

THE REORGANIZATION MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ANDOVER, COUNTY OF SUSSEX, STATE OF NEW JERSEY WAS HELD ON WEDNESDAY, JANUARY 6<sup>th</sup>, 2021 AT THE BOROUGH HALL BEGINNING AT 7:00 P.M.

PRESENT: Mayor Morgan, Council members Walter, Pearson, Smith and Delfing

ABSENT: Dennison and Hoag

Mayor John A. Morgan brought 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.

Mayor Morgan read the Statement of Election

The Municipal Clerk administered the Oath of Office to Councilwoman Lynn Delfing

A MOTION was made by Mr. Smith, seconded by Mr. Pearson to adopt the following Resolution for Reorganization. Upon roll call the following vote was cast: AYES: Smith, Pearson, Walter, Delfing. NAYS: none. Motion carried.

BE IT RESOLVED that the regular meeting of the Mayor and Council be held on the second Monday of each month, except that on Holiday Mondays the meeting be held the next day, Tuesday, at the Borough Hall, beginning at 7:00 p.m.,

BE IT FURTHER RESOLVED that the Borough Attorney shall be Frank McGovern of McGovern & Roseman, and

BE IT FURTHER RESOLVED that the Borough Engineer shall be Harold E. Pellow of Harold E. Pellow & Associates, and

BE IT FURTHER RESOLVED that the Official Newspaper of the Borough shall be the New Jersey Herald and Sunday Herald, and

BE IT FURTHER RESOLVED that Thomas Ferry of Wielkotz & Company be designated as official auditor for the purpose of preparing the 2021 Municipal Budget and auditing the accounts of the Borough,

BE IT FURTHER RESOLVED that Steven Rogut of Rogut McCarthy LLC be designated as official Bond Counsel for the purpose of preparing Bond Ordinances of the Borough,

BE IT FURTHER RESOLVED that Melissa Caton be designated as official Borough Tax Search Officer for the ensuing year, and

BE IT FURTHER RESOLVED that the Fire Prevention duties are designated through a Shared Service Agreement with the Sussex County Sheriff's Office of Emergency Management

BE IT FURTHER RESOLVED that Beth Brothman be designated as official Borough Assessment Search Officer for the ensuing year, and

BE IT FURTHER RESOLVED that Beth Brothman be designated as the person who will perform the Land Use Administrator, Planning Board Secretary and Zoning Officer services under the Shared Service Agreement with Sandyston Township for the year 2021, and

BE IT FURTHER RESOLVED that the Fire Prevention duties are designated through a Shared Service Agreement with the Sussex County Sheriff's Office of Emergency Management

BE IT FURTHER RESOLVED that the interest rate on delinquent taxes shall be 8% per annum on the first \$1,500.00 of the delinquency and 18% per annum on any amount in excess of \$1,500.00 and a penalty of 6% against a delinquency in excess of \$10,000.00 on properties that fail to pay the delinquency prior to the end of the calendar year, and Any balances under \$5.00 to be cancelled.

BE IT FURTHER RESOLVED that a penalty of 10% shall be levied on delinquent water rents for the ensuing year.

AND BE IT FURTHER RESOLVED that the Depositories for Borough funds will be PNC Bank, Lakeland Bank, Provident Bank, New Jersey Cash Management, Hudson City Savings Bank, Bank of New York, First Hope Bank, Valley National Bank and Commerce Bank

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A MOTION was made by Mr. Pearson, seconded by Mrs. Walter to elect Robert Smith as Council President for the ensuing year. Upon roll call the following vote was cast: AYES: Smith, Pearson, Walter, Delfing. NAYS: none. Motion carried.

A MOTION was made by Mrs. Delfing, seconded by Mrs. Walter to appoint council member Peter Pearson to the Planning/Zoning Board for a 1-year term. Upon roll call the following vote was cast: AYES: Smith, Pearson, Walter, Delfing. NAYS: none. Motion carried.

A MOTION was made by Mr. Smith, seconded by Mr. Pearson to approve the Mayor's appointments to the following positions for 2021. Upon roll call the following vote was cast: AYES: Smith, Pearson, Walter, Delfing. NAYS: none. Motion carried.

Registered Municipal Clerk, Beth Brothman  
Chief Finance Officer / Treasurer, Michelle LaStarza  
Tax Collector, Melissa Caton  
Tax Clerk, Beth Brothman  
Assessor, Joe Ferraris  
Borough Hall Custodian & Caretaker, Cindy Smith  
Police Commissioner, Robert Smith  
Fire Commissioner, Lynn Delfing  
Deputy Fire Commissioner, Robert Smith  
Animal Control Officer, Alan DeCarolis  
Registrar of Vital Statistics, Beth Brothman  
Deputy Registrar of Vital Statistics, Amanda Lobban  
Coordinator of Aging, John A. Morgan  
Joint Insurance Fund Commissioner, Beth Brothman  
Alternate Joint Insurance Fund Commissioner, Michelle LaStarza  
Sustainable New Jersey, open  
Emergency Management Coordinator (2020-2023 -3-year appointment), John Hoag  
Deputy Emergency Management Coordinator, Jessica Casella  
911 Coordinator, John Hoag  
Right to Know Coordinator, John Hoag  
Crossing Guard (end June 2021), Terry Casella  
Deputy Crossing Guard (end June 2021), open  
Small Cities Grant Administrator, Jessica Caldwell  
Economic Development Committee, Sherry Arnold  
Fire Sub-Code Official, Colin Baker  
Zoning Officer & Code Enforcement Officer, Michael Johnson  
Construction Official, Building Inspector, Building Sub-Code Official - Rodney Schmidt  
Permit Control Official, Beth Brothman  
Electrical Inspection, Kurt Decker  
Plumbing Inspection, Rich Beard  
Community Building Custodian, Cindy Smith  
Community Building Scheduling Coordinator, Beth Brothman

