

TOWNSHIP OF BYRAM
COUNCIL AGENDA, WEDNESDAY, NOVEMBER 8, 2023
EXECUTIVE SESSION – 6:30 P.M.
REGULAR SESSION – 7:30 P.M.

PLEASE TAKE NOTICE that the regular session part of the meeting starting at 7:30 p.m. will be held in person at 10 Mansfield Drive and via Zoom Webinar. The public may connect using a computer or smart device by clicking on the following link: <https://us02web.zoom.us/j/82117363001>, or by calling any of the following number's US: +1 646 518 9805 or +1 267 831 0333 to participate. When prompted, enter the Meeting ID Number: 821 1736 3001. The public will have the opportunity to comment at appropriate times during the meeting. Formal action will be taken.

1. CALL MEETING TO ORDER

2. OPEN PUBLIC MEETING STATEMENT

This meeting is called pursuant to the provisions of the Open Public Meetings Act. Both adequate and electronic notice of the meeting has been provided, specifying the time, place. In addition, a copy of this notice is available to the public and is on file in the office of the Municipal Clerk, posted on the main door, the bulletin board of the Municipal Building, on the Township website at: https://www.byramtwp.org/index.php/town_hall/township_council, and has been forwarded to those persons requesting notice.

3. ROLL CALL

4. RESOLUTION FOR EXECUTIVE SESSION

- A. Attorney Client Privilege Communication
 - General
- B. Contract Negotiations
 - LES
 - General Liability / Workers Compensation Insurance Renewal
- C. Personnel

5. RETURN TO OPEN SESSION

6. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENT REFLECTION

7. APPROVAL OF AGENDA

8. MANAGER APPOINTMENTS – SPECIAL LAW ENFORCEMENT OFFICERS – CLASS 2

- Robert Schellhammer & Robert Tierney

9. REPORTS

- Township Manager
- Mayor and Council Members
- Township Attorney

10. PUBLIC PARTICIPATION I – Meeting open to the public for comments on matters not on the agenda or items on the agenda for which no public discussion is provided.

11. APPROVAL OF MINUTES

- September 19, 2023 Regular Session Meeting Minutes - Amended
- October 17, 2023 Regular & Closed Session Meeting Minutes

12. CONSENT AGENDA: These items are considered to be routine by the Members of the Township Council and will be enacted on by one motion. There will be no separate discussion of these items unless a citizen or Council member so requests in which event the item may be removed from the general order of business and considered in its normal sequence on the agenda.

- A. Resolution No. 205-2023 – A Resolution Declaring Commitment to Provide Matching Funds for a New Jersey Cooperating Marketing Tourism Grant Applied for by the Byram Township Historical Society – Not to exceed \$4,187.50
- B. Resolution No. 206-2023 – Resolution Authorizing the Acceptance of an Amended Plan Conformance Grant, Highlands Council Grant Number 09-033-011-1904, Task 14, Stormwater Management Planning, MS4 Permitting
- C. Resolution No. 207-2023 – Resolution Authorizing Purchase of Gift Cards for Prizes at Halloween House Decorating Contest – October 24-28, 2023
- D. Resolution No. 208-2023 – Resolution Authorizing the execution of Documents Associate with the Custodial Contract with Royalty Cleaning Services for the Byram Township Municipal Building – Not to exceed \$550.80 per month
- E. Resolution No. 209-2023 – Resolution Authorizing the Execution of a Lease Agreement to Support the Waterloo United Methodist Church (W.U.M.C.) Neighborhood Pantry (2024)
- F. Resolution No. 210-2023 – Township of Byram Resolution to Transfer 2023 Budget Appropriations – Sew Utility Fund
- G. Resolution No. 211-2023 – Chapter 159 – Highlands Plan Conformance Grant \$60,000
- H. Resolution No. 212-2023 – Township of Byram Resolution to Transfer 2023 Budget Appropriations Current Fund

13. APPROVAL OF NOVEMBER 8, 2023 BILL LIST

14. ITEMS FOR DISCUSSION

15. FUTURE AGENDA DISCUSSION ITEMS

16. PUBLIC PARTICIPATION II

17. EXECUTIVE SESSION – Session II (if necessary)

18. ANY OTHER BUSINESS THE COUNCIL DEEMS NECESSARY

19. ADJOURNMENT

TOWNSHIP OF BYRAM COUNTY OF SUSSEX, STATE OF NEW JERSEY

RESOLUTION NO. 205-2023

A RESOLUTION DECLARING COMMITMENT TO PROVIDE MATCHING FUNDS FOR A NEW JERSEY COOPERATING MARKETING TOURISM GRANT APPLIED FOR BY THE BYRAM TOWNSHIP HISTORICAL SOCIETY.

WHEREAS, the State of NJ, through the Highlands Council, has banned or mitigated Byram Township (BT) land uses that other towns have traditionally used to grow and enhance the local economy, to provide jobs and to support local government services;

WHEREAS, the State of NJ and the Highlands Council has encouraged BT to grow its eco-tourism economy and has funded studies that concluded eco-tourism is a viable and important growth path for BT,

WHEREAS, the State of NJ, through its NJ Division of Travel & Tourism, offers a Cooperative Marketing Grant that targets support for the very goals other State studies for BT have identified;

WHEREAS, BT, founded in 1798, has a rich history with historical periods beginning with mining and transportation that transitioned from the stagecoach to the Morris Canal to railroads that ultimately delivered city tourists to a four season outdoor experience;

And WHEREAS the Byram Township Historical Society is submitting for the Tourism Marketing Grant and requires a partner to match 25% of a possible and maximum grant of \$16,750.00;

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Township of Byram, County of Sussex, State of New Jersey declares commitment, up to a maximum of \$4,187.50, to provide 25% matching funds from the Open Space Trust for a Cooperative Marketing Tourism Grant to promote tourism and to implement the goals that prior State of New Jersey funded studies have given to Byram Township.

BYRAM TOWNSHIP COUNCIL

	Councilman Bonker	Councilwoman Franco	Councilman Gallagher	Councilman Roseff	Mayor Rubenstein
Motion					
2 nd					
Yes					
No					
Abstain					
Absent					

ATTEST:

I certify that the foregoing resolution was adopted by the Byram Township Council at a meeting held on November 8, 2023.

Cynthia Church, Township Clerk



State of New Jersey

DEPARTMENT OF STATE

P.O. BOX 300

TRENTON, NEW JERSEY 08625

PHILIP D. MURPHY
Governor

TAHESHA WAY
Secretary of State

SHEILA Y. OLIVER
Lt. Governor

09/20/2023

Mr. Xavier Gonzalez
Byram Township Historical Society
10 Mansfield Dr.
NJ, NJ 07847

Dear Mr. Gonzalez,

It is my pleasure to inform you that based on the scores of an independent evaluation and funding review committee your FY24 Cooperative Marketing Grant has been approved for a total of \$16,750.00. Per the terms of the grant guidelines you will be given 50% of the award upon signing your contract, 25% upon receipt and approval of your interim report and 25% upon receipt and approval of your final report.

You must complete your contract in SAGE. Please review the contract carefully and be aware of the grant requirements. You will be asked to attach your Certificate of Insurance, naming NJ Department of State, Division of Travel and Tourism as an additionally insured, attach proof that you have your match in hand and you will need to submit a new budget, all in SAGE. The Grant Agreement Data Sheet and Payment Vouchers will be available for electronic signature.

Please remember, you must use the NJ Tourism logo and mandatory statement on your website and on all collateral material developed and created with funds from the grant award or required match. All items that include our logo and statement must also be submitted to our office for approval, prior to print or production. In addition, if you make changes to your marketing plan or contract budget you must request and receive approval from our office prior to making them.

Congratulations on your award. I look forward to our collaboration and share your enthusiasm that this project will promote New Jersey as a premier travel destination. If you should have any questions regarding grant compliance, please contact Colleen Karr at 609-984-9413.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeffrey Vasser".

Jeffrey Vasser
Acting Executive Director
Division of Travel and Tourism

2023-2024 BTHS State of NJ DTT Cooperative Marketing Grant Application Screenshots FINAL

Project Title

Byram Township - Gateway to the Sussex Skylands

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Start Date

10/01/2023

*

End Date

12/31/2024

*

Months Funded

14

Document Information: [TRAV-2024-CMP-00023](#)
Parent Information: [CMP-DOI-2024-Byram Township Historical-00037](#)
 [Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Cooperative Marketing Program 2024	 Byram Township Historical Society	Authorized Official	Application Submitted	09/15/2023 - 12/31/2024 06/14/2023 3:30PM

DOCUMENT SNAPSHOT

Award Amount:

\$0

Organization Name:

Byram Township Historical Society

FEIN:

223395995

Address:

10 Mansfield Dr.
Stanhope, NJ 07847

City:

NJ

County:

Sussex County

Phone:

(973) 229-3310

Email:

Website:

<https://bths.us>

Charities Registration Number:

N/A

Division Revenue Number:

0100636580

Executive Director:

Mr. Xavier Gonzalez

Board President or Chair:

Mr. Lou Esposito

Congressional District:

7

Legislative District:

24

PROJECT NARRATIVE

- Instructions:
- Fields with an * next to them must be completed.
 - After entering all information click the **SAVE** button.
 - To proceed to the next page you may click the **SAVE/NEXT** or **NEXT** button.
 - To return to the application menu click the **Forms Menu** link above.

Narrative of the proposed project, including information about the applicant's organization and program, event or initiative for which the applicant is seeking grant dollars. Also include any background or history on the program, event, or initiative. Proposal for funding for local events or programs must explain how the project demonstrates significance to or affects the broader context of the tourism industry.

20,000 character limit

With funding from the 2023 New Jersey Department State Division of Travel & Tourism (NJDTT) and the New Jersey travel industry Cooperative Marketing grant, the Byram Township Historical Society (BTHS) helped put

Byram Township, New Jersey on the map as the “Gateway to the Sussex Skylands.” Our proposed program for the 2024 NJDTT Cooperative Marketing grant request will expand our marketing campaign with actionable efforts towards the goal of bringing tourists to Byram Township and enhance the economic impact on the surrounding region.

We are encouraged by the results of a recently published study. Sussex County is enjoying an upward growth trend in tourism, due in part to the many outdoor, historic, and cultural activities available. In 2022, Sussex County continued double-digit increases with 12% growth in both visitors (2.84 million) and 12.7% in revenue (\$502 million), according to “The New Jersey Visitor Economy 2022” study prepared for the New Jersey Department of Travel and Tourism published in March 2023. The number of day visitors to Sussex County increased by 15% in 2022. This resulted in a 7.2% growth in visitor-supported jobs in Sussex County year over year – a meaningful revenue source. Studies show that cultural heritage visitors tend to be more frequent travelers who spend more money and stay longer than typical leisure visitors.

Thanks to the generous Cooperative Marketing Grant from the NJDTT this past year, the reinvigorated Byram Township Historical Society – a non-profit educational institution – expects to draw thousands of heritage tourists to the community to celebrate the township’s 225th anniversary and introduce newcomers to the activities, events, and historical, cultural, and natural resources in Byram.

The BTHS’ local tourism program kicked off in 2022 with the Spirit of Byram bourbon tasting event. The inauguration of the BTHS.us website – combined with print, email and social media marketing campaigns – drew attendees to the sold-out gathering. The event positively impacted the local economy with ticket sales to 125 attendees; promotion of partner restaurants; and subsequent sales of beer, wine, and spirits at local stores that participated in the event. The BTHS leadership asked for feedback from attendees, and we continue to apply comments from the responses in planning future events. In 2023-2024, we aim to establish more recurring events to build relationships with visitors who will want to come back to enjoy the many experiences Byram Township and neighboring communities offer.

We are in the process of expanding our collaboration and partnerships with area businesses, including food vendors, printing companies, event organizers, marketing and website professionals, retail outlets, theme parks, and lodging facilities. In conjunction with the BTHS, Wild West City marketed an event to benefit the Lakeland First Aid Squad. As a member of the Sussex County Chamber of Commerce, we are working closely with their staff to share ideas, disseminate information, and cross-promote area tourism.

In 2023, we feel that we made tremendous progress as indicated by our growth in tourism. Next year, we aspire to expand and grow using our experience and the expertise of outside professionals. We want to bring tourists to Byram Township. With a 2024 Cooperative Market grant, we will bolster our brand identity, reach specific audiences with marketing tools, and explore new methods to increase tourism.

The community impact of tourism can be far-reaching – growing retail sales, boosting activity attendance, and introducing tourists to the area’s cultural assets. The potential residual benefits of heritage tourism include increased economic activity and tax receipts, and job creation which can equate to a reduction of poverty and inequality. Increased tourism also provides indirect business-to-business gains for organizations in the marketing, hospitality and events, and communications industries.

Use of Cooperative Marketing Grant Funds

The BTHS’ 2024 Marketing Campaign will advance our initial goal to deepen appreciation and awareness of Byram Township and promote tourism related to the community’s outdoor attractions and history – from the 11,000-year-old Lenape Native American past to the present. A series of one-time and recurring events will show Byram as a center for cultural heritage tourism. Grant funding will be used to maintain and update the BTHS website as the source for tourism information (video guide, maps, calendar of events) and enable transactions such as event ticket sales. We will also invest in digital and print marketing. Social media and Search Engine Optimization (SEO) using geo-targeted keywords will help us connect with our targeted tourist audience of people in Bergen, Essex, Morris, Passaic, Somerset, Sussex, Union, and Warren counties in New Jersey and parts of northeast Pennsylvania. The BTHS will build on 2023 efforts by increasing collaboration and coordination on heritage tourism initiatives – both locally and regionally. We will produce and distribute

brochures and rack cards at regional travel locations and visitor centers; advertise in print and online visitor guides; develop marketing and content for social media platforms; promote messaging and strategies to convey equity and inclusiveness of Byram's events and activities; create an app or coordinate with an existing app host to share our trails and outdoor activities; produce a video to illustrate the town's historic significance; and enhance the public relations presence in local and regional media outlets to expand the number and demographic diversity of visitors to Byram.

Brief History of Byram Township

Two-hundred-twenty-five years ago, on February 21, 1798, Byram Township was incorporated. Originally, Byram included what is now Hopatcong and Stanhope boroughs. Beginning in the 18th century, iron mining was the major industry in the municipality. Byram was then, and still is, the main southern access into Sussex County. Commercial transportation began with stagecoaches and evolved with the advent of the Morris Turnpike, followed by the development of the Morris Canal. As major port on the canal, Waterloo Village – a 19th century village that was a repurposed 18th century iron works – incorporated all the significant engineering elements of the canal including a combination lock and aqueduct along with an incline plane. The Sussex Railroad was established in 1854 as the first railroad to pass into the county through Byram. By the early 20th century, Byram was a popular destination for New York City dwellers and those in populated suburbs with summer homes and outdoor activities developed around numerous pristine lakes for swimming, boating, watersports, and fishing and woodlands for hunting, horseback riding, hiking and enjoying nature. In 1937, the Lake Mohawk pool, located at the south end of Lake Mohawk in Byram, at the time was the largest outdoor private swimming pool. Esther Williams, the notable swimmer and actress from the 1940s, competed there.

Byram's population has grown to 8,500. Thousands of visitors either make it a destination or pass through via the recently widened Route 206 on their way to the Poconos or to Mountain Creek, Crystal Springs, the Sussex County Fairgrounds, seasonal fruit picking, and other Skylands destinations. Located in Sussex County, Byram borders Morris and Warren Counties and is between Routes 80 and 15. Andover Aeroflex airport is just minutes away. The 112-year-old Roseville Tunnel is undergoing restoration to reactivate the long-dormant New Jersey Transit's Lackawanna cutoff to provide rail service for day-trippers or visitors from New York and Pennsylvania seeking a weekend escape. Amtrak envisions high-speed passenger stations in New Jersey at Summit, Morristown, Dover, and Blairstown with a stop in Andover.

The 22-square-mile historic Sussex County community is a center for ecotourism as the "Township of Lakes" draws visitors to Cranberry Lake with the State of New Jersey public boating access facility, Forest Lake, a portion of Lake Mohawk, and Lake Lackawanna featuring a popular waterside bar and restaurant featuring live music and Bike Nights. With more than 20 miles of marked and maintained public trails for hiking, mountain biking, horseback riding, snowshoeing, and cross-country skiing; two theme parks; the Boy Scouts of America Patriot's Path Council Camp Somers, the state-owned historic Waterloo Village, the Roseville Schoolhouse Museum, and Lockwood Cemetery established in 1835 – the small community is a natural draw for ecotourism and heritage tourism for visitors from the tri-state area. Byram is conveniently located off Route 80 and only 45 miles from New York City and 30 miles to Delaware Water Gap – making it the perfect four-season getaway destination. The BTHS is dedicated to highlighting the unique history and culture of Byram Township to reach a broader audience.

Byram Township Historical Society Background

The Byram Township Historical Society is a non-profit educational institution which aims to preserve Byram Township's past, promote historical education, and encourage heritage tourism.

In 1983, the Byram's Town Council created a committee to keep alive the history of Byram and preserve the township's one-room Roseville Schoolhouse. The BTHS executive officers were appointed by the Township Council. They created a committee of volunteers to relocate and renovate the schoolhouse structure established in 1853. Private donations were obtained to fund the repurposed schoolhouse which was moved from Lackawanna Drive to the Byram Municipal Complex in 1986. Residents donated artifacts and the volunteer group created a museum within the schoolhouse. Buoyed by their success, in 1995, volunteers from the original committee teamed up to continue to disseminate Byram's history starting with Byram's Native American roots and spanning centuries. This was the impetus for the formation of the BTHS as a 501(c)3 organization.

Since then, dedicated volunteers have hosted lectures with guest speakers, maintained the Roseville Schoolhouse Museum, presented at schools and civic organizations, investigated historic preservation site designations, maintained the Lockwood Cemetery, erected plaques through the Sussex County Historic Marker program, collaborated with other organizations at history and community events, and collected and preserved photos and documents to safeguard the township's past.

The BTHS has been active in working with the Township Council and the Planning Board to preserve the historical integrity of the area. Thanks to past lobbying efforts by the historical society, the Byram Township Planning Board passed a resolution approving an updated historical preservation element of the Master Plan. The new category of "Extremely Significant Sites and Structures" provides a higher level of protection for those properties that the community deems historically significant and that an evaluation also indicates that is worthy of historical registration. This new category is essential to nominate the property or site for possible NJ State and National registration. Additionally, the Cranberry Lake Suspended Footbridge was classified as such. The BTHS is currently working with the Cranberry Lake Save our Bridge organization to promote their campaign and provide funds for the bridge restoration.

Starting in 2022, the BTHS expanded its scope in advance of the township's 225th anniversary in 2023. We created a 225th anniversary committee to establish a marketing plan, developed a year-long event schedule, and hosted a series of events that not only celebrated the township's founding, but also succeeded in attracting tourism to the community and surrounding region.

Highlands Impact

Part of the reason for Byram's prior lack of visibility is that 98% of Byram is located in the Highlands Preservation Area. While the designation provides numerous environmental advantages to New Jerseyans, it has posed some economic development disadvantages to the township. Byram Township was the first municipality to conform to the Highlands Regional Master Plan. Byram is proud to have 236 acres in the Planning Area and 14,300 acres in the Preservation Area of the Highlands Region. This protection comes at a cost, however, as the State of New Jersey through the Highlands Council has banned or mitigated Byram Township land uses that other towns have traditionally relied upon as sources of growth to their economies. The Highlands impact restricts the development of business and industry and the related tax base to increase the township's revenue and ability to invest in attracting tourists. The Highlands Council has encouraged Byram to grow its own ecotourism economy as it sees ecotourism as a viable and important growth path. A grant from the New Jersey Cooperative Marketing Grant Program will aid the Byram Township Historical Society's efforts to continue to increase awareness of the community's history and promote tourism from residents and travelers in the tri-state region.

Events to Promote Tourism

Byram Township offers an attractive array of year-round tourism activities. These offerings, combined with the BTHS' successes in implementing events outlined in our 2023 marketing plan, spurred tourism in the local area. We will continue to work closely with the State of New Jersey Travel and Tourism and its Destination Marketing Organization (the Sussex County Chamber of Commerce), and with other tourism partners (lodging establishments, restaurants, and historical sites), and invest in measurable digital web-based and print marketing methods to entice targeted NJ/NY/PA tri-state area tourists to visit Byram.

