

**ANDOVER TOWNSHIP COMMITTEE MEETING MINUTES**

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

**FEBRUARY 10, 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 6:03 P.M. by Mayor Walsh, followed by a salute to the flag.

**ROLL CALL:** Present: Ms. Blackburn, Mr. Lensak, Ms. Mc Govern (arrived at 6:05P.M.)  
Mr. Walsh, Mayor Boyce  
Also present: Attorney Pasek

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

**EXECUTIVE SESSION:** On a motion by Ms. Blackburn, seconded by Mr. Walsh, the resolution to go into executive session to discuss

**Personnel Matters:**

1. ***Police Department Staffing***

**Contract Negotiations:**

**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 6:04 P.M. Mr. Walsh moved to adjourn executive session at 6:25 P.M., seconded by Ms. Blackburn and carried unanimously.

RECESS WAS CALLED AT THIS TIME

MEETING RESUMED AT 6:30 P.M.

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** Police Chief Tagliatela was present to discuss his budget before the Committee and the general public. He explained the increases requested in each line item. He stated that the tuition reimbursement line had not been used for the past couple of years. Two officers notified him that they would like to take courses and so he budgeted what he thought would cover the expenditure. He spoke about the uniform line item and with anticipation of a new hire he has increased that line accordingly. He continued to address the E-Ticketing Program at a cost of \$9500, membership fees, miscellaneous expenses and police vehicle leases. There was some discussion regarding moving the E-Ticketing line item to the Court Budget. There was also discussion regarding the efficiency of the system and how it saves time and money by getting the officer back on the road a lot quicker than the handwritten tickets after a stop.

Mr. Walsh asked if any of the current leases are coming off the roles this year. CFO Magura said that in 2014 we are still paying for the two we bought in 2012. The one coming off the roles is the purchase we made in 2011. We leased one vehicle in 2013. Mr. Lensak remarked that the noted budget requests are a 42% increase in the police budget over last year. Mayor Boyce voiced his concern over the budget requests stating that there is more in there than we can afford. He added that he would like to see that number decreased. He mentioned that the Chief did well in staying within his budget the past couple of years and that maybe there are things that will hit us this year, but he believes that not to the amount of 42%.

Ms. Blackburn asked about the college credits and Chief Tagliatela remarked that it has been several years since someone took advantage of this incentive. Ms. Magura explained that all mandatory training expenses have been coming from this line item because no one has used it the past couple of years. There was then discussion regarding the cost of Holiday Pay. Mayor Boyce remarked that the amount has increased from 2012 to 2013. Ms. Magura explained that this amount is based on their current salary, and when there are officers going through their step increases, that is a huge jump from the prior year.

There was then discussion regarding the Dispatching budget line items. The police chief outlined his requests with an explanation for each of the line items. Mr. Lensak questioned the increase for maintenance and repair for Info Cop. He said that since that increase was addressed under the police department budget, leave this line item at \$1000. Mr. Walsh stated with those changes the bottom line brings the total to \$8200. Mayor Boyce then remarked on the reduction of full time staff by one employee. Ms. Magura explained the salary and wages for dispatching is set by contract and there is a 1.5% increase in salary. There was a part time salary increase because of the reduction of full time staff explaining the small increase there.

At this time, Emergency Management Coordinator Eric Danielson was present to discuss his budget. He stated that much of his department's resources come from the County. Under salary and wages there is funding for him and his deputy. Under expenses, he is asking for \$5000 to take on a joint venture with Newton in doing a Community Emergency Response Team program. That will help in our community and Newton, which will give us higher numbers. He explained we already share a lot with Newton including the high school. He said he wants to take it to the level where these CERT members are going to be able to assist in natural disaster responses such as Sandy. He then explained other areas that this group would be of assistance. He said he feels \$5000 will suffice. He explained that a substantial amount of FEMA money was received due to the three storms in 2011 so we could recover costs. In doing so, we brought back \$18,000 for Irene, \$28,000 for Lee and Sandy it was \$103,000 and counting. He said he has another meeting with FEMA next week to recover an additional \$75,000. There is an additional \$23000 for the unnamed storm for a total of \$174,000 of recovered costs. He then spoke briefly on the status of the generator requests with funding coming from the FEMA funds. He spoke about the application being misleading which increases our costs by \$40,000. He will continue to investigate this issue and will report his findings to the Committee. The Committee spoke briefly on this matter questioning the changes that the County is attempting to impose. Mr. Danielson will look into the matter further and will advise.

