

SANDYSTON TOWNSHIP

Minutes

July 11, 2017

This meeting was opened and called to order at 9:00 am by Mayor Fred 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 Kamala M. Hull; Mayor Fred MacDonald

Also in attendance: Jackie Espinoza, JCP & L Representative; Steve Williamson; Betsy Pinzone; Glenn Hull; Hixon Spangenberg; Tom & Nan Horsfield; Stan Dutkus (arrived 9:20 am)

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

Minutes: The Committee reviewed the regular meeting minutes of **June 13, 2017**. Mayor MacDonald made a motion to approve the regular meeting minutes for June 13, 2017, seconded by Deputy Mayor Hull and unanimously carried.

Tax Collector Report: The Tax Collector Report was presented for the month of **June 13, 2017** with total receipts Month-To-Date of \$119,340.77 and a Year-To-Date total of \$2,843,686.02. Mayor MacDonald made a motion to accept the Tax Collector's Report as submitted, seconded by Committeeman Harper and unanimously approved.

Treasurer's Report: The Treasurer's Report for the month of **June 2017** was presented with a beginning balance of \$1,517,368.12 total receipts of \$145,949.49 and total disbursements of \$296,441.34 leaving an ending balance of \$1,366,876.27. Mayor MacDonald read the following balances: General Capital Account \$53,600.04, Animal Control Escrow \$11,375.63, Public Assist Escrow \$3,542.58, Unemployment Escrow \$25,553.08, COAH Trust \$41,066.16, Security Asst. Fund \$18,624.72 and the Small Cities Master \$4,786.07. Mayor MacDonald made a motion to approve the Treasurer's Report, seconded by Deputy Mayor Hull and unanimously approved.

Payment of Vouchers: The bills list was submitted for approval in the amount of \$396,663.53. Committeeman Harper made a motion to approve the bills, seconded by Deputy Mayor Hull and unanimously approved.

Departmental Reports: The Committee reviewed the departmental reports.

Old Business:

Green Acres: Deeds of Devita Road: The Clerk noted nothing has changed on this matter since the June meeting.

Tri-State Steel Fabricators, Inc.: The Clerk stated per the email received from the Department of Environmental Protection, Site Remediation Program, the Township has received notification our application was administratively and technically complete and we are waiting to hear of the next step.

In Rem Foreclosure of Properties: The Clerk advised the Committee there has been no change on this matter from the previous month. The Clerk stated we are waiting for a Release from Kittatinny Lake Club, Inc., regarding the property on Mountain Trail owned by Professional Enterprise of NJ, LLC.

New Business:

Stanley J. Dutkus: Emergency Operations Plan Update: Stan Dutkus, Emergency Management Coordinator, came forward and explained the Emergency Operations Plan is updated every four years. Mr. Dutkus stated all the annex's have been updated and once approved by the Township Committee will be sent to the County Emergency Management for review and then finally to the State for approval. Mr. Dutkus thanked all the departments involved in helping update the Plan.

Statewide Insurance Fund Risk Control Grant Application: The Committee reviewed the grant application for Statewide Insurance. See the resolution which goes with this grant application.

Certification for Rescue Squad Contribution from Sussex County: The Committee reviewed the Certification for Rescue Squad Contribution from the Sussex County Board of Chosen Freeholders. Committeeman Harper made a motion to approve this Certification, seconded by Mayor MacDonald and unanimously carried.

Quote - Phone System: The Committee reviewed the quote for the phone system. The clerk explained that Entel installed the phones in approximately 2002, which makes the voicemail and the processor over 14 years old. The Clerk explained two quotes are to upgrade the system we currently have and one quote is to redo the entire phone system. The Clerk noted that at this time she did not feel the entire phone system needed to be updated; however, this quote is being used to show what that expense would cost in comparison to upgrading the current system. Committeeman Harper noted that the voicemail and processor haven't been acting correctly since the lightning strike in 2016. After a brief discussion, Mayor MacDonald made a motion to upgrade the current system we have with Entel in the amount of \$3,455.50, seconded by Committeeman Harper and unanimously carried.

Use of Building/Facility Request: The Committee reviewed a Use of Building/Facility Request received from the Sandyston-Walpack Educational Foundation to use the meeting hall on Friday, October 6 and Saturday, October 7, 2017 for a "Casino Night". Committeeman Harper made a motion to approve the use of the facility for this use, seconded by Mayor MacDonald and unanimously carried.

