MINUTES OF THE MEETING OF THE
SUSSEX/WANTAGE CONSOLIDATION STUDY COMMISSION
HELD AT THE SUSSEX MUNICIPAL BUILDING
2 MAIN STREET, SUSSEX, NJ
JULY 1, 2008

Catherine Gleason, Sussex Borough Clerk called the meeting to order and administered the oath of office to the Commission members. Those present were: Mr. Dunn, Ms. Flynn, Ms. Hosking, Mr. Kresge, Mr. Lagattuta, Mr. Little, Mr. McKay, Mr. Meyer, Mr. Snook.

Absent: Mr. Jacobs

Also Present: Mr. Pfeiffer, DCA and Mr. Doyle, DCA

COMMISSION APPOINTMENT: CHAIRPERSON

At this time Ms. Gleason opened the floor for nominations for Chairperson.

Mr. Pfeiffer, Deputy Director of the New Jersey Division of Local Government Services stated that the Chair of the Commission is a significantly important role as is the Deputy Chair. Traditionally one person from each municipality fills each role. The Chairs job is to effectively guide the Commission in its efforts, run the meetings, work on the agenda, work as the liaison between the two municipalities when that is necessary, to work with the Commission's consultant and the consultant that is provided by the Division of Community Affairs. There will be a little more work for the Chair then everyone else. There will be a secretary to deal with the day to day business but the Chair is the go to person when there are questions from the public. The Deputy acts as the Chair in the Chair's absence.

Mr. McKay nominated Mr. Lagattuta for the position of Chairperson of the Consolidation Study Commission. Seconded by Mr. Little.

Mr. Lagattuta thanked Mr. McKay for the nomination but graciously declined due to work responsibilities. .

Mr. Meyer nominated Mr. Snook for the position of Chairperson of the Consolidation Study Commission. Seconded by Mr. Dunn.

Mr. McKay withdrew his nomination as did Mr. Little and all were in favor.

Upon roll call vote:
Ayes: Dunn, Flynn, Hosking, Kresge, Lagattuta, Little, McKay, Meyer
Nays: None Absent: Jacobs Abstentions: Snook

Mr. Snook thanked the members for the nomination and assumed the Chair at this time.

OPEN PUBLIC MEETINGS ACT COMPLIANCE

Mr. Snook stated that "This meeting is being held in compliance with the provisions of the Open Public Meetings Act, Public Laws of 1975, Chapter 231. It has been properly advertised and certified".

FLAG SALUTE

Mr. Snook invited all persons present to participate in the Pledge of Allegiance to the United States Flag.

COMMISSION APPOINTMENT: DEPUTY CHAIRPERSON

At this time Mr. Snook opened the floor for nominations to the position of Deputy Chairperson.

Mr. Snook nominated Mr. Lagattuta for the position of Deputy Chairperson. Seconded by Ms. Flynn.

Upon roll call vote:
Ayes: Dunn, Flynn, Hosking, Jacobs, Kresge, Little, McKay, Meyer, Snook
Nays: None Absent: Jacobs Abstentions: Lagattuta

COMMISSION APPOINTMENT: SECRETARY

Mr. Snook opened the floor for nominations to the position of Commission Secretary.

Mr. Snook stated that this is going to be an important job as this person is going to have to make sure everything is properly advertised and that the minutes are done.

Mr. Pfeifer stated that the role of the secretary is to manage the documentation of the Commission. What the Commission may want to do is hire someone to be the secretary as there is money in the budget to cover the expense. The Commission can appoint an independent person or a member of the Commission. Both can be done. If the Commission is not prepared to do that tonight then they could conduct interviews before an appointment is made.

Mr. Meyer nominated Cathy Gleason to be the Secretary. Seconded by Mr. Lagattuta.

Mrs. Gleason stated that she would have to discuss it with the Mayor since a lot of time is going to be involved and as the Clerk she may not be able to dedicate herself enough to the responsibilities of the position.

Mr. Pfeifer stated that he didn't think that the secretary should be one of the clerks as they are going to have a lot of work to do gathering information for the Commission for their respective municipalities.

Mr. Dunn made a motion to table this appointment until interviews can be conducted of the applicants who applied to sit on the Commission but were not chosen. If none of those people are qualified or interested in the position then the Commission will advertise for a qualified secretary. Seconded by Ms. Flynn. All were in favor.

At this time Mr. Pfeifer addressed the Commission on behalf of Governor Corzine and Commissioner Doria. Mr. Pfeifer stated that the Commission members are part of only a small group of individuals who have sat on such a Commission. Mr. Pfeifer congratulated the two governing bodies and the two Mayors for stepping up on this and he thanked Mrs. Gleason and Mr. Doherty for their roles in organizing and bringing this together the way that

it has. Sussex and Wantage are the first two communities who have taken advantage of the new "Local Options Consolidation Law" that was passed by the Legislature last year. It was always believed that the traditional consolidation law was very rigid and very solid and didn't provide a lot of flexibility for municipalities. Consolidation can be a very complicated issue.

