



## SPARTA TOWNSHIP COUNCIL

**2026**

### REORGANIZATION MEETING AGENDA

**Tuesday, January 6, 2026 @ 6:00 p.m.**

#### **I. Meeting Called to Order**

**NOTICE: "Adequate notice of this meeting was provided to the public and the press on December 30, 2025 in compliance with the provisions of the Open Public Meetings Act, Chapter 231, P.L. 1975."**

**Time:** The meeting was called to order at 6:00 p.m.

All Council Meetings are now live streamed and can be viewed at the following link:

*<https://www.youtube.com/@SpartaTwp/streams>*

#### **Salute to the Flag**

#### **II. Reorganization of Sparta Township Council**

- a. Nomination of Mayor
- b. Nomination of Deputy Mayor
- c. Administration of Oath of Office for Mayor and Deputy Mayor

#### **III. COUNCIL APPOINTMENTS – STATUTORY BOARDS**

- 1. **ENVIRONMENTAL COMMISSION – THREE-YEAR TERM – (MAYORAL APPOINTMENT)**



**Reappointment(s) or New Appointment(s)**

**COUNCIL REPRESENTATIVE:**

*Vacancy*

2. **LIBRARY BOARD OF TRUSTEES – STAGGERED FIVE-YEAR TERMS – (MAYORAL APPOINTMENT)**

**Reappointment or New Appointment**

**Mayor/Rep. – ex officio – One Year Term:**

*Vacancy*

3. **PLANNING BOARD – MAYORS DESIGNEE, and CLASS III MEMBER – ONE-YEAR TERM**

**MAYOR or MAYOR'S DESIGNEE**

*Reappointment or New Appointment*

**CLASS II (Municipal Official)**

*Vacancy*

**CLASS III – Council Member**

*Vacancy*

**CLASS IV – 4 Year Term**

*Reappointment or New Appointment*

**ALTERNATE MEMBERS**

*Reappointment or New Appointment*

4. **ZONING BOARD – FOUR YEAR TERM / ALTERNATES – TWO-YEAR TERM**

**FOUR-YEAR TERM**



Reappointment or New Appointment

Reappointment or New Appointment

#### **ALTERNATE MEMBERS**

*Vacancy*

### **IV. COUNCIL APPOINTMENTS – ADVISORY COMMITTEES**

#### **1. BEAUTIFICATION COMMITTEE – ONE-YEAR TERM**

**Appointment(s)**

**COUNCIL REPRESENTATIVE:**

*Vacancy*

#### **2. BUSINESS DEVELOPMENT COMMITTEE – ONE-YEAR TERM**

**Reappointment(s) or New Appointment(s)**

**COUNCIL REPRESENTATIVE:**

*Vacancy*

*Vacancy*

#### **3. CULTURAL AFFAIRS COMMITTEE – ONE-YEAR TERM**

**Reappointment(s) or New Appointment(s)**

**COUNCIL REPRESENTATIVE(S):**

*Vacancy*

#### **4. FILM COMMITTEE – ONE-YEAR TERM**

**Reappointment(s) or New Appointment(s)**



**COUNCIL REPRESENTATIVE(S):**

*Vacancy*

**5. MUNICIPAL ALLIANCE COMMITTEE – ONE-YEAR TERM**

**Reappointment(s) or New Appointment(s)**

**Appointments: Ex-Officio Members**

Township Manager James Zepp  
Superintendent of Schools Matthew Beck  
School Board President Kaitlin Gagnon

**COUNCIL REPRESENTATIVE(S):**

*Vacancy-Co-Chair*

*Vacancy- Co-Chair*

**6. RECREATION COMMITTEE – STAGGERED THREE-YEAR TERMS**

**Reappointment or New Appointment**

**COUNCIL REPRESENTATIVE(S):**

*Vacancy*

*Vacancy*

**7. REVOLUTION 250 NJ COMMITTEE – ONE-YEAR TERM**

**Reappointment(s) or New Appointment(s)**

**COUNCIL REPRESENTATIVE(S):**

*Vacancy*

*Vacancy*



## 8. SENIOR ADVISORY COMMITTEE – STAGGERED TWO-YEAR TERMS

### **Reappointment(s) or New Appointment(s)**

#### **COUNCIL REPRESENTATIVE(S):**

*Vacancy*

*Vacancy*

## 9. TRAILS COMMITTEE – ONE-YEAR TERM

### **Reappointment(s) or New Appointment(s)**

#### **COUNCIL REPRESENTATIVE:**

*Vacancy*

## 10. GOVERNMENT LIAISONS (Two Representatives each)

County of Sussex (1) \_\_\_\_\_

(2) \_\_\_\_\_

Board of Education (1) \_\_\_\_\_

(2) \_\_\_\_\_

LMCC (1) \_\_\_\_\_

(2) \_\_\_\_\_

## 11. APPOINTMENT OF SPARTA HEALTH DEPARTMENT LIAISONS – COUNCIL MEMBERS

*Vacancy*

*Vacancy*



## **V. Open to the Public – Resolutions**

- 1. Professional Services – pages 6 - 26**
- 2. Finance Resolutions – pages 27- 38**
- 3. Designations – pages 39 - 40**
- 4. Appointments / Resolutions – Administration pages 40 - 46**

*Please state and spell your name for the record. Each speaker is limited to one (1) comment of no more than (5) minutes and no yielding of time to another person.*

## **VI. RESOLUTIONS – PROFESSIONAL SERVICES**

- A. Professional Services Resolution – Township Attorney**
- B. Professional Services Resolution – Conflict Counsel/Special Outside Litigation**
- C. Professional Services Resolution – Affordable Housing Attorney**
- D. Professional Services Resolution – Township Auditor**
- E. Professional Services Resolution – Township Prosecutor**
- F. Professional Services Resolution – Alternate Township Prosecutor**
- G. Professional Services Resolution – Public Defender**
- H. Professional Services Resolution – Township/Tax Appeal Attorney**
- I. Professional Services Resolution – Bond Counsel Services**
- J. Professional Services Resolution – Risk Management Consultant**
- K. Professional Services Resolution – Township Engineering Consultant**
- L. Professional Services Resolution – Health Services Consultant**



- M. Professional Services Resolution – Affordable Housing Agent
- N. Professional Services Resolution – Financial Consultant
- O. Professional Services Resolution – Township Planner

**A. PROFESSIONAL SERVICES RESOLUTION – TOWNSHIP ATTORNEY**

**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 the professional services of a Township Attorney; 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 appoints Anand Dash of Kennedys Law, LLP at 120 Mountain View Boulevard, Basking Ridge, NJ 07920 as Township Attorney for the period of January 1, 2026 through December 31, 2026 in accordance with the contract.

