving an ending balance of \$1,088,159.95. Mayor MacDonald stated the General Capital Account is \$199,018.65, Animal Control Escrow \$40,574.27, Public Assist Escrow \$3,526.01, Unemployment Escrow \$22,828.55, COAH Trust \$23,474.06, Security Asst. Fund \$18,537.87 and the Small Cities Master \$4,763.21. Mayor MacDonald made a motion to approve the Treasurer's Report, seconded by Deputy Mayor Leppert and unanimously carried.

**Payment of Vouchers:** The bills list for the month **December 2013** was submitted for approval. Committeeman Harper made a motion to approve the bills list for the month of **December** in the amount of \$695,549.15, seconded by Deputy Mayor Leppert and unanimously carried.

**Departmental Reports:** Committeeman Harper noted a hole near the drain at the Layton Post Office has been reported. Mr. McClain stated he will be filling the hole with  $\frac{3}{4}$  stone and using cold patch to remedy the situation until better weather. The Committee commended Mr. McClain on the work the department has done with the winter weather and the temporary road help.

Committeeman Harper made a motion to approve the request of Mr. McClain to transfer overtime into compensatory time for use in a day off, seconded by Deputy Mayor Leppert 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.

**In Rem Foreclosure:** The Clerk explained the attorney handling the In Rem Foreclosures had requested copies of the tax duplicates for each property involved in the In Rem Foreclosures and stated the next step will be requesting the Tax Collector certify the amount due for each parcel and file the paperwork.

**Streetscape Route 560 – Phase II:**

- Status – Mayor MacDonald stated there has been no change.

**New Business:**

**Dog Pound Facility Agreement:** The Committee reviewed the Dog Pound Facility Agreement between Sandyston Township and Kountry Kennels in the amount of \$1,925. Deputy Mayor Leppert made a motion to approve the renewal of the Dog Pound Facility Agreement, seconded by Mayor MacDonald and unanimously carried.

**Amend Personnel Policy:** The Committee discussed the amendment of the Personnel Policy to reflect the approval of double time on holidays for full-time employees (road department) required to work on holidays and the addition of a policy on who has authority to contact the Township Attorney. Committeeman Harper requested to correct the wording to include the Township Committee members for consideration at February's meeting.

**Freedom Business Machines Maintenance Agreement:** The Committee reviewed the Freedom Business Machines Maintenance Agreement for the copier. Mayor MacDonald made a motion to approve the renewal of the Freedom Business Machines Maintenance Agreement, seconded by Committeeman Harper and unanimously carried.

**Use of Building Request:** Sandyston Recreation "Music & More" (with YMCA) Fridays in January in February 11 am to 11:30 pm: The Committee reviewed the request from Sandyston Recreation for use of the meeting hall for this event sponsored by Recreation and provided by YMCA. Mayor MacDonald made a motion to approve the request to use the meeting hall for this purpose, seconded by Deputy Mayor Leppert and unanimously carried.

**Use of Building Request: Sandyston Recreation Monthly Meetings:** The Committee reviewed the request from Sandyston Recreation requesting to use the meeting hall for meetings. Mayor MacDonald made a motion to approve the request to use the meeting hall for this purpose, seconded by Committeeman Harper and unanimously carried.

**Use of Building Request: Sandyston Township Volunteer Fire Department Monthly Meetings:** The Committee reviewed the request from Sandyston Township Volunteer Fire Department requesting to use the meeting hall for monthly meetings. Mayor MacDonald made a motion to approve the request to use the meeting hall for this purpose, seconded by Committeeman Leppert and unanimously carried.

**Proclamation:** Deputy Mayor Leppert read the following Proclamation into the record in recognition of the retirement of William Kaufman, Animal Control Officer:

## PROCLAMATION

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

**WHEREAS**, **William Kaufman** was appointed Animal Control Officer of Sandyston Township on June 2, 1988 and was employed by Sandyston Township for over 25 years before announcing his retirement effective January 1, 2014; and

**WHEREAS**, during this time, **William Kaufman** has performed the duties of licensing official for Animal Control as well as the Animal Control Officer and has shown constant care and commitment to the safety and welfare of the residents of Sandyston Township. This has been demonstrated by the licensing of dogs, handling of stray and abandoned dogs, scheduling and administration of yearly rabies clinic, performing yearly canvass of the Township for unlicensed dogs, and aiding in the trapping of nuisance cats and wildlife such as raccoons, bats and skunks when necessary; and

**WHEREAS**, **William Kaufman** took great pride in licensing the dogs in Sandyston Township in a timely manner, often boasting his ability to license each dog yearly "The Johnny Cash way – one at a time"; and

**WHEREAS**, **William Kaufman's** tenacious spirit, friendly and outgoing nature and organization ensured the safety and welfare of the residents of Sandyston Township by keeping dogs and cats up-to-date with the required rabies inoculation and helping residents with countless situations involving animal control services – always treating the residents with respect and often going above and beyond the call of duty; and

**WHEREAS**, **William Kaufman** also volunteers his time each year to help the Sandyston Township Volunteer Fire Department with the annual Chicken Barbeque; and

**NOW, THEREFORE BE IT RESOLVED**, the Township Committee of the Township of Sandyston does offer sincere gratitude to William Kaufman for the more than 25 years of dedication, hard work and commitment to Sandyston Township as Animal Control Officer and extends their best wishes on a well-deserved retirement.

