

A REGULAR MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ANDOVER, COUNTY OF SUSSEX, STATE OF NEW JERSEY WAS HELD ON MONDAY, FEBRUARY 8th, 2016 AT THE BOROUGH HALL BEGINNING AT 7:00 P.M.

PRESENT: Mayor Morgan, Council Members: Dennison, Figueiredo, Pearson, Smith and Delfing.

ABSENT: (vacancy)

Mayor Morgan called the meeting to order with a salute to the flag and in accordance with the Open Public Meetings Act by advertising notice of meeting in the N.J. Herald and posting copy of notice in the Borough Hall.

LAKELAND EMERGENCY SQUAD: Stephanie Leenstra & Rourke Day appeared before the governing body regarding the soft billing model that will be implemented by LES. It was expected that the program will go live beginning with the 3rd or 4th billing cycle for 2016 and they expect 50% of the response to invoices. Lakeland Emergency Squad is looking for the Borough's commitment that they are on board with the plan as well as continuation of annual municipal donation. With regard to the command vehicle, the members of the LES present were not prepared to provide the spec information

A MOTION was made by Mrs. Delfing, seconded by Mr. Figueiredo to support proposed plan. Mr. Figueiredo commented that he thought the plan was well researched and well prepared. Upon roll call the following votes were cast: AYES: Figueiredo, Pearson, Smith, Delfing. NAYS: None. ABSTAIN: Dennison. Motion carried.

PROCLAMATION: The Mayor read a proclamation for Eagle Scout Kyle A. Blaze of Boy Scout Troop 81

VACANCY IN OFFICE: The governing body reviewed the names submitted by Municipal County Republican Committee for Appointment to fill vacancy in office through 12/31/16. The following names were submitted: John Hoag, James Walter, and William Delfing. After some consideration the following motion was made:

A MOTION was made by Mr. Smith, seconded by Mr. Dennison to appoint Mr. John Hoag to fill the vacancy in office to 12/31/16. Upon roll call the following votes were cast: AYES: Dennison, Figueiredo, Pearson, Smith, Delfing. NAYS: None. Motion carried.

**** Mr. Hoag entered into the record and took his place as appointed official ****

MINUTES:

A MOTION was made by Mrs. Delfing, seconded by Mr. Figueiredo to approve the minutes of the meeting held on October 13, 2015. Upon roll call the following votes were cast: AYES: Figueiredo, Pearson, Smith. NAYS: None. ABSTAIN: Dennison, Hoag, Delfing. Motion carried.

A MOTION was made by Mrs. Delfing, seconded by Mr. Figueiredo to approve the minutes of the meeting held on November 9, 2015. Upon roll call the following votes were cast: AYES: Figueiredo, Pearson, Smith, Delfing. NAYS: None. ABSTAIN: Dennison, Hoag. Motion carried.

A MOTION was made by Mrs. Delfing, seconded by Mr. Figueiredo to approve the minutes of the meeting held on January 11, 2016. Upon roll call the following votes were cast: AYES: Dennison, Figueiredo, Pearson, Smith, Delfing. NAYS: None. ABSTAIN: Hoag. Motion carried.

A MOTION was made by Mrs. Delfing, seconded by Mr. Figueiredo to approve the minutes of the meeting held on January 27, 2016. Upon roll call the following votes were cast: AYES: Figueiredo, Pearson, Smith, Delfing. NAYS: None. ABSTAIN: Dennison, Hoag. Motion carried.

OFFICIALS REPORTS:

A MOTION was made by Mr. Dennison, seconded by Mrs. Delfing to approve the Treasurer's Report for February 8th, 2016 as presented and waive the reading. Upon roll call the following votes were cast: AYES: Dennison, Hoag, Figueiredo, Pearson, Smith, Delfing. NAYS: None. Motion carried.

A MOTION was made by Mr. Smith, seconded by Mr. Pearson to accept the following reports and place on file: List of annual water testing requirements, Joint Court Report for December 2015, ABFD report for January, Monthly Operating Report dated 2/5/16. Upon roll call the following votes were cast: AYES: Dennison, Hoag, Figueiredo, Pearson, Smith, Delfing. NAYS: None. Motion carried.

CORRESPONDENCE: The following was presented to the governing body and placed on file.

Letter from Ransom Environmental re: Remedial Action of 141 Main Street complete

Letter from H.E. Pellow for NJ State Park Service re: NJDEP Andover Bike Path Phase II

AUDIENCE PARTICIPATION:

Chief Jessie Casella asked what will happen to the Lakeland Squad vehicle that is up for replacement and also if the billing will be clarified.

REPORTS OF SPECIAL COMMITTEE: None.

REPORTS OF STANDING COMMITTEES:

Administrative & Executive: Mr. Pearson reported that the clerk is looking into a shred event for the municipality in the future and in order to solve immediate paper collection issues in the municipal office the Borough Hall will get a paper collection box from SK Paper Shred.