Amounts:      Partner \$225/hour      Associate \$215/hour    Paralegal \$135/hour

2. Political Contribution Disclosure: This contract has been awarded to Anand Dash of Kennedys Law, LLP based on the merits and abilities of Kennedys Law LLP to provide the goods or services as described herein. 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 Kennedys Law, LLP its subsidiaries, assigns, or principals controlling in 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. 9:44A-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 a member of that political party is serving in an elective public office of the Sparta, County of Sussex when the contract is awarded, or to any candidate 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.

**B. PROFESSIONAL SERVICES RESOLUTION – CONFLICT  
COUNSEL/SPECIAL & OUTSIDE LITIGATION**

**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 the professional services of a Township Attorney; 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 appoints Murphy Orlando LLC of 494 Broad Street 5<sup>th</sup> Floor Newark, NJ 07102 as Conflict Counsel/Special Litigation and Outside Litigation Attorney for the period of January 1, 2026 through December 31, 2026 in accordance with the contract.

Amounts:      Attorney \$240/hour

2. Political Contribution Disclosure: This contract has been awarded to Murphy Orlando LLC of 494 Broad Street 5<sup>th</sup> Floor Newark, NJ 07102, based on the merits and abilities of Murphy Orlando LLC to provide the goods or services as described herein. 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 Murphy Orlando LLC its subsidiaries, assigns, or principals controlling in 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. 9:44A-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 a member of that political party is serving in an elective public office of the Sparta, County of Sussex when the contract is awarded, or to any candidate 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.

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

**C. PROFESSIONAL SERVICES RESOLUTION – AFFORDABLE HOUSING ATTORNEY**

**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 the professional services of an Affordable Housing Attorney; 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 appoints Steve Warner of The Law Offices of Savo Schalk as Affordable Housing Attorney for the period of January 1, 2026 through December 31, 2026 in accordance with the contract.

Amounts: Attorney \$235/hour

2. Political Contribution Disclosure: This contract has been awarded to Steve Warner of The Law Offices of Savo Schalk based on the merits and abilities to provide the goods or services as described herein. 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 Savo Schalk its subsidiaries, assigns, or principals controlling in 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. 9:44A-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 a member of that political party is serving in an elective public office of the Sparta, County of Sussex when the contract is awarded, or to any candidate 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.



#### **D. PROFESSIONAL SERVICES RESOLUTION – TOWNSHIP AUDITOR**

**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 the professional services of an auditor; 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:

Steven D. Wielkotz, C.P.A., R.M.A. of

- Wielkotz & Company LLC
- 401 Wanaque Avenue
- Pompton Lakes, New Jersey 07442

Amount not to exceed \$48,000.00 annually

2. Political Contribution Disclosure: This contract has been awarded to Steven D. Wielkotz, C.P.A., R.M.A. of Wielkotz and Company LLC based on the merits and abilities of Wielkotz and Company LLC to provide the goods or services as described herein. 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 Wielkotz and Company LLC 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 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.

#### **E. PROFESSIONAL SERVICES RESOLUTION – TOWNSHIP PROSECUTOR**

**WHEREAS**, the Township of Sparta has need for the professional services of a Municipal Prosecutor; and

**WHEREAS**, funds are available for this purpose; and

**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, N.J.S.A. 40A:11-5** requires the award of contract for Professional Services be publicly advertised and the contract itself be available for public inspection:

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

1. The Township of Sparta hereby appoints Timothy J. Profeta, Esq., and the law firm of Morris, Downing & Sherred, LLP of 1 Main Street Newton, NJ 07860 as Municipal Prosecutor for the period January 1, 2026 to December 31, 2026, in accordance with the attached Contract.

Amount: \$5,750 /month

2. This appointment is awarded without competitive bidding as a "Professional Service" pursuant to the Local Public Contracts Law as this is a professional service within the meaning of the law.

3. The Mayor and Township Clerk are hereby authorized and directed to execute the Contract with Morris, Downing & Sherred, LLP on behalf of the Township.

4. A Notice in accordance with the Local Public Contracts Law shall be published in the New Jersey Herald as required by law.

5. A copy of this Resolution as well as the Contract shall be placed on file with the Clerk of the Township.

6. This resolution shall take effect immediately. However, it shall be void and of no effect in the event that Morris, Downing & Sherred, LLP does not sign the Agreement.

7. 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.



