

Sandyston Township

Reorganization Meeting Minutes

January 2, 2014

The Re-Organization Meeting of the Sandyston Township Committee was called to order and opened at 9:00 a.m. by the Municipal Clerk, Amanda Lobban, who then stated that this meeting was being held in compliance with the Open Public Meetings Act, having been duly advertised. The clerk then called the roll.

Present were: George B. Harper, Jr., William J. Leppert & Fred V. MacDonald

Also in attendance were: Elizabeth Pinzone

All were invited to join in the Pledge of Allegiance.

The Municipal Clerk read the Statement of Determination from the Office of the County Clerk, which stated William J. Leppert was elected to office in November 2013. The Municipal Clerk then administered the Oath of Office to Committeeman William J. Leppert.

Committeemen MacDonald and Harper congratulated Committeeman Leppert.

The Municipal Clerk asked for nominations for Mayor. Committeeman George B. Harper, Jr. nominated Committeeman Fred V. MacDonald for Mayor, seconded by Committeeman William J. Leppert. A roll call vote followed: Ayes: Harper, Leppert, MacDonald Nays: 0 Absent: 0 Abstain:0

The Municipal Clerk then administered the Oath of Office to Mayor MacDonald.

The Municipal Clerk turned the meeting over to the Mayor MacDonald.

Mayor MacDonald nominated Committeeman William J. Leppert as Deputy Mayor, seconded by Committeeman Harper. A roll call vote followed: Ayes: Harper, Leppert, MacDonald Nays: 0 Abstain: 0 Absent: 0

Committeemen Harper and Mayor MacDonald congratulated Deputy Mayor Leppert.

There were no other Oaths of Office administered at this Reorganization meeting.

Sandyston Township Resolution

R-01-2014

BE IT RESOLVED by the Township Committee of the Township of Sandyston, County of Sussex, State of New Jersey, that **Fred MacDonald** be appointed Mayor of the Township of Sandyston for the year 2014.

Sandyston Township Resolution

R-02-2014

BE IT RESOLVED by the Township Committee of the Township of Sandyston, County of Sussex, State of New Jersey, that **William J. Leppert** be appointed Deputy Mayor of the Township of Sandyston for the year 2014.

Sandyston Township Resolution

R-03-2014

BE IT RESOLVED by the Township Committee of the Township of Sandyston, County of Sussex, State of New Jersey, that the Township adopt 26.25% of the 2013 budget for the year 2014, until a meeting can be held to determine the actual budget; as prescribed in N.J.S.A. 40A: 4-19.

Sandyston Township Resolution

R-04-2014

WHEREAS, N.J.S.A. 40A:11-5 permits governing bodies to contract for certain professional services without competitive bidding; and

WHEREAS, the Township of Sandyston has need of said professional services.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Sandyston, County of Sussex, State of New Jersey, that the following appointments be:

Township Engineer: Harold E. Pellow, Harold E. Pellow & Associates, Inc.

Township Insurance Agent: The Morville Agency, a division of Gallagher Bollinger,
Arthur J Gallagher & Co.

Township Attorney: Michael S. Garofalo, Esq., of the law firm Laddey, Clark & Ryan

Township Auditor: Frances Jones, Nisivoccia LLP

Consulting Engineer: Daniel E. Kent III, PLS, Delaware Valley Associates, Inc.

Township Planner: J. Caldwell & Associates, LLC

Official Newspapers: The New Jersey Herald & The Sunday New Jersey Herald

Official Depositories: Valley National Bank, Lakeland Bank, Sussex Bank

Official Meeting Dates: Second Tuesday of each month with alternating times either 9:00 am or 7:00 pm (unless otherwise noted) at the Municipal Building, 133 Route 645, Sandyston, NJ 07826 (Some dates subject to change due to holidays or unforeseen circumstances)

Sandyston Township Resolution

R-05-2014

A RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT

WHEREAS, the Township of Sandyston has a need for the following professional services:

Engineer:	Harold E. Pellow, Harold E. Pellow & Associates, Inc.
Insurance Agent:	The Morville Agency, a division of Gallagher Bollinger, Arthur J Gallagher & Co.
Attorney:	Michael S. Garofalo, Esq., Laddey, Clark & Ryan, LLP
Auditor:	Frances Jones, Nisivoccia LLP
Consulting Engineer:	Daniel E. Kent, III, PLS, Delaware Valley Associates, Inc.
Township Planner:	J. Caldwell Associates, LLC

WHEREAS, the anticipated term of this contract is one year and may be extended as approved by the Sandyston Township Committee; and

WHEREAS, the award of the contract shall be subject to the requirement for submission of the Business Entity Disclosure Certification as soon as possible to demonstrate substantial compliance with the law; and

WHEREAS, the companies listed above have submitted a Business Entity Disclosure Certification which certifies that none of the companies listed above have made any reportable contributions to a political candidate or candidate committee in the Township of Sandyston in the previous one year and that the contract will prohibit the companies from making any reportable contributions through the term of the contract; and

WHEREAS, a Certificate of Availability of Funds has been provided in accordance with N.J.A.C. 5:30-5.4.