The BTHS developed a 2024 Marketing Plan that centers on bringing even more tourists to the township through a series of events, many of which are expected to generate revenue for the Byram Township Historical Society so that we can continue to replicate the events from year to year. In 2024 we plan to host: another Spirit of Byram tasting event, a day-long or overnight family outing in conjunction with the Mt. Allamuchy Scout Reservation, co-host the Greater Byram and Morris Canal History Day at Waterloo Village, hold a fundraiser such as the Beefsteak dinner, host Dragon Boat Races, and have a winter event at a historic hotel. In addition, the Byram Township Historical Society plans to again participate with fellow non-profits in their events including the Hudson Farm Charity Hike, the Sussex County History Day, and the Lake Hopatcong Block Party.

The Dragon Boat race competition will help fund repairs of the historic Cranberry Lake Bridge as well as showcase Cranberry Lake's boating and fishing offerings since we will be marketing to a wide and diverse

audience. The events at the Waterloo Village historic site will introduce new visitors to the state's facility and promote the event rental opportunities. The week-long and day camp options along with Boy Scout Jamborees at Camp Somers in the Mt. Allamuchy Scout Reservation brings in hundreds of Scouts whose parents can discover the beautiful area and dine and shop at Byram businesses before and after drop-off. The BTHS is collaborating with Camp Somers on creating events and co-promotional options such as offering discounts for Scouts in uniform who attend Byram restaurants or theme parks after their stay at the camp. Another targeted partner for BTHS is the Panther Lake Camping Resort – a family destination on 160 wooded acres where guests can enjoy activities on the 45-acre lake.

The success of the historical society's events in 2023 was a result of executing our marketing plan that included a mix of traditional and digital marketing tactics. The BTHS team worked diligently to create a user-friendly website to present Byram Township's heritage tourism sites and events; keep the website up to date as a way for tourists to plan their visit; produce and distribute marketing collateral material including brochures, flyers and banners to promote events; host many events for a diverse population; use social media marketing and search engine optimization advertising; conduct a public relations campaign to generate media coverage in collaboration with media outlets; purchase print and online advertising; and partner with merchants, theme parks, other non-profits, and tourism agencies to drive tourism to the area. Partners such as Byram ShopRite Wines & Spirits, the Stonewood Tavern, and Wild West City said that they saw an uptick in revenue as a result of our collaborative events.

In keeping with our grant agreement, the BTHS will continue to distribute state tourism literature (along with Sussex County brochures and guides) to event attendees and highlight the area as a four-season tourist destination welcoming and accessible to everyone. New visitors will find that the small community is home to two popular family amusement parks – Wild West City and Tomahawk Lake waterpark – both established in the mid-1950s. We plan to team up with Wild West City to promote fun local history education with a Civil War encampment performed by the 27th Regiment New Jersey volunteer reenactors.

We anticipate that most of these events will be hosted annually and that they will be free or affordable. Tourism is an integral part of New Jersey's economy. The BTHS will continue to partner with local organizations, the Sussex County Chamber of Commerce (also the State of NJ's local Destination Marketing Organization), the Skylands Visitor's Bureau, and the State of New Jersey Department of Travel & Tourism in an effort to increase tourism to the area. As the Gateway to the Sussex Skylands, once we attract visitors to Byram, we believe that they will be inspired to seek out other attractions in the region and recognize the area as a premier travel destination.

Budget

The estimated cost of the Byram Township Historical Society's marketing program is \$31,250. We are requesting a grant from NJDTT for \$25,000. If awarded a Cooperative Marketing grant, additional funding will come from a matching grant from the Township of Byram of \$6,250. If necessary, the BTHS has \$25,700 cash on hand and will seek additional income from event ticket sales, silent auctions, merchandise sales, donations, raffles (BTHS was recently awarded a license from the NJ Legalized Games of Chance Control Commission), and other grants. The BTHS board is exploring ways to expand and diversify our revenues. We will continue to ramp up efforts to secure funding from community and service organizations, sponsorships, donations, businesses and corporations, state and federal sources, private foundations, and in-kind support.

Conclusion

We believe that this marketing campaign provides an excellent opportunity for a positive return on investment as it will have a significant impact on increasing ecotourism and heritage tourism in the Gateway to the Sussex Skylands. We are confident that this program will help us achieve our mission of preserving and promoting Byram Township's rich heritage for future generations. Thank you for considering our grant request. We look forward to a continued partnership with the New Jersey Department of State Division of Travel & Tourism to boost tourism and increase revenue in Sussex County.

MARKETING PLAN

Instructions:

- Fields with an * next to them must be completed.
- After entering all information click the **SAVE** button.
- To proceed to the next page you may click the **SAVE/NEXT** or **NEXT** button.
- To return to the application menu click the **Forms Menu** link above.

Attach sample collateral material.

No file chosen ☐ DELETE
[2935184_2129137-BTHSMA_1.PDF](#)

Attachment included one PDF of the following marketing examples

-  1 BTHS Publicity
-  2 BTHS Event Photos
-  3 Bourbon Event POSTER Digital cell
-  4 Bourbon tasting graphic 2
-  5 BTHS Founders Day email letter
-  6 BTHS founders day marketing brochure
-  7 Canal Day Partnership Flyer
-  8 Canal Day Save the Date
-  9 Canal Day Skylands Visitors Bureau scre...
-  10 Great Byram Activity - Campout
-  11 Draft Dragon sponsor
-  12 Wild West City Lakeland EMS Byram A...
-  13 BTHS Facebook Posts graphics

20,000 character limit

A detailed marketing plan, including a plan to determine your project's success/return on Investment information.

In 2022, the Byram Township Historical Society (BTHS), a 501(c)(3) corporation, began an ambitious new effort to create a marketing plan for the revitalized organization. A group of dedicated and energetic volunteers worked diligently to execute the plan. The 2023-2024 BTHS Marketing Plan expands on last year's marketing plan.

GOALS AND OBJECTIVES

The mission of the BTHS is to preserve Byram Township New Jersey's past, promote history education, and encourage heritage tourism. We recognize the importance of promoting historical awareness and preserving local heritage in order to draw tourists which will bolster the local economy. Our organization will utilize a destination/location marketing strategy focused on creating attention and awareness of Byram Township's ecotourism opportunities and the abundance of outdoor and historical attributes to attract a targeted audience within 100 miles of Byram.

The targeted demographics for heritage tourism and ecotourism in Byram Township ranges from family travelers who will visit Wild West City and Tomahawk Lake, Panther Lake Campground, Mt. Allamuchy Scout Reservation, and the BTHS family-oriented events; history enthusiasts who will visit Waterloo Village and take part in the BTHS history-related events; senior travelers who are interested in exploring Byram's trails and lakes and searching out our historical landmarks or enjoying a meal at a lakeside restaurant; and the young

adult demographic who may seek adventure or relaxation in Byram's natural resources, attend a BTHS social event such as the Spirit of Byram, Dragon Boat Races, Beefsteak Dinner, or kick back and enjoy a meal and listen to music at one of the bars or restaurants in town.

With funding from the New Jersey Department of Travel & Tourism marketing grant, the Byram Township Historical Society will maximize outreach to our target audience, and persuasively demonstrate that Byram is a superior destination experience. We will accomplish this objective by using marketing data from sources such as our Destination Marketing Organization (DMO) in Sussex County to seek information about visitors, demographics, and their motivations. New to our marketing plan is the seeking of professional advice from a qualified tourism marketing consultant. This knowledge can help us identify how to efficiently reach our audience with targeted, cost-effective marketing tools and channels. Another goal is to develop a compelling, cohesive, and consistent brand identity. A professional marketing consultant can also help us to craft key messages that are aligned with our target audiences' interests.

BACKGROUND

In 2016, Byram Township prepared the Byram Economic Development Plan (see attached) that identified opportunities, strategies, and recommendations to promote sustainable economic growth consistent with the Highlands Regional Master Plan and with the township's declared long-term vision. The goals were to:

- Expand and enhance township, state, and private open space and recreation facilities that accommodate outdoor activities, athletic pursuits, nature study/appreciation, and cultural and historic tourism/education opportunities
- Develop marketing programming to broaden awareness of Byram as a destination for ecotourism, heritage tourism, outdoor recreation, shopping, and dining.

In 2020, Byram commissioned its Open Space Recreation Plan (see attached) which is a comprehensive assessment of the township's Open Space and Recreational assets. The report centered on the ability of the township to utilize the natural assets for both active and passive recreation as a catalyst for appropriate economic growth through tourism. The analysis supplemented the 2016 Economic Development Plan, in particular the recommendations concerning the promotion of ecotourism. The recommendations include:

- Reviewing and tailoring the township's Open Space and Recreation Master Plan to meet the needs of ecotourism objectives
- Developing an initiative with a specific focus on marketing and promoting athletic events, cultural activities, and ecotourism opportunities
- Working with township lake associations, Byram business owners, and local entertainment facilities to explore community-wide tourism opportunities

MARKETING STRATEGIES

BRANDING

Using data and research, in 2022 the BTHS launched the branding of Byram Township as The Gateway to the Sussex Skylands. We recognize that we have much more work to do in our ongoing marketing campaign. The BTHS trustees believe that hiring a professional tourism marketing consultant can be invaluable in assisting us with our overall branding and event-specific branding efforts. Among the tools that we may use are adopting ways to identify geographic areas and demographics to obtain the best tourism draw, devising a slogan representing Byram with a strong call to action, and creating a storytelling campaign to have a lasting identity.

WEBSITE

The BTHS.us website serves as our spokesperson – a hub to connect with potential tourists as they research activities at the destination and consider coming to the area and making plans. The website is our main resource for the Sussex Skylands region to communicate our unique ecotourism and heritage tourism options. We will continue to work with our professional website designer and marketing experts to develop high-quality and relevant content that is engaging for users. When feasible, we will post and share links with other websites. At the same time, we want to create a positive technical user experience by updating our website to ensure that it is technically sound, user-friendly, and that it optimizes mobile-friendliness, site speed and indexing. We strive to be creative and stay fresh with our content. In order to improve the website, we will prioritize executing a link-building strategy, lengthening the meta descriptions to between 70-160 characters,

providing missing alt attributes on images based on an analysis of our website's areas of need, and developing a method to capture a database from website visitors to communicate via future email blasts with those who have shown an interest in the site. Improving our website is recommended to ensure a better website experience for our users and offer better ranking and visibility by search engines.

The BTHS team will engage in Search Engine Optimization activities to improve the BTHS.us website's visibility and ranking in search engine results pages. We will ramp up efforts to purchase geographic keywords and meta tags to improve our search hit rate and promote content both locally and regionally to drive targeted traffic. Some examples of search phrases include, "best hiking in Skylands (or Sussex County)," "outdoor activities near me," and "NJ history events." Along with our website consultant, we will monitor, analyze, and adjust our SEO to stay on top of evolving search engine algorithms to achieve our marketing goals.

SOCIAL MEDIA

Social media will be an important communication tool as we seek to create experiential marketing. We not only want our visitors to learn about us from other influencers, but also to share their own content and moments on websites and social media. We will encourage visitors to become Byram ambassadors to maximize influencer promotion as it has a stronger appeal to potential visitors than if simply hearing from paid direct messaging. At the same time, we will use social media platforms such as Facebook to reach potential visitors via paid advertisements and/or sponsored posts aimed at specific demographic targets.

HERITAGE TOURISM AND ECOTOURISM EVENTS

Byram Township offers an experience like few other areas given its 225+ year heritage combined with its natural outdoor resources and local attractions. The BTHS has much to promote to the tourism community, including:

- Year-round tourism via outdoor activities (hiking/biking/horseback riding trails; lakes for boating and fishing; golfing; hunting; fall foliage viewing; winter recreation; rock climbing)
- Greater Byram Canal Day at Historic Waterloo Village (June)
- Byram Day Beefsteak Dinner (September)
- Dragon Boat Race at Cranberry Lake (September)
- Local multi-season tourist attractions (Waterloo Village, Tomahawk Lake Waterpark, Wild West City, Panther Lake Camping Resort, Lockwood Cemetery, Roseville Schoolhouse)

PARTNERS

The BTHS will continue to co-market and/or co-host events and activities with many partners, including:

Area businesses and non-profits, including places of worship
Boy Scouts of America Patriot's Path Council (Camp Somers)
Canal Society of New Jersey
Local lodging facilities, restaurants, and caterers
Sussex County Chamber of Commerce (Destination Marketing Organization)
Sussex County Historical Society
Tourist attractions and lake associations
Waterloo Village Historical Site - NJ Department of Environmental Protection
Wild West City

BUDGET AND MEASUREMENT PLAN

Our marketing activity spending plan will go towards funding the 2024 Marketing Plan. Through experience in the 2022-2023 grant period, the members of the BTHS learned more about the realistic expense expectations and the changing nature of our needs. With that in mind, the BTHS has combined several categories under the single category of Marketing and Promotion Expenses along with the Marketing Campaign expenses. The following is our intended use of the \$25,000 Cooperative Marketing Grant and \$6,250 matching funds from Byram Township for Marketing and Promotion.

MARKETING CAMPAIGN

In 2022-2023, the BTHS volunteers faced a steep learning curve to inaugurate the 225th anniversary celebration events. We are still in the process of planning and executing several upcoming events. Going forward, we recognize that as volunteers, our knowledge base and marketing experience is limited, therefore

we think it makes sense to hire a professional marketing consultant to help us establish a comprehensive plan to attract more tourism to Byram Township; create targeted campaigns such as local radio, Google Display Ads, geofencing at similar tourism events such as the New Jersey State Fair, social media, and email blasts; advise us on cost-effective marketing strategies; and provide expertise to promote our brand and our tourism marketing goals. We have reached out to several marketing firms such as Dana Communications, iHeartMedia, and others to discuss options and related costs.

WEBSITE MAINTENANCE

In the last quarter of 2022, the newly designed BTHS.us website went live. Since then, we have – and will continue to – post event news and update the calendar of events, highlight our sponsors and partners, share information about Byram Township’s history, accept donations, and sell tickets and merchandise. It serves as the BTHS’ central web communication hub and enables contact management and tracking. Expenses will go towards hosting domain renewals, enabling security updates, updating the event calendar, tracking usage, and making improvements. Future plans include creating a video guide (“Things to Do in Byram”), adding more partner links, sharing photos of historic sites, posting trails maps, and creating an interactive township map listing lakes/watersports, dining, historical sightseeing, and other attractions. The website has the potential to sell advertising space to generate income.

- Measurement: Track the number of website visitors, their traffic sources, inquiries, and ticket sales with web analytics tools such as Google Analytics.

Search Engine Optimization

We will purchase search engine geographic targeted keywords. We may hire a professional to advise us on how best to do this.

- Measurement: Tools such as Google analytics will be utilized to track ROI and tourism development.

Social Media Advertising

Social Media and email blasts have generated traffic to the BTHS.us website and have been our main source to drive tourism to Byram Township. We will continue to invest in ongoing social media promotion – Facebook in particular – using Google Ads.

- Measurement: Analyze data using Google Analytics reports generated by our web host. The metrics include engagement (comments, shares, and likes), click-through rates, follower growth, and conversions as a result of social media campaigns.

Use of Free Advertising

The BTHS takes full advantage of all free advertising and event listing opportunities. These include requesting that Byram Township send out Nixle announcements and email blasts about our upcoming events, using the township’s lighted message board along Route 206, and posting information on the township’s message sign by the former school on Lackawanna Drive. We work with area public and private schools to distribute printed and digital event flyers through school resources and via email. The BTHS cross-promotes events on our partners’ websites and marketing materials. We will also reach out to digital and print media sources for free advertising in their calendars and free publicity with newspaper articles by sharing story ideas.

- Measurement: We can track the jump in website traffic and ticket sales following publication of free ads and articles and after distribution of flyers.

Print Media

We will advertise in print media such as newspapers, magazines, and visitor guides.

- Measurement: We will monitor for signs of success such as increased website traffic, comments on social media, and attendance at events.

Print Production

BTHS will incur expenses to print roll-up and hanging banners, post cards, flyers, brochures, signage, tickets, and other related materials. We intend to produce and distribute brochures and rack cards at regional tourist locations and visitor centers.

- Measurement: We will monitor an uptick in website traffic and ticket sales after distributing printed material or displaying banners.

Promotional Merchandise

The budget includes expenses to create branded merchandise for distribution for marketing purposes and to entice sponsors and others who further our marketing goals and promote and disseminate the BTHS brand.

Video Production

In 2023, the BTHS worked with the technology department at the Lenape Valley Regional High School to begin a partnership to produce videos. We will continue to collaborate to create footage of our events. We may also contract with outside professionals to produce tourism-specific videos to share our area's attractions and promote events for a target audience in a 100-mile radius in the tri-state area.

EQUITY AND INCLUSION

The Byram Township Historical Society's Marketing Plan is committed to fostering an inclusive tourism environment that celebrates diversity. All messaging will prioritize promoting strategies to convey equity and inclusiveness of our events and activities – providing attendees a sense of place. We will strive for diverse representation in our promotional materials, attempt to engage with underrepresented communities in advertising, collaborate with local businesses and community groups to promote inclusivity, and seek input from diverse stakeholders to shape our messaging and strive for responsible and sustainable tourism practices.

SUSTAINABILITY

The BTHS began our marketing efforts in 2022 with some lofty goals and, a year later, we are pleased to report that we saw the realization of many successful endeavors. The 2023 Cooperative Marketing Grant gave the BTHS the impetus and much-needed funds to develop and execute our initial marketing plan. Nearly all of the events held or to be held during Byram's 225th Anniversary can be replicated in the coming years. It is the intent of the BTHS trustees and members to continue with and expand upon all of the events and the marketing endeavors to increase tourism to the area. With the help of our partners, we now have a proven track record of delivering results with sold-out events and successful fundraising activities.

RETURN ON INVESTMENT

We are confident that the Byram Township Historical Society's Marketing Plan offers an incredible opportunity to drive economic growth by attracting visitors to Byram and the surrounding Skylands region to stimulate tourism and support local businesses. New visitors can contribute to the local economy through spending on dining, transportation, gasoline, accommodations, and other related services. Their spending generates direct and indirect revenue, benefiting local businesses and the community at large. Sustained increase in tourism can lead to the creation of jobs in the hospitality and transportation sectors. In our estimation, each marketing dollar spent will net a greater than \$5 return. The benefits of investing in tourism extend beyond financial gains, as they also preserve and promote Byram's rich historical heritage, foster community pride and engagement, and generate a sense of place for residents and visitors alike.

PROJECT SPONSORS AND PARTNERS

Instructions:

- Fields with an * next to them must be completed.
- After entering all information click the **SAVE** button.
- To add additional Project Sponsors click the **ADD** button.
- To proceed to the next page you may click the **SAVE/NEXT** or **NEXT** button.
- To return to the application menu click the **Forms Menu** link above.

Names of the applicant's additional sponsor(s) and partners and describe the partnership. These are partners with whom you are working to promote tourism to the area. They may be financial partners or sponsors (include in Match Information section also) or they may be non-financial partners. If you are listing a large group of partners, such as "hotels" call the group "hotels" under Partner Name and attach a list of "hotels" in Miscellaneous Attachments.

1,000 characters limit

Partner Name City

Byram Township

Street Address State

10 Mansfield Rd New Jersey

Contact Name

Harvey Roseff - Byram Council Member

Zip Code

07874

Phone Number

(201) 304-2383

Email Address

hroseff@byramtwp.org

Describe the Partnership and how it pertains to the marketing plan. Describe how your partnership will cause a higher likelihood of success or will help promote tourism to the area.

Byram Township municipal government has graciously agreed to provide the 25% matching funds for the NJDTT Cooperative Marketing Grant. Byram is interested in growing economic development from tourism and recognizes the positive impact that the BTHS marketing plan will have. Furthermore, Byram has provided resources and investments in studies and open space assets (trails, lakes, and parks) during recent decades which makes some of the BTHS plan possible. The BTHS is working with the Byram Township Council's Recreation Committee to coordinate the Byram Day festivities and Beefsteak Dinner in September. We hope that this is an ongoing mutually beneficial partnership.

Partner Name City

Canal Society of New Jersey

Street Address State

P.O. Box 737 Morristown New Jersey

Contact Name

Joseph Macasek

Zip Code

07963-0737

Phone Number

(973) 292-2755

Email Address

Describe the Partnership and how it pertains to the marketing plan. Describe how your partnership will cause a higher likelihood of success or will help promote tourism to the area.

The Canal Society of New Jersey offers a constructive collaboration with some of our history tourism based events such as the "Sussex County Heritage Day" and Byram Founders Day. The Morris Canal spanned 102 miles connecting Phillipsburg to Jersey City, New Jersey. The Byram portion runs through the historic Waterloo Village. The Morris Canal was the primary means of transporting goods to and from Byram Township and surrounding communities in the early 1800s. BTHS and the CSNJ will co-promote events via their members, website <https://canalsocietynj.org/>, social media, newsletter and other marketing vehicles. On June 24th, we are partnering with CSNJ to host the Greater Byram Morris Canal History Day at Waterloo Village. It will be a full day of activities for families and history aficionados.

