

that were submitted originally. The first line item is the storm meals. Last year there was a heavy winter, so the storm meals were up. There was a budget of \$2,000.00, we spent \$1,544.00 so there was a balance of last year's budget of \$455.00. I'm proposing a \$500.00 cut in meal allowance that would drop that down to \$1,500.00. Next is Licensing Permits and Agreements – Stated that he never recalls charging anything to that in recent years. Last year there was a mason dump registration charged to it. After a review I dropped that down to \$500.00 saving \$1,000.00. Asphalt - \$50,000.00 for pothole repair, prepping roads for oil and stone treatment. Last year we were over budget because we tapped into a capital account, and we actually spent \$56,000.00 in the asphalt budget. Dickinson stated he borrowed roughly \$16,000.00 out of a capital line item that we had. We were getting close to the end of the budget so I went to the capital and tapped into the line item we had for overlay. Not comfortable cutting this item, but I'm prepared to cut \$10,000.00 off of it, and move it to \$40,000.00. He mentioned the last cut that he had in the operating budget was for street signs. There is \$1,500.00 in there, and can cut this budget by \$500.00 comfortably, bring this line item to \$1,000.00. Total cuts in operating budget are \$12,000.00.

Mr. Dickinson also spoke about being in dire need of some capital equipment. The brine truck they use now has a huge hole in the floorboards, and a few weeks ago it caught on fire, and there is a street sign now holding the truck together in the floorboards. Dire need of putting a brine truck together. We have been cutting pieces off this truck for the last 5-6 years. The other thing that we need is a sweeper. One sweeper is a 2001, and the other one is a 1987. A new sweeper would run \$210,000.00. Two guys are working on the 2001 sweeper and they're cutting and welding everything together on it, so the work that they are doing will buy us another 2-3 years for that sweeper. Road sweeper can be put off for a couple of years. Finally, we are asking for a pickup truck. The pickup truck that we have is a 2000, and can't put anything in the body of it because it would fall right through. The only thing that is holding that body together is the bed liner. Looked into possibly buying a new flatbed, and putting that on the cab and chassis and keep using the truck, but it's too a point where it's in disrepair. We have to do some work in the shop on the floors. The floors are 25 years old and after all the years of salt and everything else, they're all chipping and flaking up and becoming a tripping hazard. Sat down and reprioritized our budget for capital, so out of the original capital that we proposed is \$335,000.00. I'd like to reduce it by \$115,000.00, so I'm asking for \$220,000.00. With that \$220,000.00 we would be able to purchase a brine truck, a pickup and refinish the floors. With that savings we should be down around \$23,500.00 savings from what I originally asked for several weeks ago. I would like the town to make a commitment to the DPW that in 2018 we go out and buy a sweeper. If we can make a commitment that was made to other departments in the past for emergency vehicles, that would be great, so that in 2018 we can order that sweeper and have it for 2019. 1987 trade in value is 1,000.00 on the old sweeper, and we shouldn't get rid of this, we can use it for a backup. The trade-in value for the 2001 sweeper is \$20,000.00 - \$30,000.00.

The sweeper is used to clean the roads after the winter for grit and debris. During this winter there hasn't been a lot of snow, but there have been a few sandings. If that sweeper was up and running today, it could be out. The older sweeper is also used for oil and stone treatment to sweep what doesn't stick. We try to reprocess it and use it for grit too. So we are buying the product once and using it twice.

Mr. Burke – Mr. Burke mentioned the potential for a shared services with another town. Darren explained the reasoning why he does not want to share the sweeper, as it becomes a blame game when the equipment becomes damaged, as well as booking times to use the sweeper. Gail mentioned that the towns who do this are very small. Darren explained the

sweeper is also used according to the NJ Storm Water Regulations by cleaning curbing, etc. The machine is cleaned at the washing station in Newton, and documented. Mr. Bensley said Sparta has stopped using Brine and they now use Sodium Chloride. A lengthy conversation continued regarding the use of brine.

Mr. Bensley – Mr. Bensley questioned Mr. Dickinson about the number of trucks the township has. Darren stated that we have 3 pick-up trucks, 5 dump trucks, and 4 mason. A total of 12 trucks, and everyone gets a blade for snow plowing. The truck range in age from 2000-2014; besides the pick up the rest are in good, if not very good condition. Two older trucks need work. Darren explained the issues with using a pick-up on jobs verses a mason dump. Mr. Burke mentioned that they should buy a mason truck instead of a pickup truck.

