

**ANDOVER TOWNSHIP COMMITTEE MEETING MINUTES**

**DOLORES BLACKBURN, MAYOR  
JACK BURKE, DEPUTY MAYOR  
ELLSWORTH E. BENSLEY, JR  
JANIS MC GOVERN  
TOM WALSH**

**July 11, 2016**

The regular meeting of the Andover Township Committee was called to order at 6:40 P.M. by Mayor Blackburn, followed by a salute to the flag.

**ROLL CALL:** Present: Mr. Bensley, Mr. Burke, Ms. McGovern,  
Mr. Walsh, Mayor Blackburn  
Also, present: Attorney Semrau, Diana Francisco, Clerk/Administrator

**OPEN PUBLIC MEETING STATEMENT** Statement of compliance with Chapter 231, P. L. 1975 was made by Mayor Blackburn.

**EXECUTIVE SESSION:** On a motion by Mr. Bensley, seconded by Mr. Burke, the resolution to go into executive session at 6:40 P.M. to discuss:

**Personnel Matters:**

1. Tax Office
2. DPW Staffing

**Contract Negotiations:**

1. Union Contracts
2. Lakeland Emergency Squad-Shared Services Agreement
3. AT&T Blackdot Lease Optimization Program

**Attorney-Client Privilege:**

1. Lackawanna Cutoff
2. Old Creamery Property/Hemlock Landfill

**Potential Litigation:**

**Pending Litigation:**

1. COAH
2. Almeida v. N. Peter Conforti, ET. AL.

*Was carried with all in favor.*

*The Committee returned to regular session at 7:46pm*

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**APPROVAL OF THE GENERAL AGENDA**

Mr. Walsh moved to approve the General Session Agenda, Mr. Burke seconded the motion, the motion carried by a unanimous roll call vote.

**APPROVAL OF CONSENT AGENDA**

Mayor Blackburn added to the consent agenda, **R# 2016-104 RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX, STATE OF NEW JERSEY APPROVING THE TERMS OF A SUCCESSOR COLLECTIVE BARGAINING AGREEMENT WITH LOCAL 81427, IUE-CWA AFL-CIO**

Mr. Walsh asked if he could vote on R 2016-100 since he was an adjoining property owner Attorney Semrau replied that unless he was a member of the Newton Country Club it was not necessary for Mr. Walsh to recuse.

Mr. Walsh moved to approve the consent agenda as amended, Ms. McGovern seconded, and the motion was carried by a unanimous roll call vote with one exception, Mayor Blackburn abstained from the vote of R 2016-100.

**\*CONSENT AGENDA:**

**\*OTHER BUSINESS:**

1. **APPROVAL OF VOUCHERS FOR PAYMENT**
2. **ACCEPTANCE OF THE TAX COLLECTOR'S REPORT FOR THE MONTH OF JUNE 2016 \$84,899.30 YEAR TO DATE \$10,491,445.66.**
3. **ACCEPTANCE OF THE CFO'S REPORT FOR THE MONTH OF JUNE**

**\*RESOLUTIONS:**

1. **R# 2016-100 RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY AUTHORIZING THE RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY TO AUTHORIZE THE ISSUANCE OF A FIREWORKS DISPLAY PERMIT TO APPLICANT "CELEBRATION FIREWORKS ON THE PROPERTY AT NEWTON COUNTRY CLUB, SATURDAY, JULY 16, 2016**
2. **R# 2016-101 RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY TO AUTHORIZE THE APPOINTMENT OF SHERI JANOSKI TO THE POSITION OF CLERK TYPIST FOR THE ANDOVER TOWNSHIP MUNICIPAL CLERK'S OFFICE EFFECTIVE IMMEDIATELY**
3. **R# 2016-102 RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY TO ACCEPT THE LETTER OF RESIGNATION FROM KATHERINE O'MALLEY PART-TIME PUBLIC SAFETY TELECOMMUNICATOR TRAINEE FOR THE ANDOVER TOWNSHIP POLICE DEPARTMENT**
4. **R# 2016-104 RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX, STATE OF NEW JERSEY APPROVING THE TERMS OF A SUCCESSOR COLLECTIVE BARGAINING AGREEMENT WITH LOCAL 81427, IUE-CWA AFL-CIO**

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PUBLIC PORTION

Mayor Blackburn opened the public portion of the meeting.

