

ANDOVER TOWNSHIP COMMITTEE MEETING MINUTES

MICHAEL LENSAK, MAYOR
ELLSWORTH BENSLEY, DEPUTY MAYOR
JOHN CARAFELLO
JANIS MCGOVERN
THOMAS D. WALSH, JR.

October 15, 2020

EXECUTIVE SESSION 6:30PM
REGULAR MEETING 7:30PM

CALL TO ORDER: The meeting of the Andover Township Committee was called to order at 6:30PM at the Municipal Building, 134 Newton Sparta Road, Andover Township, by Mayor Lensak, followed by the Salute to the Flag.

ROLL CALL: Present were Mr. Bensley, Ms. McGovern, Mr. Carafello, Mr. Walsh and Mayor Lensak.

Also present were Fred Semrau, Township Attorney and Patricia Bussow, Administrator/Municipal Clerk.

OPEN PUBLIC MEETING STATEMENT: This meeting was held in compliance with the provisions of the Open Public Meetings Act, Public Laws of 1975, chapter 231 and was properly advertised and certified by the Municipal Clerk.

EXECUTIVE SESSION: At 6:30PM, Mayor Lensak moved to enter Executive Session by Resolution, seconded by Mr. Walsh. The motion carried with all in favor.

RESOLUTION FOR EXECUTIVE SESSION

BE IT RESOLVED by the Township Committee of the Township of Andover on the 17th day of SEPTEMBER 2020, that:

1. **PRIOR to the commencement of the 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. 10:4-26, sub-section(s):**

- () a. Confidential or excluded matters, by Express provision of Federal law or State statute or rule of court.
- () b. A matter in which the release of information would impair a right to receive funds from the Government of the United States.
- () c. Material the disclosure of which constitutes an unwarranted invasion of individual privacy.
- () d. A collective bargaining agreement including negotiations.
- () e. 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.
- () f. 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) g. Pending or anticipated litigation or contract negotiations other than in subsection b. (4) herein or matters falling within the attorney-client privilege.
- (x) h. Personnel matters.
- () i. 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).

EXECUTIVE SESSION:

- **LITIGATION:**

Rolling Hills Condominium Association
Rolling Greens Golf Course Tax Appeal (Kunesh v. Andover)

- **CONTRACT NEGOTIATIONS:**

Solid Waste and Recycling Bid

- **PERSONNEL:**

Finance Department

The Regular Meeting resumed at 7:30PM by motion of Ms. McGovern, seconded by Mr. Walsh. The motion carried with all in favor.

PRESENTATION BY KB COMMUNICATIONS – PHONE SYSTEM

Mr. Michael O'Hara from KB Communications gave a presentation for the Municipal phone system. The Administrator will reach out to Mr. O'Hara to get a formal quote prior to the next Township meeting.

APPROVAL OF THE GENERAL AGENDA:

Mr. Bensley moved to approve the General Agenda, seconded by Mr. Walsh. The motion carried with all in favor.

APPROVAL OF CONSENT AGENDA:

Mayor Lensak opened to the public for comment on the Consent Agenda.

Hearing none, Mayor Lensak closed to public comment.

Mr. Walsh moved to remove PO 11589 and PO 11591 from the vouchers for payment, and Mayor Lensak moved to remove the minutes of the October 1, 2020 meeting from the Consent Agenda. Mr. Walsh moved to approve the Consent Agenda as amended, seconded by Mr. Bensley. The motion carried with all in favor.

Mr. Bensley moved to approve PO 11589 and PO 11591 for payment, and the minutes of the October 1, 2020 meeting, with a second by Ms. McGovern. The motion carried by majority roll call vote (Mr. Bensley, yes; Mr. Carafello, yes; Ms. McGovern, yes; Mr. Walsh, abstain, Mayor Lensak, abstain).

CONSENT AGENDA

OTHER BUSINESS:

- 1. Approval of Vouchers for Payment**
- 2. Acceptance of the CFO's Report for the Month of September 2020**
- 3. Acceptance of the Tax Collector's Report for the Month of September 2020**

MINUTES:

- October 1, 2020: Regular and Executive Session Minutes**

RESOLUTIONS:

RESOLUTION #R2020-116

A RESOLUTION OF THE TOWNSHIP OF ANDOVER, IN THE COUNTY OF SUSSEX, AND STATE OF NEW JERSEY AUTHORIZING THE TEMPORARY ADJUSTMENT OF RENTAL FEES FOR THE USE OF THE BARN FACILITY

RESOLUTION #R2020-117

RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY TO PREPARE CERTAIN SURPLUS MUNICIPAL EQUIPMENT AND VEHICLES THAT ARE CONSIDERED UNREASONABLY EXPENSIVE TO REPAIR FOR SALE ONLINE AT MUNICIPAL AUCTION THROUGH MUNCIBID IN ACCORDANCE WITH THE CONDITIONS OF THE STATE CONTRACT

PUBLIC PORTION:

Resident Diane Gillespe spoke on behalf at the request of Resident Carol Wetmore regarding the status of the pothole issue on Forest Lakes Drive. The Mayor commented that the matter will be addressed under Unfinished Business.

