

ANDOVER TOWNSHIP COMMITTEE MEETING MINUTES

**PHIL BOYCE, MAYOR
DOLORES BLACKBURN, DEPUTY MAYOR
MICHAEL LENSAK
JANIS Mc GOVERN
TOM WALSH**

JANUARY 27, 2014

EXECUTIVE SESSION AT 6:00 P.M.

REGULAR MEETING BEGINS AT 6:30 P.M.

The regular meeting of the Andover Township Committee was called to order at 6:00 P.M. by Mayor Walsh, followed by a salute to the flag.

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

OPEN PUBLIC MEETING STATEMENT Statement of compliance with Chapter 231, P. L. 1975 was made by Mayor Boyce.

EXECUTIVE SESSION: Mr. Walsh asked if under Personnel, to add the Employee Procedures. Attorney Semrau requested that Rolling Hills be added to Contract Negotiations. On a motion by Mr. Walsh, seconded by Ms. Blackburn, the resolution to go into executive session to discuss

Personnel Matters:

1. ***Employee Procedures***

Contract Negotiations:

1. ***FOP Contract***
2. ***Rolling Hills Municipal Services Agreement***

Attorney-Client Privilege:

1. ***Old Creamery Road Property
Block 60/Lot 4.06***

Potential Litigation:

Pending Litigation:

, was carried unanimously.
(See Insert Attached to These Minutes)

The Committee went into executive session at 6:02 P.M. Mr. Walsh moved to adjourn executive session at 6:30 P.M., seconded by Ms. Mc Govern and carried unanimously.

REGULAR MEETING

APPROVAL OF AGENDA Mr. Walsh moved to approve the agenda as presented, seconded by Ms. Mc Govern and carried unanimously.

2014 MUNICIPAL BUDGET DISCUSSION CFO Magura began the discussion by briefly explaining the budget process. She explained that we can put together this year's budget by using last year's State Aid figures. We have to introduce by March 15th.

DPW Supervisor Darren Dickinson presented his budget requests for 2014. Mr. Dickinson provided the Committee with a color-coded worksheet for their review last week. He stated that last year was \$210,000, he spent \$195,000, coming in \$15,000 under budget. He went over each line item individually, explaining the reasons for any additional funding he requested. He spoke about how certain work was not done because of the lack of staff. He asked that this funding be restored in an attempt to reach these projects in 2014.

He spoke about the salt and grit budget, which is the biggest part of his budget. He is requesting the same amount as budgeted in 2013. Salt for the brine treatment is part of this line item as well. He and the CFO spoke about the various annual contracts which are fixed costs but it is unknown if any of these costs could see a small increase from the vendors. The Committee discussed some of the line items and suggested ways to reduce some by a couple thousand, asking if by doing so would cut the contracts line item too close. CFO Magura felt comfortable with the small reduction.

Mayor Boyce stated by making the changes suggested by the governing body, it would take the DPW budget from \$214,000 to \$209,000, which is slightly under what was budgeted in 2013. He felt that this amount is in the zone of reasonableness in turns what we should expect going forward. Mr. Dickinson stated that he would like to keep the budget line items in which he was under, at the same level as 2013. He added by allowing him to keep that \$15,000 that he saved in total, that will allow him to use that funding to purchase a new truck when needed, without the need of bonding. Mr. Walsh agreed, saying that years ago it was use it or lose it. Now, if a department head is diligent in coming in under budget, that savings should be set aside in an attempt to fund a bigger ticket item, without breaking any future budget. CFO Magura stated that this has been the practice in other municipalities.

Mr. Dickinson spoke briefly on what capital projects he would like to work on this year. He spoke about replacing cab and chaises on some other trucks and thereby saving approximately \$15,000 as they did last year. With the stainless steel bodies that we purchased, they last much longer and has saved us a great deal of money in the future.

Mayor Boyce thanked Mr. Dickinson for his budget presentation this evening. At this time Mayor Boyce called for a brief recess, 7:25, until the start of the Regular Agenda.

