

ANDOVER TOWNSHIP COMMITTEE REORGANIZATION MEETING MINUTES

**DOLORES BLACKBURN
PHILIP BOYCE
MICHAEL LENSAK
JANIS Mc GOVERN
THOMAS WALSH**

JANUARY 06, 2014

6:30 P.M.

CALL TO ORDER The Reorganization meeting of the Andover Township Committee was called to order at 6:30PM. followed by a salute to the flag.

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

OPEN PUBLIC MEETING STATEMENT Statement of compliance with Chapter 231, P. L. 1975 was read.

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

OATHS OF OFFICE - ***DULY ELECTED TO THE ANDOVER TOWNSHIP COMMITTEE
FOR A THREE YEAR TERM FROM JANUARY 1, 2014 TO
DECEMBER 31, 2016***

TOM WALSH

***DULY ELECTED TO THE ANDOVER TOWNSHIP COMMITTEE
FOR A ONE YEAR UNEXPIRED TERM FROM JANUARY 1, 2014
TO DECEMBER 31, 2014***

DOLORES BLACKBURN

OATH OF OFFICE CEREMONY At this time, Municipal Clerk/Administrator Thompson conducted the oath of office ceremony for Tom Walsh while his wife Debora and son Tommy held the Bible. This position is for the term January 1, 2014 through December 31, 2016. A round of applause followed.

Ms. Thompson then conducted the oath of office ceremony for Dolores Blackburn while her husband Ken Roberts held the Bible. This position is for the term January 1, 2014 through December 31, 2014. A round of applause followed.

NOMINATION AND ELECTIONS FOR MAYOR AND DEPUTY MAYOR FOR 2014

RESOLUTION #R2014-01 **NOMINATION AND ELECTION BY THE
ANDOVER TOWNSHIP COMMITTEE TO FILL THE
POSITION OF MAYOR FOR THE TERM
JANUARY 1, 2014 THROUGH DECEMBER 31, 2014**

OATH OF OFFICE FOR MAYOR & PRESENTATION OF GAVEL

OATH OF OFFICE FOR MAYOR & PRESENTATION OF GAVEL (CONTINUED)

At this time Municipal Clerk/Administrator 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 unanimous for Mr. Boyce.

Ms. Mc Govern moved to adopt resolution #R2014-01 appointing Mr. Boyce to the office of Mayor for the term January 1, 2014 through December 31, 2014. The motion was seconded by Mr. Walsh and carried unanimously. Mr. Walsh presented Mayor Boyce with the gavel as he took his seat on the dais. (See Insert Attached to These Minutes)

RESOLUTION #R2014-02 **NOMINATION AND ELECTION BY THE**
ANDOVER TOWNSHIP COMMITTEE TO FILL THE
POSITION OF DEPUTY MAYOR FOR THE TERM
JANUARY 1, 2014 THROUGH DECEMBER 31, 2014

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 were unanimous for Ms. Blackburn.

Mr. Lensak moved to adopt resolution #R2014-02 appointing Ms. Blackburn to the office of Deputy Mayor for the term January 1, 2014 through December 31, 2014. The motion was seconded by Mr. Walsh and carried unanimously. (See Insert Attached to These Minutes)

OATH OF OFFICE The Oath of Office was conducted with her husband holding the Bible. A round of applause followed.

APPROVAL OF AGENDA Mayor Boyce thanked Mr. Walsh for his service in 2013 as Mayor. He also thanked Mr. Lensak for serving as Deputy Mayor. He then thanked Tom and Dolores and their election bid. He stated Mr. Walsh moved to approve the agenda as presented, seconded by Mr. Lensak and carried unanimously.

APPROVAL OF CONSENT AGENDA Mayor Boyce asked to have Resolutions #R2014-03 and 10. Ms. Mc Govern asked that Resolutions #R2014-25 and 27. Ms. Mc Govern moved to approve the following items, seconded by Ms. Blackburn and carried unanimously.

CONSENT AGENDA**MISCELLANEOUS RESOLUTIONS**

2. #R2014-04 Official Newspapers
3. #R2014-05 Unemployment Compensation
4. #R2014-06 Rates of Interest on Delinquent Taxes
5. #R2014-07 Cancel Tax Amounts under \$10.00
6. #R2014-08 Tax Assessor to Defend Tax Appeals
7. #R2014-09 Tax Payments of Less Than 100%
9. #R2014-11 Professional Services - Appointment of Municipal Attorney

Fred Semrau, Esq.

