

**ANDOVER TOWNSHIP COMMITTEE
ANNUAL REORGANIZATION MEETING AGENDA**

**ELLSWORTH E. BENSLEY, JR.
JOHN CARAFELLO
MICHAEL LENSAK
JANIS MCGOVERN
THOMAS D. WALSH, JR.**

**JANUARY 07, 2021
6:30 PM**

This meeting is being held remotely only and can be accessed by either of the following options:

Please click the link below to join the webinar:

<https://zoom.us/j/94222943216?pwd=K0RTcWJGQ2daTldraXc3NTQ3YTMvUT09>

Passcode: 859590

Or by Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or +1 346 248 7799 or
+1 669 900 6833 or +1 253 215 8782

Webinar ID: 942 2294 3216

Passcode: 859590

CALL TO ORDER

MEETING NOTICE: This meeting is being held in compliance with the provisions of the Open Public Meetings Act, Public Laws of 1975, Chapter 231 and has been properly advertised and certified by the Municipal Clerk

PLEDGE OF ALLEGIANCE

ROLL CALL

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STATEMENTS OF DETERMINATION

OATHS OF OFFICE:

**JOHN CARAFELLO, DULY ELECTED TO THE ANDOVER TOWNSHIP
COMMITTEE FOR A THREE-YEAR TERM JANUARY 1, 2021 TO DECEMBER 31, 2023**

**THOMAS D. WALSH, JR., DULY ELECTED TO THE ANDOVER TOWNSHIP
COMMITTEE FOR A THREE-YEAR TERM JANUARY 1, 2021 TO DECEMBER 31, 2023**

NOMINATION AND ELECTIONS FOR MAYOR AND DEPUTY MAYOR FOR 2020

- 1. RESOLUTION #R2021-01 NOMINATION AND ELECTION BY THE
ANDOVER TOWNSHIP COMMITTEE TO FILL THE
POSITION OF MAYOR FOR THE TERM
JANUARY 1, 2021 THROUGH DECEMBER 31, 2021**

OATH OF OFFICE FOR MAYOR & PRESENTATION OF GAVEL

- 2. RESOLUTION #R2021-02 NOMINATION AND ELECTION BY THE
ANDOVER TOWNSHIP COMMITTEE TO FILL THE
POSITION OF DEPUTY MAYOR FOR THE TERM
JANUARY 1, 2021 THROUGH DECEMBER 31, 2021**

OATH OF OFFICE FOR DEPUTY MAYOR

OATHS OF OFFICE:

ANDOVER TOWNSHIP VOLUNTEER FIRE DEPARTMENT

- Chief Kyle Wilson
- Assistant Chief Greg Martin
- Captain Jim Holmes
- 1st Lieutenant Mike Grossi
- 2nd Lieutenant Kevin Connor
- President Eric Danielson
- Vice President Bill Gallagher
- Secretary Steve Dugan
- Treasurer Debbie Danielson

APPROVAL OF AGENDA

APPROVAL OF CONSENT AGENDA: All items listed with an asterisk (*) are considered to be routine and non-controversial by the Committee and will be approved by one motion. There will be no separate discussion of these items unless a citizen or Committee member so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

CONSENT AGENDA:

RESOLUTION #R2021-03

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF ANDOVER
ESTABLISHING THE ANNUAL SCHEDULE OF MEETINGS AND OTHER REQUIREMENTS
PURSUANT TO THE OPEN PUBLIC MEETINGS ACT AND EMERGENCY REMOTE MEETING
PROTOCOL FOR LOCAL PUBLIC BODIES**

RESOLUTION #R2021-04

**RESOLUTION OF THE ANDOVER TOWNSHIP DESIGNATING
THE OFFICIAL NEWSPAPERS OF THE TOWNSHIP OF ANDOVER**

RESOLUTION #R2021-05

**RESOLUTION OF THE ANDOVER TOWNSHIP COMMITTEE DIRECTING
THE CHIEF FINANCIAL OFFICER TO CONTINUE AN ACCOUNT AT THE
FINANCIAL INSTITUTION AS SET FORTH IN THE CASH MANAGEMENT
PLAN TO BE KNOWN AS THE TOWNSHIP OF ANDOVER UNEMPLOYMENT
AND DISABILITY INSURANCE ACCOUNT**

