

# ANDOVER TOWNSHIP COMMITTEE REORGANIZATION MEETING MINUTES

DOLORES BLACKBURN  
PHILIP BOYCE  
MICHAEL LENSAK  
JANIS Mc GOVERN  
THOMAS WALSH

JANUARY 04, 2013

6:30 P.M.

**CALL TO ORDER** The Reorganization meeting of the Andover Township Committee was called to order at 6:30PM., by Municipal Clerk/Administrator Thompson followed by a salute to the flag.

**ROLL CALL:** Those present: Ms. Blackburn, Mr. Boyce,  
Mr. Lensak, Ms. Mc Govern,  
Mayor Walsh  
Also present: Attorney Semrau

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

**STATEMENT OF DETERMINATION** Ms. Thompson read the Statement of Determination.

**OATHS OF OFFICE -** ***DULY ELECTED TO THE ANDOVER TOWNSHIP COMMITTEE FOR THE TERM JANUARY 1, 2013 TO DECEMBER 31, 2015***

***MICHAEL LENSAK  
JANIS Mc GOVERN***

**OATH OF OFFICE CEREMONY** At this time, Municipal Clerk/Administrator Thompson conducted the oath of office ceremony for Michael Lensak while his wife Lisa and daughter Samantha held the Bible. This position is for the term January 1, 2013 through December 31, 2015. A round of applause followed.

Ms. Thompson then conducted the oath of office ceremony for Janis Mc Govern while her husband Bill held the Bible. This position is for the term January 1, 2013 through December 31, 2015. A round of applause followed.

## **NOMINATION AND ELECTIONS FOR MAYOR AND DEPUTY MAYOR FOR 2013**

**RESOLUTION #R2013-01** **NOMINATION AND ELECTION BY THE ANDOVER TOWNSHIP COMMITTEE TO FILL THE POSITION OF MAYOR FOR THE TERM JANUARY 1, 2013 THROUGH DECEMBER 31, 2013**

### **OATH OF OFFICE FOR MAYOR & PRESENTATION OF GAVEL**

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 were for Mr. Walsh.

Mr. Boyce moved to adopt resolution #R2013-01 appointing Mr. Walsh to the office of Mayor for the term January 1, 2013 through December 31, 2013. The motion was seconded by Ms. Blackburn and carried unanimously.

(See Insert Attached to These Minutes)

**NOMINATION AND ELECTIONS FOR MAYOR AND DEPUTY MAYOR FOR 2013**

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

**RESOLUTION #R2013-02** **NOMINATION AND ELECTION BY THE**  
**ANDOVER TOWNSHIP COMMITTEE TO FILL THE**  
**POSITION OF DEPUTY MAYOR FOR THE TERM**  
**JANUARY 1, 2013 THROUGH DECEMBER 31, 2013****OATH OF OFFICE FOR DEPUTY MAYOR**

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 the votes were for Mr. Lensak.

Mr. Boyce moved to adopt resolution #R2013-02 appointing Mr. Lensak to the office of Deputy Mayor for the term January 1, 2013 through December 31, 2013. The motion was seconded by Ms. Blackburn and carried unanimously.  
(See Insert Attached to These Minutes)

**OATH OF OFFICE** The Oath of Office was conducted with his wife Lisa and daughter Samantha holding the Bible. A round of applause followed.

**SWEARING IN CEREMONY****OATH OF OFFICE - POLICE LIEUTENANT ERIC DANIELSON**

At this time Lieutenant Danielson was sworn into office with his wife Deborah and sons, Patrick and Matthew at his side, holding the Bible. A round of applause followed. Deborah Danielson pinned the Lieutenant's badge on her husband's uniform. Lieutenant Danielson then presented before Chief Tagliatela and they exchanged salutes.

**APPROVAL OF AGENDA** Mr. Boyce moved to approve the agenda as presented, seconded by Mr. Lensak and carried unanimously.

**APPROVAL OF CONSENT AGENDA** Diane Gillespie asked if Resolution #R2013-25 be removed from the Consent Agenda for further discussion. Mr. Boyce asked if #R2013-31 and #R2013-32 for further discussion.

