

**MINUTES  
GREEN TOWNSHIP COMMITTEE  
REGULAR MEETING MARCH 3, 2025**

**CALL TO ORDER**

Mayor Raffay called the March 3, 2025, meeting of the Green Township Committee to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

**ADEQUATE NOTICE:** Mr. Zschack read the statement of adequate notice.

**ROLL CALL:** Present: Margaret “Peg” Phillips, Bader Qarmout, and Mayor Virginia “Ginnie” Raffay

Absent: James DeYoung and Michael Rose

Phillips motioned to excuse the absent members

Seconded: Qarmout

Discussion: None

All were in favor.

Also present: Mark Zschack, Township Clerk; Ursula Leo, Township Attorney; and Patty DeClesis, Deputy Clerk

**APPROVAL OF AGENDA:** Mayor Raffay requested a motion to approve the agenda.

Motion: Qarmout

Seconded: Phillips

Discussion: None

All were in favor.

**OPEN PUBLIC SESSION #1:** Mayor Raffay opened the meeting for public questions or comments concerning items on the agenda for which no public discussion is provided. There being no public comments offered, Mayor Raffay closed Open Public Session #1.

**CONSENT AGENDA:**

**1. RESOLUTIONS:** *None*

**2. CORRESPONDENCE:** *(Acceptance for Filing of the Following)*

- a. Letter Dated February 19, 2025, from County of Sussex Regarding State Plan Cross Acceptance Process for Highlands Municipalities*
- b. Letter Dated February 24, 2025, from Ronald and Susan Schopperth Regarding Andover Police Patrolling Hibler Road*

**3. REPORTS:** *(Acceptance for Filing of the Following)*

- a. Land Use Board Minutes - January 9, 2025*
- b. Recreation Advisory Committee Minutes - January 21, 2025*
- c. Green Township Fire Department Call Report - January 2025*
- d. Open Space Advisory Committee Minutes - February 5, 2025*
- e. Sussex County Division of Health Inspection Report - January 2025*

Qarmout motioned to move Consent Agenda

Seconded: Phillips

Discussion: None

Upon roll call vote:

Ayes: Phillips, Qarmout, Mayor Raffay

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Nays: None  
Abstentions: None  
Absent: DeYoung, Rose

**DISCUSSIONS:** None

**OLD BUSINESS:** None

**NEW BUSINESS:**

**a. Resolution 2025-63** - Authorize Submission of the Action Municipal Alliance Grant Funding

Motion: Phillips

Seconded: Qarmout

Discussion: Phillips asked if the established Municipal Alliance Committee is run by Andover. The Township Clerk confirmed that Andover is the lead town for Action Alliance.

Upon roll call vote:

Ayes: Phillips, Qarmout, Mayor Raffay

Nays: None

Abstentions: None

Absent: DeYoung, Rose

**b. Resolution 2025-64** - Bills List (02/13/2025 to 02/27/2025)

Motion: Qarmout

Seconded: Phillips

Discussion: None

Upon roll call vote:

Ayes: Phillips, Qarmout, Mayor Raffay

Nays: None

Abstentions: None

Absent: DeYoung, Rose

**c. Minutes ready for approval** - February 19, 2025, regular meeting and executive session

Motion: Phillips

Seconded: Mayor Raffay

Discussion: None

Upon roll call vote:

Ayes: Phillips, Mayor Raffay

Nays: None

Abstentions: Qarmout

Absent: DeYoung, Rose

**MATTERS FROM THE TOWNSHIP CLERK:** Mr. Zschack noted the following matters:

*Lake Tranquility Drainage RFP* - The Township received six proposals in response to the solicitation for a drainage study of Lake Tranquility. The range is between \$58,100 to \$127,500. Tom Knutelsky, Township Engineer and I are in the review process, and we will present a resolution at the March 17, 2025, meeting with our recommendation for the award.