Partner Name City

Boy Scouts of America - Camp Somers

Street Address State

1 Saddle Road Cedar Knolls New Jersey

Contact Name

Bob Brady

Zip Code

07927

Phone Number

(973) 886-9358

Email Address

bobbbradybsa@gmail.com

Describe the Partnership and how it pertains to the marketing plan. Describe how your partnership will cause a higher likelihood of success or will help promote tourism to the area.

BTHS will continue partnering with the Boy Scouts Patriots' Path Council and Camp Somers to offer a recurring annual camping jamboree for children and adults. The Boy Scout Camp Somers is located in the historic Mt. Allamuchy Scout Reservation in Byram Township. It offers a wide variety of activities and facilities to ensure a great adventure any time of the year. It offers camping facilities for several hundred persons at a time, along with swimming, kayaking, fishing, climbing, archery, shooting. This recurring event will lead to tourism related local commerce via sales of camping supplies and fuel sales, dining at local restaurants, shopping at retail establishments along Route 206, and introducing attendees to the trails and family activities available in Byram Township by distributing brochures.

Partner Name City

Cranberry Lake Club Association

Street Address State

268 US-206 New Jersey

Contact Name

Mike Walsh

Zip Code

07821

Phone Number

(973) 347-5555

Email Address

mlwalsh14@verizon.net

Describe the Partnership and how it pertains to the marketing plan. Describe how your partnership will cause a higher likelihood of success or will help promote tourism to the area.

Cranberry Lake has been a driver of tourism in Byram for a century. The BTHS is partnering with Cranberry Lake Club Association to host a Dragon Boat race at Cranberry Lake in September 2023. This is a fundraiser activity – proceeds with support much needed repair of the iconic Cranberry Lake Footbridge. We are expecting 20+ competing race teams and others traveling from around the tri-state area to support the event. We anticipate that the Dragon Boat Races will drive overnight stays, restaurant attendance, and other commercial economic activities. More on Cranberry Lake history here <https://www.cranberrylakecc.org/our-history> The intent is for the event to be recurring to benefit both the BTHS and the Cranberry Lake Club in future years.

Partner Name City

Waterloo Village Historic Site (NJDEP)

Street Address State

525 Waterloo Road Stanhope

PO Box 203

New Jersey

Contact Name

Kim Zavist/Andrea Proctor

Zip Code

07874

Phone Number

(973) 347-1835

Email Address

kimberly.zavist@dep.nj.gov

Describe the Partnership and how it pertains to the marketing plan. Describe how your partnership will cause a higher likelihood of success or will help promote tourism to the area.

The BTHS recognized the 225th birthday of Byram Township (est. 1798) with a Founders' Day event at the Waterloo Village Meeting House on April 2, 2023. Waterloo Village advertised the event on their marketing materials and social media and web platforms. The BTHS' partnership benefited Waterloo Village by hiring their on-site catering service, bringing in visitors to the site, and introducing potential future customers to the event space through placement of the event manager's business cards. On June 24, 2023, Waterloo Village will be the location for the Greater Byram Morris Canal History Day. This is planned to be a recurring annual event sure to bring in new tourists to the region.

Partner Name City

Wild West City

Street Address State

50 Lackawanna Dr Stanhope New Jersey

Contact Name

Mary Benson

Zip Code

07874

Phone Number

(973) 347-8900

Email Address

info@wildwestcity.com

Describe the Partnership and how it pertains to the marketing plan. Describe how your partnership will cause a higher likelihood of success or will help promote tourism to the area.

The marketing team at Wild West City is enthusiastic about partnering with the BTHS to bring tourism to Byram Township. Associates from both organizations have met to devise marketing ideas, including unique events to commemorate Byram Township's 225th anniversary and create discount coupons for BTHS to distribute at our events to attract visitors to come back to the area. Wild West City opened in 1957 and has brought tourists to the Byram area ever since. It provides an authentic western experience featuring interactive adventure bringing tales of the old west to life through historical characters, dramatizations and demonstrations by period craftsmen.

Partner Name City

Byram Township Volunteer Fire Department

Street Address State

225 US-206 New Jersey

Contact Name

Chief Todd Rudloff

Zip Code

07821

Phone Number

(973) 347-2662

Email Address

Describe the Partnership and how it pertains to the marketing plan. Describe how your partnership will cause a higher likelihood of success or will help promote tourism to the area.

The Byram Township Volunteer Fire Department (BTVFD) celebrates its 75th anniversary in 2023, the same year that Byram Township celebrates its 225th anniversary. In 2022-2023, the BTHS rented the fire department hall facility for the inaugural Spirit of Byram event. We work with the fire department personnel to share ideas and combine resources on an ongoing basis. We are in talks to have the fire department volunteers provide food at our Dragon Boat races as a fundraiser to benefit the BTVFD. The FD officials have been generous in allowing us to post banners at their prominent site on Route 206 to attract tourists passing through the gateway to other parts of Sussex County in hopes that they will take note and come back.

Partner Name City

Sussex County Historical Society

Street Address State

82 Main St Newton New Jersey

Contact Name

Wayne McCabe - President

Zip Code

07860

Phone Number

(973) 670-4631

Email Address

sussexhistorian@juno.com

Describe the Partnership and how it pertains to the marketing plan. Describe how your partnership will cause a higher likelihood of success or will help promote tourism to the area.

The Sussex County Historical Society (SCHS) has worked with the BTHS for years to chronicle and promote historical assets in Byram and Sussex County. It is also a vital partner to co-promote historical/cultural heritage based tourism via their website, social media and other marketing. Leaders from the SCHS have attended the BTHS meetings and provided important direction to help shape our marketing plans. Members of the BTHS participated in the Sussex County History Day on September 17 at the Old Newton Burial Ground. The BTHS will continue to work closely in our ongoing relationship with the Sussex County Historical Society to foster marketing plan and execution synergies.

Partner Name City

Restaurants, Caterers, and Beverage Purveyors

Street Address State

Route 206

Contact Name

Various Establishments

Zip Code

07821

Phone Number

(973) 347-2830

Email Address

Describe the Partnership and how it pertains to the marketing plan. Describe how your partnership will cause a higher likelihood of success or will help promote tourism to the area.

The BTHS will continue to work with local restaurants, caterers, and beverage purveyors. We will hire their services and request in-kind donations, sponsorships, and raffle items. This past year, Byram ShopRite Wines & Spirits, Family Kitchen Ravioli, and the Stonewood Tavern indicated that they saw an uptick in revenue as a result of our collaborative events. The restaurants we have collaborated with in the past or intend to partner with in the future in the Byram/Netcong/Stanhope area include:

Alibi Beach Bar & Grill

Andre's Lakeside

Bells Mansion
Family Kitchen Ravioli
Frank's Trattoria
JAM Catering @ Waterloo Village
Liquor Factory
Primo Hoagies
Stonewood Tavern
ShopRite Kitchen Catering
ShopRite Wines & Spirits of Byram
+ the many fast food establishments along Route 206

Partner Name City

Byram Township School District

Street Address State

12 Mansfield Drive New Jersey

Contact Name

Bryan Hensz, Superintendent

Zip Code

07874

Phone Number

(973) 347-1047

Email Address

hensz.bryan@byramschools.org

Describe the Partnership and how it pertains to the marketing plan. Describe how your partnership will cause a higher likelihood of success or will help promote tourism to the area.

The Byram Township School District has been an important partner with the BTHS. We have worked closely with the district representatives to promote BTHS events, give museum tours to students, and work with the technology department to begin work on a video. The symbiotic relationship helps to educate students and their families about Byram's history, introduce their relatives in other areas to the tourism opportunities in town, and share resources to promote cultural, heritage and ecotourism.

Partner Name City

Sussex County Chamber of Commerce (Coop Marketing Grant DMO)

Street Address State

20 Hampton House Road Newton New Jersey

Contact Name

Tammie Horsfield

Zip Code

07860

Phone Number

(973) 579-1811

Email Address

thorsfield@sussexcountychamber.org

Describe the Partnership and how it pertains to the marketing plan. Describe how your partnership will cause a higher likelihood of success or will help promote tourism to the area.

The Byram Township Historical Society is a member of the Sussex County Chamber of Commerce. The Sussex County Chamber of Commerce is the BTHS' Destination Marketing Organization for the Cooperative Marketing Grant. They have a wealth of data and knowledge related to tourism marketing and economic development. BTHS has partnered with Tammie Horsfield and Tammy Crimando during the grant preparation process, and we will continue to rely greatly on them to execute our marketing plan. Together we aim to promote the area as an attractive tourist destination. The BTHS has displayed the Chamber of Commerce printed materials at our events. These include trail maps, event listings, and tourist guides.

Partner Name City

Hotels and Lodging in the Byram area

Street Address State

Route 206 Byram Township

Contact Name

Miscellaneous Hotel Contacts

Zip Code

07821

Phone Number

(973) 347-6369

Email Address

info@whistlingswaninn.com

Describe the Partnership and how it pertains to the marketing plan. Describe how your partnership will cause a higher likelihood of success or will help promote tourism to the area.

The BTHS will partner with hotels in Byram/Stanhope/Mt. Olive/Andover/Ledgewood/Budd Lake for events that will draw overnight tourists. Members of BTHS have met with the manager of The Whistling Swan Inn in Stanhope to discuss potential future events to be held at the historic inn.

Days Inn by Wyndham
Econolodge
Extended Stay America
Holiday Inn Express & Suites
Panther Lake Camping Resort
Quality Inn
Residence Inn
Super 8 by Wyndham
Whistling Swan Inn

PROMOTIONAL OPPORTUNITIES/SPONSORSHIP BENEFITS

Instructions:

- Fields with an * next to them must be completed.
- After entering all information click the **SAVE** button.
- To proceed to the next page you may click the **SAVE/NEXT** or **NEXT** button.
- To return to the application menu click the **Forms Menu** link above.

Include a list of promotional opportunities/sponsorship benefits to which the Division of Travel and Tourism will be entitled. **Examples include:** NJDTT is entitled to a full-page advertisement in the program guide; NJDTT brochures/promotional materials will be inserted in the event's welcome bag; NJDTT will be provided a 10 x 20 booth to display at the expo; A representative from NJDTT will be able to address the audience at opening ceremony.

1,000 characters limit

The Byram Township Historical Society will promote the NJ Division of Travel and Tourism by several means. The BTHS will continue to post the NJDTT grant award and link to the VisitNJ.org website on the BTHS.us website. The NJDTT will be acknowledged with the logo and mandated statement in relevant marketing collateral produced. BTHS will display and distribute NJDTT promotional materials at events such as the Hopatcong Block Party, the Greater Byram and Morris Canal History Day at Waterloo Village, the Dragon Boat Races at Cranberry Lake, and Byram Day. Representatives from the NJDTT will be invited to have a table or booth at the Canal History Day, the Dragon Boat races at Cranberry Lake, and other relevant events.

MISCELLANEOUS ATTACHMENTS

Instructions:

- To attach documents, upload them individually by clicking the BROWSE button next to the first available blank box.
- After the documents are attached, please save them to the form by clicking the SAVE button. Documents that are not saved will be removed from the form when you leave this page.
- If you want to add more documents than this form will allow, you can add another Miscellaneous Attachments form by clicking the ADD button.

All files must be 13MB or smaller. Required attachment files that exceed 13MBs may be split into multiple files and uploaded on the miscellaneous attachments form.

Attachments may be uploaded in any of the following file types: doc, pdf, jpg, gif, bmp, txt, avi, wmv, psd, vsd, ppt, xls, mov. Documents saved using the default formats for Microsoft Office 2007 and 2010 (docx,xlsx, pptx, etc.) will not upload. If you have a file in this format, please re-save it to one of the accepted formats. For instructions on how to do this please click [here](#).

-  2720983_1984721-ByramEconomicDevelopmentPlan_FINAL
 -  2720983_1984723-ByramOpenSpaceRecreationPlan_2020
 -  BTHS Registration Documents - NJ Marketing Grant
 -  BTHS Website Screenshots
-

 [Byram Township Matching Request Res. 114-2023](#)

 [Map of Byram Township in Sussex County](#)

 [Back](#)

Document Information: [TRAV-2024-CMP-00023](#)

Parent Information: [CMP-DOI-2024-Byram Township Historical-00037](#)

 [Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Cooperative Marketing Program 2024	 Byram Township Historical Society	Authorized Official	Application Submitted	09/15/2023 - 12/06/14/2023 3:30PM

Created By: Gonzalez, Mr. Xavier on 6/13/2023 12:24:20 PM

Modified By: Gonzalez, Mr. Xavier on 6/14/2023 8:59:40 AM

You are here: > [Cooperative Marketing Program 2024 Menu](#) > [Forms Menu](#) > Application Forms

MISCELLANEOUS ATTACHMENTS

Instructions:

- To attach documents, upload them individually by clicking the BROWSE button next to the first available blank box.
- After the documents are attached, please save them to the form by clicking the SAVE button. Documents that are not saved will be removed when you leave this page.
- If you want to add more documents than this form will allow, you can add another Miscellaneous Attachments form by clicking the ADD button.

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Description



DELETE

[2959730_2129185-ByramTownshipMatchingRequestRes.114-2023.pdf](#)

Description



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[2959730_2129187-BTHSRegistrationDocuments-NJMarketingGrant.pdf](#)

Description



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[2959730_2129189-BTHSWebsiteScreenshots.pdf](#)**Description**

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[2959730_2129191-2720983_1984721-ByramEconomicDevelopmentPlan_FINAL.pdf](#)**Description**

DELETE

[2959730_2129193-2720983_1984723-ByramOpenSpaceRecreationPlan_2020.pdf](#)**Description**

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[2959730_2129195-MapofByramTownshipinSussexCounty.pdf](#)**Description**

DELETE

[2959730_2129197-BTHSFacebookPostsgraphics.pdf](#)**CONTACT INFORMATION**

Application specific contact information (This is the contact person for questions about the DOI and Grant Application and grant compliance.)

Name:	Mr.	*	First Name:	Xavier	*	Last Name:	Gonzalez	*	
Organization:	Byram Township Historical Society								*
Street Address:	10 Mansfield Road								*
City:	Stanhope								*
State:	New Jersey	*	Zip:	07874					*
Telephone:	(973) 229-3310								*
Fax:									
Email:	info@bths.us								*

MARKETING AMOUNT REQUESTED

The "Other Funds for this Project" column should be used for other funds above the grant request and required match for expenditures that directly relate to this project or to the organizations marketing plan or event.

Amount Requested from NJ Division of Travel & Tourism	Required Match (25%)	Other Funds for Project	Total Project Budget
\$25,000	\$6,250	\$0	\$31,250

MATCH INFORMATION

Instructions:

- Fields with an * next to them must be completed.
- After entering all information click the **SAVE** button.
- To add additional Match Information click the **ADD** button.
- To proceed to the next page you may click the **SAVE/NEXT** or **NEXT** button.
- To return to the application menu click the **Forms Menu** link above.

All proposals for this program must include a match of .25/1.00 from Non-State funding sources. The match cannot be in-kind, bartered services or cash on hand. In order to reflect the purpose of the grant, that is to create partnerships to promote smaller tourism destinations within New Jersey, the match must be in the form of a sponsorship from one or more partners. State funds awarded for the Cooperative Marketing Grant plus the non-state match must be spent on your marketing program or project for eligible expenses.

Identify Origin of Match

Township of Byram *

Amount

\$6,250 *

Street Address

10 Mansfield Rd *

City

Stanhope *

Zip Code

07874 *

State

New Jersey ▼ *

Full Name

Harvey Roseff - Byram Council Member *

Phone Number

(201) 304-2383 *

Email Address

hroseff@byramtwp.org *

Proof of matching funds No file chosen

☐ DELETE (a copy of check, letter of commitment, etc.) *

2960277_2129603-ByramTownshipMatchingRequestRes.114-2023.pdf

SOURCE OF FUNDS

The amount for other funds for this project that you filled in on the "Marketing Amount Requested" page should be placed in the column "Other Funds for Project" on the line that best represents from where the funds came, such as cash on hand or private tourism industry sources. This amount should be the same as the amount you filled in on the Marketing Amount Requested page.

<u>Budget Categories</u>	<u>State</u>	<u>Non-State Match (25%)</u>	<u>Other Funds for Project</u>	<u>Total Budget</u>
Grant amount requested	\$25,000			\$25,000
Match		\$6,250		\$6,250
<u>Other Funding Sources:</u>				
Cash on hand			\$0	\$0
Chamber of Commerce			\$0	\$0
Private tourism industry sources			\$0	\$0
Sales			\$0	\$0
Other			\$0	\$0
Total Sources:				
Total Funding:	\$25,000	\$6,250	\$0	\$31,250

MARKETING EXPENSES

This page should be used for eligible marketing expenses only. The State column must total the amount of the request. The Non-State Match column should equal the amount of the required match (25% of the request amount), and the "Other" column may be used for additional spending, over and above the grant request and required (25%) match for marketing expenses only.

<u>Budget Categories</u>	<u>State</u>	<u>Non-State Match (25%)</u>	<u>Other</u>	<u>Total Budget</u>
Marketing Expense				
List eligible expenses				
Marketing Campaign/Consultant	\$12,500	\$3,125		\$15,625
Marketing/Promotion (website, SEO, Ads, Print pr)	\$12,500	\$3,125		\$15,625
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
Sub-total Marketing Expense:	\$25,000	\$6,250	\$0	\$31,250

OTHER EXPENSES

This page should be used for additional expenses not listed under Marketing Expense. This may include in-kind or non-eligible expenses that you need to complete your event or marketing campaign.

<u>Budget Categories</u>	<u>State</u>	<u>Non-State Match (25%)</u>	<u>Non-State Other</u>	<u>Total Budget</u>
Other Expenses				
Non eligible expenses				
			\$0	\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
Sub-total Other Expense:			\$0	\$0

TOTAL EXPENSES

This page should show the total of your entire plan. The amounts on this page should match the amounts on your Source of Funds page plus Other Expenses page. Please double check your numbers. When you are sure the numbers are accurate **SAVE** the page.

You **MUST** save this page if you have modified a related Budget Page.

<u>Budget Categories</u>	<u>State</u>	<u>Non-State Match (25%)</u>	<u>Non-State Other</u>	<u>Total Budget</u>
Marketing Expenses	\$25,000	\$6,250	\$0	\$31,250
Other Expenses			\$0	\$0
TOTAL EXPENSES:	\$25,000	\$6,250	\$0	\$31,250

**TOWNSHIP OF BYRAM
SUSSEX COUNTY, NEW JERSEY
RESOLUTION NO. 206- 2023**

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF AN AMENDED PLAN
CONFORMANCE GRANT, HIGHLANDS COUNCIL GRANT NUMBER: 09-033-011-
1904, TASK 14 – STORMWATER MANAGEMENT PLANNING, MS4 PERMITTING**

WHEREAS, the Byram Township submitted a application for an amended plan conformance grant Stormwater Management Planning, MS4 Permitting from the Highlands Council, Grant Number: 09-033-011-1904, Task 14

WHEREAS, Byram Township has been awarded this grant up to \$60,000 for Stormwater Management Planning;

NOW THEREFORE BE IT RESOLVED by the Council of the Township of Byram, County of Sussex, State of New Jersey that the Township Manager is hereby authorized to execute any and all documents associated with this grant.

BYRAM TOWNSHIP COUNCIL

	Councilman Bonker	Councilwoman Franco	Councilman Gallagher	Councilman Roseff	Mayor Rubenstein
Motion					
2nd					
Yes					
No					
Abstain					
Absent					

ATTEST:

I certify that the foregoing resolution was adopted by the Byram Township Council at a meeting held on November 8, 2023.

Cynthia Church, RMC
Township Clerk



PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

State of New Jersey
Highlands Water Protection and Planning Council
100 North Road (Route 513)
Chester, New Jersey 07930-2322
(908) 879-6737
(908) 879-4205 (fax)
www.nj.gov/njhighlands



CARL J. RICHKO
Chairperson

BENJAMIN L. SPINELLI, ESQ.
Executive Director

October 19, 2023

VIA EMAIL ONLY:

The Honorable Alex Rubenstein
Township of Byram
10 Mansfield Drive
Stanhope, NJ 07874

Subject: Township of Byram Amended Plan Conformance Grant Agreement
Highlands Council Grant Number: 09-033-011-1904
Task 14: Stormwater Management Planning, MS4 Permitting

Dear Mayor Rubenstein:

On behalf of the Highlands Water Protection and Planning Council (Highlands Council), I am pleased to advise you that the Highlands Council has approved the scope of work (SOW) prepared for Byram Township by Harold E. Pellow & Associates, Inc., to offset the costs of the supplemental Stormwater Management Planning work related to the MS4 permitting process. The proposed revised SOW, submitted and revised on August 18, 2023, by Township Administrator Joe Sabatini, seeks grant funding in the amount of \$60,000.00. Pursuant to your request, funding is available within Byram's Amended Plan Conformance Grant Agreement to provide the not-to-exceed sum of \$60,000.00 under Task 14, Stormwater Management Planning. As you know, this funding is contingent on the Township's ability to complete all the work described in the SOW within the proposed schedule. With this approval, you may authorize your professional(s) to begin work. A replacement Page 5 of the Township's approved Amended Grant Agreement is attached for your files.

