TOWNSHIP OF BYRAM
COUNCIL AGENDA, MONDAY, NOVEMBER 16, 2026
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. Anticipated Litigation
   C. Contract Negotiations - Labor
5. **RETURN TO OPEN SESSION**
6. **PLEDGE OF ALLEGIANCE AND MOMENT OF SILENT REFLECTION**
7. **APPROVAL OF AGENDA**
8. **HALLOWEEN DECORATING CONTEST WINNERS' PRESENTATION**
9. **APPOINTMENT OF RECREATION COMMITTEE MEMBER –** Kathleen Donoghue
10. **REPORTS**
    - Township Manager
    - Mayor and Council Members
    - Township Attorney
11. **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.
12. **APPROVAL OF MINUTES**
    - November 4, 2026 Regular & Closed Session Meeting Minutes
13. **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. 200-2026 – Resolution Accepting the Completion of the C.O. Johnson Park Field #8 Rehabilitation Project and Authorizing the Final Payment to South Jersey Turf Consulting, LLC
    B. Resolution No. 201-2026 – Governor's Council on Substance Use Disorder Grant
    C. Resolution No. 202-2026 – Resolution Authorizing the Continuation of the 2026/2027 Byram Ski Program Headed by Ski Club Advisor and Volunteers
    D. Resolution No. 203-2026 – Township of Byram Resolution to Transfer 2026 Budget Appropriations Current Fund - $25,000
    E. Resolution No. 204-2026 – Resolution Authorizing Acceptance and Execution of the AIA Document B101-2017 and USDA Rural Development Attachment to the Owner-Architect Agreement
14. **APPROVAL OF NOVEMBER 16, 2026 BILL LIST**
15. **ORDINANCE – 2nd Reading / Public Hearing**
    ORDINANCE NO. 012-2026 - AMENDED ORDINANCE FOR ADMINISTRATION & HOURLY POSITIONS SALARY AND WAGES FOR THE YEAR 2021-2026
16. **ORDINANCE – 1st Reading / Introduction**
    AN ORDINANCE AMENDING CHAPTER 182 ("PARKS AND RECREATION AREAS"), CHAPTER 213 ("STREETS AND SIDEWALKS"), AND CHAPTER 230 ("VEHICLES AND TRAFFIC") OF THE CODE OF THE TOWNSHIP OF BYRAM TO EXEMPT MOTORIZED ACCESSIBILITY DEVICES OPERATED BY PERSONS

WITH DISABILITIES FROM PROHIBITIONS ON USE IN PARKS, TRAILS, OPEN SPACES, AND ON SIDEWALKS

PURPOSE STATEMENT: The purpose of this Ordinance is to ensure equitable public access and align the Code of the Township of Byram with the Americans with Disabilities Act (ADA), 28 C.F.R. § 35.137, and New Jersey law (N.J.S.A. 39:1-1 et seq.) by explicitly exempting motorized wheelchairs and other power-driven mobility devices operated by individuals with mobility disabilities from municipal parks, trails, preserved open spaces, and public sidewalks for residents and visitors with disabilities

17. **ITEMS FOR DISCUSSION**
18. **FUTURE AGENDA DISCUSSION ITEMS**
19. **PUBLIC PARTICIPATION II**
20. **EXECUTIVE SESSION – Session II (if necessary)**
21. **ANY OTHER BUSINESS THE COUNCIL DEEMS NECESSARY**
22. **ADJOURNMENT**

TOWNSHIP OF BYRAM
RESOLUTION NO. 200-2026

RESOLUTION ACCEPTING THE COMPLETION OF THE C.O. JOHNSON PARK FIELD #8 REHABILITATION PROJECT AND AUTHORIZING FINAL PAYMENT TO SOUTH JERSEY TURF CONSULTANTS, LLC

WHEREAS, the Township of Byram awarded a contract to South Jersey Turf Consultants, LLC, for the rehabilitation of C.O. Johnson Park Field #8, pursuant to Purchase Order No. 32847, approved under Resolution No. 170-2026; and

WHEREAS, the rehabilitation project has been completed; and

WHEREAS, the Township Engineer, Cory L. Stoner, P.E., C.M.E., of Harold E. Pellow & Associates, Inc., has reviewed the completed work and, in a memorandum dated November 5, 2026, has recommended that the Township Council formally accept the completed project; and

WHEREAS, the original contract amount was $58,457.26, with no retainage or previous payments deducted; and

WHEREAS, the Township Engineer has recommended approval of Drawdown No. 1 and Final Payment in the amount of $58,457.26 for work completed through October 26, 2026; and

WHEREAS, the Township Council has reviewed the recommendation of the Township Engineer and finds it appropriate to accept the completed project and authorize final payment.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Township of Byram, County of Sussex, State of New Jersey, as follows:

1. The Township Council hereby formally accepts the completed C.O. Johnson Park Field #8 Rehabilitation Project performed by South Jersey Turf Consultants, LLC.
2. A copy of this Resolution shall be forwarded to the Township Engineer, Township Manager, and Chief Financial Officer for their records and any necessary action.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption.

BYRAM TOWNSHIP COUNCIL

	Councilman Esposito	Councilwoman Franco	Councilman Gallagher	Councilman Proctor	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 16, 2026.

_____

Cynthia Church, RMC
Township Clerk

GOVERNOR'S COUNCIL ON SUBSTANCE USE DISORDER (GCSUD)
Alliance to Prevent Substance Use Disorder
FY28 Fiscal Year July 1, 2027 – June 30, 2028

RESOLUTION NO. 201-2026

WHEREAS, the Governor's Council on Substance Use Disorder (GCSUD) established the Municipal Alliances for the Prevention of Substance Use Disorder in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent substance use disorder in communities throughout New Jersey;

WHEREAS, the Township Council of the Township of Byram, County of Sussex, State of New Jersey recognizes that substance use disorder is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and,

WHEREAS, the Township Council further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent substance use disorder in our community; and,

WHEREAS, the Township Council has applied for funding to the Governor's Council on Substance Use Disorder through the County of Sussex;

NOW, THEREFORE, BE IT RESOLVED by the Township of Byram, County of Sussex, State of New Jersey hereby recognizes the following:

1. The Township Council does hereby authorize submission of a strategic plan for the Lenape Valley Municipal Alliance grant for fiscal year 2028 in the amount of:

GCSUD Grant	$3,658.00
Cash Match	$914.50
In-Kind	$2,743.50

2. The Township Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

APPROVED: _____
Mayor/Head of Governing Body

CERTIFICATION

I, Cynthia Church, Municipal Clerk of the Township of Byram, County of Sussex, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council on this 16th day of November,2026.

_____
Cynthia Church, Municipal Clerk

TOWNSHIP OF BYRAM
RESOLUTION NO. 202-2026

RESOLUTION AUTHORIZING THE CONTINUATION OF THE 2026/2027 BYRAM SKI PROGRAM HEADED BY SKI CLUB ADVISOR AND VOLUNTEERS

WHEREAS, the Mayor and Council agrees to offer the ski club program for the 2026/2027 season utilizing volunteers; and

WHEREAS, the following volunteers will comply with all Township policies and procedures and agreed to submit a signed acknowledgement page of the employee handbook:

Mark Koval
Paul Groves
Jennifer Schuffenhauer
Joshua Rubenstein
Edward Mauthe

WHEREAS, the ski club will be overseen by a ski club advisor, Jennifer Schuffenhaur, who will be paid $500 from the Recreation Trust Fund.

WHEREAS, the above volunteers and ski club advisor will report to the Byram Township Recreation Director.

NOW THEREFORE BE IT RESOLVED the Mayor and Council of the Township of Byram authorizes the continuation of the 2026/2027 Ski Club Program headed by ski club advisor and volunteers abiding by the above terms.

BYRAM TOWNSHIP COUNCIL

	Councilman Esposito	Councilwoman Franco	Councilman Gallagher	Councilman Proctor	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 16, 2026.

_____
Cynthia Church,
Township Clerk

Resolution No. 203-2026

TOWNSHIP OF BYRAM
RESOLUTION TO TRANSFER
2026 BUDGET APPROPRIATIONS
CURRENT FUND

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 2026 Township Budget Appropriations are expected to be insufficient to meet the expenditure requirements through the end of the fiscal year, and certain 2026 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 2026 Township Budget Appropriations be made in the Current Fund:

Department	Account Number	Amount – From:	Amount – To:
Street & Road Maint – OE – Salt	01-201-26-290-251	$25,000.00	
Fleet Maintenance – Fire Department	01-201-26-292-260		$20,000.00
Fleet Maintenance – Police Department	01-201-26-292-280		5,000.00

BYRAM TOWNSHIP COUNCIL

COUNCIL MEMBER	Councilman Esposito	Councilwoman Franco	Councilman Gallagher	Councilman Proctor	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 16, 2026.

