

**MINUTES
GREEN TOWNSHIP COMMITTEE
REGULAR MEETING NOVEMBER 3, 2025**

CALL TO ORDER

Mayor Raffay called the November 3, 2025, meeting of the Green Township Committee to order at 7:08 p.m.

PLEDGE OF ALLEGIANCE

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

ROLL CALL: Present: James DeYoung, Margaret "Peg" Phillips, Bader Qarmout, Michael Rose, and Mayor Virginia "Ginnie" Raffay

Also present: Mark Zschack, Township Clerk; Ursula Leo, Esq., Township Attorney; and Patty DeClesis, Deputy Clerk

APPROVAL OF AGENDA: Mayor Raffay requested a motion to approve the agenda.

Motion: Rose

Seconded: DeYoung

Discussion: None

Upon roll call vote:

Ayes: DeYoung, Phillips, Qarmout, Rose, Mayor Raffay

Nays: None

Abstentions: None

Absent: None

OPEN PUBLIC SESSION #1: Mayor Raffay opened the meeting for public comments. Mayor Raffay noted that no public members were present and closed Open Public Session #1.

CONSENT AGENDA:

1. RESOLUTIONS:

None

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

None

3. REPORTS: *(Acceptance for Filing of the Following)*

a. Sussex County Division of Health Inspection Report - October 2025

b. Treasurer's Report - September 2025

Qarmout motioned to move Consent Agenda

Seconded: DeYoung

Discussion: None

Upon roll call vote:

Ayes: DeYoung, Phillips, Qarmout, Rose, Mayor Raffay

Nays: None

Abstentions: None

Absent: None

DISCUSSIONS: None

MINUTES
GREEN TOWNSHIP COMMITTEE
REGULAR MEETING NOVEMBER 3, 2025

OLD BUSINESS: None

NEW BUSINESS:

a. Resolution 2025-166 - Bills List (10/03/2025 to 10/30/2025)

Motion: Qarmout

Seconded: Rose

Discussion: None

Upon roll call vote:

Ayes: DeYoung, Phillips, Qarmout, Rose, Mayor Raffay

Nays: None

Abstentions: None

Absent: None

b. Resolution 2025-167 - Appoint DPW Laborer - Peter Giller

Motion: Rose

Seconded: DeYoung

Discussion: None

Upon roll call vote:

Ayes: DeYoung, Phillips, Qarmout, Rose, Mayor Raffay

Nays: None

Abstentions: None

Absent: None

c. Resolution 2025-169 - Appoint Statewide Insurance Fund Commissioner

Motion: Rose

Seconded: Qarmout

Discussion: None

Upon roll call vote:

Ayes: DeYoung, Phillips, Qarmout, Rose, Mayor Raffay

Nays: None

Abstentions: None

Absent: None

d. Resolution 2025-170 - Appoint Risk Management Consultant and Agreement

Motion: Phillips

Seconded: DeYoung

Discussion: Qarmout questioned the dates on the last page of the agreement. The dates will be corrected to reflect January 1, 2026, to January 1, 2027. Qarmout asked if this is a mandated position. The Township Attorney responded that it is required to be part of the Fund and provides advice and direction to the Township.

Upon roll call vote:

Ayes: DeYoung, Phillips, Qarmout, Rose, Mayor Raffay

Nays: None

Abstentions: None

Absent: None

MINUTES
GREEN TOWNSHIP COMMITTEE
REGULAR MEETING NOVEMBER 3, 2025

e. Minutes ready for approval - October 20, 2025, regular meeting and executive session

Motion: Rose

Seconded: DeYoung

Discussion: None

Upon roll call vote:

Ayes: DeYoung, Phillips, Qarmout, Rose, Mayor Raffay

Nays: None

Abstentions: None

Absent: None

MATTERS FROM THE TOWNSHIP CLERK: Mr. Zschack had the following matters for discussion.
Yellow Frame Road - *The paving is completed but are awaiting the guide rail installation on Yellow Frame Road.*

Dangerous Trees - *Over the next two (2) weeks a tree service will be removing dangerous trees throughout the Township. If time allows the elevation of a few roads will take place. Over the weekend there were numerous trees that fell with the majority involving overhead wires. The DPW responded to all calls and coordinated the closing of roads with the State Police and Fire Department. Kudos to all involved.*

