



**ANNUAL RE-ORGANIZATION MEETING HELD ON  
TUESDAY, JANUARY 3, 2017 AT 6:00 P.M.  
HISTORIC COURTROOM  
HISTORIC COURTHOUSE  
3 HIGH STREET, NEWTON, NEW JERSEY**

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**Item**

**1. Call to Order by the Clerk of the Board**

Ladies and Gentlemen,

The Board of Chosen Freeholders would like to thank you for attending its 2017 Annual Reorganization Meeting, and appreciates your interest in County Government and your community.

Best wishes to all for a happy, healthy, and prosperous New Year!

At this time, I would like to call this Annual Re-Organization Meeting of the Board of Chosen Freeholders to order. (RAP GAVEL)

**2. Invocation and Moment of Silent Prayer by Reverend Ken Adams**

**3. Salute to the Flag**

**4. Public Statement**

"Pursuant to the Open Public Meetings Act, Chapter 231, P.L. 1975, Adequate Notice, as defined by Section 3D of Chapter 231, P.L. 1975, has been made by regular mail on the 14th day of December, 2016, as per authorization of the Board, and per notice which was posted, emailed and mailed from the Administrative Offices of the County of Sussex, located in the Administrative Center, One Spring Street, Newton, New Jersey, to the following: New Jersey Herald, New Jersey Sunday Herald, The Star Ledger, WNNJ Radio and WSUS Radio, and is also posted on the bulletin board maintained in the Administrative Center for public announcements, and has been submitted to the Sussex County Clerk in compliance with said Act."

5. **Jeffrey M. Parrott, County Clerk** - Determination Statement for the November 8, 2016 Election.
6. **Jeffrey M. Parrott** to be sworn in as a member of the Sussex County Clerk by Judge Frederic G. Weber for a five-year term.

Oath of Office will be placed on file and recorded in the Sussex County Clerk's Office.

7. **George F. Graham** to be sworn in as a member of the Sussex County Board of Chosen Freeholders by Judge Frederic G. Weber for a three-year term.

Oath of Office will be placed on file and recorded in the Sussex County Clerk's Office.

8. **Sylvia Petillo** to be sworn in as a member of the Sussex County Board of Chosen Freeholders by Judge Frederic G. Weber for a three-year term.

Oath of Office will be placed on file and recorded in the Sussex County Clerk's Office.

9. **Director of Board of Chosen Freeholders**

Clerk of the Board states that the first order of business is the election and appointment of a Director for the Sussex County Board of Chosen Freeholders for the year 2017.

**RESOLUTION RE: APPOINTING THE DIRECTOR OF THE BOARD OF CHOSEN FREEHOLDERS FOR THE YEAR 2017**

**MOTION** made by Freeholder \_\_\_\_\_, seconded by Freeholder \_\_\_\_\_.

On roll call, the vote was as follows:

Freeholder Crabb  
Freeholder Graham  
Freeholder Lazzaro  
Freeholder Petillo  
Freeholder Rose

Oath of Office will be administered to the Freeholder as Director of the Board of Chosen Freeholders by Judge Frederic G. Weber.

**10. Deputy Director of the Board of Chosen Freeholders**

Director states that there are times during the year the Director of the Board may be absent and it is the desire of the Board at this time to appoint a Deputy Director of the Board for the year 2017.

**RESOLUTION RE: APPOINTING THE DEPUTY DIRECTOR OF THE BOARD OF CHOSEN FREEHOLDERS FOR THE YEAR 2017**

**MOTION** made by Freeholder \_\_\_\_\_, seconded by Freeholder \_\_\_\_\_.

On roll call, the vote was as follows:

Freeholder Crabb  
Freeholder Graham  
Freeholder Lazzaro  
Freeholder Petillo  
Freeholder Rose

Oath of Office will be administered to the Freeholder as Deputy Director of the Board of Chosen Freeholders by Judge Frederic G. Weber.

**11. Recognition of Dignitaries Present** by Jerry Scanlan, Chairman, Sussex County Republican Committee.

**REMARKS:**

Freeholder Crabb  
Freeholder Graham  
Freeholder Lazzaro  
Freeholder Petillo  
Freeholder Rose

**12. PROCLAMATIONS**

1. Proclamation in recognition of James Cole Thurston earning the Boy Scout Eagle Award

(Voice vote)

**13. RESOLUTION RE: DATE AND TIME OF MEETINGS OF THE BOARD OF CHOSEN FREEHOLDERS**

**14. RESOLUTION RE: DESIGNATION OF OFFICIAL NEWSPAPER**

(BE IT RESOLVED that the New Jersey Herald is hereby designated as one of the official newspapers for the advertising of any public or legal notices by the County of Sussex)

**15. RESOLUTION RE: DESIGNATION OF OFFICIAL NEWSPAPER**

(BE IT RESOLVED that the New Jersey Sunday Herald is hereby designated as one of the official newspapers for the advertising of any public or legal notices by the County of Sussex)

**16. RESOLUTION RE: DESIGNATION OF OFFICIAL NEWSPAPER**

(BE IT RESOLVED that the Star Ledger is hereby designated as one of the official newspapers for the advertising of any public or legal notices by the County of Sussex)

**17. RESOLUTION RE: DESIGNATION OF NEWSPAPERS IN CONFORMANCE WITH THE OPEN PUBLIC MEETINGS ACT**

(BE IT RESOLVED that the New Jersey Herald, the New Jersey Sunday Herald, and The Star Ledger are hereby designated as Newspapers for the placement of notices in conformance with Chapter 231,P.L. 1975, commonly known as the "Open Public Meetings Act")

**18. RESOLUTION RE: BANKS AS DEPOSITORIES**

**19. RESOLUTION RE: APPROVING A CASH MANAGEMENT PLAN FOR 2016**

**20. RESOLUTION RE: FILING OF OATHS**

**21. RESOLUTION RE: CLERK OF THE BOARD AUTHORIZED TO CHARGE FEES FOR COPIES OF PUBLIC RECORDS**

\$.05 per page for pages 8 ½ x 11 or smaller

\$.07 per page for pages 8 ½ x 14 or larger

**22. RESOLUTION RE: PAYMENT OF SALARIES**

**23. RESOLUTION RE: PAYMENT OF BILLS**

**24. RESOLUTION RE: FILING OF BONDS**

**25. RESOLUTION RE: ADOPTION OF 2017 TEMPORARY OPERATING BUDGETS FOR THE LIBRARY, HEALTH AND SOCIAL SERVICES FUNDS BY THE COUNTY OF SUSSEX**

26. RESOLUTION RE: ADOPTION OF A 2017 TEMPORARY OPERATING BUDGET BY THE COUNTY OF SUSSEX

27. RESOLUTION RE: DIRECTOR'S APPOINTMENTS FOR VARIOUS DEPARTMENT LIAISONS AND COMMITTEES

28. RESOLUTION RE: HOLIDAY SCHEDULE FOR 2017

New Year's Day Observed	Labor Day
Martin Luther King, Jr. Day	Columbus Day Observed
Lincoln's Birthday	Veterans' Day
President's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day Observed	Christmas Eve
Independence Day	Christmas Day

29. RESOLUTION RE: APPOINTMENT OF A FREEHOLDER REPRESENTATIVE TO THE SUSSEX COUNTY ARTS & HERITAGE COUNCIL FOR THE YEAR 2017 (Resolution appoints Freeholder \_\_\_\_\_)

30. RESOLUTION RE: APPOINTMENTS OF THE FREEHOLDER DIRECTOR, FREEHOLDER REPRESENTATIVE AND A FREEHOLDER ALTERNATE REPRESENTATIVE TO THE SUSSEX COUNTY PLANNING BOARD FOR THE YEAR 2017 (Resolution appoints Freeholders \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_)

31. RESOLUTION RE: APPOINTMENT OF FREEHOLDER \_\_\_\_\_ AS THE SUSSEX COUNTY REPRESENTATIVE TO THE LAKE MUSCONETCONG REGIONAL PLANNING BOARD FOR THE YEAR 2017.

32. RESOLUTION RE: APPOINTMENTS OF FREEHOLDER \_\_\_\_\_ AS THE FREEHOLDER REPRESENTATIVE AND \_\_\_\_\_ THE ALTERNATE REPRESENTATIVE TO THE NORTH JERSEY TRANSPORTATION PLANNING AUTHORITY, INC. FOR THE YEAR 2017

33. RESOLUTION RE: APPOINTMENT OF THREE MEMBERS OF THE SUSSEX COUNTY BOARD OF CHOSEN FREEHOLDERS AS MEMBERS OF THE BOARD OF SCHOOL ESTIMATE OF THE TECHNICAL SCHOOL IN THE COUNTY OF SUSSEX (Resolution appoints Freeholders \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_)

34. **RESOLUTION RE: APPOINTMENT OF THREE MEMBERS OF THE SUSSEX COUNTY BOARD OF CHOSEN FREEHOLDERS AS MEMBERS OF THE BOARD OF SCHOOL ESTIMATE OF THE SUSSEX COUNTY COMMUNITY COLLEGE IN THE COUNTY OF SUSSEX (Resolution appoints Freeholders \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_)**
35. **RESOLUTION RE: NEW JERSEY ASSOCIATION OF COUNTIES FOR 2017 (Resolution appoints Freeholder \_\_\_\_\_, Freeholder \_\_\_\_\_ and \_\_\_\_\_ as representatives to the NJAC)**
36. **RESOLUTION RE: APPOINTMENT OF CHAIRPERSON AND VICE-CHAIRPERSON FOR THE SUSSEX COUNTY OPEN SPACE TRUST FUND ADVISORY COMMITTEE FOR 2017**
37. **RESOLUTION RE: REAPPOINTMENT OF WILLIAM JOSEPH AS THE OFFICIAL TOWN CRIER FOR THE COUNTY OF SUSSEX FOR 2017**
38. **RESOLUTION RE: ESTABLISHING POLICY RELATIVE TO EMERGENCY PURCHASES OF GOODS AND SERVICES IN ACCORDANCE WITH N.J.S.A. 40A:11-6 AND N.J.A.C. 5:34-6.1**
39. **RESOLUTION RE: AUTHORIZATION FOR THE SUSSEX COUNTY TREASURER TO PAY BILLS ON THE SECOND AND FOURTH WEDNESDAYS OF THE MONTH WHEN THE BOARD OF CHOSEN FREEHOLDERS DOES NOT MEET ON THE SECOND AND/OR FOURTH WEDNESDAYS OF THE MONTH**
40. **RESOLUTION RE: PROVIDING THE FREEHOLDER DIRECTOR WITH VETO POWER OVER COUNTY AUTHORITIES PURSUANT TO N.J.S.A. 40:20-71.3**
41. **RESOLUTION RE: REAPPOINTMENT OF GLEN SCHWEIZER AS A MEMBER OF THE SUSSEX COUNTY OPEN SPACE ADVISORY COMMITTEE FOR AN EXPIRED TERM. SAID TERM TO BEGIN IMMEDIATELY AND EXPIRE DECEMBER 31, 2019.**

- 42. RESOLUTION RE: REAPPOINTMENT OF ANDREW BORISUK, JR. AS A MEMBER TO THE PLANNING BOARD FOR AN EXPIRED TERM. SAID TERM TO BEGIN IMMEDIATELY AND EXPIRE DECEMBER 31, 2019.**
- 43. RESOLUTION RE: REAPPOINTMENT OF ERNEST HOFER AS A MEMBER-AT-LARGE OF THE SUSSEX COUNTY WATER QUALITY MANAGEMENT POLICY ADVISORY COMMITTEE FOR A TERM OF THREE (3) YEARS. TERM TO EXPIRE ON DECEMBER 31, 2019.**
- 44. RESOLUTION RE: REAPPOINTMENT OF PETER P. ANDRUSKIEWICZ AS THE MEMBER/FIRE PROTECTION SUBCODE OFFICIAL FOR THE SUSSEX COUNTY UNIFORM CONSTRUCTION CODE BOARD OF APPEALS FOR A TERM OF FOUR (4) YEARS. TERM TO EXPIRE DECEMBER 31, 2020**
- 45. RESOLUTION RE: REAPPOINTMENT OF DAVID C. CONDON AS THE MEMBER/ENGINEER/ARCHITECT/BUILDING SUBCODE OFFICIAL FOR THE SUSSEX COUNTY UNIFORM CONSTRUCTION CODE BOARD OF APPEALS FOR A TERM OF FOUR (4) YEARS. TERM TO EXPIRE DECEMBER 31, 2020**
- 46. RESOLUTION RE: REAPPOINTMENT OF PHILIP D. DEACON AS THE SPECIAL MEMBER/BUILDER FOR THE SUSSEX COUNTY UNIFORM CONSTRUCTION CODE BOARD OF APPEALS FOR A TERM OF FOUR (4) YEARS. TERM TO EXPIRE DECEMBER 31, 2020**
- 47. RESOLUTION RE: REAPPOINTMENT OF FRANKLIN M. STEINBERG AS THE MEMBER/FIRE OFFICIAL FOR THE SUSSEX COUNTY UNIFORM CONSTRUCTION CODE BOARD OF APPEALS FOR A TERM OF FOUR (4) YEARS. TERM TO EXPIRE DECEMBER 31, 2020**
- 48. RESOLUTION RE: REAPPOINTMENT OF MAUREEN M. CIANCI, ADELE B. WINES, AND KAREN MAGILL AS MEMBERS OF THE ADVISORY COUNCIL OF THE SUSSEX COUNTY DIVISION OF SENIOR SERVICES FOR TERMS OF THREE (3) YEARS EACH. SAID TERMS TO EXPIRE DECEMBER 31, 2019**

49. **RESOLUTION RE; REAPPOINTMENT OF TOM DRABIC, STAFF REPRESENTATIVE, JOAN SHAW, SENIOR CITIZEN REPRESENTATIVE, AND KERRI KNIGHT, PERSON WITH DISABILITIES REPRESENTATIVE, AS MEMBERS OF THE SUSSEX COUNTY COMMUNITY TRANSIT CITIZENS ADVISORY COMMITTEE FOR THREE (3) YEAR TERMS; SAID TERMS TO EXPIRE DECEMBER 31, 2019**
50. **RESOLUTION RE: REAPPOINTMENT OF ROBIN L. VANDER GROEF (NORWESCAP) AS A MEMBER OF THE SUSSEX COUNTY DISABILITY SERVICES ADVISORY COUNCIL FOR A TERM OF THREE (3) YEARS. TERM TO EXPIRE DECEMBER 31, 2019**
51. **RESOLUTION RE: APPOINTMENTS OF JENNIFER BRAUN, CONSUMER ADVOCATE AND DAWN PENNA, PROVIDER AS MEMBERS OF THE SUSSEX COUNTY DISABILITY SERVICES ADVISORY COUNCIL FOR TERMS OF THREE (3) YEARS EACH. TERMS TO EXPIRE DECEMBER 31, 2019**
52. **RESOLUTION RE: APPOINTMENT OF BRIGITTE HEFFERNAN, MSW, LCSW AS A MEMBER OF THE SUSSEX COUNTY DISABILITY SERVICES ADVISORY COUNCIL FOR A TERM OF THREE (3) YEARS. TERM TO EXPIRE DECEMBER 31, 2019**
53. **RESOLUTION RE: REAPPOINTMENT OF MELISSA LATRONICA (CONSUMER-MANDATED) AS A MEMBER OF THE SUSSEX COUNTY HUMAN SERVICES ADVISORY COUNCIL FOR A TERM OF THREE (3) YEARS TO EXPIRE ON DECEMBER 31, 2019.**
54. **RESOLUTION RE: APPOINTMENT OF JOAN BRUSEO (PROVIDER-MANDATED) MEMBER OF THE SUSSEX COUNTY HUMAN SERVICES ADVISORY COUNCIL FOR A TERM OF THREE (3) YEARS. TERM TO EXPIRE DECEMBER 31, 2019**
55. **RESOLUTION RE: REAPPOINTMENT OF ANNMARIE SHAFER AND BRIAN FORD AS MEMBERS OF THE SUSSEX COUNTY LOCAL ADVISORY COMMITTEE ON ALCOHOLISM AND DRUG ABUSE FOR TERMS OF THREE (3) YEARS EACH. TERMS TO EXPIRE DECEMBER 31, 2019**

56. RESOLUTION RE: APPOINTMENT OF MARYJEAN ELLIS, ESQ. AS A MEMBER OF THE SUSSEX COUNTY MENTAL HEALTH BOARD TO FILL THE UNEXPIRED TERM OF ERNEST HEMSCHOTT, III BEGINNING IMMEDIATELY AND EXPIRING JUNE 30, 2017
57. RESOLUTION RE: APPOINTMENT OF JOANNE SORRENTINO AS A MEMBER OF THE ADVISORY COUNCIL OF THE SUSSEX COUNTY DIVISION OF SENIOR SERVICES FOR A TERM OF THREE (3) YEARS. SAID TERM TO EXPIRE DECEMBER 31, 2019

(Roll Call Vote)

58. **PUBLIC SESSION FROM THE FLOOR** (*Please Note: Everyone is asked to keep their comments to 5 minutes or less. Please state your name, spell your last name, and state your municipal residency.*)
59. **DIRECTOR:** "Any appointments not being made today to the various Boards or Committees will be made at subsequent meetings and there are other appointments which are coming up during the year which will be made at that time."

60. **REMINDERS**

<u>Date/Time</u>	<u>Meeting</u>	<u>Location</u>
Jan. 5 – 3:00 pm	CASS Meeting	Admin Bldg. 3 <sup>rd</sup> floor
Jan. 6 – 9:00 am	Senior Services Advisory Comm.	Knoll Heights
Jan. 9 – 3:30pm	PACADA	Admin Bldg. 3 <sup>rd</sup> floor
Jan. 11 – 7:00 pm	Freeholder Regular Meeting	FMR
Jan. 16	Martin Luther King -Holiday	CLOSED
Jan. 25 – 7:00 pm	Freeholder Regular Meeting	FMR

61. **ADJOURNMENT** (VOICE VOTE)

**RESOLUTION RE: APPOINTING THE DIRECTOR OF THE BOARD OF  
CHOSEN FREEHOLDERS FOR THE YEAR 2017**

**BE IT RESOLVED** that \_\_\_\_\_ be and \_\_\_\_ is hereby appointed Director of this Board for the year 2017; and

**BE IT FURTHER RESOLVED** that copies of this Resolution are available in On-Base.

Certified as a true copy of the  
Resolution adopted by the Board  
on the 3rd day of January, 2017.

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Catherine M. Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex

**RESOLUTION RE: APPOINTING THE DEPUTY DIRECTOR OF THE BOARD  
OF CHOSEN FREEHOLDERS FOR THE YEAR 2017**

**BE IT RESOLVED** that \_\_\_\_\_ be and \_\_\_\_ is hereby appointed Deputy Director of this Board, to act in the place and stead of the Director during the Director's temporary absence, or disability, or disqualification, as provided by law, for the year 2017; and

**BE IT FURTHER RESOLVED** that copies of this Resolution are available in On-Base.

Certified as a true copy of the  
Resolution adopted by the Board  
on the 3rd day of January, 2017.

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Catherine M. Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex

**RESOLUTION RE: DATE AND TIME OF MEETINGS OF THE BOARD OF CHOSEN FREEHOLDERS**

**BE IT RESOLVED** that the **REGULAR MEETINGS** of the Board of Chosen Freeholders shall be held on the **SECOND AND FOURTH WEDNESDAYS** of each month during the calendar year of 2017. All meetings will be held in the Freeholder Meeting Room, Sussex County Administrative Center, One Spring Street, Newton, New Jersey 07860 except that when the meeting day falls on a holiday, or for other stated reasons, the Regular Meeting shall be held at a time to be determined by the Board and announced publicly; and

**BE IT FURTHER RESOLVED** that said **REGULAR MEETINGS** of the Board shall be called to order at 7:00 pm; unless otherwise noted;

January	11 - 25	August	9
February	8 - 22	September	13 - 27
March	8 - 22	October	11 - 25
April	12 - 26	November	8
May	10 - 24	November	22 - 9:00 A.M.
June	14 - 28	December	13
July	12 - 26	December	27 - 9:00 A.M.

**BE IT FURTHER RESOLVED** that other Special Meetings, Public Meetings, etc., will be called for and held in conformance with Chapter 231, P.L. 1975, commonly known as the "Open Public Meetings Act", at which time the meeting as determined by the Board will be announced publicly.

Certified as a true copy of the  
Resolution adopted by the Board  
on the 3<sup>th</sup> day of January, 2017.

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Catherine M. Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex, New Jersey

**RESOLUTION RE: DESIGNATION OF OFFICIAL NEWSPAPER**

**BE IT RESOLVED** that **The New Jersey Herald** is hereby designated as one of the official newspapers for the advertising of any public or legal notices by the County of Sussex.

Certified as a true copy of the  
Resolution adopted by the Board  
on the 3rd day of January, 2017.

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Catherine M. Williams, Clerk  
Board of chosen Freeholders  
County of Sussex

**RESOLUTION RE: DESIGNATION OF OFFICIAL NEWSPAPER**

**BE IT RESOLVED** that **The New Jersey Sunday Herald** is hereby designated as one of the official newspapers for the advertising of any public or legal notices by the County of Sussex.

Certified as a true copy of the  
Resolution adopted by the Board  
on the 3th day of January, 2017.

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Catherine M. Williams, Clerk  
Board of chosen Freeholders  
County of Sussex

**RESOLUTION RE: DESIGNATION OF OFFICIAL NEWSPAPER**

**BE IT RESOLVED** that **The Star Ledger** is hereby designated as one of the official newspapers for the advertising of any public or legal notices by the County of Sussex.

Certified as a true copy of the  
Resolution adopted by the Board  
on the 3rd day of January, 2017.

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Catherine M. Williams, Clerk  
Board of chosen Freeholders  
County of Sussex

**RESOLUTION RE: DESIGNATION OF NEWSPAPERS IN CONFORMANCE  
WITH THE OPEN PUBLIC MEETINGS ACT**

**BE IT RESOLVED** that **New Jersey Herald, The New Jersey Sunday Herald** and **The Star Ledger** are hereby designated as Newspapers for the placement of notices in conformance with Chapter 231, P.L. 1975, commonly known as the "Open Public Meetings Act".

Certified as a true copy of the  
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on the 3rd day of January, 2017.

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Catherine M. Williams, Clerk  
Board of chosen Freeholders  
County of Sussex

## **RESOLUTION RE: BANKS AS DEPOSITORIES**

**BE IT RESOLVED**, that the following banks are hereby designated as the depositories for the particular funds set opposite their names, and any checks or drafts to be drawn against said account shall be signed by the person named after each account. All required signatures as indicated in the following list shall be made by a check signature stamp or by manual signature.

Bank of America – “Bond Proceeds Account”

Signer: Director & Treasurer

Bank of America – “Bond Proceeds Account 2”

Signer: Director & Treasurer

Lakeland Bank – “Surrogate Receipts Account”

Signer: Surrogate and Deputy Surrogate

Lakeland Bank – “Surrogate Intermingled Trust Funds”

Signer: Surrogate

Lakeland Bank – “Claims Account”

Signer: Director & Treasurer

Lakeland Bank – “Current Account”

Signer: Director & Treasurer

Lakeland Bank – “General Capital Account”

Signer: Director & Treasurer

Lakeland Bank – “Health Clinic Reimbursement Account”

Signer: Treasurer & Health Officer

Lakeland Bank - "Library Account"

Signer: Director & Treasurer

Lakeland Bank – “General Capital DOT Bridge Account”

Signer: Director & Treasurer

Lakeland Bank – “G-Cap DOT Grants Account”

Signer: Director & Treasurer

Lakeland Bank – “Social Services Administration Account”

Signer: Director & Treasurer

Lakeland Bank – “Open Space Account”

Signer: Treasurer

Lakeland Bank – “2009 DOT Account”  
Signer: Director & Treasurer

Lakeland Bank – “Health Fund Account”  
Signer: Director & Treasurer

Lakeland Bank – “Motor Vehicle Fines”  
Signer: Treasurer

Lakeland Bank – “Net Payroll Account”  
Signer: Treasurer

Lakeland Bank – “Payroll Agency Account”  
Signer: Treasurer

Lakeland Bank – “Escrow Disbursement Account”  
Signer: Treasurer

Lakeland Bank – “Various Trust Accounts”  
Signer: Treasurer

Lakeland Bank – Division of Social Services – “Assistance Account”  
Signer: Director & Treasurer

Lakeland Bank – Division of Social Services – “Clearing Account”  
Signer: Director & Treasurer

Lakeland Bank – Division of Social Services – “Reach Account”  
Signer: Director & Treasurer

Lakeland Bank – Division of Social Services – “United Way Account”  
Signer: Director & Treasurer

PNCBank, NA – Social Services Division – “General Assistance Account”  
Signer: Director & Treasurer

Santander Bank – “Surrogate Intermingled Trust Funds”  
Signer: Surrogate

Sussex Bank – “Current Fund Account”  
Signer: Director & Treasurer

Sussex Bank – “DOT Bridge Account”  
Signer: Director & Treasurer

Sussex Bank – “Flexible Spending Account”  
Signer: Treasurer

Sussex Bank – “Open Space Operating Account”  
Signer: Treasurer

Sussex Bank - “Various Trust Accounts” (Approx 25 Accounts)  
Signer: Treasurer

Valley National Bank – “Current Account”  
Signer: Director & Treasurer

Valley National Bank – “General Capital Account”  
Signer: Director & Treasurer

The following banks are designated for Time Deposits, Certificates of Deposits  
and Short-term Investments:

Bank of America, NA  
Bank of New York Mellon  
CitiBank  
First Hope Bank  
Highlands State Bank  
Investors Bank  
JPMorgan Chase Bank  
Lakeland Bank  
PNC Bank, NA  
Santander Bank, NA  
Sussex Bank  
TD Bank, NA  
US Bank  
Valley National Bank  
Wells Fargo Bank, NA  
NJ /ARM (NJ Asset & Rebate Management Program)  
MBIA Cash Management Fund  
State of NJ Cash Management Fund

Certified as a true copy of the  
Resolution adopted by the Board  
on the 3rd day of January, 2017.

