

**BOROUGH OF WASHINGTON, WARREN COUNTY, NJ**  
**COUNCIL AGENDA**  
**November 3, 2010**  
**7:30 PM**

**STATEMENT OF ADEQUATE NOTICE:**

**ROLL CALL:** Clerk will call the Roll

**MINUTES:**

Regular Meeting of October 19, 2010

**CORRESPONDENCE:**

None

**AUDIENCE:**

Remarks, petitions, statements and testimony from guests

**ORDINANCES:**

None

**REPORTS**

1. Managers Reports (redacted version)
2. Municipal Court Municipal Court
3. Washington Township Police Monthly Report
4. Issues and Details

**COMMITTEE REPORTS**

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

Website Committee  
Streets Committee

**OLD BUSINESS:**

2011 Professional Appointments Timeline

**NEW BUSINESS:**

1. Resolution 178-2010 Performance Evaluation Professionals
2. Resolution 179-2010 Cancel Reserve Balances of Grant Fund
3. Resolution 180-2010 Cancel Receivable Balances and Corresponding Reserve Balances for Various Grants
4. Resolution 181-2010 Memorandum of Understanding Between the Borough of Washington and the Director of the Division of Local Government Services
5. Resolutions 182-2010 through 197-2010 Assignment of Labor Liens

**VOUCHERS:**

List Attached

**RECAP**

**COUNCIL REMARKS:**

Remarks, Reports, Discussions

**ADJOURNMENT:** \_\_\_\_\_ P.M.

**BOROUGH OF WASHINGTON, WARREN COUNTY, NEW JERSEY  
WASHINGTON BOROUGH COUNCIL MINUTES – October 19, 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: McDonald, Gleba, Higgins, Valentine, Boyle - Present  
Housel – 8:15 p.m.  
Cioni – Absent

Also Present: Richard Cushing, Esq. Municipal Attorney  
Richard Phelan Borough Manager  
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.

**MINUTES:**

Mayor McDonald entertained a motion to approve the minutes of the Regular meeting of October 5, 2010.

Motion made by Higgins, seconded by Gleba and approved.

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

Ayes: 5, Nays: 0  
Abstain: 0  
Motion Carried

**CORRESPONDENCE**

Motion made by Higgins, seconded by Gleba to receive and file the following correspondence:

Tax Collector RE: Tax Sale  
Borough Manager RE: 2010 Pool Financial Information

Borough Manager RE: Advertising Costs for RFP's  
DOT RE: Stop Line Relocation

Ayes: 5, Nays: 0  
Motion Carried

Discussion:

#### Pool Financial Information

Manager Phelan explained the document that he provided to the Governing Body regarding the 2010 pool financial information. The 2009 numbers represent the information provided to Council in March of this year compiled by the Recreation Director at the time. The 2010 numbers reflect the actual numbers for this pool season. Manager Phelan stated he was unable to verify the well pump repair costs for 2009 and the CPO courses for 2009. As a result, if Council wishes to reduce the loss in 2009; they can reduce it to \$61,000 from \$69,000. If Council chooses to open the pool in 2011, the well pump will need to be repaired and the net loss for 2010 would be \$42,000. If Council chooses to not open the pool in 2011 the net loss is reduced to \$30,000.

#### Request for Proposals

Councilwoman Gleba asked if the fact that Council will now be evaluating the professionals annually; will that need to be stated in the Request for Proposal's? Attorney Cushing stated no. That could be discussed during the interview process. Councilwoman Gleba stated that her recommendation would be to advertise on the League of Municipalities website. She also stated that Mr. Del Elba recommended the advertisements for attorneys be placed on the Warren and Hunterdon County Bar Association website This is a free service. She asked Manager Phelan to contact the association for more information. Councilwoman Gleba stated that we do not have a retainer with the current engineer. She suggested Council consider a retainer fee for engineering services and also requested an itemized list of services charged to general engineering for this year.

Councilwoman Gleba motioned to advertise for professionals on the League of Municipalities website and the Warren/Hunterdon County Bar Association website, seconded by Councilman Valentine.

Ayes: 5, Nays: 0  
Motion Carried

Councilman Boyle asked if the Governing Body needs to follow the same timeline regarding interviews of professionals. Manager Phelan stated yes, we will need to adhere to the original timeline. Manager Phelan stated that Council can begin

interviewing with the candidates that have already sent proposals in. Mayor McDonald stated that the Governing Body should wait until after the elections.

## **AUDIENCE**

Motion made by Valentine, seconded by Higgins to open the audience portion of the meeting.

Krista Black – 182 W Washington Ave

Ms. Black stated she would like to discuss the approval given to install a fence on Borough property given to her neighbor who resides at 184 W Washington Ave. This approval was given by the Governing Body on October 5, 2010.

Ms. Black stated that because Mr. Taylor installed a fence with a locked gate she has lost access. She also stated that Mr. Taylor keeps mounds of firewood on his property near their fence. She has concerns about the possible rodents, spiders, and anything else living in the firewood stacked by the fence. Ms. Black presented pictures to Council.

At the recommendation of Attorney Cushing, Manager Phelan will reach out to both parties to provide information regarding mediation. Manager Phelan will also reach out to Mr. Taylor so that he can provide a key to Ms. Black so that she will have access to the gate.

Rudy Bescherer 191 Broad Street

Mr. Bescherer stated he is very disappointed that the former court employees were not offered termination pay when they were released from employment with the Borough. Attorney Cushing stated that there was no legal obligation for the Borough to pay termination pay. He also stated that if the former employees were disappointed they should be discussing this with Council.

Karen Abel Hackettstown NJ

Ms. Abel asked the Mayor and Council if they had considered adopting a Resolution in support of Congressman Garrett's position concerning the mortgage crisis. She asked this Governing Body to seriously consider adopting a Resolution. Councilwoman Gleba asked if any other municipalities in Warren County had adopted a similar resolution. Ms. Abel stated not that she was aware of. Councilman Valentine stated he needs more information on this.

Councilman Housel arrived at 8:15 p.m.

Hearing no further comments from the audience a motion was made by Valentine, seconded by Higgins, to close the audience portion of the meeting.

Ayes: 6, Nays: 0  
Motion carried.

## **ORDINANCES**

Ordinance 13-2010 AN ORDINANCE TO AMEND CHAPTER 85 OF THE CODE OF THE BOROUGH OF WASHINGTON AMENDING MUNICIPAL PARKING LOT HOURS (Public Hearing/Adoption)

Mayor McDonald entertained a motion to introduce Ordinance #13-2010 on final adoption and have the clerk read by title.

Motion made by Valentine, seconded by Housel to introduce on final reading and have the clerk read by title only.

The Clerk read Ordinance #13-2010 by title only and stated that this ordinance had been published in the Star Gazette as required by law; a copy was posted on the bulletin board and copies available upon request from the Clerk's office.

Roll Call: Valentine, Mc Donald, Gleba, Higgins, Boyle, Housel – Yes

Ayes: 6, Nays: 0  
Motion Carried

Public Hearing:

Hearing no comments from the public motion made by Housel, seconded by Gleba to close the public hearing.

Ayes: 6, Nays: 0  
Motion Carried

Motion made by Housel, seconded by Gleba to adopt Ordinance 13-2010 on final passage.

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

Ayes: 6, Nays: 0  
Motion Carried

***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.

Ordinance 14-2010 AN ORDINANCE CREATING ARTICLE XII ENTITLED MAINTENANCE OF CERTAIN PRIVATE ROADS WITH CHAPTER 75 OF THE CODE OF THE BOROUGH OF WASHINGTON (Introduction)

Mayor McDonald entertained a motion to introduce Ordinance #14-2010.

Ordinance 14-2010 was introduced by Councilman Housel, seconded by Councilman Boyle.

It was further moved by Housel, seconded by Boyle that the Clerk read Ordinance #14-2010 by title only.

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

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

The Clerk read Ordinance #14-2010 entitled, “AN ORDINANCE CREATING ARTICLE XII ENTITLED MAINTENANCE OF CERTAIN PRIVATE ROADS WITHIN CHAPTER 75 OF THE CODE OF THE BOROUGH OF WASHINGTON”

Discussion:

Councilman Higgins noted the last sentence in section 75-77 states that the purpose of this article is to permit the Borough to voluntarily remove snow and ice from the roads without any further obligation on the Borough’s part either to maintain the roads or to continue Snow Removal services. Attorney Cushing stated that this is correct as worded. Manager Phelan stated that if a future Council decides they do not want to do this; they can retract it. Attorney Cushing states this allows future Councils the right to rescind this.

Motion made by Housel, seconded by Boyle to adopt Ordinance 14-2010 on first reading.

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

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

**ORDINANCE # 14 -2010**  
**BOROUGH OF WASHINGTON**  
**WARREN COUNTY, NEW JERSEY**

**AN ORDINANCE CREATING ARTICLE XII ENTITLED “MAINTENANCE ON CERTAIN PRIVATE ROADS” WITHIN CHAPTER 75 OF THE CODE OF THE BOROUGH OF WASHINGTON**

**WHEREAS**, *N.J.S.A.* 40:67-23.1 authorizes a municipality to repair, maintain, or provide for the removal of snow, ice or other obstructions from roads that have not been dedicated to and accepted as public roads by adopting an ordinance providing for such activities if the governing body finds that travel on such roads is sufficient to justify the expense; and

**WHEREAS**, the Mayor and Council have identified certain private roads within the Borough which have sufficient travel to justify the expense of snow and ice removal;

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

1. A new Article XII entitled “Maintenance on Certain Private Roads” is hereby created within Chapter 75 entitled “Streets and Sidewalks” of the Code of the Borough of Washington to read as follows:

**Section 75-74. Definitions.**

For purposes of this Article, the terms used herein are defined as follows:

ALLEY – A developed or undeveloped passage, as through a continuous row of houses, permitting access from the street to backyards, garages, and the like.

IMPROVED ROAD – A road that has been surfaced with asphalt.

SNOW REMOVAL – The act of removing snow and/or controlling ice by plowing, salting or other means.

PRIVATE ROADS – A right-of-way, improved or unimproved, which has not been dedicated to and accepted by the Borough of Washington and over which there is a private right of passage.

PUBLIC ROAD - A right-of-way, improved or unimproved, over which there is a public right of passage

**Section 75-76. Findings**

The Borough hereby determines that in its opinion the travel on the Private Roads or alleys delineated in this ordinance is sufficient to warrant the expenditure of municipal funds for Snow Removal.

**Section 75-77. Extent of Borough’s obligation.**

Nothing in this article shall be deemed or interpreted to constitute either a dedication of the roads designated in this article to the public or an acceptance by the Borough of the roads as a public road. The purpose of this article is to permit the Borough voluntarily to remove snow and ice from the roads without any further obligation on the Borough’s part either to maintain the roads or to continue Snow Removal services.

**Section 77-78. Basic maintenance/repair work not provided.**

The Borough will not provide any basic maintenance/repair work to any Private Roads in the Borough.

**Section 77-79. Designated streets for Snow Removal.**

The Supervisor of Streets and Roads is authorized to conduct Snow Removal services as required only on the following private roads or streets in the Borough:

1. Catelle Court
  - a. Unimproved road located on the perimeter of Block 37, Lot 8
2. Rear of North Jackson Avenue
  - a. Unimproved road parallel to the railroad tracks located on Block 300, Lot 1.04.
3. Improved road off of Independent Street
  - a. Alley located 160' off of Belvidere Ave, and runs parallel to Rush Avenue for approximately 140'.
4. Unimproved road #1 off of Cornish Street
  - a. Alley located approximately 95' off of South Prospect Street.
  - b. Alley runs parallel to South Prospect Street to which the dimensions are 38" x 327'.
5. Unimproved road #2 off of Cornish Street
  - a. Alley located approximately 233' off of South Prospect Street.
  - b. Alley runs parallel to South Prospect Street to which the dimensions are 25" x 327'.
6. Improved road between Broad Street and South Lincoln Avenue
  - a. Located on a portion of Block 301, Lot 2.

**Section 77-80. Consent of Property Owner.**

No Snow Removal services will be provided on Private Roads unless the Borough has received written consent from the owner(s) of the Private Road. Said consent shall be in the form provided by the Borough.

2. All ordinances and resolutions inconsistent with the provisions of this ordinance are hereby repealed as to such inconsistencies.

3. In accordance with Chapter 3, Article II, Section 15, Subsection E of the Code of the Borough of Washington, this Ordinance shall become effective 20 days after final passage unless the Council, by an affirmative vote of five (5) Council Members, shall adopt a resolution declaring the Ordinance to be an emergency upon which said Ordinance will take effect upon final passage.

**REPORTS:**

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

- Managers Report
- CFO Monthly Report
- Tax Collector Report

BID 2011 Budget Proposal

Ayes: 6, Nays: 0  
Motion Carried

**COMMITTEE REPORTS:**

**DPW:** Manager Phelan stated the two items that have not passed inspection so far are the plumbing and the fire suppression system.

**Streets Committee:** No Report

**Finance Committee:** No Report

**Shared Services Committee:** No Report

**Senior Services:** No Report

**Website Committee:** No Report

**Sewer:** No Report

**Park Committee:** No Report

**Grant Committee:** Councilwoman Gleba stated she is working with the committee and the Borough Manager on a grant from the American Rivers Organization to help fund the Pleasant Valley Dam. She is looking into whether or not we have the funds to pay for the engineer to fill out the grant application. She also stated the grant committee will no longer be meeting on a monthly basis due to lack of attendance and public participation. The committee will continue to work through email and phone calls. She stated at the end of the year she will recommend whether or not this committee will be needed in 2011; we may be starting to get bogged down with committee's.

**OLD BUSINESS**

None

**NEW BUSINESS**

**Resolution 173-2010 Redemption of Tax Sale Certificate**

Motion made by Higgins, seconded by Valentine and adopted.

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

Ayes: 6, Nays: 0  
Motion Carried

**RESOLUTION #173-2010**

**A RESOLUTION FOR REDEMPTION OF TAX CERTIFICATE**

**As per N.J.S.A.54:5**

**KNOW ALL PERSONS BY THESE PRESENTS, THAT, WHEREAS**, lands in the taxing district of Washington Borough, County of Warren, State of New Jersey, were sold on December 4, 2008 to Stuart Lasher, PO Box 83, Milltown, NJ 08850-0083, in the amount of \$1,144.50 for taxes or other municipal liens assessed for the year 2007 in the name of Orlofski, Jennifer, as supposed owners, and in said assessment and sale were described as 145 Broad Street, Block 95.01 Lot 21, which sale was evidenced by Certificate #08-00456; and

**WHEREAS**, I, Kay F. Stasyshan, the Collector of Taxes of said taxing district of the Borough of Washington, do certify that on 10-4-10 and before the right to redeem was cut off, as provided by law, Ocwen Loan Svc LLC, claiming to have an interest in said lands, did redeem said lands claimed by Stuart Lasher, by paying the Collector of Taxes of said taxing district of Washington Borough the amount of \$18,949.03, which is the amount necessary to redeem Tax Sale Certificate #08-00456.

**NOW THEREFORE BE IT RESOLVED**, on this 19th day of October, 2010 by the Mayor and Council of the Borough of Washington, County of Warren to authorize the Treasurer to issue a check payable to Stuart Lasher, PO Box 83, Milltown, NJ 08850-0083 in the amount of \$18,949.03.

**BE IT FURTHER RESOLVED**, that the Tax Collector is authorized to cancel this lien on Block 95.01 Lot 21 from the tax office records.

**Resolution 174-2010 Resolution to Appoint Municipal Judge**

Motion made by Valentine, seconded by Housel and adopted.

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

Ayes: 6, Nays: 0  
Motion Carried

**RESOLUTION # 174-2010**

**MUNICIPAL JUDGE**

**WHEREAS**, the Borough of Washington, Warren County, New Jersey is now governed by Plan “E” of Municipal Charter Law; and

**WHEREAS**, under this plan the Council of the Borough is directed and authorized to appoint the **Municipal Judge** for a term of three (3) years for the Borough of Washington, Warren County, New Jersey; and

**NOW, THEREFORE, BE IT RESOLVED**, that J. Edward Palmer is hereby appointed for a three (3) year term beginning retroactively on, October 1, 2010 to expire on October 1, 2013.

**Resolutions 175-2010 through 177-2010 Approval of Items of Revenue**

Motion made by Housel, seconded by Valentine and adopted.

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

Ayes: 6, Nays: 0

Motion Carried

**RESOLUTION # 175-2010**

**RESOLUTION REQUESTING APPROVAL OF ITEMS OF REVENUE AND APPROPRIATIONS NJSA 40A: 4-87**

**WHEREAS**, NJSA 40A: 4-87 provides that the Director of Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

**WHEREAS**, the Director may also approve the insertion of an item of appropriation for equal amount,

**NOW, THEREFORE, BE IT RESOLVED**, that the Governing Body of the Borough of Washington in the County of Warren State of New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2010 in the sum of \$100,364.00 which is now available from the State of New Jersey

**BE IT FURTHER RESOLVED**, that the like sum of \$100,364.00 is hereby appropriated under the caption of Other Expenses – ARC Small Cities.

## **RESOLUTION # 176-2010**

### **RESOLUTION REQUESTING APPROVAL OF ITEMS OF REVENUE AND APPROPRIATIONS NJSA 40A: 4-87**

**WHEREAS**, NJSA 40A: 4-87 provides that the Director of Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

**WHEREAS**, the Director may also approve the insertion of an item of appropriation for equal amount,

**NOW, THEREFORE, BE IT RESOLVED**, that the Governing Body of the Borough of Washington in the County of Warren State of New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2010 in the sum of \$817.43 which is now available from the State of New Jersey

**BE IT FURTHER RESOLVED**, that the like sum of \$817.43 is hereby appropriated under the caption of Other Expenses – Body Armor.

