

BOROUGH OF WASHINGTON, WARREN COUNTY, NJ
COUNCIL AGENDA
August 16, 2011
7:30 PM

STATEMENT OF ADEQUATE NOTICE:

ROLL CALL: Clerk will call the Roll

MINUTES: Regular Meeting of August 2, 2011

EXECUTIVE SESSION: Executive Minutes of August 2, 2011

CORRESPONDENCE:

1. Borough Manager Re: Best Practices Checklist and Approval
2. Turn the Town Teal (Awareness Campaign for Ovarian Cancer) Approval of Ribbons Downtown – September 2011
3. Borough Manager: 2012 Professional Services

AUDIENCE:

Remarks, petitions, statements and testimony from guests

ORDINANCES:

1. Ordinance 4-2011 Repealing Abandoned Properties Ordinance (Public Hearing/Adoption)
2. Ordinance 5-2011 An Ordinance to Permit Certain Wind and Solar Energy Systems and Establishing Standards (Public Hearing/Adoption)

REPORTS

1. Managers Reports
2. CFO Report
3. Municipal Court
4. Tax Collector

COMMITTEE REPORTS

1. Recreation Committee Liaison Report

PUBLIC HEARING:

1. Public Hearing – Small Cities Community Block Grant Program (ARC)
 - a. Resolution 140-2011 Authorizing the Mayor and Borough Clerk to Sign the Grant Application from the NJ DCA on behalf of the ARC of Warren County
 - b. Resolution 141-2011 Citizen Participation Plan (ARC Grant)
 - c. Resolution 142-2011 Grant Management Plan (ARC Grant)
 - d. Resolution 143-2011 Identifying CDBG Fair Housing Officer

OLD BUSINESS:

NEW BUSINESS:

1. Approval of Special ABC Permit for Washington Fire Department October 1, 2011 for Festival in the Borough – Midtown Parking Lot
2. Approval of Special ABC Permit for Washington Fire Department October 1, 2011 for Festival in the Borough – PNC Lot
3. Approval of Special ABC Permit for Washington Celebrates America October 2, 2011 for Festival in the Borough – Midtown Parking Lot
4. Resolution 138-2011 Redemption of Tax Sale Certificate
5. Resolution 146-2011 Refund of Tax Court Appeal

6. Resolution 147-2011 Refund of Tax Overpayment
7. Resolution 148-2011 Apply Tax Overpayment to 2012 Taxes

VOUCHERS:

List Attached

RECAP

COUNCIL REMARKS:

Remarks, Reports, Discussions

EXECUTIVE SESSION

Resolution 149-2011

ADJOURNMENT: _____ P.M.

**BOROUGH OF WASHINGTON, WARREN COUNTY, NEW JERSEY
WASHINGTON BOROUGH COUNCIL MINUTES – August 2, 2011**

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

Roll Call: Gleba, Jewell, Torres, McDonald, Valentine, Higgins

Also Present: 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 July 5, 2011 and July 19, 2011.

Motion made by Higgins, seconded by Jewell and approved.

Two corrections were noted by Council.

Ayes: 6, Nays: 0
Abstain: Gleba (July 19, 2011)
Motion Carried

EXECUTIVE SESSION:

Mayor McDonald entertained a motion to approve the executive session minutes of July 5, 2011.

Motion made by Higgins, seconded by Valentine and adopted.

Ayes: 6, Nays: 0
Motion Carried

CORRESPONDENCE:

Motion made by Higgins, seconded by Jewell receive and file the following correspondence.

Ayes: 6, Nays: 0
Motion Carried

1. Washington Community Garden Association
2. Warren County Emergency Services and 911 Memorial Committee
3. Recreation Committee

AUDIENCE:

Mayor McDonald opened the audience portion of the meeting.

Ms. Detlaf – 27 Fisher Ave

Ms. Detlaf asked Council about the labor lien resolutions that are on tonight's agenda. Manager Phelan stated that these liens are for work done on properties that have not been properly maintained; mainly for grass cutting. These properties are usually foreclosed on or abandoned.

Mrs. Sloan – 89 Grand Ave

Mrs. Sloan stated that a one way sign is needed on when exiting the borough lot onto Taylor Street. Manager Phelan will review and see if we have any signs.

Hearing no further comments from the audience, motion made by Higgins, seconded by Jewell to close the audience portion.

Ayes: 6, Nays: 0

Motion Carried

ORDINANCES:

Ordinance 3-2011 Restructuring Recreation Services (Introduction)

Mayor McDonald entertained a motion to introduce Ordinance #3-2011.

Ordinance 3-2011 was introduced by Councilman Valentine, seconded by Councilman Torres.

It was further moved by Valentine, seconded by Torres that the Clerk read Ordinance #3-2011 by title only.

Roll Call: Higgins, Valentine, Gleba, McDonald, Torres, Jewell

Ayes: 5, Nays: 1 (Gleba)

Motion Carried

The Clerk read Ordinance #3-2011 entitled, "Restructuring Recreation Services"

Discussion: Councilman Torres stated that he still feels there is ambiguous language in the Ordinance. In section 3-55.8 he is not happy with the language in section B and E regarding powers and duties of the director. Councilman Higgins noted these sections were discussed at the last meeting and the discussion is reflected in the meeting minutes. In the minutes; Attorney Cushing stated he does not feel there is any ambiguity in the sections. One pertains to duties while the other to standard operating procedures. Councilman Higgins also noted that Council agreed to move forward and introduce the Ordinance. Councilman Torres stated he feels the Commissioners should be responsible for day to day operations not the director. Councilwoman Gleba stated that Commissioners are volunteers and only meet twice per month. Mayor McDonald noted the director is on site much more than the commissioners would be. The director will have policy from the commissioners to follow.

Motion made by Jewell, seconded by Torres to adopt on first reading.

Roll Call: Jewell, Torres, McDonald, Valentine, Gleba, Higgins

Ayes: 5, Nays: 1 (Gleba)

Motion Carried

BOROUGH OF WASHINGTON
WARREN COUNTY
ORDINANCE # 3-2011

RESTRUCTURING RECREATION SERVICES

WHEREAS, the Mayor and Council have determined that it would be in the best interests of the Borough to restructure the manner in which it handles recreational services by creating a Board of Recreation Commissioners to replace the current advisory Recreation Committee;

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, as follows:

Section 1. Article VIIIA, including Sections 3-55.1 through 3-55.7 of Chapter 3 of the Code of the Borough of Washington is repealed in its entirety.

Section 2. A new Article VIIIA of Chapter 3 of the Code of the Borough of Washington entitled “Board of Recreation Commissioners” is hereby created as follows:

§ 3-55.1. Establishment.

- A. Pursuant to the provisions of N.J.S.A. 40:12-1 and 40:12-1.1, there is hereby established a Board of Recreation Commissioners to consist of seven residents of the Borough and two alternate members, who shall also be residents of the Borough.
- B. Alternate members may participate in discussions of the proceedings but may not vote except in the absence or disqualification of a regular member of the Board of Recreation Commissioners. A vote shall not be delayed in order that a regular member may vote instead of an alternate member. In the event that a choice must be made as to which alternate member is to vote, Alternate No.1 shall vote.
- C. All members shall be of good moral character. A member or alternate member may, after public hearing, if he or she requests one, be removed by the governing body for cause, for conviction of a crime involving moral turpitude or for unexcused absences from 3 consecutive monthly meetings. No member or alternate member shall be permitted to act on any matter in which the member or alternate member has either directly or indirectly any personal or financial interest.
- D. There shall be a minimum of one (1) but no more than two (2) members of the Borough Council appointed by the Mayor, with the advice and consent of Council, who shall serve as liaisons to the Board of Recreation Commissioners for a one year term. The Council shall decide at the beginning of each year as to whether there shall be one or two liaison members for that year who shall be permitted to participate in all meeting of the Board of Recreation Commissioners, but shall have no vote.

§ 3-55.2. Appointment of members.

The Mayor shall nominate and, by and with the advice and consent of the Council, shall appoint all members of the Board of Recreation Commissioners in the manner provided by law for the appointment of Borough Officers.

§ 3-55.3. Terms; vacancies

- A. All members of the Board of Recreation Commissioners shall be appointed for a period of five years and until their successors are duly appointed and qualified; provided, however, that, in the case of the initial appointment of members of the Board, the initial terms shall be for periods of one, two, three, four and five years, respectively, with two members having initial terms of one year and two members having initial terms of two years.

- B. Vacancies occurring in the membership of the Board shall be filled by the Mayor with the advice and consent of the Council.
- C. Alternate members shall be designated at the time of appointment as “Alternate No. 1” and “Alternate No. 2.” The length of the terms of the alternate members shall be the same as the length of the terms of the regular members of the Board of Recreation Commissioners. In the case of initial appointment of the alternate members, the initial term for Alternate No. 1 shall be five years and Alternate No. 2 shall be four years.
- D. A vacancy occurring otherwise than by expiration of term for regular and alternate members shall be filled by the governing body for the unexpired term only.
- E. Members appointed to the Board of Recreation Commissioners shall receive no compensation.

§ 3-55.4. Powers and duties.

- A. Subject to the general authority of the governing body, the Board of Recreation Commissioners shall have the following powers and duties:
 - (1) To supervise and regulate all parks, playgrounds and recreational areas belonging to the Borough. It shall be the Borough’s responsibility to maintain said parks, playgrounds and recreational areas, which includes but is not limited to the municipal pool and surrounding grounds, maintenance and storage facilities, roadways and sidewalks, restrooms, and ball fields.
 - (2) To establish, supervise and regulate the recreation program to meet the recreational needs of the residents of the Borough.
 - (3) To promulgate, adopt and approve such rules and regulations as the Board of Recreation Commissioners shall deem necessary to carry out its purposes and objectives, subject to the review and approval of the governing body.
 - (4) To appoint such personnel as may be required to carry out the responsibilities of the Board of Recreation Commissioners for each calendar year.
 - (5) To recommend to the governing body a budget for the operation of the Board of Recreation Commissioners for each calendar year.
 - (6) The Board of Recreation Commissioners must abide by all local policies and regulations, including Ordinances, as well as all applicable State statutes. This includes, but is not limited to the Borough Purchasing Manual, Local Public Contracts Law, Local Finance Laws, Civil Service Commission regulations relating to personnel, Open Public Meetings Act, Open Public Records Act, Government Records Council regulations, grant application requests, and, if

adopted in the future, and Background Check requirements for employees/volunteers, as amended.

- (7) The Board of Recreation Commissioners shall hold at a minimum one (1) public meeting per month to discuss and act on items within their authority as dictated in this Ordinance. Said meeting schedule will be established at the first meeting in January of each calendar year. All meetings will be conducted in accordance with the requirements of the Open Public Meeting Act.
- (8) On a monthly basis, the Board of Recreation Commissioners shall provide a detailed accounting of the previous month's activities to the Borough Council, which, at a minimum will include, but not be limited to, programs run, revenue received, and expenditures made. From time to time, the Borough Council of the Borough of Washington may require additional information and or reporting requirements that the Board of Recreation Commissioners shall produce.
- (9) To promulgate and adopt bylaws for governing its own affairs, subject to the approval of the Borough Council.

B. The Board of Recreation Commissioners shall, in addition, have such powers and authority as is provided pursuant to N.J.S.A. 40:12-1 through 40:12-15, inclusive, except that the Board of Recreation Commissioners shall not have the authority to acquire lands for public playgrounds and recreation places without the prior authorization of the governing body and title to any such land so acquired shall be taken in the name of the Borough.

§ 3-55.5. Officers.

The Board of Recreation Commissioners shall have the power to appoint from among its members a Chairperson, who shall be the presiding officer, and such additional officers as the Board may desire, whose terms shall expire on December 31 in the year of appointment or until their successors are elected and qualified. Said appointments shall be made at the first regular meeting in January of each calendar year in. Aside from presiding over meetings of the Board of Recreation Commissioners, the Chairperson shall have no additional authority, implied or otherwise.

§ 3-55.6. Termination of powers and duties.

In the event that a court of competent jurisdiction declares that the Board of Recreation Commissioners shall have the power to acquire lands for public playgrounds without the necessity of securing prior authorization therefore by the governing body, this article shall immediately and automatically be repealed, and the powers and duties of the Board of Recreation Commissioners shall be vested in the governing body.

§3-55.7. Director of Recreation

There is hereby created a Director of Recreation who shall be appointed by and report to the Board of Recreation Commissioners. He/she shall serve under the supervision of the Board of Recreation Commissioners as to the day-to-day responsibilities of overseeing Borough recreation services and staff. The Director shall be responsible for the development and execution of programs and activities for recreation and operation and maintenance of Borough parks and pool, in consultation with the Board of Recreation Commissioners. The Director shall receive such compensation as may be provided for the by Salary Ordinance.

§3-55.8. Powers and Duties of Director

The Director shall have the following specific duties:

- A. Take charge of and be responsible for the day to day Recreation activities of the Borough.
- B. Be responsible to the Borough Manager for the adherence to the annual and capital budget, personnel policies and all financial and purchasing policies. The Director shall consult with the Manager in connection with all significant annual and capital budgets, personnel policies and all financial and purchasing policies issues.
- C. Hire all recreation employees in consultation with the Board of Recreation Commissioners.
- D. Prepare detailed annual plans and budget recommendations for the maintenance and operation of all parks, playgrounds, pool and facilities for recreation and cultural programs sponsored by the Borough in consultation with the Board of Recreation Commissioners.
- E. Administer and expend departmental funds in accordance with the budget appropriations and ordinances and the financial procedures established by the Manager.
- F. Establish, evaluate and propose, to the extent feasible, programs for every age group population of the Borough, in consultation with the Board of Recreation Commissioners.
- G. Coordinate all volunteer or community group efforts to provide recreational programming as they relate to Borough facilities or calendar in consultation with the Board of Recreation Commissioners.
- H. Attend all meetings of the Board of Recreation Commissioners and respond to direction from the Board of Recreation Commissioners.
- I. Seek out recreation and senior citizen grants and write grant applications, in consultation with the Board of Recreation Commissioners.

§ 3-55.9. When effective.

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.

Ordinance 6-2011 Ordinance Authorizing the Sale of Surplus Land (Introduction)

Mayor McDonald entertained a motion to introduce Ordinance #6-2011.

Ordinance 6-2011 was introduced by Councilman Higgins, seconded by Councilwoman Gleba.

It was further moved by Higgins, seconded by Gleba that the Clerk read Ordinance #6-2011 by title only.

Roll Call: Higgins, Valentine, Gleba, McDonald, Torres, Jewell

Ayes: 6, Nays: 0
Motion Carried

The Clerk read Ordinance #6-2011 entitled, "Ordinance Authorizing the Sale of Surplus Land."

Discussion: Mayor McDonald stated that the Governing Body has to set the minimum price. Councilman Higgins asked if the previous assessment done by the tax assessor has changed at all. Manager Phelan stated no the assessment has not changed. Manager Phelan stated the building has some value according to the assessment however; from a practical standpoint, the building has no value. The Construction Official stated if this was a residential home he would have condemned the building. The Borough Manager stated the property is currently assessed at 360,000 for the land and the improvement. Manager Phelan noted for Council that with all of the environmental issues at the lot; the terms and conditions of the bid will be done via resolution and be made part of all bid packages. The redevelopment plan only allows for passive recreation or a parking lot in this area. Mayor McDonald asked what the cost of remediation would be for the area. Manager Phelan stated over \$100,000. Manager Phelan stated that if the Borough had to remediate the property; it would cost well over the \$360,000.