MEETING RESUMED AT 7:34 p.m.

APPROVAL OF CONSENT AGENDA ITEMS Mayor Boyce noted the following changes to the Consent Agenda. To accept the reassignment of Mike Morel from Regular Member to Alternate No. 2 and Diane Boffa to Regular Member, Term to Expire December 31, 2016. He also stated that Resolution #R2014-03 needs to be amended to change the April meeting dates to 14 and 28. Resolution #R2014-20 naming the Finance Committee will be amended by adding Dolores Blackburn to that Committee. Mayor Boyce asked that Resolution #R2014-38 and #R2014-40 be added to the Consent Agenda.

Mr. Walsh moved the following consent items be approved, seconded by Mr. Lensak and carried unanimously.

APPROVAL OF CONSENT AGENDA ITEMS (CONTINUED)

***CONSENT AGENDA:**

***OTHER BUSINESS:**

APPROVAL OF VOUCHERS FOR PAYMENT

(See Insert Attached to These Minutes)

**ACCEPTANCE OF THE TAX COLLECTOR'S DECEMBER 2013 REPORT
\$227,706.12 – YEAR TO DATE - \$20,377,731.90**

RECREATION COMMITTEE

**APPOINTMENT OF DIANE BOFFA – ALTERNATE #2
TERM TO EXPIRE DECEMBER 31, 2014**

***RESOLUTIONS:**

**#R2014-36 RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF
SUSSEX AND STATE OF NEW JERSEY TO AUTHORIZE THE
EXECUTION OF AN AGREEMENT WITH SPACE FARMS, INC. FOR
DEER CARCASS RECOVERY/REMOVAL FROM THE TOWNSHIP'S
ROADWAYS AND ROAD RIGHT-OF-WAYS EFFECTIVE JANUARY 01,
2014 THROUGH DECEMBER 31, 2014**

**#R2014-37 RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF
SUSSEX AND STATE OF NEW JERSEY TO AUTHORIZE THE AWARD
OF PROFESSIONAL SERVICES CONTRACT WITH SCOTT J.
HOLZHAUER, CTS, SCGREA FOR THE FOREST LAKES DAM
REHABILITATION PROJECT**

**#R2014-38 RESOLUTION TO AUTHORIZE THE CLERK/ADMINISTRATOR TO
INITIATE THE INTERGOVERNMENTAL TRANSFER PROCESS FOR
POLICE OFFICER INDANO**

**#R2014-40 RESOLUTION TO AUTHORIZE THE SUBMISSION OF A STRATEGIC PLAN
FOR THE ACTION ALLIANCE GRANT FOR FISCAL YEAR 2014**

(See Inserts Attached to These Minutes)

APPROVAL OF MINUTES

**NOVEMBER 25, 2013 REGULAR MEETING
NOVEMBER 25, 2013 EXECUTIVE SESSION**

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

Ms. Blackburn – yes
Ms. Mc Govern – yes
Mayor Boyce – yes

Mr. Lensak – yes
Mr. Walsh – abstain

PUBLIC PORTION Richard Skewes asked about the status of the police department staffing. Mayor Boyce explained that there are two openings. He said there is one now and another available position if this transfer is successful. Mr. Skewes said he rather see an officer sitting in a police car than a person driving a snowplow on the roads. Mayor Boyce stated we have an obligation to have police officers patrol the town. If it means overtime before we fill positions, we may have to do that.

Diane Gillespie handed Ms. Blackburn flyers for the Winter Market scheduled for February 23rd. She asked the Committee to try to circulate the cards to the public.

She then asked about the New Business item regarding Shooting Ranges on Private Property. She asked what property this pertains to. Mr. Walsh explained that there is activity on certain property within the Township. She then asked about the budget and she thought that the park maintenance was covered under the DPW budget. Mr. Dickinson stated that some of the funding is taken from Open Space and the remainder is from DPW Maintenance Miscellaneous. He said that he would follow up on this part of the budget later.

