

September 12, 2017

The meeting was called to order at 6:08 p.m. by Mayor Gibbs who issued the formal statement in compliance with the provisions of the Open Public Meetings Act, Chapter 231, P.L.

Roll call was taken and present were: Mayor Gibbs, Deputy Mayor Hertzberg, Councilman Murphy, Councilwoman Quinn, Councilwoman Whilesmith, Township Attorney Thomas Ryan, Township Manager William Close, Chief Financial Officer Sam Rome and Clerk Roxanne Landy.

Open Public Meetings Act- Executive Session:

On motion by Councilman Murphy, seconded by Councilwoman Quinn, and unanimously carried, the following resolution was duly adopted:

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Sparta, County of Sussex, State of New Jersey, as follows:

1. The public shall be excluded from discussion of an action upon the hereinafter-specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:
 - a. Litigation
 - b. Personnel
 - c. Legal Advice
 - d. Contract Negotiations
3. It is anticipated at this time that the above stated subject matter will be made public when deemed appropriate.
4. This resolution shall take effect immediately.

On motion by Councilman Murphy, seconded by Councilwoman Quinn and unanimously carried, Council reconvened into public session at 7:32 p.m.

Mayor Gibbs called for a brief recess.

Salute to the Flag:

Mayor Gibbs led the assembly in a salute to the flag.

Mayor Gibbs asked the assembly for a moment of silence for the victims of September 11, as well as the victims of the hurricanes that had ravaged Texas and Florida.

Proclamations:

Ovarian Cancer Awareness Month

Mayor Gibbs presented a proclamation to Andrew Lopez, who represented Sparta High School and Sparta Middle School for the "Turn the Town Teal" Campaign. He thanked Mr. Lopez for

bringing awareness to this issue by proclaiming September as National Ovarian Cancer Awareness Month.

Perona Farms 100th Anniversary

Mayor Gibbs presented a proclamation to Victor and Mark Avondoglio, the owners of Perona Farms restaurant. He congratulated them on behalf of Sparta Township for their 100th year milestone anniversary and wished them continued success.

Hilltop Country Day School 50th Anniversary

Mayor Gibbs presented a proclamation to the Headmaster of Hilltop Country Day School, Kevin Folan, for the school's 50th anniversary. He congratulated them on behalf of Sparta Township and extended best wishes for the school's continued success.

Sparta Girls Softball Team

Mayor Gibbs presented a Proclamation to the Sparta Diamonds Girls Softball Team on behalf of the Township. He congratulated them for their outstanding teamwork that led to an amazing fourth place win in the 10u Fastpitch softball National Championship.

Approval of Minutes:

On motion by Councilwoman Whilesmith, seconded by Councilwoman Quinn and unanimously carried, the regular Council meeting minutes held on August 22, 2017 were approved as presented.

On motion by Deputy Mayor Hertzberg and seconded by Councilwoman Quinn, the executive Council meeting minutes held on August 22, 2017 were approved as presented. Councilman Murphy abstained.

Open to the Public:

Mr. Wayne Levante, the Mayor of Newton, gave a presentation on the feasibility of a county consolidated school system.

Mayor Gibbs thanked him for his presentation and stated that he would discuss further with Council.

Manager's Report:

Township Road Paving/Micro Surfacing

Mr. Close stated that he had been advised by, Mr. Zepp, Director of Public Works that micro surfacing work had been completed on all roads slated for 2017. He further stated that a total of 23 roads had been improved throughout the municipality as part the 2017 program. Mr. Close stated the roadwork had required a great deal of prep work which was done by the DPW. Mr. Close commended Mr. Zepp, his staff and the Township Engineer on the completion of the roads for this year.

PSE&G Hopatcong Switching Station

Mr. Close gave an update on the PSE&G project for the Hopatcong switching station. He stated that notices had been delivered to all residents impacted by the work following the last meeting and no calls had been received on it to date. He further stated that the Police Department would be on location throughout the project.

Turf Field Update

Mr. Close gave an update on the turf field project. He stated that the drainage line replacement and paving of the walkways had been completed. He stated that the field had been made

available to the Spartan Youth Football for their annual “Milk Bowl” fundraising event. He further stated that it would be made available to them and other sports for their respective fall season activities.