## **RESOLUTION # 177-2010**

### **RESOLUTION REQUESTING APPROVAL OF ITEMS OF REVENUE AND APPROPRIATIONS NJSA 40A: 4-87**

**WHEREAS**, NJSA 40A: 4-87 provides that the Director of Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

**WHEREAS**, the Director may also approve the insertion of an item of appropriation for equal amount,

**NOW, THEREFORE, BE IT RESOLVED**, that the Governing Body of the Borough of Washington in the County of Warren State of New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2010 in the sum of \$12,192.00 which is now available from the State of New Jersey

**BE IT FURTHER RESOLVED**, that the like sum of \$12,192.00 is hereby appropriated under the caption of Other Expenses – Clean Communities.

## **VOUCHERS**

Motion made by Housel, seconded by Higgins to approve the claims and vouchers in the amount of \$665,587.77.

Discussion:

Councilwoman Gleba asked the Borough Manager what the budgetary charge off is listed on page 13. Manager Phelan explained Council approved \$37,500 for Capital in 2010. The charge off creates the paper trail in order to move the money from current fund to capital. When it is ready to be spent the money will be available in the Capital Account.

Councilman Higgins asked about the water bill from the Borough Park. Manager Phelan stated this bill is just from July and August and we will be receiving more for the remainder of the year. Councilman Higgins asked if he could have the breakdown of the engineering oversight costs related to the DPW garage.

Ayes: 6, Nays: 0

Abstain: 1 (Higgins – Fire Department Invoices.)

Motion Carried

## **RECAP**

Manager Phelan will advertise for the second round of RFP's on the League of Municipalities Website and will advertise for the attorney's with the Warren and Hunterdon County Bar Association. Manager Phelan will obtain details regarding what is categorized and charged in the General Engineering category, he will reach out to Ms. Black and Mr. Taylor, he will also obtain details regarding the overages on engineering costs for the DPW garage.

## **COUNCIL REMARKS**

Councilman Boyle asked about the Governor's Tool Kit for municipalities. Manager Phelan stated this was filled out and sent in by the deadline.

Councilman Higgins stated he would like the Resolution regarding cyber-bullying on the next agenda. He stated he will provide a sample. He also stated he listened to the audio regarding the approval of information placed in the Washington Messenger. The only item approved by Council to be placed in the Messenger was the garbage information. He also noted the letter to the editor regarding a personnel matter has tainted the upcoming evaluation.

Councilwoman Gleba stated the Warren Hills Regional High School provides a free service putting together mailings. The program is for students with disabilities who are paired with a non disabled student. They are looking for work and provide quality work. She stated she has reached out to the BID and the Borough Manager to pass this information along. She also requested the professional evaluation policy be placed on the next agenda for adoption.

Councilman Housel noted the next Council meeting is scheduled for Wednesday November 3 because Election Day is Tuesday, November 2. He also noted that Warren Tech has printing services available if the Borough is interested in this service.

**EXECUTIVE SESSION**

A motion was made by Housel, seconded by Valentine, to enter into Executive Session to discuss personnel at 8:45 pm.

Ayes: 5, Nays: 1 (Boyle)

Motion carried.

**RESOLUTION AUTHORIZING EXECUTIVE SESSION**

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

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

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

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

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

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

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

\_\_\_\_\_ A matter whose disclosure would constitute an unwarranted invasion of individual privacy;

\_\_\_\_\_ A collective bargaining agreement, or the terms and conditions thereof (Specify contract: \_\_\_\_\_);

\_\_\_\_\_ A matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed; Real Estate Acquisitions

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

\_\_\_\_\_ Investigations of violations or possible violations of the law;

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

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

X  Matters involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective or current public officer or employee of the public body, where all individual employees or appointees whose rights could be adversely affected have not requested in writing that the matter(s) be discussed at a public meeting; (The employee(s) and/or general nature of discussion is: OR Personnel \_\_\_\_\_ the public disclosure of such information at this time would violate the employee(s) privacy rights; therefore this information will be withheld until such time as the matter is concluded or the threat to privacy rights no longer exists.;

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

**BE IT FURTHER RESOLVED** that the Mayor and Council hereby declare that their discussion of the subject(s) identified above may be made public at a time when the Borough Attorney advises them that the disclosure of the discussion will not

detrimentally affect any right, interest or duty of the Borough or any other entity with respect to said discussion. That time is currently estimated to be: SIX MONTHS estimated length of time) OR upon the occurrence of \_\_\_\_\_  
\_\_\_\_\_;

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

A motion was made by Higgins, seconded by Boyle, to exit Executive Session at 9:00 p.m.

Ayes: 6, Nays: 0  
Motion carried.

Hearing no further business, a motion was made by Housel, seconded by Boyle, to adjourn the meeting at 9:00 pm.

Ayes: 6, Nays, 0  
Motion Carried.

\_\_\_\_\_  
Mayor Scott McDonald

\_\_\_\_\_  
Kristine Blanchard, Borough Clerk



**MANAGERS WEEKLY REPORT**  
**10/15/10**

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As requested previously by Council, the breakdown of all revenues and expenditures associated with the pool have been complied and has been placed on the upcoming agenda. Once you receive your agenda packets, please let me know if you have any questions on the information.

I received an e-mail from Andrew Holt advising that he had some scheduled time off last week and this week. Once he returns, he will again reach out to the crosswalk manufacturer when he returns in order to resolve the issues. I will keep you posted.

[REDACTED]

[REDACTED]



**MANAGERS WEEKLY REPORT**  
**10/22/10**

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As you are aware, as a condition of receiving the Transitional Aid from the State, we are required to execute a Memorandum of Understanding with them after receipt, which I have attached for your review. As you can see, the terms are EXTREMELY restrictive in what we can and can't do. As you will read, we need State approval for many things IN ADVANCE. (IE: Hiring professionals, staff, applying for grants, and the like)

I will not sugar coat this; the State is now more involved in our day-to-day operations that ever before. If you thought it was over-restrictive before, you were wrong. We need their permission for actions that we never needed in the past. Additionally, they have imposed mandatory changed to certain policy and personnel items as well, as well as curtailed future expansion of services to residents. I repeat, MANDATORY changes.

Council MUST adopt a resolution agreeing to the terms of their MOU at an upcoming meeting, or we will need to return the money; we have no choice.

I will begin working with Natasha on meeting their year-end requirements ASAP. One of the biggest hurdles is that we need their approval to hire professionals IN ADVANCE. As we need to hire professionals, I will begin seeking the approval process from the Stats immediately.

If I have not spoken with you already, I ask that you call me right away so I can speak with you in greater detail on this.

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The RFP for Professional Services (Round 2) has been published on the Borough's website, as well as the NJSLOM's website in November. I have also sent the notice to both the Warren County and Hunterdon County Bar Associations as well. With this in mind, I would like to reiterate the timeline that we must follow in order for Council to make their appointment in 2011:

- Now through December 23rd
  - Council can begin interviewing any/all applicants that submitted proposal in Round 1 of the solicitation process
- Now through December 1<sup>st</sup>
  - Proposals will be solicited for all "Round 2" professional services.
- December 1<sup>st</sup> through December 2<sup>nd</sup>
  - Review of proposals submitted for Round 2.
- December 2<sup>nd</sup> through December 23rd
  - Council will need to review all submissions made during the 1<sup>st</sup> and 2<sup>nd</sup> round and schedule interviews accordingly.
  - Borough Clerk to prepare professional service contract resolutions for the January 4, 2011 Re-Organizational meeting.

It should be noted, that before Council appoints ANY professional in 2011, we MUST receive prior written approval from the Director of the Division of Local Government Services. This is a condition in the above-stated Memorandum of Agreement. I have a conference call with the Director this afternoon to discuss this, along with the other requirements of the MOU.

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The crosswalk is up and running with no problems and all lights in the road are now. The plate that is connected to the three anchor bolts, which is supposed to be welded to the bollard, had failed. As a result, the bollard became loose. We were able to remove the entire bollard off the anchor bolts and fix the connection by using self tapping screws to connect the loose base plate to the bollard. As a result, it is currently stable and functioning fully. We believe that the cause of this problem was from a plow pushing snow up against the bollard or it was vandalized. As a result, we may need to replace the bollard if the fix does not hold.

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I spoke with a resident today who is interested in purchasing the old cannon that is located in Borough Park. He asked that I pass his request along to Council for their consideration, which I am doing. If this is something that you are interested in, I will move the process forward. If not, I will advise him accordingly.

**MANSFIELD TOWNSHIP  
OXFORD TOWNSHIP**

**MUNICIPAL COURT  
COUNTY OF WARREN**

**WASHINGTON TOWNSHIP  
WASHINGTON BOROUGH**

100 Port Murray Road  
Port Murray, NJ 07865  
Phone: (908) 689-7066  
FAX: (908) 689-9004



**J. EDWARD PALMER**  
Judge  
**JERILYNN HARRIS**  
Court Administrator

**TO:** Natasha Turchan, CFO

**FROM:** Jerilynn Harris, C.M.C.A.

**DATE:** October 12, 2010

**NUMBER OF PAGES INCLUDING THIS PAGE:**

**RE:** Monthly Report

**Cc:**

**SPECIAL INSTRUCTIONS:**

If you have any questions please give me a call.

Thank you,  
Jerilynn

**BOROUGH OF WASHINGTON  
Monthly Report**

**Year to Date**

**Category**

**Added:**

|                   |    |    |
|-------------------|----|----|
| DWI               | 1  | 1  |
| Moving            | 70 | 70 |
| Parking           | 83 | 83 |
| Indictable        | 9  | 9  |
| Disorderly Person | 23 | 23 |
| All Other         | 8  | 8  |

**Disposed:**

|                   |    |    |
|-------------------|----|----|
| DWI               | 0  | 0  |
| Moving            | 82 | 82 |
| Parking           | 51 | 51 |
| Indictable        | 8  | 8  |
| Disorderly Person | 24 | 24 |
| All Other         | 25 | 25 |

Month: September 2010  
Respectfully Submitted: Jerilyn Harris C.M.C.A.

Borough of Washington  
Monthly Financial Report

| Borough of Washington |  | Current Month | Year to Date |
|-----------------------|--|---------------|--------------|
| Check #               | 7338 Tres, Warren County                       | \$ 2,791.50   | \$ 2,791.50  |
| Check #               | 7339 Tres, Borough of Washington Title 39      | \$ 7,780.47   | \$ 7,780.47  |
| Check #               | 7340 Tres, Borough of Washington POAA          | \$ 14.00      | \$ 14.00     |
| Check #               | Tres, State of NJ Judiciary                    | \$ -          | \$ -         |
| Check #               | 7341 Tres, County W & M                        | \$ 950.00     | \$ 950.00    |
| Check #               | 7342 Various Restitution                       | \$ 10.00      | \$ 10.00     |
| Check #               | Tres, State of NJ ACH                          | \$ 6,042.70   | \$ 6,042.70  |
| Check #               | Over Payments                                  | \$ -          | \$ -         |
| Check #               | NJ Dept of Environmental Protection            | \$ -          | \$ -         |
| Check #               | Tres, Borough of Washington Public Defender    | \$ -          | \$ -         |
| Check #               | Tres, State of NJ W & M                        | \$ -          | \$ -         |
| Check #               | Tres, Township of Mansfield, non-cashed checks | \$ -          | \$ -         |

Month: September 2010  
Respectfully Submitted: Jerilyn Harris C.M.C.A.

**WASHINGTON TOWNSHIP POLICE**  
**DEPARTMENT**

**MONTHLY REPORT**  
**2010**

| ACTIVITY                                   | SEPTEMBER      |
|--|----------------|
| POLICE DISPATCHED INCIDENTS                | 2,931          |
| TOTAL CRIMINAL INVESTIGATIONS              | TOWNSHIP = 50  |
|  | BOROUGH = 68   |
|  | OXFORD = 15    |
| TOTAL CRIMINAL ARREST                      | TOWNSHIP = 9   |
|  | BOROUGH = 33   |
|  | OXFORD = 1     |
| TOTAL MOTOR VEHICLE CRASHES                | TOWNSHIP = 26  |
|  | BOROUGH = 21   |
|  | OXFORD = 1     |
| MOTOR VEHICLE STOPS/COMPLAINTS             | 393            |
| MOTOR VEHICLE SUMMONS                      | TOWNSHIP = 103 |
| <i>*Court failed to provide paperwork*</i> | BOROUGH = *UNK |
|  | OXFORD = *UNK  |
| CRIMES TO ANOTHER'S PROPERTY               | 48             |
| CDS /ALCOHOL INCIDENTS                     | 31             |
| DOMESTIC/FAMILY ISSUES                     | 94             |
| ALARMS                                     | 67             |
| EMS/FIRE CALL                              | 118            |
| OTHER TYPES                                | 2,132          |
| PATROL MILE (APPROX.)                      | 20,539         |

# Issues by Assigned To

Thursday, October 28, 2010  
2:13:53 PM

| Status         | Title | Due Date  | Priority   | Category  | Opened By     | Opened Date |
|----------------|-------|-----------|------------|-----------|---------------|-------------|
| Don Henry      |       |           |            |           |               |             |
| Resolved       |       | 28-Sep-10 | (2) Normal | Pot Holes | Debbie Smolar | 27-Sep-10   |
| Issue Count: 0 |       |           |            |           |               |             |
| Status         | Title | Due Date  | Priority   | Category  | Opened By     | Opened Date |

|                |  |           |            |                 |               |           |
|----------------|--|-----------|------------|-----------------|---------------|-----------|
| John Burd      |  |           |            |                 |               |           |
| working on it  |  | 23-Aug-10 | (1) High   | Curbs           | Debbie Smolar | 19-Aug-10 |
| Active         |  | 19-Sep-10 | (2) Normal | Pot Holes       | Debbie Smolar | 16-Sep-10 |
| Resolved       |  | 13-Oct-10 | (2) Normal | Pot Holes       | Debbie Smolar | 08-Oct-10 |
| Resolved       |  | 21-Oct-10 | (1) High   | Street Cleaning | Debbie Smolar | 21-Oct-10 |
| Active         |  | 22-Oct-10 | (2) Normal | Curbs           | Debbie Smolar | 21-Oct-10 |
| Active         |  | 26-Oct-10 | (1) High   | Special Detail  | Debbie Smolar | 25-Oct-10 |
| Resolved       |  | 28-Oct-10 | (2) Normal | Pot Holes       | Debbie Smolar | 26-Oct-10 |
| Issue Count: 0 |  |           |            |                 |               |           |

| Status         | Title | Due Date  | Priority   | Category           | Opened By     | Opened Date |
|----------------|-------|-----------|------------|--------------------|---------------|-------------|
| Kay Stasyshan  |       |           |            |                    |               |             |
| Resolved       |       | 24-Sep-10 | (2) Normal | Mun.Serv Request W | Debbie Smolar | 22-Sep-10   |
| Issue Count: 0 |       |           |            |                    |               |             |

| Status         | Title              | Due Date  | Priority   | Category      | Opened By     | Opened Date |
|----------------|--------------------|-----------|------------|---------------|---------------|-------------|
| Resolved       | Kristine Blanchard | 30-Sep-10 | (2) Normal | Code / Zoning | Debbie Smolar | 21-Sep-10   |
| Issue Count: 0 |                    |           |            |               |               |             |

| Status                | Title | Due Date  | Priority   | Category        | Opened By     | Opened Date |
|-----------------------|-------|-----------|------------|-----------------|---------------|-------------|
| Local Code 1 Official |       |           |            |                 |               |             |
| working on it         |       | 17-Jul-10 | (2) Normal | Grass cutting   | Debbie Smolar | 08-Jul-10   |
| working on it         |       | 13-Sep-10 | (2) Normal | Grass cutting   | Debbie Smolar | 09-Sep-10   |
| Resolved              |       | 22-Sep-10 | (1) High   | Trees           | Debbie Smolar | 21-Sep-10   |
| Resolved              |       | 27-Sep-10 | (1) High   | Special Detail  | Debbie Smolar | 27-Sep-10   |
| Resolved              |       | 08-Oct-10 | (2) Normal | Code Violations | Debbie Smolar | 07-Oct-10   |
| Resolved              |       | 21-Oct-10 | (2) Normal | Code Violations | Debbie Smolar | 21-Oct-10   |
| Issue Count: 0        |       |           |            |                 |               |             |

| Status         | Title | Due Date  | Priority   | Category           | Opened By     | Opened Date |
|----------------|-------|-----------|------------|--------------------|---------------|-------------|
| Rich Phelan    |       |           |            |                    |               |             |
| Resolved       |       | 08-Oct-10 | (2) Normal | Mun.Serv Request W | Debbie Smolar | 07-Oct-10   |
| Resolved       |       | 21-Oct-10 | (1) High   | Mun.Serv Request W | Debbie Smolar | 21-Oct-10   |
| Issue Count: 0 |       |           |            |                    |               |             |

# Issues Details

Thursday, October 28, 2010

2:14:02 PM

## Issue 295

|                     |                       |                 |               |
|---------------------|-----------------------|-----------------|---------------|
| <b>Assigned To:</b> | Local Code I Official | <b>Status</b>   | working on it |
| <b>Opened By:</b>   | Debbie Smolar         | <b>Category</b> | Grass cutting |
| <b>Opened Date</b>  | 08-Jul-10             | <b>Priority</b> | (2) Normal    |
|                     |                       | <b>Due Date</b> | 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.

9/29/10 Mike Stone s/w Ms. Swackhammer she claims that she never cut the grass that it is not her property. John Burd had spoke with Wendy who claims her mower is broke. There seems to be a dispute on property ownership. Mike will check tax map to confirm ownership.

10/28/10 Per Mike this is still under review.

## Issue 312

|                     |               |                 |               |
|---------------------|---------------|-----------------|---------------|
| <b>Assigned To:</b> | John Burd     | <b>Status</b>   | working on it |
| <b>Opened By:</b>   | Debbie Smolar | <b>Category</b> | Curbs         |
| <b>Opened Date</b>  | 19-Aug-10     | <b>Priority</b> | (1) High      |
|                     |               | <b>Due Date</b> | 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

10/28/10 Per John only Carlton and Belvidere Ave has been done.