**\*CONSENT AGENDA****\*MISCELLANEOUS RESOLUTIONS**

- #R2013-03** Committee Meeting Schedule
- #R2013-04** Official Newspapers
- #R2013-05** Unemployment Compensation
- #R2013-06** Rates of Interest on Delinquent Taxes
- #R2013-07** Cancel Tax Amounts under \$10.00
- #R2013-08** Tax Assessor to Defend Tax Appeals
- #R2013-09** Tax Payments of Less Than 100%

**\*CONSENT AGENDA (CONTINUED)**

**\*MISCELLANEOUS RESOLUTIONS (CONTINUED)**

- #R2013-10 Appointment of Various Officers
- #R2013-11 Professional Services - Appointment of Municipal Attorney  
***Fred Semrau, Esq.***
- #R2013-12 Professional Services - Appointment of Township Auditor  
***Nisivoccia and Company***
- #R2013-13 Professional Services - Appointment of Municipal Court  
Prosecutor - ***Anthony M. Arbore***
- #R2013-14 Professional Services - Appointment of Municipal Court  
Public Defender - ***Daniel A. Colfax***
- #R2013-15 Professional Services - Appointment of Conflict Municipal Court  
Public Defender - ***James P. Sloan, Esq.***
- #R2013-16 Appointment of a Substitute Municipal Court Prosecutor
- #R2013-17 Appointment of Alternate Municipal Court Public Defender  
***Shepard Kays, Esq.***
- #R2013-18 Cash Management Plan
- #R2013-19 Appointment of Public Agency Compliance Officer  
***Vita Thompson, R.M.C., Municipal Clerk***
- #R2013-20 Appointment of Finance Committee/Capital Projects
- #R2013-21 Appointment of Bond Counsel  
***McManimon, Scotland & Baumann, LLC***
- #R2013-22 2013 Temporary Budget
- #R2013-23 Risk Management Consulting Services - Dental  
***P.I.A. Security Programs, Inc.***
- #R2013-24 Appointment of Special Projects Engineer  
***Harold E. Pellow & Associates, Inc.***
- #R2013-26 Appointment of Professional Planner  
***Banisch Associates, Inc.***
- #R2012-27 Appointment of Professional Services Contractor for Code  
Enforcement/Zoning Official ***Fred F. Suljic***
- #R2013-28 To Continue to Designate the Services of the Lakeland Emergency  
Squad as the Township's Ambulance/Rescue Squad
- #R2012-29 To Approve, Effective Immediately, the Place-To-Place Transfer  
(Expansion of Licensed Premises) of the Plenary Retail Consumption  
License for Perona Enterprises, Inc. T/A Perona Farms, License  
#1902-33-006-002, Located at Block 67/Lot 2.02, Andover Township NJ  
To Now Include Adjacent Premises Located at Block 39.24/Lot 7.03,  
Sparta Township NJ
- #R2013-30 To Authorize the Purchase of Ice Control Materials (Salt and Grits) for  
the Department of Public Works

**\*OTHER BUSINESS**

Approval of Vouchers for Payment  
To Accept the Resignation of Gerald Huelbig, Class IV Member of the Land Use  
Board – Term to Expire December 31, 2013

Mr. Lensak moved to approve the Consent Agenda as amended, seconded by Ms. Blackburn and carried unanimously.

(See Inserts Attached to These Minutes)

**RESOLUTIONS REMOVED FROM THE CONSENT AGENDA**

**#R2012-25 To Authorize the Contract With *Weather Works* for Weather Forecast And Consultation Service**

Ms. Gillespie questioned the need for this service adding that there are many website applications available at no cost. Mayor Walsh explained that this service is used because they are local and quite accurate. The information is sent directly to cell phones so when personnel are on the road they have access to immediate changes in the weather. This is a service used as a public safety factor and we have used them for the past four years.

They are an integral part of the salt brining process so that as word comes in of a storm the men are pretreating the roadways during regular hours and it helps reduce the overtime hours. The cost is \$1599 for the year.