Resident Joe Ordile commented that previously, the Township Committee was looking at the Airbnb ordinance and asked if there had been any update. A discussion ensued about short-term rentals and the Committee agreed that they are going to let the matter play out and revisit the need for any revisions at a later date.

Mr. Ordile commented that a neighboring municipality received an unexpected state funding cut back from the Garden State Trust Fund and asked if this is something that is going to impact our budget that we need to account for. The Administrator suggested he speak to the CFO to see if this affects Andover Township.

There being no further comments from the public, Mayor Lensak closed to the public portion of the meeting.

NEW BUSINESS:

- **Resolution #R2020-118 of the Andover Township Committee to Appoint Zoie Gaspari as the Principal Account Clerk/Deputy Treasurer**

Mr. Bensley moved to approve Resolution #R2020-118, with a second by Ms. McGovern. The motion carried by unanimous roll call vote (Mr. Bensley, yes; Mr. Carafello, yes; Ms. McGovern, yes; Mr. Walsh, yes; Mayor Lensak, yes).

- **Appointment of Subcommittee – Emergency Medical Services (EMS)**

The Mayor appointed Mr. Walsh and Ms. McGovern as members of the Subcommittee, along with the Police Chief and the Administrator. The Administrator will coordinate a schedule to meet with both Lakeland EMS and Atlantic Ambulance.

- Mayor Lensak moved to add an item of New Business – GPS Tracking System. Mayor Lensak called on Mr. Carafello to provide insight. Mr. Carafello commented that he would like the Township to have a better way of controlling our assets so that we can have a more comprehensive accounting of our equipment, how often it is being used, the miles/hours used and for what purpose it is being used. This will help the Committee to better understand what the capital needs are, and help to make better decisions. Discussion ensued.

- Mayor Lensak moved to add an item of New Business – Trailhead Parking. Mayor Lensak commented that there have been concerns regarding the parking at the trailhead, and if there was anyway we could contact the owners of the property to level it off and add some stone so that people can park more easily, instead of parking on the road. Discussion ensued. Mr. Walsh will try to make contact with the property owner.

Mayor Lensak added that there has been a request by Eric Olsen to pursue a dog park (possibly located on the property near the trailhead). The Mayor supports this endeavor.

UNFINISHED BUSINESS:

- Mayor Lensak moved to add Forest Lakes Drive to Unfinished Business. Previously, the Township, Borough of Andover, Township of Byram and the additional parties all agreed to equally share the cost of repairs. Recently, each party agreed to contribute an additional \$1,000 to cover the shortfall, except for Andover Borough. It is fair to say that the Borough is holding up the entire process, and the Borough is the one who receives the tax revenue from that property. The Attorney reiterated that the Committee approved this contingent upon having the road repairs made prior to the winter, and now that may not be possible. All concerns and questions at this point should be directed to the Borough of Andover.
- **Proposal for Municipal Building Curb Appeal Project, as submitted by resident Diane Gillespie**

Ms. Gillespie publicly thanked the Township Attorneys for their contributions to the Curb Appeal Project fund and that there is now \$500 available. Ms. Gillespie gave an update on the progress of the project. Discussion ensued regarding the preparation and assembly of the project. Ms. Gillespie will follow up with everyone to make sure it stays on schedule.

COMMITTEE REPORTS:

Mr. Bensley had no report.

Mr. Carafello reported that Police Department is operating great as always.

Ms. McGovern reported that there was an Environmental Commission/Open Space meeting, and the Master Plan is due to be updated being that it is over 10 years old. They will be soliciting Requests for Proposals, and with the Attorney's help, they will begin the process.

The proposed Hillside Walking path was also discussed. This path goes around the perimeter of Hillside Park, and they need to find out an idea of the current asphalt costs. The Township Engineer would be the one to contact. The Environmental Commission would like to request \$5,000 from the Open Space Trust to cover the engineering costs. Discussion regarding the particulars ensued. The Engineer would also be the professional to draw conceptual plans and comment on ADA compliance for the path construction. Ms. McGovern will reach out to the Township Engineer to discuss the matter further.

Ms. McGovern also commented that they renamed the Lake Iliff access to the Lakeside Nature Park. There is a need for new, more appealing signs. The Mayor suggested reaching out to Sussex Tech. There is also a need for better signage by the gate.

Mr. Walsh reported that he had a meeting with the Administrator and CFO and went over the preliminary budget items for next year. They have been working together and have a plan moving forward which should make next year's budget process much more seamless.

Mayor Lensak reported that EMS is starting to see an uptick on mental health calls and it is becoming concerning.