Darren Dickinson, DPW Supervisor informed the committee that he and his crew will be oil and stoning in Lake Lenape before the next meeting. If anyone has any concerns please contact him.

Seeing no other hands, Mayor Blackburn closed the public portion of the meeting.

ORDINANCE NO. 2016-10 PUBLIC HEARING

AN ORDINANCE OF THE TOWNSHIP OF ANDOVER, IN THE COUNTY OF SUSSEX, AND THE STATE OF NEW JERSEY, TO AMEND CHAPTER 3, ADMINISTRATION OF GOVERNMENT, ARTICLE VIII, DEPARTMENT OF PUBLIC WORKS OF THE CODE OF THE TOWNSHIP OF ANDOVER TO ESTABLISH THE POSITION OF FLEET MANAGER

Mayor Blackburn opened the hearing to the public for comment. Seeing no hands, Mayor Blackburn closed the hearing to the public. She then opened hearing to the committee, there being no comment from the committee

Mr. Walsh moved to adopt Ordinance 2016-10 referenced above, Mr. Burke seconded the motion. The motion was carried with a unanimous roll call vote.

RESOLUTIONS:

R# 2016-103 RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY APPOINTING BARRY HOWEL TO THE POSITION OF FLEET MANAGER DEPARTMENT OF PUBLIC WORKS EFFECTIVE IMMEDIATELY

Mr. Walsh moved to adopt R 2016-103 referenced above, Mr. Burke seconded, the motion carried by a unanimous roll call vote.

NEW BUSINESS:

1. **Bureau of Fire Prevention: Inspection Fees:** There was a discussion regarding the current ordinance and adding an inspection fee to the ordinance. With the amendment the town could then charge an additional fee if the Inspector needed to return the location for a second inspection, if the first one failed. The committee looked at other fee schedules in other towns in the county. The inspection fee range was \$25.00 to \$50.00 for a subsequent inspection. **It was the consensus of the committee to have an amended ordinance with a section for a re-inspection fee prepared for the next meeting for introduction.**
2. **Transfer of Liquor License 1902-33-004-007- Snover (AKA The Cellar) to Caine**

Application is not complete at this time, therefore the committee was not able to approve the application. .

### **UNFINISHED BUSINESS:**

1. **Visionary Committee;** Mr. Burke reported that Visionary Committee is currently looking at a few different options for town signs to present to the township committee.
2. **Sale of Public Land:** The Township Clerk conducted a township owned property auction earlier in the day at 5:00pm. There was one bid received. The bid will be reviewed by township attorney with a recommendation for the Township Committee's consideration at the next Township Committee meeting.

### **COMMITTEE REPORTS**

**TOM WALSH:** Mr. Walsh reported on economic development. Mr. Taylor new owner of the Wards Flower property currently has an application with the Zoning Officer and the Land Use Board. He also discussed the oil and chipping process that the DPW is working on.

**JANIS MCGOVERN:** Ms. McGovern reported on the latest scheduling of various Township organization meetings.

**Jack Burke:** Reported the Fire Department's Annual Chicken Barbeque is Saturday, July 30<sup>th</sup> Tickets may be purchase at the Fire Department \$15.00 per person

**Ben Bensley:** Reported the recreation meeting was canceled while he was on vacation. The Land Use Board Subcommittee is looking at route the 206 corridor. They would like to meet with Jessica Caldwell, Township's Planner. It was the consensus of the committee to approve the planner to move forward with the Land Use Board.

Andover Township Day is July 23 at the Hillside Park.

He added Dales Market has changed hands and will now be Green Life Market.