Mayor Boyce called for a Recess at this time.

Meeting resumed at 7:41 P.M.

**APPROVAL OF CONSENT AGENDA ITEMS** Mr. Walsh moved the following consent items be approved, seconded by Ms. Mc Govern and carried unanimously.

**\*CONSENT AGENDA:**

**\*OTHER BUSINESS:**

**APPROVAL OF VOUCHERS FOR PAYMENT**

(See Insert Attached to These Minutes)

**ACCEPTANCE OF THE TAX COLLECTOR'S JANUARY 2014 REPORT**  
**\$1,598,817.75**

**OPEN SPACE COMMITTEE - TO ACCEPT THE RESIGNATION OF**  
**MIKE MOREL AS THE RECREATION MEMBER REPRESENTATIVE**  
**TERM TO EXPIRE 12/31/14**

**\*RESOLUTIONS:**

**#R2014-41 RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF**  
**SUSSEX AND STATE OF NEW JERSEY TO AUTHORIZE THE**  
**RENEWAL OF THE VOLUNTEER ACCIDENT POLICY NUMBER**  
**FHH030157 FROM QBE INSURANCE CORPORATION AT AN**  
**ANNUAL PREMIUM OF \$493 FOR THE TERM FEBRUARY 1, 2014**  
**THROUGH FEBRUARY 1, 2015**

**#R2014-42 RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF**  
**SUSSEX AND STATE OF NEW JERSEY AUTHORIZING THE**  
**EXECUTION OF A FIRST AMENDMENT TO COMMUNICATIONS SITE**  
**LEASE AGREEMENT**

(See Insert Attached to These Minutes)

**\*APPROVAL OF MINUTES:**

**DECEMBER 09, 2013 EXECUTIVE SESSION**

**APPROVAL OF MINUTES**

**DECEMBER 09, 2013 REGULAR MEETING**

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

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

Mr. Lensak – yes  
Mr. Walsh – abstain

**PRESENTATION****WENDY MOLNER FOR THE PASSAIC COUNTY ENERGY PRICING COOPERATIVE  
NEW JERSEY GOVERNMENT ENERGY AGGREGATION PROGRAM**

Wendy Molner and Andy Pagenkopf from Commercial Utility Consultants explained the program through the Passaic County Energy Pricing Cooperative. Ms. Molner stated that the energy aggregation laws do not allow a county to procure energy on its community without the consent of the municipality. She and Mr. Pagenkopf explained how they would send mailings to the residents of the municipality advising everyone of this program. No one already in a third party agreement can participate in this program until the current contract expires. They explained how they would use letterhead and envelopes from the Township. This is an opt out only contract. Everyone would be incorporated in the plan unless the resident advises they are not interested. They also explained that if the Committee is interested in going forward they would have to pass an ordinance, which a copy was made available. There was a short discussion regarding how the rate is struck through an auction process.

At the end of this program, the Committee agreed to review the file further and defer any decision until such time Attorney Semrau could review the information and draft ordinance. Mayor Boyce stated that if anyone is interested in asking questions they can do so, off the record in the building's lobby.

**PUBLIC PORTION** Seeing no hands, Mayor Boyce closed the public portion of the meeting.

**ORDINANCES: PUBLIC HEARING****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"***

Mayor Boyce opened the public hearing at this time. Seeing no hands, he closed the hearing.