A new round of payments to the businesses has come out. If anyone needs more information, the Chamber of Commerce should be contacted.

REPORT FROM THE CLERK/ADMINISTRATOR:

The Clerk/Administrator reported that the new website will be going live this weekend, and it is still a work in progress. If anyone sees anything that needs to be updated or changed, please let her know. Also, the Ballot Drop Box has been installed and is fully operational.

REPORT FROM THE MUNICIPAL ATTORNEY:

The Attorney commented that each year the Joint Insurance Fund holds out an Elected Officials webinar. If each member of the governing body participates, we will receive a \$250 deduction per participant. He will send the information along when it becomes available.

NEXT SCHEDULED MEETINGS:

**NOVEMBER 5, 2020 6:30PM EXECUTIVE SESSION, 7:30 PM REGULAR SESSION
NOVEMBER 19, 2020 6:30PM EXECUTIVE SESSION, 7:30 PM REGULAR SESSION**

ADJOURNMENT: There being no further business, Mr. Walsh moved to adjourn, with a second by Ms. McGovern. The motion carried with all in favor.

Submitted:



Patricia L. Bussow, RMC
Municipal Clerk/Administrator

List of Bills - (1310101000004) OTHER TRUST - FIRST HOPE - OTHER TRUST
OTHER TRUST

Meeting Date: 10/15/2020 For bills from 10/02/2020 to 10/09/2020

Check#	Vendor	Description	Account	PO Payment	Check Total
4183	1443 - CAMPBELL SUPPLY COMPANY	PO 11574 TRUCK 7 - CLUTCH REPLACEMENT	3,585.92	3,585.92	3,585.92
	13-260-58-100-000 MUNICIPAL TRUST ACCOUNTS				
4184	245 - HAROLD E. PELLOW & ASSOC. INC.	PO 11589 ENGINEERING SERVICES	423.13	423.13	
	13-286-56-700-000 VARIOUS ESCROWS				
	13-286-56-700-000 VARIOUS ESCROWS	PO 11590 ENGINEERING SERVICES	506.00	506.00	929.13
4185	1887 - JACK DOHENY COMPANIES, INC.	PO 11569 JETVAC PARTS	4,025.33	4,025.33	4,025.33
	13-260-58-100-000 MUNICIPAL TRUST ACCOUNTS				
4186	1444 - MONTAGE ENTERPRISES, INC.	PO 11570 PARTS FOR HI-WAY MOWER	1,322.84	1,322.84	1,322.84
	13-260-58-100-000 MUNICIPAL TRUST ACCOUNTS				
4187	2643 - SUSAN SYVRET	PO 11558 REFUND SECURITY DEPOSIT	300.00	300.00	300.00
	13-260-58-200-000 RECREATION TRUST				
TOTAL					10,163.22
Total to be paid from Fund 13 OTHER TRUST					10,163.22

List of Bills - (1210101000000) DOG CASH
DOG TRUST

Meeting Date: 10/15/2020 For bills from 10/02/2020 to 10/09/2020

Check#	Vendor	Description	Account	PO Payment	Check Total
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534	392 - NJ STATE DEPT OF HEALTH/SR SVS				
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		PO 11588 SEPTEMBER 2020 - DOG LICENSING FEES		15.00	
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	12-290-56-000-000	DUE TO THE STATE - DOG LICENSE FEES	15.00		15.00
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TOTAL

Total to be paid from Fund 12 DOG TRUST

15.00

15.00

15.00

List of Bills - (1510101000000) CASH - FOREST LAKES ASSESSMENT TRUST
FOREST LAKES DAM ASSESSMENT TRUST

Meeting Date: 10/15/2020 For bills from 10/02/2020 to 10/09/2020

Check#	Vendor	Description	Account	PO Payment	Check Total
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1009	2251 - TREASURER, STATE OF NJ/2003 DR 17				
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		PO 11593 2020 FOREST LAKES DAM PAYMENT	6,210.73		
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	15-290-56-000-000	LOANS PAYABLE	6,210.73		6,210.73
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TOTAL

6,210.73

Total to be paid from Fund 15 FOREST LAKES DAM ASSESSMENT TRUST 6,210.73

6,210.73

List of Bills - (181010100000) CASH - OPEN SPACE
Open Space Trust

Meeting Date: 10/15/2020 For bills from 10/02/2020 to 10/09/2020

Check#	Vendor	Description	Account	PO Payment	Check Total
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259	1163 ~ FARMSIDE LANDSCAPE, INC.				
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		PO 11055 2020 BLANKET - TURF CARE	1,035.00		
	18-260-05-900-000	OPEN SPACE - RESERVE FOR EXPENSES	1,035.00		1,035.00

