

Sandyston Township

Minutes

July 8, 2014

This meeting was opened and called to order at 9:00 am 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 Leppert and Mayor Fred MacDonald

Also in attendance: Betsy Pinzone, Roy McClain, Erma Gormley, Hixon Spangenberg, Glenn Hull, Ryan Earley, Sharon Spangenberg

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

Minutes: The Committee reviewed the regular meeting minutes of **June 10, 2014** and the special meeting minutes of **June 25, 2014** of the Township Committee meeting. Committeeman Harper made a motion to approve the both the June 10, 2014 and June 25, 2014 minutes, seconded by Mayor MacDonald and unanimously carried.

Tax Collector Report: The Tax Collector's report for the month of **June, 2014** was presented with total receipts Month-To-Date of \$67,758.84 and a Year-To-Date total of \$2,781,598.74. Mayor MacDonald 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 2014** was presented with a beginning balance of \$1,090,739.90, total receipts of \$92,318.88, and total disbursements of \$271,337.12 leaving an ending balance of \$911,721.66. Mayor MacDonald read the following balances: General Capital Account \$351,476.44, Animal Control Escrow \$43,329.72, Public Assist Escrow \$3,526.88, Unemployment Escrow \$23,205.31, COAH Trust \$30,691.24, Security Asst. Fund \$18,542.47 and the Small Cities Master \$4,764.89. 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 **June 2014** was submitted for approval. Deputy Mayor Leppert made a motion to approve the bills list for the month of **June 2014** in the amount of \$574,959.00, seconded by Mayor MacDonald and unanimously carried.

Departmental Reports: The Committee reviewed the departmental reports. Roy McClain, Road Department Supervisor, stated he has finished patching on Mettler Road.

Old Business:

Performance Bond/Block 1105 Lot 14: Committeeman Harper stated there was discussion at the Planning Board (Monday, July 7, 2014) with reference to this location and the Sandyston Township's engineer's report regarding the posting of a Performance Bond. The report will be forwarded to the Planning Board attorney for review.

Centurylink: Mayor MacDonald stated no new information to date.

In Rem Foreclosure: The Clerk informed the Committee the first eight (8) foreclosures are filed with the Court and we are awaiting Final Judgment. The remaining two (2) In Rem Foreclosures being handled by Glenn Gavan, Esq., have been filed with the County Clerk and will be advertised in the New Jersey Herald Thursday, July 10, 2014, where those listed will have 45 days to redeem.

911 Dispatching Agreement: The Clerk stated the Township Attorney has reviewed the 911 dispatching agreement and has forwarded his comments to the County of Sussex Administrator, John Eskilson and their attorney. We are awaiting the final document.

Streetscape Route 560 – Phase II & Phase III

- Mayor MacDonad stated Phase II has been completed with the exception of the lighting fixtures to be delivered and installed. Mayor MacDonald stated he has received a lot of compliments on the sidewalk.
- Committeeman Harper stated the County of Sussex is completing their review of the proposed drawings.

New Business:

Review: Revaluation Bid Submitted: The Committee reviewed the bids submitted for the revaluation of real property in Sandyston Township. Appraisal Systems, Inc., submitted a bid in the amount of \$98,200 and Certified Valuations, Inc., submitted a bid in the amount of \$187,800. The Township Attorney has reviewed both bids and finds the bid submitted by Appraisal Systems, Inc., to be order and recommends awarding the contract to Appraisal Systems, Inc.

Quotes: Sealcoating, Crack Sealing, Striping Municipal Parking Lot: The Committee reviewed three bids submitted for the crack filling, sealcoating and line striping of the municipal parking lot. The three bids submitted: Advanced Pavement Technologies \$5,699.63, Pettit Corp \$6,650 and Precision Striping and Sealcoating, Inc., \$9,190. Mayor MacDonald made a motion to approve the quote submitted by Advanced Pavement Technologies in the amount of \$5,699.63, seconded by Deputy Mayor Leppert.

Quote: Pole Barn Concrete: The Committee reviewed a quote submitted by Sparta Redi-Mix for the concrete for the pole barn. Mayor MacDonald explained the quote is for \$82.50 per cubic yard plus concrete delivery for 25 yards of concrete. Mayor MacDonald made a motion to approve the quote, seconded by Deputy Mayor Leppert and unanimously carried.

Lakeland Bank/Sussex Bank: The Committee reviewed two proposals for banking services from Lakeland Bank and Sussex Bank. After a brief discussion regarding interest rates, escrow account rates, and the pros and cons of switching banks, Mayor MacDonald made a motion to continue with Lakeland Bank and sign the three-year contract offered by them, seconded by Deputy Mayor Leppert and unanimously carried.

Application for On-Premise Raffle: STVFD/August 23, 2014: The Committee reviewed an Application for On-Premise Raffle for the Sandyston Township Volunteer Fire Department for a 50/50 raffle to be held on Saturday, August 23, 2014. Committeeman Harper made a motion to approve the application for raffle, seconded by Mayor MacDonald and unanimously carried.