An ordinance of which the foregoing is the title was introduced and passed on first reading at the regular meeting of the Andover Township Committee, on January 27, 2014, was advertised according to the law and was brought before the public for final consideration. There being no objections, Mr. Walsh moved the adoption of the above entitled ordinance, seconded by Ms. Mc Govern. Roll call vote:

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

**NEW BUSINESS****REVIEW OF RESOLUTION #R2013-43 "SET FEES CHARGED FOR RENTAL AND  
SECURITY DEPOSIT FOR THE HILLSIDE PARK BARN AND HALL**

Ms. Thompson provided copies of the current resolution, which went into effective February 1, 2013. She stated that as reported at the last meeting we have collected \$24,000 in rental fees. She further stated that because we had reservations in place prior to the fee increase, those reservations were given the prior rate. Due to the split fee in 2013, we do not have a true accounting of what the revenues could have been if the new rate was charged for a full year. She recommended not consider an increase in fees at this time but to revisit the current rate schedule at the end of the year. She added that she had asked the finance department to provide an accounting of the utilities and other expenses to maintain these facilities.

**NEW BUSINESS (CONTINUED)****REVIEW AND CONSIDERATION OF PROPOSALS RECEIVED FOR TAX REVALUATION SERVICES FOR TAX YEAR 2015**

Ms. Thompson stated that on February 4<sup>th</sup> she received and opened three sealed proposals as requested for tax revaluation services for tax year 2015. This project is to be completed by the end of 2014. The proposals received were Appraisal Systems Inc. for \$159,845, Realty Appraisal Company for \$160,000 and Certified Valuations Inc. for \$215,000.

Following a short discussion Mr. Walsh suggested we invite the first two firms to the next Committee meeting to answer questions from the governing body. He stated that since only \$150 separates the first two, a presentation should give everyone a fair shot.

**OLD BUSINESS****CONTINUED DISCUSSION REGARDING POSSIBLE AMENDMENT OF THE CURRENT SIGN ORDINANCE**

Ms. Blackburn reported on the subcommittee meeting earlier today. She said the issue regarding temporary signs seems to be the issue at this time. They are working on changes to the ordinance and Rick Melfi suggested the Economic Development Advisory Committee review these changes before going to the Land Use Board. Ms. Blackburn stated that our current ordinances forbid any temporary signs making businesses violation. To take these signs down is not business friendly so to change the ordinance to permit a certain number of signs can help them stimulate business. Mr. Lensak suggested posting the draft on the website so the area businesses can give us their feedback as well.

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

Mr. Pasek stated that the ordinance that was drafted was set up to provide for the Andover Township Police Department to have more involvement with the permission and enforcement process, specifically, anyone who wants to use their property for target shooting would have to seek approval from the police department. In turn, the department would have to inspect the premises to make certain it is safe for this activity. If so, limited approval, such as certain days and hours of the week, would be granted with only certain type of weapons being used. There was a short discussion regarding the fines that would be imposed if anyone were found violating the code. Before moving forward on this draft, it was suggested that the Police Chief review it and provide his feedback.

**COMMITTEE REPORTS:**

**MR. WALSH.** He reported that the Recreation Committee met for their reorganization and the Chair is Sabrina Burke with Vice-Chair, Ray Ayers. Mike Morel's Regular position was reassigned to Alternate and new member Diane Boffa was appointed in his place. There second meeting is taking place at this time.

Regarding the DPW, the salt supply is very low as is the entire State. He said he has been working with the DEP to clean up the Old Creamery property because it is a contaminated site. He is trying to get someone here to see if a grant is available for such a project.

**COMMITTEE REPORTS (CONTINUED)**

**MS. MCGOVERN.** She reported that the February 3<sup>rd</sup> Seniors meeting was cancelled due to the storm and the next meeting is February 17<sup>th</sup> which will include a pizza lunch. The Installation meeting has been rescheduled to a date to be determined. She then reported on the school board meeting. The Superintendent went through the NJ Efficiency Scores. The next meeting is February 18<sup>th</sup> and there will be representatives from Newton High School. The reason for this is that the Andover Regional School Board was given an extra assessment by the Newton School District to cover the cost of the new football field. The assessment is \$2396 per student from the sending district. Mr. Walsh was astonished that the total is \$480,000. She urges everyone to please attend this meeting. She also mentioned that one of the teachers passed away suddenly on Saturday.

