

ANDOVER TOWNSHIP COMMITTEE MEETING MINUTES

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

JANUARY 23, 2017

The regular meeting of the Andover Township Committee was called to order at 6:36 p.m. at 134 Newton Sparta Rd. Andover Township, by Mayor Walsh, followed by a salute to the flag.

ROLL CALL: Present: Mr. Bensley, Ms. Blackburn, Mr. Burke, Ms. Mc Govern,
Mayor Walsh

Also, present: Attorney Semrau, Diana Francisco, Clerk /Administrator

OPEN PUBLIC MEETING STATEMENT The statement of compliance with Chapter 231, P. L. 1975 was made by Mayor Walsh.

BUDGET WORKSHOP

Budget Workshop:

Environmental Commission: Mr. Peter Spinney was present to discuss the request of the Environmental Commission (audio not clear). Mr. Burke suggested that the projects the commission would like to do may already be funded by the Open Space Trust fund. He further stated, that there is a procedure already in place. The Environmental Commission could make the application for the project and submit it to Open Space Committee.

Police Department 2017 Budget

Police Chief Eric Danielson was present to explain line item requests for the Andover Township Police Department. He further explained the line items he thought necessary to increase certain lines in the budget and gave justifications for each. The main areas of concern are the overtime budget increase of \$5,000.00. The increase will cover holiday events, court appearances, core training, grand jury cases attendance and the new Bail Reform requirements. These are expenses that are difficult to factor however he anticipates the extra funds will be needed. The line item regarding Police communication, equipment and radio repair request of a \$700.00 increase was also discussed. Salary and wage increases are contractual, as well as holiday pay and career incentive pay. The lease of police vehicles line item has decreased significantly due to the practice of purchasing new police vehicles instead of expensive leasing options.

The Police Chief also reviewed the Dispatcher's budget. The use of part time dispatchers to cover more shifts cuts down on full time/over time budget. Dispatching equipment, including a new 911 console was discussed. A camera system for Town Hall, DPW and Police Department, which is in capital improvement budget \$35,000.00

Chief Danielson also reviewed the Office of Emergency Management budget. .

Administration 2017 Budget Requests: The Clerk Administrator reviewed the Administration and Clerk budget with the committee. The clerk explained the need for increases and decreases in the budget in those departments. The budget request were similar to last year, with the exception of Clerk's office salary and wage "part time" line item. There was an increase due to funding the Clerk/Typist part time position for a full year. In 2016 the position was filled for 8 months of the year.

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Mayor Walsh opened the budget discussion to the public.

Ms. Gillespie asked if the Committee had any idea at this point what the tax rate will be in 2017. Mayor Walsh explained that the committee was in the preliminary stages and would have to make cuts, so at this time, no.

Seeing no other hands, Mayor Walsh closed to the Public regarding the budget.

The committee took a short recess, and returned to regular session at 7:41pm

APPROVAL OF THE GENERAL AGENDA

Ms. Mc Govern moved to approve the general agenda, Ms. Blackburn seconded, the motion carried with a unanimous roll call vote.

APPROVAL OF CONSENT AGENDA

Mayor Walsh requested to have check 20952, Lake Lenape Water Company removed from the consent agenda for discussion, and check 20917, and 20918 Cleary, Giacobbe, Alfieri removed from the consent agenda for discussion.

Ms. Mc Govern moved to approve the consent agenda as amended, Ms. Blackburn seconded, the motion carried by a unanimous roll call vote.

CONSENT AGENDA:

***OTHER BUSINESS:**

- 1. APPROVAL OF VOUCHERS FOR PAYMENT**
- 2. ACCEPTANCE OF THE TAX COLLECTOR'S REPORT FOR THE MONTH OF DECEMBER 2016 \$228,038.30 AND YEAR TO DATE \$22,210,251.50**
- 3. ACCEPTANCE OF THE CFO REPORT FOR THE MONTH OF DECEMBER 2016**

***RESOLUTIONS:**

- 1. #R2017-038 RESOLUTION OF THE ANDOVER TOWNSHIP COMMITTEE TO ISSUE A TAX REFUND TO US BANK CUST BV002 TRST & CRDTRS IN REGARDS TO THE REDEMPTION OF TAX SALE CERTIFICATE # 16-00002 SOLD FOR DELINQUENT TAXES FOR BLOCK 54, LOT 5 IN THE AMOUNT OF \$58,182.70**
- 2. #R2017-39 RESOLUTION OF THE ANDOVER TOWNSHIP COMMITTEE TO AUTHORIZE CHANGE ORDER NO. 1 TO THE EXISTING CONTRACT BETWEEN THE TOWNSHIP OF ANDOVER AND DENVILLE LINE PAINTING INC., FOR LINE STRIPING THE ANDOVER TOWNSHIP MUNICIPAL PARKING LOT FOR A REDUCTION IN THE CONTRACT AMOUNT OF \$1,712.40 FOR A TOTAL OF \$1,314.56**
- 3. #R2017-40 RESOLUTION OF THE ANDOVER TOWNSHIP COMMITTEE TO AUTHORIZE CHANGE ORDER NO. 1 TO THE EXISTING CONTRACT BETWEEN THE TOWNSHIP OF ANDOVER AND TILCON NEW YORK, INC., FOR MILLING AND PAVING THE ANDOVER TOWNSHIP MUNICIPAL PARKING LOT FOR A REDUCTION IN THE CONTRACT AMOUNT OF \$4,398.93FOR A TOTAL OF \$28,163.57**
- 4. #R2017-41 RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY TO APPOINT STANLEY J. DUTKUS JR. TO THE POSITION OF SPECIAL COURT OFFICER FOR THE ANDOVER TOWNSHIP JOINT MUNICIPAL COURT**