Councilman Torres suggested a minimum price of \$109,000. Councilman Jewell suggested a minimum price of \$38,000. Council discussed various options regarding the minimum price and the project.

After various price options were discussed a motion was made by Jewell, seconded by Gleba to set the minimum bid for Block 94 Lot 57 at \$38,000.

Roll Call: Jewell, Torres, Gleba – Yes
Higgins, Valentine, McDonald – No

Motion Failed

Motion made by Higgins, seconded by Jewell to set the minimum bid price for Block 94 Lot 57 at \$20,000.

Roll Call: Higgins, Jewell, Torres, Gleba, McDonald – Yes
Valentine – No

Ayes: 5, Nays: 1 (Valentine)
Motion Carried

Motion made by Jewell, seconded by Torres to adopt Ordinance 6-2011 on first reading.

Roll Call: Jewell, Torres, McDonald, Gleba, Higgins

Ayes: 5, Nays: 1 (Valentine)
Motion Carried

ORDINANCE # 6-2011

AN ORDINANCE AUTHORIZING THE SALE OF SURPLUS LAND

WHEREAS, a parcel of real property known as Block 94, Lot 57 on the tax map of the Borough of Washington and also known by the street address of Alleger Street Garage, Borough of Washington (“Property”), owned by the Borough of Washington, is not needed for public purposes; and

WHEREAS, it is in the best interest of the Borough of Washington to advertise the Property for public sale to the highest bidder; and

WHEREAS, the Borough of Washington wishes to dispose the Property pursuant to N.J.S.A. 40A:12-13;

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

1. The Mayor and Council hereby authorize the Property at public sale to the highest bidder by way of submission of sealed bids, said sale to be held at a time and place set by the Mayor and Council by resolution.
2. The sale shall be advertised in a newspaper circulating in the Borough by two (2) insertions at least once a week during two (2) consecutive weeks, the last publication to be not earlier than seven (7) days prior to said sale.

3. The specific terms and conditions of the sale will be set forth in a resolution authorizing the sale, copies of which will, upon adoption, be available at the Borough Municipal Building.
4. The sale of the Property shall be subject to a written contract to be entered into with the highest bidder. The form of contract will be attached to the resolution authorizing the sale.
5. The minimum price for the parcel of land is \$20,000.00 .
6. A minimum deposit of ten percent (10%) of the bid price on the Property by cash or certified check (or other immediately negotiable funds) payable to the Chief Financial Officer, Borough of Washington must be included with each sealed bid. Deposits shall be returned to all except the highest bidder for each lot within seven (7) days of bid opening.
7. The Borough reserves the right to reject all bids.

This Ordinance shall take effect upon its adoption and final publication in accordance with law.

REPORTS:

Motion was made by Higgins, seconded Jewell by to receive and file the following reports:

1. Managers Reports

Ayes: 6, Nays 0:
Motion Carried

COMMITTEE REPORTS:

None

OLD BUSINESS:

None

NEW BUSINESS:

Approval of Washington Emergency Squad Special Liquor License Permit for the Anniversary Party – September 3, 2011

Motion made by Higgins, seconded by Valentine and approved.

Roll Call: Higgins, Valentine, McDonald, Torres, Gleba – Yes
Jewell - Abstain

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

Resolution 128-2011 Requesting Approval of Items of Revenue and Appropriations – Recycling Tonnage Grant

Resolution 128-2011 was moved on a motion made by Higgins, seconded by Jewell and adopted.

Roll Call: Higgins, Valentine, Jewell, McDonald, Torres, Gleba

Ayes: 6, Nays 0
Motion Carried

RESOLUTION # 128-2011

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 2011 in the sum of \$8,074.01 which is now available from the State of New Jersey

BE IT FURTHER RESOLVED, that the like sum of \$8,074.01 is hereby appropriated under the caption of Other Expenses – Recycling Tonnage Grant.

Resolution 129-2011 Requesting Approval of Items of Revenue and Appropriations – Clean Communities

Resolution 129-2011 was moved on a motion made by Higgins, seconded by Jewell and adopted.

Roll Call: Higgins, Jewell, McDonald, Gleba, Torres, Valentine

Ayes: 6, Nays 0:

Motion Carried

RESOLUTION # 129-2011

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 2011 in the sum of \$11,537.17 which is now available from the State of New Jersey

BE IT FURTHER RESOLVED, that the like sum of \$11,537.17 is hereby appropriated under the caption of Other Expenses – Clean Communities.

Resolution 130 – 2011 Authorizing Grant Submission of Municipal Alliance to Warren County/ Franklin Township and Washington Borough

Resolution 130-2011 was moved on a motion made by Higgins, seconded by Jewell and adopted.

Roll Call: Higgins, Jewell, McDonald, Gleba, Torres, Valentine

Ayes: 6, Nays: 0

Motion Carried

RESOLUTION #130-2011

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

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

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

WHEREAS, the Township of Franklin and the Borough of Washington desires to further the public interest by obtaining funding from the County of Warren for the Franklin Township/Washington Borough's Municipal Alliance for calendar year 2012;

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

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

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

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

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

1. That the Municipal Alliance Committee Coordinator, Mayor, Deputy Mayor, and one other council member of the above named body or board Is hereby authorized to make application for and, in the event of grant Award to execute and agreement and an amendment thereto with the County of Warren for 2012 Municipal Alliance Grant Funding;
2. That the applicant will provide a cash matching share in the amount of

- \$1,197.00 in its 2012 Municipal Budget;
3. That the applicant agrees to comply with all applicable federal, state, and Local laws, rules, and regulations in its execution of the grant; and
 4. That this resolution shall take effect immediately.

**Resolution 131-2011 Requesting Approval of Items and Revenue Appropriations –
Beethoven Avenue**

Resolution 131-2011 was moved on a motion made by Gleba, seconded by Torres and adopted.

Roll Call: Gleba, Torres, McDonald, Valentine, Jewell - Yes
Higgins – No

Ayes: 5, Nays: 1
Motion Carried

RESOLUTION # 131-2011

**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 2011 in the sum of \$140,000.00 which is now available from the State of New Jersey, Department of Transportation

BE IT FURTHER RESOLVED, that the like sum of \$140,000.00 is hereby appropriated under the caption of Other Expenses – Municipal Aid Program, Beethoven Avenue

**Resolution 132 – 2011 Establishing a Special Grace Period for the Third Quarter
Taxes**

Resolution 132-2011 was moved on a motion made by Torres, seconded by Higgins and adopted.

Roll Call: Torres, Higgins, Jewell, Gleba, Valentine, McDonald

Ayes: 6, Nays: 0
Motion Carried

RESOLUTION # 132-2011

A RESOLUTION ESTABLISHING A SPECIAL PERIOD FOR THIRD QUARTER LOCAL PROPERTY TAXES IN THE BOROUGH OF WASHINGTON

WHEREAS, the printing and mailing of tax bills has been delayed beyond the N.J.S.A. 54:4-64 date of June 14th; and

WHEREAS, according to State Statute, taxes are due and payable February 1, May 1, August 1, and November 1 and these dates can not be changed; and

WHEREAS, N.J.S.A. 54:4-67 allows the Borough Council to establish a grace period of 25 days from the date that tax bills are mailed; and

WHEREAS, the Borough of Washington has historically given its taxpayers a grace period of 10 days for each tax period.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Washington that the third quarter installment of current year taxes shall not be subject to interest until after September 6, 2011, the additional interest-free period authorized pursuant to R.S. 54:4-67. Any payment received on September 7, 2011 will be subject to interest charged back to the statutory date of August 1, 2011.

Resolution 133 – 2011 Refund of Overpayment of Taxes

Resolution 133-2011 was moved on a motion made by Torres, seconded by Higgins and adopted.

Roll Call: Torres, Higgins, Jewell, McDonald, Gleba, Valentine

Ayes: 6, Nays: 0
Motion Carried

RESOLUTION # 133-2011

A RESOLUTION TO REFUND OVERPAYMENT ON 2010 PRIOR YEAR REAL ESTATE TAXES

WHEREAS, according to the Tax Collector's records, there is an overpayment of \$250.00 on 2010 4th Quarter Regular Taxes paid on property located at 98 Youmans Avenue, also known as Block 82 Lot 15, and in the name of Giovannone, Pasquale and Tiesha; and

WHEREAS, Mr. Pasquale Giovannone qualified for a Veteran's Deduction that was allowed in the 4th quarter 2010 taxes and his mortgage company had already paid the 4th quarter 2010 Regular Taxes causing the overpayment; and

WHEREAS, the Tax Collector has been resolving the matter of tax overpayments and has written a letter requesting the Giovannone's to sign to receive their refund.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey, to hereby authorize the Tax Collector and Treasurer to refund the amount of \$250.00 payable to:

Pasquale and Tiesha Giovannone
98 Youmans Avenue
Washington, NJ 07882

Resolution 134 – 2011 Authorizing Applying Overpayments to 2011 Taxes

Resolution 134-2011 was moved on a motion made by Torres, seconded by Higgins and adopted.

Roll Call: Torres, Higgins, Jewell, McDonald, Gleba, Valentine

Ayes: 6, Nays: 0
Motion Carried

RESOLUTION #134-2011

A RESOLUTION AUTHORIZING APPLYING OVERPAYMENTS TO 2011 TAXES

WHEREAS, the properties on the attached list have overpayments of taxes in the years indicated. The reasons for the overpayments can be duplicate payments by banks, change of owners, change of mortgage companies, estimated payments, etc. Many times refund requests are made quickly and the overpayment is resolved. Sometimes no requests are made and it is difficult for the Tax Collector to determine who is owed the overpayment. Overpayments need to be resolved by either refunding them or applying them to taxes. The Tax Collector is requesting approval to apply the overpayments listed to 2011 taxes. Applying the overpayments is less expensive than the time and expense

involved in creating refund checks. Applying the overpayments eliminates them which is a benefit to both the annual budget and audit.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey to hereby authorize the Tax Collector to apply the overpayments to the 2011 taxes.

Resolution 135 – 2011 through 137-2011 Assigning a Labor Lien

Resolutions 135-2011 through 137-2011 were moved on a motion made by Valentine, seconded by Higgins and adopted.

Roll Call: Valentine, Higgins, Torres, Gleba, Jewell, McDonald

Ayes: 6, Nays: 0
Motion Carried

RESOLUTION #135-2011

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 Code Enforcement Officer of the Borough has certified, per the attached, 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 DPW Supervisor 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 10 Alvin Sloan Avenue, identified on the tax maps of the Borough as Block 2.10 Lot 1.

RESOLUTION #136-2011

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 Code Enforcement Officer of the Borough has certified, per the attached, that the owner of the property of the property at 160-162 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 DPW Supervisor 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 160-162 Belvidere Avenue, identified on the tax maps of the Borough as Block 33 Lot 1.

RESOLUTION #137-2011

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF
WASHINGTON, WARREN COUNTY, ASSIGNING A LABOR LIEN ON BLOCK
101 LOT 13.24

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 Code Enforcement Officer of the Borough has certified, per the attached, that the owner of the property of the property at 41 Lenape Trail, identified on the tax maps of the Borough as Block 101 Lot 13.24 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 DPW Supervisor has certified that the Borough incurred costs of \$472.00 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 \$472.00 on the property at 41 Lenape Trail, identified on the tax maps of the Borough as Block 101 Lot 13.24.

VOUCHERS:

Mayor McDonald entertained a motion to approve the vouchers and claims in the amount of \$444,039.32.

Motion made by Higgins, seconded by Valentine.

Discussion: Mayor McDonald stated the payment for Resolution 138-2011 must be pulled from the voucher list – the Resolution was not prepared for tonight's meeting.

Councilwoman Gleba stated her concerns regarding the invoice from the forensic auditor. She is concerned that they are already at \$7,000.00 and has another concern regarding their meeting with a concerned citizen member. Mayor McDonald stated they can interview who ever they deem necessary however; they are spending tax payer money to interview a citizen and who initiated the contact. Councilman Torres suggested pulling the voucher and seek a justification from the auditor. Manager Phelan will discuss with the auditor and send the information out to Council via email.

Motion made by Jewell, seconded by Gleba to pull the voucher for Schneider and Co. until justification is received for the invoice.

Roll Call: Jewell, Gleba, Torres, Valentine, Higgins, McDonald

Ayes: 6, Nays: 0
Motion Carried

Councilman Higgins amended his motion to pay the vouchers in claims with the exception of Resolution 138-2011 and the invoice from Schneider and Co, seconded by Valentine and approved.

Roll Call: Higgins, Valentine, Jewell, Gleba, McDonald, Torres
Higgins – Abstain – Fire Dept.
Jewell – Abstain – EMS, Fire Dept.
Gleba – Abstain – Finelli Consulting

Ayes: 6, Nays: 0
Abstain: 3 (Higgins – Fire Dept, Jewell – EMS, Fire Dept., Gleba –
Finelli Consulting)
Motion Carried

RECAP

Manager Phelan will reach out to Schneider and Co. regarding the invoice. He will work with the DPW to place a sign at the entrance to Taylor Street.

COUNCIL REMARKS:

Councilwoman Gleba stated she attended her first recreation committee meeting. She wanted Council to know that Veolia donated the pipes and stones to fix the drainage problems at one of the field. Kevin Shoudt also donates his time to help out with a lot of the maintenance of equipment which is a huge help to recreation. Councilwoman Gleba also stated there is a new sign for the park/pool at the entrance of Broad Street donated by the Rotary Club. They will also be putting up directional signs to the pool in the downtown area and they have been donated by Kiwanis. She thanked those organizations for their donations. She reminded Council that the professional evaluations will be done at the next Council meeting. She thanked the departments who have given her information regarding the codebook updates. Once she receives all of the updates there will be a committee meeting scheduled. Councilman Jewell asked if she could find out how much a sign costs for the park/pool sign. He would be interested in possibly a donation in conjunction with another organization. Councilman Higgins asked when Council could expect a revenue report from Recreation. Manager Phelan stated last year we did it at the end of the pool season. Councilwoman Gleba stated that Recreation is planning on doing it at the end of the pool season. They are really monitoring the expenses and revenues. Councilman Higgins asked if he could have an update now of the revenues and expenses for Recreation for all programs.

Councilman Jewell noted the elevator may need to be repaired.

Councilman Higgins stated the meeting on Saturday with the auditor was very productive. He explained they discussed some of the reports received by Council. Councilman Higgins stated he would like to see an actual vs. expenditures vs. actual numbers from the CFO. He would also like to see a Tax Collectors report of what was actually collected. Councilman Higgins motioned to have these reports generated in place of the others, seconded by Councilman Torres. – All yes. Councilman Higgins also stated that Warren Hills Regional School District received \$330,000 from the state for school aid. In addition there budget was reduced by \$300,000 after the budget failed during the school election. He noted for the record that Warren Hills Regional decided not to place state aid monies in this year’s school budget to help reduce the cost to the taxpayers.

Vandalism at the Borough Park was noted by an audience member. Council decided to invite the Police Chief to an upcoming council meeting for a council appearance.

At this time motion made by Higgins, seconded by Torres to enter Executive Session after a five minute recess.

Ayes: 6, Nays: 0
Motion Carried

139-2011
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;

 X 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: Insurance Indemnification – Request by former Council member 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.);

_____ 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: 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.

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.

