

**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 13<sup>th</sup>, 2017 AT THE BOROUGH HALL BEGINNING AT 7:00 P.M.**

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

**ABSENT:** Mr. 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.

With Mrs. Colleen Figueiredo present, the Mayor immediately offered his congratulations to Mrs. Figueiredo on her success in the November election by securing write in votes necessary to be elected to the position to the Board of Education. The other members of the governing body also offered their congratulations and thanks for her dedication to the municipality.

**OFFICIALS REPORTS:**

A MOTION was made by Mr. Hoag, seconded by Mrs. Delfing to approve the November 13<sup>th</sup>, 2017 Treasurer's Report as presented. Upon roll call the following votes were cast: AYES: Dennison, Hoag, Figueiredo, Pearson, and Delfing. NAYS: None. ABSTAIN: None. Motion carried.

A MOTION was made by Mr. Dennison, seconded by Mrs. Delfing accept the following reports and place on file: Lakeland Emergency Squad Report for September & October and YTD, Joint Court report for September, ABFD Report for October. Upon roll call the following votes were cast: AYES: Dennison, Hoag, Figueiredo, Pearson, and Delfing. NAYS: None. ABSTAIN: None. Motion carried.

**CORRESPONDENCE:       The following was reviewed presented to the governing body.**

Memo from Board of Health re: BOH inquiries on nonprofit food handlers was reviewed and a response will be prepared by the Municipal Clerk.

Letter from Harold Pellow re: Recommendation to Accept Project was reviewed. The governing body discussed the pending invoices and made the following determination:

A MOTION was made by Mr. Pearson, seconded by Mrs. Delfing to approve the Mayor to determine the final acceptance of the project by issuing his signature on necessary documentation once he is satisfied that the funds for the outstanding invoices paid for by the municipality are secured for reimbursement. Upon roll call the following votes were cast: AYES: Dennison, Hoag, Figueiredo, Pearson, and Delfing. NAYS: None. Motion carried.

**AUDIENCE PARTICIPATION:**       None.

**REPORTS OF SPECIAL COMMITTEE:**       None.

**REPORTS OF STANDING COMMITTEES:**

**Administrative & Executive:**       Mr. Pearson reported that the fire official and subcode officials positions need to be fulfilled as well as the zoning and code enforcement official position. Lastly, the salary guide has been completed.

**Celebration of Public Events:** Mr. Figueiredo reported that Halloween party was a success. About 12 kids came and paraded through the park. Pumpkins were donated to the committee by the Sussex County Strawberry Farm. There was a brief discussion regarding the Christmas breakfast. Lynn will do the shopping. Mel confirmed that he spoke with T. Penny and confirmed that Santa did get Mrs. Brothman's phone calls and will be there.

**Finance:** Mr. Dennison. Mentioned that he would be working on the Radon grant project.

**Parks & Playgrounds:** Mr. Figueiredo reports that the basketball rims are done and thanked everyone involved in helping. There was some discussion regarding a member of the fire department telling an official they were not paid \$300 in 2016 for garbage removal. Upon investigation, they were paid and there were no open payments to them. There was apparently a miscommunication.

**Public Bldgs. & Grounds:** Mr. Smith was absent. The Mayor reported that the basement of the park building has been cleaned out and is in need of a fire proof cabinet.

**Public Safety:** Mrs. Delfing reported that John Bloxham told her the engine breaking has been reduced significantly since it was reported. She also reported that the hydrant on Lindley Court has a cap loose.

**Streets & Roads:**

Mr. Hoag reported that the patching has been done on Lindley and Prospect Avenue. He also discussed the issue of installing no parking signs on Maple Street. The Mayor emphasized that the needed to be put in. It was also mentioned that the tree Old Creamery Road near Mel Dennison's house needs to come down as it bends into the street.

**Water Utility:** Mr. Smith absent. It was discussed that Dick Mooney will be retiring as of 2018 from repairing emergency water main breaks under the Water Main Repair and Maintenance Agreement. Also the department needs to order 6 & 8 inch sleeves.

**OLD BUSINESS:**

The Mayor reported that he attended the LES dedication of the building located on Goodale Road to Mr. Danielson. He also stated that a quote for the memorial for Mr. Danielson was obtained from Mrs. Danielson. The Municipal Clerk will order the memorial stone to be placed at the base of the tree in Memorial Park.

**NEW BUSINESS:** The Mayor discussed the Radon Action Partnership Packet grant program. The grant application will be sent in and three quotes will be acquired. A MOTION was made by Mr. Dennison, seconded by Mr. Figueiredo to put this program in place with no more expenditure than \$2000. Upon roll call the following votes were cast: AYES: Dennison, Hoag, Figueiredo, Pearson, Smith and Delfing. NAYS: None. Motion carried.