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Catherine M. Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex

**RESOLUTION RE: APPROVING A CASH MANAGEMENT PLAN FOR 2017**

**WHEREAS**, there are a number of Statutes which authorize and direct the investment of public funds by municipalities, counties, authorities, and school districts; and

**WHEREAS**, these Statutes were revised by Chapter 148 of the Pamphlet Laws of the State of New Jersey of 1997; and

**WHEREAS**, the new law (A-8320) expanded the types of securities in which local units may invest while at the same time requiring more formal procedures for the types of investments the unit selects and the reporting requirements to the governing bodies; and

**WHEREAS**, it is required for the County of Sussex to approve a Cash Management Plan annually pursuant to State law.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Sussex, New Jersey that the attached Cash Management Plan shall be the Cash Management Plan of the County of Sussex, New Jersey for the calendar year 2017; and

**BE IT FURTHER RESOLVED** that certified copies of this Resolution be forwarded to Robert J. Maikis, Jr., County Treasurer; Mary Jones, Division of Finance; and Municipal Auditor, Mr. Raymond Sarinelli, Nisivoccia & Company, 200 Valley Road, Mt. Arlington, NJ 07856.

Certified as a true copy of the  
Resolution adopted by the  
Board of Chosen Freeholders  
on the 3rd day of January, 2017.

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Catherine M. Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex, New Jersey

## **Cash Management Plan**

### **I. STATEMENT OF PURPOSE**

This Cash Management Plan (the “Plan”) is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits (“Deposits”) and investment (“Permitted Investments”) of certain public funds of the County of Sussex, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and Permitted Investments will be done to ensure the safety, liquidity (regarding the availability for the intended purposes) and maximum investment return within such limits. The Plan is intended to ensure that any Deposit or permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

### **II. CASH MANAGEMENT POLICY**

A: Objectives: The priority of investing policies shall be, in order of descending importance, security, liquidity, and yield.

(1) Security: The safety of the principal is the foremost objective of the cash management plan. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall rate risk.

(2) Credit Risk: Credit risk is the risk of loss due to failure of the security issuer or backer. Credit risk may be mitigated by:

- (a) Limiting investments to the safest types of securities.
- (b) Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which an entity will do business.
- (c) Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

(3) Interest Rate Risk: Interest rate risk is the risk that the market value of the securities in the portfolio will fall due to changes in general interest rates. Interest rate risk may be mitigated by:

(a) Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity; and

(b) By investing operating funds primarily in shorter-term securities.

(4) Liquidity: The investment portfolio must remain sufficiently liquid to meet all cash requirements, structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity).

(5) Yield: The investment portfolio must be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objective described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. The County Treasurer shall carefully evaluate any investment offering above market yields. Securities shall not be sold prior to maturity with the following exceptions:

(a) A declining credit security could be sold early to minimize the loss of principal.

(b) A security swap would improve the quality, yield or target duration in the portfolio.

(c) Liquidity needs of the local unit require that the security be sold.

B) Standards of Care

(1) Prudence

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio in accordance with State Law and this policy. The County Treasurer, acting in accordance with written procedures and this cash management plan and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of the cash management plan and policy.

Investments shall be made with the judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

(2) Ethics and Conflict of Interest

The designated officials involved in the investment process shall not have personal business activity that could conflict with the proper execution and management of the investment program, or that could impair the ability to make impartial decisions. Actions of individuals involved in administering the cash management plan shall be governed by the Local Government Ethics Law. They shall disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. The designated officials shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the County.

(3) Delegation of Authority

Authority to manage the cash management plan is granted to the County Treasurer pursuant to N.J.S.A. 40A:5-14. Responsibility for the operation of the cash management plan is hereby delegated to the County Treasurer. No person may engage in an investment transaction except as provided under the terms of the policy and the written procedures established by the County Treasurer. The County Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

**III. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN**

- A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the County of Sussex, New Jersey:

Current Fund/Current Account  
General Capital Fund/Capital Account  
Library Fund/Library Account  
Health Fund/Health Account  
Other Trust Funds/Trust Account  
Open Space Account  
Social Services Fund/Social Services Account

The custodian of the accounts shall be the County Treasurer. All disbursements shall be made by checks signed by two authorized signatures with the exception of Other Trust Funds/Trust Accounts, which requires the signature of the County Treasurer only.

Freeholder Director  
County Treasurer/Chief Financial Officer

**IV. DESIGNATION OF OFFICIALS OF THE COUNTY OF SUSSEX AUTHORIZED TO MAKE DEPOSITS OR INVESTMENTS UNDER THE PLAN.**

The County Treasurer (“the Designated Official”) is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such official of the County of Sussex is directed to supply all depositories or any other parties with whom the Deposits or Permitted Investments are made with a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgement kept on file with such officials.

**V. DESIGNATION OF DEPOSITORIES**

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

Bank of America, NA  
Bank of New York Mellon  
CitiBank  
First Hope Bank  
Highlands State Bank  
Investors Bank  
JPMorgan Chase Bank  
Lakeland Bank  
PNC Bank, NA  
Santander Bank, NA  
Sussex Bank  
TD Bank, NA  
US Bank  
Valley National Bank  
Wells Fargo Bank, NA  
NJ /ARM (NJ Asset & Rebate Management Program)  
MBIA Cash Management Fund  
State of NJ Cash Management Fund

All such depositories shall acknowledge in writing receipt of this plan by sending a copy of such acknowledgement to the Designated Official(s) referred to in Section IV above.

**VI. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL.**

The following brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Official(s) of the County of Sussex referred to in this Plan may deal for purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official(s) referred to Section IV above.

*No designated firms as of January, 2014*

## **VII. PERMISSIBLE INVESTMENTS**

- A. Investments shall be limited by the express authority of the Local Fiscal Affairs Law, N.J.S.A. 40A:5-15.1 and except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments (the permitted investments must be rated at least A by a nationally recognized rating organization):
- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
  - (2) Government money market mutual funds;
  - (3) Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
  - (4) Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located;
  - (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of investment of the Department of Treasury for investment by Local Units;
  - (6) Local government investment pools;
  - (7) Deposits with the State of New Jersey, Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 (C. 52:18A-90.4); or
  - (8) Agreements for the repurchase of fully collateralized securities if:
    - (a) the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection:

- (b) the custody of collateral is transferred to a third party;
- (c) the maturity of the agreement is not more than 30 days;
- (d) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c. 236 (C. 17:19-41); and
- (e) a master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the preceding language, the terms “government money market mutual fund” and “local government investment pool” shall have the following definitions:

Government Money Market Mutual Fund. An investment company or investment trust:

- (a) which is registered with the Securities and exchange Commission under the “Investment Company Act of 1940”, 15 U.S.C. sec. 80a-1 et seq. and operated in accordance with 17 C.F.R. sec 270.2q-7.
- (b) the portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec. 270.2q-7 and repurchase agreements that are collateralized by such U.S. Government securities; and
- (c) which is rated by a nationally recognized statistical rating organization.

Local Government Investment Pool. An investment pool:

- (a) which is managed in accordance with 17 C.F.R. sec.20270.2a.7:
- (b) which is rated in the highest category by a nationally recognized statistical rating organization;
- (c) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements are collateralized by such U.S. Government securities;

(d) which is in compliance with rules adopted pursuant to the “Administrative Procedure Act,” P.L. 1968, c.410 (c.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements and other provisions deemed necessary by the Board to provide for the safety, liquidity and yield of the investments;

(e) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions, cannot reasonably be expected at the time of interest rate adjustment, to have market value that approximates their par value; or utilize an index that does not support a stable net asset value; and

(f) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchases or redemption, has been registered continuously for a period of at least two years pursuant to Section 9 of P.L. 1967 c.9 (C49:3-56) and has at least \$25 Million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government Securities.

#### **VIII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGEMENT OF RECEIPT OF PLAN**

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the County of Sussex, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the County of Sussex to assure that there is no unauthorized use of the funds or the Permitted Investments of Deposits. Purchase of any Permitted Investments that involve Securities shall be executed by a “delivery versus payment” method to ensure that such Permitted Investments are either received by the County of Sussex or by a third party custodian prior to or upon the release of the County of Sussex funds.

To assure that all parties with whom the County of Sussex deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that plan in writing, a copy of which shall be on file with the Designated Official(s).

## **IX. REPORTING REQUIREMENTS**

At the public meeting of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the Board of Chosen Freeholders of the County of Sussex a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the County of Sussex as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or Permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- F. The fees incurred to undertake such Deposits or Permitted Investments.
- G. All other information which may be deemed reasonable from time to time by the Board of Chosen Freeholders of the County of Sussex, New Jersey.
- H. The Treasurer may be permitted to report the requirements of A through G within the monthly Cash Flow schedules that are provided to the Board of Chosen Freeholders on a monthly basis upon adoption of the County Budget.

**X. TERM OF PLAN.**

This Plan shall be in effect from January 1, 2017 to December 31, 2017. Attached to this Plan is a resolution adopted by the Sussex County Board of Chosen Freeholders approving this Plan for such a period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the County of Sussex Board of Chosen Freeholders, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

**CASH MANAGEMENT PLAN ACKNOWLEDGEMENT**

I enclose herewith a copy of the County of Sussex Cash Management Plan for calendar year 2017.

Please acknowledge receipt of this Plan by signature below.

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Name of Bank

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Address

---

Phone Number

---

Name of Authorized Official

---

Authorized Signature

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Date



**RESOLUTION RE: FILING OF OATHS**

**BE IT RESOLVED** that all Oaths of members of this Board and all other County officers be filed with the Clerk of the Board or the Clerk of the County, as required by law.

Certified as a true copy of the  
Resolution adopted by the Board  
on the 3rd day of January, 2017.

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Catherine M Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex

**RESOLUTION RE: CLERK OF THE BOARD AUTHORIZED TO CHARGE  
FEES FOR COPIES OF PUBLIC RECORDS**

**BE IT RESOLVED** that the Clerk of the Board is hereby authorized to charge fees for copies of public records, as follows:

\$ .05 per page for pages 8 ½ x 11 or smaller

\$ .07 per page for pages 8 ½ x 14 or larger

**BE IT FURTHER RESOLVED** that this is in accordance with N.J.S.A. 47:1A-5;  
and

**BE IT FURTHER RESOLVED** that this is in conformance with Chapter 231, P.L. 1975, commonly known as the "Open Public Meetings Act".

Certified as a true copy of the  
Resolution adopted by the  
Board on the 3rd day of January, 2017.

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Catherine M. Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex

**RESOLUTION RE: PAYMENT OF SALARIES**

**WHEREAS**, it is incumbent upon the County of Sussex as an employer to provide timely payment of payrolls to its employees according to the appropriately determined agreements; and

**WHEREAS**, the County Treasurer requires authorization to arrange, issue and provide for such payroll payments.

**NOW THEREFORE BE IT RESOLVED**, that salaries for employees represented by Police Benevolent Association, Local 138, Sheriff's Unit, shall be paid semi-monthly at the January 2017 rate as per Resolution dated January 3, 2014 or as per State Civil Service Commission profile forms; and salaries for employees represented by Police Benevolent Association, Local 378, Jail Unit, shall be paid semi-monthly at the January 2016 rate as per Resolution dated January 3, 2014 or as per State Civil Service Commission profile forms unless and until changed by Resolution of this Board upon completion of collective bargaining for a successor agreement; and

**BE IT FURTHER RESOLVED**, that salaries for employees represented by Communication Workers of America, Local 1032 (County Unit), shall be paid semi-monthly at the 2016 rate as per Resolution dated October 8, 2014 or as per State Civil Service Commission profile forms; and salaries for employees represented Communication workers of America, Local 1083 (Social Services Unit), shall be paid semi-monthly at the 2016 rate as per Resolution dated September 10, 2014 or as per State Civil Service Commission profile forms; and salaries for employees represented by Police Benevolent Association Local 138, Prosecutor's Unit, shall be paid semi-monthly at the 2017 rate per Resolution dated December 14, 2016 or as per State Civil Service Commission profile forms; until or unless changed by Resolution of this Board upon completion of collective bargaining for a successor agreement; and

**BE IT FURTHER RESOLVED**, that salaries for Employees Not Represented by a Bargaining Agent shall be paid semi-monthly at the 2017 rate per Resolution dated June 25, 2014 or as per State Civil Service Commission profile forms until or unless changed by Resolution of this Board; and salaries for employees represented by Communications Workers of America, Local 1032 (Supervisors Unit, Branch 10), shall be paid semi-monthly at the 2017 rate as per Resolution dated May 28, 2014 or as per State Civil Service Commission profile forms; and

**BE IT FURTHER RESOLVED**, that the Treasurer, is hereby authorized to release payroll the working day before a holiday; and

**BE IT FURTHER RESOLVED**, that a copy of this Resolution be forwarded to the County Treasurer; Office of Employee Services; Office of Budget Management and the Office of Treasury-Payroll.

Certified as a true copy of the  
Resolution adopted by the Board  
on the 3rd day of January, 2017.

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Catherine M. Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex

## **RESOLUTION RE: PAYMENT OF BILLS**

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Sussex, New Jersey, that:

1. Any person claiming payment from the County of Sussex shall submit a detailed statement of the items or demand necessitating such claim on the proper County Voucher to the responsible executive agency, or department head. The bill or demand shall specify particularly how it is made up, and a certification of the party claiming payment demand, that it is correct. No bill, claim, or demand shall be considered for payment unless the voucher is itemized where applicable, has attached to it a receiving slip, and is certified by a department head, or his duly designated representative, having personal knowledge of the facts that the goods have been received by, or the services rendered to the County of Sussex, and that those services or goods are consistent with any existing contract, purchase order or payment policy. The Administrator, Department of Administration and Finance, shall have the duty to screen, audit and make recommendations on all claims and bills with the assistance of the County Administrator, Clerk of the Board and the Treasurer.

2. After the bill or claim has been duly certified it shall be presented for processing in accordance with prescribed voucher payment systems and transmitted according to procedure to the Office of Treasury for accuracy and entry into the computer which shall prepare a Voucher Approval Register, General Accounts Register, Check Register, and such other reports as required for payment at a meeting of the Governing Body, which shall be the 2nd and 4th Wednesday of each month. All vouchers to be considered by the Board of Chosen Freeholders shall be listed on the

Voucher Approval Register and said list shall be made available to every member of the Board at each and every regular meeting of the Board for its approval as to ordering payment of those vouchers by the Treasurer. All vouchers and records pertaining to approved claims shall be available to the Board and open for public inspection.

3. Claims by voucher shall be considered by the Board which shall approve the same, except that the Board may reject any claim presented to it stating the reason for such rejection. Any disapproved claim shall be referred back to the department head, or vendor, with such instructions as the Board may give at the time of disapproval.

4. It shall be the duty of the Clerk of the Board to record all claims in the official minutes by reference to the approved Voucher Approval Register, indicating the Board has by formal action approved same.

5. After the Clerk of the Board has certified that the claims have been approved, she shall turn the same over to the Treasurer who shall have prepared the necessary checks for the payment thereof, which said checks shall all be signed by the Director and Chief Financial Officer. All checks for the payment of vouchers shall be recorded in proper books of account and thereafter mail the checks to the claimants.

6. All vouchers shall be numbered for proper record according to the Voucher Payment Procedures by the Office of Treasury and Chief Financial Officer. All bills shall be presented for Board action at a regular meeting. All bills other than utility bills, claims pursuant to Board and State Contracts, rent payments, and fuel oil shall be approved by the majority of the Freeholders at the regular meeting. Any claims not rejected as hereinabove described and are questioned at the regular meeting, payment of that claim shall be held for proper explanation or if not properly explained be rejected

as prescribed and if a check has been drawn same shall be voided by the Chief Financial Officer, and so noted on the Voucher Approval Register and requisite accounts; and

**BE IT FURTHER RESOLVED** that all vouchers shall be presented by the Department or Agency Head to the Office of Treasury as set forth on the attached schedule, otherwise payments will be deferred until the following meeting.

Certified as a true copy of the  
Resolution adopted by the Board  
on the 3rd day of January, 2017.

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Catherine M. Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex, New Jersey

**RESOLUTION RE: FILING OF BONDS**

**BE IT RESOLVED** that all Bonds of County Officials shall be first approved by the Director of this Board and then filed as required by law.

Certified as a true copy of the  
Resolution adopted by the Board  
on the 3rd day of January, 2017.

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Catherine M. Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex

**RESOLUTION RE: ADOPTION OF 2017 TEMPORARY OPERATING  
BUDGETS FOR THE LIBRARY, HEALTH AND SOCIAL  
SERVICES FUNDS BY THE COUNTY OF SUSSEX**

**WHEREAS**, it is necessary to make temporary appropriations prior to January 31<sup>st</sup> of the fiscal year sufficient to cover commitments made during the period of January 1<sup>st</sup> to the date of the adoption of the budgets for the Library, Health and Social Services Funds; and

**WHEREAS**, the Sussex County Division of Finance has formulated temporary operating budgets for year 2017 for each of the Funds:

Library Fund	\$1,301,092.00
Health Fund	\$717,128.00
Social Services Fund	\$1,290,069.00

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Chosen Freeholders of the County of Sussex hereby adopts temporary operating budgets for the year 2017 for the Library Fund, \$1,301,092.00, Health Fund, \$717,128.00, and Social Services Fund, \$1,290,069.00, and as they appear on the attached budget detail sheets; and

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution and attachments are available in OnBase.

Certified as a true copy of the  
Resolution adopted by the  
Board of Chosen Freeholders  
on the 3<sup>rd</sup> day of January, 2017.

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Catherine M. Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex



**RESOLUTION RE: ADOPTION OF 2017 TEMPORARY OPERATING BUDGETS FOR THE LIBRARY, HEALTH AND SOCIAL SERVICES FUNDS BY THE COUNTY OF SUSSEX**

This Resolution provides for temporary operating budgets for the Library, Health and Social Services Funds to pay for commitments between January 1<sup>st</sup> and until adoption of budgets for each of the Funds.

It makes temporary appropriations as follows:

Library Fund	\$1,301,092.00
Health Fund	\$ 717,128.00
Social Services Fund	\$1,290,069.00

		<u>Salaries &amp; Wages</u>	<u>Other Expenses</u>	<u>Total</u>
<u>LIBRARY FUND</u>				
Library	29-390	<u>553,047.00</u>	<u>748,045.00</u>	<u>1,301,092.00</u>
<b>TOTAL LIBRARY FUND</b>		<b><u>553,047.00</u></b>	<b><u>748,045.00</u></b>	<b><u>1,301,092.00</u></b>
 <u>HEALTH FUND</u>				
Public Health Nursing	27-330	<u>87,772.00</u>	<u>107,480.00</u>	<u>195,252.00</u>
Environmental	27-335	<u>232,659.00</u>	<u>289,217.00</u>	<u>521,876.00</u>
<b>TOTAL HEALTH FUND</b>		<b><u>320,431.00</u></b>	<b><u>396,697.00</u></b>	<b><u>717,128.00</u></b>
 <u>SOCIAL SERVICES FUND</u>				
Social Services	27-345	<u>616,885.00</u>	<u>673,184.00</u>	<u>1,290,069.00</u>
<b>TOTAL SOCIAL SERVICES FUND</b>		<b><u>616,885.00</u></b>	<b><u>673,184.00</u></b>	<b><u>1,290,069.00</u></b>

**RESOLUTION RE: ADOPTION OF A 2017 TEMPORARY OPERATING  
BUDGET BY THE COUNTY OF SUSSEX**

**WHEREAS**, N.J.S.A. 40A:4-19 requires every county to make temporary appropriations prior to January 31<sup>st</sup> of the fiscal year sufficient to cover commitments made during the period of January 1<sup>st</sup> to the date of the adoption of the budget; and

**WHEREAS**, said Statute also requires that the total of such appropriations shall not exceed twenty-six and twenty-five hundredths of one percent (26.25%) of the total of all budget appropriations of the preceding year, less the amount of appropriations for debt service, capital improvement fund and public assistance; and

**WHEREAS**, the Sussex County Division of Finance has formulated a temporary operating budget for year 2017 accountable against the budget limit of 26.25% in the amount of \$23,193,657.00; and

**WHEREAS**, said temporary budget amount represents 26.25% of the 2016 operating budget of \$109,439,468.06; less debt service, \$16,007,256.00; capital improvements, \$626,220.00; public assistance (County Social Services Agency), \$1,475,082.00; and public and private grants, \$2,974,118.06; and

**WHEREAS**, said temporary operating budget also makes appropriations for those appropriations not subject to the 26.25% budget limit but are required to cover commitments made during the period of January 1<sup>st</sup> to the date of the adoption of the budget, including debt service (principal and interest), \$6,260,167.00; capital improvements (capital improvement fund), \$450,000.00; public assistance (County Social Services Agency), \$349,975.00; and public and private grants, \$367,352.00; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Chosen Freeholders of the County of Sussex hereby adopts a temporary operating budget for the year 2017 in the amount of \$30,621,151.00, including \$23,193,657.00 accountable against the budget limit of 26.25% and \$7,427,494.00 for debt service, capital improvements, public assistance, and public and private grants, and as it appears on the attached budget detail sheets; and

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution and attachments is available in OnBase.

Certified as a true copy of the  
Resolution adopted by the  
Board of Chosen Freeholders  
on the 3<sup>rd</sup> day of January, 2017.

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Catherine M. Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex

COUNTY OF SUSSEX  
2017 Temporary Operating Budget

		Salaries & Wages	Other Expenses	Total
<b>GENERAL GOVERNMENT</b>				
County Administrator	20-100	59,602.00	4,541.00	64,143.00
Purchasing	20-102	55,941.00	4,725.00	60,666.00
Central Services	20-103	15,747.00	2,018.00	17,765.00
Employee Services	20-105	67,302.00	17,570.00	84,872.00
Employee Awards	20-106		1,313.00	1,313.00
Board of Chosen Freeholders	20-110	31,607.00	7,432.00	39,039.00
Clerk of the Board	20-111	32,000.00	5,637.00	37,637.00
County Clerk's Office	20-120	172,570.00	39,002.00	211,572.00
Board of Elections	20-121	62,000.00	67,589.00	129,589.00
County Clerk (Elections)	20-122		20,618.00	20,618.00
County Treasurer's Office	20-130	99,855.00	30,265.00	130,120.00
Budget Management	20-131	22,313.00	818.00	23,131.00
Technology & Information Management	20-140	118,768.00	131,788.00	250,556.00
Office of GIS	20-141		61,163.00	61,163.00
Records Management	20-142	46,686.00	25,801.00	72,487.00
Board of Taxation	20-150	45,280.00	10,495.00	55,775.00
County Counsel	20-155	75,000.00	93,188.00	168,188.00
County Adjuster's Office	20-156	26,718.00	12,827.00	39,545.00
County Surrogate	20-160	86,635.00	5,652.00	92,287.00
Engineering & Road Administration	20-165	256,923.00	19,722.00	276,645.00
<b>TOTAL GENERAL GOVERNMENT</b>		<b>1,274,947.00</b>	<b>562,164.00</b>	<b>1,837,111.00</b>
<b>LAND USE ADMINISTRATION</b>				
Planning	21-180	84,388.00	9,737.00	94,125.00
<b>TOTAL LAND USE ADMINISTRATION</b>		<b>84,388.00</b>	<b>9,737.00</b>	<b>94,125.00</b>
<b>CODE ENFORCEMENT &amp; ADMINISTRATION</b>				
UCC Appeal Board	22-196		1,227.00	1,227.00
Weights & Measures	22-201	28,257.00	5,452.00	33,709.00
<b>TOTAL CODE ENFORCEMENT</b>		<b>28,257.00</b>	<b>6,679.00</b>	<b>34,936.00</b>
<b>INSURANCE</b>				
Other Insurance Premiums	23-210		353,902.00	353,902.00
Workers Compensation	23-215		272,190.00	272,190.00
Employee Group Insurance	23-220		3,937,500.00	3,937,500.00
Health Benefit Waiver	23-221		118,000.00	118,000.00
Unemployment Compensation Insurance	23-225		19,688.00	19,688.00
<b>TOTAL INSURANCE</b>		<b>0.00</b>	<b>4,701,280.00</b>	<b>4,701,280.00</b>

COUNTY OF SUSSEX  
2017 Temporary Operating Budget

		Salaries & Wages	Other Expenses	Total
<b>PUBLIC SAFETY</b>				
9-1-1 Emergency Communications Center	25-250	180,894.00	74,723.00	255,617.00
Emergency Management	25-252	49,261.00	33,551.00	82,812.00
County Medical Examiner	25-254		67,725.00	67,725.00
Fire Marshal	25-265	9,771.00	6,145.00	15,916.00
Fire Academy	25-267		78,750.00	78,750.00
Sheriff's Office (Regulation)	25-270	624,344.00	91,875.00	716,219.00
Sheriff's Office (Judicial Functions)	25-271	574,441.00	30,837.00	605,278.00
Prosecutor's Office	25-275	1,078,552.00	131,091.00	1,209,643.00
Jail	25-280	2,194,849.00	370,171.00	2,565,020.00
Juvenile Center	25-281	83,993.00	115,273.00	199,266.00
Youth Services	25-282	12,390.00	49,337.00	61,727.00
<b>TOTAL PUBLIC SAFETY</b>		<b>4,808,495.00</b>	<b>1,049,478.00</b>	<b>5,857,973.00</b>
<b>PUBLIC WORKS</b>				
Roads & Culverts	26-290	820,420.00	718,969.00	1,539,389.00
Bridge & Traffic Safety	26-292	200,136.00	127,613.00	327,749.00
Parks & Forestry (Shade Tree)	26-301	45,830.00	3,082.00	48,912.00
Traffic Lights	26-302		14,734.00	14,734.00
Garbage & Trash Removal	26-305		28,875.00	28,875.00
Facilities Management	26-310	376,895.00	280,339.00	657,234.00
Fleet Management (Motor Pool)	26-315	205,140.00	289,327.00	494,467.00
Mosquito Control	26-320	55,377.00	48,151.00	103,528.00
<b>TOTAL PUBLIC WORKS</b>		<b>1,703,798.00</b>	<b>1,511,090.00</b>	<b>3,214,888.00</b>
<b>HEALTH &amp; HUMAN SERVICES</b>				
Infectious Disease Program (Chest Clinic)	27-331	14,579.00	761.00	15,340.00
Community Services	27-341	25,000.00	7,804.00	32,804.00
Office on Aging	27-342	74,318.00	4,073.00	78,391.00
County Nutrition Projects	27-343		46,284.00	46,284.00
Mental Health Administration	27-351	3,256.00	1,531.00	4,787.00
Human Services Administration	27-352	71,136.00	3,350.00	74,486.00
Aid to Domestic Abuse Services Inc	27-360		2,953.00	2,953.00
Aid to New Bridge Services	27-360		17,063.00	17,063.00
Aid to Transit/Skylands Ride	27-360		9,157.00	9,157.00
Aid to Family Intervention Services	27-360		21,555.00	21,555.00
<b>TOTAL HEALTH &amp; HUMAN SERVICES</b>		<b>188,289.00</b>	<b>114,531.00</b>	<b>302,820.00</b>