Linda Golonski asked about the mulching at the playgrounds. Mr. Dickinson said that according to insurance regulations, we have to use specific ground cover. He then explained the water testing procedures that he does for the township.

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

ORDINANCES: INTRODUCTION

NO. 2014-01 2014 SALARY ORDINANCE

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

BE IT RESOLVED by the Mayor and Committee of the Township of Andover, that Ordinance #2014-01, entitled as above, be passed on first reading, to be published in the New Jersey Herald and the public hearing to be held on February 10, 2014 at 7:30 P.M. local prevailing time, or as soon thereafter as the matter can be reached in the Municipal Building, 134 Newton-Sparta Road, Roll call vote:

Ms. Blackburn – yes

Mr. Lensak – yes

Ms. Mc Govern – yes

Mr. Walsh – yes

Mayor Boyce – yes

RESOLUTIONS

#R2014-35 2014 SALARY RESOLUTION

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

(See Insert Attached to These Minutes)

NEW BUSINESS

BID FOR ASSIGNMENT OF CELL TOWER LEASES – REVIEW OF BID FROM T10 UNISON SITE MANAGEMENT LLC AND CONSIDERATION OF RESOLUTION

Following a short discussion regarding this matter and the fact that only one bid was received for this project, it was recommended that the bid be rejected.

RESOLUTION:

#R2014-39 RESOLUTION TO REJECT THE BID RECEIVED FOR THE “ASSIGNMENT OF CELL TOWER LEASES”

Mr. Lensak moved to adopt the resolution as presented, seconded by Mr. Walsh and carried unanimously. Attorney Semrau explained that the basis for this would be that the bid received does not satisfy what was anticipated for budgetary reasons.

DISCUSSION REGARDING POSSIBLE AMENDMENT OF THE CURRENT SIGN ORDINANCE

The Committee discussed the Hardyston Ordinance as it relates to our current Ordinance. It was suggested that a subcommittee be created to address possible changes that would make it more business friendly to advertise the business and occasional sales. Ms. Blackburn, Mr. Melfi, Mr. Suljic, Mr. Semrau and Ms. Thompson will meet to discuss possible changes. They will bring the draft back to the Committee for further discussion.

DISCUSSION REGARDING AN ORDINANCE REGULATING THE OPERATION OF A SHOOTING RANGE ON PRIVATE PROPERTY

Mr. Walsh stated that we have been receiving a great deal of complaints over the past several years. He spoke about the area in general where the activity has been taking place. He said he spoke to the zoning officer and there is nothing in the Code. Attorney Semrau stated he looked into this and the best he can tell is there isn't anything that regulates this on private property. He said we also looked at possible alternatives regarding continuous firing. He asked the Committee to think about the type of property that this would be permitted. Certain hours of activity was also discussed. He said given these ideas he will put a draft together to discuss at the next meeting. He suggested sending this draft to the Land Use Board for their comments. The Committee agrees.

OTHER BUSINESS

SUSTAINABLE ANDOVER'S WINTER MARKET ONE-DAY FOOD LICENSE FEE RECOMMENDATION

Ms. Thompson explained that the current Board of Health Ordinances requires a temporary food license for \$250. In speaking with Ms. Blackburn last week, it was suggested that a \$10 administrative fee be charged for the retail food license to anyone selling food products at the Market.

Mr. Walsh moved to approve the revised fee for the Market, seconded by Ms. Blackburn and carried unanimously.

COMMITTEE REPORTS:

MS. BLACKBURN. She reported that the Land Use Board met earlier in the month for reorganization. Suzanne Howell is the Chair and Rick Melfi is the Vice-Chair. The second meeting was cancelled due to a snowstorm. The Board is scheduled to review the Wind Turbine and Solar Ordinance, which will be coming to the Committee in the near future.

The Environmental Commission has their reorganization scheduled in February. Sustainable Andover had its first meeting which they discussed the upcoming Winter Market. The Market is February 23rd and admission is free. She said they are creating a Facebook page in order to get more interest in Sustainable Andover through social media.