### **REPORT FROM THE CLERK/ADMINISTRATOR**

The Clerk's Office is welcoming a part time office assistant on Monday. Please be patient during our training.

### **REPORT FROM THE MUNICIPAL ATTORNEY**

Mr. Semrau reported regarding on the ongoing litigation with Affordable Housing. They are heading toward the planning board for a minor amendment to the housing plan, the township is awaiting a decision on a gap period. It will not a have significant impact on the township's current plan. He anticipates that we should be one of the first towns to have it out of the way.

### **NEXT SCHEDULED MEETINGS:**

**August 8, & September 12, 2016**  
**6:30PM Executive Session**  
**7:30PM Regular Meeting**

### **ADJOURN:**

Mr. Walsh moved to adjourn meeting at 8:07pm. MS McGovern seconded. The motion carried with all in favor.

Submitted By,



**Diana Francisco, RMC/CMR**

## MOTION FOR EXECUTIVE SESSION

BE IT RESOLVED by the Township Committee of the Township of Andover on the 11<sup>th</sup> day of July 2016, that:

1. Before the commencement of the Regular Meeting, the Township Council shall meet in Executive Session, from which the public shall be excluded, to discuss matters as permitted pursuant to N.J.S.A. 10:4-26, sub-section(s):
  - (x) A. (1) Confidential or excluded matters, by express provision of Federal law or State statute or rule of court.
  - ( ) a. (2) A matter in which the release of information would impair a right to receive funds from the Government of the United States.
  - ( ) a. (3) Material the disclosure of which constitutes an unwarranted invasion of individual privacy.
  - (x) a. (4) A collective bargaining agreement including negotiations.
  - (x) a. (5) Purchase, lease or acquisition of real property, setting of banking rates or investment of public funds, where it could adversely affect the public interest if disclosed.
  - ( ) a. (6) Tactics and techniques utilized in protecting the safety and property of the public, if disclosure could impair such protection. Investigation of violations of the law.
  - (x) a. (7) Pending or anticipated litigation or contract negotiations other than in subsection b. (4) herein or matters falling within the attorney-client privilege.

### Personnel Matters:

1. Tax Office
2. DPW Staffing

### Contract Negotiations:

1. Union Contracts
2. Lakeland Emergency Squad-Shared Services Agreement

### Attorney-Client Privilege:

1. Lackawanna Cutoff
2. Old Creamery Property/Hemlock Landfill

### Potential Litigation:

### Pending Litigation:

1. COAH
  2. Almeida v. N. Peter Conforti, et. al.
- ( ) b. (9) Deliberations after a public hearing that may result in penalties.
    1. The time when the matter(s) discussed pursuant to Paragraph 1 hereof can be disclosed to the public is as soon as practicable after final resolution of the aforesaid matter(s).

Adopted: July 11, 2016

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ANDOVER TOWNSHIP  
TAX DEPARTMENT  
INTER-OFFICE MEMORANDUM

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DATE: July 5, 2016  
TO: Mayor, Committee & Administrator  
FROM: Daryn Cashin, Tax Collector  
SUBJECT: Monthly Report for June, 2016

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June tax collections: \$ 84,899.30 (see attached)

Below is a comparative chart of collections in the tax office, from 2015 to 2016.

	<u>2015</u>	<u>2016</u>
January	\$1,418,450.96	\$ 874,583.25
February	3,618,961.74	4,291,740.91
March	188,382.54	249,806.98
April	912,268.52	974,177.18
May	3,906,999.46	4,016,238.04
June	154,227.17	84,899.30
<i>Year to date</i>	<i>\$10,199,290.39</i>	<i>\$10,491,445.66</i>

Delinquent 2015	\$ 117,334.38	(33 accounts)
Delinquent 2016	\$ 225,804.90	(131 accounts)
<i>Total Taxes Delinquent</i>	<i>\$ 343,139.28</i>	

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Special Assessment (Forest Lakes Dam)

May collections	\$ 5,758.50
June collections	3,664.50
<i>Collected Year to Date</i>	<i>\$ 9,423.00</i>

