

## ANDOVER TOWNSHIP COMMITTEE MEETING MINUTES

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

June 12, 2017

The regular meeting of the Andover Township Committee was called to order at 6:43 p.m. at 134 Newton Sparta Road, Andover Township, by Mayor Walsh, followed by a salute to the flag.

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

Excused absence: Mr. Burke

Also, present: Attorney Dawn Sullivan, and Diana Francisco, Clerk/Administrator

Ms. Blackburn moved to excuse Mr. Burke from the evening's meeting attendance, Mr. Bensley seconded, the motion carried with a unanimous roll call vote.

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

**EXECUTIVE SESSION:** Ms. Mc Govern moved to go into Executive Session to discuss to discuss the following:

### **EXECUTIVE SESSION**

#### **1. Personnel Matters**

- 1. Compensation Time: Toni Grisaffi***
- 2. Department Staffing***

Ms. Blackburn seconded, the motion carried with unanimous roll call vote. Executive session concluded at 7:26 pm, and after a brief recess the regular meeting resumed at 7:35pm.

### **APPROVAL OF THE GENERAL AGENDA**

Mr. Bensley moved to amend the general agenda by adding **R#2017-92 RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX, STATE OF NEW JERSEY AUTHORIZING A MEMORANDUM OF UNDERSTANDING BETWEEN ANDOVER TOWNSHIP AND NEW JERSEY TRANSIT**

**And to briefly discuss correspondence regarding amendments to zoning ordinances as recommended by the Zoning Officer under new business on the agenda.**

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

**APPROVAL OF CONSENT AGENDA**

Mayor Walsh opened to the public regarding the consent agenda items, with no response Mayor Walsh closed to the public regarding the consent agenda. He then opened to the committee.

Mr. Bensley moved to add **R#2017-90 RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX, STATE OF NEW JERSEY AUTHORIZING THE RENEWAL OF LIQUOR LICENSE #1902-33-003-003 FOR MCRITE ENTERPRISES, INC. T/A THE LAKE LENAPE LODGE FOR THE TERM JULY 1, 2017 THROUGH JUNE 30, 2018 WITH CERTAIN CONDITIONS.**

and **R# 2017- 91 RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX STATE OF NEW JERSEY AUTHORIZING THE SITE IMPROVEMENT CONSTRUCTION AGREEMENT BETWEEN PACE GLASS AND THE TOWNSHIP OF ANDOVER** to the consent agenda, there was a second. Ms. Mc Govern moved to adopt the amended consent agenda, there was a second, the motion carried with a unanimous roll call vote.

**CONSENT AGENDA:**

**\*OTHER BUSINESS:**

1. **APPROVAL OF VOUCHERS FOR PAYMENT**
2. **ACCEPTANCE OF THE CFO'S REPORT FOR THE MONTH OF MAY 2017**
3. **ACCEPTANCE OF THE TAX COLLECTOR'S REPORT FOR THE MONTH OF MAY \$4,174,259.39 AND 10,707,157.81 YEAR TO DATE 2017**

**\*RESOLUTIONS:**

1. **#R2017- 82 RESOLUTION OF THE TOWNSHIP OF ANDOVER , COUNTY OF SUSSEX AND STATE OF NEW JERSEY AUTHORIZING THE RENEWAL OF PLENARY RETAIL CONSUMPTION LICENSE # 1902-33-004-008, FOR MOIRA CAINE, INC. T/A THE PIG WHISTLE INN FOR THE TERM JULY 1, 2017 THROUGH JUNE 30, 2018**
2. **#R2017-83 RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY REQUESTING APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION NJS 40A:4-87 – LAKE ILIFF RD RECONSTRUCTION**
3. **#R2017-84 RESOLUTION OF THE TOWNSHIP OF ANDOVER COUNTY OF SUSSEX AND STATE OF NEW JERSEY AUTHORIZING THE EXECUTION OF THE SNOW REMOVAL SHARED SERVICES AGREEMENT WITH THE TOWNSHIP OF BYRAM**
4. **#R2017-85 RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY AUTHORIZING THE RENEWAL OF PLENARY RETAIL CONSUMPTION LICENSE #1902-33-005-006 FOR AG PIZZERIA & RESTAURANT FOR THE TERM JULY 1, 2017 THROUGH JUNE 30, 2018**
5. **#R2017-86 RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY CORRECTIVE ACTION PLAN FOR THE 2016 AUDIT**

