

ANDOVER TOWNSHIP COMMITTEE MEETING MINUTES

**PHIL BOYCE, MAYOR
MICHAEL LENSAK, DEPUTY MAYOR
GAIL PHOEBUS
BOB SMITH
TOM WALSH**

6:30 P.M.

REGULAR MEETING BEGINS AT 7:30 P.M.

The regular meeting of the Andover Township Committee was called to order at 6:32 P.M. by Mayor Boyce, followed by a salute to the flag.

ROLL CALL: Present: Mr. Lensak, Ms. Phoebus, Mr. Smith
Mr. Walsh, Mayor Boyce
Also present: Attorney Semrau

OPEN PUBLIC MEETING STATEMENT Statement of compliance with Chapter 231, P. L. 1975 was made by Mayor Boyce.

EXECUTIVE SESSION: On a motion by Mr. Walsh, seconded by Ms. Phoebus, the resolution to go into executive session to discuss

Personnel Matters:

1. ***Police Department Staffing***

Contract Negotiations:

1. ***A. Tagliatela, Police Chief***
2. ***St. Paul's Abbey Due Diligence***
3. ***Shared Services Agreement Update – Position of Chief Financial Officer***

Attorney-Client Privilege:

Potential Litigation:

Pending Litigation:

1. ***Krueger vs. Andover Township***

, was carried unanimously.
(See Insert Attached to These Minutes)

The Committee went into executive session at 6:32 P.M. Mr. Walsh moved to adjourn executive session at 7:35 P.M., seconded by Mrs. Phoebus and carried unanimously.

REGULAR MEETING

APPROVAL OF AGENDA Mr. Walsh moved to approve the agenda as presented, seconded by Mr. Smith and carried unanimously.

APPROVAL OF CONSENT AGENDA ITEMS Mayor Boyce asked that the consent agenda be amended as follows:

Under Consent Agenda – Under *OTHER BUSINESS

4. **APPOINTMENT TO THE OPEN SPACE COMMITTEE**
 - a. **MARC GORE AS MEMBER OF THE PUBLIC TERM TO EXPIRE 12/31/11**

Under Consent Agenda – Under *RESOLUTIONS

5. **#R2011-34 TO APPOINT A PART TIME DISPATCHER TRAINEE FOR THE ANDOVER TOWNSHIP POLICE DEPARTMENT – KEVIN JOHNSON EFFECTIVE DATE OF FEBRUARY 1, 2011 AT THE RATE OF COMPENSATION FOUND IN THE CURRENT DISPATCHERS CONTRACT**
6. **#R2011-35 TO APPOINT A SPECIAL POLICE OFFICER PENDING PSYCHOLOGICAL EVALUATION – MARCIN M. RYSIEC EFFECTIVE FEBRUARY 1, 2011 AT THE RATE OF COMPENSATION FOUND IN THE 2010 SALARY RESOLUTION**
7. **#R2011-36 TO ENTER INTO A SHARED SERVICES AGREEMENT WITH THE TOWNSHIP OF LAFAYETTE FOR THE POSITION OF CHIEF FINANCIAL OFFICER PENDING ATTORNEY REVIEW OF THE AGREEMENT**

Mr. Walsh moved the following consent items be approved, seconded by Ms. Phoebus. Mayor Boyce went on to explain the shared services agreement with Lafayette. He stated we have been in negotiations with Lafayette for several months. The amount of this agreement is \$68,000. Mayor Boyce explained that a full time CFO with all benefits and incentives cost the municipality about \$120,000. In a shared services agreement we do not have to pay benefits or pension costs. He stated that Lafayette Township is very interested in a shared service with Andover Township for a tax collector and we are working on solidifying that agreement.

Mayor Boyce explained the appointment for special police officer and this person will be making \$16.77 per hour and he will be used only to save when another officer would be called in for overtime. That rate is anywhere from \$25 to \$74 per hour. He will serve on a per diem basis as needed. There are no benefits with this appointment. Chief Tagliatela explained this position further and how this position would be used. Mayor Boyce stated he will be hired for a four month probationary period. Chief Tagliatela will keep the Township Committee apprised of the savings as we proceed.