## **F. RESOLUTION APPOINTING A CONFLICT AND ALTERNATE MUNICIPAL PROSECUTOR**

**WHEREAS**, N.J.S.A. 2B:25-4a requires every municipal court to "have at least one municipal prosecutor appointed by the governing body of the municipality"; and

**WHEREAS**, N.J.S.A. 2B:25-4e authorizes municipalities to "appoint an additional municipal prosecutor as necessary to administer justice in a timely and effective manner in [their] municipal court"; and

**WHEREAS**, Sparta Township has appointed Timothy Profeta, Esq. of Morris, Downing and Sherred to serve as Sparta Township municipal prosecutor for calendar year 2026; and

**WHEREAS**, it is necessary and advisable for Sparta Township to appoint an additional individual to serve as an alternate/conflict municipal prosecutor on those occasions when Mr. Profeta is unavailable; and

**WHEREAS**, James LaSala is an attorney-at-law in good standing, as required by N.J.S.A. 2B:25-4a, and possess the necessary experience and qualifications to serve as alternate municipal prosecutor for Sparta Township;

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

1. The following attorney, James LaSala Esq. is hereby appointed to serve as the conflict and alternate municipal prosecutor for Sparta Township during calendar year 2026:

James LaSala, Esq.  
85 Newark-Pompton Turnpike  
Riverdale, New Jersey 07457

Conflict Prosecutor – Single Cases – \$600.00 per appearance  
Alternate Prosecutor – covers entire session– \$750.00 per appearance,



Trials, \$200.00 per hour.

2. The above-referenced individuals shall be compensated for their services in accordance with, and shall otherwise be subject to, the terms and conditions of the professional services agreement awarded to James LaSala on January 6, 2026.
3. This resolution shall take effect immediately and shall be retroactive to January 1, 2026.

**G. PROFESSIONAL SERVICES RESOLUTION FOR PROFESSIONAL SERVICES OF A PUBLIC DEFENDER**

**WHEREAS**, the Township of Sparta has need for the professional services of a Public Defender; and

**WHEREAS**, funds are available for this purpose; and

**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**, N.J.S.A. 40 A:11-5 requires the award of contract for Professional Services to be publicly advertised and the contract itself be available for public inspection.

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

1. The Township of Sparta hereby appoints Orlando Rodriguez, Esq., 129 Spring Street, Newton, NJ 07860 as Public Defender for the period of January 1, 2026 through December 31, 2026 in accordance with the contract.

Amount: Not to exceed \$15,500 annually

2. This appointment is awarded without competitive bidding as a “Professional Service” pursuant to the Local Public Contracts Law as this is a professional service within the meaning of the law.



3. The Mayor and the Township Clerk are hereby authorized and directed to execute the contract with Orlando Rodriquez, Esq. on behalf of the Township.
4. A notice in accordance with the Local Public Contracts Law shall be published in the New Jersey Herald as required by law.
5. A copy of this resolution, as well as the contract, shall be placed on file with the Clerk of the Township.

#### **H. TAX APPEALS – TOWNSHIP TAX APPEAL ATTORNEY**

**BE IT RESOLVED** by the Township Council of the Township of Sparta that the Municipal Assessor and Municipal Attorney/Law Firm of the Kennedys Law, LLP of 120 Mountain View Boulevard, Basking Ridge, NJ 07920 and they are hereby authorized to defend before the Sussex County Board of Taxation and Tax Court of the State of New Jersey all contested appeals and to initiate municipal appeals to correct the Township of Sparta tax list including, but not limited to, rollback complaints, added and omitted assessment complaints, and such other appeals as are necessary to correct the assessments for the Township of Sparta; and

Partner & Counsel \$225/hour    Associate \$215/hour    Paralegal \$135/hour

**BE IT FURTHER RESOLVED** that the Municipal Assessor and Municipal Attorney/Law Firm be and are hereby designated as the agents of the Township of Sparta for the purpose of signing settlements of the foregoing matters by stipulation.

#### **I. APPOINTMENT/AWARD OF CONTRACT – BOND COUNSEL SERVICES**

**WHEREAS**, the Township of Sparta (“Township”) requires Bond Counsel services for the 2026 calendar year; and

**WHEREAS**, the Township has agreed to retain Hawkins Delafield & Wood LLP located at One Gateway Center, Newark, NJ 07102 to provide the necessary Bond Counsel services for a total amount not to exceed \$20,000; and



**WHEREAS**, the fees are as noted in the proposal and will remain as stated for the term of this contract; and

**WHEREAS**, the term of this contract is for the 2026 calendar year; and

**WHEREAS**, the contract with Hawkins Delafield & Wood LLP is for a total amount not to exceed \$20,000 and therefore the requirements of N.J.S.A. 19:44A-20.5 (Anti Pay-to-Play Legislation) apply; and

**WHEREAS**, Hawkins Delafield & Wood LLP has also submitted to the Township a New Jersey Business Registration Certificate, as required; and

**WHEREAS**, there are funds available for the retention of such professional services from various capital accounts; and

**WHEREAS**, said professional services may be retained without competitive bidding pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.

**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 Township hereby hires, employs and retains Hawkins Delafield & Wood LLP having an office at One Gateway Center, Newark, NJ 07102 to provide Bond Counsel services for the 2026 calendar year.
2. Hawkins Delafield & Wood LLP shall be compensated for a total contract amount not to exceed \$20,000.
3. The contract with said firm is for professional services and exempt from the bidding requirements under the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.
4. The award is also subject to compliance with the Equal Employment Opportunity Requirements pursuant to N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.
5. The Mayor and Township Clerk, together with all appropriate officers, employees, professionals and staff of the Township, are hereby authorized and directed to take all steps necessary to effectuate the purposes of this resolution.
6. It is hereby directed that notice of award of this contract shall be published once in the official designated newspaper of the Township within ten (10) days of the date hereof.
7. This resolution shall take effect immediately.



## **J. RESOLUTION TO APPOINT A RISK MANAGEMENT CONSULTANT**

**WHEREAS**, the Township of Sparta has resolved to join the Morris County Municipal Joint Insurance Fund, following a detailed analysis; and

**WHEREAS**, the bylaws of said Funds require that each Governing body appoint a Risk Management Consultant to perform various professional services as detailed in the bylaws; and

**WHEREAS**, the Board of Fund Commissioners established a fee equal to \$12,400.00 of the Municipal assessment which expenditure represents reasonable compensation for the services required and was included in the cost considered by the Governing Body; and

**WHEREAS**, the judgmental nature of the Risk Management Consultant's duties renders comparative bidding impractical.

**NOW, THEREFORE, BE IT RESOLVED** that the Township Council of the Township of Sparta does hereby appoint Wayne F. Dietz – Skylands Risk Management, Inc. as its Risk Management Consultant in accordance with the Fund's bylaws; and

**BE IT FURTHER RESOLVED** that the Governing Body is hereby authorized and directed to execute the Risk Management Consultant's Agreement and to cause a notice of this decision to be published according to NJSA 40A:11-5(1)(a)(i).