6. #R2017-87 RESOLUTION OF THE ANDOVER TOWNSHIP COMMITTEE FOR FINAL ACCEPTANCE OF THE ANDOVER CRITICAL FACILITIES GENERATORS INFRASTRUCTURE AND ENERGY ALLOCATION INITIATIVE PROGRAM, GENERATOR FUNDING PROJECT
7. #R2017-88 RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY AUTHORIZING THE RENEWAL OF PLENARY RETAIL CONSUMPTION LIQUOR LICENSE #1902-33-009-002 FOR SHERIDAN'S LODGE, INC. T/A SHERIDAN'S LODGE FOR THE TERM JULY 1, 2017 THROUGH JUNE 30, 2018
8. #R2017-89 RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF ANDOVER IN SUPPORT OF ASSEMBLY BILL NO. 4532 / SENATE BILL NO. 3049 AMENDING THE OPEN PUBLIC RECORDS LAW
9. #R2017-90 RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY AUTHORIZING THE RENEWAL OF LIQUOR LICENSE #1902-33-003-003 FOR MCRITE ENTERPRISES, INC. T/A THE LAKE LENAPE LODGE FOR THE TERM JULY 1, 2017 THROUGH JUNE 30, 2018 WITH CERTAIN CONDITIONS (ADDED)
10. #R2017-91 RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX STATE OF NEW JERSEY AUTHORIZING THE SITE IMPROVEMENT CONSTRUCTION AGREEMENT BETWEEN PACE GLASS AND THE TOWNSHIP OF ANDOVER (ADDED)

#### PUBLIC PORTION

Mayor Walsh opened the public portion of the meeting.

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

#### RESOLUTIONS

R#2017-92 RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX, STATE OF NEW JERSEY AUTHORIZING A MEMORANDUM OF UNDERSTANDING BETWEEN ANDOVER TOWNSHIP AND NEW JERSEY TRANSIT

Ms. Blackburn moved to adopt R#2017- 92 above, Mr. Bensley seconded, the motion carried with a unanimous roll call vote.

#### UNFINISHED BUSINESS

##### Lackawanna Cutoff

There was a brief update regarding the teleconference with NJ Transit and the role of Andover Township in the eminent domain process as well as the upgrade to the culvert pipe. There is an understanding between NJ Transit and the Township that NJ Transit will reimburse the town for any fees incurred in the eminent domain process and it is NJ Transit that will actually be doing the upgrade. The Township is awaiting the signing of the agreement by NJ Transit, after their own revisions to the agreement were made.

**Andover Township Committee Meeting Minutes**

**June 12, 2017**

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**NEW BUSINESS:**

**Correspondence from the Zoning Officer:** The committee was provided recommendations from Zoning regarding outdoor storage, accessory buildings, outdoor wood boilers, domestic animals, principle uses, and prohibited signs. Mayor Walsh requested the committee review those recommendations and be prepared to discuss at the next meeting.

**COMMITTEE REPORTS:**

**Mr. Bensley:** Andover Township Day was successful. He thanked everyone who participated and contributed to the event. There is a barbeque at the park scheduled for July 9 and August 3, 2017.

The Land Use Board has a meeting coming up.

**Ms. McGovern:** Ms. Mc Govern met with Darren Dickinson and Cory Stoner regarding Open Space projects. Bids are due on the Lake Iliff Access parking lot apron, the basketball court and walkways, at the park and Goodale Road parking lot on June 22.

She discussed questions she had about the tennis courts, and further explained that they were installed in 1980, and resurfaced once before and then again in 2016. It's not perfect, and is probably not going to be any better than it is currently without total reconstruction.

**Ms. Blackburn:** The Environmental Commission had met and reviewed the application for Combined Energy Systems.

Ms. Blackburn and Jack Burke had attended the Sussex County Economic Development Partnership awards luncheon at Perona Farms. Andover Township had won the municipal award. The award had been presented by Jackie Espinoza for attracting area businesses such as Pace Glass, Homers, AG Pizzeria and Combined Energy Systems which greatly improved the properties. Also, SCEDP recognized the township's efforts regarding the Lackawanna Cutoff.

Andover Township Day Committee debriefing tomorrow June 13 regarding Andover Township Day.

