

## Sandyston Township

### Minutes

July 14, 2015

This meeting was opened and called to order at 9:00 am by Mayor George B. Harper, Jr. 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 Fred V. MacDonald, Deputy Mayor William Leppert, Mayor George B. Harper, Jr.

Also in attendance: Keith Utter; Tom & Nan Horsfield; Steve Williamson; Glenn Hull; Sharon & Hixon Spangenberg; Lou Frato; Theresa Doyle

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

**Minutes:** The Committee reviewed the regular meeting minutes of **June 9, 2015** and the special meeting minutes of **June 25, 2015**. Committeeman MacDonald made a motion to approve the minutes for June 9, 2015 and June 25, 2015, seconded by Mayor Harper and unanimously carried. Deputy Mayor Leppert noted he was not in attendance at the June 25, 2015 special meeting and therefore abstained from voting for those minutes.

**Tax Collector Report:** The Tax Collector's report for the month of **June 2015** was presented with total receipts Month-To-Date of \$70,738.19 and a Year-To-Date total of \$2,820,416.88. Mayor Harper made a motion to approve the Tax Collector's Report, seconded by Deputy Mayor Leppert and unanimously carried.

**Treasurer's Report:** The Treasurer's Report for the month of **June 2015** was presented with a beginning balance of \$1,143,301.66, total receipts of \$84,591.91 and total disbursements of \$286,228.13 leaving an ending balance of \$941,665.44. Mayor Harper read the following balances: General Capital Account \$173,842.59, Animal Control Escrow \$6,573.65, Public Assist Escrow \$3,531.89, Unemployment Escrow \$24,034.15, COAH Trust \$33,229.01, Security Asst. Fund \$18,568.71 and the Small Cities Master \$4,771.65. Mayor Harper made a motion to approve the Treasurer's Report, seconded by Deputy Mayor Leppert and unanimously carried.

**Payment of Vouchers:** The bills list was submitted for approval in the amount of \$478,970.68. Committeeman MacDonald made a motion to approve the bills list, seconded by Mayor Harper and unanimously carried.

**Departmental Reports:** The Committee reviewed the departmental reports. Deputy Mayor Leppert noted a request by Interim Superintendent, Glenn Sumpman, requesting the assistance of the road department to spread mulch during the month of August. The Committee noted this would be accomplished with the schedule of the road department. The Clerk also noted a request by the Layton Cemetery Association for use of the road department roller to roll millings in the cemetery driveway. Mayor Harper noted a road department employee may use the roller on his time in the Layton Cemetery Association.

#### Old Business:

**Performance Bond/Block 1105 Lot 14:** This matter is to be discussed at the next Planning Board Meeting.

**Status: In Rem Foreclosure:** The Clerk stated we are awaiting final judgment from the Court. Committeeman MacDonald reviewed a recent visit he made with the Construction Official and the Clerk to 197 Route 206. The Committee discussed possible uses for the house (COAH, Habitat for Humanity) and the need to clean the property of debris. Mayor Harper asked to refer the matter to Wes Powers, Municipal Housing Liaison, to provide information regarding the options available to the municipality.

**CR 560 Streetscape:**

- **Phase III -** Mayor Harper stated he talked to both property owners and to date are happy with the work involved in the project.

**The Nan Horsfield Archives:** Mayor Harper noted receipt of correspondence from Tom and Nan Horsfield and a report from Charles Schaffer Associates, LLC. Mayor Harper stated his inspection revealed an exit light is needed over the door, a 12 x 12 louver with a damper in one door of each attic space for a total of 3 louvers and a roof mounted attic exhaust fan in each of the three attic spaces. Mayor Harper tabled this matter to discuss with Keith Utter who assisted Mr. Schaffer with his inspection.

**New Business:**

**HMGP FEMA Grant – Update to Generator & 2 Generators DWP/Fire Station #2:** The Clerk stated she wanted the Committee to be aware that we were approved for the grants. The Clerk stated there are resolutions which correspond with the agreements which must be executed to proceed with the grant. The Clerk also informed the Committee there is a third grant for a generator for the Sunrise Communications Tower that is still under review by FEMA.

**Propane Quote:** The Committee reviewed a quote from Fairclough Fuel for propane and reviewed the Morris County Co-Op notification of bid by Amerigas (OPIS plus up charge of .495). The Clerk attempted to get a quote from Yankee Propane; however, they declined due to their working relationship with Fairclough Fuel. After a brief discussion, Deputy Mayor Leppert made a motion to accept the quote offered by Fairclough Fuel for OPIS plus the upcharge of .49, seconded by Committeeman MacDonald and unanimously carried.