## **K. RESOLUTION TO APPOINT TOWNSHIP ENGINEERING CONSULTANT**

**WHEREAS**, Sparta Township has the need for sewer, water and general engineering services for Sparta Township; and

**WHEREAS**, the Township Council desires to contract with Harold E. Pellow & Associates, Inc. to provide sewer, water and general engineering services and for Cory L. Stoner, P.E. to serve as the primary service provider; and

Amount: \$150/hour

**WHEREAS**, the compensation for professional services to be rendered may exceed the maximum permissible amounts specified in the Public Contracts Law, the services constitute "professional services" and are exempt from public bidding pursuant to N.J.S.A. 40A:11-5(10)(a) of the Public Contracts Law because the services are rendered or performed by a person authorized by law to practice a recognized profession, rendered or performed by



a person whose practice is regulated by law, and/or the performance thereof requires knowledge of an advanced type in the field of learning required by a prolonged formal course of specialized instruction and study as distinguished from general academic training, instruction or apprenticeship; and

**WHEREAS**, the proposed Agreement between the Township of Sparta and Harold E. Pellow & Associates, Inc. provides that Harold E. Pellow & Associates, Inc. shall be paid for its services invoiced at the attached billing rates or specific project proposal amounts for a total amount not to exceed \$250,000.00 exclusive of escrow work or any larger assignments which will refund separate fees or proposals from January 1, 2026 to December 31, 2026; and

**WHEREAS**, the Township's Municipal Chief Financial Officer has certified that funds are available for this purpose; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Council of the Township of Sparta that an Agreement with Harold E. Pellow & Associates, Inc. for sewer, water and general engineering services is hereby approved, and the Mayor and Township Clerk are authorized to sign the Agreement upon final review and approval of the Agreement by the Township Manager and Township Attorney; and

A Notice in accordance with the Local Public Contracts Law shall be published in the New Jersey Herald as required by law.

A copy of this Resolution as well as the contract shall be placed on file with the Clerk of the Township.

This resolution shall take effect immediately.

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.

## **L. RESOLUTION TO APPOINT A HEALTH SERVICES CONSULTANT**

**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 the professional services of a Health Services Consultant; 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 for a one-year term beginning January 1, 2026 and ending December 31, 2026:

Steven Levinson  
Assurance Consulting Associates, LLC  
76 Yacht Club Drive  
Lake Hopatcong, NJ 07849

Amount not to exceed \$25,000.00 annually

2. Political Contribution Disclosure: This contract has been awarded to Steven Levinson, based on the merits and abilities of Steven Levinson to provide the goods or services as described herein. 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 Assurance Consulting Associates, LLC, 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 interest.



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.

**M. RESOLUTION TO APPOINT AN AFFORDABLE HOUSING AGENT SERVICE**

**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 the professional services of an Affordable Housing Agent; 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 for a one-year term beginning January 1, 2026 and ending December 31, 2026:

CGP&H  
1249 South River Road, Suite 301  
Cranbury, NJ 08512



Amount not to exceed \$14,800.00 annually

2. **Political Contribution Disclosure:** This contract has been awarded to CGP&H based on the merits and abilities to provide the goods or services as described herein. 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 CGP&H, 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 interest.

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.

## **N. RESOLUTION TO APPOINT A FINANCIAL CONSULTANT**

**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 the professional services of a Financial Consultant; 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:

3. The Township of Sparta hereby makes the following appointment for a one-year term beginning January 1, 2026 and ending December 31, 2026:

Mike Guarino of MJG of NJ, LLC  
12 Dogwood Drive  
Oak Ridge, NJ 07438

Amount \$145/hour  
Not to exceed \$50,000.00 per year

2. Political Contribution Disclosure: This contract has been awarded to Mike Guarino, based on the merits and his abilities to provide the goods or services as described herein. 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 MJG of NJ, LLC, 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 interest.

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.

## **O. RESOLUTION TO APPOINT A PROFESSIONAL TOWNSHIP PLANNER**

**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 the professional services Planning Consultant; 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 for a one-year term beginning January 1, 2026 and ending December 31, 2026:

Katherine Sarmad of Sarmad Planning Group, LLC  
PO Box 4263



Warren, NJ 07059

Amount : \$175/hour

2. Political Contribution Disclosure: This contract has been awarded to Katherine Sarmad based on the merits and his abilities to provide the goods or services as described herein. 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 Sarmad Planning Group, LLC 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 interest.

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.



## VII. FINANCE RESOLUTIONS

- AA. Percentage of Interest on Delinquent Taxes
- BB. Percentage of Interest on Delinquent Water and Sewer Charges
- CC. Percentage of Interest on Delinquent Solid Waste Charges
- DD. Authorizing Signatures on Township Checks
- EE. Authorizing A Petty Cash Account for The Township of Sparta for the Year 2026
- FF. Authorizing the Continuance of Contractual and Claim Payments
- GG. Cash Management Plan
- HH. Investment of Idle Funds and Fund Transfers
- II. Professional Service – Banking
- JJ. Temporary Appropriations for Operating Purposes

### **AA. PERCENTAGE OF INTEREST ON DELINQUENT TAXES**

**BE IT RESOLVED** by the Township Council of the Township of Sparta, County of Sussex, that:

1. The rate of interest to be charged by the Tax Collector on delinquent taxes and assessments is fixed at the rate of eight (8) percent per annum on the first \$1,500.00 of the delinquency, to remain in full force until January 1, 2027.
2. The rate of interest to be charged by the Tax Collector on delinquent taxes on any amount in excess of \$1,500. is hereby fixed at the rate of eighteen (18) percent per annum, to be calculated from the date the tax was payable, until the date of actual payment, to remain in force until January 1, 2027.
3. If payment of any installment is made within ten (10) calendar days following the date upon which the same became payable, no interest shall be charged.