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*Greentree Drive - Last week there was a collapse of the road surface on Greentree Drive. There have been numerous smaller problems in this area for many years, but none are as large as this issue. There are two drainage pipes in this area that are causing depressions indicating infiltration into the pipes. The road will be closed Thursday, March 6 to perform an exploratory excavation to determine the next course of action. Tom Knutelsky, Township Engineer, will be onsite to help reveal the cause of these issues.*

*Asset Inventory - Every year we need to produce an assets inventory list as part of the annual audit. This year we are totally updating and revamping the current spreadsheet to make it easier in the future to update. This will allow for the spreadsheet to be updated throughout the year.*

*Local Recreation Improvement Grant - We received a call today from Division of Local Government Services concerning the application to fund the replacement and extension of the macadam walking path in EverGreen Park. This year's funding is reduced by over five million dollars, and it is very unlikely that Green Township will receive the requested amount. There is a chance we will receive partial funding for the project.*

**MATTERS FROM THE GOVERNING BODY:**

Phillips provided no report.

Qarmout provided no report.

Mayor Raffay stated that she attended a Mayor's Breakfast. Information was provided regarding the State Master Plan. Each municipality is encouraged to read their Master Plan to be sure it coincides with the State's Plan.

**MATTERS FROM THE TOWNSHIP ATTORNEY:** The Township Attorney provided an update on affordable housing. Every municipality that did not accept the DCA's numbers received a challenge by NJ Builders Association. The Fair Share Housing Council also objected to the revised numbers, however nothing was filed for Green Township by the deadline. The Township Attorney will wait for the next step.

**MATTERS FROM THE SUPERINTENDENT OF PUBLIC WORKS:** Not in attendance.

**OPEN PUBLIC SESSION #2:** Mayor Raffay opened the meeting for public comments.

Josephine Fracasso asked why the Township is paying for Lake Tranquility's maintenance. The Township Clerk explained that the roads and the drainage are the Township's responsibility. The drainage has been an issue and has destroyed the roads. The drainage must be fixed before the roads. The drainage study is the first step.

There being no further public comments offered, Mayor Raffay closed Open Public Session #2.

**EXECUTIVE SESSION:** Resolution ES2025-04

- Potential Acquisition of Real Property - Rail Trail
- Potential Acquisition of Real Property - Block 16, Lots 19 & 20 and Block 35, Lots 2 & 3.02
- Attorney Client Advice - Sussex Habitat MOU

Mayor Raffay stated that action is not anticipated to be taken after Executive Session.

Qarmout motioned to enter Executive Session at 7:15 pm

Seconded: Phillips

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Discussion: None  
Upon roll call vote:  
Ayes: Phillips, Qarmout, Mayor Raffay  
Nays: None  
Abstentions: None  
Absent: DeYoung, Rose

The Committee returned to Open Public Session at 7:49 p.m.

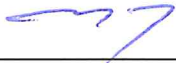
Phillips motioned to adjourn Executive Session and return to Open Public Session  
Seconded: Qarmout  
Discussion: None  
All were in favor.

Mayor Raffay noted the next Township Committee Meeting is scheduled for Monday, March 17, 2025, at 7:00 p.m.

**ADJOURNMENT:**

Phillips motioned to adjourn at 7:50 p.m.  
Seconded: Qarmout  
Discussion: None  
All were in favor.

\*ALL RESOLUTIONS AND ORDINANCES ARE ATTACHED TO AND MADE PART OF THESE MINUTES



Mark Zschack, RMC  
Township Clerk

Date Approved: March 24, 2025

**RESOLUTION 2025-63**  
**TOWNSHIP COMMITTEE - TOWNSHIP OF GREEN**  
**SUSSEX COUNTY, NEW JERSEY**  
**GOVERNOR'S COUNCIL ON SUBSTANCE USE DISORDER**  
**FISCAL GRANT CYCLE OCTOBER 2020-JUNE 2026**

**WHEREAS**, the Governor's Council on Substance Use Disorder (GCSUD) established the Municipal Alliances for the Prevention of Substance Use Disorder in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent substance use disorder in communities throughout New Jersey; and

**WHEREAS**, The Township Committee of the Township of Green, County of Sussex, State of New Jersey recognizes that substance use disorder is a serious problem in our society amongst persons of all ages; and therefore, has an established Municipal Alliance Committee; and,

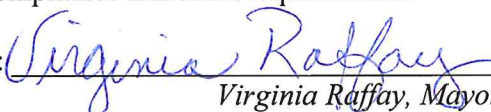
**WHEREAS**, the Township Committee further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent substance use disorder in our community; and,

**WHEREAS**, the Township Committee has applied for funding to the Governor's Council on Substance Use Disorder through the County of Sussex.

