



## SPARTA TOWNSHIP COUNCIL

### AGENDA

July 11, 2023

**PLEASE TAKE NOTICE** that action will be taken on the following items at the Regular Council meeting on Tuesday, July 11, 2023 in the Council Chambers, Sparta Township Municipal Building, 65 Main Street, Sparta, New Jersey.

#### **TIME:**

The Town Council meeting is opened at 5:00 pm. The Regular meeting begins at 7:00 pm.

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

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

#### **STATEMENT:**

Adequate notice of this meeting was provided to the public and the press on June 14, 2023 by delivering to the press and posting on the Township website a copy of the notice.

#### **1. ROLL CALL**

Councilman Dean Blumetti, Mayor Dan Chiariello, Deputy Mayor Neill Clark, Councilman Josh Hertzberg, Councilwoman Christine Quinn, Township Manager, Attorney, Municipal Clerk

#### **RESOLUTION**

Open Public Meetings Act-Executive Session Motion \_S\_



## **SALUTE TO THE FLAG**

## **PROCLAMATIONS**

Disability Pride Month

Parks and Recreation Month

## **2. MINUTES**

Regular Meeting Minutes -April 11, 2023

## **3. MANAGER'S REPORT**

### **APPROVAL OF MANAGER'S REPORT**

## **4. OPEN TO THE PUBLIC**

Items not on the Agenda

## **5. EXPENDITURES**

## **6. INTRODUCTION OF ORDINANCE**

23-16 THE TOWNSHIP OF SPARTA AMENDING CHAPTER 11-2 "RETAIL FOOD ESTABLISHMENT CODE" OF THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF SPARTA



## **7. HEARING OF ORDINANCE**

23-12 AUTHORIZATION OF THE ACQUISITION OF CERTAIN REAL PROPERTY LOCATED IN SPARTA TOWNSHIP-LIONS GATE

23-13 AN ORDINANCE APPROPRIATING THE TOTAL SUM OF \$2,500,000.00 FROM GENERAL CAPITAL IMPROVEMENT FUND FOR FUNDING VARIOUS CAPITAL IMPROVEMENTS OR PURPOSES BY THE TOWNSHIP OF SPARTA, IN THE COUNTY OF SUSSEX, NEW JERSEY.

23-14 AN ORDINANCE APPROPRIATING THE TOTAL SUM OF \$500,000.00 FROM WATER CAPITAL IMPROVEMENT FUND FOR FUNDING VARIOUS WATER CAPITAL IMPROVEMENTS OR PURPOSES BY THE TOWNSHIP OF SPARTA, IN THE COUNTY OF SUSSEX, NEW JERSEY.

## **8. OPEN TO THE PUBLIC**

Resolutions

## **9. RESOLUTIONS**

**9-1** Resolution Authorizing Disabled Veteran Cancellation of Tax-Block 35005/Lot 6

**9-2** Resolution Authorizing Disabled Veteran Cancellation of Tax-Block 30002/Lot 15

**9-3** Resolution of the Township Council of the Township of Sparta Authorizing the Award of a Contract for Professional Services with the Township's COAH Consultant

**9-4** Resolution Appointing James Zepp as the Deputy Township Manager



- 9-5 Resolution Appointing Dawn Krumpfer as Municipal Treasurer
  
- 9-6 Resolution Authorizing a Petty Cash Account for the Township of Sparta for the Year 2023
  
- 9-7 Resolution Awarding Contract for the Project Known As “2023 Road Improvement Program” As Part of the Morris County Contract # 6 for a Total Amount Not to Exceed \$598,078.20
  
- 9-8 Resolution Authorizing the Acceptance of Funding Awarded by the State of New Jersey Department of Law and Public Safety in Accordance with the SFY2021 American Rescue Plan (ARP) Act-Coronavirus State Fiscal Recovery Fund Automated License Plate Reader Initiative in the Amount of \$68,800.00

**10. COUNCIL LIAISON’ UPDATES**

**11. UNFINISHED BUSINESS**

**12. NEW BUSINESS**

**13. OPEN TO THE PUBLIC**

**14. ADJOURNMENT**



**9-1 Resolution Authorizing Disabled Veteran Cancellation of Tax-Block 35005/Lot 6**

**WHEREAS**, the property owner of Block 35005, Lot 6, is a 100% permanently disabled veteran in accordance with N.J.S.A 54:4-30.30;