Delinquent Assessments \$ 3,490.00 (11 accounts)



Code Description	Count	Arrears/Other	Principal			Interest	Total
			2015	2016	2017		
001 TAX PAYMENT	<u>97</u>	<u>0.00</u>	<u>13,793.57</u>	<u>68,687.48</u>	<u>0.00</u>	<u>2,418.25</u>	<u>84,899.30</u>
Tax Payments	97	0.00	13,793.57	68,687.48	0.00	2,418.25	84,899.30
200 FLDAM ASSESSMENT	<u>11</u>	<u>3,664.50</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,664.50</u>
Sp Assmnt Payments	11	3,664.50	0.00	0.00	0.00	0.00	3,664.50
Payments Total:	108	3,664.50	13,793.57	68,687.48	0.00	2,418.25	88,563.80
NSF Reversals Total:	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total:	108	3,664.50	13,793.57	68,687.48	0.00	2,418.25	88,563.80

Total Cash: 144.00

Total Check: 88,419.80

Total Credit: 0.00

ANDOVER TOWNSHIP - CFO'S REPORT  
for the Month Ending June 30, 2016

	Beginning Balance	Receipts	Disbursements	Ending Balance
Assessment Trust	\$ 5,758.74	\$ 3,667.47		\$ 9,426.21
Current Fund	\$ 2,749,802.15	\$ 195,515.44	\$ 1,895,434.14	\$ 1,049,883.45
Current Fund - Investment	\$ 122,971.20	\$ 44.35		\$ 123,015.55
Capital Fund	\$ 163,820.83	\$ 198,276.08	\$ 10,667.86	\$ 351,429.05
Capital Fund - Investment	\$ 180,516.22	\$ 65.11		\$ 180,581.33
Dog Trust Fund	\$ 3,422.30	\$ 324.31	\$ 272.34	\$ 3,474.27
COAH Trust Fund	\$ 16,358.92	\$ 506.04		\$ 16,864.96
Open Space Trust Fund	\$ 163,086.07	\$ 58.25	\$ 6,026.37	\$ 157,117.95
Escrow Trust Fund	\$ 324,442.96	\$ 46,895.36	\$ 7,007.17	\$ 364,331.15
Developers Escrow Accounts	\$ 83,295.66			\$ 83,295.66
Net Payroll Account	\$ 8.74	\$ 140,648.59	\$ 140,643.62	\$ 13.71
Agency Payroll Account	\$ 27,098.52	\$ 110,694.34	\$ 137,585.38	\$ 207.48
Sustainable Andover	\$ 4,633.16			\$ 4,633.16
SUI Trust Account	\$ 18,073.54	\$ 1,355.01		\$ 19,428.55
<b>Totals</b>	<b>\$ 3,863,289.01</b>	<b>\$ 698,050.35</b>	<b>\$ 2,197,636.88</b>	<b>\$ 2,363,702.48</b>

Submitted by Shawn Magner Date July 7, 2016



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

RESOLUTION #R2016-100

**RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY TO AUTHORIZE THE ISSUANCE OF A FIREWORKS DISPLAY PERMIT TO APPLICANT "CELEBRATION FIREWORKS" ON THE PROPERTY FOR NEWTON COUNTRY CLUB, SATURDAY, JULY 16, 2016**

**WHEREAS**, Celebration Fireworks, 7911 Seventh Street, Slatington, Pa 18080 has requested a Fireworks Display Permit from Fire Official Virgil Rome to conduct an exhibit on Saturday, July 16, 2016 at the Newton Country Club, 25 Club Road property; and,

**WHEREAS**, Fire Official Rome has received and reviewed all the required documentation and fees and has recommended the approval of this permit; and,

**WHEREAS**, officials from the Andover Township Police Department and Andover Township Volunteer Fire Department were notified of this event and are on standby; and,

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Andover, County of Sussex, State of New Jersey to hereby authorize the issuance of the Fireworks Display Permit to Celebration Fireworks to be held on the Newton Country Club property on Saturday, July 16, 2016.; and,

**BE IT FURTHER RESOLVED**, that certified copies of this Resolution be forwarded to Celebration Fireworks, the Fire Official, the Andover Township Police Department, the Andover Township Volunteer Fire Department and the Township Administrator 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 July 11, 2016.



