

BOROUGH OF WASHINGTON, WARREN COUNTY, NJ
COUNCIL AGENDA
September 21, 2010
7:30 PM

STATEMENT OF ADEQUATE NOTICE:

ROLL CALL: Clerk will call the Roll

MINUTES:

Regular Meeting of September 7, 2010

CORRESPONDENCE:

Borough Manager RE: Post Sept. 7th Council Meeting
Questions

AUDIENCE:

Remarks, petitions, statements and testimony from guests

ORDINANCES:

ORDINANCE 13-2010 An Ordinance to Amend Chapter 85 of the Code of the Borough of Washington Amending Municipal Parking Lot Hours (Introduction)

REPORTS

1. Issues and Details
2. Managers Reports (redacted version)
3. Municipal Court Report
4. Tax Collectors Revenue
5. CFO Report

COMMITTEE REPORTS

DPW Garage Committee	Website Committee
Sewer Committee	Streets Committee
Grant Committee	
Finance Committee	
Park Committee	
Shared Services Report	
Senior Services Committee	

OLD BUSINESS:

NEW BUSINESS:

1. Professional Performance Evaluations Discussion (JG)
2. Increase to Bid Threshold Discussion
3. Shared Service Agreement offer from Washington Township Discussion (DH)
4. Resolution 165-2010 Municipal Alliance Grant Application to the County of Warren for Franklin Township and the Borough of Washington
5. Resolution 168-2010 Introduction of Resolution to Amend 2010 Municipal Budget

VOUCHERS:

List Attached

RECAP

COUNCIL REMARKS:

Remarks, Reports, Discussions

ADJOURNMENT: _____ P.M.

**BOROUGH OF WASHINGTON, WARREN COUNTY, NEW JERSEY
WASHINGTON BOROUGH COUNCIL MINUTES – September 7, 2010**

The Regular Meeting of the Borough Council of Washington, Warren County, New Jersey was held in the Council Chambers of Borough Hall at 7:30 P.M.

Roll Call: Gleba, McDonald, Higgins, Valentine, Boyle - Present
Housel – 7:55 p.m.
Cioni –Absent

Also Present: Richard Cushing, Esq. Municipal Attorney
Kristine Blanchard, Borough Clerk

Mayor McDonald led everyone in the flag salute.

Mayor McDonald 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.

Dorothy Repsher – Washington Borough Municipal Alliance

Ms. Repsher stated that the Municipal Alliance has worked very hard to find additional funding sources for the alliance. There have been many difficulties for alliances, besides economic, such as the newly mandated reporting requirements that alliances around the state must follow. Due to these new requirements, Franklin Township Committee decided that it was not worth continuing their alliance program. Warren County reached out to the Washington Borough Alliance to see if we would be interested in merging alliances as the Franklin Township students are part of the Warren Hills Regional School District. Ms. Repsher explained that Franklin Township has already agreed and is willing to provide the cash match of \$1, 197.00. The Borough’s cash match would be reduced to \$1,958.00. Ms. Repsher stated that with the formal agreement she would remain the Alliance Coordinator. Mayor McDonald asked if the agreement would begin in 2011. Ms. Repsher stated yes. Councilwoman Gleba stated she would like to have something in writing from Franklin Township stating that they are participating and are willing to pay their portion of the cash match. Ms. Repsher stated Franklin Township will be adopting a Resolution this week. Mayor McDonald entertained a motion to approve a Resolution be drafted and presented to Council at the next meeting. Motion made by Valentine, seconded by Gleba and approved.

MINUTES:

Mayor McDonald entertained a motion to approve the minutes of the Regular meeting of August 17, 2010.

Motion made by Higgins, seconded by Boyle.

Councilwoman Gleba and Mayor McDonald noted several corrections.

Roll Call: Higgins, Boyle, Gleba, McDonald – Yes
Valentine – Abstain

Ayes: 4, Nays: 0

Abstain: 1

Motion Carried

CORRESPONDENCE:

Marci Braunstein – Garage Sale Approval – Sunday October 3, 2010 – Rain date October 24, 2010.

Attorney Cushing stated that it is within the realm of Council's power to allow this organization to have their garage sale on a Sunday. He suggested that Council may want to consider adjusting this Ordinance if they desire.

Councilman Boyle asked if Council should just take these requests on a case by case basis until the ordinance is revised. Attorney Cushing stated yes.

Motion made by Councilman Higgins to allow the Jewish Center of North West New Jersey to hold a garage sale on October 3, 2010 with a rain date of October 24, 2010, seconded by Councilman Valentine.

Ayes: 5, Nays: 0

Motion Carried

AUDIENCE

Edna Detlefs 27 Fisher Avenue

Ms. Detlefs asked if vegetative waste was removed from the garbage contract. Councilwoman Gleba stated that vegetative waste remains in the garbage contract. Council decided to hold off removing vegetative waste pending the outcome of the non-

binding ballot question. Ms. Detlefs asked how removing the garbage from the municipal budget affects the CAP. Mayor McDonald stated that in 2009 the Borough received \$550,000 in state aid; if we don't receive aid from the state in 2011 the entire municipal budget needs to be raised by taxation. Councilman Boyle clarified that the Borough has a six month out clause in the garbage contract. If Council decides to privatize garbage pick up; it would still be picked up by the Borough for six months from the date Council makes the decision.

Councilman Housel arrived at 7:55 p.m.

Attorney Cushing explained that next year the municipality could be in a tight situation with the new 2% cap requirements. If municipal garbage pick up was eliminated from the budget, the Borough would have an easier time meeting the cap requirements.

Louis Bauknight 95 Lenape Trail

Ms. Bauknight stated that three years ago her church on North Lincoln Avenue had requested from Council their consideration in re-doing the curbing and sidewalks on North Lincoln Avenue. Mayor McDonald stated that due to financial constraints all capital projects have been put on hold. Councilman Higgins noted that North Lincoln Avenue is number two on the list to be considered.

Troy Wyant – Men's Basketball Coordinator

Mr. Wyant stated that he was the coordinator of men's basketball this year. He explained there seems to be a discrepancy in the agreed upon salary for the position. He stated the previous Recreation Director informed him the salary was the same as last year; however Manager Phelan stated the position had been changed to an hourly position. He stated he would not have taken the position if he knew it was hourly. Attorney Cushing stated the Manager is not in attendance at this meeting and in this form of government personnel matters are at the discretion of the Borough Manager. Mayor McDonald apologized for the miscommunication and noted he would speak to the Borough Manager.

Bob Del Elba 86 West Stewart

Noted that Mr. Wyants issue is not an isolated incident; the concerned citizens group has received other complaints of issues with Recreation Department salaries.

Susan Sloan 89 Grand Avenue

Mrs. Sloan stated that the Church of Christ at Stewart and Grand Avenue has installed a new sign in a residential area that is very bright. The Zoning Officer will investigate it.

2009 ANNUAL AUDIT

Municipal Auditor, Tom Ferry stated that he had met with the Finance Committee and had reviewed the audit report in detail with them. He stated tonight he will talk about the bottom line. Mr. Ferry stated in 2009 the Borough was able to generate \$153,000 in excess revenues. The Borough ended the year 2009 with a fund balance of \$193,240. He noted that the Borough is making progress. Mr. Ferry stated that one of the other things he noted that with the hiring of a CFO, the Borough now has a fully functional general ledger. When he was first appointed as auditor the Borough did not have a fully functioning general ledger. The CFO came in and restructured the accounting department and with the purchase of Edmunds Financial System we now have a fully functional general ledger system for all funds. That means the Borough can make decisions financially day to day. That is a major improvement. With a fully functional general ledger the Borough can now make decisions on how to clean up some issues such as our debt service.

Mr. Ferry reviewed the Comments and Recommendations of the Audit report. The CFO has already prepared a Corrective Action Plan for the year. This needs to be done by state law.

Mr. Ferry stated the inter-fund balances need to be reviewed and liquidated on a periodic basis. Inter-funds are a normal process and occur in many municipalities; however they should be paid back by the end of the year. Councilwoman Gleba noted that on page 130 it is noted that inter-funds should be closed out at year end but in the recommendations it states periodically. Mr. Ferry stated they should be closed out year end and periodically.

Mr. Ferry stated the next recommendation is that grant receivables and grant reserves be reviewed for possible cancellation. The Borough needs to review the grant receivables and reserves and if it is determined that they are inactive they need to be liquidated. For example; the Clean Communities Grant, we need to make sure that if we expended money for a grant, we submit the paperwork to be reimbursed by the state. There are a few grants where we have excess reserves and a few where we are owed money. This needs to be reviewed and they may be a wash. Mr. Ferry stated now that we have a good accounting system in place this will become much easier to monitor. These things happened in the past due to not having a good accounting system or a consistent CFO. Councilman Valentine asked who would be responsible for monitoring the receivables and reserves. Mr. Ferry stated the municipal department who received the grant or the CFO, it would depend on the grant.

The next comment is that funds were committed in excess of the amount appropriated by the Sewer Utility Fund appropriation reserves. There was an over expenditure on the reserve side and now the funds need to be raised in the 2010 budget.

Mr. Ferry stated there are grant receivables in the Sewer Capital Fund and the General Capital Fund that need to be investigated for possible cancellation. When a Bond

Ordinance is done sometimes there is funding from the State of New Jersey; for example, DOT monies for street projects. If we do the project and we don't submit for reimbursement from the state, we won't receive the money. He stated that he and the CFO have already begun investigating these and we need to cancel some and raise some in the Current Fund budget or the Sewer Utility budget. Councilwoman Gleba asked why these monies have not been collected and stated she wants to know exactly what hasn't been collected from the state and how much money does the Borough need to raise? The CFO stated that there is \$100,000 in General Capital and \$300,000 in Sewer Capital. Mr. Ferry stated that this money can be raised over a few years' budgets. This does not have to be done in one shot. He also stated that he and the CFO are looking for old improvement authorizations that we may be able to cancel to offset this amount.

Mr. Ferry stated that the next comment is the contract payables in the General Capital Fund listed on the general ledger does not agree with subsidiary ledgers. The CFO will review and cancel as necessary.

The next item stated by Mr. Ferry was consumer accounts receivable and sewer overpayments in the Sewer Utility Fund listed on the general ledger do not agree with subsidiary ledgers. This is the same thing as previously stated; the CFO will review and cancel. This is a housecleaning item.

Mr. Ferry stated there is a deferred charge to future taxation – unfunded over five years old. This is in Sewer Capital. The Borough had an unfunded ordinance. The Borough will need to cancel or raise the funds in the budget. Councilman Higgins asked if we can cancel it. Mr. Ferry said no, the money was spent already. Councilwoman Gleba asked how much. The CFO stated it is \$636,000.00.

Mr. Ferry reviewed the outside offices. The Clerk's office, Police Department, and Recreation Department do not maintain a formal cash receipts journal. The Clerk's department has already implemented the change and the CFO is working with the recreation department.

Mr. Ferry stated that Recreation fees were not approved by Ordinance. This has been corrected.

Mr. Ferry stated the Borough did not implement a Pay to Play legislation with respect to the awarding of professional service contracts. This has been corrected with the new Borough Manager.

Mr. Ferry stated the Animal Control Trust fund formal cash receipts were not maintained and unused dog tags were not available. This has been corrected. He also stated the daily computer deposit reports for Sewer Utility were unavailable for audit. He stated the new system will take care of this issue.

Mr. Ferry stated in Municipal Court there were 42 tickets assigned but not issued over 181 days old. The Municipal Court is moving to Mansfield Township thus resolving the issue.

Mr. Ferry stated the Payroll Agency account was not analyzed on a monthly basis. The CFO and he are working on this with the payroll clerk.

Councilman Boyle stated he looked at the comptrollers report. He noted that out of the fifteen recommendations in the comptroller's audit three of them have shown up again on this audit. Councilman Boyle asked what the bottom line on the debt is for the Borough. The debt for the sewer utility is \$8,407,808.47; but this utility is self liquidating, meaning this is raised and paid off by sewer user fees. The general debt for the Borough is \$10,373,929.20.

Councilman Higgins asked what the total amount of money is that we did not receive in receivables. What is the amount of money that we need to raise. The CFO stated it is close to 1 million dollars for Sewer Capital and General Capital combined. Mr. Ferry also stated that old funded Ordinances can be cancelled if the project is complete. Councilman Higgins asked if we could do that before the end of the year. The CFO stated she needs to review them, but she is not sure how many Ordinances the Borough has that can be cancelled that are funded.

Councilwoman Gleba thanked both the CFO and auditor and stated that they have both been extremely helpful and she feels the Borough now has a handle on the numbers and this information will help the Borough move forward. She commended them both for having such a thorough knowledge of the financials. Councilwoman Gleba asked why there is such a decrease in revenues in reserve capacity charges and industrial commercial permit fees between 2008 and 2009. Councilman Higgins stated that some of the commercial users were back billed in 2008 they had not been paying for it. The Borough was recouping monies from years past. Councilwoman Gleba asked to receive a status when some of the items on the comments and recommendations report from Mr. Ferry are completed. Mr. Ferry stated that these items are the CFO's main focus right now. The Manager would also be involved in this process.

Councilman Higgins also thanked the CFO and the auditor for their work.

At this time Council took a ten minute recess.

Council returned at 9:30 p.m. with all present.

Mayor McDonald opened the meeting up to the audience for any questions they may have for the CFO or the Municipal Auditor.

Bob Del Elba 86 West Stewart Street

Mr. Del Elba asked how long it takes for Mr. Ferry's firm to conduct an audit. Mr. Ferry stated it is an ongoing process but the actual audit is two to three weeks. Mr. Del Elba asked if all of the items from the Comptroller's report had been addressed. Mayor McDonald stated that most everything has been addressed. Mr. Del Elba asked for clarification on the \$631,000. The CFO stated the \$631,000 was used for the project that the money was allocated for however; the money was never borrowed by the Borough. The Ordinance is too old to borrow the money now. Mr. Ferry stated the Ordinance was unfunded and used for an improvement to the wastewater treatment plant. Mr. Del Elba asked where the money came from to pay for the improvement. Mr. Ferry stated the money came from the General Capital Fund which created the inter-fund. Mr. Del Elba stated that these are the types of practices that have gotten the Borough in financial trouble in the past. He stated he appreciated the research by Mr. Ferry.

Evelyn Morrison 19 Lincoln Avenue

Ms. Morrison stated the auditor did a good job on the research. She asked what the sample size of the audit is. Mr. Ferry stated they do a compliance test which is about 25%. A substance test is also done based on every voucher over a particular dollar amount charged to an account. Mr. Ferry stated they also audit payroll, receive verification notices from the county and the schools. By the end of the audit we have audited about 90%. Ms. Morrison wondered if the Edmunds system should have been used a while ago. Mr. Ferry stated it was partially implemented in 2008 and fully implemented in 2009.

Penny Shaw 22 School Street

Ms. Shaw asked if the Edmunds system was used for payroll. The CFO stated that ADP is used for payroll. Ms. Shaw stated that she knows from past experience that ADP can provide a payroll analysis in an Excel format. She asked why time is being spent to enter it into Excel. The CFO stated ADP will not provide what was paid to a third party vendor. Ms. Shaw suggested reviewing the inter-funds on a quarterly basis

Jeff Richert 22 School Street

Mr. Richert asked if the auditor does subsequent follow up to the corrective action plan. Mr. Ferry stated that when he comes in the following year; he will make sure that the corrective action plan has been implemented.

Evelyn Morrison 19 Lincoln Avenue

Mr. Morrison asked what would be the recommendation for oversight of the grants. Mr. Ferry stated that the CFO will stay on top of it. Now that there is a functioning general ledger this task will be much easier.

Mayor McDonald closed the audience portion of the Municipal Audit.

At this time Mayor McDonald entertained a motion to adopt Resolution 162-2010 Governing Body Certification of the Annual Audit.

Motion made by Housel, seconded by Gleba and adopted.

Roll Call: Gleba, Housel, McDonald, Valentine, Higgins, Boyle

Ayes: 6 Nays: 0

Motion Carried

RESOLUTION # 162-2010

**A RESOLUTION OF THE GOVERNING BODY
CERTIFICATION OF THE ANNUAL AUDIT**

WHEREAS, N.J.S.A. 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2009 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the governing body; and

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations; and

WHEREAS, the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

NOW, THEREFORE BE IT RESOLVED, That the Mayor and Borough Council

of the Borough of Washington, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

Resolution 163-2010

Resolution 163-2010 Approval of the Corrective Action Plan was moved by Housel, seconded by Valentine and adopted.

Councilman Boyle asked if this Resolution states that the Governing Body has knowledge that the items listed on the corrected action plan has been implemented. Attorney Cushing stated the Resolution gives direction to the CFO to implement the items in the action plan.

Councilwoman Gleba stated she still has an issue with item number one regarding the time frame; it does not state that inter-funds should be cleared out by year end. Councilman Housel explained that the corrective action plan does address clearing out the inter-fund balances by year end; however it also states that if it can not be done at year end it should be done in the subsequent year.

Roll Call: Housel, Valentine, Gleba, McDonald, Higgins – Yes
Boyle – No

Ayes: 5, Nays: 1
Motion Carried

RESOLUTION #163-2010

**RESOLUTION AUTHORIZING SUBMISSION OF CORRECTIVE ACTION
PLAN FOR THE BOROUGH OF WASHINGTON, COUNTY OF WARREN,
STATE OF NEW JERSEY**

WHEREAS, the Borough of Washington has received the Audit of its financial condition for the year 2009; and

WHEREAS, one of the requirements of the Audit is the filing of a Corrective Action Plan that addresses the Comments and Recommendation contained within the Audit Report; and

WHEREAS, the CFO of the Borough of Washington has prepared a Corrective Action Plan in conformance with standard practices and the Borough Council hereby approves of the Corrective Action Plan and endorses the submittal of same to the Department of Community Affairs, Division of Local Government Services; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Washington, Warren County, New Jersey, that the CFO is hereby authorized to submit

the Corrective Action Plan as noted and to ensure that all provisions are complied with by the deadlines so listed.

CORRECTIVE ACTION PLAN
Borough of Washington
County of Warren
Audit report Year 2009

Comments #1

Interfund balances remaining at year end. All Interfund balances should be closed out as of the end of the year.

Recommendations

The interfund balances be reviewed and liquidated on a periodic basis.

Explanation and Corrective Action

All interfund balances reviewed on a monthly basis and all possible interfunfs eliminated at month-end. Funds for the interfunfs that could not be eliminated will be raised in subsequent budgets to eliminate interfunfs.

Implementation Date

Implemented

Comments # 2

There are various grant receivables and reserve balances in the Grant Fund that have remained inactive.

Recommendations # 1

That various Grant Receivable and Grant Reserves be reviewed for possible cancellations.

Explanation and Corrective Action

Grant Receivable and Grant Reserve balances were reviewed and many grants already cancelled. Quarterly review of the grants is currently performed for any possible cancellation.

