

**GREEN TOWNSHIP COMMITTEE
MINUTES OF THE REGULAR MEETING
JULY 20, 2020**

CALL TO ORDER

Mayor Phillips called the July 20, 2020, meeting of the Green Township Committee to order at 7:00 p.m. Mayor Phillips announced that this meeting is being held remotely and that members of the public can participate by calling in to the phone number that has been advertised and provided.

PLEDGE OF ALLEGIANCE

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

ROLL CALL: Present: Mr. James Chirip, Mr. Daniel Conkling, Mr. Bader Qarmout, Mrs. Virginia "Ginnie" Raffay, and Mayor Margaret "Peg" Phillips

Also present: Mrs. Ursula Leo, Township Attorney; Mark Zschack, Township Clerk/Administrator; Mr. Watson Perigo, Municipal Department Head; and Mrs. Patty DeClesis, Deputy Clerk

OPEN PUBLIC SESSION #1 Mayor Phillips opened the meeting to the public for any questions or comments concerning items on the agenda for which no public discussion is provided. Mayor Phillips noted that no public members presented comments and closed Public Session #1.

CONSENT AGENDA:

- 1. RESOLUTIONS:** (Approval of the Following)
None
- 2. CORRESPONDENCE:** (Acceptance for Filing of the Following)
 - a. Letter Dated June 18, 2020, from Mark Zschack to JP Morgan Chase Bank Regarding Registration of Vacant Property - Block 23, Lot 2.02
- 3. REPORTS:** (Acceptance for Filing of the Following)
 - a. Trinca Airport Safety Self-Inspection Checklist - June 25, 2020
 - b. Sussex County Planning Board Minutes - May 4 2020
 - c. Sussex County Department of Environmental & Public Health Services - 05/01-31/2020
 - d. Newton/Green Municipal Shared Court Breakdown - May and June 2020
 - e. Tax Collector's Report - June 2020
 - f. Building Permit Fee Log Report - June 2020
 - g. Treasurer's Report - April 30, 2020
- 4. APPLICATIONS:** (Approval of the Following)
None

Mr. Conkling motioned to move the Consent Agenda minus Item 2b.

Seconded: Mr. Qarmout

Discussion: None

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

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

b. Letter from Steve Lance, Blairstown Mayor, Concerning the Animal Control Officer

Motion: Mr. Conkling

Seconded: Mrs. Raffay

Discussion: Mr. Conkling asked why the Green Township residents would call the Blairstown Animal Control Officer. Mr. Zschack will look into how many Township residents may have called Blairstown by mistake instead of Green Township. A suggestion was made to add contact information for the Animal Control Officer on the Township website home page for easier access to the residents.

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

DISCUSSIONS:

- a. Future Meetings Format** - Mayor Phillips explained the concern of returning to live meetings. The phone in option is not effective and may require the Township to invest in better equipment. Mayor Phillips asked for the Committee's comments and thoughts on resuming live meetings. A discussion ensued concerning the safety precautions currently in place in the meeting room. A suggestion was made to hold the first live meeting in September. The August meeting would be virtual. The Committee members are all in agreement.

OLD BUSINESS:

- a. Public Hearing** Ordinance 2020-06 - Fully Funded Capital Ordinance to Provide Funding for the Purchase of One Ford F550 Diesel Super Duty Universal Truck and Equipment and Appropriating the Sum of \$4,000.00 from the Capital Improvement Fund and \$76,000.00 from General Capital Fund Balance for Said Purchase

Mayor Phillips opened the meeting for public comments.

There being on public comments, Mr. Qarmout motioned to close Public Hearing and adopt the ordinance.

Seconded: Mr. Conkling

Discussion: None

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

NEW BUSINESS:

- a.** Resolution 2020-100 - Certification of Annual Audit

Motion: Mrs. Raffay

Seconded: Mr. Conkling

Discussion: None

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

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b. Resolution 2020-101 - Approval of Corrective Action Plan

Motion: Mr. Conkling

Seconded: Mr. Chirip

Discussion: None

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

c. Resolution 2020-102 - Authorize Award of Contract for Deer Carcass Removal

Motion: Mrs. Raffay

Seconded: Mr. Chirip

Discussion: Mr. Qarmout asked if there is any other entity. Mr. Zschack responded no and not for this price. Most municipalities and the County use Space Farms.

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

d. Resolution 2020-104 - Authorize Grant Application (NJDOT) Pequest Road - Phase I

Motion: Mr. Chirip

Seconded: Mrs. Raffay

Discussion: None

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

e. Resolution 2020-105 - Employee Policy on Travel Restrictions/Quarantine

Motion: Mr. Conkling

Seconded: Mr. Chirip

Discussion: Mr. Conkling commented that this is a voluntary advisory suggested by the Governor, how can the Township enforce an employee to quarantine for 14 days upon their travel to a “hot spot” state. A discussion ensued concerning the procedure to follow if an employee voluntarily travels to a state that has been labelled as a “hot spot” for COVID-19. The Township Attorney explained that with this resolution, the employee would not be permitted to return to work after visiting a “hot spot” state. If an employee refuses to quarantine, the Township can pursue disciplinary actions. The Committee discussed having the employee produce a Certificate of Clearance from a doctor in order to return to work. Language will be added to the resolution and policy reflecting clearance from a doctor prior to returning to work. There are concerns of the list of highly affected states changing daily.