Raffle Application: Sandyston- Walpack Educational Foundation: The Committee reviewed a Raffle Application for the Sandyston-Walpack Educational Foundation "Casino Night" for Saturday, October 7, 2017. Committeeman Harper made a motion to approve this application, seconded by Mayor MacDonald and unanimously carried.

Raffle Application: Sandyston- Walpack Educational Foundation: The Committee reviewed a Raffle Application for the Sandyston-Walpack Educational Foundation "Off-Premise Merchandise Raffle" for Saturday, October 7, 2017. Mayor MacDonald made a motion to approve this application, seconded by Deputy Mayor Hull and unanimously carried.

Newsletter: The Committee reviewed the Summer Newsletter which will be printed and distributed to residents. The Committee was pleased with the newsletter and thanked the Clerk for the hard work and time which goes into putting the newsletter together.

Resolutions:

SANDYSTON TOWNSHIP RESOLUTION
R-44-2017
A RESOLUTION TO REDEEM TAX SALE CERTIFICATE 2017-008

WHEREAS, Jessica M. Caruso, Tax Collector, has received \$1,984.15 from Financial Freedom for the redemption of Tax Sale Certificate 2017-008 on Block 1104 Lot 3.01 and is requesting that \$1,984.15 be refunded to the lien holder, US Bank Cust for Pro Cap 4 & Crdts 50 S 16th Street - Suite 2050 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 \$1,984.15 for the redemption of Tax Sale Certificate 2017-008 on Block 1104 Lot 3.01 to the lien holder US Bank Cust for Pro Cap 4 & Crdts 50 S 16th Street – Suite 2050 Philadelphia, PA 19102.

The Committee reviewed **R-44-2017**. Committeeman Harper made a motion to approve **R-44-2017**, seconded by Mayor MacDonald and unanimously carried.

SANDYSTON TOWNSHIP
R-45-2017
RESOLUTION AUTHORIZING APPLICATION TO BE MADE FOR STATEWIDE INSURANCE FUND RISK CONTROL GRANT

WHEREAS, on March 21, 2017 the Township Committee authorized the purchase and installation of a CCTV Surveillance System after receiving and reviewing three quotes for the project; and

WHEREAS, the installation of the CCTV Surveillance System enables Sandyston Township to monitor the premises for the safety of employees, residents and visitors to the municipal complex; and

WHEREAS, Sandyston Township obtained the necessary permits for the installation of the CCTV Surveillance System and inspections were performed by inspectors to insure the proper installation of the system; and

WHEREAS, the installation of the CCTV Surveillance System is complete and Sandyston Township paid \$8,117 for the CCTV Surveillance System installed by ABCODE Security; and

WHEREAS, Sandyston Township is desirous to make application to Statewide Insurance Fund for a Risk Control Grant, in which members are eligible to receive up to 1% of the Township's assessment (\$75,747 Workers Compensation/All Lines) based on the purpose and benefit of the project.

BE IT RESOLVED, the Township Committee hereby authorizes the Municipal Clerk to make application to Statewide Insurance Fund for the Risk Control Grant and authorizes the Mayor of Sandyston Township to execute this application for Sandyston Township.

The Committee reviewed **R-45-2017**. Mayor MacDonald made a motion to approve **R-45-2017**, seconded by Deputy Mayor Hull and unanimously carried.

SANDYSTON TOWNSHIP RESOLUTION
R-46-2017
RESOLUTION ESTABLISHING A 25-DAY GRACE PERIOD FROM TAX BILL MAILING DATE

WHEREAS, N.J.S.A. 54:4-64 requires that municipal tax bills be mailed forty-seven (47) days before the third installment of taxes falls on August 1st, namely on June 14th; and

WHEREAS, the date of mailing of Sandyston Township tax bills to Sandyston Township taxpayers cannot be determined at this time; and

WHEREAS, in accordance with the intent of N.J.S.A. 54:4-64 invoking any payment of interest for delinquency under the provisions of N.J.S.A. 54:4-64; and

WHEREAS, R.S. 54:4-67 deems twenty-five (25) days after proper mailing of said tax bills and certification of such mailing, to be adequate notice of the amount of taxes due.

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

Sandyston Township taxes or assessments due August 1, 2017 will not be considered delinquent and interest for delinquency in the payment of such taxes and assessments shall not be charged for the failure to pay any such taxes or assessments if received by the Township on or before the twenty fifth (25th) day after the proper mailing of the tax bills and provided further, however, that if any such installment is not paid on or before said twenty fifth (25th) day, interest at the usual rate will be charged from August 1, 2017.

The Committee reviewed **R-46-2017**. Mayor MacDonald made a motion to approve **R-46-2017**, seconded by Deputy Mayor Hull and unanimously carried.