APPROVAL OF CONSENT AGENDA (CONTINUED)***MISCELLANEOUS RESOLUTIONS (CONTINUED)**

10. #R2014-12 Professional Services - Appointment of Township Auditor
Nisivoccia and Company
11. #R2014-13 Professional Services - Appointment of Municipal Court
Prosecutor - *Anthony M. Arbore*
12. #R2014-14 Professional Services - Appointment of Municipal Court
Public Defender - *Daniel A. Colfax*
13. #R2014-15 Professional Services - Appointment of Conflict Municipal
Court Public Defender - *James P. Sloan, Esq.*
14. #R2014-16 Appointment of a Substitute Municipal Court Prosecutor
15. #R2014-17 Appointment of a Substitute Municipal Court Public Defender
16. #R2014-18 Cash Management Plan
17. #R2014-19 Appointment of Public Agency Compliance Officer
Vita Thompson, R.M.C., Municipal Clerk
18. #R2014-20 Appointment of Finance Committee/Capital Projects
19. #R2014-21 Appointment of Bond Counsel
McManimon, Scotland & Baumann, LLC
20. #R2014-22 2014 Temporary Budget
21. #R2014-23 Risk Management Consulting Services - Dental
P.I.A. Security Programs, Inc.
22. #R2014-24 Appointment of Special Projects Engineer
Harold E. Pellow & Associates, Inc.
24. #R2014-26 Appointment of Municipal Engineer
Golden & Moran, Inc. – Joe Golden
26. #R2014-28 To Continue to Designate the Services of the Lakeland Emergency
Squad as the Township's Ambulance/Rescue Squad
27. #R2012-29 Appointment of Municipal Planner
J. Caldwell & Associates
28. #R2014-30 Reappointment of Municipal Court Judge for a Three Year Term
James G. Devine
29. #R2014-31 Resolution of the Township of Andover, County of Sussex and State of
New Jersey To Authorize the Execution of an Interlocal Services
Agreement for 911 Services with the Borough of Andover
30. #R2014-32 Professional Services – Appointment of Labor Counsel
Matthew J. Giacobbe, Esq. of Cleary, Giacobbe, Alfieri, Jacobs
31. #R2014-33 Resolution of the Township of Andover, County of Sussex and State of
New Jersey for the Adoption of the Township of Andover Cafeteria Plan
(See Inserts Attached to These Minutes)

***OTHER BUSINESS**

1. Acceptance of the Chief Financial Officer's Report – November 2013
2. Approval of Vouchers for Payment

***APPROVAL OF MINUTES**

1. OCTOBER 28, 2013 REGULAR MEETING
2. OCTOBER 28, 2013 EXECUTIVE SESSION

RESOLUTIONS REMOVED FROM THE CONSENT AGENDA

1. #R2014-03 Committee Meeting Schedule

Mayor Boyce asked that the Resolution be amended to include budget workshops for the January, February and March meetings. These meetings will begin with an Executive Session at 6PM, the budget discussion at 6:30, and the regular meeting beginning at 7:30. Mr. Walsh moved to adopt as amended, seconded by Ms. Blackburn and carried unanimously.

8. #R2014-10 Appointment of Various Officers

Mayor Boyce stated he pulled this Resolution to explain to the public the various duties performed by the employees in the municipal building. He read the resolution into the record. He explained that over the past several years every employee has doubled up on responsibilities. This resolution approves the other duties performed by the employees listed. Ms. Mc Govern moved to approve the foregoing resolution as presented, seconded by Mr. Walsh and carried unanimously.

23. #R2014-25 To Authorize the Contract With *Weather Works* for Weather Forecast And Consultation Service

Ms. Mc Govern requested this item be removed and asked if it was necessary to have this program when there are many available at no cost. DPW Supervisor was present and he explained that this contract is a viable tool in determining the weather forecasts and due to the accuracy of the program, it has helped keep overtime expenses down. He stated that the company is located in Hackettstown and provides local information available up to the minute. He stated that he communicates with the school superintendent regarding the weather forecast so she can better determine when to cancel or delay classes. Mr. Lensak moved to approve this resolution as presented, seconded by Ms. Blackburn and carried unanimously.

25. #R2014-27 Appointment of Professional Services Contractor for Code Enforcement/Zoning Official - *Fred F. Suljic*

Ms. Mc Govern questioned the use of the municipal vehicle as part of this resolution. Ms. Thompson explained Mr. Suljic uses a vehicle on Monday afternoons, for a couple of hours a week. If no vehicle is available, the reimbursement per mile is 55.5 cents a mile. Ms. Mc Govern moved to approve this resolution as presented, seconded by Mr. Walsh and carried unanimously.