**Mr. Walsh:** Mayor Walsh thanked Gigi Regolizio and Jim Holmes for all the worked that they did. They really spearheaded the whole show. He asked if he could get a list of all the donors and vendors for participating.

Excelsior Lumber, Mr. Lally has been making improvements to the site pouring concrete floors.

He read aloud a thank you from the Andover Seniors for the annual donation given to them from the Township.

**NEXT SCHEDULED MEETINGS:**

**June 26, 2017, July 24, 2017, August 14, 2017 6:30 Executive 7:30 Regular Session**

**ADJOURN:**

There being no further business before the committee, Ms. Blackburn moved to adjourn at 7:57 pm, there was a second, the motion carried with all in favor.

Submitted by,

  
**Diana Francisco, RMC/CMR**  
**Clerk/Administrator**

ANDOVER TOWNSHIP - CFO'S REPORT  
for the Month Ending May 31, 2017

	Beginning Balance	Receipts	Disbursements	Ending Balance
Assessment Trust	\$ 19,632.21	\$ 5,427.30	\$ 6,210.73	\$ 18,848.78
Current Fund	\$ 757,502.60	\$ 4,293,133.27	\$ 2,572,284.00	\$ 2,478,351.87
Current Fund - Investment	\$ 123,571.44	\$ 94.46		\$ 123,665.90
Capital Fund	\$ 172,479.34	\$ 62,147.16	\$ 78,182.92	\$ 156,443.58
Capital Fund - Investment	\$ 180,608.44	\$ 138.05		\$ 180,746.49
Dog Trust Fund	\$ 2,384.83	\$ 206.92	\$ 79.80	\$ 2,511.95
COAH Trust Fund	\$ 23,511.28	\$ 17.97		\$ 23,529.25
Open Space Trust Fund	\$ 207,735.84	\$ 158.72	\$ 1,560.00	\$ 206,334.56
Escrow Trust Fund	\$ 400,048.47	\$ 22,923.77	\$ 15,689.00	\$ 407,283.24
Developers Escrow Accounts	\$ 84,333.78	\$ 3.55		\$ 84,337.33
Net Payroll Account	\$ 22.63	\$ 147,681.58	\$ 147,672.91	\$ 31.30
Agency Payroll Account	\$ 175.24	\$ 114,687.10	\$ 101,143.84	\$ 13,718.50
Sustainable Andover	\$ 4,928.16			\$ 4,928.16
SUI Trust Account	\$ 29,662.76	\$ 22.67	\$ 117.95	\$ 29,567.48
Totals	\$ 2,006,597.02	\$ 4,646,642.52	\$ 2,922,941.15	\$ 3,730,298.39

*Yareli Maguira*  
Submitted by

June 15, 2017  
Date

ANDOVER TOWNSHIP

TAX DEPARTMENT

INTER-OFFICE MEMORANDUM

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DATE: May 31, 2017  
TO: Mayor, Committee & Administrator  
FROM: Daryn Cashin, Tax Collector  
SUBJECT: Monthly Report for May, 2017

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May Tax collections: \$4,174,259.39 (see attached)

Below is a comparative chart of collections in the tax office, from 2016 to 2017.

	<u>2016</u>	<u>2017</u>
January	\$ 874,583.25	\$ 1,178,601.13
February	4,291,740.91	4,145,219.32
March	249,806.98	177,329.86
April	974,177.18	1,031,748.11
May	4,016,238.04	4,174,259.39
<i>Year to date</i>	<i>\$10,406,546.36</i>	<i>\$10,707,157.81</i>
Delinquent 2016	\$ 108,962.35	
Delinquent 2017	237,833.64	
<i>Total Taxes Delinquent</i>	<i>\$ 346,795.99</i>	

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Special Assessment (Forest Lakes Dam)

Collected May \$5,410.50

Collected Year to Date \$5,410.50



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 Assmt: 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  
 Range of Years: First to 2018  
 Range of Periods: 1 to 12  
 Range of Dates: 05/01/17 to 05/31/17  
 Print Ref Num: N  
 Print Only Miscellaneous w/Block/Lot/Qual: N