_____
Cynthia Church, Township Clerk

TOWNSHIP OF BYRAM, COUNTY OF SUSSEX
STATE OF NEW JERSEY

RESOLUTION NO. 204-2026

RESOLUTION AUTHORIZING ACCEPTANCE AND EXECUTION OF THE AIA DOCUMENT B101-2017 AND USDA RURAL DEVELOPMENT ATTACHMENT TO THE OWNER-ARCHITECT AGREEMENT

WHEREAS, the Township of Byram ("Township") desires to enter into an agreement with Ken Fox ("Architect") for professional architectural services in connection with the Police Station project ("Project"); and

WHEREAS, the proposed agreement consists of AIA Document B101-2017, Standard Form of Agreement Between Owner and Architect, together with the USDA Rural Development Attachment to the Agreement Between Owner and Architect for projects with USDA Rural Development Community Facilities Direct Funding (FY27 updated September 2026); and

WHEREAS, the USDA Rural Development Attachment establishes additional requirements applicable to the Project, including the requirement that the agreement and any amendments shall not be in full force and effect until concurred with in writing by USDA Rural Development; and

WHEREAS, the Township Council has reviewed the proposed agreement documents and desires to authorize their execution on behalf of the Township, subject to completion of the agreement documents and receipt of all required approvals and concurrences;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Township of Byram, County of Sussex, State of New Jersey, as follows:

1. The Township hereby accepts the proposed AIA Document B101-2017, Standard Form of Agreement Between Owner and Architect, and the USDA Rural Development Attachment to the Agreement Between Owner and Architect, in connection with the Project, subject to the terms and conditions contained therein and completion of all applicable blanks and exhibits.

2. The Mayor is hereby authorized to execute the AIA Document B101-2017 and the USDA Rural Development Attachment, and any related documents necessary to effectuate this Resolution, on behalf of the Township, provided that the final documents are consistent with the documents reviewed by the Township Council and are completed with the Architect's legal name, Project description, compensation and other required contract information.

3. The execution and effectiveness of the agreement shall be subject to the availability and authorization of funds, compliance with applicable law and Township requirements, and receipt of the written concurrence of USDA Rural Development as required by the USDA Rural Development Attachment. Nothing in this Resolution shall be construed as representing that USDA Rural Development has provided such concurrence.

4. The Township Clerk and all other appropriate Township officials are hereby authorized and directed to take such further actions as may be necessary to carry out the intent and purpose of this Resolution.

5. This Resolution shall take effect immediately upon adoption.

	Councilman Esposito	Councilwoman Franco	Councilman Gallagher	Councilman Proctor	Mayor Rubenstein
Motion					
2nd					
Yes					
No					
Abstain					
Absent					

ATTEST:

I, Cynthia Church, Township Clerk of the Township of Byram, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Mayor and Council of the Township of Byram at a meeting held on November 16, 2026.

_____

Cynthia Church, RMC
Township Clerk

List of Bills - (All Funds)

Meeting Date: 11/16/2026 For bills from 10/30/2026 to 11/10/2026

Vendor		Description	Payment	Check Total
		Claims Account		
3698 - **A & K EQUIPMENT CO., INC.**	PO 33014	Cone Holders	41.82	**41.82**
3953 - **AMAZON CAPITAL SERVICES**	PO 33060	AUTO DECAL	16.97	**16.97**
342 - **D & E SERVICE CENTER**	PO 33033	PD-5 Tahoe Tow	266.00	**266.00**
2104 - **DOVER BRAKE & CLUTCH CO., INC.**	PO 31566	2026 Blanket for Supplies	82.76	**82.76**
4014 - **EB EMPLOYEE SOLUTIONS, LLC**	PO 32299	2026 BLANKET PURCHASE ORDER - 2026 DIFFE	1,819.25	**1,819.25**
3802 - **ELIZABETHTOWN GAS**	PO 33092	MONTHLY SERVICE	72.85	**72.85**
515 - **FAMILY FORD, INC.**	PO 32846	M-1 Repair	2,140.38	**2,140.38**
524 - **FIREFIGHTER ONE, LLC**	PO 32934	FIRE DEPT - TURNOUT GEAR - NJ STATE CONT	17,272.45	**17,272.45**
3700 - **FRED BEANS FORD OF WASHINGTON**	PO 31565	2026 Blanket for Parts	119.62	**119.62**
1166 - **GANNETT NEW YORK/NEW JERSEY LOCALIQ**	PO 32422	2026 Tax Sale Advertising	22.50	
	PO 33071	MONTHLY ADVERTISING	62.06	**84.56**
592 - **GENSERVE, LLC**	PO 32937	Emegency Repairs - Station 1 Generator C	3,618.75	**3,618.75**
3118 - **GRASS ROOTS TURF PRODUCTS, INC.**	PO 33032	Field Supplies - Quote #109245	9,788.33	**9,788.33**
3378 - **IDEMIA IDENTITY & SECURITY USA, LLC**	PO 33030	POLICE - 2026/2027 LIVESCAN MAINTENANCE	2,630.00	**2,630.00**
751 - **JCP&L**	PO 33073	MONTHLY SERVICE	91.96	**91.96**
751 - **JCP&L**	PO 33074	MONTHLY SERVICE	33.76	**33.76**
751 - **JCP&L**	PO 33075	MONTHLY SERVICE	313.61	**313.61**
751 - **JCP&L**	PO 33076	MONTHLY SERVICE	331.92	**331.92**
751 - **JCP&L**	PO 33077	MONTHLY SERVICE	86.07	**86.07**
751 - **JCP&L**	PO 33080	MONTHLY SERVICE	899.35	**899.35**
751 - **JCP&L**	PO 33081	MONTHLY SERVICE	2,820.98	**2,820.98**
842 - **KENVIL POWER EQUIP., INC**	PO 31670	2026 Blanket for Repair Parts	29.61	**29.61**
934 - **LOWE'S BUSINESS ACCOUNT**	PO 31610	2026 BLANKET PURCHASE ORDER	698.79	**698.79**
3232 - **LUBENET, LLC**	PO 31592	2026 Blanket for Oils	234.88	**234.88**
3699 - **MARAZITI FALCON, LLP**	PO 33065	ESCROW - APRIL 2026 SERVICES - 10 ROUTE	7.50	
	PO 33066	PLANNING BOARD - FEBRUARY 2026 SERVICES	10.35	**17.85**
2875 - **MORTON SALT, INC.**	PO 32737	2026 BLANKET PURCHASE ORDER - ROCK SALT	7,913.55	**7,913.55**
2625 - **NAPA AUTO PARTS**	PO 31564	2026 Blanket for Supplies	1,191.88	**1,191.88**
3988 - **NATIONAL FUEL OIL, INC.**	PO 32111	2ND-4TH QUARTER 2026 BLANKET PURCHASE OR	5,249.79	**5,249.79**
2437 - **NAVITEND**	PO 32101	2ND-4TH QUARTER 2026 - COMPUTER SERVICES	4,620.82	**4,620.82**
1160 - **NETCONG HARDWARE CO., INC.**	PO 31563	2026 Blanket for Supplies	71.69	**71.69**
1212 - **NOR. JERSEY MUN EMP BENFT FUND**	PO 32097	MAY-DEC 2026 BLANKET PURCHASE ORDER - DE	57.60	
	PO 32097	MAY-DEC 2026 BLANKET PURCHASE ORDER - DE	113.00	
	PO 32097	MAY-DEC 2026 BLANKET PURCHASE ORDER - DE	7,199.40	**7,370.00**
4012 - **OLIVA, LUIS M.**	PO 32853	REC - TRIVIA NIGHT MC	450.00	**450.00**
2280 - **ONE CALL CONCEPTS, INC.**	PO 31621	2026 BLANKET PURCHASE ORDER - CALL BEFOR	32.30	**32.30**
3590 - **OPTIMUM**	PO 31596	EQUIPMENT CHARGES - CABLE BOXES - 2026 B	10.00	**10.00**
1263 - **PARTAC PEAT CORPORATION**	PO 32684	2026 Blanket for Supplies	568.57	**568.57**
2978 - **PHOENIX ADVISORS, LLC**	PO 33070	2026 Continuing Disclosure Agent Service	1,600.00	**1,600.00**
3886 - **PLANET NETWORKS, INC.**	PO 33091	DECEMBER 2026 INTERNET SERVICES	139.95	**139.95**
2703 - **POWER PLACE, INC.**	PO 31671	2026 Blanket for Repair Parts & Equipmen	613.59	**613.59**
3569 - **RELIANT FIRE HOSE TESTING, INC.**	PO 32993	FIRE DEPT - HOSE TESTING - ESTIMATE #261	4,138.80	**4,138.80**
1468 - **SCMUA**	PO 31571	2026 Blanket for Leaf & Brush Disposal	879.75	
	PO 31574	2026 Blanket for Tire Disposal	337.50	
	PO 32109	2ND-4TH QUARTER 2026 BLANKET PURCHASE OR	12,623.60	**13,840.85**
1483 - **SERVICE TIRE TRUCK CENTER, INC.**	PO 31568	2026 Blanket for Tires & Related Tire Se	1,452.95	**1,452.95**
3042 - **SITEONE LANDSCAPE SUPPLY, LLC**	PO 33054	Saftey Markers	125.00	**125.00**
3990 - **SJ FUEL SOUTH CO., INC.**	PO 32112	2ND-4TH QUARTER 2026 BLANKET PURCHASE OR	7,003.75	**7,003.75**
4048 - **SOUTH JERSEY TURF CONSULTANTS, LLC**	PO 32847	OPEN SPACE - REHAB OF COJ FIELD #8 - APP	58,457.26	**58,457.26**
1521 - **SPACE FARMS ZOO**	PO 31659	2026 BLANKET PURCHASE ORDER - CARCASS RE	81.00	**81.00**
2433 - **STEB, INC.**	PO 33046	Training - Printing of Tax Assessor Hand	116.00	**116.00**
2126 - **SUSSEX COUNTY ADMINISTRATIVE CENTER**	PO 31575	2026 Blanket for Signs	213.29	**213.29**
1815 - **TOMAR INDUSTRIES, INC.**	PO 31580	2026 Blanket for Janitorial & Safety Sup	817.45	**817.45**
3493 - **TRADS**	PO 33000	POLICE - BLANKET PURCHASE ORDER - INVEST	200.00	**200.00**
3601 - **UNITED SITE SERVICES**	PO 31978	2026 Blanket Portable Restroom Rentals -	1,194.45	**1,194.45**
4044 - **USI INSURANCE SERVICES, LLC**	PO 32912	2026 BLANKET PURCHASE ORDER - HEALTH BEN	2,300.00	**2,300.00**
1884 - **VERIZON**	PO 33090	Monthly Service	358.17	**358.17**
1889 - **VERIZON WIRELESS**	PO 33072	MONTHLY SERVICE	38.01	
	PO 33078	MONTHLY SERVICE	114.03	**152.04**