SANDYSTON TOWNSHIP

R-47-2017

RESOLUTION UPDATING THE EMERGENCY OPERATIONS PLAN FOR SANDYSTON TOWNSHIP AND AUTHORIZATION FOR MAYOR AND MUNICIPAL DEPARTMENT HEADS TO EXECUTE SAID PLAN

WHEREAS, each municipality is required to prepare an Emergency Operations Plan which has been prepared to be carried out by municipal and volunteer entities in order to provide citizens and the township with an effective integrated emergency response plan designed to minimize the loss of life and property damage during an emergency; and

WHEREAS, the Emergency Management Coordinator has reviewed and updated the current Emergency Operations Plan which is required to be performed every four years; and

WHEREAS, once approved by the Township of Sandyston, the Emergency Operations Plan is reviewed by the Sussex County Department of Emergency Management and then submitted to the State of New Jersey, Office of the Attorney General, Department of Law and Public Safety, Division of State Police for review and approval.

THEREFORE, BE IT RESOLVED, the Township Committee of the Township of Sandyston hereby approves the updated Emergency Operations Plan and authorizes the Mayor and specific Department Heads of Sandyston Township to sign their respective annexes in the Emergency Operations Plan.

BE IT FURTHER RESOLVED, the fully executed Emergency Operations Plan shall be submitted to the Sussex County Department of Emergency Management for review and then to State of New Jersey, Office of the Attorney General, Department of Law and Public Safety, Division of State Police for review and approval

BE IT FURTHER RESOLVED, a copy of the Emergency Operations Plan will continue to be kept on file with the Emergency Management Coordinator, Municipal Clerk, and Municipal Departments responsible for Functional Annexes.

The Committee reviewed **R-47-2017**. Mayor MacDonald made a motion to approve **R-47-2017**, seconded by Committeeman Harper and unanimously carried.

Ordinances: There were no Ordinances presented.

Correspondence: The Committee reviewed the correspondence.

The Clerk noted the emails to the Board of Public Utilities with regard to Centurylink not maintaining the vegetation on and near their phone lines.

The Clerk also noted the several emails with the Department of Environmental Protection regarding the property at 181 Route 206 South - specifically the underground storage tanks.

Committeeman Harper stated the resident of 120 Route 560 has been blocking the shared road between his residence and the municipal property and consistently parking two to three vehicles behind the municipally owned building (Layton Post Office). Committeeman Harper made a motion to send them a letter and request that they do not block the shared driveway and to park their vehicles on their own property, seconded by Mayor MacDonald and unanimously carried.

Open Meeting To Floor:

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

Jackie Espinoza, JCP & L Representative, came forward and invited everyone to Sussex County Day which will be at the Sussex County Fairgrounds on Sunday, September 17, 2017. Deputy Mayor Hull and Ms. Espinoza discussed the options for the township/recreation getting involved in the event. Mayor MacDonald commended and thanked Ms. Espinoza for her communication with the Township and thanked Ms. Espinoza for attending the meeting.

Glenn Hull, 28 Bevans Road, came forward and expressed his displeasure with the Clerk's inability to locate a survey prepared by Harold E. Pellow in 1988 in connection with the abandonment of the Old Mine Road. Mr. Hull also noted the Township Engineer, Harold Pellow, is unable to locate their copy of the survey as well. Committeeman Harper stated it has been well documented that the Clerk is unable to locate the survey. Mayor MacDonald suggested that Mr. Hull contact the engineer who performed his son's subdivision and see if he can obtain a copy of the map from him. Mr. Hull stated this document is missing during a lawsuit and that he needs a certified copy of the survey because a certified/sealed copy is the only document the court will accept.

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

Upcoming events:

Regular Township Meeting:	Tuesday, August 15, 2017 at 7:00 pm
Planning Board Regular:	Monday, August 7, 2017 at 7:00 pm
Seniors Meeting/Lunch	Tuesday, August 8, 2017 at 12:00 pm
Recreation Meeting:	Tuesday, September 27, 2017 at 6:30 pm
DVUMC Chicken BBQ:	Saturday, August 19, 2017
STVFD Tractor Day:	Saturday, August 26, 2017
Walpack Wilderness Challenge:	Cancelled 2017/Will Return in 2018
Gobble Hobble 5K:	Thursday, November 23, 2017

Adjournment: Deputy Mayor Hull made a motion to adjourn the meeting at 9:25 am, seconded by Mayor MacDonald and unanimously carried.

Respectfully submitted,


Amanda F. Lobban, RMC
Municipal Clerk