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Green, County of Sussex, State of New Jersey hereby recognizes the following:

1. The Township Committee does hereby authorize submission of a strategic plan for the Action Municipal Alliance grant for fiscal year 2026 in the amount of:
 

GCSUD GRANT FUND	\$ 6037.00
Cash Match	\$ 1509.25
In-Kind	\$ 4527.75
2. The Township Committee acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

APPROVED:   
 Virginia Raffay, Mayor

DATED: March 3, 2025

I, Mark Zschack, Township Clerk of the Township of Green, County of Sussex, State of New Jersey, do hereby certify the foregoing resolution to be a true and correct copy of a resolution adopted by the Township Committee at a regular meeting held on March 3, 2025.

  
 \_\_\_\_\_  
 Mark Zschack, RMC, Township Clerk

**Record of Vote:**

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
DeYoung						√
Phillips	√		√			
Qarmout		√	√			
Rose						√
Mayor Raffay			√			

**RESOLUTION 2025-64  
TOWNSHIP COMMITTEE - TOWNSHIP OF GREEN  
COUNTY OF SUSSEX, STATE OF NJ**

**BILLS LIST (02/13/2025 to 02/27/2025)**

**BE IT RESOLVED** BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF GREEN IN THE COUNTY OF SUSSEX AND STATE OF NEW JERSEY that the List of Bills dated from 02/13/2025 to 02/27/2025 attached to and made a part of this Resolution is hereby accepted and approved for payment.

DATED: March 3, 2025

I, Mark Zschack, Township Clerk of the Township of Green, County of Sussex, State of New Jersey, do hereby certify the foregoing resolution to be a true and correct copy of a resolution adopted by the Township Committee at a regular meeting held on March 3, 2025.

  
\_\_\_\_\_  
Mark Zschack, RMC, Township Clerk

**Record of Vote:**

	<b>MOTION</b>	<b>SECOND</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
DeYoung						√
Phillips		√	√			
Qarmout	√		√			
Rose						√
Mayor Raffay			√			



**List of Bills - CLEARING ACCOUNT (FUND 01 02 04 12 19)**

Meeting Date: 03/03/2025 For bills from 02/13/2025 to 02/27/2025

Check#	Vendor	Description	Payment	Check Total
13326	1671 - Cit-e-Net, LLC	PO 16993 Annual Website Service 2025	1,750.00	1,750.00
13327	660 - D & E Service Center, Inc.	PO 16900 2025 Vehicle Repairs	992.42	992.42
13328	2180 - Edmunds GovTech, Inc.	PO 17005 Finance Accounting & Escrow support/Clou	5,990.56	5,990.56
13329	2294 - FF1 Apparatus LLC	PO 16828 Truck Pole lights	8,195.98	8,195.98
13330	1380 - Garden State Labs Inc.	PO 16978 2025 Water Testing at Municipal Building	100.00	100.00
13331	1913 - Government Forms And Supplies LLC	PO 16783 Envelopes	247.00	
		PO 16965 Custom Signature Stamp for Mayor Raffay	48.25	295.25
13332	528 - Griffith-Allied Trucking LLC	PO 16940 Gasoline Deliery 2025 Acct 10-7199868	929.08	929.08
13333	188 - Home Depot Credit Services	PO 16878 Supplies, Hardware, Small Tools 2025	560.49	
		PO 16878 Supplies, Hardware, Small Tools 2025	57.57	618.06
13334	336 - Keller Welding LLC	PO 16903 2025 Vehicle Repair	330.00	330.00
13335	1632 - Laddey, Clark & Ryan LLP	PO 17015 January 2025 Legal Services	1,634.50	
		PO 17015 January 2025 Legal Services	4,852.50	6,487.00
13336	1153 - Lowe's	PO 16881 Hardware, Small Tools & Supplies	97.66	97.66
13337	1762 - Morton Salt Inc.	PO 16849 Road Salt	3,918.30	3,918.30
13338	1960 - Navitend	PO 16954 2025 Agreement Office 365 & Emails	1,918.00	1,918.00
13339	320 - NJ Conference of Mayors	PO 16842 2025 Membership Dues	400.00	400.00
13340	12 - NJ State League of Municipalities	PO 17001 Webinars - L. DiLorenzo	45.00	45.00
13341	2141 - Primepoint, LLC	PO 16854 Time & Labor Management Program 2025	122.00	122.00
13342	2047 - Quadiant Leasing USA, Inc.	PO 17017 Lease for Postage Machine 2025	231.00	231.00
13343	418 - R&L Data Centers	PO 16853 Payroll Services 2025	734.00	734.00
13344	123 - Staples Advantage	PO 16992 January 2025 Office Supplies	182.12	182.12
13345	624 - Suburban Propane	PO 16925 Propane-Municipal Bulding Acct 2232-1059	1,264.15	
		PO 16939 Propane-DPW Bulding Acct 2232-105941	477.25	
		PO 16939 Propane-DPW Bulding Acct 2232-105941	242.07	1,983.47
13346	270 - Sussex County Assessors' Association	PO 16991 2025 Membership Dues - Holenstein	175.00	175.00
13347	114 - Sussex County MUA	PO 16922 Solid Waste Disposal/Household 2025	3,784.59	3,784.59
13348	2290 - Taylor Oil Company	PO 16941 Diesel Delivery 2025	2,318.78	2,318.78
13349	2009 - The Canning Group, LLC	PO 16836 QPA 1/01/2025-12/31/2025	458.33	458.33
13350	2078 - UniFirst Corporation	PO 16863 Uniform Rentals 2025	190.89	
		PO 16863 Uniform Rentals 2025	190.89	381.78
13351	34 - Verizon	PO 16938 Alarm Phone lines 2025	186.84	186.84
13352	1236 - W.W.Grainger Inc.	PO 16887 Supplies, Samll Tools, Hardware 2025	301.67	301.67
TOTAL				42,926.89
Total to be paid from Fund 01 CURRENT FUND		37,374.09		
Total to be paid from Fund 16 AFFORDABLE HOUSING TRUST FUND		1,634.50		
Total to be paid from Fund 19 TRUST FUND		3,918.30		
		=====		
		42,926.89		

