

**A REGULAR MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ANDOVER, COUNTY OF SUSSEX, STATE OF NEW JERSEY WAS HELD ON MONDAY, NOVEMBER 8<sup>th</sup>, 2021 AT THE BOROUGH HALL BEGINNING AT 7:00 P.M.**

**PRESENT:** Mayor Morgan, Council Members: Hoag, Smith, Pearson, Walter 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, posting copy of notice in the Borough Hall and on the Borough website.

**MINUTES:**

A MOTION was made by Mrs. Delfing, seconded by Mr. Hoag to approve the regular minutes of the meeting held on September 13<sup>th</sup>, 2021. Upon roll call the following votes were cast: Hoag, Smith, Pearson, Walter, Delfing. NAYS: None. ABSTAIN: None. Motion carried.

A MOTION was made by Mrs. Delfing, seconded by Mr. Hoag to approve the workshop minutes of the meeting held on September 22<sup>nd</sup>, 2021. Upon roll call the following votes were cast: Hoag, Smith, Pearson, Walter, Delfing. NAYS: None. ABSTAIN: None. Motion carried.

A MOTION was made by Mrs. Delfing, seconded by Mr. Hoag to approve the minutes of the special meeting held on October 27<sup>th</sup>, 2021. Upon roll call the following votes were cast: Hoag, Smith, Pearson, Walter, Delfing. NAYS: None. ABSTAIN: None. Motion carried.

**OFFICIALS REPORTS:**

A MOTION was made by Mr. Hoag, seconded by Mrs. Delfing to accept the Treasurer’s report for September and October as presented. Upon roll call the following votes were cast: Hoag, Smith, Pearson, Walter, Delfing. NAYS: None. ABSTAIN: None. Motion carried.

*Transfer Resolution:*

A MOTION was made by Mrs. Delfing, seconded by Mr. Pearson to approve a transfer resolution in the amount of \$2920.00. Upon roll call the following votes were cast: Hoag, Smith, Pearson, Walter, Delfing. NAYS: None. ABSTAIN: None. Motion carried.

**WHEREAS**, N.J.S.A. 40A:4-58 permits appropriation transfers to be made during the last two months of the fiscal year, and

**WHEREAS**, it is necessary to transfer appropriations between line items presently located in the Current Year Budget;

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Borough of Andover, County of Sussex, State of New Jersey that the following transfers be made.

<u>FROM:</u>		<b>CURRENT FUND</b>		<u>TO:</u>
Streets and Roads	1,420.00		Financial Admin	1,420.00
Other Expenses			Salaries and Wages	
Electricity	700.00		Buildings and Grounds	700.00
Other Expenses			Other Expenses	
Telephone	800.00		Parks and Playgrounds	800.00
Other Expenses			Other Expenses	
<b>Total Transfers:</b>	<b>2,920.00</b>			<b>2,920.00</b>

**A MOTION** was made by Mr. Hoag, seconded by Mr. Pearson to accept the following reports and place on file: ACO 3<sup>rd</sup> Quarter report, ABFD report for October, Lakeland Emergency Squad report for October and YTD, Upon roll call the following votes were cast: YES: Hoag, Smith, Pearson, Walter, Delfing. NAYS: None. ABSTAIN: None. Motion carried.

**CORRESPONDENCE:** The following was presented to the Council and placed on file.

Letter from SCMUA dated 10/13/21 re: FY 2022 Proposed Rate Scheduled Effective 12/1/21

Letter from SCMUA dated 10/19/21 re: Hazardous Waste Disposal – Policy Change

Letter from Twp. of Andover dated 10/22/21 re: County 911 Dispatch Services

Letter from H.E. Pellow & Assoc., Inc. dated 11/8/21 re: Water Tank - return of documents

**AUDIENCE PARTICIPATION:** None.

**REPORTS OF SPECIAL COMMITTEES:** No reports.

**Board Land Report:** B. Merhrkens offered solution to remove vehicles from block 24 lot 36.03

**REPORTS OF STANDING COMMITTEES:**

**Administrative & Executive:** Mr. Pearson reported that he will be working on the new salary ordinance and getting the year end together.

**Celebration of Public Events:** Mrs. Walter reported that Halloween was a success for the few kids who registered. The four homes that won the decorating contest are 5 Smith, 23 West High Street, 1 High Street and 39 Lenape. Mrs. Walter discussed the next celebration is Christmas.

**A MOTION** was made by Mrs. Walter, seconded by Mr. Pearson to approve an amount not to exceed \$750 for purchases for this event. Upon roll call the following votes were cast: Hoag, Smith, Pearson, Walter, Delfing. NAYS: None. ABSTAIN: None. Motion carried.

**Finance:** Mr. Dennison had no report.

**Parks & Playgrounds:** Mr. Hoag had no report. The Mayor reported that we need a Ford tractor dealer to repair the issue with the tractor. Mr. Smith reported that Clarence is done and may not return next season. There was a brief discussion that the flag in the mini park needs to be replaced as well as the rope.

**Public Bldgs. & Grounds:** Mr. Smith reported that the generators will not have batteries replaced in this cycle of maintenance. He also reported the roof will not be repaired this year and the basement needs to be cleaned. After confirming the leaf pick up date he suggested the trailer may be needed.

**Public Safety:** Mrs. Delfing had no report. There is no news on the truck purchase.

**Streets & Roads:** Mr. Hoag reported that Old Creamery will be approved at this meeting. He continued to report that the inlet on Railroad Avenue is on order and the road signs still need to be installed. The Mayor asked the clerk to check that the Stormwater regulations are being met.