Ms. Magura said that Corey Stoner the Township Engineer came up with 10 year plan for road maintenance. The Committee would like Corey Stoner to explain the plan at the next meeting.

Ms. Magura mentioned that the Finance Budget has not changed that much and the group insurance stayed the same. The training and travel reimbursement have gone up due to the reimbursement for the CFO course.

There was discussion regarding placing \$1,000.00 back into the seniors' budget.

Andover Township Day – Activities for younger people, bounce houses, music, sound stage, fireworks. Money was taken out of the recreation trust to pay for Andover Township Day. Vendors were reasonable in their pricing. Ms. Magura will come up with a figure.

PUBLIC PORTION: Mayor Black burn opened discussion to the public.

Mr. Woodstrom – Asked if anyone has looked into what it would cost to get an outside contractor for street sweeping, and then added, that it might be a big savings.

Richard Skews – Voiced concerns about subcontracting for snow removal.

ADJOURNMENT:

There being no further business appearing before the committee at this time, Mr. Walsh moved to adjourn the budget meeting at 7:30 pm. Ms. Mc Govern seconded, the motion carried with all in favor.

2. R#2016-42 RESOLUTION OF THE ANDOVER TOWNSHIP COMMITTEE TO AMEND RESOLUTION R#2015-62 ENTITLED 2015 SALARY RESOLUTION
3. R#2016-43 2015 BUDGET APPROPRIATIONS TRANSFER
4. R#2016-44 RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX STATE OF NEW JERSEY TO AUTHORIZE THE RENEWAL OF THE VOLUNTEER ACCIDENT POLICY NUMBER FHH030157 FROM QBE INSURANCE CORPORATION AT AN ANNUAL PREMIUM OF \$493.00 FOR THE TERM FEBRUARY 1, 2016 THROUGH FEBRUARY 1, 2017

APPROVAL OF MINUTES:

1. December 14, 2015 REGULAR SESSION MINUTES

Mr. Walsh moved to approve the Regular Session Minutes of December 14, 2015, the motion was seconded. Roll call: Mr. Bensley, abstain; Mr. Burke, yes, Ms. McGovern, abstain; Mr. Walsh, yes; Mayor Blackburn, yes.

2. January 4, 2016 REGULAR SESSION MINUTES

Ms. McGovern moved to approve the Regular Session Minutes of January 4, 2016, motion was seconded and carried unanimously.

PUBLIC PORTION:

Carla Kostelnick; Chair of the Open Space Committee, mentioned that for the first time in many years we have a full quorum. She also stated that there are four new members that are involved in recreation. She would also like to know when recreation, or any other township organization wants to spend money from Open Space, how would that be done?

Nick Sabatino – Lackawanna Little League – Mr. Sabatino stated that it's costing \$3,500.00 - \$4,000.00 a year from their own pockets to purchase and spread clay on the fields. How do we go about getting money for clay from the fields? They would like the Committee to review the receipts and information before the upcoming season. He mentioned that Newton gives their little league money. Discussions continued.

Mr. Sabatino also mentioned that he would like to use the Hillside House for the little league meetings. The Committee mentioned that they should look at the ordinance on use to offer use to any township run program, or non-profit, by adding a third category.

Mr. Woodstrom wants to know when the last day is for Ms. Thompson. Ms. Blackburn stated that the new clerk started February 1st.

Diane Gillespie – Spoke with regard to the CSP designation for Hudson Farms West and a document that was submitted by her husband to the committee regarding same.

Ms. Kostelnick - Would like to see the Township's sign outside for the Winter Market displayed hours 11-3.

With no further audience participation, Mayor Blackburn closed the public portion.

ORDINANCES:

PUBLIC HEARING:

ORDINANCE 2016-01 AN ORDINANCE TO AMEND THE 2015 SALARY ORDINANCE ORD. 2015-05 OF THE TOWNSHIP OF ANDOVER STATE OF NEW JERSEY, TO PROVIDE AND DETERMINE RATES OF COMPENSATION FOR EMPLOYEES OF THE TOWNSHIP

Ms. Suzanne Howell, pointed out where the ordinance says "hourly" should be "annually".

Mr. Burke moved to adopt Ordinance 2016-01, as amended, the motion was seconded and carried by a unanimous roll call.

RESOLUTIONS:

R#2016-45 RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF ANDOVER COUNTY OF SUSSEX AND STAT OF NEW JERSEY AUTHORIZING THE COMMITTEE TO HIRE TWO PART TIME TELECOMMUNICATORS TO STAFF THE ANDOVER TOWNSHIP 911 CENTER

Mr. Burke moved to adopt Resolution R#2016-45, the motion was seconded and carried by a unanimous roll call vote.

