

THE REORGANIZATION MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ANDOVER, COUNTY OF SUSSEX, STATE OF NEW JERSEY WAS HELD ON MONDAY, JANUARY 2nd, 2019 AT THE BOROUGH HALL BEGINNING AT 7:00 P.M.

PRESENT: Mayor Morgan, Council members Hoag, Smith, Figueiredo (7:07), Pearson, and Delfing

ABSENT: Mr. Dennison.

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 Councilmember Robert Smith.

A MOTION was made by Mr. Figueiredo, seconded by Mr. Pearson to adopt the following Resolution for Reorganization. Upon roll call the following vote was cast: AYES: Hoag, Smith, Pearson, Figueiredo 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 Perry of Ferraioli, Wielkocz, Cerullo & Cuva be designated as official auditor for the purpose of preparing the 2019 Municipal Budget and auditing the accounts of the Borough,

BE IT FURTHER RESOLVED that Steven Rogut of Rogut McCarthy LL be designated as official Bond Counsel for the purpose of preparing Bond Ordinances of the Borough,

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 2019, and

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, Sussex Bank, New Jersey Cash Management, Hudson City Savings Bank, Bank of New York, First Hope Bank, Valley National Bank and Commerce Bank

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

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

A MOTION was made by Mr. Figueiredo, seconded by Mrs. Delfing to approve the Mayor's appointments to the following positions for 2019. Upon roll call the following vote was cast: AYES: Hoag, Smith, Pearson, Figueiredo Delfing. NAYS: none. Motion carried.

Registered Municipal Clerk, Beth Brothman
Chief Finance Officer / Treasurer, Michelle LaStarza
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, Michelle LaStarza
Sustainable New Jersey, Michael Figueiredo
Emergency Management Coordinator (2016-2019 -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 2019), Terry Casella
Deputy Crossing Guard (end June 2019), open
Small Cities Grant Administrator, Jessica Caldwell
Economic Development Committee, Sherry Arnold & Mel Dennison
Fire Sub-Code Official, Colin Baker
Zoning Officer & Code Enforcement Officer, Bernard Hattersley
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

Board of Health Members:

Pat Bloxham Term Expires 12/31/20
Mary Jane Schick, Term Expires 12/31/20
Judy Smith, Term Expires 12/31/21
Joanne Wojcik, Term Expires 12/31/21

Bob Mooney, Term Expires 12/31/19

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 12/31/19

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

A MOTION was made by Mr. Figueiredo, seconded by Mrs. Delfing to adopt the amended Rule of Order & Council Committees for 2019. There were amendments made to the following:

Under **"Motions"**: Add "or tabled" to the end sentence.

Under **"Purchasing Policy"**: Remove "obtained three written quotes (for spending limit below the bid limit)" and "Bring quotes to council for approval".

Under **"Spending Authority of Council"**: Amend sentence regarding Mayor's spending authority to read "The Mayor shall have spending authority of up to \$1000 monthly for any committee only in the event of an emergency".

Under Standard Committees "Celebration of Public Events": remove "in even numbered years" after Andover Borough Day.

Upon roll call the following vote was cast: AYES: Hoag, Smith, Pearson, Figueiredo and Delfing.
NAYS: none. Motion carried.

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

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 \$518,662 in the 2018 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 2019 temporary budget be adopted in the amount of \$43,221 per month until such time as the 2019 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 2019 temporary Water Utility budget be adopted in the amount of \$7,488 per month until such time as the 2019 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 2019 temporary Open Space budget be adopted in the amount of \$1,700 per month until such time as the 2019 budget is finally adopted

Upon roll call the following vote was cast: AYES: Hoag, Smith, Pearson, Figueiredo and Delfing.
NAYS: none. Motion carried.

ANY OTHER BUSINESS:

Municipal Road Grant – Lindley Court – Recommendation to Accept Project:

A letter from H.E. Pellow & Assoc., Inc. recommending to accept project was reviewed by the governing body.

A MOTION was made by Mr. Figueiredo seconded by, Mrs. Delfing to accept proposed resurfacing of Lindley court project as per Municipal Engineer recommendation. Upon roll call the following vote was cast: AYES: Hoag, Smith, Pearson, Figueiredo and Delfing. NAYS: none. Motion carried.