**MS. BLACKBURN.** Reported on the Land Use Board meeting where they discussed Wind Turbine and Solar Panel Ordinance. It is in its final stages and should come before the Committee shortly. She then reported on Sustainable Andover and the Winter Market is February 23<sup>rd</sup> from 11 to 4. Mayor Boyce stated that a press release was sent to the papers regarding the market event.

**MR. LENSAK.** He thanked Mike Morel for his years of volunteer service to the Township. He then asked about the school's solar project. He said \$35,000 was invested in engineering and it seems like nothing has come about with the project. Ms. Mc Govern stated that the project comes up for discussion briefly and then goes nowhere.

**MAYOR BOYCE.** He reported on the DARE program spearheaded by Officers Kithcart and Mosner. It is a standard 10 week program taught to the 6<sup>th</sup> grade class. He then read a memo from Emergency Management Coordinator Danielson with regard to the DOT exploring solutions to the diminishing salt supplies while more snow storms are expected.

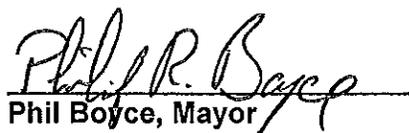
He then advised everyone that he received notification that JCP&L will be doing tree maintenance by use of a helicopter that has a chainsaw hanging from it. Some of these trees are interfering with the lines and need to be trimmed. He then gave the monthly statistics report from the fire department. There was a total of 15 calls for the month of January.

**REPORT FROM THE CLERK/ADMINISTRATOR** She reminded everyone of the New York City bus trip that was postponed due to a winter storm. Tickets are still available. At the last meeting, it was mentioned that the fire hydrants at Lake Lenape were removed. She contacted Fire Marshal Inga who immediately remedied the situation. She reminded everyone to renew their dog licenses. A grace period is still in effect due to the weather.

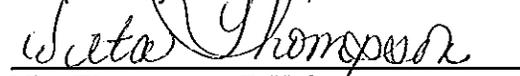
**REPORT FROM THE MUNICIPAL ATTORNEY** He had nothing to report at this time.

**NEXT SCHEDULED MEETINGS:** February 24, March 10 & 24, 2014  
6:00PM Executive Session  
6:30PM Regular Meeting  
April 14 & 28, 2014  
6:30 Executive Session  
7:30 Regular Meeting

**ADJOURNMENT** No further business appearing before the Committee at this time, Mr. Walsh moved the meeting be adjourned at 8:43 P.M., seconded by Mr. Lensak and carried unanimously.

  
Phil Boyce, Mayor

Respectfully submitted,

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

TOWNSHIP OF ANDOVER

MOTION FOR EXECUTIVE SESSION

BE IT RESOLVED by the Township Committee of the Township of Andover on the 10<sup>TH</sup> day of February 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) a. (1) Confidential or excluded matters, by express provision of Federal law or State statute or rule of court.
- ( ) a. (2) A matter in which the release of information would impair a right to receive funds from the Government of the United States.
- ( ) a. (3) Material the disclosure of which constitutes an unwarranted invasion of individual privacy.
- (x) a. (4) A collective bargaining agreement including negotiations.
- (x) a. (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.
- ( ) a. (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) a. (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:**

**Attorney-Client Privilege:**

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

**Potential Litigation:**

**Pending Litigation:**

- ( ) a. (8) Personnel matters.

- 1. **Police Department Staffing**

- ( ) 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: February 10, 2014

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Moved:	Blackburn	Seconded:	Walsh
Voted Aye:	Blackburn, Lensak, McGovern(arrived at 6:05), Walsh, Boyce		
Voted Nay:	None		
Abstained:	None		

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