Hearing no further business, a motion was made by Torres, seconded by Valentine, to adjourn the meeting at 8:55 pm.

Ayes: 6, Nays: 0
Motion Carried

Mayor Scott McDonald

Kristine Blanchard, Borough Clerk

Kristine Blanchard

From: Rich Phelan [rphelan@washingtonboro-nj.org]

Sent: Thursday, July 28, 2011 2:40 PM

To: Dave Higgins; 'Jeanine Gleba'; 'JOHN VALENTINE'; Justin Jewell; kblanchard@washingtonboro-nj.org; 'PAT BOYLE'; Rob Torres; 'SCOTT MCDONALD'

Subject: Best Practices Checklist

Council,

Attached to this e-mail is a copy of the 2011 Best Practices Checklist for your review. In accordance with State requirements, we will be placing this on the August 16th agenda as correspondence in order for the governing body to acknowledge and approve the answers via "motion." After approved by Council, we can send the final list to Trenton.

With this in mind, based on the current answers formulated by the CFO and myself, I am pleased to say that for the 2nd year in a row we will be receiving 100% of our State Aid.

Between now and then, feel free to call should you have any questions or comments.

Rich

Richard D. Phelan
Borough Manager

Borough of Washington
100 Belvidere Ave.
Washington, NJ 07882
908-689-3600 (phone)
908-689-9485 (fax)
rphelan@washingtonboro-nj.org

This message, and any attachment to it, contains privileged and confidential information intended only for the use of the individual(s) or entity named on the e-mail. If the reader of this e-mail is not the intended recipient, or the employee or agent responsible for delivering it to the intended recipient, you are hereby notified that reading it is strictly prohibited. If you have received this e-mail in error, please immediately return it to the sender and delete it from your system. Thank you.

Washington Borough (Warren)

2121

General Management

	Question	Answer	Comments
1	Has your municipality adopted a pay-to-play ordinance pursuant to N.J.S.A. 40A:11-51? This law allows the municipality and its agencies to prohibit the award of public contracts to business entities that have made certain campaign contributions exceeding \$300 and to the contributions that the holders of a contract can make during the term of a contract to \$300. A model ordinance concerning pay-to-play can be found at: www.nj.gov/dcs/lgs/muniiaid/pay_to_play_ordinance-contractor.doc	Yes	Adopted on Dec. 21, 2010
2	Did your municipality evaluate and/or enter into at least one new shared service or cooperative agreement in 2010, outside of joining cooperative purchasing system?	Yes	Entered into a SSA for Municipal Court Services with a neighboring community
3	Does your municipality maintain an up-to-date municipal website containing, but not limited to: past three years adopted budgets; and the current year proposed budget including the full adopted budget for current year when approved by the governing body; most recent annual financial statements and audits; notification(s) for solicitation of Bids and RFP's; employee contact information; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?	Yes	http://www.washingtonboro-nj.org/
4	Does your municipality's legal counsel review procurement specifications and sign off on all major professional service contracts before the documents are signed?	Yes	He reviews all specifications, but we do not have a formal process in which he needs to sign-off on them.
5	Does your municipality have an ongoing policy cross referencing the submittal of Certificates of Occupancy from the Construction Official to the Tax Assessor?	Yes	
6	Is your municipality's computer information backed up regularly, pursuant to a written backup policy and is data stored offsite?	Yes	Data is backed up regularly, but not stored offsite. We do not have a written policy.
7	Does your municipality require its elected officials to attend basic courses on responsibilities and obligations in local government (i.e. budgeting, policy setting, local government contracting, risk management, and compliance with the Open Public Record Act)?	No	While we do not require training, the Borough's Municipal Auditor, Attorney and Risk Manager meet with the elected officials as-needed throughout the year and educate them on the budget process, OPRA, ethics, and the like.
8	If your municipality assigns employees with vehicles that can be taken home after work hours, is there a written policy in place to prohibit personal use and does that policy ensure that the commuting miles are reflected in employee W-2s?	N/A	No employee has a take home vehicle.
9	Does your municipality sell personal property (fire trucks, road equipment, confiscated items, etc.) through an approved online auction system to broaden the market area for increased revenue?	Prospective	We have always successfully sold items via on-site auction. If the need should arise in the future, we can pursue online auctions.
10	Are ordinances codified on an annual basis and made available electronically and/or in an existing ordinance book for the public?	Yes	For financial reasons, the Borough can not codify each year. Although, we are currently in the process of a full codification of all Ordinances. All Ordinances are made available to the public in digital form on our website, as well as hard copy in the Borough Clerk's Office.
11	Has your municipality established an "Absence from Meetings Policy" for elected officials and appointed board members?	No	This is not something that is currently in place, but we can present it to the Mayor and Council for their consideration.

Financial Standards

1	Does your municipality's newly (within the last six months) negotiated public employee contracts refrain from increasing base salary items by more than an average of two (2%) percent annually over the aggregate amount expended in the final year of the previous contract?	N/A	Current negotiated public employee contract is in effect until December 31, 2012.
2	Is there a system of checks and balances over the purchasing and disbursement functions, including payroll (e.g., the same employee who prepares the checks also reconciles the bank account would not be a proper system of checks and balances)?	Yes	There is a separation of duties for all positions.
3	Does your municipality have written procedures pertaining to cash receipts and cash disbursements including but not limited to: receiving, recording and preparing deposits for cash receipts; and processing, reviewing, and approving disbursements?	Prospective	The Borough currently has well established practices in place, albeit not in writing. As such, we will memorialize the procedures in writing.
4	Does management (department heads) review and approve all payroll disbursements, invoices, and purchase orders before final approval of the governing body by resolution?	Yes	
5	Are bank statements and related canceled checks and validated deposit slips, reviewed and reconciled monthly to the general ledger balances?	Yes	
6	Are contracts for services over the pay-to-play threshold of \$17,500 awarded using bids or a fair and open process?	Yes	
7	Does your municipality maintain all documentation regarding bids including but not limited to: notices to potential bidders that include the plans, specifications, and contracts; documentation that the bids were properly advertised; and bid opening documentation that include the submitted bids, bid tabulation sheet, and indication of which bid was accepted?	Yes	
8	Does your municipality perform an audit of your utility (telephone, fax, electric meters) accounts at least once every three years to ensure that inactive accounts are cancelled?	Yes	Last performed in 2009.

Budget Preparation & Presentation

1	Has your governing body reviewed the municipality's annual financial statement with particular emphasis on surplus generation and usage, tax collection rates (including the status of tax liens), and delinquent tax collection statements?	Yes	
2	Did your municipality prepare a five (5) year summary showing the amount of surplus anticipated and the percentage of the budget that this represents?	Yes	
3	Does your municipal CFO or auditor evaluate your capital balances annually to review and cancel unspent funds at the closure of capital projects?	Yes	
4	Do elected officials receive quarterly (or more frequent) reports on the status of all budget revenues and appropriations as they correspond to the annual adopted budget?	Yes	The Mayor and Council receive monthly reports.
5	Was a budget history and projection showing three years of history prepared in a "Viewer Friendly" style for public use?	Yes	

Health Insurance

1	If your municipality does not participate in the State Health Benefits Plan (SHBP), a joint insurance fund (JIF), or a healthcare insurance fund (HIF), have competitive proposals for insurance been solicited in the last three years?	N/A	We participate in the SHBP.
2	If your municipality is a member of the SHBP, have you transitioned from Chapter 88 (lifelong retirement benefits & Medicare Part B payouts) to Chapter 48 (healthcare cafeteria and select cost-saving provisions for all current and future employees)? N.J.S.A. 52:14-17.38(b1) to 52:14-17.38 (b2)	N/A	The Borough does not provide benefits under Chapter 88.
3	Does your municipality perform an annual review of health benefit covered lives in an effort to delete employees, spouses or dependents who should no longer be receiving coverage?	Yes	
4	Do your municipal firefighters receive annual heart screening in conformance with NFPA Standard 1582, Chapter 7.4-7.7?	N/A	The Borough does not have a paid Fire Department.

Personnel

1	Does your municipality make available to the public free of charge, either through an internet posting or on-site review, documents that show the current salaries of all personnel and additional documents that would allow the public to understand how your municipality's aggregate salaries have changed over a three year period?	Yes	
2	Has your municipality, consistent with N.J.S.A.. 34:13A-8.2, filed a copy of all negotiated public employee contracts with the Public Employment Relations Commission, or will your municipality bring itself into compliance by having all contracts emailed to contracts@perc.state.nj.us.	Yes	
3	Are all applicants and employees hired, promoted and retrained in accordance with established equal employment opportunity (EEO) and non-discrimination policies?	Yes	
4	Does your municipality limit health benefits to full-time (35 or more hours weekly), employees and exclude from coverage all part-time employees, elected or appointed officials?	Yes	As was required by State law in 2010, we limit coverage to employees who work 32 hours or more per week.
5	Are standardized absentee forms completed and filed for all employee absences?	Yes	
6	Are formal records maintained by your Personnel Department (Human Resources office) to account for vacation and sick leave earned and taken by all employees?	Yes	
7	Does supervisory staff review and approve employee time and attendance reports before submitting to management?	Yes	
8	Does your municipality limit the carry forward of accrued vacation time to no more than one year's worth of such time (meaning no employee hired after the effective date of the limitation policy can have more than two (2) years of vacation time on the books in any given year)?	Yes	
9	Does the municipal governing body approve all payments of accumulated/uncompensated absence benefits?	Yes	
10	Does your municipality's personnel manual include policies covering the use of municipal computers, including internet/e-mail use?	Yes	
11	Does your municipality have a transitional duty program (light duty) to encourage employees out on workers compensation to return to work?	Yes	
12	Does your municipality provide annual employment practice liability training for elected officials, managers, administrators, department heads and supervisors?	Yes	Various employee training classes are available to all staff many times a year through the Borough's insurance carrier (Statewide Insurance Fund)

Public Safety

1	Does your municipality have an emergency management plan that is updated bi-annually and verified yearly through practical exercises and written reports distributed to all affected parties (police, fire, OEM, etc.) as required pursuant to L.1989, c.222, s20?	Yes	Per the Borough's OEM Coordinator, we have an EOP (Emergency Operations Plan) which was updated in 2008; the next review by the State and County is scheduled for 2012.
2	Is your municipality's police department accredited by the Commission on Accreditation of Law Enforcement Agencies, Inc. (CALEA), or have senior officers had advanced training through professional agencies/academies?	N/A	The Borough does not have a Police Department. Our police services are provided via SSA with Washington Township.
3	Are all required hazard-use inspections and reports performed in accordance with state standards, needed-relevant information disseminated to emergency response organizations and a copy of the report sent to local fire and police agencies?	Yes	Performed by Fire Official.
4	Does your municipality have formal written mutual aid agreements for all emergency response organizations?	No	The Borough does not have written agreements with any surrounding municipalities other than Hackettstown. All mutual aid requests are handled through the Warren County Communications Center, who has very specific plans written and agreed upon by the individual municipalities and agencies.
5	Does your municipality have a formal procedure to ensure that all park and recreation facilities are inspected/assessed periodically to determine whether proper maintenance is being done to ensure the safety of the using public?	N/A	We do not have a written policy, but, as part of their daily activities, employees report any potential unsafe item to the appropriate supervisor for immediate action.

Energy

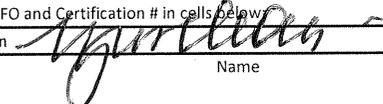
Municipal/School Relations

- | | | | |
|---|---|-----|---|
| 1 | Has your municipality conducted an energy audit within the last three years to evaluate whether the energy consumption (i.e. heating, lighting, ventilation and air conditioning) of municipal facilities can be reduced? | Yes | We had an energy audit in 2010, and part of the Energy Efficiency and Conservation Block Grant Program, received funding for lighting and HVAC upgrades. |
| 2 | If your municipality issues published or posted newsletters to its residents, did such publications promote recycling efforts and solid waste management in compliance with the storm water regulations? N.J.A.C. 7:8 et seq. | Yes | |
| 1 | Has your municipality held or scheduled a "Joint Yearly Open Public Meeting" between the local school board(s) and the governing body to discuss community needs, shared services, and the school and municipal budgets? | Yes | We held a budget meeting with Local School Officials during the 2011 budget process. |
| 2 | Do you share playing fields, recreation services, and/or equipment with the local board(s) of education? | Yes | |
| 3 | Has your municipality entered into any shared services with local board(s) of education pertaining to maintaining of fields, sharing of equipment, purchasing of gasoline, snow plowing, etc.? | Yes | The Borough utilizes Local School fields/facilities for Recreation programs and events. The Borough provided snow/ice control services to the Local Schools during the winter season. |

Select	0
Yes	38
No	3
N/A	7
Prospective	2
Total Answered:	50

Score (Yes + N/A + Prospective)	47
Score %	94%
Percent Withheld	0%

Chief Financial Officer Completion Certification:
 Type Name of CFO and Certification # in cells below

Natasha Turchan 	N0638
Name	Cert #
Date Prepared:	

Division of Local Government Services
CY 2011/SFY 2012 Best Practice Inventory Program
Best Practice Public Meeting Certification Form

This form must be completed by the Municipal Clerk after the municipal Governing Body has reviewed the completed Best Practice Inventory at a public meeting.

Certification:

I hereby certify that the Governing Body of the
in the County of _____ discussed the CY 2011/SFY 2012 Best Practice Inventory
as prepared by the Chief Financial Officer at a public meeting on _____.

Signature of Municipal Clerk	
Printed name of Clerk:	
RMC #:	
Date:	

(See Instructions to Complete and Submit the CY 2011/SFY 2012 Best Practice Inventory in Local Finance Notice 2011-18 for filing instructions.)



Turn The Towns Teal®
An Awareness Campaign for Ovarian Cancer

Date: July 1, 2011

Dear Mayor:

September has been designated as National Ovarian Cancer Awareness Month. Turn The Towns Teal® is a campaign to create awareness of ovarian cancer and its symptoms. It consists of volunteers tying ribbons (which are biodegradable & made in the USA!) primarily in town centers and providing stores, health clubs, beauty salons, etc. with symptom cards and information pertaining to ovarian cancer.

Ovarian cancer is often referred to as "The Silent Disease" as its symptoms are often vague and subtle. There is NO early detection test for ovarian cancer, which makes it even more critical that women become aware of the known symptoms. If detected in the early stages, the survival rate for ovarian cancer is 90 to 95%, which is why this awareness campaign is so very critical.

I am asking you to grant permission for our volunteers to tie ribbons in the center of your town. If a shopping center is involved, we will, of course, ask permission of the center's owner. Additionally, we know that individuals are going to be tying ribbons on their mailboxes and signposts on their own private property. For more impact, we're going to have lawn signs (similar to political signs) stating that September is Ovarian Cancer Awareness Month. The ribbon & sign campaign will begin on or about September 1st, and your town volunteer (and group) will be removing the materials on or about September 30, 2011.

Thanks to the support of mayors like you, we ARE saving lives through this campaign. We are a 501 (c) (3) organization and entering the FIFTH year of our campaign

Your signature on the bottom of this letter will indicate your permission for our campaign. Kindly return the signed letter to your Teal Volunteer whose name & address are listed below. If you have any questions, please email me at info@turnthetownsteal.org.

