

Sandyston Township

Reorganization Meeting Minutes

January 4, 2016

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. & Fred V. MacDonald

Also in attendance were: Steve Williamson; Kamala M. Hull; Theresa Doyle; Glenn Hull; Hixon Spangenberg

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 Fred MacDonald was elected to office in November 2015. The Municipal Clerk then administered the Oath of Office to Committeeman Fred MacDonald.

Committeemen Harper congratulated Committeeman MacDonald.

The Municipal Clerk asked for nominations for Mayor. Committeeman MacDonald nominated George B. Harper, Jr. for Mayor, seconded by Committeeman Harper and unanimously carried.

The Municipal Clerk then administered the Oath of Office to Committeeman Harper.

Committeeman MacDonald congratulated Mayor George B. Harper, Jr.

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

Mayor Harper made a motion to nominate Committeeman MacDonald for Deputy Mayor, seconded by Committeeman MacDonald and unanimously carried.

Mayor Harper congratulated Deputy Mayor MacDonald.

With the resignation of William J. Leppert from the Township Committee, effective December 31, 2015, the Clerk presented a list of three names prepared by the Sandyston Township Municipal Committee to fill the unexpired term set to expire December 31, 2016. The three names presented were Kamala M. Hull, Kelly Hanlon and Keith Utter. Mayor Harper made a motion to appoint Kamala Hull to fill the unexpired term of William J. Leppert, left vacant by his resignation, seconded by Deputy Mayor MacDonald and unanimously carried. Mayor Harper stated that Ms. Hull has performed tremendous work with the Sandyston Recreation, donates her time to the community and has worked with many township residents and with the recreation committee which has been very

successful. Mayor Harper stated Ms. Hull has deep ties to the community and has the same values of the Township Committee with no expansion of government and getting by with shared services and maintaining a low tax rate. Mayor Harper stated he also felt Ms. Hull brings an aspect of youth in connection to the children and a connection to the school that has been missing for a number of years.

The Municipal Clerk then administered the Oath of Office to Kamala Hull.

Deputy Mayor MacDonald and Mayor Harper congratulated Committeewoman Kamala Hull.

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

Sandyston Township Resolution
R-01-2016

BE IT RESOLVED by the Township Committee of the Township of Sandyston, County of Sussex, State of New Jersey, that **George B. Harper, Jr.** be appointed Mayor of the Township of Sandyston for the year 2016.

Mayor Harper made a motion to approve **R-01-2016**, seconded by Deputy Mayor MacDonald and unanimously carried.

Sandyston Township Resolution
R-02-2016

BE IT RESOLVED by the Township Committee of the Township of Sandyston, County of Sussex, State of New Jersey, that **Fred MacDonald** be appointed Deputy Mayor of the Township of Sandyston for the year 2016.

Mayor Harper made a motion to approve **R-02-2016**, seconded by Deputy Mayor MacDonald and unanimously carried.

Sandyston Township Resolution
R-03-2016

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 2015 budget for the year 2016, until a meeting can be held to determine the actual budget; as prescribed in N.J.S.A. 40A: 4-19.

Mayor Harper made a motion to approve **R-03-2016**, seconded by Deputy Mayor MacDonald and unanimously carried.

Sandyston Township Resolution
R-04-2016

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.
Special & Conflict Counsel: Glenn C. Kienz, Esq., of Weiner Lesniak, LLP
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)

Mayor Harper made a motion to approve **R-04-2016**, seconded by Deputy Mayor MacDonald and unanimously carried.

Sandyston Township Resolution
R-05-2016

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.
Auditor: Frances Jones, Nisivoccia LLP
Consulting Engineer: Daniel E. Kent, III, PLS, Delaware Valley Associates, Inc.
Township Planner: J. Caldwell Associates, LLC
Special & Conflict Counsel: Glenn C. Kienz, Esq., of Weiner Lesniak, LLP

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; Weiner Lesniak, 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.

Mayor Harper made a motion to approve **R-05-2016**, seconded by Deputy Mayor MacDonald and unanimously carried.