	AYE	NAY	ABSTAIN	ABSENT
Mr. Chirip	X			
Mr. Conkling	X			
Mr. Qarmout		X		

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Mrs. Raffay	X			
Mrs. Phillips	X			

f. Resolution 2020-111 - COVID Travel Restrictions

Motion: Mrs. Raffay

Seconded: Mr. Qarmout

Discussion: Mayor Phillips explained that this resolution came about due to the new fire truck being ready for inspection prior to acceptance. Unfortunately, the fire truck is in Wisconsin which is considered a “hot spot” state. Mayor Phillips stated that Fire Chief Mike Rose is in attendance by phone and available for questions and comments. Chief Rose explained that the inspection requires four members of the Fire Department to travel to Wisconsin to conduct an extensive in-person inspection. Fire and Safety Services is requesting Green Township to sign a Hold Harmless. There is concern of permitting Township employees/representatives travelling to an affected state. The Township Attorney reviewed the Hold Harmless Agreement and does not advise signing the presented agreement. Chief Mike Rose explained that this is a substantial investment which requires an in-person inspection as opposed to a virtual inspection. Chief Rose explained the importance of this inspection and reviewed the precautions they planned on taking with regards to travelling. A suggestion was made to implement a Hold Harmless agreement by Green Township and send to Fire and Safety Services.

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

Mayor Phillips asked that Mr. Rose work with Mr. Zschack with regards to other options that may be available and the Township Attorney to draft a revised Hold Harmless as well as put together a Hold Harmless for those volunteers going on the trip.

g. Resolution 2020-108 - Bills List (06/12/2020 to 07/15/2020)

Motion: Mr. Qarmout

Seconded: Mrs. Raffay

Discussion: None

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

h. Resolution 2020-109 - Developers Escrow Trust (06/12/2020 to 07/15/2020)

Motion: Mr. Chirip

Seconded: Mr. Conkling

Discussion: None

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

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i. Resolution 2020-110 - Release of Bond/Escrow - Katherine Rodriguez

Motion: Mrs. Raffay

Seconded: Mr. Chirip

Discussion: None

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

j. Minutes ready for approval - June 15, 2020, Regular and Executive Sessions

Motion: Mr. Qarmout

Seconded: Mrs. Raffay

Discussion: None

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

k. Minutes ready for approval - July 10, 2020, Special Meeting

Motion: Mrs. Raffay

Seconded: Mr. Conkling

Discussion: None

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

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

EverGreen Park Playground - The new playground at EverGreen Park is complete and open to the public with COVID-19 signage and a “not sanitized” statement. The DPW constructed a new entrance ramp and have scheduled regular cleanings of both playgrounds. Make sure to visit the playground it is both beautiful and functional.

Use of Facilities - We have received a Use of Facilities request to utilize a municipal parking lot. There is a backyard wedding planned in Green Township for August 1, 2020, from 5:00 p.m. to 10:00 p.m. There is a need to accommodate approximately 40-50 cars and the guests will be shuttled to the home. My approval will be to use the Municipal Building parking lot. The building is closed on Saturdays and there are 47 designated spaces. The Committee had no issues with the request.

Recreation Committee Events - There are usually 4 major events planned by the Recreation Committee from now until years end. We are looking for direction from the Township Committee if these events should be held in 2020.

Green Township Day (September 19th)

Halloween Trunk or Treat (October 25th)

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Gingerbread House Decorating Contest (December 3rd)
Tree Lighting (December 5th)

Mayor Phillips suggested continuing holding off making a decision on the later events. The Committee agreed to cancel Green Township Day.

Special Use Permit - Green Township has received and approved a Temporary Special Use Permit for Relief from Township Ordinances to expand outdoor dining at Pub 517. All extended activities are restricted to the rear of the building and the use the existing barn. The request was reviewed by the Zoning Official.

New Mason Dump - The new mason dump has been ordered and due to arrive within the month. This vehicle is white in color and does not match the current fleet. The approximate cost to paint this vehicle green is \$7,900.00 and to color wrap is \$2,000.00 to \$2,500.00. The majority of the Committee agreed to keep the truck white with green lettering.

MATTERS FROM THE GOVERNING BODY: Mayor Phillips commented that the new playground is great and hope it brings years of joy to the children of Green Township and those visiting the municipality. Hunts School Road, great job paving to the DPW. With the pending Trinca Airport closure, Mayor Phillips asked Mr. Zschack to touch base with Mr. Sklannik as to the requirements after the airport is officially closed particularly with regards to the runway. Mr. Zschack stated that Mr. Sklannik has sent a list of things that need to be done upon closing the airport.