NOW, THEREFORE, BE IT RESOLVED that the Sandyston Township Committee of the Township of Sandyston authorizes the Mayor to enter into a contract with: Harold E. Pellow & Associates, Inc.; Morville, LLC t/a The Morville Agency; Laddey, Clark & Ryan, LLP; Nisivoccia, LLP; Delaware Valley Associates, Inc.; J. Caldwell Associates, LLC

BE IT FURTHER RESOLVED, that the Business Entity Disclosure Certification and the Determination of Value be placed on file with this resolution.

Sandyston Township Resolution

R-06-2014

BE IT RESOLVED by the Township Committee of the Township of Sandyston, that the Municipal Tax Assessor and the Municipal Attorney be and they are hereby authorized to defend before the Sussex County Board of Taxation and Tax Court of the State of New Jersey, all contested appeals and to initiate municipal appeals to correct the assessments of the Sandyston Township Tax List, including, but not

limited to, rollback complaints, added and omitted assessment complaints, and such other appeals as are necessary to correct assessments for the Township of Sandyston; and

BE IT FURTHER RESOLVED that the Municipal Assessor and Municipal Attorney be and are hereby designated as the agents of the Township of Sandyston for the purpose of signing settlements of the foregoing matters by stipulation.

Sandyston Township Resolution

R-07-2014

BE IT RESOLVED, that the following appointments be made for the year 2014:

Municipal Clerk	Amanda Lobban
Deputy Municipal Clerk	Elizabeth Pinzone
Tax Collector	Jessica Caruso
Tax Assessor	Robert Pastor
Deputy Tax Assessor	Kathleen Kieb
Chief Financial Officer	Jessica M. Caruso
Treasurer	Elizabeth Pinzone
Registrar	Amanda Lobban
Deputy Registrar	Elizabeth Pinzone
Recycling Coordinator	Joanne Williamson
Construction Official/Building Sub-Code	John deJager
Building Inspector	Robert W. Huber
Fire Sub-code Official	William Paterson
Electrical Inspector	Cliff Storms
Housing Officer	William Paterson
Land Use Admin./Planning Board Secretary	Elizabeth Pinzone
Plumbing Sub-code Official	Robert W. Huber
Emergency Mgt. Coord.	Fred MacDonald
Deputy Emerg Mgt. Coord.	Stanley Dutkus, Sr.
Deputy Emerg. Mgt. Coord. I	Scott House
Deputy Emerg. Mgt. Coord. II	Shane Houghtaling
Deputy Emerg. Mgt. Coord. III	TBD
NIMS Officer	Stan Dutkus
Delaware Flood Mit. Officer	Stan Dutkus
Tax Map Maintenance	Daniel E. Kent, III
Official Tax Searcher	Jessica Caruso
Official Improvement Searcher	Amanda Lobban
Animal Control Officer	William Kaufman, Sr.
Fire Prev./Life Hazard Off.	George Owen
Sec. to Board of Health	Elizabeth Pinzone
Road Foreman	Roy C. McClain
Sr. Roadman	Joseph Haggerty, Jr.
Bldgs. & Grounds. Supervisor	Fred MacDonald

Personnel Director
 Custodian
 Code Enforcement Officer
 Road Supervisor
 Historian
 Overseer of the Poor
 Liaison to the Fire Department
 Court Committee Representative
 Public Agency Compliance Officer
 Zoning Official

George B. Harper, Jr.
 Chelbus Cleaning Company
 William Paterson
 George B. Harper
 Patricia Haggerty Frato
 Fred MacDonald
 William J. Leppert
 George B. Harper, Jr.
 Amanda Lobban
 John deJager

Land Use Board

<u>Classification</u>	<u>Member</u>	<u>Term/ Expiration</u>
Class I	Mayor *	1 yr.-12/31/14
Class II	John DeJager*	1 yr.-12/31/14
Class III	Committeeman*	1 yr.-12/31/14
Class IV	Keith Utter	4 yr.-12/31/17
Class IV	Mike Milligan	4 yr.-12/31/14
Class IV	Ron Green	4 yr.-12/31/15
Class IV	Marc Cunico	4 yr.-12/31/15
Class IV	Joesep Pinzone	4 yr.-12/31/16
Class IV	Rajesh Sinha	4 yr.-12/31/16
Alternate #1	Wesley Powers*	2 yr.-12/31/15
Alternate #2	Scott Smith	2 yr.-12/31/14

* Newly appointed/reappointed

Board of Health

Mary Ellen Leppert*	1 yr.-12/31/14
Judy Tregellas	3 yr.-12/31/15
Edward Drake	3 yr.-12/31/14
Lori Knoll	3 yr.-12/31/14
Elizabeth Pinzone*	1 yr.-12/31/14

Recreation

Chairman	Kerry Deckert	3 yr.-12/31/15
Secretary	Ann Voss	3 yr.-12/31/15
Treasurer	Kamala Hull	3 yr.-12/31/15
Alternate Member	Marc Cunico	2 yr.-12/31/14
Adv. Member	(vacant)*	2 yr.-12/31/14
Liaison	William Leppert*	1 yr.-12/31/14