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5. #R 2017-42 GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE FISCAL GRANT CYCLE JULY 2014-JUNE 2019
 6. #R2017-43 2016 BUDGET APPROPRIATIONS TRANSFER
 7. #R 2017-44 RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY TO APPOINT BERNARD HATTERSLEY TO THE POSITION OF SPECIAL COURT OFFICER FOR THE ANDOVER TOWNSHIP JOINT MUNICIPAL COURT
- Minutes:
 - November 28, 2016, December 12, 2016 Regular Meeting Minutes
 - November 14, 2016 Executive Session Minutes

Regular Agenda

After a brief discussion regarding the Lake Lenape Water Company Fire Hydrants bill, Mr. Bensley moved to approve payment of Check 20952 in the amount of \$780.23 for the 2016, fourth quarter, Ms. Mc Govern seconded. The motion carried by unanimous roll call vote.

Mr. Walsh requested to table the payment of check 20917, and 20918 until further review. Mr. Burke seconded and the motion carried with all in favor.

PUBLIC PORTION

Mayor Walsh opened the public portion of the regular meeting.

Student, Katie Reidmiller, came forward and requested the township committee waive the barn rental fee for an event honoring retiring school principle, Mr. Sinclair. After a brief discussion, **Mr. Burke moved to waive the fee for the event as long as the event is open to public as a community event, March 4, 2017, 12pm-4pm. Mr. Bensley seconded, the motion carried with a unanimous roll vote.**

Resident, Diane Gillespie, spoke regarding ordinance 2017-01, she asked why and how the township would want to buy the Lackawanna Cutoff/Hudson Farm property? Attorney Semrau explained that the township does not want to buy the property, they would like to temporarily obtain access to allow NJ Transit to make the improvement to the culvert. The Township is looking for a commitment from NJ Transit to reimburse from the state to the town. It is a remedy as a last resort for the benefit of the community. The ordinance gives authority to file an action not to fund it.

Carla Kostelnik asked if committees such as planning board have to meet in the municipal building. It was explained that they can meet elsewhere in the township as long as the meeting is open to the public and there is enough seating, and public notice.

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

ORDINANCES: Introduction:

ORDINANCE NO. 2017-01

AN ORDINANCE OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF ANDOVER AUTHORIZING THE ACQUISITION BY PURCHASE OR EMINENT DOMAIN IF NECESSARY, OF A TEMPORARY CONSTRUCTION EASEMENT ON A PORTION OF THE REAL PROPERTY KNOWN AS BLOCK 5, LOT 1 ON THE OFFICIAL TAX MAP OF THE TOWNSHIP OF ANDOVER FOR THE BENEFIT OF THE " LACKAWANNA CUT OFF RAIL PROJECT"

The Township Attorney requested the committee go into executive session after the regular meeting to discuss under, attorney client privilege, new development regarding the Lackawanna cutoff. When the committee returns to public session should the committee wish to take action on this ordinance they can do so then. Mr. Burke moved to table the ordinance until after the executive session.

ORDINANCE NO. 2017-02

AN ORDINANCE OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY TO PROVIDE AND DETERMINE THE RATES OF COMPENSATION FOR OFFICIALS, OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF ANDOVER

Ms. Blackburn moved to introduce the above stated ordinance No. 2017-02. Ms. Mc Govern seconded, the motion carried with a unanimous roll call vote.

ORDINANCE 2017-03

AN ORDINANCE OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY TO EXCEED THE CALENDAR YEAR 2017 MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (NJSA 40A:4-45.14)

Mr. Burke moved to approve the above stated ordinance on introduction, Ms. Mc Govern seconded. The motion carried with unanimous roll call vote.

NEW BUSINESS:

Unfunded Mandates: Colts Neck Resolution

Ms. Mc Govern spoke about the mandate, now that it's already in effect, should we find out if it's dead or alive before the committee takes any action. The township attorney explained that the New Jersey Council on Local Mandates hears complaints regarding claims of unfunded mandates. This process is binding, there are no appeals. If the Council makes a determination that it is unfunded it is either stricken or the legislature has to come up with a way to fund it. This is the one time someone has already done this, and there is not much you can do. The Township attorney will look into it.

UNFINISHED BUSINESS

Limecrest Property- Pace Recycling

Based upon the report provided by Cory Stoner's, Township's Engineer, Ms. Blackburn moved to have Mr. Semrau write a letter of endorsement of their application made by Pace Glass Recycling to Sussex County Solid Waste Commission, Mr. Burke seconded, the motion carry with a unanimous roll call vote.

