

A REGULAR / WORKSHOP MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ANDOVER, COUNTY OF SUSSEX, STATE OF NEW JERSEY WAS HELD ON WEDNESDAY, MARCH 28th, 2024 AT THE BOROUGH HALL BEGINNING AT 7:00 P.M.

PRESENT: Mayor Morgan, Council Members: Dennison, Smith, Lane, Mallon and Webb

ABSENT: DiRenzo

ALSO, PRESENT: Tim Hess, Water Operator

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.

NJ Future: *EPIC (Environmental Policy Innovation Center)*

Presentation of Funding Navigator – Water Dept. galvanized steel pipe replacement project Ben Jovak of NJ Future appeared before the board with Christina Pattagna. Mr. Jovak explained that New Jersey Future provides technical strategic assistance to communities in needed. Mr. Jovak was not originally slated to appear this evening and turned the presentation over to Christina Pattagna. Ms. Pattagna explained the purpose of NJ Future and the process and steps they take to implement funding. She used several municipalities that have benefited from their help to include Washington Borough and Lambertville. Ms. Pattagna explained that as a non-profit, NJ Future helps to move the funding for and help facilitate the implementation of projects to improve community infrastructure, but there is no cost for their help. She continued to explain that EPIC is another entity that would facilitate the project, secure the contractors and see all work to the end. She felt confident the Borough's project could be awarded complete funding. It was stated that a project such as this could take a couple of years to complete. Each one of the lines to be replaced would be a unique project, having different challenges. The Mayor reported to them that the Borough Water Department believes there is less than 15, maybe less than 10 galvanized service lines. There are no lead lines. He continued to explain that the survey of home is near completion. Ms. Pattagna stated that the survey would have to be complete, with that final information they can begin. There is no upfront cost. The first step to move forward is the execution of the Letter of Intent (LOI). The Council reviewed the LOI.

Recommendation for Certificate of Insurance (COI) was provided by the Municipal Attorney.

A MOTION was made by Mr. Smith, seconded by Mr. Lane to approve an agreement with New Jersey Future to commence the implementation of services via Environmental Policy Innovation Center (EPIC) and to authorize the Letter of Intent (LOI) to be signed. Upon roll call the following votes were cast: AYES: Dennison, Smith, Lane, Mallon, Webb. NAYS: None. ABSTAIN: None. Motion carried.

AUDIENCE PARTICIPATION: None.

PREPARATION OF THE 2024 MUNICIPAL BUDGET:

The CFO presented the several budget reports covering Tax/Cap Impact, Cap Bank Calculation, 2024 Open Space Trust Fund, 2024 Current Fund, 2024 Water Operating Utility, and Levy Cap Calculations to provide a broad understanding of the current year budget. The Mayor and Council reviewed all reports thoroughly making some calculation changes where necessary. Budgetary items such as retaining wall repair in the park and purchase of a gazebo for Sunset Vista Park were discussed. The CFO advised of the CAP calculations within the CAP and out of the CAP.

- **Salary Ordinance 2024** – There was some discussion regarding the preparation of the spreadsheet for salary review. Mr. Smith was prepared to introduce the ordinance as presented. Mr. Dennison requested the sheet be prepared again in format they are familiar with.

• **CAP BANK 2024 Ordinance -**

Ordinance - CAP BANK 2024 Review and discussion

A MOTION was made by Mr. Dennison, seconded by Mr. Lane to approve the first reading and publication of **“ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14)”**. The matter was opened to the public and closed with no comment. Upon roll call the following votes were cast: AYES: Dennison, Smith, Lane, Mallon, Webb. NAYS: None. ABSTAIN: None. Motion carried.

ORDINANCE #2024-07

CALENDAR YEAR 2024

**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 to 2.50% 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 Township Council of the Borough of Andover in the County of Morris finds it advisable and necessary to increase its CY 2024 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 Township Council hereby determines that a 1.00% increase in the budget for said year, amounting to \$4,201.40 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS the Township 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 Township Council of the Borough of Andover, in the County of Morris, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2022 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 by 3.50%, amounting to \$14,704.90 and that the CY 2024 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:

- Tim Hess, Water Operator, reported that the water system is doing good.
- The Mayor reported that Affordable House seems to be appearing again
- There was some discussion of the NJDOT Mid-Block Crossing work. Signage has been installed.
- There was a brief conversation regarding repair of the gate at the pump house.
- The Morris County Co-op Estimated Quantity Sheets submitted from last round have been accepted
- The Mayor reported on pavilions he's been researching. There was some discussion over size, type, and cost. A 12x20 size could be suitable. A concrete pad should be placed first.
- The Mayor reported that the Fire Truck is at Valtek and they are looking to see if parts are available.
- The Mayor asked Mr. Dennison if there has been a resolution for staffing coverage. Mr. Dennison discussed the potential with the governing body. There was some discussion of the work to be completed and compensation. The hours would be part-time and require some experience. Mr. Dennison was emphatic that coverage is necessary for employee retention, to prevent employee burnout, and felt there is a realistic solution. The CFO agreed it could be done as an out of cap item. The Mayor would like to pursue this coverage since the solution for the Municipal Clerk's absence is to close the office. A salary guide needs to be created for the position that could be 2-3 days a week part-time. Maybe 6 hours a week. The Mayor stated that "the system isn't what it should be and what were doing now is not efficient". A job description is needed.

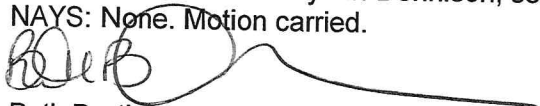
AUDIENCE PARTICIPATION: None.

MOTION TO PAY THE BILLS:

A **MOTION** was made by Mr. Lane, seconded by Mrs. Webb to pass the following Resolution: BE IT RESOLVED by the Governing Body to approve the payment of all vouchers on the bill listed March 28, 2024, submitted by the Chief Financial Officer for payment. Upon roll call the following votes were cast: YES: Dennison, Smith, Lane, Mallon and Webb. 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