Mr. Chirip thanked everyone for listening to his concerns and comments this evening. Mr. Chirip thanked everyone that worked on the new playground and the first responders and Mr. Rose for their continued support.

Mr. Qarmout commented that he likes that a topic can be fully discussed and decisions made in the best interest for the Township. Mr. Qarmout thanked all volunteer first responders working on behalf of the Township.

Mr. Conkling asked about crack sealing this year. Mr. Zschack responded that this is one of the items that was pulled back from the budget.

Mrs. Raffay thanked Mr. Rose for all he does for the Township. Mrs. Raffay commented on the wasps in the sand at EverGreen Park. Mr. Perigo stated that they are working on that.

MATTERS FROM THE MUNICIPAL DEPARTMENT HEAD: Mr. Perigo stated they are working on getting rid of the sand wasps. The new mason truck should be delivered in approximately one week. The utility truck is due in late August or early September. The DPW has also been working on beautification projects around the municipal building.

MATTERS FROM THE TOWNSHIP ATTORNEY: Mrs. Leo noted no matters to report.

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

Ms. Robin Scheffler, 149 Decker Pond Road, commented on the increased amount of dump trucks using County Route 517 (Decker Pond Road) and using their Jake Brakes on the very sharp turn that is very disruptive to the peace. Ms. Scheffler had been previously advised to contact the County since that is a County road. Mrs. Scheffler did speak with the engineer at the County. The engineer informed Ms. Scheffler that the local municipality can adopt a Jake Brake ordinance. Mayor Phillips commented that the Township Committee can consider adopting such ordinance and discuss at the next meeting.

Mrs. Josephine Fracasso, 111 Hibler Road, commented that she would prefer the virtual meetings as opposed to in person meetings.

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Mr. Jim DeYoung, 9 Hedden Road, commented on the lack of internet accessibility on Hedden Road. The current cable lines end about half a mile from Mr. DeYoung's home. The cost would be extensive to the homeowner to connect to cable. Mr. DeYoung asked if the Township would consider paying for extending cable down Hedden Road. Mayor Phillips explained steps that have been taken by the Township requesting cable lines be extended for a full build-out in Green Township. The Township will continue trying to resolve the issue.

Mrs. Josephine Fracasso, 111 Hibler Road, asked if the new cable company Altice can do a wireless connection throughout Green Township.

No further comments were offered, Mayor Phillips closed Public Session #2.

EXECUTIVE SESSION: Resolution ES2020-08

Contract Negotiations, Fire Truck Agreement Frelinghuysen
Attorney/Client Advise, Block 16 Lot 21.02 Prager

Mr. Conkling motioned at 9:37 p.m. to enter Executive Session

Seconded: Mrs. Raffay

Discussion: None

All were in favor.

The Committee returned to Public Session at 10:06 p.m.

Mr. Chirip motioned to close Executive Session and return to Public Session

Seconded: Mr. Qarmout

Discussion: None

All were in favor.

ADJOURN:

Mr. Chirip motioned to adjourn at 10:09 p.m.


Seconded: Mrs. Raffay

Discussion: None

All were in favor.

Mayor Phillips announced the next Township Committee Meeting is scheduled for August 17, 2020, at 7:00 p.m.

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



Mark Zschack, RMC
Township Clerk

Date Approved: August 17, 2020

ORDINANCE NO. 2020-06

TOWNSHIP OF GREEN, COUNTY OF SUSSEX, STATE OF NJ

**FULLY FUNDED CAPITAL ORDINANCE TO PROVIDE FUNDING FOR THE
PURCHASE OF ONE FORD F550 DIESEL SUPER DUTY UNIVERSAL
TRUCK AND EQUIPMENT
AND
APPROPRIATING THE SUM OF
\$4,000.00 FROM THE CAPITAL IMPROVEMENT FUND AND
\$76,000.00 FROM GENERAL CAPITAL FUND BALANCE FOR SAID PURCHASE**

BE IT ORDAINED by the Mayor and Township Committee of the Township of Green, County of Sussex, State of New Jersey, (not less than 2/3 of all members thereof affirmatively concurring) as follows:

SECTION 1. The Township Committee of the Township of Green hereby authorizes the following improvement:

- a. The Township Committee of the Township of Green hereby authorizes the purchase of a new Ford F550 Diesel Super Duty Universal Truck 4X4 from Route 23 Automall, 1301 Route 23, Butler, NJ 07405 in the amount, not to exceed, \$72,500.00. Said purchase is authorized utilizing N.J. State Contract-3063 17-Fleet-00241.
- b. The Township Committee of the Township of Green hereby authorizes the purchase of a new Western Tornado 8 foot-2.5 cubic yard Poly Electric Hopper Spreader from Trius Inc., 5049 Industrial Road, Farmingdale, N.J. 07727 in the amount, not to exceed, \$7,500.00. Said purchase is authorized utilizing the Educational Services Commission of New Jersey Cooperative.