TOTAL

1,035.00

Total to be paid from Fund 18 Open Space Trust

1,035.00

1,035.00

List of Bills - (0110101000002) CASH CHECKING FIRST HOPE

Current Fund

Meeting Date: 10/15/2020 For bills from 10/02/2020 to 10/09/2020

Check#	Vendor	Description	Account	PO Payment	Check Total
25435	67 - AIRGAS USA, LLC				
	01-201-26-290-020	PUBLIC WORKS OTHER EXPENSE	16.50	16.50	16.50
25436	2466 - ALL GAS & WELDING SUPPLY CO INC.				
	01-201-25-240-020	POLICE OTHER EXPENSE	97.00	97.00	97.00
25437	2468 - ALLIED OIL				
	01-201-31-460-020	UTILITY OTHER EXPENSE	934.51	934.51	
	01-201-31-460-020	UTILITY OTHER EXPENSE	599.74	599.74	
	01-201-31-460-020	UTILITY OTHER EXPENSE	436.71	436.71	1,970.96
25438	2630 - BARC ENTERPRISES, CORP.				
	01-201-26-290-020	PUBLIC WORKS OTHER EXPENSE	110.49	110.49	110.49
25439	133 - BASSANI POWER EQUIPMENT LLC				
	01-201-28-375-020	PARK MAINT OTHER EXPENSE	309.70	309.70	309.70
25440	1617 - BLUE DIAMOND DISPOSAL, INC.				
	01-201-26-305-020	GARBAGE REMOVAL OTHER EXPENSE	49,250.00	49,250.00	49,250.00
25441	150 - CAMPBELL'S SMALL ENGINE, INC.				
	01-201-28-375-020	PARK MAINT OTHER EXPENSE	51.99	51.99	51.99

List of Bills - (0110101000002) CASH CHECKING FIRST HOPE

Current Fund

Meeting Date: 10/15/2020 For bills from 10/02/2020 to 10/09/2020

Check#	Vendor	Description	Account	PO Payment	Check Total
25442	1498 - CENTURY LINK (1) COMMUNICATIONS	PO 11554 SEPTEMBER 2020 - LONG DISTANCE PHONE SER	157.10	157.10	
	01-201-31-460-020 UTILITY OTHER EXPENSE	PO 11581 SEPTEMBER 2020 PHONE SERVICE	2,041.83	2,041.83	
	01-201-31-460-020 UTILITY OTHER EXPENSE		2,041.83		2,198.93
25443	2174 - CINTAS CORPORATION	PO 11548 sanitizing wipes	110.00	110.00	110.00
25444	2543 - CRAIG BOLLMANN	PO 11587 SEPTEMBER 2020 - ZONING MILEAGE REIMBURS	21.85	21.85	21.85
25445	189 - DEMPSEY, INC.	PO 10798 2020 BLANKET - DPW UNIFORM CLEANING	826.34	826.34	826.34
25446	202 - DOVER BRAKE & CLUTCH CO., INC.	PO 10729 2020 BLANKET - DPW PARTS	627.81	627.81	627.81
25447	981 - DRAEGER SAFETY DIAGNOSTICS	PO 11567 mouthpieces for alcotest	68.00	68.00	68.00
25448	1388 - FASTENAL COMPANY CORP.	PO 10732 2020 BLANKET - DPW PARTS	81.13	81.13	81.13

List of Bills - (0110101000002) CASH CHECKING FIRST HOPE

Current Fund

Meeting Date: 10/15/2020 For bills from 10/02/2020 to 10/09/2020

Check#	Vendor	Description	Account	PO Payment	Check Total
25449	1109 - FIREFIGHTER ONE, LLC	PO 11556 Road flares	437.50	437.50	437.50
	01-201-25-240-020	POLICE OTHER EXPENSE			
25450	693 - HOME DEPOT CREDIT SERVICES	PO 10741 2020 BLANKET - BUILDING & GROUNDS SUPPLI	125.92	125.92	125.92
	01-201-26-310-020	BUILD & GRNDS OTHER EXPENSE			
25451	312 - JANET M. LEALE	PO 10678 2020 INSURANCE REIMBURSEMENT	386.60	386.60	386.60
	01-201-23-220-020	GROUP INSURANCE OTHER EXPENSE			
25452	288 - JCP&L	PO 11464 AUGUST 2020 LAKE ILLIFF ROAD	989.19	989.19	
	01-201-31-460-020	UTILITY OTHER EXPENSE			
	01-201-31-460-020	UTILITY OTHER EXPENSE	25.12	25.12	1,014.31
25453	1813 - JEAN PERLEE	PO 11471 WEBSITE REDESIGN	1,320.00	1,320.00	1,320.00
	01-201-20-140-020	INFORMATION TECH - OTHER EXPENSE			
25454	2430 - JEANNE CURRENT	PO 10677 2020 INSURANCE REIMBURSEMENT	458.86	458.86	
	01-201-23-220-020	GROUP INSURANCE OTHER EXPENSE			
25455	294 - JOYCE COVALENCE	PO 10679 2020 INSURANCE REIMBURSEMENT	289.20	289.20	289.20
	01-201-23-220-020	GROUP INSURANCE OTHER EXPENSE			