Implementation Date

Implemented

Comments # 3

There are grant receivables in the General Capital Fund and Sewer Utility Capital Fund that need to be investigated for possible cancellation.

Recommendations # 1

That Grant Receivable balances in the General Capital Fund and the Sewer Utility Capital Fund be reviewed and possibly cancelled.

Explanation and Corrective Action

All balances were investigated and identified. Reports were filed with the State to request reimbursement for all eligible receivables. Resolution was adopted to cancel

uncollectible receivable and improvement authorizations. Funds will be raised in the future budgets to cover uncollectible receivables.

Implementation Date

Implemented

Comments #4

Funds were committed in excess of amounts appropriated by the Sewer Utility Fund appropriation reserves.

Recommendations

That Appropriation Reserve Balances in the Sewer Utility Fund be reviewed prior to commitment or expenditure of funds to avoid overexpenditures.

Explanation and Corrective Action

Over commitment occurred in 2008 and was carried over to 2009. No new overexpenditures occurred in 2009. Budgets are reviewed monthly to ensure that no expenditures occurred prior to commitment. Implemented software assists us in ensuring that we do not overexpend legal line items in the budget.

Implementation Date

Implemented

Comments #5

Contracts payable in the General Capital Fund listed on the General Ledger does not agree with the subsidiary ledger.

Recommendations

That Contract Payable Subsidiary Ledgers agree with the General Ledger in the General Capital Fund

Explanation and Corrective Action

Subsidiary Ledger will be reviewed and brought into compliance with the General Ledger

Implementation Date

October, 2010

Comments #6

Consumer Accounts Receivable and Sewer Overpayments in the Sewer Utility Fund listed on the General Ledger do not agree with the subsidiary ledgers.

Recommendations

That Consumer Accounts Receivable and Sewer Overpayments in the Sewer Utility Fund agree with the General Ledger balance.

Explanation and Corrective Action

Prior to 2010, sewer collection was administered by the third party and all detailed records were maintained there. Only monthly reporting was recorded by the Borough. In 2010, Borough brought sewer collection in-house and will work on ensuring that subsidiary ledger matches General Ledger.

Implementation Date

Immediately, for 2010 collections

Comments #7

There is Deferred Charge for Future Taxation-Unfunded over five years old.

Recommendations

That the Deferred Charge to Future Taxation-Unfunded over five years old be cancelled or funded.

Explanation and Corrective Action

Deferred Charge to Future Taxation was analyzed and will be raised in the future budgets.

Implementation Date

Starting with 2011 budget

Comments #8

The Clerk's Department, Police Department and Recreation Department do not maintain a formal cash receipts journal

Recommendations

That the Clerk's Department, Police Department and Recreation Departments maintain a formal Cash Receipts Journal.

Explanation and Corrective Action

Borough of Washington entered into inter-local service agreement with the Township of Washington for the provision of Police services. We no longer maintain Police Department.

The Clerk's Department and Recreation Departments procedures will be reviewed and proper procedures implemented.

Implementation Date

September, 2010

Comments #9

Recreation fees were not approved by an ordinance.

Recommendations

That the Recreation Fees be approved by ordinance.

Explanation and Corrective Action

Fee ordinance for the Recreation Fee was already adopted by the Governing Body.

Implementation Date

Implemented

Comments #10

The Borough did not implement a Pay-to-Play legislation with respect to the awarding of professional service contracts.

Recommendations

That the Borough adhere to Pay-to-Play legislation.

Explanation and Corrective Action

The Borough employs the QPA and all current professional services contracts awarded are in compliance with Pay-to-Play regulations.

Implementation Date

Implemented

Comments #11

A formal cash receipts journal was not maintained by Collector

Recommendations

That a formal Cash Receipts Journal be maintained by the Animal Control Trust Fund Collector.

Explanation and Corrective Action

With the assistance of current software, every licenses issued is automatically posted as revenue collected and reconciled on a monthly basis.

Implementation Date

Implemented

Comments #12

Unused dog tags were not available for audit.

Recommendations

That unused dog tags be maintained and available for audit.

Explanation and Corrective Action

2009 tags were disposed before audit was complete. 2010 tags will be retained until the end of the audit.

Implementation Date

Immediately

Comments #13

Daily computer deposit reports were unavailable for audit for Sewer Utility Fund.

Recommendations

That Daily Deposit Computer Reports be maintained in the Sewer Utility Fund

Explanation and Corrective Action

Prior to 2010, sewer collection was administered by third party and all detailed records were maintained there. Only monthly reporting was recorded by the Borough. In 2010, Borough brought sewer collection in-house and daily deposits will be available from July 2010 forward.

Implementation Date

Implemented

Comments #14

There were 42 tickets assigned but not issued over 181 days old.

Recommendations

That Municipal Court tickets over 181 days old be recalled and reassigned through the ATS System.

Explanation and Corrective Action

Effective October of 2010, the Borough of Washington will become part of the Mansfield Township Shared Court, to which they (Mansfield Township) are the lead entity. This issue will be communicated to the third party for correction.

Implementation Date

October, 2010

Comments #15

The payroll agency account was not analyzed on a monthly basis.

Recommendations

That an analysis of the Payroll Agency account be maintained on a monthly basis.

Explanation and Corrective Action

Balance in the Payroll Agency account will be reviewed and complete analysis of this account will be performed. Each sub-account will be identified.

Implementation Date

On-going

At this time Mayor McDonald deviated from the agenda to entertain Resolution 161-2010 Application to the Local Finance Board

Motion made by Housel, seconded by Valentine and adopted.

Councilwoman Gleba questioned the wording of the Resolution. The CFO stated this is the Resolution that is provided by the State of NJ and must be used to be placed on the agenda for the Local Finance Board. The CFO explained the Local Finance Board meeting is September 17; this needs to be adopted or we can't appear to the board. If the Borough receives transitional aid in the meantime we can be pulled from the agenda.

Roll Call: Housel, Valentine, Gleba, McDonald, Higgins, Boyle

Ayes: 6, Nays: 0

Motion Carried

**Resolution Of The Borough of Washington
Making Application To The Local Finance Board
Pursuant To N.J.S.A 40A:4-**

WHEREAS, the Mayor and Council of the Borough of Washington in the County of Warren desires to make application to the Local Finance Board for its approval of a proposed Levy CAP waiver pursuant to N.J.S.A. 40:4-45.46 and,

WHEREAS, the Mayor and Council of the Borough of Washington believes that:

- (a) it is in the public interest to accomplish such purpose; and,
- (b) the Levy CAP waiver is for the health, wealth, convenience or betterment of the inhabitants of the Borough of Washington; and,
- (c) the proposal is an efficient and feasible means of providing services for the needs of the inhabitants of the Borough of Washington and will not create an undue financial burden to be placed upon the Borough of Washington;

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Washington as follows:

Section 1. The application to the Local Finance Board is hereby approved, and the Chief Financial Officer, along with other representatives of the Borough of Washington are

hereby authorized to prepare such application and to represent the Borough of Washington in matters pertaining thereto.

Section 2. The Municipal Clerk of the Borough of Washington is hereby directed to file a copy of the proposed Levy CAP waiver with the Local Finance Board as part of such application.

Section 3. The Local Finance Board is hereby respectfully requested to consider such application and to record its findings, recommendations and/or approvals as provided by the applicable New Jersey Statute.

ORDINANCES

None

REPORTS:

Motion was made by Housel, seconded by Boyle to receive and file the following reports:

Issues and Details
Managers Report
Police Report June/July 2010

Councilman Boyle asked the status of the “tool kit” information that was due to the DCA on October 1. Borough Clerk, Kristine Blanchard will follow up with the Manager.

Ayes: 6, Nays: 0
Motion Carried

COMMITTEE REPORTS:

DPW: Councilman Housel reported the DPW Garage is moving along and hopefully we can have a CO in three to four weeks.

Streets Committee: Councilman Boyle stated the Streets Committee is scheduled to meet on September 13, 2010. He noted if the streets committee determines the roads should be maintained an ordinance would need to be adopted by the Governing Body. Councilman Boyle asked the Borough Attorney if the word “maintained” needs to be defined. Attorney Cushing stated in the Ordinance you can define exactly what you want to do with the roads; for example, plow, maintenance, etc. Councilman Boyle noted this

would require some discussion with the Manager and DPW Supervisor. Councilman Boyle requested that they both attend the Streets Committee meeting.

Finance Committee: No Report

Shared Services Committee: Councilman Boyle reported he will be attending a meeting at Hampton Borough on the potential shared services for refuse pick up. The meeting begins at 7:00 p.m.

Senior Services: Councilman Housel reported the Senior Services Committee had a meeting scheduled for August 25; no one was in attendance.

Website Committee: No Report

Sewer: No Report

Park Committee: No Report

Grant Committee: No Report

OLD BUSINESS:

None

NEW BUSINESS

Approval of Bingo License Knights of Columbus

Motion made by Housel, seconded by Higgins to approve the Bingo application for the Knights of Columbus.

Ayes: 5, Nays: 0
Abstain: 1 (Boyle)
Motion Carried

Approval of Bingo License St. Josephs Church

Motion made by Higgins, seconded by Housel to approve the Bingo application for St. Joseph's Church.

Ayes: 5, Nays: 0
Abstain: 1 (Boyle)
Motion Carried

VOUCHERS

Motion made by Higgins, seconded by Boyle to approve the claims and vouchers in the amount of \$1,310,744.72.

Councilman Higgins asked about the internet charges at the Library. Councilman Boyle inquired about the \$1210.88 engineering charge. Ms. Blanchard will follow up with Council tomorrow on these items.

Ayes: 6, Nays: 0

Abstain: 2 (Gleba – soccer refund for William Gleba, Higgins – Fire Department vouchers.)

Motion Carried

RECAP

Acting Manager/Borough Clerk Blanchard stated she will follow up on the sign issue with Church of Christ, she will review the questions on the vouchers, she will ask Manager Phelan and the DPW Supervisor to attend the Streets Committee Meeting.

COUNCIL REMARKS

Councilwoman Gleba stated that she would like to recommend that the Ordinance for the Borough Attorney and Borough Engineer be reviewed and modified. She would also like to implement a review process for the Engineer and Attorney. Mayor McDonald asked Councilwoman Gleba to provide the information to Council and it can be discussed at the next Council meeting.

Councilman Higgins had several items he would like follow up on. He asked what the status of the crosswalk is downtown. He would like to have a list of the total amounts refunded for swim team and for pool memberships. He noted that we had 14 soccer refunds on the bill list he would like to know why. He would like to know what the Planning Board Planner has been paid ytd. He asked if the well pump had been fixed at the park yet. He would like the recreation finances at the first meeting in October. He would also like the expenditures for the Police Department from August 2008 through August 2009 and for August 2009 through August 2010. He would like the abandoned property list. He noted that the offer from Washington Township needs to be discussed at the next meeting and he would like a report on the first quarterly sewer billing done in the

Borough. He would also like to know what the salary issues are with the Recreation Department.

Councilman Housel noted that “First Friday” in the downtown area is a big success and encouraged people to attend.

Hearing no further business to come before Council, it was moved by Higgins, seconded by Valentine that the meeting be adjourned at 11:00 p.m.

Ayes: 6, Nays: 0.
Motion carried.

Mayor Scott McDonald

Kristine Blanchard, RMC Borough Clerk



RICHARD D. PHELAN

BOROUGH MANAGER

MEMORANDUM

TO: Borough Council
FROM: Richard Phelan 
DATE: September 15, 2010
SUBJECT: Post Sept. 7th Council Meeting Questions

As requested, here are the answers to the questions asked by various Council members at the September 7, 2010 public meeting:

1. Has the Best Practices (tool kit) information been submitted to the state as requested by the DCA in their August 25 letter? The due date for this information is October 1.

No, it has not been submitted yet. I received notification from the State the day the “best practices” checklist was released. The CFO and I are currently working on this and will have the final document sent to the State well in advance of the deadline. It should be noted that there will not be a municipality in the State that can meet the requirements set by the State in full based on the current format of the checklist.

Example: The questions are “yes” and “no” only, and does not allow “Not Applicable” to be used as a valid answer. What I mean by this is that one of the questions asks about paid emergency services (IE: Police, Fire, EMS). We do not employ any paid staff in these roles. As a result, we check “no” and get penalized under their current grading system.

Taking the above into account, last Thursday, I was notified by the League of Municipalities that they have “met with DCA Commissioner Lori Grifa and her staff today to discuss potential problems related to the Department’s “Best Practices” checklist. We had previously provided the Commissioner with a list of technical concerns which were a compilation of issues raised by Mayors, Administrators and Chief Financial Officers.

Mr. Tom Neff, who will, on Monday, officially become Director of the Division of Local Government Services, was also present for this important meeting.

In response to your concerns, the Department will issue clarifications. These clarifications will ensure consideration of the particular circumstances of a municipality and preclude the retroactive application of checklist practices in determining potential reductions in December CMPTRA and Energy Tax distributions. In other words, withholding determinations will NOT be made based on answers to items that do not apply to your municipality. And, in no event will amounts be withheld with respect to municipal practices occurring prior to the issuance of the checklist.”

As a result, I will hold off on completing the checklist until the clarifications have been issued, but will be sure to meet the deadline.

2. There seems to be some confusion as to whether the Library receives free internet service. During the negotiations with Comcast did they agree to provide free internet service to the library and schools and when will the new agreement take place?

As I have stated before, once the Agreement between the Borough and Comcast gets approved by the Board of Public Utilities, the Library WILL receive free internet service. Nothing has changed since the agreement was approved by Council months ago; we are just waiting for State approval.

3. There is a streets committee meeting September 13th at 7:00. The streets committee would like to move forward with the ordinance needed to maintain private roads in the borough. They would like input from you and John Burd, DPW and have requested that both of you attend the meeting. I will reach out to John Burd.

Input was provided to the Committee before their meeting.

4. What is the status of the midtown cross walk. It is still not working.

The sensor poles that determine when the lights activate keep getting moved out of position. If they do not perfectly line up, the system will not work. The only way this happens is if they are physically moved. How (and by whom) this is happening can not be determined. Our best guess is through people leaning on and/or pushing the sensor poles.

Long story short – as the Borough is the only municipality in the State with this type of crosswalk, we have become nothing more than a “guinea pig” for this type of system. When you are the 1st of anything, it becomes a huge headache, as you can see by the number of problems that we have had in the last year. Thankfully, the manufacturer has worked well with us in trying to resolve these issues. Unfortunately, it is unknown when the system will be corrected and in working order.

5. Please provide a list of refunds (dollar amount) given this year for swim team memberships and pool memberships.

There was \$1,970 in refunds for swim team and \$2,383.75 in pool membership. Total refunds – \$4,353.75.

6. Please provide an explanation as to why there were so many soccer refunds on the bill list from 9/7

The refunds were issued due to the fact that there were not enough players (boys & girls) to form additional teams.

7. What has the Planning Board Planner been paid YTD.

As of September 13th, the Planning Board Planner has received payments in the amount of \$681.25.

8. Has the well pump been fixed at the park?

No. I spoke with 5 different vendors, of which 3 were interested in looking at the pump and giving me a quote for repair. Those 3 vendors have looked at the pump but have not provided a cost for repair yet. I have reached out to them on multiple occasions asking them to provide me with the quote to no avail. I have expanded my search for repair companies and will act accordingly.

9. Please provide the recreation financials (income and expenditures) by the first meeting in October.

As I have previously stated, I was going to provide an analysis of the recreation (IE: pool) financials at the end of the pool season, which only occurred one day before the Council meeting. This will take a couple weeks to compile as we need to properly reconcile the monthly revenue. Once compiled, it will be sent to the Council for their review.

10. Expenditures for the police department August 2008 to August 2009 vs. August 2009 to August 2010 (what we have paid to the Township)

August 1, 2008 through July 31, 2009
\$2,111,830.19

August 1, 2009 through July 31, 2010 (Payments to Washington Township)
\$1,802,392.43

NOTE: The amounts above reflect Salary & Wages, Other Expenses, Pension, Health Benefits, and associated State and Federal taxes.

11. Abandoned property list needs to be provided.

In 2009, Council approved an ordinance (7-2009) which was designed to address abandoned properties. In January, 2010, the initial list was completed and published, and certified letters were sent to the properties in question in accordance with the ordinance, with little positive results. Nearly all of the properties in questions were in foreclosure and were bank owned. By and large, banks are not very responsive to the property maintenance issues, and were totally unresponsive to our requests to correct deficiencies. People who are living in properties that are being foreclosed on were not interested in addressing these concerns either.

As I have said in the past, the ordinance “has no teeth” and is not functional in its current form. We can send letter after letter to property owners who fall into this category, but when more than 95% of the property owners are unresponsive, this becomes an exercise in futility. When we get no response, we are left with a few options:

- a. Hold a special tax sale which would set qualification and performance standards requiring bidders to rehabilitate the property.
 - i. This is not successful as the requirements placed on the bidder are too restrictive and cost-prohibitive for them.
- b. Contact the banks to get the title to the property if they do not want the property.
 - i. This is an extremely difficult (and expensive) option which will not likely come to fruition.
- c. Designate a qualified Rehabilitation entity to rehab the properties.
 - i. This can not be done until we own the properties.
- d. Condemnation
 - i. Extremely expensive and lengthy option

The reason that I say this ordinance “has no teeth” is that we do not have the funds to follow-up with any secondary action other than notification since we do not have the funds to do any of the above options. Long story short – I believe that this is a non-workable ordinance. In my opinion, I feel that Council should consider dissolving the ordinance as it is not enforceable considering our finances.

12. Please provide a report on the first quarter of in house sewer billing. (percent of collection, how much was collected)

1st quarter sewer billing in-house (June, July, August – 2010)

Total Properties Billed	2223
Total Properties from which Payment Has Been Received	1746
Delinquent Properties	477
Percentage of Collections Made	78.54%
Total Amount Collected	\$571,699.85

NOTE – Per the Tax Collector, the number of delinquent properties has consistently been in the area of 450 – 500 per quarter. Additionally, she advised that the “have received mostly favorable comments on the billing” since we brought it in-house.

13. Please provide information regarding issues with salaries for the recreation department. (Troy Wyant) and any other issues that may have occurred?

As stated in the past, as well as by the Borough Attorney at the last meeting, this is an internal personnel issue above the authority of Council. As such, I can not comment on this issue.

In addition to the questions above, subsequent to the Council meeting, since he was not in attendance, I received the following questions from Councilman Cioni:

1. Where are we with the DPW completion and any litigation to recoup penalty monies?

The salt shed has received the Certificate of Occupancy for its use. The DPW is already in the process of removing the salt from the old shed to the new one. The main building is a few weeks behind schedule due to weather related issues, but is progressing fine. I met with the State Building Official on-site several times, along with the engineer and contractor and have compiled a punch-list of items that need to be addressed prior to us being able to use the facility. These items are all minor in detail and I do not expect any major delays in addressing them. The Building inspector has advised that once all of these issues are addressed, he will issue a Temporary Certificate of Occupancy so we can begin using the main building. We will not receive a final Certificate of Occupancy until the oil/water separator is purchased and installed in the wash bay. We are obtaining process for this piece of equipment now, and will schedule the installation accordingly.