The Township Committee appropriates the sum of \$4,000.00 from the Township's Capital Improvement Fund and \$76,000.00 from General Capital Fund Balance for said acquisition.

The useful life of this equipment is at least five (5) years. No Supplemental Debt Statement is required since there is no authorization of any debt within this Capital Ordinance. The gross debt of the Municipality as defined by law is not increased by this ordinance, and no obligation in the matter of bonds or notes are authorized by this ordinance.

SECTION 2. This Capital Ordinance shall take effect immediately after publication following the final adoption as provided by law.

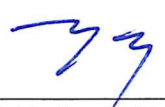
NOTICE


The above entitled Ordinance was introduced and passed at first reading by the Green Township Committee at a meeting held on July 10, 2020, and after publication and a public hearing was finally adopted by the Green Township Committee at a meeting held on July 20, 2020.

ORDINANCE NO. 2020-06
TOWNSHIP OF GREEN, COUNTY OF SUSSEX, STATE OF NJ

ATTEST:

TOWNSHIP OF GREEN
IN THE COUNTY OF SUSSEX


Mark Zschack, Township Clerk


Margaret "Peg" Phillips, Mayor

cc: Linda Padula, CFO

Record of Vote - Introduction:

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mr. Chirip						√
Mr. Conkling		√	√			
Mr. Qarmout	√		√			
Mrs. Raffay			√			
Mrs. Phillips			√			

Record of Vote - Adoption:

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mr. Chirip			√			
Mr. Conkling		√	√			
Mr. Qarmout	√		√			
Mrs. Raffay			√			
Mrs. Phillips			√			

INTRODUCED: July 10, 2020

ADOPTED: July 20, 2020

ADVERTISED: July 12, 2020

ADVERTISED: July 22, 2020

RESOLUTION 2020-100
TOWNSHIP COMMITTEE - TOWNSHIP OF GREEN
COUNTY OF SUSSEX, STATE OF NJ

GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2019 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and

WHEREAS, R.S.52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum the sections of the annual audit entitled "Comments and Recommendations; and

WHEREAS, the members of the Governing Body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:


R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director, under provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

RESOLUTION 2020-100
TOWNSHIP COMMITTEE - TOWNSHIP OF GREEN
COUNTY OF SUSSEX, STATE OF NJ

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Green in the County of Sussex and State of New Jersey, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

DATED: July 20, 2020

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 July 20, 2020.



Mark Zschack, Township Clerk

cc: Linda Padula, CMFO

Record of Vote:

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mr. Chirip			√			
Mr. Conkling		√	√			
Mr. Qarmout			√			
Mrs. Raffay	√		√			
Mrs. Phillips			√			

RESOLUTION 2020-100
TOWNSHIP COMMITTEE - TOWNSHIP OF GREEN
COUNTY OF SUSSEX, STATE OF NJ

ANNUAL AUDIT AFFIDAVIT

STATE OF NEW JERSEY
COUNTY OF SUSSEX

We, members of the governing body of the Township of Green, in the County of Sussex, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected (or appointed) members of the Governing Body of the Township of Green, in the county of Sussex;
2. In the performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves with the contents of the Annual Municipal Audit filed with the Clerk pursuant to N.J.S.A. 40A:5-6 for the year 2017;
3. We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled "Comments and Recommendations."

Mayor Margaret "Peg" Phillips

Deputy Mayor Virginia "Ginnie" Raffay

Township Committee James Chirip

Township Committee Daniel Conkling

Township Committee Bader Qarmout

Mark Zschack, Township Clerk

Sworn to and subscribed before me this

10th Day of August 2020

Patricia J. DeClesis
Notary Public of New Jersey

PATRICIA J. DeCLESIS
NOTARY PUBLIC OF NEW JERSEY
My Commission Expires 12/27/2021

RESOLUTION 2020-101
TOWNSHIP COMMITTEE – TOWNSHIP OF GREEN
COUNTY OF SUSSEX, STATE OF NEW JERSEY

APPROVAL OF CORRECTIVE ACTION PLAN

WHEREAS, the Division of Local Government Services requires preparation of a Corrective Action Plan in accordance with the Single Audit Act, U.S. Office of Management and Budget, and New Jersey Office of Management and Budget; and

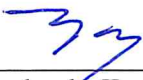
WHEREAS, a Corrective Action Plan has been prepared by the Chief Financial Officer as required and copies have been distributed to the governing body and filed with the Township Clerk;

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Green that the Corrective Action Plan for the 2019 Annual Audit Report as prepared by the Chief Financial Officer and attached hereto as “Appendix A” is hereby approved.

BE IT FURTHER RESOLVED that a copy of the Plan be submitted to the Division of Local Government Services as required.

DATED: July 20, 2020

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 July 20, 2020.