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

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

RESOLUTION #R2016-101

**RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY TO AUTHORIZE THE APPOINTMENT OF SHERI JANOSKI TO THE POSITION OF CLERK TYPIST FOR THE ANDOVER TOWNSHIP MUNICIPAL CLERKS OFFICE EFFECTIVE IMMEDIATELY**

**WHEREAS**, there is a need for support staff in the Clerk's/Administration Offices; and,

**WHEREAS**, a recommendation has been made to appoint candidate Sheri Janoski to fill this part time position as outlined in the job title under the NJ Civil Service regulations; and,

**NOW, THEREFORE BE IT RESOLVED** that the Township Committee of the Township of Andover, County of Sussex, State of New Jersey, hereby appoints Sheri Janoski to the position of Clerk Typist for the Municipal Clerk/Administrator's offices effective immediately and remuneration for this position shall be \$12.00 per hour, maximum 25 hours weekly. Appointment is subject to N.J.S.A. Title 11, State of New Jersey, Civil Service Commission.

**BE IT FURTHER RESOLVED**, that there shall be a three month work test period, and following the completion of that work test period, there shall be a performance review conducted by the Clerk/Administrator; and,

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be forwarded to Ms. Janoski, the Finance Department, the Township Auditor, and the New Jersey Civil Service Commission for their files.

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 July 11, 2016.

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

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

RESOLUTION #R2016-102

**RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY TO ACCEPT THE LETTER OF RESIGNATION FROM KATHERINE O'MALLEY PART-TIME PUBLIC SAFETY TELECOMMUNICATOR TRAINEE FOR THE ANDOVER TOWNSHIP POLICE DEPARTMENT**

**WHEREAS,** Katherine O'Malley was appointed July 1, 2015; and,

**WHEREAS,** Ms. O'Malley had submitted his letter of resignation to Chief Danielson, a copy attached hereto; and,

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Andover, County of Sussex and State of New Jersey, to hereby accept the letter of resignation tendered by Ms. O'Malley to be effective immediately; and,

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

CERTIFICATION

I, Diana Francisco, Municipal 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 July 11, 2016.



Diana Francisco, R.M.C.  
Municipal Clerk

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

RESOLUTION - #R2016-103

**RESOLUTION OF THE ANDOVER TOWNSHIP COMMITTEE TO AUTHORIZE THE PERMANENT APPOINTMENT OF BARRY J. HOWELL, FLEET MANAGER, DEPARTMENT OF PUBLIC WORKS, CHAPTER 3, ARTICLE VIII, OF THE CODE OF ANDOVER TOWNSHIP**

**WHEREAS**, there is currently a need for a Fleet Manager in the Department of Public Works, and;

**WHEREAS**, the Supervisor of Public Works Dickinson has recommended current Andover Township Mechanic Barry J. Howell to fill this position; which is not part of the DPW collective bargaining unit agreement, and

**WHEREAS**, Barry J. Howell is currently a Mechanic with the Andover Township Department of Public Works and has been in that position since his Intergovernmental Transfer from Sparta Township, September 19, 2008; and,

**WHEREAS**, notification was received from the NJ Department of Personnel that the Transfer Agreement was approved effective September 20, 2008; and,

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Andover, County of Sussex and State of New Jersey to hereby authorize the advancement of Barry J. Howell to the position of Fleet Manager, Department of Public Works of Township to Andover; which is a position that is not part of the collective bargaining agreement and,

**BE IT FURTHER RESOLVED**, that effective date of this appointment shall be July 11, 2016 and remuneration for this position shall be annual \$63,271.01; and an annual stipend of \$3500.00,

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be forwarded to Barry J. Howell, the Township Administrator, Supervisor of Public Works Dickinson, the Chief Financial Officer, the Township Auditor and the Department of Personnel 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 July 11, 2016.