I am trying to work with the bonding company to come to an agreement without going to litigation as it relates to the liquidated damages to no avail. I will continue to pursue this option until all else fails to delay additional legal expenses. I will be sure to keep Council abreast of the situation.

2. Where are we with replacing the concrete at the pool?

I spoke with CFM construction prior to the end of the season regarding the additional repair work that they needed to do as a result of the deficiencies in their original construction. They acknowledged their responsibility and were going to address these issues at the end of the season, which should begin when the winterization of the pool begins.

3. Once Council receives the Recreation year end report – specifically how the pool did, if Council decides to keep the pool open again, we would have to move on replacement of the Well Pump in the off-season?

Yes. I have no doubt that I can get NJAW to donate the water needed to fill the pool initially, but the well pump would be needed to maintain the water level throughout the season. Otherwise, we would need to use public water to maintain the level, as we did in 2010, which can be costly.

4. What is the status on the JCP&L grant? Has there been any decision on how/what to best apply for?

On September 1st, the Grants Committee Chairperson (Councilwoman Gleba) sent an e-mail to all Grants Committee members stating that she “recommends that we each put together specific questions for Rich and send them to me for compilation and I will submit them all at once to Rich.” As of this memo, I have not received any correspondence from the Committee on this.

As I was out last week, I was planning on completing the Grants Committee Coversheet this week, as required by the Grants Committee Chair this week and sending to her attention ASAP.

Also, in response to an e-mail sent out by the Borough Clerk on Sept. 8th relating to the “General Engineering” invoices listed on the most recent bill list, I wanted to provide Council with the YTD expenditures under this contract. As you recall, Council awarded a contract not to exceed \$45,000 to Suburban Consulting Engineers for this service. As of this report, we have spent \$26,822.86 on this service in 2010.

Finally, after listening to the audio from the last Council meeting, I would like to take the opportunity to comment several additional issues brought forward by Councilman Higgins, which are as follows:

1. Discussions relating to Shared Services Agreements

Councilman Higgins questioned conversations with the Township of Washington relating to various Shared Services. He specifically stated that “There are discussions taking place right now about the motor pool stuff that I don’t know if everybody on the Council is aware of.”, and that “I want that discussed at a Council meeting before any discussions go any further.” As a result of these statements, as well as the reference to the letter from the Township Mayor, I would like to state the following:

- a. **Construction Department:** It seems that the Borough received a letter (to which I was not copied on) from the Washington Township Mayor Elbassiouny regarding a Shared Services Agreement for a construction department. This letter sparked conversation on whether or not there were ongoing negotiations with the Township without the Borough Council’s knowledge. It should be noted that the only time that I spoke with the Township on this issue, **to which I had prior approval from the Borough Council**, was in 2009, as was stated in my October 30, 2009 Weekly Report and attached memorandum. If there were additional discussions on this issue, I was not involved in them. I can only assume that this letter is being sent out in response to our 2009 meeting.
- b. **Automotive Repair:** On September 1, 2010, I sent a e-mail to the Shared Services Committee (Councilman Boyle, Councilman Higgins, Mayor McDonald) advising them about a possible Shared Service that I thought of relating to automotive repair, to which I supplied a “draft” agreement for their review. Later that day, I received an e-mail from the Shared Services Committee Chair (Councilman Boyle) which stated in part “All avenue's need to be researched. So I recommend to go forward with the idea.” pending final discussion and approval by the Borough Council. Only after approval from the Committee did I contact the Township regarding this request. Since my initial contact with the Township on September 2, 2010, I have not engaged them in any dialogue on this issue, nor have I received a response from them regarding this issue.

Additionally, it should be noted that it has been the practice of the Borough Council to have the various “sub-committees” (IE: Cable Advisory, DPW Garage, Finance, Grants, Senior Services, Sewer, Shared Services, Streets, Website) proactively move forward with actions and/or discussions they felt were relevant and bring their findings back to the full Council for further discussion and approval. Both “A” and “B” above reflect just that. If Council would like to change this procedure, they can do so at any time.

Under no circumstances have I engaged any municipality in discussions relating to Shared Services without the prior approval from the Shared Services Committee Chair or Borough Council as a whole.

I hope that the above address Council’s concerns. As always, if you have any questions, feel free to contact me anytime.

2010 Washington Township Police Department Budget by line-item and municipality

Item	Total	Boro	Twsp	Oxford	Grant	Boro %	Twsp %	Oxford %	Total %
Police salaries	\$2,484,771	\$1,058,854	\$1,058,854	\$280,063	-\$87,000	44.16%	44.16%	11.68%	100.00%
Secretaries salaries	\$102,665	\$51,332	\$51,332	\$0		50.00%	50.00%	0.00%	100.00%
Crossing guards salaries	\$122,025	\$117,525	\$4,500	\$0		96.31%	3.69%	0.00%	100.00%
Police pension	\$629,735	\$292,127	\$292,127	\$45,481		46.39%	46.39%	7.22%	100.00%
Secretaries pension	\$9,189	\$4,594	\$4,594	\$0		50.00%	50.00%	0.00%	100.00%
Guards pension	\$10,471	\$10,471	\$0	\$0		100.00%	0.00%	0.00%	100.00%
JIF	\$46,200	\$20,000	\$20,000	\$6,200		43.29%	43.29%	13.42%	100.00%
SSI & Medicare police	\$712,360	\$95,468	\$95,468	\$21,425		44.96%	44.96%	10.09%	100.00%
SSI & Medicare guards	\$9,335	\$8,991	\$344	\$0		96.31%	3.69%	0.00%	100.00%
Unemployment police	\$24,948	\$10,811	\$10,811	\$3,326		43.33%	43.33%	13.33%	100.00%
Unemployment guards	\$3,417	\$3,291	\$126	\$0		96.31%	3.69%	0.00%	100.00%
Disability police	\$4,455	\$1,931	\$1,931	\$594		43.33%	43.33%	13.33%	100.00%
Disability guards	\$610	\$588	\$23	\$0		96.31%	3.69%	0.00%	100.00%
Medical insurance	\$341,550	\$146,378	\$146,378	\$48,793		42.86%	42.86%	14.29%	100.00%
Overtime	\$778,517	\$111,759	\$111,759	\$40,000	-\$15,000	42.41%	42.41%	15.18%	100.00%
Holiday	\$61,000	\$26,000	\$26,000	\$9,000		42.62%	42.62%	14.75%	100.00%
Education	\$16,916	\$7,250	\$7,250	\$2,416		42.86%	42.86%	14.28%	100.00%
Vehicles	\$74,000	\$30,000	\$30,000	\$14,000		40.54%	40.54%	18.92%	100.00%
Fuel	\$40,000	\$18,000	\$18,000	\$4,000		45.00%	45.00%	10.00%	100.00%
Maintenance	\$30,000	\$12,500	\$12,500	\$5,000		41.67%	41.67%	16.67%	100.00%
Uniforms	\$28,000	\$12,000	\$12,000	\$4,000		42.86%	42.86%	14.29%	100.00%
Misc. vehicle expenses	\$11,700	\$5,000	\$5,000	\$1,700		42.74%	42.74%	14.53%	100.00%
Equipment	\$40,000	\$12,000	\$12,000	\$6,000	-\$10,000	40.00%	40.00%	20.00%	100.00%
Misc. expenses	\$21,600	\$9,250	\$9,250	\$3,100		42.82%	42.82%	14.35%	100.00%
Computer maintenance	\$10,500	\$4,500	\$4,500	\$1,500		42.86%	42.86%	14.29%	100.00%
Dues, conventions	\$11,700	\$5,000	\$5,000	\$1,700		42.74%	42.74%	14.53%	100.00%
Office supplies	\$8,750	\$3,750	\$3,750	\$1,250		42.86%	42.86%	14.29%	100.00%
Grand Total	\$4,634,413	\$2,079,369	\$1,943,496	\$499,548	-\$112,000	45.98%	42.97%	11.05%	100.00%
Crossing guard total	\$145,858	\$140,865	\$4,993			96.58%	3.42%	0.00%	100.00%
Police total	\$4,376,555	\$1,938,504	\$1,938,504	\$499,548		44.29%	44.29%	11.41%	100.00%

ORDINANCE # 13-2010

AN ORDINANCE AMENDING CHAPTER 85 OF THE CODE OF THE BOROUGH OF WASHINGTON AMENDING MUNICIPAL PARKING LOT HOURS

WHEREAS, the Mayor and Council believe it is beneficial for the municipality to provide consistent and uniform municipal parking lot hours to provide convenience for customers, residents, and current businesses.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Washington, in the County of Warren and State of New Jersey, that Chapter 85 entitled "Vehicles and Traffic" of the Code of the Borough of Washington be amended as follows:

Section 1. Section 59 entitled "Names and locations of lots; hours; charges" of Article XIV entitled "Municipal Parking Lots" of Chapter 85 is hereby amended as follows:

A. Subsection B is hereby amended as follows:

B. Borough Hall Parking Lots. Parking is permitted in parking lots adjacent to the municipal building for Borough Hall business and for business at Taylor Street School. Overnight parking is prohibited from 3:00 a.m. to 6:00 a.m. except for borough employees.

B. Subsection C is hereby amended as follows:

C. Other Lots. Parking is permitted by permit purchased from the Borough of Washington for overnight parking between the hours of 3:00 a.m. and 6:00 a.m. only in the following municipal parking lots:

1. Southern Plaza, located at the eastern end of Allegar Street.
 2. Western Plaza, located on the eastern side of South Lincoln Avenue, south of West Washington Avenue.
 3. South Central Plaza, located on the driveway between East Washington Avenue and Allegar Street.
 4. East Church Street Plaza, located on the south side of East Church Street, west of 25 East Church Street.
 5. Broad Street Plaza, located on the west side of Broad Street, south of the former Public Library building.
 6. North Central Plaza, located at 46-52 East Washington Avenue
 7. Center Plaza, located adjacent to 64-68 East Washington Avenue (Midtown)
- Permit is required to park in the above lots between the hours of 3 a.m. and 6 a.m.

Section 2. Section 70 of Article XIV entitled "Municipal Parking Lots" of Chapter 85 is amended as follows:

§85-70. Parking stickers for municipal lots.

Parking stickers in a form, shape and color to be designated by the Borough of Washington shall be available for purchase from the Borough Clerk for the sum of \$12 per month or \$144 for the entire year for overnight parking in municipal parking lots designated in Section 85-59 C. An overnight sticker for municipal lots shall be effective from 3:00 a.m. to 6:00 a.m. Any vehicle parking in an area requiring stickers that does not have a sticker shall be towed away at the owner's expense and risk.

Section 3. All ordinances or parts of ordinances or resolutions that are in conflict with the provisions of this Ordinance are repealed to the extent necessary.

Section 4. If any article, section, subsection, term or condition of this Ordinance is declared invalid or illegal for any reason, the balance of the Ordinance shall be deemed severable and shall remain in full force and effect.

Kristine Blanchard, Clerk

Adopted:

Issues by Assigned To

Thursday, September 16, 2010
1:32:43 PM

Status	Title	Due Date	Priority	Category	Opened By	Opened Date
Debbie Smolar						
Resolved		07-Sep-10	(2) Normal	Mun.Serv Request W	Debbie Smolar	07-Sep-10
Resolved		07-Sep-10	(2) Normal	Mun.Serv Request W	Debbie Smolar	07-Sep-10
Resolved		07-Sep-10	(2) Normal	Mun.Serv Request W	Debbie Smolar	07-Sep-10

Issue Count: 0

Status	Title	Due Date	Priority	Category	Opened By	Opened Date
John Burd						
Active		23-Aug-10	(1) High	Curbs	Debbie Smolar	19-Aug-10
Resolved		03-Sep-10	(1) High	Special Detail	Debbie Smolar	03-Sep-10
Resolved		07-Sep-10	(2) Normal	Special Detail	Debbie Smolar	01-Sep-10
Resolved		08-Sep-10	(2) Normal	Special Detail	Debbie Smolar	02-Sep-10
Resolved		09-Sep-10	(2) Normal	Special Detail	Debbie Smolar	07-Sep-10
Resolved		17-Sep-10	(2) Normal	Pot Holes	Debbie Smolar	10-Sep-10

Issue Count: 0

Status	Title	Due Date	Priority	Category	Opened By	Opened Date
Local Code Official						
Active		16-Jul-10	(2) Normal	Mun.Serv Request W	Debbie Smolar	08-Jul-10

Active	working on it	17-Jul-10 (2) Normal	Grass cutting	Debbie Smolar	08-Jul-10
Active		08-Sep-10 (2) Normal	Grass cutting	Debbie Smolar	02-Sep-10
Active		13-Sep-10 (2) Normal	Grass cutting	Debbie Smolar	09-Sep-10
Active		14-Sep-10 (2) Normal	Special Detail	Debbie Smolar	09-Sep-10

Issue Count: 0

Status	Title	Due Date	Priority	Category	Opened By	Opened Date
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Rudy Beschere

Active	Code Enforcement	26-May-10 (2) Normal	Code / Zoning	Debbie Smolar	24-May-10
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Issue Count: 1

Issues Details

Thursday, September 16, 2010

1:32:53 PM

Issue 275 Code Enforcement

Assigned To:	Rudy Bescherer	Status	Active
Opened By:	Debbie Smolar	Category	Code / Zoning
Opened Date	24-May-10	Priority	(2) Normal
		Due Date	5/26/2010

Rudy, please call Desiree Rimback at 908-590-1801 on Wednesday, May 26 from 11:00 am on. She needs to know where the property begins and ends for parking. Her address is 14 N. Jackson Avenue (Block 26 Lot 6). There seems to be a dispute between her and her neighbor at 12 N. Jackson Avenue on parking issues.

Please advise the Manager's Office of the outcome.

Thank you,
Debbie

Issue 295

Assigned To:	Local Code I Official	Status	Active
Opened By:	Debbie Smolar	Category	Grass cutting
Opened Date	08-Jul-10	Priority	(2) Normal
		Due Date	7/17/2010

Rich, Wendy Pickett from 10 Flower Avenue called in to complained about a beauty salon 's located on Route 57 that their grass is very high. This is right next to her house. There are skunks living in the grass as well as a raccoon. She said it is tic invested. Her phone # 652-1738.

Debbie

7/26/10: This is private property which someone still lives there. This is a code enforcement issue.

Issue 297

Assigned To:	Local Code I Official	Status	Active
Opened By:	Debbie Smolar	Category	Mun.Serv Request Website
Opened Date	08-Jul-10	Priority	(2) Normal
		Due Date	7/16/2010

Rich, I received a Municipal Service Request from Mr. Beers from 52 South Lincoln Ave concerning a parking complaint. Evidently his neighbor at 24 Monroe Street is parking on the lawn and this is violation of the Borough Ordinance. He wants an official to give a give a warning to the new residents. His phone # 908-689-7641.

I have forwarded this e-mail to you.

Debbie

Issue 312

Assigned To:	John Burd	Status	Active
Opened By:	Debbie Smolar	Category	Curbs
Opened Date	19-Aug-10	Priority	(1) High
		Due Date	8/23/2010

John, Rich would like the DPW to repaint the yellow curbs along North Prospect, Carlton and Miller Ave.

Please advise the Manager's Office when this is done.

Thank you,

Debbie

Issue 315

Assigned To:	John Burd	Status	Resolved
Opened By:	Debbie Smolar	Category	Special Detail
Opened Date	01-Sep-10	Priority	(2) Normal
		Due Date	9/7/2010

John, Rich is requesting that there are approximately 125 boxes that need to be remove from the Municipal Court office to the Mansfield Township Court on Tuesday, September 7, 2010 and 10 boxes on September 30, 2010 to the same location.

Please advise the Manager's Office when all the boxes have been moved and relocated.

Thank you,
Debbie

9/16/10: peR John Burd this is done.

Issue 316

Assigned To:	John Burd	Status	Resolved
Opened By:	Debbie Smolar	Category	Special Detail
Opened Date	02-Sep-10	Priority	(2) Normal
		Due Date	9/8/2010

John, we received a report from a concern citizen that there are 2 speakers on the corner of Brown St. and Jackson.

Please remove the speakers since it looks like someone just dump them there and advise the Manager's Office when this is done.

Thank you,
Debbie

Per John Burd this was done on 9/4/10

Issue 317

Assigned To:	Local Code I Official	Status	working on it
Opened By:	Debbie Smolar	Category	Grass cutting
Opened Date	02-Sep-10	Priority	(2) Normal
		Due Date	9/8/2010

John, per Rich please cut the grass and weeds at the house on Harding Drive that is vacant that you received a phone call on.

Please advise us of the address as well as when this work order is done.

Thank you,
Debbie

9/16/10 Per John Burd this is not a vacant house gave this to the new Code Officer.

Issue 318

Assigned To:	John Burd	Status	Resolved
Opened By:	Debbie Smolar	Category	Special Detail
Opened Date	03-Sep-10	Priority	(1) High
		Due Date	9/3/2010

John, I received a complaint concerning a garbage issue from a vacant house at 30 South Lincoln Ave. there is a terrible odor coming from it. The resident that complained are from 28 South Lincoln Ave.. Please clean out the garbage and any grass that needs to be cut.

Please advise the Manager's Office when this is done.

Debbie

Blk 95 Lot 28

Per John Burd this was done on 9/3/10. It took 1 hour and 2 men.

Issue 319

Assigned To:	Debbie Smolar	Status	Resolved
Opened By:	Debbie Smolar	Category	Mun.Serv Request Website
Opened Date	07-Sep-10	Priority	(2) Normal
		Due Date	9/7/2010

I received a Municipal Service Request from Ms. Marci Braunstein concerning having a rummage sale on a Sunday at the Jewish Center. The request went to the Borough Clerk and she is giving the request to the Borough Council.

I have e-mailed Ms. Braunstein this information.

Debbie Smolar

Issue 320

Assigned To:	Debbie Smolar	Status	Resolved
Opened By:	Debbie Smolar	Category	Mun.Serv Request Website
Opened Date	07-Sep-10	Priority	(2) Normal
		Due Date	9/7/2010

I received a Municipal Service Request from Jennifer McLaughlin a resident of Washington Borough requesting information if she can be on the map for the town wide sale.

I e-mailed Ms. Laughlin the phone number of the BID office so she can call them to see if her request can be granted.

Debbie Smolar

Issue 321

Assigned To:	Debbie Smolar	Status	Resolved
Opened By:	Debbie Smolar	Category	Mun.Serv Request Website
Opened Date	07-Sep-10	Priority	(2) Normal
		Due Date	9/7/2010

I received a Municipal Service Request from Ms. Archibald a resident from the Borough requesting if she can be on the map for the town wide sale.