4. If payment is made after the 10<sup>th</sup> calendar day, interest is to be calculated from the due date, the first day of each quarter.
5. If taxes are not paid by December 31st, and the delinquent balance is \$10,000.00 or more including interest and taxes, a 6% year-end penalty will be charged.

**BB. PERCENTAGE OF INTEREST ON DELINQUENT WATER AND SEWER CHARGES**

**BE IT RESOLVED** by the Township Council of the Township of Sparta, County of Sussex, that:

1. The rate of interest to be charged by the Tax Collector on delinquent water and sewer charges is a fixed at the rate of ten (10) percent of each delinquency, to remain in full force until January 1, 2027.
2. The payment for the water and sewer bill is due within 30 days of issuance. There is no grace period.
3. If payment is made after the 30<sup>th</sup> due date; interest is to be calculated on each delinquency that the water and sewer charges were payable, until the date of actual payment.

**CC. PERCENTAGE OF INTEREST ON DELINQUENT SOLID WASTE CHARGES**

**BE IT RESOLVED** by the Township Council of the Township of Sparta, County of Sussex, that:

1. The rate of interest to be charged by the Tax Collector on delinquent solid waste charges are fixed at the rate of eight (8) percent of each delinquency, to remain in full force until January 1, 2027.
2. If payment of any installment is made within ten (10) calendar days following the date upon which the same became payable, no interest shall be charged.

**DD. AUTHORIZING SIGNATURES ON TOWNSHIP CHECKS**



**BE IT RESOLVED** by the Township Council of the Township of Sparta that the following Township Officials are hereby authorized to sign checks or withdrawal slips where a combination of two principal signatures are required with the exception of payroll account and court accounts: the Municipal Chief Financial Officer, Treasurer, Township Manager, Tax Collector or Township Clerk (in the event of absence of either the Manager or Municipal Chief Financial Officer only) Township Manager, Municipal Chief Financial Officer – payroll account; and Court Administrator or Deputy Court Administrator – court accounts only.

**BE IT FURTHER RESOLVED**, that signature cards with the signatures of the persons authorized to sign are forwarded to all Township Depositories.

**EE. AUTHORIZING A PETTY CASH ACCOUNT FOR THE TOWNSHIP OF SPARTA FOR THE YEAR 2026**

**WHEREAS**, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund in any county or municipality by application and resolution; and

**WHEREAS**, it is the desire of the Township Council of the Township of Sparta, County of Sussex, the establish such a fund and

**WHEREAS**, the appropriate blanket bond is in place for the following custodians of the “Petty Cash” account:

<b><u>DEPARTMENT</u></b>	<b><u>CUSTODIAN</u></b>	<b><u>AMOUNT</u></b>
Finance Department	Dawn Krumpfer	\$250.00
Finance Department	Christy Rehe	\$250.00
Finance Department	Emily King	\$250.00

**WHEREAS**, such custodians shall maintain records for this fund in a manner conducive to proper accounting and auditing procedures.

**NOW, THEREFORE, BE IT RESOLVED** that the Township Council of the Township of Sparta, hereby establishes a 2026 Petty Cash Fund and the individuals listed are duly authorized to be the custodians of the Petty Cash Fund.

**FF. AUTHORIZING THE CONTINUANCE OF CONTRACTUAL AND CLAIM PAYMENTS**



**WHEREAS**, the Township Manager and the Municipal Chief Financial Officer meet on a daily/weekly basis to review and prepare the bills list for the payment of invoice claims submitted to the municipality for goods and/or services rendered to the Township of Sparta for action by the Governing Body at their scheduled meetings on the second and fourth Tuesdays of each month; and

**NOW, THEREFORE BE IT RESOLVED**, that this resolution will confirm that in the event of a regularly scheduled Township Council meeting cancellation, the Township Manager, in coordination with the Municipal Chief Financial Officer, is authorized to continue to make all contractual payments which customarily become due and the Township staff and professionals are directed to continue to perform their services with the understanding that any and all actions that they take shall be confirmed at the next regularly scheduled Township Council meeting, except in the case of emergency, or a matter which would be deemed by the Township Attorney to be extraordinary, authorization shall be sought from the Mayor and Council of the Township of Sparta.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** by the Township Council of the Township of Sparta that the Township Manager has the authority to authorize routine payment requests submitted by the Municipal Chief Financial Officer from the various municipal departments, professionals, and consultants in the event of the cancellation of a regularly scheduled Township Council meeting.

## **GG. CASH MANAGEMENT PLAN OF SPARTA TOWNSHIP**

**BE IT RESOLVED**, pursuant to the provisions of N.J.S.A. 40A:5-14, the Sparta Township Council hereby adopts the Cash Management Plan for the Township of Sparta as outlined on the attached and kept on file in the offices of the Municipal Clerk and Municipal Chief Financial Officer.

### **CASH MANAGEMENT PLAN OF THE TOWNSHIP OF SPARTA, NEW JERSEY**

#### **1. STATEMENT OF PURPOSE**

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of



N.J.S.A. 40A:5-14 in order to set form the basis for the deposits ("Deposits") and investment ("Permitted Investments") of certain public funds of the Township of Sparta, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to ensure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments. All investments shall be made on a competitive basis insofar as practicable.

