

SANDYSTON TOWNSHIP

Minutes

October 10, 2017

This meeting was opened and called to order at 7:00 pm 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: Stan Dutkus; Tom & Nan Horsfield; Tom Eberhardt; John Snyder; Louie Frato; Hixon & Sharon Spangenberg; Steve Williamson; Wendy MacDonald

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

Minutes: The Committee reviewed the regular meeting minutes of **September 12, 2017**. Mayor MacDonald made a motion to approve the regular meeting minutes for September 12, 2017, seconded by Committeeman Harper and unanimously carried.

Tax Collector Report: The Tax Collector Report was presented for the month of **September 2017** with total receipts Month-To-Date of \$76,027.62 and a Year-To-Date total of \$4,343,424.82. Mayor MacDonald made a motion to accept the Tax Collector's Report as submitted, seconded by Deputy Mayor Hull and unanimously approved.

Treasurer's Report: The Treasurer's Report for the month of **September 2017** was presented with a beginning balance of \$1,798,210.94 total receipts of \$183,027.47 and total disbursements of \$412,265.32 leaving an ending balance of \$1,568,973.09. Mayor MacDonald read the following balances: General Capital Account \$53,609.80, Animal Control Escrow \$11,479.95, Public Assist Escrow \$3,543.90, Unemployment Escrow \$25,784.10, COAH Trust \$41,081.49, Security Asst. Fund \$18,631.68 and the Small Cities Master \$4,787.86. 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 \$387,183.38. 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. Committeeman Harper noted the Road Department has been doing a great job on the road program and working on preparing for the winter season. Committeeman Harper discussed an issue with drainage on DeGroat Road that the road department is working on and noted the possibility of another inlet on this road which will need engineering.

Old Business:

Green Acres: Deeds of Devita Road: The Clerk provided an update regarding the sale of three properties to Green Acres which are on Devita Road. Per her conversation with Louis Crescitelli, Chief of Staff for Assemblyman Parker Space, they are in the process of drafting a bill which will be narrowly tailored to read in circumstances where the municipality has acquired property through In Rem

Foreclosure (not paying of taxes) and wishes to sell the property for Open Space, the entity buying the property from the municipality (DEP, County, State, etc) is not subject to a maintenance clause where an association has not yet been formed. The Clerk further explained there will be a caveat that there will be no public access from the private road to the open space, the only access being for maintenance or emergencies. The Clerk stated once the draft has been prepared they will share it with us and our attorney and will also review with the DEP.

Tri-State Steel Fabricators, Inc.: The Clerk explained the Preliminary Assessment through the Hazardous Discharge Site Remediation Fund Grant is just about finished and we are working on the next phase with ADR Environmental. The Clerk explained included in the next grant will be work to the site to remove trees and brush for the site investigation, removal of chemicals which still remain in the building and we will try to include the Annual Remediation Fee for the Department of Environmental Protection in the amount of \$895. The Clerk stated there are back annual remediation fees in the amount of \$4,378.76 at this location.

Committeeman Harper stated he had a conversation with a neighbor to Tri-State Steel suspicious of activity at this location. Committeeman Harper asked the public to be aware and report anything out of the ordinary to the New Jersey State Police immediately.

In Rem Foreclosure of Properties: The Township Attorney is currently working on In Rem Foreclosures.

Shared Services Update Frankford/Branchville: The Clerk stated the Shared Service Agreement with Branchville is progressing. The Clerk stated she has been advised by the Clerk of Frankford Township that they will not be pursuing the Shared Service Agreement for the Construction Department at this time.

New Business:

Best Practices Worksheet CY 2017/2018: The Committee reviewed the Best Practices Worksheet for 2017/2018 where we only have one "No". The Clerk explained Question #9 asks if the audit findings from the 2015 audit have been identified and addressed so as they are not repeated. The Clerk explained Sandyston receives the same finding in our audit each year relating to the concentration of duties and responsibilities in a limited number of individuals. Committeeman Harper commented that this finding will not change. The Clerk stated Sandyston has several controls in place. Mayor MacDonald made a motion to approve the Best Practices Worksheet, seconded by Committeeman Harper and unanimously carried.