I e-mailed Ms. Archibald the phone number of the Washington BID's Office to see if her request can be granted.

Debbie

Issue 322

Assigned To:	John Burd	Status	Resolved
Opened By:	Debbie Smolar	Category	Special Detail
Opened Date	07-Sep-10	Priority	(2) Normal
		Due Date	9/9/2010

John, please designate a handicapped parking space at 7 Jackson Ave. See the attached Ordinance# 8-2010 for details.

Please advise the Manager's Office when this is done.

Debbie

Per John Burd this was done on 9/8/10

Issue 323

Assigned To:	Local Code I Official	Status	Active
Opened By:	Debbie Smolar	Category	Grass cutting
Opened Date	09-Sep-10	Priority	(2) Normal
		Due Date	9/13/2010

Michael, it has been brought to our attention that the following property's grass is very high. This is a rental property. Blk 21.01 Lot 4.02

24 West Stewart St.

Please advise the Manager's Office when this is done.

Thank you,
Debbie

Issue 324

Assigned To:	Local Code I Official	Status	Active
Opened By:	Debbie Smolar	Category	Special Detail
Opened Date	09-Sep-10	Priority	(2) Normal
		Due Date	9/14/2010

Michael, I received a phone call from the neighbor next to 22 North Jackson Ave. The complaints are the following: grass and weeds very high and odor coming from the house. According to our record this is a rental property. Blk 26 Lot 4.01

Please advise the Manager's Office when this is handled.

Debbie

Issue 325

Assigned To:	John Burd	Status	Resolved
Opened By:	Debbie Smolar	Category	Pot Holes
Opened Date	10-Sep-10	Priority	(2) Normal
		Due Date	9/17/2010

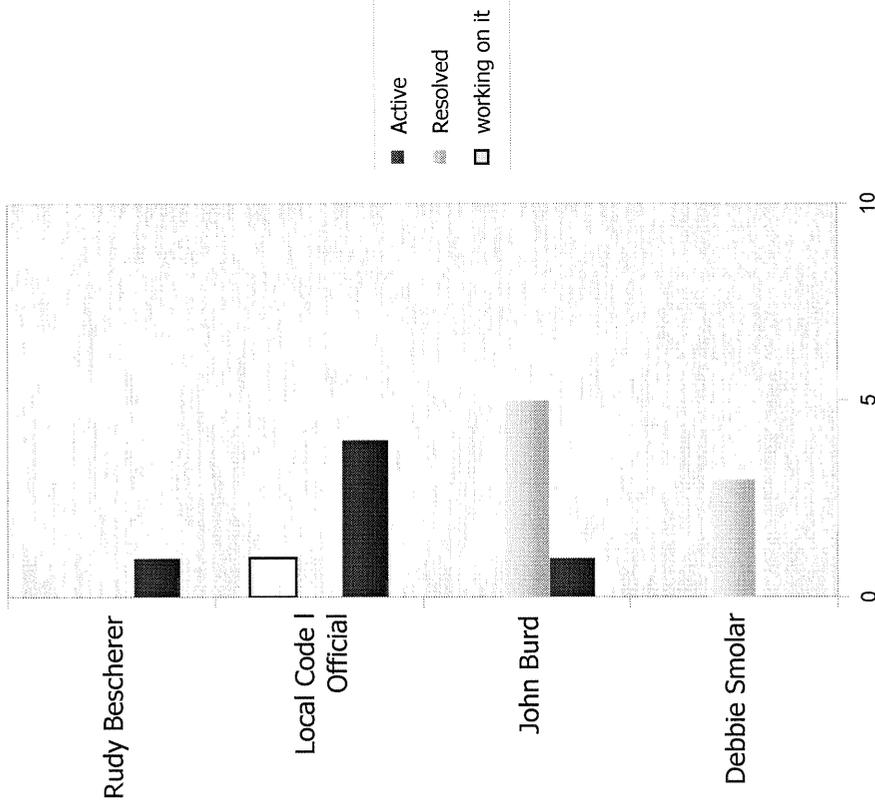
John, I received a Municipal Service Request through the website from Mr. Theodore at 16 Oak Ridge Rd requesting that the road in front of his house be resurfaced down to Elizabeth Ave.. He claims it is in complete disrepair.

Please advise the Manager's Office as to the assessment of this matter and when it is completed.

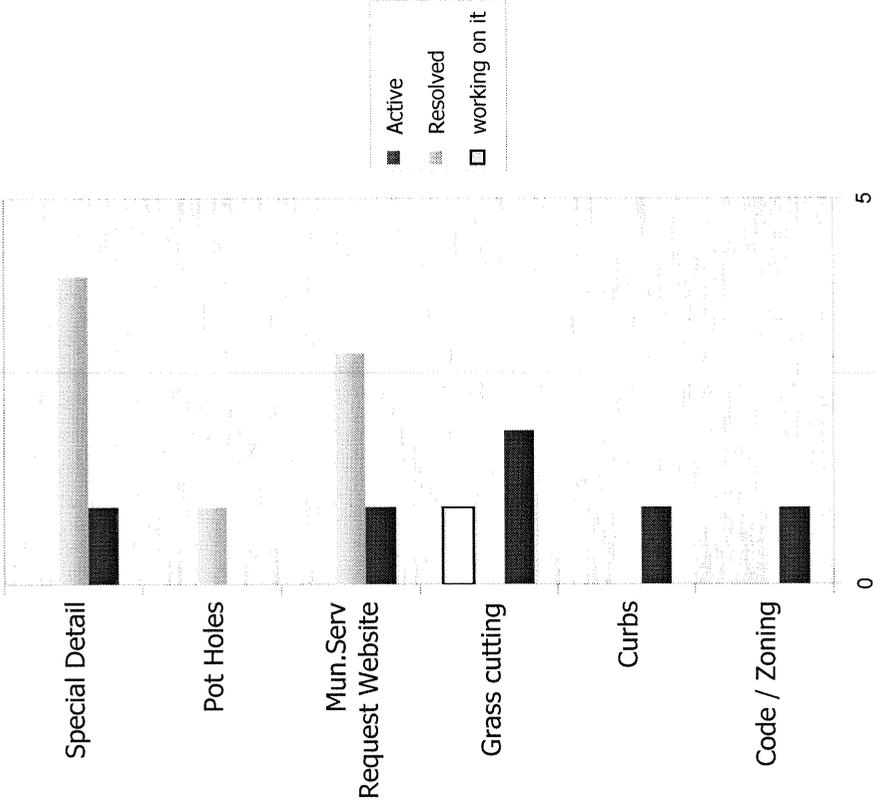
Thank You,

Debbie

Issues by Assigned To



Issues by Category





MANAGERS WEEKLY REPORT

9/3/10

Unfortunately, I have not heard whether or not we have been successful in our Transitional Aid application. I did speak with the State this week as to the status. They have advised that "DLGS is done with our portion of the review and we are waiting for the "ok" from the Commissioner's Office. I expect that to happen within the next few days." As soon as I hear anything, I will be sure to let everyone know. If we do not hear anything soon, we will be required to apply for a Levy CAP waiver from the Local Finance Board on Sept. 17th in Trenton. Just in case this needs to occur, Council will need to adopt a resolution on 9/8/10 authorizing the Borough to submit a CAP waiver application to the State; otherwise we can not go to Trenton.

The monthly TYD financial reports have been posed on the website.

We have nearly completed the FAQ page on the Borough website relating to the initiative question on the forensic audit that Council had approved moving forward with. I reached out to Bob Dell Elba (He was listed as a member of the Committee of Petitioners on the initiative question) as well. Specifically, I asked him what questions had he been asked while soliciting signatures so I can include them on the FAQ document. He supplied nearly a dozen very good questions which we have incorporated. Additionally, the website committee has reviewed and commented as well. Once we make the final changes to the document, it will be placed on our website.

I was recently copied on a letter from a resident that was sent to the Washington Township Mayor. Since it specifically had to do with the Shared Service Agreement for Police Services, I felt that I should pass this along for your review. As such, I have attached it to this weeks report.

The audit has been completed and will be placed on the Sept. 7th Council agenda for your review and acceptance. Both the auditor and CFO will be in attendance to answer any question Council may have.

Attachments:

- Letter from resident RE: SSA for Police Services

21 August 2010

The Honorable Samir Elbassiouny
Washington Township
211 Route 31 North
Washington, New Jersey, 07882

Dear Mayor Elbassiouny,

I recently made an OPRA request from Washington Township for a line-item breakdown of the Police Department budget and how the costs were shared among the three communities that fund the Department's operations. Much to my surprise, I was not able to obtain this information from Washington Township, but after I made inquiries with Mr. Richard Phelan, Manager of Washington Borough, he supplied me with what appears to be a reasonably accurate summary of the Police Department budget.

After reviewing the figures that I received from Mr. Phelan, I have several questions that I hope you can answer. The first concerns how grant monies are credited to a budget line in order to offset the need for municipal appropriations from the three communities. Under current practice it would appear that grant monies used to fund a particular budget line are first deducted from the overall budget and the remainder is then apportioned among the three communities according to a fixed formula, which I assume is based on population. The current budget, for instance, contains an \$87,000 grant (see enclosed table) from the state that was used to reduce police salaries by the same amount. This methodology treats the three communities equally, and gives each a \$29,000 reduction in appropriations necessary to fund salaries. I would argue that grant monies should be credited differently, however, and should be allocated using the same formula that determines a municipality's overall share of the budget. In the case of police salaries this would probably increase the subsidy that the Boro and the Township receive from \$58,000 to approximately \$74,000. Although this is a relatively minor change, I see no reason why grant monies should be allocated on an equal basis when nothing else in the budget is divided in this manner.

Another perplexing practice concerns the wide variation in the percentage of the budget charged to Oxford Township. In terms of salaries and benefits, for example, Oxford pays about 11.7 percent of salaries, 14.3 percent of health insurance, and 7.2 percent of pension costs. Why do these percentages vary so widely? Why does Oxford pay nothing toward the cost of the police secretaries, who presumably provide services to the residents of Oxford? I realize that Oxford is participating on a pro-rated basis in 2010, but the current budget would seem to indicate that the Borough and the Township are subsidizing the police costs of Oxford.

Some of the charges associated with equipment and fuel are equally perplexing. Oxford Township, which is three times larger than the Boro in terms of area, pays only 10 percent of the costs of fuel but closer to 20 percent of the costs for vehicles and equipment. Why the variation? The percentage of costs attributed to each community should be consistent across budget categories, and not vary widely as is the case currently.

The budget ledger that I received from the Township in response to my OPRA request also contained other grants that would appear to be related to police operations but are not included in the calculations used to determine the support needed from a given municipality. For example, the ledger lists a \$29,649 grant related to drunk driving prevention, a \$4,000 "Click it or Ticket" grant, and a small \$817 grant for the purchase of equipment that are not included in the line items that I received from Mr. Phelan.

For your information, I have included a table of the line items that I received from Mr. Phelan along with calculations that indicate the percentage of a given budget item that each community funds. These figures are not completely accurate since the adopted Township budget indicates that the Boro is paying about \$53,000 less than what is in the table and Oxford is paying \$22,000 more.

In the future, I would hope that a summary of the Police Department budget along with the charges attributed to each community would be made readily available to the public on the Township or Police Department website.

I appreciate any attention that you may give to this matter, and I look forward to your reply.

Sincerely,

Terence Finnegan

23 Youmans Ave

Washington, New Jersey 07882

c. Richard Phelan, Borough Manager

c. Richard Cushing, Borough Attorney

Washington Borough Court
Monthly Report
For the Month of August, 2010

Following is my final report for Washington Borough Municipal Court.

Traffic

This past month, we had 0 new DWI summons, 72 moving violations, and 64 parking summonses issued for a total of 136 traffic summonses newly filed with this court and entered into ATS. This court has disposed of 0 DWIs, 79 moving and 37 parking summonses. At the end of the month, we have 3 DWIs, 126 moving and 121 parking summonses pending.

Criminal

We have added 6 new indictable charges, 15 DP and PDP charges and 20 Borough Ordinances into the ACS system. We have disposed of 16 DP and PDP charges and 18 Borough Ordinances which leaves 144 pending DP & PDP charges and 121 Borough Ordinances. We have collected \$12,389.01 this month of which the Borough received \$5,954.78. In addition to the daily functions, we have collected \$2183.50 cash bail and disbursed \$1,609.50 cash bail.

Failure to appear notices and delinquent time payment notices are mailed out weekly. We have issued warrants and have suspended the driving privileges of defendants who have failed to appear, who are seriously delinquent in their time payments or for non-compliance of court orders.

Other

There was 1 new case referred to Community Dispute Resolution Program this month.

Respectfully submitted,



Virginia A. Cortese, C.M.C.A.

Date: September 15, 2010

REPORT ID: TFC01610-0
 RUN DATE: 09/05/2010
 RUN TIME: 04:27

NJ AUTOMATED TRAFFIC SYSTEM
 AOC REPORT-TRAFFIC SECTION
 WASHINGTON BORO COURT
 FROM 08/01/2010 TO 08/31/2010

IX. TOTAL CHARGES PENDING-BEGINNING OF MONTH	DWI	ALL OTHER	PK ONLY
X. CHARGES ADDED	3	139	105
A NEWLY FILED IN THIS M. C.			
B REMANDED BY COUNTY PROSECUTOR		72	64
C RECEIVED FROM ALL OTHER COURTS			
D REINSTATED (PREVIOUSLY DISPOSED)		2	
E TOTAL CHARGES ADDED		74	64
XI. CHARGES DISPOSED BY:			
A REFERRAL TO COUNTY PROSECUTOR		2	
B REFERRAL TO ALL OTHER COURTS			
C VIOLATIONS BUREAU (R. 7:12-4)		39	36
D CLOSED PER R. 7:8-9		9	
E ENTRY OF GUILTY PLEA		15	
F A FINDING OF GUILT AFTER TRIAL		1	1
G A FINDING OF NOT GUILTY AFTER TRIAL		8	
H DISMISSAL		4	
I OTHER FORMS OF ADJUDICATION		4	
J TOTAL CHARGES DISPOSED		78	37
XII. CHARGES PENDING-END OF MONTH (BY AGE FROM DATE OF COMPLAINT)			
A PENDING FOR 0 TO 60 DAYS:			
1 OPEN, ACTIVE (WARRANT NOT ISSUED)		74	45
2 WARRANT ISSUED			2
B FOR 61 DAYS OR LONGER:			
1 OPEN, ACTIVE (WARRANT NOT ISSUED)		58	28
2 WARRANT ISSUED		3	58
C TOTAL CHARGES PENDING - END OF MONTH		135	133
XIII. SENTENCES IMPOSED ON EACH CHARGE			
A JAIL SENTENCE		2	
B REVOCATION/SUSPENSION OF MV LICENSE		2	
C PROBATION (R. 7:9-1(C))			
D COMMUNITY SERVICE		1	
E FINE IMPOSED		21	1
XIV. DEFENDANTS SENTENCED AND COMMITTED TO JAIL		3	
XV. MONIES ASSESSED OR FORFEITED: (VIOLATIONS BUREAU AND OPEN COURT)			
A TOTAL FINES, PENALTIES, AND SURCHARGES		7,586.00	916.50
B TOTAL COURT COSTS IMPOSED		1,740.00	679.50
C TOTAL CASH BAIL FORFEITURES (- REINSTATEMENTS) (PK INCLUDED IN ALL OTHER)			

XVI. DISTRIBUTION OF MONIES
 A GENERAL CASH BOOK
 B BAIL BOOK

AYS 1525.00
 VCCB 4135.00
 DMV 2608.97
 COUNTY 1906.25
 MUNICIPAL 5298.78
 OTHER 4248.00
 TOTAL 12389.01

REPORT ID: CMC1610
 RUN DATE : 09/04/2010
 RUN TIME : 16:24

NJ AUTOMATED COMPLAINT SYSTEM
 AOC STATISTICAL REPORT - CRIMINAL SECTION
 WASHINGTON BORO COURT

PAGE: 1
 RUN : MONTHLY

(FROM 08/01/2010 TO 08/31/2010)

	INDICTABLE OFFENSES	D.P. & P.D.P. OFFENSES	ALL OTHER NON-TRAFFIC
I. TOTAL CHARGES PENDING - BEGINNING OF MONTH -----		167	112
II. CHARGES ADDED -----			
A. NEWLY FILED IN THIS MUNICIPAL COURT -----			
B. REMANDED BY COUNTY PROSECUTOR -----	9	20	19
C. RECEIVED FROM ALL OTHER COURTS -----			
D. REINSTATE (E.G., CD FAILURES) -----			
E. TOTAL CHARGES ADDED -----	9	1	19
-----		21	
III. CHARGES DISPOSED BY -----			
A. REFERRAL TO COUNTY PROSECUTOR -----		9	
B. REFERRAL TO ALL OTHER COURTS -----			
C. VIOLATIONS BUREAU (R. 7:7) -----			
D. ENTRY OF GUILTY PLEA -----		2	2
E. A FINDING OF GUILTY AFTER TRIAL -----			4
F. A FINDING OF NOT GUILTY AFTER TRIAL -----			1
G. DISMISSAL -----			
H. PLACEMENT IN A DIVERSIONARY PROGRAM -----		4	2
I. CLOSED PER R.7:8-9 -----		8	1
J. TOTAL CHARGES DISPOSED -----	9	23	10
IV. TOTAL CHARGES PENDING END OF MONTH (BY AGE FROM DATE OF COMPLAINT) -----			
A. FROM 0 TO 60 DAYS -----		27	16
1. OPEN, ACTIVE (NON-FUGITIVE) -----		32	48
2. OPEN, WARRANT ISSUED (FUGITIVE) -----			
B. FOR 61 DAYS OR LONGER -----			
1. OPEN, ACTIVE (NON-FUGITIVE) -----		61	10
2. OPEN, WARRANT ISSUED (FUGITIVE) -----		51	47
C. TOTAL CHARGES PENDING - END OF MONTH -----		171	121
V. SENTENCES IMPOSED ON EACH CHARGE -----			
A. JAIL SENTENCE -----		2	1
B. CONDITIONAL DISCHARGE -----			
C. REVOCATION/SUSPENSION OF MV LICENSE -----			
D. PROBATION (R. 3:21-7) -----			
E. COMMUNITY SERVICE -----			
F. FINE IMPOSED -----		2	5
DEFENDANTS SENTENCED AND COMMITTED TO JAIL -----		2	1
VII. COMPLAINTS AND NOTICES FILED -----			
A. NUMBER OF COMPLAINTS SUMMONES (CDR-1) -----	3	3	
B. NUMBER OF COMPLAINTS WARRANTS (CDR-2) -----	3	2	1
C. NOTICE IN LIEU OF -----			
VIII. MONIES ASSESSED OR FORFEITED (VIOLATIONS BUREAU AND OPEN COURT) -----			
A. TOTAL FINES IMPOSED -----	.00	610.00	1085.00
B. TOTAL VCCB PENALTIES ASSESSED -----	.00	100.00	.00
C. TOTAL COURT COST IMPOSED -----	.00	50.00	163.00
D. TOTAL CASH BAIL FORFEITURES -----	.00	.00	.00