Mark Zschack, Township Clerk

cc: Linda Padula, CFO

Record of Vote:

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mr. Chirip		√	√			
Mr. Conkling	√		√			
Mr. Qarmout			√			
Mrs. Raffay			√			
Mrs. Phillips			√			

CORRECTIVE ACTION PLAN

Township of Green, Sussex County

PO Box 65
Tranquility, NJ 07879

For Audit Report Year: December 31, 2019

Finding #2019-01:

Segregation of Duties: The Township does not maintain an adequate segregation of duties within the Tax Collector Department. Since there is a limited number of employees, there is too much control over a transaction or class of transactions.

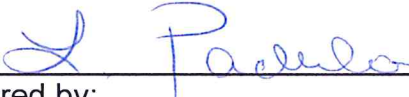
Recommendation #1

That adequate segregation of duties within the Tax Collector department be maintained.

Analysis: There has always been one part-time employee in the Tax Collection department.

Corrective Action: Due to budget constraints, the Township is unable to employ more employees at this time. The Township will consider strengthening internal control within reason of costs.

Implementation Date: 9/01/2020


Prepared by:
Linda Padula, CFO/Treasurer


Date

RESOLUTION 2020-102
TOWNSHIP COMMITTEE – TOWNSHIP OF GREEN
SUSSEX COUNTY, NEW JERSEY

AUTHORIZING THE AWARD OF CONTRACT
FOR
DEER CARCASS REMOVAL

BE IT RESOLVED by the Township Committee of the Township of Green in the County of Sussex and State of New Jersey does hereby authorize the Clerk to execute a contract with Space Farms Zoo and Museum, 218 Route 519, Beemerville, Sussex, NJ 07461 for the removal of deer carcasses on municipal rights of way in the amount of \$31.00 per deer through December 31, 2021.

DATED: July 20 2020

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 July 20 2020.



Mark Zschack, Township Clerk

cc: Linda Padula, CFO

Record of Vote:

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mr. Chirip		√	√			
Mr. Conkling			√			
Mr. Qarmout			√			
Mrs. Raffay	√		√			
Mrs. Phillips			√			

RESOLUTION 2020-104
TOWNSHIP COMMITTEE – TOWNSHIP OF GREEN
SUSSEX COUNTY, NEW JERSEY

**APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT
CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION
FOR THE PEQUEST ROAD – PHASE I IMPROVEMENT PROJECT**

NOW, THEREFORE, BE IT RESOLVED that the Green Township Committee of the Township of Green, County of Sussex, State of New Jersey formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Administrator/Township Clerk are hereby authorized to submit an electronic grant application identified as MA-2021-Pequest Road-Phase I Improvements-00695 to the New Jersey Department of Transportation on behalf of Green Township.

BE IT FURTHER RESOLVED that the Mayor and Administrator/Township Clerk are hereby authorized to sign the grant agreement on behalf of Green Township and that their signatures constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement.

DATED: July 20, 2020

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 July 20, 2020.



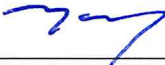
Mark Zschack, RMC, Township Clerk

Vote of Record:


	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mr. Chirip	√		√			
Mr. Conkling			√			
Mr. Qarmout			√			
Mrs. Raffay		√	√			
Mrs. Phillips			√			

My signature and Administrator/Township Clerk's seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.

ATTEST AND AFFIX SEAL



Mark Zschack, RMC
Administrator/Township Clerk



Margaret "Peg" Phillips
Mayor

RESOLUTION 2020-105
TOWNSHIP COMMITTEE - TOWNSHIP OF GREEN
SUSSEX COUNTY, NEW JERSEY

RESOLUTION REQUIRING GREEN TOWNSHIP EMPLOYEES
TO QUARANTINE FOR FOURTEEN DAYS AFTER TRAVELING TO
STATES WITH INCREASING RATES OF COVID-19

WHEREAS, due to the worldwide pandemic, Governor Murphy issued an advisory for all State residents to quarantine for fourteen (14) days if they travel to states with increasing rates of COVID-19; and

WHEREAS, the Township has determined that should any Township employee voluntarily travel to an affected State, they are required to quarantine for (14) days upon their return to New Jersey; and

WHEREAS, the submission of a note from a doctor indicating an employee may return to work after visiting a State with high COVID rates will protect the safety of the workplace; and

WHEREAS, any employee may utilize their own PTO for time missed due to work due to the quarantine period.

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Green in the County of Sussex and State of New Jersey that any Township employee who voluntarily travels to any State that is identified at any time during which the employee is present within the State as a State with increasing rates of COVID-19, as established by the State of New Jersey (<https://covid19.nj.gov/>), shall quarantine for fourteen (14) days upon their return to New Jersey, and may utilize their own PTO time for any time missed. Further, prior to returning to work, all employees who travels to any state on the high COVID rate list established by the State of New Jersey shall be required to submit a doctor's note clearing the employee to return to work.

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.

DATED: July 20, 2020

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 July 20, 2020.