Code Description	Count	Arrears/Other	Principal			Interest	Total
			2016	2017	2018		
001 TAX PAYMENT	2115	0.00	2,879.60	4,126,719.80	0.00	1,682.96	4,131,282.36
026 TAX SUB PAYMENTS	46	0.00	9,687.90	31,411.37	0.00	1,877.76	42,977.03
Tax Payments	2161	0.00	12,567.50	4,158,131.17	0.00	3,560.72	4,174,259.39
Payments Total:	2161	0.00	12,567.50	4,158,131.17	0.00	3,560.72	4,174,259.39
Cash o/s Total:	0	0.00	0.00	0.00	0.00	0.00	0.00
NSF Reversals Total:	0	0.00	0.00	0.00	0.00	0.00	0.00
Total:	2161	0.00	12,567.50	4,158,131.17	0.00	3,560.72	4,174,259.39

Total Cash: 2,556.11  
 Total Check: 4,171,703.28  
 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  
 Range of Years: First to 2018  
 Range of Periods: 1 to 12  
 Range of Dates: 05/01/17 to 05/31/17  
 Print Ref Num: N  
 print Only Miscellaneous w/Block/Lot/Qual: N

Code Description	Count	Arrears/Other	Principal			Interest	Total
			2016	2017	2018		
200 FLDAM ASSESSMENT	17	5,410.50	0.00	0.00	0.00	0.00	5,410.50
Sp Assmnt Payments	17	5,410.50	0.00	0.00	0.00	0.00	5,410.50
Payments Total:	17	5,410.50	0.00	0.00	0.00	0.00	5,410.50
Cash O/S Total:	0	0.00	0.00	0.00	0.00	0.00	0.00
NSF Reversals Total:	0	0.00	0.00	0.00	0.00	0.00	0.00
Total:	17	5,410.50	0.00	0.00	0.00	0.00	5,410.50

Total Cash: 0.00  
 Total Check: 5,410.50  
 Total Credit: 0.00



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

RESOLUTION #R2017-82

RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY AUTHORIZING THE RENEWAL OF PLENARY RETAIL CONSUMPTION LICENSE #1902-33-004-008, FOR MOIRA CAINE, INC. T/A THE PIG WHISTLE INN FOR THE TERM JULY 1, 2017 THROUGH JUNE 30, 2018

**WHEREAS**, the following Plenary Retail Consumption Licenseholder has made proper application for renewal, has submitted to the New Jersey Division of Alcoholic Beverage Control the proper fee of Two Hundred Dollars (\$200.00) and to the Township of Andover, the proper fee of Five Hundred Ninety-Seven Dollars (\$597.00):

**#1902-33-004-008**

**Moira J.Caine Inc.  
T/A The Pig Whistle Inn  
108 Stickles Pond Rd.  
Newton, New Jersey 07860**

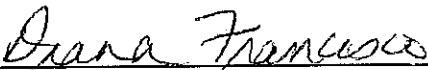
**WHEREAS**, the Director of the Division of Taxation, in accordance with chapter 161, Laws of NJ, 1995, has reviewed the records of this holder of retail alcoholic beverage license. This license holder is in compliance and the necessary Tax Clearance Certificate has been filed.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Andover, County of Sussex and State of New Jersey, that the above listed Plenary Retail Consumption License be and are hereby renewed for the 2017-2018 licensing year, effective July 1, 2017, subject to substantial compliance with all existing codes and provisions of N.J.S.A. 33:1-12.13.

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be forwarded to the Division of Alcoholic Beverage Control and the License holder 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 June 12, 2017.

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

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

RESOLUTION #R2017-83

**RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY REQUESTING APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION NJS 40A:4-87 – LAKE ILIFF RD RECONSTRUCTION**

WHEREAS, NJS 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

WHEREAS, the Director may also approve the insertion of an item of appropriation for an equal amount,

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Andover in the County of Sussex, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2017 in the sum of \$155,000, which is now available from NJ DOT Grant for Lake Iliff Road Reconstruction project in the amount of \$155,000.

BE IT FURTHER RESOLVED, that the like sum of \$155,000 is hereby appropriated under the caption NJ DOT Grant for Lake Iliff Road Reconstruction; and

BE IT FURTHER RESOLVED that the above is the result of funds from NJ DOT Grant for Lake Iliff Rd Reconstruction in the amount of \$155,000.

Resolution No. #R2017-83

Offered by Ms. H<sup>c</sup> Govern                      Seconded by Ms. Blackburn

Adopted June 12, 2017 Municipal Clerk Diana Francisco RMC/CMR

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 is a correct and true copy of a resolution adopted by the Township Committee of the Township of Andover in the County of Sussex in the State of New Jersey.