Regarding the appointment of the part time dispatcher, we are currently down two and this is another area where we can avoid overtime by filling a part time position.

Following the explanation of the amendments to the consent agenda, Mayor Boyce called for a roll and the motion was carried unanimously.

***CONSENT AGENDA: (CONTINUED)**

***OTHER BUSINESS:**

**APPROVAL OF VOUCHERS FOR PAYMENT
(See Inserts Attached to These Minutes)**

APPROVAL OF RAFFLE LICENSES

- a. **#RL 944 – Pride Foundation, Inc. – On Premise Merchandise Raffle to be held on February 25, 2011 at Hillside Park Barn**
- b. **#RL 945 – KEEP, Inc. – Off Premise 50/50 to be held on April 26, 2011 (Rain date April 27) at Newton Country Club**
- c. **#RL 946 – Catholic Family & Community Services – Off Premise 50/50 to be held on June 1, 2011 at Rolling Greens Golf Club**

APPOINTMENTS TO THE RECREATION COMMITTEE

- a. **MAECHELE ALBORANO TO ALTERNATE NO. 1
TERM TO EXPIRE 12/31/2011**
- b. **SABRINA BURKE TO ALTERNATE NO. 2
TERM TO EXPIRE 12/31/2011**

APPOINTMENT TO THE OPEN SPACE COMMITTEE

- a. **MARC GORE AS MEMBER OF THE PUBLIC
TERM TO EXPIRE 12/31/11**

***RESOLUTIONS:**

#R2011-30 RESOLUTION OF THE ANDOVER TOWNSHIP COMMITTEE TO ISSUE A TAX REFUND TO LIEN TIMES, LLC IN REGARDS TO THE REDEMPTION OF TAX SALE CERTIFICATE # 09-00013 SOLD FOR DELINQUENT TAXES FOR BLOCK 157, LOT 24.05 IN THE AMOUNT OF \$71,047.58

#R2011-31 RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY TO AUTHORIZE THE RENEWAL OF THE VOLUNTEER ACCIDENT POLICY NUMBER BAB005808 FROM QBE INSURANCE CORPORATION AT AN ANNUAL PREMIUM OF \$465.00 FOR THE TERM FEBRUARY 1, 2011 THROUGH FEBRUARY 1, 2012

#R2011-32 RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY TO AMEND THE FINANCE/CAPITAL PROJECTS COMMITTEE FOR 2011

#R2011-33 RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY TO SET THE FEES CHARGED FOR RENTAL AND SECURITY DEPOSIT OF THE HILLSIDE PARK HALL AND HILLSIDE HOUSE AS RECOMMENDED BY THE ANDOVER TOWNSHIP RECREATION COMMITTEE

***CONSENT AGENDA: (CONTINUED)**

***RESOLUTIONS: (CONTINUED)**

#R2011-34 TO APPOINT A PART TIME DISPATCHER TRAINEE FOR THE ANDOVER TOWNSHIP POLICE DEPARTMENT – KEVIN JOHNSON EFFECTIVE DATE OF FEBRUARY 1, 2011 AT THE RATE OF COMPENSATION FOUND IN THE CURRENT DISPATCHERS CONTRACT

#R2011-35 TO APPOINT A SPECIAL POLICE OFFICER PENDING PSYCHOLOGICAL EVALUATION – MARCIN M. RYSIEC EFFECTIVE FEBRUARY 1, 2011 AT THE RATE OF COMPENSATION FOUND IN THE 2010 SALARY RESOLUTION

#R2011-36 TO ENTER INTO A SHARED SERVICES AGREEMENT WITH THE TOWNSHIP OF LAFAYETTE FOR THE POSITION OF CHIEF FINANCIAL OFFICER PENDING ATTORNEY REVIEW OF THE AGREEMENT

(See Inserts Attached to These Minutes)