List of Bills - (All Funds)

Meeting Date: 11/16/2026 For bills from 10/30/2026 to 11/10/2026

Vendor		Description	Payment	Check Total
1926 - **WB MASON CO., INC.**	PO 31560	2026 WATER COOLER RENTAL & SUPPLIES	38.64	
	PO 33023	ADMIN - OFFICE SUPPLIES - ORDER #S165101	205.60	
	PO 33023	ADMIN - OFFICE SUPPLIES - ORDER #S165101	1,544.87	**1,789.11**
1926 - **WB MASON CO., INC.**	PO 33025	FINANCE/TAX - OFFICE SUPPLIES - ORDER #S	590.71	**590.71**
1926 - **WB MASON CO., INC.**	PO 33036	POLICE - OFFICE SUPPLIES - ORDER #S16274	256.70	
	PO 33037	POLICE - OFFICE SUPPLIES - ORDER #S16061	418.68	**675.38**
1926 - **WB MASON CO., INC.**	PO 33059	FINANCE - OFFICE SUPPLIES - ORDER #S1660	107.94	**107.94**
3829 - **WELDON MATERIALS, INC.**	PO 31577	2026 Blanket for Asphalt Materials	500.00	**500.00**

TOTAL				**167,458.81**

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-201-20-100-020	GENERAL ADMIN OE	6,328.13			
01-201-20-130-020	FINANCE ADMINISTRATION OE	2,096.66			
01-201-20-145-020	TAX COLLECTION OE	224.49			
01-201-21-180-020	PLANNING BD OE	35.97			
01-201-23-220-020	GROUP INSURANCE	11,318.65			
01-201-25-240-020	POLICE OE	3,559.49			
01-201-25-250-020	POLICE RADIO & COMM & 911	114.03			
01-201-25-265-020	FIRE OE	21,411.25			
01-201-26-290-020	ROAD REPAIR & MAINT OE	21,714.91			
01-201-26-292-020	FLEET MAINTENANCE	5,649.14			
01-201-26-310-020	PUBLIC BLDGS & GROUNDS OE	592.34			
01-201-26-335-030	GARBAGE CONTRACT	12,279.32			
01-201-28-375-020	PARKS & PLAYGROUNDS OE	17.08			
01-201-31-430-020	ELECTRICITY	3,600.85			
01-201-31-435-020	STREET LIGHTING	205.55			
01-201-31-440-020	TELEPHONE	498.12			
01-201-31-446-020	NATURAL GAS	72.85			
01-201-31-460-020	GASOLINE	12,253.54			
01-201-32-465-000	RECYCLING TAX APPROP.	344.28			
01-213-07-000-000	RESERVE - FEDERAL/STATE GRANTS			1,428.90	
01-260-05-100	Due to Claims			0.00	103,745.55
TOTALS FOR	**Current fund**	**102,316.65**	**0.00**	**1,428.90**	**103,745.55**
05-201-55-502-020	OPERATING OE	4,479.90			
05-260-05-100	Due to Claims			0.00	4,479.90
TOTALS FOR	**Sewer**	**4,479.90**	**0.00**	**0.00**	**4,479.90**
17-260-05-100	Due to Claims			0.00	58,457.26
17-286-56-000-001	Reserve - Open Space			58,457.26	
TOTALS FOR	**Open Space Trust**	**0.00**	**0.00**	**58,457.26**	**58,457.26**
19-260-05-100	Due to Claims			0.00	318.60
19-286-56-000-400	Reserve - Uniform Construction Code			318.60	
TOTALS FOR	**Other Trust**	**0.00**	**0.00**	**318.60**	**318.60**

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
20-260-05-100	Due to Claims			0.00	450.00
20-286-56-900-000	SPECIAL EVENTS			450.00	
TOTALS FOR	**Recreation Trust**	**0.00**	**0.00**	**450.00**	**450.00**
24-260-05-100	Due to Claims			0.00	7.50
24-280-56-000	Reserve for Developers Escrow Deposits			7.50	
TOTALS FOR	**Developers Escrow - VNB**	**0.00**	**0.00**	**7.50**	**7.50**

Total to be paid from Fund 01 Current fund	103,745.55
Total to be paid from Fund 05 Sewer	4,479.90
Total to be paid from Fund 17 Open Space Trust	58,457.26
Total to be paid from Fund 19 Other Trust	318.60
Total to be paid from Fund 20 Recreation Trust	450.00
Total to be paid from Fund 24 Developers Escrow - VNB	7.50
	167,458.81

Checks Previously Disbursed

2026182	EB EMPLOYEE SOLUTIONS, LLC	PO# 32381	2026 BLANKET PURCHASE ORDER - 2026	519.06	10/30/2026
2026183	EB EMPLOYEE SOLUTIONS, LLC	PO# 32381	2026 BLANKET PURCHASE ORDER - 2026	476.21	11/03/2026
2026184	EB EMPLOYEE SOLUTIONS, LLC	PO# 32381	2026 BLANKET PURCHASE ORDER - 2026	90.00	11/05/2026
2026185	EB EMPLOYEE SOLUTIONS, LLC	PO# 32381	2026 BLANKET PURCHASE ORDER - 2026	243.18	11/06/2026
2026186	EB EMPLOYEE SOLUTIONS, LLC	PO# 32381	2026 BLANKET PURCHASE ORDER - 2026	391.98	11/09/2026
2026187	EB EMPLOYEE SOLUTIONS, LLC	PO# 32381	2026 BLANKET PURCHASE ORDER - 2026	629.64	11/10/2026
9111326	BYRAM TWP PAYROLL ACCT		11/13/2026 Payroll	210,852.05	11/10/2026
				213,202.12	

Totals by fund	Previous Checks/Voids	Current Payments	Total
Fund 01 Current fund	213,202.12	103,745.55	**316,947.67**
Fund 05 Sewer		4,479.90	**4,479.90**
Fund 17 Open Space Trust		58,457.26	**58,457.26**
Fund 19 Other Trust		318.60	**318.60**
Fund 20 Recreation Trust		450.00	**450.00**
Fund 24 Developers Escrow - VNB		7.50	**7.50**
BILLS LIST TOTALS	213,202.12	167,458.81	**380,660.93**