Diana Francisco  
Diana Francisco, RMC/CMR  
Clerk/Administrator

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

RESOLUTION #R2017-84

**RESOLUTION OF THE TOWNSHIP OF ANDOVER COUNTY OF SUSSEX AND STATE OF NEW JERSEY AUTHORIZING THE EXECUTION OF THE SNOW REMOVAL SHARED SERVICES AGREEMENT WITH THE TOWNSHIP OF BYRAM**

**WHEREAS**, there is currently an agreement with the Township of Byram for them to provide snow removal services for the Forest Lakes section of Andover Township, approximately 1.2 miles; and,

**WHEREAS**, the Township of Byram has adopted their Resolution to renew this agreement for an additional two years, with all conditions remaining unchanged for the 2017/2018 and 2018/2019 winter seasons; 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 that it hereby authorizes the Township to enter in the Snow Removal Shared Services Agreement, a copy attached hereto, with the Township of Byram; and

**BE IT FURTHER RESOLVED**, that the Mayor and Township Clerk are hereby authorized to execute the attached Agreement on behalf of the Township of Andover.

This Resolution shall be effective immediately.

Adopted: June 12, 2017

Adopted this 12<sup>th</sup> day of June 12, 2017 and certified as a true copy of an original.



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

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

RESOLUTION #R2017-85

RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE  
OF NEW JERSEY AUTHORIZING THE RENEWAL OF PLENARY RETAIL  
CONSUMPTION LICENSE #1902-33-005-006 FOR AG PIZZERIA & RESTAURANT  
FOR THE TERM JULY 1, 2017 THROUGH JUNE 30, 2018

**WHEREAS**, the following Plenary Retail Consumption Licenseholder has made proper application for renewal, has submitted to the New Jersey Division of Alcoholic Beverage Control the proper fee of Two Hundred Dollars (\$200.00) and to the Township of Andover, the proper fee of Five Hundred Ninety-Seven Dollars (\$597.00):

**#1902-33-005-006**

**AG Pizzeria & Restaurant  
131 Newton-Sparta Rd.  
Newton, New Jersey 07860**

**WHEREAS**, the Director of the Division of Taxation, in accordance with chapter 161, Laws of NJ, 1995, has reviewed the records of this holder of retail alcoholic beverage license. This license holder is in compliance and the necessary Tax Clearance Certificate has been filed.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Andover, County of Sussex and State of New Jersey, that the above listed Plenary Retail Consumption License be and is hereby renewed for the 2017-2018 licensing year, effective July 1, 2017, subject to substantial compliance with all existing codes and provisions of N.J.S.A. 33:1-12.13.

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be forwarded to the Division of Alcoholic Beverage Control and the License holder for their records.

CERTIFICATION

I, , Diana Francisco, Municipal Clerk of the Township of Andover, in the County of Sussex, 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 June 12, 2017.



\_\_\_\_\_  
Diana Francisco, R.M.C.  
Municipal Clerk

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

RESOLUTION #R2017-86

**CORRECTIVE ACTION PLAN FOR THE 2016 AUDIT**

**WHEREAS**, Local Finance Notice 97-16 requires the Chief Financial Officer, with assistance from other officials affected by the audit recommendations, to prepare and submit a Corrective Action Plan for approval by the governing body within 60 days from the date the audit is received by the governing body; and the 2016 Audit was received on May 8, 2017.

**BE IT RESOLVED**, by the Township Committee of the Township of Andover, County of Sussex and State of New Jersey, that the following Corrective Action Plan, dated June 12, 2017 be approved, placed on file in the Clerk's Office, and submitted by the Clerk to the Division of Local Government Services. Copies of this Resolution will be forwarded to the Township Auditor and Chief Financial Officer for their records.

*As required by Local Finance Notice 97-16,  
Respectfully submitted by  
Gail D Magura, Chief Financial Officer*

**Finding 2016-1**

Description: The Township examine its policies and procedures in order to mitigate its segregation of duties findings.

Analysis: A list of duties has been prepared to facilitate possible changes in job duties and tasks.

Corrective Action: Several job duties have been reassigned in the finance department in order to facilitate cross training of the department. It was determined that due to budget constraints no resolution can be made at this time.

**Finding 2016-2**

Description: The Township update their fixed assets listing and properly record any additions or deletions during the year.