Most sincerely,

Jane B. MacNeil
President

MAYOR / TOWN OFFICIAL	TOWN	STATE
Please return the signed letter to the volunteer listed below. She/he is responsible for the campaign in your town.		
<u>Andrea Romano</u>	<u>87 Park Ave, Washington NJ</u>	<u>908-835-8928</u>
VOLUNTEER NAME	ADDRESS	CONTACT NUMBER

P.O. Box 65, Brookside, NJ 07926
turnthetownsteal@comcast.net



RICHARD D. PHELAN

BOROUGH MANAGER

MEMORANDUM

TO: Mayor and Council
CC: Kristine Blanchard
FROM: Richard Phelan 
DATE: August 9, 2011
SUBJECT: 2012 Professional Services

I am beginning the process of the 2012 Professional services contracts for the following positions:

- Municipal Attorney
- Municipal Auditor
- Municipal Planner
- Municipal Engineer
- Municipal Waste Water Engineer
- Bond Attorney
- Tax Appeal Attorney
- Redevelopment Attorney
- Labor Attorney

In addition to the professions that we currently have contracts for, I am recommending that we solicit proposals for Labor Counsel as well. This is solely due to the fact that next year is a contract negotiation year with the local union, and it would be prudent to have an attorney on “stand-by” for legal reference, and/or should the union file for arbitration.

Taking the above into account, we have two (2) options; Solicit new proposals or re-appoint existing professionals. Either way, in accordance with the Borough’s Pay-2-Play Ordinance, will preclude any firm that makes any political contributions from being appointed to any position. With this in mind, need to know which method of appointment Council chooses, and for which profession.

As an aside, I will be working with both the Planning Board and Board of Adjustment on this as well. Both Board Chairs have advised me that they are satisfied with their respective professionals and will re-appoint via the traditional manner.

I would appreciate guidance on this as soon as possible so preparations can be made.

**BOROUGH OF WASHINGTON
COUNTY OF WARREN**

ORDINANCE NO. 4 -2011

Repealing Abandoned Properties Ordinance

WHEREAS, the Borough of Washington adopted Ordinance No. 7-2009 entitled “An Ordinance Adding New Chapter 30 Entitled ‘Buildings Abandoned’ to the Code of the Borough of Washington to Establish an Abandoned Property List With Authorization for the Borough Manager to Designate Qualified Rehabilitation Entities and Amending Chapter 31 of the Code of the Borough of Washington;” and

WHEREAS, the Great Recession has substantially diminished the financial capacity of the Borough of Washington and imposed economic challenges on many of its taxpayers; and

WHEREAS, the Borough of Washington, in an attempt to create a more cost efficient, less expensive form of government, has analyzed its operations in an attempt to identify those programs that can either be eliminated or suspended; and

WHEREAS, Ordinance No. 7-2009 envisioned that there would be substantial redevelopment activities in the Borough of Washington; and

WHEREAS, the Great Recession has substantially diminished the current opportunities for redevelopment within the Borough of Washington; and

WHEREAS, the Great Recession has also caused the foreclosure of many properties within the Borough which and has caused the cost and effort to maintain the abandoned properties list as required by Ordinance No. 7-2009 to increase. This, in turn, has required greater time effort on behalf of Borough personnel to maintain the list, without creating any comparable benefit; and

WHEREAS, as the economy improves, the benefits accorded by and the costs of administering Ordinance No. 7-2009 may become more favorable thereby permitting the re-adoption of Ordinance No. 7-2009.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Washington, County of Warren, State of New Jersey, that Ordinance No. 7-2009 be and hereby is repealed; and

BE IT FURTHER ORDAINED this Ordinance shall take effect immediately after final passage, approval and publication as provided by law.

ATTEST:

Scott McDonald, Mayor

Kristine Blanchard, R.M.C.

Adopted:

S:\BOW 2011 General\Ordinances\ORDINANCE re-adopting Ord 51-09 (new Chapter 30, Amend Chapter 31).doc

**BOROUGH OF WASHINGTON
COUNTY OF WARREN**

ORDINANCE NO. 5-2011

**AN ORDINANCE TO PERMIT CERTAIN WIND AND SOLAR
ENERGY SYSTEMS AND ESTABLISHING STANDARDS**

WHEREAS, it is the purpose of this ordinance to promote the safe, effective and efficient use of small wind and solar energy systems to reduce the on-site consumption of utility-supplied electricity; and

WHEREAS, New Jersey's Renewable Portfolio Standards (RPS) require each supplier/provider, as defined at N.J.A.C. 14:8-1.2, that sells electricity to retail customers in New Jersey to provide a percentage of their retail electricity sales from renewable energy sources, beginning at 3.5 percent in 2004 and increasing to 22.5 percent by 2021; and

WHEREAS, the Municipal Land Use Law (N.J.S.A. 40:55D-2n) provides that to promote utilization of renewable energy resources is a purpose of zoning; and

WHEREAS, on November 20, 2009, the Governor signed P.L.2009, c.146, clarifying that a wind, solar or photovoltaic energy facility or structure should be considered an "inherently beneficial" use under the Municipal Land Use Law's analysis of positive criteria for the grant of a "d variance" under N.J.S.A.40:55D-70, regardless of whether the facility or structure is a principal use, a part of the principal use, or an accessory use or structure; and

WHEREAS, on April 4, 2010, Governor Chris Christie signed P.L. 2010, c. 4 exempting solar panels from being counted in calculations utilized to determine impervious coverage in land use applications under the Municipal Land Use Law; and

WHEREAS, existing local zoning regulations in the Borough of Washington do not address wind or solar power, which while not intended to discourage the installation of small wind turbines or solar panels, can substantially increase the time and costs required to obtain necessary local land-use permits; and

WHEREAS, the Borough Council finds that it is necessary to standardize and streamline the requirements for small wind and solar energy systems so that this clean, renewable energy resource can be utilized in a cost-effective and timely manner in our municipality; and

NOW, THEREFORE, BE IT ORDAINED by the Borough Council of the Borough of Washington in the County of Warren, State of New Jersey, that the Land Use Regulations of the Borough of Washington be amended and supplemented to include the following:

Section 1: Article III. Section 94-5 Definitions shall be amended to include the following additional definitions:

110% PRODUCTION – means that an energy system produces up to 110% of the energy that the principal use consumes on average in a year.

GROUND MOUNTED SOLAR ARRAY - means a solar energy system, as defined herein that is mounted on armatures anchored to the ground with ground cover beneath.

ROOFTOP SOLAR ARRAY – means a solar energy system, as defined herein that is mounted to roof of a building or structure.

SMALL SOLAR ENERGY SYSTEM – means a solar energy system, as defined herein that is used to generate electricity; and has a nameplate capacity of 100 kilowatts or less.

SMALL WIND ENERGY SYSTEM – means a wind energy system, as defined herein that is used to generate electricity; and has a nameplate capacity of 100 kilowatts or less.

SOLAR ENERGY SYSTEM – means a solar energy system and all associated equipment which converts solar energy into a usable electrical energy, heats water or produces hot air or other similar function through the use of solar panels.

SOLAR PANELS – a structure containing one or more receptive cells, the purpose of which is to convert solar energy into usable electrical energy by way of a solar energy system.

WIND ENERGY SYSTEM – means a wind turbine and all associated equipment, including any base, blade, foundation, nacelle, rotor, tower, transformer, vane, wire, inverter, batteries or other component necessary to fully utilize the wind generator.

WIND TURBINE – means equipment that converts energy from the wind into electricity. This term includes base, blade, foundation, nacelle, rotor, blades, tower, transformer, vane, wire, inverter, batteries or other components to store and/or transfer energy.

Section 2: Article VII. Section 94-86.1 WIND AND SOLAR ENERGY AND PRODUCTION SYSTEMS – this section shall be created and state the following:

A. Purpose. The purposes of this section regulating Small Wind and Solar Energy Systems (110% Production) are as follows:

- (1) The primary purpose of a small wind energy system and small solar energy system will be to provide power for the principal use of the property whereon said system is to be located and shall not be for the generation of power for commercial purposes, although this provision shall not be interpreted to prohibit the sale of excess power generated from a small solar energy system to a supplier/provider. For the purposes of this ordinance, the generation of power shall be limited to 110% of the average annual energy consumed for the principal use of the subject property.

- (2) Small wind energy systems and small solar energy systems are permitted as an accessory use on the same lot as the principal use. All small wind and solar energy systems require approval from the zoning officer prior to installation. Applications for an energy system shall include information demonstrating compliance with the provisions of this ordinance. In the event that the zoning officer does not believe the provisions of this ordinance will be satisfied an applicant may request a variance. Applicants within the Route 57 Scenic Corridor must demonstrate compliance with the requirements of the Scenic Corridor and may require outside agency approval.
- (3) All applications for small wind and solar energy systems are to be submitted for site plan and/or variance and waiver review to the Planning Board or the Zoning Board, as necessary, when variance(s) and/or waiver(s) are requested.

B. Use Regulations

- (1) Rooftop Solar Arrays for Small Solar Energy Systems are permitted as an accessory use in all zones.
- (2) Ground Mounted Solar Arrays for Small Solar Energy Systems are permitted as an accessory use in all zones.
- (3) Small Wind Energy Systems are permitted as an accessory use in the I Industrial zone.

C. Small Solar Energy Systems (110% production).

- (1) Rooftop Solar Arrays for Small Solar Energy Systems are permitted as an accessory use in all zones subject to the following requirements.
 - (a) Rooftop Solar Arrays shall not exceed a height of twelve (12) inches from the existing roof surface of a peaked roof and not exceed a height of four (4) feet from the existing roof surface of a flat roof
 - (b) In no event shall the placement of the solar arrays result in an overall height in excess of that permitted for the principle structure in the Zone District in which the principle structure is located.
- (2) Ground Mounted Solar Arrays for Small Solar Energy Systems are permitted as an accessory use in all zones subject to the following requirements.
 - (a) Maximum size: no more than 10% of a lot may be devoted to a ground mounted solar energy system, however in no case shall a ground, mounted solar energy system exceed 2,500 square feet.
 - (b) Minimum setback: All ground mounted solar energy systems shall have a distance of ten (10) feet from all property lines in residential zoning districts or twenty-five (25) feet from any property line in commercial zoning districts.
 - (c) Ground mounted solar energy systems shall not exceed a height of eight (8) feet as measured from the grade plane to the highest point of the mounting equipment and/or panel(s), whichever is higher.
 - (d) Ground mounted solar energy systems shall not be permitted in any front yard.
 - (e) Ground mounted solar energy systems are permitted in the rear yard.

- (f) Ground mounted solar energy systems are permitted in side yards, if screened from the street and adjacent properties by evergreen landscaping to create a continuous buffer.
- (g) Ground arrays shall not contribute to impervious surface calculations, unless installed above an impervious surface.

D. Small Wind Energy Systems (110% production).

- (1) Small Wind Energy Systems are permitted as an accessory use in the I-Industrial zones subject to the following requirements.
 - (a) Maximum Density: maximum density of wind turbines shall not exceed one (1) turbine per five (5) acres. More than one wind energy systems may be permitted per property provided the overall density of one (1) turbine per five (5) acres is maintained.
 - (b) Maximum height: System height shall not exceed 125 feet, measured from the grade plane to the height of the blades at its highest point.
 - (c) Minimum setbacks: all wind energy systems shall be setback from all property lines a distance equal to 150% of the system height including the blades of the turbine at their highest point.
 - (d) Separation distance: all wind energy systems shall be setback from all other wind energy systems a distance equal to 100% of the system height including the blades of the turbine at their highest point
 - (e) Wind energy systems shall not be permitted in any front yard.
 - (f) Wind energy systems shall not be permitted as a rooftop installation.
 - (g) All moving parts of the wind energy systems shall be a minimum of thirty (30) feet above ground level.
 - (h) Any tower shall be designed and installed so as to not provide step bolts or a ladder readily accessible to the public for a minimum height of eight (8) feet above the ground.
 - (i) All guy wires or any part of the wind energy system shall be located on the same lot as the wind energy system.
- (2) Noise: All wind energy systems shall comply with the following requirements.
 - (a) Adjacent to a residential use or zone sound levels of the wind energy system shall not exceed 55 dBA at a common property line and 50 dBA to the closest occupied structure.
 - (b) In all other cases at a common property line sound levels of the wind energy system shall not exceed 65 dBA.

E. Abandonment.

- (1) In the case that any small wind or small solar energy system as defined herein is out of service for a continuous 12-month period will be deemed to have been abandoned.

- (2) The zoning officer or other enforcement official of the Borough may issue a “Notice of Abandonment” to the owner. The notice shall be sent via regular and certified mail return receipt requested to the owner of record.
- (3) Any abandoned small wind or solar energy system as defined herein shall be removed at the owner’s sole expense within six months after the owner receives the “Notice of Abandonment” from the municipality. If the system is not removed within six months of receipt of notice from the Borough notifying the owner of such abandonment, the Borough may remove the system as set forth below.
- (4) When an owner of a small energy system as defined herein has been notified to remove same and has not done six months after receiving said notice, then the Borough may remove such system and place a lien upon the property for the cost of the removal and restoration. If removed by the owner, a demolition permit shall be obtained and the facility shall be removed. Upon removal, the site shall be cleaned, restored and revegetated to blend with the existing surrounding vegetation at the time of abandonment.

F. Design and Improvement Standards. Standards specifically regulating Wind and Solar Energy and Production Systems are detailed in section 94-69.1.

Section 3: Article VI. Section 94-69.1 WIND AND SOLAR ENERGY SYSTEMS - Design and Improvement Standards – this section shall be created and state the following:

- A. All wind and solar energy systems shall comply with the following.
- (1) Systems shall not be used for displaying any advertising except for reasonable identification of the manufacture or operator of the system. In no case shall any identification be visible from a property line.
 - (2) Systems shall not significantly impair a scenic vista or scenic corridor as identified in the Borough’s master plan or other published source.
 - (3) The natural grade of the lot shall not be changed to increase the elevation of any wind turbine or solar array.
 - (4) Wires, cables and transmission lines running between an energy system and any other structure shall be installed underground.
 - (5) All ground mounted electrical and control equipment shall be secured to prevent unauthorized access.
 - (6) The design shall, to the extent reasonably possible, use materials, colors, textures, screening and landscaping that will blend the facility into the natural setting and existing environment.
 - (7) Installation shall conform to the National Electric Code as adopted by the NJ Department of Community Affairs.
 - (8) Installation is subject to all local Electric Company requirements for interconnection.
 - (9) The following requirements are applicable to small wind energy systems:
 - (a) Wind energy systems shall not be artificially lit, except to the extent required by the FAA or other applicable authority.
 - (b) Wind turbines shall be designed with an automatic brake or other similar device to prevent over-speeding and excessive pressure on the tower structure.
 - (c) The blades on the wind turbine shall be constructed of a corrosive resistant material.

Section 4: Article VI. Section 94-37 ACCESSORY BUILDINGS shall be amended and state the following:

E. Towers are regulated under 94-69.1 and 94-86.1 and this 94-37 shall not apply to same.

Section 5: Article VI. Section 94-68 YARDS AND TOWERS shall be amended such that Item B shall be deleted and the Section shall be renamed YARDS.

Section 6: Any and all Ordinances inconsistent with this ordinance are hereby repealed to the extent of any such inconsistency.

Section 7: Should any section, part or provision of this ordinance be deemed invalid or unconstitutional, such decision shall not affect the validity of the remaining terms of this ordinance as a whole or any part thereof, other than section, part or provision so held invalid or unconstitutional.