Mark Zschack, RMC, Township Clerk

Vote of Record:

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mr. Chirip		√	√			
Mr. Conkling	√		√			
Mr. Qarmout				√		
Mrs. Raffay			√			
Mrs. Phillips			√			

RESOLUTION 2020-111
TOWNSHIP COMMITTEE - TOWNSHIP OF GREEN
SUSSEX COUNTY, NEW JERSEY

**RESOLUTION BANNING TRAVEL ON OFFICIAL TOWNSHIP BUSINESS FOR
GREEN TOWNSHIP EMPLOYEES AND VOLUNTEERS**

WHEREAS, COVID-19 has spread throughout the United States and different states have higher rates of COVID-19 at different times; and

WHEREAS, the spread of COVID-19 has led to the recommendation that individuals social distance and quarantine at different times, to help stop the spread of the pandemic; and

WHEREAS, the Township has determined that no Township employee or Township volunteer should travel for any official Township business outside of the State while the COVID-19 threat remains.

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Green in the County of Sussex and State of New Jersey that all Township employees and Township volunteers are prohibited from traveling outside of the State of New Jersey on official Township business until a resolution rescinding this restriction is adopted by 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.

DATED: July 20, 2020

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 July 20, 2020.

Mark Zschack, RMC, Township Clerk

Vote of Record:

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mr. Chirip				√		
Mr. Conkling				√		
Mr. Qarmout		√		√		
Mrs. Raffay	√			√		
Mrs. Phillips				√		

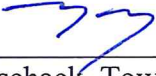
RESOLUTION 2020-108
TOWNSHIP COMMITTEE - TOWNSHIP OF GREEN
COUNTY OF SUSSEX, STATE OF NJ

BILLS LIST (06/12/2020 to 07/15/2020)

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 06/12/2020 to 07/15/2020 attached to and made a part of this Resolution is hereby accepted and approved for payment.

DATED: July 20, 2020

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 July 20, 2020.



Mark Zschack, Township Clerk

cc: Linda Padula, CFO

Record of Vote:

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mr. Chirip			√			
Mr. Conkling			√			
Mr. Qarmout	√		√			
Mrs. Raffay		√	√			
Mrs. Phillips			√			