COUNTY OF SUSSEX  
2017 Temporary Operating Budget

		Salaries & Wages	Other Expenses	Total
<b>EDUCATIONAL</b>				
Community College Agency	29-395		1,316,340.00	1,316,340.00
Rutgers Cooperative Extension	29-396	6,563.00	33,360.00	39,923.00
College Chargebacks SCCC	29-298		65,625.00	65,625.00
County Vocational School	29-400		2,320,991.00	2,320,991.00
County Superintendent of Schools	29-406	22,000.00	6,438.00	28,438.00
<b>TOTAL EDUCATIONAL</b>		<b>28,563.00</b>	<b>3,742,754.00</b>	<b>3,771,317.00</b>
<b>OTHER COMMON OPERATING FUNCTIONS</b>				
Transit	30-412	101,512.00	7,193.00	108,705.00
Memorial Day Observance	30-420		1,000.00	1,000.00
Veterans Grave Registration	30-422	1,119.00	2,429.00	3,548.00
Aid to Sussex County Arts Council	30-423		840.00	840.00
<b>TOTAL OTHER COMMON OPERATING</b>		<b>102,631.00</b>	<b>11,462.00</b>	<b>114,093.00</b>
<b>UTILITY EXPENSES &amp; BULK PURCHASES</b>				
Utilities – Electricity	31-430		243,402.00	243,402.00
Lighting of Highways & Bridges	31-435		6,400.00	6,400.00
Utilities – Gas (Natural or Propane)	31-436		93,621.00	93,621.00
Utilities – Water Fees	31-445		26,817.00	26,817.00
Utilities – Sewer Fees	31-455		10,278.00	10,278.00
<b>TOTAL UTILITIES &amp; BULK PURCHASES</b>		<b>0.00</b>	<b>380,518.00</b>	<b>380,518.00</b>
<b>UNCLASSIFIED</b>				
County Matching Funds for Grants:				
USDOT FTA Section 5311 Transit	40-774		227,463.00	227,463.00
USDOT FTA Section 5316 JARC (State)	41-776		20,000.00	20,000.00
Alcoholism Svcs Program (Chapter 51)	41-802		39,974.00	39,974.00
Human Services Advisory Council (HSAC)	41-838		16,026.00	16,026.00
<b>TOTAL UNCLASSIFIED</b>		<b>0.00</b>	<b>303,463.00</b>	<b>303,463.00</b>
<b>STATUTORY EXPENDITURES</b>				
Contributions to:				
Public Employee's Retirement System	36-471		886,641.00	886,641.00
Social Security System (O.A.S.I.)/Medicare	36-472		660,221.00	660,221.00
Police & Firemen's Retirement System	36-475		1,023,379.00	1,023,379.00
Defined Contribution Retirement System	36-476		10,892.00	10,892.00
<b>TOTAL STATUTORY EXPENDITURES</b>		<b>0.00</b>	<b>2,581,133.00</b>	<b>2,581,133.00</b>
<b>TOTAL ACCOUNTABLE AGAINST BUDGET LIMIT OF 26.25%</b>		<b>8,219,368.00</b>	<b>14,974,289.00</b>	<b>23,193,657.00</b>

COUNTY OF SUSSEX  
2017 Temporary Operating Budget

		Salaries & Wages	Other Expenses	Total
<b><u>ADD EXCEPTIONS NOT SUBJECT TO</u></b>				
<b><u>26.25% LIMITATION:</u></b>				
<b><u>PUBLIC ASSISTANCE (Health &amp; Human Services)</u></b>				
County Welfare Agency:				
Administration	27-345		256,957.00	256,957.00
Services	27-346		41,434.00	41,434.00
Assistance for Dependent Children (TANF)	27-347		5,366.00	5,366.00
Assistance to SSI Recipients	27-348		46,218.00	46,218.00
<b>TOTAL PUBLIC ASSISTANCE</b>		<b>0.00</b>	<b>349,975.00</b>	<b>349,975.00</b>
<b><u>PUBLIC &amp; PRIVATE PROGRAMS OFFSET BY</u></b>				
<b><u>REVENUE (Federal/State/Private Grants)</u></b>				
Medicare Special Benefits Outreach & Enrollment	40-685		40,000.00	40,000.00
FTA Section 5310	40-775		161,527.00	161,527.00
State Aid Reimbursement	41-814		58,000.00	58,000.00
Intoxicated Driver Resource Center	41-828		107,825.00	107,825.00
<b>TOTAL PUBLIC &amp; PRIVATE (Grants)</b>		<b>0.00</b>	<b>367,352.00</b>	<b>367,352.00</b>
<b>CAPITAL IMPROVEMENT FUND</b>		<b>44-901</b>	<b>450,000.00</b>	<b>450,000.00</b>
<b><u>COUNTY DEBT SERVICE</u></b>				
Payment of Bond Principal:				
Vocational School Bonds	45-920		440,000.00	440,000.00
Other Bonds	45-921		3,500,000.00	3,500,000.00
State Aid - County College Bonds	45-922		580,000.00	580,000.00
County College Bonds	45-923		580,000.00	580,000.00
Interest on Bonds:				
Vocational School Bonds	45-930		100,144.00	100,144.00
Other Bonds	45-931		827,967.00	827,967.00
State Aid - County College Bonds	45-932		140,916.00	140,916.00
County College Bonds	45-933		91,140.00	91,140.00
<b>TOTAL COUNTY DEBT SERVICE</b>		<b>0.00</b>	<b>6,260,167.00</b>	<b>6,260,167.00</b>
<b>TOTAL EXCEPTIONS NOT SUBJECT TO</b>				
<b>TO 26.25% LIMITATION</b>		<b>0.00</b>	<b>7,427,494.00</b>	<b>7,427,494.00</b>
<b>TOTAL GENERAL APPROPRIATIONS</b>		<b>8,219,368.00</b>	<b>22,401,783.00</b>	<b>30,621,151.00</b>



**RESOLUTION RE: ADOPTION OF A 2017 TEMPORARY OPERATING  
BUDGET BY THE COUNTY OF SUSSEX**

This Resolution provides for a temporary operating budget for the Current Fund pursuant to N.J.S.A. 40A:4-19.

It makes temporary appropriations for \$30,621,151.00, including \$23,193,657.00 in basic operating expenses as well as \$349,975.00 for public assistance (Social Services), \$367,352.00 for grants, \$450,000.00 for capital improvement fund, and \$6,260,167.00 for debt service (principal and interest).

**RESOLUTION RE: DIRECTOR'S APPOINTMENTS FOR VARIOUS  
DEPARTMENT LIAISONS AND COMMITTEES FOR  
CALENDAR YEAR 2017**

**WHEREAS**, the Sussex County Board of Chosen Freeholders would like to appoint liaisons to various departments and committees.

**NOW, THEREFORE, BE IT RESOLVED** that the Freeholder Director is authorized to make the appointments on the schedule attached hereto; and

**BE IT FURTHER RESOLVED** that the Clerk of the Board of Chosen Freeholders notify all of the appointees of their appointments; and

**BE IT FURTHER RESOLVED** that certified copies of this Resolution be forwarded to all appointees.

Certified as a true copy of a  
Resolution adopted by the Board  
on the 3rd day of January, 2017.

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Catherine M Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex

**LIAISONS - 2017**  
 (Not adopted by Resolution)

	Crabb	Graham	Lazzaro	Petillo	Rose
<b>Dept. of Central and Shared Services</b>					
<b>Dept. of Engineering and Planning</b>					
<b>Dept. of Health and Human Services</b>					
<b>Dept. of Finance and Library Services</b>					
<b>Sheriff</b>					
<b>County Clerk</b>					
<b>Surrogate</b>					
<b>Prosecutor</b>					
<b>Tax Board</b>					
<b>Board of Elections</b>					
<b>SWAC</b>					
<b>SCMUA</b>					
<b>208</b>					
<b>Chamber of Commerce</b>					
<b>Economic Dev. Part.</b>					
<b>SC Historical Society</b>					
<b>SC Farm &amp; Horse Show</b>					
<b>Capital Projects</b>					
<b>Budget Committee</b>					
<b>Child Advocacy Center</b>					
<b>Workforce Invest. Board</b>					
<b>SC Community College</b>					
<b>SC Technical School</b>					
<b>NORWESCAP <i>(Not at this time)</i></b>					

**LIAISONS (ADOPTED BY RESOLUTION) - 2017**

	<b>Crabb</b>	<b>Graham</b>	<b>Lazzaro</b>	<b>Petillo</b>	<b>Rose</b>
<b>Freeholder Dir. – Planning Board</b>					
<b>Freeholder Member – Planning Board</b>					
<b>Freeholder Alternate – Planning Board</b>					
<b>NJTPA (Alternate – Tom Drabic)</b>					
<b>SCCC Board of School Estimate</b>					
<b>Technical School Board of School Estimate</b>					
<b>Lake Musconetcong RPB</b>					
<b>Arts &amp; Heritage Council</b>					
<b>NJAC</b>					

**RESOLUTION RE: HOLIDAY SCHEDULE FOR 2017**

**BE IT RESOLVED** that the Sussex County Board of Chosen Freeholders has determined that the following shall constitute the list of the fourteen (14) paid holidays for County employees for the year 2017 unless otherwise specified by a Collective Bargaining Agreement:

Monday	January 2nd	New Year's Day
Monday	January 16th	Martin Luther King Jr., Day
Monday	February 13th	Lincoln's Birthday Observed
Monday	February 20th	President's Day
Friday	April 14th	Good Friday
Monday	May 29th	Memorial Day Observed
Tuesday	July 4th	Independence Day
Monday	September 4th	Labor Day
Monday	October 9th	Columbus Day Observed
Friday	November 10th	Veterans' Day Observed
Thursday	November 23rd	Thanksgiving Day
Friday	November 24th	Day after Thanksgiving
Friday	December 22nd	Christmas Eve Observed
Monday	December 25th	Christmas Day

**BE IT FURTHER RESOLVED** that the Clerk be and he is hereby authorized and directed to notify all County Government Department Heads and County Employees of the Holiday Schedule as stated above for the year 2017.

Certified as true copy of the  
Resolution adopted by the Board  
on the 3rd day of January, 2017.

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Catherine M. Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex, New Jersey

**RESOLUTION RE: APPOINTMENT OF A FREEHOLDER REPRESENTATIVE  
TO THE SUSSEX COUNTY ARTS & HERITAGE COUNCIL  
FOR THE YEAR 2017**

**WHEREAS**, the Sussex County Arts & Heritage Council has requested that a Freeholder Representative be appointed as a member of the Board of Trustees for the year 2017; and

**WHEREAS**, the Board of Chosen Freeholders desires to honor said request.

**NOW, THEREFORE, BE IT RESOLVED** that \_\_\_\_\_ be and \_\_\_ is hereby appointed as the Freeholder Representative to the Sussex County Arts & Heritage Council for the year 2017; and

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be forwarded to the Sussex County Arts & Heritage Council.

Certified as a true copy of the  
Resolution adopted by the  
Board on the 3rd day of January, 2017.

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Catherine M. Williams  
Board of Chosen Freeholders  
County of Sussex

**RESOLUTION RE: APPOINTMENTS OF THE FREEHOLDER DIRECTOR,  
FREEHOLDER REPRESENTATIVE AND A FREEHOLDER  
ALTERNATE REPRESENTATIVE TO THE SUSSEX  
COUNTY PLANNING BOARD FOR THE YEAR 2017**

**WHEREAS**, the Sussex County Planning Board functions in accordance with N.J.S.A. 40:27-1, which legislates the annual appointment of two Freeholder Representatives, with one being the Freeholder Director, the appointment of a Second Freeholder Representative and an Alternate Freeholder Representative to serve as members of said Board.

**NOW, THEREFORE, BE IT RESOLVED** that **Freeholder Director** \_\_\_\_\_; **Freeholder Representative** \_\_\_\_\_; and **Freeholder** \_\_\_\_\_ as the Alternate Representative are appointed to the Sussex County Planning Board for the year 2017; and

**BE IT FURTHER RESOLVED** that certified copies of this Resolution be forwarded to the Sussex County Planning Board; and Director, Division of Planning.

Certified as a true copy of the  
Resolution adopted by the Board  
on the 3rd day of January, 2017.

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Catherine M. Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex, New Jersey

**RESOLUTION RE: APPOINTMENT OF FREEHOLDER \_\_\_\_\_ AS THE  
SUSSEX COUNTY REPRESENTATIVE TO THE LAKE  
MUSCONETCONG REGIONAL PLANNING BOARD**

**WHEREAS**, the By-Laws of the LMRPB mandate that membership terms shall be for a period of one year commencing on January 1 of each year.

**NOW, THEREFORE, BE IT RESOLVED** that Freeholder \_\_\_\_\_ be and \_\_\_ is hereby appointed as the Sussex County Representative to the Lake Musconetcong Regional Planning Board for a term of one year commencing January 1, 2017 and expiring December 31, 2017; and

**BE IT FURTHER RESOLVED** that certified copies of this Resolution be forwarded to the Lake Musconetcong Regional Planning Board.

Certified as a true copy of the  
Resolution adopted by the Board  
on the 3rd day of January, 2017.

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Catherine M. Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex, New Jersey

**RESOLUTION RE: APPOINTMENTS OF FREEHOLDER \_\_\_\_\_ AS THE  
FREEHOLDER REPRESENTATIVE AND \_\_\_\_\_ AS THE  
ALTERNATE REPRESENTATIVE TO THE NORTH JERSEY  
TRANSPORTATION PLANNING AUTHORITY, INC. FOR THE  
YEAR 2017**

**WHEREAS**, the North Jersey Transportation Planning Authority, Inc. has requested that Freeholder representatives be appointed on behalf of the County of Sussex.

**NOW, THEREFORE, BE IT RESOLVED** that Freeholder \_\_\_\_\_ is hereby appointed as the Freeholder Representative and \_\_\_\_\_ be appointed as the Alternate Representative to the North Jersey Transportation Planning Authority, Inc. for the year 2017; and

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be forwarded to the North Jersey Transportation Planning Authority, Inc.; and a copy is available in On-Base.

Certified as a true copy of the  
Resolution adopted by the Board  
on the 3rd day of January, 2017.

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Catherine M. Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex, New Jersey

**RESOLUTION RE: APPOINTMENT OF THREE MEMBERS OF THE SUSSEX COUNTY BOARD OF CHOSEN FREEHOLDERS AS MEMBERS OF THE BOARD OF SCHOOL ESTIMATE OF THE TECHNICAL SCHOOL IN THE COUNTY OF SUSSEX**

**WHEREAS**, on December 27, 1983, the Sussex County Board of Chosen Freeholders appointed members to the Board of Education of the Technical School in the County of Sussex in accordance with the newly enacted Bill which amended Title 18A:54 of the New Jersey Statute and P.L. 1977, c.30; and

**WHEREAS**, Title 18A:54-27 states that there shall be for each County Technical School a Board of School Estimate, which shall consist of two members of the Board of Education of the School, appointed by that Board of Education, two members of the Board of Chosen Freeholders of the County in which the School is situate, appointed by the Board of Chosen Freeholders, and the Director of the Board of Chosen Freeholders.

**NOW, THEREFORE, BE IT RESOLVED** that the following members of the Sussex County Board of Chosen Freeholders are named as members of the Board of School Estimate for the calendar year 2017:

\_\_\_\_\_, Freeholder Director  
\_\_\_\_\_, Freeholder  
\_\_\_\_\_, Freeholder

**BE IT FURTHER RESOLVED** that certified copies of this Resolution be forwarded to the Sussex County Technical School.

Certified as a true copy of the Resolution adopted by the Board on the 3rd day of January, 2017.

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Catherine M. Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex, New Jersey

**RESOLUTION RE: APPOINTMENT OF THREE MEMBERS OF THE SUSSEX COUNTY BOARD OF CHOSEN FREEHOLDERS AS MEMBERS OF THE BOARD OF SCHOOL ESTIMATE OF THE SUSSEX COUNTY COMMUNITY COLLEGE IN THE COUNTY OF SUSSEX**

**WHEREAS**, Title 18A:64A-15 of the New Jersey Statute states that each County college shall have a Board of School Estimate; and that such Board shall be comprised of five (5) members, three (3) of whom shall be seated members of the Board of Chosen Freeholders, consisting of the Director of the Board, and two (2) additional members, appointed by said Board; and two (2) of whom shall be seated members of the Sussex County Community College (Board of Trustees) appointed by said Board; and

**WHEREAS**, the purpose of the Board of School Estimate shall be to consider annually, or at other times as may be necessary, the amount of money required to provide the County share of the annual operating and capital expenditure costs needed to support the local community college agency in an effective manner.

**NOW, THEREFORE, BE IT RESOLVED** that the Sussex County Board of Chosen Freeholders amends the members of the Sussex County Community College Board of School Estimate for calendar year 2017 as follows:

\_\_\_\_\_, Freeholder Director  
\_\_\_\_\_, Freeholder  
\_\_\_\_\_, Freeholder

**BE IT FURTHER RESOLVED** that certified copies of this Resolution be forwarded to the Sussex County Community College.

Certified as a true copy of the  
Resolution adopted by the Board  
on the 3rd day of January, 2017.

\_\_\_\_\_  
Catherine M. Williams, Clerk  
Board of chosen Freeholders  
County of Sussex, New Jersey

**RESOLUTION RE: NEW JERSEY ASSOCIATION OF COUNTIES FOR 2017**

**BE IT RESOLVED**, that **Freeholder Director** \_\_\_\_\_ be appointed as the Representative of this Board, **Freeholder** \_\_\_\_\_ be appointed as the Alternate Representative of this Board and Acting **County Administrator**, \_\_\_\_\_ be appointed as the Second Alternate Representative of the New Jersey Association of Counties for the year 2017, and that the expenses of said members or Alternate members in attending meetings of said Association be paid by this Board; and

**BE IT FURTHER RESOLVED**, that certified copies of this Resolution be forwarded to the Executive Director, New Jersey Association of Counties, 150 West State Street, Trenton, NJ 08608; Division of Finance and County Treasurer.

Certified as a true copy of the  
Resolution adopted by the Board  
on the 3rd day of January, 2017.

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Catherine M. Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex

**RESOLUTION RE: APPOINTMENT OF CHAIRPERSON AND VICE-  
CHAIRPERSON FOR THE SUSSEX COUNTY  
OPEN SPACE ADVISORY COMMITTEE FOR 2017**

**WHEREAS**, on March 27, 2002, the Sussex County Board of Chosen Freeholders appointed members to the Sussex County Open Space Advisory Committee; and

**WHEREAS**, the Open Space Advisory Committee reviews, prioritizes, and recommends to the Board of Chosen Freeholders, the funding of projects in the municipal/County category; and

**WHEREAS**, it is under the purview of the Board of Chosen Freeholders to designate a Chairperson and Vice-Chairperson from the Committee's membership.

**NOW, THEREFORE, BE IT RESOLVED** that the Sussex County Board of Chosen Freeholders does hereby desire to designate Clifford R. Lundin to serve as Chairperson, and Glenn Schweizer to serve as Vice-Chairperson for the year 2017; and

**BE IT FURTHER RESOLVED** that copies of this Resolution shall be available in On-Base.

Certified as a true copy of the  
Resolution adopted by the  
Board of Chosen Freeholders  
on the 3rd day of January, 2017.

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Catherine M. Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex

**RESOLUTION RE: REAPPOINTMENT OF WILLIAM JOSEPH AS  
THE OFFICIAL TOWN CRIER FOR THE  
COUNTY OF SUSSEX FOR 2017**

**WHEREAS**, the year 2003 was Sussex County's 250<sup>th</sup> Anniversary year;  
and

**WHEREAS**, the Sussex County Board of Chosen Freeholders designated  
a Town Crier for its 250<sup>th</sup> Anniversary year; and

**WHEREAS**, William Joseph participated in various events since his first  
appointment as Official Town Crier for Sussex County and performed in an  
exemplary fashion reflecting the era in which the County was founded; and

**WHEREAS**, William Joseph has expressed a desire to be the Official  
Town Crier for Sussex County for 2017.

**NOW, THEREFORE, BE IT RESOLVED** that the Sussex County Board of  
Chosen Freeholders does hereby designate William Joseph as the Official Town  
Crier for the County of Sussex for 2017; and

**BE IT FURTHER RESOLVED** that copies of this Resolution shall be  
forwarded to William I. Joseph, 1 Brooklawn Court, Belvidere, NJ 07823; and all  
Freeholder Boards in the State of New Jersey.

Certified as a true copy of the  
Resolution adopted by the  
Board of Chosen Freeholders  
on the 3rd day of January, 2017.

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Catherine M. Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex

**RESOLUTION RE: ESTABLISHING POLICY RELATIVE TO EMERGENCY  
PURCHASES OF GOODS AND SERVICES IN  
ACCORDANCE WITH N.J.S.A. 40A:11-6 AND N.J.A.C.  
5:34-6.1**

**WHEREAS**, changes in the regulations relative to emergencies have resulted in a need to formalize and define the policies and procedures by which the County of Sussex addresses procurement during and around times of emergency; and

**WHEREAS**, the Laws and Administrative Code of the State of New Jersey allow latitude in how each governmental entity may deal with emergency situations, and it has been recommended by County Counsel and the Purchasing Agent that a formal policy be established in order to permit timely and appropriate response to emergencies; and

**WHEREAS**, N.J.S.A. 40A:11-6d states *"the governing body of the contracting unit may prescribe additional rules and procedures to implement the requirements of this section"*; and

**WHEREAS**, N.J.A.C. 5:34-6.1(b)(copy attached) states *"the governing body of each unit shall adopt rules or regulations as appropriate to the contracting unit....such rules or regulations shall include such provisions that ensure that if the initially designated individuals are not available, there is a designated chain of command...."*; and

**WHEREAS**, Local Finance Notice 2005-12 clarifies the requirements of a Vendor's Business Registration Certificate (BRC) during an emergency by stating *"In emergency situations (as defined by the contracting agency's contracting law) the contracting agency may enter into a contract with a business, but cannot make a payment until a copy of the BRC is provided to the contracting agency. The business should be made aware of this BRC requirement when the contract is awarded"*; and

**WHEREAS**, Local Finance Notice 2006-7 indicates that in the event of an emergency the State Treasurer may waive the requirements of Chapter 19 Pay-to-Play providing the governmental entity files an Emergency Procurement Report within thirty (30) days of the contract award.

**NOW, THEREFORE, BE IT RESOLVED** that upon recommendation of County Counsel and the Purchasing Agent the following policy is hereby established relative to the emergency procurement of goods and services:

1. The Agency in which the emergency occurs must notify the Purchasing Agent, or in his absence the County Administrator or the next person designated in charge in the Administrator's absence as per the Policy enacted on January 16, 2008 (copy attached). The Agency should advise the Purchasing Agent and give sufficient information for the Purchasing Agent to determine that an emergency does indeed exist within the meaning and intent of the Local Public Contracts Law and the New Jersey Administrative Code and that there are sufficient funds identified to carry out the work required in mitigating the emergency.
2. The Agency in which the emergency occurs must be aware of the Business Registration Certificate requirements and notify the vendor of the necessity of receiving their BRC before the County can make any payments to them.
3. The requesting Agency must, on the first working day following the emergency forward a written requisition for the goods and services required and the nature and cause of the emergency to the Purchasing Agent along with all required information needed to complete the Emergency Procurement Form for submission to the State of New Jersey (copy attached).
4. When an emergency exists the Purchasing Agent shall:
  - A. Immediately authorize the procurement of the goods and services and during the next regular working day prepare a Resolution acknowledging said procurement for Board action and notify the County Administrator, the Chief Financial Officer, and County Counsel; or
  - B. Prepare a Resolution for Board action declaring the existence of an emergency and authorizing the Purchasing Agent to proceed with the procurement of the needed goods and services.
  - C. Inform the County Administrator and the Chief Financial Officer of the nature and extent of the emergency and what actions have or will be taken.

The determination of whether Section 4A or 4B is followed will be solely based on the possible consequences to life and property resulting from the delay of waiting until the Board of Chosen Freeholders can convene on the emergency.

5. The County Administrator will inform the Freeholder Director of the emergency and what steps have, will or should be taken as soon as he deems it practicable.

**BE IT FURTHER RESOLVED** that the Board of Chosen Freeholders requires all Agencies to comply and follow this Policy; and

**BE IT FURTHER RESOLVED** that this Policy shall be re-verified in January of each year with distribution to all Agencies so that subsequent Boards and Agency Heads may be informed of the existence of this Policy; and

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be forwarded to all County Agencies.

Certified as a true copy of the  
Resolution adopted by the Board  
on the 3rd day of January, 2017.

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Catherine M. Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex

## N.J. Division of Local Government Services

### EMERGENCY PROCUREMENT REPORT

This report is to be filed by the contracting agent of the public agency with the Director of the Division of Local Government Services within 30 days of the date the emergency contract was issued. Please provide the necessary information to satisfactorily complete the report. Refer to the Instructions accompanying this form and the statutory and regulatory citations on the reverse of this form.

This form is designed to be completed using Microsoft Word; if not completed that way, please print it out.

1. Name of Public Agency:		County:	
2. Date Emergency occurred:		Time emergency occurred:	
3. Date emergency declared:		Time emergency declared:	
4. Agency/department responsible for determining there was an emergency:			
5. Name and title of the official in charge of that agency:			
6. Describe the condition or circumstance pertaining to the emergency (attach additional sheets if necessary):			
7. Name and title of the individual who determined the matter was an emergency and authorized award of contract(s):			
8. The total (or estimated) cost of providing the goods or performing services was:		\$	
9. List the names the contractors/suppliers receiving 25% or more of the contracts awarded under the emergency:			
10. When was the notification reduced to writing and filed with the purchasing agent?			
11. Has the public agency adopted a "chain of command" procedure pursuant to N.J.A.C.5:34-6.1?			
This report was completed by (name and title):			
Name and Address of agency contact person:			
Signature:			Date:

Submit by mail or fax to:  
 Director, Division of Local Government Services  
 P.O. Box 803  
 Trenton, New Jersey 08625-0803  
 Fax: 609-633-6243

**RESOLUTION RE: AUTHORIZATION FOR THE SUSSEX COUNTY  
TREASURER TO PAY BILLS ON THE SECOND AND  
FOURTH WEDNESDAYS OF THE MONTH WHEN THE  
BOARD OF CHOSEN FREEHOLDERS DOES NOT MEET  
ON THE SECOND AND/OR FOURTH WEDNESDAYS OF  
THE MONTH**

**WHEREAS**, during the month of August, 2017 the Sussex County Board of Chosen Freeholders meets only on the second Wednesday of the month; and

**WHEREAS**, during the month of December, 2017 the Sussex County Board of Chosen Freeholders meets only on the second Wednesday of the month; and

**WHEREAS**, the Sussex County Treasurer needs authorization to pay bills on the second and fourth Wednesdays of August and December, 2017; and

**WHEREAS**, the Sussex County Treasurer needs authorization to pay bills on the second and fourth Wednesdays of any month when or if the Board of Chosen Freeholders changes the meeting dates to dates other than the second or fourth Wednesday of the month.

