

ANDOVER TOWNSHIP COMMITTEE MINUTES

**PHILIP BOYCE
MICHAEL LENSAK
GAIL PHOEBUS
BOB SMITH
THOMAS WALSH**

REORGANIZATION MEETING

JANUARY 02, 2012

7:30 P.M.

The Reorganization meeting of the Andover Township Committee was called to order at 7:34 P.M., by Municipal Clerk/Administrator Thompson followed by a salute to the flag.

ROLL CALL:

Those present: Mr. Boyce, Mr. Lensak, Mr. Walsh
Also present: Attorney Semrau
Those absent (excused) Ms. Phoebus, Mr. Smith

OPEN PUBLIC MEETING STATEMENT Statement of compliance with Chapter 231, P. L. 1975 was made by Municipal Clerk Thompson.

SUNSHINE NOTICE: Adequate notice of this meeting has been posted in accordance with the Open Public Meetings Act by posting written notice and agenda of the meeting at the Andover Township Municipal Building, by mailing such notice and agenda to the New Jersey Herald, Daily Record and Star Ledger and by filing same with the Township Clerk.

CONSENT AGENDA: All items listed with an asterisk (*) are considered to be routine and non-controversial by the Committee and will be approved by one motion. There will be no separate discussion of these items unless a citizen or Committee member so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

**OATHS OF OFFICE - DULY ELECTED TO THE ANDOVER TOWNSHIP
COMMITTEE FOR THE TERM
JANUARY 1, 2012 TO DECEMBER 31, 2014**

**PHILIP BOYCE
ROBERT SMITH**

OATH OF OFFICE CEREMONY At this time, Municipal Clerk/Administrator Thompson conducted the oath of office ceremony for Philip Boyce while Mr. Lensak held the Bible. This position is for the term January 1, 2012 through December 31, 2014. A round of applause followed.

Mr. Smith is expected to arrive late this evening and in the event he does not arrive before the end of the meeting, he will be sworn in at a later date.

REGULAR APPOINTMENTS BY COMMITTEE

**RESOLUTION #R2012-01 NOMINATION AND ELECTION BY THE
ANDOVER TOWNSHIP COMMITTEE TO FILL THE
POSITION OF MAYOR FOR THE TERM
JANUARY 1, 2012 THROUGH DECEMBER 31, 2012**

At this time Municipal Clerk Thompson distributed ballots to the governing body for their vote for the position of Mayor. Municipal Clerk Thompson read the ballots and the votes and there were three for Mr. Lensak.

Mr. Boyce moved to adopt resolution #R2012-01 appointing Mr. Lensak to the office of Mayor for the term January 1, 2012 through December 31, 2012. The motion was seconded by Mr. Walsh and carried unanimously.
(See Insert Attached to These Minutes)

OATH OF OFFICE Presentation of Gavel Municipal Clerk/Administrator Thompson conducted the Oath of Office ceremony with Lisa Greebel at his side and his daughter Samantha held the Bible. A round of applause and congratulations followed. Mayor Lensak was presented the gavel by Mr. Boyce as he took his seat on the dais.

**RESOLUTION #R2012-02 NOMINATION AND ELECTION BY THE
ANDOVER TOWNSHIP COMMITTEE TO FILL THE
POSITION OF DEPUTY MAYOR FOR THE TERM
JANUARY 1, 2012 THROUGH DECEMBER 31, 2012**

At this time Municipal Clerk Thompson distributed ballots to the governing body for their vote for the position of Deputy Mayor. She read the ballots and the votes and there were three votes for Ms. Phoebus.

Mayor Lensak moved to adopt resolution #R2011-02 appointing Gail Phoebus to the office of Deputy Mayor for the term January 1, 2012 through December 31, 2012. The motion was seconded by Mr. Walsh and carried unanimously.
(See Insert Attached to These Minutes)

OATH OF OFFICE The Oath of Office will be conducted when Ms. Phoebus returns..

APPROVAL OF AGENDA Mr. Walsh moved to approve the agenda, seconded by Mr. Boyce and carried unanimously.