Analysis: The fixed assets program hadn't been updated in several years. Finance is in the process of updating each department listings for additions and deletions.

Corrective Action: Andover Township as contracted Acclaim Inventory LLC to do a complete inventory of Township assets

Implementation Date: May 31, 2017

**Finding 2016-03**

Description: The Township monitors the collections of recreation receipts on a monthly basis to ensure they are in agreement with those of the Finance Department

Corrective Actions: The Finance Clerk's has been instructed to balance the monthly receipts to the Recreation Department cash book.

Implementation Date: Immediate

**Finding 2016-04**

Description: The Township Clerk's receipts be deposited within 48 hours of collection.

Corrective Action: The Clerk's department has been instructed to make all deposits within 48 hours of receipt.

Implementation: Immediate

**Finding 2016-05**

Description: The Animal Control office collects fees in accordance with the adopted resolution

Corrective Action: The correct fee schedule has been sent to the software provider and all fees have been updated in the system.

Implementation: Immediate

**Finding 2016-05**

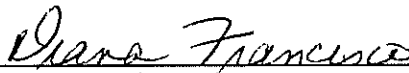
Description: The Township reviews the appropriated and unappropriated grant reserves and appropriates, uses, or cancels these funds accordingly.

Corrective Action: The CFO will review all appropriated and unappropriated grant reserves and recommend appropriate action to the Township Committee

Implementation: June 12, 2017

**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 June 12, 2017.

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

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

RESOLUTION #R2017-88

RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY AUTHORIZING THE RENEWAL OF PLENARY RETAIL CONSUMPTION LIQUOR LICENSE #1902-33-009-002 FOR *SHERIDAN'S LODGE, INC. T/A SHERIDAN'S LODGE* FOR THE TERM JULY 1, 2017 THROUGH JUNE 30, 2018

**WHEREAS**, *Sheridan's Lodge, Inc., T/A Sheridan's Lodge*, has made proper application for renewal of Plenary Retail Consumption License #1902-33-009-002 for the licensing year 2017-2018 and has submitted to the New Jersey Division of Alcoholic Beverage Control the proper fee of Two Hundred Dollars (\$200.00) and to the Township of Andover the proper fee of Five Hundred Ninety-seven dollars (\$597.00).

**WHEREAS**, the Director of the Division of Taxation, in accordance with chapter 161, Laws of NJ, 1995, has reviewed the records of this holder of retail alcoholic beverage license. This license holder is in compliance and the necessary Clearance Certificate has been filed.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Andover, County of Sussex and State of New Jersey, that Plenary Retail Consumption License Number 1902-33-009-002, *Sheridan's Lodge, Inc., T/A Sheridan's Lodge*, be and is hereby renewed for the licensing year 2017-2018, subject to the following conditions:

1. All doors, except for normal ingress and egress, and all windows (excluding those facing Lake Iliff and the two windows with ventilating fans located on the north side of the structure in the loft area) shall be closed after 11:00 o'clock p.m. on any evening that amplified music is being played on the premises, and licensee shall restrict noise to the licensed premises in compliance with applicable municipal noise ordinance.
2. That the licensee shall insure orderly patron egress and ingress to control noise and patron conduct within the confines of the licensee's parking area.

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be forwarded to the Alcoholic Beverage Control Commission and License holder 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 June 12, 2017.

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

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

RESOLUTION #R2017-88

**RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY AUTHORIZING THE RENEWAL OF PLENARY RETAIL CONSUMPTION LIQUOR LICENSE #1902-33-009-002 FOR SHERIDAN'S LODGE, INC. T/A SHERIDAN'S LODGE FOR THE TERM JULY 1, 2017 THROUGH JUNE 30, 2018**

**WHEREAS, Sheridan's Lodge, Inc., T/A Sheridan's Lodge**, has made proper application for renewal of Plenary Retail Consumption License #1902-33-009-002 for the licensing year 2017-2018 and has submitted to the New Jersey Division of Alcoholic Beverage Control the proper fee of Two Hundred Dollars (\$200.00) and to the Township of Andover the proper fee of Five Hundred Ninety-seven dollars (\$597.00).

**WHEREAS**, the Director of the Division of Taxation, in accordance with chapter 161, Laws of NJ, 1995, has reviewed the records of this holder of retail alcoholic beverage license. This license holder is in compliance and the necessary Clearance Certificate has been filed.