**NOW, THEREFORE, BE IT RESOLVED** that the Sussex County Board of Chosen Freeholders authorizes the Sussex County Treasurer to pay bills on the second and fourth Wednesdays in August and December, 2017; and

**BE IT FURTHER RESOLVED** that the Sussex County Board of Chosen Freeholders authorizes the Sussex County Treasurer to pay bills on the second and fourth Wednesdays in other months when or if the Board changes the meeting date to a date other than the second or fourth Wednesday; and

**BE IT FURTHER RESOLVED** that certified copies of this Resolution are available in On-Base.

Certified as a true copy of the  
Resolution adopted by the  
Board on the 3rd day of January, 2017.

---

Catherine M. Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex

**RESOLUTION RE: PROVIDING THE FREEHOLDER DIRECTOR WITH VETO  
POWER OVER COUNTY AUTHORITIES PURSUANT TO  
N.J.S.A. 40:20-71.3**

**WHEREAS**, the Legislature adopted N.J.S.A. 40:20-71.3 vesting the Freeholder Director of any County with the veto authority over County Authorities subject to the consent of a majority of the members of the Board of Chosen Freeholders; and

**WHEREAS**, the Board of Chosen Freeholders believe it to be in the best interest of the public and the taxpayers of the County of Sussex to empower the Freeholder Director pursuant to said Statute.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Sussex that the Freeholder Director of the Sussex County Board of Chosen Freeholders hereby is authorized and empowered to veto any action taken by the County Authority or any member thereof at a meeting of the County Authority pursuant to N.J.S.A. 40:20-71.3; and

**BE IT FURTHER RESOLVED** that a copy of this Resolution be forwarded to all County Authorities; and a copy is available in On-Base.

Certified as a true copy of the  
Resolution adopted by the  
Board of Chosen Freeholders  
on the 3rd day of January, 2017.

---

Catherine M. Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex

**RESOLUTION RE: REAPPOINTMENT OF GLEN SCHWEIZER AS A  
MEMBER OF THE SUSSEX COUNTY OPEN SPACE  
ADVISORY COMMITTEE FOR AN EXPIRED TERM. SAID  
TERM TO BEGIN IMMEDIATELY AND EXPIRE  
DECEMBER 31, 2019.**

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Sussex that Glen Schweizer is hereby reappointed as a member of the Sussex County Open Space Advisory Committee; and

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be forwarded to the Glenn Schweizer, 133 Mary Jones Road, Newton, NJ 07860; and a copy is available in On-Base.

Certified as a true copy of the  
Resolution adopted by the  
Board of Chosen Freeholders  
On the 3rd day of January, 2017.

---

Catherine M. Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex

**Givone, Suzie**

---

**From:** Wasiewicz, Antoinette  
**Sent:** Thursday, November 10, 2016 12:04 PM  
**To:** Givone, Suzie  
**Subject:** Open Space Committee Reappointment  
**Attachments:** Attendance-2016.doc

Suzie,

Glenn Schweizer was the only Open Space Committee member whose term will expire on December 31. He said he is interested in a reappointment. I've attached the Attendance Sheet for the Committee.

Antoinette

11/23/2016  
Carl Lazzaro approved the reappointment.  
Suziebinne

ATTENDANCE - 2016

SUSSEX COUNTY OPEN SPACE COMMITTEE

	J	F	M	A	M	J	J	A	S	O	N	D
Clifford R. Lundin, Chair	P	P	E	P	P	P	P	/	E	P		
Glenn Schweizer, V.C.	P	P	P	P	E	P	P	/	P	E		
Louis Caruso	P	P	P	A	P	P	P	/	P	P		
Lisa Chammings	P	P	P	A	P	P	A	/	E	P		
R. Michael Dolan	P	E	P	P	P	P	E	/	P	P		
Stephen Skellenger	P	E	X	X	X	X	X	/	P	P		
Donald Ploetner	P	P	P	P	E	P	P	/	P	P		

- P PRESENT
- E EXCUSED
- / MEETING CANCELLED
- X VACANCY

Wes Powers resigned September 24, 2015 effective immediately.

Mike Dolan and Toni-Lu Martin appointed January 2016.

Toni-Lu Martin resigned March 2016

Stephen Skellenger appointed August 2016 to fill Ms. Martin's vacancy

**RESOLUTION RE: REAPPOINTMENT OF ANDREW BORISUK, JR. AS A MEMBER TO THE PLANNING BOARD FOR AN EXPIRED TERM. SAID TERM TO BEGIN IMMEDIATELY AND EXPIRE DECEMBER 31, 2019.**

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Sussex that Andrew Borisuk, Jr. is hereby reappointed as a member of the Sussex County Planning Board; and

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be forwarded to the Andrew Borisuk, Jr., 85 Maple Grange Road, Vernon, NJ 07462 and a copy is available in On-Base.

Certified as a true copy of the  
Resolution adopted by the  
Board of Chosen Freeholders  
On the 3rd day of January, 2017.

---

Catherine M. Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex

**Givone, Suzie**

---

**From:** Wasiewicz, Antoinette  
**Sent:** Monday, November 07, 2016 11:31 AM  
**To:** Givone, Suzie  
**Subject:** Planning Board Appointments  
**Attachments:** Attendance 2016.doc

Suzie,  
Andy Borisuk's term to the Planning Board will expire on December 31, 2016. I've contacted him and he said he would like to serve another term. I've attached the Planning Board's Attendance Sheet.

Thanks,  
Antoinette

11/29/2016  
Freeholder Lopez approved the reappointment  
Suzie Givone

**Sussex County Planning Board  
Attendance - 2016**

	Jan.	Feb.	Mar.	April	May	June	July	Sept.	Oct.	Nov.	Dec.
Andy Borisuk, Chairman (12/16)	E	P	P	/	P	P	P	E	P		
Lisa Chammings 2 <sup>nd</sup> Alternate (12/18)	P	P	P	/	A	E	E	E	P		
Matthew Hannum, 1 <sup>st</sup> Alternate (12/18)	P	P	P	/	P	P	E	P	P		
Mark Zschack (12/18)	P	P	A	/	P	P	P	P	P		
Michael Francis (12/17)	P	P	P	/	P	P	P	P	P		
Wolfgang Gstattenbauer, V.C. (12/18)	P	P	P	/	E	P	P	P	P		
Gene L. Crawford (12/18)	P	E	P	/	P	P	P	P	P		
Dan Flynn (12/18)	A	P	P	/	E	P	P	E	P		
Walter Cramp, County Engineer	A	A	P	/	X	X	X	X	X		
Bill Koppenaal, County Engineering	P	P	P	/	P	P	P	P	P		
George Graham, Freeholder Director	P	A	P	/	P	P	P	P	P		
Carl Lazzaro, Freeholder Member	P	A	P	/	P	P	P	P	P		
Rich Vohden, Freeholder Alternate	A	A	A	/	A	A	A	A	A		

/ = No meeting

Joseph Maikisch, 1<sup>st</sup> Alternate, resigned 2/9/13; Wolfgang Gstattenbauer moved to regular member.

Daniel Conkling moved to regular member 2/13/13

Wolfgang Gstattenbauer replaced Joseph Maikisch 2/13/13

Gene Crawford to fill Daniel Conkling's unexpired term 2/13/13

Dan Flynn to fill Gene Crawford's unexpired term 3/27/13

Michael Cecchini resigned effective January 2014

Bill Koppenaal Engineering Alternate April 2015

John Ford did not seek reappointment in 2016

Daniel Conkling not reappointed in 2016

Walter Cramp retired April 30, 2016

Bill Koppenaal County Engineer for June 2016 meeting

**RESOLUTION RE: REAPPOINTMENT OF ERNEST HOFER AS A MEMBER-AT-LARGE OF THE SUSSEX COUNTY WATER QUALITY MANAGEMENT POLICY ADVISORY COMMITTEE FOR A TERM OF THREE (3) YEARS. TERM TO EXPIRE ON DECEMBER 31, 2019**

**WHEREAS**, Ernest Hofer is to be reappointed to the Water Quality Management Policy Advisory Committee.

**NOW, THEREFORE, BE IT RESOLVED** that Ernest Hofer be and is hereby reappointed as Member-At-Large of the Sussex County Water Quality Management Policy Advisory Committee for a three (3) year term; said term to expire December 31, 2019; and

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be forwarded to Ernest Hofer, 15 Golf View Terrace, Sparta, NJ 07871; and the Sussex County Water Quality Management Policy Advisory Committee.

Certified as a true copy of the  
Resolution adopted by the Board  
on the 3rd day of January, 2017.

---

Catherine M. Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex, New Jersey

**Givone, Suzie**

---

**From:** Wasiewicz, Antoinette  
**Sent:** Monday, November 07, 2016 12:47 PM  
**To:** Givone, Suzie  
**Subject:** Water Quality Management - Policy Advisory Committee

Suzie,

Ernie Hofer's appointment to the PAC will expire on December 31, 2016. He said he is interested in a reappointment. I've attached the Attendance Sheet for PAC. Please note that I have two At-Large vacancies on PAC.

Thanks,  
Antoinette

11/23/2016  
Carl Lazzaro approved the reappointment.  
Suzie Givone

POLICY ADVISORY COMMITTEE

ATTENDANCE 2016

MEMBERS	J	F	M	A	M	J	J	A	S	O	N	D
Jim Landrith, Andover Boro	P	P	P	P	P	/	/	/	A	/		
Peter Spinney, Andover Twp	X	X	X	X	P	/	/	/	P	/		
Lee Doremus, Branchville Boro	X	X	X	X	X	/	/	/	A	/		
Byram Twp	A	A	A	A	A	/	/	/	X	/		
Sam Castimore, Frankford Twp	P	A	A	P	P	/	/	/	A	/		
Franklin Boro	A	A	A	A	A	/	/	/	X	/		
George Ryals, Fredon Twp	A	A	A	A	A	/	/	/	X*	X*	X*	X*
James Chirip, Green Twp	A	A	A	A	A	/	/	/	A	/		
Ronald Garrett, Hamburg Boro	A	A	A	A	A	/	/	/	A	/		
Keith Gourlay, Hampton Twp	A	P	P	P	P	/	/	/	P	/		
Carrine Kaufer, Hardyston Twp	E	A	P	P	A	/	/	/	P	/		
Howard Baker, Hopatcong Boro	P	P	E	P	P	/	/	/		/		
David Muscalo, Lafayette Twp	P	P	P	P	P	/	/	/	E	/		
Richard Innella, Montague Twp	X	X	X	X	P	/	/	/	E	/		
Joseph Carr, Newton	A	A	A	A	A	/	/	/	A	/		
Peter Opilla, Ogdensburg Boro	A	A	A	A	A	/	/	/	A	/		
Ryan Earley, Sandyston Twp	A	P	P	P	E	/	/	/	P	/		
Eric Powell, Sparta Twp	A	A	A	E	E	/	/	/	E	/		
Stanhope Boro	E	A	A	X	X	/	/	/	X	/		
Ian Blanchard, Stillwater Twp	P	P**	A	P**	P*	/	/	/	P	/		
Kathy Little, Sussex Boro	P	P	E	P	E	/	/	/	A	/		
Vernon Twp	A	A	A	A	A	/	/	/	X*	X*	X*	X*
Denise Webb, Wantage Twp	P	P	P	A	P	/	/	/	P	/		
Jeff Elam, Jefferson Twp	A	A	A	A	A	/	/	/	A	/		
Mt. Arlington	X	X	X	X	X	/	/	/	X	/		
Netcong	X	X	X	X	X	/	/	/	X	/		
Roxbury Twp.	X	X	X	X	X	/	/	/	X	/		
Richard Gottemoller, At Large 12/18	A	P	P	P	P	/	/	/	P	/		
Ernest Hofer, At Large 12/16	A	P	A	P	P	/	/	/	A	/		
Daniel Flynn, At Large 12/17	E	A	A	E	X	/	/	/	X	/		
Gary Larson, At Large 12/17	P	A	A	X	X	/	/	/	X	/		
At Large	X	X	X	X	X	/	/	/	X	/		
John Nugent, At Large 12/17	P	P	P	A	P	/	/	/	P	/		
At Large	X	X	X	X	X	/	/	/	X	/		

/

P = PRESENT

P\* = ALTERNATE ATTENDED

A = ABSENT

E = EXCUSED

/ = MEETING CANCELLED

X = NO REPRESENTATIVE

X\* = REMOVED FOR FAILURE TO ATTEND

John Armeno  
Ruth Rhodes  
Ronald Garrett

Resigned 1/10/13  
Byram Township, effective Feb, 2013  
Hamburg Borough, effective Feb. 2013

Annette Stendor	Sussex Borough, effective March 2013
Sam Castimore	Frankford Township, replaced Gary Larsen effective for April 2013 meeting
Joseph Lashendock	Appointed 6/13/13; Resigned April 2014
James Chirip	Green Township effective February 2014 meeting
Joe Pinzone	Sandyston Township, resigned effective March 12, 2014
Kathy Little	At-Large, did not seek reappointment
Gary Larson	At-Large, January 2015
Joseph Carr	Newton, February 2015
George Ryals	Fredon, January 2015 (went from Alternate to member)
Daniel Flynn	At-Large, January 2015
Dave Hansen	Hampton, February 2015
Kathy Little	Sussex Borough replaces Annette Stendor, effective April 2015
Vita Thompson	E-mail from Vita Thompson 3/25/15 - She is no longer the rep. Notice of new rep to follow
Ryan Earley	Sandyston, effective 5/14/15
Eleanor Mensonides	At-Large (12/16) - Resigned 10/14/15
Keith Gourlay	Rep for Hampton, effective 1/5/16 - Dave Hansen is the alternate
Christopher Carbone	Alternate for Stillwater; Attended in February before official notice; Resigned in March
Cynthia Tracey	Alternate for Stillwater, effective for April meeting
Gary Larsen	Frankford, Resigned
Dan Flynn	Resigned June 2
Lee Doremus	Branchville, Effective June 2016
Peter Spinney	Andover Township, Effective May 2016
Richard Innella	Montague township, effective May 20, 2016
Ruth Rhodes	Byram - removed for lack of attendance
Brian VanDenBrock	Franklin - removed for lack of attendance
Jim Benson	Stanhope - removed for lack of attendance
Michal Furrey	Vernon - removed for lack of attendance
George Ryals	Fredon - removed for lack of attendance

ALTERNATES

ANDOVER TWP	GAIL PHOEBUS
BYRAM TWP	LEEANN CLARK
FRANKLIN BORO	JAMES KILDUFF
GREEN TWP.	JAMES CHIRIP
HARDYSTON TWP.	ROBERT SCHULTZ
STILLWATER TWP.	IAN BLANCHARD
JEFFERSON TWP.	RICHARD TUTTLE

**RESOLUTION RE: REAPPOINTMENT OF PETER P. ANDRUSKIEWICZ AS  
THE MEMBER/FIRE PROTECTION SUBCODE OFFICIAL  
FOR THE SUSSEX COUNTY UNIFORM CONSTRUCTION  
CODE BOARD OF APPEALS FOR A TERM OF FOUR (4)  
YEARS. TERM TO EXPIRE DECEMBER 31, 2020**

**WHEREAS**, N.J.A.C. 5:23A-1.3 requires that one member shall be a Member/Fire Protection Subcode Official; and

**WHEREAS**, Peter P. Andruskiewicz has the credentials to satisfy the criteria of N.J.A.C. 5:23A-1.3.

**NOW, THEREFORE, BE IT RESOLVED** that Peter P. Andruskiewicz be reappointed to the Sussex County Uniform Construction Code Board of Appeals as the Member/Fire Protection Subcode Official for a term of four (4) years. Term to expire December 31, 2020; and

**BE IT FURTHER RESOLVED** that certified copies of this Resolution be forwarded to Peter P. Andruskiewicz, Houghton Quarty Warr Architects, 124 Main Street, Newton, NJ 07860-2044; and the Sussex County Uniform Construction Code Board of Appeals.

Certified as a true copy of the  
Resolution adopted by the Board  
on the 3rd day of January, 2017.

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Catherine M. Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex

## Mezger, Michelle

---

**From:** Peter Andruskiewicz <petea@hqwllc.com>  
**Sent:** Monday, October 24, 2016 7:59 AM  
**To:** Mezger, Michelle  
**Subject:** RE: Board of Appeals Membership

Michelle, yes, I am interested in reappointment. I'm glad you stay on top of these things.  
Thanks,

**Peter P. Andruskiewicz III**  
Senior Project Architect  
HQW Architects LLC  
124 Main St.  
Newton, NJ 07860  
Phone: 973-383-5550  
Fax: 973-383-1360  
Email: [petea@hqwllc.com](mailto:petea@hqwllc.com)  
Website: [www.hqwllc.com](http://www.hqwllc.com)

11/23/2016  
call Lazzaro approved the reappot.  
Sue Binne

 Go GREEN. Think before you print.

*This message is intended only for the named recipient.  
If you are not the intended recipient, you are notified  
that disclosing, copying, distributing or taking any  
action in reliance on the contents of this information is strictly prohibited.*

---

**From:** [MLMezger@sussex.nj.us](mailto:MLMezger@sussex.nj.us) [mailto:[MLMezger@sussex.nj.us](mailto:MLMezger@sussex.nj.us)]  
**Sent:** Monday, October 24, 2016 7:45 AM  
**To:** Peter Andruskiewicz  
**Subject:** Board of Appeals Membership

Pete -

My records show that your membership on the Board of Appeals is due to expire on December 31, 2016. Can you let me know if you are interested in being reappointed for another term (via email is fine)?

Thank you -

Michelle L. Mezger, Secretary to the Dept. Administrator  
Sussex County Dept. of Engineering & Planning / UCC Board of Appeals  
Email: [mimezger@sussex.nj.us](mailto:mimezger@sussex.nj.us)  
Phone: 973-579-0430 ext 1310 Fax: 973-579-0444

**Attendance Sheet**  
**S.C. Uniform Construction Code Board of Appeals**  
**2016**

Five primary members – five alternate members (attendance varies by member availability)

<b>Mtg Date</b>	<b>Cases / Notes</b> (BCF Rm-1:00 p.m.)	<b>Members Confirmed for Attendance</b>
Jan 14	cancelled	
Feb 11	cancelled	
Mar 10	cancelled	
Apr 14	cancelled	
May 12	cancelled	
June 9	Membership: Bernie K., Keith U., Virgil R.	Pete Andruskiewicz, Greg Chontow, Dave Condon, Frank Steinberg, Phil Deacon
July 14	cancelled	
Aug 11	cancelled	
Sept 8	cancelled	
Oct 13	cancelled	
Nov 10	cancelled	
Dec 8		

Confirmed cases / members

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11/8/2016 10:16 AM

**RESOLUTION RE: REAPPOINTMENT OF DAVID C. CONDON AS THE MEMBER/ENGINEER/ARCHITECT/BUILDING SUBCODE OFFICIAL FOR THE SUSSEX COUNTY UNIFORM CONSTRUCTION CODE BOARD OF APPEALS FOR A TERM OF FOUR (4) YEARS. TERM TO EXPIRE DECEMBER 31, 2020**

**WHEREAS**, N.J.A.C. 5:23A-1.3 requires that one member shall be a registered architect, or a licensed professional engineer with building construction experience or a building subcode official; and

**WHEREAS**, David C. Condon has the credentials to satisfy the criteria of N.J.A.C. 5:23A-1.3.

**NOW, THEREFORE, BE IT RESOLVED** that David C. Condon be reappointed to the Sussex County Uniform Construction Code Board of Appeals as the Member/Engineer/Architect/ Building Subcode Official for a term of four (4) years. Term to expire December 31, 2020; and

**BE IT FURTHER RESOLVED** that certified copies of this Resolution be forwarded to David C. Condon, 188 Meyers Drive, Dingmans ferry, PA 18328; and the Sussex County Uniform Construction Code Board of Appeals.

Certified as a true copy of the Resolution adopted by the Board on the 3<sup>rd</sup> day of January, 2017.

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Catherine M. Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex

**Mezger, Michelle**

---

**From:** Dave Condon <dcondon@vernontwp.com>  
**Sent:** Monday, October 24, 2016 9:15 AM  
**To:** Mezger, Michelle  
**Subject:** RE: Board of Appeals Membership

Good Morning, Yes I will serve another term. Dave

**From:** [MLMezger@sussex.nj.us](mailto:MLMezger@sussex.nj.us) [mailto:[MLMezger@sussex.nj.us](mailto:MLMezger@sussex.nj.us)]  
**Sent:** Monday, October 24, 2016 7:46 AM  
**To:** psco <[psco@vernontwp.com](mailto:psco@vernontwp.com)>  
**Subject:** Board of Appeals Membership

Dave –

My records show that your membership on the Board of Appeals is due to expire on December 31, 2016. Can you let me know if you are interested in being reappointed for another term (via email is fine)?

Thank you -

*Michelle L. Mezger, Secretary to the Dept. Administrator  
Sussex County Dept. of Engineering & Planning / UCC Board of Appeals  
Email: [mmezger@sussex.nj.us](mailto:mmezger@sussex.nj.us)  
Phone: 973-579-0430 ext 1310 Fax: 973-579-0444*

11/23/2016

Carl Lazzaro approved the reapppt.  
Julie Giove

**Attendance Sheet**  
**S.C. Uniform Construction Code Board of Appeals**  
**2016**

Five primary members – five alternate members (attendance varies by member availability)

Mtg Date	Cases / Notes (BCF Rm-1:00 p.m.)	Members Confirmed for Attendance
Jan 14	cancelled	
Feb 11	cancelled	
Mar 10	cancelled	
Apr 14	cancelled	
May 12	cancelled	
June 9	Membership: Bernie K., Keith U., Virgil R.	Pete Andruskiewicz, Greg Chontow, Dave Condon, Frank Steinberg, Phil Deacon
July 14	cancelled	
Aug 11	cancelled	
Sept 8	cancelled	
Oct 13	cancelled	
Nov 10	cancelled	
Dec 8		

Confirmed cases / members

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11/8/2016 10:16 AM

**RESOLUTION RE: REAPPOINTMENT OF PHILIP D. DEACON AS THE  
SPECIAL MEMBER/BUILDER FOR THE SUSSEX  
COUNTY UNIFORM CONSTRUCTION CODE BOARD OF  
APPEALS FOR A TERM OF FOUR (4) YEARS. TERM TO  
EXPIRE DECEMBER 31, 2020**

**WHEREAS,** N.J.A.C. 5:23A-1.3 requires that one member shall be a Special Member/Builder; and

**WHEREAS,** Philip D. Deacon has the credentials to satisfy the criteria of N.J.A.C. 5:23A-1.3.

**NOW, THEREFORE, BE IT RESOLVED** that Philip D. Deacon be reappointed to the Sussex County Uniform Construction Code Board of Appeals as the Special Member/Builder for a term of four (4) years. Term to expire December 31, 2020; and

**BE IT FURTHER RESOLVED** that certified copies of this Resolution be forwarded to Philip D. Deacon, 99 Demarest Road, Suite 3, Sparta, NJ 07871; and the Sussex County Uniform Construction Code Board of Appeals.

Certified as a true copy of the  
Resolution adopted by the Board  
on the 3rd day of January, 2107.

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Catherine M. Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex

**Mezger, Michelle**

---

**From:** Deacon Homes <dhomes@deaconhomes.com>  
**Sent:** Monday, October 24, 2016 8:32 AM  
**To:** Mezger, Michelle  
**Subject:** Re: Board of Appeals Membership

Yes, I can continue to serve.  
Phil

Sent from my iPhone

On Oct 24, 2016, at 7:44 AM, "[MLMezger@sussex.nj.us](mailto:MLMezger@sussex.nj.us)" <[MLMezger@sussex.nj.us](mailto:MLMezger@sussex.nj.us)> wrote:

Phil –

My records show that your membership on the Board of Appeals is due to expire on December 31, 2016. Can you let me know if you are interested in being reappointed for another term (via email is fine)?

Thank you -

Michelle L. Mezger, Secretary to the Dept. Administrator  
Sussex County Dept. of Engineering & Planning / UCC Board of Appeals  
Email: [mimezger@sussex.nj.us](mailto:mimezger@sussex.nj.us)  
Phone: 973-579-0430 ext 1310 Fax: 973-579-0444

11/23/2016

Carl Lazzaro approved the reapppt.

Jodie Ginne

**Attendance Sheet**  
**S.C. Uniform Construction Code Board of Appeals**  
**2016**

Five primary members – five alternate members (attendance varies by member availability)

<b>Mtg Date</b>	<b>Cases / Notes</b> (BCF Rm-1:00 p.m.)	<b>Members Confirmed for Attendance</b>
Jan 14	cancelled	
Feb 11	cancelled	
Mar 10	cancelled	
Apr 14	cancelled	
May 12	cancelled	
June 9	Membership: Bernie K., Keith U., Virgil R.	Pete Andruskiewicz, Greg Chontow, Dave Condon, Frank Steinberg, Phil Deacon
July 14	cancelled	
Aug 11	cancelled	
Sept 8	cancelled	
Oct 13	cancelled	
Nov 10	cancelled	
Dec 8		

Confirmed cases / members

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11/8/2016 10:16 AM

**RESOLUTION RE: REAPPOINTMENT OF FRANKLIN M. STEINBERG AS  
THE MEMBER/FIRE OFFICIAL FOR THE SUSSEX  
COUNTY UNIFORM CONSTRUCTION CODE BOARD OF  
APPEALS FOR A TERM OF FOUR (4) YEARS. TERM TO  
EXPIRE DECEMBER 31, 2020**

**WHEREAS, N.J.A.C. 5:23A-1.3** requires that one member shall be a Member/Fire Official; and

**WHEREAS, Franklin M. Steinberg** has the credentials to satisfy the criteria of N.J.A.C. 5:23A-1.3.

**NOW, THEREFORE, BE IT RESOLVED** that Franklin M. Steinberg be reappointed to the Sussex County Uniform Construction Code Board of Appeals as the Member/Fire Official for a term of four (4) years. Term to expire December 31, 2020; and

**BE IT FURTHER RESOLVED** that certified copies of this Resolution be forwarded to Franklin M. Steinberg, 103 Durban Avenue, Hopatcong, NJ 07843; and the Sussex County Uniform Construction Code Board of Appeals.