REPORT: TFCL628
 DATE : 09/05/2010

AUTOMATED TRAFFIC SYSTEM
 MONTHLY MANAGEMENT REPORT
 WASHINGTON BORO COURT

A. TICKET INVENTORY		PARKING	MOVING	DWI	TOTAL	F. NON-DISPOSED CASE STATUS	CASES
ADDED DURING MONTH	64		72	0	136	1- ISSUED & PENDING TRIAL	94
DISPOSED DURING MONTH	37		79	0	116	1A- PENDING DMV LOOKUP	13
B. TICKETS PENDING - BY AGE							
1-30 DAYS	31		40	0	71	2- ELIGIBLE FOR FTA - FOR < 14 DAYS	2
31-60 DAYS	6		30	0	36	3- ELIGIBLE FOR FTA - FOR 14+ DAYS	0
61-90 DAYS	6		20	0	26	4- ELIGIBLE FOR DISMISSAL	19
91-120 DAYS	9		9	1	19	5- BAD CHECK - NOT ELIG FOR WARRANT	0
120+ DAYS	69		27	2	98	6- CASE STATUS - FTA	28
TOTAL	121		126	3	250	7- CASE STATUS - FTUD	0
C. ERROR REPORT							
(UNDISPOSED TICKETS)							
1- AUTOPIC ERROR STATUS	0		0	0	0	8- ELIGIBLE FOR WARRANT A- (MOVING)	21
2- TOTAL ERROR STATUS	0		1	0	1	B- (PARKING)	9
G. CLOSED/DSUS TICKETS IN INVENTORY							
TOTAL							
1- SUSPENDED LICENSE (DSUS)							
2- SUSPENDED REGISTRATION (RSUS)							
3- CLOSED RULE (CLOS)							
TOTAL							
1- 1-60 DAYS							
2- 61-120 DAYS							
3- 120+ DAYS							
TOTAL							
14- CASE STATUS - UNSV							
15- OTHER STATUSES							
TOTAL							
250							

REPORT: TFCL1628
 DATE : 09/05/2010

AUTOMATED TRAFFIC SYSTEM
 MONTHLY MANAGEMENT REPORT
 WASHINGTON BORO COURT

D. RESERVED CASES

1- RESERVED DECISION 0 0
 2- RESERVED MOTION 0 0

E. FINANCIAL

1- TIME PAYMENTS (ADJUDICATED CASES) 78
 2- AMOUNT OUTSTANDING \$ 116,645
 3- COLLECTIONS DURING MONTH \$ 1,486
 4- BAIL FORFEITURES \$ 0
 5- BAIL ACCOUNT BALANCES \$ 187
 6- SUSPENSE FUND BALANCE \$ 0
 7- CASES ON OVER-PAYMENT STATUS
 8- VALUE OF TOTAL NON-REFUNDED OVER-PAYMENTS

H. TICKET ASSIGNMENT

1- ASSIGNED BUT NOT ISSUED: 73
 0-60 DAYS 71
 60-121 DAYS 42
 121-180 DAYS 67
 181+ DAYS 253
 TOTAL

I. WORK MANAGEMENT (DAILY WORK VOLUME)

2- ISSUED MONTHLY, BUT NOT ASSIGNED: 2
 332
 145,411
 8,315
 # OF CASES
 1- LOCAL POLICE TICKETS ARE GREATER THAN 4 DAYS FROM ISSUE DATE 2
 2- STATE POLICE TICKETS ARE GREATER THAN 7 DAYS FROM ISSUE DATE 5
 3- COURT DATE IS MORE THAN:
 A- 60 DAYS FROM TODAY 3
 B- 90 DAYS FROM TODAY 9

J. CASE PROCESSING: FOLLOW-UP INCOMPLETE

1- TICKETS > 2 YRS BUT < 2 1/2 YRS. MOVING 0
 PARKING 1
 2- TICKETS > 2 1/2 YRS BUT < 3 YRS. MOVING 0
 PARKING 0
 3- TICKETS OVER 3 YRS OLD. MOVING 2
 *PARKING 0
 *DISMISSAL IS REQUIRED FOR PARKING.

REPORT ID: CWC1628
 RUN DATE : 09/04/2010
 RUN TIME : 16:23

NJ AUTOMATED COMPLAINT SYSTEM
 MONTHLY MANAGEMENT REPORT
 WASHINGTON BORO COURT

PAGE: 1
 RUN : MONTHLY

AS OF : 09/01/2010

A. COMPLAINT INVENTORY		INDICTABLE	DIS PERS	OTHER NON TRAF	TOTAL	F. NON-DISPOSED CASE STATUS	CASES
1. ADDED DURING MONTH		6	15	20	41	1. ISSUED AND PENDING TRIAL	69
2. DISPOSED DURING MONTH		6	16	18	40	2. ELIGIBLE FOR FTA - < 14 DAYS	1
B. COMPLAINTS PENDING - BY AGE							
1. 1 - 30 DAYS			13	23	36	3. ELIGIBLE FOR FTA - > 14 DAYS	16
2. 31 - 60 DAYS			37	41	78	4. CASE STATUS - FTA	
3. 61 - 90 DAYS			21	12	33	5. CASE STATUS BAD CHECK, UNDE	
4. 91 - 120 DAYS			16	12	28	6. ELIGIBLE FOR WARRANT	
5. 121 + DAYS			57	33	90	A. ANY CASES NOT IN DSUS	9
TOTAL			144	121	265	*B. ANY CASE IN DSUS	
						7. ELIGIBLE FOR DSUS	3
						**A. CASE STATUS - FTA	
						B. CASE STATUS - WARR	
						8. WARR OUTSTANDING - NOT ELIGIBLE FOR DSUS	170
						9. OTHER CASE STATUSES A) 1 - 60 DAYS	
						(HELD, MILLI, RDEC, B) 61 - 120 DAYS	
						TRAF, EWAR) C) 121 - 180 DAYS	
						D) 181 + DAYS	
						10. OTHER CASES	
						TOTAL	265

C. ERROR REPORT (UNDISPOSED COMPLAINTS)

OFFENSE ERROR STATUS

G. WORK FLOW MANAGEMENT	TOTAL
1. LOCAL COMPLAINTS ENTERED > 4 DAYS FROM ISSUED DATE	1
2. STATE COMPLAINTS ENTERED > 7 DAYS FROM ISSUED DATE	1

D. FINANCIAL SUMMARY - MONTHLY COLLECTIONS

FINES	2235.00
COSTS	364.00
MISC (VCCB)	1484.51
TOTAL	4083.51

E. TIME PAYMENTS ACCOUNTS - SUMMARY

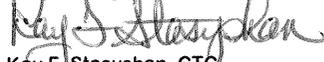
	# OF ACCOUNTS	# OF COMPLAINTS	\$VALUE
1. OPEN AND RCAL	75	118	30892.34
2. DELINQUENT	15	24	6243.00
3. BAD CHECK	2	6	2205.00
4. ELIGIBLE DSUS	209	361	110679.07
5. DSUS STATUS	64	96	33255.86
6. TOTAL OUTSTANDING	365	605	183275.27

*THIS NUMBER IS NOT INCLUDED IN TOTAL
 **THIS NUMBER CAN BE INCLUDED IN ELIGIBLE FOR WARRANT TOTALS

**Tax Collector's Revenue Report
2010**

<u>REVENUE</u>	<u>AUGUST 2010</u>	<u>REVENUE YEAR TO</u>
<u>REVENUE</u>	<u>REVENUE</u>	<u>DATE</u>
2009 Real Estate Property Tax	85,766.95	453,852.78
2010 Real Estate Property Tax	3,058,234.77	11,655,170.77
2011 Real Estate Property Tax	0.00	0.00
6% Year-End Penalty	625.60	9,481.52
Interest and Costs on Taxes	16,241.54	69,378.03
Borough Clerk	0.00	31,671.06
Registrar	0.00	4,217.00
Public Library Fees	90.00	440.00
Investment Interest/Investment Account Interest	695.62	5,332.06
Tax Print-Out Copies	4.20	36.15
Tax Search	0.00	0.00
Return Check Fee	75.00	200.00
Subdivision Fee	0.00	120.00
Duplicate Bill Fee	0.00	96.00
Variance Fee	0.00	800.00
Landlord/Tenant Reg. Fee	650.00	5,380.00
CO Letters-Landlord/Tenant Fee	290.00	4,685.00
Zoning Application Fees	150.00	1,800.00
Fire Prevention Bureau Fees	420.00	6,376.00
Municipal Court	5,398.09	82,542.83
WBPD Garnishment Admin. Fees	0.00	6.00
WBPD Phone Deduction	0.00	30.00
Redemption O/L	0.00	941,046.71
Municipal Lien Redemption	0.00	3,497.10
Tax Sale Premiums	0.00	0.00
Tax Sale Ad Fee	348.11	348.11
SCART from Prosecutor	0.00	0.00
Petty Cash Reimbursement	0.00	0.00
Soil Erosion Fee	0.00	672.43
Site Plan Fee	100.00	200.00
Supplemental Energy Receipts	0.00	16,973.00
CMPTRA	42,763.50	52,424.60
Energy Receipts	216,617.85	216,617.85
NJ Balanced Housing Program	0.00	0.00
Veteran/Senior Citizen State Subsidies	0.00	0.00
CFMP(Green Community Grant)	0.00	3,000.00
Recycling Tonnage Grant	0.00	0.00
Cool Cities Grant	0.00	0.00
Small Cities State Grant	6,109.00	169,000.00
Smart Growth Grant	0.00	32,500.00
Div of Fire/Safety LEA Rebate	3,870.75	7,828.60
MC-Restitution	0.00	0.00
State Aid Hwys/Belvidere Ave. Sect. I	0.00	388,501.80
WT-General Bonds Proceeds	0.00	0.00
WT-BAN Proceeds	0.00	2,965,346.00
Extraordinary Aid	0.00	0.00
Highland Regional Master Plan-RMP Compliance Aid	0.00	0.00
Library State Aid	0.00	0.00
MC- Div of Motor Vehicle Fines	0.00	350.00
Municipal Alliance-WC Freeholders	3,470.00	6,493.71
Clean Communities Grant	0.00	12,192.00
Appropriation Refund-Rebate fr Image-New Copier	500.00	4,502.74
TAN Proceeds	0.00	2,006,160.00
Interfunds-Per Audit fr General Capital, Animal Control and Public Assistance	65,491.77	659,589.85
Body Armor-State	0.00	817.43
MRNA	0.00	675.00
Feasibility Study-Police Dept	0.00	19,500.00
TOTAL REVENUE	3,507,912.75	19,839,852.13

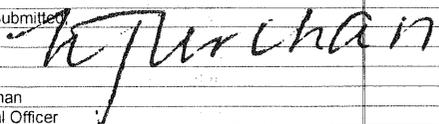
Respectfully Submitted,



Kay F. Stasyshan, CTC
Tax Collector

Prepared by: Kay F Stasyshan
September 17, 2010

Chief Financial Officer's Expenditure Report
August 2010

	Expenditure Subtotals		Expenditure Totals	
EXPENDITURES:				
Voucher & Claims List 8/03/10				
Current Fund 01-Reserve Year Expenditures	1,075.00			
Current Fund 01-Current Year Expenditures	1,250,896.57			
Federal & State Grant Fund 02-Expenditures	9,709.13			
Total Current Fund			1,261,680.70	
Capital Fund 04-Expenditures			123,842.56	
MSU Fund 05-Current Year Expenditures	3,098.68			
Total MSU-Fund 05			3,098.68	
Animal Control Trust Fund 12-Expenditures			360.60	
Recreation Trust Fund 16-Expenditures			4,391.25	
Operating Fund Total			1,393,373.79	
Voucher & Claims List 8/17/10				
Current Fund 01-Current Year Expenditures	1,126,948.65			
Total Current Fund			1,126,948.65	
Capital Fund 04-Expenditures			29,652.39	
MSU Fund 05-Current Year Expenditures	1,819,581.78			
Total MSU-Fund 05			1,819,581.78	
Recreation Trust Fund 16-Expenditures			3,718.25	
Unemployment Trust Fund 18-Expenditures:				
SUI 2010 Deficit/Catastrophic			646.38	
Operating Fund Total			2,980,547.45	
Adjustments:				
Payroll Entries for July:				
Chk#3463 & #3464 (7/29/10 Current Acct.)			<62,330.59>	
7/30/10 Payroll on V&C List 8/03/10				
Payroll Entries for August:				
Chk#3547 & #3548 (8/27/10 Current Acct.)			73,635.41	
8/31/10 Payroll on V&C List 9/07/10				
Wire Transfers:				
June Health Benefits on V&C List 9/07/10			20,343.74	
TOTAL OPERATING FUND EXPENDITURES			4,405,569.80	
GROUP FUND ESCROW-FUND 13				
Voucher & Claims List 8/03/10			1,448.18	
Voucher & Claims List 8/17/10			521.62	
Total Group Fund Escrow			1,969.80	
	Total Current Fund Deposits/Interest	Total Non-Current Disbursements	Total Current Fund for August 2010	Total Operating Fund Expenditures
INVESTMENT CONCENTRATION/FUNDING ACCOUNT:				
Balance as of 7/31/10			1,619,142.22	
Total Deposits			3,455,386.60	
Deposits	3,441,713.28			
Interest	692.70			
Interfunds - Net Amount	12,980.62			
Total Disbursements		1,985,291.89	2,420,277.91	4,405,569.80
Balance as of 8/31/10			2,654,250.91	
	*Disbursement Difference = Non-Current Accounts			
General Capital Fund 04	153,494.95			
MSU Fund 05- Current Year	1,822,680.46			
Animal Control Fund 12	360.60			
Recreation Trust Fund 16	8,109.50			
Unemployment Trust Fund 18	646.38			
Total Non-Current Disbursements	1,985,291.89			
Respectfully Submitted 				
Natasha Turchan Chief Financial Officer				
Prepared by: Susan Fleming September 16, 2010				

Kristine Blanchard

From: jgleba@washingtonboro-nj.org
Sent: Thursday, September 09, 2010 11:56 AM
To: smcdonald@washingtonboro-nj.org dhiggins@washingtonboro-nj.org
jvalentine@washingtonboro-nj.org pboyle@washingtonboro-nj.org vcioni@washingtonboro-nj.org
Cc: rphehan@washingtonboro-nj.org; kblanchard@washingtonboro-nj.org
Subject: Follow-up: Professional Performance Evaluations



Washington
Township Code-1.doc



Evaluation
Form_Attorney-1.doc



Town-attorneyeval.
pdf (41 KB)

Hi!

Since Rich and Vic were not at the Council meeting some of this will be repetitive for their benefit.

As a follow-up to my discussion at the mtg. since we are now starting the RFP process as well as having a turn-over in potentially 4 Council seats, I am recommending that Council either establish a new policy or amend our ordinances for our professionals to make them less vague as well as include a section for an annual performance evaluation. In the nutshell I am recommending for the many reasons stated at the meeting that we need to start evaluating our professionals. I suggested at the meeting the municipal attorney and engineer since they are our most expensive professionals and most involved in our day to day business not to mention that the evaluation form would have to be specific for the position so at this point we would only be creating two evaluation forms. However, it was the consensus at the meeting that this is something that should be done for every professional (and I thank you all for your support and recognizing the importance of this!) and it was said that all council members should have input on creating the evaluations and policy or ordinance amendments. As a result it was tabled as a discussion item for the next Sept. Council meeting (Rich this will need to be added as new business on the agenda.) to give Council time to review etc.

I have been doing a lot of research on this over the past few months. I also seeked input from my predecessor, Christina, as this was something she told me she had been working on prior to leaving her seat. To aid you in your research and thinking attached are some things that might help you. However, you can just do searches on the internet to find more.

Since it may be voted on to evaluate all professionals I'm not sure if we should amend ordinances or if I should just make a motion for a new performance evaluation "policy". As a comparison and to prove my point about the vagueness of our existing ordinances in the Code Book on page 3:29 and 3:37 are what we have. Attached is the code for Washington Twp. in Warren County for their attorney. Obviously we would need to amend ours to our specifics/needs and include sections on Appointment and Term and Evaluation and Compensation which could read something like this: "The Borough Council shall conduct annual performance reviews of the Municipal Attorney's work using as evaluation form to assess the legal services and performance of the borough attorney and his/her office. In addition the Borough Council shall annually review and renegotiate, as appropriate, the monetary terms of his/her professional services contract as prescribed by the Annual Salary Ordinance and in accordance to the Borough's Policy Defining the Process of Professional Services." Obviously it would actually be the attorney who would be helping us write the ordinance with regards to statutory requirements etc.

Attached are 2 sample attorney evaluation forms. I'm thinking once we have one completed it may be simpler to just revise it and add/delete as necessary for the other specific professionals. I have some info. for engineering evaluations as well.

On the side, Dick approached me after the meeting and in summary said this was a very good

idea and welcomed anytime to meet with Council in Executive Session to discuss his performance. He also feels there has been miscommunications etc. in the past and this would be an opportunity to air them etc.

Please let me know how you want to proceed. I don't think it is necessary to create yet another committee, but I would be willing to meet with those of you who want to actually provide concrete input before the discussion at the next Council meeting.

Thanks for your support.

Jeanine

Washington Township, NJ Code online:
<http://www.ecode360.com/?custId=WA0680>

Creation of office; appointment; term.

The position of Township Attorney shall be created for the Township of Washington pursuant to law. The Township Attorney shall be appointed for a term as prescribed by law. The Township Attorney shall be an attorney at law in the State of New Jersey.

Powers and duties.

A.

The Township Attorney shall have such powers and perform such duties as are provided for his office by general law or ordinances of the Township of Washington. The Township Attorney shall give legal counsel and advice required by the Township Committee or any member thereof and, in general, serve as the legal advisor to the Township Committee on all matters of township business. He/she shall represent the township in all judicial and administrative proceedings in which the township or any of its elected or appointed officers or departments or agencies not separately represented may be a party or have an interest. In furtherance of his/her general powers and duties, but without limiting them, the Attorney shall:

(1)

Draft or approve as to form and sufficiency legal documents, contracts, deeds, ordinances and resolutions made, executed or adopted by or on behalf of the township.

(2)

Conduct appeals from orders, decisions or judgments affecting any interest of the township, when directed by the Township Committee.

(3)

With the approval of the Township Committee, compromise or settle litigation in which the township is involved.

(4)

Render written opinions upon questions of law submitted to him/her by the Township Committee or any member thereof with respect to their official powers and duties or matters relating to the affairs of the township.

(5)

Supervise and direct the work of any additional attorneys and technical and professional assistants the Township Committee may authorize for special or regular employment in or for the township.

B.