Sandyston Township Resolution
R-06-2016

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.

Mayor Harper made a motion to approve **R-06-2016**, seconded by Deputy Mayor MacDonald and unanimously carried.

Sandyston Township Resolution
R-07-2016

BE IT RESOLVED, that the following appointments be made for the year 2016:

Municipal Clerk	Amanda Lobban
Deputy Municipal Clerk	Theresa Doyle
Tax Collector	Jessica Caruso
Tax Assessor	Kathy Kieb
Chief Financial Officer	Jessica M. Caruso
Treasurer	Theresa Doyle

Township Attorney
 Registrar
 Deputy Registrar
 Recycling Coordinator
 Construction Official
 Building Sub-Code
 Building Inspector
 Fire Sub-code Official
 Electrical Inspector
 Housing Officer
 Land Use Admin./Planning Board Secretary
 Plumbing Sub-code Official
 Emergency Mgt. Coord.
 Deputy Emerg Mgt. Coord.
 Deputy Emerg. Mgt. Coord. I
 Deputy Emerg. Mgt. Coord. II
 Deputy Emerg. Mgt. Coord. III
 NIMS Officer
 Delaware Flood Mit. Officer
 Flood Plain Administrator
 Tax Map Maintenance
 Official Tax Searcher
 Official Improvement Searcher
 Animal Control Officer
 Fire Prev./Life Hazard Off.
 Sec. to Board of Health
 Road Foreman
 Sr. Roadman
 Bldgs. & Grounds. Supervisor
 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

Michael S. Garofalo, Esq.
 Amanda Lobban
 Theresa Doyle
 Jo Ann Williamson
 Robert W. Huber
 Wesley Powers
 Robert W. Huber
 William Paterson
 Clifford Storms
 William Paterson
 Beth Brothman (*shared service with Andover Borough*)
 Robert W. Huber
 Fred MacDonald
 Stanley Dutkus, Sr.
 Scott House
 Shane Houghtaling
 To Be Assigned
 Stan Dutkus
 Stan Dutkus
 Robert W. Huber
 Daniel E. Kent, III
 Jessica Caruso
 Amanda Lobban
 Shared Service with Wantage Township
 George Owen
 Theresa Doyle
 Roy C. McClain
 Joseph Haggerty, Jr.
 Fred MacDonald
 George B. Harper, Jr.
 The Allen Companies
 William Paterson
 George B. Harper, Jr.
 Patricia Haggerty Frato
 Fred MacDonald
 Fred MacDonald
 George B. Harper, Jr.
 Amanda Lobban
 Beth Brothman (*shared service with Andover Borough*)

Land Use Board

<u>Classification</u>	<u>Member</u>	<u>Term/ Expiration</u>
Class I	Mayor *	1 yr.-12/31/16
Class II	Robert W. Huber*	1 yr.-12/31/16

Class III	Committeeman*	1 yr.-12/31/16
Class IV	Keith Utter	4 yr.-12/31/17
Class IV	Mike Milligan	4 yr.-12/31/18
Class IV	Ron Green *	4 yr.-12/31/19
Class IV	Marc Cunico *	4 yr.-12/31/19
Class IV	Joseph Pinzone	4 yr.-12/31/16
Class IV	Rajesh Sinha	4 yr.-12/31/16
Alternate #1	Wesley Powers*	2 yr.-12/31/17
Alternate #2	Scott Smith	2 yr.-12/31/16

* Newly appointed/reappointed

Board of Health

Mary Ellen Leppert*	1 yr.-12/31/16
Judy Tregellas *	3 yr.-12/31/18
Edward Drake	3 yr.-12/31/17
Lori Knoll	3 yr.-12/31/17
Theresa Doyle*	1 yr.-12/31/16

Recreation

Chairman	Kerry Deckert*	3 yr.-12/31/16
Secretary	Ann Klein*	3 yr.-12/31/16
Treasurer	_____*	3 yr.-12/31/16
Alternate Member	Marc Cunico	2 yr.-12/31/16
Adv. Member	(vacant)	2 yr.-12/31/16
Liaison	Kamala Hull*	1 yr.-12/31/16

Mayor Harper made a motion to approve R-07-2016, seconded by Deputy Mayor MacDonald and unanimously carried.