MR. LENSAK. He stated he attended last year's market and looks forward to another enjoyable time this year. He reported on Lakeland Emergency Squad's Installation Dinner last week at Perona Farms. The new slate of officers was sworn in. He said two of our police officers were recognized for their help during some of the calls.

With regard to the solar panels, we generated our first check for \$4945 for 43 SREC's sold in 2012.

MR. WALSH. He reported on the DPW stating that during the most recent storm they were up for 36 hours. They wanted to thank Lt. Danielson and his shift for their help during the storm. They shoveled the sidewalks at the police station, which is nice to see the departments working together. He spoke briefly about the status of the trail. We are waiting for the permit approvals from the State.

Reporting on Recreation, there is a reorganization meeting scheduled for this Thursday night. He mentioned the Fire Department's Installation Dinner last Saturday night at the Farmstead.

He then referenced a comment made last year comparing our taxes to that in Green Township. The person stated that Green Township was mentioned as one of the best places to live and they do not have a police department. He said there was an article in the paper and the comments under the article. Recently, there was a home invasion, the second in Green in the past couple of weeks. There was a murder on Phillips Road last year as well. He asked everyone to please read the comments under this article. He said this is what happens when you don't have a police department. He wanted everyone to know that these surveys can be somewhat skewed when the data is collected.

MS. MCGOVERN. She reported on her conversation with Wayne McCabe and the possibility of creating a postcard book specific to Andover Township. He said he could have this ready for the 150th celebration. She said his suggestion was to print about 500 books. Ms. Blackburn asked what the cost would be. Ms. McGovern said that he is not asking the Township to purchase these books. He would take orders and sell them himself.

She then reported on the Seniors and the next meeting is February 3rd which will have the Installation of new officers. Lunch is at noon at the Senior Center. Food is from Bella Italia.

She further reported on the School Board and their Reorganization was held. Ed Conrads is the President. The meeting last week was cancelled due to the storm and rescheduled for tomorrow night. The major issue under discussion has been the overspending of the budget. She will continue to report back to the Committee as information becomes available.

TOWNSHIP OF ANDOVER

MOTION FOR EXECUTIVE SESSION

BE IT RESOLVED by the Township Committee of the Township of Andover on the 27TH day of January 2014, that:

1. Before the commencement of this **Regular Meeting**, the Township Council shall meet in Executive Session, from which the public shall be excluded, to discuss matters as permitted pursuant to N.J.S.A. 10:4-26, sub-section(s):

- (x) b. (1) Confidential or excluded matters, by express provision of Federal law or State statute or rule of court.
- () b. (2) A matter in which the release of information would impair a right to receive funds from the Government of the United States.
- () b. (3) Material the disclosure of which constitutes an unwarranted invasion of individual privacy.
- (x) b. (4) A collective bargaining agreement including negotiations.
- (x) b. (5) Purchase, lease or acquisition of real property, setting of banking rates or investment of public funds, where it could adversely affect the public interest if disclosed.
- () b. (6) Tactics and techniques utilized in protecting the safety and property of the public, if disclosure could impair such protection. Investigation of violations of the law.
- (x) b. (7) Pending or anticipated litigation or contract negotiations other than in subsection b. (4) herein or matters falling within the attorney-client privilege.

Contract Negotiations:

- 1. ***FOP Contract***
- 2. ***Rolling Hills Municipal Services Agreement***

Attorney-Client Privilege:

- 1. ***Old Creamery Road Property
Block 60/Lot 4.06***

- () a. (8) Personnel matters.

- 1. ***Employee Procedures***

- () b. (9) Deliberations after a public hearing that may result in penalties.
 - 1. The time when the matter(s) discussed pursuant to Paragraph 1 hereof can be disclosed to the public is as soon as practicable after final resolution of the aforesaid matter(s).

Adopted: January 27, 2014

Moved:	Walsh	Seconded:	Blackburn
Voted Aye:	Blackburn, Lensak, Mc Govern, Walsh, Boyce		
Voted Nay:	None		
Abstained:	None		