**In Rem Properties:** The Clerk provided the Committee with a chart showing the current status of the In Rem Properties. The Clerk stated a discussion with George Morville, Insurance Agent, who advised the need to insure these properties for liability. Committeeman MacDonald made a motion to insure the current In Rem properties for liability, seconded by Mayor Harper and unanimously carried.

**Application for Raffle – STVFD, Saturday, August 22, 2015 “On-Premise 50/50”:** The Committee reviewed a raffle application for the Sandyston Township Volunteer Fire Department for the On-Premise 50/50 raffle to be held on Saturday, August 22, 2015. Committeeman MacDonald made a motion to approve the raffle application, seconded by Deputy Mayor Leppert and unanimously carried.

**Application for Junior Fire Fighter: N. Rodriguez:** The Committee reviewed the application for Junior Fire Fighter – Nina Rodriguez. Mayor Harper made a motion to approve this application, seconded by Committeeman MacDonald and unanimously carried. The Clerk noted that Ms. Rodriguez was approved at the July 7, 2015 fire department meeting.

**Use of Building Request: Sandyston Recreation “Gobble Hobble” Thursday, November 26, 2015 – 6:00 am to 1:00 pm:** The Committee reviewed the Use of Building Request of Sandyston Recreation for their Gobble Hobble 5K fundraiser on Thursday, November 26, 2015. Committeeman MacDonald made a motion to approve the request for the use of the building for this purpose, seconded by Mayor Harper and unanimously carried.

**Resolutions:**

**SANDYSTON TOWNSHIP RESOLUTION  
R-48-2015  
A RESOLUTION FOR THE ANNUAL RENEWAL OF LIQUOR LICENSES**

**WHEREAS**, the Alcohol Beverage Control Law provides for an issuing authority in each municipality for the purposes of issuing, renewing, and transferring retail liquor licenses and encouraging that law, ABC rules and regulations and local ordinances pertaining to the control of alcoholic beverages; and

**WHEREAS**, the Alcohol Beverage Control Law entrusts the governing body of the municipality to assume the role of the issuing authority; and

**WHEREAS**, application must be made annually for renewal of all retail licenses; and

**WHEREAS**, all fees have been paid by Licensees; and

**WHEREAS**, Clearance Certificate(s) for Renewal are in the possession of the Municipal Clerk for the retail alcoholic beverage license holders listed below.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Sandyston, County of Sussex, State of New Jersey, that the following applications be approved for renewal:

<b>NAME</b>	<b>LICENSE #</b>	<b>TRADING AS</b>
PPD Holding Company LLC	1917-33-006-003	
NIM FOODS LLC	1917-33-001-007	Fratelli's Restaurant

The Committee reviewed **R-48-2015**. Mayor Harper made a motion to approve **R-48-2015**, seconded by Committeeman MacDonald and unanimously carried.

**SANDYSTON TOWNSHIP RESOLUTION  
R-49-2015  
A RESOLUTION TO REDEEM TAX SALE CERTIFICATE 2015-010**

**WHEREAS**, Jessica M. Caruso, Tax Collector, has received \$12,517.95 for the redemption of Tax Sale Certificate 2015-010 on Block 2602 Lot 13.05 and is requesting that \$12,517.95 plus a premium in the amount of \$45,000.00 which was paid at Tax Sale that the Township is holding, for a total of \$57,517.95 be refunded to the lien holder, Rustic Ridge Holdings, LLC 60 Deer Trail Lake Road, Stockholm, New Jersey 07460.

**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 \$12,517.95 plus a premium in the amount of \$45,000.00 which was paid at Tax Sale that the Township is holding, for a total of \$57,517.95 for the redemption of Tax Sale Certificate 2015-010 to the lienholder, Rustic Ridge Holdings, LLC 60 Deer Trail Lake Road, Stockholm, New Jersey 07460.

The Committee reviewed **R-49-2015**. Mayor Harper made a motion to approve **R-49-2015**, seconded by Deputy Mayor Leppert and unanimously carried.