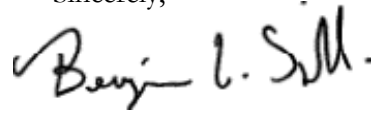
Please do not hesitate to contact Herb August, Manager of Grants Administration (herbert.august@highlands.nj.gov) should you have any questions regarding grant funding or reimbursement of expenditures. For questions regarding technical deliverables, please contact Science Manager, Kelley Curran (kelly.curran@highlands.nj.gov) or your Highlands Council Staff Liaison, Judy Thornton, Principal Planner (judy.thornton@highlands.nj.gov). I also remain available (ben.spinelli@highlands.nj.gov) should you or your elected and appointed officials have questions or require assistance regarding any Highlands matter.

October 19, 2023

Page 2

We look forward to our continued collaboration with you in the important efforts to protect and preserve the Highlands Region.

Sincerely,

A handwritten signature in black ink, appearing to read "Benjamin L. Spinelli".

Benjamin L. Spinelli, Esq.
Executive Director

Enc: Approved Scope of Work
Replacement Page 5 of the Amended Grant Agreement

C: Joseph W. Sabatini, Township Manager
Philip Crosson, Jr., Township Deputy Manager
Cindy Church, Township Clerk



HAROLD E. PELLOW & ASSOCIATES, INC.

CONSULTING ENGINEERS · PLANNERS · LAND SURVEYORS

ESTABLISHED 1969

HAROLD E. PELLOW, PRESIDENT
*2022 Distinguished Engineering Service Award
from the NJ Society of Professional Engineers
NJ – P.E. & L.S., NJ – P.P., NJ – C.M.E.*

CORY L. STONER, EXEC. VICE PRESIDENT
NJ – P.E., NJ – P.P., NJ – C.M.E.

ANN PELLOW WAGNER
NJ – C.L.A., VA – C.L.A., PA – C.L.A.
(5/26/84 – 7/27/89)

MATTHEW J. MORRIS
NJ – L.L.A., NJ – P.P.

DAVID B. SIMMONS, JR., VICE PRESIDENT
NJ – P.E. & L.S., NJ – P.P., NJ – C.M.E.
NY – P.E. & L.S., PA – P.E. & L.S.

THOMAS G. KNUTELSKY, ASSOCIATE
NJ – P.E., NJ – P.P.

July 24, 2023

Via Email (jsabatini@byramtwp.org)

MEMORANDUM TO: Mr. Joseph Sabatini, Byram Township Manager

FROM: Cory L. Stoner, P.E., C.M.E., Byram Township Engineer

SUBJECT: **MS4 – Tier A Municipal Stormwater Permit Compliance**
NJPDES: NJG0149209/PI ID #: 171549
Byram Township, Sussex County

Dear Joe:

As requested, I prepared an updated review of the work activities that will need to be performed by Harold E. Pellow & Associates, Inc. (HPA) in the next year in order to assist the Township meet the requirements of the Township's new Tier A Municipal Stormwater General Permit that authorizes the discharge of stormwater from small municipal separate storm sewer systems (MS4). The updated review below includes the tasks that HPA will be responsible for and the estimated costs to complete those tasks.

SCOPE OF WORK:

1. **Stormwater Pollution Prevention Plan (SPPP) Update** – The Township SPPP was last updated in 2019 as part of a Highlands planning grant. HPA will update the Township SPPP to address changes to the MS4 permit and name the parties that will be responsible for the new action items listed in the SPPP. The new SPPP will follow the template and guidance document recently released by the NJDEP for this work. Begin: January 1, 2023. The new SPPP template and guidance document has been released and HPA is currently working on the update to the Township's SPPP.
2. **Existing Community Wide Ordinances** – HPA will review the Township's existing ordinances for the proper management of Pet Waste, Wildlife Feeding, Litter Control, Improper Disposal of Waste, Yard Waste, and Private Storm Drain Inlet Retrofitting, and Illicit Connections. Any inconsistencies between current ordinances and the new ordinance templates provided by the NJDEP will need to be addressed with new updated ordinances that will need to be adopted by the Township Mayor and Council. Begin: January 1, 2023
3. **New Community Wide Ordinances** - HPA will prepare the new ordinances for salt storage and tree protection within the Township. The new Salt Storage ordinance will place requirements on privately-owned salt storage to be covered and secured to prevent exposure to rain and snow. The Tree Removal / Replacement ordinance will control tree removal and

replacement to reduce stormwater runoff and promote infiltration into the soil. Due: December 31, 2023.

4. **Street Sweeping** – The Township will need to sweep all paved roadways owned by the Township at least once every 4 months if a roadway has storm drain inlets that discharge to surface water. If roadways have no storm drain inlets that discharge to surface water, then those roadways will need to be swept once per year. Due: December 31, 2025. HPA will assist the DPW Supervisor in preparing a system to document when each roadway in the Township is swept and the amount of material that was collected from those roadways.
5. **Storm Drain Inlet Retrofitting** – The new permit will require that the Township retrofit all municipal storm drain inlets (castings) to meet low flow requirements. The Township typically retrofits inlets located along the roadways as they are resurfaced. This new permit will require that all inlets be retrofitted in the Township (resurfacing or no resurfacing) within 59 months. Due: November 30, 2027. In order to determine the number of inlets to be retrofitted, HPA proposes to prepare an assessment of all roadways in the Township and document all inlets that will need to be retrofitted per the new regulations. This will provide the Township with an accurate assessment of the number of inlets that will need to be retrofitted and will allow the Township to budget accordingly for the work that will be required.
6. **Storm Drain Inlet and Catch Basin Inspection and Cleaning** – At least once per year, all storm drain inlets (castings) owned and operated by the Township will need to be inspected, cleaned and maintained. The Township will also need to inspect 20% of the total number of catch basins on a rotating schedule to ensure all catch basins are inspected at least once every 5 years. Begin: January 1, 2023. HPA will assist the Township DPW Supervisor in preparing a system to properly document the number and location of inlets and catch basins inspected and cleaned on a yearly basis.
7. **Stormwater Infrastructure Inspection and Maintenance** – This inspection and maintenance requirement is for other Township owned infrastructure such as detention basins, rain gardens, water quality devices, and other items that address stormwater control. These items will need to be inspected and cleaned as needed 4 times a year. Begin: January 1, 2023. HPA will again assist the Township DPW Supervisor in preparing a system to properly document the inspection and maintenance of all Township owned infrastructure.
8. **Stormwater Facilities Not Owned or Operated by the Permittee** – The Township is now required to develop, implement and enforce a program to ensure adequate long-term cleaning, operation, and maintenance of stormwater facilities not owned or operated by the Township that are not subject to another NJPDES stormwater permit. Begin: January 1, 2023. HPA will work with the Township Manager on a new ordinance that will require that owners of stormwater facilities provide the Township with yearly documentation of cleaning and maintenance procedures.

9. **Municipal Maintenance Yards** – The new permit lists a number of Best Management Practices (BMP) that will need to be implemented at each municipal maintenance yard. Begin: January 1, 2023. The BMP's include the following:
- Monthly site inspections of the DPW yard and garages.
 - Inventory all materials and machinery which could pollute stormwater discharges.
 - Labeling of all containers.
 - Spill kits ready for spill cleanups.
 - Provide bulk liquid storage tanks with secondary containment measures.
 - Fueling operations to follow established BMP procedures.
 - Vehicle/equipment maintenance and repairs do not expose pollutants to stormwater.
 - Vehicle/equipment wash water facility prevents discharges to storm sewer inlets or surface or ground waters.
 - Salt and de-icing materials are stored in permanent structures and properly handled.
 - Aggregate material, wood chips and leaf compost storage minimize stormwater run-off and pollutant run-off.
 - Cold patch asphalt is stored in a permanent structure or is covered on impervious surface.
 - Street sweepings and storm sewer clean-out material storage are stored for a limited time with proper leachate and stormwater run-off controls.
 - Construction and demolition waste is properly stored for a limited time.
 - Scrap tires are stored in a covered container until disposed of.
 - Inoperable vehicles and equipment are stored for limited time and have monthly inspections to guard against fluid leaks.
 - Outdoor refuse containers and dumpsters are covered.

HPA will assist the Township DPW Supervisor on the preparation of a facilities operation manual to standardize the process of keeping records for these specific items.

10. **Bulk Liquid Storage Tanks** - The BMP item above regarding providing bulk liquid storage tanks with secondary containment measures is a major BMP item for the Township to address. Currently the Township's salt brine tanks are single wall tanks in the DPW yard facility which is located in close proximity to the Category 1 Lubbers Run. These tanks need to be replaced or a containment area needs to be constructed to contain 110% of the largest tank's capacity. The estimate for the replacement of one of the two tanks is approximately \$40,000. It is the intent of the Township to utilize the \$25,000 NJDEP MS4 Stormwater Grant to offset some of the total costs for this project. Due: December 31, 2023. It is our understanding that the Township DPW Supervisor will handle obtaining quotes and overseeing the replacement of these tanks with one new tank. ***Costs for HPA's involvement with this activity are not provided in this proposal.***
11. **MS4 Mapping** – Mapping of all municipal stormwater inlets, pipes, basins and other infrastructure needs to be updated. In 2019, HPA completed GIS map location of all municipal owned inlets and outfall structures for the Township as part of a stormwater management Highlands grant. The new MS4 permit requires that the Township now map all conveyance

structures (pipes, swales, ditches, detention basins, etc.). Due: January 1, 2026. HPA will perform the field investigation work to locate all drainage pipes, basins and other stormwater infrastructure in order to complete the MS4 mapping for the Township.

12. **Stream Scouring & Illicit Connections** – A program to inspect 20% of the total outfalls in the Township yearly will need to be developed to detect, investigate and control localized stream scouring and detect illicit connections into the Township's MS4 system. Begin: January 1, 2023. HPA will assist the Township DPW Supervisor in preparing a system to properly list the number and location of the outfalls inspected each year, document the findings of those inspections and outline the steps that were taken to address the issues that were found.
13. **Watershed Improvement Plan** – The Township is required to develop a Watershed Improvement Plan in order to improve water quality by reducing the contribution of pollutants on receiving waters within and bordering the Township. Within the first 36 months of the EDPA, the Township will need to prepare and submit to the NJDEP a Watershed Inventory Report. This first phase of the Watershed Management Plan provides a summary of various stormwater related items within the Township. These items include but are not limited to: stormwater outfalls, drainage areas for each outfall, receiving waterbodies, areas associated with Total Maximum Daily Loads (TMDL), impervious areas, and location of outfalls within the Township that are not owned/operated by the Township. Phase 1 Due: January 1, 2026. HPA will be responsible for the preparation of the various items required to prepare the Watershed Inventory Report.

The second part of this activity will include the preparation of a Watershed Assessment Report which will include the assessment of potential water quality improvements projects, estimates of TMDL reductions, public information sessions, and the preparation of an implementation schedule. Phase 2 Due: January 1, 2027. The scope of this phase will not be known fully until the Watershed Inventory Report is completed in Phase 1. ***Costs for this activity are not provided in this proposal.***

The third part of this activity will include the preparation of the Final Watershed Improvement Plan Report. This report will summarize the water quality projects that can be undertaken to reduce TMDLs, summarize all public comments that have been received, and review how the projects will be coordinated with other regulatory requirements. A schedule for the implementation of the projects included in this report is then provided. Phase 3 Due: January 1, 2028. The scope of this phase will not be known fully until Phase 1 and Phase 2 activities are completed. ***Costs for this activity are not provided in this proposal.***

14. **Annual Employee Training** – All employees that are responsible for the implementation of the stormwater program permit conditions need to be trained of their job duties yearly. Begin: January 1, 2023. The DPW supervisor will need to provide a yearly training event with the Public Works employees to educate them on the requirements of the permit. HPA will assist the DPW Supervisor in preparing an education plan for this annual event.

15. **Annual Report Submission** – An annual report is submitted to the NJDEP to review the activities that were performed the year before and document how permit compliance has been achieved. Through the year, HPA will review the permit requirements 3 to 4 times a year with the Township to determine if the Township is in compliance with its MS4 permit. The annual report will be prepared BY HPA and will be submitted electronically to the NJDEP.

COST PROPOSAL:

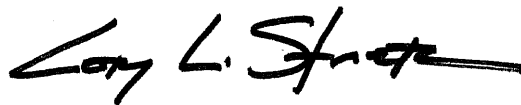
We estimate that the fees for Harold E. Pellow & Associates, Inc. (HPA) to assist the Township in meeting the requirements of the new Tier A Municipal Stormwater General Permit will be as follows:

Task #1:	Stormwater Pollution Prevention Plan (SPPP) Update	\$ 2,000.00
Task #2 & 3:	Community Wide Ordinances	\$ 2,000.00
Task #4:	Street Sweeping Documentation	\$ 2,000.00
Task #5:	Storm Drain Inlet Retrofitting Assessment	\$ 8,000.00
Task #6 & 7:	Storm Drain Inlet, Catch Basin & Infrastructure Documentation ...	\$ 2,000.00
Task #8:	Stormwater Facilities Not Owned by Township Ordinances	\$ 2,000.00
Task #9:	Municipal Maintenance Yard BMP Manual	\$ 3,000.00
Task #10:	Bulk Liquid Storage Tanks.....	\$ 0.00
Task #11:	MS4 Mapping	\$ 20,000.00
Task #12:	Stream Scouring & Illicit Discharge Detection Documentation	\$ 2,000.00
Task #13:	Watershed Improvement Plan – Phase 1	\$ 30,000.00
Task #14:	Annual Employee Training	\$ 2,000.00
Task #15:	Annual Report Submission.....	\$ <u>3,000.00</u>

Total Estimate..... \$ 78,000.00

I trust the above summary will be a satisfactory review of the scope of work and estimated costs that will be incurred by our firm in assisting the Township meet the requirements of the Township's new Tier A Municipal Stormwater General Permit. If you have any questions regarding the permit or any of the activities summarized above, please do not hesitate to contact me.

Very truly yours,



Cory L. Stoner, P.E., C.M.E.
HAROLD E. PELLOW & ASSOCIATES, INC.
Byram Township Engineer

CLS:cls
P:\PROPOSALS\BYRAM\2023 MS4 PERMIT COMPLIANCE\SABATINI - NEW MS4 PERMIT COMPLIANCE SERVICES.DOC

ATTACHMENT (*Compliance Proposal Schedule*)

Byram Township – Municipal Stormwater General Permit

2023 – Compliance Proposal Schedule

Task	Title	Cost	Source ⁽³⁾	Year	Deliverable
1	SPPP Update	\$2,000	NJHC	2023	Updated SPPP
2 & 3	Ordinances	\$2,000	NJHC	2023	Adopted Ordinances
4	Street Sweeping Documentation	\$2,000	NJHC	2023	Street Sweeping Log
5	Storm Drain Inlet Retrofitting Assessment	\$8,000	NJHC	2023	Storm Drain Inlet Assessment Report
6 & 7	Storm Drainage, Catch Basin & Infrastructure	\$2,000	NJHC	2023	Inspection & Cleaning Log
8	Stormwater Facilities Not Owned by Township	\$2,000	NJHC	2023	Adopted Ordinance
9	Municipal Maintenance Yard – BMP Manual	\$3,000	NJHC	2023	Municipal Yard Operation Manual
10	Bulk Liquid Storage Tanks	\$40,000	NJDEP & Byram	2023	Salt Brine Tank Replacement
11	MS4 Mapping	\$20,000	NJHC	2023	Updated MS4 Mapping
12	Stream Scouring & Illicit Connections	\$2,000	NJHC	2023	Outfall Inspection Log
13	Watershed Improvement Plan – Phase 1	\$30,000	NJHC	2023 2024 2025	Watershed Inventory Report
14	Annual Employee Training	\$2,000	Byram	Annual	Education Documents & Handouts
15	Annual Report Submission	\$3,000	Byram	Annual	Annual MS4 Report

Year 2023

Estimate Local Cost
Estimate NJHC Cost
Estimated NJDEP Cost

Cost

\$20,000⁽¹⁾
\$53,000⁽²⁾
\$25,000⁽¹⁾
\$98,000

Task(s)

10, 14 & 15
1 thru 9, 11 thru 13
9

Year 2024

Estimate Local Cost
Estimate NJHC Cost
Estimated NJDEP Cost

Cost

\$5,000
\$10,000⁽²⁾
\$0
\$15,000

Task(s)

14, 15
11, 13
N/A

Year 2025

Estimate Local Cost
Estimate NJHC Cost
Estimated NJDEP Cost

Cost

\$5,000
\$10,000⁽²⁾
\$0
\$15,000

Task(s)

14, 15
13
N/A

- (1) Replacement of salt brine tank with new secondary containment tank. Total estimated cost is \$40,000. The NJDEP MS4 Grant in the amount of \$25,000 to be utilized toward this total cost. The remaining \$15,000 to be funded by Byram Township.
- (2) The cost for the Watershed Improvement Plan – Phase 1 is estimated at \$30,000. This cost is being evenly split \$10,000 per year in 2023, 2024 and 2025.
- (3) NJDEP = New Jersey Department of Environmental Protection, NJHC = New Jersey Highlands Council

7. Plan Conformance Implementation

Program Specifications:

Grantee shall administer and perform the obligations set forth in this Amended Grant Agreement with the Highlands Council and as set forth in this Amended Scope of Services. The following tasks are summarized below and more fully set forth in the approved Consistency Review and Recommendations Report and the Highlands Implementation Plan and Schedule which specifies the tasks that require a scope of work before any costs are incurred:

- Task 1 – COAH
- Task 5 – Highlands Council Training
- Task 6 – Zoning Map Update
- Task 8 – Master Plan Reexamination Report
- Task 9 - Highlands Land Use Ordinances
- Task 10a – Sustainable Economic Development Plan: Phase 1
- Task 10b - Sustainable Economic Development Plan: Phase 2
- Task 11a – Water Use and Conservation Management Plan
- Task 11b – Wastewater Management Plan
- Task 12 – Habitat Management Plan
- Task 13 – Stream Corridor Protection/Restoration Plan
- Task 14 – Municipal Stormwater Plan
- Task 15a – Open Space & Recreation Plan
- Task 15b – Long-Term Asset Management Plan
- Task 15c – Economic Development Strategy
- Task 16 – Lake Management Planning

8. Budget

Amount of Previous Grant Award	\$464,104.50
Amount of New Grant Funding	\$672,894.50

Project Cost Breakdown

Project Components	Cost Estimate
Task 1 – COAH	\$25,000.00
Task 5 – Highlands Council Training	\$4,502.50
Task 6 – Zoning Map Update	\$3,750.00
Task 8 – Master Plan Reexamination Report	\$11,000.00
Task 9 - Highlands Land Use Ordinances	\$35,000.00
Task 10a – Sus. Eco. Dev. Plan: Phase 1	\$10,852.00
Task 10b - Sus. Eco. Dev. Plan: Phase 2	\$25,000.00
Task 11a – Water Use & Cons. Mgmt. Plan	\$70,000.00
Task 11b – Wastewater Management Plan	\$9,260.00
Task 12 – Habitat Management Plan	\$15,000.00
Task 13 – Stream Corridor Prot./Rest. Plan	\$20,740.00
Task 14 – Stormwater Plan	\$75,000.00
Task 15 – Open Space & Recreation Plan; Long-Term Asset Management Plan; Economic Dev.	\$177,790.00
Task 16 – Lake Management Planning	<u>\$150,000.00</u>
Total (All Tasks)	\$672,894.50

Source of Estimates

As approved by the Highlands Council in the Highlands Implementation Plan and Schedule pursuant to Highlands Council Resolutions 2014-31, December 4, 2014; 2018-17, December 6, 2018; 2021-28, October 21, 2021; 2022-2, December 1, 2022 (modified July 10, 2023); and, 2023-18, September 21, 2023.

