

A REGULAR / WORKSHOP MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ANDOVER, COUNTY OF SUSSEX, STATE OF NEW JERSEY WAS HELD ON TUESDAY, FEBRUARY 28, 2023 AT THE BOROUGH HALL BEGINNING AT 7:00 P.M.

PRESENT: Mayor Morgan, Council Members: Dennison, Mallon, Walter and Delfing.

ABSENT: Hoag and Smith

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.

The appointment with Altice USA, Inc. for the Borough of Andover Fiber to Home Project: Aisha Hayward, and Daniel Gannon was rescheduled to the next meeting due to weather.

AUDIENCE PARTICIPATION: None.

PREPARATION OF THE 2023 MUNICIPAL BUDGET:

The Mayor and Council reviewed final expenditures for 2023 budget and the salary ordinance as prepared by Mrs. Delfing. The salary ordinance should include the addition of a deputy oem line with \$400 annual. The cap bank ordinance was presented by the CFO.

Salary 2023

Ordinance #2023-8

A MOTION was made by Mr. Mallon, seconded by Mr. Lane to approve the first reading and introduction of **“AN ORDINANCE FIXING THE SALARIES OF THE MAYOR, COUNCIL, OFFICERS AND EMPLOYEES OF THE BOROUGH OF ANDOVER, IN THE COUNTY OF SUSSEX AND STATE OF NEW JERSEY FOR THE YEAR 2023”**. Upon roll call the following votes were cast: AYES: Dennison, Lane, Mallon and Delfing. NAYS: None. ABSTAIN: None. Motion carried.

AN ORDINANCE FIXING THE SALARIES OF THE MAYOR, COUNCIL, OFFICERS AND EMPLOYEES OF THE BOROUGH OF ANDOVER, IN THE COUNTY OF SUSSEX AND STATE OF NEW JERSEY FOR THE YEAR 2023

BE IT ORDAINED by the Mayor and council of the Borough of Andover, in the County of Sussex and State of New Jersey, that the salaries established for 2023 are as follows:

Position	Hourly/Salary	Pay Period	Amount
Mayor	S	Q	\$ 4,455.00
Council	S	Q	2,599.00
CFO/Treasurer	S	M	18,129.00
Tax Assessor	S	M	12,976.00
Tax Assessor Sec.	H	Q	14.13 (f)
Tax Collector	Paid through shared service agreement		
Tax Search Officer	Each	Annual	13.00 (g)
Assessment Search Officer	Each	Annual	13.00 (g)
Asst. Tax Collector / Tax Clerk	S	M	1,778.00
Borough Clerk	S	M	51,983.00
Clerk Typist	H	M	14.13 (f)
Registrar	S	M	636.00

Licensed Water Operator	S	M	12,000.00
Asst. Licensed Water Operator	S	M	1,500.00
Water Supervisor	S	Q	2,885.00
Water Collector	H	M	6,142.00
Water Utility Administrator	H	M	20.00
Water Meter Reader	H	Q	0.00 (f)
Well Monitor	H	M	18.00
Mark Out Turn On/Shut Off	H	M	26.00
Board of Health Sec.	S	M	577.00
Animal Control Officer	S	M	3,200.00
Planning/Zoning Secretary	S	M	7,399.00
Construction Official	S	M	6,661.00
Permit Control Officer	S	M	3,995.00
Zoning/Code Officer	H	M	30.00
Zoning Deputy Admin. Asst.	H	M	22.00
Shared Service – Land Use	S	M	17,566.44
Fire Prevention	As per shared service agreement		
Fire Sub Code	Each Inspection	M	35.00
Plumbing Inspector	Each Inspection	M	35.00
Electrical Inspector	Each Inspection	M	35.00
Emerg. Mgmt. Coord.	S	Q	703.00
Deputy EMC	S	Q	400.00
Dog License Clerk	each license	A	0.32
Borough Hall Caretaker	S	M	2,319.00
Crossing Guard	H	M	15.00
Alternate Crossing Guard	H	M	14.13
Labor Class I	H	M	18.35
Labor Class II	H	M	15.30
Labor Class III	H	M	14.13 (f)

Notes:

(f) or minimum wage, whichever is greater

(g) \$200 annual maximum

Cap Bank

Ordinance #2023-9

A MOTION was made by Mr. Dennison, seconded by Mrs. Delfing to approve the first reading and introduction of **“AN ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14)”**. Upon roll call the following votes were cast: AYES: Dennison, Lane, Mallon and Delfing. NAYS: None. ABSTAIN: None. Motion carried.