Upon the termination of his/her services with the township, he/she shall surrender all papers, documents, memoranda, reports and other materials

Compensation.

The Township Attorney shall be compensated pursuant to an approved professional services agreement, as well as any other terms and conditions of employment related to said position. Said professional services agreements shall be approved by the Township Committee.

Article I. E valuation Form

Rate each item from 1 (low) to 5 (high) based on your opinion of the borough attorney's performance. Mark N/A if you do not have enough information to rate.

I. Legal consultation

	A. Has the legal advice provided by the borough attorney proven to be accurate and technically correct?
	B. Does the borough attorney possess and provide an efficient and effective knowledge of the borough's municipal code, council policies as well as other government regulations and case law regarding municipal government and the issues facing the borough?
	C. Does the borough attorney keep abreast of the changes and developments occurring in all the various facets of municipal law and does he/she apprise the borough accordingly?
	D. Are alternatives and innovative solutions provided?
	E. Does the borough attorney demonstrate the ability to respond to new demands, and where necessary, modify established priorities?
	F. Does the borough attorney proactively look for and identify potential issues within the borough's operations and provide legal advice preventative in nature to avoid problems from occurring?
	G. Does advice provided by the borough attorney regularly take into account and balance the overall goals and objectives of the borough?
	H. Is Council made aware of consequences that might occur as a result of action it may take?
	I. Does he/she communicate oral opinions and advice clearly and understandably and in a concise manner?
	J. Is all required documentation and information being provided promptly?
	K. Are timelines for follow-up to requests clearly communicated?
	L. Are closed session briefings by the Borough Attorney sufficiently detailed and organized to assist in decision-making. Are they sufficiently documented to have an overview of the process at all times, without the risk of duplicating tasks and costs at a future time?
	M. Does the borough attorney draft, review, or give advice on ordinances, resolutions, municipal contracts, procurement, agreements, and other legal documents in a manner expected by council and according to statutes and regulations?
	N. Does the borough attorney carry out borough council policies and directions in a professional, affirmative way even if the borough council's decision was inconsistent with the legal advice or there was a split vote on the issue?
	O. Does the borough attorney remain impartial and treat all council members alike?
	P. Does the borough attorney maintain objectivity and independence to provide effective and objective legal advice to the borough council?

	Q. Does the borough attorney recognize the Mayor and Council as the final decision makers?
	R. How would you rate the Borough Attorney's legal advice and guidance pertaining to ethics, open meetings, and public information act issues?
Total	

II. Legal representation

	A. Does the borough attorney aggressively represent the interests of the borough as directed by the borough council?
	B. Is the borough attorneys approach effective in achieving the best possible legal outcomes for the borough's interests given the issues that arise?
	C. Does the borough attorney represent the borough in a professional and ethical manner?
	D. Are the borough attorney's estimates of all impacts reasonably accurate, on a regular basis?
	E. As a council member, are you confident that the borough attorney will objectively advise the Mayor and Council when a legal issue, or administrative issue before them, surpasses the knowledge and expertise of his/her associates and the borough would be best served by the retention of specialized counsel?
Total	

III. Staff Work

	A. Does the borough attorney maintain good working relationships and serve as an effective member of the management team?
	B. Does the borough attorney maintain confidentiality with regard to all matters discussed with the Mayor, borough council members and/or borough manager and staff?
	C. Does the borough attorney accurately identify and address all legal issues within documents and items that he reviews?
	D. Are staff and the borough council advised of key changes in municipal law as it pertains to the borough's activities?
Total	

IV. Cost/Fiscal Accountability and Control

	A. Are regular legal activities achieved within budgetary goals and limits?
	B. Do Scopes of Services include sufficient details for proper budgeting and planning purposes?
	C. Has the borough attorney been effective in minimizing legal costs by limiting tasks to those regarding legal issues and utilizing in-house staff when possible to perform administrative and other functions?
	D. Are standard forms developed and used where possible to minimize preparation of legal documentation?
	E. Are legal tasks performed with appropriate authorization according to the statute, established procedures (council policies) and contract requirements?
	F. Do invoices accurately identify tasks and expenses in sufficient detail to provide accountability and cost control?
	G. Does the borough attorney display the ability and knowledge to research issues in a minimum amount of time?
	H. Have legal costs been effectively managed and controlled given the issues, assignments and requests made to the borough attorney?
	I. Are the borough attorney's fees competitive and appropriate for the type of service provided?
Total	

V. Responsiveness/ Timelines of Actions

	A. Are requested legal work and assignments completed in a timely manner within pre-established timeframes?
	B. Is the borough attorney accessible when needed to respond to requests for legal information and assistance?
	C. Does the borough attorney follow-up effectively to requests that are made?
	D. Does the Borough Attorney arrive at meetings on time?
	E. Attends all council meetings personally, unless excused by the Mayor and Council?
Total	

VI. Strengths and Improvements

A. What do you consider to be the City Attorney's greatest strengths? Identify one or more top achievements you have observed in the borough attorney over the last year.

B. What areas need to be improved?

C. List two-three objectives which you feel are important for the borough attorney to focus on during the coming year.

D. List things that the Borough Attorney's Office does not currently do that you would like for him/her to do?

VII. Overall Performance

Section	Total
I. Legal consultation	
II. Legal representation	
III. Staff Work	
IV. Cost/Fiscal Accountability and Control	
V. Responsiveness/ Timelines of Actions	
GRAND TOTAL	

Additional Comments

Evaluator's Signature

TOWN ATTORNEY EVALUATION

Summary

ADMINISTRATION AND APPROACH

Does the Town Attorney have a proactive approach to legal issues -- that is, does he guide the Council and staff with alternatives and innovative legal solutions rather than just raising problems?

Most Often ___ Often ___ Sometimes ___ Never ___ No Opinion ___

Does the Town Attorney see himself as part of the Town's executive team and not a separate "guardian angel" of the law?

Most Often ___ Often ___ Sometimes ___ Never ___ No Opinion ___

Does the Town Attorney's advice reflect an understanding of practical government operations?

Most Often ___ Often ___ Sometimes ___ Never ___ No Opinion ___

Does the Town Attorney have the ability to select responsible attorneys in his office to assist him, and is he able to monitor their work quality and costs?

Most Often ___ Often ___ Sometimes ___ Never ___ No Opinion ___

Does the Town Attorney enjoy the confidence of the Council and staff in his analysis of the legal risk that proposed actions might generate?

Most Often ___ Often ___ Sometimes ___ Never ___ No Opinion ___

Does the Town Attorney favor preventive rather than corrective legal services?

Most Often ___ Often ___ Sometimes ___ Never ___ No Opinion ___

COMMUNICATION AND RELATIONSHIP

Does the Town Attorney communicate well with a wide range of persons including citizens, Councilmembers, Town staff and other attorneys? Is he comfortable working with community groups even in controversial situations?

Most Often ___ Often ___ Sometimes ___ Never ___ No Opinion ___

Does the Town Attorney respond to the needs and requests of Councilmembers and staff in a timely manner?

Most Often ___ Often ___ Sometimes ___ Never ___ No Opinion ___

Does the Town Attorney keep up-to-date in all areas of municipal law?

Most Often ___ Often ___ Sometimes ___ Never ___ No Opinion ___

Does the Town Attorney keep the Council and staff advised of new legislation and judicial developments in municipal law as well as actions in other jurisdictions that may have an impact on the Town's activities?

Most Often ___ Often ___ Sometimes ___ Never ___ No Opinion ___

Does the Town Attorney encourage Councilmembers and staff to discuss projects and goals and problems with him as early as possible in the planning phase, thus including the legal consequences of alternative courses of action in the decision-making process early on?

Most Often ___ Often ___ Sometimes ___ Never ___ No Opinion ___

Does the Town Attorney enjoy the respect of members of the legal community, as well as other members of the municipal law profession?

Most Often ___ Often ___ Sometimes ___ Never ___ No Opinion ___

Does the Town Attorney maintain effective communications with the Council?

Most Often ___ Often ___ Sometimes ___ Never ___ No Opinion ___

COUNCIL OBSERVATIONS

Things that the Town Attorney does now that the Council would most like him to continue:

Things that the Town Attorney does now that the Council would most like him to discontinue:

Things that the Town Attorney does not now that the Council would most like him to do:

GENERAL COMMENTS



RICHARD D. PHELAN
BOROUGH MANAGER
MEMORANDUM

TO: Borough Council
FROM: Richard Phelan 
DATE: August 30, 2010
SUBJECT: Increase to Bid Threshold

Earlier this year, the Division of Local Government Services released Local Finance Notice 2010-13, adjusting the public bidding threshold for local governments. This adjustment occurs every five (5) years when approved by the Governor. Generally speaking, the bid threshold represents the amount of money a municipality may spend on any particular vendor and/or any particular commodity in the aggregate. In accordance with the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.), with few exceptions, any expenditure over the current bid threshold of \$29,000 (in the aggregate) must be done via the sealed bid process.

Due to the recent change, municipalities have the ability to increase their bid threshold in accordance with the Governor's action. The amount of the local increase is directly related to whether or not a municipality employs a Qualified Purchasing Agent (QPA). As I am a QPA, the threshold can be increased from \$29,000 to \$36,000 in the aggregate.

Taking the above into account, I recommend that the Borough Council adopt a resolution increasing our bid threshold to \$36,000, as it did with the previous threshold amount. Please keep in mind, increasing the bid threshold do not effect any of the policies or procedures outlined in the Borough's Purchasing Manual (IE: Section 11), and strict oversight will continue to be enforced accordingly. Additionally, this increase does not authorize all departments to spend more money, rather it increases the cushion that we have in the event a major purchase needs to be made.

Attached to this memo is a copy of the Local Finance Notice, as well as a sample resolution that would need to be adopted.

I thank you in advance for your consideration.

RESOLUTION # -2010

**RESOLUTION INCREASING THE BID THRESHOLD PURSUANT TO
N.J.S.A. 40A:11-3a AND N.J.A.C. 5:34-5 ET. SEQ.**

WHEREAS, the recent changes to the Local Public Contracts Law gave local contracting units the ability to increase their bid threshold up to \$36,000; and

WHEREAS, N.J.S.A. 40A:11-3a, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

WHEREAS, N.J.A.C. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, Richard D. Phelan possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Governmental Services in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, the Borough of Washington desires to take advantage of the increased bid threshold;

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Washington, in the County of Warren, in the State of New Jersey hereby increases its bid threshold to \$ 36,000.

BE IT FURTHER RESOLVED, that in accordance with N.J.S.A. 5:34-5.2 the Borough Clerk is hereby authorized and directed to forward a certified copy of this Resolution to the Director of the Division of Local Government Services.



LFN 2010-13

June 17, 2010

Local Finance Notice

Chris Christie
Governor

Kim Guadagno
Lt. Governor

Lori Grifa
Commissioner

Marc Pfeiffer
Acting Director

Contact Information

Director's Office

V. 609.292.6613
F. 609.292.9073

Local Government Research

V. 609.292.6110
F. 609.292.9073

Financial Regulation and Assistance

V. 609.292.4806
F. 609.984.7388

Local Finance Board

V. 609.292.0479
F. 609.633.6243

Local Management Services

V. 609.292.7842
F. 609.633.6243

Authority Regulation

V. 609.984.0132
F. 609.984.7388

Mail and Delivery

101 South Broad St.
PO Box 803
Trenton, New Jersey
08625-0803

Web: www.nj.gov/dca/lgs

E-mail: dlgs@dca.state.nj.us

Distribution

Municipal and Freeholder Clerks
Chief Financial Officers
Purchasing Agents
School Business Administrators
Authority Executive Directors
Fire District Commissioners

ADJUSTMENT OF PUBLIC BIDDING THRESHOLD JULY 1, 2010

Pursuant to N.J.S.A. 40A:11-3(c) and 18A:18A-3(b), Governor Chris Christie has exercised his authority to adjust the bid thresholds for awarding contracts by various contracting units. Please be advised that the bid threshold for contracting units governed by the Local Public Contracts Law (N.J.S.A. 40A:11-2) and the Public School Contracts Law (N.J.S.A. 18A:18A-2) will rise **from \$21,000 to \$26,000** on July 1, 2010.

Contracting units that have appointed a Qualified Purchasing Agent pursuant to N.J.S.A. 40A:11-9(b) and take advantage of a higher bid threshold pursuant to N.J.S.A. 40A:11-3(a) and 18A:18A-3(a), have their maximum bid threshold increased from **\$29,000 to \$36,000**.

Contracting units should review their procurement policies and enabling resolutions or ordinances (as appropriate to the agency) to determine what action, if any, is needed to take advantage of the higher bid and quotation thresholds. Where the contracting unit has set fixed amounts, the governing body should act accordingly to adjust the bid and quotation threshold amounts. This should also be reflected if resolutions appointing a qualified purchasing agent used fixed threshold amounts.

While the bid threshold has increased, contracting units can set their threshold at a lower amount to encourage greater competition between vendors.

Contracts exceeding the new threshold are subject to the appropriate requirements of the Local Public Contracts Law and the Public School Contracts Law. As a result of the change in bid threshold, the 15% threshold for the informal receipt of quotations thresholds of N.J.S.A. 40A:11-6.1(a) and 18A:18A-37(a) also changes. The following table summarizes the new bid and quotation thresholds.

	Bid Threshold	Quotation Threshold
Base amount	\$26,000	\$3,900
With Qualified Purchasing Agent	\$36,000	\$5,400

Please note that the political contribution threshold (pay-to-play) of \$17,500 remains in place. All procurement over \$17,500 and less than agency's new, higher bid threshold (window contracts) are subject to those laws.

An exception to this calculation involves contracts that fall under N.J.S.A. 27:2-1, dealing with “Road contracts.” This law requires that “...when the cost of constructing, reconstructing or resurfacing any State, county or municipal road, street or highway, or portion thereof, will exceed...” the bid threshold, the odd-year threshold formula that was in effect prior to P.L 1999, c. 440 for all contracting units, still applies. Under this formula, the threshold for these road projects is currently \$17,200.

In addition, the law regulating bidding for public school student transportation contracts under N.J.S.A. 18A:39-3 is currently \$17,200.

The Division of Purchase and Property website has the full schedules for 5-year adjustments and 2-year adjustments.

Recipients are asked to distribute copies of this Notice to personnel such as the Chief Administrative Officer, Chief Financial Officer, Purchasing Agent, and other staff members who deal with purchasing issues.

If you have any questions regarding this matter, please feel free to contact our staff at (609) 292-7842 or by e-mail at lpcl@dca.state.nj.us.

Approved: Marc Pfeiffer, Acting Director

Table of Web Links

Page	Shortcut text	Internet Address
1	5-year adjustments	http://www.state.nj.us/treasury/purchase/adjpubbid05.shtml
2	2-year adjustments	http://www.state.nj.us/treasury/purchase/adjpubbid02.shtml

Total Miscellaneous Revenues	1,073,640.66		1,396,684.04
Subtotal General Revenues	1,784,640.66		2,107,684.04
6. Amount to Be Raised By Taxes	5,755,349.12		5,294,709.57
7. Total General Revenues	7,539,989.78		7,402,393.61
8. General Appropriations:		<u>FROM</u>	<u>TO</u>
a. Operations Within "CAPS":			
Mayor and Council - Salaries and Wages	14,500.00		10,500.00
Mayor's Office - Other Expenses	9,298.00		7,298.00
Financial Administration - Other Expenses	15,180.00		19,180.00
General Administration - Other Expenses	35,659.00		29,659.00
Legal - Other Expenses	75,000.00		69,000.00
Forensic Audit	100,000.00		0.00
Municipal Clerk - Other Expenses	13,633.00		5,933.50
Downtown redevelopment	10,000.00		0.00
Board of Adjustment - Salaries and Wages	4,485.00		3,985.00
Board of Adjustment - Other Expenses	6,350.00		5,850.00
Shade Tree Commission - Other Expenses	15,000.00		8,000.00
Parks and Recreation - Other Expenses	50,163.00		40,172.03
Fire Safety - Other Expenses	6,810.00		4,810.00
Total Operations (Items 8(A) Within "CAPS"	3,163,242.22		3,011,551.75
b. Contingent	5,000.00		0.00
Total Operations Including Contingent Within "CAPS"	3,168,242.22		3,011,551.75
Salaries and Wages	1,255,604.50		1,251,104.50
Other Expenses	1,912,637.72		1,760,447.25
(E) Deferred Charges and Other Statutory Expenditures: Public Employees' Retirement System	131,561.00		73,886.91
Total Deferred Charges & Statutory Expenditures-Municipal Within CAPS	263,533.42		205,859.33
Total General Appropriations For Municipal Purposes Within "CAPS"	3,431,775.64		3,217,411.08
(A) Operations Excluded From "CAPS" Maintenance of Free Public Library			

Other expenses	60,702.00	50,664.75
Total Other Operations- Excluded From "CAPS"	204,317.00	194,279.75
Interlocal Municipal Service Agreements: Shared Police Services	2,100,000.00	2,085,000.00
Total Interlocal Municipal Service Agreements	2,100,000.00	2,085,000.00
Public and Private Programs Offset By Revenues Recycling Tonnage Grant	0.00	7,674.04
Total Public and Private Programs Offset By Revenues	89,122.00	96,796.04
Total Operations - Excluded From "CAPS"	2,393,439.00	2,376,075.79
Detail:		
Salaries and Wages	143,615.00	143,615.00
Other Expenses	2,249,824.00	2,232,460.79
	<u>FROM</u>	<u>TO</u>
(C) Capital Improvements - Excluded From "CAPS" Computer Equipment	75,000.00	37,500.00
Total Capital Improvements	75,000.00	37,500.00
(D) Municipal Debt Service - Excluded From CAPS Payment of Bond Principal		
Total Municipal Debt Service - Excluded From CAPS		
(E) Deferred Cahrges-Municipal-Excluded From 'Caps" Deferred Charges: PERS	0.00	58,700.00
Total Deferred Charges-Municipal-Excluded From "CAPS"	0.00	58,700.00
(H-2) Total General Appropriations for Municipal Purposes Excluded From "CAPS"	3,298,155.14	3,301,991.93

(O) Total General Appropriations-Excluded From "CAPS"	3,298,155.14	3,301,991.93
(L) Subtotal General Appropriations {Items (h-1) and (o)}	6,729,930.78	6,519,403.01
(M) Reserve for Uncollected Taxes	810,059.00	882,990.60
9. TOTAL GENERAL APPROPRIATIONS	7,539,989.78	7,402,393.61
SEWER UTILITY		
10. Dedicated Revenues From Sewer Utility		
Sewer Service Charges	1,989,900.00	1,990,830.00
Total Sewer Utility Revenues	2,360,100.00	2,361,030.00
11. Appropriations For Sewer Utility		
Debt Service-Interest on Bonds	31,800.00	32,730.00
Total Sewer Utility Appropriations	2,360,100.00	2,361,030.00

BE IT FURTHER RESOLVED, that two certified copies of this resolution be filed forthwith in the Office of the Director of Local Government Services for her certification of the local municipal budget so amended.