***APPROVAL OF MINUTES:**

**OCTOBER 25, 2010 EXECUTIVE SESSIONS “A” & “B”
2011 REORGANIZATION MEETING – JANUARY 07**

APPROVAL OF MINUTES:

SEPTEMBER 27, 2010 EXECUTIVE SESSIONS “A” & “B”

Mr. Walsh moved to approve the foregoing minutes as presented, seconded by Ms. Phoebus. Roll call vote:

Mr. Lensak– yes	Ms. Phoebus – yes
Mr. Smith – yes	Mr. Walsh – yes
Mayor Boyce – abstain	

REPORT FROM THE FIRE CHIEF In the absence of Chief Crater, President Melfi reported for the month of December there were 15 reported calls, 3 activated fire alarms, 1 chimney fire, 3 regular monthly drill, 1 landing zone 1 regular monthly meeting, 2 motor vehicle accident, 2 smoke conditions and 2 structure fires. Reported call man-hours for the month totaled 161.6.

President Melfi then reported on Operation Santa which is held every December. This program brings Santa to every participating home in the Township. About 180 residents took part in this year’s program. He stated that this program brings such a thrill to the children when they see Santa arriving to their home on a fire truck with a present.

He then stated that the annual Installation Dinner will be held this Saturday and officers will be sworn in. On a sad note he reported that fire chaplain for the County and long time friend Father John Quinlan passed away and services are this Saturday.

REPORT FROM THE RESCUE SQUAD CHIEF Chief Allenspach reported for the month of December the squad answered 101 calls, 47 of them in Andover Township. Four of those calls were for mutual aid. There was a total of mileage driven of 1,953 and man hours totaling 303. Total calls for the year are 1,292 and 582 were in Andover Township. He reported 175 were mutual aid calls. For the year, there was a total of mileage driven of 26,969. The total man hours was 4,037. He stated that Lakeland was requested and responded to 175 mutual aid calls but only requested mutual aid them twice in the past year.

REPORT FROM THE CHIEF OF POLICE Chief Tagliatela reported for the year 2010 there were 8,736 calls for Andover Township, Andover Borough had 163, Hamburg Borough had 6,178 and Green Township had 375. As of this date, dispatch answered 977 calls for service.

PUBLIC PORTION Jim Woodstrom of 821 Limecrest Road commended the Committee for cutting costs as explained earlier in the meeting. He then reported that the new contractor has twice missed his home for trash and recycling collection. This message will be forwarded to the contractor.

He then provided a copy of his union contract to the governing body as an example of what is available to the trades. He stated he knows that the Committee will be negotiating with the DPW, Police and Dispatchers and he felt this information would be helpful to them. He commented on the package that was available to him and what the workers contribute towards some of their benefits.

Diane Gillespie of Andover-Mohawk Road was happy to report that the decision of Mayor Boyce to move the Executive Session to the second floor conference room was a good idea. The public was able to put to review the agenda and read the resolutions before the meeting.

She asked about the special police officer and his availability to the township when we need him. Mayor Boyce explained this candidate is a resident with a Bachelor's in Criminology. Mayor Boyce added we are operating down one officer in the department. The Chief will per diem assign this person when overtime might be required. He will also be used during court sessions. Chief Tagliatela ensured this special officer will be available when needed by the department.

She then asked about the new CFO stating that with the past officers sometimes there was confusion regarding budget line items and how accounts were labeled and through what accounts certain invoices are paid. Mr. Walsh explained that the budget accounts and subaccounts are created through the State's program. He said there was a great deal of miscommunication as to where certain invoices should be paid but because of invoices not properly describing the work done sometimes it was paid under the wrong account or subaccount. He then explained the actions of a member of a board who needed approval from the board to pay invoices from a subaccount other than the account designated for that expense.

Mr. Smith stated that as chairman of the finance committee he will make every effort to provide monthly reports to give some indication where we are, how we are doing with our budgets, where any problems may be and to communicate as best as possible to especially volunteer groups of their budgets. He stated he thinks there is a lack of communication with those groups and them not knowing exactly what they have and where they stand.