NEW BUSINESS: Open Space Funding and Recreation.

Ms. McGovern expressed that she feels we have the money in Open Space and we should be paying for the clay. The 2014-2015 invoices show that Lackawanna Little League paid \$8,734.00 and that doesn't include prior years. Mr. Dickinson received an estimate for \$1,500.00 this year for the clay. We would like things like this to go through the Open Space Committee and would like to bring it to the Township Committee, and ultimately continue to maintain and improve for recreation. Would like to approve the \$1,500.00 for clay for this season. If there are any other things that need to be done, to please let the Committee know at an Open Space Meeting or tonight. The Committee may want to consider reimbursing the ball team for other purchases. The attorney is going to look into seeing if the bills can be paid from 2015. Mayor Blackburn would like an annual budget for Open Space.

Mr. Burke commented that on 3/21/16 he would like to have a Community Planning Meeting to bring together at least one representative from each formal and informal organization in the

town to speak with the department heads and everyone mention what they need and want and prioritize.

UNFINISHED BUSINESS:

The Community Planning meeting is set for 3/21/16. Will be having a letter going out to organizations introducing people to the concept, and asking to designate one representative as a speaker and give a 2-3 minute update on what that group is involved and working on.

OTHER BUSINESS:

Discussions on amending ordinance with regard to use at Hillside House.

Mr. Burke moved on a motion to allow non-profit organizations to use the Hillside House until such time as the Ordinance can be amended, the motion was seconded and carried by a unanimous roll call vote.

COMMITTEE REPORTS:

Mr. Burke: Reported that Fire Department through the Police Department 287 calls, 79 of which were smoke fire alarms, and the next biggest category was motor vehicle accidents. Volunteer Ambulance Department responded to 1,234 calls in 2015. 12 meetings, 10 drills, 48 committee meetings, 20 other standbys. Meeting with Andover Borough to present the direct billing program. Hopefully they will continue to move forward with that. Repurchasing of ambulance trucks will no longer be hitting our budget moving forward.

Mr. Bensley: Reported that the Land Use Meeting was cancelled, and he's meeting with recreation tomorrow.

Mr. Walsh: Budget Committee working on the budget the next two weeks trying to bring it down, and will be talking to the Andover Day Committee to see if we can bring that down as well as a few other line items. Will be also having a meeting with the police department and have the engineer come and explain the \$200,000.00 bill.

Economic Development – Wards Flower Shop was sold and the new owner would like to put in a propane filling station, and will be coming before the land use board. G & S Deli purchased the old Popa Del Farms. Additional conversation continued. Mr. Walsh stated that he had a meeting with PSE&G and they were asking for some recommendations on what to do with the airport. Looking to maybe place another small sports bubble, all preliminary.

Carla Kostelnick - Open Space – Wondering if the engineer is still working on the County Road Access Permit? Also, spoke about when Darren would be able to start the parking lot for the lake access? They are looking into going back to gravel.

Darren is going to get a letter of extension from Daniel Youngs to take down the hockey rink..

Ms. McGovern would like to see a Bauchi Ball Court at Hillside Park. Would like to put together a 5 year plan to see what we would be working toward.

She also added that the environmental Committee would like to put some flyers out in the kiosks on the trail.

Sustainable Andover – Carla reported they met last week, and Eric Olsen is the chair and the vice-chair is David Holstadt. Started the seedlings for the food initiative for the food pantry garden. Working on an outreach program for composting that would go online. Also working on the program with Darren to put meadows in so they don't have to be mowed on an incline. The Winter Market is the 21st of this month. Check out Sustainable Andover online through Facebook has been updated and a vendor is highlighted every day.

Board of Education met and they asked Darren when there's a big snowstorm if he could come in and do a big sweep of the entire parking area.

Seniors met and they would also like to know if they can use Hillside Park for game day two times per week. A schedule to be set up.

Mayor Blackburn – Reported that Environmental Committee has its reorganization this Thursday night February 11th at Hillside Park.

REPORT FROM THE DEPUTY CLERK: Ms. Martin nothing to report

REPORT FROM THE MUNICIPAL ATTORNEY: Nothing to report.

NEXT SCHEDULED MEETINGS:

February 22, 2016
6:30PM Budget Workshop
7:30PM Regular Meeting

March 14, 2016
6:30PM Executive Session
7:30PM Regular Session

ADJOURNMENT:

There being no other business, Mr. Walsh moved to adjourn at 8:30 pm., Ms. McGovern seconded and the motion was carried with all in favor.