**Issue 323**

|                     |                       |                 |               |
|---------------------|-----------------------|-----------------|---------------|
| <b>Assigned To:</b> | Local Code I Official | <b>Status</b>   | working on it |
| <b>Opened By:</b>   | Debbie Smolar         | <b>Category</b> | Grass cutting |
| <b>Opened Date</b>  | 09-Sep-10             | <b>Priority</b> | (2) Normal    |
|                     |                       | <b>Due Date</b> | 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. Balk 21.01 Lot 4.02

24 West Stewart St.

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

Thank you,  
Debbie

9/28/10 According to Mike Stone he is working on this.

**Issue 330**

|                     |               |                 |            |
|---------------------|---------------|-----------------|------------|
| <b>Assigned To:</b> | John Burd     | <b>Status</b>   | Active     |
| <b>Opened By:</b>   | Debbie Smolar | <b>Category</b> | Pot Holes  |
| <b>Opened Date</b>  | 16-Sep-10     | <b>Priority</b> | (2) Normal |
|                     |               | <b>Due Date</b> | 9/19/2010  |

John, I received a phone call from a resident who resides at Hillcrest Ave. She said the road is in terrible condition and needs repair. Please see what needs to be done and advise the Manager's Office.

Thank you,  
Debbie

**Issue 332**

|                     |                    |                 |               |
|---------------------|--------------------|-----------------|---------------|
| <b>Assigned To:</b> | Kristine Blanchard | <b>Status</b>   | Resolved      |
| <b>Opened By:</b>   | Debbie Smolar      | <b>Category</b> | Code / Zoning |
| <b>Opened Date</b>  | 21-Sep-10          | <b>Priority</b> | (2) Normal    |
|                     |                    | <b>Due Date</b> | 9/30/2010     |

Kris, I received a phone call from Mrs. Koller who resides at 21 Lenape Trail concerning an inspection of her fence. Please call her cell number 908-619-9632 to set up an inspection.

Please advise the Manager' Office when this is done.

Thank you,  
Debbie

9/29/10 Kris is working on this tonight.

10/13/10: Per Kris this was inspected and everything is fine.

**Issue 333**

|                     |                       |                 |           |
|---------------------|-----------------------|-----------------|-----------|
| <b>Assigned To:</b> | Local Code I Official | <b>Status</b>   | Resolved  |
| <b>Opened By:</b>   | Debbie Smolar         | <b>Category</b> | Trees     |
| <b>Opened Date</b>  | 21-Sep-10             | <b>Priority</b> | (1) High  |
|                     |                       | <b>Due Date</b> | 9/22/2010 |

Mike, I received a phone call from John Burd concerning a tree at 149 Broad Street. The tree belongs to the property owner and they have to take care of it not the Borough. It seems that the DPW was called out on Saturday about a tree down. If you have any questions call John Burd at 908-623-9303.

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

Debbie

9/28/10 Mike tried getting in touch with owner and has now sent a letter to Mr. Robert Sturgeon whose phone # is not in service. The tree is rotten and needs to be removed.

10/28/10 Per Mike Stone this is done.

**Issue 334**

|                     |               |                 |                          |
|---------------------|---------------|-----------------|--------------------------|
| <b>Assigned To:</b> | Kay Stasyshan | <b>Status</b>   | Resolved                 |
| <b>Opened By:</b>   | Debbie Smolar | <b>Category</b> | Mun.Serv Request Website |
| <b>Opened Date</b>  | 22-Sep-10     | <b>Priority</b> | (2) Normal               |
|                     |               | <b>Due Date</b> | 9/24/2010                |

Kay, I received a Municipal Service Request through the website from Mike Vesal requesting Tax Information for Blk 14 Lot 9.01. His e-mail address is Michael.vestal@crowncastle.com and his phone # 724-416-2078.

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

Thank you,  
Debbie

9/30/10 Per Kay she has been leaving messages for Mr. Vesal but he has not called back. She will try again.

10/22/10: Per Kay this is resolved

**Issue 336**

|                     |                       |                 |                |
|---------------------|-----------------------|-----------------|----------------|
| <b>Assigned To:</b> | Local Code I Official | <b>Status</b>   | Resolved       |
| <b>Opened By:</b>   | Debbie Smolar         | <b>Category</b> | Special Detail |
| <b>Opened Date</b>  | 27-Sep-10             | <b>Priority</b> | (1) High       |
|                     |                       | <b>Due Date</b> | 9/27/2010      |

Mike, Mr. Herman Rambarangh from 1 Fillmore Street came in complaining about rodents in 3 Fillmore Street house and is now going into his home.

Please check this out and advise the Manager's Office of the outcome. Mr. Rambarangh's phone number is 908-283-3305.

Thank you,  
Debbie

9/27/10 Mike called Stacy, Warren County Bd. Of Health advised of situation with names and phone numbers. They will send someone out. Mike will follow up in a couple of days.

10/28/10 Per Mike Stone this is done.

**Issue 337**

|                     |               |                 |            |
|---------------------|---------------|-----------------|------------|
| <b>Assigned To:</b> | Don Henry     | <b>Status</b>   | Resolved   |
| <b>Opened By:</b>   | Debbie Smolar | <b>Category</b> | Pot Holes  |
| <b>Opened Date</b>  | 27-Sep-10     | <b>Priority</b> | (2) Normal |
|                     |               | <b>Due Date</b> | 9/28/2010  |

Don, Richard McGuire a resident from 23 Green Street came in requesting a pot hole needs to be filled on Green Street in front of his home.

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

Thank you,  
Debbie

10/28/10 Per John Burd this is done.

**Issue 338**

|                     |                       |                 |                 |
|---------------------|-----------------------|-----------------|-----------------|
| <b>Assigned To:</b> | Local Code I Official | <b>Status</b>   | Resolved        |
| <b>Opened By:</b>   | Debbie Smolar         | <b>Category</b> | Code Violations |
| <b>Opened Date</b>  | 07-Oct-10             | <b>Priority</b> | (2) Normal      |
|                     |                       | <b>Due Date</b> | 10/8/2010       |

Mike, Mrs. Susan Jost a resident from the Borough came in to complain about her neighbor at 8 Nunn Ave. He is constantly burning wood on his grill every day and the smell is getting very bad. Mrs. Jost 's number is 689-1866.

Please advise the Manager's Office of the outcome.

Debbie

10/28/10 Per Mike Stone this is done.

**Issue 339**

|                     |               |                 |                          |
|---------------------|---------------|-----------------|--------------------------|
| <b>Assigned To:</b> | Rich Phelan   | <b>Status</b>   | Resolved                 |
| <b>Opened By:</b>   | Debbie Smolar | <b>Category</b> | Mun.Serv Request Website |
| <b>Opened Date</b>  | 07-Oct-10     | <b>Priority</b> | (2) Normal               |
|                     |               | <b>Due Date</b> | 10/8/2010                |

Rich, I rec'd a Municipal Service Request from Laura McDonald stating there are website errors concerning the high school grade level and St. Peter's Episcopal Church changed their website. The grade level should state 9-12 for high school and the Church's new site is [www.gostpeter.org](http://www.gostpeter.org).

Rich, took care of this on 10/07/10 by e-mailing Morris, at City Connections.

Debbie

**Issue 340**

|                     |               |                 |            |
|---------------------|---------------|-----------------|------------|
| <b>Assigned To:</b> | John Burd     | <b>Status</b>   | Resolved   |
| <b>Opened By:</b>   | Debbie Smolar | <b>Category</b> | Pot Holes  |
| <b>Opened Date</b>  | 08-Oct-10     | <b>Priority</b> | (2) Normal |
|                     |               | <b>Due Date</b> | 10/13/2010 |

John, I received note from a resident complaining that the alley behind Taylor Street School at Church St. and School Street needs blacktopping.

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

Thank you,  
Debbie

10/28/10 Per John Burd this is done.

**Issue 341**

|                     |                       |                 |                 |
|---------------------|-----------------------|-----------------|-----------------|
| <b>Assigned To:</b> | Local Code I Official | <b>Status</b>   | Resolved        |
| <b>Opened By:</b>   | Debbie Smolar         | <b>Category</b> | Code Violations |
| <b>Opened Date</b>  | 21-Oct-10             | <b>Priority</b> | (2) Normal      |
|                     |                       | <b>Due Date</b> | 10/21/2010      |

Mike, the owner from Frantoini Stores at 10 East Wasjhington Avenue came in yesterday complaining about the tenants that live upstairs from the store. It seems they leave their garbage out on Sunday until it gets picked up on Friday. This is a Borough code violation.

Please advise the Manager's Office of the outcome of this complaint.

Thank you,

Debbie

10/28/10 Per Mike Stone this is done.

**Issue 342**

|                     |               |                 |                 |
|---------------------|---------------|-----------------|-----------------|
| <b>Assigned To:</b> | John Burd     | <b>Status</b>   | Resolved        |
| <b>Opened By:</b>   | Debbie Smolar | <b>Category</b> | Street Cleaning |
| <b>Opened Date</b>  | 21-Oct-10     | <b>Priority</b> | (1) High        |
|                     |               | <b>Due Date</b> | 10/21/2010      |

John, Rich received a phone call from a resident who resides at 15-17 School Street. She said there is glass in the alley from a car fire.

Please sweep the alley and advise the Manager's office when it is done.

Thank you,

Debbie

Per Don Henry this was done on 10/21/10.

**Issue 343**

|                     |               |                 |            |
|---------------------|---------------|-----------------|------------|
| <b>Assigned To:</b> | John Burd     | <b>Status</b>   | Active     |
| <b>Opened By:</b>   | Debbie Smolar | <b>Category</b> | Curbs      |
| <b>Opened Date</b>  | 21-Oct-10     | <b>Priority</b> | (2) Normal |
|                     |               | <b>Due Date</b> | 10/22/2010 |

John, per Rich please repaint the curbs yellow on all sides at the following location:

- 1) Route 31 and Gibson Place
- 2) Route 31 and 57 Intersection
- 3) Rt 57 and Broad St-Belvidere Ave.
- 4) Rt. 57 and North and South Lincoln Ave.
- 5) Rt. 57 and North and South Prospect St.

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

Thank you,  
Debbie

**Issue 344**

|                     |               |                 |                          |
|---------------------|---------------|-----------------|--------------------------|
| <b>Assigned To:</b> | Rich Phelan   | <b>Status</b>   | Resolved                 |
| <b>Opened By:</b>   | Debbie Smolar | <b>Category</b> | Mun.Serv Request Website |
| <b>Opened Date</b>  | 21-Oct-10     | <b>Priority</b> | (1) High                 |
|                     |               | <b>Due Date</b> | 10/21/2010               |

Rich, I received a Municipal Service Request through the website from Ms. Cascone a tenant at the Washington Gardens Apt. Requesting information concerning the odor coming from the sewer plant if there are any toxic chemicals being used there. Ms. Cascone e-mail address is annacas36@yahoo.com and her phone # is 908-223-7311.

Debbie

10/21/10: Rich e-mailed Ms. Cascone to advise her the chemicals are not toxic or harmful in any way. Unfortunately, depending on the daily amount the duration of the odor can vary.

**Issue 345**

|                     |               |                 |                |
|---------------------|---------------|-----------------|----------------|
| <b>Assigned To:</b> | John Burd     | <b>Status</b>   | Active         |
| <b>Opened By:</b>   | Debbie Smolar | <b>Category</b> | Special Detail |
| <b>Opened Date</b>  | 25-Oct-10     | <b>Priority</b> | (1) High       |
|                     |               | <b>Due Date</b> | 10/26/2010     |

John, per Rich on the following address: 107 Harding Drive please cut all overgrown grass, weeds, and growth in the rear of this property.

All equipment that is currently on the property (i.e.. Lawn mower) to be relocated to the rear of the property. Also, all trash is to be removed from this property. Any question you can call Rich.

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

Thank you,

Debbie

**Issue 346**

|                     |               |                 |            |
|---------------------|---------------|-----------------|------------|
| <b>Assigned To:</b> | John Burd     | <b>Status</b>   | Resolved   |
| <b>Opened By:</b>   | Debbie Smolar | <b>Category</b> | Pot Holes  |
| <b>Opened Date</b>  | 26-Oct-10     | <b>Priority</b> | (2) Normal |
|                     |               | <b>Due Date</b> | 10/28/2010 |

John, The following locations need to have pot holes repaired:

The alley between West. Johnston and West Stewart - very big hole

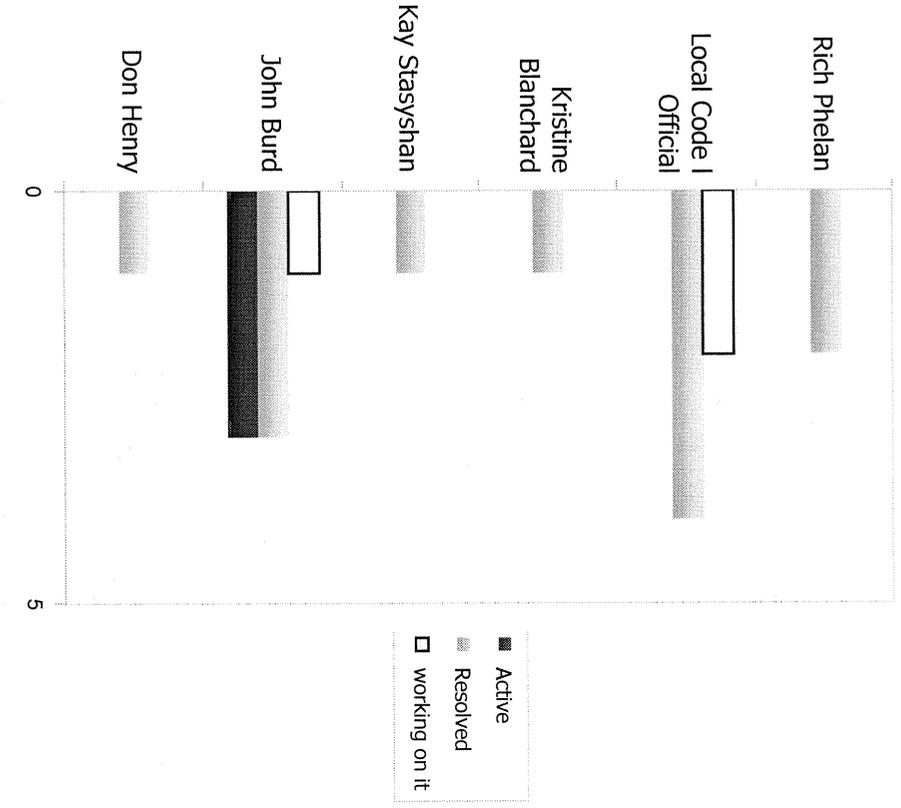
Off of Hillcrest Ave. right before Rt. 31. - there are a couple pot holes there.

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

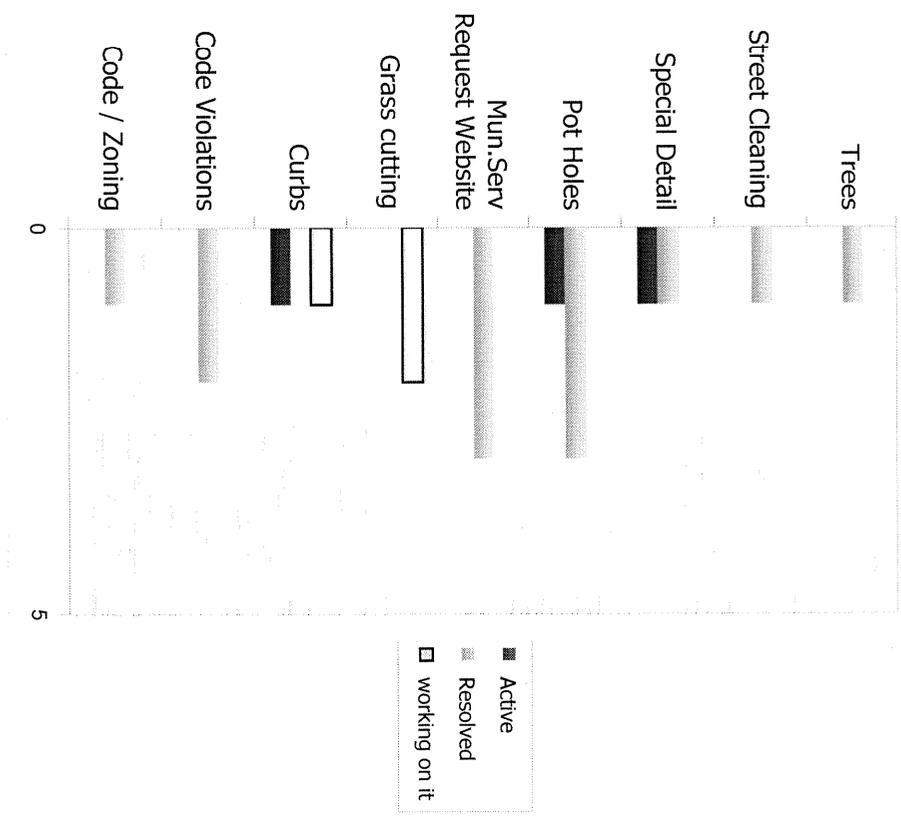
Thank you,  
Debbie

10/28/10 : Per John Burd this is done.