**CALENDAR YEAR 2023
ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO
ESTABLISH A CAP BANK
(N.J.S.A. 40A: 4-45.14)**

WHEREAS, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Mayor & Council of the Borough of Andover in the County of County of Sussex finds it advisable and necessary to increase its CY 2023 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the Mayor & Council hereby determines that up to a 3.5% increase in the budget for said year, amounting to \$4,010.28 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS the Mayor & Council hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Mayor & Council of the Borough of Andover, in the County of County of Sussex, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2023 budget year, the final appropriations of the Borough of Andover shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased to 3.5% amounting to \$4,010.28, and that the CY 2023 municipal budget for the Borough of Andover be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

ANY OTHER BUSINESS:

Water Department – Appointment of Assistant Water Operator

A MOTION was made by Mr. Dennison, seconded by Mrs. Delfing to appoint Jason Titsworth as the Assistant Water Operator for the Andover Water Utility for a term to begin on March 1st, 2023. Upon roll call the following votes were cast: AYES: Dennison, Lane, Mallon, Delfing. NAYS: None. ABSTAIN: None. Motion carried.

It was mentioned that Mr. Smith is absent due to an illness in the family. Flowers will be sent.

ORDINANCE REVIEW: The following ordinances were reviewed. No action was taken.

Zoning – Cannabis Use Setback

Chapter 134 – amend to include the new set back. **“AN ORDINANCE TO AMEND “SCHEDULE OF DIMENSIONAL REGULATIONS”, OF CHAPTER 134, ENTITLED “ZONING”, OF THE CODE OF THE BOROUGH OF ANDOVER, COUNTY OF SUSSEX, STATE OF NEW JERSEY” – updating the bulk requirements to reflect the cannabis use setback as lesser than C-1 and IP zone.**

Chapter 66 Fee – Water

Chapter 66 – amendment increasing fees – **“AN ORDINANCE TO AMEND SECTION 66-1, ENTITLED “FEES”, OF CHAPTER 66, ENTITLED “FEES”, AS TO “CHAPTER 130, WATER”, OF THE CODE OF THE BOROUGH OF ANDOVER, COUNTY OF SUSSEX, STATE OF NEW JERSEY”** – full ordinance update

New Chapter 89 – Liability insurance, Business and Rental Unit Owners

Chapter 89 – adding requirement – **“AN ORDINANCE TO AMEND THE CODE OF THE BOROUGH OF ANDOVER, COUNTY OF SUSSEX, STATE OF NEW JERSEY, TO ADD NEW CHAPTER 89, ENTITLED “LIABILITY INSURANCE, BUSINESS AND RENTAL UNIT OWNERS”** – in compliance with Senate Law S-1368

Chapter 66 Fee - Liability insurance, Business and Rental Unit Owners

Chapter 66 – establishing a fee for registration – **“AN ORDINANCE TO AMEND CHAPTER 66, ENTITLED “FEES”, OF THE CODE OF THE BOROUGH OF ANDOVER, COUNTY OF SUSSEX, STATE OF NEW JERSEY”** – fee in compliance with Senate Law S-1368

AUDIENCE PARTICIPATION: None.

MOTION TO PAY THE BILLS:

A MOTION was made by Mrs. Delfing, seconded by Mr. Mallon to pass the following Resolution: **BE IT RESOLVED** by the Governing Body to approve the payment of all vouchers on the bill listed February 28, 2023, submitted by the Chief Financial Officer for payment. Upon roll call the following votes were cast: **YES:** Dennison, Mallon, Walter and Delfing. **NAYS:** None. **ABSTAIN:** None. Motion carried.

MOTION TO ADJOURN:

A MOTION was made by Mr. Dennison, seconded by Mr. Lane to adjourn the meeting. **AYES:** All in favor. **NAYS:** None. Motion carried.

Beth Brothman
Municipal Clerk