

**WORKSHOP MEETING
BOROUGH OF WASHINGTON, WARREN COUNTY, NEW JERSEY
WASHINGTON BOROUGH COUNCIL – July 22, 2008**

The Workshop Meeting of the Borough Council of Washington, Warren County, New Jersey was held in the Conference Room of Borough Hall at 8:00 P.M.

Roll Call: Housel, Woykowski, Cioni, Turner – Present
Van Deursen – arrived 8:30
Oakley - Absent

Also Present: John Corica, Borough Manager
Pat Titus, Acting Borough Clerk

Manager Corica led everyone in the flag salute.

Manager Corica 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.

WORKSHOP:

Recommendation of Changes for Borough Fees

Manager Corica stated the Borough Fees need to be updated and most of the entire code book was reviewed to do so. Councilman Cioni asked for a PDF file of the fees so the fee list could be posted to the Borough website. Manager Corica stated that once the fees are agreed upon the changes will have to go to ordinance. Attorney Cushing’s office will draw up the new Ordinance. After approval by Council, the fees can be placed on the Borough website.

Councilman Turner voiced his concern with the inspection fee escrow. Manager Corica stated the there are separate escrows for sewer and inspection. Council agreed to send changes to attorney’s office to be put in ordinance form.

Revision to Parking Ordinance

Council discussed the changes to the parking fee Ordinance. Municipal lots would be free during the day. Changes also include no parking on streets once they are snow covered. Councilman Cioni suggested sending a notice with the sewer bills so residents are informed. Manager Corica noted that sewer bills are sent as postcards but could send a notice with the tax bills in November. Ordinance should be finalized by then. Council agreed to send changes to attorney’s office to be put into Ordinance format.

Council Committees

Councilwoman Woykowski stated the Finance Committee has determined that a capital plan is needed. Short term capital plan would be for 2 years and a long term plan would be for 5 years. A 20 year financial plan with yearly updates should be completed also. Financial charts/graphs were given to council members. She stated these charts are to be used to help in creating a capital plan.

Councilwoman Woykowski suggested that some Borough owned land be sold to get them back on the tax rolls. Councilman Housel stated that Vicon Tile/Turbine property be zoned light industrial. Councilman Turner suggested the Railroad Ave. property (16 acres) would be better for light industrial.

Mayor Van Deursen arrived at 8:30 p.m.

Councilwoman Woykowski stated that she hopes that all committees follow suit with scope of work and due dates for priorities. Mayor Van Deursen suggested that standardized committee reports with scope, priorities, and timelines be used by mid August. Councilwoman Woykowski feels that committees should be set up in full, with chairs selected, scope of work determined and timelines. Manager Corica stated that the purpose of subcommittees is to review policy and make recommendations to Council.

Police Merger

Manager Corica stated the Shared Services Committee will meet either 7/30 or 8/30 (will be confirmed). Cost analysis to address fully combined current costs (26 person dept) as well as analysis on different staffing levels. Mayor Van Deursen stated that a list of concerns needs to be brought to meeting. Concerns are non-police employee, crossing guards, school security, court, codes and computer systems. Implementation grant will cover one time costs.

Resolution 166-2008 Professional Services Agreement

Manager Corica stated that this is the last stage of agreement for parking lot acquisition. Manager Corica noted that money is coming from 2008 ordinance.

Mayor Van Deursen entertained a motion to adopt Resolution 166-2008. Motion made by Cioni and seconded by Housel.

RESOLUTION # 166 - 2008

A RESOLUTION APPOINTING AN ENGINEER AS A PROFESSIONAL SERVICE WITHOUT SEEKING COMPETITIVE BIDS TO PROVIDE ENVIRONMENTAL INVESTIGATION AND DELINEATION.

WHEREAS, there exists a need for professional engineering services to complete a environmental investigation and delineation on the municipal parking lot located on Rt. 57 and shown on the tax maps of the Borough as Block 24, Lot 24; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A: 11-1 et. seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised; and

WHEREAS, Suburban Consulting Engineers of Mt. Arlington, New Jersey has agreed to perform professional engineering services, as outlined in their proposal for Municipal Parking Lot – Environmental Cleanup dated 9 July 2008 in an amount not to exceed \$26,220; and

WHEREAS, the services to be provided by, Suburban Consulting Engineers constitutes professional services that need not be bid pursuant to the Public Contract Law (N.J.S.A. 40A: 11-1 et. seq.).