A MOTION was made by Mr. Smith, seconded by Mr. Figueiredo to approve a resolution in the amount of \$34,680.78 due Tilcon New York, Inc. for work completed through September 21, 2018. Upon roll call the following vote was cast: AYES: Hoag, Smith, Pearson, Figueiredo and Delfing. NAYS: none. Motion carried.

Joint Court:

A MOTION was made by Mr. Smith, seconded by Mr. Pearson to approve a resolution to authorize signing of collection service agreement. Upon roll call the following vote was cast: AYES: Hoag, Smith, Pearson, Figueiredo and Delfing. NAYS: none. Motion carried.

Morville Agency:

Worker's Compensation – supplemental proposal. (tabled from December meeting)

A MOTION was made by Mr. Hoag, seconded by Mr. Pearson to authorize signature of supplemental proposal for the Andover Borough Fire Department. Upon roll call the following vote was cast: AYES: Hoag, Smith, Pearson, Figueiredo and Delfing. NAYS: none. Motion carried.

Lakeland Emergency Squad: Request to approve a newly amended agreement as errors were found since 12/10/18 review.

A MOTION was made by Mr. Smith, seconded by Mr. Pearson to approve and authorize signature of the amended Lakeland Emergency Squad Agreement with Byram Township, Andover Township & Andover Borough as presented. Upon roll call the following vote was cast: AYES: Hoag, Smith, Pearson, Figueiredo and Delfing. NAYS: none. Motion carried.

Inspection rates:

A MOTION was made by Mrs. Delfing, seconded by Mr. Figueiredo to approve a resolution authorizing the rate of pay per inspection for electrical, plumbing and fire sub code inspections at \$35 per inspection. Upon roll call the following vote was cast: AYES: Hoag, Smith, Pearson, Figueiredo and Delfing. NAYS: none. Motion carried.

A MOTION was made by Mr. Delfing, seconded by Mr. Figueiredo to approve a resolution authorizing the rate of pay per hour for zoning official at \$25 per hour. Upon roll call the following vote was cast: AYES: Hoag, Smith, Pearson, Figueiredo and Delfing. NAYS: none. Motion carried.

A MOTION was made by Mrs. Delfing, seconded by Mr. Figueiredo to approve a resolution authorizing the rate of pay per hour for animal control officer at \$25 per hour with a minimum of 3 hours per call. Upon roll call the following vote was cast: AYES: Hoag, Smith, Pearson, Figueiredo and Delfing. NAYS: none. Motion carried.

Professional Service Agreements:

A MOTION was made by Mrs. Delfing, seconded by Mr. Pearson to approve the 2019 professional service agreement with Rogut McCarthy LLC for Bond Counsel services. Upon roll call the following vote was cast: AYES: Hoag, Smith, Pearson, Figueiredo and Delfing. NAYS: none. Motion carried.

A MOTION was made by Mr. Hoag, seconded by Mr. Smith to approve the 2019 professional service agreement with Frank McGovern of McGovern and Roseman for municipal attorney services. Upon roll call the following vote was cast: AYES: Hoag, Smith, Pearson, Figueiredo and Delfing. NAYS: none. Motion carried.

A MOTION was made by Mr. Smith, seconded by Mr. Figueiredo to approve the final of a three-year agreement for 2019 professional service with Harold Pellow of Harold E. Pellow & Associates, Inc. for municipal engineer services. Upon roll call the following vote was cast: AYES: Hoag, Smith, Pearson, Figueiredo and Delfing. NAYS: none. Motion carried.

A MOTION was made Mr. Pearson, seconded by Mrs. Delfing to approve the 2019 professional service agreement with Ferraioli, Wielkotz, Cerullo & Cuva, P.A. for auditor services. Upon roll call the following vote was cast: AYES: Hoag, Smith, Pearson, Figueiredo and Delfing. NAYS: none. Motion carried.

A MOTION was made by Mr. Pearson, seconded Mr. Figueiredo to approve the 2019 professional service agreement with Jessica Caldwell of J. Caldwell & Associates, LLC for municipal planner services. Upon roll call the following vote was cast: AYES: Hoag, Smith, Pearson, Figueiredo and Delfing. NAYS: none. Motion carried.

AUDIENCE PARTICIPATION: None.

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

Beth Brothman
Municipal Clerk