(See Inserts Attached to These Minutes)

REGULAR AGENDA

PUBLIC PORTION Mr. Woodstrum asked why the last two meetings were cancelled. Mr. Walsh stated that the Committee agreed to cancel because there was very little business and by doing so it does save professional services fees. The postponement of the Reorganization from January 3rd to tonight was done because of the storm. He then asked since when is Christmas Eve a holiday. Ms. Thompson explained that with the low numbers in the municipal building and everyone needing the day off, she asked every employee if they were willing to use their own time she would ask the governing body if they could close the building. The Committee agreed.

REGULAR APPOINTMENTS BY THE MAYOR

1. LAND USE BOARD

Class I	Mayor or Designee – Diana Boyce	1 year term (2014)
Class IV	John O’Connell	4 year term (2017)
Class IV	Rick Melfi	4 year term (2017)
Class IV	Kenneth Roberts	4 year term (2017)
Alternate No. 2	Richard Skewes	2 year term (2015)
Alternate No. 3	(Vacancy)	2 year term (2014)
Alternate No. 4	(Vacancy)	2 year term (2015)

REGULAR APPOINTMENTS BY THE MAYOR (CONTINUED)

2. ENVIRONMENTAL COMMISSION

Regular Member	Nikki Stewart	3 year term (2016)
Regular Member	Diana Boyce	3 year term (2016)
Regular Member	(Vacancy)	unexpired term (2015)
Alternate No. 1	(Vacancy)	2 year term (2015)
Alternate No. 2	(Vacancy)	2 year term (2014)
Chairperson	Christine Kretzmer	1 year term (2014)

2014 LIAISON AND SUBCOMMITTEE APPOINTMENTS

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

MR. LENSAK

RESCUE SQUAD
POLICE DEPARTMENT
MUNICIPAL COURT

MR. BOYCE, MAYOR

TOWN HALL EMPLOYEES
ACTION ALLIANCE
FIRE DEPARTMENT
PUBLIC RELATIONS

MS. BLACKBURN, DEPUTY MAYOR

AFFORDABLE HOUSING
LAND USE BOARD – CLASS III MEMBER
ENVIRONMENTAL COMMISSION

MS. Mc GOVERN

BOARD OF EDUCATION
OPEN SPACE
SENIOR CITIZENS

MR. WALSH

FINANCE COMMITTEE/CAPITAL
DEPARTMENT OF PUBLIC WORKS
RECREATION COMMITTEE
ECONOMIC DEVELOPMENT

APPOINTMENTS BY TOWNSHIP COMMITTEE

1. LAND USE BOARD

Class III	Member of the Township Committee	1 year term (2014)
-----------	----------------------------------	--------------------

Mr. Walsh moved to appoint Dolores Blackburn to fill this position, seconded by Mr. Lensak and carried unanimously.

APPOINTMENTS BY TOWNSHIP COMMITTEE (CONTINUED)**2. OPEN SPACE, RECREATION AND FARMLAND AND
HISTORIC PRESERVATION COMMITTEE**

Regular Member	Land Use Board- Christine Kretzmer	1 year term (2014)
Regular Member	Recreation Committee - Mike Morel	1 year term (2014)
Regular Member	Environmental Commission - Carla Kostelnik	1 year term (2014)
Regular Member	Township Committee - Janis Mc Govern	1 year term (2014)
Regular Member	Member of the Public - Karl Krummel	1 year term (2014)
Regular Member	Member of the Public - Joe Steinwand	1 year term (2014)
Regular Member	Member of the Public (Vacancy)	1 year term (2014)
Alternate No. 1	(Vacancy)	1 year term (2014)
Alternate No. 2	(Vacancy)	1 year term (2014)

Ms. Mc Govern moved to approve the foregoing membership as presented, seconded by Ms. Blackburn. Roll call vote:

Ms. Blackburn – yes	Mr. Lensak – yes
Ms. Mc Govern – yes	Mr. Walsh – abstain
Mayor Boyce – yes	

3. 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 (2016)

Mr. Walsh moved to approve the foregoing membership as presented, seconded by Ms. Blackburn and carried unanimously.

4. RECREATION COMMITTEE

Regular Member	Raymond Ayers	3 year term (2016)
Regular Member	Mike Morel	3 year term (2016)
Alternate No. 1	Bill Clark	1 year term (2014)
Alternate No. 2	(Vacancy)	1 year term (2014)
Alternate No. 3	(Vacancy)	1 year term (2014)

Mr. Walsh moved to appoint Dolores Blackburn to fill this position, seconded by Mr. Lensak and carried unanimously.

5. ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

Regular Member	Rick Melfi	1 year term (2014)
Regular Member	Tom Walsh	1 year term (2014)
Regular member	John Carafello	1 year term (2014)
Regular member	Charles Grotyohann	1 year term (2014)
Regular Member	Mark Avondoglio	1 year term (2014)
Regular Member	Mike Morel	1 year term (2014)
Regular Member	George Morville	1 year term (2014)
Regular Member	(Vacancy)	1 year term (2014)

Ms. Mc Govern moved to appoint the foregoing membership as presented, seconded by Ms. Blackburn and carried unanimously.