Sandyston Township Resolution

R-08-2014

WHEREAS, an Act concerning Statewide Insurance Fund for local units of government, Chapter 372, P.L. 1983, enables local units of government to cooperate with each other to make the most efficient use of their powers and resources on a basis of mutual advantage in the areas of insurance and self-insurance and related services; and

WHEREAS, the Township of Sandyston desires to secure protection services and savings relating to insurance for itself and its' employees; and

WHEREAS, the Township of Sandyston finds that the best and most efficient way of securing this protection and these services is by cooperation with other New Jersey municipalities and/or County governments; and

WHEREAS, the Statewide Insurance Fund and its by-laws provide a basis for securing this protection for member units of government.

NOW, THEREFORE, BE IT RESOLVED that the Township of Sandyston join with the other member units of government in organizing and retaining membership in the Statewide Insurance Fund effective immediately.

Sandyston Township Resolution

R-09-2014

A RESOLUTION TO FIX THE RATE OF INTEREST FOR DELINQUENT TAXES

WHEREAS, New Jersey statutes provide the method for authorizing interest and the maximum rate to be charged for non-payment of taxes or assessments on, or before, the date when they would become delinquent.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Sandyston, County of Sussex, State of New Jersey that the rate of interest charges on delinquent taxes for the year 2014 shall be as follows:

On all delinquents to, and including December 31, 2013, at the rate or rates heretofore governing, and on all delinquents on and after January 1, 2014, at the rate of 8% per annum for and upon the first \$1,500.00 of the delinquency, and at a rate of 18% per annum for and upon any amount of the delinquency in excess of \$1,500.00; and that a grace period of 10 days will be allowed on taxes due February 1, May 1, August 1, and November 1. If taxes are not paid by the 10th, interest shall be charged from due date. In any case where a taxpayer with a delinquency in excess of \$10,000 fails to pay that delinquency prior to the end of the calendar year, a penalty in the amount of 6% of the amount of the delinquency shall be charged in addition to the interest hereinabove provided.

BE IT FURTHER RESOLVED that the collector of the Township of Sandyston is hereby directed, to collect interest on all taxes accordingly.

Sandyston Township Resolution

R-10-2014

BE IT RESOLVED that the Collector of Taxes for the Township of Sandyston is hereby authorized to conduct the annual sale of delinquent taxes for the calendar year 2013.

Sandyston Township Resolution

R-11-2014

WHEREAS, the Collector of Taxes for the Township of Sandyston has requested that the Township Committee of the Township of Sandyston adopt a resolution annually to cancel all underpayments and overpayments of taxes in the amount of \$5.00 or less.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Sandyston does hereby resolve to grant the Tax Collector of the Township of Sandyston the authority to cancel all underpayments and overpayments of taxes in the amount of \$5.00 or less for the year 2013.

Sandyston Township Resolution

R-12-2014

SANDYSTON TOWNSHIP ANNUAL NOTICE OF MEETING DATES

TAKE NOTICE that 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, State of New Jersey, will hold regular meetings on the below listed dates during the year 2014. Any change(s) to the below listed dates will be duly advertised.

Wednesday, January 2, 2014 at 9:00 am (Reorganization)
Tuesday, January 14, 2014 at 7:00 pm
Tuesday, February 11, 2014 at 9:00 am
Tuesday, March 11, 2014 at 9:00 am
Tuesday, April 8, 2014 at 7:00 pm
Tuesday, May 13 2014 at 9:00 am
Tuesday, June 10, 2014 at 7:00 pm
Tuesday, July 8, 2014 at 9:00 am
Tuesday, August 12, 2014 at 7:00 pm
Tuesday, September 9, 2014 at 9:00 am
Tuesday, October 14, 2014 at 7:00 pm
Tuesday, November 18, 2014 at 9:00 am
Tuesday, December 16, 2014 at 7:00 pm

The foregoing meetings will be held at the Sandyston Township Municipal Building, 133 Route 645, Sandyston, New Jersey and may be preceded by a work session to be held prior to the regularly

scheduled meeting at either 6:30 p.m. or 8:30 a.m., on the above-noted dates. Formal action by the governing body may or may not be taken following work sessions.

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

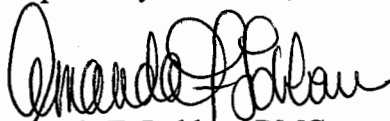
Call to Order & Opening Statement:
Roll Call:
Approval of Minutes:
Departmental Reports:
Payment of Bills:
Old Business:
New Business:

Resolutions:
Ordinances:
Correspondence:
Public Session:
Executive Session:
Adjournment:

Committeeman Harper made a motion to approve Resolutions **R-01-2014** through **R-12-2014**, seconded by Deputy Mayor Leppert and unanimously carried.

Mayor MacDonald made a motion to adjourn the Reorganization Meeting at 9:10 am, seconded by Committeeman Harper and unanimously carried.

Respectfully submitted,


Amanda F. Lobban, RMC
Municipal Clerk