Stevenson Small Cities: The Committee has received a request from Lakeland Bank to subordinate to the third position on a Small Cities loan of Karen Stevenson. The Committee reviewed the letter by the Township Attorney who has advised the amount of the new loan will exceed the value of the property. Committeeman Harper made a motion to deny this request, seconded by Mayor MacDonald and unanimously carried.

Resolutions:

**SANDYSTON TOWNSHIP
R-49-2014**

A RESOLUTION APPROVING THE CORRECTIVE ACTION PLAN AS REQUIRED BY THE NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS DIVISION OF LOCAL GOVERNMENT SERVICES FOR THE TOWNSHIP OF SANDYSTON, COUNTY OF SUSSEX, STATE OF NEW JERSEY

WHEREAS, the Township of Sandyston received the 2013 Audit Report from Nisivoccia, LLP on March 4, 2013; and

WHEREAS, the Township Committee of the Township of Sandyston must pass a resolution within sixty (60) days of receipt of the annual audit that approves the Corrective Action Plan; and

WHEREAS, the 2013 Annual Audit for the Township of Sandyston produced one finding and shall be analyzed and corrected as shown on the attached Corrective Action Plan; and

NOW, THEREFORE BE IT RESOLVED, the Township Committee of the Township of Sandyston, County of Sussex, State of New Jersey, hereby approves the Corrective Action Plan as prepared by the Chief Financial Officer of the Township of Sandyston; and

BE IT FURTHER RESOLVED, a certified copy of the approving resolution together with the Corrective Action Plan shall be sent to the Director of the Division of Local Government Services. A copy will also be on file with the Municipal Clerk of the Township of Sandyston.

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES**

SIMPLE CORRECTIVE ACTION REPORT ITEM

SANDYSTON TOWNSHIP

SUSSEX COUNTY

JULY 8, 2014

FINDING #1

1. **DESCRIPTION:** Management and the Township Committee should be aware and realize that the concentration of duties and responsibilities in a limited number of individuals is not desirable from a control point of view.
2. **ANALYSIS:** The various departments/offices of the Township are responsible for the issuance of permits and licenses, collection of taxes, collection of permit and license fees, and recording of collections. The disbursement of funds and reconciliation of bank accounts is performed by one person.
3. **CORRECTIVE ACTION:** Due to the limited number of personnel of the Township, it is difficult to completely segregate duties. However, a greater effort will be made by the Township to ensure that as many controls and safeguards are in place to improve segregation of duties.
4. **IMPLEMENTATION DATE:** The policy is currently in effect.

The Committee reviewed **R-49-2014**. Mayor MacDonald made a motion to approve **R-49-2014**, seconded by Deputy Mayor Leppert and unanimously carried.

**SANDYSTON TOWNSHIP RESOLUTION
R-50-2014
RESOLUTION TO APPOINT ZONING OFFICER**

WHEREAS, with the retirement of John deJager, effective June 30, 2014, the Township of Sandyston is in need of a Zoning Officer beginning July 1, 2014; and

WHEREAS, said Official shall be authorized to administer and enforce the Ordinance for the Township of Sandyston, County of Sussex, State of New Jersey; and

WHEREAS, Elizabeth Pinzone is currently the Land Use Administrator and shall be appointed Zoning Officer; and

WHEREAS, Elizabeth Pinzone shall be paid \$10 per Zoning Permit and \$10 per sign permit.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Sandyston, County of Sussex, State of New Jersey, that **Elizabeth Pinzone** be appointed and designated Zoning Officer for Sandyston Township beginning July 1, 2014 and shall be paid \$10 per Zoning Permit and \$10 per sign permit.

The Committee reviewed **R-50-2014**. Mayor MacDonald made a motion to approve **R-50-2014**, seconded by Deputy Mayor Leppert and unanimously carried.

**SANDYSTON TOWNSHIP RESOLUTION
R-51-2014**

A RESOLUTION AWARDING A BID FOR REVALUATION OF REAL PROPERTY IN SANDYSTON TOWNSHIP

WHEREAS, the Township of Sandyston reviewed bids on Tuesday, July 1, 2014, for the purpose of the revaluation of real property in Sandyston Township; and

WHEREAS, the Township Committee utilized bidding procedures as required by N.J.S.A. 40A:11-1 et seq.

WHEREAS, we received a bid in the amount of **\$98,200** from Appraisal Systems, Inc. and a bid from Certified Valuations, Inc., in the amount of \$187,800; and

WHEREAS, after review of the bids submitted it has been determined that Appraisal Systems, Inc. shall be awarded the contract for the revaluation of real property in Sandyston Township.

THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Sandyston, State of New Jersey to award the contract to Appraisal Systems, Inc. in the amount of **\$98,200** as the lowest and responsive bidder for the purpose of the revaluation of real property in Sandyston Township.

BE IT FURTHER RESOLVED that the Mayor and Municipal Clerk are authorized to sign contract with Appraisal Systems for the purpose of the revaluation of real property in Sandyston Township.

The Committee reviewed **R-51-2014**. Mayor MacDonald made a motion to approve **R-51-2014**, seconded by Deputy Mayor Leppert and unanimously carried.

**SANDYSTON TOWNSHIP RESOLUTION
R-52-2014**

RESOLUTION TO APPOINT ROBERT W. HUBER AS A CLASS II MEMBER ON THE SANDYSTON TOWNSHIP PLANNING BOARD

WHEREAS, John deJager was a Class II member of the Sandyston Township Planning Board, appointed to a one year term effective January 1, 2014 and expiring December 31, 2014; and

WHEREAS, with the retirement of John deJager, effective June 30, 2014 a vacancy has been created for the Class II position on the Sandyston Township Planning Board effective July 1, 2014; and

WHEREAS, Robert W. Huber has been hired to replace John deJager as Construction Official; and

WHEREAS, Robert W. Huber shall be appointed fill the vacancy created by the retirement of John deJager as a Class II member on the Sandyston Township Planning Board effective July 1, 2014 and expiring December 31, 2014;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Sandyston, County of Sussex, State of New Jersey, that **Robert W. Huber** be appointed Class II position on the Sandyston Township Planning Board effective July 1, 2014.

The Committee reviewed **R-52-2014**. Mayor MacDonald made a motion to approve **R-52-2014**, seconded by Committeeman Harper and unanimously carried.

Correspondence: The Committee reviewed the correspondence. The Clerk explained the State of New Jersey Department of Transportation has issued the order for the Passing Lane on Route 206 to be changed to a No Passing Lane.

The Clerk explained Alex from Farmside has recommended several shrubs be removed to prevent overcrowding. Deputy Mayor asked for a quote to be provided by Farmside for the work he recommended to prevent overcrowding which will stunt the growth of the other plants.

Committeeman Harper asked for an explanation of the incident that occurred at the 6th Grade Graduation Party on Friday, June 20, 2014. The Clerk explained there was an argument between two adults that resulted in the New Jersey State Police being called to the municipal building. The Clerk noted the OPRA request we received from the attorney of one of the adults requesting a copy of the video surveillance of the parking lot from that night. Committeeman Harper asked if anyone was hurt.

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

Glenn Hull, Layton, NJ, came forward and asked about the curbing in front of Carolyn Seifried's house for Phase II of the Route 560 Streetscape project. Mr. Hull referenced the plan provided to him by the Township and stated it does not show any curbing, however, and stated there is currently curbing in this section of sidewalk and was curious if something changed or if there was a new set of plans. Committeeman Harper explained there was a representative on the project from Harold E. Pellow's office each day of the project and should the County take exception to the work performed Mr. Pellow will be responsible. Committeeman Harper stated that the Township will see what the County says regarding the matter.

Mr. Hull also asked for an explanation of Resolution R-49-2014. Deputy Mayor Leppert explained that is a result of the annual audit where the auditor makes recommendations as to what the Township can do to improve internally. Deputy Mayor Leppert explained this Corrective Action Plan is filed with the State of New Jersey.

Coming up:

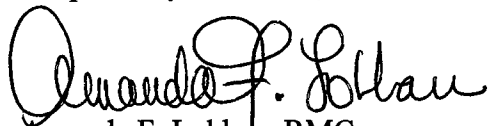
Township Meeting:	Tuesday, August 12, 2014 at 7:00 pm
Planning Board:	Monday, August 4, 2014 at 7:00 pm
Seniors Meeting:	Tuesday, August 5, 2014 at 12:00 pm
DVUMC Chicken BBQ:	Saturday, August 16, 2014
STVFD Tractor Parade:	Saturday, August 23, 2014
Sandyston Recreation:	Tuesday, July 22, 2014 at 6:30 pm

The Clerk stated in February 2014, Joseph Pinzone resigned from the Sussex County Water Quality Policy Advisory Committee. The Clerk asked if the Committee would like this position advertised on the website for possible replacement of that position. The Committee discussed and agreed with this suggestion.

The Mayor asked if the Clerk had sent the letter to the County of Sussex regarding the street light above the entrance to Heater's Lane to which the Clerk responded yes. Mayor MacDonald explained with the installation of the street lights on the sidewalks we have requested to see if the County will remove the street light above the entrance to Heater Lane.

Adjournment: Mayor MacDonald made a motion to close the meeting at 9:15 am, seconded by Deputy Mayor Leppert and unanimously carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Amanda F. Lobban". The signature is written in a cursive, flowing style with a large initial 'A'.

Amanda F. Lobban, RMC
Municipal Clerk