### Issues by Assigned To



### Issues by Category





RICHARD D. PHELAN

BOROUGH MANAGER

MEMORANDUM

TO: Mayor and Council

CC: Kristine Blanchard  
Natasha Turchan

FROM: Richard Phelan 

DATE: October 25, 2010

SUBJECT: Timeline for 2011 Professional Service Appointments

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As a follow-up to my memorandum of October 8<sup>th</sup> memorandum and October 22<sup>nd</sup> weekly report, I need to inform Council of a significant change to the timeline associated with appointments for the 2011 professionals. The change is solely related to the Transitional Aid Memorandum of Agreement (MOU) that the Borough must enter into with the State, to which the changes are highlighted below. With this in mind, I can not stress enough the importance of keeping the timeline referenced below:

- Now through December 1<sup>st</sup>
  - Proposals will be solicited for all “Round 2” professional services.
- December 1<sup>st</sup> through December 2<sup>nd</sup>
  - Review of proposals submitted for Round 2.
- December 2<sup>nd</sup> - December 7<sup>th</sup>
  - Council will need to review all submissions made during the 1<sup>st</sup> and 2<sup>nd</sup> round and schedule interviews accordingly.
- December 8<sup>th</sup> – December 23<sup>rd</sup>
  - Submit documentation for State approval.
  - One of the **mandatory requirements** in the MOU is that we supply the State with a “Contract Request Form” for each professional the Council is considering appointing. Among other things, this form needs to name the firm being appointed, their fees, and a certification of funds.
  - The State needs these forms fifteen (15) days prior to award. Herein lies the problem.....in order for the Clerk to have the Re-Organizational meeting agenda completed and ready, all documents must be given to her no later than December 23<sup>rd</sup>. If you subtract the State review time from this, Council must advise us which firm(s) they wish to appoint **no later than Wednesday, December 8<sup>th</sup>**. If not, we will not be able to award professional services contracts in January.
  - Additionally, each document **must** be signed by the Mayor, Manager and CFO.
- December 23<sup>rd</sup> – December 30<sup>th</sup>
  - Clerk to finalize all professional service contract resolutions for the January 4, 2011 Re-Organizational meeting.

As you can see, the amount of time Council has to schedule interviews and make their recommendations has drastically been reduced as a result of the State review period. With this in mind, I suggest that Council begin interviewing potential firms from “Round 1” immediately in order to ensure that there is no lapse in coverage in 2011. Bottom line – we need to know **no later than December 7<sup>th</sup>** which firm(s) will be appointed.

As always, feel free to contact me with any questions.

## RESOLUTION 178-2010

WHEREAS, The Borough Council shall annually review and evaluate the performance of each appointed professional's work and also shall annually review and re-negotiate, as appropriate, the monetary terms of his/her contract. Such evaluations are a good mechanism for ensuring strong working relationships and for communicating priorities, to provide feedback to the professional and identify areas of strengths and areas where improvements may be needed. Further, the Council shall provide an adequate opportunity for the professional to discuss his evaluation in Executive Session with Council and;

WHEREAS, The evaluation procedure provides guidelines for the Borough Council and the Professional to use in reviewing their services provided to the Borough of Washington and;

WHEREAS, After appointment of the Professional, the Council will be given a copy of the contract with services to be provided along with an evaluation form to complete on the assessment of the services and performance of the professional and his/her office. This will be used as a guideline to keep track of the performance throughout the appointment and will be retained for their own personal record. The mayor and council will meet in closed session semi-annually to discuss the professional's performance and together complete Section III of the evaluation form. The Council will then conduct a closed session evaluation with the professional to discuss any performance issues and changes they would like to see.

Motion made by, \_\_\_\_\_, seconded by, \_\_\_\_\_ and adopted this 3<sup>rd</sup> day of November 2010.

Kristine Blanchard, RMC

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## **Professional Evaluation Form for Borough Attorney**

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. General Performance**

|  |  |
|--|--|
|  | A. Has the legal advice provided by the borough attorney proven to be accurate and technically correct? Does the attorney take into consideration the borough's municipal code, council policies, government regulations including ethics, open meetings, and public information act issues as well as changes and new developments in all the facets of municipal law? Does the attorney take into account and balance the overall goals and objectives of the borough? |
|  | B. Are alternatives and innovative solutions provided? Is Council made properly made aware of consequences that might occur as a result of action it may take?   |
|  | C. 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?  |
|  | D. Is all required documentation and information being provided promptly?  |
|  | E. Are timelines for follow-up to requests clearly communicated?   |
|  | F. 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?  |
|  | G. 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?  |
|  | H. Does the borough attorney accurately identify and address all legal issues within documents and items that he reviews?  |
|  | I. 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? Does the borough attorney recognize the Mayor and Council as the final decision makers?  |
|  | J. Are the borough attorney's estimates of all impacts reasonably accurate, on a regular basis?  |
|  | K. 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?   |
|  | L. Are requested legal work and assignments completed in a timely manner within pre-established timeframes?  |
|  | M. Is the borough attorney accessible when needed to respond to requests for legal information and assistance?   |

|  |   |
|--|---|
|  | N. Does the borough attorney follow-up effectively to requests that are made?                                 |
|  | O. Does the Borough Attorney attend all council meetings personally, unless excused by the Mayor and Council? |

***II. 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 and quality of service provided?   |

***(This page will be the only document completed in closed session with Council as a whole and shared with the Borough Attorney.)***

***III. Strengths and Improvements***

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

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**B.** What areas need to be improved?

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

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

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***Additional Comments***

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## ***Professional Evaluation Form for Borough Auditor***

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

### ***I. General Performance***

|  |  |
|--|--|
|  | A. Has the financial advice provided by the borough auditor proven to be accurate and technically correct? Does the auditor take into account and balance the overall goals and objectives of the borough?             |
|  | B. Are alternatives and innovative solutions/recommendations provided to improve the Borough's financial situation? Is Council properly made aware of consequences that might occur as a result of action it may take? |
|  | C. Does the borough auditor proactively look for and identify potential issues within the borough's operations and provide financial advice preventative in nature to avoid problems from occurring?                   |
|  | D. Is all required documentation such as the annual audit completed by the NJ statutory (and/or borough) deadlines?  |
|  | E. Are the borough auditor's estimates of all impacts reasonably accurate, on a regular basis?   |
|  | F. Are requested assignments completed in a timely manner within pre-established timeframes?   |
|  | G. Is the borough auditor accessible when needed to respond to requests for financial information and assistance?  |
|  | H. Does the borough auditor follow-up effectively to requests that are made?   |

### ***II. Cost/Fiscal Accountability and Control***

|  |  |
|--|--|
|  | A. Are regular audit activities achieved within budgetary goals and limits?  |
|  | B. Do Scopes of Services include sufficient details for proper budgeting and planning purposes?                        |
|  | C. Do invoices accurately identify tasks and expenses in sufficient detail to provide accountability and cost control? |
|  | D. Are the borough auditor's fees competitive and appropriate for the type and quality of service provided?            |

***(This page will be the only document completed in closed session with Council as a whole and shared with the Borough Auditor.)***

***III. Strengths and Improvements***

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

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B. What areas need to be improved?

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

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

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***Additional Comments***

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## ***Professional Evaluation Form for Borough Bond Attorney***

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

### ***I. General Performance***

|  |   |
|--|---|
|  | A. Has the advice provided by the bond attorney proven to be accurate and technically correct? Does the bond attorney take into account and balance the overall goals and objectives of the borough?        |
|  | B. Are alternatives and innovative solutions provided to improve the Borough's financial situation? Is Council made properly made aware of consequences that might occur as a result of action it may take? |
|  | C. Does the borough bond 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?      |
|  | D. Is all required documentation and information being provided promptly?   |
|  | E. Are timelines for follow-up to requests clearly communicated?  |
|  | F. Does the borough bond attorney accurately identify and address all legal issues within documents and items that he reviews?  |
|  | G. Are the borough bond attorney's estimates of all impacts reasonably accurate, on a regular basis?  |
|  | H. Are requested legal work and assignments completed in a timely manner within pre-established timeframes?   |
|  | I. Is the borough bond attorney accessible when needed to respond to requests for legal information and assistance for Council members and staff?   |
|  | J. Does the borough bond attorney follow-up effectively to requests that are made?  |

### ***II. Cost/Fiscal Accountability and Control***

|  |  |
|--|--|
|  | A. Are regular bond legal activities achieved within budgetary goals and limits?   |
|  | B. Do Scopes of Services include sufficient details for proper budgeting and planning purposes?  |
|  | C. Are legal tasks performed with appropriate authorization according to the statute, established procedures (council policies) and contract requirements? |
|  | D. Do invoices accurately identify tasks and expenses in sufficient detail to provide accountability and cost control?                                     |
|  | E. Are the borough bond attorney's fees competitive and appropriate for the type and quality of service provided?  |

***(This page will be the only document completed in closed session with Council as a whole and shared with the Borough Bond Attorney.)***

***III. Strengths and Improvements***

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

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**B.** What areas need to be improved?

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

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

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***Additional Comments***

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## **Professional Evaluation Form for Borough Engineer**

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

### **I. General Performance**

|  |   |
|--|---|
|  | A. Has the engineering advice provided by the borough engineer proven to be accurate and technically correct? Does the engineer take into account and balance the overall goals and objectives of the borough?  |
|  | B. Are alternatives and innovative solutions/recommendations provided? Is Council made properly made aware of consequences that might occur as a result of action it may take?  |
|  | C. Is all required documentation and information being provided promptly and/or meeting deadlines?  |
|  | D. Does the Borough engineer carry out borough council directions in a professional, affirmative way even if the borough council's decision was inconsistent with the engineer's advice or there was a split vote on the issue? Does the engineer recognize the Mayor and Council as the final decision makers? |
|  | E. Are requested engineering work and assignments completed in a timely manner or within requested timeframes?  |
|  | F. Does the borough engineer's proposals demonstrate a clear understanding of the scope of work and related objectives?   |
|  | G. Does the borough engineer consistently provide high quality services and do proposals include quality control and assurance of performance?  |
|  | H. Is the borough engineer accessible when needed to respond to requests for information and assistance?  |
|  | I. Does the borough engineer follow-up effectively to requests that are made?   |
|  | J. Does the Borough engineer attend meetings personally when requested?   |

### **II. Cost/Fiscal Accountability and Control**

|  |   |
|--|---|
|  | A. Are services provided within the scope of services and achieved within budgetary goals and limits? If the costs are above original scope of services does the engineer notify the borough and propose a new scope of services? |
|  | B. Do Scopes of Services include sufficient details for proper budgeting and planning purposes? Are scopes of services done for all assignments, projects etc. if there is no retainer to manage costs/fees?                      |
|  | C. Do invoices accurately identify tasks and expenses in sufficient detail to provide accountability and cost control?  |
|  | D. Are the borough engineer's fees competitive and appropriate for the type and quality of service provided?  |

***(This page will be the only document completed in closed session with Council as a whole and shared with the Borough Engineer.)***

**III. Strengths and Improvements**

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

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B. What areas need to be improved?

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

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

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***Additional Comments***

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## **Professional Evaluation Form for Borough Planner**

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

### **I. General Performance**

|  |  |
|--|--|
|  | A. Has the advice provided by the borough planner proven to be accurate and technically correct? Does the planner take into account and balance the overall goals and objectives of the borough?   |
|  | B. Are alternatives and innovative solutions/recommendations provided? Is Council made properly made aware of consequences that might occur as a result of action it may take?   |
|  | C. Is all required documentation and information being provided promptly and/or meeting deadlines?   |
|  | D. Does the Borough planner carry out borough council directions in a professional, affirmative way even if the borough council's decision was inconsistent with the planner's advice or there was a split vote on the issue? Does the planner recognize the Mayor and Council as the final decision makers? |
|  | E. Are the borough planner's estimates of all impacts reasonably accurate, on a regular basis?   |
|  | F. Is the borough planner accessible when needed to respond to requests for information and assistance?  |
|  | G. Does the borough planner follow-up effectively to requests that are made?   |
|  | H. Does the Borough planner attend meetings when requested?  |

### **II. Cost/Fiscal Accountability and Control**

|  |  |
|--|--|
|  | A. Are services provided within the scope of services and achieved within budgetary goals and limits? If the costs are above original scope of services does the planner notify the borough and propose a new scope of services? |
|  | B. Do Scopes of Services include sufficient details for proper budgeting and planning purposes?  |
|  | C. Do invoices accurately identify tasks and expenses in sufficient detail to provide accountability and cost control?   |
|  | D. Are the borough planner's fees competitive and appropriate for the type and quality of service provided?  |

***(This page will be the only document completed in closed session with Council as a whole and shared with the Borough Planner.)***

***III. Strengths and Improvements***

**A.** What do you consider to be the Borough Planner's greatest strengths? Identify one or more top achievements you have observed in the borough planner over the last year.

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**B.** What areas need to be improved?

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

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**D.** List things that the Borough Planner does not currently do that you would like for him/her to do?

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***Additional Comments***

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## ***Professional Evaluation Form for Borough Redevelopment Attorney***

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

### ***I. General Performance***

|  |  |
|--|--|
|  | A. Has the legal advice provided by the borough redevelopment attorney proven to be accurate and technically correct? Does he/she take into account and balance the overall goals and objectives of the borough? |
|  | B. Are alternatives and innovative solutions/recommendations provided? Is Council made properly made aware of consequences that might occur as a result of action it may take?                                   |
|  | C. Are the borough redevelopment attorney's estimates of all impacts reasonably accurate, on a regular basis?  |
|  | D. Are requested assignments and documentation etc. completed in a timely manner and meet the deadlines?   |
|  | E. Is the borough redevelopment attorney accessible when needed to respond to requests for information and assistance?   |
|  | F. Does he/she follow-up effectively to requests that are made?  |

### ***II. Cost/Fiscal Accountability and Control***

|  |  |
|--|--|
|  | A. Are the legal activities achieved within budgetary goals and limits?  |
|  | B. Do Scopes of Services include sufficient details for proper budgeting and planning purposes?                            |
|  | C. Do invoices accurately identify tasks and expenses in sufficient detail to provide accountability and cost control?     |
|  | D. Are the borough redevelopment attorney's fees competitive and appropriate for the type and quality of service provided? |

***(This page will be the only document completed in closed session with Council as a whole and shared with the Borough Redevelopment Attorney.)***

**III. Strengths and Improvements**

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

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**B.** What areas need to be improved?

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

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

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***Additional Comments***

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## **Professional Evaluation Form for Borough Tax Appeal Attorney**

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

### **I. General Performance**

|  |   |
|--|---|
|  | A. Has the financial and legal advice provided by the borough tax appeal attorney proven to be accurate and technically correct? Does he/she take into account and balance the overall goals and objectives of the borough? |
|  | B. Are alternatives and innovative solutions/recommendations provided? Is Council made properly made aware of consequences that might occur as a result of action it may take?  |
|  | C. Are the borough tax appeal attorney's estimates of all impacts reasonably accurate, on a regular basis?  |
|  | D. Are requested assignments and documentation etc. completed in a timely manner and meet the deadlines?  |
|  | E. Is the borough tax appeal attorney accessible when needed to respond to requests for information and assistance?   |
|  | F. Does he/she follow-up effectively to requests that are made?   |

### **II. Cost/Fiscal Accountability and Control**

|  |   |
|--|---|
|  | A. Are regular tax appeal legal activities achieved within budgetary goals and limits?                                  |
|  | B. Do Scopes of Services include sufficient details for proper budgeting and planning purposes?                         |
|  | C. Do invoices accurately identify tasks and expenses in sufficient detail to provide accountability and cost control?  |
|  | D. Are the borough tax appeal attorney's fees competitive and appropriate for the type and quality of service provided? |

***(This page will be the only document completed in closed session with Council as a whole and shared with the Borough Tax Appeal Attorney.)***

***III. Strengths and Improvements***

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

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**B.** What areas need to be improved?

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

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**D.** List things that the Borough Tax Appeal Attorney does not currently do that you would like for him/her to do?

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***Additional Comments***

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## BOROUGH OF WASHINGTON

100 BELVIDERE AVENUE • WASHINGTON, NEW JERSEY 07882-1426

PHONE: (908) 689-3600

[www.washingtonboro-nj.org](http://www.washingtonboro-nj.org)

FAX: (908) 689-9485

BOROUGH CLERK EXT. 113  
CODE ENFORCEMENT EXT. 139  
EMERGENCY MANAGEMENT EXT. 131  
FINANCE EXT. 117  
FIRE PREVENTION EXT. 142

*A Council Manager Community*

MANAGER EXT. 119  
SEWER EXT. 116  
TAX ASSESSOR EXT. 129  
TAX COLLECTOR EXT. 117  
ZONING EXT. 139

TO: Richard Phelan, Borough Manager  
FROM: Natasha Turchan, CFO  
DATE: October 27, 2010

RE: Agenda Items

Please find two resolutions that I would like to add to the next meeting. As you know our Annual Audit stated that we have various grant receivables and reserve balances in the Grant Fund that remained inactive. The resolutions prepared for this meeting assure that we are continually reviewing our balances and canceling grants on a timely basis.

Please place those items on the next agenda for approval by the Governing Body.

Resolution 179-2010  
TO CANCEL RESERVE BALANCES OF THE GRANT FUND

WHEREAS, there exists various reserves on the balance sheet of the Grant Fund; and

WHEREAS, the funds creating these reserves have been investigated and it has been determined that these reserves should be cancelled;

NOW, THEREFORE, BE IT RESOLVED, by the council of the Borough of Washington, Warren County, New Jersey, that the following reserves in the amount of \$36,590.92 be and the same are hereby cancelled:

|                          |             |
|--------------------------|-------------|
| Obey the Sign            | 428.17      |
| Body Armor               | \$2,155.68  |
| Drunk Driving            | \$2,887.00  |
| Click-it or Ticket       | \$9,375.04  |
| Small Cities             | \$33.55     |
| Police Feasibility Study | \$19,500.00 |
| Federal Bullet Proof     | \$2,211.48  |
|                          | 36,590.92   |

Resolution 180-2010

TO CANCEL RECEIVABLE BALANCES AND CORRESPONDING RESERVE  
BALANCES FOR VARIOUS GRANTS

WHEREAS, a total receivable balances of various grants \$2,116.97 from the State of New Jersey which remains on the Grant Fund balance sheet have expired, and

WHEREAS, it is necessary to formally cancel the receivable balance and its offsetting appropriations reserve balance;

NOW, THEREFORE, BE IT RESOLVED that the following grant receivable and appropriation reserve balances be cancelled:

|   |            |
|---|------------|
| COPS more 1997 -receivable                      | \$622.70   |
| COPS more 1997 -appropriated reserve            | \$622.70   |
| Alcohol Education and Rehabilitation receivable | \$27.79    |
| Alcohol Education and Rehabilitation reserve    | \$27.79    |
| Click-it or Ticket, receivable                  | \$1,466.48 |
| Click-it or Ticket, reserve                     | \$1,466.48 |



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS  
101 SOUTH BROAD STREET  
PO Box 803  
TRENTON, NJ 08625-0803

CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lt. Governor*

LORI GRIFA  
*Commissioner*

October 19, 2010

Honorable Scott McDonald, Mayor  
Borough of Washington  
100 Belvidere Avenue  
Washington, New Jersey 07882-1426

Dear Mayor McDonald:

Please find enclosed the Transitional Aid Memorandum of Understanding (MOU) between the Division of Local Government Services (Division) and Borough of Washington as referenced in your award letter.