Seeing no other hands, Mayor Boyce closed the public portion of this meeting.

COMMITTEE REPORTS:

MR. LENSAK. He reported that the Economic Development Committee has not met yet. He spoke with Chairperson Melfi to schedule the first meeting. He then stated he could not attend the Recreation Committee meeting but in speaking with Mr. Burgio everything is moving along with the Recreation Committee. He added that he looks forward with working with Chief Allenspach on the emergency squad.

COMMITTEE REPORTS: (CONTINUED)

MR. LENSAK. He provided an update on the solar panels stating that due to the slight upgrade we need new inverters and a few new panels. The original panels were backordered further so they revamp that order and now we will install more panels but the end result is the same amount of wattage but with more panels on the roof. Installation will continue next week.

MS. PHOEBUS. She reported on COAH stating that today the Governor vetoed the bill. The S-1 bill passed assembly and senate but not the Governor. The veto came with conditions meaning he is asking for the bill to be similar to the original S-1 bill introduced by Senator Lesniak. Ms. Phoebus stated she is happy with his action. This bill would have abolished COAH and put it in the hands of the DCA but then said that planners that had worked for COAH would have to be the ones to certify plans. They were creating an industry for planners. The Appellate Division has placed a stay of instead of March 8th to give the State more time to remedy this issue.

Ms. Phoebus stated that she had come before the Committee last year to discuss the issue of fire hydrants that are not marked and some are not working. At that time the Committee had informed her as the liaison to the fire department, speak to the fire official. In trying to resolve this matter, the official informed her that the fire department should do flow tests on these hydrants. She stated she does not feel it is the obligation of the fire department to conduct this service. Mr. Walsh suggested that the fire official and fire chief be asked to the next meeting in Executive Session to discuss this matter. The Committee agreed.

She then provided Mayor Boyce with a list of the fire department vehicles as to when they should be replaced.

MR. WALSH. He reported on the Environmental Commission reorganization meeting. There was discussion regarding Sustainable New Jersey. He said this meeting was excellent and he is looking forward to attending these meetings.

Reporting on the Department of Public Works, as everyone knows they have been hit hard with continuous storms. A special order to salt arrived this morning. The grit was frozen solid and they will try to work through it for the upcoming storm. Once time allows between storms, they will be pushing back the snow at the intersections for better site visibility. He then informed the Committee that if when plowing and your mailbox is hit, it will be replaced. If the damage is from the snow itself, it will not be replaced. Mr. Walsh distributed copies of an ordinance that Supervisor Dickinson would like the Committee to consider for next winter. It is regarding parking on the road while plowing.

He then reported on the ongoing negotiations with the dispatchers' union and he said they seem to be progressing and he hopes to come to the Committee soon with a draft contract to review.

MR. SMITH. He reported the Senior Citizens' Club held their reorganization meeting on January 17th and all the officers remain the same with the exception of Cindy Rosen. The slate of officers are Lois McCue as President, Bob Smith as First Vice-President, Elsie Burdge as Second Vice-President, Marlene Coppolino as Treasurer and Cindy Rosen as Secretary. The next meeting is February 17th at the Senior Center and there will be a pizza party in celebration of Valentine's Day. Special speaker for this meeting is Martie Baldwin from the County Health Department as she will speak about the use and disposal of prescription drugs.

Reporting on the Board of Health meeting the County has advised they no longer can provide water testing services and the responsibility is falling on the municipalities. He stated that Darren Dickinson has volunteered to collect the samples for proper testing. The Rabies Clinic was postponed from January 7th to January 10th and it was a big success with a record turnout of 137 dogs and 32 cats were inoculated. Their next meeting is February 16th.

The SWAC meeting was cancelled due to weather and the next meeting is scheduled for February 8th.

COMMITTEE REPORTS: (CONTINUED)

MR. SMITH. Mr. Smith reported on the Finance Committee stating that now we have a permanent Chief Financial Officer it will be all systems go to proceed on the 2011 budget. He stated he met with Ms. Thompson and Ms. Frodella with conversation with Interim CFO Babcock. Ms. Frodella was able to produce an excel spreadsheet of the budget which gives a vehicle that can be manipulated well which he will begin to review. A meeting will be scheduled shortly to begin the budget process.