Revised October 17, 2023

**TOWNSHIP OF BYRAM
SUSSEX COUNTY, NEW JERSEY
RESOLUTION NO. 207-2023**

**RESOLUTION AUTHORIZING PURCHASE OF GIFT CARDS FOR
PRIZES AT HALLOWEEN HOUSE DECORATING CONTEST
OCTOBER 24-28, 2023**

WHEREAS, the Byram Township Recreation Committee is participating in a Halloween house decorating contest; and

WHEREAS, the Byram Township Recreation Committee will award 3 prizes to 3 residents selected as winners of the Halloween house decorating contest; and

WHEREAS the Byram Township Recreation Committee will purchase 3 gift cards from ShopRite in the amount of \$25.00 each for the prizes; and

WHEREAS, any Byram resident participating in the Halloween house decorating has the opportunity to win one of the prizes from the Recreation Committee;

NOW THEREFORE BE IT RESOLVED that the Township Council approves the purchase of three gift cards of \$25.00 each to be funded out of the Byram Township Recreation Committee's budget.

BYRAM TOWNSHIP COUNCIL

	Councilwoman Franco	Councilman Roseff	Councilman Gallagher	Councilman Bonker	Mayor Rubenstein
Motion					
2nd					
Yes					
No					
Abstain					
Absent					

ATTEST:

I certify that the foregoing resolution was adopted by the Byram Township Council at a meeting held on November 8, 2023.

Cynthia Church
Township Clerk

**TOWNSHIP OF BYRAM
RESOLUTION NO. 208 - 2023**

**RESOLUTION AUTHORIZING THE EXECUTION OF DOCUMENTS
ASSOCIATED WITH THE CUSTODIAL CONTRACT WITH ROYALTY
CLEANING SERVICES FOR THE BYRAM TOWNSHIP MUNICIPAL BUILDING**

WHEREAS, Royalty Cleaning Services has been providing Custodial Services to the Township for the last year; and

WHEREAS, the contract may be awarded without advertising for sealed public bids according to the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., as the total amount of the contract is less than the bid threshold; and

WHEREAS, the Township Council and Township Manager have reviewed the Custodial Services Agreement from Royalty Cleaning Services for cleaning services for the general office and police station at the Byram Township Municipal Building for the period 1/1/2024 through 12/31/2024, for \$550.80 per month.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Byram, in the County of Sussex and State of New Jersey, Township Manager and Clerk are hereby authorized to execute any and all documents pertaining to the Custodial Contract with Royalty Cleaning Services

BYRAM TOWNSHIP COUNCIL

	Councilman Bonker	Councilwoman Franco	Councilman Gallagher	Councilman Roseff	Mayor Rubenstein
Motion					
2nd					
Yes					
No					
Abstain					
Absent					

ATTEST: I certify that the foregoing resolution was adopted by the Byram Township Council at a meeting held on November 8, 2023.

Cynthia Church, RMC
Municipal Clerk

Royalty Cleaning Services LLC

Janitorial - Commercial - Residential

Office: (973) 309-2858 - Lake Hopatcong, New Jersey 07849

info@royaltycleaningserv.com / www.rcsnj.com

Registered - Insured - BBB Accredited



Date of Proposal: October 10, 2023

Client Name: Township of Byram/Police Department - Cindy Church

Address: 10 Manfield Dr. Stanhope, NJ 07874

Email: jcchurch@byramtwp.com

Phone: 973-347-2500 x127

One Time: ____ / Daily: ____ / **Weekly: X** / Bi-Weekly: ____ / Monthly: ____ / Quarterly: ____

Commercial Cleaning Service Proposal:

- Service Provided: General cleaning consisting of vacuuming the whole facility,
- Cleaning all restrooms and kitchen areas,
- Maintaining the appearance of the entrance,
- Removal of cobwebs and markings on windows/glass partitions.
- Removal of garbage.
- Maintain the integrity of the flooring in the facility.

Monthly Service Fee: \$550.80

Term of Agreement:

This proposal is valid for 30 days from the date listed above.

1. The terms of this agreement will begin on **Jan 1, 2024**
2. In case of a state shutdown due to COVID-19, other pandemics, or natural disasters in the past 30 days, the agreement will be re-evaluated or terminated.



Term of Agreement:

3. All Residential Cleaning - Client MUST complete a home walk-through before RCS LLC leaves the property - Payment upon job completion.
4. All janitorial and commercial agreement services - **All Monthly invoices are due within 15 business days. Unless otherwise by request. A \$35.00 Late Fee will be applied to the next invoice.** For any billing concerns, please contact billing@royaltycleaningserv.com
5. All additional service requests should be addressed with our field manager, not RSC employees. Please send the request to aroque@royaltycleaningserv.com or call (973) 309-2858
6. If either party wishes to terminate this agreement, that party will be required to provide **30 days written notice to the other party**. Please email: royaltycleaningservicesnj@gmail.com

Upon Agreement: Please Sign and date the DocuSign to confirm this proposal.

Name: _____

Title: _____

Signature: _____

Date: _____

**Please contact our office if you have any questions or concerns. Thank you for considering RCS
All major credit cards accepted: Cash/Zelle/ApplePay/ ACH - Business Check Only.**



**TOWNSHIP OF BYRAM
RESOLUTION NO. 209 – 2023**

**RESOLUTION AUTHORIZING THE EXECUTION OF A LEASE AGREEMENT
TO SUPPORT THE WATERLOO UNITED METHODIST CHURCH (W.U.M.C.)
NEIGHBORHOOD PANTRY**

WHEREAS, the Township of Byram has available space located in the municipal building; and

WHEREAS, The Waterloo United Methodist Church (W.U.M.C.) Neighborhood Pantry operates the pantry with the mission to alleviate hunger and food insecurity in the Byram, Stanhope, Netcong and surrounding communities; and

WHEREAS, the Township wants to establish a lease agreement to support the Waterloo United Methodist Church (W.U.M.C.) Neighborhood Pantry and have the W.U.M.C. abide by the terms of the lease agreement; and

WHEREAS, the lease agreement shall be in effect for a period commencing on January 1, 2024, and ending on December 31, 2024; and

WHEREAS, the lease agreement will automatically renew each calendar year, unless either party provides written notice by October 1st of their intention to not renew the lease agreement.

NOW THEREFORE BE IT RESOLVED by the Council of the Township of Byram, County of Sussex, State of New Jersey that the Mayor and Township Clerk has authorization to sign the said agreement between the Township of Byram and the Waterloo United Methodist Church (W.U.M.C.) Neighborhood Pantry.

BYRAM TOWNSHIP COUNCIL

	Councilman Bonker	Councilwoman Franco	Councilman Gallagher	Councilman Roseff	Mayor Rubenstein
Motion					
2nd					
Yes					
No					
Abstain					
Absent					

ATTEST: I certify that the foregoing resolution was adopted by the Byram Township Council at a meeting held on November 8, 2023.

Cynthia Church, RMC
Township Clerk

**LEASE AGREEMENT TO SUPPORT THE
WATERLOO UNITED METHODIST CHURCH ("W.U.M.C.")
NEIGHBORHOOD PANTRY**

THIS AGREEMENT is made this 31 day of December, 2023 by and between the Township of Byram, a Municipal Corporation of the State of New Jersey, located at 10 Mansfield Drive, Byram NJ 07874 and Waterloo United Methodist Church, 525 Waterloo Road, P.O. Box 416, Stanhope NJ 07874, hereinafter referred to as "W.U.M.C."

WHEREAS, The Township of Byram has available space located in the municipal building; and

WHEREAS, W.U.M.C. operates the Waterloo Neighborhood Pantry with the mission to alleviate hunger and food insecurity in the Byram, Stanhope, Netcong, and surrounding communities; and

WHEREAS, the Township of Byram wants to establish a Lease Agreement and have W.U.M.C. abide to the terms of the Lease Agreement; and

NOW, THEREFORE, the parties intending to be bound, do hereby agree as follows:

1. This Lease Agreement shall be in effect for a period commencing on January 1, 2024, and ending on December 31, 2024. The contract will automatically renew each calendar year, unless either party provides written notice by October 1 of their intention to not renew the Lease Agreement.
2. Byram Township is offering to W.U.M.C. the use of approximately 288 square feet of space, located at 10 Mansfield Drive, Byram Township, New Jersey. This space is located adjacent to the meeting chambers and is also known as the "old municipal court office."
3. W.U.M.C. shall protect, indemnify and hold harmless the Township of Byram, and all their managers, officers, elected officials, volunteers, appointed officials, sponsors, employees, agents, guests, successors and assigns and the Landlord Entities from and against any and all loss, claims, liability or costs (including court costs and attorney's fees) incurred by reason of:

(a) Any damage to any property (including, but not limited to, property of Byram Township or any Landlord Entity) or death or injury to any person occurring in or about the Premises, the Building or the Property to the extent that such injury or damage shall be caused by or arise from any actual or alleged act, neglect, fault or omission by or of W.U.M.C, its agents, servants, employees, invitees, or visitors;

(b) The conduct or management of any work or anything whatsoever done by W.U.M.C on or about the Premises or from transactions of W.U.M.C. concerning the Premises;

(c) W.U.M.C.'s failure to comply with any and all governmental laws, ordinances and regulations applicable to the condition or use of the Premises or its occupancy; or

(d) Any breach or default on the part of W.U.M.C. in the performance of any covenant or agreement on the part of W.U.M.C. to be performed pursuant to this Lease Agreement.

The provisions of this paragraph of this Lease Agreement shall survive the termination of this Lease Agreement with respect to any claims or liability accruing prior to such termination.

4. W.U.M.C. shall have the exclusive use of the space and shall have their own dedicated entrance. At no time shall W.U.M.C. have access to other areas of the building. The township reserves the right to enter the W.U.M.C. space, with reasonable notice, from time to time, to inspect the space or to perform maintenance duties that might be needed.
5. W.U.M.C. agrees to keep the facility and surrounding areas (inside/outside) clear of any hazard. W.U.M.C. may not make improvements to the building or premises without the written approval of the Township.
6. Byram Township will clear snow from the front of the facility and walkway as soon as reasonably possible.
7. W.U.M.C. will have all volunteers complete and sign a hold harmless agreement on a form to be supplied by the Township before permitting an individual to volunteer for W.U.M.C.
8. It is understood that W.U.M.C. shall, from time to time, have visitors come to the space. It is further understood that such visit shall be limited to the time at which the space is staffed with volunteers. W.U.M.C. understands and agrees that the public is not to leave items outside the door, and W.U.M.C. shall endeavor to ensure that this does not happen. Further, it is understood that the Township will not be responsible for receiving or holding items for W.U.M.C. W.U.M.C. shall use all methods available to them to alert the public to these conditions.
9. Byram Township is allowing W.U.M.C. to use this space at no cost.
10. It is possible that in the future, the needs of the Township may change, or the space may become unavailable for use by W.U.M.C. If and when that were to occur, Byram Township shall give W.U.M.C. at least ninety (90) days notice of such unavailability of the space. This Lease Agreement may be terminated, without cause, at the convenience of either party upon ninety (90) days advance written notice to the other party.

IN WITNESS WHEREOF, the parties have caused their corporate seals to be hereunto affixed and this Lease Agreement shall be signed by their duly authorized officers on the date set forth below.

W.U.M.C.

By: Sharon Lion
W.U.M.C.

Date 10/9/2023

Byram Township

By: _____
Byram Township Mayor, Alexander Rubenstein

Date _____

Witnessed By: _____
Byram Township Clerk, Cynthia Church

Date _____

**TOWNSHIP OF BYRAM
RESOLUTION TO TRANSFER
2023 BUDGET APPROPRIATIONS
SEWER UTILITY FUND**

RESOLUTION NO. 210-2023

WHEREAS, transfers between budget appropriations are permitted by N.J.S.A. 40A:4-58 during the last two months of the fiscal year; and

WHEREAS, certain 2023 Sewer Utility Budget Appropriations are expected to be insufficient to meet the expenditure requirements through the end of the fiscal year, and certain 2023 Sewer Utility Budget Appropriations are expected to have funds available to offset these expenditure requirements;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Township of Byram, County of Sussex, State of New Jersey, (not less than two-thirds thereof affirmatively concurring) that the transfers as listed between 2023 Township Budget Appropriations be made in the Sewer Utility Fund:

<u>Department</u>	<u>Account Number</u>	<u>Amount – From:</u>	<u>Amount – To:</u>
Operating – Other Exp.			
Telephone	05-201-55-502-683	\$500.00	
Note Interest	05-201-55-523-000		\$500.00

BYRAM TOWNSHIP COUNCIL

COUNCIL MEMBER	Councilman Bonker	Councilwoman Franco	Councilman Gallagher	Councilman Roseff	Mayor Rubenstein
Motion					
2nd					
Yes					
No					
Abstain					
Absent					

ATTEST:I certify that the foregoing resolution was adopted by the Byram Township Council at a meeting held on November 8, 2023.

Cynthia Church, Township Clerk

TOWNSHIP OF BYRAM
RESOLUTION NO. 211 - 2023
CHAPTER 159

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of an item of appropriation for an equal amount, and

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Council of the Township of Byram, County of Sussex, State of New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2023 in the sum of \$60,000.00 which is now available as a revenue from:

Miscellaneous Revenues – Section F
Special Items of General Revenue Anticipated with Prior Written Consent of the Director of Local Government Services:
Public and Private Revenues Offset with Appropriations:
State of New Jersey, Highlands Water Protection & Planning Council
Highlands Plan Conformance Grant

BE IT FURTHER RESOLVED, that the like sum of \$60,000.00 be and the same is hereby appropriated under the caption of:
General Appropriations:

(a) Operations Excluded from CAPS
Public and Private Programs Offset by Revenues:
State of New Jersey, Highlands Water Protection & Planning Council
Highlands Plan Conformance Grant

BE IT FURTHER RESOLVED, that the Township forward one copy of this resolution to the Director of the Division of Local Government Services.

BYRAM TOWNSHIP COUNCIL

	Councilman Bonker	Councilwoman Franco	Councilman Gallagher	Councilman Roseff	Mayor Rubenstein
Motion					
2 nd					
Yes					
No					
Abstain					
Absent					

ATTEST:

I certify that the foregoing resolution was adopted by the Byram Township Council at a meeting held on November 8, 2023.

Cynthia Church, Township Clerk

**TOWNSHIP OF BYRAM
RESOLUTION TO TRANSFER
2023 BUDGET APPROPRIATIONS
CURRENT FUND**

RESOLUTION NO. 212-2023

WHEREAS, transfers between budget appropriations are permitted by N.J.S.A. 40A:4-58 during the last two months of the fiscal year; and

WHEREAS, certain 2023 Township Budget Appropriations are expected to be insufficient to meet the expenditure requirements through the end of the fiscal year, and certain 2023 Budget Appropriations are expected to have funds available to offset these expenditure requirements;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Township of Byram, County of Sussex, State of New Jersey, (not less than two-thirds thereof affirmatively concurring) that the transfers as listed between 2022 Township Budget Appropriations be made in the Current Fund:

<u>Department</u>	<u>Account Number</u>	<u>Amount – From:</u>	<u>Amount – To:</u>
Heating Oil	01-201-31-447-020	\$1,500.00	
Natural Gas	01-201-31-446-020		\$1,500.00

BYRAM TOWNSHIP COUNCIL

COUNCIL MEMBER	Councilman Bonker	Councilwoman Franco	Councilman Gallagher	Councilman Roseff	Mayor Rubenstein	
Motion						
2nd						
Yes						
No						
Abstain						
Absent						

ATTEST: I certify that the foregoing resolution was adopted by the Byram Township Council at a meeting held on November 8, 2023.

Cynthia Church, Township Clerk

List of Bills - (All Funds)

Meeting Date: 11/08/2023 For bills from 10/13/2023 to 11/03/2023

Vendor	Description	Payment	Check Total
Claims Account			
3795 - 4IMPRINT, INC.	PO 27716 BYRAM TWP TABLE CLOTH - QUOTE #25939276	194.54	194.54
3385 - ACTIVE911, INC.	PO 27752 FIRE DEPT - ANNUAL SUBSCRIPTION	810.00	810.00
40 - ALLIED OIL, LLC	PO 26967 2ND-4TH QUARTER 2023 BLANKET PURCHASE OR	8,664.29	8,664.29
2255 - ANDOVER, TOWNSHIP OF	PO 26886 2ND-4TH QUARTER 2023 JOINT MUNICIPAL COU	35,895.34	35,895.34
86 - APPROVED AUTO ELECTRIC, INC	PO 26331 2023 Blanket For Parts	1,522.80	1,522.80
3239 - AQUA NJ	PO 26391 LEE HILL WATER SERVICE 2023-ACCT#0022918	36.02	36.02
111 - AURORA ELECTRICAL SUPPLY CO., LLC	PO 27651 Electrical Parts for CO Sub Panel	200.10	200.10
3633 - AWARENESS PROTECTIVE CONSULTANTS, LLC	PO 26356 POLICE - CLASS REGISTRATION - SPALDO	495.00	495.00
134 - BEN SHAFFER RECREATION, INC.	PO 27602 DOG WASTE DISPOSAL BAGS - QUOTE #2937 -	1,092.96	1,092.96
149 - BLUE DIAMOND DISPOSAL, INC.	PO 26899 2ND-4TH QUARTER 2023 BLANKET PURCHASE OR	55,750.00	55,750.00
3191 - BRAEN STONE OF SPARTA	PO 26626 2023 Blanket for Stone and Aggregate	152.80	152.80
182 - BROWNELLS, INC.	PO 27755 POLICE - LITHIUM BATTERIES - ORDER #3001	85.11	85.11
194 - BYRAM HISTORICAL SOCIETY	PO 27194 ADDITIONAL DONATION - MARKETING & TOURSI	4,187.50	4,187.50
3715 - CIOCCA FMFL, INC.	PO 26601 2023 Blanket for Repair Parts	267.67	267.67
2627 - CP ENGINEERS NJ, LLC	PO 27780 ESCROW - SEPTEMBER 2023 SERVICES - PCV,	490.00	490.00
1030 - DIVAL SAFETY EQUIPMENT, INC.	PO 27413 ARP FIREFIGHTER'S GRANT - WASHERS - QUOT	10,954.70	10,954.70
2104 - DOVER BRAKE & CLUTCH CO., INC.	PO 26329 2023 Blanket For Parts and Supplies	1,613.35	1,613.35
3527 - ES CHAT	PO 27757 FIRE DEPT - ANNUAL SUBSCRIPTION	511.86	511.86
3410 - EVERBRIDGE, INC.	PO 27844 MUNICIPAL MASS NOTIFICATION SYSTEM - QUO	5,253.00	5,253.00
2352 - FASTENAL COMPANY	PO 26572 2023 Blanket for Supplies	220.64	220.64
2386 - FIRE & SAFETY SERVICES, LTD	PO 27784 Tanker 7 Parts - Order #S023-1375	211.69	211.69
523 - FIRE FIGHTERS EQUIPMENT CO.	PO 26662 FIRE DEPT - ANNUAL MAINTENANCE FOR COMPR	876.50	876.50
3303 - FIRST OUT RESCUE EQUIPMENT, LLC	PO 27793 FIRE DEPT - MOUNTING EQUIPMENT - ENGINE	2,195.00	2,195.00
3700 - FRED BEANS FORD OF WASHINGTON	PO 26328 2023 Blanket For Parts and Repair	1,141.07	1,141.07
3581 - FRENCH & PARRELLO ASSOCIATES, PA	PO 27576 ENGINEERING SERVICES - CO JOHNSON DOG PA	7,490.00	7,490.00
3718 - GARDEN STATE VINYL DESIGN, LLC	PO 27575 POLICE - NEW CAR - LETTERING & STRIPING	985.00	985.00
592 - GENSERVE, LLC	PO 27599 ATS Repair - Quote #00147 - MCCPC #46	1,026.33	1,026.33
649 - HAROLD E. PELLOW & ASSOCIATES,	PO 27770 ESCROW - AUGUST 2023 SERVICES - KEMMLER	219.00	
	PO 27771 ESCROW - AUGUST 2023 SERVICES - CARKHUFF	280.00	
	PO 27772 ESCROW - AUGUST 2023 SERVICES - PRINCETO	69.00	
	PO 27773 ESCROW - AUGUST 2023 SERVICES - 16RT206S	75.00	
	PO 27774 ESCROW - AUGUST 2023 SERVICES - PCV, LLC	989.00	
	PO 27775 ESCROW - AUGUST 2023 SERVICES - VEOLIA W	37.50	
	PO 27776 ESCROW - AUGUST 2023 SERVICES - JEFFERSO	280.00	1,949.50
649 - HAROLD E. PELLOW & ASSOCIATES,	PO 27777 ESCROW - AUGUST 2023 SERVICES - JEFFERSO	168.00	
	PO 27778 ESCROW - AUGUST 2023 SERVICES - WEBER BR	112.00	
	PO 27779 ESCROW - AUGUST 2023 SERVICES - RAIMO OF	75.00	
	PO 27800 ESCROW - AUGUST 2023 SERVICES - ELIZABET	923.25	1,278.25
3772 - HART & ILIFF FUEL COMPANY, INC.	PO 27449 Gas Line and Bolier Conversion Lee Hill	3,350.00	3,350.00
1757 - HOOVER TRUCK CENTERS, INC.	PO 27763 D-2 Brake Parts	134.00	134.00
160 - HOPATCONG, BOROUGH OF	PO 27783 3RD QUARTER 2023 ANIMAL CONTROL - MEDICA	671.70	671.70
3435 - INNOVATIVE ELECTRICAL CONTRACTING, INC.	PO 27395 WIRE NEW VEHICLE LIFT - PROPSAL #0000125	999.57	
	PO 27652 DPW Panel Repair	880.50	1,880.07
751 - JCP&L	PO 27798 MONTHLY SERVICE	370.70	370.70
751 - JCP&L	PO 27799 MONTHLY SERVICE	1,805.06	1,805.06
751 - JCP&L	PO 27809 MONTHLY SERVICE	48.78	48.78
751 - JCP&L	PO 27810 MONTHLY SERVICE	36.33	36.33
751 - JCP&L	PO 27815 Monthly Service	3,437.48	3,437.48
751 - JCP&L	PO 27840 MONTHLY SERVICE	57.24	57.24
751 - JCP&L	PO 27841 MONTHLY SERVICE	33.35	33.35
751 - JCP&L	PO 27842 MONTHLY SERVICE	235.19	235.19
751 - JCP&L	PO 27843 MONTHLY SERVICES	300.46	300.46
2745 - JERSEY SIGNS	PO 27743 EC - SIGNAGE - VOLUNTEER TRAILS WORK PRO	340.00	340.00
3799 - KAREDA, LLC	PO 27836 Refund of 2023 Tax Sale Deposit	1,000.00	1,000.00
3412 - KONICA MINOLTA PREMIER FINANCE	PO 26390 2023 BLANKET PURCHASE ORDER - UCC COPY M	80.25	80.25
860 - LADDEY, CLARK & RYAN, LLP	PO 27573 PROFESSIONAL SERVICES - MAY 2023 - ALVAR	35.00	
	PO 27697 LABOR & EMPLOYMENT COUNSEL - AUGUST 2023	106.60	
	PO 27698 PROFESSIONAL SERVICES - AUGUST 2023 SERV	133.00	274.60
878 - LAWREN SUPPLY COMPANY OF NEW JERSEY	PO 27529 POLICE - AMMO - QUOTE #QT20	4,343.70	4,343.70