The MOU delineates the terms and conditions of the Transitional Aid program and your participation in the program. Please be advised that the terms of the MOU and your compliance will be closely monitored by the Division.

The MOU must be signed and returned to the Division **within 15 days of receipt of this letter**. Aid will be immediately awarded upon receipt of the signed MOU.

Additionally, the governing body must pass a resolution **within 30 days of receipt of this letter** as indication that they are aware of the terms of the MOU. A copy of the resolution should be provided to the Division.

If your municipality participated in the Special Municipal Aid Program in the past, be advised that new provisions have been added to this MOU, including provisions pertaining to the adoption of a pay to play ordinance. Please thoroughly review the MOU.

If you should have any questions or concerns, please do not hesitate to contact my office at (609) 292-6613.

Thank you in advance for your expedience and attention to this matter.

Sincerely,

Thomas Neff,  
Director

Enclosure  
LN emk



**MEMORANDUM OF UNDERSTANDING**

**By and Between:**

**The Director of the Division of Local Government Services  
and the Borough of Washington**

**WHEREAS**, the Director of the Division of Local Government Services (the “Director”) has determined that the Borough of Washington (the “Municipality”) is in serious fiscal distress and the Director has determined that an award of \$400,000 of Transitional Aid to Localities (“Transition Aid”) is appropriate, all in accordance with the criteria set forth in P.L. 2010, c.35 (the “State Budget”) and after reviewing an application submitted by the Municipality on July 15, 2010; and

**WHEREAS**, the State Budget directs that Transition Aid shall be provided subject to such conditions, requirements, orders, and oversight as the Director deems necessary including the implementation of government, administrative, and operational efficiency and oversight measures necessary for the fiscal recovery of the Municipality; and

**WHEREAS**, this Memorandum of Understanding By and Between the Director of the Division of Local Government Services and the Borough of Washington (the “Memorandum”) sets forth the minimum conditions, requirements, orders, and oversight in consideration for Transition Aid;

**THEREFOR**, the Municipality shall, in addition to complying with all applicable laws, regulations, and Local Finance Notices, observe and comply with the requirements set forth below and shall implement any and all government, administrative and operational efficiency, and oversight measures necessary for the fiscal recovery of the Municipality as the Director may order from time to time.

**Submission of a Transition Plan**

There is no guaranty of Transition Aid being available in the future and the Municipality shall not anticipate or rely on the existence of continued funding. The Municipality shall submit a plan on or before December 31, 2010 detailing how it intends to eliminate its reliance on Transition Aid as soon as possible (the Transition Plan). In no case shall the Transition Plan provide for a phase out of the aid over a period of more than four years. The Transition Plan must set forth a reasonable reduction in reliance on such funding in the Calendar Year 2011 Budget. The Transition Plan shall discuss initiatives to bring structural balance to the Municipality’s finances and shall include, but not be limited to, all of the following:

- An acknowledgement that the Municipality needs to reduce its reliance on Transition Aid; and
- A plan to reduce staffing costs for Calendar Year 2011 from Calendar Year 2010 levels through layoffs, attrition, restructuring, or other personnel actions; and
- A plan to eliminate or reduce the costs of services or activities not deemed essential or that are of low priority; and
- A plan to maximize recurring revenues, including but not limited to updating fees, fines and penalties, maximizing enforcement of revenue delinquencies, selling surplus land and property, and encouraging sustainable and taxable development; and
- A plan to address findings resulting from in various audits, investigations, and reports with respect to the Municipality, including municipal audits, applicable State Comptroller reports and audits, federal program audits, and other audits as identified by the Director.

### **Restrictions on Personnel Matters**

1. **Hiring for New Positions and Positions not Filled as of the Date of Memorandum:** A "Request for Employment Approval" (Attachment A) shall be submitted to the Director for consideration prior to the Municipality hiring any person to fill any new positions or to fill any positions not filled as of the date of this Memorandum. No advertising or posting for new employees or hiring of such employees shall occur without the Municipality first receiving a Request for Employment Waiver approved and signed by the Director.
2. **Hiring for Essential Positions Vacated after the Date of the Memorandum:** The Municipality may replace an employee who has left the employment of the Municipality after the effective date of this Memorandum provided that the Municipality shall have determined that the position to be filled is essential. The Municipality shall notify the Director at least 15 days prior to replacing such employee by submitting an "Essential Employee Replacement Form" (Attachment B). If the position is being filled with an employee whose salary and compensation will exceed the salary and compensation of the employee being replaced, the hire shall be treated as a new hire and a Request for Employment Approval must first be approved pursuant to "1" above. Additionally, if the position is being filled with an employee whose title, rank, step or other classification is other than the title, rank, step or other classification of the employee being replaced, regardless of salary and compensation, the hire shall be treated as a new hire and a Request for Employment Approval must first be approved pursuant to "1" above.
3. **Salary Restraints for Elected Officials and Noncontractual Employees:** The Municipality shall not increase salaries or compensation for elected officials and employees not otherwise entitled to increases pursuant to the terms of a contract in effect as of the date of this Memorandum.
4. **Promotions and Transfers:** The Municipality shall freeze promotions and transfers involving salary increases unless required by contractual obligations.

### **Restrictions on Certain Contracts**

1. The hiring of consultants and professionals, either directly or through a sub-contract, regardless of cost, shall be subject to the prior written approval of the Director of a "Contract Request Form" (Attachment C). This restriction shall include, but not be limited to legal counsel, risk management advisors or services, public relations, government affairs, engineering and public works, accounting and financial services and advice, public safety and health, management services; and without exception, all professional services and extraordinary services contracts as defined in the Local Public Contracts Law without regard to value.
2. Unless otherwise approved in advance by the Director, all contracts that are exempt from public bidding shall be procured subject to a "fair and open process" pursuant to N.J.S.A. 19:44A-20.4 et seq. unless otherwise procured pursuant to a process that provides greater transparency and competition than the minimum requirements under the "fair and open process."
3. Nothing herein shall require approval of the hiring of consultants and professionals whose services are needed to address an emergency, provided however, that such hiring to address an emergency shall be reported to the Director as soon as practicable.

### **Restrictions on the Award of Long Term Tax Exemptions**

1. The Municipality shall receive prior written approval of the Director for any Redevelopment Plan or Redeveloper Agreement executed after the date of this Memorandum unless any Payment in Lieu of Taxes awarded under the agreement are allocated to county, school district, and other local government jurisdictions in the same proportion as ordinary taxes are allocated to such jurisdictions.

### **Restrictions of Miscellaneous Nature**

1. The Municipality shall neither create new services nor expand existing services without the Municipality first submitting a "Creation/Extension of Services Form" (Attachment D) to the Director and receiving written approval therefore from the Director.
2. The Municipality shall not expend funds on out-of-State travel or overnight stays within New Jersey, without first submitting a "Travel Approval Form" to the Director and receiving written approval therefore from the Director. The Municipality shall explain good cause for the expenditure, which may include, but is not limited to, a need to ensure licensure or certification of statutory employees or essential training for public safety employees.
3. The Municipality shall not expend funds for educational expenses other than expenses related to certification or licensing requirements and continuing education requirements.

4. Reimbursement for employee meals (other than as required pursuant to contractual provisions as of the date of this Memorandum) or entertainment is prohibited and Municipal funds cannot be used for receptions for Municipal employees.
5. Any application for a grant that requires current or long term matching funds or a commitment of any resources or staffing levels of the Municipality as a condition of award or to ensure sustainability shall be approved by the Director prior to submission to the reviewing/awarding agency.
6. No funds shall be expended for non-statutory charitable contributions, bereavement, or celebratory purposes, for individuals or organizations.

### **Requirement to Adopt Pay to Play Ordinance**

Within three months of signing this memorandum, the Municipality shall adopt a pay to play ordinance pursuant to PL 2005, c.271 limiting the awarding of public contracts by the Municipality or its agencies to business entities that have made a contribution pursuant to C19:44A-1 *et seq* and limiting the contributions that the holders of a contract can make during the term of a contract. The ordinance shall not be repealed or amended for so long as this Memorandum is in effect. The ordinance shall be substantively identical to the provisions of Jersey Municipality's ordinance concerning pay to play (Ordinance 08-128) which can be found at <http://www.state.nj.us/state/secretary/ordinances/Jersey-City-Ordinance-No.-08-128.pdf>

### **Reporting Requirements – Labor Contracts**

90 days prior to the start of collective negotiation agreement renewal negotiations between the Municipality and labor union representatives, it shall be the responsibility of the participating Municipality to provide the Director with a written notification of intent to begin negotiations with the subject collective bargaining unit(s). In addition, the Municipality shall provide the Director with the following:

- Documentation as to whether current collective bargaining agreements were reached by mutual agreement or arbitrator's award, and if decided by arbitration, a copy of the Interest Arbitration Decision and Award document.
- Salary guide showing pay increases over the last 3 contract years
- A description and status report of any matters with the bargaining unit currently in grievance arbitration or otherwise being handled as an unfair labor practice charge.

In the event collective negotiation agreement discussions are already in progress or are about to begin as of the date of this Memorandum, the Municipality shall submit the requested documentation within 14 days of date of this Memorandum and representatives of the Municipality shall brief the Director on the status of the negotiation and issues under discussion.

The Director will review all materials submitted and make recommendations to the Municipality with regard to the language and disposition of subsequent collective bargaining agreements as well as any related policies, programs or procedures.

Upon settlement of any collective negotiation agreement, the Municipality shall submit a copy to the Director.

The Municipality acknowledges that agreeing to any contract that would increase total annual expenditures for salary and compensation in excess of 2% in any year will be viewed negatively in the context of future applications, including, but not limited to, applications for Transition Aid, approval of nonconforming maturity schedules and approval of down payment waivers for capital projects.

### **Reporting Requirements - Miscellaneous**

1. The Municipality shall submit to the Director detailed quarterly revenue and expenditure budget reports.
2. The Municipality shall, within three weeks of the date of this Memorandum, submit to the Director a list, as of the pay period ending immediately preceding this Memorandum, of all employees with their name, salary, title, Department or organizational unit, and date of employment with the Municipality. A similar list shall be submitted to the Director by August 1, 2011 of all such employees with their name, salary, title, Department or organizational unit, and date of employment as of the payroll ending immediately prior to June 30, 2011. Similar lists shall be provided upon request of the Director.
3. The Municipality shall submit to the Director all findings, decisions, penalties, orders and requirements resulting from complaints, investigations, and reports issued by State regulatory agencies including but not limited to the Department of Labor and the Public Employee Relations Commission.
4. The Municipality shall file a copy of its Offering Statement prepared in relation to its most recent short or long term financing.

### **Meeting Requirements**

1. Municipality representatives shall meet with the Director or his staff quarterly to discuss budget and fiscal progress, or more often as requested by the Division.

### **Implementing Provisions and Flexibility**

The Director may be represented by designees who shall be authorized to act on his behalf.

The Municipality may apply in writing to the Director for an exception for good cause to any prohibition or requirement contained in this Memorandum.

**Duration**

The provisions of the Memorandum shall remain in force and effect until December 31, 2011.

**Governing Body Acknowledgement**

The Municipality Governing Body shall review this Memorandum of Understanding and pass a resolution indicating awareness of its contents within 30 days of the effective date.

\_\_\_\_\_  
Signature of Mayor

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Chief Administrative Officer as Applicable

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Director

Date \_\_\_\_\_

\_\_\_\_\_  
Certification of Municipal Clerk

Date \_\_\_\_\_

STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF LOCAL GOVERNMENT SERVICES  
**REQUEST FOR EMPLOYMENT APPROVAL\***

MUST BE SUBMITTED TO DIRECTOR, DIVISION OF LOCAL GOVERNMENT SERVICES,  
PRIOR TO:

- HIRING FOR ANY NEW POSITION;
- HIRING TO FILL ANY POSITION NOT FILLED AS OF **OCTOBER 19, 2010**;
- HIRING TO REPLACE AN EMPLOYEE WITH A HIGHER COMPENSATED EMPLOYEE
- HIRING TO REPLACE AN EMPLOYEE WITH AN EMPLOYEE WITH A HIGHER STEP,  
RANK OR OTHER CLASSIFICATION REGARDLESS OF COMPENSATION.

The municipality of \_\_\_\_\_ and the Director of the Division of Local Government Services entered into a Memorandum of Understanding regarding the conditions of receipt of Transitional Aid. The Municipality agreed to obtain a **“REQUEST FOR EMPLOYMENT APPROVAL”**, approved and signed by the Director, prior to hiring for new positions, to fill positions not filled as of the date of the Memorandum, and to replace employees with higher compensated employees.

Name of Employee \_\_\_\_\_

NJDOP Title and Job Specification Number \_\_\_\_\_

Department \_\_\_\_\_ Salary \_\_\_\_\_

If applicable, Name and Salary of employee being replaced \_\_\_\_\_

( ) Temporary/Seasonal ( ) If grant funded – use separate sheet to describe grant and duration of grant and copy of grant language specific to the allocation of funds for employees.

**ATTACH WRITTEN JUSTIFICATION AND SPECIFY BUDGET IMPACT REGARDING THIS REQUEST ON THE BACK OF THIS SHEET OR AS AN ATTACHMENT**

\_\_\_\_\_  
Mayor’s Signature Date \_\_\_\_\_

\_\_\_\_\_  
Business Administrator/Manager Signature Date \_\_\_\_\_

The Chief Financial Officer affirms that there is adequate funding available for this personnel action.

\_\_\_\_\_  
Funding Source for this action \_\_\_\_\_  
Chief Financial Officer Signature

Name, email and fax of contact person for this form: \_\_\_\_\_

*For LGS use only:*

( ) Approved ( ) Denied Date \_\_\_\_\_

\_\_\_\_\_  
Director or Designee, Division of Local Government Services Number Assigned \_\_\_\_\_

\* Submissions of this form should be sent to the Division via email at [DLGS-TA@dca.state.nj.us](mailto:DLGS-TA@dca.state.nj.us) or by fax at 609-292-9073.

STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF LOCAL GOVERNMENT SERVICES  
**ESSENTIAL EMPLOYEE REPLACEMENT FORM†**

MUST BE SUBMITTED TO DIRECTOR, DIVISION OF LOCAL GOVERNMENT SERVICES,  
AT LEAST 15 DAYS PRIOR TO THE REPLACEMENT OF ESSENTIAL EMPLOYEES.

The municipality of \_\_\_\_\_ and the Director of the Division of Local Government Services entered into a Memorandum of Understanding regarding the conditions of receipt of Transitional Aid. The Municipality agreed to notify the Director **at least 15 days prior to the replacement of any essential employees**. Permission of the Director is not needed to replace “essential employees,” however the Director will monitor such replacements to ensure the classification of “essential” is appropriate. Essential employees would include rank and file police and fire personnel and other employees who provide a service essential for the protection of life, health and property. If compensation, title, rank or salary is higher than the replaced employee, please follow procedures for Attachment A.

Name of Employee \_\_\_\_\_

NJDOP Title and Job Specification Number \_\_\_\_\_

Department \_\_\_\_\_ Salary \_\_\_\_\_

Name and Salary of employee being replaced \_\_\_\_\_

( ) Temporary/Seasonal ( ) If grant funded – use separate sheet to describe grant and duration of grant and copy of grant language specific to the allocation of funds for employees.

**ATTACH WRITTEN JUSTIFICATION FOR CLASSIFICATION OF AN EMPLOYEE AS “ESSENTIAL” AND SPECIFY BUDGET IMPACT REGARDING THIS REQUEST ON THE BACK OF THIS SHEET OR AS AN ATTACHMENT.**

\_\_\_\_\_  
Mayor’s Signature Date \_\_\_\_\_

\_\_\_\_\_  
Business Administrator/Manager Signature Date \_\_\_\_\_

The Chief Financial Officer affirms that there is adequate funding available for this personnel action.

\_\_\_\_\_  
Chief Financial Officer Signature Funding Source for this action \_\_\_\_\_

Name, email and fax of contact person for this form: \_\_\_\_\_

*For LGS use only:*

Number Assigned \_\_\_\_\_ Date \_\_\_\_\_

† Submissions of this form should be sent to the Division via email at [DLGS-TA@dca.state.nj.us](mailto:DLGS-TA@dca.state.nj.us) or by fax at 609-292-9073.

STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF LOCAL GOVERNMENT SERVICES  
CONTRACT REQUEST FORM<sup>‡</sup>

The municipality of \_\_\_\_\_ and the Director of the Division of Local Government Services entered into a Memorandum of Understanding regarding the conditions of receipt of Transitional Aid. The Municipality agreed to obtain the Director's written approval for the hiring of consultants and professionals, either directly or knowingly through a sub-contract, regardless of cost. In addition, contract renewals need the Director's written approval.

Professional Service or EUS Type \_\_\_\_\_

Name of Company \_\_\_\_\_

Purpose or Need for service: **ATTACH WRITTEN JUSTIFICATION AND SPECIFY BUDGET IMPACT REGARDING THIS REQUEST ON THE BACK OF THIS SHEET OR AS AN ATTACHMENT**

Contract Award Amount \_\_\_\_\_

Term of Contract \_\_\_\_\_

( ) Temporary/Seasonal AND Length of service, if known \_\_\_\_\_

( ) If grant funded – use separate sheet to describe grant and duration of grant and copy of grant language specific to the allocation of funds for employees.

\_\_\_\_\_  
Mayor's Signature Date \_\_\_\_\_

\_\_\_\_\_  
Business Administrator/Manager Signature Date \_\_\_\_\_

The Chief Financial Officer affirms that there is adequate funding available for this personnel action.