**IN WITNESS WHEREOF**, the Township Committee of the Township of Sandyston has set their hand and caused the seal of the Township of Sandyston to be affixed on this 14<sup>th</sup> day of January, 2014.

**Resolutions:**

**Sandyston Township**

**R-13-2014**

**RESOLUTION – AGREEMENT: BETWEEN KOUNTRY KENNELS AND THE TOWNSHIP OF SANDYSTON, COUNTY OF SUSSEX, STATE OF NEW JERSEY**

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 agreement between the Kountry Kennels and the Township of Sandyston.

The Committee reviewed R-13-2014. Deputy Mayor Leppert made a motion to approve R-13-2014, seconded by Mayor MacDonald and unanimously carried.

**SANDYSTON TOWNSHIP**

**R-14-2014**

**RESOLUTION TO CANCEL OUTSTANDING CHECKS**

**WHEREAS**, there are outstanding checks in the Sandyston Township Current Fund,

**WHEREAS**, the checks are stale dated and no longer valid,

**BE IT RESOVED** by the Township Committee of Sandyston Township to authorize Jessica M. Caruso, CFO to cancel the checks in the amount of \$2,732.13 to the Current Fund:

#0000	\$	324.05
Sandyston-Walpack School		5.02
St. of NJ		2,403.06

The Committee reviewed R-14-2014. Mayor MacDonald made a motion to approve R-14-2014, seconded by Deputy Mayor Leppert and unanimously carried.

**SANDYSTON TOWNSHIP**

**R-15-2014**

**GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE**

**A RESOLUTION FOR FISCAL GRANT EXTENSION JANUARY 1, 2014 TO JUNE 30, 2014**

**WHEREAS**, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, non-profit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey.

**WHEREAS**, the Township Committee of the Township of Sandyston , County of Sussex, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages: and therefore has an established Municipal Alliance Committee; and,

**WHEREAS**, \$7,564.00 was approved for a Municipal Alliance grant for the January 1, 2013 through December 31,2013 grant term; and

**WHEREAS**, the Governor's Council on Alcoholism and Drug Abuse extended the 2013 Grant term until June 30, 2014, in order to transition then grant to a fiscal year rather than calendar year cycle, and

WHEREAS, funding has been made available to Sandyston/Montague/Walpack Municipal Alliance in the amount of 50% of its approved 2013 grant total for the six month extension period of January 1 2014 to June 30 2014, contingent upon meeting the 25% Cash match and 75% In-Kind Match grant requirement for the extension funding,

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Sandyston does hereby authorize the submission of the grant extension for the Sandyston/Montague/Walpack Municipal Alliance grant in the amount of:

DEDR	\$11,436.00
Cash Match	\$2,836.50
In-Kind	\$8,509.50

The Township Committee acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administration compliance and audit requirements.

The Committee reviewed R-15-2014. The Clerk explained the State changed the fiscal year of the Municipal Alliance. Deputy Mayor Leppert made a motion to approve R-15-2014, seconded by Committeeman Harper and unanimously carried.

**Ordinances:**

**SANDYSTON TOWNSHIP ORDINANCE**

**2014-01**

**AN ORDINANCE TO ESTABLISH MINIMUM AND MAXIMUM SALARIES AND WAGES FOR THE OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF SANDYSTON AND TO PROVIDE THE METHOD FOR THE PAYMENT OF ANNUAL SALARY INCREMENTS IN THE DISCRETION OF THE TOWNSHIP COMMITTEE**

**BE IT ORDAINED** by the Township Committee of the Township of Sandyston, County of Sussex, State of New Jersey, as follows:

**Section 1.** The ordinance shall be known as “The Minimum and Maximum Salary and Wage Ordinance”.

**Section 2.** All ordinances inconsistent with this ordinance, shall be, and are hereby repealed.

<b><u>Position</u></b>	<b><u>Minimum Annual Salary</u></b>	<b><u>Maximum Annual Salary</u></b>
Mayor	\$ 3,000.00	\$ 4,600.00
Committeemen	\$ 2,600.00	\$ 4,000.00
Municipal Clerk	\$27,000.00	\$46,000.00
Deputy Clerk	\$ 1.00	\$ 1.00
Registrar	\$ 500.00	\$ 1,000.00