Certified as a true copy of the  
Resolution adopted by the Board  
on the 3rd day of January, 2017.

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Catherine M. Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex

## Givone, Suzie

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**From:** Mezger, Michelle  
**Sent:** Wednesday, October 26, 2016 8:00 AM  
**To:** Givone, Suzie  
**Subject:** Board of Appeals reappointments  
**Attachments:** Untitled.PDF - Adobe Acrobat Pro.pdf

Suzie –

I have contacted the five members of the UCC Board that have expiring terms.

John Risko and Frank Steinberg were contacted by phone and both wish to be reappointed for another term. Phil Deacon, Dave Condon, and Pete Andruskiewicz were emailed and I have attached their responses wishing to be reappointed for another term.

Thanks –

Michelle L. Mezger, Secretary to the Dept. Administrator  
Sussex County Dept. of Engineering & Planning / UCC Board of Appeals  
Email: [mmezger@sussex.nj.us](mailto:mmezger@sussex.nj.us)  
Phone: 973-579-0430 ext 1310 Fax: 973-579-0444

11/23/2016

Carl Luzzaro approved the reappt.

Suzie Givone

**Attendance Sheet**  
**S.C. Uniform Construction Code Board of Appeals**  
**2016**

Five primary members – five alternate members (attendance varies by member availability)

<b>Mtg Date</b>	<b>Cases / Notes</b> (BCF Rm-1:00 p.m.)	<b>Members Confirmed for Attendance</b>
Jan 14	cancelled	
Feb 11	cancelled	
Mar 10	cancelled	
Apr 14	cancelled	
May 12	cancelled	
June 9	Membership: Bernie K., Keith U., Virgil R.	Pete Andruskiewicz, Greg Chontow, Dave Condon, Frank Steinberg, Phil Deacon
July 14	cancelled	
Aug 11	cancelled	
Sept 8	cancelled	
Oct 13	cancelled	
Nov 10	cancelled	
Dec 8		

Confirmed cases / members

x:\admin\ucc\2016 administrative\attendance sheet for bcf - reappointments 2016.doc

11/8/2016 10:16 AM

**RESOLUTION RE: REAPPOINTMENT OF MAUREEN M. CIANCI, ADELE B. WINES, AND KAREN MAGILL AS MEMBERS OF THE ADVISORY COUNCIL OF THE SUSSEX COUNTY DIVISION OF SENIOR SERVICES FOR TERMS OF THREE (3) YEARS EACH. SAID TERMS TO EXPIRE DECEMBER 31, 2019**

**NOW, THEREFORE, BE IT RESOLVE** that Maureen M. Cianci, Adele B. Wines and Karen MaGill are hereby reappointed as members of the Advisory Council of the Sussex County Division of Senior Services for terms of three (3) years each. Said terms to expire December 31, 2019; and

**BE IT FURTHER RESOLVED** that certified copies of the Resolution be forwarded to Maureen M. Cianci, 25 Wenatchee Road, Highland Lakes, NJ 07422, Adele B. Wines, 23 Trapasso Dr., Apt. D, Sparta, NJ 07871 and Karen MaGill, 48 Blackford Road, Lake Owassa, Newton, NJ 07860; and a copy is available in On-Base.

Certified as a true copy of a  
Resolution adopted by the Board of  
Chosen Freeholders on the 3rd  
Day of January, 2017.

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Catherine M. Williams, Clerk  
Board of Chosen Freeholders,  
County of Sussex

## Givone, Suzie

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**From:** Hentz, Lorraine  
**Sent:** Thursday, November 17, 2016 1:37 PM  
**To:** Givone, Suzie  
**Cc:** Friedberg, Diane  
**Subject:** RE: Advisory Council of Senior Services

I support this.

Thank you  
Lorraine

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**From:** Givone, Suzie  
**Sent:** Thursday, November 17, 2016 10:56 AM  
**To:** Hentz, Lorraine  
**Cc:** Friedberg, Diane  
**Subject:** Advisory Council of Senior Services

Hi Lorraine,  
Diane let me know that Maureen Cianci, Adele Wines and Karen MaGill would like to be reappointed and Joanne Sorrentino would be appointed in lieu of Nancy Heslin Reading. I gave the information to George Graham and is he fine with it as long as you are. So, I just want to confirm that you are in agreement. Please let me know so I can process the Resolutions for the December 14th meeting. Thank you.

Suzie Givone  
Confidential Assistant to the  
Sussex County Clerk of the Board  
Administrative Center  
One Spring Street  
Newton, NJ 07860  
(973) 579-0200 Ext. 1106  
(973) 383-1124 Fax

## Givone, Suzie

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**From:** Friedberg, Diane  
**Sent:** Tuesday, November 15, 2016 11:18 AM  
**To:** Givone, Suzie  
**Cc:** Hentz, Lorraine  
**Subject:** RE: Advisory Council of Senior Services  
**Attachments:** Joanne Sorrentino Letter of Interest.pdf; By Laws 2008 on Letterhead 3 16.doc

Hi Suzie,  
Please see comments below for the reappointment for the Senior Services Advisory Board. I have attached a bio and letter of interest for Joanne Sorrentino who would like to be appointed to replace Nancy Heslin Reading. Let me know if you need else let me know.

Also could you please remove George Wang he has not attended a meeting in almost two years and he is no longer in the area.

I have attached the By-Laws which may help you with the term limits. Let me know if you need else let me know.  
Thanks  
Diane

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**From:** Givone, Suzie  
**Sent:** Friday, October 21, 2016 2:31 PM  
**To:** Friedberg, Diane <DFriedberg@sussex.nj.us>  
**Cc:** Hentz, Lorraine <LHentz@sussex.nj.us>  
**Subject:** Advisory Council of Senior Services

Hi Diane,

I am looking at my list of members for the advisory council of Senior Services and four members' terms will be expiring on 12/31/2016

Maureen Cianci – Would like to be reappointed  
Adele Wines – Would like to be reappointed  
Nancy Heslin reading – Does not want to be reappointed, but Joanne Sorrentino would like to be appointed (information attached).  
Karen MaGill – Would like to be reappointed.

Please let me know if they are interested in being reappointed so I can let Freeholder Graham know. We would like to have the resolutions done for the first meeting in December 12/14.

Do you have the requirements for the council. I am looking for information on term limits.

Sincerely,

*Suzie*

Suzie Givone  
Confidential Assistant

County of Sussex Board of Chosen Freeholders  
County of Sussex Administrative Center  
One Spring Street  
Newton, NJ 07860  
973-579-0240 Ext. 1106

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# JOANNE SORRENTINO, ESQ.

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Law Office of Joanne Sorrentino, LLC

◆ 93 Main Street, Newton, NJ 07860 ◆ T: 201-841-2278 ◆ joannesorrentinoesq@gmail.com

## PROFILE

Accomplished, detail-oriented attorney with transactional, general practice and civil litigation experience. Managed all aspects of cases from inception through completion.

- Real Estate/Land Use*** Represented clients in residential and commercial transactions including zoning issues, developers agreements, subdivision deeds, conservation easements; acting commissioner on condemnation matters in Sussex County.
- Elder Law*** Currently working in conjunction with an accomplished Elder Law Attorney preparing Medicaid Applications and legal research.
- Estate Planning*** Prepared Wills, Trusts, Special Needs Trusts and Supplemental Needs Trusts.
- Estate Administration*** Managed testate and intestate matters from probate through final accounting. Appointed as an Administrator of an Estate by the Morris County Court.
- Guardianship*** Represented alleged incapacitated persons at Guardianship hearings for both Morris and Sussex County. Appointed as temporary guardian for an alleged incapacitated persons by the Morris County Court and the Sussex County Court.
- Business*** Formed various business entities; drafted complex commercial contracts and associated documentation; prepared stock transfer agreements; prepared operating agreements and governance documents; reviewed acquisition agreements, and prepared appropriate purchase and sale documents.
- Insurance*** Represented plaintiffs and defendants in personal injury litigation. Represented insurance companies for insurance defense including insurance fraud litigation.
- Family*** Represented plaintiffs and defendants in matrimonial litigation. Panelist for the Early Settlement Panel for the Sussex County Court.

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## PROFESSIONAL EXPERIENCE

- LAW OFFICE OF JOANNE SORRENTINO, LLC Newton, NJ 2015 to present  
**Focus At Firm:** Real Estate, Wills, Estate Administration, Guardianship Matters, Family Law, Commercial Transactions, Appointed Commissioner on Condemnation matters.
- REHILL & SORRENTINO, LLC Vernon, NJ 2015- 2016  
**Focus At Firm:** Family Law, Real Estate, Business Formation, Wills, Estate Administration, and Commercial Transactions, Bankruptcy, Guardianship Matters, Appointed Commissioner on Condemnation matters.

**Joanne Sorrentino, Esq. Professional Experience...Continued**

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LAW OFFICE OF PETER J. LAEMERS - Newton, NJ 2012-2015

Focus At Firm: Family Law, Real Estate, Business Formation, Wills, Estate Administration, and Commercial Transactions, Bankruptcy, Guardianship Matters, Appointed Commissioner on Condemnation matters.

Served as Court-Appointed Counsel for alleged incapacitated persons, and as temporary guardian for alleged incapacitated person. Appointed by the Court as Administrator of a decedent's estate.

CAVANAGH & ASSOCIATES, P.C.-Attorney- Clark, NJ 2011- 2012

Focus At The Firm: Bankruptcy, Business, Wills & Trusts, Debt Negotiation, Civil Litigation, Real Estate.

LUCAS & GAUS - Newton, NJ 2003 – 2011

Focus At Firm: Residential and Commercial Real Estate, Land Use, School Law, Commercial Transactions, Bankruptcy, Business Formation, Wills, Estate Administration, Guardianship Matters.

Served as Court-Appointed Counsel for alleged incapacitated persons.

GOLD ALBANESE & BARLETTI - Morristown, NJ 1999 – 2003

Focus At Firm: Insurance Defense and Personal Injury, Insurance Fraud, Litigation, Business Formation, Real Estate, Bankruptcy and Wills.

Successfully argued *Gibbs v. Carnival Cruise Lines* before the Third Circuit Court of Appeals.

JOANNE SORRENTINO, ATTORNEY-AT-LAW - Flanders, NJ 1991 – 1999

Focus At Firm: Bankruptcy, Business Formation, Wills, Family Law, and Real Estate.

Achieved successful outcome in *The Money Store Investment Corp. v. Cummings*.

PHILIP M. SAGINARIO, ATTORNEY-AT-LAW – Wayne, NJ 1983 – 1991

Focus At Firm: Bankruptcy, Criminal Defense, Wills, Family Law, and Real Estate.

PASSAIC COUNTY SUPERIOR COURT 1982 – 1983

***Judicial Clerkship***

Served the Honorable Adolph A. Romei, J.S.C. and the Honorable Joseph N. Donatelli, J.S.C.

**BAR ADMISSIONS**

State Bar for New Jersey and Massachusetts  
United States Federal District Court for the District of New Jersey  
United States Third Circuit Court of Appeals

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**EDUCATION**

WASHBURN UNIVERSITY SCHOOL OF LAW – Topeka, KS / JD  
FORDHAM UNIVERSITY – New York, NY / BA

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**PROFESSIONAL AFFILIATIONS**

Sussex County Bar Association  
New Jersey State Bar Association  
Bankruptcy Inn of Court (Prior Member)  
Business Network International (BNI)



**The Law Office of  
Joanne Sorrentino, LLC**

93 Main Street, Ste101  
Newton, New Jersey 07860  
Tel. No. 201-841-2278 · Fax 732-226-8971  
[joannesorrentinoesq@gmail.com](mailto:joannesorrentinoesq@gmail.com)  
[www.joannesorrentinoesq.com](http://www.joannesorrentinoesq.com)

Member of New Jersey Bar, Member of Massachusetts Bar, Admitted to Third Circuit Court of Appeals

November 10, 2016

County of Sussex, Department of Human Services  
Division of Senior Services  
Ms. Diane M. Friedberg  
One Spring Street, 2nd Floor  
Newton, NJ 07860

RE: Senior Advisory Board

Dear Ms. Friedberg:

Thank you for allowing me to attend your November meeting of the Senior Advisory Board (the "Board"). It is wonderful that Sussex County has many programs and services for the County's Seniors. Although I am relatively new at elder law, I would very much like to provide legal services in an advisory capacity to the Board. I am enclosing my resume for your consideration; please let me know if I can be of service to the Board.

If you have any questions please feel free to contact me.

Very truly yours,  
The Law Office of Joanne Sorrentino, LLC

Joanne Sorrentino, Esq.

JS/bhs  
Encl.

**RESOLUTION RE: REAPPOINTMENT OF TOM DRABIC, STAFF REPRESENTATIVE, JOAN SHAW (SENIOR CITIZEN REPRESENTATIVE), AND KERRI KNIGHT, PERSON WITH DISABILITIES REPRESENTATIVE, AS MEMBERS OF THE SUSSEX COUNTY COMMUNITY TRANSIT CITIZENS ADVISORY COMMITTEE FOR THREE (3) YEAR TERMS; SAID TERMS TO EXPIRE DECEMBER 31, 2019**

**BE IT RESOLVED** that Tom Drabic (Staff Representative), Joan Shaw (Senior Citizen Representative) and Kerry Knight (Person with Disabilities Representative) are hereby reappointed as members of the Sussex County Community Transit Citizens Advisory Committee for three (3) year terms each. Terms to expire December 31, 2019; and

**BE IT FURTHER RESOLVED** that a certified copy of the Resolution be forwarded to Joan Shaw, 33 Benham Way, Sparta, NJ 07871; Kerri Knight, 2 Lake Drive, Stanhope, NJ 07874; Tom Drabic, Sussex County Administrator Center, and the Sussex County Community Transit Citizens Advisory Committee.

Certified as a true copy of the  
Resolution adopted by the Board  
on the 3rd day of January, 2017.

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Catherine M. Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex



## Division of Social Services

83 Spring Street, Suite 203  
P.O. Box 218  
Newton, New Jersey 07860  
(973) 383-3600 (Telephone)  
(973) 383-3627 (Fax)  
1-800-446-6963 (Toll Free Messages)  
E-mail: cwa.scdss@xbp.dhs.state.nj.us

Carol A. Novrit  
Administrator

County of Sussex

DATE: December 2, 2016

TO: Catherine Williams  
Clerk of the Board

FROM: Carol A. Novrit, Health and Human Services Administrator  
Division of Social Services / Skylands Ride

RE: Sussex County Transit Citizens Advisory Committee / Reorganization 2017  
Reappointment Request for Tom Drabic, Joan Shaw and Kerri Knight



Attached please find letters from current members Kerri Knight and Joan Shaw requesting reappointment to the Transit Citizens Advisory Committee for a three year term. Also attached please find a letter from William Koppenaal, on behalf of Tom Drabic, requesting Tom Drabic's reappointment to the Citizens Advisory Committee for a three year term. We are requesting that members are reappointed to representative categories as indicated below.

Contact information for each member has been listed below. Also attached please find attendance sheets from previously held CAC Meetings from 2013 through 2016, which reflect the attendance for each of the members requesting reappointment.

Staff Representative

Tom Drabic  
Dept. of Engineering & Planning  
Div. of Planning  
Sussex County Administrative Center  
One Spring Street  
Newton, NJ 07860  
973-579-0500 x1332  
[tdrabic@sussex.nj.us](mailto:tdrabic@sussex.nj.us)

Senior Citizen Representative

Joan Shaw  
33 Benham Way  
Sparta, NJ 07871  
973-729-0917

Person with

Disabilities Representative

Kerri Knight  
33 Mill Street, Apt. 4-K  
Brookside Terrace  
Newton, NJ 07860  
973-300-0150

Please advise if you need any further information.

CAN:mdp  
Attachments



DEPARTMENT OF ENGINEERING AND PLANNING

Sussex County Administrative Center  
One Spring Street, 3<sup>rd</sup> Floor  
Newton, N.J. 07860  
Tel. 973-579-0430  
FAX 973- 579-0444

County WebSite: [www.sussex.nj.us](http://www.sussex.nj.us)

William J. Koppenaal, P.E., Dept. Administrator /  
County Engineer

## County of Sussex

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November 30, 2016

Ms. Carol A. Novrit  
Administrator, Dept. of Health and Human Services  
County Administrative Center  
One Spring Street  
Newton, NJ 07860

Dear Carol,

Please let this letter serve as a formal request to reappoint Tom Drabic, Transportation Planner, to the Sussex County Transit/Skylands Ride Citizens Advisory Committee (CAC) for a term of 3 years.

Thank you for the opportunity to provide input into this important Committee.

If you have any questions or require further information, please feel free to contact me.

Sincerely,

William J. Koppenaal, P.E.  
Administrator, Dept. of Engineering and  
Planning/County Engineer

Cc: Autumn Sylvester, Acting Director, Division of Planning and Economic Development  
Christine Florio, Director, Division of Community and Youth Services

t:\02 dept mgmt system\0 department\9 divisions\02 plan\20161130 appt drabic to transit adv commt.doc

## **Florio, Christine**

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**From:** Joan Shaw <jsjoanshaw@gmail.com>  
**Sent:** Thursday, October 27, 2016 8:16 AM  
**To:** Florio, Christine  
**Subject:** Re: reappointment to the Sussex County Community Transportation Citizens Advisory Committee

Christine,  
Yes, I would like to be reappointed for another 3 year term.

Thank you,  
Joan Shaw

On Tue, Oct 25, 2016 at 12:38 PM, <CFlorio@sussex.nj.us> wrote:

Hi Joan,

Your term on the Sussex County Community Transportation Citizens Advisory Committee will expire on 12/3/16. You are an asset to this committee and it would be great if you are interested in being reappointed for another 3 year term.

Can you email me if you are willing to do so? It would be great to continue to have you as a member.

Talk to you soon,

Christine

***Christine Florio***

Division Director

Sussex County Division of Community and Youth Services

One Spring Street

Newton, NJ 07860

(973) 940-5200 ext. 1381

Fax: (862) 268-8013

[cflorio@sussex.nj.us](mailto:cflorio@sussex.nj.us)



# COUNTY OF SUSSEX

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**Department of Health and Human Services, Carol A. Novrit, Administrator**  
**Division of Social Services**  
Carol A. Novrit  
*Division Director*

**Office of Transit**  
John S. Jackson  
*Operations Coordinator*

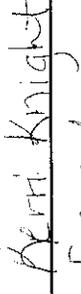
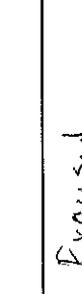
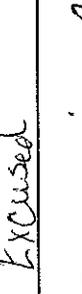
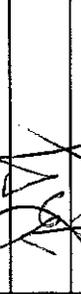
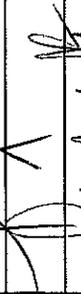
DATE: October 24, 2016  
TO: File  
FROM: Carol A. Novrit  
RE: Kerri Knight / Request for Reappointment to the  
Sussex County Transit Citizens Advisory Committee

Ms. Kerri Knight, 33 Mill Street, Brookside Terrace, Apt. 4-K, Newton, NJ 07860 spoke with Michele Pontus on October 24, 2016. Ms. Knight's membership term is scheduled to expire on December 31, 2016. She would like to accept another appointment to serve on this Committee for a three year term. The Committee has made great progress over the past several years and she would like to continue these efforts to help improve transportation options throughout Sussex County.

Ms. Knight is physically unable to write a letter to express her interest in this reappointment. During her conversation, she asked that we document and forward her request for reappointment to the SCTCAC.

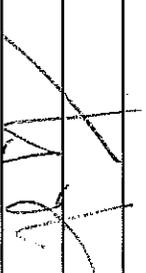
# SUSSEX COUNTY TRANSIT CITIZEN'S ADVISORY COMMITTEE

OPEN MEETING OCTOBER 11, 2016 @ 1:00

NAME	SIGNATURE	MEMBER	PUBLIC	AGENCY	TELEPHONE NUMBER	ADDRESS / E-MAIL ADDRESS
Anthony Barile		✓		SCARC	973-383-7442 x238	tbarile@scarc.org
Autumn Sylvester Tom Drabic		✓		Sussex County Dept. of Engineering and Planning	973-579-0430 x1332	tdrabic@sussex.nj.us
Christine Florio		✓		Sussex County Div. of Community & Youth	973-940-5200 x1381	cflorio@sussex.nj.us
Doree Friedberg Lorraine Hentz		✓		Sussex County Div. of Senior Services	973-579-0555 x1222	dfriedberg@sussex.nj.us
Gwen Kiessel		✓			973-827-8262	awonderwoman76@hotmail.com
Kerri Knight		✓			973-300-0150	
Joseph Lashendock, Jr.		✓			973-293-8553	lashjoe2@earthlink.net
Robert Panzer		✓			973-670-1600	rrpanzer@gmail.com
Joan Shaw		✓			973-729-0917	jsjoanshaw@gmail.com
Deborah White		✓		Bridgeway Rehabilitation Services	973-517-5100	joseph.zvirblis@bridgewayinc.com
Joe Zvirblis		✓				
George Graham		Freeholder Director				
Isabel Hernandez		NJ Transit Rep.		NJ Transit		
Janelle Rivera		NJ Transit Rep.		NJ Transit		
Lea Sheridan		NJ Transit Rep.		NJ Transit		
Carol Novrit		Staff Support		Sussex County Div. of Social Services/Office of Transit		
John Jackson		Staff Support		Sussex County Skylands Ride		
ZAYDA STONGER				Logistics		zayda.stonger@logistics.com

# SUSSEX COUNTY TRANSIT CITIZEN'S ADVISORY COMMITTEE

PUBLIC HEARING AND OPEN MEETING, JUNE 14, 2016 @ 12:00

NAME	SIGNATURE	MEMBER	PUBLIC	AGENCY	TELEPHONE NUMBER	ADDRESS / E-MAIL ADDRESS
Anthony Barile		✓		SCARC	973-383-7442 x238	tbarile@scararc.org
Tom Drabic		✓		Sussex County Dept. of Engineering and Planning	973-579-0430 x1332	tdrabic@sussex.nj.us
Christine Florio	Excused	✓		Sussex County Div. of Community & Youth	973-940-5200 x1381	cflorio@sussex.nj.us
Lorraine Hentz		✓		Sussex County Div. of Senior Services	973-579-0555 x1222	dfriedberg@sussex.nj.us
Gwen Kiessel	Excused	✓			973-827-8262	awonderwoman76@hotmail.com
Kerri Knight	Excused	✓			973-300-0150	
Joseph Lashendock, Jr.		✓			973-293-8553	lashjoe2@earthlink.net
Robert Panzer	Excused	✓			973-670-1600	rrpanzer@gmail.com
Joan Shaw		✓			973-729-0917	jsjoanshaw@gmail.com
Deborah White		✓			973-517-5100	
Joe Zvirblis		✓		Bridgeway Rehabilitation Services		joseph.zvirblis@bridgewayinc.com
Gail Phoebus		NJ State Assemblywoman				
George Graham		Freeholder Director				
Isabel Hernandez		NJ Transit Rep.		NJ Transit		
Janelle Rivera		NJ Transit Rep.		NJ Transit		
Lea Sheridan		NJ Transit Rep.		NJ Transit		
Carol Novrit		Staff Support		Sussex County Div. of Social Services/Office of Transit		
John Jackson		Staff Support		Sussex County Skylands Ride		

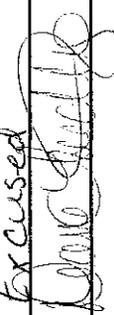
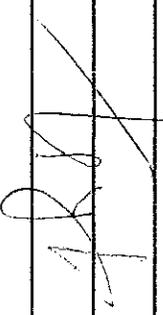
# SUSSEX COUNTY TRANSIT CITIZEN'S ADVISORY COMMITTEE

OPEN MEETING, MARCH 22, 2016 @ 1:00

NAME	SIGNATURE	MEMBER	PUBLIC	AGENCY	TELEPHONE NUMBER	ADDRESS / E-MAIL ADDRESS
Anthony Barile		✓		SCARC	973-383-7442 x238	tbarile@scarfc.org
Tom Drabic	Excused	✓		Sussex County Dept. of Engineering and Planning	973-579-0430 x1332	tdrabic@sussex.nj.us
Christine Florio		✓		Sussex County Div. of Community & Youth	973-940-5200 x1381	cflorio@sussex.nj.us
Lorraine Hentz		✓		Sussex County Div. of Senior Services	973-579-0555 x1222	dfriedberg@sussex.nj.us
Gwen Kiessel		✓			973-827-8262	awonderwoman76@hotmail.com
Kerri Knight		✓			973-300-0150	
Joseph Lashendock, Jr.		✓			973-293-8553	lashjoe2@earthlink.net
Robert Panzer		✓			973-670-1600	rpanzer@gmail.com
Joan Shaw	Excused	✓			973-729-0917	jsjoanshaw@gmail.com
Deborah White		✓			973-517-5100	
Joe Zvirblis	Excused	✓		Bridgeway Rehabilitation Services		joseph.zvirblis@bridgewayinc.com
George Graham		Freeholder Director				
Isabel Hernandez		NJ Transit Rep.		NJ Transit		
Janelle Rivera		NJ Transit Rep.		NJ Transit		
Lea Sheridan		NJ Transit Rep.		NJ Transit		
Carol Novrit		Staff Support		Sussex County Div. of Social Services/Office of Transit		
John Jackson		Staff Support		Sussex County Skylands Ride	973-579-0480	jjackson@skylandsride.com

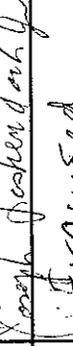
**SUSSEX COUNTY TRANSIT CITIZEN'S ADVISORY COMMITTEE**

