

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 WEDNESDAY, FEBRUARY 22nd, 2017 AT THE BOROUGH HALL BEGINNING AT 7:00 P.M.

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

ABSENT: None.

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.

PREPARATION OF THE 2017 MUNICIPAL BUDGET:

The CFO and governing body reviewed the 2017 budget. There was discussion regarding resurfacing the park parking lot and the purchase/donation of a first response unit for the Lakeland Emergency Squad.

RESOLUTION:

A MOTION was made by Mrs. Delfing, seconded by Mr. Pearson to adopt a resolution for the cancellation of balance fund items. Upon roll call the following votes were cast: AYES: Dennison, Hoag, Figueiredo, Pearson, Smith, Delfing. NAYS: None. Motion carried.

WHEREAS, the Mayor and Council of the Borough of Andover have recommended the Chief Financial Officer consolidate or cancel capital balances no longer needed for their original, specific purpose.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and the Council the Borough of Andover, County of Sussex, does hereby authorize the following:

Cancel Reserve for Fire Equipment to Reserve for Turnout Gear for \$2,273.32

Cancel Improvement Authorization Purchase of Utility Pumper to Reserve for Purchase of Fire Truck for \$35,485.51

Cancel Improvement Authorization, Lakeview & Prospect to Reserve for Improvements to Roads for \$25,900.57

Cancel Improvement Authorization, Sussex/Morris to Reserve for Improvement to Roads for \$13,541.05

Cancel Reserve for Purchase of Office Equipment to Capital Improvement Fund for \$5,686.44

Cancel the following to Water Capital Improvement Fund totaling \$11,148.05

Improvement to Water Lines/Maple Street for \$2,021.39.

Imp. To 517 and Brighton Road for \$2,881.00

Fire Hydrant Repair for \$397.70

Purchase of Storage Building for \$2,000.00

Repairs to Water Main Breaks for \$3,830.96

New Pump Controller at Pump House \$17.00

Cancel the following Water Supply and Distribution System, Unfunded to deferred charges unfunded for \$868.95.

ORDINANCE:

A MOTION was made by Mr. Dennison, seconded by Mr. Hoag to approve the first reading and publication of the 2017 salary ordinance. This increase reflects a 2 % increase. Mr. Figueiredo expressed concern over future hires. Upon roll call the following votes were cast: AYES: Dennison, Hoag, Figueiredo, Pearson, Smith, Delfing. NAYS: None. Motion carried.

AN ORDINANCE TO AMEND 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 2017

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 attached to the office of Mayor, Council, Chief Financial Officer/Treasurer, Tax Assessor, Assessor’s Secretary, Tax Collector, Asst. Tax Collector/Tax Clerk, Tax Search Officer, Assessment Search Officer, Borough Clerk, Deputy Borough Clerk, Registrar, Licensed Water Operator, Assistant Water Operator, Water Supervisor, Water Collector, Water Meter Reader, Utility Labor Class I, Utility Labor Class II, Utility Labor Class III, Board of Health Secretary, Board of Health Members, Planning/Zoning Board Secretary, Construction Official/Building Inspector, Permit Control Officer, Zoning/Housing Officer, Shared Service for Land Use, Fire Prevention Officer, Fire Sub-Code Official, Plumbing Inspector, Electrical Inspector, Emergency Management Coordinator, Deputy Emergency Management Coordinator, Animal Control Officer, Dog License Clerk, Borough Hall Caretaker, Crossing Guard, Deputy Crossing Guard, Alternate Deputy Crossing Guard, Constable I, Constable II, Special Police/Fire Police, Labor Class I, Labor Class II, Labor Class III, Overtime Salaries, Clerk Typist are:

Position	Hourly/Salary	Pay Period	Amount
Mayor	S	Q	\$ 4,015.00
Council	S	Q	2,342.00
CFO/Treasurer	Paid through Shared Service Agreement		
Tax Assessor	S	M	11,696.00
Tax Assessor Sec.	H	Q	11.00 (f)
Tax Collector	S	M	5,858.00
Tax Search Officer	Each	Annual	11.00 (g)
Assessment Search Officer	Each	Annual	11.00 (g)
Asst. Tax Collector / Tax Clerk	S	Q	1,602.00
Borough Clerk	S	M	46,853.00
Deputy Borough Clerk	H	Q	9 to 10
Registrar	S	Q	574.00
Licensed Water Operator	S	M	5,195.00
Asst. Licensed Water Operator	S	Q	1530.00
Water Supervisor	S	Q	2,653.00
Water Collector	H	M	5,536.00
Water Meter Reader	H	Q	0.00 (f)
Board of Health Sec.	S	Q	530.00

Planning/Zoning Secretary	S	M	6,669.00
Construction Official	S	M	6,004.00
Permit Control Officer	S	M	3,601.00
Zoning/Housing Officer	S	M	9,519.00
Shared Service – Land Use	S	M	13,260.00
Fire Prevention Officer	S	M	580.00
Fire Sub-Code Official	S	M	5,705.00
Plumbing Inspector	Each permit	Max	1,500.00
Electrical Inspector	Each permit	Max	1,500.00
Emerg. Mang. Cord.	S	A	633.00
Dog License Clerk	each license	A	0.25
Borough Hall Caretaker	S	M	2,090.00
Crossing Guard	H	M	12.00
Alternate Crossing Guard	H	M	12.00
Alternate Deputy Crossing Guard	H	M	10.00 (h)
Constable I	H	M	15.00
Constable II	H	M	10.00
Labor Class I	H	M	15.30
Labor Class II	H	M	12.50
Labor Class III	H	M	9.25 (f)
Overtime Salaries	Max	M	4,100.00
Clerk Typist	H	M	10.20 (f)

Notes:

- (f) or minimum wage, whichever is greater
- (g) \$200 annual maximum
- (h) as an addendum to the salary ordinance

**The Clerk reported that the process of reviewing the salary ordinance could be completed in November of each year which would be helpful to the CFO in processing payroll and the budget for the following year. The governing body agreed that this is a process that they would consider for this year. The Clerk will place the 2018 salary ordinance on the November 2017 agenda. **

ANY OTHER BUSINESS:

The Mayor reported that the Generator Grant is still in the works. Waiting for electrical information from H.E. Pellow's office.

Mr. Smith reported that the Park building is now painted and has new floors. The insurance claim work is almost complete.

The Clerk reported that Mr. Edward Conrads will continue to monitor and maintain the soccer field schedule and rotation.

The municipal email project is being held up by various set up issues. Those issues will be addressed at the March 13th meeting.

There was a discussion regarding dissolving the Board of Health as done by many municipalities in the County/ State. A MOTION was made by Mr. Pearson, seconded by Mr. Dennison to move toward the condensing or dissolution of the Board of Health as permitted. Upon roll call the following votes were cast: AYES: Dennison, Hoag, Figueiredo, Pearson, Smith, Delfing. NAYS: None. Motion carried.

AUDIENCE PARTICIPATION: None.

MOTION TO ADJOURN:

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

Beth Brothman, RMC
Borough Clerk