RESOLUTION #R2021-06

**RESOLUTION OF THE ANDOVER TOWNSHIP COMMITTEE
TO SET RATES OF INTEREST TO BE CHARGED FOR
NONPAYMENT OR LATE PAYMENT OF TAXES AND SPECIAL ASSESSMENTS**

RESOLUTION #R2021-07

**RESOLUTION OF THE ANDOVER TOWNSHIP COMMITTEE TO AUTHORIZE THE
TAX COLLECTOR TO PROCESS CANCELLATION OF PROPERTY TAX REFUNDS,
DELINQUENCIES AND DELINQUENT MUNICIPAL CHARGES OF LESS THAN \$10.00**

RESOLUTION #R2021-08

**RESOLUTION OF THE ANDOVER TOWNSHIP COMMITTEE TO
AUTHORIZE THE MUNICIPAL TAX ASSESSOR AND THE MUNICIPAL ATTORNEY TO DEFEND,
FILE COUNTER COMPLAINTS AND APPEALS BEFORE THE SUSSEX COUNTY BOARD OF
TAXATION AND TAX COURT OF THE STATE OF NEW JERSEY**

RESOLUTION #R2021-09

**RESOLUTION OF THE ANDOVER TOWNSHIP COMMITTEE TO AUTHORIZE
THE TAX COLLECTOR TO ACCEPT PAYMENT OF LESS THAN
ONE HUNDRED PERCENT (100%) OF THE AMOUNT DUE BUT NO LESS
THAN THE FULL AMOUNT OF INTEREST DUE**

RESOLUTION #R2021-10

ANNUALLY APPOINTED TOWNSHIP OFFICIALS

RESOLUTION #R2021-11

**RESOLUTION OF THE ANDOVER TOWNSHIP COMMITTEE AUTHORIZING
THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR THE
POSITION OF MUNICIPAL ATTORNEY
*FRED SEMRAU, ESQ.
714 MAIN STREET
P.O. BOX 228
BOONTON, NEW JERSEY 07005***

RESOLUTION #R2021-12

**RESOLUTION OF THE ANDOVER TOWNSHIP COMMITTEE AUTHORIZING
THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR THE POSITION
OF TOWNSHIP AUDITOR FOR SERVICES INCLUDING PREPARATION
OF OFFICIAL STATEMENT OR OTHER FINANCIAL DOCUMENTS
PERTAINING TO THE SALE OF BONDS AND NOTES
*NISIVOCCIA AND COMPANY
200 VALLEY ROAD, SUITE 300
MT. ARLINGTON, NEW JERSEY 07856***

RESOLUTION #R2021-13

**“LOCAL PUBLIC CONTRACTS LAW”
APPOINTMENT OF MUNICIPAL COURT PROSECUTOR
*ANTHONY M. ARBORE, ESQ.***

RESOLUTION #R2021-14

**“LOCAL PUBLIC CONTRACTS LAW”
APPOINTMENT OF MUNICIPAL COURT PUBLIC DEFENDER
JOHN C. GREY, ESQ.**

RESOLUTION #R2021-15

**“LOCAL PUBLIC CONTRACTS LAW”
TO AUTHORIZE THE USE OF A QUALIFIED ALTERNATE MUNICIPAL COURT PROSECUTOR FOR
THE ANDOVER JOINT MUNICIPAL COURT WHEN NEEDED**