**OPEN MEETING, DECEMBER 1, 2015 @ 1:00**

NAME	SIGNATURE	MEMBER	PUBLIC	AGENCY	TELEPHONE NUMBER	ADDRESS / E-MAIL ADDRESS
Anthony Barile		✓		SCARC	973-383-7442 x238	tbarile@scararc.org
Tom Drabic	Excused	✓		Sussex County Dept. of Engineering and Planning	973-579-0430 x1332	tdrabic@sussex.nj.us
Christine Florio	Excused	✓		Sussex County Div. of Community & Youth	973-940-5200 x1381	cflorio@sussex.nj.us
Diane Friedberg		✓		Sussex County Div. of Senior Services	973-579-0555 x1222	dfriedberg@sussex.nj.us
Gwen Kiessel		✓			973-827-8262	awonderwoman76@hotmail.com
Kerri Knight	Excused	✓			973-300-0150	
Joseph Lashendock, Jr.		✓			973-293-8553	lashioe2@earthlink.net
Robert Panzer		✓			973-670-1600	rpanzer@gmail.com
Joan Shaw	Excused	✓			973-729-0917	jsjoanshaw@gmail.com
Deborah White		✓			973-517-5100	
Joe Zvirblis		✓		Bridgeway Rehabilitation Services		joseph.zvirblis@bridgewayinc.com
Gail Phoebus		Freeholder				
Richard Vohden		Freeholder				
George Graham		Director				
Lauren Williams		Freeholder				
Lea Steffert		NJ Transit Rep.		NJ Transit	973-392-9079	Lwilliams@njtransit.com
Janelle Rivera		NJ Transit Rep.		NJ Transit		
Isabel Hernandez		NJ Transit Rep.		NJ Transit	973-573-6698	ihernandez@NJSTransit.com
Carol Novrit		Staff Support		Sussex County Div. of Social Services/Office of Transit		
John Jackson		Staff Support		Sussex County Skylands Ride		
Elizabeth Larsen		Staff Support		Sussex County Div. of Community & Youth	973-579-0555 x1286	elarsen@sussex.nj.us

# SUSSEX COUNTY TRANSIT CITIZEN'S ADVISORY COMMITTEE

OPEN MEETING, OCTOBER 20, 2015 @ 1:00

NAME	SIGNATURE	MEMBER	PUBLIC	AGENCY	TELEPHONE NUMBER	ADDRESS / E-MAIL ADDRESS
Anthony Barile		✓		SCARC	973-383-7442 x238	tbarile@scarc.org
Tom Drabic		✓		Sussex County Dept. of Engineering and Planning	973-579-0430 x1332	tdrabic@sussex.nj.us
Christine Florio	Excused	✓		Sussex County Div. of Community & Youth	973-940-5200 x1381	cflorio@sussex.nj.us
Diane Friedberg		✓		Sussex County Div. of Senior Services	973-579-0555 x1222	dfriedberg@sussex.nj.us
Gwen Kiessel		✓			973-827-8262	awonderwoman76@hotmail.com
Kerri Knight		✓			973-300-0150	
Joseph Lashendock, Jr.		✓			973-293-8553	lashioe2@earthlink.net
Robert Panzer	Excused	✓			973-670-1600	rpanzer@gmail.com
Joan Shaw		✓			973-729-0917	jsjoanshaw@gmail.com
Deborah White		✓			973-517-5100	
Joe Zvirblis		✓		Bridgeway Rehabilitation Services	973-383-8670	joseph.zvirblis@bridgewayinc.com
Gail Phoebus		Freeholder		Sussex County		
Richard Vohden		Freeholder				
George Graham		Freeholder				
Lea Sheridan		NJ Transit Rep.		NJ Transit		
Carol Novrit		Staff Support		Sussex County Div. of Social Services/Office of Transit		
John Jackson		Staff Support		Sussex County Skylands Ride		
Elizabeth Larsen				Sussex County Div. of Community & Youth	973-579-0555 x1286	elarsen@sussex.nj.us

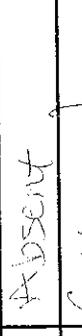
# SUSSEX COUNTY TRANSIT CITIZEN'S ADVISORY COMMITTEE

PUBLIC HEARING AND OPEN MEETING, JUNE 16, 2015 @ 12:00

NAME	SIGNATURE	MEMBER	PUBLIC	AGENCY	TELEPHONE NUMBER	ADDRESS / E-MAIL ADDRESS
Anthony Barile	<i>Attended</i>	✓		SCARC Sussex County Dept. of Engineering and Planning	973-383-7442 x238	tbarile@scarc.org
Tom Drabic	<i>Attended</i>	✓		Sussex County Div. of Community & Youth	973-579-0430 x1332	tdrabic@sussex.nj.us
Christine Florio		✓		Sussex County Div. of Senior Services	973-948-6000 x1381	cflorio@sussex.nj.us
Diane Friedberg	<i>Lorraine Hentz attended</i>	✓			973-579-0555 x1222	dfriedberg@sussex.nj.us
Gwen Kiessel	<i>Gwen Kiessel</i>	✓			973-827-8262	awonderwoman76@hotmail.com
Kerri Knight	<i>Kerri Knight</i>	✓			973-300-0150	
Joseph Lashendock, Jr.	<i>Joseph Lashendock</i>	✓			973-293-8553	lashoe2@earthlink.net
Robert Panzer	<i>Attended</i>	✓			973-670-1600	rrpanzer@gmail.com
Joan Shaw	<i>Attended</i>	✓			973-729-0917	isjoanshaw@gmail.com
Deborah White		✓			973-517-5100	
Joe Zvirblis	<i>Joe Zvirblis</i>	✓		Bridgeway Rehabilitation Services	973-383-8670	joseph.zvirblis@bridgewayinc.com
Gail Phoebus		Freeholder				
Richard Vohden		Freeholder Director				
George Graham		Freeholder				
Lea Sheridan		NJ Transit Rep.		NJ Transit		
Carol Novrit		Staff Support		Sussex County Div. of Social Services/Office of Transit		
John Jackson	<i>John Jackson</i>	Staff Support		Sussex County Skylands Ride	973 519 0480	JJackson@skylands.com

# SUSSEX COUNTY TRANSIT CITIZEN'S ADVISORY COMMITTEE

OPEN MEETING, MARCH 10, 2015 @ 1:00

NAME	SIGNATURE	MEMBER	PUBLIC	AGENCY	TELEPHONE NUMBER	ADDRESS / E-MAIL ADDRESS
Anthony Barile		✓		SCARC	973-383-7442 x238	tbarile@scarc.org
Tom Drabic		✓		Sussex County Dept. of Engineering and Planning	973-579-0430 x1332	tdrabric@sussex.nj.us
Christine Florio		✓		Sussex County Div. of Community & Youth	973-948-6000 x1381	cfiorio@sussex.nj.us
Diane Friedberg		✓		Sussex County Div. of Senior Services	973-579-0555 x1222	dfriedberg@sussex.nj.us
Gwen Kiessel		✓			973-827-8262	awonderwoman76@hotmail.com
Kerri Knight		✓			973-300-0150	
Joseph Lashendock, Jr.		✓			973-293-8553	lashjoe2@earthlink.net
Robert Panzer		✓			973-670-1600	rpanzer@gmail.com
Marie Raffay		✓		Byram Township	973-347-7303	mralfay@byramtwp.org
Joan Shaw		✓			973-729-0917	jsjoanshaw@gmail.com
Deborah White		✓			973-517-5100	
Gail Phoebus		Freeholder				
Richard Vohden		Freeholder				
George Graham		Director				
Tim Sharpe		Freeholder				
Lea Sheridan		NJ Transit Rep.		NJ Transit		
Carol Novrit		NJ Transit Rep.		NJ Transit		
John Jackson		Staff Support		Sussex County Div. of Social Services/Office of Transit		
		Staff Support		Sussex County Skylands Ride		

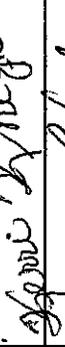
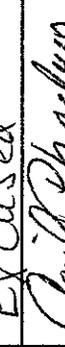
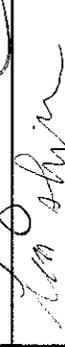
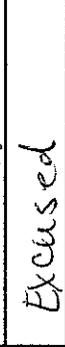
# SUSSEX COUNTY TRANSIT CITIZEN'S ADVISORY COMMITTEE

ANNUAL PUBLIC HEARING AND OPEN MEETING, JUNE 17, 2014 @ 12:00

NAME	SIGNATURE	MEMBER	PUBLIC	AGENCY	TELEPHONE NUMBER	ADDRESS / E-MAIL ADDRESS
Tom Drabic	<i>Tom Drabic</i>	✓		Sussex County Dept. of Engineering and Planning	973-579-0430 x1332	<a href="mailto:tdrabic@sussex.nj.us">tdrabic@sussex.nj.us</a>
Christine Florio	<i>Excused</i>	✓		Sussex County Div. of Community & Youth	973-948-6000 x1381	<a href="mailto:cflorio@sussex.nj.us">cflorio@sussex.nj.us</a>
Diane Friedberg	<i>Excused</i>	✓		Sussex County Div. of Senior Services	973-579-0555 x1222	<a href="mailto:dfriedberg@sussex.nj.us">dfriedberg@sussex.nj.us</a>
Gwen Kiessel	<i>Gwen Kiessel</i>	✓			973-827-8262	<a href="mailto:awonderwoman76@hotmail.com">awonderwoman76@hotmail.com</a>
Kerri Knight	<i>Kerri Knight</i>	✓			973-300-0150	
Joseph Lashendock, Jr.	<i>Joseph M. Lashendock</i>	✓			973-293-8553	<a href="mailto:lashjoe2@earthlink.net">lashjoe2@earthlink.net</a>
Kathryn Orr	<i>Excused</i>	✓			973-383-6093	<a href="mailto:bootsie@embarqmail.com">bootsie@embarqmail.com</a>
Robert Panzer	<i>Excused</i>	✓			973-670-1600	<a href="mailto:rpanzer@gmail.com">rpanzer@gmail.com</a>
Marie Raffay	<i>Marie Raffay</i>	✓		Byram Township	973-347-7303	<a href="mailto:mr Raffay@byramtwp.org">mr Raffay@byramtwp.org</a>
Harris Rimshnick	<i>Harris Rimshnick</i>	✓		SCARC	973-383-7442 x238	<a href="mailto:hrimshnick@scarc.org">hrimshnick@scarc.org</a>
Joan Shaw	<i>Joan Shaw</i>	✓		<i>CAC member</i>	973-729-0917	<a href="mailto:jsjoanshaw@gmail.com">jsjoanshaw@gmail.com</a>
Gail Phoebus	<i>Gail Phoebus</i>	Freeholder				
Richard Vohden	<i>Richard Vohden</i>	Freeholder Director				
Tim Sharpe	<i>Excused</i>	NJ Transit Rep.		NJ Transit		
Lea Sheridan	<i>Excused</i>	NJ Transit Rep.		NJ Transit		
Carol Novrit	<i>Carol Novrit</i>	Staff Support		Sussex County Div. of Social Services/Office of Transit		
John Jackson	<i>John Jackson</i>	Staff Support		Sussex County Skylands Ride		
Deborah White	<i>Deborah White</i>				973-517-5100	<a href="mailto:bigm9aker@yahoo.com">bigm9aker@yahoo.com</a>

# SUSSEX COUNTY TRANSIT CITIZEN'S ADVISORY COMMITTEE

OPEN MEETING, MARCH 11, 2014 @ 1:00

NAME	SIGNATURE	MEMBER	PUBLIC	AGENCY	TELEPHONE NUMBER	ADDRESS / E-MAIL ADDRESS
Tom Drabic		✓		Sussex County Dept. of Engineering and Planning	973-579-0430 x1332	tdrabic@sussex.nj.us
Christine Florio		✓		Sussex County Div. of Community & Youth	973-948-6000 x1381	cflorio@sussex.nj.us
Diane Friedberg		✓		Sussex County Div. of Senior Services	973-579-0555 x1222	dfriedberg@sussex.nj.us
Gwen Kiessel		✓			973-827-8262	awonderwoman76@hotmail.com
Kerri Knight		✓			973-300-0150	
Joseph Lashendock, Jr.		✓			973-293-8553	lashjoe2@earthlink.net
Kathryn Orr		✓			973-383-6093	bootsie@embarqmail.com
Robert Panzer		✓			973-670-1600	rrpanzer@gmail.com
Marie Raffay		✓		Byram Township	973-347-7303	mraffay@byramtwp.org
Harris Rimshnick		✓		SCARC	973-383-7442 x238	hrimshnick@scarf.org
Joan Shaw		✓			973-729-0917	jsioanshaw@gmail.com
Gail Phoebus		Freeholder				
Richard Vohden		Freeholder				
Tim Sharpe		Director				
Lea Sheridan		NJ Transit Rep.		NJ Transit		
Carol Novrit		NJ Transit Rep.		NJ Transit	973-491-8043	lsheridan@njtransit.com
John Jackson		Staff Support		Sussex County Div. of Social Services/Office of Transit		
		Staff Support		Sussex County Skylands Ride		



# SUSSEX COUNTY TRANSIT CITIZEN'S ADVISORY COMMITTEE

OPEN MEETING, OCTOBER 22, 2013 @ 1:00

NAME	SIGNATURE	MEMBER	PUBLIC	AGENCY	TELEPHONE NUMBER	ADDRESS / E-MAIL ADDRESS
Tom Drabic	<i>Tom Drabic</i>	✓		Sussex County Dept. of Engineering and Planning	973-579-0430 x1332	<a href="mailto:tdrabic@sussex.nj.us">tdrabic@sussex.nj.us</a> Knoll Heights 6B Trapasso Drive, Sparta, NJ 07871
Jacquelyn Engel	<i>Excused</i>	✓			973-729-0558	
Christine Florio	<i>Christine Florio</i>	✓		Sussex County Div. of Community & Youth	973-948-6000 x1381	<a href="mailto:cflorio@sussex.nj.us">cflorio@sussex.nj.us</a>
Diane Friedberg	<i>Diane Friedberg</i>	✓		Sussex County Div. of Senior Services	973-579-0555 x1222	<a href="mailto:dfriedberg@sussex.nj.us">dfriedberg@sussex.nj.us</a>
Gwen Kiesel	<i>Gwen Kiesel</i>	✓			973-827-8262	<a href="mailto:awonderwoman76@hotmail.com">awonderwoman76@hotmail.com</a>
Kerri Knight	<i>Kerri Knight</i>	✓			973-300-0150	
Joseph Lashendock, Jr.	<i>Joseph Lashendock, Jr.</i>	✓			973-293-8553	<a href="mailto:lashjoe2@earthlink.net">lashjoe2@earthlink.net</a>
Kathryn Orr	<i>Kathryn Orr</i>	✓			973-383-6093	<a href="mailto:bootsie@embarqmail.com">bootsie@embarqmail.com</a>
Marie Raffay	<i>Excused</i>	✓		Byram Township	973-347-7303	<a href="mailto:miraffay@byramtwp.org">miraffay@byramtwp.org</a>
Harris Rimshnick	<i>Harris Rimshnick</i>	✓		SCARC	973-383-7442 x238	<a href="mailto:hrimshnick@scarc.org">hrimshnick@scarc.org</a>
Gail Phoebus	<i>Gail Phoebus</i>	Freeholder				
Richard Vohden	<i>Richard Vohden</i>	Freeholder Director				
Tim Sharpe	<i>Excused</i>	NJ Transit Rep.		NJ Transit		
Hope Hezel	<i>Excused</i>	NJ Transit Rep.		NJ Transit		
Carol Novrit	<i>Carol Novrit</i>	Staff Support		Sussex County Div. of Social Services/Office of Transit		
John Jackson	<i>John Jackson</i>	Staff Support		Sussex County Skylands Ride		
Lorraine Hentz	<i>Lorraine Hentz</i>			Senior Services		

# SUSSEX COUNTY TRANSIT CITIZEN'S ADVISORY COMMITTEE

ANNUAL PUBLIC HEARING AND MEETING, JULY 16, 2013 @ 12:00

NAME	SIGNATURE	MEMBER	PUBLIC	AGENCY	TELEPHONE NUMBER	ADDRESS / E-MAIL ADDRESS
Tom Drabic	<i>Tom Drabic</i>	✓		Sussex County Dept. of Engineering and Planning	973-579-0430 x1332	tdrabic@sussex.nj.us Knoll Heights
Jacquelyn Engel	Excused	✓			973-729-0558	6B Trapasso Drive, Sparta, NJ 07871
Christine Florio	Excused	✓		Sussex County Div. of Community & Youth	973-948-6000 x1381	cfiorio@sussex.nj.us
Diane Friedberg	Excused	✓		Sussex County Div. of Senior Services	973-579-0555 x1222	dfriedberg@sussex.nj.us
Gwen Kiessel	<i>Gwen Kiessel</i>	✓			973-827-8262	awonderwoman76@hotmail.com
Kerri Knight	<i>Kerri Knight</i>	✓			973-300-0150	
Joseph Lashendock, Jr.	Excused	✓			973-293-8553	lashioe2@earthlink.net
Kathryn Orr	<i>Kathryn Orr</i>	✓			973-383-6093	bootsie@embargmail.com
Marie Raffay	Excused	✓		Byram Township	973-347-7303	mraffay@byramtwp.org
Harris Rimshnick	<i>Harris Rimshnick</i>	✓		SCARC	973-383-7442 x238	hrimshnick@scarc.org
Gail Phoebeus	Attached-see attached sign-in	Freeholder				
Richard Vohden	Attached-see attached sign-in	Freeholder				
Tim Sharpe	Excused	Director				
Hope Hezel		NJ Transit Rep.		NJ Transit		
Carol Novrit	<i>Carol Novrit</i>	NJ Transit Rep.		NJ Transit		
John Jackson	<i>John Jackson</i>	Staff Support		Sussex County Div. of Social Services/Office of Transit		
Stephen Gruchacz	<i>Stephen Gruchacz</i>	Staff Support		Sussex County Skylands Ride		
				Administrator SC Dept. of Human Services		

# SUSSEX COUNTY TRANSIT CITIZEN'S ADVISORY COMMITTEE

OPEN MEETING, JUNE 11, 2013 @ 12:00

NAME	SIGNATURE	MEMBER	PUBLIC	AGENCY	TELEPHONE NUMBER	ADDRESS / E-MAIL ADDRESS
Tom Drabic	<i>Attended</i>	✓		Sussex County Dept. of Engineering and Planning	973-579-0430 x1332	tdrabic@sussex.nj.us
Jacquelyn Engel	<i>Excused</i>	✓			973-729-0558	Knoll Heights 6B Trapasso Drive, Sparta, NJ 07871
Diane Friedberg	<i>Excused</i>	✓		Sussex County Div. of Senior Services	973-579-0555 x1222	dfriedberg@sussex.nj.us
Gwen Kiessel	<i>Gwen Kiessel</i>	✓			973-827-8262	awonderwoman76@hotmail.com
Kerri Knight	<i>Kerri Knight</i>	✓			973-300-0150	
Joseph Lashendock, Jr.	<i>Joseph Lashendock, Jr.</i>	✓		CAC	973-293-8553	lashioe2@earthlink.net
Kathryn Orr	<i>Kathryn Orr</i>	✓		CAP	973-383-6093	bootsie@embarqmail.com
Marie Raffay	<i>Marie Raffay</i>	✓		Byram Township	973-347-7303	mr Raffay@byramtwp.org
Harris Rimshnick	<i>Harris Rimshnick</i>	✓		SCARC	973-383-7442 x238	hrimshnick@scarc.org
Gail Phoebus	<i>Gail Phoebus</i>	Freeholder				
Richard Vohden	<i>Richard Vohden</i>	Freeholder Director				
Tim Sharpe	<i>Excused</i>	NJ Transit Rep.		NJ Transit		
Hope Hezel	<i>Attended</i>	NJ Transit Rep.		NJ Transit		
Carol Novrit	<i>Carol Novrit</i>	Staff Support		Sussex County Div. of Social Services/Office of Transit		
John Jackson	<i>John Jackson</i>	Staff Support		Sussex County Skylands Ride	973 579 0180 170	JJacks02@skylands.nj.us
Gail Phoebus	<i>Gail Phoebus</i>					
Christine Glorie	<i>Christine Glorie</i>					
Hope Hezel	<i>Hope Hezel</i>	NJ Transit Rep				* infor Tim Sharpe



**RESOLUTION RE: REAPPOINTMENT OF ROBIN L. VANDER GROEF  
(NORWESCAP) AS A MEMBER OF THE SUSSEX  
COUNTY DISABILITY SERVICES ADVISORY COUNCIL  
FOR A TERM OF THREE (3) YEARS. TERM TO EXPIRE  
DECEMBER 31, 2019**

**NOW, THEREFORE, BE IT RESOLVE** that Robin L. Vander Groef is hereby reappointed as a member of the Sussex County Disability Services Advisory Council for a term of three (3) years. Said term to expire December 31, 2019; and

**BE IT FURTHER RESOLVED** that certified copies of the Resolution be forwarded to Robin L. Vander Groef, 989 Stillwater Road, Newton, NJ 07860; and a copy is available in On-Base.

Certified as a true copy of a  
Resolution adopted by the Board of  
Chosen Freeholders on the 3rd  
Day of January, 2017.

---

Catherine M. Williams, Clerk  
Board of Chosen Freeholders,  
County of Sussex

## Givone, Suzie

---

**From:** Hentz, Lorraine  
**Sent:** Tuesday, November 22, 2016 8:19 AM  
**To:** Givone, Suzie  
**Subject:** FW: DSAC

Hi Suzie,

Please remove Carolyn King, she has voiced interest in not continuing on the Board. We have not received a written confirmation as of yet. The other 3 have been active in the committee and I support their appointments.

Thank you,

Lorraine Hentz, Director  
Sussex County  
Division of Senior Services  
One Spring Street  
Newton NJ 07860  
973-579-0555 ext. 1226

### NOTICE OF CONFIDENTIALITY

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-----Original Message-----

**From:** Larsen, Elizabeth  
**Sent:** Monday, November 21, 2016 4:24 PM  
**To:** Hentz, Lorraine <[LHentz@sussex.nj.us](mailto:LHentz@sussex.nj.us)>  
**Subject:** RE: DSAC

Robin still actively participates and wants to continue on the council. Jennifer Braun and Dawn Penna are both new attendees of the meeting but have been coming regularly and want to be members on the council. Carolyn King does not wish to continue on the council. Thanks.

Elizabeth

---

**From:** Hentz, Lorraine  
**Sent:** Monday, November 21, 2016 1:29 PM  
**To:** Florio, Christine; Givone, Suzie  
**Cc:** Larsen, Elizabeth  
**Subject:** RE: DSAC

Hi Suzie,

Let me get verification from Elizabeth Larsen regarding their participation and interest. Once she provides the information confirming their interest, I will support the reappointment.

Thank you,  
Lorraine Hentz, Director  
Sussex County  
Division of Senior Services  
One Spring Street  
Newton NJ 07860  
973-579-0555 ext. 1226

NOTICE OF CONFIDENTIALITY

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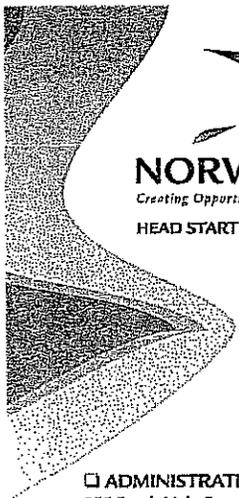
From: Florio, Christine  
Sent: Friday, November 18, 2016 12:18 PM  
To: Givone, Suzie <[sgivone@sussex.nj.us](mailto:sgivone@sussex.nj.us)>  
Cc: Hentz, Lorraine <[lhentz@sussex.nj.us](mailto:lhentz@sussex.nj.us)>  
Subject: RE: DSAC

Hi Suzie,  
Lorraine is the Division Director over these boards, as of Nov. 1.  
I am copying her on this email.  
Have a good weekend,  
Christine

From: Givone, Suzie  
Sent: Friday, November 18, 2016 12:12 PM  
To: Florio, Christine  
Subject: DSAC

Hi Christine,  
George asked me to reach out to you to make sure you support Carolyn King and Robin Vander Groef's reappointments to DSAC and the appointments of Jennifer Braun, Consumer Advocate and Dawn Penn, Provider to DSAC.

Suzie Givone  
Confidential Assistant to the  
Sussex County Clerk of the Board  
Administrative Center  
One Spring Street  
Newton, NJ 07860  
(973) 579-0200 Ext. 1106



**NORWESCAP**  
*Creating Opportunities. Changing Lives.*

HEAD START and EARLY HEAD START

facebook.com/norwescap  
youtube.com/njnorwescap  
www.norwescap.org

November 18, 2016

Dear Ms. Larsen:

Please consider this my official letter of interest to continue my membership on the Disability Services Advisory council after my current 2016 term expires.

I have enjoyed working with the council during my past terms and look forward to serving again for a renewed term.

As I have previously stated, my interest in serving our disabled community is through my position as Disability Services Manager at NORWESCAP Head Start.

Should you need any further information from me, I may be contacted at [vandergroefr@norwescap.org](mailto:vandergroefr@norwescap.org) or by phone at (973) 300-4091.

Sincerely,

Robin L. Vander Groef  
Education/Disability Manager  
NORWESCAP Head Start  
111 Ryerson Avenue  
Newton, NJ 07860

☐ ADMINISTRATION  
309 South Main Street, Suite A  
Phillipsburg, NJ 08865  
908.454.8830  
Fax: 908.454.0362

☐ HOPATCONG HEAD START  
406 Wills Avenue  
Scanhope, NJ 07874  
973.398.4486  
Fax: 973.398.1357

☐ HUNTERDON HEAD START  
EARLY HEAD START  
79 Highway 202/31 South  
Suites 200-202  
Ringoes, NJ 08551  
908.284.4757  
Fax: 908.237.4533

☐ MORRIS COUNTY  
EARLY HEAD START  
42 Peer Place  
Denville, NJ 07834  
862.244.9387  
Fax: 862.244.9389

☐ NEWTON HEAD START  
EARLY HEAD START  
111 Ryerson Avenue  
Newton, NJ 07860  
973.300.4091  
Fax: 973.300.1770

☐ PHILLIPSBURG HEAD START  
FISHER AVENUE  
535 Fisher Avenue  
Phillipsburg, NJ 08865  
908.454.5936  
Fax: 908.454.5954

☐ PHILLIPSBURG HEAD START  
ROSEBERRY STREET  
EARLY HEAD START  
604 Roseberry Street  
Phillipsburg, NJ 08865  
908.213.3422  
Fax: 908.213.6875

☐ WASHINGTON HEAD START  
2 Pohatcong Avenue  
Washington, NJ 07882  
908.689.4668  
Fax: 908.835.0233

**RESOLUTION RE: APPOINTMENTS OF JENNIFER BRAUN, CONSUMER  
ADVOCATE AND DAWN PENNA, PROVIDER AS  
MEMBERS OF THE SUSSEX COUNTY DISABILITY  
SERVICES ADVISORY COUNCIL FOR TERMS OF THREE  
(3) YEARS EACH, TERMS TO EXPIRE DECEMBER 31,  
2019**

**NOW, THEREFORE, BE IT RESOLVE** that Jennifer Braun and Dawn Penna are hereby appointed as members of the Sussex County Disability Services Advisory Council for terms of three (3) years each. Said terms begin immediately and to expire December 31, 2019; and

**BE IT FURTHER RESOLVED** that certified copies of the Resolution be forwarded to Jennifer Braun, 51 Lackawanna Drive, Stanhope, NJ 07874; and Dawn Penna, 6 Cardinal Lane, Newton, NJ 07860; and a copy is available in On-Base.