Quotes: Generator for Sunrise Communication Tower (FEMA Grant): The Committee reviewed three quotes for generators for the Sunrise Communication Tower: Montague Tool \$5,454, Cooper electric Supply \$3,378 and M & B Electric \$4,300. Mayor MacDonald noted a request by the County for this generator to have the ability to be monitored remotely and the generator quoted by Cooper Electric does not have that option. Mayor MacDonald made a motion to approve the quote submitted by M & B Electric for the Generac which includes a Mobile Link Cellular Phone remote monitoring system in the amount of \$4,300, seconded by Deputy Mayor Hull, and unanimously carried, with an abstention from Committeeman Harper.

Installation of Generator at Sunrise Communications Tower (FEMA Grant): The Committee reviewed two quotes for the installation of the generator at the Sunrise Communications Tower: Appalachian Air Conditioning & Heating Corp \$1,750 and Newton Electrical Services, Inc., \$1,925. Mayor MacDonald made a motion to approve the quote submitted by Appalachian Air Conditioning &

Heating Corp in the amount of \$1,750, seconded by Deputy Mayor Hull, and unanimously carried, with an abstention from Committeeman Harper.

Use of Building: Yoga Kids (Fridays) with Julie Lain-Trilling: Sandyston Recreation and Julie Lain-Trilling are currently running Yoga for kids on Thursday's. Due to the number of children that turned out for Yoga they find it necessary to add another evening to separate the class. Sandyston Recreation is asking for Fridays from 4:30 pm to 5:30 pm. Sandyston Recreation and Julie Lain-Trilling also wish to offer a free Yoga night for adults on Friday, October 20, 2017. Mayor MacDonald made a motion to approve the use of the room for this purpose, seconded by Deputy Mayor Hull and unanimously carried.

Use of Building: Couch to Gobble Hobble 5K: Sandyston Recreation will be sponsoring a "Couch to Gobble Hobble 5K" event to run Sunday's from October 15 – November 19, 2017. The group will meet in the parking lot. Mayor MacDonald made a motion to approve this request, by Deputy Mayor Hull and unanimously carried.

Draft Amend Chapter 45/Chapter 69 Ordinance: The Committee reviewed the draft proposal for changes to the Construction Fees. The Clerk will prepare the Ordinance for Introduction at the November meeting.

Vacant/Abandoned Properties Ordinance: The Committee reviewed ordinances currently used by municipalities regarding Vacant and Abandoned Properties. Mayor MacDonald explained these are properties that have been foreclosed and acquired by banks. The Clerk explained this would require the banks to pay a fee to register the property, along with guidelines for maintenance of the property. Mayor MacDonald made a motion to have the Township Attorney prepare a draft ordinance, seconded by Deputy Mayor Hull and unanimously carried.

Blue Light Renewal Application: F. MacDonald – The Committee reviewed the Blue Light Renewal Application of Fred MacDonald. Committeeman Harper made a motion to approve the application, seconded by Deputy Mayor Hull and unanimously carried, with an abstention from Mayor MacDonald.

Blue Light Renewal Application: G. Mahon – The Committee reviewed the Blue Light Renewal Application of Geraldine Mahon. Mayor MacDonald made a motion to approve the application, seconded by Committeeman Harper and unanimously carried.

Personnel Policy Update: The Committee reviewed the suggested revisions to the current personnel policy, as suggested by our insurance agent and Township Attorney. After the September meeting, the Clerk provided a copy of the draft changes to the employees and asked for any comments, questions or suggestions to be forwarded to her by Friday, October 4, 2017. No comments, questions or suggestions were received. The following are the areas added or revisions to the policy:

- Removed Drug-Free Workplace – Replaced with Substance Abuse Policy
- Revised Sexual Harassment
- Revised Terms & Conditions of Employment
- Added: Conflict of Interest
- Added: Outside Employment
- Added: Acceptance of Gifts

Mayor MacDonald made a motion to accept the suggested additions and revisions to the policy, seconded by Committeeman Harper and unanimously carried.