EverGreen Park Upgrades - *The milling and paving of the entrance road, parking lot, and walking path are scheduled for next week. The exact days are yet to be determined.*

Pequest Road Tunnel Paving - *The Engineer is still working on getting the Pequest Road tunnel milled and paved this year.*

Sussex County Trails Grant Program - *Gwen will be looking into a potential 2026 grant from the Sussex County Trails Grant Program. We will be working with Tom Knutulsky and Jason to determine the best use of said grant. Grant application deadline is March 15, 2026, with grant maximum at \$25,000.*

Property Maintenance - *draft maintenance code for discussion at the next meeting.*

MATTERS FROM THE GOVERNING BODY:

Phillips provided no report.

Qarmout thanked the DPW for their cleanup efforts during the recent storm.

DeYoung also thanked the DPW for their cleanup efforts. DeYoung commented that there is garbage again outside the Collection Box by the Tranquility Post Office. The Township Clerk stated that a resident stopped by today to complain about the stuff left outside the collection box. The Township Clerk commented that it may be time to move the collection box and recommends possibly changing the location to the Municipal Building.

Rose thanked the DPW for their cleanup efforts. Rose mentioned the timing for the gate at the park needs adjustment after daylight savings time change.

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Mayor Raffay asked if there was any feedback on the road closures at the lake on Halloween. The Township Clerk stated that the "no parking" worked and functioned well to allow emergency vehicles to go through.

Mayor Raffay commented that she received a very nice Thank You note from the Seniors thanking the Township for the Gala and the Proclamation.

MATTERS FROM THE TOWNSHIP ATTORNEY: The Township Attorney stated there has been no update on affordable housing. The Township Attorney stated the deeds are signed and the transfer on the two properties is moving forward.

MATTERS FROM THE SUPERINTENDENT OF PUBLIC WORKS: Not in attendance.

OPEN PUBLIC SESSION #2: Mayor Raffay opened the meeting for open public comments. Mayor Raffay noted that no public members were present and closed Open Public Session #2.

EXECUTIVE SESSION: None

Mayor Raffay noted the next Township Committee Meeting and Budget Workshop is scheduled for Monday, November 24, 2025, at 7:00 p.m.

ADJOURNMENT:


Phillips motioned to adjourn at 7:26 p.m.

Seconded: DeYoung

Discussion: None

All were in favor.

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



Mark Zschack, RMC
Township Clerk

Date Approved: November 24, 2025

RESOLUTION 2025-166
TOWNSHIP COMMITTEE - TOWNSHIP OF GREEN
COUNTY OF SUSSEX, STATE OF NJ

BILLS LIST (10/03/2025 to 10/30/2025)

BE IT RESOLVED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF GREEN IN THE COUNTY OF SUSSEX AND STATE OF NEW JERSEY that the List of Bills dated from 10/03/2025 to 10/30/2025 attached to and made a part of this Resolution is hereby accepted and approved for payment.

DATED: November 3, 2025

I, Mark Zschack, Township Clerk of the Township of Green, County of Sussex, State of New Jersey, do hereby certify the foregoing resolution to be a true and correct copy of a resolution adopted by the Township Committee at a regular meeting held on November 3, 2025.



Mark Zschack, RMC, Township Clerk

Record of Vote:

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
DeYoung			√			
Phillips			√			
Qarmout	√		√			
Rose		√	√			
Mayor Raffay			√			