APPROVAL OF CONSENT AGENDA Mayor Lensak stated the following Consent Agenda items will be approved by one motion. He asked if anyone would like to remove anything from this Agenda. Mr. Walsh asked if Resolution #R2012-25 be removed from the Consent Agenda for further discussion. Mr. Woodstrom asked if Resolution #R2012-28 be removed from the Consent Agenda for discussion. He asked if this appointment includes additional compensation. Ms. Thompson stated that there is additional compensation for these positions. She stated the amount is \$12,000 annually.

CONSENT AGENDA**MISCELLANEOUS RESOLUTIONS**

1. #R2012-03 Committee Meeting Schedule
2. #R2012-04 Official Newspapers
3. #R2012-05 Unemployment Compensation
4. #R2012-06 Rates of Interest on Delinquent Taxes
5. #R2012-07 Cancel Tax Amounts under \$10.00
6. #R2012-08 Tax Assessor to Defend Tax Appeals
7. #R2012-09 Tax Payments of Less Than 100%
8. #R2012-10 Appointment of Various Officers
9. #R2012-11 Professional Services - Appointment of Municipal Attorney
Fred Semrau, Esq.
10. #R2012-12 Professional Services - Appointment of Township Auditor
Nisivoccia and Company
11. #R2012-13 Professional Services - Appointment of Municipal Court
Prosecutor - **Anthony M. Arbore**
12. #R2012-14 Professional Services - Appointment of Municipal Court
Public Defender - **Daniel A. Colfax**
13. #R2012-15 Professional Services - Appointment of Conflict Municipal Court
Public Defender - **James P. Sloan, Esq.**
14. #R2012-16 Professional Services - Appointment of Animal Pound Facility
Sam Castimore, VMD
15. #R2012-17 Cash Management Plan
16. #R2012-18 Appointment of Public Agency Compliance Officer
Vita Thompson, R.M.C., Municipal Clerk
17. #R2012-19 Appointment of Finance Committee/Capital Projects
18. #R2012-20 Appointment of Bond Counsel
McManimon & Scotland, LLC
19. #R2012-21 2012 Temporary Budget
20. #R2012-22 Appointment of Labor Counsel
Matthew Giacobbe of Cleary, Giacobbe, Alfieri, Jacobs, LLC
21. #R2012-23 Risk Management Consulting Services - Dental
P.I.A. Security Programs, Inc.
22. #R2012-24 Appointment of Alternate Municipal Court Public Defender
Shepard Kays, Esq.
24. #R2012-26 Appointment of Special Projects Engineer
Harold E. Pellow & Associates, Inc.
25. #R2012-27 To Authorize the Contract With **Weather Works** for Weather
Forecast And Consultation Service
27. #R2012-29 Appointment of Professional Planner
Banisch Associates, Inc.
28. #R2012-30 Appointment of Special Projects Planner
Harold E. Pellow & Associates, Inc.

***OTHER BUSINESS**

1. Approval of Vouchers for Payment

Mr. Boyce moved to approve the Consent Agenda as amended, seconded by Mr. Walsh and carried unanimously.

(See Inserts Attached to These Minutes)

REGULAR AGENDA

RESOLUTIONS FROM THE CONSENT AGENDA

23. #R2012-25 Appointment of a Substitute Municipal Court Prosecutor
Jarrod Cofrancesco, Esq.

Mr. Walsh asked that this resolution be tabled. He asked that another candidate be considered for this position. He stated that in prior depositions earlier this year we found that this candidate is a member of a family involved in a lawsuit with the Township. Mr. Walsh moved to table, seconded by Mr. Boyce and carried unanimously.

26. #R2012-28 To Appoint Darren Dickinson, Supervisor of Public Works to the Position
of Buildings and Grounds and Special Projects Supervisor

Ms. Thompson explained that this Resolution involving Mr. Dickinson involves additional positions and responsibilities for the DPW Supervisor. They are separate titles from the one he currently holds. These additional responsibilities will require Mr. Dickinson to work additional hours in the course of the week without expending overtime compensation. She further explained that certain projects that required contractors can now be done completely or in part by Mr. Dickinson, thereby reducing costs. She explained that Mr. Dickinson will be the contact person regarding any issue with all of our municipal complexes.