\_\_\_\_\_  
Funding Source for this action \_\_\_\_\_  
Chief Financial Officer Signature

Name, email and fax of contact person for this form: \_\_\_\_\_

*For LGS use only:*  
( ) Approved ( ) Denied  
\_\_\_\_\_  
Date \_\_\_\_\_  
Director or Designee, Division of Local Government Services

Number Assigned \_\_\_\_\_

<sup>‡</sup> Submissions of this form should be sent to the Division via email at [DLGS-TA@dca.state.nj.us](mailto:DLGS-TA@dca.state.nj.us) or by fax at 609-292-9073.

STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF LOCAL GOVERNMENT SERVICES  
**CREATION/EXTENSION OF SERVICES FORM<sup>§</sup>**

The municipality of \_\_\_\_\_ and the Director of the Division of Local Government Services entered into a Memorandum of Understanding regarding the conditions of receipt of Transitional Aid. The Municipality agreed to obtain the Director's written approval for the creation or extension of services.

**PLEASE EXPLAIN THE JUSTIFICATION FOR THE CREATION OR EXTENSION OF SERVICES HERE AND USE ADDITIONAL SHEETS IF NECESSARY. PLEASE FULLY EXPLAIN COSTS OF THE CREATION OR EXTENSION OF SERVICES, AS WELL AS THE BENEFITS OF THE CREATION OR EXTENSION OF SERVICES**

\_\_\_\_\_  
Mayor's Signature Date \_\_\_\_\_

\_\_\_\_\_  
Business Administrator/Manager Signature Date \_\_\_\_\_

Name, email and fax of contact person for this form: \_\_\_\_\_

\_\_\_\_\_  
*For LGS use only:*  
 Approved  Denied Date \_\_\_\_\_  
Director or Designee, Division of Local Government Services

Number Assigned \_\_\_\_\_

<sup>§</sup> Submissions of this form should be sent to the Division via email at [DLGS-TA@dea.state.nj.us](mailto:DLGS-TA@dea.state.nj.us) or by fax at 609-292-9073.

**RESOLUTION #182-2010**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF WASHINGTON,  
WARREN COUNTY, ASSIGNING A LABOR LIEN ON BLOCK 2 LOT 11**

**WHEREAS**, Section 91-1 of the Code of the Borough of Washington (the Code) provides that weeds and vegetable growths in excess of one foot in height are a public nuisance; and

**WHEREAS**, Section 91-3 that the Borough can cause such nuisance to be abated; and

**WHEREAS**, Section 91-4 provides that the costs of the abatement done under Section 91-3 be charged to the property owner as a tax lien on the property.

**WHEREAS**, the Zoning Code Enforcement Officer of the Borough has certified, that the owner of the property of the property at 8 Miller Avenue, identified on the tax maps of the Borough as Block 2 Lot 11 was in violation of Section 91-1 of the Code so that it was necessary for the Borough to take action to cut and bag the grass; and

**WHEREAS**, the Zoning Code Enforcement Officer has certified that the Borough incurred costs of \$236.00 to correct the violation.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey that under the provisions of Section 75-70 et seq the Tax Collector is hereby authorized and directed to place a lien in the amount of \$236.00 on the property at 8 Miller Avenue, identified on the tax maps of the Borough as Block 2 Lot 11.

The above Resolution was moved by \_\_\_\_\_, seconded by

\_\_\_\_\_, voted and carried this 3rd day of November, 2010.

Roll Call:      Ayes:

Nays:

Abstentions:

\_\_\_\_\_  
Kristine Blanchard, RMC  
Borough Clerk

CC: Kay F. Stasyshan, Tax Collector  
Block/Lot File

**RESOLUTION #183-2010**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF WASHINGTON,  
WARREN COUNTY, ASSIGNING A LABOR LIEN ON BLOCK 2.10 LOT 1**

**WHEREAS**, Section 91-1 of the Code of the Borough of Washington (the Code) provides that weeds and vegetable growths in excess of one foot in height are a public nuisance; and

**WHEREAS**, Section 91-3 that the Borough can cause such nuisance to be abated; and

**WHEREAS**, Section 91-4 provides that the costs of the abatement done under Section 91-3 be charged to the property owner as a labor lien on the property.

**WHEREAS**, the Zoning Code Enforcement Officer of the Borough has certified, that the owner of the property of the property at 10 Alvin Sloan Avenue, identified on the tax maps of the Borough as Block 2.10 Lot 1 was in violation of Section 91-1 of the Code so that it was necessary for the Borough to take action to cut and bag the grass; and

**WHEREAS**, the Zoning Code Enforcement Officer has certified that the Borough incurred costs of \$590.00 to correct the violation.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey that under the provisions of Section 75-70 et seq the Tax Collector is hereby authorized and directed to place a lien in the amount of \$590.00 on the property at 10 Alvin Sloan Avenue, identified on the tax maps of the Borough as Block 2.10 Lot 1.

The above Resolution was moved by \_\_\_\_\_, seconded by \_\_\_\_\_, voted and carried this 3rd day of November, 2010.

Roll Call:      Ayes:

                    Nays:

                    Abstentions:

\_\_\_\_\_  
Kristine Blanchard, RMC  
Borough Clerk

CC: Kay F. Stasyshan, Tax Collector  
Block/Lot File

**RESOLUTION #184-2010**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF WASHINGTON,  
WARREN COUNTY, ASSIGNING A LABOR LIEN ON BLOCK 3 LOT 13.04**

**WHEREAS**, Section 91-1 of the Code of the Borough of Washington (the Code) provides that weeds and vegetable growths in excess of one foot in height are a public nuisance; and

**WHEREAS**, Section 91-3 that the Borough can cause such nuisance to be abated; and

**WHEREAS**, Section 91-4 provides that the costs of the abatement done under Section 91-3 be charged to the property owner as a labor lien on the property.

**WHEREAS**, the Zoning Code Enforcement Officer of the Borough has certified, that the owner of the property of the property at 6 Lambert Street, identified on the tax maps of the Borough as Block 3 Lot 13.04 was in violation of Section 91-1 of the Code so that it was necessary for the Borough to take action to cut and bag the grass; and

**WHEREAS**, the Zoning Code Enforcement Officer has certified that the Borough incurred costs of \$708.00 to correct the violation.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey that under the provisions of Section 75-70 et seq the Tax Collector is hereby authorized and directed to place a lien in the amount of \$708.00 on the property at 6 Lambert Street, identified on the tax maps of the Borough as Block 3 Lot 13.04.

The above Resolution was moved by \_\_\_\_\_, seconded by \_\_\_\_\_, voted and carried this 3rd day of November, 2010.

Roll Call:      Ayes:

                    Nays:

                    Abstentions:

\_\_\_\_\_  
Kristine Blanchard, RMC  
Borough Clerk

CC: Kay F. Stasyshan, Tax Collector  
Block/Lot File

**RESOLUTION #185-2010**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF WASHINGTON,  
WARREN COUNTY, ASSIGNING A LABOR LIEN ON BLOCK 10.03 LOT 3**

**WHEREAS**, Section 91-1 of the Code of the Borough of Washington (the Code) provides that weeds and vegetable growths in excess of one foot in height are a public nuisance; and

**WHEREAS**, Section 91-3 that the Borough can cause such nuisance to be abated; and

**WHEREAS**, Section 91-4 provides that the costs of the abatement done under Section 91-3 be charged to the property owner as a labor lien on the property.

**WHEREAS**, the Zoning Code Enforcement Officer of the Borough has certified, that the owner of the property of the property at 184 West Washington Avenue, identified on the tax maps of the Borough as Block 10.03 Lot 3 was in violation of Section 91-1 of the Code so that it was necessary for the Borough to take action to cut and bag the grass; and

**WHEREAS**, the Zoning Code Enforcement Officer has certified that the Borough incurred costs of \$118.00 to correct the violation.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey that under the provisions of Section 75-70 et seq the Tax Collector is hereby authorized and directed to place a lien in the amount of \$118.00 on the property at 184 West Washington Avenue, identified on the tax maps of the Borough as Block 10.03 Lot 3.

The above Resolution was moved by \_\_\_\_\_, seconded by \_\_\_\_\_, voted and carried this 3rd day of November, 2010.

Roll Call:     Ayes:

                  Nays:

                  Abstentions:

\_\_\_\_\_  
Kristine Blanchard, RMC  
Borough Clerk

CC: Kay F. Stasyshan, Tax Collector  
Block/Lot File

**RESOLUTION #186-2010**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF WASHINGTON,  
WARREN COUNTY, ASSIGNING A LABOR LIEN ON BLOCK 21.02 LOT 1**

**WHEREAS**, Section 91-1 of the Code of the Borough of Washington (the Code) provides that weeds and vegetable growths in excess of one foot in height are a public nuisance; and

**WHEREAS**, Section 91-3 that the Borough can cause such nuisance to be abated; and

**WHEREAS**, Section 91-4 provides that the costs of the abatement done under Section 91-3 be charged to the property owner as a labor lien on the property.

**WHEREAS**, the Zoning Code Enforcement Officer of the Borough has certified, that the owner of the property of the property at 15 W Johnston Street, identified on the tax maps of the Borough as Block 21.02 Lot 1 was in violation of Section 91-1 of the Code so that it was necessary for the Borough to take action to cut and bag the grass; and

**WHEREAS**, the Zoning Code Enforcement Officer has certified that the Borough incurred costs of \$708.00 to correct the violation.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey that under the provisions of Section 75-70 et seq the Tax Collector is hereby authorized and directed to place a lien in the amount of \$708.00 on the property at 15 W Johnston Street, identified on the tax maps of the Borough as Block 21.02 Lot 1.

The above Resolution was moved by \_\_\_\_\_, seconded by \_\_\_\_\_, voted and carried this 3rd day of November, 2010.

Roll Call:      Ayes:

                    Nays:

                    Abstentions:

\_\_\_\_\_  
Kristine Blanchard, RMC  
Borough Clerk

CC: Kay F. Stasyshan, Tax Collector  
Block/Lot File

**RESOLUTION #187-2010**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF WASHINGTON,  
WARREN COUNTY, ASSIGNING A LABOR LIEN ON BLOCK 30 LOT 4**

**WHEREAS**, Section 91-1 of the Code of the Borough of Washington (the Code) provides that weeds and vegetable growths in excess of one foot in height are a public nuisance; and

**WHEREAS**, Section 91-3 that the Borough can cause such nuisance to be abated; and

**WHEREAS**, Section 91-4 provides that the costs of the abatement done under Section 91-3 be charged to the property owner as a labor lien on the property.

**WHEREAS**, the Zoning Code Enforcement Officer of the Borough has certified, that the owner of the property of the property at 142 Belvidere Avenue, identified on the tax maps of the Borough as Block 30 Lot 4 was in violation of Section 91-1 of the Code so that it was necessary for the Borough to take action to cut and bag the grass; and

**WHEREAS**, the Zoning Code Enforcement Officer has certified that the Borough incurred costs of \$708.00 to correct the violation.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey that under the provisions of Section 75-70 et seq the Tax Collector is hereby authorized and directed to place a lien in the amount of \$708.00 on the property at 142 Belvidere Avenue, identified on the tax maps of the Borough as Block 30 Lot 4.

The above Resolution was moved by \_\_\_\_\_, seconded by \_\_\_\_\_, voted and carried this 3rd day of November, 2010.

Roll Call:      Ayes:

                    Nays:

                    Abstentions:

\_\_\_\_\_  
Kristine Blanchard, RMC  
Borough Clerk

CC: Kay F. Stasyshan, Tax Collector  
Block/Lot File

**RESOLUTION #188-2010**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF WASHINGTON,  
WARREN COUNTY, ASSIGNING A LABOR LIEN ON BLOCK 33 LOT 1**

**WHEREAS**, Section 91-1 of the Code of the Borough of Washington (the Code) provides that weeds and vegetable growths in excess of one foot in height are a public nuisance; and

**WHEREAS**, Section 91-3 that the Borough can cause such nuisance to be abated; and

**WHEREAS**, Section 91-4 provides that the costs of the abatement done under Section 91-3 be charged to the property owner as a labor lien on the property.

**WHEREAS**, the Zoning Code Enforcement Officer of the Borough has certified, that the owner of the property of the property at 162 Belvidere Avenue, identified on the tax maps of the Borough as Block 33 Lot 1 was in violation of Section 91-1 of the Code so that it was necessary for the Borough to take action to cut and bag the grass; and

**WHEREAS**, the Zoning Code Enforcement Officer has certified that the Borough incurred costs of \$1,180.00 to correct the violation.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey that under the provisions of Section 75-70 et seq the Tax Collector is hereby authorized and directed to place a lien in the amount of \$1,180.00 on the property at 162 Belvidere Avenue, identified on the tax maps of the Borough as Block 33 Lot 1.

The above Resolution was moved by \_\_\_\_\_, seconded by

\_\_\_\_\_, voted and carried this 3rd day of November, 2010.

Roll Call:      Ayes:

                    Nays:

                    Abstentions:

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Kristine Blanchard, RMC  
Borough Clerk

CC: Kay F. Stasyshan, Tax Collector  
Block/Lot File

**RESOLUTION #189-2010**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF WASHINGTON,  
WARREN COUNTY, ASSIGNING A LABOR LIEN ON BLOCK 79 LOT 3**

**WHEREAS**, Section 91-1 of the Code of the Borough of Washington (the Code) provides that weeds and vegetable growths in excess of one foot in height are a public nuisance; and

**WHEREAS**, Section 91-3 that the Borough can cause such nuisance to be abated; and

**WHEREAS**, Section 91-4 provides that the costs of the abatement done under Section 91-3 be charged to the property owner as a labor lien on the property.

**WHEREAS**, the Zoning Code Enforcement Officer of the Borough has certified, that the owner of the property of the property at 96 Park Avenue, identified on the tax maps of the Borough as Block 79 Lot 3 was in violation of Section 91-1 of the Code so that it was necessary for the Borough to take action to cut and bag the grass; and

**WHEREAS**, the Zoning Code Enforcement Officer has certified that the Borough incurred costs of \$1,770.00 to correct the violation.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey that under the provisions of Section 75-70 et seq the Tax Collector is hereby authorized and directed to place a lien in the amount of \$1,770.00 on the property at 96 Park Avenue, identified on the tax maps of the Borough as Block 79 Lot 3.

The above Resolution was moved by \_\_\_\_\_, seconded by \_\_\_\_\_, voted and carried this 3rd day of November, 2010.

Roll Call:      Ayes:

                    Nays:

                    Abstentions:

\_\_\_\_\_  
Kristine Blanchard, RMC  
Borough Clerk

CC: Kay F. Stasyshan, Tax Collector  
Block/Lot File

**RESOLUTION #190-2010**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF WASHINGTON,  
WARREN COUNTY, ASSIGNING A LABOR LIEN ON BLOCK 101.01 LOT 14**

**WHEREAS**, Section 91-1 of the Code of the Borough of Washington (the Code) provides that weeds and vegetable growths in excess of one foot in height are a public nuisance; and

**WHEREAS**, Section 91-3 that the Borough can cause such nuisance to be abated; and

**WHEREAS**, Section 91-4 provides that the costs of the abatement done under Section 91-3 be charged to the property owner as a labor lien on the property.

**WHEREAS**, the Zoning Code Enforcement Officer of the Borough has certified, that the owner of the property of the property at 46 Lenape Trail, identified on the tax maps of the Borough as Block 101.01 Lot 14 was in violation of Section 91-1 of the Code so that it was necessary for the Borough to take action to cut and bag the grass; and

**WHEREAS**, the Zoning Code Enforcement Officer has certified that the Borough incurred costs of \$944.00 to correct the violation.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey that under the provisions of Section 75-70 et seq the Tax Collector is hereby authorized and directed to place a lien in the amount of \$944.00 on the property at 46 Lenape Trail, identified on the tax maps of the Borough as Block 101.01 Lot 14.

The above Resolution was moved by \_\_\_\_\_, seconded by \_\_\_\_\_, voted and carried this 3rd day of November, 2010.

Roll Call:      Ayes:

                    Nays:

                    Abstentions:

\_\_\_\_\_  
Kristine Blanchard, RMC  
Borough Clerk

CC: Kay F. Stasyshan, Tax Collector  
Block/Lot File

**RESOLUTION #191-2010**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF WASHINGTON,  
WARREN COUNTY, ASSIGNING A LABOR LIEN ON BLOCK 2.07 LOT 10**

**WHEREAS**, Section 91-1 of the Code of the Borough of Washington (the Code) provides that weeds and vegetable growths in excess of one foot in height are a public nuisance; and

**WHEREAS**, Section 91-3 that the Borough can cause such nuisance to be abated; and

**WHEREAS**, Section 91-4 provides that the costs of the abatement done under Section 91-3 be charged to the property owner as a labor lien on the property.

**WHEREAS**, the Zoning Code Enforcement Officer of the Borough has certified, that the owner of the property of the property at 18 Alvin Sloan Avenue, identified on the tax maps of the Borough as Block 2.07 Lot 10 was in violation of Section 91-1 of the Code so that it was necessary for the Borough to take action to cut and bag the grass; and

**WHEREAS**, the Zoning Code Enforcement Officer has certified that the Borough incurred costs of \$118.00 to correct the violation.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey that under the provisions of Section 75-70 et seq the Tax Collector is hereby authorized and directed to place a lien in the amount of \$118.00 on the property at 18 Alvin Sloan Avenue, identified on the tax maps of the Borough as Block 2.07 Lot 10.

The above Resolution was moved by \_\_\_\_\_, seconded by \_\_\_\_\_, voted and carried this 3rd day of November, 2010.

Roll Call:      Ayes:

                    Nays:

                    Abstentions:

\_\_\_\_\_  
Kristine Blanchard, RMC  
Borough Clerk

CC: Kay F. Stasyshan, Tax Collector  
Block/Lot File

**RESOLUTION #192-2010**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF WASHINGTON,  
WARREN COUNTY, ASSIGNING A LABOR LIEN ON BLOCK 45 LOT 12**

**WHEREAS**, Section 91-1 of the Code of the Borough of Washington (the Code) provides that weeds and vegetable growths in excess of one foot in height are a public nuisance; and

**WHEREAS**, Section 91-3 that the Borough can cause such nuisance to be abated; and

**WHEREAS**, Section 91-4 provides that the costs of the abatement done under Section 91-3 be charged to the property owner as a labor lien on the property.