Employment Application Update: The Committee reviewed the suggested revisions to the current Employment Application, as suggested by our insurance agent and Township Attorney. The Clerk explained the changes which includes the addition of a new signature page which enables our ability to perform background checks and drug testing on perspective employees and a reference page. Committeeman Harper made a motion to accept the revisions to the Employment Application, seconded by Mayor MacDonald and unanimously carried.

Job Description Review/Update: The Committee reviewed the job descriptions as well as a suggested revision to the Job Description of the Tax Assessor. Mayor MacDonald made a motion to accept the revisions to the Tax Assessor job description, seconded by Deputy Mayor Hull.

Resolutions:

**SANDYSTON TOWNSHIP
R-52-2017
SUPPORTING THE EXPLORATION OF A SUSSEX COUNTY
CONSOLIDATED SCHOOL SYSTEM**

WHEREAS, the school systems in the State of New Jersey are largely independently run and are funded by the taxpayers, resulting in increasing property taxes to New Jersey residents; and

WHEREAS, the Township Committee appreciates the importance of the education system, public schools and teachers, but also recognizes that increased property taxes are driving residents out of Sussex County and Green Township; and

WHEREAS, student enrollment in Sussex County schools is decreasing, yet per-pupil costs continue to rise, resulting in higher property taxes to Sussex County residents; and

WHEREAS, a consolidated County school system could result in significant savings to the taxpayers of Sussex County, via less administrative staff and other personnel, and ultimately lower property taxes; and

WHEREAS, the Township Committee proposes the following structure for a consolidated school system; one County Superintendent, one County Business Office; and all schools within the County overseen by the County Office.

NOW THEREFORE BE IT RESOLVED that the Township Committee of the Township of Sandyston hereby declares its support for exploring the feasibility of a Consolidated Sussex County School System, Such a study should show the benefit of consolidation to the taxpayers of Sandyston Township.

BE IT FURTHER RESOLVED, that copies of this Resolution are to be forwarded to the Clerks of all Sussex County municipalities, the State Legislators that represent the Township of Sandyston, the Sandyston-Walpack Consolidated School Board of Education, Kittatinny Regional High School Board of Education, the Sussex County Superintendent of Schools, the Sussex County League of Municipalities, the New Jersey League of Municipalities, and the State of New Jersey Governor's Office.

The Committee reviewed **R-52-2017**. Committeeman Harper stated he has had discussions with members of the school board as well as people in the County and feels there is not enough concrete information on the matter at this time. Committeeman Harper discussed collective bargaining, salaries, debt and at this time does not see the framework for what they are trying to accomplish. Mayor MacDonald stated he hasn't seen any numbers or information to support the consolidation, and suggested waiting for more information. Mayor MacDonald made a motion to table **R-52-2017**, seconded by Deputy Mayor Hull and unanimously carried.

**SANDYSTON TOWNSHIP
R-53-2017
RESOLUTION ACCEPTING HAZARDOUS DISCHARGE SITE REMEDIATION FUND GRANT
THROUGH THE NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION IN THE**

AMOUNT UP TO \$6,468 FROM THE NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY FOR THE PRELIMINARY ASSESSMENT AT TRI-STATE STEEL AND AUTHORIZING MAYOR TO EXECUTE THE NOTICE OF APPROVAL

WHEREAS, pursuant to N.J.S.A. 40A:12A-6, the Township Committee of Sandyston Township has shall undertake a preliminary investigation to determine whether a portion of Tri-State Steel Fabricators, Inc. (Block 1104 Lot 6) located at 84 Route 645, Sandyston, Sussex County, New Jersey (hereinafter the "Property") is an area in need of redevelopment according to the criteria set forth in N.J.S.A.40A:12A-5; and