Celebration of Public Events: Mrs. Delfing reported that the Easter Egg Hunt will be held on 3/26 at noon in the Andover Borough Park and that the tree dedication for former Mayor Bollard will be held on Memorial Day.

Finance: Mr. Dennison reported that we will continue to review the budget on 2/17.

Parks & Playgrounds: No report.

Public Bldgs. & Grounds: Mr. Smith reported that oil was purchased at \$1.49 a gallon, the doors for the park building is a priority which he will continue to work on replacing and that there was a report of a gas smell in the park building which may have been a pilot light.

Public Safety: Mrs. Delfing reported that Engine 62 needs maintenance. Breaks are needed immediately and cost about \$2000. **A MOTION** was made by Mrs. Delfing, seconded by Mr. Dennison to approve an amount not to exceed \$2000 for this repair. Upon roll called the following votes were cast: AYES: Dennison, Figueiredo, Pearson, Smith, Delfing. NAYS: None. ABSTAIN: Hoag. Motion carried.

Mrs. Delfing continued to report that the truck has not been full service since 2014 and that would need to be done. Fire & Safety performs this service. A MOTION was made by Mrs. Delfing, second by Mr. Figueiredo to approve an amount not to exceed \$3000 to perform this service. Upon roll called the following votes were cast: AYES: Dennison, Figueiredo, Pearson, Smith, Delfing. NAYS: None. ABSTAIN: Hoag. Motion carried.

Lastly, it was reported that the ISO representative has a meeting with the ABFD on 2/16 at 6 p.m. to fulfill the requirement from ISO for certification.

Streets & Roads: Mr. Smith and Mr. Dennison reviewed the pothole estimates with the governing body. There was also some discussion about signs that need to be installed; in particular no parking signs and those that were destroyed in an accident on the corner of High Street and County 517/606. There was also some conversation about a tree that is overhanging on Old Creamery Road. Mr. Dennison mentioned he would find out whose property that tree is on.

Water Utility: Mr. Smith that there was a water main break on 1/16 that was efficiently repaired. Mr. Smith continued to report that the Water Operator, Mr. Grodeska, has resigned from his position and that a new operator will need to be found. His report included the confirmation that chlorine readings are fine and that he will be starting up the water softener. There was also a brief discussion regarding a possible ordinance establishing Council and Water Superintendent duties and the same with OEM

OLD BUSINESS: None.

NEW BUSINESS:

The governing body reviewed the Rules of Order for 2016.

A MOTION was made by Mrs. Delfing, seconded by Mr. Dennison to approve the following amendments:

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| • Administrative/Executive | <u>Pearson</u> , Delfing, Figueiredo |
| • Celebration of Public Events | <u>Figueiredo & Delfing</u> , Pearson |
| • Finance | <u>Dennison</u> , Delfing, Pearson |
| • Parks and Playgrounds | <u>Figueiredo</u> , Dennison, Hoag |
| • Public Buildings and Grounds | <u>Smith</u> , Pearson, Figueiredo |
| • Public Safety | <u>Delfing</u> , Hoag, Smith |
| • Street and Roads | <u>Hoag</u> , Dennison, Smith |
| • Water Utility | <u>Smith</u> , Dennison, Hoag |

(Underline indicates Chairperson)

There was no change to the Finance Committee - included for continuity and clarification of duties. Upon roll call the following votes were cast: AYES: Dennison, Hoag, Figueiredo, Pearson, Smith and Delfing. NAYS: None. Motion carried.

The governing body discussed the position of OEM. Mr. Hoag will look into any necessary training.

A 2015 Court Revenue Voucher submitted by Green Township was reviewed by the governing body and signed.

There was a brief discussion regarding State Park signs which indicated that land was owned by the State mistakenly being installed on municipal property. The Mayor contacted the Superintendent of the Kittatinny State Park who had them removed with the explanation that the open space map they had was unclear who owned the land.

RESOLUTIONS: None.

ORDINANCES: None.

AUDIENCE PARTICIPATION: None.

MOTION TO PAY THE BILLS:

A MOTION was made by Mr. Smith, seconded Mr. Pearson to pass the following Resolution: BE IT RESOLVED by the Governing Body to approve the payment of all vouchers, except the OEM phone which will be canceled, on the bill listed February 8th, 2016 submitted by the Chief Financial Officer for payment. Upon roll call the following votes were cast AYES: Dennison, Figueiredo, Pearson, Smith, Delfing. NAYS: None. Motion carried.

MOTION TO ADJOURN:

A MOTION was made by Mrs. Delfing, seconded by Mr. Figueiredo to adjourn the meeting. AYES: All in Favor. NAYS: None. Motion carried.