**WHEREAS**, the Zoning Code Enforcement Officer of the Borough has certified, that the owner of the property of the property at 8 Sunrise Terrace, identified on the tax maps of the Borough as Block 45 Lot 12 was in violation of Section 91-1 of the Code so that it was necessary for the Borough to take action to cut and bag the grass; and

**WHEREAS**, the Zoning Code Enforcement Officer has certified that the Borough incurred costs of \$118.00 to correct the violation.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey that under the provisions of Section 75-70 et seq the Tax Collector is hereby authorized and directed to place a lien in the amount of \$118.00 on the property at 8 Sunrise Terrace, identified on the tax maps of the Borough as Block 45 Lot 12.

The above Resolution was moved by \_\_\_\_\_, seconded by

\_\_\_\_\_, voted and carried this 3rd day of November, 2010.

Roll Call:      Ayes:

                    Nays:

                    Abstentions:

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Kristine Blanchard, RMC  
Borough Clerk

CC: Kay F. Stasyshan, Tax Collector  
Block/Lot File

**RESOLUTION #193-2010**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF WASHINGTON,  
WARREN COUNTY, ASSIGNING A LABOR LIEN ON BLOCK 79 LOT 4**

**WHEREAS**, Section 91-1 of the Code of the Borough of Washington (the Code) provides that weeds and vegetable growths in excess of one foot in height are a public nuisance; and

**WHEREAS**, Section 91-3 that the Borough can cause such nuisance to be abated; and

**WHEREAS**, Section 91-4 provides that the costs of the abatement done under Section 91-3 be charged to the property owner as a labor lien on the property.

**WHEREAS**, the Zoning Code Enforcement Officer of the Borough has certified, that the owner of the property of the property at 98 Park Avenue, identified on the tax maps of the Borough as Block 79 Lot 4 was in violation of Section 91-1 of the Code so that it was necessary for the Borough to take action to cut and bag the grass; and

**WHEREAS**, the Zoning Code Enforcement Officer has certified that the Borough incurred costs of \$118.00 to correct the violation.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey that under the provisions of Section 75-70 et seq the Tax Collector is hereby authorized and directed to place a lien in the amount of \$118.00 on the property at 98 Park Avenue, identified on the tax maps of the Borough as Block 79 Lot 4.

The above Resolution was moved by \_\_\_\_\_, seconded by \_\_\_\_\_, voted and carried this 3rd day of November, 2010.

Roll Call:      Ayes:

                    Nays:

                    Abstentions:

\_\_\_\_\_  
Kristine Blanchard, RMC  
Borough Clerk

CC: Kay F. Stasyshan, Tax Collector  
Block/Lot File

**RESOLUTION #194-2010**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF WASHINGTON,  
WARREN COUNTY, ASSIGNING A LABOR LIEN ON BLOCK 98 LOT 27**

**WHEREAS**, Section 91-1 of the Code of the Borough of Washington (the Code) provides that weeds and vegetable growths in excess of one foot in height are a public nuisance; and

**WHEREAS**, Section 91-3 that the Borough can cause such nuisance to be abated; and

**WHEREAS**, Section 91-4 provides that the costs of the abatement done under Section 91-3 be charged to the property owner as a labor lien on the property.

**WHEREAS**, the Zoning Code Enforcement Officer of the Borough has certified, that the owner of the property of the property at 67 South Lincoln Avenue, identified on the tax maps of the Borough as Block 98 Lot 27 was in violation of Section 91-1 of the Code so that it was necessary for the Borough to take action to cut and bag the grass; and

**WHEREAS**, the Zoning Code Enforcement Officer has certified that the Borough incurred costs of \$118.00 to correct the violation.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey that under the provisions of Section 75-70 et seq the Tax Collector is hereby authorized and directed to place a lien in the amount of \$118.00 on the property at 67 South Lincoln Avenue, identified on the tax maps of the Borough as Block 98 Lot 27.

The above Resolution was moved by \_\_\_\_\_, seconded by

\_\_\_\_\_, voted and carried this 3rd day of November, 2010.

Roll Call:     Ayes:

                  Nays:

                  Abstentions:

\_\_\_\_\_  
Kristine Blanchard, RMC  
Borough Clerk

CC: Kay F. Stasyshan, Tax Collector  
Block/Lot File

**RESOLUTION #195-2010**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF WASHINGTON,  
WARREN COUNTY, ASSIGNING A LABOR LIEN ON BLOCK 99 LOT 11**

**WHEREAS**, Section 91-1 of the Code of the Borough of Washington (the Code) provides that weeds and vegetable growths in excess of one foot in height are a public nuisance; and

**WHEREAS**, Section 91-3 that the Borough can cause such nuisance to be abated; and

**WHEREAS**, Section 91-4 provides that the costs of the abatement done under Section 91-3 be charged to the property owner as a labor lien on the property.

**WHEREAS**, the Zoning Code Enforcement Officer of the Borough has certified, that the owner of the property of the property at 101-107 West Washington Avenue, identified on the tax maps of the Borough as Block 99 Lot 11 was in violation of Section 91-1 of the Code so that it was necessary for the Borough to take action to cut and bag the grass; and

**WHEREAS**, the Zoning Code Enforcement Officer has certified that the Borough incurred costs of \$236.00 to correct the violation.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey that under the provisions of Section 75-70 et seq the Tax Collector is hereby authorized and directed to place a lien in the amount of \$236.00 on the property at 101-107 West Washington Avenue, identified on the tax maps of the Borough as Block 99 Lot 11.

The above Resolution was moved by \_\_\_\_\_, seconded by \_\_\_\_\_, voted and carried this 3rd day of November, 2010.

Roll Call:      Ayes:

                    Nays:

                    Abstentions:

\_\_\_\_\_  
Kristine Blanchard, RMC  
Borough Clerk

CC: Kay F. Stasyshan, Tax Collector  
Block/Lot File

RESOLUTION #196-2010

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF WASHINGTON,  
WARREN COUNTY, ASSIGNING A LABOR LIEN ON BLOCK 100 LOT 34

**WHEREAS**, Section 91-1 of the Code of the Borough of Washington (the Code) provides that weeds and vegetable growths in excess of one foot in height are a public nuisance; and

**WHEREAS**, Section 91-3 that the Borough can cause such nuisance to be abated; and

**WHEREAS**, Section 91-4 provides that the costs of the abatement done under Section 91-3 be charged to the property owner as a labor lien on the property.

**WHEREAS**, the Zoning Code Enforcement Officer of the Borough has certified, that the owner of the property of the property at 147 West Washington Avenue, identified on the tax maps of the Borough as Block 100 Lot 34 was in violation of Section 91-1 of the Code so that it was necessary for the Borough to take action to cut and bag the grass; and

**WHEREAS**, the Zoning Code Enforcement Officer has certified that the Borough incurred costs of \$236.00 to correct the violation.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey that under the provisions of Section 75-70 et seq the Tax Collector is hereby authorized and directed to place a lien in the amount of \$236.00 on the property at 147 West Washington Avenue, identified on the tax maps of the Borough as Block 100 Lot 34.

The above Resolution was moved by \_\_\_\_\_, seconded by \_\_\_\_\_, voted and carried this 3rd day of November, 2010.

Roll Call:      Ayes:

                    Nays:

                    Abstentions:

\_\_\_\_\_  
Kristine Blanchard, RMC  
Borough Clerk

CC: Kay F. Stasyshan, Tax Collector  
Block/Lot File

**RESOLUTION #197-2010**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF WASHINGTON,  
WARREN COUNTY, ASSIGNING A LABOR LIEN ON BLOCK 94.01 LOT 11**

**WHEREAS**, Section 91-1 of the Code of the Borough of Washington (the Code) provides that weeds and vegetable growths in excess of one foot in height are a public nuisance; and

**WHEREAS**, Section 91-3 that the Borough can cause such nuisance to be abated; and

**WHEREAS**, Section 91-4 provides that the costs of the abatement done under Section 91-3 be charged to the property owner as a labor lien on the property.

**WHEREAS**, the Zoning Code Enforcement Officer of the Borough has certified, that the owner of the property of the property at 16 Broad Street, identified on the tax maps of the Borough as Block 94.01 Lot 11 was in violation of Section 91-1 of the Code so that it was necessary for the Borough to take action to cut and bag the grass; and

**WHEREAS**, the Zoning Code Enforcement Officer has certified that the Borough incurred costs of \$118.00 to correct the violation.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey that under the provisions of Section 75-70 et seq the Tax Collector is hereby authorized and directed to place a lien in the amount of \$118.00 on the property at 16 Broad Street, identified on the tax maps of the Borough as Block 94.01 Lot 11.

The above Resolution was moved by \_\_\_\_\_, seconded by

\_\_\_\_\_, voted and carried this 3rd day of November, 2010.

Roll Call:     Ayes:

                  Nays:

                  Abstentions:

\_\_\_\_\_  
Kristine Blanchard, RMC  
Borough Clerk

CC: Kay F. Stasyshan, Tax Collector  
Block/Lot File

P.O. Type: A11  
Range: First  
Format: Detail with Line Item Notes  
Include Non-Budgeted: Y

to Last  
Received Date Range: 10/20/10 to 12/31/10  
Open: N Rcvd: Y Paid: Y  
Held: N Appr: Y Void: N  
Bid: Y State: Y other: Y

| Vendor # Name                        | PO #     | PO Date                       | Description                    | Contract | PO Type | Amount | Charge Account      | Acct Type | Description                                       | Stat/chk | First Enc Date | Rcvd Date | CHK/Void Date | Invoice    | 1099 Excl |
|--------------------------------------|----------|-------------------------------|--------------------------------|----------|---------|--------|---------------------|-----------|---|----------|----------------|-----------|---------------|------------|-----------|
| ADTSEC ADT SECURITY SYSTEMS INC.     |          |                               |                                |          |         |        |                     |           |   |          |                |           |               |            |           |
|                                      | 10-00920 | 08/24/10                      | OCT-DEC SECURITY MONITORING    |          | B       | 244.27 | 0-01-26-310-000-026 | B         | BUILDINGS & GROUNDS Maint Other Equip             | A        | 08/24/10       | 10/26/10  |               | 33624592   | N         |
|                                      | 4        | NOV 2010                      | SECURITY MONITORING            |          |         |        |                     |           |   |          |                |           |               |            |           |
|                                      |          |                               | Tracking Id: 2990              |          |         |        |                     |           | Safety & Security (Non-Exempt)                    |          |                |           |               |            |           |
|                                      |          |                               | Vendor Total:                  |          |         | 244.27 |                     |           |   |          |                |           |               |            |           |
| AIRGAS AIRGAS EAST., INC.            |          |                               |                                |          |         |        |                     |           |   |          |                |           |               |            |           |
|                                      | 10-00969 | 09/13/10                      | ACETYLENE, ARGON & OXYGEN RNTL |          | B       | 71.21  | 0-01-26-290-000-031 | B         | S & R Chemical, Gases, Road Materials&supl        | A        | 09/13/10       | 10/27/10  |               | 116992089  | N         |
|                                      | 2        | 1/ACETYLENE, 1/ARGON & OXYGEN |                                |          |         |        |                     |           | welding Equip Accessories & Supplies (Non-Exempt) |          |                |           |               |            |           |
|                                      |          |                               | Tracking Id: 3770              |          |         |        |                     |           |   |          |                |           |               |            |           |
|                                      |          |                               | TANK RENTALS FOR OCTOBER 2010  |          |         |        |                     |           |   |          |                |           |               |            |           |
|                                      |          |                               | Vendor Total:                  |          |         | 71.21  |                     |           |   |          |                |           |               |            |           |
| APFIRE APPROVED FIRE PROTECTION INC. |          |                               |                                |          |         |        |                     |           |   |          |                |           |               |            |           |
|                                      | 10-01075 | 10/14/10                      | FIRE EXTINGUISHERS INSPECTION  |          |         | 73.70  | 0-01-26-290-000-026 | B         | STREETS & ROADS Maint Other Equip                 | A        | 10/14/10       | 10/26/10  |               | 111011240  | N         |
|                                      | 1        | FIRE EXTINGUISHERS INSPECTION |                                |          |         |        |                     |           | Building Maintenance Equipment (Non-Exempt)       |          |                |           |               |            |           |
|                                      |          |                               | Tracking Id: 570               |          |         |        |                     |           |   |          |                |           |               |            |           |
|                                      |          |                               | Vendor Total:                  |          |         | 73.70  |                     |           |   |          |                |           |               |            |           |
| BTCO BAKER & TAYLOR COMPANY INC.     |          |                               |                                |          |         |        |                     |           |   |          |                |           |               |            |           |
|                                      | 10-00595 | 06/23/10                      | BOOKS                          |          | B       | 56.51  | 0-01-29-390-000-033 | B         | MUNICIPAL LIBRARY Books & Pubs                    | A        | 06/23/10       | 10/26/10  |               | 3016489101 | N         |
|                                      | 19       | 5/BOOKS WITH BAR CODES        |                                |          |         |        |                     |           | Books and other Publications (Non-Exempt)         |          |                |           |               |            |           |
|                                      |          |                               | Tracking Id: 510               |          |         |        |                     |           |   |          |                |           |               |            |           |
|                                      | 20       | 3/BOOKS WITH BAR CODES        |                                |          |         | 40.54  | 0-01-29-390-000-033 | B         | MUNICIPAL LIBRARY Books & Pubs                    | A        | 06/23/10       | 10/26/10  |               | 3016457991 | N         |
|                                      |          |                               | Tracking Id: 510               |          |         |        |                     |           | Books and other Publications (Non-Exempt)         |          |                |           |               |            |           |
|                                      | 21       | 3/BOOKS WITH BAR CODES        |                                |          |         | 40.08  | 0-01-29-390-000-033 | B         | MUNICIPAL LIBRARY Books & Pubs                    | A        | 06/23/10       | 10/26/10  |               | 3016472029 | N         |
|                                      |          |                               | Tracking Id: 510               |          |         |        |                     |           | Books and other Publications (Non-Exempt)         |          |                |           |               |            |           |
|                                      | 22       | 3/BOOKS WITH BAR CODES        |                                |          |         | 39.01  | 0-01-29-390-000-033 | B         | MUNICIPAL LIBRARY Books & Pubs                    | A        | 06/23/10       | 10/26/10  |               | 3016557472 | N         |
|                                      |          |                               | Tracking Id: 510               |          |         |        |                     |           | Books and other Publications (Non-Exempt)         |          |                |           |               |            |           |

10/28/10  
13:51:31

BOROUGH OF WASHINGTON  
Purchase Order Listing By Vendor Name

Vendor # Name PO # PO Date Description Amount Contract PO Type Acct Type Description Stat/Chk Enc Date Date Chk/Void Invoice Excl

10-00907 08/13/10 office supplies 50.96 0-01-29-390-000-036 B MUNICIPAL LIBRARY office supplies A 08/13/10 10/26/10 3969657 N  
1 office supplies  
Tracking Id: 2430 office supplies (General) (Non-Exempt)  
Red dots, CD labels

Vendor Total: 50.96

BOWLEBD DOROTHY BOWLBY  
10-01102 10/22/10 ANIMAL CENSUS FOR 2010 1,000.00 T-12-00-850-000-898 B Dog Census A 10/22/10 10/26/10  
1 ANIMAL CENSUS FOR 2010  
Tracking Id: 212 Animal Control Services (Non-Exempt)

Vendor Total: 1,000.00

ENGINE EMC 2, LLC  
10-00294 03/16/10 UPS REPLACEMENT 164.00 0-01-29-390-000-053 B MUNICIPAL LIBRARY - office Equipment A 03/16/10 10/26/10 1504 N  
2 REPLACE UPS & INSTALLATION  
Tracking Id: 770 Computer Accessories and Supplies (Non-Exempt)

Vendor Total: 164.00

FAILSA FAIL SAFE TESTING, INC.  
10-00562 06/07/10 ANNUAL HOSE TESTING 3,123.40 0-01-25-255-000-028 B FIRE DEPT Contractual svcs A 06/07/10 10/28/10 4316 N  
1 ANNUAL HOSE TESTING  
Tracking Id: 3460 Testing & Calibration Equipment (Exempt)  
THIS COMPANY IS THE MORRIS COUNTY COOP  
WHICH THE BOROUGH BELONGS TOO.