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

Meeting Date: 11/16/2026 For bills from 10/30/2026 to 11/10/2026

Account	P0 #	Vendor	Description	Payment	Account Total

Current fund

DEPARTMENT 100

	33023	WB MASON CO., INC.	ITEM #BRTTZE2312PKG - BROTHER P-TOUCH TZ	34.65	
	33023	WB MASON CO., INC.	ITEM #FEL9176501 - FELLOWES MEMORY FOAM	16.82	
	33023	WB MASON CO., INC.	ITEM #ALL25405 - ALLIANCE RUBBER COMPANY	10.18	
	33023	WB MASON CO., INC.	ITEM #HEWCE743A - HP 307A (CE743A) TONER	307.49	
	33023	WB MASON CO., INC.	ITEM #HEWCE742A - HP 307A (CE742A) TONER	307.49	
	33023	WB MASON CO., INC.	ITEM #WBM12113 - WB MASON CO. FILE FOLDE	11.48	
	33023	WB MASON CO., INC.	ITEM #HEWCE740A - HP 307A (CE740A) TONER	523.65	
	33023	WB MASON CO., INC.	ITEM #HEWCE741A - HP 307A (CE741A) TONER	307.49	
01-201-20-100-200		***Office Supplies***	**TOTAL FOR ACCOUNT**		**1,519.25**
	33046	STEB, INC.	Assessors Handbook - Split into 4 Books	116.00	
01-201-20-100-207		***Printing***	**TOTAL FOR ACCOUNT**		**116.00**
	33071	GANNETT NEW YORK/NEW JERSEY LOCALIQ	10/15/26-10/30/26 - NOTICE OF CHANGE IN	62.06	
01-201-20-100-208		***Advertising***	**TOTAL FOR ACCOUNT**		**62.06**
	31596	OPTIMUM	NOVEMBER 2026 EQUIPMENT CHARGES - PD - C	5.00	
	32101	NAVITEND	NOVEMBER 2026 COMPUTER SERVICES	4,620.82	
	31596	OPTIMUM	NOVEMBER 2026 EQUIPMENT CHARGES - DPW -	5.00	
01-201-20-100-216		***Computer Services***	**TOTAL FOR ACCOUNT**		**4,630.82**
					==========
		TOTAL for DEPARTMENT 100			**6,328.13**

DEPARTMENT 130

	33025	WB MASON CO., INC.	ITEM #TSTX3305 - ALLIANCE IMAGING PRODUC	79.19	
	33059	WB MASON CO., INC.	ITEM #SMD64615 - SMEAD HANGING FILE TAB/	26.44	
	33059	WB MASON CO., INC.	ITEM #SWI66404 - SWINGLINE OPTIMA 25 LIG	22.76	
	33025	WB MASON CO., INC.	ITEM #AVE01330 - AVERY STANDARD COLLATED	5.73	
	33025	WB MASON CO., INC.	ITEM #ACC54123 - ACCO PRESSTEX COVERS W/	76.36	
	33059	WB MASON CO., INC.	ITEM #SWI35556RZ2 - SWINGLINE OPTIMA STA	29.65	
	33025	WB MASON CO., INC.	ITEM #AAGPM828 - AT-A-GLANCE MONTHLY WAL	17.90	
	33025	WB MASON CO., INC.	ITEM #AAGPM328 - AT-A-GLANCE MONTHLY WAL	15.99	
	33025	WB MASON CO., INC.	ITEM #AVE16241 - AVERY INSERTABLE TABS,	22.52	
	33059	WB MASON CO., INC.	ITEM #SWI87800 - SWINGLINE OPTIMA DESK S	29.09	
	33025	WB MASON CO., INC.	ITEM #FEL4402901 - FELLOWES POWERSHRED L	79.19	
	33025	WB MASON CO., INC.	ITEM #PFXR217DHD - PENDAFLEX HEAVY-DUTY	30.28	
	33025	WB MASON CO., INC.	ITEM #LOG920011477 - LOGITECH SLIM MULTI	61.56	
01-201-20-130-200		***Office Supplies***	**TOTAL FOR ACCOUNT**		**496.66**
	33070	PHOENIX ADVISORS, LLC	2026 Continuing Disclosure Agent Service	1,600.00	
01-201-20-130-217		***Financial Consultant***	**TOTAL FOR ACCOUNT**		**1,600.00**
					==========
		TOTAL for DEPARTMENT 130			**2,096.66**

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

Meeting Date: 11/16/2026 For bills from 10/30/2026 to 11/10/2026

Account	PO #	Vendor	Description	Payment	Account Total
DEPARTMENT 145					
	33025	WB MASON CO., INC.	ITEM #TST3381 - ALLIANCE IMAGING PRODUCT	86.99	
	33025	WB MASON CO., INC.	ITEM #FEL4402901 - FELLOWES POWERSHRED L	79.20	
	33025	WB MASON CO., INC.	ITEM #AAGPM828 - AT-A-GLANCE MONTHLY WAL	35.80	
01-201-20-145-200		***Office Supplies***	**TOTAL FOR ACCOUNT**		**201.99**
	32422	GANNETT NEW YORK/NEW JERSEY LOCALIQ	Tax Sale Ad Display - 10/07/2026	22.50	
01-201-20-145-208		***Advertising***	**TOTAL FOR ACCOUNT**		**22.50**
					==========
TOTAL for DEPARTMENT 145					**224.49**
DEPARTMENT 180					
	33023	WB MASON CO., INC.	ITEM #SDNS39596 - SATCO LED FROSTED LIGH	9.89	
	33023	WB MASON CO., INC.	ITEM #BICRLC11RD - BIC GEL-OCITY GEL PEN	15.73	
	33023	WB MASON CO., INC.	ITEM #SDNS39596 - SATCO LED FROSTED LIGH	9.89	
	33023	WB MASON CO., INC.	ITEM #SDNS39596 - SATCO LED FROSTED LIGH	-9.89	
01-201-21-180-200		***Office Supplies***	**TOTAL FOR ACCOUNT**		**25.62**
	33066	MARAZITI FALCON, LLP	DUPLICATION (PHOTOCOPIES)	10.35	
01-201-21-180-215		***Legal Services***	**TOTAL FOR ACCOUNT**		**10.35**
					==========
TOTAL for DEPARTMENT 180					**35.97**
DEPARTMENT 220					
	32299	EB EMPLOYEE SOLUTIONS, LLC	NOVEMBER 2026 DIFFERENCE CARD ADMINISTRA	1,819.25	
	32912	USI INSURANCE SERVICES, LLC	12/01/2026-12/31/2026 HEALTH BENEFITS CO	2,300.00	
	32097	NOR. JERSEY MUN EMP BENFT FUND	DECEMBER 2026 DENTAL INSURANCE PREMIUMS	7,199.40	
01-201-23-220-230		***Group Plans***	**TOTAL FOR ACCOUNT**		**11,318.65**
					==========
TOTAL for DEPARTMENT 220					**11,318.65**
DEPARTMENT 240					
	33037	WB MASON CO., INC.	ITEM #CIG200937P - REMANUFACTURED TONER	73.29	
	33037	WB MASON CO., INC.	ITEM #CIG200939P - REMANUFACTURED TONER	107.04	
	33037	WB MASON CO., INC.	ITEM #CIG200940P - REMANUFACTURED TONER	107.04	
	33037	WB MASON CO., INC.	ITEM #CIG200938P - REMANUFACTURED TONER	94.66	
	33037	WB MASON CO., INC.	ITEM #TOP45093 - WIREBOUND POCKET MEMO B	34.60	
	33037	WB MASON CO., INC.	ITEM #WBM46200 - PERFORATED EDGE WRITING	2.05	
	33037	WB MASON CO., INC.	ITEM #CIG200939P - REMANUFACTURED TONER	107.04	
	33037	WB MASON CO., INC.	ITEM #CIG200939P - REMANUFACTURED TONER	-107.04	
	33036	WB MASON CO., INC.	ITEM #TOP74840 - SECOND NATURE RECYCLED	21.67	
	33036	WB MASON CO., INC.	ITEM #BICVLGB361BK - GLIDE BOLD BALLPOIN	21.76	
	33036	WB MASON CO., INC.	ITEM #AVE5260 - LASER EASY PEEL ADDRESS	10.84	
	33036	WB MASON CO., INC.	ITEM #SAN2096159 - S GEL PEN, MEDIUM 0.7	16.82	
	33036	WB MASON CO., INC.	ITEM #BICWOFQD324 - WITE-OUT QUICK DRY C	8.99	