**Checks Previously Disbursed**

9999	Green Twp Board of Education	PO# 16838	School Taxes payable	935,619.16	2/18/2025
9999	Payroll Account		2/14/2025	52,949.25	2/13/2025
9999	Payroll Account		CASH-CURRENT/CLAIMS-Provident Bank	53,003.18	2/26/2025
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				1,041,571.59	

Totals by fund	Previous Checks/Voids	Current Payments	Total
Fund 01 CURRENT FUND	1,041,571.59	37,374.09	1,078,945.68
Fund 16 AFFORDABLE HOUSING TRUST FUND		1,634.50	1,634.50
Fund 19 TRUST FUND		3,918.30	3,918.30
BILLS LIST TOTALS		1,041,571.59	42,926.89
		=====	1,084,498.48

**RESOLUTION ES2025-04  
TOWNSHIP COMMITTEE - TOWNSHIP OF GREEN  
COUNTY OF SUSSEX, STATE OF NJ**

**WHEREAS**, Section 8 of the Open Public Meetings Act, Chapter 231 P.L. 1975 (N.J.S.A. 10:13-12) 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; and

**WHEREAS**, N.J.S.A. 10:4-13 requires the adoption of a resolution prior to the Township Committee going into Closed Session stating the general nature of the subject matter to be discussed and generally the time and circumstances under which the discussion conducted in Closed Session can be disclosed to the public;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Green, County of Sussex, State of New Jersey as follows:

1. The public shall be excluded from discussion of and action upon and hereinafter specified subject matter(s)
2. The general nature of the subject matter(s) to be discussed is as follows:  
       \_\_\_\_\_ Personnel        \_\_\_\_\_ Contract Negotiation          X   Real Property  
       \_\_\_\_\_ Public Safety        \_\_\_\_\_ Litigation/Potential Litigation          X   Attorney-Client
3. It is anticipated at this time that the above stated subject matter(s) will be made public at the conclusion of each individual specified subject matter.
4. This resolution shall take effect immediately.

Dated: March 3, 2025

I, Mark Zschack, Township Clerk of the Township of Green, County of Sussex, State of New Jersey, do hereby certify the foregoing resolution to be a true and correct copy of a Resolution adopted by the Township Committee at a meeting held on March 3, 2025.

  
 \_\_\_\_\_  
 Mark Zschack, RMC, Township Clerk

**Record of Vote:**

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
DeYoung						√
Phillips		√	√			
Qarmout	√		√			
Rose						√
Mayor Raffay			√			