

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 5<sup>th</sup>, 2022 AT THE BOROUGH HALL BEGINNING AT 7:00 P.M.

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

ABSENT: Dennison and Pearson

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 Councilman Robert L. Smith

A MOTION was made by Mr. Smith, seconded by Mrs. Delfing to adopt the following Resolution for Reorganization. Upon roll call the following vote was cast: AYES: Hoag, Smith, 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 2022 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 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 2022, 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, Bank of New York, First Hope Bank, Valley National Bank and Commerce Bank

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

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

A MOTION was made by Mrs. Delfing, seconded by Mr. Hoag to approve the Mayor's appointments to the following positions for 2022. Upon roll call the following vote was cast: AYES: Smith, Hoag, Walter, Delfing. NAYS: none. Motion carried.

Registered Municipal Clerk, Beth Brothman  
Chief Finance Officer / Treasurer, William Eagen  
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, William Eagen  
Sustainable New Jersey, open  
Emergency Management Coordinator (2022-2024 -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 2022), Terry Casella  
Deputy Crossing Guard (end June 2022), open  
Small Cities Grant Administrator, Jessica Caldwell  
Economic Development Committee (council), Mel Dennison  
Economic Development Committee (business), Sherry Arnold  
Fire Sub-Code Official, Colin Baker  
Deputy Fire Safety Inspection Official, Jessica Casella  
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  
Pensions and Benefits Certifying Officer, William Eagen  
Pensions and Benefits, Supervising Certifying Officer, Beth Brothman  
Land Use Administrator, 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 12/31/25  
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 12/31/22  
Jason Lane, Class IV, term expires 12/31/24

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

A MOTION was made by Mr. Smith, seconded by Mr. Hoag to adopt the amended Rule of Order & Council Committees for 2022 with changes as approved. Upon roll call the following vote was cast: AYES: Smith, Hoag, Walter, Delfing. NAYS: none. Motion carried.

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

### **Approving Temporary Budget for 2022**

**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 \$472,826 in the 2021 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 2022 temporary budget be adopted in the amount of \$39,402 per month until such time as the 2022 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 2022 temporary Water Utility budget be adopted in the amount of \$7,989 per month until such time as the 2022 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 2022 temporary Open Space budget be adopted in the amount of \$428 per month until such time as the 2022 budget is finally adopted.

**ANY OTHER BUSINESS:**

The Mayor reported on the following:

- Andover Borough was the recipient of a \$20,0000 grant through a State Local Recreation Improvement Grant.
- The final work on the water tower project resulted in some requested deductions for work not performed.
- There is a State grant for local businesses to install a car charging station. Mr. Dennison was forwarded this information to follow up.
- The Borough voting district was redrawn to District 7 from 5.
- The Borough was listed as #16 of the top 20 smallest towns in New Jersey in an online article.
- A site plan application to convert the bank at 165 Main to a drive through dunkin' donuts was approved by the land use board.

Mr. Smith reported that Clarence Stang may not return in 2022 to mow the park.

**AUDIENCE PARTICIPATION:** None.

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

Beth Brothman  
Municipal Clerk