

ANDOVER TOWNSHIP COMMITTEE
EXECUTIVE SESSION MEETING MINUTES

THOMAS D. WALSH, JR., MAYOR
ELLSWORTH E. BENSLEY, JR., DEPUTY MAYOR
JANIS MCGOVERN
ERIC KARR
JOHN CARAFELLO

FEBRUARY 17, 2022

EXECUTIVE SESSION: At 6:00PM, Mayor Walsh moved to enter into Executive Session by Resolution, seconded by Mr. Karr. The motion carried with all in favor.

PERSONNEL:

Part-Time Police Dispatcher

A request was made by Chief Danielson to hire an additional part-time dispatch employee at the Police Department.

CONTRACTUAL AGREEMENTS:

Emergency Medical Services Contract

Several members of the Lakeland Emergency Squad were present. Discussion took place regarding staffing/volunteers, response times and budget.

ATTORNEY/CLIENT PRIVILEGE:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Mr. Karr moved to return to the Regular Meeting.

Submitted by:

Patricia L. Bussow, RMC/CMR
Administrator/Municipal Clerk

ANDOVER TOWNSHIP COMMITTEE
EXECUTIVE SESSION MEETING MINUTES

THOMAS D. WALSH, JR., MAYOR
ELLSWORTH E. BENSLEY, JR., DEPUTY MAYOR
JANIS MCGOVERN
ERIC KARR
JOHN CARAFELLO

MARCH 03, 2022

EXECUTIVE SESSION: At 6:00PM, Mayor Walsh moved to enter into Executive Session by Resolution, seconded by Mr. Bensley. The motion carried with all in favor.

ATTORNEY/CLIENT PRIVILEGE:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

CONTRACTUAL AGREEMENTS:

Emergency Medical Services

Mayor Walsh provided the Committee with response time details and Attorney Semrau moved forward with finishing the contract.

The Barn

The Administrator requested clarification on whether the Committee wanted to keep the building as it is an important voting location within the Township that would not be easily replaced, and move forward with improvements. The Committee agreed to move forward with improvements.

PUBLIC SAFETY:

General Services Administration/GSA 1033 Program

Mr. Carafello explained to the Committee exactly how the GSA program would work and suggested that we establish a representative from the Township to periodically check on this.

Mayor Walsh moved to return to the Regular Meeting.

Submitted by:

Patricia L. Bussow, RMC/CMR
Administrator/Municipal Clerk

ANDOVER TOWNSHIP COMMITTEE

EXECUTIVE SESSION MEETING MINUTES

**THOMAS D. WALSH, JR., MAYOR
ELLSWORTH E. BENSLEY, JR., DEPUTY MAYOR
JANIS MCGOVERN
ERIC KARR
JOHN CARAFELLO**

MARCH 17, 2022

EXECUTIVE SESSION: At 6:00PM, Mr. Karr moved to enter into Executive Session by Resolution, seconded by Mr. Bensley. The motion carried with all in favor.

ATTORNEY/CLIENT PRIVILEGE:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

CONTRACTUAL AGREEMENTS:

Emergency Medical Services

Discussion took place regarding the final draft of the agreement for Lakeland EMS, including the donation amount the Committee was agreeable to, and the term of the contract not to exceed one year.

PERSONNEL:

Administrative Procedure

Mayor Walsh recapped that all members of the Committee should be contacting the Administrator directly on Township business and matters for the agenda.

Police Department-Hiring of New Officer

Mayor Walsh excused himself from discussion.

Chief Danielson informed the Committee that a successful interview was conducted and he would like to hire the candidate effective April 1.

Ms. McGovern moved to return to the Regular Meeting, with a second from Mr. Karr.

Submitted by:

Patricia L. Bussow, RMC/CMR
Administrator/Municipal Clerk

ANDOVER TOWNSHIP COMMITTEE
EXECUTIVE SESSION MEETING MINUTES

THOMAS D. WALSH, JR., MAYOR
ELLSWORTH E. BENSLEY, JR., DEPUTY MAYOR
JANIS MCGOVERN
ERIC KARR
JOHN CARAFELLO

MAY 19, 2022

EXECUTIVE SESSION: At 6:00PM, Mr. Bensley moved to enter into Executive Session by Resolution, seconded by Mr. Carafello. The motion carried with all in favor.

CONTRACTUAL AGREEMENTS:

Emergency Medical Services

The Administrator explained that Lakeland EMS was given a revised contract per their request, but she had not heard back from them as to whether or not they would be signing that version.

PERSONNEL:

Department of Public Works

The Administrator informed the Committee that two (2) candidates for DPW Laborer were interviewed and both were promising. It was proposed that both be hired now, instead of hiring one now and one in the fall, as planned due to the fact they both hold valid CDLs.

Police Department

Mr. Walsh recused himself.

The need for a new hire at the Police Department was discussed.

Joint Municipal Court

The Administrator shared that the Judge may be retiring at the end of the year, and asked the Committee if they wanted to proceed with the interview process once his letter of resignation was submitted.

Mr. Bensley moved to return to the Regular Meeting, with a second from Mr. Karr.

Submitted by:

Patricia L. Bussow, RMC/CMR
Administrator/Municipal Clerk

ANDOVER TOWNSHIP COMMITTEE
EXECUTIVE SESSION MEETING MINUTES

THOMAS D. WALSH, JR., MAYOR
ELLSWORTH E. BENSLEY, JR., DEPUTY MAYOR
JANIS MCGOVERN
ERIC KARR
JOHN CARAFELLO

JUNE 02, 2022

EXECUTIVE SESSION: At 6:00PM, Ms. McGovern moved to enter into Executive Session by Resolution, seconded by Mr. Carafello. The motion carried with all in favor.

CONTRACTUAL AGREEMENTS/NEGOTIATION:

Emergency Medical Services: Conversation continued regarding the status of the contract between Andover Township and Lakeland EMS. To date, Lakeland has not responded to the most recent draft of the contract.

It was agreed upon by the Committee that they would have a presence at Andover Township Day.

Redevelopment Plan: The Attorney mentioned that there is possible interest in one of the properties included in the Redevelopment Plan.

PUBLIC SAFETY:

Fireworks Permits: The Committee declined a Fireworks Permit for a Wednesday night at Perona Farms.

ATTORNEY CLIENT PRIVILEGE:

[REDACTED]

Mr. Carafello moved to return to the Regular Meeting, with a second from Mr. Karr.

Submitted by:

Patricia L. Bussow, RMC/CMR
Administrator/Municipal Clerk

ANDOVER TOWNSHIP COMMITTEE

EXECUTIVE SESSION MEETING MINUTES

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

JULY 07, 2022

EXECUTIVE SESSION: At 6:00PM, Ms. McGovern moved to enter into Executive Session by Resolution, seconded by Mr. Bensley. The motion carried with all in favor.

PERSONNEL:

DPW Assistant Supervisor: The Committee authorized the Administrator to negotiate a 1-year contract.

CONTRACTUAL AGREEMENTS/NEGOTIATION:

Emergency Medical Services: The Committee discussed making a donation for the services provided to date and keep Lakeland EMS as a mutual aid agency, with Atlantic the primary.

Redevelopment Plan: Town Planner Jessica Caldwell is finishing up the report and if all goes well it will be shared during the August meeting.

Hillside Barn Roof Replacement: The 3 quotes received were discussed.

RFP for Janitorial Services: Only 1 bid was received. The Administrator explained to the Committee the possibility of the DPW taking over this responsibility and asked for authorization to propose it to them.

ATTORNEY CLIENT PRIVILEGE:

[REDACTED]

[REDACTED]

Mr. Bensley moved to return to the Regular Meeting, with a second from Ms. McGovern

Submitted by:

Patricia L. Bussow, RMC/CMR
Administrator/Municipal Clerk

From: Patricia Bussow <pbussow@andoverwp.org>
Sent: Tuesday, February 1, 2022 11:14 AM
To: THOMAS O'Reilly
Subject: Lakeland EMS Meeting

Hi Tom,

Sorry to hear you are not feeling well. Below is a virtual link for today's meeting. Please confirm you received it. If it is easier, you can also call in, just let me know either way.

You are invited to a Zoom webinar:

When: Feb 1, 2022 01:00 PM Eastern Time (US and Canada)
Topic: Lakeland EMS

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87260142677?pwd=VXhkdEJUTUo4MS9hNU9NZlVRY3B6Zz09>

Passcode: 252405

Or Telephone:

+1 312 626 6799

Webinar ID: 872 6014 2677

Passcode: 252405

Thank you,
Patti

Patricia L. Bussow, RMC/CMR
Township Administrator/Municipal Clerk
134 Newton-Sparta Road
Newton, NJ 07860
Phone: 973.383.4280 x316
Fax: 973-383-5039

From: mreiber07821@yahoo.com
Sent: Tuesday, February 8, 2022 4:48 PM
To: Alex Rubenstein; Patricia Bussow; Clerk@andoverboroughnj.org
Subject: January Totals
Attachments: Copy of Copy of Lakeland 2022.xlsx - JAN 2022 SUMMARY (1).pdf

To All:

I just received the below attachment showing the January monthly numbers for Lakeland. I hope this is not late for your scheduled meetings and sincerely apologize if it is. Please let me know what the "drop-dead" date is for this information and I will mark the calendar for the year.

Respectfully submitted,
Peg Reiber
President - Lakeland EMS

----- Forwarded Message -----

To: Mreiber07821 <mreiber07821@yahoo.com>
Sent: Tuesday, February 8, 2022, 02:56:38 PM EST
Subject: january totals

JANUARY 2022 TOTALS

MONTH'S TOTAL CALLS

135

ANDOVER BOROUGH

9

ANDOVER TOWNSHIP

41

(2 missed calls in Byram 1 handled by Newton, 2 by Stanhope)

BYRAM TOWNSHIP

55

(2 missed calls in AT both handled by Newton)

FRANKFORD TWSP.

0

BRANCHVILLE BOROUGH

0

MONTAGUE TWSP.

0

SANDYSTON TOWNSHIP

0

TOWN OF NEWTON

0

WALPACK TOWNSHIP

0

STANHOPE BOROUGH

15

SPARTA TOWNSHIP

3

HAMPTON TOWNSHIP

0

ALLAMUCHY TOWNSHIP

0

GREEN TOWNSHIP

1

HOPATCONG BOROUGH

10

STILLWATER TWSP.

0

LAFAYETTE TOWNSHIP

0

FREDON TWSP.

0

NETCONG BORO

1

WANTAGE TWSP.

0

OTHER OUT OF COUNTY

0

MVC

6

FLYOUTS

0

FIRE CALL

7

AED USES

0

SPECIAL EVENT

STORK VISITS

0

AICC / ANH

2

ADVANCED LIFE SUPPORT DISPATCHED

30

ALS TREAT

14

ALS TRIAGE

3

ALS CANCEL

13

ALS REFUSAL

0

ALS PRONOUNCEMENT

1

TOTAL MILES

1123

DAY CALLS (05:00-18:00)

83

AVG. DISP TO RESP (MIN)

4.8

NIGHT CALLS (18:00-05:00)

52

AVG. CALL DURATION

65.81

MANPOWER HOURS

MON 24

FRI 15

TUE 18

SAT 25

WED 20

SUN 19

THU 16

TOTAL PATIENTS

123

SIMILTANEOUS CALLS

8

HOSPITAL DESTINATIONS

AMBULANCE RESPONSES

DENVER

1

AMBULANCE 4351

23

DOVER

12

AMBULANCE 4352

7

HACKETTSTOWN

10

AMBULANCE 4353

15

NEWTON

58

RESCUE AMB 4355

90

MORRISTOWN

4

BARNBAS

BON SECOURS

GARNET HEALTH

DUTY CREW RESPONSES

NIGHT CREW SUNDAY

7

DAY CREWS

70

NIGHT CREW MONDAY

2

WEEKEND CREWS

29

NIGHT CREW TUESDAY

6

NIGHT SCRAMBLES

4

NIGHT CREW WEDNES.

9

NIGHT CREW THURS.

5

NIGHT CREW FRIDAY

3

From: Patricia Bussow <pbussow@andovertwp.org>
Sent: Wednesday, February 9, 2022 10:37 AM
To: Peggy Reiber
Subject: Lakeland EMS

Hi Peggy,

I have only heard back from you so far as to attendance at next week's Township Committee meeting. Can you please check with Tom, Nick and Deb and confirm attendance?

Thursday, February 17th
5:30PM

I will be in and out the rest of this week, so email will work better than a phone call.

Thank you,
Patti

Patricia L. Bussow, RMC/CMR
Township Administrator/Municipal Clerk
134 Newton-Sparta Road
Newton, NJ 07860
Phone: 973.383.4280 x316
Fax: 973-383-5039



Patricia Bussow <pbussow@andovertp.org>

February 17th Meeting

Patricia Bussow <pbussow@andovertp.org>
To: Janis McGovern <jmcgovern@andovertp.org>

Wed, Feb 9, 2022 at 11:33 AM

Hi Janis,

Hope you are enjoying Florida!

Just wanted to let you know that next week's meeting will be hybrid, in case you can log on. We are starting Executive Session at 5:30PM - Lakeland EMS is coming in.

Thank you,
Patti

Patricia L. Bussow, RMC/CMR
Township Administrator/Municipal Clerk
134 Newton-Sparta Road
Newton, NJ 07860
Phone: 973.383.4280 x316
Fax: 973-383-5039



Patricia Bussow <pbussow@andovertwp.org>

Lakeland Budget and 5 yr projections

mreiber07821@yahoo.com <mreiber07821@yahoo.com>

Tue, Feb 1, 2022 at 7:24 PM

To: Patricia Bussow <pbussow@andovertwp.org>

Patty,

I apologize for taking this long to get this out to you. The attached is the 2022 internal version of our line-item budget with a 5 year fiscal "preview". It shows the anticipated 2022 expenditures and capital along with the hoped-for income. It also shows what is a potential to have happen if we have to un-license a vehicle or two and extends out to 2026.

The membership will be reviewing this and voting on it tonight at our monthly membership meeting.

If there are any questions please feel free to reach out to myself or Deb Reidmiller.

Respectfully submitted,
Peg Reiber

**5 yr fiscal.xlsx**

22K

Income Source/Receivables		2022 Proposed	2022 with 2 unlic.	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed
<i>Donations</i>							
Out right:							
Municipal Donations:							
	Andover Twnshp	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
	County	\$4,300.00	\$4,300.00	\$4,300.00	\$4,300.00	\$4,300.00	\$4,300.00
	(6K for 2021 not rec'd in 2021) Byram Twnshp	\$31,500.00	\$31,500.00	\$25,500.00	\$25,500.00	\$25,500.00	\$25,500.00
	Andover Boro	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
	<u>Corp. Sm Businesses & Foundation Donations</u>						
	not broken out by contributor						
	Ayco (Dauer Family)						
	Navitend						
	Sheridans						
	Capital Care						
	Verizon VIP						
	United Way						
	Raimos						
	Ronetco	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
	Benevity						
	Thor Labs						
	Cranberry Lake						
	Lenape Valley						
	A.P. Kirby Foundation	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
	Pig Whistle Inn						
Clothing Bin		\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00
Savings Acct. Interest / Trust Account Int.		\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
	Lakeland Checking						
	First Hope Chknng						
	First Hope Savings						

	Grant Monies Awarded								
	AFG Grant (stretchers request)								
	Invest in Others (financial - Mel)								
	Fund Raising Efforts								
Charity Hike Standbys		\$47,000.00	\$47,000.00	\$47,000.00	\$47,000.00	\$47,000.00	\$47,000.00	\$47,000.00	\$47,000.00
	Bone Frog								
	Mt. Bike Race								
	Stickles Pond Blue Suicide								
	LVP Football standbys	\$500.00	\$500.00						
	Skylands Cycling KVSP								
	Refunds								
	Fund Drive 2021 (\$20,000.00)								
	Pay Pal income								
Fund Drive 2022		\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00
EMS Billing (Insurance Receipts)		\$375,000.00							
	with 2 unlic.d Vehicles		\$281,250.00	\$210,937.50	\$158,203.13	\$118,652.34			
	Income Subtotal	\$526,200.00	\$432,450.00	\$355,637.50	\$302,903.13	\$263,352.34		\$233,689.26	
	Expenses -TAB 2-Total Yr-2-Date Exp	(\$494,720.00)	(\$494,720.00)	(\$524,403.20)	(\$555,867.39)	(\$589,219.44)		(\$624,572.60)	
	Tab 3 - Yr-2-date Capital expenses 2022	(\$43,500.00)	(\$43,500.00)	(\$41,002.50)	(\$43,667.66)	(\$46,506.06)		(\$49,528.95)	
		(\$12,020.00)	(\$105,770.00)	(\$209,768.20)	(\$296,631.93)	(\$372,373.15)		(\$440,412.30)	

Expenses - (hand outs)	2022	2023	2024	2025	2026
Bank Svc Chgs	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
PayPal transaction charge	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Easter Egg Hunt	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Licenses & Permits (Bldg permits & Vehicles lic once every 2 yrs.)	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Dues & Subscriptions					
12th District Dues	\$350.00	\$350.00	\$350.00	\$350.00	\$350.00
IAR	\$820.00	\$820.00	\$820.00	\$820.00	\$820.00
EMS Charts (incl CAD import and setup)	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
When-to-Work	\$350.00	\$350.00	\$350.00	\$350.00	\$350.00
Office Expenses	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
<i>Website domain fee</i>	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Don. Gifts and Recognition (Needy, G.B. Johnson Mem, toys-4-tots)	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
PR and Departmental Functions	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Accounting Fees (CKW Accounting)	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
Bookkeeping Fee	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Audit	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
Annual Installation Dinner	\$13,500.00	\$13,500.00	\$13,500.00	\$13,500.00	\$13,500.00
Rehydration supplies etc for both bldgs & fire standbys	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00
Rehab Trailer/Task Force Trailer	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
Charity Hike - Sponsorship (35K)					
Education					
Initial & recert EMT continuing edu costs	\$22,000.00	\$22,000.00	\$22,000.00	\$22,000.00	\$22,000.00
Training & Seminars	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
Vector Solutions Cert Tracking	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Fund Drive Expense (municipal mktg & postage)	\$12,600.00	\$12,600.00	\$12,600.00	\$12,600.00	\$12,600.00
Apparatus/Equipment Repairs & Maintenance (Vehicle Repairs & Mtc (D&E))	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
Equipment Rental (water softener)	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
Utilities (electric/propane/oil) (\$10.66 mtl 4 suburban on ?)	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00
Insurance	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00
<i>Nottingham (all ins except wrks comp) (\$36K)</i>					

[illegible]

	2022	2023	2024	2025	2026
Building Capital Improvements					
New 105K Bldg. Loan - HQ Remediations	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00
Loan Interest	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00
Cranberry Mtg Rm Upgrade	\$5,000.00				
Equipment Purchase					
Radio Equipment & Transmission tower	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00
Ops equipment (new purchases or repairs to failures)					
Office Equipment purchase	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Uniforms & Maintenance					
	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
	\$43,500.00	\$38,500.00			
increase by 6.5% in total		\$41,002.50	\$43,667.66	\$46,506.06	\$49,528.95

rechassis @145,000. + 6.5% vs cost of new 300K - waiting for intel back on this...



Patricia Bussow <pbussow@andovertp.org>

Lakeland EMS Dinner

Ashley Hebble <ashley.hebble@gmail.com>
To: pbussow@andovertp.org

Mon, Mar 7, 2022 at 4:41 PM

Andover Administrator Bussow,

I am hoping you received the invitation for the Lakeland EMS annual installation dinner this year. We are hoping you and a guest will be able to join us. Please let me know if you are able to attend ASAP, as we are looking to submit our final head count this week. If you have not received the invitation yet, my apologies; I have attached a copy here.

Regards,
Ashley Hebble
Lakeland EMS Sergeant 2022
Dinner Committee Chair

 LES_Dinner_2022_Invite.pdf

JOIN US FOR THE
LAKE LAND
EMERGENCY SQUAD

Annual Installation Dinner

YOURSELF AND A GUEST ARE INVITED
TO THE
STILLWATER FIRE DEPARTMENT

3 | 19 | 22

6:00 - 11:00 PM

**RSVP TO ASHLEY AT 973-919-3556
BY MARCH 4TH, 2022**



Patricia Bussow <pbussow@andovertp.org>

Lakeland EMS Dinner

Patricia Bussow <pbussow@andovertp.org>
To: Ashley Hebble <ashley.hebble@gmail.com>

Tue, Mar 8, 2022 at 8:05 AM

Good Morning,

I apologize, but I have a previous commitment and will be out of State. I will ask the Mayor today if he intends to go.

Thank you very much for the invitation!

Patti
Patricia L. Bussow, RMC/CMR
Township Administrator/Municipal Clerk
134 Newton-Sparta Road
Newton, NJ 07860
Phone: 973.383.4280 x316
Fax: 973-383-5039

[Quoted text hidden]



Patricia Bussow <pbussow@andovertp.org>

Lakeland EMS Dinner

Ashley Hebble <ashley.hebble@gmail.com>

Tue, Mar 8, 2022 at 8:06 AM

To: Patricia Bussow <pbussow@andovertp.org>

Thank you for letting me know. I did hear back from Mayor Walsh yesterday and he is unable to attend.

Have a great day!

[Quoted text hidden]