



**State of New Jersey**  
**DEPARTMENT OF COMMUNITY AFFAIRS**  
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JON S. CORZINE  
GOVERNOR

CHARLES A. RICHMAN  
ACTING COMMISSIONER

August 2, 2009

Earl Snook, Chairperson  
Joint Consolidation Study Commission of Wantage Township and Sussex Borough  
c/o Lee Abbot, Secretary

Dear Mr. Snook and Commissioners:

On behalf of the Department of Community Affairs, I am pleased to provide you with the State's offer of Consolidation Fund Assistance if the proposed consolidation of the Borough of Sussex and Township of Wantage is approved by the Commission, and then ultimately by the voters of both communities.

After review of the proposal made by the Commission, the State is offering implementation assistance of up to \$250,000, and a separate \$500,000 payment if the first year budget of the consolidated community provides a municipal property tax levy that does not require the need for ongoing state property tax credits to residential taxpayers. The details of this proposal are covered on the enclosed documents.

We would also like to compliment the Commission and its team of professionals for the thorough and comprehensive report it has prepared. It is an excellent effort and we believe it will provide the voters of the communities with information they need to make an informed decision if the Commission moves to place the question of municipal consolidation on the ballot this November. We also look forward to continuing to work with the communities if there is an affirmative vote to consolidate.

I look forward to meeting with the Commission at its meeting on August 3, 2009 to discuss this proposal and answer any questions you have about it.

Sincerely,

  
Marc Pfeiffer, Deputy Director  
Division of Local Government Services

Enclosure

c: Charles A. Richman, Acting Commissioner  
Susan Jacobucci, Director, DLGS  
David Rousseau, State Treasurer



**State of New Jersey  
Department of Community Affairs  
Division of Local Government Services**

**Allocation of State Consolidation Fund Assistance  
for the  
proposed consolidation of the  
Borough of Sussex and the Township of Wantage**

**Conditions of Award of Assistance**

1. The Consolidation Implementation Aid grant proposal is for a maximum of \$250,000.
2. Aid offer is subject to successful approval of a public consolidation referendum.
3. This aid amounts are general for the expressed purposes and is expected to be refined once final decisions are made by the governing bodies through the transition and implementation phases.
4. Award of aid will require submission of firm cost proposals through a grant request (via DCA SAGE grant system). Where appropriate, competitive proposals or public bidding may be required. For consultant expenses, it is recognized that the Commission's existing consultant will have specific expertise on many issues and may be the appropriate choice, subject to Division review and approval of work and costs.
5. Unless otherwise noted, aid is granted on a reimbursement basis.  
The proposal provides for a Consolidation Savings Incentive grant of an additional one time \$500,000 grant if the consolidated government adopts a budget with an adjusted tax levy that eliminates the need for ongoing State aid to reduce property taxes over the pre-consolidation year, as is projected by the Commission's consultant report.

# Proposed Township of Sussex-Wantage

## State Consolidation Fund Implementation Aid

*(Based on the original Commission proposal)*

ELEMENT	APPROVED EST. COST	COMMISSION COMMENTS
<b>ORGANIZATION &amp; STAFFING</b>		
Consultant to recommend: <ul style="list-style-type: none"> <li>• Salary harmonization</li> <li>• Benefits package</li> <li>• Staffing levels by function</li> <li>• Management structure</li> <li>• Personnel policies &amp; procedures (if not Title 11)</li> </ul>	\$10,000 (add \$10,000 for personnel policies, if needed)	Salary survey; benefits review; formal staffing-level study; management & supervisory configuration  Recommend personnel policies if Title 11 is not approved
Training	\$5,000	Office: computer systems; DPW: utilities
Uniforms	\$5,000	New uniforms & patches to reflect new town
Transition committee expenses	\$10,000	Unanticipated, miscellaneous consultants
Severance provisions	Subject to discussion at the time.	Elimination of duplicated positions and other efficiencies due to consolidation
<b>IDENTITY &amp; COMMUNICATIONS</b>		
Develop logo, graphic/signage standards	\$10,000	New identity for new town
Signage	\$2,500	
Stationery & forms	\$1,000	
Website consolidation and redesign	\$8,000	
<b>LEGAL &amp; PLANNING</b>		
Fees: real estate transfers	\$888	73 township + 38 borough properties @ \$8 (not required unless property is to be sold)
Fees: review ordinances & personnel policies	\$5,000	Attorney review fees of ordinances and policies
Develop administrative code	\$5,000	Required in Faulkner Act jurisdictions
Codification	\$17,500	Consolidation of municipal codes; both towns currently use same codification firm
Master Plan/Plan Endorsement	\$100,000 or 75% of cost, which ever is lower	High: Complete new master plan, including all elements
<b>PHYSICAL</b>		
Moving costs	\$5,000	Physical plus electronics move and integration
Transfer & integration of records & files	\$3,000	Review, cull, archive, and integrate records
Radio communications	\$10,000	Transition to a single DPW system
<b>CONTINGENCY</b>		
<b>Total proposed Consolidation Implementation Grant</b>	<b>197,888, plus potential severance, policy development, and contingent costs, equals, \$250,000 total potential grant. Plus savings incentive grant (below).</b>	
<b>CONSOLIDATION SAVINGS INVENTIVE GRANT</b>		
<p>If the consolidated municipality is able to reduce the adjusted (per the property tax relief formula) tax levy during the consolidation year to the point where the average Wantage residential taxpayer does not have an increase in property taxes over the adjusted pre-consolidation year average property taxes, the State shall provide a <b>one-time \$500,000 grant</b> to be applied toward the costs of capital improvements or equipment purchase, other one-time expenses, or defeasing debt service.</p>		