

**GREEN TOWNSHIP COMMITTEE
AUGUST 25, 2016**

CALL TO ORDER

Mayor Phillips called the August 25, 2016, special meeting of the Green Township Committee to order at 6:09 p.m.

PLEDGE OF ALLEGIANCE

ADEQUATE NOTICE: Mrs. Peralta read the statement of adequate notice.

ROLL CALL: Present: Mr. Chirip (arrived at 6:12 p.m.), Mr. Conkling, Mr. Qarmout, and Mrs. Phillips

Absent: Mr. Kurzeja

Mr. Qarmout motioned to excuse Mr. Kurzeja

Seconded: Mr. Conkling

Discussion: None

	AYE	NAY	ABSTAIN	ABSENT
Mr. Chirip				X
Mr. Conkling	X			
Mr. Kurzeja				X
Mr. Qarmout	X			
Mrs. Phillips	X			

Also present: Mrs. Linda Peralta, Clerk/Administrator and Mr. Richard Stein, Township Attorney

EXECUTIVE SESSION: Mr. Stein read Resolution ES2016-06 to enter Executive Session to discuss personnel matters.

Mr. Conkling motioned to enter Executive Session at 6:11 p.m.

Seconded: Mr. Qarmout

Discussion: None

	AYE	NAY	ABSTAIN	ABSENT
Mr. Chirip				X
Mr. Conkling	X			
Mr. Kurzeja				X
Mr. Qarmout	X			
Mrs. Phillips	X			

The Committee returned from Executive Session at 6:27 p.m.

NEW BUSINESS:

- a. **Ordinance 2016-11** – Amend Ordinance 2016-06 Fixing the Salary Ranges for Officers and Employees of the Township of Green (Introduction)

Mr. Conkling motioned to introduce the Ordinance and move to Public Hearing on September 12, 2016

Seconded: Mr. Chirip

Discussion: None

	AYE	NAY	ABSTAIN	ABSENT
Mr. Chirip	X			
Mr. Conkling	X			
Mr. Kurzeja				X
Mr. Qarmout	X			
Mrs. Phillips	X			

- b. **Resolution 2016-98** – Appoint Mark Zschack to the Position of Clerk/Administrator

Motion: Mr. Chirip

Seconded: Mr. Conkling

Discussion: None

**GREEN TOWNSHIP COMMITTEE
AUGUST 25, 2016**

	AYE	NAY	ABSTAIN	ABSENT
Mr. Chirip	X			
Mr. Conkling	X			
Mr. Kurzeja	X			
Mr. Qarmout				X
Mrs. Phillips	X			

PUBLIC COMMENTS AND/OR QUESTIONS:

Mrs. Cyndi Bresney, 19 Fieldview Road, explained her involvement with the recreational and youth soccer program. The youth soccer program has integrated all three recreation programs within Green Township, Andover and Newton to the newly formed Newton United Soccer Club. They are looking to use available fields in all three towns. Mrs. Bresney stated that she is only looking to use the medium and large fields at EverGreen Park for travel games on Sunday afternoons. The program currently has approximately 65 registrations with only about 6 being Green Township residents. The Committee has concerns about the amount of usage of the fields at EverGreen Park. The Committee held a discussion on the usage fees as well as the field usage. The Committee agreed to make an exception and waive the fees for this year, however they will reevaluate for next year. The Committee suggested the soccer club consider using Papa Park as a small practice field.

Mr. Conkling motioned to waive the fees for the travel portion of Newton United to use the medium and large soccer fields at EverGreen Park for four Sundays only for the fall season.

ADJOURNMENT:

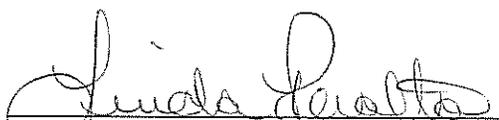
Mr. Chirip motioned to adjourn at 7:17 p.m.

Seconded: Mr. Conkling

Discussion: None

	AYE	NAY	ABSTAIN	ABSENT
Mr. Chirip	X			
Mr. Conkling	X			
Mr. Kurzeja				X
Mr. Qarmout	X			
Mrs. Phillips	X			

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



Linda Peralta, RMC

Clerk/Administrator

09/12/2016

Date Approved

**RESOLUTION ES 2016-06
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

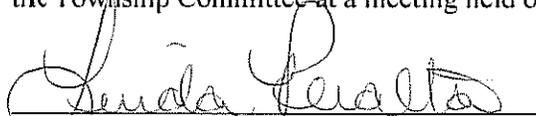
WHEREAS, N.J.S.A. 10:4-13 requires the adoption of a resolution prior to the Township Committee going into Closed Session stating the general nature of the subject matter to be discussed and generally the time and circumstances under which the discussion conducted in Closed Session can be disclosed to 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 Real Property
 Public Safety Litigation/Potential Litigation 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 Time: _____ Motion/2nd: _____

Dated: August 25, 2016

I, Linda Peralta, 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 August 25, 2016.


