

A REGULAR / BUDGET WORKSHOP MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ANDOVER, COUNTY OF SUSSEX, STATE OF NEW JERSEY WAS HELD ON MONDAY, MARCH 13th, 2017 AT THE BOROUGH HALL BEGINNING AT 7:00 P.M.

*****The recording for this meeting failed until 7:30 p.m when the problem was discovered*****

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

ABSENT: Mr. Dennison

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.

MINUTES:

A MOTION was made by Mrs. Delfing, seconded by Mr. Hoag to approve the minutes of the meeting held on 01/09/2017. Upon roll call the following votes were cast: AYES: Figueiredo, Pearson, Smith, Delfing. NAYS: None. ABSTAIN: Hoag. Motion carried.

OFFICIALS REPORTS: There was no March 13, 2017 report.

A MOTION was made by Mr. Smith, seconded by Mr. Figueiredo to accept the following reports and place on file: Lakeland Emergency Squad Report for YTD and January, February; Andover Joint Court for January. Upon roll call the following votes were cast: AYES: Figueiredo, Pearson, Smith, Hoag, Delfing. NAYS: None. Motion carried.

CFO:

Michelle LaStarza, CFO, finalized some last minute details with the governing body.

CORRESPONDENCE: The following was presented to the Council:
Sussex County Board of Taxation re: Preliminary Equalization Table

State of New Jersey DEP Water Quality re: Draft Tier A and B Municipal Storm Sewer System permit renewals

AUDIENCE PARTICIPATION:

Richard Mooney asked if the water line was going to be replaced on West High Street when the road is improved through a recent bid for Municipal Aid. It is not. Mr. Mooney explained that on another road improvement they had to replace the lines because the machinery vibration caused the lines to break.

REPORTS OF SPECIAL COMMITTEE:

Mr. Figueiredo discussed the NJ Sustainable program and the requirements to accomplish the Bronze level. After some discussion to understand the effort required to achieve the points to complete the bronze level, it was determined that it may be more effort than reward.

REPORTS OF STANDING COMMITTEES:

Administrative & Executive:

Mr. Pearson reported that a new shred box has been delivered to the municipal office and he will discuss the email matter with Mr. McNeir.

Celebration of Public Events:

Mr. Figueiredo / Mrs. Delfing reported that the Easter Egg Hunt is next week and that the Memorial

Day ceremony will begin at 10 a.m. on 5/30/16.

Finance:

Mr. Dennison reported that the budget is in the process of being worked on and that the JCPL light chart is almost done.

Parks & Playgrounds:

Mr. Figueiredo reported that the garbage in the park is overflowing during the winter months.

A MOTION was made by Mrs. Delfing, seconded by Mr. Figueiredo to approve \$350 to be paid to the ABFD from October to April to remove the garbage from the park. Upon roll call the following votes were cast: AYES: Dennison, Figueiredo, Pearson, Smith, Delfing. NAYS: None. ABSTAIN: Hoag. Motion carried.

Mr. Figueiredo also reported that the graffiti has been removed from the playground equipment.

After reviewing a request from the Andover Girls Softball league to use the park:

A MOTION was made by Mr. Smith, seconded Figueiredo to approve the use of the park by Andover Girls Softball. Upon roll call the following votes were cast: AYES: Dennison, Hoag, Figueiredo, Pearson, Smith, Delfing. NAYS: None. Motion carried.

Public Bldgs. & Grounds:

Mr. Smith reported that the Husqvarna tractor needs to be serviced and Ford tractor needs some repair. The need for clay in the ball field was briefly discussed and a determination of the amount of clay would have to be made. He continued to report that the park on Prospect Ave will be mowed by the same company as last year. Mr. Smith is also looking into a mason for work at the park building as he continues to research changing the park building over from oil to natural gas. The need for a fee structure for the rental of the park building was mentioned.

A MOTION was made by Mrs. Delfing, seconded by Mr. Hoag to approve an amount not to exceed \$500 to repair/service the Husqvarna tractor. Upon roll call the following votes were cast: AYES: Dennison, Hoag, Figueiredo, Pearson, Smith, Delfing. NAYS: None. Motion carried.

Public Safety:

Mrs. Delfing had no report.

Streets & Roads:

Mr. Hoag reported that a catch basin is in need of repair on Maple. The cost of repair is \$1250.

A MOTION was made by Mr. Hoag, seconded by Mrs. Delfing to approve the amount of \$1250 for repair of catch basin by Pettit Corp. Upon roll call the following votes were cast: AYES: Hoag, Figueiredo, Pearson, Smith, Delfing. NAYS: None. Motion carried

Water Utility:

Mr. Smith reported that our new water operator and assistant operator are working out well. He implemented a new chlorine tester and estimates of annual testing will be reviewed. He will also be submitting a coliform sample plan. He also reported that a new chlorinator has been purchased and installed for \$624, but we need a 2nd.

A MOTION was made by Mr. Hoag, seconded by Mr. Dennison to approve the purchase of a second

water chlorinator. Upon roll call the following votes were cast: AYES: Dennison, Hoag, Figueiredo, Pearson, Smith, Delfing. NAYS: None. Motion carried.

It was also reported that we have a new chlorine supplier and the electric heater has been replaced. Mr. Smith also reported that Jeff Schick will be taking our daily water samples while Mr. Mooney is not available. The Generator grant status is still in the hands of Harold Pellow's office and it's possible that the generator will have to be elevated to meet flooding plan.

2017 MUNICIPAL BUDGET

A MOTION was made by Mr. Pearson, seconded by Mrs. Delfing to approve the first reading and publication of a "MODEL ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (NJSA 40A:4-45.14)". Upon roll call the following votes were cast: AYES: Hoag, Figueiredo, Pearson, Smith, Delfing. NAYS: None. Motion carried.