**#R2013-31 Professional Services - Appointment of Labor Counsel**  
***David F. Corrigan, Esq.*, of David F. Corrigan, LLC, Counselors at Law**

**#R2013-32 Professional Services – Appointment of Special Labor Counsel**  
***Matthew J. Giacobbe, Esq. of Cleary, Giacobbe, Alfieri, Jacobs LLC,***  
***Counselors at Law***

Mr. Boyce wanted to discuss these positions explaining the Fair and Open Process. He said we received three bids for Labor Counsel. Mayor Walsh explained there was one attorney from Sussex County who was disqualified because of the Township’s Pay to Play Ordinance. Mr. Boyce explained that if there is a candidate who wants to work for us and they have donated over \$300 to a political campaign, they are not eligible to work for us.

Mr. Walsh further explained that one candidate will be used as a regular Labor Counsel and the other as a special in order to clean up some outstanding items.

Ms. Blackburn moved to adopt the foregoing Resolutions as presents, seconded by Mr. Lensak and carried unanimously.

(See Inserts Attached to These Minutes)

**REGULAR AGENDA**

**PUBLIC PORTION** Ms. Gillespie welcomed the governing body back for the new year. Seeing no other hands, Mayor Walsh closed the public portion.

**REGULAR APPOINTMENTS BY THE MAYOR**

**LAND USE BOARD**

Class I	Mayor or Designee (Ken Roberts)	1 year term (2013)
Class II	Township Official (Christine Kretzmer)	3 year term (2015)
Class IV	Diana Boyce	To Fill An Unexpired Term (2013)
Alternate No. 1	Paul Messerschmidt	2 year term (2014)
Alternate No. 3	(Vacancy)	2 year term (2014)
Alternate No. 4	(Vacancy)	2 year term (2013)

REGULAR APPOINTMENTS BY THE MAYOR (CONTINUED)

ENVIRONMENTAL COMMISSION

Regular Member	Christine Kretzmer	3 year term (2015)
Regular Member	Carla Kostelnik	3 year term (2015)
Regular Member	Raymond Ayers	3 year term (2015)
Alternate No. 2	(Vacancy)	2 year term (2014)
Chairperson	Christine Kretzmer	1 year term (2013)

2013 LIAISON AND SUBCOMMITTEE APPOINTMENTS

Mayor Walsh asked that he skip over this for the time being.

APPOINTMENTS BY TOWNSHIP COMMITTEE

LAND USE BOARD

Class III	Member of the Township Committee	1 year term (2013)
	<b>Dolores Blackburn</b>	

Mayor Walsh moved to nominated Dolores Blackburn to this position. Mr. Lensak seconded the motion and carried unanimously.

OPEN SPACE, RECREATION AND FARMLAND AND  
HISTORIC PRESERVATION COMMITTEE

Regular Member	Land Use Board	Christine Kretzmer	1 year term (2013)
Regular Member	Recreation Committee	Ed Burgio	1 year term (2013)
Regular Member	Environmental Commission	Carla Kostelnik	1 year term (2013)
Regular Member	Township Committee	Janis Mc Govern	1 year term (2013)
Regular Member	Member of the Public	Karl Krummel	1 year term (2013)
Regular Member	Member of the Public	Raymond Ayers	1 year term (2013)
Regular Member	Member of the Public	Michael Morel	1 year term (2013)
Alternate No. 1	(Vacancy)		1 year term (2013)
Alternate No. 2	(Vacancy)		1 year term (2013)

Mayor Walsh moved to nominate the foregoing members to the Open Space Committee, seconded by Mr. Lensak and carried unanimously.

BOARD OF HEALTH

Regular Member	Dolores Blackburn	3 year term (2014)
Regular Member	Phil Boyce	3 year term (2014)
Regular Member	Michael Lensak	3 year term (2015)
Regular Member	Janis Mc Govern	3 year term (2015)
Regular Member	Tom Walsh	3 year term (2013)

Ms. Thompson explained that the Board of Health membership will be replaced by the members of the Township Committee and each member will assume the terms that run concurrent to the Committee terms of office. The meetings will be held quarterly, prior to the regular meeting of the Township Committee.

Mr. Boyce moved to accept these appointments as presented, seconded by Ms. Mc Govern and carried unanimously.

**RECREATION COMMITTEE**

Regular Member	Jodi Halteman	3 year term (2015)
Regular Member	Sabrina Burke	3 year term (2015)
Alternate No. 1	William Clark	1 year term (2013)
Alternate No. 2	(Vacancy)	1 year term (2013)
Alternate No. 3	(Vacancy)	1 year term (2013)

Mr. Lensak moved to accept these appointments as presented, seconded by Ms. Blackburn and carried unanimously.