Abandoned Properties Rehabilitation Act

Mr. Burke had previously shared information and ordinances from other towns regarding abandoned properties. A registration component including fees was also discussed. Based on the information provided and input from the Zoning Officer, it was the consensus of the committee to have Mr. Semrau draft an ordinance for Andover Township for discussion at the next meeting.

COMMITTEE REPORTS:

Ms. Mc Govern Reported on the upcoming Winter Market February 26, 2016 11am-3pm. They expect to have 20-25 vendors. The vendors include food, wine, soaps, vegetables, jewelry, and art to name a few.

The Open Space Committee would like to pursue increasing the number of parking spaces at Goodale fields, by creating a parking lot. Other projects are resurfacing the basketball court as well as paving the first 20 feet of the Lake Iliff Access. Also discussed was the upgrading of the park bathrooms.

The Andover Seniors had their annual installing luncheon of new officers which Mayor Walsh attended.

She also reported that she was not able to attend the last school board meeting.

Mr. Bensley Reported on the Land Use Board meeting, they are continuing efforts on streamlining ordinances.

Mr. Burke Reported that he met with the DPW Supervisor regarding, the construction of the parking lot at Goodale fields, the remodeling of the park bathrooms, and resurfacing the basketball court area. Some of the projects need to be coordinated with the township engineer.

The Fire Department has supplied him with a report, a 5 year budget plan, and guidelines for items they need for the next budget meeting.

The Lakeland Squad celebrated their installation dinner which Mayor Walsh attended.

Ms. Blackburn Reported on the Land Use Board: Sue Howell is the Chairperson of Land Use Board and Paul Messerschmidt Vice Chair. The Subcommittee does have some things in the pipeline however they are waiting for the paper work to be submitted.

Environmental Commission has not met as of yet.

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(Committee Reports continued)

Mr. Walsh added that he would like to appoint David Kolstad as Chairman for the Environmental Commission. He also requested a committee person join him on the Welcome to Andover Township Signs. They are thinking of ways that the township does not have to fund them.

He would like to investigate doing a shared service for State Health Benefits with the Andover School.

REPORT FROM THE CLERK/ADMINISTRATOR

Clerk Administrator

Reported resident Linda Presto is working on a free publication called "Andover Neighbors Magazine". Ms. Francisco has Ms. Presto's business card in case anyone wishes to contact her regarding upcoming events.

REPORT FROM THE MUNICIPAL ATTORNEY

In the news, New Jersey Supreme Court Ruling issued a significant decision regarding affordable housing, that some towns have to go back 1999-2014 and makeup for the gap period in affordable housing. That decision has no effect on Andover Township because we have a ten-year protection and we have court approval.

NEXT SCHEDULED MEETINGS:

**February 27, 2017,
Budget Workshop March 13, 2017
6:30PM Executive Session
7:30PM Regular Meeting**

Ms. Blackburn moved to take a 5minute recess, and when they return they will be going into Executive session to discuss the following:

Added contract negotiations and Health Benefits for unions

Ordinance 2017-01 Lackawanna cutoff

And Jump property tax appeal, there may be action when the governing body returns,

Ms. Mc Govern seconded, the motion carried with a unanimous roll call vote.

EXECUTIVE SESSION:

Personnel Matters:

- 1. Assistant Supervisor Position, Department Public Works**
- 2. Salary Resolution- Deputy Court Administrator and Special Officer**

ADJOURN

There being no further business, Mr. Bensley moved to adjourn, at 9:48 pm, Ms. Mc Govern seconded, the motion carried with all in favor.

Submitted by



Diana Francisco, RMC/CMR

RESOLUTION FOR EXECUTIVE SESSION

BE IT RESOLVED by the Township Committee of the Township of Andover on the 23rd day of January 2017, that:

1. After 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.
 - (X) a. (3) Material the disclosure of which constitutes an unwarranted invasion of individual privacy.
 - () a. (4) A collective bargaining agreement including negotiations.
 - () 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.
 - (x) a. (8) Personnel matters.
 - () 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).

Personnel Matters:

1. *Assistant Supervisor Position, Department Public Works*
2. *Salary Resolutions, Deputy Court Administrator and Special Officer*
- 3.

CONTRACT NEGOTIATIONS

4. **Added contract negotiations and Health Benefits for unions (added)**

PENDING LITIGATION

5. **Ordinance 2017 -01 Lackawanna cutoff (added)**
6. **And Jump property tax appeal, there may be action when the governing body returns. (added)**

Adopted: January 23, 2017

ANDOVER TOWNSHIP

TAX DEPARTMENT

INTER-OFFICE MEMORANDUM

DATE: January 4, 2017
TO: Mayor, Committee & Administrator
FROM: Daryn Cashin, Tax Collector
SUBJECT: Monthly Report for December, 2016

December tax collections: \$228,038.30 (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
July	1,030,059.92	769,751.99
August	4,361,316.22	4,993,644.97
September	203,039.01	195,631.45
October	1,378,349.53	1,146,939.41
November	4,255,888.16	4,384,799.72
December	264,206.58	228,038.30
<i>Year to date</i>	<i>\$21,692,149.81</i>	<i>\$22,210,251.50</i>
Delinquent 2015	\$ 0.00	
Delinquent 2016	\$ 255,542.76	(79 accounts)
<i>Total Taxes Delinquent</i>	<i>\$ 255,542.76</i>	

Special Assessment (Forest Lakes Dam)

May collections	\$ 5,758.50
June collections	3,664.50
July collections	2,810.63
August collections	6,785.42
September collections	3,596.27
October collections	0.00
November collections	0.00
December collections	3,141.00
<i>Collected Year to Date</i>	<i>\$25,756.32</i>

There are no delinquent Forest Lakes Dam assessments. All installment payments have been made for the year 2016, and 4 of the assessments were paid in full.