List of Bills - (0110101000002) CASH CHECKING FIRST HOPE

Current Fund

Meeting Date: 10/15/2020 For bills from 10/02/2020 to 10/09/2020

Check#	Vendor	Description	Account	PO Payment	Check Total
25456	1188 - KOCH AUTO PARTS, INC.	PO 10730 2020 BLANKET - DPW PARTS	86.85	86.85	86.85
	01-201-26-290-020	PUBLIC WORKS OTHER EXPENSE			
25457	2603 - LAW OFFICE OF JOHN C. GREY, JR. LLC.	PO 11563 JULY - SEPTEMBER 2020 - PUBLIC DEFENDER	1,000.00	1,000.00	1,000.00
	01-201-42-490-020	SHARED SERVICE - JOINT COURT O/E	1,000.00		
25458	957 - LIFE SAVERS, INC.	PO 11549 AED pads	138.88	138.88	138.88
	01-201-25-240-020	POLICE OTHER EXPENSE			
25459	2646 - LISA'S STONE BROOK FLORIST	PO 11582 SYMPATHY DISH GARDEN	50.00	50.00	50.00
	01-201-20-100-020	ADMIN OTHER EXPENSE			
25460	134 - MAE BAUERLEIN	PO 10676 2020 INSURANCE REIMBURSEMENT	1,044.21	1,044.21	1,044.21
	01-201-23-220-020	GROUP INSURANCE OTHER EXPENSE			
25461	1521 - MORRIS COUNTY ELEVATOR, INC.	PO 10694 2020 BLANKET - ELEVATOR SERVICE	600.00	600.00	600.00
	01-201-26-310-020	BUILD & GRNDS OTHER EXPENSE			
25462	328 - MORRIS COUNTY JIF	PO 11592 2020 LIABILITY AND WORKERS COMP INSURANC	49,457.75	49,457.75	49,457.75
	01-201-23-210-020	LIABILITY INS OTHER EXPENSE	27,052.50		
	01-201-23-000	EXPENDITURE CAPR TOTAL	22,405.25		
25463	1951 - PACK 181	PO 11579 CLEAN COMMUNITIES CLEAN UP	132.00	132.00	132.00

List of Bills - (0110101000002) CASH CHECKING FIRST HOPE
Current Fund

Meeting Date: 10/15/2020 For bills from 10/02/2020 to 10/09/2020

Check#	Vendor	Description	Account	PO Payment	Check Total
01-213-40-000-000	FED & STATE GRANT - APPROP RESERVES		132.00		132.00
25464	2645 - PATRICIA BUSSOW	PO 11568 2020 VISION REIMBURSEMENT	78.97	78.97	78.97
01-201-23-220-020	GROUP INSURANCE OTHER EXPENSE				
25465	2090 - PenTeleData	PO 10671 2020 INTERNET SERVICE	281.80	281.80	281.80
01-201-31-460-020	UTILITY OTHER EXPENSE				
25466	1686 - R & I DATA CENTERS, INC.	PO 10949 2020 BLANKET - PAYROLL PROCESSING	1,014.94	1,014.94	1,014.94
01-201-20-140-020	INFORMATION TECH - OTHER EXPENSE				
25467	2644 - SCHENCK, PRICE, SMITH & KING LLC	PO 11562 APPEAL - REFUND FOR THE YEAR 2015 TAXES	2,493.40	2,493.40	2,493.40
01-201-26-290-020	PUBLIC WORKS OTHER EXPENSE				
25468	494 - SHERWIN WILLIAMS, CORP.	PO 11535 HIGHWAY WHITE PAINT	224.82	224.82	224.82
01-201-25-240-020	POLICE OTHER EXPENSE				
25469	496 - SIRCHIE FINGER PRINT	PO 11557 Fingerprint training	495.00	495.00	495.00
01-213-40-000-000	FED & STATE GRANT - APPROP RESERVES				
25470	2118 - SK PAPER SHRED	PO 11216 PAPER SHREDDING EVENT - WEEK OF 09/28/20	240.00	240.00	240.00