A MOTION was made by Mr. Smith, seconded by Mr. Figueiredo to approve the first reading and publication 2017 Andover Borough Municipal Budget. Upon roll call the following votes were cast: AYES: Hoag, Figueiredo, Pearson, Smith, Delfing. NAYS: None. Motion carried.

This item was deleted from the agenda as it was already completed in February. A second reading will be on the April agenda. *MOTION to approve the first reading and publication of "AN ORDINANCE FIXING THE SALARIES OF THE MAYOR, COUNCIL, OFFICERS AND EMPLOYEES OF THE BOROUGH OF ANDOVER, IN THE COUNTY OF SUSSEX, STATE OF NEW JERSEY FOR THE YEAR 2017"*

NEW BUSINESS:

Mr. Figueiredo mentioned that a new magazine that is specific to the Andover area has been started by his wife and that the first edition is going to publication.

There was a brief discussion regarding the All Hazard Mitigation Grant – submission for in-kind requirement information 4/1/17. It was mentioned that the Clerk and Mayor had hours invested in this to report as well as the former OEM.

OLD BUSINESS:

The governing body present at this meeting took time to work with an IT professional at Go Daddy, the domain provider, to activate their new email addresses. The matter did take approximately an hour as the issues varied with each set up. The process included the upgrade of the system contract to which there is a pause in the recording at two intervals to process the Borough banking information. The meeting immediately resumed after each pause.

County ADA - Farmland Preservation – The Council briefly discussed the matter of the County changing their ADA to permit farmland preservation within the limits of a Centers of Place Designation. Having had a request for farmland preservation before it last year and being a centers of place designated by the State, the Council asked for the Borough Attorney to forward a letter to the County Planning Board Office and Agriculture Development Board to affirm its position that it will not support at this time any farmland preservation within its limits.

There was a brief discussion as to the current situation of the Board of Health. After some research, it was determined that State law will not allow a Borough to dissolve a Board of Health while allowing Townships to do so. In light of this, the meetings will be at the discretion of the Board secretary to coincide with important matters. It was also mentioned that perhaps our Legislature could become involved to help update the law to include Borough's.

Clean Communities – There was a discussion regarding the expenditure of clean communities funds. Mayor Morgan and Mrs. Brothman, the Clean Communities Coordinator, met and addressed the areas where the Borough tax payers can best benefit from the funding. Mr. Smith addressed his

own concerns about volunteers for the few programs using them; while Mrs. Brothman reported the nature of the work will dictate the volunteer group best suited for the job.

Generator Grant – The Mayor reported that Cory Stoner has been having trouble getting the electrical information they need from the company they use. He told the Mayor that he would work on it himself and not extra cost to get the work completed in the next month.

Vehicle Inquiry into Cooperatives – With the donation of funds for a vehicle on the next agenda, the Mayor report he did some research into the cost of similar vehicles if the Borough were to purchase them. He found a Ford Explorer XL for \$30,900.00. Now that they know what they go for the amount to expend as well as the decision to purchase or donate must be decided. The Clerk was asked to contact the Lakeland Squad to see if there are members who could meet prior to the next meeting to address how this transaction could best be made.

NEW BUSINESS:

All Hazard Mitigation Grant – submission for in-kind requirement information 4/1/17 was mentioned as the deadline is approaching. Mr. Hoag assured the Council it would be taken care of.

RESOLUTIONS:

BOND ANTICIPATION:

A MOTION was made by Mr. Figueiredo, seconded by Mr. Hoag to approve a resolution confirming Chief Financial Officer's Award of Bond Anticipation Note in the amount of \$320,000 to Sussex Bank at 1.52% dated March 3rd 2017 payable March 2nd 2018. Upon roll call the following votes were cast: AYES: Hoag, Figueiredo, Pearson, Smith, Delfing. NAYS: None. Motion carried.

West High Street:

The Council reviewed the bid submission report for the Municipal Aid Application for West High Street as well as the Engineer recommendation.

A MOTION was made by Mr. Smith, seconded by Mr. Pearson to award the bid to Your Way Construction, Inc., 404 Coit Street, Irvington, NJ 07111 with the low base bid of \$93,542.36. Upon roll call the following votes were cast: AYES: Hoag, Figueiredo, Pearson, Smith, Delfing. NAYS: None. Motion carried.

Inspection costs and asphalt core testing will be an additional \$9000 for a total of \$102,542.36

RECYCLING:

A MOTION was made by Mrs. Delfing, seconded by Mr. Smith to adopt Resolution for "Tonnage Grant Which May Be Made to Municipalities in Order to Encourage Local Source Separation and Recycling Programs." Upon roll call the following votes were cast: AYES: Hoag, Figueiredo, Pearson, Smith, Delfing. NAYS: None. Motion carried.

ORDINANCE:

A MOTION was made by Mrs. Delfing, seconded by Mr. Hoag to approve the first reading and introductions of "AN ORDINANCE OF THE BOROUGH OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY AMENDING PARAGRAPH C OF SECTION 149-4, ENTITLED "LICENSING", OF CHAPTER 149, ENTITLED "BODY ART ESTABLISHMENTS", OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF ANDOVER". Upon roll call the following votes were cast: AYES: Hoag, Figueiredo, Pearson, Smith, Delfing. NAYS: None. Motion carried.

AUDIENCE PARTICIPATION: None.

MOTION TO PAY THE BILLS:

A MOTION was made by Mr. Hoag, seconded by Mr. Figueiredo to pay the bills on the list of the meeting held on 3/13/17. Upon roll call the following votes were cast: AYES: Hoag, Figueiredo, Pearson, Smith, Delfing. NAYS: None. Motion carried.

MOTION TO ADJOURN:

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

Beth Brothman, RMC
Borough Clerk