Submitted by



Diaha Francisco
Clerk/ Administrator

Dolores, Blackburn, Mayor

TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX, STATE OF NEW JERSEY

RESOLUTION #R2016-38

RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY AUTHORIZING AN AGREEMENT WITH THE TOWNSHIP OF HARDYSTON PURSUANT TO THE UNIFORM SHARED SERVICES AND CONSOLIDATION ACT CONCERNING THE SERVICES OF A LAND USE BOARD ADMINISTRATOR AND PLANNING SERVICES RELATIVE TO AFFORDABLE HOUSING REPORT PREPARATION AND FILING

WHEREAS, the Township of Andover is seeking the services of a Land Use Board Administrator as well as Planning Services Relative to the Affordable Housing Report preparation and filing; and,

WHEREAS, both the parties have the authority to enter into the attached Agreement pursuant to the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et. seq.; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Andover, in the County of Sussex and State of New Jersey, as follows:

1. The Township of Andover hereby authorizes the Mayor and Township Clerk to execute the attached Agreement with the Township of Hardyston concerning the services of a Land Use Board Administrator as well as Planning Services Relative to the Affordable Housing Report preparation and filing.
2. A copy of this Resolution and Agreement shall be forwarded to the Manager and Clerk of the Township of Hardyston and the Administrator/Clerk of the Township of Andover.

BE IT FURTHER RESOLVED, this agreement shall commence on February 8, 2016; and,

3. This Resolution shall take effect immediately.

Adopted: February 8, 2016

Adopted this 8th day of February, 2016 and certified as a true copy of an original.



Diana Francisco, R.M.C.
Municipal Clerk/Administrator

TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX, STATE OF NEW JERSEY

RESOLUTION #R2016-42

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF ANDOVER,
COUNTY OF SUSSEX AND STATE OF NEW JERSEY TO AMEND RESOLUTION
#R2015-62 ENTITLED "2015 SALARY RESOLUTION"

BE IT RESOLVED by the Township Committee of the Township of Andover, County of Sussex and State of New Jersey, that the following position of the Township of Andover be compensated as follows for calendar year 2016:

<u>POSITION</u>	<u>ANNUAL SALARY</u>
ADMINISTRATOR	\$30,000.00
MUNICIPAL CLERK	\$70,000.00
ASSISTANT MUNICIPAL CLERK	\$45,000.00
CLEAN COMMUNITIES COORDINATOR	\$ 5,000.00

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to Clerk/Administrator Diana Francisco, the Finance Department, the Township Auditor and the New Jersey Civil Service Commission for their records.

CERTIFICATION

I, Diana Francisco, Clerk of the Township of Andover, in the County of Sussex in the State of New Jersey, do hereby certify that the foregoing Resolution is a true copy of the Original Resolution duly passed and adopted by a majority of the full membership of the Andover Township Committee at its meeting on February 08, 2016



Diana Francisco, R.M.C.
Clerk/Administrator

TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX, STATE OF NEW JERSEY
RESOLUTION #R2016-43
2015 BUDGET APPROPRIATIONS TRANSFER

BE IT RESOLVED by the Township Committee of the Township of Andover, County of Sussex and State of New Jersey, that 2015 Budget Appropriations Transfers totaling \$2,500.00 are to be made in the following manner:

<u>FROM:</u>	<u>AMOUNT:</u>
Garbage Removal Other Expneses	\$ 2,500.00

Total Amount	<u>\$ 2,500.00</u>
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<u>TO:</u>	<u>AMOUNT:</u>
Engineering - Township	\$ 2,000.00
Buildings & Grounds O/E	\$ 500.00

Total Amount	<u>\$ 2,500.00</u>
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BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Township Auditor and Finance Department for their records.

I, Diana Francisco, Clerk of the Township of Andover, in the County of Sussex in the State of New Jersey, do hereby certify that the foregoing Resolution is a true copy of the Original Resolution duly passed and adopted by a majority of the full membership of the Andover Township Committee at its meeting on February 8, 2016



Diana Francisco, R.M.C
Municipal Clerk

TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX, STATE OF NEW JERSEY

RESOLUTION #R2016-44

RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND
STATE OF NEW JERSEY TO AUTHORIZE THE RENEWAL OF THE VOLUNTEER
ACCIDENT POLICY NUMBER FHH030157 FROM QBE INSURANCE
CORPORATION AT AN ANNUAL PREMIUM OF \$493 FOR THE TERM
FEBRUARY 1, 2016 THROUGH FEBRUARY 1, 2017