**WHEREAS**, the Assessor approved the exemption as of the deed date February 15, 2023.

**NOW, THEREFORE BE IT RESOLVED** by the Township Council of the Township of Sparta that the Tax Collector refund taxes in the amount of \$2,582.57 and cancel 2023 tax balance when available;

Q1 2023	\$ 860.85 (prorated)
Q2 2023	\$1,721.42

**9-2 Resolution Authorizing Disabled Veteran Cancellation of Tax-Block 30002/Lot 15**

**WHEREAS**, the property owner of Block 30002, Lot 15, is a 100% permanently disabled veteran in accordance with N.J.S.A 54:4-30.30 and determined by the Veteran's Administration;

**WHEREAS**, the Assessor approved the exemption as of the deed date September 20, 2022.

**NOW, THEREFORE BE IT RESOLVED** by the Township Council of the Township of Sparta that the Tax Collector refund taxes in the amount of \$6,277.13 and cancel 2023 tax balance when available;

2022	\$2,102.00 (prorated)
Q1 2023	\$2,087.57
Q2 2023	\$2,087.56

**9-3 Resolution of the Township Council of the Township of Sparta Authorizing the Award of a Contract for Professional Services with the Township's COAH Consultant**

**WHEREAS**, the Township of Sparta has the need for professional affordable housing consulting services; and



**WHEREAS**, the Township Chief Financial Officer has certified that sufficient 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 contracts 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 CGP&H LLC with offices located at 101 Interchange Plaza, Suite 301, Cranbury, NJ 08512, as the Township Affordable Housing Consultant for the period January 1, 2023 through December 31, 2023, unless sooner terminated, in accordance with the attached Professional Services Agreement (the "Agreement"). CGP&H LLC shall be compensated for various services as provided for in the Agreement, in an amount not to exceed \$21,840.00.

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 Agreement with CGP&H LLC, 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 Professional Services Agreement 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 CGP&H LLC, does not sign the Professional Services 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.

#### **9-4 Resolution Appointing James Zepp as the Deputy Township Manager**

**WHEREAS**, the previous Interim Township Manager, Neil Spidaletto, resigned from the position of Interim Township Manager effective December 31, 2022; and Grant Rome was appointed Interim Township Manager, therefore relinquishing his Deputy Township Manager position.

**WHEREAS**, Sparta Township requires the services of a Deputy Township Manager to assume the responsibilities previously held by Mr. Rome and as set forth in the Statutes of the State of New Jersey and the Code of the Township of Sparta.

**Deputy Manager Section 2-25:** states that during any temporary absence of the manager or in the event of his/her disability, the

Deputy Manager shall exercise the powers and perform the duties of that office in accordance with Section **2-24 Duties:**

The Deputy Manager reports directly to the Township Manager and routinely interacts with all Department Heads, Staff, Elected Officials, Residents, the Business Community, Board Commissions and Committees. The Deputy Manager provides administrative support to the Township Manager; assists with the formulation, implementation, review and control of the policies, procedures and regulations regarding the administration of the Township; is responsible for supervising, directing and monitoring the Township's day-to-day operations.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Sparta, Sussex County, New Jersey, that:

1. The Sparta Township Council hereby appoints James Zepp as the Deputy Township Manager.
2. Mr. Zepp shall serve as the Deputy Appointing Authority of the Township of Sparta.
3. Mr. Zepp shall be given a \$12,000 increase for his added responsibilities as Deputy Township Manager.

This resolution shall take effect immediately and will be retro back to May 15, 2023.



**9-5 Resolution Appointing Dawn Krumpfer as Municipal Treasurer**

**WHEREAS**, the Interim Township Manager recommends the following appointment, to fill a vacancy, that has not been filled since 2015, of that of Municipal Treasurer.

**WHEREAS**, Dawn Krumpfer has attended Rutgers Center for Government Services and is certified and qualified to serve in this position as Municipal Treasurer.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Sparta, Sussex County, New Jersey, in accordance with the recommendation and action of the Township that they hereby appoint Dawn Krumpfer to the position of Municipal Treasurer who has been acting in this role since January 1, 2023.

**9-6 Resolution Authorizing a Petty Cash Account for the Township of Sparta for the Year 2023**

**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:

<u>DEPARTMENT</u>	<u>CUSTODIAN</u>	<u>AMOUNT</u>
Finance Department	Grant Rome	\$250.00
Finance Department	Dawn Krumpfer	\$250.00
Finance Department	Christy Rehe	\$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 2023 Petty Cash Fund and the individuals listed are duly authorized to be the custodians of the Petty Cash Fund.