Section 8: This ordinance shall take effect on its final passage and publication as provided by law.



MANAGERS WEEKLY REPORT
8/5/11

I have attached an article from the Star-Ledger that I found interesting. Several weeks ago, Natasha and I spoke about this when rumors were spreading that Trenton may case this delay, and I am pleased to say that our cash-flow is OK.

The July YTD expenditure reports have been posted to the website.

Veolia Water will be giving Council a presentation in executive session on August 16th. I will be providing you with a copy of their presentation early next week for your review. Should you have any question that would require some research, please let me know and I can pass it along to Veolia in order for them to get the information prior to our meeting.

The updated Recap List has been attached.

Mayor McDonald - Move forward with NJSLOM Finance Award application which is due in October.	7/20/11 - process started.	No
Install 1-way sign in municipal parking lot near Taylor St.	8/3/11 - Work Order submitted.	No
Contact Forensic Auditor regarding recent invoice.	8/3/11 - Spoke with Auditor and provided Council with his answer via e-mail.	Yes



MANAGERS WEEKLY REPORT

7/29/11

The 2011 Budget Summary has been completed. Hard copies have been placed in your mailboxes, as well as the website. I have also asked the Library and BID to place copies in their buildings as well. (See attached)

NJAW has generously made a \$500 contribution toward the Recreation Department's weekly "Teen Pool Party". Once we receive the check, we will be sure to send them a letter of appreciation.

Since Comcast has the Cable TV franchise in the Borough, I contacted them to see if they would be interested in installing a wireless internet "hot-spot" in Borough Park. This would provide internet access to all patrons of the pool who are Comcast internet subscribers. They have graciously agreed to provide the installation at no charge to the Borough. They will be surveying the area to see where the best location for the installation would be. After that, they can install the service.

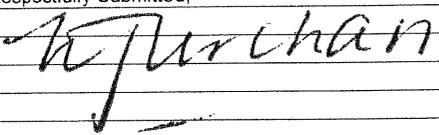
To reiterate my e-mail from the other day, I have provided you with copies of the Borough 2011 Best Practices Checklist for your review. In accordance with State requirements, we will be placing this on the August 16th agenda as correspondence in order for the governing body to acknowledge and approve the answers via "motion." After approved by Council, we can send the final list to Trenton. I am pleased to say, as a direct result of the hard work of staff and strict financial oversight that has been put in place over the last 2 year, that for the 2nd year in a row we will be receiving 100% of our State Aid. (If you recall, last year, we were 1 of only 364 municipalities that actually received 100% of their Aid.)

REMINDER – Council will be holding a Special Meeting on Sat., July 30th at 9AM in order for the Municipal Auditor to explain the 2010 Audit in greater detail.

Chief Financial Officer's Expenditure Report July 2011

	Expenditure Subtotals	Expenditure Totals
EXPENDITURES:		
Voucher & Claims List 7/05/11		
Current Fund 01-Reserve Year Expenditures	2,822.57	
Current Fund 01-Current Year Expenditures	1,310,880.96	
Federal & State Grant Fund 02-Expenditures	6,234.83	
Total Current Fund		1,319,938.36
MSU Fund 05-Expenditures	18,300.28	
Total MSU-Fund 05		18,300.28
Recreation Trust Fund 16-Expenditures		5,839.57
Operating Fund Total		1,344,078.21
Voucher & Claims List 7/19/11		
Current Fund 01-Current Year Expenditures	212,921.79	
Total Current Fund		212,921.79
General Capital Fund 04-Expenditures		1,327.38
MSU Fund 05-Expenditures	69,013.88	
Total MSU-Fund 05		69,013.88
Animal Control Fund 12-Expenditures		654.00
Other Trust Fund 14-Expenditures		9,511.67
Recreation Trust Fund 16-Expenditures		12,710.19
Unemployment Trust Fund 18-Expenditures		
-2nd Qtr UI/DI		3,737.93
Operating Fund Total		309,876.84
Adjustments:		
<u>Payroll Entries for June:</u>		
Chk#4356 & #4357 (6/28/11 Current Acct.)		<45,801.11>
6/30/11 Payroll on V&C List 7/05/11		
<u>Payroll Entries for July:</u>		
Chk#4424 & #4425 (7/27/11 Current Acct.)		44,434.96
7/29/11 Payroll on V&C List 8/02/11		
TOTAL OPERATING FUND EXPENDITURES		1,652,588.90
GROUP FUND ESCROW-FUND 13		
Voucher & Claims List 7/05/11		4,776.88
Voucher & Claims List 7/19/11		4,785.07
Total Group Fund Escrow		9,561.95

Chief Financial Officer's Expenditure Report July 2011

	Total Current Fund Deposits/Interest	Total Non-Current Disbursements	Total Current Fund for July 2011	Total Operating Fund Expenditures
INVESTMENT CONCENTRATION/FUNDING ACCOUNT:				
Balance as of 6/30/11			2,441,800.61	
Total Deposits			234,108.25	
Deposits	163,770.88			
Interest	279.31			
Interfunds - Net Amount	70,058.06			
Total Disbursements		121,094.90	1,531,494.00	1,652,588.90
Balance as of 7/31/11			1,144,414.86	
	*Disbursement Difference = Non-Current Accounts			
General Capital Fund 04	1,327.38			
MSU Fund 05-Current Year	87,314.16			
Animal Control Fund 12	654.00			
Other Trust Fund 14	9,511.67			
Recreation Trust Fund 16	18,549.76			
Unemployment Trust Fund 18	3,737.93			
Total Non-Current Disbursements	121,094.90			
Respectfully Submitted,				
				
Natasha Turchan				
Chief Financial Officer				
Prepared by: Susan Fleming				
August 1, 2011				

**Borough of Washington Municipal Court
Monthly Financial Report**

Washington Borough

	Current Month	Year to Date
Check # 1054 Tres, Warren County	\$ 1,838.50	\$ 15,707.50
Check # 1053 Tres, Borough of Washington Title 39	\$ 5,793.83	\$ 50,764.60
Check # 1054 Tres, Borough of Washington POAA	\$ 20.00	\$ 222.00
Check # Tres, State of NJ Judiciary		\$ -
Check # Tres, County W & M		\$ 950.00
Check # 1055 Various Restitution	\$ 150.00	\$ 175.00
Check # Tres, State of NJ ACH	\$ 5,914.67	\$ 38,564.42
Check # Over Payments		\$ -
Check # NJ Dept. of Environmental Protection		\$ -
Check # Tres, Borough of Washington PD		\$ -
Check # Tres, State of NJ W & M		\$ -
Check # Tres, Borough of Washington, non-cashed checks		\$ -

Month: July 2011

Respectfully Submitted: Jerilyn Harris C.M.C.A.

Borough of Washington Municipal Court
 Monthly Report

Category	Year to Date	
<u>Added:</u>		
DWI	2	7
Moving	102	621
Parking	16	493
Indictable	4	41
Disorderly Person	8	92
All Other	12	157
<u>Disposed:</u>		
DWI	2	9
Moving	99	639
Parking	58	461
Indictable	5	39
Disorderly Person	10	136
All Other	9	193

Month: July 2011
 Respectfully Submitted: Jerilyn Harris C.M.C.A.

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
Original Billed	4,235,951.69	4,235,939.20	4,516,290.71	4,540,514.58	17,528,696.18
Added/Omitted	3,228.07	3,227.96	0.00	0.00	6,456.03
Other Billing	3,398.25-	164,302.46-	20,014.54-	18,764.46-	206,479.71-
Balance Adjustments (Prin)	505.69-	78.31	1,684.85-	50.78-	2,163.01-
Payments (Prin)	4,069,181.41	3,843,575.81	36,474.57	0.00	7,949,231.79
Payments (Pnlt)	0.00	0.00	0.00	0.00	0.00
NSF (Prin)	0.00	0.00	0.00	0.00	0.00
NSF (Pnlt)	0.00	0.00	0.00	0.00	0.00
Tax Balance (Prin + Pnlt)	166,094.41	231,367.20	4,458,116.75	4,521,699.34	9,377,277.70
Misc.Charge Adjustments (Prin)	25.00	0.00	0.00	0.00	25.00
Misc.Charge Payments (Prin)	25.00	0.00	0.00	0.00	25.00
Misc.Charge NSF (Prin)	0.00	0.00	0.00	0.00	0.00
Total Balance (Prin + Pnlt)	166,094.41	231,367.20	4,458,116.75	4,521,699.34	9,377,277.70
Payments (Intr)	12,030.21	5,277.73	0.00	0.00	17,307.94
NSF (Intr)	0.00	0.00	0.00	0.00	0.00
Balance Adjustments (Intr)	0.00	0.00	0.00	0.00	0.00

Prior Yr/Prd Balance: 197,770.87
 Current Balance: 9,377,277.70
 Total Balance: 9,575,048.57

2011 DEDUCTIONS

Number of Accts:	2489	Senior Citizen	49
Land Value:	117,229,907	Disabled Person	1
Improvement Value:	288,549,453	Surviving Spouse	0
Limited Exemptions:	601,300	Veteran	117
Net Taxable Value:	404,055,686	widow of Veteran	36

NOTE: Zero balance accounts ARE included on the total pages.

TAX YEAR 2011/1 - 2011/4
TAX LEVY

Original (Original Billed + Deduction Amounts)	17,579,446.18	
Added	6,456.03	
Omitted	0.00	
Omitted/Added	0.00	
Rollback	0.00	
Prelim Adjustments		
070 CBJ-PRELIM	6,796.45-	
072 State Tax Appeal	0.00	
080 Adjust Prelim Tax	0.00	

TOTAL LEVY		17,579,105.76

2011 DEDUCTIONS

Senior Citizen	(49) x 250.00	12,250.00	
Disabled Person	(1) x 250.00	250.00	
Surviving Spouse	(0) x 250.00	0.00	
Veteran	(117) x 250.00	29,250.00	
widow of Veteran	(36) x 250.00	9,000.00	

TOTAL DEDUCTION AMOUNTS 2011/1 - 2011/4			(50,750.00)

TOTAL LEVY TO BE COLLECTED

17,528,355.76

COLLECTIONS

Prepaid from Prior Year (before 01/01/11)			
001 TAX	11,141.27	-----	
Total from Prior Year			11,141.27
Current Year (01/01/11 - 12/31/11)			
001 TAX	7,814,854.92		
002 RETURNED CHECK FEE	25.00		
004 SUBSEQUENT PAYMENT	123,235.60	-----	
Total Current Year			7,938,115.52
Subsequent Year (after 12/31/11)			
Total Subsequent Year		-----	0.00
TOTAL COLLECTIONS			7,949,256.79

NSF REVERSALS

TOTAL NSF REVERSALS 0.00

TOTAL COLLECTIONS less NSF REVERSALS (7,949,256.79)

COLLECTOR ADJUSTMENTS	Debit	Credit	Net	Allow/Disallow
051 Src Allowed	0.00	500.00-	500.00-	2
052 Src Disallowed	0.00	0.00	0.00	0
053 Vet Allowed	0.00	250.00-	250.00-	1
054 Vet Disallowed	0.00	0.00	0.00	0
055 Dis Allowed	0.00	500.00-	500.00-	2
056 Dis Disallowed	0.00	0.00	0.00	0

057	Ssp Allowed Vet	0.00	0.00	0.00	0
058	Ssp Disallowed Vet	0.00	0.00	0.00	0
059	wid Allowed	0.00	0.00	0.00	0
060	wid Disallowed	0.00	0.00	0.00	0
061	Lien - Transfer Exst	0.00	0.00	0.00	
062	Forclosure	0.00	0.00	0.00	
063	Transfer Overpayment	1,414.56	5,125.93-	3,711.37-	
064	Refund Overpayment	1,548.36	0.00	1,548.36	
069	Cancelled - Resolutn	0.00	0.00	0.00	
071	Miscellaneous	0.00	0.00	0.00	
073	Lien - Establish New	0.00	0.00	0.00	
074	Lien - Transfer O.B.	0.00	0.00	0.00	
075	Arrears - Transfer	0.00	0.00	0.00	
076	6% Penalty	0.00	0.00	0.00	
077	Lien Estab New Pnlty	0.00	0.00	0.00	
078	Lien Trnf Exst Pnlty	0.00	0.00	0.00	
079	Arrears Trnsfr Pnlty	0.00	0.00	0.00	
081	BOUNCED CHECK FEE	25.00	0.00	25.00	
082	PRIOR YEAR TAXES	0.00	0.00	0.00	
083	Apply Int to Princ	0.00	0.00	0.00	
084	Lien Trans O/B yep	0.00	0.00	0.00	
085	LABOR LIEN	0.00	0.00	0.00	
087	CURR YR TAX APPEALS	0.00	37,529.00-	37,529.00-	
090	Billing Adjustment	0.00	0.00	0.00	
152	Src Disallowed PD5	0.00	0.00	0.00	0
156	Dis Disallowed PD5	0.00	0.00	0.00	0
158	Ssp Disallowed PD5	0.00	0.00	0.00	0
170	CBJ-CURRENT YEAR	0.00	0.00	0.00	
172	TCJ - PRIOR YEAR	0.00	0.00	0.00	
HR	HOMESTEAD REBATE	0.00	160,904.26-	160,904.26-	
ZZZ	CONVERSION BALANCES	0.00	0.00	0.00	
		-----	-----	-----	-----
		2,987.92	204,809.19-	201,821.27-	5
	TOTAL ADJUSTMENTS			201,821.27-	

BALANCE	2011/1 - 2011/4				
	Credit Balances			23,752.92-	
	Debit Balances			9,401,030.62	

	TOTAL BALANCE 2011/1 - 2011/4			9,377,277.70	
				=====	

COLLECTOR INTEREST ADJUSTMENTS	Debit	Credit	Net
	0.00	0.00	0.00
TOTAL INTEREST ADJUSTMENTS			0.00

8-11-11 Submitted by Kay A. Stasey for July

140-2011

SCHEDULE I: RESOLUTION

Borough of Washington

Whereas, the / (formal name of organization) desires to apply for and obtain a grant from the New Jersey Department of Community Affairs for approximately \$ (dollar amount of request) to carry out a project to (briefly describe the project).
\$400,000

provide for ARC of Warren County building rehabilitation

Be it therefore RESOLVED,

1) that the Governing Body of the Borough of Washington
(formal name of organization)

does hereby authorize the application for such a grant; and,

2) recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between

Borough of Washington
(formal name of organization)

and the New Jersey Department of Community Affairs.

Be it further RESOLVED, that the persons whose names, titles, and signatures appear below are authorized to sign the application, and that they or their successors in said titles are authorized to sign the agreement, and any other documents necessary in connection therewith:

(signature)
Scott McDonald

(type or print name)
Mayor

(title)

(signature)

(type or print name)

(title)

CERTIFICATION:

I, Kristine Blanchard, the Clerk,
(name of Board Secretary / Government Clerk) (title of position - Board Secretary or Government Clerk)
of Borough of Washington
(formal name of organization)

hereby certify that at a meeting of the Board of Directors / Governing Body held on 8/16/11
(meeting date)

the above **RESOLUTION** was duly adopted.