Turn the Towns Teal Campaign

Mr. Close stated that the Proclamation that had been given out earlier at the meeting was for the Campaign for Ovarian Cancer. He stated that the President of the National Awareness Campaign had requested permission to place biodegradable teal ribbons on the lamp posts around the Township. He further stated that the Proclamation and ribbons would serve to help draw attention to this health issue.

Bond Rating Upgrade

Mr. Close stated that the Township had recently been assigned a rating of AA+ from Standard & Poors Global Ratings. He stated that it had been an increase from the prior rating of AA. He further stated that the credit rating was one of the tools that the Township used when making decisions about selling bonds to complete capital projects.

Employee 25th Year Anniversary

Mr. Close stated that Kee Rider, Administrative Secretary for the Sparta Police Department, had recently celebrated her 25th year with the Township. He stated that Kee had worked directly with three past Police Chief’s and was currently working with Chief Neil Spidaletto.

Flu Clinics

Mr. Close stated that the Sussex County Health Department would be holding several Flu Clinics within the County area, including the Sparta Senior Center, 40 Trapasso Drive, Sparta, on October 7th from 9:00 a.m. to 12:00 p.m. He stated that persons interested must call for an appointment at 973-579-0570 or register online at www.sussex.nj.us/flu. He further stated that there would be a link and a full list of clinics available on the website and would be posted on the Police and Township Facebook pages.

Mr. Close stated that a Flu Clinic would be held for employees and their families on September 19th, 2017 from 2:00 p.m. to 6:00 p.m. at the Township.

Upcoming Events

Sussex County Day at Champion of the Grill was planned for Sunday, September 17, 2017 from 12:00 p.m. to 5:00 p.m. at the Sussex County Fairgrounds. Sparta Township would have a booth for anyone interested in stopping by.

Sparta Day was sponsored by the Junior Women’s Club of Sparta and would be held on Saturday, September 23, 2017 from 10:00 a.m. to 4:00 p.m. at Station Park.

5K Spirit Run was sponsored by and for the benefit of Friends of Pope John Track and the Catholic Academy of Sussex. The event will be held on Saturday, September 23, 2017 starting at 9:00 a.m. at Pope John, 28 Andover Road.

Manager’s Report:

On motion by Councilwoman Quinn, seconded by Deputy Mayor Hertzberg and unanimously carried, the Manager’s Report was approved as presented.

Open to the Public – Resolutions

No one wished to be heard and this portion of the meeting was closed.

Resolutions:

On motion by Deputy Mayor Hertzberg, seconded by Councilwoman Quinn and unanimously carried, Resolutions 5-1 through 5-4 were duly adopted:

5-1 Tax Overpayment Refund

BE IT RESOLVED BY THE Township Council of the Township of Sparta that the Tax Collector refunds the following tax overpayments:

BLOCK	LOT	NAME	ADDRESS	AMOUNT
3001	90	Corelogic Tax Service	10 Griffin Ct	\$3,511.90

5-2 Resolution Authorizing Discharge of New Jersey Department of Community Affairs Small Cities CDBG Program Emergency Housing Repair Program Mortgage

WHEREAS, Robert W. Comiskey and Virginia M. Comiskey, the owners of 3 Hilltop Trail, Sparta, New Jersey (“Borrowers”), obtained from the Township of Sparta an Emergency Home Repair loan through the New Jersey Department of Community Affairs Small Cities CDBG Program on or about October 4, 2006. The Mortgage was recorded in the Sussex County Clerk’s Office in Mortgage Book 7859, Page 111 on November 9, 2006 (the “Mortgage”); and

WHEREAS, the Borrowers have advised the Township of Sparta that they are under contract to sell the property and have requested that the Mortgage be discharged. Under the terms of the original mortgage loan the debt can be extinguished; and

WHEREAS, the Sparta Township Council agrees to discharge the mortgage; and

NOW, THEREFORE, BE IT RESOLVED by the Sparta Township Council as follows:

1. The Mortgage given to the Township of Sparta by the Borrowers is hereby discharged and the Mayor and Township Clerk are authorized to sign the Mortgage Discharge document, a copy of which is attached to this Resolution as Exhibit A.
2. A copy of this Resolution shall be placed on file with the Clerk of the Township.
3. If any section, subsection, sentence, clause or phrase in this resolution is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this resolution.