He will also be assisting the engineer and administration making certain all is in order when we go out for bid. Certain bid projects can require some of the work to be done by the DPW when at all possible, there by reducing the contract costs. She stated she had made this recommendation to increase the responsibilities of the duties of the Supervisor of Public Works and include the Building and Grounds and Special Projects Supervisor. Those jobs will require additional time and will assist the administrator in the day to day operation of the buildings. Additional responsibilities being handled by Mr. Dickinson will be able to save the Township monies. Ms. Thompson went on to explain what Mr. Dickinson has done in order to keep and buildings and grounds in good operating order.

Mr. Boyce asked if the positions that Mr. Dickinson is assuming, are they positions that we are currently paying a variety of contractors to perform. She said that is correct but it is hard to tell what they savings is at this time. She continued to explain that these positions will cover a broad spectrum of duties and responsibilities, not all occurring from 8 to 4 Monday through Friday, requiring on call situations if the need arises.

Mr. Woodstrom asked questions regarding these duties, specifically the water testing. Ms. Thompson explained that all municipalities are now required to collect water samples on a regular basis for proper testing by the testing company. This is no longer done by the health department. Mr. Dickinson has assumed that responsibility a year ago, was trained by the County on how to correctly collect these samples and deliver them properly to the testing laboratory.

Ms. Thompson explained though Mr. Dickinson is a salaried employee, these are additional duties that are outside the title of Supervisor of Public Works. Mr. Woodstrom stated with additional \$12,000 Mr. Dickinson's total salary will be \$90,000 and he feels that is a great deal of money for supervising 12 men. Mr. Skew of Manor Drive stated he has to agree with Mr. Woodstrom stating it is a lot of money to give someone for the responsibility of changing filters and light bulbs, adding he won't be doing the work, his staff will.

Hearing nothing more from the public, Mayor Lensak closed the public comment portion. Mr. Walsh moved to adopt the foregoing resolution as presented, seconded by Mr. Boyce and carried unanimously. (See Insert Attached to These Minutes)

PUBLIC PORTION Seeing no hands, Mayor Lensak closed the public portion.

REGULAR APPOINTMENTS BY MAYOR

Mayor Lensak announced the following appointments:

LAND USE BOARD

| | | |
|-----------------|---|--------------------|
| Class I | Diana Boyce as Designee | 1 year term (2012) |
| Class II | Christine Kretzmer as Township Official | 1 year term (2012) |
| Class IV | Suzanne Howell | 4 year term (2015) |
| Class IV | Cece Pattison | 4 year term (2015) |
| Alternate No. 2 | Kenneth Roberts | 2 year term (2013) |
| Alternate No. 3 | (Vacancy) | 2 year term (2012) |
| Alternate No. 4 | (Vacancy) | 2 year term (2013) |

ENVIRONMENTAL COMMISSION

| | | |
|-----------------|--------------------|--------------------|
| Regular Member | David Kolstad | 3 year term (2014) |
| Regular Member | Eric Olsen | 3 year term (2014) |
| Alternate No. 1 | (Vacancy) | 2 year term (2013) |
| Alternate No. 2 | (Vacancy) | 2 year term (2012) |
| Chairperson | Christine Kretzmer | 1 year term (2012) |

2012 LIAISON AND SUBCOMMITTEE APPOINTMENTS

MICHAEL LENSAK, MAYOR
RECREATION COMMITTEE
RESCUE SQUAD
POLICE DEPARTMENT
PERSONNEL
LAND USE BOARD – CLASS I DESIGNEE
DIANA BOYCE

GAIL PHOEBUS, DEPUTY MAYOR
FIRE DEPARTMENT
LAND USE BOARD – CLASS III MEMBER
AFFORDABLE HOUSING
OPEN SPACE COMMITTEE MEMBER