AFFIX GOV'T,
CORPORATE OR
NOTARY SEAL (Signature of Secretary of the Board of Directors or Government Clerk)

CITIZEN PARTICIPATION PLAN
BOROUGH OF WASHINGTON
WARREN COUNTY
STATE OF NEW JERSEY

RESOLUTION 141-2011

WHEREAS, the Borough of Washington has applied for a Small Cities Community Development Block Grant from the New Jersey Department of Community Affairs for the ARC of Warren County public facility rehabilitation project; and

WHEREAS, the Grant Agreements require the Borough of Washington to comply with all federal regulations with respect to citizen participation; and

WHEREAS, the Borough of Washington has reviewed the Citizen Participation Plan prepared for Small Cities Community Development Block Grant grantees;

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

The Citizen Participation Plan developed by the New Jersey Department of Community Affairs, Small Cities CDBG Program, is adopted the Borough of Washington; and

The Borough of Washington will follow all regulations set forth in that document throughout the term of the Grant Agreement cited above.

This is to certify that the foregoing Resolution was duly adopted at a regular meeting of the Borough Council held on August 16, 2011.

ATTEST:

Municipal Clerk

Date of Approval

GRANT MANAGEMENT PLAN
BOROUGH OF WASHINGTON
WARREN COUNTY
STATE OF NEW JERSEY

RESOLUTION 142-2011

WHEREAS, the Borough of Washington has applied for a Small Cities Community Development Block Grant from the New Jersey Department of Community Affairs for a public facilities rehabilitation project for the ARC of Warren County; and

WHEREAS, that Grant Agreement requires the Borough of Washington to comply with all federal regulations with respect to grant management; and

WHEREAS, the Borough of Washington has reviewed the Grant Management Plan prepared for Small Cities Community Development Block Grant submission;

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

The Grant Management Plan developed by the New Jersey Department of Community Affairs, Small Cities CDBG Program, is adopted the Borough of Washington; and

The Borough of Washington will follow all regulations set forth in that document throughout the term of the Grant Agreement.

This is to certify that the foregoing Resolution was duly adopted at a regular meeting of the Borough Council held on August 16, 2011.

ATTEST:

(Municipal Clerk)

Date of Approval

RESOLUTION IDENTIFYING CDBG FAIR HOUSING OFFICER

143 - 2011

WHEREAS, the Borough of Washington has applied for a Small Cities Community Development Block Grant from the New Jersey Department of Community Affairs (hereinafter DCA) for a public facilities project for the ARC of Warren County within the Borough of Washington; and

WHEREAS, the public facilities project will correct substandard structural conditions in the building located at 319 W. Washington Avenue, Washington, New Jersey; and, the project will service 170 clients, and

WHEREAS, the Borough of Washington must make efforts to affirmatively further fair housing; and

WHEREAS, The Borough of Washington has reviewed various actions that would be acceptable to the New Jersey State Department of Community Affairs and the U.S. Department of Housing and Urban Development; and

WHEREAS, the Borough of Washington has made assurances in the grant agreement that:

- (1) It will comply with the Housing and Community Development Act of 1974, as amended, and regulations issued thereto; and
- (2) It will comply with the Civil Rights Act of 1964, and the regulations issued thereto it; and
- (3) It will comply with the Fair Housing Act of 1968 and will affirmatively further fair housing; and
- (4) It will comply with the Age Discrimination Act of 1975 and with the Rehabilitation Act of 1973.

NOW, THEREFORE, BE IT RESOLVED that Richard Phelan shall be designated as the Fair Housing Officer for the Borough of Washington.

BE IT FURTHER RESOLVED that the Fair Housing Officer shall contact the US HUD Regional Office of Housing and Equal Opportunity and the NJ Division on Civil Rights, inform those agencies of his appointment as Fair Housing Officer and request Fair Housing Information; and

BE IT FURTHER RESOLVED that the Fair Housing Officer shall provide fair housing advisory services and assistance and referral advice to persons requesting such assistance from the Borough of Washington; and

BE IT FURTHER RESOLVED that the Borough of Washington will publish in the local newspaper of record and post at the Municipal Building a public notice announcing the appointment of the Fair Housing Officer and the availability of local fair housing advisory services.

ATTEST:

Kristine Blanchard, Municipal Clerk

Scott McDonald, Mayor

 **HCDS**
HOUSING AND COMMUNITY DEVELOPMENT SERVICES, INC.

4 Sloan Street • South Orange, New Jersey 07079
Phone (973) 761-7600 • Fax (973) 761-6446

July 13, 2011

Mr. Richard Phelan
Borough Administrator
Borough of Washington
100 Belvidere Avenue
Washington, NJ 07882

Dear Mr. Phelan:

Enclosed are the forms for the Small Cities Application our firm is filing for the ARC of Warren County improvement project. The funding will be requested for a grant to address public facility reconstruction - \$400,000. The firm of Maser Consulting PA has prepared engineering studies concerning site drainage problems and structural deficiencies requiring correction.

More specifically, you have a copy of the:

- Grant cover sheet; Certification re. Debarment; Certification re. Lobbying; and, application resolution
- Citizen participation resolution and plan
- Grant management plan resolution and plan
- Resolution, advertisement and letters for signing concerning the fair housing officer

I would appreciate original signatures on all of these documents for inclusion with the application.

If you have any questions, please do not hesitate to telephone me.

Very truly yours,


Carol Hertweck-Lowy
Special Consultant

CHL/aa
Enclosures

**New Jersey Department of Community Affairs
APPLICATION FOR GRANT FUNDS**

STANDARD GRANT COVER SHEET

1. DCA Program to Which Applicant is Applying: Small Cities CDBG 2012			
2. Name of Applicant Agency Borough of Washington			
3. Street Address 100 Belvidere Avenue			
City Washington Borough	State NJ	Zip Code 07882-1426	County Warren
4. Official Contact Person Richard Phelan		Title Borough Manager	Phone number 908-689-3600
5. Program Contact Person The Honorable Scott McDonald		Title Mayor	Phone Number 908-689-8959
6. Proposed Project/Grant Title ARC of Warren County Building Rehabilitation			
Program Type Public Facilities			
7. Total Cost of the Project \$400,000	8. Requested Amount \$400,000		9. Funds from Other Sources NA
10. Project Location (if Different from Applicant Agency) Washington Borough - ARC of Warren County			
Street Address 319 W. Washington Avenue			
City Washington	State NJ	Zip 07882	Room Number
11. Vendor Number		12. Employer ID	13. Tax Exempt ID
14. Area(s) Benefiting:			
15. Briefly describe the project for which you are seeking funds. To rehabilitate drainage and structural deficiencies impacting ARC building.			

16. a. Will any member of the Board of Directors/Trustees receive any direct or indirect personal or monetary gain from the funding of this grant?

Yes No

b. Does any member of the Board of Directors/Trustees serve on any board, council commission, committee or task force which has regulatory or advising influence on the funding program? Yes No

If yes, please describe:

17. Fiscal Contact Person

Natasha Turchan

Title

Financial Officer

Phone Number

908-689-3600

18. Agency Fiscal Year

1/1 to 12/31

19. Name of CPA Firm Appointed by Grantee

20. **Certification:** The applicant certifies that to the best of his/her knowledge and belief all data supplied in this application and attachments are true and correct. The document has been duly authorized by the governing body of the applicant and further understands and agrees that any grant received as a result of this application shall be subject to the grant conditions and other policies, regulation, and rules issued by the New Jersey Department of Community Affairs which include provisions described in grant applications instructions.

Name and Title of Applicant (Print)

Scott McDonald, Mayor

Signature of Applicant

Date of Application

September 2011

New Jersey Department of Community Affairs
APPLICATION FOR GRANT FUNDS

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

In accordance to Federal Executive Order 12549, "Debarment and Suspension," the undersigned certifies, to the best of his or her knowledge that as an applicant, this agency or its key employees:

- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any Federal Department or agency, or by the State of New Jersey;
- b. have not within a 3-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense, in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transportation; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- c. are not presently indicted or for otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any offenses enumerated in paragraph (b) of this certification; and
- d. have not within 3-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default.

The applicant agrees that by submitting this application, it will obtain from all its subgrantees a certification that includes without modification paragraphs (a), (b), (c), (d), of this certification in accordance with Federal Executive Order 12549.

NAME OF AGENCY	
BOROUGH OF WASHINGTON, NEW JERSEY	
NAME AND TITLE OF OFFICIAL SIGNING FOR AGENCY	
Scott McDonald, Mayor	
SIGNATURE OF ABOVE OFFICIAL	DATE SIGNED
	August 16, 2011
<p>NOTE: The following document related to Debarment and Suspension as required by Federal regulations will be used as the basis for completion of this certification:</p> <p>List of <i>parties excluded</i> from Federal Procurement or Non-Procurement Programs. This document is distributed by U.S. General Services Administration, U.S. Printing Office, Washington, D.C. This document can be acquired from the Superintendent of Documents by calling (202) 783-3238.</p>	

**New Jersey Department of Community Affairs
APPLICATION FOR GRANT FUNDS
CERTIFICATION REGARDING LOBBYING**

The undersigned certifies, to the best of his or her knowledge that:

- a. No grant funds awarded from State and/or Federal appropriations have been paid or will be paid, by or on behalf of the grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any grant, the making of any loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any grant, loan, or cooperative agreement.

- b. If any funds other than State and/or Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this, grant, loan, or cooperative agreement, the grantee shall complete and submit the Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. This form can be found at the following website address: <http://www.hhs.gov/oagam/oam/opportunities/rfp0202/sf111.pdf>.

- c. The grantee shall require that the language of this compliance requirement (certification) be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This requirement (certification) is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

NAME OF AGENCY Borough of Washington, New Jersey	
NAME AND TITLE OF OFFICIAL SIGNING FOR AGENCY Scott McDonald, Mayor	
SIGNATURE OF ABOVE OFFICIAL	DATE SIGNED August 16, 2011

*NJ SMALL CITIES PROGRAM
HANDBOOK*

CITIZEN PARTICIPATION PLAN



Small Cities Program Handbook

Citizen Participation Plan

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New Jersey Department Of Community Affairs Small Cities Community Development Block Grant Program

Citizen Participation Plan Submission Requirements

This section of the Handbook provides information regarding the Citizen Participation requirements of the Small Cities Community Development Block Grant Program as well as the State Citizen Participation Plan. Compliance with these requirements and concurrence with the State Plan is the grantee's responsibility. Your Program Representative can assist you and will review your Citizen Participation Plan (CPP) and files to determine if compliance is documented satisfactorily.

The State CPP meets federal requirements. To comply with this, grantees may adopt the State CPP; they do not need to prepare and submit a separate plan. A resolution must be passed indicating that the grantee will comply with the CPP and implement its provisions. An official copy of this resolution must be sent to your Program Representative, and your CPP file must contain a copy of the resolution and a copy of the Plan.

General citizen participation requirements, the State CPP, a timetable for public hearings, and an approved Sample Resolution for grantees adopting the Citizen Participation Plan are presented in this section.

General Requirements

Citizens must be provided with information in a timely manner and afforded a reasonable opportunity to participate in the CDBG planning and evaluation process.

Grantees shall comply with the following minimum citizen participation requirements and are encouraged to expand their efforts in order to maximize opportunities for citizen involvement. In satisfying these citizen participation requirements, grantees shall not be restricted in their responsibility or authority to develop and execute CDBG Programs.

All grantees shall:

1. Develop and follow procedures that inform and encourage citizens to participate in the CDBG planning and evaluation process. These procedures should facilitate the participation of low and moderate income persons where CDBG assistance is proposed or CDBG funds are being expended.
2. Provide citizens with reasonable and timely access to local meetings, information and records relating to proposals for the use of funds being applied for, as well as to the actual use of CDBG funds. Grantees must ensure that pertinent application/program information and records are accessible to the public and that the public has been made aware of when and where material is available for inspection.

3. Hold at least one public hearing prior to submitting an application for CDBG funds and, if CDBG funds are awarded, a second public hearing prior to project completion.

The first hearing must be held prior to submitting an application for CDBG funds. The focus of this hearing is to review the applicant's community development and housing needs, to describe the variety of activities that may be assisted with CDBG funds, to assess the applicant's past performance (if applicable) in the CDBG program, and to facilitate public review of and comment on any proposal to apply for CDBG funds. This hearing must be held at least twenty days prior to the date the application is submitted to the Department. In addition, copies of each published notice and proof of publication and hearing minutes must be included as part of the application package.

If Small Cities funds are awarded, a second hearing must be held when the project is at least 50% complete. The primary purpose of this hearing is to review program performance.

In all cases, public hearings must be held at times and locations that are convenient for potential or actual beneficiaries of program activities. Meeting times and locations must be advertised at least seven days prior to the meeting. At a minimum a display advertisement must be published in the non-legal portion of a locally circulated newspaper. Additional efforts to publicize the hearings are strongly encouraged. Evidence that adequate notice was given as well as hearing minutes and a sign-in sheet must be maintained and made available to the public and representatives of the Department of Community Affairs.

4. Provide written answers to written complaints and grievances within 15 working days of receipt.
5. Provide technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals for use of CDBG funds, with the level and type of assistance to be determined by the applicant locality.
6. Take appropriate measures to accommodate the needs of non-English speaking residents where 5% or more of public hearing participants can be reasonably expected to be non-English speaking residents.
7. Maintain citizen participation files that contain documentation demonstrating compliance with all requirements contained in the State Citizen Participation Plan.

SMALL CITIES PROGRAM

CITIZEN PARTICIPATION PLAN

I. Purpose

The federal Housing and Community Development Act of 1974, as amended, requires that all recipients of Small Cities funds certify that they are following a detailed Citizen Participation Plan (CPP). By choosing to participate in this program, the State of New Jersey has certified that it will comply with the law by preparing a CPP that identifies those tasks that units of local government receiving Small Cities funds must perform.

It is the State's responsibility to assist participating units of local government in complying with the law and in documenting such compliance. It is the responsibility of all grantees to certify to the State that they will manage their Small Cities program in accordance with the State's CPP. Grantees will provide documentation demonstrating such compliance.

In the following sections, basic requirements of the law will be presented and methods of satisfying these requirements discussed. Please read this material carefully and thoroughly. If you have any questions, contact your Small Cities Program Representative. It is essential that each grantee complies with these requirements, since no Small Cities funds will be disbursed until compliance is certified by the grantee and approved by the Department.

II. Statutory Requirements

Each recipient of Small Cities Community Development Block Grant (CDBG) funds must certify that it is following a detailed Citizen Participation Plan that --

- (A) encourages citizen participation with particular emphasis on participation by persons of low and moderate income who are residents of areas in which CDBG Funds are proposed to be used, and in the case of a grantee described in Section 106(a) of the Act, provides for participation of residents in low and moderate income neighborhoods as defined by the local jurisdiction;
- (B) provides citizens with reasonable and timely access to local meetings, information, and records relating the grantee's proposed and actual use of funds under this program;
- (C) provides for technical assistance to groups representative of persons of low and moderate income who request assistance in developing proposals with the level and type of assistance to be determined by the grantee;
- (D) provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program including at least the development of needs, the review of proposed activities, and review of program performance. Hearings shall be held after adequate notice at times and locations convenient to potential or actual beneficiaries and with accommodation for the handicapped;
- (E) provides for a timely written answer to written complaints and grievances, within 15 working days where practicable; and

- (F) identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.

The provision and implementation of a CPP may not be construed to restrict the responsibility or authority of the grantee for the development and execution of its community development program.

All grantees must adopt the CPP and provide documentation of compliance throughout the term of the grant agreement. The components of the Plan and the kind of information necessary to document compliance are discussed in the following section.