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

Meeting Date: 11/16/2026 For bills from 10/30/2026 to 11/10/2026

Account	PO #	Vendor	Description	Payment	Account Total
DEPARTMENT 240					
	33036	WB MASON CO., INC.	ITEM #WBM21200 - PREMIUM COPY PAPER, 92	-147.96	
	33036	WB MASON CO., INC.	ITEM #FEL5933901 - MICROBAN MOUSE PAD, 8	4.25	
	33036	WB MASON CO., INC.	ITEM #WBM21200 - PREMIUM COPY PAPER, 92	147.96	
	33036	WB MASON CO., INC.	ITEM #EPI1031 - KS MANUAL CLASSROOM PENC	4.62	
	33036	WB MASON CO., INC.	ITEM #WBM21200 - PREMIUM COPY PAPER, 92	147.96	
	33036	WB MASON CO., INC.	ITEM #SMD64035 - HANGING FOLDERS, 1/3 TA	19.79	
01-201-25-240-200		***Office Supplies/Misc***	**TOTAL FOR ACCOUNT**		**675.38**
	33030	IDEMIA IDENTITY & SECURITY USA, LLC	LIVESCAN MAINTENANCE & SUPPORT AGREEMENT	2,630.00	
01-201-25-240-211		***Service/Maintenance***	**TOTAL FOR ACCOUNT**		**2,630.00**
	31563	NETCONG HARDWARE CO., INC.	2-1/2"-4-1/2" SS CLAMP	8.08	
	31563	NETCONG HARDWARE CO., INC.	ASSORTED FASTENERS	4.32	
	31563	NETCONG HARDWARE CO., INC.	ASSORTED FASTENERS	3.10	
	31563	NETCONG HARDWARE CO., INC.	4-1/8X7 SS HOSE CLAMP	17.77	
	31563	NETCONG HARDWARE CO., INC.	5"- 7" SS CLAMP	20.84	
01-201-25-240-220		***Operating Maintenance***	**TOTAL FOR ACCOUNT**		**54.11**
	33000	TRADS	OCTOBER 2026 ONLINE INVESTIGATIVE SERVIC	100.00	
	33000	TRADS	SEPTEMBER 2026 ONLINE INVESTIGATIVE SERV	100.00	
01-201-25-240-256		***Investigation Expense***	**TOTAL FOR ACCOUNT**		**200.00**
					==========
		TOTAL for DEPARTMENT 240			**3,559.49**
DEPARTMENT 250					
	33078	VERIZON WIRELESS	FIRE DEPT IPADS - ACCT #742195349-00001	114.03	
01-201-25-250-020		***POLICE RADIO & COMM & 911***	**TOTAL FOR ACCOUNT**		**114.03**
					==========
		TOTAL for DEPARTMENT 250			**114.03**
DEPARTMENT 265					
	32993	RELIANT FIRE HOSE TESTING, INC.	2026 GROUND LADDER TESTING IN ACCORDANCE	300.00	
	32993	RELIANT FIRE HOSE TESTING, INC.	REQUIRED REPLACEMENT HEAT SENSOR LABELS	32.00	
	32993	RELIANT FIRE HOSE TESTING, INC.	2026 HARD SUCTION TESTING IN ACCORDANCE	350.00	
	32993	RELIANT FIRE HOSE TESTING, INC.	2026 HOSE TESTING IN ACCORDANCE W/NFPA 1	3,456.80	
01-201-25-265-211		***Service/Maintenance***	**TOTAL FOR ACCOUNT**		**4,138.80**
	32934	FIREFIGHTER ONE, LLC	SHIPPING	25.00	
	32934	FIREFIGHTER ONE, LLC	CAPTAIN JIM HOOD W/STEDAIR PREVENT	582.45	
	32934	FIREFIGHTER ONE, LLC	CUSTOM TURNOUT GEAR - COAT & PANT	16,665.00	
01-201-25-265-235		***Uniform/Clothing Replacement***	**TOTAL FOR ACCOUNT**		**17,272.45**
					==========
		TOTAL for DEPARTMENT 265			**21,411.25**

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Meeting Date: 11/16/2026 For bills from 10/30/2026 to 11/10/2026

Account	PO #	Vendor	Description	Payment	Account Total
DEPARTMENT 290					
	31610	LOWE'S BUSINESS ACCOUNT	TRUFUEL 2.1-GALLON 4-CYCLE FUEL	49.38	
	31610	LOWE'S BUSINESS ACCOUNT	KLEIN TOOLS TOOL RUNNER TOOL BAG	94.98	
01-201-26-290-220		***Operating Maintenance***	**TOTAL FOR ACCOUNT**		**144.36**
	31671	POWER PLACE, INC.	BR 700-Z BLOWER, BACKPACK	562.09	
	31671	POWER PLACE, INC.	6PK 2.5 GAL ULTRA SYNTHETIC OIL W/STABIL	51.50	
	31610	LOWE'S BUSINESS ACCOUNT	KOBALT GREASE GUN COUPLER	23.75	
01-201-26-290-248		***Minor Equip***	**TOTAL FOR ACCOUNT**		**637.34**
	33072	VERIZON WIRELESS	DPW IPAD - ACCT #642119479-00001	38.01	
01-201-26-290-250		***Cell Phone - DPW***	**TOTAL FOR ACCOUNT**		**38.01**
	32737	MORTON SALT, INC.	11/04/2026 ROCK SALT DELIVERY	3,908.99	
	32737	MORTON SALT, INC.	10/26/2026 ROCK SALT DELIVERY	4,004.56	
01-201-26-290-251		***Salt***	**TOTAL FOR ACCOUNT**		**7,913.55**
	31577	WELDON MATERIALS, INC.	10/12/26 - RAP SINGLE AXLE	500.00	
01-201-26-290-253		***Black Top***	**TOTAL FOR ACCOUNT**		**500.00**
	31610	LOWE'S BUSINESS ACCOUNT	AMERIMIX 80LB MORTAR MIX	58.62	
	31610	LOWE'S BUSINESS ACCOUNT	AMERIMIX 80LB MORTAR MIX	58.62	
	31610	LOWE'S BUSINESS ACCOUNT	AMERIMIX 80LB MORTAR MIX	48.85	
	31610	LOWE'S BUSINESS ACCOUNT	AMERIMIX 80LB MORTAR MIX	58.62	
01-201-26-290-254		***Drainage Supplies***	**TOTAL FOR ACCOUNT**		**224.71**
	33054	SITEONE LANDSCAPE SUPPLY, LLC	Item #B001 - Proline Snow Stake Hi-Vis A	125.00	
	31575	SUSSEX COUNTY ADMINISTRATIVE CENTER	CUSTOM - FUELING INSTRUCTIONS - 24" X 18	47.58	
	33014	A & K EQUIPMENT CO., INC.	Item #TCH10H BUY - Horizontal Mount Traf	41.82	
	31575	SUSSEX COUNTY ADMINISTRATIVE CENTER	R2-1-25 - 25 MPH SPEED LIMIT - 24'' X 30	146.32	
	31575	SUSSEX COUNTY ADMINISTRATIVE CENTER	10% ADMINISTRATIVE FEE	19.39	
	31580	TOMAR INDUSTRIES, INC.	ITEM #PPM-KCC25676 - NEMESIS SAFETY GLAS	171.60	
01-201-26-290-255		***Road Safety***	**TOTAL FOR ACCOUNT**		**551.71**
	31659	SPACE FARMS ZOO	OCTOBER 2026 DEER CARCASS REMOVAL	81.00	
01-201-26-290-285		***Carcass Removal***	**TOTAL FOR ACCOUNT**		**81.00**
	33032	GRASS ROOTS TURF PRODUCTS, INC.	Item #2442059 - Eagle 0.62G Fungicide (2	121.98	
	33032	GRASS ROOTS TURF PRODUCTS, INC.	Item #9921126 - Vessel (2.5 Gallons)	182.60	
	31610	LOWE'S BUSINESS ACCOUNT	100PK 18" ORANGE PVC MARKING FLAGS	10.43	
	33032	GRASS ROOTS TURF PRODUCTS, INC.	Item #2254802 - ProScape 13-0-5 50% MESA	9,483.75	
	31610	LOWE'S BUSINESS ACCOUNT	PENNINGTON WHEAT SEEDING STRAW 500 SQFT	32.84	
	32684	PARTAC PEAT CORPORATION	5% DISCOUNT	-29.93	
	32684	PARTAC PEAT CORPORATION	FAIRWAY & ATHLETIC FIELD TOP-DRESSING -	598.50	
01-201-26-290-461		***Park Maintenance***	**TOTAL FOR ACCOUNT**		**10,400.17**
	31978	UNITED SITE SERVICES	OCTOBER 2026 ADA ACCESSIBLE RESTROOM @ R	95.63	
	31978	UNITED SITE SERVICES	OCTOBER 2026 STANDARD RESTROOM @ TAMARAC	65.63	
	31978	UNITED SITE SERVICES	OCTOBER 2026 ADA ACCESSIBLE RESTROOM @ T	95.63	
	31978	UNITED SITE SERVICES	OCTOBER 2026 ADA ACCESSIBLE RESTROOM @ B	95.63	
	31978	UNITED SITE SERVICES	OCTOBER 2026 ADA ACCESSIBLE RESTROOM @ N	95.63	
	31978	UNITED SITE SERVICES	OCTOBER 2026 STANDARD RESTROOM @ NEIL GY	65.63	
	31978	UNITED SITE SERVICES	OCTOBER 2026 STANDARD RESTROOM @ CO JOHN	393.78	
	31978	UNITED SITE SERVICES	OCTOBER 2026 ADA ACCESSIBLE RESTROOM @ C	191.26	
	31978	UNITED SITE SERVICES	OCTOBER 2026 ADA ACCESSIBLE RESTROOM @ M	95.63	
01-201-26-290-491		***Park Operating***	**TOTAL FOR ACCOUNT**		**1,194.45**
	31670	KENVIL POWER EQUIP., INC	HOSE, BREATHER	29.61	
01-201-26-290-492		***Park Vehicle Repair***	**TOTAL FOR ACCOUNT**		**29.61**