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

Meeting Date: 11/03/2025 For bills from 10/03/2025 to 10/30/2025

Check#	Vendor	Description	Payment	Check Total
13820	1940 - AMAZON	PO 17258 Garden Supplies for Environmental Commit	25.78	25.78
13821	541 - APPRAISAL SYSTEMS, INC.	PO 17160 2026 Reassessment	4,300.00	4,300.00
13822	2045 - ASSOCIATED APPRAISAL GROUP, INC.	PO 17210 Rental analysis for cellular site	2,000.00	2,000.00
13823	1965 - BRAEN STONE OF SPARTA	PO 16912 Stone for Drainage 2025	1,289.56	1,289.56
13824	1952 - CONTRAL SECURITY CORPORATION	PO 17254 Annual Burglar & Fire Alarm System Monit	360.00	360.00
13825	2041 - CORY BROTHERS INC.	PO 16899 2025 Vehicle Repairs	520.00	520.00
13826	448 - COUNTY OF SUSSEX	PO 16908 Signs & Posts 2025	1,597.66	1,597.66
13827	2241 - GANNETT NEW YORK-NEW JERSEY LOCALIQ	PO 16851 Legal Ads 2025	778.80	778.80
13828	1380 - GARDEN STATE LABS, INC.	PO 16978 2025 Water Testing at Municipal Building	100.00	
		PO 16978 2025 Water Testing at Municipal Building	100.00	200.00
13829	550 - GARDENS OF THE WORLD, INC.	PO 16640 Top soil for Pollinator Garden	37.00	37.00
13830	528 - GRIFFITH-ALLIED TRUCKING LLC	PO 16940 Gasoline Deliery 2025 Acct 10-7199868	303.73	303.73
13831	120 - HAROLD E. PELLOW & ASSOCIATES, INC.	PO 16781 Hunts Road	22,983.09	
		PO 16856 Twp Engineering Services 2025	1,407.95	
		PO 17052 Stormwater Assistance Grant	145.00	
		PO 17147 Yellow Frame Rd	3,336.65	27,872.69
13832	188 - Home Depot Credit Services	PO 16878 Supplies, Hardware, Small Tools 2025	89.87	89.87
13833	953 - HOOVER TRUCK CENTERS, INC.	PO 16902 Vehicle Parts 2025	286.92	286.92
13834	1603 - J. CALDWELL & ASSOCIATES	PO 16847 Housing Agent	145.00	
		PO 17225 Professional Planner	150.00	295.00
13835	20 - MGL PRINTING SOLUTIONS, LLC	PO 17219 Reminder Labels for Tax Bills	258.00	258.00
13836	109 - MONTAGUE TOOL & SUPPLY CO., INC.	PO 16883 Small Tools and Supplies 2025	291.13	291.13
13837	2251 - NATIONAL HIGHWAY PRODUCTS, INC.	PO 17215 Radar Gun	1,517.85	1,517.85
13838	1960 - NAVITEND	PO 16954 2025 Agreement Office 365 & Emails	1,718.00	1,718.00
13839	1914 - PMG SM HOLDINGS, LLC	PO 16921 Crack Seal	5,350.97	5,350.97
13840	2141 - PRIMEPOINT, LLC	PO 16854 Time & Labor Management Program 2025	117.50	117.50
13841	2303 - PRINCETON HYDRO, LLC	PO 17121 Lake Tranquility Drainage Study	14,743.00	14,743.00
13842	418 - R & L DATA CENTERS	PO 16853 Payroll Services 2025	449.00	449.00
13843	1532 - ROGUT MCCARTHY, LLC	PO 17264 BANS 8/07/2025	850.90	850.90
13844	2016 - Schenck, Price, Smith & King, LLP	PO 16855 Tax Appeals 2025	1,106.48	1,106.48
13845	908 - Service Tire Truck Centers, Inc.	PO 16907 Tires & Service 2025	928.00	928.00
13846	1210 - SK PAPER SHRED, INC.	PO 16948 Document Shredding 2025	119.99	119.99
13847	866 - SPACE FARMS, INC.	PO 16919 Deer Carcass Removal Service 2025	27.00	27.00
13848	624 - Suburban Propane	PO 16939 Propane-DPW Bulding Acct 2232-105941	115.29	115.29
13849	114 - SUSSEX COUNTY MUA	PO 16922 Solid Waste Disposal/Household 2025	12,231.17	12,231.17
13850	2320 - TONY'S CONCRETE CONSTRUCTION CO., INC.	PO 17235 Wall Repair - Sutton/Pequest Roads	3,910.00	3,910.00
13851	1703 - TOWN OF NEWTON	PO 16832 Animal Control Services - Shared Service	3,000.00	3,000.00
13852	2194 - TOWNSHIP OF INDEPENDENCE	PO 17079 Construction Receipts	27,511.00	27,511.00
13853	716 - TRI-STATE RENTALS, INC.	PO 16933 2025 Vehicle & Equipment Parts, Repair,	4,065.25	4,065.25
13854	2078 - UniFirst Corporation	PO 16863 Uniform Rentals 2025	685.86	685.86
13855	34 - VERIZON	PO 16938 Alarm Phone lines 2025	191.61	191.61
13856	1236 - W.W.Grainger Inc.	PO 16887 Supplies, Samll Tools, Hardware 2025	284.20	284.20
13857	2034 - WIELKOTZ & COMPANY LLC	PO 16745 2024 Audit	1,500.00	
		PO 16870 2025 Professional Services	250.00	1,750.00
13858	2056 - WINGLE SUPPLY CO., INC.	PO 16932 Supplies 2025	475.00	475.00
TOTAL				121,654.21
Total to be paid from Fund 01 CURRENT FUND		75,653.57		
Total to be paid from Fund 02 FEDERAL & STATE GRANTS		264.99		
Total to be paid from Fund 04 GENERAL CAPITAL		18,079.65		
Total to be paid from Fund 16 AFFORDABLE HOUSING TRUST FUND		145.00		
Total to be paid from Fund 19 TRUST FUND		27,511.00		
		=====		
		121,654.21		