List of Bills - (0110101000002) CASH CHECKING FIRST HOPE

Current Fund

Meeting Date: 10/15/2020 For bills from 10/02/2020 to 10/09/2020

Check#	Vendor	Description	Account	PO Payment	Check Total
25471	2562 - SNAP ON TOOLS	PO 11561 VARIOUS TOOLS	295.00	295.00	295.00
	01-201-26-290-020	PUBLIC WORKS OTHER EXPENSE			
25472	1116 - SPACE WILD ANIMAL FARM, INC.	PO 10695 2020 BLANKET - DEER REMOVAL	62.00	62.00	62.00
	01-201-26-290-020	PUBLIC WORKS OTHER EXPENSE			
25473	138 - SPARKLE BLINDS PLUS, INC.	PO 11566 POWER WASHING - WALKWAYS	200.00	200.00	200.00
	01-201-26-310-020	BUILD & GRNDS OTHER EXPENSE			
25474	528 - STEPHEN MURRELL	PO 10681 2020 INSURANCE REIMBURSEMENT	1,141.66	1,141.66	1,141.66
	01-201-23-220-020	GROUP INSURANCE OTHER EXPENSE			
25475	2574 - SUSSEX CLEANERS, INC.	PO 10693 2020 BLANKET - ATPD UNIFORM CLEANING	110.50	110.50	110.50
	01-201-25-240-020	POLICE OTHER EXPENSE			
25476	535 - SUSSEX COUNTY CLERK'S OFFICE	PO 11564 2020 PRIMARY ELECTION - BALLOTS & ADVERT	4,141.41	4,141.41	4,141.41
	01-201-20-120-020	CLERK OTHER EXPENSE			
25477	535 - SUSSEX COUNTY CLERK'S OFFICE	PO 11591 RECORDING OF 2020 MUNICIPAL TAX SALE CER	24.00	24.00	24.00
	01-201-20-130-020	FINANCE OTHER EXPENSE			
25478	544 - SUSSEX COUNTY MUNIC AUTHORITY	PO 10997 2020 BLANKET - TIPPING FEES FOR SWEEPING	790.70	790.70	790.70
	01-201-26-290-020	PUBLIC WORKS OTHER EXPENSE			

List of Bills - (0110101000002) CASH CHECKING FIRST HOPE

Current Fund

Meeting Date: 10/15/2020 For bills from 10/02/2020 to 10/09/2020

Check#	Vendor	Description	Account	PO Payment	Check Total
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Checks Previously Disbursed

910152020	NJ STATE HEALTH BENEFITS	OCTOBER 2020 NJSHEB PREMIUMS	76,462.75	10/15/2020	
			-----		76,462.75

Totals by fund	Previous Checks/Voids	Current Payments	Total
Fund 01 Current Fund	76,462.75	125,601.00	202,063.75
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BILLS LIST TOTALS	76,462.75	125,601.00	202,063.75
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ANDOVER TOWNSHIP - CFO'S REPORT
For the Month Ended September 2020

	Beginning Balance	Receipts	Disbursements	Ending Balance
Forest Lakes Assessment Trust	\$ 41,391.33	\$ 13.57	\$ -	\$ 41,404.90
Lake Lenape Assessment Trust	\$ 282,778.13	\$ 116,859.88	\$ 100.00	\$ 399,538.01
Capital Fund	\$ 413,632.37	\$ 128.35	\$ 80,434.18	\$ 333,326.54
Capital Fund - Investment	\$ 180,981.37	\$ 59.33	\$ -	\$ 181,040.70
Current Fund	\$ 4,612,960.39	\$ 230,893.22	\$ 1,571,587.64	\$ 3,272,265.97
Current Fund - Investment	\$ 128,566.09	\$ 42.16	\$ -	\$ 128,608.25
COAH Trust Fund	\$ 33,763.37	\$ 11.07	\$ -	\$ 33,774.44
Dog Trust Fund	\$ 4,350.16	\$ 80.44	\$ 16.80	\$ 4,413.80
Escrow Trust Fund	\$ 904,435.40	\$ 4,424.89	\$ 29,316.43	\$ 879,543.86
Developers Escrow Accounts	\$ 123,267.50	\$ 4.93	\$ 452.00	\$ 122,820.43
Open Space Trust Fund	\$ 151,570.98	\$ 49.34	\$ 1,596.03	\$ 150,024.29
Agency Payroll Account	\$ 112,713.41	\$ 128,230.58	\$ 110,208.45	\$ 130,735.54
Net Payroll Account	\$ 10.44	\$ 166,773.76	\$ 166,773.51	\$ 10.69
Sustainable Andover	\$ 5,339.96	\$ -	\$ -	\$ 5,339.96
SUI Trust Account	\$ 52,647.54	\$ 17.25	\$ 99.00	\$ 52,565.79
Totals	\$ 7,048,408.44	\$ 647,588.77	\$ 1,960,584.04	\$ 5,735,413.17