## **2. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN**

A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Township:

- Current Fund
- Capital Fund
- Dedicated Trust Funds
- Other Trust Funds
- Utility Operating Funds
- Utility Capital Funds

The custodian of the accounts shall be the Municipal Chief Financial Officer (Certified Municipal Finance Officer). All disbursements shall be made by checks signed by two authorized signatures (signature stamp used.), with the exception of school funds and debt service, which are made by wire transfers authorized by the CFO, Township Manager, or Tax Collector or Township Clerk (in the event of absence or either the Manager or CFO) only.

## **3. DESIGNATION OF OFFICIALS OF THE TOWNSHIP AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN**



The Municipal Chief Financial Officer of the Township (the "Designated Official") is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan and shall thereafter be relieved of any liability for loss of such moneys due to insolvency or closing of any depository designated by, or the decrease in value of any investment authorized by the Cash Management Plan. Prior to making any such Deposits or any Permitted Investments, such official of the Township is directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgment kept on file with such officials.

#### **4. DESIGNATION OF DEPOSITORIES**

The following banks and financial institutions are here designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of Deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

Those banks so designated by the Township Council by resolution.

All such depositories shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgment to the Designated Official referred to in Section III above.

#### **5. AUTHORIZED INVESTMENTS**

A. Investments shall be limited by the express authority of the Local Fiscal Affairs Law, N.J.S.A. 40A:5-15.1 and except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise in Deposits, in the following Permitted Investments:

- (1) Bonds or other obligation of the United States of America or obligations guaranteed by the United States of America.
- (2) Government money market mutual funds;
- (3) Any obligation that a federal agency or federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor.



- (4) Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located;
- (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasurer for investment by Local limits;
- (6) Local government investment pools;
- (7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 (C.52:1SA90.4); or
- (8) Agreements for the repurchase of fully collateralized securities if:
  - (a) the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection;
  - (b) the custody of collateral is transferred to a third party;
  - (c) the maturity of the agreement is not more than 300 days;
  - (d) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970' c.236 (C.17:g41), and
  - (e) a master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms "government money market mutual fund" and "local government investment pool" shall have the following definitions:

Government Money Market Mutual Fund. An investment company or investment trust:

- (a) which is registered with the Securities and Exchange Commission under the "Investment Company Act of 1940, "15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R sec., 270.2a-7.
- (b) the portfolio of which is limited to U S. Government securities that meet the definition of any eligible security pursuant to 17 C F. R. see 270.2a-7 and repurchase agreements that are collateralized by such US Government securities; and



(c) which is rated by a nationally recognized statistical rating organization.

Local Government Investment Pool. An investment pool:

- (a) which is managed in accordance with the 17 C.F.R. sec 270.2a.7;
- (b) which is rated in the highest category by a nationally recognized statistical rating organization;
- (c) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities;
- (d) which is in compliance with rules adopted pursuant to the "Administrative Procedure Act," P.L. 1968, c.410 (c.52:14B-1 et seq.) by the local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity, and yield of the investments;
- (e) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- (f) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities).



## **6. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN**

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Township, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Township of Sparta to assure that there is no unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to ensure that such Permitted Investments are either received by the Township or by a third-party custodian prior to or upon the release of the Township's funds.

To assure that all parties with whom the Township deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official.

## **7. REPORTING REQUIREMENT**

On a monthly basis during which this Plan is in effect, the Designated Official referred to in Section III hereof shall supply to the Township Manager a written report of any Deposits or Permitted Investments made pursuant to this Plan which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the Township as Deposit or Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or Permitted Investments.
- F. The fees incurred to undertake such Deposits or Permitted Investments.
- G. The market value of all Deposits or Permitted Investments as of the end of



the preceding month.

H. All other information which may be deemed reasonable from time to time by the Governing Body of the Township of Sparta, New Jersey.

## **8. TERM OF PLAN**

This plan takes effect on Jan 1, 2026. Attached to this Plan is a resolution of the governing body of the Township approving this Plan. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Township, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

## **HH. INVESTMENT OF IDLE FUNDS AND FUND TRANSFERS**

**WHEREAS**, it is desirable that idle funds of the Township of Sparta be invested in legal investment vehicles at all times; and

**WHEREAS**, it is occasionally necessary to transfer funds for the purpose of meeting current Township expenses or for the purpose of effecting investments.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Township of Sparta, County of Sussex, State of New Jersey, that it does hereby authorize the Municipal Chief Financial Officer to request bids and to place orders for the investment of idle funds solely in legally authorized investment vehicles, such investments to the investing institution; and

**BE IT FURTHER RESOLVED**, that the above-named Financial Officer is hereby authorized to transfer funds by wire solely for the following purposes and subject to all pertinent regulations:

1. To or from Sparta Township checking or savings accounts to other Township accounts.
2. To or from Sparta Township checking or savings accounts to or from accounts specified by banks or the State of New Jersey Cash Management Funds solely for the purpose of investing for the account of the Township of Sparta.

## **II. PROFESSIONAL SERVICE – BANKING**



**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 banking services; and

**WHEREAS**, funds are available for this purpose; and

**WHEREAS**, the Local Public Contracts 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.

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

The Township of Sparta hereby makes the following appointment:

Jan. 1, 2026 – December 31, 2026 – Provident Bank  
7 Town Center Drive  
Sparta, NJ 07871

1. This appointment is awarded without competitive bidding as “Professional Services” under the provisions of the Local Public Contracts Law because the required service is performed by persons authorized by law to practice a recognized profession.
2. A copy of this resolution shall be published in the New Jersey Herald as required by law within ten days of its passage.