Checks Previously Disbursed

99	GREEN TOWNSHIP	PO# 17067	2025 Municipal Open Space Tax	19,562.40	10/07/2025
9999	PAYROLL ACCOUNT		10/15/2025	37,643.12	10/14/2025
9999	GREEN TWP BOARD OF EDUCATION	PO# 16838	School Taxes payable	968,228.58	10/22/2025
9999	PAYROLL ACCOUNT		10/30/2025	38,181.14	10/24/2025
13801	Aqua New Jersey	PO# 16937	Fire Hydrant Bill 2025	2,897.10	10/16/2025

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

Meeting Date: 11/03/2025 For bills from 10/03/2025 to 10/30/2025

Check#	Vendor	Description	Payment	Check Total
13802	JCP& L	PO# 17253 September 2025 Electric Bill	1,135.00 10/16/2025	
13803	VERIZON WIRELESS	PO# 16890 DFW CELL SERVICE 2025	377.37 10/16/2025	
13804	AMY-SUE GRUBOW	PO# 17252 Reimburse Vendor Fee	10.00 10/20/2025	
13805	CRYSTAL BOACKBADER	PO# 17248 Reimburse Vendor Fee	10.00 10/20/2025	
13806	DOREEN JOHNSON	PO# 17240 Reimburse Vendor Fee	10.00 10/20/2025	
13807	EDWARD BERTONE	PO# 17262 Property Tax Refund	4,108.64 10/20/2025	
13808	EILEEN FAJVAN	PO# 17243 Reimburse Vendor Fee	10.00 10/20/2025	
13809	ELIANA CASQUIERA	PO# 17244 Reimburse Vendor Fee	10.00 10/20/2025	
13810	KASEY BRYSON	PO# 17238 Reimburse Vendor Fee	10.00 10/20/2025	
13811	MADISON RHINE	PO# 17245 Reimburse Vendor Fee	10.00 10/20/2025	
13812	MARGO JOHNSON	PO# 17241 Reimburse Vendor Fee	10.00 10/20/2025	
13813	MARTHA EVANS	PO# 17247 Reimburse Vendor Fee	10.00 10/20/2025	
13814	MELINDA ANGEL	PO# 17246 Reimburse Vendor Fee	10.00 10/20/2025	
13815	MICHAEL MILLS	PO# 17250 Reimburse Vendor Fee	20.00 10/20/2025	
13816	NINE TEN CUSTOMS	PO# 17249 Reimburse Vendor Fee	10.00 10/20/2025	
13817	PLANET NETWORKS, INC.	PO# 17251 Reimburse Vendor Fee	10.00 10/20/2025	
13818	PRISCILLA MCCARTHY	PO# 17242 Reimburse Vendor Fee	10.00 10/20/2025	
13819	RACHEL CANDIDO	PO# 17239 Reimburse Vendor Fee	10.00 10/20/2025	

1,072,293.35

Totals by fund	Previous Checks/Voids	Current Payments	Total
Fund 01 CURRENT FUND	1,072,133.35	75,653.57	1,147,786.92
Fund 02 FEDERAL & STATE GRANTS		264.99	264.99
Fund 04 GENERAL CAPITAL		18,079.65	18,079.65
Fund 16 AFFORDABLE HOUSING TRUST FUND		145.00	145.00
Fund 19 TRUST FUND	160.00	27,511.00	27,671.00
BILLS LIST TOTALS	1,072,293.35	121,654.21	1,193,947.56