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

Meeting Date: 07/20/2020 For bills from 06/12/2020 to 07/15/2020

Check#	Vendor	Description	Payment	Check Total
689	1993 - ACF Landscape Design, Inc.	PO 14584 2020 Mowing and Trimming	6,309.00	6,309.00
9690	83 - American Wear, Inc.	PO 14541 Uniform Cleaning 2020	307.50	307.50
9691	1825 - Ben Shaffer Recreation Inc.	PO 14623 Evergreen Park Playground Equipment	150,921.64	150,921.64
9692	1825 - Ben Shaffer Recreation Inc.	PO 14648 Basketball nets	115.08	115.08
9693	14 - Blue Diamond Disposal, Inc.	PO 14587 2020 Waste & Recycling Collection	25,000.00	25,000.00
9694	498 - Blue Ridge Lumber Co., Inc.	PO 14427 Hardware Supplies	80.88	80.88
9695	1965 - Braen Stone of Sparta	PO 14426 Crushed Stone	186.07	186.07
9696	236 - Cahills Farm	PO 14535 Opening & Closing of Park Gates	491.66	491.66
9697	2055 - Camisa Pizza	PO 14658 Lunch Poll Worker 7/7/20	74.00	74.00
9698	1228 - Chelbus Cleaning Co., Inc.	PO 14401 Cleaning Service	790.00	790.00
9699	1738 - Cintas Fire Protection Inc.	PO 14641 Yearly Fire Ext. Emergency Light Inspect	2,515.09	2,515.09
9700	1952 - Central Security Corporation	PO 14649 Annual Burglar & Fire Alarm Monitoring	444.00	444.00
9701	2041 - Cory Brothers, Inc.	PO 14573 Truck Repairs	310.36	310.36
9702	660 - D & E Service Center, Inc.	PO 14432 Truck Repair/Service	247.50	247.50
9703	53 - Diamond Sand and Gravel, Inc	PO 14433 Concrete & Stone	402.87	402.87
9704	158 - Ferraioli, Wielkotsz, Cercullo Cuva	PO 13949 2019 Audit	7,750.00	7,750.00
9705	1357 - Frelinghuysen Township	PO 14627 Construction Receipts	11,791.00	11,791.00
9706	1099 - Garden State Highway Products Inc.	PO 14438 Road Signs	4,750.00	4,750.00
9707	1380 - Garden State Labs Inc.	PO 14502 Water Test MB	60.00	60.00
9708	550 - Gardens of the World, Inc.	PO 14646 Topsoil & grass seed for drainage	263.00	263.00
9709	2046 - General Code, LLC	PO 14614 2019 Codification Services	3,499.00	3,499.00
9710	47 - Green Township	PO 14416 1st & 2nd quarter property taxes 2020	3,336.91	3,336.91
9711	528 - Griffith-Allied Trucking LLC	PO 14420 Diesel Fuel Delivery	776.63	
		PO 14619 Gasoline Delivery	435.61	1,212.24
9712	120 - Harold E. Pellow & Associates, Inc.	PO 14566 Municipal Engineering Services	50.60	50.60
9713	188 - Home Depot Credit Services	PO 14440 Supplies	782.22	782.22
9714	1603 - J. Caldwell & Associates	PO 14667 Housing Agent	2,542.50	2,542.50
9715	1826 - Kimball Midwest	PO 14442 Nuts & Bolts	1,100.75	1,100.75
9716	1632 - Laddey, Clark & Ryan LLP	PO 14647 Legal Services for May 2020	3,000.00	3,000.00
9717	1822 - Loeffel's Waste Oil Service	PO 14666 Waste oil disposal	315.00	315.00
9718	2054 - LogMein USA Inc.	PO 14650 GoToMeeting Service	288.00	288.00
9719	1153 - Lowe's	PO 14443 Hardware	505.51	505.51
9720	2052 - Mar Display LLC	PO 14643 Acrylic Barriers	1,623.00	1,623.00
9721	1870 - Mark Zschack	PO 14591 Mileage-Road Check	110.52	110.52
9722	20 - MGL Printing Solutions, LLC	PO 14593 Tax Bills 2020	457.50	
		PO 14653 Stay Safe Signs	155.00	612.50
9723	557 - MicroSystems-NJ.com, L.L.C.	PO 14621 2020 Software Maintenance-Assessor	1,400.00	1,400.00
9724	45 - Municipal Clerks' Assoc of NJ Inc.	PO 14659 Membership for Mark Zschack & Patty DeCl	175.00	175.00
9725	1169 - NAPA of Stanhope, LLC	PO 14449 Truck Parts	68.16	68.16
9726	104 - Netcong Hardware, INC	PO 14450 Small Tools & Supplies	77.22	77.22
9727	90 - New Jersey Herald, Inc.	PO 14485 Legal Ads	160.50	160.50
9728	209 - NJ Division of Alcoholic Beverage	PO 14665 Liquor License Renewal	9.00	9.00
9729	1404 - Northeast Janitorial Supply, Inc.	PO 14451 Janitorial Supplies	2,791.97	2,791.97
9730	1844 - Power Place, Inc.	PO 14475 DPW-Equip parts	620.31	620.31
9731	7 - Public Employee Retirement System	PO 14657 2019 Employer Share of Retro's 02-51210-	783.15	783.15
9732	418 - R & L Data Centers	PO 14540 Payroll Services 2020	344.04	344.04
9733	1982 - R. Poust Trade Services, LLC	PO 14655 Dewinterize bath house	742.50	742.50
9734	2016 - Schenck, Price, Smith & King, LLP	PO 14550 Legal Services - Tax Appeals	123.90	123.90
9735	866 - Space Farms, Inc	PO 14470 Deer Carcass Removal	31.00	31.00
9736	1152 - Statewide Insurance Fund	PO 14513 Workers Comp/All Lines Insurance	30,947.50	30,947.50
9737	624 - Suburban Propane	PO 14422 Propane Delivery DPW	97.10	97.10
9738	114 - Sussex County MUA	PO 14498 Municipal/Household Waste	11,662.08	11,662.08
9739	179 - Sussex County Rental Center	PO 14468 Equipment Rentals	435.60	435.60
9740	389 - Tilcon New York, Inc.	PO 14661 Hunts School Road	37,843.55	37,843.55
9741	1703 - Town of Newton	PO 14496 Municipal Court - Shared Services	11,250.00	11,250.00
9742	1051 - Treasurer, State of New Jersey	PO 14603 Marriage Lic/Civil Union License	200.00	200.00
9743	100 - Treasurer, State of NJ	PO 14628 DCA fees	661.00	661.00
9744	668 - Treasurer-State of New Jersey	PO 14656 Stormwater Fee-NJEMS Bill ID 207841600	500.00	500.00
9745	278 - US POSTAL SERVICE	PO 14669 Stamped Printed Envelopes - Tax Collecto	1,640.20	1,640.20
9746	1923 - Valley Medical Group	PO 14664 Drug Screening DPW	218.00	218.00
9747	499 - Variable Annuity Life Ins. Co.	PO 14630 2019 LOSAP Plan #45948	19,000.00	19,000.00
748	1158 - W.B. Mason Co. Inc.	PO 14652 June Supplies 2020	241.90	241.90
9749	1360 - Wire's Electrical Shop	PO 14452 Electrical Repairs	451.31	451.31
TOTAL				354,263.39

Total to be paid from Fund 01 CURRENT FUND

188,032.25

Total to be paid from Fund 02 FEDERAL & STATE GRANTS

315.00

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

Meeting Date: 07/20/2020 For bills from 06/12/2020 to 07/15/2020

Check#	Vendor	Description	Payment	Check Total
	Total to be paid from Fund 04 GENERAL CAPITAL	150,921.64		
	Total to be paid from Fund 16 AFFORDABLE HOUSING TRUST FUND	2,542.50		
	Total to be paid from Fund 19 TRUST FUND	12,452.00		
		=====		
		354,263.39		