**Water Utility:** Mr. Smith reported that the water is flowing and that the Water Tower project has been completed. Since that time water usage is down. Bob Olivo has been replacing Jimmy Wilkens for the daily monitoring while he is sick. He continued to report that a claim has been filed for the hydrant damaged in the water repair last month. He speculated that the Council may have to consider a rate hike in the coming year, perhaps the next budget. He also reported that the water department is looking for someone to do water mark outs and turn off/ turn on.

**OLD BUSINESS:**

A MOTION was made by Mr. Hoag, seconded by Mrs. Delfing to approve the Proposed Improvements to Prospect Avenue – Section II & Old Creamery Rd Engineer Recommendation to Accept Project. Upon roll call the following votes were cast: Hoag, Smith, Pearson, Walter, Delfing. NAYS: None. ABSTAIN: None. Motion carried.

A MOTION was made by Mr. Pearson, seconded by Mr. Hoag to approve the Water Tank Repair and Maintenance – voucher approval \$149,940.00. Upon roll call the following votes were cast: Hoag, Smith, Pearson, Walter, Delfing. NAYS: None. ABSTAIN: None. Motion carried.

There was a brief discussion of the status of the ABFD fire truck purchase. There is no new yet.

There was a discussion regarding the rental of chairs at the park building. We will borrow from ABFD instead.

There was a discussion regarding putting a flyer out to residence to remind them there is no on street parking.

The was a discussion regarding cyber security and confirmation that Statewide Insurance protocols are being followed.

**NEW BUSINESS:**

*CY2021/SFY2022 Best Practice Inventory Discussion*

A MOTION was made by Mr. Pearson, seconded by Mrs. Delfing to approve the Best Practice submission for CY2021/SFY2022 Best Practice submission. Upon roll call the following votes were cast: Hoag, Smith, Pearson, Walter, Delfing. NAYS: None. ABSTAIN: None. Motion carried.

**Smoke Inspections – new hire:**

A MOTION was made by Mrs. Delfing, seconded by Mrs. Walter to approve the appointment of Jessica Casella as deputy smoke inspector. Upon roll call the following votes were cast: Hoag, Smith, Pearson, Walter, Delfing. NAYS: None. ABSTAIN: None. Motion carried.

**RESOLUTIONS:**

**Audit:**

A MOTION was made by Mr. Smith, seconded by Mr. Pearson to approve the publication of Summary or Synopsis of Audit Report. Upon roll call the following votes were cast: Hoag, Smith, Pearson, Walter, Delfing. NAYS: None. ABSTAIN: None. Motion carried.

A MOTION was made by Mr. Hoag, seconded by Mrs. Walter to pass Resolution to submit a certified copy of Resolution and required Affidavit showing evidence of compliance. Upon roll call the following votes were cast: Hoag, Smith, Pearson, Walter, Delfing. NAYS: None. ABSTAIN: None. Motion carried.

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A MOTION was made by Mr. Hoag, seconded by Mrs. Walter to accept the Corrective Action Plan as submitted by the CFO. Upon roll call the following votes were cast: Hoag, Smith, Pearson, Walter, Delfing. NAYS: None. ABSTAIN: None. Motion carried.

**Escrow Reimbursement:**

A MOTION was made by Mrs. Delfing, seconded by Mr. Hoag to approve the following reimbursements Upon roll call the following votes were cast: Hoag, Smith, Pearson, Walter, Delfing. NAYS: None. ABSTAIN: None. Motion carried.:

Pearson	Rental 7/17/21	\$150.00
Mooney	Rental 10/17/21	\$150.00
Danielson	Driveway Application	\$199.50

**ORDINANCE:**

**Cannabis Tax:**

**A MOTION** was made by Mr. Smith, seconded by Mr. Pearson to approve the second reading and publication of a "CAPITAL ORDINANCE OF THE BOROUGH OF ANDOVER, IN THE COUNTY OF SUSSEX, NEW JERSEY AUTHORIZING THE UNDERTAKING OF THE 2021 WATER TOWER PROJECT IN, BY AND FOR THE WATER UTILITY OF THE BOROUGH, APPROPRIATING THEREFOR THE SUM OF \$58,928.40 AND PROVIDING THAT SUCH SUM SO APPROPRIATED SHALL BE RAISED FROM FEDERAL FUNDS RECEIVED BY THE BOROUGH UNDER THE AMERICAN RESCUE PLAN ACT OF 2021." Upon roll call the following votes were cast: YES: Hoag, Smith, Pearson, Walter and Delfing. NAYS: None. ABSTAIN: None. Motion carried.

**Municipal Drop Box:**

**A MOTION** to approve the second reading and adoption of "**ORDINANCE APPROPRIATING THE SUM OF \$1,295.00 FOR PURCHASE OF DROP BOX**". Upon roll call the following votes were cast: YES: Hoag, Smith, Pearson, Walter and Delfing. NAYS: None. ABSTAIN: None. Motion carried.

**AUDIENCE PARTICIPATION:** None.

**MOTION TO PAY THE BILLS:**

**A MOTION** was made by Mr. Hoag, seconded by Mrs. Delfing to pass the following Resolution: BE IT RESOLVED by the Governing Body to approve the payment of all vouchers on the bill listed November 8, 2021, submitted by the Chief Financial Officer for payment. Upon roll call the following votes were cast: YES: Hoag, Smith, Pearson, Walter and Delfing. NAYS: None. ABSTAIN: None. Motion carried.

**MOTION TO ADJOURN:**

**A MOTION** was made by Mr. Pearson, seconded by Mrs. Delfing to adjourn the meeting. Upon roll call the following votes were cast: AYES: All in favor. NAYS: None. ABSTAIN: None. Motion carried.

Beth Brothman  
Municipal Clerk