

**BOROUGH OF WASHINGTON, WARREN COUNTY, NEW JERSEY
WASHINGTON BOROUGH SPECIAL COUNCIL MINUTES – April 24, 2007**

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

Roll Call: Housel, Van Deursen, Woykowski, Turner, Higgins – Present
Oakley, Cioni - Absent

Also Present: John Corica, 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 re-evaluate and assess the status of the Council goals for the Borough of Washington for 2007.

1. Mill Pond Road – List as a project.
2. Checklist for reporting street maintenance issues. – Complete.
3. Implement Complaint Tracking System – Complete.
4. Mapping of Evacuation Routes – Complete.
5. Implement plan for Senior Citizen Assistance – Committee established/Ongoing.
6. Start/finish construction on swimming pool project. – List as project.
7. Secure grant funding for Railroad Ave Park – List as project.
8. Complete three pre-existing road projects (Belvidere, E. Church, Youmans West) – List as project.
9. Complete Municipal Garage construction – List as project.
10. Review of Administrative Code – Ongoing.
11. Establish orientation program for new Council members – remove from list.
12. Design and Complete two new road projects (Cornish, School, & Belvidere) - List as project.
13. Design/Construct addition to Borough Hall – List as project (future project)
14. Complete comprehensive review of Administrative Code – ongoing.
15. Design and construct Grand Avenue – List as project.
16. Select road projects for 2007 – remove.
17. Pursue Brownfield’s Sites Redevelopment for the Former Turbine Ally & Vikon Tile Properties. – Move goal to the redevelopment committee.
18. Develop Budget analysis plan – This is in the process of development – will be complete for the new manager.
19. 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.
 - d. Traffic pattern and volume study due to increased density
 - e. Additional items to be determined during program development. – Move this entire goal to the redevelopment committee.
20. Establish Committees for selected municipal projects and studies. – Councilman Higgins suggested that all committees be responsible for submitting a report to Council in order to keep everyone informed. Mayor Van Deursen agreed and asked the Clerk to include a Council Committee Report section on the agenda.
 21. Implement a good neighbor code – Property Maintenance Code (VC)
 22. Incentive program for conversion of multi- family to single family. (VC)
 23. Acquire Vikon and Turbine Alloy – Move goal to redevelopment committee.
 24. Employee Evaluation system – Goal will be a manager’s goal for the new manager.
 25. Draft and adopt organizational chart. – New Manager.
 26. Fix PA system in Council Chambers – John Corica
 27. Complaint Tracking system update. – Complete
 28. Short Term Plan – Ongoing
 29. Long Term Plan – Ongoing

At this time Mayor Van Deursen reviewed the Goals and Objectives as presented by Council Terry Housel.

- Budget – Borough Manager John Corica will review the budget later in the meeting.
- New Manager – The Mayor and Council discussed the résumé’s received to date. Manager Corica explained that there will be a questionnaire sent to all potential applicants. There will also probably be more résumé’s received. Council will keep in mind that the interviewing process may start sometime during mid to late May.
- DPW Garage – Councilman Housel explained that this project should be one of Council’s top priorities. Councilman Turner stated he has some concerns over the delay from the engineering firm. He requested an update on the plans from the engineer at the May 15, 2007 Council Meeting. Mayor Van Deursen agreed that the plans need to be presented at the May 15, 2007 meeting.
- Sewer Problem Gardner’s Court – The committee will have a full report at the next Council meeting. Manager Corica will follow up with H2M.
- Downtown Streetscape – Mayor Van Deursen stated she would like to see a running total on this project, maybe in some type of weekly report. She also suggested that Manager Corica check on the availability of the poles with JCP&L. Councilman Turner asked if the drainage was charged to the correct account. Manager

- Corica stated it is in the process of being resolved. The CFO is looking into the last set of charges against that account. Manager Corica explained that he will have a breakdown of expenses incurred/encumbered and what the Borough is looking at.
- Micro-Managing -Councilman Housel suggested ending Council meetings by 11:00 p.m. or 11:30 p.m. Councilman Higgins feels that the Council is elected to do a job and he does not want to short change the citizens. The Council needs to accomplish the business at hand. Mayor Van Deursen stated that the meetings could be run more efficiently. Committee reports will help.

At this time Mayor Van Deursen asked for an update on the budget. Manager Corica handed out summary packages for the Mayor and Council summarizing the recommended budget. He explained that the revenue surplus was changed to \$550,000.00. Right now the Borough is looking at an increase of .12.

Manager Corica stated several necessary changes in the General Administration account were made to cover the necessary expenses of the hiring process of the new manager. The finance department includes a change to support the purchase of the general ledger system and a requisition system. These two new modules in the finance system will streamline the purchasing system and cut down on paperwork.

Manager Corica also explained that the engineering services could also be trimmed down as well. Several studies cost the Borough a lot of money this year. Mayor Van Deursen stated the engineer needs to give Council an estimate of cost before studies are conducted. Manager Corica asked why the Borough Engineer is a managerial appointment. Councilman Higgins said the Borough Code calls for the engineer to be a managerial appointment. Council concurred that Manager Corica should contact Attorney Cushing to discuss the possibility of changing this.

Manager Corica briefly reviewed the Recreation Commission Budget. The Recreation Commission is asking for more money in their budget than originally requested. The recreation will provide a summary of additional funds requested for Council at their next Budget Workshop meeting.

Manager Corica informed Council that they may want to take a closer at the capital budget. Some projects may need to be pushed off to 2008. There is at least \$230,000.00 in capital appropriations that needs to be raised in 2007.

Mayor Van Deursen suggested a Budget Workshop meeting. A workshop meeting is scheduled for May 8, 2007 at 8:00 p.m.

Mayor Van Deursen reviewed the Council Committees. They are as follows:

Redevelopment Committee – Van Deursen, Woykowski, Turner
DPW Garage Committee – Housel, Turner, Borough Manager
Sewer Committee – Higgins, Woykowski, Housel
Streets Committee – Turner, Housel, Higgins
Senior Services – Turner, Oakley
Website Committee – Van Deursen, Cioni
Curfew Committee – Higgins, Oakley, Housel
Pedophile Committee – Oakley, Woykowski
Shared Services – Turner, Woykowski

Hearing no further business to come before Council, it was moved by Higgins seconded by Turner that the meeting be adjourned at 10:30 PM.

Ayes: 5, Nays: 0.
Motion carried.

Marianne Van Deursen, Mayor

Kristine Blanchard, RMC
Borough Clerk