Certified as a true copy of a  
Resolution adopted by the Board of  
Chosen Freeholders on the 3rd  
Day of January, 2017.

---

Catherine M. Williams, Clerk  
Board of Chosen Freeholders,  
County of Sussex

**County of Sussex**  
**Division of Community and Youth Services**

One Spring Street  
Newton, NJ 07860  
973-940-5200, x 1286  
Fax: 862-268-8014  
elarsen@sussex.nj.us

**To:** Sarah Balzano

**From:** Elizabeth Larsen

**Date:** July 13, 2016

**Re:** DSAC Appointments

**Cc:** Christine Florio

Dear Sarah:

The following individuals have requested to be appointed to the Disability Services Advisory Council. I have enclosed the letters of interest and applications received. Please let me know if you have any questions:

1. Jennifer Braun, Consumer Advocate
2. Dawn Penna, Provider

Attachments: membership applications, letters of interest and resumes for Jennifer Braun and Dawn Penna. Please let me know if you need any additional information.

Thank you  
Elizabeth Larsen

*Attachments*

July 11, 2016

Disability Services Advisory Council,

Please allow this letter and attached application to serve as my request in joining this extremely vital Advisory Council.

As my application states, I believe that I have skills that will help this Council but I am also hoping to learn new information and better ways to serve, not only my clients and staff, but the community as a whole.

Thank you for taking the time to review my application.

Sincerely,

Dawn Penna



Dawn Penna  
DASI

Director, Residential Services

Jennifer Braun  
51 Lackawanna Drive  
Stanhope, NJ 07874  
Phone 973-222-0796

July 11, 2016

Elizabeth Larsen, CSW  
DSAC Coordinator  
Sussex County Dept. of Human Services  
Division of Community and Youth Services  
One Spring Street, 2<sup>nd</sup> Floor  
Newton, NJ 07860

Re: Membership Application – Sussex County Disability Services Advisory Council

Dear Elizabeth,

I enjoyed attending today's meeting of the Sussex County Disability Services Advisory Council.

Enclosed please find my Membership Application, along with my resume as requested on the application. I am interested in becoming a member of the SC DSAC for multiple reasons: (1) I can offer the perspective of a parent of an adult with disabilities; (2) to learn about services that will benefit my son and others with special needs; and (3) most importantly, to advocate for people with disabilities to help to improve their quality of life.

Thank you for your assistance and consideration.

Sincerely,



Jennifer Braun

Enclosures (2)

# Sussex County Disability Services Advisory Council Membership Application

The Disability Services Advisory Council seeks members with diverse backgrounds and experiences in order to identify, examine, recommend, plan and advocate for disability services in the county

Name: Jennifer Braun  
Address: 51 Lackawanna Drive  
Stanhope, NJ 07874  
Work Phone # \_\_\_\_\_  
Home Phone # Cell/Text - 973-222-0796 (no landline phone)  
Email Address: bjen@ptd.net

Length of Residency in Sussex County: 30 years

Occupational Background: Caregiver of adult son with special needs (25 years)  
FORMERLY: Legal secretary; Law firm office manager; Executive secretary;  
Volunteer Church secretary (Waterloo UMC-14 years); Volunteer Treasurer  
for Lenape Valley Regional High School band parents' association (3 years);  
Co-founder, treasurer, newsletter editor, steering committee member of the  
Mothers' Center of Northwest NJ (15 years); Church Trustee

Educational Background: Graduate of Chatham Township High School;  
Attended County College of Morris

Why do you want to serve on the Disability Services Advisory Council?  
To learn about available services and hopefully advocate for improvements/  
enhancements in services for my son and others with disabilities

Please describe what special skills, experiences, advocacy, etc you could contribute to the Advisory Board.

Experience raising a son with autism (Asperger's Syndrome) and  
Epilepsy; finding my way in the world of special needs supports;  
Worked on committees of various organizations as a volunteer  
Office skills, proofreading

Community Involvement/Affiliations (offices held, other boards, volunteer activities)

Member of the Caregivers' Coalition of the United Way

Member of Tranquility United Methodist Church

Former volunteer for Friends of Waterloo Village

Also see "FORMERLY" section under Occupational Background

Would your service on this board present a conflict of interest with any other organization with which you are involved? If yes, please explain.

No

List any ideas or suggestions you have for issues to be addressed by the Board and any current projects you are interested in working on.

?

When would be available to join if appointed?

Now

When would be available for a personal interview?

Near future

Applicant Signature: *Jennifer Braun*

7/12/2016

Please return this application along with a resume and a letter of interest to:

Sussex County Division of Community

And Youth Services

Attn: Elizabeth Larsen

One Spring Street

Newton, NJ 07860

**Jennifer Vroom Braun**  
51 Lackawanna Drive  
Stanhope, NJ 07874  
Phone 973-222-0796

**OBJECTIVE:** Office Administrator/Administrative Assistant/Secretarial position, preferably part-time, where I will enhance the efficiency of my employer's office as a valued member of the staff

**EDUCATION:**

County College of Morris, Randolph, NJ - 1979-1980 (15 credits); *Dean's List*  
Chatham Township High School, Chatham, NJ - 1968-1972; *Honor Roll*

**WORK EXPERIENCE:**

**Office Administrator (Volunteer) - 2000-2014**

**Waterloo United Methodist Church, Stanhope, NJ**

Meet weekly deadlines for typing, copying and collating church bulletins and announcements  
Maintain email address lists and send weekly communications to congregation  
Manage incoming and outgoing voicemail communications  
Write and distribute press releases to local media

**Treasurer (Volunteer) - 2009-2012**

**Band Patriots Club, Inc. of Lenape Valley Regional High School, Stanhope, NJ**

Maintained bank accounts (deposits/payments) and financial reports (internal and State of NJ)  
Maintained spreadsheets of student fund raising accounts; Recorded/typed meeting minutes  
Planned/coordinated fund raisers, merchandise sales, concerts; Planned annual awards banquet  
Worked as a team member with Executive Board, school music instructor, parents, and students  
Ordered uniforms and awards; Proofread documents and proofs for merchandise orders

**Co-Founder, Treasurer, Newsletter Editor, Member of Steering Committee (Volunteer) - 1992-2007**

**Mothers' Center of Northwest New Jersey, Stanhope, NJ**

Co-founded local tri-county chapter of member-driven support group for parents  
Served in leadership capacity, as liaison between members and National Association  
Maintained bank accounts and financial reports  
Produced monthly newsletter and prepared mailings to membership  
Planned New Jersey Regional Conferences as coordinator and committee member  
Coordinated national fund raiser; ordered product and shipped to chapters; maintained records

**Legal Secretary - 1990-1991**

Casio, Inc. (Legal Department), Dover, NJ

**Office Manager - 1989-1990**

Nusbaum, Stein, Goldstein, Bronstein & Compeau (Law Firm), Succasunna, NJ

**Legal Secretary - 1985-1989**

Athlone Industries, Inc., (Legal Department), Parsippany, NJ

**Temporary Executive Secretary - 1981-1985**

American Bell Inc.; Athlone Industries, Inc. (Legal, Controller's, Tax Departments); AT&T; BASF; GPU Nuclear; JCP&L; Nabisco Brands, Inc.; Schenck, Price, Smith & King (Law Firm); Schering-Plough Corp.; Wagner Electric; Warner-Lambert Company (Office of the Chairman; Corporate Planning, Investment & Development; Parke-Davis Group; International Dept.; Legal; Human Resources)

**Administrative Assistant - 1977-1981**

Solar Thermal Systems/Division Exxon Enterprises, Inc. (Marketing, Public Relations Departments), Florham Park, NJ (Transferred from Esso Chemical Supply Company, Inc.)

**Administrative Assistant - 1972-1977**

Esso Chemical Supply Company, Inc. (Accounting Department), Florham Park, NJ

**SKILLS:**

Good spelling, grammar, typing, steno/dictation, communication and organizational skills  
Quicken, MS Word, MS Excel, MS Office, Internet Explorer, Outlook Express, Windows Mail, Facebook  
Notary Public, State of New Jersey

# Sussex County Disability Services Advisory Council Membership Application

The Disability Services Advisory Council seeks members with diverse backgrounds and experiences in order to identify, examine, recommend, plan and advocate for disability services in the county

Name: Dawn Penna

Address: 6 Cardinal Lane, Newton NJ 07860

Work Phone # 973-875-3257

Home Phone # 201-919-6643

Email Address: penna@dasi.org

Length of Residency in Sussex County: 16 years

Occupational Background: Since living in Sussex County, I have worked at Domestic Abuse and Sexual Assault Intervention Services. I began as an Overnight Advocate in the Safe House and have grown with the agency to become the Director of Residential Services. I oversee 10 staff and up to 20 clients at both the Safe House and the Transitional Apartment Program.

Educational Background: I graduated Parsippany High School in 1989. Since then my education has been related to my field. I have certificates in Domestic Violence and Sexual Assault as well as trainings in Cultural Competency, Leaderships, and Human Trafficking.

Why do you want to serve on the Disability Services Advisory Council?  
In my years providing services to women and children in residential services at DASI, I have gone above and beyond in modifying buildings for ADA compliance. I have incorporated various disabilities into the cultural competency of my staff and we have been able to make accommodations to women and children in need of specialized services in these areas.

I am interested in sharing my experiences and knowledge as well as gaining more knowledge from others on how we may best serve those with Disabilities in our community.

Please describe what special skills, experiences, advocacy, etc you could contribute to the Advisory Board.

As noted above, my experience in ADA compliance and accommodation of various disabilities within my work has given me invaluable experience to contribute to the Advisory Board. My personal experience involves having a 25

year old niece with Down's Syndrome. Throughout my life, I have been a fierce advocate for educating people about person's with developmental disabilities including how our use of language effects the mental health of those we are discussing. I believe in the phrase "nothing about me, without me." We need to stand beside people with disabilities, not only advocating for them but empowering them to advocate for themselves as well.

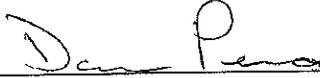
Community Involvement/Affiliations (offices held, other boards, volunteer activities)  
Board Member, Secretary and Chair of Personnel Committee for the NJ Coalition to End Domestic Violence; Member of the NJ Human Trafficking Task Force; Member of the LGBT Task Force; Chair of DASI Cultural Competency Committee; Member of DASI Personnel Committee and Policy/Procedure Committee

Would your service on this board present a conflict of interest with any other organization with which you are involved? If yes, please explain.  
NO

List any ideas or suggestions you have for issues to be addressed by the Board and any current projects you are interested in working on.  
Unsure of the current projects, as I am new to the Board proceedings. I look forward to full participation in their current projects. I have a special interest in development disabilities but also in hearing and sight impairments.

When would be available to join if appointed?  
Immediately

When would be available for a personal interview?  
Immediately. My schedule is flexible with notice.

Applicant Signature:  7-11-16

Please return this application along with a resume and a letter of interest to:  
Sussex County Division of Community  
And Youth Services  
Attn: Elizabeth Larsen  
One Spring Street  
Newton, NJ 07860

# Dawn Penna

201-919-6643

6 Cardinal Lane  
Newton NJ 07860  
penna@dasi.org

## Objective

To perform the requirements of my job description to the best of my ability while looking for opportunity to grow within the organization and interpersonal violence field.

## Education

June 1989 | Parsippany High School

- General Education requirements
- Leadership Roles in Sports and SADD

## Experience

Director of Residential Services      2005 | present

DASI | 105 Main Street, Newton NJ 07860

- Manage and supervise all staff at the agency's Safe House and Transitional Program Building
- Provide 24/7 on-call staff support
- Train and supervise all staff on 24/7 hotline, counseling program, and facilities management (added responsibility in 2014)
- Provide direct services including case management services to residents in the Transitional Program
- Provide direct services including case management services to residents in the Safe House (added responsibility in 2014)
- Serve as a Board Member on the NJ Coalition of Battered Women
- Serve as Chair of the Board's Personnel Committee and Chair of the LGBT Taskforce
- Member of the Human Trafficking Taskforce
- Co-Chair of agency's internal Cultural Competency Committee and member of the Policy and Procedure Committee as well as the Disaster Planning Committee
- Provide trainings to staff based on recommendations from the Cultural Competency Committee
- Serve as agency's liaison to the Sussex County Homeless Task Force
- Present educational information regarding LGBT, Human Trafficking and DASI services to local college students and businesses

Shelter Advocate/Team Leader 2002 | 2005

DASI | 105 Main Street, Newton NJ 07860

- Provided direct services to clients through various shifts at the Safe House and on 24/7 hotline
- Liaison between direct care staff and Safe House Director

#### Skills

- 60 Hour DV/SV Certificate
- Leadership Academy Certificate

**RESOLUTION RE: APPOINTMENT OF BRIGITTE HEFFERNAN, MSW, LCSW  
AS A MEMBER OF THE SUSSEX COUNTY SOCIAL  
SERVICES ADVISORY COUNCIL FOR A TERM OF  
THREE (3) YEARS. TERM TO EXPIRE DECEMBER 31,  
2019**

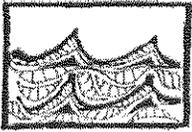
**NOW, THEREFORE, BE IT RESOLVED** that Brigitte Heffernan be and she is hereby appointed as a member of the Sussex County Social Services Advisory Council for a three (3) year term; term to expire December 31, 2019; and

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be forwarded to Brigitte Heffernan, MSW, LCSW, 93 Main Street, Newton, NJ 07860; and the Sussex County Division of Community and Youth Services – Disability Services.

Certified as a true copy of the  
Resolution adopted by the Board  
on the 3rd day of January, 2017.

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Catherine M. Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex, New Jersey



*Brigitte Heffernan, MSW, LCSW*  
*ph 908-200-9308 fax 908-854-0985 heffernanbrigitte@gmail.com*

Ms. Diane M. Friedberg  
Senior Program Development Specialist  
Sussex County Administrative Center  
One Spring Street, 2<sup>nd</sup> Floor  
Newton, NJ 07860

Dear Ms. Friedberg,

It has been a real pleasure for me to join the monthly meetings of the Sussex County Senior Advisory Council. Not only because I have been able to get to know members of the council and the community participants better but I have also come to understand the important work that they perform in the community. In addition, participation in the meetings has been invaluable in the way I have become better informed regarding the many services available to seniors in Sussex County.

As you can see in my attached resume, I am a licensed clinical social worker in private practice in Newton, New Jersey. A significant number of my clients are insured by Medicare and with better knowledge of services I can be of greater help to the senior population that I serve. Also, as a member of SCCOAD (Sussex County Community Organization Active in Disaster) and co-chair of the Emotional & Spiritual Care committee I support the organization's effort to build and strengthen relationships between public, private and non-profit agencies in order to provide support to individuals and families following a disaster.

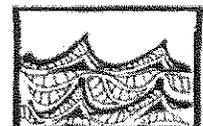
With this letter and supporting resume, I would like to submit my interest in joining the Sussex County Senior Advisory Council. My professional experience seems a good fit for the mission of the Council and I would feel honored to be given the opportunity to join others in their good work.

Thank you for your consideration, and I look forward to hearing from you. Please feel free to contact me at 908-200-9308.

With kind regards,

Brigitte Heffernan, MSW, LCSW

*Brigitte Heffernan, MSW, LCSW, 93 Main Street, Newton, NJ 07860*



**BRIGITTE HEFFERNAN, MSW, LCSW**

93 Main Street, Newton, NJ 07860

license #44SC04838500

ph.: 908-200-9308

fax: 908-854-0985

heffernanbrigitte@gmail.com

**PROFESSIONAL EXPERIENCE**

**PRIVATE PRACTICE:** Newton, NJ  
Blairstown, NJ

August 2009 – present  
June 2004 – August 2009

**SAINT CLARE'S HEALTH CARE SYSTEM, Dover, NJ**

June 2007 – January 2010

**Lifeworks Employee Assistance Program**

- Provide individual, couple and family therapy, critical incident debriefing, psycho-educational seminars and consultation to employees of Saint Clare's Health Care System and other contracted companies.

**SAINT CLARE'S HEALTH CARE SYSTEM, Budd Lake, NJ  
Denville, NJ**

Feb. 2005 – Nov. 2006  
Nov. 2000 – Feb. 2005

**Behavioral Health Center for Intensive Outpatient Services**

- Provide psychotherapy for adults, couples and adolescents with a broad range of mental health disorders.
- Utilize multiple therapeutic modalities: brief psychotherapy, Minuchin Structural Family Therapy and Bowen Family Systems Theory.
- Responsible for clinical coordination, utilization reviews, policy compliance, record monitoring, and crisis management.
- Participate in multidisciplinary team treatment meetings, prepare treatment plans and design interventions that facilitate patient progress.
- Facilitate discharge planning, family services, and community resource referral.

**WARREN HOSPITAL, Phillipsburg, NJ**

May 1998 – November 2000

**Behavioral Health Services for Inpatient and Intensive Outpatient Program**

- Provide outpatient individual and group therapy for psychiatric and/or substance abuse population (MICA) in an intensive outpatient program.
- Provide inpatient psychosocial assessment, acute care counseling, and group therapy for an adult psychiatric population.

**EDUCATION AND TRAINING**

**Master of Social Work, Rutgers University, 1998**

**B.A. in Psychology, Rutgers University, 1996**

**New Jersey Disaster Response Crisis Counselor (DRCC) certification 2007**

**Princeton Family Center, training in Bowen Family Systems Theory, 2003-present**

**Bowen Center for the Study of the Family, Washington, DC, training in**

**Bowen Family Systems Theory, 2006-2008**

**LANGUAGE**

Read, write, translate and speak German fluently.

**LICENSES AND PROFESSIONAL ASSOCIATION**

- Co-Chair of the Emotional and Spiritual Care Committee with the SWCOAD (Sussex/Warren Community Organization Active in Disaster, 2014-present)
- Faculty and Board member of the Princeton Family Center for Education, 2009-present
- Disaster Response Crisis Counselor (DRCC) 2007 - present
- National Association of Social Workers; past co-chair Warren/Sussex Unit, 2002-2004
- Licensed Clinical Social Worker, license #44SC04838500

**RESOLUTION RE: REAPPOINTMENT OF MELISSA LATRONICA  
(CONSUMER-MANDATED) AS A MEMBER OF THE  
SUSSEX COUNTY HUMAN SERVICES ADVISORY  
COUNCIL FOR A TERM OF THREE (3) YEARS TO  
EXPIRE ON DECEMBER 31, 2019.**

**WHEREAS**, Melissa Latronica will fulfill the requirements of consumer; and

**WHEREAS**, this category is required to meet New Jersey Department of Human Services certification requirements; and

**WHEREAS**, Melissa Latronica has agreed to serve as a member of the Sussex County Human Services Advisory Council.

**NOW, THEREFORE, BE IT RESOLVED** that Melissa Latronica is hereby reappointed as a member of the Sussex County Human Services Advisory Council; said term will expire on December 31, 2019; and

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be sent to Melissa Latronica, DCP&P Local Office Manager, 20 East Clinton Street, Newton, NJ 07860; and Christine Florio, Human Services Advisory Council; and a copy is available in On-Base.

Certified as a true copy of a  
Resolution adopted by the Board of  
Chosen Freeholders on the 3rd  
day of January, 2107.

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Catherine M. Williams, Clerk  
Board of Chosen Freeholders,  
County of Sussex

**RESOLUTION RE: APPOINTMENT OF JOAN BRUSEO (PROVIDER-MANDATED) MEMBER OF THE SUSSEX COUNTY HUMAN SERVICES ADVISORY COUNCIL FOR A TERM OF THREE (3) YEARS. TERM TO EXPIRE DECEMBER 31, 2019.**

**WHEREAS**, Joan Bruseo will fulfill the requirements of Provider; and

**WHEREAS**, this category is required to meet New Jersey Department of Human Services certification requirements; and

**WHEREAS**, Joan Bruseo has agreed to serve as a member of the Sussex County Human Services Advisory Council.

**NOW, THEREFORE, BE IT RESOLVED** that Joan Bruseo is appointed as a member of the Sussex County Human Services Advisory Council; said term will expire on December 31, 2019; and

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be forwarded to Joan Bruseo, Division Head of Sussex County Division of Social Services, 83 Spring Street, Newton, NJ 07860; and the Sussex County Human Services Advisory Council.

Certified as a true copy of the Resolution adopted by the Board on the 3<sup>rd</sup> day of January, 2017.

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Catherine M. Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex, New Jersey

## Givone, Suzie

---

**From:** Florio, Christine  
**Sent:** Monday, December 05, 2016 9:39 AM  
**To:** Givone, Suzie  
**Cc:** Novrit, Carol; Pontus, Michele  
**Subject:** FW: HSAC Division of Social Services Director appointment  
**Attachments:** HSAC.docx; Joan M.docx; 20161205092452045.pdf

Hi Suzie,

The Social Services Division Head is a mandated member of the HSAC.

I know a few months ago, you had reached out to us to see if Carol Novrit would be reappointed on HSAC in this capacity.

Since Joan Bruseo will be in this position as of this Thursday, can you please prepare the resolution to have her appointed to the Human Services Advisory Council?

Thank you,  
Christine

-----Original Message-----

**From:** Joan Bruseo [<mailto:jmbruseo@earthlink.net>]  
**Sent:** Friday, December 02, 2016 10:55 AM  
**To:** Florio, Christine  
**Subject:** HSAC

Good Morning-

Please see attached Resume and HSAC letter of interest. Please let me know if you need anything else.

Joan Bruseo

Joan Bruseo, Division Head  
Sussex County Division of Social Services  
PO Box 218  
83 Spring Street Suite 203  
Newton, NJ 07860

December 2, 2016

County Human Services Advisor Council  
One Spring Street  
Newton NJ, 07860

To whom it may concern,

As of December 8, 2016, I will be the Division Head of Sussex County Division of Social Service. I would like to officially express my interest in being appointed to the Humans Services Advisory Council. I have worked in the social service field for the last eighteen years in a county entity. I have knowledge of State and Federal funding as well as the interest and understanding of community needs.

Thank you for your consideration.

Sincerely,

*Joan M. Bruseo*

Joan M Bruseo

# Joan M. Bruseo

38 Alpine Trail  
Sparta, New Jersey 07871  
973-886-6885  
[JMBruseo@earthlink.net](mailto:JMBruseo@earthlink.net)

---

**Professional Summary:** Division Head of Social Service to commence December 8, 2016. Administrative Supervisor of Social Work with over seventeen years of experience in a county welfare agency, eleven of which at a managerial level. Within my leadership role I have had the ability to effectively and professionally motivate staff, while continuing to collaborate with area non-profits and social service agencies.

## **Experience:**

### **Sussex County Division of Social Services, Newton, NJ**

#### ***Division Head of Social Services, Position to commence December 8, 2016***

Division Head overseeing daily operations of the Social Services. Coordinate planning efforts with State and County based agencies. Ensure timeliness and proper implementation of state and federal programs.

### **Morris County Office of Temporary Assistance, Morristown, NJ**

#### ***Administrative Supervisor of Social Work, December 2015-December 2016***

Administrator of Social Services overseeing Child Support, Reception, Adult Protective Services, Aging Case Management and Social Services. Responsible for seven direct reports and forty-two additional staff members. Position also comprises the Assistant Administrator responsibilities listed below. Duties include:

- Develop policies and procedures for the Social Work staff
- Interview and hire staff
- Work with the Continuum of Care of on a strategic plan to end homelessness
- Inspire and develop staff

#### ***Assistant Administrative Supervisor of Social Work, June 2010- December 2015***

Assistant Administrator of Social Service overseeing Child Support, reception units and social service units. Responsible for six direct reports and thirty one additional staff members. Duties include:

- Apply for, and administer various grants including; Social Service for the Homeless, Emergency Food and Shelter Grant and Emergency Solutions Grant totaling approximately \$145,000.00
- Participate in various meetings including being on the Executive Board of the Continuum of Care Committee.
- Effectively manage change

#### ***Social Work Supervisor May 2005-June 2010***

Supervised eight staff members of the General Assistance Unit and prior to that supervised Temporary Assistance for Needy Families unit.

- Covered for the Social Work Administrator in her absence
- Attended various meetings including: Cross Systems Review Committee, County Operations, Substance Abuse Initiative

***Social Worker, November 1999-May 2005***

- Case managed families and adults in housing crisis on a daily basis
- Applied knowledge and application of Work First NJ regulations
- Attended various trainings including Drug and Alcohol training
- Trained interviewer for adult victims of family violence 2002

**Education :**      **Rosemont College, Rosemont, Pennsylvania**

B.S. in Sociology, May 1999

Rosemont/Villanova Summer Program in Siena, Italy, Summer 1998

Dean's List, Spring 1998-1999

- Rosemont College Americans with Disabilities Act Committee  
Student representative 1997-1999

# Sussex County Human Services Advisory Council Membership Application

The Human Services Advisory Board seeks members with diverse backgrounds and experiences in order to identify, examine, recommend, plan and advocate for human services in the county. Active participation on a committee is required in addition to the monthly Board meetings.

Name: Joan Bruseo

Address: PO Box 218, 83 Spring Street Suite 203, Newton NJ, 07860

Work Phone # \_\_\_\_\_

Home Phone # 973-886-6885

Email Address: \_\_\_\_\_

Length of Residency in Sussex County: 15 years

Occupational Background: I have worked for the last 18 years at the Morris County Office of Temporary Assistance. I will be the Division Head of Sussex County Division of Social Services beginning December 8, 2016. I began my career as a Social worker serving the homeless and vulnerable population of Morris County. I continued to be a Supervisor, Assistant Administrator and Administrator all with Morris County. I have been a part of the executive COC board for 3 years and have worked on policies, procedures and standard for Morris.

Educational Background: I graduated Rosemont College in 1999 with a BS in Sociology.

Why do you want to serve on the Human Services Advisory Council?

To learn more about what services Sussex County has to offer.