RESOLUTION #R2021-16

**“LOCAL PUBLIC CONTRACTS LAW”
APPOINTMENT OF CONFLICT MUNICIPAL COURT PUBLIC DEFENDER
JAMES D. OPFER, JR., ESQ.**

RESOLUTION #R2021-17

CASH MANAGEMENT PLAN

RESOLUTION #R2021-18

**RESOLUTION OF THE ANDOVER TOWNSHIP COMMITTEE DESIGNATING
PATRICIA L. BUSSOW, RMC, MUNICIPAL CLERK
AS THE PUBLIC AGENCY COMPLIANCE OFFICER IN ACCORDANCE
WITH N.J.A.C. 17:27-3.5**

RESOLUTION #R2021-19

**RESOLUTION OF THE ANDOVER TOWNSHIP COMMITTEE TO APPOINT THE
FINANCE CAPITAL PROJECTS COMMITTEE FOR 2021**

RESOLUTION #R2021-20

2021 TEMPORARY BUDGET

RESOLUTION #R2021-21

**A RESOLUTION TO RETAIN PIA SECURITY PROGRAMS AS HEALTH BENEFITS
CONSULTANT/FIELD SERVICES COORDINATOR FOR THE TOWNSHIP’S DENTAL BENEFITS
PLAN ADMINISTERED THROUGH THE NORTH JERSEY
EMPLOYEE BENEFITS FUND FOR THE TERM JANUARY 1, 2021
THROUGH DECEMBER 31, 2021**

RESOLUTION #R2021-22

**RESOLUTION OF THE ANDOVER TOWNSHIP COMMITTEE AUTHORIZING
THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES
WITHOUT COMPETITIVE BIDDING TO
HAROLD E. PELLOW & ASSOCIATES, INC. AS MUNICIPAL ENGINEER**

RESOLUTION #R2021-23

**A RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW
JERSEY AUTHORIZING THE CONTRACT WITH WEATHER WORKS FOR COMPLETE WEATHER
FORECAST AND CONSULTATION SERVICE**

RESOLUTION #R2021-24

**A RESOLUTION OF THE TOWNSHIP OF ANDOVER,
IN THE COUNTY OF SUSSEX, AND STATE OF NEW JERSEY
AUTHORIZING AN AGREEMENT FOR EMERGENCY MEDICAL SERVICES (EMS)
WITH LAKELAND EMERGENCY SQUAD FOR 2021**

RESOLUTION #R2021-25

**A RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW
JERSEY AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES CONTRACT,
WITHOUT COMPETITIVE BIDDING THROUGH THE NON FAIR AND OPEN PROCESS TO
MATTHEW J. GIACOBBE, ESQ. OF CLEARY, GIACOBBE, ALFIERI, JACOBS LLC
FOR LABOR COUNSEL SERVICES**

RESOLUTION #R2021-26

**RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX
AND STATE OF NEW JERSEY FOR THE ADOPTION OF
THE TOWNSHIP OF ANDOVER CAFETERIA PLAN**

RESOLUTION #R2021-27

**RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW
JERSEY AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES CONTRACT TO
PHOENIX ADVISORS, LLC TO SERVE AS THE CONTINUING DISCLOSURE AGENT AND
CONDUCT CONTINUING DISCLOSURE SURVEY**

RESOLUTION #R2021-28

**RESOLUTION OF THE ANDOVER TOWNSHIP COMMITTEE
AUTHORIZING THE CONTINUANCE OF STATUTORY AND
REGULAR PAYMENTS**

RESOLUTION #R2021-29

**RESOLUTION OF THE TOWNSHIP OF ANDOVER, COUNTY OF SUSSEX AND
STATE OF NEW JERSEY, ESTABLISHING HOURS AND HOLIDAYS FOR
NON-CONTRACTUAL EMPLOYEES FOR 2021**

RESOLUTION #R2021-30

**A RESOLUTION OF THE TOWNSHIP OF ANDOVER,
IN THE COUNTY OF SUSSEX, AND STATE OF NEW JERSEY
AUTHORIZING A LEASE AGREEMENT WITH DOMESTIC ABUSE SERVICES (DASI)
FOR A PORTION OF THE PROPERTY KNOWN AS 150 LAKE ILIFF ROAD,
LOWER-LEVEL (BLOCK 130, LOT 4)**