List of Bills - (All Funds)

Meeting Date: 11/08/2023 For bills from 10/13/2023 to 11/03/2023

Vendor	Description	Payment	Check Total
878 - LAWREN SUPPLY COMPANY OF NEW JERSEY	PO 27700 POLICE - TRAINING TARGETS - QUOTE #QT174	381.78	381.78
3699 - MARAZITI FALCON, LLP	PO 27781 ESCROW - SEPTEMBER 2023 SERVICES - NIEC	507.50	
	PO 27845 ESCROW - AUGUST 2023 SERVICES - PRESTIA	35.00	
	PO 27846 ESCROW - SEPTEMBER 2023 SERVICES - KYOSI	700.00	1,242.50
2625 - NAPA AUTO PARTS	PO 26327 2023 Blanket For Supplies	621.67	621.67
3798 - NATIONAL HIGHWAY PRODUCTS, INC.	PO 27114 2023 Blanket for Supplies MCCPC Contract	2,528.57	2,528.57
2437 - NAVITEND	PO 26921 2023 2ND-4TH QUARTER - COMPUTER SERVICES	3,518.44	3,518.44
1160 - NETCONG HARDWARE CO., INC.	PO 26326 2023 Blanket For Supplies	35.18	35.18
2024 - NJ DEPT OF LABOR & WORKFORCE	PO 27833 4th Qtr 2021 Charges - Lisa Valente	1,605.19	1,605.19
1775 - PENTELDATA	PO 26398 2023 BLANKET PURCHASE ORDER - BROADBAND	321.89	321.89
1301 - PERFORMANCE TRAILERS, INC.	PO 27761 Trailer Parts	120.00	120.00
2703 - POWER PLACE, INC.	PO 26613 2023 Blanket for Repair Parts and Equipm	116.81	116.81
1327 - POWERCO, INC.	PO 27649 Backhoe Parts	156.55	156.55
3306 - POWERDMS, INC.	PO 27717 POLICE - ANNUAL SUBSCRIPTION	3,505.37	3,505.37
3041 - PRIMEPOINT, LLC	PO 26991 2ND-4TH QUARTER 2023 BLANKET PURCHASE OR	225.25	225.25
1331 - PRINCETON HYDRO, LLC	PO 25703 HIGHLANDS GRANT - LAKE MANAGEMENT PLANNI	32,791.87	32,791.87
3794 - PRUDENTIAL CENTER - GROUP SALES	PO 27714 RECREATION - DISNEY ON ICE	3,332.00	3,332.00
3672 - R & R TOOLS, LLC	PO 27762 TPMS Sensor	159.80	159.80
3182 - ROK INDUSTRIES, INC.	PO 27656 2023 TAX SALE ADVERTISING	270.00	270.00
3652 - ROYALTY CLEANING SERVICES, LLC	PO 26889 2ND-4TH QUARTER 2023 BLANKET PURCHASE OR	540.00	540.00
1446 - RUTGERS UNIVERSITY	PO 27829 CEU CLASSES FOR DPW SUPERINTENDENT MICHA	135.00	135.00
1468 - SCMUA	PO 26900 APR - DECEMBER 2023 BLANKET PURCHASE ORD	16,999.68	
	PO 26992 2023 Blanket For Leaf and Brush Recyclin	526.95	
	PO 26993 2023 Blanket For Street Sweepings	62.50	17,589.13
1483 - SERVICE TIRE TRUCK CENTER, INC.	PO 26330 2023 Blanket For Tires and Tire Repair	2,426.48	2,426.48
2551 - SID HARVEY'S INDUSTRIES, INC.	PO 26532 2023 Blanket For Supplies	21.81	21.81
3793 - SMARTSAFETY SOFTWARE, INC.	PO 27712 POLICE - ACCIDENT DIAGRAMMING SOFTWARE L	508.00	508.00
1822 - SPARTA, TOWNSHIP OF	PO 26888 2ND-4TH QUARTER 2023 BLANKET PURCHASE OR	525.00	525.00
1543 - STAPLES	PO 27792 OFFICE SUPPLIES - ORDER #7617391948	406.37	406.37
1554 - STATE OF NEW JERSEY	PO 27818 NOVEMBER 2023 HEALTH INSURANCE PREMIUMS	92,438.97	
	PO 27818 NOVEMBER 2023 HEALTH INSURANCE PREMIUMS	1,768.60	94,207.57
2126 - SUSSEX COUNTY DEPT OF ENGINEERING	PO 27276 2023 Blanket for Street Signs	84.24	84.24
3677 - TARGET SOLUTIONS LEARNING, LLC	PO 27733 POLICE - ANNUAL SUBSCRIPTION - GUARDIAN	889.84	889.84
2151 - THE STANDARD INSURANCE CO.	PO 26897 2ND-4TH QUARTER 2023 LIFE INSURANCE PREM	1,762.02	1,762.02
3713 - THE ULTIMATE ALPHABET, LLC	PO 27719 FIRE DEPT TAHOE - LETTERING	1,470.00	1,470.00
3656 - TOOLS FOR TRAILS, LLC	PO 27744 EC - TOOLS & SUPPLIES FOR INVASIVE SPECI	600.84	600.84
2291 - TREE KING, INC.	PO 27641 REMOVAL OF DEAD TREES - QUOTE DATE: 09/1	1,650.00	
	PO 27737 OPEN SPACE - REMOVAL OF DEAD ASH TREES F	3,300.00	4,950.00
2338 - UPS	PO 27835 POLICE - ALCOTEST MACHINE	27.33	27.33
1884 - VERIZON	PO 27790 Monthly Service	660.46	660.46
1889 - VERIZON WIRELESS	PO 27789 MONTHLY SERVICE	280.07	
	PO 27816 Monthly Service	82.58	
	PO 27824 Monthly Service	188.00	
	PO 27831 MONTHLY SERVICE	38.01	
	PO 27839 MONTHLY SERVICE	114.09	702.75
3753 - W. CAMPBELL SUPPLY CO. OF SUSSEX CTY, LL	PO 27785 D-2 Parts	267.62	
	PO 27822 ENGINE #4 - MOTOR LEAK REPAIR - NJ STATE	3,529.43	3,797.05
1926 - WB MASON CO., INC.	PO 26415 2023 WATER COOLOR RENTAL & SUPPLIES	57.97	
	PO 27739 ADMIN - OFFICE SUPPLIES - ORDER #S138198	222.46	
	PO 27745 ADMIN - OFFICE SUPPLIES - ORDER #S138212	371.98	652.41
1933 - WEST CHESTER MACHINERY, INC	PO 27786 Plow Parts	11.68	11.68
3797 - WRAY, THOMAS J.	PO 27730 Refund - 100% Disabled Veteran - Block 1	791.61	791.61
TOTAL			347,642.39

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-201-20-100-020	GENERAL ADMIN OE	4,800.54			
01-201-20-145-020	TAX COLLECTION OE	289.98			

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT

01-201-20-155-020	LEGAL SERVICES	274.60			
01-201-20-170-020	ENVIRONMENTAL COMMISSION OE	961.58			
01-201-21-185-020	ZONING COMMISSION OE	38.01			
01-201-23-220-020	GROUP INSURANCE	94,200.99			
01-201-25-240-020	POLICE OE	10,598.78			
01-201-25-250-020	POLICE RADIO & COMM & 911	5,561.99			
01-201-25-253-020	MUNICIPAL COURT OE	35,895.34			
01-201-25-265-015	FIRE PREVENTION OE	525.00			
01-201-25-265-020	FIRE OE	4,393.36			
01-201-26-290-020	ROAD REPAIR & MAINT OE	7,563.45			
01-201-26-292-020	FLEET MAINTENANCE	11,081.63			
01-201-26-295-020	VEHICLE EXPENSES	985.00			
01-201-26-310-020	PUBLIC BLDGS & GROUNDS OE	2,552.77			
01-201-26-335-020	RECYCLING OE	716.88			
01-201-26-335-030	GARBAGE CONTRACT	72,218.44			
01-201-28-375-020	PARKS & PLAYGROUNDS OE	217.72			
01-201-31-430-020	ELECTRICITY	3,280.52			
01-201-31-435-020	STREET LIGHTING	2,475.07			
01-201-31-440-020	TELEPHONE	787.45			
01-201-32-465-000	RECYCLING TAX APPROP.	531.24			
01-204-55-000	Accounts Payable			1,000.00	
01-205-55-000-000	Tax Overpayments			791.61	
01-213-07-000-000	RESERVE - FEDERAL/STATE GRANTS			48,272.09	
01-213-07-740-001	Highlands Grant			7,490.00	
01-260-05-100	Due to Claims			0.00	317,504.04

TOTALS FOR	Current fund	259,950.34	0.00	57,553.70	317,504.04
=====					
04-215-55-051-000	DPW FACILITIES IMPROVEMENTS (012-2023)			999.57	
04-260-05-100	Due to Claims			0.00	999.57

TOTALS FOR	Capital	0.00	0.00	999.57	999.57
=====					
05-201-55-502-020	OPERATING OE	569.00			
05-260-05-100	Due to Claims			0.00	569.00

TOTALS FOR	Sewer	569.00	0.00	0.00	569.00
=====					
12-260-05-100	Due to Claims			0.00	671.70
12-286-56-000-001	Reserve - Dog Trust			671.70	

TOTALS FOR	Animal Trust	0.00	0.00	671.70	671.70
=====					
17-260-05-100	Due to Claims			0.00	7,487.50
17-286-56-000-001	Reserve - Open Space			7,487.50	

TOTALS FOR	Open Space Trust	0.00	0.00	7,487.50	7,487.50
=====					
19-260-05-100	Due to Claims			0.00	10,513.14
19-286-56-000-001	Reserve - Diesel/Gasoline			8,664.29	
19-286-56-000-400	Reserve - Uniform Construction Code			1,848.85	

TOTALS FOR	Other Trust	0.00	0.00	10,513.14	10,513.14
=====					
20-260-05-100	Due to Claims			0.00	3,332.00
20-286-56-011-000	TRIPS			3,332.00	

TOTALS FOR	Recreation Trust	0.00	0.00	3,332.00	3,332.00
=====					
21-260-05-100	Due to Claims			0.00	1,605.19
21-286-56-000-001	Reserve - SUI			1,605.19	

TOTALS FOR	Unemployment Trust	0.00	0.00	1,605.19	1,605.19
=====					

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT

24-260-05-100	Due to Claims			0.00	4,960.25
24-280-56-000	Reserve for Developers Escrow Deposits			4,470.25	
24-280-56-048	Paramount Carter Venture, LLC - #970775047			490.00	

TOTALS FOR	Developers Escrow - VNB	0.00	0.00	4,960.25	4,960.25
		=====	=====	=====	=====

Total to be paid from Fund 01 Current fund	317,504.04
Total to be paid from Fund 04 Capital	999.57
Total to be paid from Fund 05 Sewer	569.00
Total to be paid from Fund 12 Animal Trust	671.70
Total to be paid from Fund 17 Open Space Trust	7,487.50
Total to be paid from Fund 19 Other Trust	10,513.14
Total to be paid from Fund 20 Recreation Trust	3,332.00
Total to be paid from Fund 21 Unemployment Trust	1,605.19
Total to be paid from Fund 24 Developers Escrow - VNB	4,960.25

	347,642.39

Checks Previously Disbursed

2023080	BYRAM TWP BD OF EDUCATION	PO# 27025	JULY - DECEMBER 2023 SCHOOL TAX LE	1,059,342.83	11/01/2023
2023081	LENAPE VALLEY REGIONAL H S	PO# 27225	JULY - DECEMBER 2023 REGIONAL SCHO	614,270.00	11/01/2023
2023082	TREASURER, STATE OF NJ/2003 DR17	PO# 27725	FOREST LAKE DAM SEMI-ANNUAL PAYMEN	67,115.45	11/02/2023
9101323	BYRAM TWP PAYROLL ACCT		10/13/2023 PAYROLL	198,888.13	10/11/2023
9103023	BYRAM TWP PAYROLL ACCT		10/30/2023 PAYROLL	221,175.91	10/26/2023

				2,160,792.32	

Totals by fund	Previous Checks/Voids	Current Payments	Total

Fund 01 Current fund	2,093,676.87	317,504.04	2,411,180.91
Fund 04 Capital		999.57	999.57
Fund 05 Sewer		569.00	569.00
Fund 11 Special Assessment Trust	67,115.45		67,115.45
Fund 12 Animal Trust		671.70	671.70
Fund 17 Open Space Trust		7,487.50	7,487.50
Fund 19 Other Trust		10,513.14	10,513.14
Fund 20 Recreation Trust		3,332.00	3,332.00
Fund 21 Unemployment Trust		1,605.19	1,605.19
Fund 24 Developers Escrow - VNB		4,960.25	4,960.25

BILLS LIST TOTALS	2,160,792.32	347,642.39	2,508,434.71
			=====

List of Bills (Department/Account Detail) - (All Funds)

Meeting Date: 11/08/2023 For bills from 10/13/2023 to 11/03/2023

Account	P0 #	Vendor	Description	Payment	Account Total
Current fund					
DEPARTMENT 000					
01-204-55-000	27836	KAREDA, LLC	Refund of 2023 Tax Sale Deposit	1,000.00	
	<i>Accounts Payable</i>		TOTAL FOR ACCOUNT		1,000.00
01-205-55-000-000	27730	WRAY, THOMAS J.	3rd Qtr 2023	791.61	
	<i>Tax Overpayments</i>		TOTAL FOR ACCOUNT		791.61
TOTAL for DEPARTMENT 000					1,791.61
DEPARTMENT 100					
01-201-20-100-200	27745	WB MASON CO., INC.	ITEM #HEWCE740A - 307A (CE740A) TONER CA	371.98	
	27792	STAPLES	ITEM #24326077 - LEXMARK 56 BLACK ULTRA	386.39	
	27739	WB MASON CO., INC.	ITEM #HEWCE285D - 85A (CE285D) TONER CAR	222.46	
	27739	WB MASON CO., INC.	ITEM #HEWCE285D - 85A (CE285D) TONER CAR	-222.46	
	27739	WB MASON CO., INC.	ITEM #HEWCE285D - 85A (CE285D) TONER CAR	222.46	
	<i>Office Supplies</i>		TOTAL FOR ACCOUNT		980.83
01-201-20-100-216	26921	NAVITEND	NOVEMBER 2023 COMPUTER SERVICE	3,518.44	
	<i>Computer Services</i>		TOTAL FOR ACCOUNT		3,518.44
01-201-20-100-250	27824	VERIZON WIRELESS	Administration - iPad - Acct #282179761-	38.01	
	27824	VERIZON WIRELESS	Community Relations - iPad - Acct #28217	38.01	
	<i>Cell Phone -Administration</i>		TOTAL FOR ACCOUNT		76.02
01-201-20-100-272	26991	PRIMEPOINT, LLC	SEPTEMBER 2023 MAINTENANCE FEES	225.25	
	<i>Miscellaneous</i>		TOTAL FOR ACCOUNT		225.25
TOTAL for DEPARTMENT 100					4,800.54
DEPARTMENT 145					
01-201-20-145-200	27792	STAPLES	ITEM #392726 - DATAPRODUCTS CALCULATOR R	19.98	
	<i>Office Supplies</i>		TOTAL FOR ACCOUNT		19.98
01-201-20-145-208	27656	ROK INDUSTRIES, INC.	2023 BYRAM TWP MUNI TAX LIENS ADVERTISED	270.00	
	<i>Advertising</i>		TOTAL FOR ACCOUNT		270.00
TOTAL for DEPARTMENT 145					289.98
DEPARTMENT 155					
	27573	LADDEY, CLARK & RYAN, LLP	SUPERIOR COURT CLERK - SUPERIOR COURT JU	35.00	
	27697	LADDEY, CLARK & RYAN, LLP	TELEPHONE CONFERENCE WITH MANAGER RE: DE	102.50	
	27698	LADDEY, CLARK & RYAN, LLP	REVIEW & ANALYZE OPRA REQUEST RE: 911 CA	133.00	

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Account	P0 #	Vendor	Description	Payment	Account Total
DEPARTMENT 155					
01-201-20-155-808	27697	LADDEY, CLARK & RYAN, LLP	DOCUMENT REPRODUCTION EXPENSE, POSTAGE,	4.10	
		Legal Retainer	TOTAL FOR ACCOUNT		274.60
					=====
TOTAL for DEPARTMENT 155					274.60
DEPARTMENT 170					
01-201-20-170-220	27744	TOOLS FOR TRAILS, LLC	SHIPPING	80.00	
	27744	TOOLS FOR TRAILS, LLC	15% DISCOUNT	-91.91	
	27744	TOOLS FOR TRAILS, LLC	HESTRA BERYLLIUM WORK GLOVES - MEDIUM	19.95	
	27744	TOOLS FOR TRAILS, LLC	HAUL ALL CARRY BARS	49.99	
	26572	FASTENAL COMPANY	FEDEX SHIPPING	6.00	
	27744	TOOLS FOR TRAILS, LLC	HAUL ALL	84.99	
	27744	TOOLS FOR TRAILS, LLC	SHAPESHIFTER TIMBERWOLF - FULL - CURVED	139.99	
	27744	TOOLS FOR TRAILS, LLC	PROHOE F55A	54.90	
	27744	TOOLS FOR TRAILS, LLC	WARWOOD PULASKI AXE - WOOD HANDLE	95.99	
	27744	TOOLS FOR TRAILS, LLC	SHAPESHIFTER RAVEN - FULL - 39" HICKORY	146.99	
	27744	TOOLS FOR TRAILS, LLC	HESTRA BERYLLIUM WORK GLOVES - SMALL	19.95	
	27743	JERSEY SIGNS	YARD SIGNS	300.00	
	26572	FASTENAL COMPANY	21" REDSTAKEFLG 100CT	14.74	
	27743	JERSEY SIGNS	STEPSTAKES	40.00	
				TOTAL FOR ACCOUNT	961.58
					=====
TOTAL for DEPARTMENT 170					961.58
DEPARTMENT 185					
01-201-21-185-272	27824	VERIZON WIRELESS	Zoning - iPad - Acct #282179761-0002	38.01	
		Miscellaneous	TOTAL FOR ACCOUNT		38.01
					=====
TOTAL for DEPARTMENT 185					38.01
DEPARTMENT 220					
01-201-23-220-230	26897	THE STANDARD INSURANCE CO.	NOVEMBER 2023 LIFE INSURANCE PREMIUMS -	1,762.02	
	27818	STATE OF NEW JERSEY	NOVEMBER 2023 HEALTH INSURANCE PREMIUMS	59,296.05	
	27818	STATE OF NEW JERSEY	NOVEMBER 2023 HEALTH INSURANCE PREMIUMS	33,142.92	
				TOTAL FOR ACCOUNT	94,200.99
					=====
TOTAL for DEPARTMENT 220					94,200.99