Please describe what special skills, experiences, advocacy, etc you could contribute to the Advisory Board.

As mentioned above, I serve on the Executive COC Board for Morris County and have worked on the 10 year homeless plan, policies, procedures and best practices. I have knowledge of the new HUD Chronically Homeless definition and currently applied for the Emergency Solutions Grant in Morris which follows HUD guidelines as well.

Community Involvement/Affiliations (offices held, other boards, volunteer activities)

CoC executive Committee, worked on the Coordinated Assessment subcommittee to create the CA for Morris.

Would your service on this board present a conflict of interest with any other organization with which you are involved? If yes, please explain.

No

List any ideas or suggestions you have for issues to be addressed by the Board and any current projects you are interested in working on.

To be determined once I am introduced to the issues and projects HSAC is working on

When would be available to join if appointed?

After December 8, 2016

When would be available for a personal interview?

After December 8, 2016

Applicant Signature:

*J. B. [Signature]*

Please return this application to:

Sussex County Division of Community  
And Youth Services  
Att: Christine Florio  
One Spring Street  
Newton, NJ 07860

**RESOLUTION RE: REAPPOINTMENT OF ANNMARIE SHAFER AND BRIAN FORD AS MEMBERS OF THE SUSSEX COUNTY LOCAL ADVISORY COMMITTEE ON ALCOHOLISM AND DRUG ABUSE FOR TERMS OF THREE (3) YEARS EACH, TERMS TO EXPIRE DECEMBER 31, 2019**

**NOW, THEREFORE, BE IT RESOLVE** that Annmarie Shafer and Brian Ford are hereby reappointed as members of the Sussex County Local Advisory Committee on Alcoholism and Drug Abuse for terms of three (3) years each. Said terms to expire December 31, 2019; and

**BE IT FURTHER RESOLVED** that certified copies of the Resolution be forwarded to Annmarie Shafer, 4 Stempert Road, Branchville, NJ 07826 and Brian Ford, 22 Liberty Street, Apt. 4, Newton, NJ 07826; and a copy is available in On-Base.

Certified as a true copy of a  
Resolution adopted by the Board of  
Chosen Freeholders on the 3rd  
Day of January, 2107.

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Catherine M. Williams, Clerk  
Board of Chosen Freeholders,  
County of Sussex

## Givone, Suzie

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**From:** Florio, Christine  
**Sent:** Thursday, November 17, 2016 10:49 AM  
**To:** Givone, Suzie  
**Cc:** Novrit, Carol; Wolcott, April  
**Subject:** RE: LACADA

Yes I am, they are active members on the committee.

---

**From:** Givone, Suzie  
**Sent:** Thursday, November 17, 2016 10:43 AM  
**To:** Florio, Christine  
**Subject:** LACADA

Hi Christine,

Nick let me know that Annmaire Shafer and Brian Ford would like to be reappointed to LACADA. I spoke with George Graham and he wanted me to reach out to you or Carol to make sure you are ok with this. If so, I will process the Resolution reappointing them. Please let me know. Thank you.

**Suzie Givone**  
**Confidential Assistant to the**  
**Sussex County Clerk of the Board**  
Administrative Center  
One Spring Street  
Newton, NJ 07860  
(973) 579-0200 Ext. 1106  
(973) 383-1124 Fax

## Givone, Suzie

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**From:** Loizzi, Nicholas  
**Sent:** Wednesday, October 26, 2016 2:19 PM  
**To:** Givone, Suzie  
**Subject:** RE: LACADA

Hi Suzie,

Both members have expressed an interest in being reappointed to LACADA.

Thanks,

*Nick*

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**From:** Givone, Suzie  
**Sent:** Friday, October 21, 2016 11:49 AM  
**To:** Loizzi, Nicholas  
**Subject:** LACADA

Hi Nick,

I am looking the Advisory committee and two members' terms will expire on 12/31/2106.

Annmarie Shafer and Brian Ford

Please let me know if they want to be reappointed or will you be replacing them. Freeholder Graham will make the final decision. I would like to have the resolutions done for the first meeting in December 12/14. Thank you.

Sincerely,

*Suzie*

Suzie Givone  
Confidential Assistant  
County of Sussex Board of Chosen Freeholders  
County of Sussex Administrative Center  
One Spring Street  
Newton, NJ 07860  
973-579-0240 Ext. 1106

**RESOLUTION RE: APPOINTMENT OF MARYJEAN ELLIS, ESQ. AS A MEMBER OF THE SUSSEX COUNTY MENTAL HEALTH BOARD TO FILL THE UNEXPIRED TERM OF ERNEST HEMSCHOTT, III BEGINNING IMMEDIATELY AND EXPIRING JUNE 30, 2017**

**WHEREAS**, pursuant to the Sussex County Administrative Code, the Sussex County Mental Health Board, as required by the Rules and Regulations Governing Mental Health Services and State Aid under the Community Mental Health Services Act (N.J.S.A. 30:9A), revised as of September 1, 1980, was established consisting of seven (7) to twelve (12) members for terms of three (3) years; and

**WHEREAS**, the Sussex County Mental Health Board recommends that Mary Jean Ellis, Esq. be appointed as a member of the Mental Health Board filling the unexpired term of Ernest Hemschott, III. Her term beginning immediately and expiring on June 30, 2017.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Chosen Freeholders does hereby appoint Mary Jean Ellis, Esq. as a member of the Sussex County Mental Health Board for a term beginning immediately and expiring on June 30, 2017; and

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be sent to Mary Jean Ellis, Esq., 93 Main Street, Ground Floor, Newton, NJ 07860; and the Mental Health Board.

Certified as a true copy of a  
Resolution adopted by the  
Board of Chosen Freeholders  
on the 3rd day of January, 2017.

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Catherine M. Williams, Clerk  
Board of Chosen Freeholders  
County of Sussex

## Givone, Suzie

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**From:** Florio, Christine  
**Sent:** Monday, December 05, 2016 10:22 AM  
**To:** Williams, Cathy  
**Cc:** Givone, Suzie; Armstrong, Cindy  
**Subject:** Sussex County MHB appointment  
**Attachments:** 20161205102229346.pdf

Hi Cathy and Suzie,  
Please see attached.

Carol has approved the membership application of Maryjean Ellis to be appointed to the Sussex County Mental Health Board.

She will be filling the unexpired term of Ernest Hemschot.

I have interofficed the original.

Please let me know if you need any further information.

Thank you,  
Christine

Christine Florio  
Division Director  
Sussex County Division of Community and Youth Services One Spring Street Newton, NJ 07860  
(973) 940-5200 ext. 1381  
Fax: (862) 268-8013  
[cflorio@sussex.nj.us](mailto:cflorio@sussex.nj.us)

One Spring Street  
Newton, NJ 07860

Work # 973.940.5200 ext. 1381 Fax # 862.268.8013

Website: www.sussex.nj.us

E-Mail: cflorio@sussex.nj.us

**Sussex County Department of  
Human Services –  
Division of Community and Youth  
Services**

**MEMO**

**To:**  
**Cathy Williams**

**From:** Christine Florio

**Date:** December 5, 2016

**CC:** Carol Novrit

Cathy,  
Can you prepare a resolution to appoint Maryjean Ellis to the Sussex County Mental Health Board to fill the unexpired term of Ernest Hemschot?

Thank you,  
Christine Florio

**Comments**

If you need any more information, please contact me.  
Thank you.

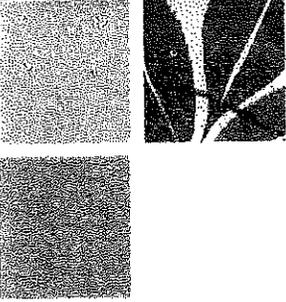
**Sussex County Department of  
Health and Human Services  
Division of Community & Youth Services**

**MEMO:**

**To:** Carol Novrit, Department Administrator  
**From:** Cindy Armstrong  
**Date:** November 30, 2016  
**Subject:** Mental Health Board member appointment

Attached is an application for Maryjean Ellis who is interested in becoming a member of the Mental Health Board. The Board voted in favor of appointing Marilee at their November 14, 2016 meeting.

Maryjean is an attorney who often represents clients who are unable to support themselves due to psychiatric illnesses. She is actively involved in the community and has some experience with substance use through volunteer work.



**Law Office of Maryjean Ellis LLC**

Social Security Disability/SSI \* Workers' Compensation

**Maryjean Ellis, Esq.**

July 15, 2016

Via Priority Mail w/ Tracking

Ms. Cindy Armstrong  
Sussex County Mental Health Administrator  
c/o Sussex County Administrative Center  
One Spring Street  
Newton, NJ 07860

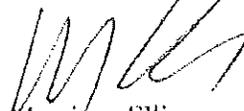
Re: Sussex County Mental Health Board

Dear Ms. Armstrong,

Enclosed please find my Sussex County Mental Health Board Membership Application. I look forward to the opportunity to be involved in the board.

Thank you.

Very truly yours,



Maryjean Ellis

Enclosures

93 Main Street, Ground Floor  
Newton, NJ 07860  
(973) 940-8635 \* (973) 940-0313 (Fax)  
mjellislaw@embarqmail.com  
www.thenewjerseydisabilityattorney.com

Virginia Johns, Office Manager/Paralegal  
Melissa Lefebvre, Paralegal

## Sussex County Mental Health Board Membership Application

The Mental Health Board seeks members with diverse backgrounds and experiences in order to identify, examine, recommend, plan and advocate for mental health services in the county. Active participation on a committee is required in addition to the monthly Board meetings.

**Name:** Maryjean Ellis  
**Address:** 19 Birch Tree Lane  
Sparta, NJ 07871  
**Work Phone #** (973) 940-8635  
**Home Phone #** (973) 670-8998 (cell)  
**Email Address:** mjellislaw@embarqmail.com

**Length of Residency in Sussex County:** first and last 21 years

**Occupational Background:** Attorney (2006 – present, Law Office of Maryjean Ellis, LLC, Newton, NJ; 2004 – 2005, Jon L. Gelman Law Offices, Wayne, NJ; 2001 – 2004, Buglione Hutton & DeYoe (current name), Wayne, NJ; 1999-2001, Kovach & VanderWiele, Franklin, NJ; 1996 – 1999, The Wella Corporation, Montvale, NJ). 1988 – 1993, Reports Clerk, then Associate Manager, Finance Dept., AT&T. 1981-1988, Pharmacy Technician, Morristown Memorial Hospital.

**Educational Background:** J.D. 1996, Seton Hall University School of Law; B.A. Psychology 1988, Rutgers, the State University.

**Why do you want to serve on the Mental Health Board?** As an attorney representing individuals unable to support themselves due to psychiatric illnesses, I see the difficulties our residents have accessing adequate and affordable mental health services. In my law practice I provide some help. Service on the board would be another way to provide service to the people I represent and similarly situated individuals in our community.

**Please describe what special skills, experiences, advocacy, etc. you could contribute to the Mental Health Board.** While studying psychology at Rutgers, I volunteered at the National Council on Alcoholism in Madison, NJ, assisting with the IDRC. I accumulated 107 credits towards NJ Alcoholism Counselor Certification, which I did not complete. These experiences helped me gain a good understanding of psychiatric conditions, including substance abuse disorders, the range of impairments caused by the conditions, and effective treatment regimens. I am an experienced legal advocate for clients seeking disability benefits and SSI

from Social Security. I also advocate the rights of injured employees in the NJ Workers' Compensation system. As a small business owner, I provide high quality services by creating policies and procedures, educating and supervising employees, and operating within a limited budget.

**Community Involvement/Affiliations (offices held, other boards, volunteer activities)**

2005- present, Sustaining member, National Organization of Social Security Claimants' Representatives (NOSSCR); 2015 - present, member, National Organization of Veterans Advocates (NOVA); 1996 - present, Peer Counselor, NJ Lawyers Assistance Program (NJLAP); 1996-present, Trustee, former Vice President, NJ Lawyers Concerned for Lawyers (NJ LCL, a 501c(3) organization helping attorneys find recovery and confidential support); 2011 - present, Pro Bono Attorney, Legal Services of Northwest NJ; 2001 - 2006, Volunteer Attorney, Project Self-Sufficiency. Made public presentations re: successful Social Security Disability/SSI claims to: Scleroderma Foundation Support Groups (2015, 2016), St. Clare's Intensive Family Support Services (IFSS) (2007); Multiple Sclerosis Support Group (2016); Fibromyalgia and Chronic Pain Support Group of Sussex County (2006). Created and conducted attorney continuing legal education on Social Security Disability/SSI to the Sussex County Bar Association (2011) and to a national audience (Jan. 2016).

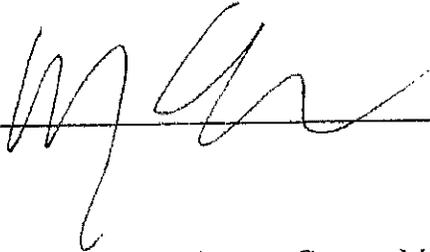
**Would your service on this board present a conflict of interest with any other organization with which you are involved? If yes, please explain.** I represent individuals who are consumers of mental health services in Sussex County. My office requests medical treating records from all providers who treat my clients and sometimes requests opinion evidence on my clients' ability to perform work functions. I do not foresee a conflict but provide this information for your knowledge.

**List any ideas or suggestions you have for issues to be addressed by the Board and any current projects you are interested in working on.** Educate providers on how to help patients who are applying for Social Security Disability, SSI, Workers' Compensation and other types of benefits programs that prevent patients from homelessness and bankruptcy, provide Medicare and Medicaid coverage for services, and bring money into the community. Reaching out to children of parents with mental health issues (in light of Adverse Childhood Experiences (ACEs) study). Combatting stigma. MICA/Dual Diagnosis services.

**When would be available to join if appointed?** Immediately.

When would be available for a personal interview? At a mutually agreeable date and time.

Applicant Signature: \_\_\_\_\_

A handwritten signature in black ink, appearing to be 'M. A.', written over a horizontal line.

Please return this application to:

Sussex County Mental Health Administrator  
c/o Sussex County Administrative Center  
One Spring Street  
Newton, NJ 07860

Please add three references and their contact information to a separate piece of paper and attach. Thank you.

Maryjean Ellis  
July 15, 2016  
Sussex County Mental Health Board Application  
Attachment: References

1. Ms. Lisa Marie Flanagan  
Bridgeway Rehabilitation Services  
93 Stickers Pond Road  
Newton, NJ 07860  
(973) 383-8670 x 8708
2. Bonny G. Rafel, Esq.  
17 Hanover Rd.  
#410 P.O. Box 97  
Florham Park, NJ 07932  
(973) 845-2600
3. Mr. Bill Weightman  
State University of Florida  
(973) 900-7574  
(Mr. Weightman's letter is attached.)

To: Cindy Armstrong, Mental Health Board

**Re: Maryjean Ellis, J.D.- An Excellent Choice for the Mental Health Board.**

Cindy, it is my deepest pleasure to write a reference for Maryjean Ellis for your Mental Health Board. She would be a great Advocate on issues of substance abuse and related mental health issues! I have known Maryjean Ellis for about fifteen years, and her family even longer.

I know the purpose of the Mental Health Board, as I have given testimony in the past, and without any doubt Maryjean would be a quality choice in all respects. About five years ago, I had the pleasure of spending time with John F. Kennedy's speechwriter and friend Theodore Sorensen. Mr. Sorensen told me there were two qualities that count most in the world of politics and life, and he noted that they were compassion and common sense.

I can testify that Maryjean ranks extremely high in both attributes. I can remember one case that came to her, which involved a serious hostile work environment issue for a man that was quite beaten down by the whims of a supervisor. Maryjean took that case, when all others turned away, and she gave that man his life back. Her work attitude then was Herculean in all respects, and her compassion for this individual was overwhelming for him and me to comprehend!

I have been the 24<sup>th</sup> Legislative District Representative for the National Council of Alcoholism and Drug Dependence (NCADD-NJ) for five previous years up to last year, where I gave legislative testimony and working on issues of drug dependence, and I can attest that Maryjean's compassion, commonsense, and overall knowledge of the field is indeed an asset in these times of rising drug usage.

I cannot stress the importance of Maryjean's membership on your Board. I am deeply humbled and honored that Maryjean requested my thoughts. I marvel at the quality of your choice, and this is indeed the right person for the right position. I expect only the best in her overall efforts.

If there are any issues you would like to discuss, please feel free to contact me at 973-900-7574, but please make this appointment of Maryjean Ellis.

Sincerely,

Bill Weightman, State University of Florida  
973-900-7574

**RESOLUTION RE: APPOINTMENT OF JOANNE SORRENTINO AS A  
MEMBER OF THE ADVISORY COUNCIL OF THE  
SUSSEX COUNTY DIVISION OF SENIOR SERVICES FOR  
A TERM OF THREE (3) YEARS. SAID TERM TO EXPIRE  
DECEMBER 31, 2019**

**NOW, THEREFORE, BE IT RESOLVE** that Joanne Sorrentino is hereby appointed as a member of the Advisory Council of the Sussex County Division of Senior Services for a term of three (3) years. Said term to expire December 31, 2019; and

**BE IT FURTHER RESOLVED** that a certified copy of the Resolution be forwarded to Joanne Sorrentino, Esq. 93 Main Street, Newton, NJ; and a copy is available in On-Base.

Certified as a true copy of a  
Resolution adopted by the Board of  
Chosen Freeholders on the 3rd  
Day of January, 2107.

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Catherine M. Williams, Clerk  
Board of Chosen Freeholders,  
County of Sussex

## Givone, Suzie

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**From:** Hentz, Lorraine  
**Sent:** Thursday, November 17, 2016 1:37 PM  
**To:** Givone, Suzie  
**Cc:** Friedberg, Diane  
**Subject:** RE: Advisory Council of Senior Services

I support this.

Thank you  
Lorraine

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**From:** Givone, Suzie  
**Sent:** Thursday, November 17, 2016 10:56 AM  
**To:** Hentz, Lorraine  
**Cc:** Friedberg, Diane  
**Subject:** Advisory Council of Senior Services

Hi Lorraine,  
Diane let me know that Maureen Cianci, Adele Wines and Karen MaGill would like to be reappointed and Joanne Sorrentino would be appointed in lieu of Nancy Heslin Reading. I gave the information to George Graham and is he fine with it as long as you are. So, I just want to confirm that you are in agreement. Please let me know so I can process the Resolutions for the December 14th meeting. Thank you.

Suzie Givone  
Confidential Assistant to the  
Sussex County Clerk of the Board  
Administrative Center  
One Spring Street  
Newton, NJ 07860  
(973) 579-0200 Ext. 1106  
(973) 383-1124 Fax

## Givone, Suzie

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**From:** Friedberg, Diane  
**Sent:** Tuesday, November 15, 2016 11:18 AM  
**To:** Givone, Suzie  
**Cc:** Hentz, Lorraine  
**Subject:** RE: Advisory Council of Senior Services  
**Attachments:** Joanne Sorrentino Letter of Interest.pdf; By Laws 2008 on Letterhead 3 16.doc

Hi Suzie,  
Please see comments below for the reappointment for the Senior Services Advisory Board. I have attached a bio and letter of interest for Joanne Sorrentino who would like to be appointed to replace Nancy Heslin Reading. Let me know if you need else let me know.

Also could you please remove George Wang he has not attended a meeting in almost two years and he is no longer in the area.

I have attached the By-Laws which may help you with the term limits. Let me know if you need else let me know.  
Thanks  
Diane

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**From:** Givone, Suzie  
**Sent:** Friday, October 21, 2016 2:31 PM  
**To:** Friedberg, Diane <DFriedberg@sussex.nj.us>  
**Cc:** Hentz, Lorraine <LHentz@sussex.nj.us>  
**Subject:** Advisory Council of Senior Services

Hi Diane,

I am looking at my list of members for the advisory council of Senior Services and four members' terms will be expiring on 12/31/2016

Maureen Cianci – Would like to be reappointed  
Adele Wines – Would like to be reappointed  
Nancy Heslin reading – Does not want to be reappointed, but Joanne Sorrentino would like to be appointed (information attached).  
Karen MaGill – Would like to be reappointed.

Please let me know if they are interested in being reappointed so I can let Freeholder Graham know. We would like to have the resolutions done for the first meeting in December 12/14.

Do you have the requirements for the council. I am looking for information on term limits.

Sincerely,

*Suzie*

Suzie Givone  
Confidential Assistant

County of Sussex Board of Chosen Freeholders  
County of Sussex Administrative Center  
One Spring Street  
Newton, NJ 07860  
973-579-0240 Ext. 1106

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## JOANNE SORRENTINO, ESQ.

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Law Office of Joanne Sorrentino, LLC

◆ 93 Main Street, Newton, NJ 07860 ◆ T: 201-841-2278 ◆ joannesorrentinoesq@gmail.com

### PROFILE

Accomplished, detail-oriented attorney with transactional, general practice and civil litigation experience. Managed all aspects of cases from inception through completion.

- Real Estate/Land Use*** Represented clients in residential and commercial transactions including zoning issues, developers agreements, subdivision deeds, conservation easements; acting commissioner on condemnation matters in Sussex County.
- Elder Law*** Currently working in conjunction with an accomplished Elder Law Attorney preparing Medicaid Applications and legal research.
- Estate Planning*** Prepared Wills, Trusts, Special Needs Trusts and Supplemental Needs Trusts.
- Estate Administration*** Managed testate and intestate matters from probate through final accounting. Appointed as an Administrator of an Estate by the Morris County Court.
- Guardianship*** Represented alleged incapacitated persons at Guardianship hearings for both Morris and Sussex County. Appointed as temporary guardian for an alleged incapacitated persons by the Morris County Court and the Sussex County Court.
- Business*** Formed various business entities; drafted complex commercial contracts and associated documentation; prepared stock transfer agreements; prepared operating agreements and governance documents; reviewed acquisition agreements, and prepared appropriate purchase and sale documents.
- Insurance*** Represented plaintiffs and defendants in personal injury litigation. Represented insurance companies for insurance defense including insurance fraud litigation.
- Family*** Represented plaintiffs and defendants in matrimonial litigation. Panelist for the Early Settlement Panel for the Sussex County Court.

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### PROFESSIONAL EXPERIENCE

- LAW OFFICE OF JOANNE SORRENTINO, LLC Newton, NJ 2015 to present  
**Focus At Firm:** Real Estate, Wills, Estate Administration, Guardianship Matters, Family Law, Commercial Transactions, Appointed Commissioner on Condemnation matters.
- REHILL & SORRENTINO, LLC Vernon, NJ 2015- 2016  
**Focus At Firm:** Family Law, Real Estate, Business Formation, Wills, Estate Administration, and Commercial Transactions, Bankruptcy, Guardianship Matters, Appointed Commissioner on Condemnation matters.

**Joanne Sorrentino, Esq. Professional Experience...Continued**

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LAW OFFICE OF PETER J. LAEMERS - Newton, NJ 2012-2015

Focus At Firm: Family Law, Real Estate, Business Formation, Wills, Estate Administration, and Commercial Transactions, Bankruptcy, Guardianship Matters, Appointed Commissioner on Condemnation matters.

Served as Court-Appointed Counsel for alleged incapacitated persons, and as temporary guardian for alleged incapacitated person. Appointed by the Court as Administrator of a decedent's estate.

CAVANAGH & ASSOCIATES, P.C.-Attorney- Clark, NJ 2011- 2012

Focus At The Firm: Bankruptcy, Business, Wills & Trusts, Debt Negotiation, Civil Litigation, Real Estate.

LUCAS & GAUS - Newton, NJ 2003 – 2011

Focus At Firm: Residential and Commercial Real Estate, Land Use, School Law, Commercial Transactions, Bankruptcy, Business Formation, Wills, Estate Administration, Guardianship Matters.

Served as Court-Appointed Counsel for alleged incapacitated persons.

GOLD ALBANESE & BARLETTI - Morristown, NJ 1999 – 2003

Focus At Firm: Insurance Defense and Personal Injury, Insurance Fraud, Litigation, Business Formation, Real Estate, Bankruptcy and Wills.

Successfully argued *Gibbs v. Carnival Cruise Lines* before the Third Circuit Court of Appeals.

JOANNE SORRENTINO, ATTORNEY-AT-LAW - Flanders, NJ 1991 – 1999

Focus At Firm: Bankruptcy, Business Formation, Wills, Family Law, and Real Estate.

Achieved successful outcome in *The Money Store Investment Corp. v. Cummings*.

PHILIP M. SAGINARIO, ATTORNEY-AT-LAW – Wayne, NJ 1983 – 1991

Focus At Firm: Bankruptcy, Criminal Defense, Wills, Family Law, and Real Estate.

PASSAIC COUNTY SUPERIOR COURT 1982 – 1983

***Judicial Clerkship***

Served the Honorable Adolph A. Romei, J.S.C. and the Honorable Joseph N. Donatelli, J.S.C.

**BAR ADMISSIONS**

State Bar for New Jersey and Massachusetts  
United States Federal District Court for the District of New Jersey  
United States Third Circuit Court of Appeals

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**EDUCATION**

WASHBURN UNIVERSITY SCHOOL OF LAW – Topeka, KS / JD  
FORDHAM UNIVERSITY – New York, NY / BA

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**PROFESSIONAL AFFILIATIONS**

Sussex County Bar Association  
New Jersey State Bar Association  
Bankruptcy Inn of Court (Prior Member)  
Business Network International (BNI)



**The Law Office of  
Joanne Sorrentino, LLC**

93 Main Street, Ste101  
Newton, New Jersey 07860  
Tel. No. 201-841-2278 · Fax 732-226-8971  
[joannesorrentinoesq@gmail.com](mailto:joannesorrentinoesq@gmail.com)  
[www.joannesorrentinoesq.com](http://www.joannesorrentinoesq.com)

Member of New Jersey Bar, Member of Massachusetts Bar, Admitted to Third Circuit Court of Appeals

November 10, 2016

County of Sussex, Department of Human Services  
Division of Senior Services  
Ms. Diane M. Friedberg  
One Spring Street, 2nd Floor  
Newton, NJ 07860

RE: Senior Advisory Board

Dear Ms. Friedberg:

Thank you for allowing me to attend your November meeting of the Senior Advisory Board (the "Board"). It is wonderful that Sussex County has many programs and services for the County's Seniors. Although I am relatively new at elder law, I would very much like to provide legal services in an advisory capacity to the Board. I am enclosing my resume for your consideration; please let me know if I can be of service to the Board.

If you have any questions please feel free to contact me.

Very truly yours,  
The Law Office of Joanne Sorrentino, LLC

Joanne Sorrentino, Esq.

JS/bhs  
Encl.