RESOLUTION #R2021-31

**A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF
ANDOVER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY AUTHORIZING THE
AWARD OF A PROFESSIONAL SERVICES CONTRACT WITHOUT COMPETITIVE
BIDDING TO ARCHER & GREINER, P.C. TO PROVIDE BOND COUNSEL SERVICES**

REGULAR AGENDA

PUBLIC PORTION

RULES FOR THE PUBLIC PORTION OF THE MEETING

- 1. Please come forward when recognized and state your name and address.**
- 2. Please direct your comments to the Township Committee.**
- 3. The committee may comment or respond when you conclude your comments.**
- 4. Normally, each member of the public will be recognized and given the floor. When you have concluded, you may be recognized again during that public portion of the meeting upon Committee approval.**
- 5. Anyone that is disruptive and/or speaks when they are not recognized will be considered to be disruptive to the meeting and may be asked to leave.**

REGULAR APPOINTMENTS BY THE MAYOR

LAND USE BOARD:

Class I Member (Mayor or Designee)
Exp 12-31-2021

Class II Member (Twp Official/Employee)
Exp 12-31-2021

Class III Member (Twp Committee)
Exp 12-31-2021

Alternate #1
Exp 12-31-2021

Alternate #2
Exp 12-31-2022

Alternate #4
Exp 12-31-2022

ENVIRONMENTAL COMMISSION:

Planning Board Designee

Recreation Committee Member

Regular Member
Exp 12-31-2023

Regular Member
Exp 12-31-2023

Regular Member
Exp 12-31-2023

2020 LIAISON AND SUBCOMMITTEE APPOINTMENTS (1-Year Term):

- FIRE DEPARTMENT
- ECONOMIC DEVELOPMENT
- ENVIRONMENTAL COMMISSION
- SUSTAINABLE ANDOVER
- FINANCE COMMITTEE/CAPITAL BUDGET/PROJECTS
- POLICE DEPARTMENT
- RESCUE SQUAD
- JOINT MUNICIPAL COURT
- SOLID WASTE ADVISORY COMMISSION (County)
- BOARD OF EDUCATION
- SENIOR CITIZENS
- DEPARTMENT OF PUBLIC WORKS
- RECREATION COMMITTEE
- HUMAN RESOURCES AND EMPLOYEE RELATIONS

APPOINTMENTS BY TOWNSHIP COMMITTEE

BOARD OF HEALTH (3-Year Terms Concurrent with Twp Committee Term)

Mayor _____

Member of Township Committee _____

Member of Township Committee _____

Member of Township Committee _____

Member of Township Committee _____

RECREATION COMMITTEE

Alternate #1
1-year term _____

Alternate #2
1-year term _____

Alternate #3
1-year term _____

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

Township Committee Member
(Concurrent with TC Term)

Regular Member
1-year term

Regular Member
1-year term

Regular Member
1-year term

Regular Member
1-year term

Regular Member
1-year term

Regular Member
1-year term

Regular Member
1-year term

Regular Member
1-year term

Regular Member
1-year term

SUSTAINABLE ANDOVER

- Regular Member _____
1-year term

- Regular Member _____
1-year term

- Regular Member _____
1-year term

- Regular Member _____
1-year term

- Regular Member _____
1-year term

- Regular Member _____
1-year term

- Regular Member _____
1-year term

OTHER BUSINESS:

- **Update on Bond Financing**

NEXT REGULAR MEETINGS:

- **JANUARY 21, 2021 - 6:00PM EXECUTIVE SESSION, 7:00PM REGULAR SESSION**
- **FEBRUARY 4, 2021 - 6:00PM EXECUTIVE SESSION, 7:00PM REGULAR SESSION**

ADJOURNMENT