Imi Jhusaffi

Submitted by

October 8, 2020

Date

List of Bills - (0110101000002) CASH CHECKING FIRST HOPE

Current Fund

Meeting Date: 10/15/2020 For bills from 10/02/2020 to 10/09/2020

Check#	Vendor	Description	Account	PO Payment	Check Total
25479	1959 - TRANSUNION RISK & ALTERNATIVE DATA	PO 10931 2020 BLANKET - ATPD SEARCH SERVICES	50.00	50.00	50.00
25480	01-201-25-240-020 POLICE OTHER EXPENSE				
	89 - TREASURER, STATE OF NJ	PO 11572 3RD QTR 2020 - MARRIAGE LICENSES	400.00	400.00	400.00
25481	1844 - VALLEY MASON SUPPLY CORP.	PO 11576 PALLET OF CATCH BASIN BLOCK	228.32	228.32	228.32
25482	01-201-26-290-020 PUBLIC WORKS OTHER EXPENSE				
	586 - VERIZON WIRELESS	PO 11553 SEPTEMBER 2020 MOBILE PHONE SERVICE		733.70	
	01-201-25-240-020 POLICE OTHER EXPENSE		468.05		
	01-201-31-460-020 UTILITY OTHER EXPENSE		160.56		
	01-201-25-000 EXPENDITURE CAFR TOTAL		38.01		
	01-201-42-490-020 SHARED SERVICE - JOINT COURT O/E		67.08		733.70
25483	2566 - WINGLE SUPPLY CO., INC.	PO 11575 SUPPLIES FOR CATCH BASIN REPAIRS	312.00	312.00	312.00
01-201-26-290-020 PUBLIC WORKS OTHER EXPENSE					
TOTAL					125,601.00
Total to be paid from Fund 01 Current Fund					125,601.00

ANDOVER TOWNSHIP

TAX DEPARTMENT

INTER-OFFICE MEMORANDUM

DATE: October 1, 2020
TO: Mayor, Committee & Administrator
FROM: Daryn Cashin, Tax Collector
SUBJECT: Monthly Report for September, 2020

September tax collections: \$155,941.64 (see attached)

Below is a comparative chart of collections in the tax office, from 2019 to 2020.

	<u>2019</u>	<u>2020</u>
January	\$ 874,545.88	\$ 1,745,342.91
February	4,901,081.03	4,053,575.92
March	172,375.53	180,319.95
April	3,104,302.64	1,213,571.37
May	2,504,480.25	4,418,604.32
June	74,968.84	188,103.45
July	1,654,295.99	1,693,372.64
August	4,523,608.18	4,477,750.78
September	133,874.46	155,941.64
<i>Year to date</i>	<i>\$17,943,532.80</i>	<i>\$18,126,582.98</i>

Delinquent prior years	\$ 24,496.37 (13 accounts, tax sale is 10/6/20)
Delinquent current year	323,627.37 (125 accounts)
<i>Total delinquent</i>	<i>\$ 363,836.74</i>

Forest Lakes Dam Assessment (year 5 of 10)

May	\$ 7,852.50
June	3,839.00
<i>Year to date</i>	<i>\$11,691.50 (all paid for 2020)</i>

Lake Lenape Dam Assessment (year 2 of 10)

January	\$ 9,879.67
February	10,273.21
March	24,425.68
April	15,641.56
May	7,791.85
June	23,118.49
July	19,314.46
August	18,621.98
September	116,657.78
<i>Year to date</i>	<i>\$ 245,724.68</i> <i>(5 unpaid in 2019, in default,</i> <i>tax sale is 10/6/20)</i>

TOWNSHIP OF ANDOVER
COUNTY OF SUSSEX, STATE OF NEW JERSEY

RESOLUTION #R2020-116

**A RESOLUTION OF THE TOWNSHIP OF ANDOVER,
IN THE COUNTY OF SUSSEX, AND STATE OF NEW JERSEY
AUTHORIZING THE TEMPORARY ADJUSTMENT OF RENTAL FEES FOR THE USE OF
THE BARN FACILITY**

WHEREAS, the Township of Andover provides for the use of the facility commonly known as the "Barn" for rental events pursuant to Resolution 2018-61, which is incorporated in this resolution by reference; and

WHEREAS, in view of the change of usage in the rental of the Barn and COVID-19, the Township Committee seeks to promote additional revenue for the use of the facility by providing for a temporary amendment of the fee structure; and

WHEREAS, it has been recommended that for those individuals who have a rental of the Barn in place for a certain date, that within fourteen (14) days of the event, if there are no other rentals that have been reserved for the facility for one (1) day before or one (1) day after the event, the Township Administration would offer the prospective user of the facility a 50% discount of a second day of use if they sought to add to their rental term by extending the term to include either the day before or the day after the event.

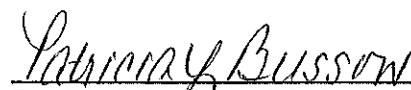
NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Andover, County of Sussex, and State of New Jersey, as follows:

The rental of the Barn under the following circumstances will be discounted as a result of the State of Emergency and COVID-19 restrictions:

Rentals of the facility that are reserved within fourteen (14) days of the event, if there are no other rentals that have been reserved for the facility for one (1) day before or one (1) day after the event, the Township Administration would offer a 50% discount of a second day of rental if requested by the prospective user of the facility.

CERTIFICATION

I, Patricia L. Bussow, Municipal Clerk of the Township of Andover, in the County of Sussex in the State of New Jersey, do hereby certify that the foregoing Resolution is a true copy of the Original Resolution duly passed and adopted by a majority of the full membership of the Andover Township Committee at its meeting on October 15, 2020.