**Sandyston Township Resolution
R-09-2016**

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 2016 shall be as follows:

On all delinquents to, and including December 31, 2015, at the rate or rates heretofore governing, and on all delinquents on and after January 1, 2016, 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.

Mayor Harper made a motion to approve **R-08-2016**, seconded by Deputy Mayor MacDonald and unanimously carried.

Sandyston Township Resolution
R-9-2016

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 2015.

Mayor Harper made a motion to approve **R-9-2016**, seconded by Deputy Mayor MacDonald and unanimously carried.

Sandyston Township Resolution
R-10-2016

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 2015.

Mayor Harper made a motion to approve **R-10-2016**, seconded by Deputy Mayor MacDonald and unanimously carried.

Sandyston Township Resolution
R-11-2016

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 2016. Any change(s) to the below listed dates will be duly advertised.

Monday, January 4, 2016 at 9:00 am (Reorganization)

Tuesday, January 12, 2016 at 9:00 am
Tuesday, February 9, 2016 at 7:00 pm
Tuesday, March 8, 2016 at 9:00 am
Tuesday, April 12, 2016 at 7:00 pm
Tuesday, May 10, 2016 at 9:00 am
Tuesday, June 14, 2016 at 7:00 pm
Tuesday, July 12, 2016 at 9:00 am
Tuesday, August 9, 2016 at 7:00 pm
Tuesday, September 13, 2016 at 9:00 am
Tuesday, October 11, 2016 at 7:00 pm
Tuesday, November 15, 2016 at 9:00 am
Tuesday, December 13, 2016 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:	Resolutions:
Roll Call:	Ordinances:
Approval of Minutes:	Correspondence:
Departmental Reports:	Public Session:
Payment of Bills:	Executive Session:
Old Business:	Adjournment:
New Business:	

Mayor Harper made a motion to approve R-11-2016, seconded by Deputy Mayor MacDonald and unanimously carried.

**SANDYSTON TOWNSHIP
R-12-2016**

RESOLUTION TO APPOINT KAMALA HULL TO THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF SANDYSTON TO FILL THE VACANCY OF THE UNEXPIRED TERM OF COMMITTEEMAN WILLIAM J. LEPPERT WHICH IS DUE TO EXPIRE DECEMBER 31, 2016

WHEREAS, on December 15, 2015, Committeeman William J. Leppert tenured his resignation from the Office of the Township Committee of the Township of Sandyston to be effective December 31, 2015; and

WHEREAS, Committeeman William J. Leppert's term in the Office of the Township Committee is due to expire on December 31, 2016; and

WHEREAS, this resignation has created a vacancy in the Office of the Township Committee and this vacancy may be filled for its unexpired term by appointment by the governing body as required by New Jersey Statute; and

WHEREAS, *as outlined in N.J.S.A. 40A:16-11*, within fifteen days after the occurrence of the vacancy, the municipal committee of the political party shall present to the governing body the names of three nominees for the selection of a successor to fill the vacancy in the Office of the Township Committee; and

WHEREAS, as required by New Jersey Statute *N.J.S.A. 40A:16-11* the municipal committee has submitted three nominees to the Township Committee of the Township of Sandyston; and

NOW, THEREFORE, BE IT RESOLVED the Township Committee of the Township of Sandyston hereby appoints Kamala Hull to fill the vacancy for the unexpired term of the Office of Township Committee which is due to expire December 31, 2016.

Mayor Harper made a motion to approve **R-12-2016**, seconded by Deputy Mayor MacDonald and unanimously carried.

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

Deputy Mayor MacDonald made a motion to adjourn the Reorganization Meeting at 9:20 am, seconded by Mayor Harper and unanimously carried.

Respectfully submitted,


Amanda F. Lobban, RMC
Municipal Clerk