List of Bills (Department/Account Detail) - (All Funds)

Meeting Date: 11/08/2023 For bills from 10/13/2023 to 11/03/2023

Account	P0 #	Vendor	Description	Payment	Account Total
DEPARTMENT 240					
		27700 LAWREN SUPPLY COMPANY OF NEW JERSEY	ITEM# FBI-Q R - FBI SILHOUETTE CENTER MA	75.32	
		27700 LAWREN SUPPLY COMPANY OF NEW JERSEY	ITEM #FBI-Q CB - FBI SILHOUETTE CENTER M	256.46	
		27755 BROWNELLS, INC.	SHIPPING FEE	15.99	
		27755 BROWNELLS, INC.	SHIPPING PROTECTION	3.00	
		27700 LAWREN SUPPLY COMPANY OF NEW JERSEY	SHIPPING	50.00	
		27755 BROWNELLS, INC.	SKU #749003691 - SF123A LITHIUM BATTERIE	66.12	
01-201-25-240-200		Office Supplies/Misc	TOTAL FOR ACCOUNT		466.89
		27717 POWERDMS, INC.	POWERPOLICY PROFESSIONAL SUBSCRIPTION (L	3,505.37	
		27712 SMARTSAFETY SOFTWARE, INC.	ESD WORKSTATION UPGRADE V. 8 UPGRADE LIC	358.00	
		27835 UPS	UPS SHIPPING DOCUMENT - DRAGER SIMULATOR	27.33	
		27712 SMARTSAFETY SOFTWARE, INC.	FIRST YEAR OF PREMIER MAINTENANCE	150.00	
01-201-25-240-211		Service/Maintenance	TOTAL FOR ACCOUNT		4,040.70
		27733 TARGET SOLUTIONS LEARNING, LLC	ITEM #VGS-GTEPMS - GUARDIAN TRACKING	889.84	
01-201-25-240-220		Operating Maintenance	TOTAL FOR ACCOUNT		889.84
		27816 VERIZON WIRELESS	Detective Phone - Acct #282179761-00001	82.58	
		27789 VERIZON WIRELESS	PATROL VEHICLE PHONE & MODEMS ACCOUNT #2	280.07	
01-201-25-240-250		Cell Phone - Police	TOTAL FOR ACCOUNT		362.65
		27529 LAWREN SUPPLY COMPANY OF NEW JERSEY	ITEM #53652 - 40 S&W 180 GR TMJ LAWMAN 5	1,954.33	
		27529 LAWREN SUPPLY COMPANY OF NEW JERSEY	ITEM #53651 - 9MM LUGER 124 GR TMJ LAWMA	1,612.31	
		27529 LAWREN SUPPLY COMPANY OF NEW JERSEY	ITEM #53618 - 9MM 124 GR GDHP AMMO 50/20	374.57	
		27529 LAWREN SUPPLY COMPANY OF NEW JERSEY	ITEM #53962 - 40 S&W 180 GR GDHP AMMO 50	402.49	
01-201-25-240-268		Firearms & Ammo	TOTAL FOR ACCOUNT		4,343.70
		26356 AWARENESS PROTECTIVE CONSULTANTS, LLC	POLICE SERVICE RIFLE INSTRUCTOR - 11/6-1	495.00	
01-201-25-240-271		Police & Fire Training	TOTAL FOR ACCOUNT		495.00
					=====
TOTAL for DEPARTMENT 240					10,598.78
DEPARTMENT 250					
		27844 EVERBRIDGE, INC.	NIXLE 360	4,953.00	
		27844 EVERBRIDGE, INC.	NIXLE DATA REFRESH	300.00	
		27839 VERIZON WIRELESS	FIRE DEPT IPADS - ACCT #742195349-00001	114.09	
		26398 PENTELDATA	OCTOBER 2023 BROADBAND SERVICES	194.90	
01-201-25-250-020		POLICE RADIO & COMM & 911	TOTAL FOR ACCOUNT		5,561.99
					=====
TOTAL for DEPARTMENT 250					5,561.99
DEPARTMENT 253					
		26886 ANDOVER, TOWNSHIP OF	4TH QUARTER 2023 JOINT MUNICIPAL COURT	35,895.34	
01-201-25-253-503		Contractual Services	TOTAL FOR ACCOUNT		35,895.34
					=====
TOTAL for DEPARTMENT 253					35,895.34

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Account	P0 #	Vendor	Description	Payment	Account Total
DEPARTMENT 265					
01-201-25-265-015	26888	SPARTA, TOWNSHIP OF	OCTOBER 2023 FIRE PREVENTION SERVICES	525.00	
		FIRE PREVENTION OE	TOTAL FOR ACCOUNT		525.00
01-201-25-265-211	26662	FIRE FIGHTERS EQUIPMENT CO.	PART #45560 - OIL FILTER COMPRESSOR	40.00	
	26662	FIRE FIGHTERS EQUIPMENT CO.	PART #120050 - SYNTHETIC OIL - 1 QUART (	197.50	
	27752	ACTIVE911, INC.	ANNUAL SUBSCRIPTION - ALERTING SUBSCRIPT	810.00	
	26662	FIRE FIGHTERS EQUIPMENT CO.	RUN COMPRESSOR TO CHECK PRESSURE ON ALL	450.00	
	27757	ES CHAT	LICENSE - PRORATED SUBSCRIPTION - ES CHA	26.94	
	27757	ES CHAT	LICENSE - ANNUAL SUBSCRIPTION - ES CHAT	484.92	
	26662	FIRE FIGHTERS EQUIPMENT CO.	TRI-AIR TEST KIT TO NFPA 1989-2008 EDITI	189.00	
		Service/Maintenance	TOTAL FOR ACCOUNT		2,198.36
01-201-25-265-283	27793	FIRST OUT RESCUE EQUIPMENT, LLC	ZICO MULTIPLE EXTRICATION TOOL HOLDER, T	2,195.00	
		New Equipment	TOTAL FOR ACCOUNT		2,195.00
TOTAL for DEPARTMENT 265				=====	4,918.36

DEPARTMENT 290					
01-201-26-290-250	27831 VERIZON WIRELESS 27824 VERIZON WIRELESS Cell Phone - DPW		DPW IPAD - ACCT #642119479-00001	38.01	88.80
			DPW - Assistant Supervisor Acct #2821797	50.79	
			TOTAL FOR ACCOUNT		
01-201-26-290-252	26626 BRAEN STONE OF SPARTA Stone & Gravel		10/06/2023 - 3/4"" CRUSHED STONE - 7.95	152.80	152.80
			TOTAL FOR ACCOUNT		
01-201-26-290-255	27276 SUSSEX COUNTY DEPT OF ENGINEERING 26329 DOVER BRAKE & CLUTCH CO., INC. 27786 WEST CHESTER MACHINERY, INC 26327 NAPA AUTO PARTS 27276 SUSSEX COUNTY DEPT OF ENGINEERING 26331 APPROVED AUTO ELECTRIC, INC Road Safety		CABIN SPRING TRL 42"X6"	45.36	646.56
			2X30 STRAP	206.80	
			Item #92079 - WP - Plug 3/8 NPTF SQ	11.68	
			MEYER BULE HYD FLUID	300.24	
			LAUREL COVE RD 36"X6"	38.88	
			SZF FUSING TAPE	43.60	
			TOTAL FOR ACCOUNT		
01-201-26-290-272	27829 RUTGERS UNIVERSITY Seminars/Training		INTRODUCTION TO RFPS: THE DO'S AND DONT'	135.00	135.00
			TOTAL FOR ACCOUNT		
01-201-26-290-292	27641 TREE KING, INC. 27449 HART & ILIFF FUEL COMPANY, INC. 27641 TREE KING, INC. Miscellaneous		REMOVE DEAD TREE AT SHERWOOD FOREST & CR	1,250.00	5,000.00
			Gas Line and Bolier Conversion Lee Hill	3,350.00	
			REMOVE DEAD ASH TREE AT SEWER STATION #2	400.00	
			TOTAL FOR ACCOUNT		
01-201-26-290-461	27602 BEN SHAFFER RECREATION, INC. 27602 BEN SHAFFER RECREATION, INC. 27602 BEN SHAFFER RECREATION, INC. 27602 BEN SHAFFER RECREATION, INC. 26326 NETCONG HARDWARE CO., INC. 26613 POWER PLACE, INC. 26613 POWER PLACE, INC. Park Maintenance		ITEM #KDP140210-NJSC - 10 ROLL, 200 COUN	848.00	1,220.19
			NJ STATE CONTRACT DISCOUNT (1%)	-9.64	
			FREIGHT	138.60	
			KDP1404-NJSC 2 PACK - 50 COUNT HEAVY DUT	116.00	
			ALUM. DOWNSPOUT STRAINER	10.42	
			6PK 5 GAL ULTRA SUNTHETIC 12.8OZ OIL MIX	95.66	
			STIHL BAR & CHAIN OIL (GALLON)	21.15	
			TOTAL FOR ACCOUNT		
01-201-26-290-491	27651 AURORA ELECTRICAL SUPPLY CO., LLC Park Operating		Item #SQD Q0120GF - SP-20A-120/240V CB	200.10	200.10
			TOTAL FOR ACCOUNT		

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DEPARTMENT 290					
		27761 PERFORMANCE TRAILERS, INC.	Bolt Kit	30.00	
		27761 PERFORMANCE TRAILERS, INC.	5' Hoz E Track	90.00	
01-201-26-290-492		<i>Park Vehicle Repair</i>	TOTAL FOR ACCOUNT		120.00
					=====
TOTAL for DEPARTMENT 290					7,563.45

DEPARTMENT 292

		27822 W. CAMPBELL SUPPLY CO. OF SUSSEX CTY, LLC	ITEM #005F/PHM 8 43147 - TIE STRAP-14.5"	3.00	
		27822 W. CAMPBELL SUPPLY CO. OF SUSSEX CTY, LLC	LABOR	2,604.00	
		27822 W. CAMPBELL SUPPLY CO. OF SUSSEX CTY, LLC	OTHER SUPPLIES	300.00	
		26329 DOVER BRAKE & CLUTCH CO., INC.	GUNITE, AUTO SLACK	209.42	
		27822 W. CAMPBELL SUPPLY CO. OF SUSSEX CTY, LLC	DIAGNOSTIC	50.00	
		27822 W. CAMPBELL SUPPLY CO. OF SUSSEX CTY, LLC	OIL LEAK DIAGNOSIS	248.00	
		26331 APPROVED AUTO ELECTRIC, INC	1231MC 1000CCA DOKA BATTERY	1,109.40	
		27784 FIRE & SAFETY SERVICES, LTD	Item #60-9118 - Gauge, Engine Oil PSI	197.35	
		26329 DOVER BRAKE & CLUTCH CO., INC.	CLEVIS AUTOMATIC BRAKE	-57.36	
		26329 DOVER BRAKE & CLUTCH CO., INC.	BRAKE CHAMBER GOLDSEAL	360.40	
		27822 W. CAMPBELL SUPPLY CO. OF SUSSEX CTY, LLC	ITEM #005K/1U5516 - DISC	7.08	
		27822 W. CAMPBELL SUPPLY CO. OF SUSSEX CTY, LLC	ITEM #005C/4024883 - KIT, SEAL	77.88	
		27822 W. CAMPBELL SUPPLY CO. OF SUSSEX CTY, LLC	ITEM #005F/FG LF9009 - PACKAGE, LUBRICAT	50.16	
		27822 W. CAMPBELL SUPPLY CO. OF SUSSEX CTY, LLC	ITEM #005C/3939352 - GASKET, OIL SUC CON	4.19	
		27822 W. CAMPBELL SUPPLY CO. OF SUSSEX CTY, LLC	ITEM #005C/5332563 - GASKET, OIL PAN	60.54	
		27784 FIRE & SAFETY SERVICES, LTD	Shipping	14.34	
		26329 DOVER BRAKE & CLUTCH CO., INC.	BRAKE CHAMBER	129.00	
		27822 W. CAMPBELL SUPPLY CO. OF SUSSEX CTY, LLC	ITEM #005F/SLO 500010011 - OIL, ROT T4 T	84.77	
		26329 DOVER BRAKE & CLUTCH CO., INC.	BRAKE CHAMBER	-129.00	
		26329 DOVER BRAKE & CLUTCH CO., INC.	FORWARD LIGHTING BRITE SQUARE, LED WORK	101.56	
		27822 W. CAMPBELL SUPPLY CO. OF SUSSEX CTY, LLC	ITEM #005F/23-14393-000 - UNION-PTC, .25	1.96	
		27822 W. CAMPBELL SUPPLY CO. OF SUSSEX CTY, LLC	ITEM #005F/SLO 500010011 - OIL, ROT T4 T	12.04	
		27822 W. CAMPBELL SUPPLY CO. OF SUSSEX CTY, LLC	ITEM #005F/SLO 500010011 - OIL, ROT T4 T	6.02	
		27822 W. CAMPBELL SUPPLY CO. OF SUSSEX CTY, LLC	ITEM #005X/WUR 189082194 - PERMATAX ULTR	7.95	
		26329 DOVER BRAKE & CLUTCH CO., INC.	CLEVIS - AUTOMATIC BRAKE	57.36	
		27822 W. CAMPBELL SUPPLY CO. OF SUSSEX CTY, LLC	ITEM #005F/PIC 4620 - NON-CHLOR BRAKE CL	11.84	
01-201-26-292-260		<i>Fire Department</i>	TOTAL FOR ACCOUNT		5,521.90
		26327 NAPA AUTO PARTS	NAPA 10W40 QT	33.90	
		26327 NAPA AUTO PARTS	NAPA OIL FILTER	38.82	
		26327 NAPA AUTO PARTS	PREMIUM CAPSULE	90.56	
		26327 NAPA AUTO PARTS	COUPLER	14.30	
		26327 NAPA AUTO PARTS	TIE ROD END - OUTER	116.73	
		26327 NAPA AUTO PARTS	NAPA 10W40 QT	27.12	
		26326 NETCONG HARDWARE CO., INC.	6X9 MAROON HAND PAD	11.21	
		26331 APPROVED AUTO ELECTRIC, INC	1231MF 1000CCA H/D BATTERIES EXCH CORES	369.80	
		26330 SERVICE TIRE TRUCK CENTER, INC.	DISMOUNT/MOUNT	100.00	
		27649 POWERCO, INC.	Item #84223654 - Pin	130.75	
		26330 SERVICE TIRE TRUCK CENTER, INC.	VALVE NEW - OTR	56.00	
		26330 SERVICE TIRE TRUCK CENTER, INC.	05195L24 ASCENSO BHB312 R-4 TL	900.00	
		26330 SERVICE TIRE TRUCK CENTER, INC.	L22575R15 CARLISLE RADIAL TRAIL HD	511.48	
		26330 SERVICE TIRE TRUCK CENTER, INC.	DISMOUNT/MOUNT ON/OFF WHEEL & VEHICLE	88.00	
		26330 SERVICE TIRE TRUCK CENTER, INC.	VALVE - TR 501, 500, 57	17.00	
		26330 SERVICE TIRE TRUCK CENTER, INC.	SCRAP TIRE DISPOSAL LIGHT TRUCK	28.00	
		26328 FRED BEANS FORD OF WASHINGTON	SPORD HEADLAMP	583.69	
		26328 FRED BEANS FORD OF WASHINGTON	SNS PIPE	193.75	
		27763 HOOVER TRUCK CENTERS, INC.	FREIGHT	50.00	
		27763 HOOVER TRUCK CENTERS, INC.	Part #11-14418-000 - Gasket-Ax1	4.68	

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DEPARTMENT 292					
		27763 HOOVER TRUCK CENTERS, INC.	Part #CM/10045887 - Kit-Seal	70.46	
		26328 FRED BEANS FORD OF WASHINGTON	FOUR WHEEL ALIGNMENT '17 FORD F-350	169.95	
		26328 FRED BEANS FORD OF WASHINGTON	FOUR WHEEL ALIGNMENT '19 FORD F-350	169.95	
		27649 POWERCO, INC.	Item #84231927 - Spacer	13.80	
		27649 POWERCO, INC.	Item #84233536 - Ring	12.00	
		26328 FRED BEANS FORD OF WASHINGTON	CAP ASY	23.73	
		26329 DOVER BRAKE & CLUTCH CO., INC.	4" ROUND RED STT VANTAGE	39.84	
		27785 W. CAMPBELL SUPPLY CO. OF SUSSEX CTY, LLC	A3-3211R4308 - Spider Brake	267.62	
		27763 HOOVER TRUCK CENTERS, INC.	Part #TDA/KIT8042 - Brake Repair	8.86	
		26329 DOVER BRAKE & CLUTCH CO., INC.	RV TRAILER END	5.95	
		26532 SID HARVEY'S INDUSTRIES, INC.	LOCKNUT, BULKHEAD, FTG, 3/8	5.80	
		26532 SID HARVEY'S INDUSTRIES, INC.	NOZZLE, OIL BURNER, .50-80B	11.18	
		26532 SID HARVEY'S INDUSTRIES, INC.	GASKET, FLANGE, UNIVERSAL	4.83	
		26329 DOVER BRAKE & CLUTCH CO., INC.	LIGHT, FLOOD, 12-24 VDC, 6	35.00	
01-201-26-292-270	DPW Fleet		TOTAL FOR ACCOUNT		4,204.76
		26330 SERVICE TIRE TRUCK CENTER, INC.	SCRAP TIRE DISPOSAL PASSENGER TIRE	28.00	
		26330 SERVICE TIRE TRUCK CENTER, INC.	DSMT/MT SPIN BALANCE - PASSANGER	90.00	
		26330 SERVICE TIRE TRUCK CENTER, INC.	P27555R20 113V GDYR EAGLE ENFORCER	608.00	
		27762 R & R TOOLS, LLC	Item #AUT1SENSOR - Programmable TPMS Sen	159.80	
		26326 NETCONG HARDWARE CO., INC.	10PK15/16X1-1/16 O-RING	0.80	
		26326 NETCONG HARDWARE CO., INC.	10PK 7/8X1/16 O-RING	0.80	
		26601 CIOCCA FMFL, INC.	WHEEL	267.67	
01-201-26-292-280	Police Dept. Fleet		TOTAL FOR ACCOUNT		1,155.07
		26572 FASTENAL COMPANY	L MF - 300 PFGLV 100CT	199.90	
01-201-26-292-290	SR Van Fleet		TOTAL FOR ACCOUNT		199.90
TOTAL for DEPARTMENT 292					11,081.63
DEPARTMENT 295					
		27575 GARDEN STATE VINYL DESIGN, LLC	LETTER & STRIPE 2023 CHEVROLET TAHOE TO	985.00	
01-201-26-295-020	VEHICLE EXPENSES		TOTAL FOR ACCOUNT		985.00
TOTAL for DEPARTMENT 295					985.00
DEPARTMENT 310					
		26415 WB MASON CO., INC.	OCTOBER 2023 WATER COOLER RENTAL	3.80	
		26415 WB MASON CO., INC.	5 GALLON WATER DEPOSIT CREDIT	-36.00	
		26391 AQUA NJ	NOVEMBER 2023 LEE HILL WATER SERVICE	36.02	
		26415 WB MASON CO., INC.	5 GALLON WATER DEPOSIT CREDIT	-30.00	
		26415 WB MASON CO., INC.	5 GALLON WATER JUG	27.35	
		26889 ROYALTY CLEANING SERVICES, LLC	OCTOBER 2023 JANITORIAL SERVICES	540.00	
		26415 WB MASON CO., INC.	5 GALLON WATER DEPOSIT	36.00	
		26415 WB MASON CO., INC.	5 GALLON WATER JUG	26.82	
		27652 INNOVATIVE ELECTRICAL CONTRACTING, INC.	Install (1) 30amp 3-phase 240v fused dis	880.50	
		26326 NETCONG HARDWARE CO., INC.	10.50Z CLR ROOF SEALANT	8.09	
		27599 GENSERVE, LLC	Misc Supplies/Freight	150.00	
		27599 GENSERVE, LLC	ATS Kit	156.33	
		27599 GENSERVE, LLC	Labor	720.00	