**JJ. TEMPORARY APPROPRIATIONS FOR OPERATING PURPOSES**

**WHEREAS**, 40A:4-19 Local Budget Act provides that (where any contracts, commitments or payments are to be made prior to the final adoption of the 2026 budget) temporary appropriations be made for the purposes and amounts required in the manner and time therein provided; and

**WHEREAS**, the date of this resolution is within the first 90 days of 2026; and



**WHEREAS**, the total appropriations in the 2025 budget, less appropriations made for capital improvement fund, debt service and relief of the poor (public assistance) are as follows:

General	\$29,041,316.00
Water Utility	2,552,385.00
Sewer Utility	724,383.00
Solid Waste Utility	3,436,371.00

**WHEREAS**, 26.25 percent of the total appropriations in the 2025 budget less appropriations for capital improvement fund, debt service and relief of the poor (public assistance) in said 2026 budget is as follows:

General	\$ 7,623,346.00
Water Utility	670,001.00
Sewer Utility	190,150.00
Solid Waste Utility	902,047.00

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Sparta, County of Sussex, New Jersey that the above temporary appropriations be made and that a certified copy of this resolution be transmitted to the Interim Municipal Chief Financial Officer for her records.



## **VIII. DESIGNATIONS**

### **I. A. Designation of Advertising Media/Print**

The New Jersey Herald – Daily & Sunday edition  
The Sparta Independent  
The Star Ledger

### **II. Designation of Advertising Media/Electronic**

The New Jersey Herald  
The Sparta Independent  
TAP into Sparta

### **III. Designate Township Council Meetings**

Second and Fourth Tuesday each month at 7:00 p.m. – Municipal Building

### **IV. Designation of Township Council Meetings Agenda**

Roll Call  
Salute to the Flag  
Presentation of Awards (when applicable)  
Proclamations (when applicable)  
Approval of Minutes  
Manager's Report  
Public Session  
Approval of Expenditures  
Introduction of Ordinances (when applicable)  
Hearing of Ordinances (when applicable)  
Resolutions  
Action on Transfers in Budget (when applicable)  
Opening of Bids (if any)  
Sale of Public Property (when applicable)  
Council Liaison Updates  
Unfinished Business  
New Business  
Public Session  
Adjournment



## **V. Designation of Legal Depositories**

Provident  
State of NJ Cash Management

## **IX. APPOINTMENTS / RESOLUTIONS – ADMINISTRATION**

1. Appointment of Fire Marshal – Appointed By Township Manager
2. Appointment of Emergency Management Coordinator and Deputy Coordinator – Appointed By Township Manager
3. Resolution Authorizing the Displaying of Commemorative Flag on Township Owned Flagpoles
4. Resolution of the Township of Sparta Establishing a Procedure for Public Comment
5. Designation of Township Agent for Endorsement of State Applications & Forms
6. Appointment of Joint Insurance Fund Commissioner & Alternate (JIF)
7. Appointment of Health Insurance Fund Commissioner & Alternate (HIF)
8. Sussex County Solid Waste Advisory Committee (SWAC)
9. PAC 208 Water and Wastewater Advisory Committee
10. Appointment of Certified Recycling Coordinator-SCMUA
11. Designation of Public Agency Compliance Officer (PACO)
12. Resolution Authorizing the Township Manager to Sign Treatment Works Approval Applications and Consents
13. Resolution of the Township of Sparta Appointing a Municipal Housing Liaison



**1. APPOINTMENT OF FIRE MARSHAL – APPOINTED BY TOWNSHIP MANAGER**

**BE IT RESOLVED** by the Township Manager that Eric Stahl, is hereby appointed as Fire Marshal through a Shared-Service with Hardyston Township for 2026.

**2. APPOINTMENT OF EMERGENCY MANAGEMENT COORDINATOR AND DEPUTY COORDINATOR – APPOINTED BY TOWNSHIP MANAGER**

**BE IT RESOLVED** by the Township Manager that Jeffery McCarrick is the 2026 Emergency Management Coordinator and Thomas McIntyre Jr. is designated as the Deputy Emergency Management Coordinator for 2026.

**3. RESOLUTION AUTHORIZING THE DISPLAYING OF COMMEMORATIVE FLAG ON TOWNSHIP OWNED FLAGPOLES**

**WHEREAS**, the Government Speech Doctrine establishes that a government organization, such as the Township of Sparta, may advance its own expression without requiring viewpoint neutrality when the government itself is the speaker, so long as its speech does not violate the US. Constitution, including, but not limited to, the Establishment Clause. (See, *American Legion v. American Humanist Association*, 139 S. Ct. 2074 (2019); and

**WHEREAS**, the Township Council maintains flagpoles on its grounds and wishes to permit the display of commemorative flags upon Township owned flagpoles as a form of government speech; and

**WHEREAS**, the Sparta Township Council has passed Ordinance No. 23-03, permitting the display of commemorative flags upon Township owned flagpoles as a form of government speech and establishing a policy and procedure for displaying commemorative flags; and

**WHEREAS**, the Sparta Township Council has scheduled the display of a commemorative flag on the dates indicated in the attachment; and



**NOW THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Sparta, in the County of Sussex, State of New Jersey, effective upon adoption of this Resolution, the Township will display a commemorative on the dates indicated in the attachment.

This Resolution shall take effect immediately.

A copy of this Resolution shall be placed on file with the Clerk of the Township.

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.

**(Attachment-Last Page)**

**4. RESOLUTION OF THE TOWNSHIP OF SPARTA ESTABLISHING A PROCEDURE FOR PUBLIC COMMENT BEFORE THE SPARTA TOWNSHIP COUNCIL**

**WHEREAS**, the Sparta Township Council provides for public comment during all of its public meetings in accordance with the First Amendment right to speak freely, without censorship or suppression, and as provided by the New Jersey Open Public Meetings Act (OPMA); and

**WHEREAS**, Chapter 2-3.7 of the Sparta Township Municipal Code provides that the order of business, agenda, conduct of meetings, procedures, and any and all matters pertaining to actions of the Council shall be determined and proscribed by Resolution of the Council; and

**WHEREAS**, the Council believes that it is in the best interest of all those wishing to address the Council to have reasonable opportunity to do so; and

**WHEREAS**, without appropriate and reasonable limitations, the rights of all public speakers may be curtailed and undermined; and



**WHEREAS**, the said limitations on public comment shall not regulate the content of the comments, but will place a reasonable limit on the allotted time for individuals to comment; and

**WHEREAS**, the Council encourages members of the public to not only utilize their opportunity for comment at public meetings, but also to use all other reasonable means for communication with the Council, including electronic and written communication.