WHEREAS, the Township Committee of Sandyston Township has determined that there has been, or it suspects that there has been, a discharge of hazardous substances or a hazardous waste on the property; and,

WHEREAS, Sandyston Township applied for a grant through Hazardous Discharge Site Fund from the New Jersey Department of Environmental Protection for funding for the investigation of possible contamination of Tri-State Steel Fabricators, Inc. in order to determine the extent of any hazardous substance or hazardous waste; and,

WHEREAS, Sandyston Township currently holds the Tax Title Lien for Tri-State Steel Fabricators, Inc., Certificate #2012-07; and,

WHEREAS, Sandyston Township has received notification of the approval of the grant application for the preliminary assessment in the amount of \$6,468 by the New Jersey Economic Development Authority from the Hazardous Discharge Site Remediation Fund.

NOW, THEREFORE, BE IT RESOLVED, the Township Committee of the Township of Sandyston has reviewed the Notice of Approval provided by the New Jersey Economic Development Authority and hereby authorizes the Mayor to execute the Notice of Approval for the above stated grant in the amount of \$6,468.

The Committee reviewed **R-53-2017**. Mayor MacDonald made a motion to approve **R-53-2017**, seconded by Committeeman Harper and unanimously carried. The Clerk noted next month we will receive closing documents on this matter.

SANDYSTON TOWNSHIP

R-54-2017

RESOLUTION: APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE HOTALEN ROAD – SECTION III PROJECT.

NOW, THEREFORE, BE IT RESOLVED that the Sandyston Township Committee of the Township of Sandyston, County of Sussex, State of New Jersey formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Municipal Clerk are hereby authorized to submit an electronic grant application identified as MA-2018-Hotalen Road – Section III-00063 to the New Jersey Department of Transportation on behalf of Sandyston Township.

BE IT FURTHER RESOLVED that the Mayor and Municipal Clerk are hereby authorized to sign the grant agreement on behalf of Sandyston Township and that their signatures constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement.

The Committee reviewed **R-54-2017**. Committeeman Harper made a motion to approve **R-54-2017**, seconded by Mayor MacDonald and unanimously carried.

**SANDYSTON TOWNSHIP
R-55-2017**

**RESOLUTION REQUESTING APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION NJSA
40A:4-87**

WHEREAS, NJSA 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

WHEREAS, the Director may also approve the insertion of an item of appropriation for equal amount,

WHEREAS, Sandyston Township received a Hazardous Discharge Site Remediation Fund Grant, in the amount of \$6,468.00 for the preliminary assessment, along with report preparation, at the Tri-State Steel Fabricators site; and

WHEREAS, the Township Committee of the Township of Sandyston in the County of Sussex, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue under the caption **NJDEP Hazardous Discharge Site Remediation Grant** in the budget of the year 2017 in the sum of \$6,468.00, which is now available from a Hazardous Discharge Site Remediation Fund Grant from the New Jersey Department of Environmental Protection; and

WHEREAS, the Township Committee of the Township of Sandyston in the County of Sussex, New Jersey, hereby requests the Director of the Division of Local Government Services to also approve an item of appropriation in the amount of \$6,468.00 under the caption **NJDEP Hazardous Discharge Site Remediation Grant** in the budget of the year 2017 in the sum of \$6,468.

NOW, THEREFORE, BE IT RESOLVED, that the sum of \$6,468.00 shall be added to the item of revenue under the caption **NJDEP Hazardous Discharge Site Remediation Grant** and added to the item of appropriation for the equal amount under the same title in the 2017 Sandyston Township Municipal Budget for the preliminary assessment, along with report preparation, at the Tri-State Steel Fabricators site.