**9-7 Resolution Awarding Contract for the Project Known As “2023 Road Improvement Program” As Part of the Morris County Contract # 6 for a Total Amount Not to Exceed \$598,078.20**

WHEREAS, the Morris County Cooperative Pricing Council has awarded Contract # 6 for “Road Resurfacing” to Schifano Construction Corporation.; and

WHEREAS, the Township of Sparta wishes to utilize Schifano Construction Corporation through its membership in the Morris County Cooperative Pricing Council to perform the required road resurfacing of certain municipal roadways including but not limited to:

Deanna Terrace  
Dorothy Drive  
Frederick Place  
King Alex Court  
Lindsay Lane  
Megan Terrace  
Sunset Lake Road  
Westbury Drive  
Whispering Woods Lane

And purchase the above stated materials and services; and

**WHEREAS**, the purchasing agent recommends the utilization of this contract on the grounds that based upon a review of various proposals with staff, as well as the Township Manager, it was the determination that it offered the best performance of road resurfacing to meet the needs of the Township at the best price; and

**WHEREAS**, the Township Finance Officer has certified that funds are available for this purpose.

**NOW, THEREFORE, BE IT RESOLVED** BY THE Township Council of the Township of Sparta that Schifano Construction Corporation be awarded the contract for the “2023 Road Improvement Program”; and

**BE IT FURTHER RESOLVED** that the Township Council of the Township of Sparta, in the County of Sussex and State of New Jersey as follows:

1. The Township hereby confirms the authorization for the performance of road resurfacing by Schifano Construction Corporation, 1 Smalley Avenue, Middlesex, NJ 08846, pursuant to the Morris County Cooperative Pricing Council Contract # 6 for a total



amount not to exceed Five Hundred Ninety eight Thousand, Seventy Eight Dollars and Twenty cents (\$598,078.20); and

2. The Mayor and Township Clerk, together with all officers, professionals, and employees of the Township are hereby authorized and directed to take any and all steps necessary to effectuate the purposed of this Resolution.
3. The foregoing project is subject to the certification of availability of funds by the appropriated officers of the Township.
4. This contract is subject to review and approval by the Township Attorney and Township Manager.
5. Resolution shall take effect as herein provided.

**9-8 Resolution Authorizing the Acceptance of Funding Awarded by the State of New Jersey Department of Law and Public Safety in Accordance with the SFY2021 American Rescue Plan (ARP) Act-Coronavirus State Fiscal Recovery Fund Automated License Plate Reader Initiative in the Amount of \$68,800.00**

**WHEREAS**, the Township of Sparta submitted an application to the State of New Jersey, Department of Law & Public Safety, Office of the Attorney General (OAG), American Rescue Plan (ARP) Coronavirus State Fiscal Recovery Fund SFY2021 Automated License Plate Reader (ALPR) Initiative; and

**WHEREAS**, the Office of the Attorney General awarded the Township of Sparta a grant in the amount of \$68,800.00 in accordance with the application submitted through the SFY2021 Automated License Plate Reader Initiative; and

**WHEREAS**, the Office of the Attorney General awarded the subaward to the Township of Sparta on June 22, 2023 for grant award number ALPR-32-21; and

**WHEREAS**, the awarded amount requires zero dollars of in-kind or cash match from the Township of Sparta; and

**WHEREAS**, the award period is from December 1, 2022 through November 30, 2024; and

**WHEREAS**, the Township of Sparta is authorized to accept such funds and does hereby accept such funds for the purposes described in the application submitted through the



SFY2021 Automated License Plate Reader Initiative, subject to the State Conditions of the grant program;

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Council of the Township of Sparta is hereby authorized to accept the grant award in the amount of \$68,800.00, for the purpose described in the application subject to the State Conditions of the SFY2021 Automated License Plate Reader Initiative.



**RESOLUTION – OPEN PUBLIC MEETINGS ACT – EXECUTIVE  
SESSION**

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:

The public shall be excluded from discussion of an action upon the hereinafter specified subject matters:

The general nature of the subject matter to be discussed is as follows:

- a. Litigation
- b. Personnel
- c. Contract Negotiations
- d. Miscellaneous Legal Advice

It is anticipated at this time that the above stated subject matter will be made public when deemed appropriate.

This resolution shall take effect immediately.