RESOLUTION 2025-167
TOWNSHIP COMMITTEE – TOWNSHIP OF GREEN
COUNTY OF SUSSEX, STATE OF NJ

APPOINT PETER GILLER AS LABORER

WHEREAS, the Green Township Department of Public Works is in need of a laborer position; and

WHEREAS, the Personnel Sub-Committee, Township Administrator and DPW Superintendent interviewed Peter Giller and recommend his appointment as laborer.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Green in the County of Sussex and State of New Jersey is pleased to confirm the appointment of Peter Giller effective November 10, 2025, at an hourly rate of \$20.00 per hour.

BE IT FURTHER RESOLVED that his employment is subject to the usual terms and conditions set forth in the Township of Green Personnel Policy Manual, as well as New Jersey Civil Service Law.

DATED: November 3, 2025

I, Mark Zschack, Township Clerk of the Township of Green, County of Sussex, State of New Jersey, do hereby certify the foregoing resolution to be a true and correct copy of a Resolution adopted by the Township Committee at a meeting held on November 3, 2025.



Mark Zschack, RMC, Township Clerk

cc: Linda Di Lorenzo, CMFO
Jason Miller, Superintendent DPW

Record of Vote:

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
DeYoung		√	√			
Phillips			√			
Qarmout			√			
Rose	√		√			
Mayor Raffay			√			

RESOLUTION 2025-169
TOWNSHIP COMMITTEE – TOWNSHIP OF GREEN
COUNTY OF SUSSEX, STATE OF NJ

APPOINTING STATEWIDE INSURANCE FUND COMMISSIONER

WHEREAS, the Township of Green (hereinafter “Local Unit”) is a member of the Statewide Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 et seq.; and

WHEREAS, the Fund’s Bylaws require participating members to appoint a Fund Commissioner;

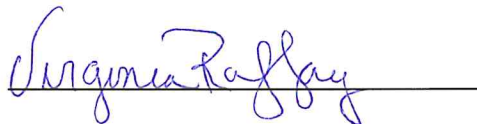
NOW, THEREFORE, BE IT RESOLVED by the governing body of the Township of Green (Local Unit) that the Green Township Clerk/Administrator, Mark Zschack, is hereby appointed as the Fund Commissioner for the Local Unit for the Fund Year 2026; and

BE IT FURTHER RESOLVED that the Green Township Deputy Clerk, Patty DeClesis, is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the Fund Year 2026; and

BE IT FURTHER RESOLVED that the Local Unit’s Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

DATED: November 3, 2025

Township of Green
Mayor, Virginia Raffay



ATTEST:

I, Mark Zschack, Clerk of the Township of Green, County of Sussex, State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the governing body on November 3, 2025.



Mark Zschack, RMC, Township Clerk

Vote on Resolution:

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
DeYoung			√			
Phillips			√			
Qarmout		√	√			
Rose	√		√			
Mayor Raffay			√			

RESOLUTION 2025-170
TOWNSHIP COMMITTEE - TOWNSHIP OF GREEN
COUNTY OF SUSSEX, STATE OF NJ

APPOINTING RISK MANAGEMENT CONSULTANT

WHEREAS, the Township of Green (hereinafter “Local Unit”) has joined the Statewide Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the “Fund”; and

WHEREAS, the Local Unit has complied with relevant law with regard to the appointment of a Risk management Consultant; and

WHEREAS, the “Fund” has requested its members to appoint individuals or entities to that position; and

NOW, THEREFORE, BE IT RESOLVED by the governing body of “Local Unit”, in the County of Sussex and State of New Jersey, as follows:

1. The Township of Green hereby appoints Skylands Risk Management, Inc. its Risk Management Consultant.
2. The Township of Green Clerk/Administrator and the Risk Management Consultant are hereby authorized to execute the Risk Management Consultant’s Agreement for the year 2026 in the form attached hereto.

DATED: November 3, 2025

I, Mark Zschack, Clerk of the Township of Green, County of Sussex, State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the governing body on November 3, 2025.



Mark Zschack, RMC, Township Clerk

Vote on Resolution:

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
DeYoung		√	√			
Phillips	√		√			
Qarmout			√			
Rose			√			
Mayor Raffay			√			