Timetable For Public Hearings

A. Application Design Phase

- Step 1** - Notice of First Public Hearing published as a display advertisement in the non-legal section of a newspaper of general circulation in the municipality at least seven days prior to Step 2. (See Application Instructions for Sample Hearing Notice.)
- Step 2** - First Public Hearing convened prior to submitting an application for CDBG funds. The focus of this hearing is to review the applicant's community development and housing needs, to describe the variety of activities that may be assisted with CDBG funds, to assess the applicant's past performance (if applicable) in the CDBG program, and to facilitate public review of and comment on any proposal to apply for CDBG funds. This hearing must be held at least twenty days prior to the date the application is submitted to the Department. In addition, copies of each published notice and proof of publication and hearing minutes must be included as part of the application package.

B. Implementation Phase (At least 50% of project completed)

- Step 1** - Notice of Second Public Hearing published in accordance with A, Step 1 above at least seven days prior to Step 2.
- Step 2** - Second Public Hearing convened to discuss program progress, changes, and to identify future CD activities.

Note

The location and time of the public hearings are critical to a successful and meaningful citizen participation process. The location of the hearings must be convenient to potential program beneficiaries and low and moderate income populations, and must be capable of accommodating the handicapped. The time of the hearing must be appropriate to facilitate citizen involvement.

GRANT MANAGEMENT PLAN FOR
BOROUGH OF WASHINGTON SMALL CITIES
ARC OF WARREN COUNTY
2012 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The Borough of Washington proposes to manage the Small Cities Community Development Grant Program with respect to administrative oversight and related matters as described below.

1. The contractor shall designate one person with overall responsibility for verifying that all contract activities are being adequately carried out according to schedule. The Borough Manager, Richard Phelan, is Project Director responsible for overseeing grant activities and certifying that monthly fiscal and program progress reports are accurate. The Borough of Washington has designated the consultant, Housing and Community Development Services, Inc., with overall responsibility for verifying contract activity and schedule compliance. The firm has assigned Carol Hertweck-Lowy as project coordinator.
2. The contractor shall identify all persons having responsibility(ies) for any aspect of implementing the grant whether contractor, employee or consultant. The contractor shall also indicate the percentage of time allocated for these responsibilities for each person identified as having responsibility regardless of whether their time will be charged to the program.

Persons with Responsibility for Grant Implementation
And Projected Time Allocation

Name/Title	Responsibility	Project Time Allocation
Richard Phelan Borough Manager	. Project Director	1 hour per month or .63 of monthly time.
Kay Stasyshan Treasurer/CFO	. Check Preparation . Fiscal File Maintenance	2 hours per month or 1.25 percent of monthly time.
Carol Hertweck-Lowy* with assistance from Frank Delmore** and secretarial staff*** Consultant, Housing and Community Development Services, Inc.	. Precontractual Services . Files, Recordkeeping . Advisory . Environmental Record . Construction Management including Preconstruction Meeting . Labor Standards . Monthly Report Preparation . Fiscal Recordkeeping . Schedule Maintenance and Monitoring . DCA Monitoring . Final Report . Meetings with Borough & Citizen Participation	Staffing of program as required.

Name/Title	Responsibility	Project Time Allocation
RMA Auditor	. Project Audit	time as required to complete audit.

Note: *Special Consultant, **Firm President and ***Staff, are located in Belvidere and South Orange, New Jersey.

3. The contractor shall identify all program year administrative tasks required to implement the grant estimating the time it will take to complete them and specifying which person(s) identified pursuant to number two above have direct responsibility for each task.

Administrative Task	HCDS, Inc. Hours			Design Firm*	Treasurer/ Comptroller	Audit
	*	**	***	Local PE**		
Completion of Remaining Precontractual Services	8	0	0			
Files, Recordkeeping	2	0	24		2	
Advisory	30	0	10			
CD Plan	0	0	0			
Environmental Record	10	0	0			
Project Design				300*		
Construction Management Including Preconstruction Meeting	4	0	0	200**		
Labor Standards	4	20	1			
Monthly Reporting	12	0	6			
Fiscal Recordkeeping	2	0	15		22	TBD
Schedule Maintenance And Monitoring	3	0	1			
DCA Monitoring	8	0	2			
Final Report	4	0	2			

Administrative Task	HCDS, Inc. Hours			Design Firm* Local PE**	Treasurer/ Comptroller	Audit
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* ** ***

Meetings with Borough And Citizen Participation	TBD	TBD				
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Total	87	20	61	500	24	
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Note: TBD - Time to be determined as required to complete project.

4. The contractor will provide a schedule which indicates when each task is to be undertaken and completed.

Administrative Task/Service	Start	Month*	Complete
Completion of Precontracting Services	3/12	-	3/12
Files, Recordkeeping	3/12	-	1/13
Advisory	3/12	-	2/13
Project Design (Prior to 1/08)			
Construction Management Including Preconstruction Meeting	3/12	-	12/12
Labor Standards	5/12	-	12/12
Monthly Reporting	5/12	-	1/13
Fiscal Recordkeeping	5/12	-	1/13
Schedule Maintenance & Monitoring	5/12	-	1/13
DCA Monitoring		To be determined	
Final Report	1/13	-	2/13

Administrative Task/Service	Start	Month*	Complete
Meetings with Borough and Citizen Participation	3/12	-	2/13
Audit	To be determined		

Note: Program starts 3/2012

5. The contractor will provide names, qualifications, and telephone numbers of all persons identified in number two. Where a consultant is involved, the individual within the firm will be identified.

- Richard Phelan - Borough Manager for Borough of Washington, Municipal Building, 100 Belvidere Avenue, Washington, NJ 07882, Telephone: (908) 689-3600.

The person responsible for small cities project direction. Richard Phelan has been Borough Manager since 2010.

- Kay F. Stashyshyan – Chief Financial Officer for Borough of Washington, Municipal Building, 100 Belvidere Avenue, Washington, NJ 07882, Telephone: (908) 689-3600.

The person responsible for the fiscal administration of the small cities program is Kay Stashyshyan.

- Carol Hertweck-Lowy – Housing & Community Development Services, Inc., (Consultant). 4 Sloan Street, South Orange, NJ 07079. Telephone: (973) 761-7600. Additional staff identified below.

- Frank Delmore –Housing & Community Development Services, Inc., (Consultant) 415 B Front Street, Belvidere, NJ 07083, Telephone: (908) 475-3989.

- Dawn LeClair – Administrative Assistant, Housing & Community Development Services, Inc., 415 B Front Street, Belvidere, NJ 07083, Telephone: (908) 475-3989.

The program for Small Cities Assistance has been managed in the past through a contractual arrangement with a consultant firm. Housing & Community Development Services, Inc. is a consultant firm retained by the Town Board of Aldermen with staff operating out of South Orange, New Jersey. The project coordinator has been and is proposed to be continued as Carol Hertweck-Lowy, firm representative. Ms. Lowy is a special consultant with the firm and has been employed with the Town in the consultant capacity since 1988. Ms. Lowy has been involved in the Housing and Community Development Program since its inception in 1974, and has worked in similar capacity since 1969. The management of the program is the responsibility of the staff assigned by Housing & Community Development Services, Inc., which includes Ms. Lowy as the Project Coordinator, clerical staff and additional support personnel from the Belvidere office of the firm. Ms. Lowy's responsibilities with respect to management of the Program are on a less than full-time capacity and generally include one day per month of on-site services to be Program. Staff support will be provided by Frank Delmore and clerical personnel.

- Construction supervision by local building department and ARC OF Warren County staff and consultant engineer.

RESOLUTION #138 -2011

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 September 16, 2010 to Arthur Frustaci, 1178 Fifth Avenue, Alpha, NJ 08865, in the amount of \$255.41 for taxes or other municipal liens assessed for the year 2009 in the name of Hidalgo, Mariela M & Gualdo, as supposed owners, and in said assessment and sale were described as 8 Nunn Avenue, Block 97.02 Lot 11, which sale was evidenced by Certificate #10-00035; and

WHEREAS, I, Kay F. Stasyshan, the Collector of Taxes of said taxing district of the Borough of Washington, do certify that on 6-28-11 and before the right to redeem was cut off, as provided by law, CoreLogic for HSBC claiming to have an interest in said lands, did redeem said lands claimed by Arthur Frustaci by paying the Collector of Taxes of said taxing district of Washington Borough the amount of \$9,022.54, which is the amount necessary to redeem Tax Sale Certificate #10-00035.

NOW THEREFORE BE IT RESOLVED, on this 2nd day of August 2011 by the Mayor and Council of the Borough of Washington, County of Warren to authorize the Treasurer to issue a check payable to Arthur Frustaci, 1178 Fifth Avenue, Alpha, NJ 08865 in the **amount of \$9,022.54.**

BE IT FURTHER RESOLVED, that the Tax Collector is authorized to cancel this lien on Block 97.02 Lot 11 from the tax office records.

The above Resolution was moved by _____, seconded by

_____, voted and carried this 2nd day of August, 2011.

Roll Call: Ayes:

Nays:

Abstentions:

Kristine Blanchard, RMC
Borough Clerk

cc: Kay F. Stasyshan, Tax Collector
Paula Drake, Accounts Payable Clerk

RESOLUTION # 146-2011

A RESOLUTION TO REFUND TAX MONIES PER TAX COURT APPEAL

WHEREAS, the Tax Collector has received a Tax Court Judgment for the year 2009 for the property listed below:

<u>BLOCK</u>	<u>LOT</u>	<u>NAME OF OWNER/ PROPERTY LOCATION</u>	<u>YEAR</u>	<u>AMOUNT</u>
2.11	30	Ali, Ameer & Kathija B 39 Lambert Avenue	2009 Taxes	636.68
			2010 Taxes	318.34
			TOTAL	955.02

Refund payable to: Ameer & Kathija B Ali, 39 Lambert Avenue, Washington, NJ 07882.

WHEREAS, due to the Tax Court Judgment Docket #014567-2009, the assessed value for the improvements has been reduced from 174,500 to 159,600 which changes the amount of taxes due thus creating this overpayment.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey, to hereby authorize the Tax Collector and Treasurer to refund the above tax overpayment.

The above Resolution was moved by _____, seconded by

_____, voted and carried this 16h day of August, 2011.

Roll Call: Ayes:

Nays:

Abstentions:

Kristine Blanchard, Borough Clerk/RMC

CC: Kay F. Stasyshan, Tax Collector
Block and Lot File
Ali
Paula Drake, Accounts Payable Clerk

RESOLUTION # 147-2011

**A RESOLUTION TO REFUND OVERPAYMENT
ON 2008 PRIOR YEAR REAL ESTATE TAXES**

WHEREAS, according to the Tax Collector's records, there is an overpayment of \$2,811.93 on 2008 4th Quarter Regular Taxes paid on property located at 38 Alvin Sloan Avenue, also known as Block 2.08 Lot 8, and in the name of Renaldo, Adam and Gretchen; and

WHEREAS, the Renaldo's mortgage company and an attorney for the new homeowner both paid the 4th quarter 2008 Regular Taxes causing the overpayment; and

WHEREAS, the Tax Collector has been resolving the matter of tax overpayments and has written a letter requesting the Renaldo's to sign to receive their refund.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey, to hereby authorize the Tax Collector and Treasurer to refund the amount of \$2,811.93 payable to:

Adam & Gretchen Renaldo
11 Willis Drive
Ogdensburg, NJ 07439

The above Resolution was moved by _____, seconded by

_____, voted and carried this 16th day of August, 2011.

Roll Call: Ayes:

Nays:

Abstentions:

Kristine Blanchard, RMC
Borough Clerk

cc: Kay F. Stasyshan, Tax Collector
 Renaldo
 Block/ Lot File
 Paula Drake, Accounts Payable Clerk

RESOLUTION #148-2011

**A RESOLUTION AUTHORIZING APPLYING 2011
OVERPAYMENT TO 2011 & 2012 TAXES**

WHEREAS, according to the Tax Collector's records, there exists an overpayment and adjustments from previous quarters on the following property;

<u>BLOCK/LOT</u>	<u>NAME OF OWNER/ PROPERTY LOCATION</u>	<u>QUARTER</u>	<u>AMOUNT</u>
11/6	Farr, Verna E	2011 2R	350.00
	11 State Street	2011 3R	1,992.48

WHEREAS, the Tax Collector's office contacted Ms. Farr concerning these overpayments and have received a letter that she wishes to have the overpayments applied to the 4th Quarter 2011 and the 1st Quarter 2012 taxes.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey to hereby authorize the Tax Collector to transfer the overpayment to the above quarters.

The above Resolution was moved by _____, seconded by _____, voted and carried this 16th day of August, 2011.

Roll Call: Ayes:

 Nays:

 Abstentions:

Linda L. Hendershot, Clerk/RMC/CMC

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

BILL LIST 8/16/11

P.O. Type: All
Range: First to Last
Format: Detail with Line Item Notes Received Date Range: 08/04/11 to 12/31/11
Include Non-Budgeted: Y

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	First Rcvd	Chk/Void	Invoice	Excl
ACSA ACSA GROUP INSURANCE, INC.	11-00714 06/28/11 AUG-DEC 2011 DENTAL BENEFITS	B									
	2 AUG 2011 DENTAL BENEFITS		69.97	1-01-23-220-000-000	B GROUP HEALTH INSURANCE	A	06/28/11	08/10/11			N
	Tracking Id: 2040 Insurance & Insurance Services (Exempt)										
	Vendor Total:		69.97								
RENALDO ADAM & GRETCHEN RENALDO	11-00874 08/10/11 REFUND TAX O/P PER R#147-2011										
	1 2.08/8 REF TAX O/P		2,811.93	1-01-55-205-000-000	B Tax Overpayments	A	08/10/11	08/10/11			N
	Tracking Id: 3316 Tax Overpayments Refund (Exempt)										
	REFUND OF TAX OVERPAYMENT FOR THE FORMER OWNERS AT BLOCK 2.08 LOT 8 PER R#147-2011										
	Vendor Total:		2,811.93								
ADPPAY ADP, INC.	11-00755 07/12/11 JULY 2011 PAYROLL PROCESSING	B									
	3 JULY 2011 PAYROLL PROCESSING		426.00	1-01-20-130-000-029	B FINANCIAL ADMIN Other Contr Svcs	A	07/12/11	08/10/11		636588	N
	Tracking Id: 2570 Payroll (General) (Non-Exempt)										
	FOR PERIOD ENDING 7/31/11										
	Vendor Total:		426.00								
ADVANC ADVANCE AUTO PARTS INC.	11-00349 03/24/11 GENERAL SUPPLIES	B									
	6 TRUCK#47 BRAKE PADS		68.29	1-01-26-290-000-034	B STREETS & ROADS vehicle Parts	A	03/24/11	08/10/11			N
	Tracking Id: 310 Auto Parts & Accessories (Non-Exempt)										
	Vendor Total:		68.29								
11-00750 07/11/11 GENERAL SUPPLIES		B									
	2 ENGINE PRIMER		12.38	1-01-26-290-000-030	B STREETS & ROADS Materials/Supplies	A	07/11/11	08/10/11			N