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Account	PO #	Vendor	Description	Payment	Account Total
DEPARTMENT 290					
TOTAL for DEPARTMENT 290					**21,714.91**
DEPARTMENT 292					
	32846	FAMILY FORD, INC.	ATF QTS LV TRA	19.54	
	31568	SERVICE TIRE TRUCK CENTER, INC.	OS195L24 ASCENSO BHB312 R-4 TL	1,250.00	
	31568	SERVICE TIRE TRUCK CENTER, INC.	DISMOUNT/MOUNT PER CROSS SECTION INCH	130.00	
	31568	SERVICE TIRE TRUCK CENTER, INC.	DISMOUNT/MOUNT NO VEHICLE	42.00	
	32846	FAMILY FORD, INC.	Gear - Asy	692.25	
	31565	FRED BEANS FORD OF WASHINGTON	MOTOR AS	84.62	
	32846	FAMILY FORD, INC.	X4 M30 Nut	8.00	
	31565	FRED BEANS FORD OF WASHINGTON	CORE DEPOSIT	35.00	
	32846	FAMILY FORD, INC.	M8 Bolt	1.25	
	32846	FAMILY FORD, INC.	Arm - Steering	178.74	
	32846	FAMILY FORD, INC.	Shaft Asy	182.35	
	32846	FAMILY FORD, INC.	Labor	1,050.00	
	32846	FAMILY FORD, INC.	X2 M16 Nut	6.00	
	31566	DOVER BRAKE & CLUTCH CO., INC.	LIGHT, STROBE, 3-1/2"	41.38	
	31564	NAPA AUTO PARTS	DONALDSON ENGINE AIR FILTER	257.77	
	31564	NAPA AUTO PARTS	NAPA GOLD ENGINE AIR FILTER	20.62	
	31564	NAPA AUTO PARTS	AIR FILTER	21.81	
	31564	NAPA AUTO PARTS	CORE DEPOSIT	-10.00	
	31564	NAPA AUTO PARTS	CORE DEPOSIT	10.00	
	31564	NAPA AUTO PARTS	3 MO WTY BAT	50.01	
	31564	NAPA AUTO PARTS	FUEL FILTER - CREDIT	-29.40	
	31564	NAPA AUTO PARTS	FUEL FILTER - CREDIT	-64.10	
	31564	NAPA AUTO PARTS	FUEL FILTER - CREDIT	-58.87	
	31566	DOVER BRAKE & CLUTCH CO., INC.	LIGHT, STROBE, 3-1/2"	41.38	
	32846	FAMILY FORD, INC.	X4 M10X33 Bolt	2.25	
	31563	NETCONG HARDWARE CO., INC.	MACHINE SCREWS	0.50	
01-201-26-292-270		***DPW Fleet***	**TOTAL FOR ACCOUNT**		**3,963.10**
	31564	NAPA AUTO PARTS	ROTOR	558.00	
	31564	NAPA AUTO PARTS	ROTOR	186.00	
	31568	SERVICE TIRE TRUCK CENTER, INC.	FLAT REPAIR LABOR - NO VEHICLE	24.00	
	31564	NAPA AUTO PARTS	BRAKE PAD	115.46	
	31564	NAPA AUTO PARTS	BRAKE PAD	115.46	
	31610	LOWE'S BUSINESS ACCOUNT	TRUFUEL 2.1-GALLON 4-CYCLE FUEL	98.76	
	31610	LOWE'S BUSINESS ACCOUNT	RELIABILT 5/16" X 2-1/2" STAINLESS STEEL	11.36	
	31610	LOWE'S BUSINESS ACCOUNT	TRUFUEL 2.1-GALLON 4-CYCLE FUEL	49.38	
	31610	LOWE'S BUSINESS ACCOUNT	RELIABILT 1/4" X 2-1/2" ZINC-PLATED THRE	2.82	
	31568	SERVICE TIRE TRUCK CENTER, INC.	FLAT REPAIR MATERIALS DRIVE IN/DELIVERY	6.95	
	33033	D & E SERVICE CENTER	Mileage to Dealer	91.00	
	33033	D & E SERVICE CENTER	Tow to McGuire	175.00	
01-201-26-292-280		***Police Dept. Fleet***	**TOTAL FOR ACCOUNT**		**1,434.19**
	33060	AMAZON CAPITAL SERVICES	SHIPPING	6.99	
	33060	AMAZON CAPITAL SERVICES	HORAYTEN NOTICE PEANUT FREE ZONE CAR STY	9.98	
	31592	LUBENET, LLC	W.W. - 20 FLUID - 55 GAL.	234.88	
01-201-26-292-290		***SR Van Fleet***	**TOTAL FOR ACCOUNT**		**251.85**
TOTAL for DEPARTMENT 292					**5,649.14**

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Account	P0 #	Vendor	Description	Payment	Account Total
DEPARTMENT 310					
	31564	NAPA AUTO PARTS	EMERY CLOTH BNCH ROLL	9.86	
	31610	LOWE'S BUSINESS ACCOUNT	GE 32W G13 FLUORESCENT TUBE LIGHT BULB 1	59.83	
	31610	LOWE'S BUSINESS ACCOUNT	SPLASH 1-GALLON ANTIFREEZE	24.42	
	31610	LOWE'S BUSINESS ACCOUNT	ENERGIZER LITHIUM CR2032 COIN BATTERIES	16.13	
	31560	WB MASON CO., INC.	5 GALLON WATER JUGS	38.64	
	31564	NAPA AUTO PARTS	PX DIELETRIC GREASE 3	9.26	
01-201-26-310-220		***Operating Maintenance***	**TOTAL FOR ACCOUNT**		**158.14**
	31580	TOMAR INDUSTRIES, INC.	ITEM #TOM-WIN2240 - GREEN HERITAGE PRO #	236.00	
	31580	TOMAR INDUSTRIES, INC.	ITEM #MPB-55-XXHD - POLY LINERS 55GAL CL	107.80	
	31580	TOMAR INDUSTRIES, INC.	ITEM #MCS-SS-266 - NP6800-'EW' ROLL TOWE	85.90	
	31580	TOMAR INDUSTRIES, INC.	FUEL CHARGE	4.50	
01-201-26-310-244		***Janitorial Supplies***	**TOTAL FOR ACCOUNT**		**434.20**
					==========
		TOTAL for DEPARTMENT 310			**592.34**
DEPARTMENT 335					
	32109	SCMUA	10/20/2026 GARBAGE DISPOSAL	6,208.14	
	32109	SCMUA	10/27/2026 GARBAGE DISPOSAL	6,071.18	
01-201-26-335-030		***GARBAGE CONTRACT***	**TOTAL FOR ACCOUNT**		**12,279.32**
					==========
		TOTAL for DEPARTMENT 335			**12,279.32**
DEPARTMENT 375					
	31563	NETCONG HARDWARE CO., INC.	LUGGAGE LOCK	8.09	
	31563	NETCONG HARDWARE CO., INC.	8'' POLLY SHRUB RAKE	8.99	
01-201-28-375-220		***Operating Maintenance***	**TOTAL FOR ACCOUNT**		**17.08**
					==========
		TOTAL for DEPARTMENT 375			**17.08**
DEPARTMENT 430					
	33081	JCP&L	RESCUE SQUAD - FLASHING LIGHT	4.67	
	33081	JCP&L	RESCUE SQUAD	40.25	
01-201-31-430-619		***Rescue Squad***	**TOTAL FOR ACCOUNT**		**44.92**
	33081	JCP&L	ANIMAL SHELTER	99.16	
01-201-31-430-658		***Animal Control Utilities***	**TOTAL FOR ACCOUNT**		**99.16**
	33081	JCP&L	ROSEVILLE ROAD	614.65	
	33077	JCP&L	NEIL GYLING - ACCT #100030508426	86.07	
01-201-31-430-661		***P & R Utilities***	**TOTAL FOR ACCOUNT**		**700.72**
	33081	JCP&L	MUNICIPAL COMPLEX	1,248.93	
	33081	JCP&L	SCHOOL MUSEUM	26.75	

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DEPARTMENT 430					
01-201-31-430-663		***Publ Bldgs/Grounds Utilities***	**TOTAL FOR ACCOUNT**		**1,275.68**
		33081 JCP&L	DPW GARAGE	581.02	
01-201-31-430-670		***DPW Utilities***	**TOTAL FOR ACCOUNT**		**581.02**
		33080 JCP&L	FIRE DEPT - ACCT #200000053062	899.35	
01-201-31-430-675		***Fire Dept Utilities***	**TOTAL FOR ACCOUNT**		**899.35**
					==========
		TOTAL for DEPARTMENT 430			**3,600.85**
DEPARTMENT 435					
		33081 JCP&L	STREET LIGHTING - RTE 206 & WATERLOO RD	80.20	
		33081 JCP&L	STREET LIGHTING - ACORN ST	67.11	
		33081 JCP&L	STREET LIGHTING - FOREST LAKES	22.84	
		33081 JCP&L	STREET LIGHTING - ASCOT MANOR	35.40	
01-201-31-435-020		***STREET LIGHTING***	**TOTAL FOR ACCOUNT**		**205.55**
					==========
		TOTAL for DEPARTMENT 435			**205.55**
DEPARTMENT 440					
		33091 PLANET NETWORKS, INC.	DECEMBER 2026 STATIC IP ADDRESS	40.00	
		33091 PLANET NETWORKS, INC.	DECEMBER 2026 BUSINESS FIBER INTERNET 25	99.95	
01-201-31-440-601		***A&E Utilities***	**TOTAL FOR ACCOUNT**		**139.95**
		33090 VERIZON	DPW - Account #251-256-346-0001-55	237.27	
01-201-31-440-670		***DPW Utilities***	**TOTAL FOR ACCOUNT**		**237.27**
		33090 VERIZON	Police - Account #751-663-306-0001-55	120.90	
01-201-31-440-680		***Public Safety***	**TOTAL FOR ACCOUNT**		**120.90**
					==========
		TOTAL for DEPARTMENT 440			**498.12**
DEPARTMENT 446					
		33092 ELIZABETHTOWN GAS	34 LEE HILL RD - ACCT #5628595432	72.85	
01-201-31-446-675		***Fire Dept Utilities***	**TOTAL FOR ACCOUNT**		**72.85**
					==========
		TOTAL for DEPARTMENT 446			**72.85**