5-3 Professional Services Resolution – Engineering Design Services For the Proposed Information/Welcome Sign at 65 Main Street

WHEREAS, N.J.S.A. 40A:11-1 et seq the “Local Public Contracts law” permits governing bodies to contract for certain professional services without competitive bidding; and

WHEREAS, the Township of Sparta has need for professional Engineering Design Services; and

WHEREAS, the Township has already contracted for design services related to a proposed crosswalk at 65 Main Street; and

WHEREAS, funds are available for this purpose; and

WHEREAS, the Local Public Contract law (N.J.S.A. 40A:11-1 et seq) requires that the resolution authorizing the award of contracts for “Professional Services” without competitive bids must be publicly advertised; and

WHEREAS, the business disclosure entity certification and the determination of value shall be placed in a file with this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Sparta as follows:

1. The Township of Sparta hereby makes the following appointment:

Keller & Kirkpatrick, Inc.
301 Gibraltar Drive, Suite 2A
Morris Plains, NJ 07950

Total: \$9,500

2. Political Contribution Disclosure: This contract has been awarded to Keller & Kirkpatrick, Inc. based on the merits and abilities of Keller & Kirkpatrick, Inc. to provide the goods or services as described herein and in accordance with their submitted Technical Proposal. This contract was not awarded through a “fair and open process” pursuant to N.J.S.A. 19:44A-20.4 et seq. As such, the undersigned does hereby attest that Keller & Kirkpatrick, Inc., its subsidiaries, assigns, or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16 in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c. 19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of the contract to any political party committee in the Township of Sparta, County of Sussex if a member of that political party is serving in an elective public office of the Township of Sparta, County of Sussex when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Sparta, County of Sussex when the contract is awarded.

3. Vendors performing work for and on behalf of Sparta Township must conduct business according to the highest ethical standards. The Township recognizes the right of individuals to engage in outside activities that are private in nature and unrelated to municipal business. However, business dealings can create or appear to create a conflict between the individual and the Township’s interests.

Prior to becoming a vendor for the Township, all vendors are required to disclose possible conflicts so that the municipality may assess and prevent potential conflicts. Vendors, after being engaged by the Township, shall not engage in matters that create a conflict of interest for the Township. If a potential conflict arises, a vendor is required to promptly notify the Township Manager of the possible conflict of interest. The vendor shall not take any action that will be adverse to the Township.

4. A copy of this resolution shall be published in the New Jersey Herald as required by law within ten days of its passage.

5-4 Resolution to Approve Best Practices Inventory Questionnaire

WHEREAS, the Department of Community Affairs requires that the Township Council review an inventory questionnaire in order to comply with requirements for State aid; and

WHEREAS, the Township Council has reviewed the inventory questionnaire and is satisfied that all requirements have been met.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Sparta that permission be granted for the Chief Financial Officer and the Municipal Clerk to execute the Department of Community Affairs document.

Council Liaison Reports

Mayor Gibbs stated that there would be a Trunk or Treat at the end of October and that he would have more details on the event soon.

Councilman Murphy stated that the Planning Board had met and discussed making changes in zoning for the property located on Rt. 15 on the opposite side of North Village.

Councilwoman Quinn stated that the Site Plan Waver Committee had met and approved two sheds for Sparta High School.

Councilwoman Quinn stated that Breeden Jensen, an Eagle Scout, had been working on a project installing pavers at the Historical Society.

Councilwoman Quinn stated that the STEP Public Safety meetings would begin meeting again within the next couple of weeks.

Old Business:

Councilman Murphy stated that he wanted to remind everyone about the VFW's Clambake that was scheduled for Saturday, September 16, 2017 starting at 2:00 p.m. and encouraged everyone to attend.

New Business:

Councilwoman Quinn stated that she wanted to extend thanks to Mr. Close and his staff for the outcome of the Turf field and for having it ready for opening weekend.

Mayor Gibbs stated that he conducted the official grand opening of Wagmore Pet Boutique with a ribbon cutting ceremony. Wagmore Pet Boutique is a new business that opened in White Deer Plaza.

Open to the Public.

No one wished to be heard this portion of the meeting was closed.

Expenditures:

On motion by Deputy Mayor Hertzberg and seconded by Councilwoman Quinn and unanimously carried expenditures in the amount of \$1,139,636.49 were approved as presented.

Adjournment:

No one else wished to be heard and no further business was brought up, motion was made by Deputy Mayor Hertzberg, seconded by Councilman Murphy and unanimously carried to adjourn at 8:42 p.m.

Respectfully submitted,

Roxanne Landy
Assistant Clerk