Range: Block: First to Last
 Lot:
 Qual:
 Range of Codes: First to Last
 Range of Batch Ids: First to Last
 Range of Spec Tax Codes: First to Last
 Payment Type Includes: Tax: Y Sp Charges: Y Lien: Y Sp Assmnt: N
 Misc: Y
 Payment Method Includes: Cash: Y Check: Y Credit: Y Range of Installment Due Dates: First to Last
 Print Miscellaneous w/Block/Lot/Qual: N Print Only Miscellaneous w/Block/Lot/Qual: N

Code Description	Count	Arrears/Other	Principal			Interest	Total
			2015	2016	2017		
001 TAX PAYMENT	189	0.00	0.00	109,732.07	109,531.45	3,778.49	223,042.01
026 TAX SUB PAYMENTS	7	0.00	0.00	4,647.46	0.00	328.83	4,976.29
Tax Payments	196	0.00	0.00	114,379.53	109,531.45	4,107.32	228,018.30
002 TAX SRCH/STATUS/REDP	2	20.00	0.00	0.00	0.00	0.00	20.00
Misc Payments	2	20.00	0.00	0.00	0.00	0.00	20.00
Payments Total:	198	20.00	0.00	114,379.53	109,531.45	4,107.32	228,038.30
NSF Reversals Total:	0	0.00	0.00	0.00	0.00	0.00	0.00
Total:	198	20.00	0.00	114,379.53	109,531.45	4,107.32	228,038.30

Total Cash: 3,144.11
 Total Check: 224,894.19
 Total Credit: 0.00

Range: Block: First to Last
 Lot:
 Qual:
 Range of Codes: First to Last
 Range of Batch Ids: First to Last
 Range of Spec Tax Codes: First to Last
 Payment Type Includes: Tax: N Sp Charges: N Lien: N Sp Assmnt: Y
 Misc: N
 Payment Method Includes: Cash: Y Check: Y Credit: Y Range of Installment Due Dates: First to Last
 Print Miscellaneous w/Block/Lot/Qual: N Print Only Miscellaneous w/Block/Lot/Qual: N
 Range of Years: First to 2017
 Range of Periods: 1 to 12
 Range of Dates: 12/01/16 to 12/31/16
 Print Ref Num: N

Code Description	Count	Arrears/Other	Principal			Interest	Total
			2015	2016	2017		
200 FLDAM ASSESSMENT	9	3,141.00	0.00	0.00	0.00	0.00	3,141.00
Sp Assmnt Payments	9	3,141.00	0.00	0.00	0.00	0.00	3,141.00
Payments Total:	9	3,141.00	0.00	0.00	0.00	0.00	3,141.00
NSF Reversals Total:	0	0.00	0.00	0.00	0.00	0.00	0.00
Total:	9	3,141.00	0.00	0.00	0.00	0.00	3,141.00

Total Cash: 0.00
 Total Check: 3,141.00
 Total Credit: 0.00

ANDOVER TOWNSHIP - CFO'S REPORT
for the Month Ending December 31, 2016

	Beginning Balance	Receipts	Disbursements	Ending Balance
Assessment Trust	\$ 16,438.61	\$ 3,150.05	\$	\$ 19,588.66
Current Fund	\$ 2,846,733.24	\$ 402,618.05	\$ 462,936.50	\$ 2,786,414.79
Current Fund - Investment	\$ 123,230.65	\$ 66.67	\$	\$ 123,297.32
Capital Fund	\$ 206,012.09	\$ 238.47	\$ 3,468.64	\$ 202,781.92
Capital Fund - Investment	\$ 180,894.16	\$ 88.66	\$ 775.26	\$ 180,207.56
Dog Trust Fund	\$ 1.41	\$	\$	\$ 1.41
COAH Trust Fund	\$ 18,395.62	\$ 9.04	\$	\$ 18,404.66
Open Space Trust Fund	\$ 207,833.10	\$ 102.30	\$	\$ 207,935.40
Escrow Trust Fund	\$ 375,451.18	\$ 30,141.53	\$ 27,283.19	\$ 378,309.52
Developers Escrow Accounts	\$ 84,316.49	\$ 3.55	\$	\$ 84,320.04
Net Payroll Account	\$ 31.45	\$ 157,589.44	\$ 157,620.89	\$ -
Agency Payroll Account	\$ 68,156.17	\$ 110,096.26	\$ 175,695.61	\$ 2,556.82
Sustainable Andover	\$ 4,633.16	\$	\$	\$ 4,633.16
SUI Trust Account	\$ 19,462.21	\$ 7,414.83	\$ 78.48	\$ 26,798.56
Totals	\$ 4,151,589.54	\$ 711,518.85	\$ 827,858.57	\$ 4,035,249.82