MAYOR BOYCE. He reported that the School Board Liaison Committee has a meeting scheduled for January 31st and Mr. Lensak and he will attend. These meetings provide a dialogue with the school board and Andover Borough as the school prepares their budget.

Judge Devine held his first court this past week and a great job was done from all reports. He also stated that Court Administrator Diana Francisco is doing a great job these past months. As it stands, we really have a well functioning municipal court. He added that Ms. Francisco is doing this job as one person replacing two. He stated operating one person less we are actually running more efficiently than before.

REPORT FROM THE CLERK/ADMINISTRATOR She reported there was a 208 Water Quality meeting that because of a personal commitment she was unable to attend but she will obtain the information from that meeting and report back to the Committee at the next meeting.

REPORT FROM THE MUNICIPAL ATTORNEY Attorney DiYanni substituting for Attorney Semrau reported that Attorney Semrau had successfully defended a Construction Board of Appeals matter. He and Mr. Cutler defended the appeal that was brought before the township due to occupancy of an accessory structure that may not have been permitted. He stated that Mr. Cutler did a great job at the hearing. Attorney Semrau will follow up with a more detailed memo to the Township Committee.

NEXT SCHEDULED MEETINGS: Regular Meeting February 14, 2011
Regular Meeting February 28, 2011

Executive Session - 6:30 p.m.
Regular Meeting - 7:30 p.m.

ADJOURNMENT No further business appearing before the Committee at this time, Mr. Walsh moved the meeting be adjourned at 8:25 P.M., seconded by Ms. Phoebus and carried unanimously.

Respectfully submitted,

Phil Boyce, Mayor

Vita Thompson, R.M.C.
Clerk/Administrator

TOWNSHIP OF ANDOVER

MOTION FOR EXECUTIVE SESSION

BE IT RESOLVED by the Township Committee of the Township of Andover on the 24TH day of January 2011, that:

1. Prior to the commencement of this **Regular Meeting**, the Township Council shall meet in Executive Session, from which the public shall be excluded, to discuss matters as permitted pursuant to N.J.S.A. 10:4-12, sub-section (s):

- (x) b. (1) Confidential or excluded matters, by express provision of Federal law or State statute or rule of court.
- () b. (2) A matter in which the release of information would impair a right to receive funds from the Government of the United States.
- () b. (3) Material the disclosure of which constitutes an unwarranted invasion of individual privacy.
- (x) b. (4) A collective bargaining agreement including negotiations.
- (x) b. (5) Purchase, lease or acquisition of real property, setting of banking rates or investment of public funds, where it could adversely affect the public interest if disclosed.
- () b. (6) Tactics and techniques utilized in protecting the safety and property of the public, if disclosure could impair such protection. Investigation of violations of the law.
- (x) b. (7) Pending or anticipated litigation or contract negotiations other than in subsection b. (4) herein or matters falling within the attorney-client privilege.

Contract Negotiations:

- 1. ***A. Tagliatela, Police Chief***
- 2. ***St. Paul's Abbey Due Diligence***
- 3. ***Shared Services Agreement Update – Position of Chief Financial Officer/Tax Collector***

Attorney-Client Privilege:

- 1.

Pending Litigation:

- 1. ***Krueger vs. Andover Township***

- (x) a. (8) Personnel matters.

- 1. ***Police Department Staffing***

- () b. (9) Deliberations after a public hearing that may result in penalties.
 - 1. The time when the matter(s) discussed pursuant to Paragraph 1 hereof can be disclosed to the public is as soon as practicable after final resolution of the aforesaid matter(s).

Adopted: January 24, 2011

Moved: Walsh Seconded: Phoebus
Voted Aye: Lensak, Phoebus, Smith, Walsh, Boyce
Voted Nay: None
Abstained: None
Resolution adopted. January 24, 2011