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

Meeting Date: 11/16/2026 For bills from 10/30/2026 to 11/10/2026

Account	PO #	Vendor	Description	Payment	Account Total
DEPARTMENT 460					
	32112	SJ FUEL SOUTH CO., INC.	10/22/2026 GASOLINE DELIVERY - 701.10 GA	2,552.71	
	32112	SJ FUEL SOUTH CO., INC.	10/30/2026 GASOLINE DELIVERY - 1,225.00	4,451.04	
	32111	NATIONAL FUEL OIL, INC.	10/28/2026 DIESEL DELIVERY - 1,050.00 GA	5,249.79	
01-201-31-460-670		***DPW Utilities***	**TOTAL FOR ACCOUNT**		**12,253.54**
					==========
		TOTAL for DEPARTMENT 460			**12,253.54**
DEPARTMENT 465					
	32109	SCMUA	10/27/2026 RECYCLING TAX	170.22	
	32109	SCMUA	10/20/2026 RECYCLING TAX	174.06	
01-201-32-465-000		***RECYCLING TAX APPROP.***	**TOTAL FOR ACCOUNT**		**344.28**
					==========
		TOTAL for DEPARTMENT 465			**344.28**
DEPARTMENT 701					
	31574	SCMUA	10/19/2026 TIRE DISPOSAL	337.50	
01-213-07-701-001		***Recycling Grant***	**TOTAL FOR ACCOUNT**		**337.50**
					==========
		TOTAL for DEPARTMENT 701			**337.50**
DEPARTMENT 776					
	31571	SCMUA	10/19/2026 BRUSH DISPOSAL	81.90	
	31571	SCMUA	10/26/2026 BRUSH DISPOSAL	42.30	
	31571	SCMUA	10/19/2026 LEAF DISPOSAL	185.40	
	31571	SCMUA	10/23/2026 BRUSH DISPOSAL	119.70	
	31571	SCMUA	10/30/2026 LEAF DISPOSAL	144.00	
	31571	SCMUA	10/26/2026 LEAF DISPOSAL	135.90	
	31571	SCMUA	10/23/2026 LEAF DISPOSAL	86.85	
	31571	SCMUA	10/30/2026 BRUSH DISPOSAL	83.70	
	31580	TOMAR INDUSTRIES, INC.	ITEM #MPB-TK-BLK - POLYBAG 15X9X30 BLACK	105.75	
	31580	TOMAR INDUSTRIES, INC.	ITEM #MPB-58-3XHD - POLYBAG 22X16X58 BLA	105.90	
01-214-26-776-004		***2026 - Clean Communities***	**TOTAL FOR ACCOUNT**		**1,091.40**
					==========
		TOTAL for DEPARTMENT 776			**1,091.40**

Sewer

DEPARTMENT 502					
	32937	GENSERVE, LLC	Mileage	390.00	
	32937	GENSERVE, LLC	Labor - Overtime	3,228.75	

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

Meeting Date: 11/16/2026 For bills from 10/30/2026 to 11/10/2026

Account	PO #	Vendor	Description	Payment	Account Total
Sewer					
DEPARTMENT 502					
	31621	ONE CALL CONCEPTS, INC.	OCTOBER 2026 MARKOUTS	32.30	
05-201-55-502-220		***Maintenance***	**TOTAL FOR ACCOUNT**		**3,651.05**
	32097	NOR. JERSEY MUN EMP BENFT FUND	DECEMBER 2026 DENTAL INSURANCE PREMIUMS	57.60	
05-201-55-502-230		***Group Insurance***	**TOTAL FOR ACCOUNT**		**57.60**
	33075	JCP&L	SEWER STATION - ACCT #100000100212	313.61	
	33076	JCP&L	SEWER STATION - ACCT #100000101160	331.92	
	33073	JCP&L	SEWER STATION - ACCT #100000072254	91.96	
	33074	JCP&L	SEWER STATION - ACCT #100000072452	33.76	
05-201-55-502-687		***Electricity***	**TOTAL FOR ACCOUNT**		**771.25**
					==========
		TOTAL for DEPARTMENT 502			**4,479.90**
Open Space Trust					
DEPARTMENT 000					
	32847	SOUTH JERSEY TURF CONSULTANTS, LLC	REHABILITATION OF CO JOHNSON FIELD #8 -	58,457.26	
17-286-56-000-001		***Reserve - Open Space***	**TOTAL FOR ACCOUNT**		**58,457.26**
					==========
		TOTAL for DEPARTMENT 000			**58,457.26**
Other Trust					
DEPARTMENT 000					
	33023	WB MASON CO., INC.	ITEM #UBC33950 - UNI-BALL 207 RETRACTABL	32.24	
	33023	WB MASON CO., INC.	ITEM #AAGDMW20128 - AT-A-GLANCE SCENIC M	32.00	
	33023	WB MASON CO., INC.	ITEM #COS1PP30 - 2000 PLUS PRINTPRO REPL	30.68	
	33023	WB MASON CO., INC.	ITEM #HOD334 - HOUSE OF DOOLITTLE RECYCL	22.56	
	33023	WB MASON CO., INC.	ITEM #COS011034 - 2000 PLUS TWO-COLOR WO	88.12	
19-286-56-000-421		***Uniform Construction Code - Other Expenses***	**TOTAL FOR ACCOUNT**		**205.60**
	32097	NOR. JERSEY MUN EMP BENFT FUND	DECEMBER 2026 DENTAL INSURANCE PREMIUMS	113.00	
19-286-56-000-422		***Uniform Construction Code - Fringe Benefits***	**TOTAL FOR ACCOUNT**		**113.00**
					==========
		TOTAL for DEPARTMENT 000			**318.60**
Recreation Trust					
DEPARTMENT 900					
	32853	OLIVA, LUIS M.	11/21/2026 TRIVIA NIGHT 7:00PM-10:00PM -	450.00	
20-286-56-900-008		***NIGHT OUT EVENTS***	**TOTAL FOR ACCOUNT**		**450.00**
					==========
		TOTAL for DEPARTMENT 900			**450.00**

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

Meeting Date: 11/16/2026 For bills from 10/30/2026 to 11/10/2026

Account	PO #	Vendor	Description	Payment	Account Total

Developers Escrow - VNB

DEPARTMENT 005

		33065 MARAZITI FALCON, LLP	DUPLICATION (PHOTOCOPIES)	7.50	
24-280-56-005		***10 Route 206, LLC - #9707750177***	**TOTAL FOR ACCOUNT**		**7.50**
					==========
		TOTAL for DEPARTMENT 005			**7.50**

TOWNSHIP OF BYRAM
ORDINANCE NO. 012-2026

AMENDED ORDINANCE FOR ADMINISTRATION & HOURLY POSITIONS
SALARY AND WAGES
FOR THE YEAR 2021-2026

BE IT ORDAINED by the Mayor and Township Council, Township of Byram, County of Sussex, State of New Jersey as follows:

SECTION 1: The salary for each elected and appointed official and employee of the Township of Byram who is engaged on an annual salary basis shall be hereby fixed as follows:

POSITION	**MINIMUM**	**MAXIMUM**
Mayor and Council Member	3,500	3,500
Municipal Manager	115,000	181,000
Deputy Municipal Manager	10,000	95,000
Chief of Police	115,000	181,000
Township Clerk/Registrar	50,000	88,000
Deputy Clerk	10,000	53,000
Chief Financial Officer/Municipal Treasurer	55,000	136,000
Assistant Municipal Treasurer	15,000	45,000
Municipal Tax Collector	15,000	81,000
Assistant Municipal Tax Collector	10,000	45,000
Tax Assessor	30,000	72,000
Reassessment Officer Stipend	60.00/Line Item	95.00/Line Item
Public Works Superintendent	60,000	116,000
Director of Planning	50,000	75,000
Recreation Director	30,000	85,000
Recreation Leader	15,000	50,000
Construction Code Official	5,000	105,000
Plumbing Inspector	5,000	55,000
Electrical Inspector	5,000	55,000
Fire Inspector	2,000	55,500
Fire Official	2,000	2,500
Zoning Officer	15,000	68,000
Land Use Technical Assistant	30,000	65,000
Sanitary Sewer License Operator	5,500	15,000
Deputy Registrar Vital Statistics Stipend	1,000	1,000
Planning Board Secretary Stipend	1,000	1,000
Pumping Station Attendant Stipend	1,000	6,000
Emergency Management Coordinator Stipend	1,500	1,500
Deputy Emergency Management Coordinator Stipend	1,500	1,500

SECTION 2: The maximum hourly rate of pay for each appointed hourly employee shall be hereby fixed as follows:

POSITION HOURLY	**MINIMUM**	**MAXIMUM**
Senior Transportation Driver	12.00	24.00
Recycling Aide	12.00	18.00
Animal Attendant	12.00	18.00
Seasonal / Temporary Staff	12.00	22.00

SECTION 3: The authorized number of positions shall be established by the Annual Budget adopted by the Township Council or as otherwise provided by statute or official action of the Township Council.