**SANDYSTON TOWNSHIP  
R-50-2015**

**RESOLUTION TO EXECUTE THE SUB-GRANT AGREEMENT FOR THE HAZARD  
MITIGATION GRANT PROGRAM (CFDA #97.039) FEMA-DR-4086-NJ-295**

**WHEREAS**, Sandyston Township applied for a Hazardous Mitigation Grant through the State of New Jersey, Office of Emergency Management to upgrade electrical wiring by adding additional circuits to the existing generator located in the Sandyston Township Municipal Building; and

**WHEREAS**, Sandyston Township was awarded the Hazardous Mitigation Grant for the upgrade of wiring by adding additional circuits to the existing generator by the State of New Jersey, Office of Emergency Management; and

**WHEREAS**, to proceed Sandyston Township must enter into a Sub-Grant Agreement between the State of New Jersey, Office of Emergency Management, located at PO Box 7068, West Trenton, New Jersey and the Township of Sandyston, located at 133 Route 645, Sandyston, NJ ; and

**WHEREAS**, the period of performance of this project is the period beginning **May 7, 2015** and ending **May 7, 2018**; and

**WHEREAS**, the total estimated cost of the project is **\$9,300** with the total Federal share being **\$8,370** and the total non-federal share **\$930**.

**NOW, THEREFORE, BE IT RESOLVED** the Township Committee of the Township of Sandyston hereby authorizes the Mayor and Municipal Clerk to execute on behalf of the Township Committee the Sub-Grant Agreement between the State of New Jersey, Office of Emergency Management, located at PO Box 7068, West Trenton, New Jersey and the Township of Sandyston, located at 133 Route 645, Sandyston, NJ for the Hazardous Mitigation Grant for the upgrade of wiring by adding additional circuits to the existing generator.

**BE IT FURTHER RESOLVED**, this resolution shall be attached to the Sub-Grant Agreement and the Sub-Grant Agreement and Resolution authorizing the execution shall remain on file with the Municipal Clerk.

The Committee reviewed **R-50-2015**. Mayor Harper made a motion to approve **R-50-2015**, seconded by Deputy Mayor Leppert and unanimously carried.

**SANDYSTON TOWNSHIP**

**R-51-2015**

**RESOLUTION TO EXECUTE THE SUB-GRANT AGREEMENT FOR THE HAZARD  
MITIGATION GRANT PROGRAM (CFDA #97.039) FEMA-DR-4086-NJ-403-R**

**WHEREAS**, Sandyston Township applied for a Hazardous Mitigation Grant through the State of New Jersey, Office of Emergency Management to purchase and install two (2) permanent propane fueled generators to supply emergency backup power during and after severe weather for the Department of Public Works building located at 1 Maple Lane, Layton and Fire Station #2 located at 117 Route 560, Sandyston; and

**WHEREAS**, Sandyston Township was awarded the Hazard Mitigation Grant to purchase and install two (2) permanent propane fueled generators as noted above by the State of New Jersey, Office of Emergency Management; and

**WHEREAS**, to proceed Sandyston Township must enter into a Sub-Grant Agreement between the State of New Jersey, Office of Emergency Management, located at PO Box 7068, West Trenton, New Jersey and the Township of Sandyston, located at 133 Route 645, Sandyston, NJ ; and

**WHEREAS**, the period of performance of this project is the period beginning **June 25, 2015** and ending **June 25, 2018**; and

**WHEREAS**, the total estimated cost of the project is **\$21,000** with the total Federal share being **\$21,000**.

**NOW, THEREFORE, BE IT RESOLVED** the Township Committee of the Township of Sandyston hereby authorizes the Mayor and Municipal Clerk to execute on behalf of the Township Committee the Sub-Grant Agreement between the State of New Jersey, Office of Emergency Management, located at PO Box 7068, West Trenton, New Jersey and the Township of Sandyston, located at 133 Route 645, Sandyston, NJ for the Hazardous Mitigation Grant for purchase and install two (2) permanent propane fueled generators to supply emergency backup power during and after severe weather for the Department of Public Works building located at 1 Maple Lane, Layton and Fire Station #2 located at 117 Route 560, Sandyston.

**BE IT FURTHER RESOLVED**, this resolution shall be attached to the Sub-Grant Agreement and the Sub-Grant Agreement and Resolution authorizing the execution shall remain on file with the Municipal Clerk.

The Committee reviewed **R-51-2015**. Mayor Harper made a motion to approve **R-51-2015**, seconded by Committeeman MacDonald and unanimously carried.

#### **SANDYSTON TOWNSHIP RESOLUTION**

#### **R-52-2015**

#### **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 1<sup>st</sup>, namely on June 14<sup>th</sup>; 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, 2015 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 (25<sup>th</sup>) 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 (25<sup>th</sup>) day, interest at the usual rate will be charged from August 1, 2015.

The Committee reviewed R-52-2015. Mayor Harper made a motion to approve R-52-2015, seconded by Deputy Mayor Leppert and unanimously carried.