**NOW THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Sparta, in the County of Sussex, and State of New Jersey, that there is hereby established a procedure for public comment before the Council whereby each speaker shall be granted no more than five (5) minutes in the aggregate, regardless of whether speaking on general issues, agenda items, or second readings of ordinances; there shall be no more than one (1) appearance during each public comment section of any public meeting of the Council; and there shall be no yielding of time by the speaker to another person.

**BE IT FURTHER RESOLVED**, that this procedure shall not apply to any persons or parties that are scheduled to make a presentation before the Council.

This Resolution shall take effect immediately.

A copy of this Resolution shall be placed on file with the Clerk of the Township.

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. DESIGNATION OF TOWNSHIP AGENT FOR ENDORSEMENT OF STATE APPLICATIONS & FORMS**

**BE IT RESOLVED** by the Township Council of the Township of Sparta that the Township Manager, James Zepp, is hereby authorized to act as its agent on behalf of Sparta Township in the endorsement of various State of New Jersey grant applications as well as construction and operation permit applications relating to capital projects involving water, sewer, drainage, and roadway improvements.



**6. APPOINTMENT OF JOINT INSURANCE FUND COMMISSIONER AND ALTERNATE (JIF)**

**BE IT RESOLVED** by the Township Council of the Township of Sparta that the Township Manager, James Zepp, is hereby appointed as the Fund Commissioner for the Township of Sparta.

**BE IT FURTHER RESOLVED** that Michele Landtau is designated as the Alternate Fund Commissioner for the Township of Sparta.

**7. APPOINTMENT OF HEALTH INSURANCE FUND COMMISSIONER AND ALTERNATE (HIF)**

**BE IT RESOLVED** by the Township Council of the Township of Sparta that the Township Manager, James Zepp, is hereby appointed as the Fund Commissioner for the Township of Sparta.

**BE IT FURTHER RESOLVED** that Michele Landtau is designated as the Alternate Fund Commissioner for the Township of Sparta.

**8. APPOINTMENT OF DESIGNATE TO SUSSEX COUNTY SOLID WASTE ADVISORY COMMITTEE (SWAC)**

**BE IT RESOLVED** by the Township Council of the Township of Sparta that Ralph Carchia, is hereby appointed to the Sussex County Solid Waste Advisory Committee for 2026.

**BE IT FURTHER RESOLVED** that Cory Stoner is designated as the Alternate to the Sussex County Solid Waste Advisory Committee for 2026.

**9. PAC 208 WATER AND WASTEWATER ADVISORY COMMITTEE**

**BE IT RESOLVED** by the Township Council of the Township of Sparta that Cory Long, is hereby appointed to the PAC 208 Water and Wastewater Advisory Committee for 2026.



**BE IT FURTHER RESOLVED** that Cory Stoner is designated as the Alternate to the PAC 208 Water and Wastewater Advisory Committee for 2026.

**10. APPOINTMENT OF CERTIFIED RECYCLING COORDINATOR**

**BE IT RESOLVED** by the Township Council of the Township of Sparta that Dawn Latincsics, SCMU, is hereby appointed as the certified recycling coordinator for 2026.

**BE IT FURTHER RESOLVED** that Christina Tierney is designated as the Deputy Recycling Coordinator for 2026.

**11. DESIGNATION OF PUBLIC AGENCY COMPLIANCE OFFICER (PACO)**

**BE IT RESOLVED** by the Township Council of the Township of Sparta that in accordance with N.J.A.C. 17:27-3.5, the Township Manager, James Zepp is hereby designated as the Public Agency Compliance Officer (PACO) for the Township of Sparta for the year 2026 and a copy of this resolution shall be supplied to the Department of the Treasury, Division of Purchase & Property, Contract Compliance Unit.

**12. RESOLUTION AUTHORIZING THE TOWNSHIP MANAGER TO SIGN TREATMENT WORKS APPROVAL APPLICATIONS AND CONSENTS**

**WHEREAS**, the Township of Sparta routinely receives Treatment Works Approval (“TWA”) applications submitted to the New Jersey Department of Environmental Protection by Township property owners and their engineers for construction of septic treatment facilities; and

**WHEREAS**, the Township Council deems these applications for municipal consent to filing TWA applications routine in nature, and as such desires to authorize the Township Manager to sign the TWA consent forms for Single Family Residential dwellings only, on the behalf of the Township of Sparta; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Sparta that the Township Manager, James Zepp is hereby authorized to act as



its agent and sign on behalf of the Township TWA applications for Single Family Residential dwellings only, consents and related documents.

A copy of this resolution shall be placed on file with the Clerk of the Township.

This resolution shall take effect immediately.

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.

**13. RESOLUTION OF THE TOWNSHIP OF SPARTA APPOINTING A MUNICIPAL HOUSING LIAISON**

**WHEREAS**, the Township Council of the Township of Sparta was granted substantive certification of its Housing Element and Fair Share Plan by the Superior Court of New Jersey; and

**WHEREAS**, the Township of Sparta Code provides for the appointment of a Municipal Housing Liaison to administer the Township of Sparta's affordable housing program.

**NOW THEREFORE BE IT RESOLVED**, by the Township Council of the Township of Sparta, in the County of Sussex, and the State of New Jersey that Dorrie Fox is hereby appointed by the Township Council as the Municipal Housing Liaison for the administration of the affordable housing program, pursuant to and in accordance with Sections 2-28 of the Township's Code.

**X. REORGANIZATION ADJOURNMENT**