Submitted by *Youna Magawa* Date January 4, 2016

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

RESOLUTION #R2017-38

**RESOLUTION OF THE ANDOVER TOWNSHIP COMMITTEE TO
ISSUE A TAX REFUND TO US BANK CUST BV002 TRST & CRDTRS
IN REGARDS TO THE REDEMPTION OF TAX SALE
CERTIFICATE # 16-00002 SOLD FOR DELINQUENT TAXES FOR
BLOCK 54, LOT 5 IN THE AMOUNT OF \$58,182.70**

WHEREAS, On October 4, 2016, Tax Sale Certificate # 16-00002 was sold for delinquent 2015 taxes on Block 54, Lot 5, owner of record Kellen S. Mooney, to US Bank Cust BV002 Trst & Crdtrs in the amount of \$6,059.35, *and*,

WHEREAS, the lien holder, US Bank Cust BV002 Trst & Crdtrs, paid a premium in the amount of \$39,900.00 at the time of sale, and also paid subsequent taxes from the 1st quarter 2016 thru the 4th quarter 2016 in the amount of \$10,789.41, *and*,


WHEREAS, on January 9, 2017, Weichert Title, in regards to the sale of the property, paid the lien and subsequent principal of \$16,848.76, search & recording fees in the amount of \$52.00, penalties in the amount \$909.59, and interest in the amount of \$472.35 through January 24, 2017 for the redemption of Tax Sale Certificate #16-00002.

NOW, THEREFORE, BE IT RESOLVED by of the Township Committee of Andover, County of Sussex, State of New Jersey, that upon certification of Daryn L. Cashin, Tax Collector, a refund be issued to US Bank Cust BV002 Trst & Crdtrs in the amount of \$58,182.70.

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Tax Collector, the Chief Financial Officer, and Township Auditor 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 the meeting of January 23, 2017.



Diana Francisco, R.M.C.
Municipal Clerk

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

RESOLUTION #R2017-39

**RESOLUTION OF THE ANDOVER TOWNSHIP COMMITTEE TO
AUTHORIZE CHANGE ORDER NO. 1 TO THE EXISTING
CONTRACT BETWEEN THE TOWNSHIP OF ANDOVER
AND DENVILLE LINE PAINTING INC., FOR LINE STRIPING
THE ANDOVER TOWNSHIP MUNICIPAL PARKING LOT
FOR A REDUCTION IN THE CONTRACT AMOUNT OF \$1,712.40
FOR A TOTAL OF \$1,314.56**

WHEREAS, the Township of Andover has entered into a contract with Denville Line Painting, Inc. for Line Striping the Municipal Building Parking lot; and

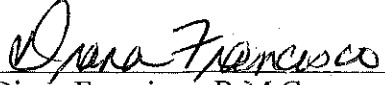
WHEREAS, Township Engineer Harold Pellow and Associates, Inc. has analyzed this contract and has determined the contract should be amended to include reduction in quantity of Traffic Stripes, Long Life, thermoplastic 4"wide of \$231.84 as authorized in the January 3, 2017 letter attached, resulting in a reduction on Traffic Stripes 4"wide Blue of \$166.00, total of \$397.84; and

WHEREAS, based on a letter dated January 3, 2017 from Township Engineer Harold Pellow and Associates, he recommends the Change Order to the existing contract.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Andover, County of Sussex, State of New Jersey hereby authorizes Change Order No. 1 in the amount of \$1,712.40 to the existing contract between the Township of Andover and Denville line Painting, Inc, to a new total of \$1314.56.

BE IT FURTHER RESOLVED, that the Chief Financial Officer hereby certifies the availability of funds for this project.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to Denville Line Painting, Inc., the Chief Financial Officer, the Township Auditor and the Township Engineer for their records.


Diana Francisco, R.M.C.
Municipal Clerk

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

RESOLUTION #R2017-40

**RESOLUTION OF THE ANDOVER TOWNSHIP COMMITTEE TO
AUTHORIZE CHANGE ORDER NO. 1 TO THE EXISTING
CONTRACT BETWEEN THE TOWNSHIP OF ANDOVER
AND TILCON NEW YORK, INC., FOR MILLING AND PAVING
THE ANDOVER TOWNSHIP MUNICIPAL PARKING LOT
FOR A REDUCTION IN THE CONTRACT AMOUNT OF \$4,398.93
FOR A TOTAL OF \$28,163.57**

WHEREAS, the Township of Andover has entered into a contract with Tilcon New York, Inc. for milling and paving the Municipal Building Parking lot; and

WHEREAS, Township Engineer Harold Pellow and Associates, Inc. has analyzed this contract and has determined the contract should be amended to include extra milling as authorized in the January 3, 2017 letter attached, resulting in an increase of \$530.00 and a reduction quantity of Surface Course 2" thick of \$1875.00 and an asphalt price Adjustment of \$2523.87 total of \$4,398.93; and

WHEREAS, based on a letter dated January 3, 2017 from Township Engineer Harold Pellow And Associates , he recommends the Change Order to the existing contract:

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Andover, County of Sussex, State of New Jersey hereby authorizes Change Order No. 1 in the amount of \$32,032.50 to the existing contract between the Township of Andover and Tilcon New York, Inc., Inc. to a new total of \$28,163.57.