APPOINTMENTS BY TOWNSHIP COMMITTEE (CONTINUED)**6. SUSTAINABLE ANDOVER**

Regular Member	Dolores Blackburn – Township Committee	1 year term (2014)
Regular Member	Carla Kostelnik – Environmental Commission	1 year term (2014)
Regular member	David Kolstad – Environmental Commission	1 year term (2014)
Regular member	Karen Yost – Member of the Public	1 year term (2014)
Regular Member	Linda Grinthal – Member of the Public	1 year term (2014)
Regular Member	Rosemary Hoffman – Member of the Public	1 year term (2014)
Regular Member	Nikki Stewart – Environmental Commission	1 year term (2014)
Regular Member	Eric Olsen – Environmental Commission	1 year term (2014)
Regular Member	Al Bills – Member of the Public	1 year term (2014)

Ms. Mc Govern moved to approve the foregoing membership as presented, seconded by Ms. Blackburn. Roll call vote:

Ms. Blackburn – yes	Mr. Lensak – abstain
Ms. Mc Govern – yes	Mr. Walsh – abstain
Mayor Boyce – yes	

OTHER BUSINESS**1. PERSONNEL FOR THE MUNICIPAL BUILDING AND DPW**

DPW Supervisor Darren Dickinson came before the Committee with a request for additional personnel for his department. Mr. Dickinson explained that this candidate is currently serving as a temporary employee and the one-year term expires on February 1st. He stated that he has been down personnel for a while now. There are three trucks sitting through the storms because they have no drivers. He said the rest period between drives is less and there are regulations that must be followed to make certain everyone is safe. He said it is hard to balance that with the road conditions. Mr. Dickinson also stated that other department responsibilities have been neglected.

Mr. Dickinson said that the temporary employee has been working with the team for almost one year and has done a great job. Mayor Boyce asked what the annual salary has been for the temporary employment. Mr. Dickinson stated the salary totals \$10,000. With benefits, the total for a full time employee is \$64,000.

Mr. Walsh was asked if the funding for another employee was available in the budget and his response was he does not know at this time since we haven't begun working on the 2014 budget. He added that a decision needs to be made prior to the adoption of the budget. Mr. Walsh mentioned other municipal units that have been requesting additional staffing. There was further discussion regarding the DPW services provided to the residents and businesses in the municipality. Ms. Mc Govern mentioned the six months of brush pickup from October through April. She recommended streamlining some of the municipal services. Mr. Dickinson said that another employee will allow the department to be able to work on other projects that have taken a back seat.

RESOLUTIONS

#R2014-34 RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY TO APPOINT DAN HENNIGHAN TO THE POSITION OF ROAD LABORER

Mr. Walsh moved to approve the foregoing resolution as presented, seconded by Ms. Mc Govern and carried unanimously.

(See Insert Attached to These Minutes)

OTHER BUSINESS

Ben Bensley requested to be heard at this time. The Township Committee's decision was not to open discussion to the public.

OTHER BUSINESS

1. PERSONNEL FOR THE MUNICIPAL BUILDING AND DPW (CONTINUED)

Ms. Thompson informed the Committee that she would like to approach them with a request for additional personnel for the Clerk's office. She stated though we have been working well with limited staff the past several years it has come to a point where sometimes we are lucky to have two people in the office between sick and vacation leaves. Some we can plan for and other situations we cannot anticipate. Mayor Boyce requested information on how much money was saved when the Township incorporated positions that past several years.

TOWNSHIP ATTORNEY REPORT He first thanked the governing body for the reappointment this evening. He also reported that there is no pending litigation, which is a credit to the Township Committee. He then asked the Township Committee if the issue of the Old Creamery Road foreclosure matter can be placed on the next meeting agenda. He explained that if we foreclose the Township would not have any insurance coverage because it is a cleanup site. Attorney Semrau then spoke about the liaisons position for the Township and how important that role is and what the responsibility is for the municipality.

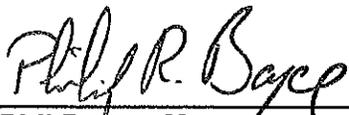
NEXT REGULAR MEETINGS

**JANUARY 27, 2014
FEBRUARY 10 & 24, 2014
6:30 P.M. EXECUTIVE SESSION
7:30 P.M. REGULAR MEETING**

ADJOURNMENT and carried unanimously.

Ms. Blackburn moved to adjourn the meeting at 7:47PM, seconded by Mr. Boyce

Respectfully submitted,



Phil Boyce, Mayor



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