Checks Previously Disbursed

9999	Payroll Account	7/15/2020	34,721.31	7/13/2020
9688	JCP&L	PO# 14663 June Electric Bill 2020	760.71	7/13/2020
9687	Verizon Wireless	Multiple:	582.46	7/13/2020
9686	Service Electric Cable of NJ, Inc.	Multiple:	18.85	7/13/2020
9685	PenTeleData	PO# 14533 Internet Service for MB	170.90	7/13/2020
9684	AT&T	PO# 14517 Long Distance	102.05	7/13/2020
9683	Aqua New Jersey	PO# 14586 Fire Hydrant Bill	3,213.33	7/13/2020
9999	State of NJ Div of Pensions/Benefit	PO# 14414 Retired - Health Insurance	4,981.20	7/10/2020
9999	State of NJ-Division of Pensions	PO# 14415 Active - Health/Dental Insurance	12,935.30	7/10/2020
9999	Payroll Account	6/30/2020	41,687.86	6/30/2020
9682	Verizon	PO# 14651 June Phone Bill 2020	952.39	6/24/2020
9681	JCP&L	Multiple:	932.03	6/24/2020
9680	Robinson, Edward & Kelly	PO# 14644 Property Tax Reimbursement	3,042.27	6/15/2020
9680	Payroll Account	6/15/2020	34,493.77	6/11/2020

			138,594.43	

Totals by fund	Previous Checks/Voids	Current Payments	Total
Fund 01 CURRENT FUND	138,594.43	188,032.25	326,626.68
Fund 02 FEDERAL & STATE GRANTS		315.00	315.00
Fund 04 GENERAL CAPITAL		150,921.64	150,921.64
Fund 16 AFFORDABLE HOUSING TRUST FUND		2,542.50	2,542.50
Fund 19 TRUST FUND		12,452.00	12,452.00
			=====
BILLS LIST TOTALS	138,594.43	354,263.39	492,857.82
			=====

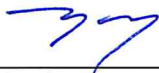
RESOLUTION 2020-109
TOWNSHIP COMMITTEE - TOWNSHIP OF GREEN
COUNTY OF SUSSEX, STATE OF NJ

DEVELOPERS ESCROW TRUST (06/12/2020 to 07/15/2020)

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 for the Developers Escrow Trust dated from 06/12/2020 to 07/15/2020 attached to and made a part of this Resolution is hereby accepted and approved for payment.

DATED: July 20, 2020

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 July 20, 2020.



Mark Zschack, Township Clerk

cc: Linda Padula, CFO

Record of Vote:

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mr. Chirip	√		√			
Mr. Conkling		√	√			
Mr. Qarmout			√			
Mrs. Raffay			√			
Mrs. Phillips			√			

**List of Bills - (1410101002) CASH - Developers Escrow-SB One Bank
DEVELOPERS ESCROW TRUST**

Meeting Date: 07/20/2020 For bills from 06/12/2020 to 07/15/2020

Check#	Vendor	Description	Payment	Check Total
7451	1937 - Harold E. Pellow & Associates, Inc.	PO 14616 SE2002 Pereira	65.00	65.00
7452	1258 - Katherine Rodriguez	PO 14668 Land Disturbance Bond-Crossed Keys	39,977.13	39,977.13
TOTAL				40,042.13
Total to be paid from Fund 14 DEVELOPERS ESCROW TRUST		40,042.13		
		=====		
		40,042.13		

RESOLUTION 2020-110
TOWNSHIP COMMITTEE - TOWNSHIP OF GREEN
COUNTY OF SUSSEX, STATE OF NJ

RELEASE OF BOND / ESCROW

WHEREAS, the attached request has been received for the release of a bond / escrow;

WHEREAS, the application mentioned below has proceeded according to approvals granted; and,

WHEREAS, this office has obtained notices from the appropriate Township Officials (attached), authorizing the release of the bond / escrow account listed below.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF GREEN IN THE COUNTY OF SUSSEX AND STATE OF NEW JERSEY, is hereby authorized to refund said escrow / bond fund:

BLOCK	LOT	NAME AND ACCOUNT #	AMOUNT
2	2.02	Katherine Rodriguez - Land Disturbance Bond 289 Pequest Road, Andover, NJ 07821 #14-288-56-4060-00	\$39,977.13

DATED: July 20, 2020

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 July 20, 2020.



Mark Zschack, RMC, Township Clerk

cc: Kim Mantz, Land Use Board Secretary
Linda Padula, CMFO

Record of Vote:

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mr. Chirip		√	√			
Mr. Conkling					√	
Mr. Qarmout			√			
Mrs. Raffay	√		√			
Mrs. Phillips			√			

RESOLUTION ES 2020-08
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 ☐ 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.

Dated: July 20, 2020

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 July 20, 2020.



Mark Zschack, Township Clerk

Record of Vote:

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mr. Chirip			√			
Mr. Conkling	√		√			
Mr. Qarmout			√			
Mrs. Raffay		√	√			
Mrs. Phillips			√			