BE IT FURTHER RESOLVED, that the Chief Financial Officer hereby certifies the availability of funds for this project.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to Tilcon New York., Inc., the Chief Financial Officer, the Township Auditor and the Township Engineer for their records.



Diana Francisco, R.M.C.
Municipal Clerk

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

RESOLUTION #R2017-41

RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY TO APPOINT STANLEY J. DUTKUS JR. TO THE POSITION OF SPECIAL COURT OFFICER FOR THE ANDOVER TOWNSHIP JOINT MUNICIPAL COURT

WHEREAS, there is a need for the services of a Special Court Officer in the Andover Township Joint Municipal Court; and,

WHEREAS, interviews were conducted by Detective Rod Mosner and Police Chief Danielson, as per memorandum dated December 29, 2016, has recommended Mr. Stanley J. Dutkus Jr. to fill this vacancy; and,

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Andover, County of Sussex, State of New Jersey, that upon the recommendation of Police Chief Danielson that Stanley J. Dutkus Jr. is hereby appointed to the position of Special Court Officer for the Andover Township Joint Municipal Court.

BE IT FURTHER RESOLVED, that this appointment shall be subject to successful completion of the required psychological examinations and evaluations and execution of the agreement regarding reimbursement of expenses attached hereto.

BE IT FURTHER RESOLVED, this shall be a one year appointment at which time prior a performance review shall be conducted in order to determine continuation of appointment for a period of one year; and,

BE IT FURTHER RESOLVED, appointment is subject to a one year appointment that said appointment shall become effective immediately and remuneration shall be \$20.00 per hour; and,

BE IT FURTHER RESOLVED, the work schedule shall be per diem as determined by the Police Chief; and,

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to Stanley J. Dutkus Jr., Police Chief Danielson, the Finance Department, the Andover Joint Municipal Court, the Township Auditor and NJ Civil Service Commission 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 January 23, 2017.



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

Governor's Council on Alcoholism and Drug Abuse
Fiscal Grant Cycle July 2014-June 2019

FORM 1B

RESOLUTION R #2017-42

WHEREAS, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse 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 alcoholism and drug abuse in communities throughout New Jersey.

WHEREAS, The Township Council of the Township of Andover, County of Sussex, State of New Jersey recognizes that the abuse of alcohol and drugs 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 such abuses in our community; and,

WHEREAS, the Township Council has applied for funding to the Governor's Council on Alcoholism and Drug Abuse through the County of Sussex;

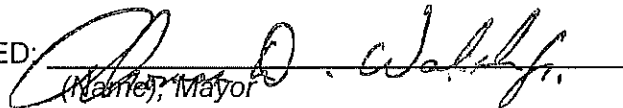
NOW, THEREFORE, BE IT RESOLVED by the Township of Andover, County of Sussex, State of New Jersey hereby recognizes the following:

1. The Township Council does hereby authorize submission of a strategic plan for the **Action Municipal Alliance** grant for fiscal year 2018 in the amount of:

DEDR	<u>\$18,772.00</u>
Cash Match	<u>\$4,693.00</u>
In-Kind	<u>\$14,079.00</u>

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

APPROVED:


(Name), Mayor

CERTIFICATION

I, Diana Francisco, Municipal Clerk of the Township of Andover, 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 Committee 23day of January, 2017.


Diana Francisco, Municipal Clerk

FORM 1A

FOR COUNTY USE ONLY
Approved: _____ YES _____ NO
Date: _____

STRATEGIC PLAN FOR FUNDING MUNICIPAL ALLIANCES

Grant Year: FY2018

APPLICANT MUNICIPALITY/IES: Andover Boro, Andover Twp, Town of Newton, Green Twp.	COUNTY: Sussex
ALLIANCE NAME: Action Municipal Alliance	ALLIANCE WEBSITE: www.newtontownhall.com
ALLIANCE STREET ADDRESS: 39 Trinity Street TOWN: Newton STATE: N.J. ZIP: 07860	
TELEPHONE: (973) 383-4160 Ext.	FAX: (973) 383-2233
ALLIANCE CHAIRPERSON: Pat Treible STREET ADDRESS: 39 Trinity Street TOWN: Newton STATE: N.J. ZIP: 07860 EMAIL:	ALLIANCE COORDINATOR: Debbie Danielson STREET ADDRESS: 39 Trinity Street TOWN: Newton STATE: N.J. ZIP: 07860 EMAIL: ddanielson@newtondpw.com
DATE OF RESOLUTION AUTHORIZING THE STRATEGIC PLAN (MM/DD/YYYY): / /	

A) Alliance DEDR Allocation	\$ 18,772.00
B) Cash Match (must be 25% of DEDR Allocation)	\$ 4,693.00
C) In-Kind Match (must be 75% of the DEDR Allocation)	\$ 14,079.00
TOTAL ALLIANCE BUDGET (add A+ B+C)	\$ 37,544.00

Town of Newton

_____ *MUNICIPALITY	_____ NAME/TITLE OF GOVERNING BODY REPRESENTATIVE	_____ SIGNATURE
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Andover Borough

_____ *MUNICIPALITY	_____ NAME/TITLE OF GOVERNING BODY REPRESENTATIVE	_____ SIGNATURE
------------------------	---	--------------------