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey as follows:

1. The Borough Manager is hereby authorized to accept the proposal and directed to enter into a contract with Suburban Consulting Engineers to provide environmental engineering services per the proposal submitted on 9 July 2008 and annexed hereto in an amount not to exceed \$26,220;
2. That said contract is awarded without competitive bidding as professional services in accordance with N.J.S.A. 40A: 11-5; and
3. A certification of funds by the Chief Financial Officer is attached hereto;
4. Notification of the contract award shall be printed in the Star Gazette.
5. That an executed copy of the contract between the parties be on file with the Office of the Clerk and be available for public inspection in accordance with the law.

Roll Call: Housel, Cioni, Van Deursen, Woykowski, Turner

Ayes: 5, Nays: 0
Motion carried.

Mayor Van Deursen entertained a motion to enter into Executive Session. Motion made by Cioni, seconded by Turner.

Ayes: 5, Nays: 0
Motion Carried

RESOLUTION

RESOLUTION AUTHORIZING EXECUTIVE SESSION

WHEREAS, the Open Public Meetings Act; *N.J.S.A. 10:4-6 et seq.*, declares it to be the public policy of the State to insure the right of citizens to have adequate advance notice of and the right to attend meetings of public bodies at which business affecting the public is discussed or acted upon; and

WHEREAS, the Open Public Meetings Act also recognizes exceptions to the right of the public to attend portions of such meetings; and

WHEREAS, the Mayor and Council find it necessary to conduct an executive session closed to the public as permitted by the *N.J.S.A. 40:4-12*; and

WHEREAS, the Mayor and Council will reconvene in public session at the conclusion of the executive session;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Washington, County of Warren, State of New Jersey that they will conduct an executive session to discuss the following topic(s) as permitted by *N.J.S.A. 40:4-12*:

_____A matter which Federal Law, State Statute or Rule of Court requires be kept confidential or excluded from discussion in public (Provision relied upon: _____);

_____A matter where the release of information would impair a right to receive funds from the federal government;

_____A matter whose disclosure would constitute an unwarranted invasion of individual privacy;

_____A collective bargaining agreement, or the terms and conditions thereof (Specify contract: _____);

 X _____A matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed; *Property Acquisition*

_____Tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

_____Investigations of violations or possible violations of the law;

_____Pending or anticipated litigation or contract negotiation in which the public body is or may become a party; (The general nature of the litigation or contract negotiations is: ____ OR ____ the public disclosure of such information at this time would have a potentially negative impact on the municipality's position in the litigation or negotiation; therefore this information will be withheld until such time as the matter is concluded or the potential for negative impact no longer exists.)

_____Matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his or her ethical duties as a lawyer; (The general nature of the matter is: _____ OR _____ the public disclosure of such information at this time would have a potentially negative impact on the municipality's position with respect to the matter being discussed; therefore this information will be withheld until such time as the matter is concluded or the potential for negative impact no longer exists.);

X Matters involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective or current public officer or employee of the public body, where all individual employees or appointees whose rights could be adversely affected have not requested in writing that the matter(s) be discussed at a public meeting; (The employee(s) and/or general nature of discussion is: *Personnel*

OR _____ the public disclosure of such information at this time would violate the employee(s) privacy rights; therefore this information will be withheld until such time as the matter is concluded or the threat to privacy rights no longer exists.;

_____Deliberation occurring after a public hearing that may result in the imposition of a specific civil penalty or loss of a license or permit;

BE IT FURTHER RESOLVED that the Mayor and Council hereby declare that their discussion of the subject(s) identified above may be made public at a time when the Borough Attorney advises them that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the Borough or any other entity with respect to said discussion. That time is currently estimated to be: SIX MONTHS (estimated length of time) OR upon the occurrence of _____;

BE IT FURTHER RESOLVED that the Mayor and Council, for the reasons set forth above, hereby declare that the public is excluded from the portion of the meeting during which the above discussion shall take place.

Council adjourned from Executive Session at 10:15 p.m.

A motion was made by Councilman Housel to allow the Borough Manager to enter into a professional agreement for an interim CFO not to exceed 25 hours/week at \$95/hour with \$500 placement fee, seconded by Turner.

Roll Call: Housel, Turner, Cioni, Van Deursen, Woykowski

Ayes: 5, Nays: 0

Motion Carried

A motion was made by Housel to request the Borough Attorney to write a letter to Attorney Tom Stover and the Tilley family to state that the Borough is no longer interested in purchasing their property, seconded by Cioni.

Roll Call: Housel, Turner, Cioni, Van Deursen, Woykowski

Ayes: 5, Nays: 0

Motion Carried

30. Mayor Van Deursen stated that the Shared Services Meeting has been confirmed for July

Motion to adjourn by Turner, seconded by Housel.

All in favor.

Meeting adjourned at 10:20 p.m.

Ayes: 5, Nays: 0.

Motion carried.

Mayor Marianne Van Deursen

Pat Titus, Acting Borough Clerk