Director of Welfare, Beth Brothman  
Dog License Clerk, Beth Brothman  
Public Agency Compliance Officer, Beth Brothman  
Clean Communities Coordinator, Beth Brothman  
Certified Recycling Professional, Beth Brothman  
Stormwater Coordinator, Beth Brothman

Board of Health Members:

Pat Bloxham Term Expires 12/31/24  
Mary Jane Schick, Term Expires 12/31/24  
Judy Smith, Term Expires 12/31/21  
Joanne Wojcik, Term Expires 12/31/22  
Bob Mooney, Term Expires 12/31/23

Water Utility:

Licensed Operator, Robert Olivo  
Assistant Water Operator, Timothy Hess  
Water Collector, Beth Brothman  
Water Meter Reader, Open  
Water Superintendent, Robert Smith

Mayor's Appointments to Planning/Zoning Board:  
Beth Brothman, Class II, term expires 12/31/21

Sussex County Water Quality PAC & Sussex County Solid Waste Advisory Committee: James Landrith

A MOTION was made by Mrs. Delfing, seconded by Mr. Pearson to adopt the amended Rule of Order & Council Committees for 2021 with changes as approved. Upon roll call the following vote was cast: AYES: Smith, Pearson, Walter, Delfing. NAYS: none. Motion carried.

A MOTION was made by Mr. Smith, seconded by Mr. Pearson to approve the attached temporary budget. Upon roll call the following vote was cast: AYES: Smith, Pearson, Walter, Delfing. NAYS: none. Motion carried.

### **Approving Temporary Budget for 2021**

**WHEREAS**, N.J.S.A. 40A:4-1 et seq. deals with state regulation of local budget matters and these regulations require a temporary budget be adopted covering the first quarter of the fiscal year, and

**WHEREAS**, the total appropriations exclusive of capital improvements, debt service, deferred charges and reserve for uncollected taxes amounted to \$489,404 in the 2020 municipal budget,

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Borough of Andover, County of Sussex, State of New Jersey, that the 2021 temporary budget be adopted in the amount of \$40,783 per month until such time as the 2021 budget is finally adopted.

**BE IT FURTHER RESOLVED**, by the governing body of the Borough of Andover, County of Sussex, State of New Jersey that the 2021 temporary Water Utility budget be adopted in the amount of \$6,5832 per month until such time as the 2021 budget is finally adopted.

**BE IT FURTHER RESOLVED**, by the governing body of the Borough of Andover, County of Sussex, State of New Jersey that the 2021 temporary Open Space budget be adopted in the amount of \$432 per month until such time as the 2021 budget is finally adopted.

**ANY OTHER BUSINESS:**

There was some discussion regarding on street parking issues on the previous Sunday during the snow storm. Notices will be sent out to advise of regulation.

The Mayor reported on the following:

- A referendum passed in the November General Election provided for a Veteran Tax Deduction of \$250 which will be reimbursed to the borough.
- A Municipal Aid Road Grant for Railroad Avenue was awarded in the amount of \$29,000.
- A proposal for the Park Building Generator to replace the battery “due to age” was discussed. The Mayor advised that scheduling this kind of work during the annual maintenance should be considered. There was no action taken on that proposal.
- Covid numbers in the borough have elevated to 26 since March, with 23 of the 26 diagnosed since October 2020.
- The Eagle Scout project in the park is completed. Joseph Zuzze completed the renovation of the baseball dugouts a few months ago to the satisfactory of the borough and will be having his board of review this month.
- The Personnel Policy should be updated to amend the section indicating that employees must retire at 70
- Job descriptions should be created for any position that currently does not have one. The Mayor reported that he is working on the newer water department positions, however, all positions should have a description.

The Mayor asked the Municipal Clerk about the fire proof storage of documents. The Municipal Clerk advised that there are 3 file cabinets in the main office with a fire proof rating. Some documents, such as vital records, are required to be in such storage cabinets whereas other do not have that requirement.

**Professional Service Agreements:**

A MOTION was made by Mr. Pearson, seconded by Mr. Smith to approve the 2021 professional service agreement with Rogut McCarthy LLC for Bond Counsel services. Upon roll call the following vote was cast: AYES: Smith, Pearson, Walter, Delfing. NAYS: None. Motion carried.

A MOTION was made by Mr. Pearson, seconded by Mr. Smith to approve the 2021 professional service agreement with Frank McGovern of McGovern and Roseman for municipal attorney services. Upon roll call the following vote was cast: AYES: Smith, Pearson, Walter, Delfing. NAYS: None. Motion carried.

A MOTION was made by Mr. Pearson, seconded by Mr. Smith to approve the 2021 professional service agreement with Wielkottz & Company for auditor services. Upon roll call the following vote was cast: AYES: Smith, Pearson, Walter, Delfing. NAYS: None. Motion carried.

A MOTION was made by Mr. Pearson, seconded by Mr. Smith to approve the 2021 professional service agreement with Jessica Caldwell of J. Caldwell & Associates, LLC for municipal planner services. Upon roll call the following vote was cast: AYES: Smith, Pearson, Walter, Delfing. NAYS: None. Motion carried.

**AUDIENCE PARTICIPATION:** None.

A MOTION was made by Mrs. Delfing, seconded by Mr. Smith, to adjourn the meeting. AYES: All in favor. Motion carried.

Beth Brothman  
Municipal Clerk