Andover Township

_____ *MUNICIPALITY	_____ NAME/TITLE OF GOVERNING BODY REPRESENTATIVE	_____ SIGNATURE
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Green Township

_____ *MUNICIPALITY	_____ NAME/TITLE OF GOVERNING BODY REPRESENTATIVE	_____ SIGNATURE
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Pat Treible

_____ ALLIANCE CHAIRPERSON	_____ SIGNATURE	_____ DATE
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*** If a municipality is part of a consortium, a signature and resolution is required from all participating municipalities entering into the agreement. Signatures hereby accept all components of this grant including membership terms, Statement of Assurances and Fiscal Requirements.**

TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX, STATE OF NEW JERSEY
RESOLUTION #R2017-43
2016 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 \$1,500.00 are to be made in the following manner:

<u>FROM:</u>	<u>AMOUNT:</u>
Employee Group Insurance O/E	\$ 1,500.00


Total Amount	<u><u>\$ 1,500.00</u></u>
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<u>TO:</u>	<u>AMOUNT:</u>
Legal Services O/E	\$ 1,500.00

Total Amount	<u><u>\$ 1,500.00</u></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 January 23, 2017



Diana Francisco, R.M.C
Municipal Clerk

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

RESOLUTION #R2017-44

RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY TO APPOINT BERNARD HATTERSLEY TO THE POSITION OF SPECIAL COURT OFFICER FOR THE ANDOVER TOWNSHIP JOINT MUNICIPAL COURT

WHEREAS, there is a need for the services of a Special Court Officer in the Andover Township Joint Municipal Court; and,

WHEREAS, interviews were conducted by Detective Rod Mosner and Police Chief Danielson, as per memorandum dated January 18, 2017, has recommended Mr. Bernard Hattersley to fill this vacancy; and,

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Andover, County of Sussex, State of New Jersey, that upon the recommendation of Police Chief Danielson that Bernard Hattersley is hereby appointed to the position of Special Court Officer for the Andover Township Joint Municipal Court.

BE IT FURTHER RESOLVED, that this appointment shall be subject to successful completion of the required psychological examinations and evaluations and execution of the agreement regarding reimbursement of expenses attached hereto.

BE IT FURTHER RESOLVED, this shall be a one year appointment at which time prior a performance review shall be conducted in order to determine continuation of appointment for a period of one year; and,

BE IT FURTHER RESOLVED, appointment is subject to a one year appointment that said appointment shall become effective immediately and remuneration shall be \$20.00 per hour; and,

BE IT FURTHER RESOLVED, the work schedule shall be per diem as determined by the Police Chief; and,

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to Bernard Hattersley, Police Chief Danielson, the Finance Department, the Andover Joint Municipal Court, the Township Auditor and NJ Civil Service Commission 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 January 23, 2017.



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

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

ORDINANCE #2017-02

AN ORDINANCE TO PROVIDE AND DETERMINE RATES
OF COMPENSATION FOR OFFICIALS, OFFICERS AND
EMPLOYEES OF THE TOWNSHIP OF ANDOVER, COUNTY
OF SUSSEX AND STATE OF NEW JERSEY

BE IT ORDAINED by the Township Committee of the Township of Andover as follows:

SECTION 1. The following salaries for the officers hereinafter set forth for the year 2017 beginning January 1, and each year thereafter until amended or repealed, are hereby established and fixed as the salary to be paid for the officers wherein the salaries are set at fixed figures and for the officers wherein a minimum and maximum range is set for the salaries, the salaries shall be paid to the holders of said positions within the minimum and maximum range set by resolution of the Township Committee.

<u>POSITION</u>	<u>ANNUAL SALARY</u>	
	<u>MINIMUM</u>	<u>MAXIMUM</u>
MAYOR	3,000	5,600
TOWNSHIP COMMITTEE	2,500	4,500
ADMINISTRATOR	10,000	50,000
MUNICIPAL CLERK/REGISTRAR	50,000	75,000
ASSISTANT MUNICIPAL CLERK	45,000	70,000
ADMINISTRATIVE ASSISTANT (RH)	25,000	45,000
ANIMAL CONTROL CLERK	2,000	6,000
RECYCLING COORDINATOR	2,500	7,500
CLERK 1 – ADMINISTRATION	5,000	50,000
CHIEF FINANCIAL OFFICER/TREASURER	20,000	50,000
PRINCIPAL ACCOUNT CLERK/ DEPUTY TREASURER	25,000	65,000
CLERK 1 – FINANCE ACCOUNT CLERK	25,000	55,000
TAX COLLECTOR/TAX SEARCH OFFICIAL	30,000	65,000
TAX COLLECTOR SHARED SERVICES	5,000	7,000
TAX ASSESSOR	15,000	37,000
ASSISTANT TO THE TAX ASSESSOR	10,000	20,000
JUDGE/JOINT MUNICIPAL COURT	45,000	75,000
MUNICIPAL COURT ADMINISTRATOR	20,000	60,000
COURT ADMINISTRATOR SHARED SERVICE	5,000	20,000
DEPUTY COURT ADMINISTRATOR	10,000	50,000
CLERK 1- MUNICIPAL COURT	25,000	35,000
SUPERVISOR – DEPARTMENT OF PUBLIC WORKS	40,000	85,000