BE IT FURTHER RESOLVED, that this complete amendment, in accordance with the provisions of N.J.S.A.40A:4-9, be published in the Express Times in the issue of September 22, 2010, and that said publication contain notice of public hearing on said amendment to be held at Municipal Building on September 27, 2010 at 6:00 (p.m.).

It is hereby certified that this is a true copy of a resolution amending the budget, adopted by the governing body on the 21 day of September, 2010.

Certified by me Ann Kilduff
_____, 2010
Deputy Municipal Clerk

RESOLUTION # 165-2010

**A RESOLUTION AUTHORIZING THE
SUBMISSION OF A MUNICIPAL ALLIANCE
GRANT APPLICATION TO THE COUNTY OF
WARREN**

**THE GRANT APPLICATION SUBMISSION WILL BE
COMBINED BETWEEN THE MUNICIPAL ALLIANCE OF
FRANKLIN TOWNSHIP AND WASHINGTON BOROUGH
OF WARREN COUNTY**

WHEREAS, the Warren County Department of Human Services provides Municipal Alliance grants for drug prevention and education purposes; and

WHEREAS, the Township of Franklin and the Borough of Washington desires to further the public interest by obtaining funding from the County of Warren for the Franklin Township/Washington Borough's Municipal Alliance for calendar year 2011;

NOW THEREFORE, the Mayor and Council of the Borough of Washington in the County of Warren and State of New Jersey resolves that Dorothy E. Repsher or the successor to the office of Municipal Alliance Coordinator is hereby authorized to:

- (a) Make application for such a loan and/or such grant,
- (b) provide additional application information and furnish such documents as may be required and
- (c) act as the authorized correspondent of the above named applicant; and

WHEREAS, the County shall determine if the application is complete and in conformance with the scope and intent of the Governor's Council on Alcoholism and Drug Abuse Program, and notify the applicant of the amount of the funding award; and

WHEREAS, the applicant is willing to use the County's funds in accordance with such rules, regulations and applicable statutes, and is willing to comply with the Statement of Assurance and adhere to all fiscal requirements;

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE Mayor and Council of the Borough of Washington in the County of Warren and State of New Jersey;

1. That the Municipal Alliance Committee Coordinator, Mayor, Deputy Mayor, and one other council member of the above named body or board Is hereby authorized to make application for and, in the event of grant Award to execute and agreement and an amendment thereto with the County of Warren for 2011 Municipal Alliance Grant Funding;
2. That the applicant will provide a cash matching share in the amount of \$1,958.00 in its 2011 Municipal Budget;
3. That the applicant agrees to comply with all applicable federal, state, and Local laws, rules, and regulations in its execution of the grant.

BOROUGH OF WASHINGTON
Purchase Order Listing By Budget Account

BILL LIST 9/21/10

0. Type: All
 Format: Detail with Line Item Notes
 Range: 0-05-55-204-000-000 to 0-05-55-999-999-999
 Received Date Range: 09/08/10 to 12/31/10
 Include Non-Budgeted: Y
 Department Page Break: No

Budget Account	Description	Item Description	Amount	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice	PO Type
10-00973	SEWER OPERATING FUND	SEWER COVER 9/15/10 PAYROLL	1,865.63	P	4268	09/13/10	09/14/10	09/14/10	
		Tracking Id: 2560 Payroll (General) (Exempt)							
	Department Total:		1,865.63						
10-00637	SEWER OPERATING Operations	DI380 INSERT FOLDING/MACHINE	765.00	A		06/30/10	09/15/10	2618338-SP10	B
		Tracking Id: 2350 Machinery Equip & Supplies (Non-Exempt)							
	Department Total:		765.00						
10-00010	SEWER OPERATING Contractual Svcs	SUBURBAN CONSULTING ENGINEERS 2010 WASTEWATER CONSULTING SER	590.00	A		01/05/10	09/16/10	14805	C
		Tracking Id: 2780 Professional Services - Engineering (Exempt)						Contract No: C0-00005	
	Department Total:		590.00						
10-00689	SEWER OPERATING Other Contractual Svcs	VEOLIA WATER AUG 2010 SEWER OPERATION&MAINT	58,774.09	A		07/13/10	09/14/10	55558	B
		Tracking Id: 3712 Water & Wastewater Operations (Non-Exempt)							
10-00689	SEWER OPERATING Other Contractual Svcs	VEOLIA WATER AUG 2010 MEADOWS DEVELOPMENT	203.72	A		07/13/10	09/14/10	55558	B
		Tracking Id: 3712 Water & Wastewater Operations (Non-Exempt)							
	Department Total:		58,977.81						
10-00983	SEWER OPERATING Utilities-Electricity	VEOLIA WATER ELECTRICITY FOR SEWER PLANT	10,130.91	A		09/16/10	09/16/10	55559	
		Tracking Id: 3611 utilities - Electric (Exempt)							
	Department Total:		10,130.91						

BOROUGH OF WASHINGTON
Purchase Order Listing By Budget Account

11/17/10
13:35:03

Budget Account	Description	Item Description	Amount	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	PO Type
P.O. Id	Vendor								
	Department Total:		70,463.72						
	CAFR Total:		72,329.35						
	Fund Total:	SEWER OPERATING FUND	72,329.35						
	Year Total:		72,329.35						

Total P.O. Items: 6 Total List Amount: 72,329.35 Total Void Amount: 0.00

BOROUGH OF WASHINGTON
Purchase Order Listing By Budget Account

Fund Description	Fund	Budget Total
SEWER OPERATING FUND	0-05	72,329.35
Total of All Funds:		72,329.35

Vendor # Name	PO # PO Date Description	Item Description	Contract PO Type	Amount	Charge Account	Acct Type Description	Stat/chk	First Rcvd Enc Date Date	Chk/Void Date	Invoice	1099 Excl
GAMES											
	Vendor Total:			1,500.00							
TCO BAKER & TAYLOR COMPANY INC.	10-00299 03/22/10 VARIOUS BOOKS		B	6.20	0-01-29-390-000-033	B MUNICIPAL LIBRARY Books & Pubs	A	03/22/10 09/15/10			N
	19 31/RECORDS ON DISK										
	Tracking Id: 510	Books and Other Publications (Non-Exempt)									
	10-00595 06/23/10 BOOKS		B	14.98	0-01-29-390-000-033	B MUNICIPAL LIBRARY Books & Pubs	A	06/23/10 09/15/10	I26581210		N
	10 1/DVD										
	Tracking Id: 510	Books and Other Publications (Non-Exempt)									
	11 1/DVD			11.23	0-01-29-390-000-033	B MUNICIPAL LIBRARY Books & Pubs	A	06/23/10 09/15/10	V18755440		N
	Tracking Id: 510	Books and Other Publications (Non-Exempt)									
	-----			26.21							
	Vendor Total:			32.41							
OWKER BOWKER, LLC	10-00904 08/13/10 Books in print on web			474.10	0-01-55-271-000-000	B state Library Aid	A	08/13/10 09/15/10		900016655	N
	1 software										
	Tracking Id: 510	Books and Other Publications (Non-Exempt)									
		used for cataloging books									
	Vendor Total:			474.10							
ROWNTRU BROWN TRUCK GROUP	10-00964 09/13/10 ELECTRICAL REPAIRS TO 8363			761.44	0-01-25-255-000-025	B FIRE DEPT vehicle Maint	A	09/13/10 09/17/10		AW35339	N
	1 ELECTRICAL REPAIRS TO 8363										
	Tracking Id: 320	Auto Repair (Mechanical) (Exempt)									

RICH:
ON GOING ELECTRICAL PROBLEMS WITH TRUCK,
WE HAVE ATTEMPTED TO FIX ON OUR OWN WITH
NO LUCK.

BOROUGH OF WASHINGTON
Purchase Order Listing By Vendor Name

Vendor # Name	PO # PO Date Description	Item Description	Amount	Contract PO Type Charge Account	Acct Type Description	Stat/Chk	First Rcvd Enc Date Date	Chk/Void Date	Invoice	1099 Excl
JOSH			761.44							
	COMCAST OF NORTHWEST									
	10-00261 03/10/10 INTERNET SERVICE			B						
	6 9/7-10/6 INTERNET&CABLEVISION	80.15 0-01-31-440-000-000		B	TELEPHONE	A	03/10/10 09/16/10			N
		Tracking Id: 3320 Telecommunications (General) (Exempt) SERVICE								
		Vendor Total:	80.15							
	CRISTA CRISTAL ASSOCIATES, LLC									
	10-00468 05/11/10 JANITORIAL SUPPLIES			B						
	3 4/BXS C-FOLD PAPER TOWELS,	169.80 0-01-26-310-000-035		B	BUILDINGS & GROUNDS Janitorial Supplies	A	05/11/10 09/14/10		A1316	N
		Tracking Id: 2110 Janitorial supplies (General) (Non-Exempt) 2/GALS MURPHY'S OIL SOAP & DISPOSABLE GLOVES								
		Vendor Total:	80.15							
	10-00651 07/08/10 JANITORIAL SUPPLIES			B						
	4 2/BXS ROLL PAPER TOWELS	77.80 0-01-26-290-000-035		B	STREETS & ROADS Janitorial Supplies	A	07/08/10 09/16/10		A1330	N
		Tracking Id: 2110 Janitorial Supplies (General) (Non-Exempt)								
		Vendor Total:	247.60							
	LEASE DR ROBERT R BLEASE									
	10-00600 06/23/10 JUNE-AUG IMPOUNDED ANIMALS			B						
	5 BLACK CAT/BELVIDERE AVE	63.00 T-12-00-850-000-828		B	Contractual SVCS	A	06/23/10 09/14/10		53327	N
		Tracking Id: 212 Animal Control Services (Non-Exempt)								
	6 ORANGE TABBY/BELVIDERE AVE	63.00 T-12-00-850-000-828		B	Contractual SVCS	A	06/23/10 09/14/10		53327	N
		Tracking Id: 212 Animal Control Services (Non-Exempt)								
		Vendor Total:	126.00							
		Vendor Total:	126.00							

IMESTRI ERIC DIMESTRIA

BOROUGH OF WASHINGTON
Purchase Order Listing By Vendor Name

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void date	Invoice	1099 Excl
	10-00958 09/13/10 PROF ENG SERV JUNE-JULY 2010					A	09/13/10	09/14/10	17516		N
	1 ENGINEERING SERVICES - 6/23/10 1,753.75 T-13-00-683-000-000				B JADE ACQUISITION LLC-SITE PLAN						
	Tracking Id: 2780 Professional Services - Engineering (Exempt)										
	THRU 7/16/10 JADE ACQUISITION										
	10-00978 09/13/10 PROFESSIONAL ENGINEERING SERV.	B				A	09/13/10	09/14/10	17614		N
	2 PROFESSIONAL ENGINEERING SERV. 86.25 0-01-21-180-000-028				B PLANNING BOARD Contractual SVCS						
	Tracking Id: 2840 Professional Services - Planning (Exempt)										
	SERVICES 7/12/10-8/9/10										
	Vendor Total: 6,670.00										
	KOIL FLEET SERVICES										
	10-00806 07/22/10 GASOLINE/DIESEL USAGE	B				A	07/22/10	09/14/10	23661036		N
	2 37.980/GALS GASOLINE 84.38 0-01-31-460-000-000				B GASOLINE & DIESEL						
	Tracking Id: 1800 Fuel (Gasoline & Diesel) (Exempt)										
	3 303.28/GALS DIESEL-DPW 727.27 0-01-31-460-000-000				B GASOLINE & DIESEL						
	Tracking Id: 1800 Fuel (Gasoline & Diesel) (Exempt)										
	4 128.50/GALS GASOLINE/DIESEL- 306.16 0-01-31-460-000-000				B GASOLINE & DIESEL						
	Tracking Id: 1800 Fuel (Gasoline & Diesel) (Exempt)										
	FIRE DEPT										
	Vendor Total: 1,117.81										
	GALE										
	10-00382 04/16/10 Large Print Books	B				A	04/16/10	09/15/10	16882790		N
	7 2/LARGE PRINT BOOKS - THE GLASS 46.79 0-01-29-390-000-033				B MUNICIPAL LIBRARY Books & Pubs						
	Tracking Id: 510 Books and Other Publications (Non-Exempt)										
	RAINBOW AND LIVE TO TELL										
	8 2/LARGE PRINT BOOKS - VEIL OF 70.18 0-01-29-390-000-033				B MUNICIPAL LIBRARY Books & Pubs						
	Tracking Id: 510 Books and Other Publications (Non-Exempt)										
	NIGHT AND TOUGH CUSTOMER										
	Vendor Total: 116.97										

Vendor # Name	PO # PO Date Description	Item Description	Contract PO Type	Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice	1099 Excl
	1 JUNE 2010 LAWN CARE SERVICE	Landscaping (Non-Exempt)	0-01-29-390-000-024	328.50	0-01-29-390-000-024	B MUNICIPAL LIBRARY Clean/Maint. Bldgs	A	08/13/10	09/15/10			N
	Vendor Total:			328.50								
	JJLJOM N.J.S.LEAGUE OF MUNICIPALITIES											
	10-00834 07/28/10 AD FOR RECREATION DIRECTOR											
	1 AD FOR RECREATION DIRECTOR		0-01-20-100-000-033	105.00	0-01-20-100-000-033	B GENERAL ADMIN Books & Pubs	A	07/28/10	09/14/10		4293SD	N
	Tracking Id: 132 Advertising, Non-Legal (Non-Exempt)											
	TO RUN FOR THE ENTIRE MONTH OF AUGUST											
	Vendor Total:			105.00								
	JJWATR NJ AMERICAN WATER CO.INC											
	10-00981 09/16/10 AUGUST 2010 HYDRANTS USAGE											
	1 AUGUST 2010 HYDRANTS USAGE		0-01-25-255-000-073	5,359.90	0-01-25-255-000-073	B FIRE DEPT Fire Hydrant Charges	A	09/16/10	09/16/10			N
	Tracking Id: 3615 Utilities - Water (Exempt)											
	Vendor Total:			5,359.90								
	JJHEALTH NJ DEPT HEALTH & SENIOR SERV											
	10-00993 09/17/10 ADDITIONAL DOG FEE FOR MAY											
	1 ADDITIONAL DOG FEE FOR MAY		0-12-00-851-000-000	0.60	0-12-00-851-000-000	B Due to State	A	09/17/10	09/17/10			N
	Tracking Id: 211 Animal Control Services (Exempt)											
	Vendor Total:			0.60								
	JJPAPR NJN PUBLISHING INC.											
	10-00128 02/02/10 LEGAL ADS - NOTICES OF ACTION											
	7 PLANNING BD RESOLUTION 2010 &											
	Legal Advertising (Exempt)		0-01-21-185-000-021	33.68	0-01-21-185-000-021	B BOARD OF ADJ Legal Adverrtising	A	02/02/10	09/16/10			N
	Tracking Id: 2231 Legal Advertising (Exempt)											
	AFFIDAVIT											
	10-00876 08/11/10 LEGAL ADVERTISING											
	4 ORD 10-2010 & AFFIDAVIT											
	Legal Advertising (Exempt)		0-01-20-120-000-021	12.34	0-01-20-120-000-021	B CLERK Legal Advertising	A	08/11/10	09/14/10			N
	Tracking Id: 2231 Legal Advertising (Exempt)											
	5 ORD 11-2010 & AFFIDAVIT											
	Legal Advertising		0-01-20-120-000-021	12.34	0-01-20-120-000-021	B CLERK Legal Advertising	A	08/11/10	09/14/10			N

Vendor # Name	PO # PO Date Description	Item Description	Amount	Charge Account	Contract PO Type	Acct Type Description	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice	1099 Excl
10-00949	09/13/10	PROF LEGAL SERV JUNE 2010										
	1	LEGAL SERVICES JUNE 2010 DORIS	140.00	T-13-00-686-000-000		B ESTATE OF DORIS HOFFMAN C/O NANCY NOEL	A	09/13/10	09/14/10		27368	N
		Tracking Id: 2800 Professional Services - Legal (Exempt)										
		HOFFMAN										
10-00956	09/13/10	PROF LEGAL SERVICES JUNE 2010										
	1	LEGAL SERVICES JUNE 2010-JADE	882.00	T-13-00-683-000-000		B JADE ACQUISITION LLC-SITE PLAN	A	09/13/10	09/14/10		27367	N
		Tracking Id: 2800 Professional Services - Legal (Exempt)										
		ACQUISITION										
10-00960	09/13/10	PROF LEGAL SERV JULY 2010										
	1	LEGAL SERVICES JULY 2010 QUICK	70.00	T-13-00-681-000-000		B QUICK CHEK CORPORATION	A	09/13/10	09/14/10		27572	N
		Tracking Id: 2800 Professional Services - Legal (Exempt)										
		CHEK										
10-00961	09/13/10	PROF LEGAL SERV JULY 2010										
	1	LEGAL SERVICES JULY 2010 DORIS	196.00	T-13-00-686-000-000		B ESTATE OF DORIS HOFFMAN C/O NANCY NOEL	A	09/13/10	09/14/10		27571	N
		Tracking Id: 2800 Professional Services - Legal (Exempt)										
		HOFFMAN										
10-00962	09/13/10	PROF LEGAL SERV JULY 2010										
	1	LEGAL SERVICES JULY 2010 JADE	1,624.00	T-13-00-683-000-000		B JADE ACQUISITION LLC-SITE PLAN	A	09/13/10	09/14/10		27570	N
		Tracking Id: 2800 Professional Services - Legal (Exempt)										
		ACQUISITION										
		Vendor Total:	4,032.00									
		HEALTH STATE OF NEW JERSEY PENSIONS A										
	10-00935	08/27/10	JULY 2010 HEALTH BENEFITS									
	1	JULY 2010 HEALTH BENEFITS	13,928.20	0-01-23-220-000-000		B GROUP HEALTH INSURANCE						
		Tracking Id: 2353 Medical Insurance (Exempt)										
		Vendor Total:	13,928.20									
		SUBCON SUBURBAN CONSULTING ENGINEERS										
	10-00365	04/09/10	2010 STREET OPENINGS									
	18	STREET OPENING-AMERICAN WATER	880.00	T-13-00-601-000-000		B Street Opening Deposits	A	04/09/10	09/16/10		14822	N