## RESOLUTIONS:

A MOTION was made by Mr. Figueiredo, seconded by Mr. Pearson to approve a resolution to support Sussex County CLEAR Program – Community Law Enforcement Addiction Recovery. Upon roll call the following votes were cast: AYES: Dennison, Hoag, Figueiredo, Pearson, and Delfing. NAYS: None. Motion carried.

### **“Resolution to Support Sussex County CLEAR Program – Community Law Enforcement Addiction Recovery”**

**WHEREAS**, it is well-established that drug use and addiction is a major problem that impacts all of us on multiple levels; individuals, families and communities bear the many ill-effects that it has on our safety, health and the economy; and

**WHEREAS**, the alarming reality of the heroin/opioid epidemic, in particular, has created an urgent need to work together to reverse these trends; and

**WHEREAS**, one in three people are affected by substance use disorders, no matter their occupation, income level, race or community status; and

**WHEREAS**, in 2016 there were 36 overdose deaths in Sussex County due to heroin, prescription medications and other substances, as well as 52 overdoses where Narcan was used to revive a person; and

**WHEREAS**, we recognize that for any anti-drug program to be effective, strong enforcement must be supported by an effort to reduce the demand for illegal substances and this is best accomplished through continued prevention education along with improved access to treatment and recovery support;

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Council, that we do hereby resolve our community’s support of the Sussex County C.L.E.A.R. – **Community Law Enforcement Addiction Recovery** program, whose mission it is to form a collaborative network of professionals in our community who will facilitate medical intervention, improved access to treatment and recovery support for those struggling with drug addiction who seek assistance, without fear of arrest or prosecution, in order to make a positive difference in the quality of life for individuals, families and our entire community; and

**BE IT FURTHER RESOLVED** that we urge other Sussex County Municipalities to similarly adopt resolutions in support of the Sussex County C.L.E.A.R. Program and for individuals to visit [www.clearprogram.org](http://www.clearprogram.org) to learn more and join in support of this important community program.

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A MOTION was made by Mr. Pearson, seconded by Mr. Figueiredo to approve the budget transfer resolution in the amount of \$4050. Upon roll call the following votes were cast: AYES: Dennison, Hoag, Figueiredo, Pearson, and Delfing. NAYS: None. Motion carried.

## TRANSFER RESOLUTION

**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>
Legal OE Other Expenses	3,700.00			Computer Services OE Go Daddy
				3,700.00
Finance Other Expenses	250.00			Tax Collection Other Expenses
				250.00
Finance Other Expenses	100.00			Tax Assessment Other Expenses
				100.00
Total Transfers:	4,050.00			4,050.00

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of the Borough of Andover, in the County of Sussex, New Jersey, at a meeting held on November 13, 2017.

**ORDINANCES: 2018 Salary Ordinance Review**

MOTION was made by Mr. Pearson, seconded by Mr. Dennison to approve the first reading and publication of the 2018 Salary Ordinance. Upon roll call the following votes were cast: AYES: Dennison, Hoag, Figueiredo, Pearson, and 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 2018

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	\$ 4,095.00
Council	S	Q	2,389.00
CFO/Treasurer	Paid through Shared Service Agreement		
Tax Assessor	S	M	11,930.00
Tax Assessor Sec.	H	Q	11.00 (f)
Tax Collector	S	M	5,975.00
Tax Search Officer	Each	Annual	11.00 (g)
Assessment Search Officer	Each	Annual	11.00 (g)
Asst. Tax Collector / Tax ClerkS		Q	1,634.00
Borough Clerk	S	M	47,790.00
Deputy Borough Clerk	H	Q	9 to 10
Registrar	S	Q	585.00
Licensed Water Operator	S	M	5,299.00
Asst. Lic. Water Operator	S	Q	1530.00
Water Supervisor	S	Q	2,706.00
Water Collector	H	M	5,647.00
Water Meter Reader	H	Q	0.00 (f)
Board of Health Sec.	S	Q	541.00
Planning/Zoning Secretary	S	M	6,802.00
Construction Official	S	M	6124.00
Permit Control Officer	S	M	3,673.00
Zoning/Code Officer	S	M	TBD
Shared Service – Land Use	S	M	13,525.00
Fire Prevention Officer	S	M	TBD
Fire Sub-Code Official	S	M	TBD
Plumbing Inspector	Each permit	Max	1,500.00
Electrical Inspector	Each permit	Max	1,500.00
Emerg. Mang. Cord.	S	A	646.00
Dog License Clerk	each license	A	0.25
Borough Hall Caretaker	S	M	2,132.00
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

**AUDIENCE PARTICIPATION:** None.

**MOTION TO PAY THE BILLS:**

A MOTION was made by Mr. Figueiredo, seconded by Mr. Hoag to pay the bills on the list of the meeting held on 11/13/17. Upon roll call the following votes were cast: AYES: Dennison, Hoag, Figueiredo, Pearson, and Delfing. NAYS: None. Motion carried.

**MOTION TO ADJOURN:**

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

Beth Brothman, RMC  
Borough Clerk