SECTION 4: The Manager of the Township of Byram may establish rates of compensation for all employees and may hire any new employee at an hourly or annual rate which does not exceed the maximum salary provided for such office or position without specific authorization of the Township Council.

SECTION 5: Personnel covered by the existing labor contracts or an individual contract with the Township shall be entitled to benefits as per contract, if applicable. Full time annual salaried employees not covered by contracts shall be entitled to the benefits as referenced in the Township's Employee Handbook but not including longevity, education or overtime payments.

SECTION 6: All existing ordinances or parts of existing ordinances which are inconsistent with the terms of this ordinance are to the extent of such inconsistency repealed.

SECTION 7: This Ordinance shall take effect after publication and passage according to law and shall be effective until revised.

Introduced: November 4, 2026 Adopted: November 16, 2026

_____
Cynthia Church, RMC
Township Clerk

_____
Alexander Rubenstein
Mayor

BYRAM TOWNSHIP COUNCIL

	Councilman Esposito	Councilwoman Franco	Councilman Gallagher	Councilman Proctor	Mayor Rubenstein
Motion					
2nd					
Yes					
No					
Abstain					
Absent					

NOTICE OF ADOPTION

NOTICE is hereby given that Ordinance 12-2026 was introduced and passed first reading at a meeting of the Township Council of the Township of Byram, held at the Byram Township Municipal Building, Mansfield Drive, Byram Township, New Jersey, on the 4th day of November 2026. The said ordinance was further considered for final adoption at a meeting of the Township Council of The Township of Byram, held at the Byram Municipal Building, 10 Mansfield Drive, Byram Township, New Jersey, on the 16th day of November at 7:30 p.m. at which time all persons were given the opportunity to be heard. It was finally passed and adopted and will be in full force in the Township according to law.

_____
Cynthia Church, RMC
Township Clerk

TOWNSHIP OF BYRAM
SUSSEX COUNTY, NEW JERSEY
ORDINANCE NO. 013-2026

AN ORDINANCE AMENDING CHAPTER 182 ("PARKS AND RECREATION AREAS"), CHAPTER 213 ("STREETS AND SIDEWALKS"), AND CHAPTER 230 ("VEHICLES AND TRAFFIC") OF THE CODE OF THE TOWNSHIP OF BYRAM TO EXEMPT MOTORIZED ACCESSIBILITY DEVICES OPERATED BY PERSONS WITH DISABILITIES FROM PROHIBITIONS ON USE IN PARKS, TRAILS, OPEN SPACES, AND ON SIDEWALKS

PURPOSE STATEMENT: The purpose of this Ordinance is to ensure equitable public access and align the Code of the Township of Byram with the Americans with Disabilities Act (ADA), 28 C.F.R. § 35.137, and New Jersey law (N.J.S.A. 39:1-1 et seq.) by explicitly exempting motorized wheelchairs and other power-driven mobility devices operated by individuals with mobility disabilities from municipal parks, trails, preserved open spaces, and public sidewalks for residents and visitors with disabilities; and

WHEREAS, certain provisions of the Code of the Township of Byram restrict or prohibit the operation of motor vehicles and motorized devices on municipal trails, in parks, in open spaces, and on sidewalks; and

WHEREAS, federal regulations under Title II of the Americans with Disabilities Act (28 C.F.R. § 35.137) require public entities to permit individuals with mobility disabilities to use wheelchairs and, where appropriate, other power-driven mobility devices (OPDMDs) in areas open to pedestrian use; and

WHEREAS, the Mayor and Township Council desire to amend the Township Code to clarify that motorized accessibility devices operated by persons with disabilities are exempt from such prohibitions.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Township Council of the Township of Byram, County of Sussex, State of New Jersey, as follows:

SECTION 1. Definitions. For the purposes of this Ordinance and the Code sections amended herein, the following terms shall have the meanings indicated:

MOTORIZED ACCESSIBILITY DEVICE: Any motorized wheelchair (as defined in N.J.S.A. 39:1-1) or Other Power-Driven Mobility Device (OPDMD) (as defined in 28 C.F.R. § 35.104), including any mobility scooter or other battery- or electric powered device designed to increase independent mobility in the activities of daily living, when operated by an individual with a mobility disability. The terms or phrases “Vehicles’, “motor vehicles”, “motorized bikes”, or “motorized scooter” when used in this Code shall explicitly exclude motorized wheelchairs, mobility scooters and other power-driven mobility devices when operated by an individual with a mobility disability.

SECTION 2. Amendment to Chapter 182 entitled "Parks and Recreation Areas." Chapter 182, Article I, Section 182-2 entitled “Exceptions” of the Code of the Township of Byram is hereby amended and supplemented to add the following exemption after the existing paragraph:

Exemption for Motorized Accessibility Devices. Nothing in Chapter 182 nor any rule or regulation promulgated thereunder governing the operation of motorized vehicles, motor driven tools, or motorized conveyances within Township parks, open spaces, or designated trail networks shall apply to individuals with mobility disabilities who are permitted to utilize wheelchairs and Other Power-Driven Mobility Devices (OPDMD’s) as defined by 28 C.F.R. Section 35.104, for the purpose of personal locomotion. Such devices shall be permitted on all pedestrian pathways, park lands, open space and municipal trails provided they are operated at a safe speed consistent with surrounding pedestrian traffic.

SECTION 3. Amendment to Chapter 213 entitled "Streets and Sidewalks." Chapter 213 of the Code of the Township of Byram is hereby amended and supplemented to add the following new Article:

Article VII Exemption for Motorized Accessibility Devices on Sidewalks

Section 213-41 Exemption for Motorized Accessibility Devices. Any prohibition or restriction against operating vehicles, motorized scooters, or motorized devices upon public sidewalks or pedestrian walkways within the Township of Byram shall not apply to a Motorized Accessibility Device operated by an individual with a mobility disability, provided the operator yields the right-of-way to pedestrians and operates the device at a safe pedestrian speed.

SECTION 4. Amendment to Chapter 230, "Vehicles and Traffic." Chapter 230 entitled “Vehicles and Traffic” is amended add the following new Article:

Article X Exemption for Motorized Accessibility Devices.

Section 230-81. Exemption for Motorized Accessibility Devices. Any provision of Chapter 230 prohibiting or restricting the operation of motor vehicles or motorized devices on sidewalks, pedestrian paths, parks, or municipal lands shall not apply to a Motorized Accessibility Device operated by an individual with a mobility disability, the provided the operator yields the rifht-of-way to pedestrians and operates the device at a safe pedestrian speed.

SECTION 5. Inconsistencies and Repealer. All ordinances or parts of ordinances of the Township of Byram inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION 6. Severability. Individual sections and provisions of this Ordinance are severable; a court ruling invalidating any portion shall not affect the remaining parts.

SECTION 7. Effectiveness. This ordinance shall take effect twenty (20) days after final passage and publication thereof in accordance with law.

Introduced: November 16, 2026 Adopted:

BYRAM TOWNSHIP COUNCIL

	Councilman Esposito	Councilwoman Franco	Councilman Gallagher	Councilman Proctor	Mayor Rubenstein
Motion					
2nd					
Yes					
No					
Abstain					
Absent					

NOTICE OF INTRODUCTION

Notice is hereby given that the foregoing Ordinance No. 013-2026 was submitted in writing at a meeting of the Mayor and Council of the Township of Byram, in the County of Sussex, New Jersey, held on the 16th of November, 2026. Introduced and read by title and passed on the first reading and that said Township Mayor and Council will further consider the Ordinance for second reading and final passage thereof at a meeting to be held on the 1st day of December, 2026 at 7:30 p.m., at the Township of Byram Municipal Building, 10 Mansfield Drive, Stanhope, New Jersey, at which time and place a public hearing will be held thereon by the Township Council and all persons and citizens in interest shall have an opportunity to be heard concerning same. Copies of this ordinance are available at the Clerk’s office Monday through Friday from 8:30 a.m. to 4:30 p.m.