**The Nan Horsfield Archives:** The Committee asked Keith Utter to come forward to discuss the letter provided by Charles Schaffer Associates, LLC. Mayor Harper reviewed the letter with Mr. Utter stating Mr. Schaffer referred to this level as a mezzanine as it is not a whole second story. Mayor Harper stated his inspection revealed a new exit light with integral emergency back-up lighting needs to be installed above the door, the doors servicing the HVAC equipment shall be closed at all times and a 12 x 12 louver with a damper in one door of each attic space for a total of 3 louvers are required, a roof mounted attic exhaust fan in each of the three attic spaces and it is suggested that thermostatically controlled heat tape shall be provided around all HVAC condensate lines. Mayor Harper stated that once the exit/emergency light is installed and the HVAC access doors are secured the second floor mezzanine may be used by the public. Mr. Utter stated that he accompanied Mr. Schaffer and noted that these are deficiencies and these recommendations are necessary whether anyone uses the space or not. Mr. Utter stated that this is an investment in the building because without proper ventilation the equipment will not work properly. Mayor Harper thanked Mr. Utter for accompanying Mr. Schaffer. Mayor Harper made a motion to request quotes for the exit light, the three louvers and the three attic exhaust fans, seconded by Committeeman MacDonald and unanimously carried.

### **Ordinances:**

No Ordinances at this time.

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

Tom Horsfield, Route 645, came forward and commented on the house located at 197 Route 206 and asked if Habitat for Humanity could use the house as a project. Mayor Harper stated that Wes Powers on the Planning Board has a lot of experience in working with COAH in researching the direction that Sandyston Township may take on the matter.

Mr. Horsfield asked the Committee how they plan to make the mezzanine level handicapped accessible. Mayor Harper stated he did not believe we were required to based on Charles Schaffer's letter. Mayor Harper explained we can have a procedure where we serve the public in a handicapped accessible area. Mr. Horsfield stated this does nothing to further the accessibility of the archives. Deputy Mayor responded to Mr. Horsfield that it opens up the space. Mayor Harper discussed accessibility in the municipal building and other locations and referred to Mr. Schaffer's letter explaining that much of the necessary repairs need to be done regardless of accessibility. Mr. Horsfield asked how the township attorney is dealing with the sentence in the resolution that deals with "discretion". Mayor Harper stated that is a matter that Mr. Horsfield must address and not up to the township to make a call on the matter to which a brief discussion resulted regarding the question of "discretion". Mayor Harper explained the Committee has voted to seek quotes to make the necessary changes to open the mezzanine level, to which Mr. Horsfield commented it was a waste of money. Mayor Harper explained the changes are necessary for the safety of the employees whether or not that level is open to the public.

Deputy Mayor Leppert made a motion to close the public session, seconded by Committeeman MacDonald and unanimously carried.

**Correspondence:** The Clerk noted the letter regarding the gypsy moth survey. Deputy Mayor Leppert stated the township should definitely participate in the survey. Mayor Harper made a motion to send the

required paperwork to be included in the survey, seconded by Deputy Mayor Leppert and unanimously carried.

The Clerk noted the As-Built drawings for Phase II have been approved by the Sussex County Board of Chosen Freeholders.

The Clerk stated we received a Civil Suit regarding the Sussex County Board of Chosen Freeholders vs. Yarosz.

The Clerk noted the next meeting is August 11, 2015, and Committeeman MacDonald will be away on vacation and asked if the committee wished to reschedule the meeting. The Committee reviewed their schedules and determined Mayor Harper and Deputy Mayor Leppert would be in attendance and it would be more difficult to reschedule.

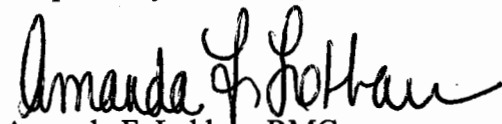
The Clerk noted the date has changed for the Delaware Valley United Methodist Church Chicken Barbeque and stated the date has been moved to September. Mayor Harper noted the need for a new building use form and updated insurance certificate.

**Coming up:**

Township Meeting:	Tuesday, August 11, 2015 at 7:00 pm
Planning Board:	Monday, August 3, 2015 at 7:00 pm
Seniors Meeting:	Tuesday, August 4, 2015 at 12:00 pm
Recreation Meeting	Tuesday, August 25, 2015 at 6:30 pm
STVFD Tractor Parade	Saturday, August 22, 2015
DVUMC Chicken BBQ	Saturday, July 25, 2015 *date changed

**Adjournment:** Deputy Mayor Leppert made a motion to adjourn the meeting at 9:35 am, seconded by Mayor Harper and unanimously carried.

Respectfully submitted,



Amanda F. Lobban, RMC  
Municipal Clerk