Vendor Total: 3,123.40

FINELL FINELLI CONSULTING ENGINEERS  
10-01099 10/22/10 ENGINEER SERVICES 28.75 0-01-21-185-000-028 B BOARD OF ADJ Contractual svcs A 10/22/10 10/28/10 17750 N  
2 AUG 23, 2010 ENGINEER SERVICES  
Tracking Id: 2780 Professional Services - Engineering (Exempt)

Vendor Total: 28.75

FIREON FIRE ONE

Vendor # Name

PO # PO Date Description Contract PO Type Amount Charge Account Acct Type Description Stat/chk First Rcvd Chk/Void Invoice 1099  
Item Description Enc Date Date Date Date Date Date

|   |              |                       |       |                     |   |                |                               |   |          |          |  |  |   |
|---|--------------|-----------------------|-------|---------------------|---|----------------|-------------------------------|---|----------|----------|--|--|---|
| 3 | 8/4-9/1/10   | RT31 & JEFFERSON      | 15.35 | 0-01-31-435-000-100 | B | TRAFFIC LIGHTS | Traffic lights                | A | 10/27/10 | 10/27/10 |  |  | N |
|   |              | Tracking Id: 3611     |       |                     |   |                | Utilities - Electric (Exempt) |   |          |          |  |  |   |
| 4 | 8/4-9/1/10   | CATELLE COURT         | 3.47  | 0-01-31-435-000-100 | B | TRAFFIC LIGHTS | Traffic lights                | A | 10/27/10 | 10/27/10 |  |  | N |
|   |              | Tracking Id: 3611     |       |                     |   |                | Utilities - Electric (Exempt) |   |          |          |  |  |   |
| 5 | 8/5-9/3/10   | BELVIDERE AVE AND     | 30.27 | 0-01-31-435-000-100 | B | TRAFFIC LIGHTS | Traffic lights                | A | 10/27/10 | 10/27/10 |  |  | N |
|   |              | Tracking Id: 3611     |       |                     |   |                | Utilities - Electric (Exempt) |   |          |          |  |  |   |
|   |              | CHURCH ST             |       |                     |   |                |                               |   |          |          |  |  |   |
| 6 | 8/25-9/23/10 | BROAD STREET          | 39.86 | 0-01-31-435-000-100 | B | TRAFFIC LIGHTS | Traffic lights                | A | 10/27/10 | 10/27/10 |  |  | N |
|   |              | Tracking Id: 3611     |       |                     |   |                | Utilities - Electric (Exempt) |   |          |          |  |  |   |
| 7 | 8/27-9/28/10 | RT57 & PROSPECT       | 46.61 | 0-01-31-435-000-100 | B | TRAFFIC LIGHTS | Traffic lights                | A | 10/27/10 | 10/27/10 |  |  | N |
|   |              | Tracking Id: 3611     |       |                     |   |                | Utilities - Electric (Exempt) |   |          |          |  |  |   |
|   |              | STREET TRAFFIC LIGHTS |       |                     |   |                |                               |   |          |          |  |  |   |

-----  
195.26

|          |               |                               |          |                     |   |                |                               |   |          |          |  |  |   |
|----------|---------------|-------------------------------|----------|---------------------|---|----------------|-------------------------------|---|----------|----------|--|--|---|
| 10-01123 | 10/27/10      | SEPT-DEC 2010 ELECTRICITY     |          |                     | B |                |                               |   |          |          |  |  |   |
|          |               | Tracking Id: 3611             | 4,817.64 | 0-01-31-435-000-075 | B | TRAFFIC LIGHTS | Street Lighting               | A | 10/27/10 | 10/27/10 |  |  | N |
|          |               | Utilities - Electric (Exempt) |          |                     |   |                |                               |   |          |          |  |  |   |
| 3        | 9/18-10/18    | STREET LIGHTS/MER &           | 997.65   | 0-01-31-435-000-075 | B | TRAFFIC LIGHTS | Street Lighting               | A | 10/27/10 | 10/27/10 |  |  | N |
|          |               | Tracking Id: 3611             |          |                     |   |                | Utilities - Electric (Exempt) |   |          |          |  |  |   |
|          |               | INCAN.                        |          |                     |   |                |                               |   |          |          |  |  |   |
| 4        | 9/22-10/20/10 | WOLFE ESTATE                  | 307.18   | 0-01-31-435-000-075 | B | TRAFFIC LIGHTS | Street Lighting               | A | 10/27/10 | 10/27/10 |  |  | N |
|          |               | Tracking Id: 3611             |          |                     |   |                | Utilities - Electric (Exempt) |   |          |          |  |  |   |
|          |               | STREET LIGHTS                 |          |                     |   |                |                               |   |          |          |  |  |   |
|          |               | -----                         | 6,122.47 |                     |   |                |                               |   |          |          |  |  |   |

|          |               |                           |          |                     |   |             |                              |   |          |          |  |  |   |
|----------|---------------|---------------------------|----------|---------------------|---|-------------|------------------------------|---|----------|----------|--|--|---|
| 10-01124 | 10/27/10      | SEPT-DEC 2010 ELECTRICITY |          |                     | B |             |                              |   |          |          |  |  |   |
|          |               | Tracking Id: 3600         | 20.52    | 0-01-31-430-000-299 | B | ELECTRICITY |                              | A | 10/27/10 | 10/27/10 |  |  | N |
|          |               | CELL TOWER                |          |                     |   |             |                              |   |          |          |  |  |   |
| 3        | 8/18-9/16/10  | RT31 BALLFIELD            | 237.94   | 0-01-31-430-000-299 | B | ELECTRICITY |                              | A | 10/27/10 | 10/27/10 |  |  | N |
|          |               | Tracking Id: 3600         |          |                     |   |             | Upolstered Material (Exempt) |   |          |          |  |  |   |
|          |               | LIGHTS                    |          |                     |   |             |                              |   |          |          |  |  |   |
| 4        | 9/17-10/15/10 | ALLEGER STREET            | 85.03    | 0-01-31-430-000-299 | B | ELECTRICITY |                              | A | 10/27/10 | 10/27/10 |  |  | N |
|          |               | Tracking Id: 3600         |          |                     |   |             | Upolstered Material (Exempt) |   |          |          |  |  |   |
|          |               | GARAGE/PPW                |          |                     |   |             |                              |   |          |          |  |  |   |
| 5        | 8/5-9/3/10    | MUNICIPAL BLDG            | 2,760.33 | 0-01-31-430-000-299 | B | ELECTRICITY |                              | A | 10/27/10 | 10/27/10 |  |  | N |

10/28/10  
13:51:31

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 date Chk/Void Invoice Excl

1 Lawn care 7/1/10-7/31/10 771.50 0-01-29-390-000-024 B MUNICIPAL LIBRARY Clean/Maint. Bldgs A 10/05/10 10/26/10 N

Tracking Id: 610 Building Maintenance Services (Non-Exempt)

Vendor Total: 771.50

MCGRAW MCGRAW-HILL COMPANIES

10-01019 10/05/10 Calendar of events 2011 60.00 0-01-29-390-000-033 B MUNICIPAL LIBRARY Books & Pubs A 10/05/10 10/26/10 56744915001 N

Tracking Id: 510 Books and Other Publications (Non-Exempt)

2 shipping 10.10 0-01-29-390-000-033 B MUNICIPAL LIBRARY Books & Pubs A 10/05/10 10/26/10 56744915001 N

Tracking Id: 510 Books and Other Publications (Non-Exempt)

Standing order -----

Vendor Total: 70.10

NEXTEL NEXTEL COMMUNICATIONS, INC.

10-00402 04/20/10 MAR-DEC NEXTEL SERVICE/FIRE 205.90 0-01-31-440-000-000 B TELEPHONE A 04/20/10 10/26/10 865626428-081 N

Tracking Id: 3330 Telecommunications (General) (Non-Exempt)

Vendor Total: 205.90

NJWATR NJ AMERICAN WATER CO. INC

10-01021 10/05/10 WATER USAGE FOR LIBRARY 83.58 0-01-29-390-000-072 B MUNICIPAL LIBRARY water A 10/05/10 10/27/10 N

Tracking Id: 3615 Utilities - water (Exempt)

10-01128 10/27/10 WATER USAGE 201.93 0-01-31-445-000-000 B WATER A 10/27/10 10/28/10 N

Tracking Id: 3615 Utilities - water (Exempt)

REMAINING BALANCE  
3 9/10-10/11/10 MUNICIPAL BLDG 276.47 0-01-31-445-000-000 B WATER A 10/27/10 10/28/10 N  
Tracking Id: 3615 Utilities - water (Exempt)  
4 8/9-9/11/10 RECREATION-PARK 2,027.94 0-01-31-445-000-000 B WATER A 10/27/10 10/28/10 N  
Tracking Id: 3615 Utilities - water (Exempt)  
5 9/9-10/9/10 RECREATION-PARK 228.25 0-01-31-445-000-000 B WATER A 10/27/10 10/28/10 N

Vendor # Name

PO # PO date Description Contract PO Type Amount Charge Account Acct Type Description Stat/Chk Enc Date Date Chk/Void Invoice Excl

2 F-250 WINTER MAINTENANCE AND 805.64 0-01-26-290-000-025 B STREETS & ROADS Vehicle Maint A 09/13/10 10/28/10 FTCS114422 N  
 Tracking Id: 330 Auto Repair (mechanical) (Non-Exempt)  
 REPLACE REAR BRAKE ROTORS AND PADS

Vendor Total: 805.64

STATE STATE OF NEW JERSEY

10-01004 09/29/10 3RD QTR 2010 SALES & USE TAX 443.24 T-16-00-858-000-824 B CONCESSION STAND Misc P101810 09/29/10 10/22/10 10/22/10 N  
 1 3RD QTR 2010 SALES & USE TAX  
 Tracking Id: 3011 Sales & Use Tax (Exempt)  
 7% SALES TAX CONCESSION STAND RECEIPTS

Vendor Total: 443.24

ALPAUH STEVEN ALPAUGH

10-01054 10/12/10 2010 CLOTHING ALLOWANCE 290.00 0-01-25-255-000-043 B FIRE DEPT Uniform Allowance A 10/12/10 10/26/10 N  
 1 2010 CLOTHING ALLOWANCE  
 Tracking Id: 740 Clothing/uniforms (General) (Exempt)

Vendor Total: 290.00

STRYKE STRYKER-POST PUBLICATIONS

10-01018 10/05/10 The World Today Series 176.45 0-01-29-390-000-033 B MUNICIPAL LIBRARY Books & Pubs A 10/05/10 10/26/10 20101409 N  
 1 The World Today Series  
 Tracking Id: 510 Books and other Publications (Non-Exempt)

Vendor Total: 176.45

SUBCON SUBURBAN CONSULTING ENGINEERS

10-00011 01/11/10 2010 MUNICIPAL ENGINEERING SER CO-00006 C 756.25 0-01-20-165-000-028 B ENGINEERING Contractual Svcs A 01/05/10 10/26/10 15004 N  
 23 2010 MUNICIPAL ENGINEERING SER  
 Tracking Id: 2780 Professional Services - Engineering (Exempt)

FOR THE PERIOD 9/5/10-10/2/10  
 24 TAX MAPS UPDATES 9/5-10/2/10 2,085.00 0-01-20-165-000-028 B ENGINEERING Contractual Svcs A 01/05/10 10/28/10 15005 N  
 Tracking Id: 2780 Professional Services - Engineering (Exempt)

Vendor Total: 2,841.25

Vendor # Name PO # PO Date Description Contract PO Type Amount Charge Account Acct Type Description Stat/chk Enc Date Date Chk/Void Invoice Excl

FASTENERS

Vendor Total: 32.89

VERIZON VERIZON COMMUNICATIONS  
10-00607 06/23/10 AUG-DEC LIBRARY INTERNET SERV. B  
4 OCT LIBRARY INTERNET SERV. 81.17 0-01-29-390-000-076 B MUNICIPAL LIBRARY Telephone A 06/23/10 10/26/10  
Tracking Id: 3320 Telecommunications (General) (Exempt)

Vendor Total: 81.17

VITAL VITAL COMPUTER RESOURCES INC.  
10-00944 09/08/10 MOD IV UPDATE 2010 EXT DUPL  
1 MOD IV UPDATE TO TAX SYSTEM 100.00 0-01-20-145-000-028 B TAX COLLECTION Contractual SVCS A 09/08/10 10/27/10  
Tracking Id: 970 Data Processing (Non-Exempt) 43074

Vendor Total: 100.00

TIMMER W.E. TIMMERMAN CO., INC.  
10-01084 10/18/10 SWITCH FOR SWEEPER B  
2 SWITCH FOR SWEEPER-EMERGENCY 42.58 0-01-26-290-000-034 B STREETS & ROADS Vehicle Parts A 10/18/10 10/26/10  
Tracking Id: 310 Auto Parts & Accessories (Non-Exempt) 194759

Vendor Total: 42.58

WCTRES WARREN COUNTY TREASURER  
10-01105 10/22/10 4TH QTR 2010 OPEN SPACE TAXES  
1 4TH QTR 2010 OPEN SPACE TAXES 85,779.18 0-01-55-208-000-001 B County Taxes Payable - open Space A 10/22/10 10/26/10  
Tracking Id: 3312 Taxes - County (Exempt)

Vendor Total: 85,779.18

WARRH WARREN HILLS REGIONAL  
10-01106 10/22/10 SCHOOL TAXES  
1 SCHOOL TAXES 527,563.70 0-01-55-206-000-000 B REGIONAL SCHOOL TAXES A 10/22/10 10/26/10  
Tracking Id: 3311 Taxes - School (Local/Regional) (Exempt)

Vendor Total: 527,563.70

N N N N N

Vendor # Name PO # PO Date Description Contract PO Type Acct Type Description Stat/Chk Enc Date Date Chk/Void Invoice Excl 1099

| Item Description  | Amount   | Charge Account      | Acct Type Description                  | Stat/Chk | Enc Date | Date              | Chk/Void | Invoice | Excl | 1099 |
|---|----------|---------------------|--|----------|----------|-------------------|----------|---------|------|------|
| Tracking Id: 2560<br>15 Str. & Rds.-Seas./Temp. 10/29   | 0.00     | 0-01-26-290-000-013 | B STREETS & ROADS Seasonal             | P        | 3705     | 10/27/10 10/28/10 | 10/28/10 |         |      | N    |
| Tracking Id: 2560<br>16 Bldgs. & Grnds.-PT 10/29 Payr.  | 415.82   | 0-01-26-310-000-012 | B BUILDINGS & GROUNDS Part Time        | P        | 3705     | 10/27/10 10/28/10 | 10/28/10 |         |      | N    |
| Tracking Id: 2560<br>17 Shade Tree-PT 10/29/10 Payroll  | 38.92    | 0-01-26-313-000-012 | B SHADE TREE COMMISSION Part Time      | P        | 3705     | 10/27/10 10/28/10 | 10/28/10 |         |      | N    |
| Tracking Id: 2560<br>18 Animal Control-P.T. 10/29 Payr  | 419.08   | 0-01-27-340-000-012 | B ANIMAL CONTROL Part Time             | P        | 3705     | 10/27/10 10/28/10 | 10/28/10 |         |      | N    |
| Tracking Id: 2560<br>19 Library-F.T. 10/29/10 Payroll   | 5,506.59 | 0-01-29-390-000-011 | B MUNICIPAL LIBRARY Full Time          | P        | 3705     | 10/27/10 10/28/10 | 10/28/10 |         |      | N    |
| Tracking Id: 2560<br>20 Library-P.T. 10/29/10 Payroll   | 135.00   | 0-01-29-390-000-012 | B MUNICIPAL LIBRARY Part Time          | P        | 3705     | 10/27/10 10/28/10 | 10/28/10 |         |      | N    |
| Tracking Id: 2560<br>21 Recr.-Comm. Exp.-10/29/10 Payr. | 413.00   | 0-01-28-370-857-102 | B RECREATION-COMMISSION EXP.-S&W-P.T.  | P        | 3705     | 10/27/10 10/28/10 | 10/28/10 |         |      | N    |
| Tracking Id: 2560<br>22 Recr.-P.T. Swim Progr. 10/29    | 176.00   | 0-01-28-370-857-108 | B RECREATION-SWIMMING PROGRAM-S&W-P.T. | P        | 3705     | 10/27/10 10/28/10 | 10/28/10 |         |      | N    |
| Tracking Id: 2560<br>23 Mayor & Council-10/29/10 Payr.  | 541.67   | 0-01-20-110-000-012 | B MAYOR & COUNCIL Part Time            | P        | 3705     | 10/27/10 10/28/10 | 10/28/10 |         |      | N    |

49,878.30

Vendor Total: 49,878.30

WBRPVD WASHINGTON BOROUGH PAYROLL DEB

|   |          |                     |                   |   |      |                   |          |  |  |          |
|---|----------|---------------------|-------------------|---|------|-------------------|----------|--|--|----------|
| 10-01116 10/27/10 FICA/MED./DCRP 10/29/10 PAYR. | 3,073.55 | 0-01-36-472-000-000 | B SOCIAL SECURITY | P | 3706 | 10/27/10 10/28/10 | 10/28/10 |  |  | N        |
| Tracking Id: 3193 Social Security/Medicare      |          |                     |                   |   |      |                   |          |  |  |          |
| 2 CURR. MEDICARE FOR 10/29 PAYR.                | 725.67   | 0-01-36-472-000-000 | B SOCIAL SECURITY | P | 3706 | 10/27/10 10/28/10 | 10/28/10 |  |  | N        |
| Tracking Id: 3193 Social Security/Medicare      |          |                     |                   |   |      |                   |          |  |  |          |
| 3 DCRP MATCH-10/29/10 PAYROLL                   | 8.20     | 0-01-36-477-000-000 | B DCRP            | P | 3706 | 10/27/10 10/28/10 | 10/28/10 |  |  | N        |
| Tracking Id: 2571 PERS/DCRP                     |          |                     |                   |   |      |                   |          |  |  |          |
|   |          |                     |                   |   |      |                   |          |  |  | 3,807.42 |

10-01117 10/27/10 UNEMPL/DIS/FLI-3RD QTR. 2010  
1 UNEMPL./WF-3RD QTR. 2010 1,419.93 T-18-00-001-000-000 B SUI (Unemployment) Trust P 6013 10/27/10 10/28/10 10/28/10 N

Tracking Id: 3315 SUI/SDI

| Fund Description           | Fund | Budget Total | Revenue Total |
|----------------------------|------|--------------|---------------|
| OPERATING FUND             | 0-01 | 1,445,527.02 | 0.00          |
| GENERAL CAPITAL FUND       | C-04 | 993.75       | 0.00          |
| FEDERAL & STATE GRANT FUND | G-02 | 1,518.00     | 0.00          |
| ANIMAL CONTROL FUND        | T-12 | 1,000.00     | 0.00          |
| DEVELOPER'S ESCROW FUND    | T-13 | 660.44       | 0.00          |
| RECREATION TRUST           | T-16 | 443.24       | 0.00          |
| UNEMPLOYMENT TRUST FUND    | T-18 | 2,417.35     | 0.00          |
| Year Total:                |      | 4,521.03     | 0.00          |
| Total of All Funds:        |      | 1,452,559.80 | 0.00          |



| Fund Description     | Fund | Budget Total |
|----------------------|------|--------------|
| SEWER OPERATING FUND | 0-05 | 1,342.07     |
| Total of All Funds:  |      | =====        |
|                      |      | 1,342.07     |