**ECONOMIC DEVELOPMENT ADVISORY COMMITTEE**

Regular Member	Rick Melfi	1 year term (2013)
Regular Member	Michael Lensak	1 year term (2013)
Regular member	John Carafello	1 year term (2013)
Regular member	Charles Grotyohann	1 year term (2013)
Regular Member	Mark Avondoglio	1 year term (2013)
Regular Member	Michael Morel	1 year term (2013)
Regular Member	George Morville	1 year term (2013)
Regular Member	Nancy Caragher	1 year term (2013)

Mr. Boyce moved to accept these appointments as presented, seconded by Ms. Mc Govern and carried unanimously.

**2013 LIAISON AND SUBCOMMITTEE APPOINTMENTS**

Mayor Walsh made the following appointments. He stated that there will be other appointments to follow once he has met with the Administrator.

**MR. LENSAK, DEPUTY MAYOR**

RESCUE SQUAD  
POLICE DEPARTMENT

**MR. BOYCE**

MUNICIPAL COURT  
ACTION ALLIANCE  
FIRE DEPARTMENT

**MS. BLACKBURN**

AFFORDABLE HOUSING  
LAND USE BOARD – CLASS III MEMBER  
ENVIRONMENTAL COMMISSION

**MS. Mc GOVERN**

BOARD OF EDUCATION  
OPEN SPACE  
DPW (SHARED WITH MAYOR WALSH)

**MR. WALSH, MAYOR**

FINANCE COMMITTEE/CAPITAL  
DPW (SHARED WITH MS. Mc GOVERN)  
RECREATION COMMITTEE

**APPROVAL OF MINUTES**

**NOVEMBER 26, 2012 REGULAR MEETING  
NOVEMBER 26, 2012 EXECUTIVE SESSIONS "A" & "B"**

Mr. Lensak moved to approve the foregoing minutes as presented, seconded by Mr. Boyce. Roll call vote:

Ms. Blackburn – yes except for Executive Session "A"	Mr. Boyce – yes
Mr. Lensak – yes	Ms. Mc Govern – abstain
	Mayor Walsh - yes

**OTHER BUSINESS** Attorney Semrau spoke briefly about the Andover Basketball League and the person who ran the program in the past decided not to continue and if someone didn't step up, there would be no team this year. The team went to the Board of Education asking them to cover the students, all Andover students, under their insurance. The Board declined. Attorney Semrau explained that the JIF will cover the team, but all the monies must be filtered through the Township's finance office. The JIF has asked for a vote of the governing body in order to cover the team until March. There is no cost to the Township to do this.

Mayor Walsh explained there are about 100 students involved in the program and without insurance the season would have to be canceled. Ms. Mc Govern stated she will be attending the school board meeting later this month and she will definitely bring this matter up and ask how they justified their decision. Mayor Walsh stated it was obvious there was one member who was totally against this.

Mr. Boyce made a motion to endorse the program and place this team on the township's Rider under the JIF policy, seconded by Mr. Lensak and carried unanimously.

Mayor Walsh thanked the Committee for their support. He thanked Mr. Lensak for a job well done serving as the Township's Mayor in 2012. He said Mr. Lensak put in many hours with the storm. The year before when Mr. Boyce served as Mayor he had a couple of storms himself.

He once again thanked everyone for their support. He stated we lost two very good Committee members in Gail Phoebus and Bob Smith. He said he knows that their replacements, Ms. Blackburn and Ms. Mc Govern will serve us well. They are extremely capable and together we will have an excellent Committee and a great year ahead.

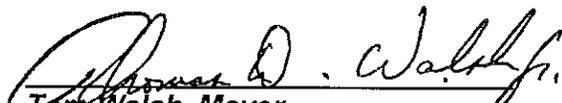
**NEXT REGULAR MEETINGS**

**JANUARY 28, 2013  
FEBRUARY 11 & 25, 2013**

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

**ADJOURNMENT** Ms. Blackburn moved to adjourn the meeting at 7:17PM, seconded by Mr. Boyce and carried unanimously.

Respectfully submitted,

  
Tom Walsh, Mayor

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