<u>POSITION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
DPW FLEET MANAGER	60,000	75,000
BUILDINGS/GROUNDS/SPECIAL PROJECTS SUPERVISOR	5,000	20,000
DEPUTY STORMWATER COORDINATOR	3,000	5,000
BUILDING SERVICE WORKER	20,000	45,000
CONSTRUCTION OFFICIAL	20,000	45,000
BUILDING SUB CODE OFFICIAL	3,000	6,000
PLUMBING SUB CODE OFFICIAL	3,000	6,000
TECHNICAL ASSISTANT TO CONSTRUCTION OFFICE	10,000	20,000
FIRE OFFICIAL	1,000	5,000
ZONING OFFICER	1,000	6,000
FIRE PROTECTION SUB CODE OFFICIAL	1,500	4,500
POLICE CHIEF	70,000	140,000
POLICE SECRETARY	25,000	53,000
RECREATION DIRECTOR/SECRETARY	10,000	20,000
ANIMAL CONTROL OFFICER	4,000	7,500
CLEAN COMMUNITIES COORDINATOR	1,000	5,500
LAND USE BOARD SECRETARY	20,000	40,000
EMERGENCY MANAGEMENT COORDINATOR	2,500	7,000
DEPUTY EMERGENCY MANAGEMENT COORDINATOR	1,000	3,000

SECTION 2. The following officers and employees shall be paid compensation at an hourly basis and shall be subject to the overtime provision of Chapter 5, Section 5-6.1, Revised General Ordinances of the Township of Andover. The Township Committee, in consultation with the Administrator, Police and Public Works Department Supervisors, may authorize compensatory time off in lieu of overtime pay, pursuant to Chapter 5-5.4(d). Seasonal employees shall receive straight time for all hours worked and shall not be subject to overtime provisions.

<u>POSITION</u>	<u>HOURLY RATES</u>	
	<u>MINIMUM</u>	<u>MAXIMUM</u>
Clerk Typist	12.00	22.00
CLERK 1 - TAX	12.00	22.00
CLERK 1 - COURT	12.00	22.00
CLERK 2	12.00	22.00
TEMPORARY LABORER	15.00	25.00
SPECIAL COURT OFFICER	20.00	25.00
PART-TIME DISPATCHER	15.00	30.00

PER SESSION/MEETING/CALL OUT/PER HOUR

MUNICIPAL CLERK/ASSISTANT CLERK PER EVENING MEETING	25.00 PER HOUR	40.00 PER HOUR
MUNICIPAL COURT ADMINISTRATOR/ DEPUTY COURT ADMIN/PER EVENING SESSION	25.00 PER HOUR	40.00 PER HOUR
COURT ADMINISTRATOR/DEPUTY COURT ADMIN	30.00 per call out	40.00 per call out
PUBLIC DEFENDER/CONFLICT PUBLIC DEFENDER JOINT MUNICIPAL COURT	150.00 PER CASE	250.00 PER CASE
BOARD/COMMISSION SECRETARY	25.00 PER HOUR	40.00 PER HOUR

SECTION 3. Specific salaries for each position set forth shall be adopted by Resolution of the Township Committee and may be amended.

SECTION 4. Regular pay period for officials, officers and employees shall be biweekly, provided the Treasurer may establish other suitable pay periods as necessary.

SECTION 5. The Township of Andover reserves the right to pay any new employees a salary less than the minimum stated above; provided, however, that upon successful completion of a probationary period, said employee shall be paid a salary of at least equal to the minimum stated for that position.

SECTION 6. The Township Committee may grant discretionary increments to any employee, provided that the employee's salary not exceed the maximum for that position.

SECTION 7. Should any section, paragraph, sentence, clause or phrase of the ordinance be declared invalid for any reasons, the remaining portions of this ordinance shall not be affected thereby and shall remain in full force and effect. The provisions of the ordinance are hereby repealed.

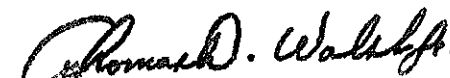
SECTION 8. All prior salary ordinances are hereby repealed.

SECTION 9. This Ordinance shall take effect upon the adoption and publication as provided by law.

ATTEST:



Diana Francisco, Clerk/Administrator

By: 

Thomas Walsh Jr., Mayor

Introduced: January 23, 2017
Adopted:
Published

VOTE: Yes: Bensley, Blackburn, Burke, Mc Govern, Walsh

CALENDAR YEAR 2017
ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS
AND TO ESTABLISH A CAP BANK
(N.J.S.A. 40A: 4-45.14)
ORDINANCE #2017-03

WHEREAS, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to .5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Township Committee of the Township of Andover in the County of Sussex finds it advisable and necessary to increase its CY 2017 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the Township Committee hereby determines that a 3.0 % increase in the budget for said year, amounting to \$192,818.63 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS the Township Committee hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Township Committee of the Township of Andover, in the County of Sussex, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2017 budget year, the final appropriations of the Township of Andover shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5 %, amounting to \$224,955.07, and that the CY 2017 municipal budget for the Township of Andover be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.