PHIL BOYCE
BOARD OF EDUCATION
MUNICIPAL COURT
ACTION ALLIANCE

TOM WALSH
DEPARTMENT OF PUBLIC WORKS
ENVIRONMENTAL COMMISSION
CAPITAL BUDGET

BOB SMITH
SENIOR CITIZENS
BOARD OF HEALTH
SOLID WASTE ADVISORY
DOG LICENSING

ADMINISTRATOR
FINANCE COMMITTEE
208 WATER QUALITY
NEGOTIATIONS

FINANCE COMMITTEE
TOM WALSH, CHAIR
VITA THOMPSON, ADMINISTRATOR
CHIEF FINANCIAL OFFICER
TOWNSHIP AUDITOR

APPOINTMENTS BY TOWNSHIP COMMITTEELAND USE BOARD

Class III Township Committee Member (Gail Phoebus) 1 year term (2012)

Mr. Walsh moved to nominate Gail Phoebus for this position, seconded by Mr. Boyce and carried unanimously.

APPOINTMENTS BY TOWNSHIP COMMITTEE (CONTINUED)OPEN SPACE, RECREATION AND FARMLAND AND
HISTORIC PRESERVATION COMMITTEE

| | | |
|-----------------|--|--------------------|
| Regular Member | Land Use Board (Christine Kretzmer) | 1 year term (2012) |
| Regular Member | Recreation Committee (Ed Burgio) | 1 year term (2012) |
| Regular Member | Environmental Commission (Carla Kostelnik) | 1 year term (2012) |
| Regular Member | Township Committee (Gail Phoebus) | 1 year term (2012) |
| Regular Member | Member of the Public (Karl Krummel) | 1 year term (2012) |
| Regular Member | Member of the Public (Raymond Ayers) | 1 year term (2012) |
| Regular Member | Member of the Public (Mike Morel) | 1 year term (2012) |
| Alternate No. 1 | (Vacancy) | 1 year term (2012) |
| Alternate No. 2 | (Vacancy) | 1 year term (2012) |

Mr. Walsh moved the foregoing appointments, seconded by Mr. Boyce and carried unanimously.

BOARD OF HEALTH

| | | |
|----------------|-----------------|--------------------|
| Regular Member | Rachel Nazarian | 3 year term (2014) |
| Regular Member | Maryann Klenke | 3 year term (2014) |

Mr. Walsh moved the foregoing appointments, seconded by Mr. Boyce and carried unanimously.

RECREATION COMMITTEE

| | | |
|-----------------|-------------------|--------------------|
| Regular Member | Brian Robinson | 3 year term (2014) |
| Alternate No. 1 | Maechele Alborano | 1 year term (2012) |
| Alternate No. 2 | Sabrina Burke | 1 year term (2012) |
| Alternate No. 3 | William Clark | 1 year term (2012) |

Mr. Walsh moved the foregoing appointments, seconded by Mr. Boyce and carried unanimously.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

| | | |
|----------------|--------------------|--------------------|
| Regular Member | Rick Melfi | 1 year term (2012) |
| Regular Member | Michael Lensak | 1 year term (2012) |
| Regular member | John Carafello | 1 year term (2012) |
| Regular member | Charles Grotyohann | 1 year term (2012) |
| Regular Member | Mark Avondoglio | 1 year term (2012) |
| Regular Member | Michael Morel | 1 year term (2012) |
| Regular Member | George Morville | 1 year term (2012) |

Mr. Walsh moved the foregoing appointments, seconded by Mr. Boyce. Roll call vote:

| | |
|------------------------|-----------------------|
| Mr. Boyce – yes | Ms. Phoebus – abstain |
| Mr. Smith – absent | Mr. Walsh – yes |
| Mayor Lensak – abstain | |

OTHER BUSINESS Mayor Lensak stated that tonight there will be a special presentation to a member of the public that we always enjoy having at our meetings. He stated that as a belated Christmas present, the Committee wanted to do something and did not know exactly what to do.

Mr. Walsh presented Diane Gillespie with her very own bat house. Mayor Lensak stated that is the first bat house that was constructed by Eagle Scout candidate Marshall Chudley. Ms. Gillespie said her winged friends thank you all.

Mayor Lensak stated that at the next Marshall will be doing a second presentation before the Committee on the status of his project.