Patricia L. Bussow, RMC
Municipal Clerk/ Administrator

TOWNSHIP OF ANDOVER
COUNTY OF SUSSEX, STATE OF NEW JERSEY

RESOLUTION #R2020-117

**RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF
NEW JERSEY TO PREPARE CERTAIN SURPLUS MUNICIPAL EQUIPMENT AND
VEHICLES THAT ARE CONSIDERED UNREASONABLY EXPENSIVE TO REPAIR FOR
SALE ONLINE AT MUNICIPAL AUCTION THROUGH MUNICIBID IN ACCORDANCE WITH
THE CONDITIONS OF THE STATE CONTRACT**

WHEREAS, the Township of Andover is the owner of the certain surplus equipment and vehicles, which is no longer needed for public use due to its deterioration; and,

WHEREAS, the Township of Andover desires to authorize these items for sale in an "as is" condition without express or implied warranties; and,

NOW THEREFORE BE IT RESOLVED by the Mayor and Township Committee of the Township of Andover, County of Sussex, State of New Jersey that the items listed in the list of equipment and vehicles, attached hereto is described surplus equipment is no longer needed for public use and the sale of such property shall be conducted through Municibid in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with Municibid is available online at www.municibid.com and also available from Andover Township Clerk's Office.

(1) The sale will be conducted online and the address of the auction site is www.municibid.com.

(2) The sale is being conducted pursuant to Local Finance Notice 2008-9.

(3) A list of the surplus property to be sold is attached to this resolution

(4) The surplus property as identified shall be sold in an "as-is" condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property.

(5) The Township of Andover reserves the right to accept or reject any bid submitted.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to Municibid, the Department of Public Works, the Police Department, the Finance Department and the Township Auditor for their records.

CERTIFICATION

I, Patricia L. Bussow, Municipal Clerk of the Township of Andover, in the County of Sussex in the State of New Jersey, do hereby certify that the foregoing Resolution is a true copy of the Original Resolution duly passed and adopted by a majority of the full membership of the Andover Township Committee at its meeting on October 15, 2020.

Patricia L. Bussow

Patricia L. Bussow, RMC
Municipal Clerk/ Administrator

2020 Auction Vehicles

Car #1

2001 Ford Explorer – 4X4, 4 Door, White

VIN: 1FMZU72E81ZA23094

Mileage: 69,498

Car #2

2010 Ford Crown Victoria – 4 Door, White

VIN: 2FABP7V1AX111347

Mileage: 93,431

Car #3

2008 Dodge Durango – 4X4, 4 Door, White

VIN: 1D8HB38N08F115027

Mileage: 97,258

Car #4

2008 Dodge Durango – 4X4, 4 Door, Black

VIN: 1D8HB38N08F156225

Mileage: 106,336

Car #5

2013 Ford Explorer – 4X4, 4 Door, White

VIN: 1FM5K8AR5DGA63924

Mileage: 113,331

Car #6

2004 Ford Explorer – 4X4, 4 Door, White

VIN: 1FMZU72K44VA03657

Mileage: 83,850

Car #7

2007 Dodge Charger – 4 Door, Black

VIN: 2B3KA43H27H843932

Mileage: 74,867

**TOWNSHIP OF ANDOVER
COUNTY OF SUSSEX, STATE OF NEW JERSEY**

RESOLUTION #R2020-118

**RESOLUTION OF THE ANDOVER TOWNSHIP COMMITTEE TO
APPOINT ZOIE GASPARIAS THE
PRINCIPAL ACCOUNT CLERK/DEPUTY TREASURER**

WHEREAS, due to the 12/31/2019 retirement of the previous Principal Account Clerk/Deputy Treasurer, there is now a vacancy for that position; and,

WHEREAS, as a result of discussion held in Executive Session the Township Committee has agreed there is a need to fill this vacancy; and,

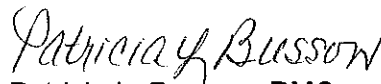
NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Andover, County of Sussex, State of New Jersey to hereby appoint Zoie Gaspari as Deputy Treasurer; and,

WHEREAS with an annual remuneration of \$50,000.00, as set forth in the 2020 Salary Resolution #R2020-46, effective immediately,

BE IT FURTHER RESOLVED, that certified copies of this Resolution be forwarded to the Chief Financial Officer, Ms. Gaspari and the Township Auditor for their records.

CERTIFICATION

I, Patricia Bussow, Clerk/Administrator of the Township of Andover, in the County of Sussex in the State of New Jersey, do hereby certify that the foregoing Resolution is a true copy of the Original Resolution duly passed and adopted by a majority of the full membership of the Andover Township Committee at its meeting on October 15, 2020.


Patricia L. Bussow, RMC
Municipal Clerk/Administrator