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Diana Francisco, R.M.C.  
Municipal Clerk

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

RESOLUTION #R2016-104

**RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY APPROVING THE TERMS OF A SUCCESSOR COLLECTIVE BARGAINING AGREEMENT WITH THE LOCAL 81427, IUE-CWA, AFL-CIO (DPW)**

**WHEREAS**, the Township of Andover ("Township") and the Local 81427, IUE-CWA, AFL-CIO (DPW) have been conducting negotiations for a successor Collective Bargaining Agreement; and,

**WHEREAS**, the parties reached a tentative agreement; and,

**WHEREAS**, the Union has ratified the terms of that Agreement; and,

**WHEREAS**, the Township desires to ratify the terms of the parties' Agreement; and,

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Andover, County of Sussex, State of New Jersey ratifies the terms contained in the Memorandum Agreement with the Union for inclusion in a successor Collective Bargaining Agreement and the bargaining unit shall incorporate said terms into the parties' Collective Bargaining Agreement and authorizes the Township Administrator to execute said Collective Bargaining Agreement upon review by the Township's Labor Counsel.

**BE IT FURTHER RESOLVED**, that certified copies of this Resolution be forwarded to the Local 81427, IUE-CWA, AFL-CIO (DPW), the DPW Shop Stewards, the Township Administrator, the Township Attorney and the Chief Financial Officer 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 July 11, 2016..



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

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

**ORDINANCE NO. 2016-10**

**AN ORDINANCE OF THE TOWNSHIP OF ANDOVER, IN THE COUNTY OF  
SUSSEX, AND THE STATE OF NEW JERSEY, TO AMEND CHAPTER 3,  
ADMINISTRATION OF GOVERNMENT, ARTICLE VIII, DEPARTMENT OF  
PUBLIC WORKS OF THE CODE OF THE TOWNSHIP OF ANDOVER TO  
ESTABLISH THE POSITION OF FLEET MANAGER**

**WHEREAS**, Article VIII of the Code of the Township of Andover establishes the Department of Public Works; and

**WHEREAS**, the Township of Andover finds that it is in the best interest of the Township of Andover to amend Article VIII of the Code of the Township of Andover to establish the position of Fleet Manager;

**NOW, THEREFORE, BE IT ORDAINED** by the Township of Andover, County of Sussex, State of New Jersey, as follows:

**SECTION 1.** Chapter 3, Administration of Government, Article VIII, Department of Public Works, is hereby amended to read as follows:

**ARTICLE VIII. Department of Public Works.**

**§ 3-39 Fleet Manager**

Within the Department of Public Works there shall be a Fleet Manager, who shall perform all of the following duties:

- A. Service and repair all town-owned vehicles and equipment.
- B. Schedule out-sourcing of repairs as needed.
- C. Record all repairs.
- D. Use his privately owned tools to make required repairs when applicable.
- E. Assist the Public Works Supervisor in preparing and working within the vehicle maintenance budget.
- F. Work with the public works repairs in all the duties that are required, such as, but not limited to, roads, parks, buildings, maintenance, and snow removal, as needed.

**SECTION 2.** All ordinances of the Township of Andover which are inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 3.** If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance.

**SECTION 4.** This Ordinance shall take effect immediately upon final passage, approval, and publication as required by law.

**SECTION 5.** This Ordinance may be renumbered for codification purposes.

TOWNSHIP OF ANDOVER  
COUNTY OF SUSSEX  
STATE OF NEW JERSEY

Dolores Blackburn

By: \_\_\_\_\_  
Dolores Blackburn, Mayor

ATTEST:



Diana Francisco

\_\_\_\_\_  
Diana Francisco, Municipal Clerk

AYES: Bensley, Burke, McGovern, Walsh, Blackburn

NAYES: 0

ABSENT: 0

Introduced: June 27, 2016

Adopted: July 11, 2016

Published: July 15, 2016