Mr. Pfeifer stated that the Commission members are going to have a really interesting ride over the next year. The members will get very involved in how government works and they will also have to listen to the public about what they rightfully believe is their community and what it means to them. The public seems those lines that we see in government as political lines, as community lines. A Consolidation Study Commission has to look at the blending of both community and government.

Mr. Pfeifer stated that his department is here to support the Commission not only financially but personally as well. Mr. Jack Doyle has been appointed as the Commissioner's representative to serve on the Consolidation Study Commission. The State representative, by law, will not be a member or officer of the Commission or a resident of any of the participating municipalities but shall participate in all meetings, activities and proceedings of the Commission. Mr. Doyle's role will be as a spiritual advisor on all things government. Mr. Doyle has over thirty years experience in local government experience, including county and municipal government. Mr. Doyle was part of the first municipality to do a solid five year financial plan.

MEETING DATES

Mr. McKay made a motion to establish the regular meeting dates of the Joint Consolidation Study Commission of Wantage Township and Sussex Borough. Seconded by Ms. Hosking. All were in favor.

Mr. Pfeifer stated that additional meeting may be necessary especially as it gets closer to submission deadline for the study. They can be advertised as needed.

RULES OF CONDUCT

Ms. Flynn made a motion to adopt Rules of Conduct for its business, as follows: Roberts Rules of Order shall be used to conduct meetings; a majority of the total membership of the commission shall constitute a quorum for the transaction of business; no recommendation of the commission shall have any legal effect unless adopted by a majority of the five commission members from each of the participating municipalities. (3 representatives from each municipality represent a quorum) Seconded by Ms. Hosking. All were in favor.

Mr. Snook stated that once a secretary is hired all communication should go through her if a member is not able to attend a meeting.

Mr. Snook will act as the official spokesman of the Commission and if he is not available then the responsibility will fall to Mr. Lagattuta.

At this time all of the members of the Commission spoke and gave a little background information about themselves.

OPEN PUBLIC MEETINGS ACT COMPLIANCE

Ms. Hosking made a motion to approve a resolution of compliance with the Provisions of the Open Public Meetings Act, Public Laws of 1975, Chapter 231 for the Joint Consolidation

Study Commission of Wantage Township and Sussex Borough. Seconded by Mr. Lagattuta. All were in favor.

DISCUSSION: CONSULTANT

Mr. Snook stated that the Commission has received 4 proposals from Consultants. Mr. Snook asked Mr. Pfeifer how they could spend money on hiring a consultant if there has not been any money appropriated for the Commission's budget as of yet. The municipalities have both indicated that they don't want to spend any money to conduct the study.

Mr. Pfeifer stated that the communities are eligible for a SHARE consolidation grant and that the matching fees would be waived. The State will help with the grant application which will cover the cost of the study. Mr. Pfeifer stated that one of the municipalities could pass an emergency appropriation resolution to make the money available before the grant money is awarded. The money will then be dispersed through the lead municipality. The amount of money will be negotiated. Anything reasonable the State will take care of

Mrs. Gleason stated that all of the fees that have been proposed by the consultants are $40,000 or under and she asked Mr. Pfeifer if the Commission were to choose the one for $40,000 if the State would guarantee the money.

Mr. Pfeifer stated that the State is fine with that.

At this time a discussion took place regarding whether or not to hire a Consultant or consulting firm. It was decided that interviews would be conducted by a sub-committee consisting of Mr. Snook, Ms. Flynn, Ms. Hosking and Mr. Little on July 25, 2008 and Ms. Gleason was directed to set up the interviews with three of the four firms that submitted proposals. After discussion it was decided that one of the firms, Smart Business Advisory & Consulting, LLC would be eliminated due to price and lack of experience.

Ms. Flynn made a motion to eliminate Smart Business Advisory & Consulting, LLC would be eliminated from the interviewing process due to price and lack of experience in municipal consolidation studies. Seconded by Mr. Lagattuta. All were in favor.

STRATEGY DISCUSSION

At this time a discussion took place regarding the desired strategy of the Commission members for completing their assignment. Discussion included:

a. Making an application for a Grant to the NJDCA
b. Coordinating communication with the NJDCA Representative
c. Whether or not to utilize sub-committees of the commission

BUDGET

At this time a general review took place regarding the proposed Budget for the Joint Consolidation Study Commission of Wantage Township and Sussex Borough.

OPEN PUBLIC SESSION

Ms. Hosking made a motion to open the meeting to the public, for any questions or comments involving the good and welfare of the community. Seconded by Mr. McKay. All were in favor.

There being no one else from the public wishing to address the Commission at this time, Ms. Flynn made a motion to close the meeting to the public. Seconded by Ms. Hosking. All were in favor.

ADJOURNMENT

Mr. Little made a motion to adjourn the meeting. Seconded by Ms. Flynn. All were in favor.