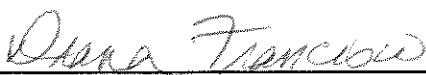
**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Andover, County of Sussex and State of New Jersey, that Plenary Retail Consumption License Number 1902-33-009-002, *Sheridan's Lodge, Inc., T/A Sheridan's Lodge*, be and is hereby renewed for the licensing year 2017-2018, subject to the following conditions:

1. All doors, except for normal ingress and egress, and all windows (excluding those facing Lake Iliff and the two windows with ventilating fans located on the north side of the structure in the loft area) shall be closed after 11:00 o'clock p.m. on any evening that amplified music is being played on the premises, and licensee shall restrict noise to the licensed premises in compliance with applicable municipal noise ordinance.
2. That the licensee shall insure orderly patron egress and ingress to control noise and patron conduct within the confines of the licensee's parking area.

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be forwarded to the Alcoholic Beverage Control Commission and License holder 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 June 12, 2017.

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



**ANDOVER TOWNSHIP  
RESOLUTION #R2017-89**

**Resolution of the Township Committee of the Township of Andover in  
Support of Assembly Bill No. 4532 / Senate Bill No. 3049 Amending the Open  
Public Records Law**

**WHEREAS**, Assembly Bill No. 4532, would exempt certain personal information from the open public records law and bar attorney's fees awards when access is denied in certain circumstances; and

**WHEREAS**, said bill was unanimously approved by the General Assembly on March 23, 2017; and

**WHEREAS**, identical legislation, Senate Bill No. 3049, awaits action in the Senate; and

**WHEREAS**, the Township Committee has reviewed the proposed legislation and wishes to support said Bill which would protect the privacy of the residents of New Jersey, as well as relieve the financial burden to Municipalities.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Andover, in the County of Sussex and State of New Jersey, that the Township Committee hereby supports Assembly Bill No. 4532, and urges the State Senate to adopt the companion legislation.

**BE IT FURTHER RESOLVED**, that copies of this Resolution be forwarded to the Governor of the State of New Jersey, the Speaker of the New Jersey State Assembly, the President of the New Jersey State Senate, the Sussex County League of Municipalities, all municipalities in the 24<sup>th</sup> Legislative District and the Assemblymen and Senator representing the Township of Andover urging their support of this legislation.

I hereby certify the above to be a true and correct copy of a resolution adopted at a legally convened meeting of the Andover Township Committee duly held on June 12, 2017.

  
Diana Francisco, Township Clerk

**TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX, STATE OF NEW JERSEY**  
**RESOLUTION #R2017-90**

**RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND  
STATE OF NEW JERSEY AUTHORIZING THE RENEWAL OF LIQUOR LICENSE  
#1902-33-003-003 FOR MCRITE ENTERPRISES, INC. T/A THE LAKE LENAPE  
LODGE FOR THE TERM JULY 1, 2017 THROUGH JUNE 30, 2018 WITH  
CERTAIN CONDITIONS**

**WHEREAS**, McRite Enterprises Inc. T/A The Lake Lenape Lodge has made proper application for renewal of Plenary Retail Consumption License Number 1902-33-003-003 for the licensing year 2017-2018, and has submitted to the New Jersey Division of Alcoholic Beverage Control the proper fee of Two Hundred Dollars (\$200.00) and to the Township of Andover, the proper fee of Five Hundred Ninety-Seven Dollars (\$597.00); and,

**WHEREAS**, the Director of the Division of Taxation, in accordance with chapter 161, Laws of NJ, 1995, has reviewed the records of this holder of retail alcoholic beverage license. This license holder is in compliance and the necessary Clearance Certificate has been filed.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Andover, County of Sussex and State of New Jersey, that Plenary Retail Consumption License Number 1902-33-003-003, McRite Enterprises, Inc., T/A The Lake Lenape Lodge, is hereby renewed for the licensing year 2017-2018 subject to the following conditions:

1. That the two contiguous blocks adjacent to the Lake Lenape Lodge be policed by the licensee for any bar-related litter and debris.
2. All doors, except for normal ingress and egress and all windows shall be closed on any evening that amplified music is being played on the premises, and licensee shall restrict noise to the licensed premises in compliance with applicable municipal noise ordinance.
3. That licensee shall insure orderly patron ingress and egress to control noise and patron conduct within the confines of the licensee's parking area.