Vendor # Name	PO # PO Date Description	Item Description	Amount	Contract PO Type	Charge Account	Acct Type Description	Stat/Chk	First Rcvd Enc Date Date	Chk/Void Date	Invoice	1099 Excl
			75.33								
		Vendor Total:	75.33								
JDEP TREASURER, STATE OF NJ/1989 GT											
	10-00861 08/05/10 4/D.E.P. VEHICLE STICKERS		144.00		0-01-26-290-000-029	B STREETS & ROADS-Other Contr Svcs	A	08/05/10 09/16/10			N
	Tracking Id: 2054 Inter-Governmental (Exempt)										
		Vendor Total:	144.00								
USPOST UNITED STATES POSTAL SERVICE											
	10-00994 09/17/10 POSTAGE FOR METER		1,000.00		0-01-20-100-000-022	B GENERAL ADMIN postage	A	09/17/10 09/17/10			N
	Tracking Id: 2711 Postage (Exempt)										
	BAL DOWN TO \$767.00 THIS WILL BE WIPED OUT AFTER TAX BILLS GO OUT. NEED TO REPLENISH.										
		Vendor Total:	1,000.00								
ANCLEEF VAN CLEEF ENTERPRISES											
	10-00933 08/27/10 Dev.Escr.-Close Canal Run Acct		538.37		T-13-00-659-000-000	B JH van Cleef-Canal Run Site Plan	A	08/27/10 09/14/10			N
	Tracking Id: 1380 Escrow (Exempt)										
	Close from main acct. #7200020826 per Res. #151-2010										
		Vendor Total:	538.37								
ERIZON VERIZON, INC.											
	10-00988 09/16/10 8/16-9/15/10 TELEPHONE USAGE		787.83		0-01-31-440-000-000	B TELEPHONE	A	09/16/10 09/16/10			N
	Tracking Id: 3320 Telecommunications (General) (Exempt)										
	2 8/16-9/15/10 689-0088/DPW		40.42		0-01-31-440-000-000	B TELEPHONE	A	09/16/10 09/16/10			N
	Tracking Id: 3320 Telecommunications (General) (Exempt)										
	3 8/16-9/15/10 689-3913/CENTEX		26.55		0-01-31-440-000-000	B TELEPHONE	A	09/16/10 09/16/10			N

BOROUGH OF WASHINGTON
Purchase order Listing By Vendor Name

9/17/10
9:39:56

Vendor # Name	PO # PO Date Description	Item Description	Contract PO Type	Amount	Charge Account	Acct Type Description	Stat/Chk	First Rcvd Enc Date Date	Chk/Void Date	Invoice	1099 Excl
PER 6/9/10 QUOTE (SEE ATTACHED) FROM JAY CHARDOUSSIN											
		Vendor Total:		8,300.16							
CMUN WARREN COUNTY MUNICIPAL CLERK											
10-00972 09/13/10 2010 WARREN COUNTY MUNI DUES				25.00	0-01-20-120-000-044	B CLERK Professional Dues	A	09/13/10 09/14/10			N
		Tracking Id: 1011 Dues & Memberships (Exempt)									
		Vendor Total:		25.00							
WARRH WARREN HILLS REGIONAL											
10-00987 09/16/10 SCHOOL PAYMENT				183,204.43	0-01-55-206-000-000	B REGIONAL SCHOOL TAXES	A	09/16/10 09/16/10			N
		1 SCHOOL PAYMENT - DEBT SERVICE									
		Tracking Id: 3311 Taxes - School (Local/Regional) (Exempt)									
		Vendor Total:		183,204.43							
BPAY WASH. BOROUGH PAYROLL ACCOUNT											
10-00971 09/13/10 COVER PAYROLL OF 9/15/10				4,805.46	0-01-20-100-000-011	B GENERAL ADMIN Full Time	P	3594 09/13/10 09/14/10 09/14/10			N
		1 GENERAL ADMIN.-F.T. 9/15 PAYR.									
		Tracking Id: 2560 Payroll (General) (Exempt)									
2 CLERK-F.T. 9/15/10 PAYROLL				2,781.17	0-01-20-120-000-011	B CLERK - Full Time	P	3594 09/13/10 09/14/10 09/14/10			N
		Tracking Id: 2560 Payroll (General) (Exempt)									
3 CLERK-P.T. 9/15/10 PAYROLL				62.50	0-01-20-120-000-012	B CLERK Part Time	P	3594 09/13/10 09/14/10 09/14/10			N
		Tracking Id: 2560 Payroll (General) (Exempt)									
4 FIN.ADMIN.-P.T. 9/15/10 PAYR.				1,049.49	0-01-20-130-000-012	B FINANCIAL ADMINISTRATION-PART TIME	P	3594 09/13/10 09/14/10 09/14/10			N
		Tracking Id: 2560 Payroll (General) (Exempt)									
5 FIN.ADMIN.-F.T. 9/15/10 PAYR.				2,602.83	0-01-20-130-000-011	B FINANCIAL ADMIN Full Time	P	3594 09/13/10 09/14/10 09/14/10			N
		Tracking Id: 2560 Payroll (General) (Exempt)									
6 TAX COLLECTION-F.T. 9/15 PAYR.				4,468.46	0-01-20-145-000-011	B TAX COLLECTION Full Time	P	3594 09/13/10 09/14/10 09/14/10			N
		Tracking Id: 2560 Payroll (General) (Exempt)									
7 TAX ASSESSMENT-P.T. 9/15 PAYR.				1,490.59	0-01-20-150-000-012	B TAX ASSESSMENT Part Time	P	3594 09/13/10 09/14/10 09/14/10			N
		Tracking Id: 2560 Payroll (General) (Exempt)									
8 PLANNING BD.-P.T. 9/15/10 PAYR				155.32	0-01-21-180-000-012	B PLANNING BOARD Part Time	P	3594 09/13/10 09/14/10 09/14/10			N
		Tracking Id: 2560 Payroll (General) (Exempt)									
9 BD. OF ADJ.-P.T. 9/15/10 PAYR.				21.00	0-01-21-185-000-012	B BOARD OF ADJ Part Time	P	3594 09/13/10 09/14/10 09/14/10			N

BOROUGH OF WASHINGTON
Purchase Order Listing By Vendor Name

10/17/10
11:39:56

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount	Charge Account	Acct Type Description	Stat/chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice	1099
	Item Description										Excl
	Tracking Id: 2560 Payroll (General) (Exempt)										
	10 LOCAL CODE ENF.-PT 9/15 PAYR. 252.00 0-01-22-195-000-011				B LOCAL CODE ENF Full Time	P	3594 09/13/10	09/14/10	09/14/10		N
	Tracking Id: 2560 Payroll (General) (Exempt)										
	11 EMERG.MGMT.-P.T. 9/15/10 PAYR. 125.00 0-01-25-252-000-012				B EMERGENCY MGMT Part Time	P	3594 09/13/10	09/14/10	09/14/10		N
	Tracking Id: 2560 Payroll (General) (Exempt)										
	12 STR. & RDS.-F.T. 9/15/10 PAYR. 12,491.16 0-01-26-290-000-011				B STREETS & ROADS Full Time	P	3594 09/13/10	09/14/10	09/14/10		N
	Tracking Id: 2560 Payroll (General) (Exempt)										
	13 STR. & RDS.-SEASONAL 9/15 PAY 880.00 0-01-26-290-000-013				B STREETS & ROADS seasonal	P	3594 09/13/10	09/14/10	09/14/10		N
	Tracking Id: 2560 Payroll (General) (Exempt)										
	14 BLDGS.&GRDS.-P.T. 9/15 PAYR. 464.74 0-01-26-310-000-012				B BUILDINGS & GROUNDS Part Time	P	3594 09/13/10	09/14/10	09/14/10		N
	Tracking Id: 2560 Payroll (General) (Exempt)										
	15 SHADE TREE-P.T. 9/15/10 PAYR. 38.92 0-01-26-313-000-012				B SHADE TREE COMMISSION Part Time	P	3594 09/13/10	09/14/10	09/14/10		N
	Tracking Id: 2560 Payroll (General) (Exempt)										
	16 ANIMAL CONTROL-P.T. 9/15 PAYR. 419.08 0-01-27-340-000-012				B ANIMAL CONTROL Part Time	P	3594 09/13/10	09/14/10	09/14/10		N
	Tracking Id: 2560 Payroll (General) (Exempt)										
	17 MUN.LIBR.-F.T. 9/15/10 PAYR. 5,541.87 0-01-29-390-000-011				B MUNICIPAL LIBRARY Full Time	P	3594 09/13/10	09/14/10	09/14/10		N
	Tracking Id: 2560 Payroll (General) (Exempt)										
	18 MUN. LIBR.-P.T. 9/15/10 PAYR. 145.00 0-01-29-390-000-012				B MUNICIPAL LIBRARY Part Time	P	3594 09/13/10	09/14/10	09/14/10		N
	Tracking Id: 2560 Payroll (General) (Exempt)										
	19 MUN.COURT-F.T. 9/15/10 PAYR. 4,308.83 0-01-43-490-000-011				B MUNICIPAL COURT Full Time	P	3594 09/13/10	09/14/10	09/14/10		N
	Tracking Id: 2560 Payroll (General) (Exempt)										
	20 MUN.COURT-O.T. 9/15/10 PAYR. 205.92 0-01-43-490-000-014				B MUNICIPAL COURT Overtime	P	3594 09/13/10	09/14/10	09/14/10		N
	Tracking Id: 2560 Payroll (General) (Exempt)										
	21 MUN.COURT-P.T. 9/15/10 PAYR. 1,231.90 0-01-43-490-000-012				B MUNICIPAL COURT Part Time	P	3594 09/13/10	09/14/10	09/14/10		N
	Tracking Id: 2560 Payroll (General) (Exempt)										
	22 RECREATION-P.T. 9/15/10 PAYR. 3,934.71 0-01-28-370-858-012				B RECREATION-COMMISSION EXP.-S&W-P.T.	P	3594 09/13/10	09/14/10	09/14/10		N
	Tracking Id: 2560 Payroll (General) (Exempt)										

			47,475.95								
	10-00973 09/13/10 SEWER-COVER 9/15/10 PAYROLL										
	1 SEWER-COVER 9/15/10 PAYROLL 1,865.63 0-05-55-501-000-011				B SEWER OPERATING Full Time	P	4268 09/13/10	09/14/10	09/14/10		N
	Tracking Id: 2560 Payroll (General) (Exempt)										
	Vendor Total:			49,341.58							

Vendor # Name	PO # PO Date Description	Item Description	Amount	Charge Account	Contract PO Type	Acct Type Description	Stat/Chk	First Rcvd Enc Date Date	Chk/Void Date	Invoice	1099 Excl
	1 SCHOOL TAX PAYMENT		325,407.67	0-01-55-207-000-000		B Local School Taxes Payable	A	09/16/10 09/16/10			N
	Tracking Id: 3311	Taxes - School (Local/Regional) (Exempt)									
	Vendor Total:		325,407.67								
	BBPAYD WASHINGTON BOROUGH PAYROLL DED										
	10-00974 09/13/10 FICA/MED./DCRP FOR 9/15/10 PAY		3,059.18	0-01-36-472-000-000		B SOCIAL SECURITY	P	3595 09/13/10 09/14/10 09/14/10			N
	Tracking Id: 3193	Social Security/Medicare									
	2 CURR. MEDICARE FOR 9/15 PAYR.		715.45	0-01-36-472-000-000		B SOCIAL SECURITY	P	3595 09/13/10 09/14/10 09/14/10			N
	Tracking Id: 3193	Social Security/Medicare									
	3 DCRP MATCH-9/15/10 PAYROLL		8.47	0-01-36-477-000-000		B DCRP	P	3595 09/13/10 09/14/10 09/14/10			N
	Tracking Id: 2571	PERS/DCRP									
	Vendor Total:		3,783.10								
	WALOCK WASHINGTON LOCKSMITH										
	10-00991 09/16/10 ARC SMALL CITIES GRANT		830.00	G-02-10-726-000-000		B SMALL CITIES (ARC)	A	09/16/10 09/16/10			N
	Tracking Id: 2054	Inter-Governmental (Exempt)									
	GRANT										
	Vendor Total:		830.00								
	JAONE WASHINGTON ONE STOP INC.										
	10-00451 05/06/10 MISC SUPPLIES FOR THE PARK		47.36	0-01-28-370-859-030		B RECREATION PKS&PLAYGR-MATERIAL&SUPPLIES	A	05/06/10 09/16/10		033524	N
	Tracking Id: 2550	Park & Playground Supplies (Non-Exempt)									
	Vendor Total:		47.36								

Total Purchase Orders: 70 Total P.O. Line Items: 109 Total List Amount: 624,805.13 Total Void Amount: 0.00

Fund Description	Fund	Budget Total	Revenue Total
OPERATING FUND	0-01	595,157.18	0.00
SEWER OPERATING FUND	0-05	1,865.63	0.00
Year Total:		597,022.81	0.00
GENERAL CAPITAL FUND	C-04	3,386.25	0.00
FEDERAL & STATE GRANT FUND	G-02	6,088.35	0.00
ANIMAL CONTROL FUND	T-12	126.60	0.00
DEVELOPER'S ESCROW FUND	T-13	16,601.12	0.00
RECREATION TRUST	T-16	1,580.00	0.00
Year Total:		18,307.72	0.00
Total of All Funds:		624,805.13	0.00



Washington Borough

Business Improvement District

Honorable Mayor and Council:

The Washington Business Improvement District requests a change to the hours for all municipal parking lots in Washington Borough to be uniform and consistent with the permitted parking hours for on street parking.

Current Parking Lot hours are 8 am to 8 pm, permit required for overnight parking.

Current street parking space hours are 6 am to 3 am,

Proposed Parking Lot hours: 6:00 am to 3:00 am, permit required for overnight parking.

Consistency of parking hours will eliminate confusion.

Consistency of parking hours will provide one consistent time frame for Police Department enforcement.

Increased Parking Lot hours will provide added convenience for customers, residents, current businesses and projected future businesses.

On Behalf of the Board of Directors,

Sandi Cerami, Executive Director
Washington Business Improvement District
21 Belvidere Avenue
Washington, N.J. 07882
e-mail: sandi@washingtonbid.org
Phone: (908) 689-4800
Fax: (908) 689-8444
Cell: (908) 892-1879

ORDINANCE # 9-2008

AN ORDINANCE AMENDING CHAPTER 85 TO ESTABLISH FEES FOR OVERNIGHT ON-STREET PARKING, AMENDING FEES FOR OFF-STREET PARKING AND AMENDING PARKING DURING SNOW EMERGENCIES

WHEREAS, the Mayor and council believe it is beneficial for the municipality to encourage parking in Municipal Parking Lots during day time hours; and

WHEREAS, it is beneficial to the community to discourage overnight parking on the Borough streets and to provide faster emergency response and to provide for more efficient snow removal.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Washington, in the County of Warren and State of New Jersey, that Chapter 85 entitled "Vehicles and Traffic" of the Code of the Borough of Washington be amended as follows:

Section 1. Sections 39 and 42 of Chapter 85 shall be deleted in their entirety. Section 40 of Chapter 85 is hereby replaced in its entirety as follows:

§85-40. Parking restrictions during snow removal periods.

Whenever snow has fallen and the accumulation is such that it covers the street or highway where the Road Department has to plow, no parking will be allowed on any street, road, alley or thoroughfare within the Borough of Washington until such time as said street, road, alley or thoroughfare has been cleared and snow has stopped falling.

Section 2. Subsection B. of Section 41 entitled "Removal and impoundment of vehicles" of Chapter 85 is hereby amended to remove the phrase "after a two-hour period after the declaration of a snow emergency" and replace it with the phrase "after snow has fallen and the accumulation is such that it covers the street or alley."

Section 3. Section 59 entitled "Names and locations of lots; hours; charges" of Article XIV entitled "Municipal Parking Lots" of Chapter 85 is hereby amended as follows:

A. Subsection A is amended to remove "Commission sponsored" and to insert "Department approved".

B. Subsections , B, C, D, E, G, H, I, J are hereby deleted in their entirety.

C. A new subsection B. is hereby created as follows:

B. Borough Hall Parking Lots. Parking is permitted in parking lots adjacent to the municipal building for Borough Hall business and for business at Taylor Street School. Overnight parking is prohibited from 3:00 a.m. to 6:00 a.m. except for borough employees.

D. A new subsection C is hereby created as follows:

C. Other Lots. Parking is permitted by permit purchased from the Borough of Washington for overnight parking between the hours of 8:00 p.m. and 8:00 a.m. only in the following municipal parking lots:

1. Southern Plaza, located at the eastern end of Allegar Street.
 2. Western Plaza, located on the eastern side of South Lincoln Avenue, south of West Washington Avenue.
 3. South Central Plaza, located on the driveway between East Washington Avenue and Allegar Street.
 4. East Church Street Plaza, located on the south side of East Church Street, west of 25 East Church Street.
 5. Broad Street Plaza, located on the west side of Broad Street, south of the former Public Library building.
 6. North Central Plaza, located at 46-52 East Washington Avenue
- No permit is required to park in the above lots between the hours of 8 a.m. and 8 p.m.

Section 4. Section 70 of Article XIV entitled "Municipal Parking Lots" of Chapter 85 is replaced in its entirety as follows:

§85-70. Parking stickers for municipal lots.

Parking stickers in a form, shape and color to be designated by the Borough of Washington shall be available for purchase from the Borough Clerk for the sum of \$12 per month or \$144 for the entire year for overnight parking in municipal parking lots designated in Section 85-59 C. An overnight sticker for municipal lots shall be effective from 8:00 p.m. to 8:00 a.m. the following morning. Any vehicle parking in an area requiring stickers that does not have a sticker shall be towed away at the owner's expense and risk.

Section 5. Section 93 of Article XVII entitled "On-Street Overnight Parking Permits" of Chapter 85 is replaced in its entirety as follows:

§85-93. Fees.

Parking stickers in a form, shape and color to be designated by the Borough of Washington shall be available for purchase from the Borough Clerk for the sum of \$15 per month or \$180 for the entire year for overnight parking on municipal streets. An overnight sticker for on street parking shall be effective from 3:00 a.m. to 6:00 a.m.

Section 6. Section 24 entitled "Schedule II: No Parking Certain Hours" of Chapter 85 is amended so that the phrase under the heading "Name of Street" reads as follows: "All streets within borough limits unless pursuant to a valid permit as provided in §85-90 with the exception of the following streets:".

Section 7. Section 96 entitled "Parking during snow emergencies" of Chapter 85 is hereby deleted in its entirety and replaced by the following new section 96 as follows

§85-96. Parking when streets are snow-covered.

In the event the Borough suspends on-street parking during a snow storm pursuant to §85-40, permit holders must move their cars off the streets to permit snow removal. Failure to comply may result in a fine or towing of the vehicle, or both, without regard to whether the vehicle displayed a valid on-street parking permit.

Section 8. All ordinances or parts of ordinances or resolutions that are in conflict with the provisions of this Ordinance are repealed to the extent necessary.

Section 9. If any article, section, subsection, term or condition of this Ordinance is declared invalid or illegal for any reason, the balance of the Ordinance shall be deemed severable and shall remain in full force and effect.

Section 10. This Ordinance shall become effective on January 1, 2009.

Introduced September 2, 2008

Public Hearing and Final Adoption October 7, 2008

ATTEST:

Marianne Van Deursen, Mayor

Kristine Blanchard, Clerk

Adopted: