

**BOROUGH OF WASHINGTON, WARREN COUNTY, NEW JERSEY  
WASHINGTON BOROUGH SPECIAL COUNCIL MINUTES – OCTOBER 24,  
2006**

The Special Meeting of the Borough Council of Washington, Warren County, New Jersey was held in the Fire Hall located at the Borough Hall at 8:00 P.M.

Roll Call: Oakley, Van Deursen, Woykowski, Turner, Buoye and  
House1 – 6 Present.  
Glaser – Absent.

Also Present: Richard J. Sheola, Borough Manager  
Kristine D. Blanchard RMC, Borough Clerk

Mayor Van Deursen read the following Statement into the Record:

“The requirements of the ‘Open Public Meetings Law 1975, Chapter 231 have been satisfied in that adequate notice of this meeting has been published in the Star Gazette and posted on the Bulletin Board of Borough Hall stating the time, place and purpose of the meeting as required by law.

Mayor Van Deursen stated the purpose of the Workshop Meeting is to review and assess the status of the Council/Manager goals for the Borough of Washington for the years 2006/2007.

1. Conversion to Flexible Chart of Accounts from General Ledger. This goal is complete.
2. Short and long term goals for the Borough Manager. This goal is complete.
3. Mill Pond Road Project. Council discussed the history of the Mill Pond Road bridge and pond. Councilwoman Oakley suggested Manager Sheola review the history of the Mill Pond Road Project and report back to Council on the history along with three or four ideas on how to solve the problem. Target date – November 21, 2006
4. Develop checklist for reporting street maintenance issues. The software is installed at the Department of Public Works garage. Don Henry will be attending the training and will be the primary user of this software. There has been no date set for training at this time.
5. Write and adopt Stormwater Management Ordinance. This goal is complete.
6. Explore the feasibility of a borough construction code office or shared service. Councilwoman Woykowski explained the Warren Morris Council of Governments is currently seeking municipalities interested in exploring a shared service for construction code official. Mayor Van Deursen stated that right now the Borough is paying nothing for construction code service from the state. She does not see it as a benefit to the Borough to enter into a shared service agreement for construction services that would cost the Borough money. Councilman Turner stated that we should tell the Warren Morris Council of Governments that we are

- not interested in pursuing a shared service for construction code official however; we are interested in petitioning the State Department of Community Affairs to move a construction office to Warren County. Council concurred.
7. Completion of Municipal Building parking expansion. This goal is complete.
  8. Implement complaint tracking system. Manager Sheola explained the software has been purchased and installed. An office move needs to take place prior to utilizing the software due to the fact two employees sharing an office and computer. Target date – December 30, 2006.
  9. Reporting system for major projects. This goal is complete.
  10. Create snow emergency /evacuation route, map, and signage. Manager Sheola stated that he is waiting for maps from Keith Gonzales and the signs. Target date – November 15, 2006
  11. Implement Plan for Senior Citizens Assistance. Councilman Turner will schedule a meeting with the committee members and report back to Council the status on December 5, 2006.
  12. Start/finish construction swimming pool project. Manager Sheola informed Council this will be going back out to bid. Council discussed where to advertise the specs for this project due to lack of bidders the time the Borough placed a bid advertisement. Council agreed the pool bid will be advertised in the Star Gazette, The Express Times, The Star Ledger, Daily Record, and Bergen Record, along with the construction newspapers. Councilman Buoye suggested advertising on the Municipal Website as well. Mayor Van Deursen and Councilman Buoye will research how other municipalities are advertising bid specs on their own website. Councilman Housel suggested confirming with the Star Ledger that they will publish the bid advertisement around the state.
  13. Secure grant funding for Railroad Ave. Park. Councilman Turner reminded Council and Manager Sheola that the Borough will need to apply next year to be reconsidered for the grant. Mayor Van Deursen suggested Manager Sheola obtain a letter of recommendation from Assemblywoman Marcia Karrow.
  14. Complete three preexisting road projects. East Church and Youmans Ave are complete. Belvidere Ave will be going out to bid shortly. Council concurred holding off on a target date for this project until the bid date.
  15. Develop Alternate file storage strategy. New target date July 2007.
  16. Begin comprehensive review of Administrative Code. Manager Sheola explained that he and the Borough Clerk will review the Administrative Code for outdated sections, outdated department alignments, and possible new departments.
  17. Manager to establish orientation program for new Council members. Target date – prior to the election of new council members in November, 2006.
  18. Design and complete two new road projects (Cornish, School, and Belvidere). School Street is complete. Manager Sheola explained this is the second phase of Belvidere Ave. Council concurred that this goal should be changed to “complete Cornish and Belvidere Ave.” Councilwoman Oakley suggested adding Grand Avenue to be done next. Council concurred “design and complete” Grand Avenue project will be added. Councilwoman Oakley also suggested that the Road Project Committee meet with the new engineer to discuss road projects for the future.

19. Complete Municipal Garage Construction. Combine goal number 15 and 19 – New Target Date July 2007. Audience member Dave Higgins noted that when the sewer plant was constructed a room was specifically designed for Borough Hall record storage. Manager Sheola will inquire as to what happened to the room.
20. Develop a comprehensive facilities master plan. This goal will be moved to 2009. Council agreed that upon completion of the Van Cleef project the fire department will need an Arial ladder truck and possibly a new pumper. Borough Hall and the Fire Department will need to be expanded to house these vehicles. Council added goal Explore Building Expansion. Target date – July 2007.
21. Pursue Brownfield site redevelopment. Ongoing.
22. Develop budget analysis plan. Councilwoman Woykowski explained that Council should continue to monitor the budget and analyze spending even after the budget process is completed early in the year. Councilwoman Woykowski wants to see a much more detailed description on the reports coming from the finance office. Manager Sheola explained the report he receives from the finance office is much more detailed than what Council receives. Mayor Van Deursen stated Council should be targeting any unusual or non routine expense. Councilman Turner asked who is responsible for safeguarding the Borough's finances. Mayor Van Deursen stated it is the Borough Managers responsibility to make sure the spending in the Borough is in line with the Budget and no department is overspending.
23. Continued implementation of downtown revitalization plan and support of BID.
  - a. Secure grants for redevelopment planning – ongoing.
  - b. Begin redevelopment planning – ongoing.
  - c. Work with EPA/DEP for examination of and potential clean up of properties. – ongoing. Mayor Van Deursen also suggested to Manager Sheola that he call Assemblywoman Marcia Karrow's off ice. Her assistant stated that she had excellent contacts at the DEP.
24. Establish committees for selected municipal projects and studies. Councilwoman Oakley stated a committee needs to be formed to look at both the daytime curfew ordinance and the nighttime curfew ordinance. She would like to see community members representing both points of view on the committee. Council concurred that Councilman Housel and Councilwoman Oakley would be on the Curfew Ordinance Committee. They will contact community members for inclusion on the committee. Borough Clerk, Kristine Blanchard will provide names from the meeting in July for the committee members.

At this time Mayor Van Deursen reviewed the Vision for Washington list provided for Council by Manager Sheola. Some of the visions have been incorporated in the Council/Manager Goals. Several visions highlighted by Mayor Van Deursen were:

### **One Year Goals 2007**

1. Council concurred the statement “budget without major tax increase” should be changed to read, “budget with responsible tax increase.”
2. Council discussed possibly adding a building maintenance worker to staff. Manager Sheola stated more research on this topic is needed but he will be planning this shortly in order to budget correctly. Manager Sheola will also ask other municipalities at the next Warren/Morris Council of Governments meeting to see what other municipalities are doing for cleaning/maintenance service.
3. Departmental Analysis – Manager Sheola will be doing a departmental analysis as necessary throughout the year 2007.
4. The Borough will continue to be a prominent member of the Warren/Morris Council of Governments. Councilwoman Woykowski stated that the committee should see benefits when Patriot Consulting completes their analysis.

### **3 Year Goals (2009)**

1. Council discussed adding a mechanic to DPW staff. Adding this position would cut down on having to send our Borough vehicles out for servicing.

### **5 Year Goals (2011)**

1. Council discussed adding a police officer to the force. Manager Sheola explained this would be needed as the town grows.
2. Acquire building for youth and senior activities. Councilman Turner and Councilwoman Oakley will look into the Central Warren Youth Facility.

Mayor Van Deursen reviewed the Housekeeping items requested by Councilwoman Woykowski. Manager Sheola provided an update/status report to Council on all of the housekeeping items. Two items noted for clarification were:

1. Was there an answer received by Studer and McEldowney from the DOT in regards to permit parking on South Lincoln. The Engineer will update Council on this topic at the next meeting.
2. Did Manager Sheola look into the missing No Parking signs on North Prospect Street. Manager Sheola stated there are no signs missing on North Prospect however he is going to double check.

Manager Sheola advised Council that a representative from the governing body was needed for the Municipal Court Security Committee. Councilwoman Oakley volunteered to sit on this committee. In addition, Councilman Housel volunteered to sit on this committee as well.

Hearing no further business to come before Council, it was moved by Oakley, seconded by Turner that the meeting be adjourned at 10:15 PM.

Ayes: 6, Nays: 0.  
Motion carried.

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Marianne Van Deursen, Mayor

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Kristine Blanchard, RMC  
Borough Clerk