**Revenue Title: NJDEP Hazardous Discharge Site Remediation Grant
Amount: \$6,468.00**

**Appropriation Title: NJDEP Hazardous Discharge Site Remediation Grant
Amount: \$6,468.00**

The Committee reviewed **R-55-2017**. The Clerk explained this Resolution is needed because we are taking in grant money and spending the money to pay contractors so this must be added to our budget. Committeeman Harper made a motion to approve **R-55-2017**, seconded by Mayor MacDonald and unanimously carried.

**SANDYSTON TOWNSHIP
R-56-2017
RESOLUTION TO HIRE FIRE SUB-CODE OFFICIAL
EFFECTIVE NOVEMBER 1, 2017**

WHEREAS, William Paterson has tenured his resignation with Sandyston Township 10/31/2017; and

WHEREAS, the Township of Sandyston has a need of a Fire Sub-Code Official effective November 1, 2017; and

WHEREAS, said Fire Sub-Code Official shall be paid \$50.00 per inspection, plus mileage.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Sandyston, County of Sussex, State of New Jersey that Charles Luxton, be hired as a Fire Sub-Code Official.

BE IT FURTHER RESOLVED, Charles Luxton shall be paid a \$50.00 per inspection, plus mileage.

The Committee reviewed **R-56-2017**. Committeeman Harper explained that this position is going from an hourly rate to per inspection rate. Deputy Mayor MacDonald made a motion to approve **R-56-2017**, seconded by Committeeman Harper and unanimously carried.

Ordinances: There were no Ordinances presented.

Correspondence: The Committee reviewed the correspondence. The Clerk noted the letter from Sheriff Strada approving increased police presence when staffing permits.

The Clerk noted our continued effort for Centurylink to tend to vegetation on the phone lines.

Committeeman Harper noted the retirement of John J. Donahue, Superintendent of the Delaware Water Gap National Recreation Area.

The Clerk noting the upcoming meeting with our Legislators in Branchville on Tuesday, October 17, 2017. Mayor MacDonald will attend.

Committeeman Harper noted the repair of the Skellenger Lake Dam by the Department of Environmental Protection.

Open Meeting To Floor:

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

Stan Dutkus, Emergency Management Coordinator, came forward and stated we received word that our Emergency Operations Plan update has been approved by the State. Mr. Dutkus also thanked the Clerk and the Mayor for their help in securing quotes for the generator to be installed at Sunrise Communications Tower which will be much appreciated. Mr. Dutkus also commended the Sandyston Township Volunteer Fire Department on their three first place trophies they received at the Sussex County Firemen's Inspection Day and Parade held October 7, 2017 in Newton.

Mayor MacDonald thanked Mr. Dutkus for the time and effort he puts into emergency management.

Glenn Hull, Bevans Road, came forward and thanked the Committee for tabling the resolution for exploration into the consolidating the schools. Mr. Hull stated we don't need any more interference than what the State gives us.

Lou Frato, President – Sandyston Township Volunteer Fire Department came forward and stated the fire department is currently in the process of selling three fire trucks which have been listed on Municibid. Mr. Frato stated the new truck has been outfitted with equipment and is in service.

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, October 10, 2017 at 7:00 pm
Planning Board Regular:	Monday, October 2, 2017 at 7:00 pm
Seniors Meeting/Lunch	Tuesday, October 3, 2017 at 12:00 pm
Recreation Meeting:	Tuesday, October 24, 2017 at 6:30 pm
Walpack Wilderness Challenge:	Cancelled 2017/Will Return in 2018
Sussex County Fireman's Parade:	Saturday, October 7, 2017 @ Newton
Sandyston Recreation Trunk or Treat	Friday, October 27, 2017
Gobble Hobble 5K:	Thursday, November 23, 2017

Adjournment: Committeeman Harper made a motion to adjourn the meeting at 7:36 pm, seconded by Mayor MacDonald and unanimously carried.

Respectfully submitted,



Amanda F. Lobban, RMC
Municipal Clerk