Tax Collector	\$15,000.00	\$25,000.00
Assessor	\$11,000.00	\$24,000.00
Deputy Tax Assessor	\$ 50.00	\$ 4,500.00
Chief Financial Officer	\$ 5,000.00	\$15,000.00
Treasurer	\$ 5,000.00	\$15,000.00
Sec. To Bd. Health	\$ 700.00	\$ 1,500.00
Emergency Management Coord.	\$ 800.00	\$ 2,600.00
Animal Control Officer	\$ 1,500.00	\$ 4,000.00
(\$1.00 per dog license issued payable to Municipal Clerk)		
Dog Pick-Up		\$ 25.00
Dog Boarding Fee (per day)		\$ 25.00
Const./Bldg. Sub-Code	\$15,000.00	\$25,000.00
(plus mileage)		
Sec. To Cons. Official (per hour)	\$ 9.00	\$ 16.00
Fire Sub-Code Official (per hour)	\$ 20.00	\$ 50.00
(plus mileage)		
Plumb. Sub-Code Official	\$ 3,500.00	\$ 6,500.00
(plus mileage)		
Electrical Sub-Code Official	\$ 3,500.00	\$ 6,500.00
Housing Officer Per Inspection	\$ 35.00	\$ 35.00
(plus mileage)		
Code Enforcement Official	\$ 20.00	\$ 35.00
(plus mileage)		
Fire Prev./Life hazard Per Inspection	\$ 40.00	\$ 60.00
Shared Service Agreement	\$ 7,000.00	\$12,000.00
Road Foreman, hourly	\$ 16.00	\$ 33.00
Roadman, Senior Employee (hourly)	\$ 12.00	\$ 24.00
Roadman, Junior Employee (hourly)	\$ 10.00	\$ 22.00
Laborers, per hour, monthly	minimum wage	
Temporary Truck Driver per hour	\$ 11.00	\$ 18.00
Temporary Driver with CDL	\$ 11.00	\$ 15.00
Planning Board Secretary	\$10,500.00	\$20,000.00
Land Use Administrator	\$12,000.00	\$20,000.00
Tax Search Officer	100% of all search fees	
Official Improvement Search	100% of all search fees	

Vouchers for mileage shall be prepared and submitted monthly. All those eligible for car allowance, shall be allowed \$.51 per mile.

All employees whose appearance is necessary in a court case shall be paid \$20.00 per appearance.

This ordinance shall take effect after publication and passage according to law.

The Committee reviewed **Ordinance 2014-01**. Deputy Mayor Leppert made a motion to approve the introduction of **Ordinance 2014-01**, seconded by Committeeman Harper and unanimously carried. Roll Call Vote followed: Ayes: Harper, Leppert, MacDonald; Nays: 0; Abstain: 0; Absent: 0.

**Correspondence:**

The Committee reviewed the correspondence. Mayor MacDonald stated he has a meeting with the Sheriff and Emergency Management regarding the County-wide 911 Dispatching on January 21, 2014 at 7:00 pm.

**Open Meeting To Floor:**

Mayor MacDonald made a motion to open the public portion of the meeting, seconded by Committeeman Harper and unanimously carried.

Ryan Early, Route 560, requested an update for Phase II and Phase III of the Streetscape Project. Mayor MacDonald explained Phase II has not changed and there would be a Court Date on Wednesday, January 15, 2014. Mayor MacDonald explained Mr. Pellow should begin working on the drawings for Phase III shortly.

There being no comment from the public, Mayor MacDonald made a motion to close the public portion of the meeting, seconded by Committeeman Harper and unanimously carried.

Committeeman Harper made a motion to contact Chelbus Cleaning and Allen Companies, Inc., to provide a quote for the cleaning of the municipal building, seconded by Deputy Mayor Leppert and unanimously carried.

Mayor MacDonald noted the change in the mats provided by Dempsey has been working out well.

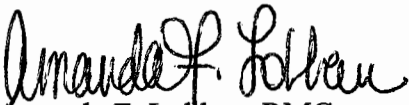
Ms. Kim Cosgrove, Route 560, requested the February meeting be moved to an evening meeting. Mayor MacDonald explained the Committee tries to alternate the meetings for the convenience of the public for people who may not be able to make a day meeting or an evening meeting. Committeeman Harper suggested if there are plans that are ready and presented to the property owners regarding Phase III prior to the February meeting, the meeting will be rescheduled to an evening meeting.

**Coming up:**

Township Meeting:	Thursday, February 11, 2014 at 9:00 am
Planning Board:	Monday, February 3, 2014 at 7:00 pm
Recreation Meeting:	Thursday, January 28, 2014 at 6:30 pm
Seniors Meeting:	Tuesday, February 4, 2014 at 12:00 pm

**Adjournment:** Mayor MacDonald made a motion to close the meeting at 7:25 pm, seconded by Committeeman Harper and unanimously carried.

Respectfully submitted,

  
Amanda F. Lobban, RMC  
Municipal Clerk