NEXT REGULAR MEETINGS

**JANUARY 23, 2012
FEBRUARY 13, 2012**

**6:30 P.M. EXECUTIVE SESSION
7:30 P.M. REGULAR MEETING**

Before adjourning Mayor Lensak extended congratulations to Court Administrator Diana Francisco for passing her Phase II on her Municipal Court Administrator's Certification Program. She is now eligible for Phase III. He stated she has been doing a great job with the Court office and everything has been running quite well.

He then read an email from Robyn Hattersley to him from resident Christopher Reilly applauding the DPW for the fine work they have done moving the brush as a result of Hurricane Irene and the October snow storm. He read the amount of brush and branches knocked down by the storm was considerable and the department has done an admirable job getting the debris removed from the roadside while still maintaining their rest of their obligations. He continued to read, he hopes more people took note and offered their thanks.

Mr. Walsh stated there are three or four more letters like that one. He then thanked Mr. Boyce for serving as Mayor in 2011. He knows how tough a job it is and Mayor Lensak will understand by this time next year.

Mayor Lensak stated it is an honor to be sitting as the Township's Mayor. He thanked Mr. Boyce stating he has big shoes to fill. He did a great job and we had some very positive things happen in 2011. There were new businesses such as Domino's, Pezzo Pizza, H & R Block, Wine Making Store to name a few. He thanked the entire Committee adding that they have all been working hard for the betterment of the town. We have a great Committee and everyone is committed. He said he would like to continue with this positive outlook.

He then thanked his father for being here tonight adding that it means a lot to him. He thanked Lisa and Samantha. He said he spends many hours and sometimes nights away from the family and he said it means a lot to him for their support.

Mayor Lensak said they have cut the budget and Town Hall to the bear bones over the last two years. We consolidated jobs and departments. We have all employees stepping up to take care of things. He thanked Ms. Thompson for what she has done to make this work. He mentioned shared service opportunities. We then said what do we do now. We can only sell off so many things. We get to the point where there is nothing left. What we have to do is look towards increasing revenues and what can we do to make that happen. We need to look at what we have and make it more efficient. He said that in 2012 he would like to focus on ratables. He mentioned Andover Animal Hospital where they took a vacant building and made it a viable asset to the community. He then mentioned that Dale's Market is very interested in the D'Angelo's property which will be a great addition to our "Main Street".

He looks to the Economic Development Advisory Committee to assist in having full occupancy in our buildings throughout the Township. We need to attract good, clean and valuable businesses to our town. No ratables equals higher residential taxes so we have to do something in the commercial vein.

He further stated that he would like to make an effort in working with the County and Federal government to revitalize the Newton-Sparta Road project which was recently nixed by Sparta. We lost millions of dollars which would have been used to upgrade our main thoroughfare. He said it is unfortunate that one town can affect a project that would mean the betterment of an entire community. He said not does this project make sense from the point of business from a safety aspect as well.

He then said in closing looking toward recycling, the Environmental Committee will be working on this project. He said this is one of the easiest things we can do to help our community. For every bit of trash we throw out, we pay a tipping fee. Bottles, cans, newspapers being thrown in the trash costs every taxpayer in the way of a tipping fee. If probably recycled a check is returned to the Township in a grant based on our tonnage. The Environmental Commission is all committed to recycling and we want to do a push toward education of the residents and businesses to commit to 100% recycling which will be less fees for the town and more money in grant fees. More importantly, the less trash we throw out the better for our planet and future generations.

Mayor Lensak asked that if he were appointed as the Township's Mayor, he asked Mr. Walsh for guidance and he said just keep your head and don't let this position go to your head. He stressed that he should be the same guy that he is. In jest, he said the gavel is now a scepter and with that Attorney Semrau produced a crown. There was laughter from the audience and photos taken.

He then said may the best of last year be the worst of this year. He appreciates the public participation adding that some decisions are not easy but we have to try to make the decisions they feel will work best for the town.

ADJOURNMENT
and carried unanimously.

Mr. Walsh moved to adjourn this meeting at 8:10 p.m. seconded by Mr. Boyce



Michael Lensak, Mayor

Respectfully submitted,



**Vita Thompson, R.M.C.,
Municipal Clerk/Administrator**