List of Bills (Department/Account Detail) - (All Funds)

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Account	P0 #	Vendor	Description	Payment	Account Total
DEPARTMENT 310					
		26415 WB MASON CO., INC.	5 GALLON WATER DEPOSIT	30.00	
		26326 NETCONG HARDWARE CO., INC.	BLACK JACK ROOF TAR	3.86	
01-201-26-310-220		Operating Maintenance	TOTAL FOR ACCOUNT		2,552.77
					=====
		TOTAL for DEPARTMENT 310			2,552.77
DEPARTMENT 335					
		26329 DOVER BRAKE & CLUTCH CO., INC.	TARP 7.5X18	267.04	
		26329 DOVER BRAKE & CLUTCH CO., INC.	TARP ROLLER KIT	193.67	
		26993 SCMUA	10/18/2023 - Street Sweepings	62.50	
		26329 DOVER BRAKE & CLUTCH CO., INC.	TARP ROLLER KIT (LESS TARP)	193.67	
01-201-26-335-020		RECYCLING OE	TOTAL FOR ACCOUNT		716.88
		26899 BLUE DIAMOND DISPOSAL, INC.	OCTOBER 2023 GARBAGE CONTRACT	55,750.00	
		26900 SCMUA	10/03/2023 - GARBAGE DISPOSAL	5,797.62	
		26900 SCMUA	10/17/2023 - GARBAGE DISPOSAL	5,331.69	
		26900 SCMUA	10/10/2023 - GARBAGE DISPOSAL	5,339.13	
01-201-26-335-030		GARBAGE CONTRACT	TOTAL FOR ACCOUNT		72,218.44
					=====
		TOTAL for DEPARTMENT 335			72,935.32
DEPARTMENT 375					
		27716 4IMPRINT, INC.	ITEM #2213 - SERGED CLOSED-BACK TABLE TH	185.00	
		27716 4IMPRINT, INC.	FREIGHT	9.54	
01-201-28-375-220		Operating Maintenance	TOTAL FOR ACCOUNT		194.54
		27824 VERIZON WIRELESS	Senior Van Driver - Acct #282179761-0000	23.18	
01-201-28-375-251		Cell Phone - Senior Van	TOTAL FOR ACCOUNT		23.18
					=====
		TOTAL for DEPARTMENT 375			217.72
DEPARTMENT 430					
		27815 JCP&L	Rescue Squad - Flashing Light	4.10	
		27815 JCP&L	Rescue Squad	53.13	
01-201-31-430-619		Rescue Squad	TOTAL FOR ACCOUNT		57.23
		27840 JCP&L	NEIL GYLING - ACCT #100030508426	57.24	
		27815 JCP&L	Roseville Road	587.73	
		27810 JCP&L	TAMARACK PARK - ACCT #100116096270	36.33	
01-201-31-430-661		P & R Utilities	TOTAL FOR ACCOUNT		681.30
		27815 JCP&L	DPW Garage	1,344.92	
		27815 JCP&L	Municipal Complex	1,192.97	
		27815 JCP&L	Schoolhouse Museum	4.10	
01-201-31-430-663		Publ Bldgs/Grounds Utilities	TOTAL FOR ACCOUNT		2,541.99

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Account	P0 #	Vendor	Description	Payment	Account Total
DEPARTMENT 430					
TOTAL for DEPARTMENT 430					=====
					3,280.52
DEPARTMENT 435					
	27815	JCP&L	Street Lighting - Acorn St	122.73	
	27799	JCP&L	STREET LIGHTING ACCT #100000676781	1,805.06	
	27798	JCP&L	STREET LIGHTING ACCT #100000676716	370.70	
	27815	JCP&L	Street Lighting - Ascot Manor	29.57	
	27815	JCP&L	Street Lighting - Rte 206 & Waterloo Rd	80.00	
	27809	JCP&L	RT. 206/TAMARACK RD - ACCT #100128762331	48.78	
	27815	JCP&L	Street Lighting - Forest Lakes	18.23	
01-201-31-435-020	STREET LIGHTING		TOTAL FOR ACCOUNT		2,475.07
TOTAL for DEPARTMENT 435					=====
					2,475.07
DEPARTMENT 440					
	27790	VERIZON	Administration - Account #251-256-345-00	59.44	
	26398	PENTELDATA	OCTOBER 2023 COMMERCIAL CABLE MODEM	126.99	
01-201-31-440-601	A&E Utilities		TOTAL FOR ACCOUNT		186.43
	27790	VERIZON	DPW - Account #251-256-346-0001-55	168.15	
01-201-31-440-670	DPW Utilities		TOTAL FOR ACCOUNT		168.15
	27790	VERIZON	Police - Account #751-663-306-0001-55	432.87	
01-201-31-440-680	Public Safety		TOTAL FOR ACCOUNT		432.87
TOTAL for DEPARTMENT 440					=====
					787.45
DEPARTMENT 465					
	26900	SCMUA	10/03/2023 - RECYCLING TAX	187.02	
	26900	SCMUA	10/17/2023 - RECYCLING TAX	171.99	
	26900	SCMUA	10/10/2023 - RECYCLING TAX	172.23	
01-201-32-465-000	RECYCLING TAX APPROP.		TOTAL FOR ACCOUNT		531.24
TOTAL for DEPARTMENT 465					=====
					531.24
DEPARTMENT 701					
	26992	SCMUA	10/17/2023 - Brush Disposal	45.45	
	26992	SCMUA	10/20/2023 - Brush Disposal	135.00	
	26992	SCMUA	10/06/2023 - Brush Disposal	40.05	

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DEPARTMENT 701					
	26992	SCMUA	10/17/2023 - Leaf Disposal	140.40	
	26992	SCMUA	10/20/2023 - Leaf Disposal	63.00	
	26992	SCMUA	10/02/2023 - Brush Disposal	103.05	
01-213-07-701-001		Recycling Grant	TOTAL FOR ACCOUNT		526.95
					=====
TOTAL for DEPARTMENT 701					526.95
DEPARTMENT 740					
	25703	PRINCETON HYDRO, LLC	SEPTEMBER 2023 SERVICES - WQA - LAKE BAS	17,010.00	
	25703	PRINCETON HYDRO, LLC	SEPTEMBER 2023 SERVICES - WQA - BASELINE	15,781.87	
01-213-07-740-001		Highlands Grant	TOTAL FOR ACCOUNT		32,791.87
	27576	FRENCH & PARRELLO ASSOCIATES, PA	OCTOBER 2023 PROFESSIONAL SERVICES - CO	520.00	
	27576	FRENCH & PARRELLO ASSOCIATES, PA	OCTOBER 2023 PROFESSIONAL SERVICES - CO	6,970.00	
01-213-07-740-001002		OS & Recreation Plan - CO Park (15)	TOTAL FOR ACCOUNT		7,490.00
					=====
TOTAL for DEPARTMENT 740					40,281.87
DEPARTMENT 770					
	27719	THE ULTIMATE ALPHABET, LLC	FIRE DEPARTMENT - NEW TAHOE - LETTERING	1,470.00	
01-213-07-770-004		2013 PSE&G Susquehanna Roseland Agree.	TOTAL FOR ACCOUNT		1,470.00
					=====
TOTAL for DEPARTMENT 770					1,470.00
DEPARTMENT 776					
	27114	NATIONAL HIGHWAY PRODUCTS, INC.	Roll Up Sign - Black & Orange - ROAD CLO	219.74	
	27114	NATIONAL HIGHWAY PRODUCTS, INC.	Roll Up Sign - Black & Orange - DETOUR R	219.74	
	27114	NATIONAL HIGHWAY PRODUCTS, INC.	Roll Up Sign - Black & Orange - ROAD MAC	109.87	
	27114	NATIONAL HIGHWAY PRODUCTS, INC.	Sign Stand - Single Spring	1,320.00	
	27114	NATIONAL HIGHWAY PRODUCTS, INC.	Roll Up Sign - Black & Orange - ROAD WOR	219.74	
	27114	NATIONAL HIGHWAY PRODUCTS, INC.	Roll Up Sign - Black & Orange - DETOUR L	219.74	
	27114	NATIONAL HIGHWAY PRODUCTS, INC.	Roll Up Sign - Black & Orange - LOCAL TR	219.74	
01-214-15-776-017		SIF - Risk Control Grant	TOTAL FOR ACCOUNT		2,528.57
	27413	DIVAL SAFETY EQUIPMENT, INC.	FREIGHT	525.00	
	27413	DIVAL SAFETY EQUIPMENT, INC.	PALLET CHARGE	60.00	
	27413	DIVAL SAFETY EQUIPMENT, INC.	ITEM #ADSSEK01 - READY RACK EXTRACTOR SO	585.20	
	27413	DIVAL SAFETY EQUIPMENT, INC.	ITEM #EW22 - READY RACH EXTRACTOR 22 WAS	9,784.50	
01-214-23-776-0230		2023 - ARP: Firefighter's Grant	TOTAL FOR ACCOUNT		10,954.70
					=====
TOTAL for DEPARTMENT 776					13,483.27

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Account	P0 #	Vendor	Description	Payment	Account Total
Capital					
DEPARTMENT 051					
04-215-55-051-000		27395 INNOVATIVE ELECTRICAL CONTRACTING, INC.	WIRE NEW VEHICLE LIFT: RUN THHN #10 STR	999.57	
		<i>DPW FACILITIES IMPROVEMENTS (012-2023)</i>	TOTAL FOR ACCOUNT		999.57
				=====	
		TOTAL for DEPARTMENT 051			999.57
Sewer					
DEPARTMENT 502					
		27843 JCP&L	SEWER STATION - ACCT #100000101160	300.46	
		27842 JCP&L	SEWER STATION - ACCT #100000100212	235.19	
		27841 JCP&L	SEWER STATION - ACCT #100000072452	33.35	
05-201-55-502-687		<i>Electricity</i>	TOTAL FOR ACCOUNT		569.00
				=====	
		TOTAL for DEPARTMENT 502			569.00
Animal Trust					
DEPARTMENT 000					
		27783 HOPATCONG, BOROUGH OF	06/01/2023 - WATERLOO RD - DOG - MEDICAL	166.70	
		27783 HOPATCONG, BOROUGH OF	07/17/2023 - 10 WEASAUG TRAIL - KITTEN -	85.00	
		27783 HOPATCONG, BOROUGH OF	06/20/2023 - 82 SOUTH SHORE RD - CAT BOA	140.00	
		27783 HOPATCONG, BOROUGH OF	06/27/2023 - 82 SOUTH SHORE RD - CAT BOA	140.00	
		27783 HOPATCONG, BOROUGH OF	07/23/2023 - 3 BELL CT - CAT BOARDING FE	140.00	
12-286-56-000-001		<i>Reserve - Dog Trust</i>	TOTAL FOR ACCOUNT		671.70
				=====	
		TOTAL for DEPARTMENT 000			671.70
Open Space Trust					
DEPARTMENT 000					
		27737 TREE KING, INC.	REMOVAL OF DEAD ASH TREES FROM TAMARACK	3,300.00	
		27194 BYRAM HISTORICAL SOCIETY	ADDITIONAL DONATION - MARKETING & TOURSI	4,187.50	
17-286-56-000-001		<i>Reserve - Open Space</i>	TOTAL FOR ACCOUNT		7,487.50
				=====	
		TOTAL for DEPARTMENT 000			7,487.50
Other Trust					
DEPARTMENT 000					
		26967 ALLIED OIL, LLC	10/05/2023 - GASOLINE DELIVERY - 3,000.1	8,664.29	
19-286-56-000-001		<i>Reserve - Diesel/Gasoline</i>	TOTAL FOR ACCOUNT		8,664.29

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Account	P0 #	Vendor	Description	Payment	Account Total
Other Trust					
DEPARTMENT 000					
		26390 KONICA MINOLTA PREMIER FINANCE	SEPTEMBER 2023 CLICKS	33.64	
		26390 KONICA MINOLTA PREMIER FINANCE	NOVEMBER 2023 LEASE PAYMENT	46.61	
19-286-56-000-421		<i>Uniform Construction Code - Other Expenses</i>	TOTAL FOR ACCOUNT		80.25
		27818 STATE OF NEW JERSEY	NOVEMBER 2023 HEALTH INSURANCE PREMIUMS	1,768.60	
19-286-56-000-422		<i>Uniform Construction Code - Fringe Benefits</i>	TOTAL FOR ACCOUNT		1,768.60
					=====
TOTAL for DEPARTMENT 000					10,513.14
Recreation Trust					
DEPARTMENT 011					
		27714 PRUDENTIAL CENTER - GROUP SALES	DISNEY ON ICE TICKETS - 01/15/2024	3,332.00	
20-286-56-011-001		<i>CONSIGNMENT TICKETS</i>	TOTAL FOR ACCOUNT		3,332.00
					=====
TOTAL for DEPARTMENT 011					3,332.00
Unemployment Trust					
DEPARTMENT 000					
		27833 NJ DEPT OF LABOR & WORKFORCE	4th Qtr 2021 Unemployment Charges - Lisa	1,605.19	
21-286-56-000-001		<i>Reserve - SUI</i>	TOTAL FOR ACCOUNT		1,605.19
					=====
TOTAL for DEPARTMENT 000					1,605.19
Developers Escrow - VNB					
DEPARTMENT 001					
		27800 HAROLD E. PELLOW & ASSOCIATES,	QUANTITY CALCULATIONS	62.25	
		27800 HAROLD E. PELLOW & ASSOCIATES,	ATTENDNACE AT MEETINGS - 08/03/23; 08/24	379.50	
		27800 HAROLD E. PELLOW & ASSOCIATES,	APPLICATION & PLAN REVIEW	69.00	
		27800 HAROLD E. PELLOW & ASSOCIATES,	INSPECT SITE PLAN/SUBDIVISION	412.50	
24-280-56-001		<i>Elizabethtown Gas Co. - #9707753709</i>	TOTAL FOR ACCOUNT		923.25
					=====
TOTAL for DEPARTMENT 001					923.25
DEPARTMENT 016					
		27778 HAROLD E. PELLOW & ASSOCIATES,	APPLICATION & PLAN REVIEW	112.00	
24-280-56-016		<i>Weber Bros. Prop. LLC - #9707751164</i>	TOTAL FOR ACCOUNT		112.00

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DEPARTMENT 016					
TOTAL for DEPARTMENT 016					=====
					112.00
DEPARTMENT 030					
24-280-56-030	27773	HAROLD E. PELLOW & ASSOCIATES, 16Rt206StanhopeNJ, LLC - #9707753048	INSPECT SITE PLAN/SUBDIVISION	75.00	
TOTAL FOR ACCOUNT					75.00
TOTAL for DEPARTMENT 030					=====
					75.00
DEPARTMENT 048					
24-280-56-048	27774	HAROLD E. PELLOW & ASSOCIATES,	APPLICATION & PLAN REVIEW	345.00	
	27774	HAROLD E. PELLOW & ASSOCIATES,	DRAINAGE REVIEW/REPORTS	200.00	
	27774	HAROLD E. PELLOW & ASSOCIATES,	APPLICATION & PLAN REVIEW	168.00	
	27774	HAROLD E. PELLOW & ASSOCIATES,	ATTENDANCE AT MEETING - 08/18/2023	276.00	
Paramount Carter Venture, LLC - #9707755047 TOTAL FOR ACCOUNT					989.00
24-280-56-048-001	27780	CP ENGINEERS NJ, LLC	MONITORING OF BLASTING STATUS	49.00	
	27780	CP ENGINEERS NJ, LLC	REVIEWING REPORTS & MONITORING BLASTING	98.00	
	27780	CP ENGINEERS NJ, LLC	MONITOR OF BLASTING PROCESS & REPORTS	49.00	
	27780	CP ENGINEERS NJ, LLC	REVIEW OF BLASTING REPORTS & COORDINATIO	98.00	
	27780	CP ENGINEERS NJ, LLC	REVIEW BLASTING REPORTS	49.00	
	27780	CP ENGINEERS NJ, LLC	REVIEW OF BLASTING REPORTS & PROGRESS. C	98.00	
	27780	CP ENGINEERS NJ, LLC	REVIEW & FILING OF BLASTING REPORTS	49.00	
PCV, LLC (Wawa) - Sewer TOTAL FOR ACCOUNT					490.00
TOTAL for DEPARTMENT 048					=====
					1,479.00
DEPARTMENT 055					
24-280-56-055	27779	HAROLD E. PELLOW & ASSOCIATES, Raimo of Stanhope, Inc - #9707755749	INSPECT SITE PLAN/SUBDIVISION	75.00	
TOTAL FOR ACCOUNT					75.00
TOTAL for DEPARTMENT 055					=====
					75.00
DEPARTMENT 116					
24-280-56-116	27772	HAROLD E. PELLOW & ASSOCIATES, Princeton Property Mgmt - #9707754358	PREPARE REPOSTS/MEMOS	69.00	
TOTAL FOR ACCOUNT					69.00
TOTAL for DEPARTMENT 116					=====
					69.00

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DEPARTMENT 135					
	27781	MARAZITI FALCON, LLP	TRAVEL & ATTENDANCE AT MEETING W/NIEC &	350.00	
	27781	MARAZITI FALCON, LLP	COMMUNICATIONS W/THE BOARD PROFESSIONALS	52.50	
	27781	MARAZITI FALCON, LLP	COMMUNICATIONS REGARDING CONCEPT REVIEW	35.00	
	27781	MARAZITI FALCON, LLP	REVIEW & ANALYSIS OF SUBMISSION OF ARCHI	70.00	
24-280-56-135		<i>Gary Niec - #9707750003</i>	TOTAL FOR ACCOUNT		507.50
					=====
TOTAL for DEPARTMENT 135					507.50
DEPARTMENT 141					
	27771	HAROLD E. PELLOW & ASSOCIATES,	APPLICATION & PLAN REVIEW	280.00	
24-280-56-141		<i>Diane Carkhuff - #9707752551</i>	TOTAL FOR ACCOUNT		280.00
					=====
TOTAL for DEPARTMENT 141					280.00
DEPARTMENT 144					
	27775	HAROLD E. PELLOW & ASSOCIATES,	INSPECT SITE PLAN/SUBDIVISION	37.50	
24-280-56-144		<i>Veolia Water NJ (8 Mountain Ave) - 9778</i>	TOTAL FOR ACCOUNT		37.50
					=====
TOTAL for DEPARTMENT 144					37.50
DEPARTMENT 151					
	27770	HAROLD E. PELLOW & ASSOCIATES,	INSPECT/REVIEW COMPLAINT	150.00	
	27770	HAROLD E. PELLOW & ASSOCIATES,	PREPARE REPORTS/MEMOS	69.00	
24-280-56-151		<i>AJ Perri Plumbing, Inc. - #9707753531</i>	TOTAL FOR ACCOUNT		219.00
					=====
TOTAL for DEPARTMENT 151					219.00
DEPARTMENT 177					
	27845	MARAZITI FALCON, LLP	REVIEW CORRESPONDENCE REGARDING EASEMENT	35.00	
24-280-56-177		<i>Philip Prestia - #9707751072</i>	TOTAL FOR ACCOUNT		35.00
					=====
TOTAL for DEPARTMENT 177					35.00

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DEPARTMENT 188					
	27777	HAROLD E. PELLOW & ASSOCIATES,	APPLICATION & PLAN REVIEW	168.00	
	27776	HAROLD E. PELLOW & ASSOCIATES,	APPLICATION & PLAN REVIEW	280.00	
24-280-56-188		Jefferson Lakes Camp, LLC - #9707751087	TOTAL FOR ACCOUNT		448.00
				=====	
TOTAL for DEPARTMENT 188					448.00

DEPARTMENT 203					
	27846	MARAZITI FALCON, LLP	REVIEW RESOLUTION OF APPROVAL OF SUBDIVI	70.00	
	27846	MARAZITI FALCON, LLP	COMMUNICATIONS W/C. PHILLPS & C. STONER	140.00	
	27846	MARAZITI FALCON, LLP	COMMUNICATIONS W/C. PHILLIPS & C. STONER	52.50	
	27846	MARAZITI FALCON, LLP	REVIEW & ANALYSIS OF LEGAL PROCESS & ISS	437.50	
24-280-56-203		Kyosis, LLC - #9707754789	TOTAL FOR ACCOUNT		700.00
				=====	
TOTAL for DEPARTMENT 203					700.00