**BE IT FURTHER RESOLVED**, that a certified copy of this Resolution be forwarded to the Alcoholic Beverage Control Commission and the License holder 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 June 12, 2017.

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

**Resolution 2017- 91**  
**RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX,**  
**STATE OF NEW JERSEY AUTHORIZING THE SITE IMPROVEMENT CONSTRUCTION**  
**AGREEMENT BETWEEN PACE GLASS AND THE TOWNSHIP OF ANDOVER**

**WHEREAS**, Pace Glass has received approval by the Township of Andover Land Use Board for preliminary and final site plan approval in order to permit the construction and operation of a glass recycling facility within the Township of Andover; and

**WHEREAS**, there are specified conditions of said approval in order for the applicant to commence the actual construction of the facility; and

**WHEREAS**, Pace Glass agrees to all of the conditions of the Planning Board approval however they are awaiting certain approvals from the County of Sussex prior to proceeding with construction; and

**WHEREAS**, Pace Glass wishes to begin construction on an access driveway and certain limited disturbances associated with the Phase I activities which are all outside of the riparian zones and wetland transition areas; and

**WHEREAS**, Pace Glass seeks to begin this preliminary disturbance in order to prepare the site for construction; and

**WHEREAS**, Pace Glass has agreed to enter into a Site Improvement Construction Agreement which limits the work and disturbance that is permitted and will post a Restoration Bond in accordance with the amount set forth by the Township Engineer.

**NOW, THEREFORE, BE IT RESOLVED**, By the Mayor and Township Committee of the Township of Andover, County of Sussex, and State of New Jersey, that the Mayor is hereby authorized to enter into a Site Improvement Construction Agreement with Pace Glass in order to begin preliminary site preparation as long as it does not violate any State, County or local requirements.

**BE IT FURTHER RESOLVED** that the terms of the said agreement may be amended with the approval of the Township Attorney, Engineer and Administrator in order to facilitate the commencement of this limited site work.

Adopted: 6-12-17

Adopted this 12th day of June, 2017  
and certified as a true copy of an original.

  
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Diana Francisco , Township Clerk

**Resolution 2017- 92**  
**RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX, STATE OF NEW JERSEY AUTHORIZING A MEMORANDUM OF UNDERSTANDING BETWEEN ANDOVER TOWNSHIP AND NEW JERSEY TRANSIT**

**WHEREAS**, New Jersey Transit has undertaken the construction of a railroad extension known as the "Lackawanna Cut-Off Project"; and

**WHEREAS**, the project will extend commuter rail service from Port Morris Junction to Andover Township; and

**WHEREAS**, in the course of this project, NJ Transit has indicated that it requires access to certain property to upgrade, construct, monitor and maintain a culvert located in the vicinity of the proposed train station in Andover Township; and

**WHEREAS**, NJ Transit has advised that they, by policy, will not proceed with eminent domain actions in order to obtain access or acquire property for the purposes of this project; and

**WHEREAS**, NJ Transit has also advised that without this access, the present completion of the project is "on hold" until this has been resolved; and

**WHEREAS**, the Township of Andover, in an effort to support the completion of the Lackawanna Cut-Off Transportation Project for the benefit of the residents of the Township and Sussex County, will undertake necessary action for the temporary and/or permanent acquisition of land for the purposes of completing the Lackawanna Cut-Off Project; and

**WHEREAS**, the Township proposes a Memorandum of Understanding between NJ Transit and Andover Township that calls for reimbursement for all costs incurred by Andover Township in the event the Township were to take the lead and take necessary legal steps to acquire the temporary and/or permanent interest in lands adjacent to the proposed Andover Township Station.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Township Committee of the Township of Andover, County of Sussex, and State of New Jersey as follows: the Mayor is hereby authorized to enter into an agreement on behalf of the Township with NJ Transit for the purposes of the Township taking necessary steps which may include an eminent domain action for the permanent or temporary easement for a small area of land located near the proposed Andover Township Train Station; and

**BE IT FURTHER RESOLVED**, that this agreement is in consideration of the Township of Andover being reimbursed for any and all reasonable costs relating to this necessary action.

Adopted: June 12, 2017

Adopted this 12th day of June, 2017 and certified as a true copy of an original.

  
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Diana Francisco, Township Clerk