 Linda Peralta, Township Clerk

Record of Vote:

	AYE	NAY	ABSTAIN	ABSENT
Mr. Chirip				✓
Mr. Conkling	1st			
Mr. Kurzeja				✓
Mr. Qarmout	2nd ✓			
Mrs. Phillips	✓			

**TOWNSHIP OF GREEN
ORDINANCE NO. 2016-11**

**AN ORDINANCE OF THE TOWNSHIP OF GREEN,
SUSSEX COUNTY, NEW JERSEY AMENDING ORDINANCE NO. 2016-06
FIXING THE SALARY RANGES FOR OFFICERS AND EMPLOYEES
OF THE TOWNSHIP OF GREEN**

BE IT ORDAINED by the Township Committee of the Township of Green, Sussex County, New Jersey as follows:

SECTION 1: The annual salary ranges for officers and employees as contained in Section 1 of Ordinance 2016-06 is hereby amended to revise the salary range for the position of Township Administrator as follows:

<u>Position</u>	<u>Minimum</u>	<u>Maximum</u>
Administrator	\$10,000.00	\$40,000.00

SECTION 2: All other provisions of Ordinance 2016-06 not amended by this Ordinance shall remain in full force and effect.

SECTION 3 - This Ordinance shall become effective immediately upon final adoption and publication as required by law.

ATTEST:

TOWNSHIP OF GREEN

Linda Peralta, Clerk/Administrator

Margaret "Peg" Phillips, Mayor

cc: Linda Padula, CMFO

Record of Vote: Introduction

	AYE	NAY	ABSTAIN	ABSENT
Mr. Chirip	2nd ✓			
Mr. Conkling	1st ✓			
Mr. Kurzeja				✓
Mr. Qarmout	✓			
Mrs. Phillips	✓			

INTRODUCED: 08/25/2016
PUBLIC HEARING: 09/12/2016
ADVERTISED ADOPTION:

ADVERTISED:
ADOPTED:

RESOLUTION 2016-98

**A RESOLUTION APPOINTING MARK ZSCHACK AS
TOWNSHIP CLERK FOR THE TOWNSHIP OF GREEN
AND FURTHER APPOINTING MARK ZSCHACK
AS TOWNSHIP ADMINISTRATOR**

**TOWNSHIP COMMITTEE - TOWNSHIP OF GREEN
COUNTY OF SUSSEX, STATE OF NJ**

WHEREAS, the Green Township Clerk/Administrator is retiring effective September 30, 2016;
and

WHEREAS, N.J.S.A. 40A:9-133 requires every municipality in the State of New Jersey to
appoint a municipal clerk; and

WHEREAS, the Township of Green has heretofore adopted Article III of Chapter 2 of the Code
of the Township of Green creating the office of Township Administrator pursuant to the provisions of
N.J.S.A. 40A:9-136 et seq.; and

WHEREAS, the Township may appoint an Administrator in the discretion of the Governing
Body; and

WHEREAS, the Township of Green duly advertised for the position of Township
Clerk/Administrator, received resumes and conducted interviews; and

WHEREAS, the Green Township Committee interviewed two candidates for the position of
Clerk/Administrator on August 8, 2016; and

WHEREAS, pursuant to said interviews, the Township Administrator was authorized to extend
an offer of employment to Mark Zschack effective September 19, 2016; and

WHEREAS, Mr. Zschack is duly qualified pursuant to law to hold the position of Municipal
Clerk; and

WHEREAS, Mr. Zschack shall also perform the duties of Registrar as part of his duties as
Municipal Clerk; and

WHEREAS, Mr. Zschack has accepted the offer of employment;

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of
Green in the County of Sussex and State of New Jersey as follows:

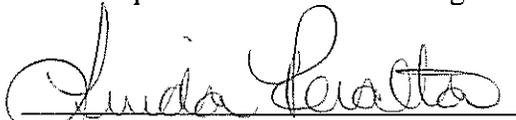
1. Mr. Zschack be and the same is hereby appointed Township Clerk effective as of September 19,
2016 for an initial three (3) year term pursuant to the provisions of N.J.S.A. 40A:9-133.
2. Mr. Zschack be and the same is hereby appointed Township Registrar effective as of September
19, 2016.
3. Mr. Zschack is hereby appointed Township Administrator effective as of September 19, 2016
pursuant to the Code of the Township of Green to serve at the pleasure of the Governing Body.

4. Mr. Zschack shall be paid an annual salary of \$45,000 as Township Clerk prorated for the year 2016, which salary shall include Municipal Registrar's duties.
5. Mr. Zschack shall be paid an annual salary of \$35,000 as Township Administrator prorated for the year 2016.
6. Mr. Zschack will work a full time (35 hours per week – Monday through Friday 8:30 to 3:30 – summer hours to be determined by Administrator) schedule, plus additional hours as needed to complete the job.
7. Mr. Zschack will perform Clerk/Administrator duties as outlined in the General Ordinances of the Township and will perform such other duties as may be assigned or required.
8. Mr. Zschack is eligible, as a full time employee, to participate in the Health Benefits plan for the employee only.
9. Mr. Zschack will be provided a cell phone and service at the Township's expense for Township business.
10. Mr. Zschack has agreed to provide to Green Township a one month notice should he decide to leave his employment with Green Township.

BE IT FURTHER RESOLVED that his employment is subject to the usual terms and conditions as set forth in the Township of Green Personnel Policy Manual, as well as New Jersey Civil Service Law.

DATED: August 25, 2016

I, Linda Peralta, 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 August 25, 2016.


 Linda Peralta, Township Clerk

cc: Linda Padula, CFO

Record of Vote:

	AYE	NAY	ABSTAIN	ABSENT
Mr. Chirip	1st ✓			
Mr. Conkling	2nd ✓			
Mr. Kurzeja				✓
Mr. Qarmout	✓			
Mrs. Phillips	✓			