WHEREAS, the Volunteer Accident Policy Number FHH030157 which provides coverage in excess of other coverage and is intended to address deductible and co-insurance limits expires February 1, 2016; and,

WHEREAS, in the event the individual does not have any health coverage this policy becomes primary, and subject to reasonable and customary charges and therefore the volunteer will not have any out of pocket expenses in the event of an injury; and,

NOW, THEREFORE, BE IT RESOLVED by the Township of Andover, County of Sussex, State of New Jersey to hereby authorizes the renewal of the Volunteer Accident Policy for the Township of Andover from QBE Insurance Corporation at the annual premium of \$493; and,

BE IT FURTHER RESOLVED, that certified copies of this resolution be forwarded to the Township Administrator/JIF Coordinator, the Chief Financial Officer, the Township Attorney and the Township Auditor for their records.

CERTIFICATION

I, Diana Francisco, Clerk/Administrator of the Township of Andover, in the County of Sussex in the State of New Jersey, do hereby certify that the foregoing Resolution is a true copy of the Original Resolution duly passed and adopted by a majority of the full membership of the Andover Township Committee at its meeting on February 08, 2016.



Diana Francisco, R.M.C.
Clerk/Administrator

TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX, STATE OF NEW JERSEY

RESOLUTION 2016-45

A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF ANDOVER,
COUNTY OF SUSSEX AND STATE OF NEW JERSEY AUTHORIZING THE COMMITTEE TO
HIRE TWO (2) PART-TIME TELECOMMUNICATORS TO STAFF THE ANDOVER
TOWNSHIP 911 CENTER

WHEREAS, the Township of Andover 911 Center currently has a need for additional staffing in order to increase flexibility in staffing; and

WHEREAS, the Chief of the Township of Andover Police Department has indicated that the addition of two (2) part-time staff members will increase flexibility in covering open shifts and call-outs; and

WHEREAS, the Chief has recommended two (2) individuals, Matthew Caverto and Tyler Mullooly, as candidates for these positions; and

WHEREAS, Mr. Caverto and Mr. Mullooly are already trained Telecommunicators who are certified in CPR, Emergency Medical Dispatch and Public Safety Telecommunications; and

WHEREAS, due to the advanced level of training of these two (2) individuals and their prior work experience with other dispatching agencies, there would be minimal training costs incurred by the Township in connection with these hires; and

WHEREAS, the request is within the scope of the 2016 budget as a result of the minimal training costs involved; and

WHEREAS, the Mayor and Township Committee believe that it would be in the best interests of the Township to hire two (2) additional part-time Telecommunicators for the Andover Township 911 Center.

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

1. The hiring of Matthew Caverto as a part-time Telecommunicator effective February 9, 2016 is approved.

2. The hiring of Tyler Mullooly as a part-time Telecommunicator effective February - 9, 2016 is approved.

Adopted:

Adopted this *8th* day of *February* 2016
and certified as a true copy of an original.



Diana Francisco,
Township Administrator/Clerk

TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX, STATE OF NEW JERSEY

ORDINANCE #2016-01

AN ORDINANCE TO AMEND THE 2015 SALARY ORDINANCE
OF THE TOWNSHIP OF ANDOVER, ORDINANCE #2015-05 TO
PROVIDE AND DETERMINE RATES OF COMPENSATION
FOR EMPLOYEES OF THE TOWNSHIP

BE IT ORDAINED by the Township Committee of the Township of Andover, County of Sussex and State of New Jersey as follows:


SECTION 1. The following position is authorized, to be compensated within the limits of the following salary range for the year 2016 and each year thereafter until amended or repealed, with the exact salary to be fixed by resolution of the Township Committee:

<u>POSITION</u>	<u>ANNUAL</u>	
	<u>MINIMUM</u>	<u>MAXIMUM</u>
Assistant Municipal Clerk	\$45,000	\$70,000
Clean Communities Coordinator	\$ 1,000	\$ 5,500

SECTION 2. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance shall be and the same are hereby repealed.

SECTION 3. If any section, paragraph, subdivision, clause or provision of this ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, clause or provision so adjudged and the remainder of the ordinance shall be deemed valid and effective.

SECTION 4. This ordinance shall take effect upon final passage and publication as provided by law.



Diana Francisco, R.M.C.
Municipal Clerk

INTRODUCED: January 25, 2016
ADOPTED: February 8, 2016
CERTIFIED: February 10, 2016