Vendor # Name	PO # PO Date Description	Item Description	Amount	Contract PO Type	Charge Account	Acct Type Description	Stat/Chk	First Rcvd Enc Date date	Chk/Void Date	Invoice	1099 Excl	
Vendor Total:			34,629.40									
CAMS C.A.M.S.	11-00859 08/04/11 REBUILD SWEEPER SOLENOID HEAD											
	1 REBUILD SWEEPER SOLENOID HEAD	252.35	1-01-26-290-000-025	B	STREETS & ROADS vehicle Maint	A	08/04/11	08/10/11	399160		N	
	Tracking Id: 1210	Equipment Maint & Repair (General) (Non-Exempt)										
Vendor Total:			252.35									
COMCAS COMCAST OF NORTHWEST	11-00455 04/20/11 MAY-AUG INTERNET SERVICE											
	5 8/7-9/6/11 INTERNET SERVICE	90.45	1-01-31-440-000-000	B	TELEPHONE	A	04/20/11	08/10/11			N	
	Tracking Id: 3320	Telecommunications (General) (Exempt)										
Vendor Total:			90.45									
GEBHAR GEBHARDT & KIEFER, P.C.	11-00007 01/07/11 2011 MUNICIPAL ATTORNEY SERV. C1-00001 C											
	8 JULY 2011 MUNICIPAL ATTORNEY	3,701.67	1-01-20-155-000-027	B	LEGAL Legal Svcs	A	04/04/11	08/10/11			N	
	Tracking Id: 2800	Professional Services - Legal (Exempt)										
Vendor Total:			3,701.67									
11-00427 04/11/11 2011 LEGAL SERVICES	6 6/1-6/30/11 TAYLOR-ALLEY SALE	892.57	1-01-20-155-000-027	B	LEGAL Legal Svcs	A	04/11/11	08/10/11	202147		N	
	Tracking Id: 2810	Professional Services - Legal (Non-Exempt)										
7 6/1-6/30/11 FIRST SURETY	1,541.71	1-01-20-155-000-027	B	LEGAL Legal Svcs	A	04/11/11	08/10/11	202131			N	
	Tracking Id: 2810	Professional Services - Legal (Non-Exempt)										
Vendor Total:			2,434.28									
11-00793 07/26/11 WASHINGTON COMMUNITY SOLAR	3 WASHINGTON COMMUNITY SOLAR	438.17	T-13-00-692-000-000	B	WASHINGTON COMMUNITY SOLAR, LLC	A	07/26/11	08/10/11	202148		N	
	Tracking Id: 1380	Escrow (Exempt)										
	SERVICES FOR 3/24/11-6/30/11											
11-00815 07/28/11 WASHINGTON SQ (RAY RICE) LEGAL	1 WASHINGTON SQ (RAY RICE) LEGAL	746.51	T-13-00-683-000-000	B	JADE ACQUISITION LLC-SITE PLAN	A	07/28/11	08/10/11	201600		N	
	Tracking Id: 2800	Professional Services - Legal (Exempt)										
	4/1/11-5/31/11											

Vendor # Name	PO # PO Date Description	Amount	Contract PO Type	Acct Type Description	Stat/Chk	Enc Date	First Rcvd	Chk/Void	1099
Item Description			Charge Account			Date	Date	Date	Excl
FORMERLY REGENCY AT WASHINGTON									
BL 73 LOT 7									
Vendor Total: 7,320.63									
PURATE HIBRETT PURATEX									
11-00719	06/30/11 CHEMICALS FOR THE POOL	200.22	T-16-00-858-000-826	B SWIMMING PROGRAM Materials & Supplies	A	06/30/11	08/10/11	H017519	N
5	CHEMICALS FOR THE POOL								
	Tracking Id: 2700	Pool Supplies (Exempt)							
6	CHEMICALS FOR THE POOL	472.86	T-16-00-858-000-826	B SWIMMING PROGRAM Materials & Supplies	A	06/30/11	08/10/11	H017440	N
7	CHEMICALS FOR THE POOL	364.23	T-16-00-858-000-826	B SWIMMING PROGRAM Materials & Supplies	A	06/30/11	08/10/11	H017520	N
8	CHEMICALS FOR THE POOL	423.87	T-16-00-858-000-826	B SWIMMING PROGRAM Materials & Supplies	A	06/30/11	08/10/11	H017439	N
	Tracking Id: 2700	Pool Supplies (Exempt)							

Vendor Total: 1,461.18									
IMAGEC IMAGE COPY SYSTEMS,INC									
11-00617	06/08/11 MAY-AUGUST 7155 COPIER RENTAL	375.00	1-01-20-100-000-026	B GENERAL ADMIN Maint Other Equip	A	08/09/11	08/10/11	1832263425	N
4	7/27-8/27 7155 COPIER RENTAL								
	Tracking Id: 1330	Equipment Rental - Office Equipment (Non-Exempt)							
Vendor Total: 375.00									
MWCOWM M W COMMUNICATIONS INC.									
11-00798	07/26/11 RADIO REPAIRS TO 8385	105.00	1-01-25-255-000-025	B FIRE DEPT Vehicle Maint	A	07/26/11	08/10/11	291625	N
1	RADIO REPAIRS TO 8385								
Vendor Total: 105.00									
NJLIB NEW JERSEY LIBRARY ASSOCIATION									
11-00765	07/13/11 MEMBERSHIP DUES	120.00	1-01-29-390-000-044	B MUNICIPAL LIBRARY Professional Dues	A	07/13/11	08/10/11		N
1	MEMBERSHIP DUES								
	Tracking Id: 1012	Dues & Memberships (Non-Exempt)							

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	First Rcvd	Chk/Void	Invoice	Excl
Item Description							Date	Date	Date		
	Vendor Total:		120.00								
NJWATR NJ AMERICAN WATER CO.INC											
11-00555 05/24/11 JUNE-SEPT HYDRANT CHARGES		B									
3 JULY 2011 HYDRANT CHARGES	5,612.10	1-01-25-265-001-073			B FIRE HYDRANTS Fire Hydrant Chgs	A	05/24/11	08/10/11			N
Tracking Id: 3615	Utilities - Water (Exempt)										
Vendor Total:			5,612.10								
NJHEALTH NJ DEPT HEALTH & SENIOR SERV											
11-00819 08/02/11 JULY 2011 ANIMAL FEES											
1 JULY 2011 ANIMAL FEES	127.20	T-12-00-851-000-000			B Due to State	A	08/02/11	08/10/11			N
Tracking Id: 211	Animal Control Services (Exempt)										
11-00822 08/02/11 MAY 2011 ANIMAL FEES											
1 MAY 2011 ANIMAL FEES	613.80	T-12-00-851-000-000			B Due to State	A	08/02/11	08/10/11			N
Tracking Id: 211	Animal Control Services (Exempt)										
Vendor Total:			741.00								
NJPAPR NJN PUBLISHING INC.											
11-00150 01/26/11 LEGAL ADVERTISING		B									
19 ORD#4-2011 & AFFIDAVIT	37.01	1-01-20-120-000-021			B CLERK Legal Advertising	A	01/26/11	08/10/11			N
Tracking Id: 2231	Legal Advertising (Exempt)										
11-00490 04/27/11 LEGAL ADVERTISING		B									
4 ORD#5-2011 & AFFIDAVIT	194.84	1-01-20-120-000-021			B CLERK Legal Advertising	A	04/27/11	08/10/11	S2550458000		N
Tracking Id: 2231	Legal Advertising (Exempt)										
5 PUBLIC NOTICE & AFFIDAVIT	30.01	1-01-20-120-000-021			B CLERK Legal Advertising	A	04/27/11	08/10/11	S2550458000		N
Tracking Id: 2231	Legal Advertising (Exempt)										
Vendor Total:			224.85								
Vendor Total:			261.86								
PLASTE PLASTERER EQUIPMENT CO.,INC											
11-00816 08/02/11 STREET SWEEPER REPAIRS											
1 PARTS TO REPAIR STREET SWEEPER	1,483.15	1-01-26-290-000-025			B STREETS & ROADS Vehicle Maint	A	08/02/11	08/10/11	P02706		N

Vendor # Name	PO # PO Date Description	Item Description	Amount	Contract PO Type	Charge Account	Acct Type Description	Stat/Chk	Enc Date	First Rcvd	Chk/Void	Invoice	Excl
		Vendor Total:	794,128.11									
VITAL	VITAL COMPUTER RESOURCES INC.											
	11-00738 07/06/11 MOD IV Online Svcs June-Dec			B								
	3 JULY 2011 MOD IV SERV. & MAINT	400.00	1-01-20-150-000-028			B TAX ASSESSMENT Contractua	A	07/06/11	08/10/11	46519		N
	Tracking Id: 850	Computer Software Maintenance (Non-Exempt)										
	Vendor Total:	400.00										
WARRH	WARREN HILLS REGIONAL											
	11-00887 08/11/11 SCHOOL TAXES NOV 2010 BAL. DUE											
	1 SCHOOL TAXES NOV 2010 BAL. DUE	45,000.00	1-01-55-206-000-000			B REGIONAL SCHOOL TAXES	A	08/11/11	08/11/11			N
	Tracking Id: 3311	Taxes - School (Local/Regional) (Exempt)										
	Vendor Total:	45,000.00										
WARPA	WARREN MATERIALS INC.											
	11-00583 06/01/11 BLACK TOP			B								
	2 1.03/TNS 9.5MM 0-.3 MPG 64-22	137.06	1-01-26-290-000-031			B S & R Chemical, Gases, Road Materials&Supl	A	06/01/11	08/11/11	302 07907		N
	Tracking Id: 2930	Road Materials (Asphalt) (Non-Exempt)										
	15%R WITH ESCALATION											
	Vendor Total:	137.06										
WBPAY	WASH. BOROUGH PAYROLL ACCOUNT											
	11-00879 08/11/11 COVER PAYROLL OF 8/15/11											
	1 GENERAL ADMIN. -F.T.-8/15 PAYR.	4,992.42	1-01-20-100-000-011			B GENERAL ADMIN Full Time	P	4465 08/11/11	08/11/11	08/11/11		N
	Tracking Id: 2560	(General) (Exempt)										
	2 CLERK-F.T.-8/15 PAYROLL	2,994.08	1-01-20-120-000-011			B CLERK - Full Time	P	4465 08/11/11	08/11/11	08/11/11		N
	Tracking Id: 2560	(General) (Exempt)										
	3 CLERK-P.T.-8/15/11 PAYROLL	62.50	1-01-20-120-000-012			B CLERK Part Time	P	4465 08/11/11	08/11/11	08/11/11		N
	Tracking Id: 2560	(General) (Exempt)										
	4 FIN. ADMIN. -P.T.-8/15/11 PAYR.	1,086.22	1-01-20-130-000-012			B FINANCIAL ADMINISTRATION-PART TIME	P	4465 08/11/11	08/11/11	08/11/11		N
	Tracking Id: 2560	(General) (Exempt)										
	5 FIN. ADM. -F.T.-8/15/11 PAYR.	2,693.96	1-01-20-130-000-011			B FINANCIAL ADMIN Full Time	P	4465 08/11/11	08/11/11	08/11/11		N
	Tracking Id: 2560	(General) (Exempt)										
	6 TAX COLLECTION-F.T. 8/15 PAYR.	6,555.80	1-01-20-145-000-011			B TAX COLLECTION Full Time	P	4465 08/11/11	08/11/11	08/11/11		N
	Tracking Id: 2560	(General) (Exempt)										

Vendor # Name	PO #	PO Date	Description	Amount	Charge Account	Contract	PO Type	Acct Type	Description	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice	1099 Excl
11-00087	01/19/11		REPLENISH MEDICAL SUPPLIES				B			A	01/19/11	08/10/11		0113542091	N
4			REPLENISH MEDICAL SUPPLIES	66.75	1-01-26-310-000-030			B	BUILDINGS & GROUNDS Materials/Supplies						
			Tracking Id: 1570		First Aid Equip & Supplies (Non-Exempt)										

Vendor Total: 66.75

Total Purchase Orders: 53 Total P.O. Line Items: 97 Total List Amount: 1,403,574.13 Total Void Amount: 0.00

Fund Description	Fund	Budget Total	Revenue Total
OPERATING FUND	1-01	511,490.72	0.00
SEWER OPERATING FUND	1-05	875,651.46	0.00
Year Total:		1,387,142.18	0.00
ANIMAL CONTROL FUND	T-12	741.00	0.00
DEVELOPER'S ESCROW FUND	T-13	1,184.68	0.00
TRUST OTHER FUND	T-14	2,587.20	0.00
RECREATION TRUST	T-16	11,919.07	0.00
Year Total:		16,431.95	0.00
Total of All Funds:		1,403,574.13	0.00

BILL LIST 8/16/11 SEWER

P.O. Type: All
 Format: Detail with Line Item Notes
 Range: 1-05-55-000-000 to 1-05-55-999-999-999
 Rcvd Batch Id Range: First to Last
 Department Page Break: No

Print Alpha Capital/Trust, Alpha Grant, & Revenue Accts: N
 Open: N Rcvd: Y Paid: Y
 Held: N Aprv: Y Void: N
 Bid: Y State: Y Other: Y
 Include Non-Budgeted: Y

Received Date Range: 08/04/11 to 12/31/11

Budget Account Description Item Description Amount Stat/Chk Enc Date Date Chk/Void Invoice Type

Fund: SEWER OPERATING FUND

1-05-55-502-000-022 Postage
 11-00882 1 USPOST UNITED STATES POSTAL SERVICE FOR POSTAGE METER 1,500.00 A 08/11/11 08/11/11

Tracking Id: 2711 Postage (Exempt)
 Per Kay Stasyshyan on 8/10/11
 this is the acct it should be taken out
 of. Have Tax Bills and 135 Landlord,
 Registrations Past Due.

Fund: SEWER OPERATING CONTRACTUAL SVCS

1-05-55-502-000-028 SEWER OPERATING CONTRACTUAL SVCS
 11-00754 4 USFLLT VEOLIA WATER JULY 2011 SEWER OPER. & MAINT 59,653.19 A 07/12/11 08/10/11 00005606 B
 Tracking Id: 3712 water & Wastewater Operations (Non-Exempt)
 11-00754 5 USFLLT VEOLIA WATER JULY 2011 MEADOW DEVELOPMENT 206.77 A 07/12/11 08/10/11 00005606 B
 Tracking Id: 3712 water & Wastewater Operations (Non-Exempt)
 LIFT STATION

 59,859.96

1-05-55-502-000-071 SEWER OPERATING UTILITIES-Electricity
 11-00869 2 USFLLT VEOLIA WATER 6/10-7/8/11 ELECTRICITY FOR 7,539.53 A 08/10/11 08/10/11 00005751 B
 Tracking Id: 3611 utilities - Electric (Exempt)
 SEWER PLANT

Department Total:

68,899.49

Department: Sewer - INFRASTRUCTURE TRUST PRIN & INT

1-05-55-524-000-000 Sewer - INFRASTRUCTURE TRUST PRIN & INT
 11-00667 1 TDBANK TD BANK NATIONAL ASSOCIATION NJ ENVIR INFRAS 2002 LOAN 81,523.35 P 80111 06/16/11 08/04/11 08/04/11
 Tracking Id: 971 Debt Service (Exempt)
 11-00747 1 USBANK U.S. BANK NATIONAL ASSOCIATION NJ ENVIR INFRAS TRUST 1997A 670,470.58 P 8111 07/11/11 08/04/11 08/04/11

Budget Account	Description	Item Description	Amount	Stat	Chk	Enc	Date	First Rcvd	Chk/Void	PO
P.O. Id	Item	Vendor						Date	Date	Type
11-00748	1	USBANK	123,657.53	P	81	07/11/11	08/04/11	08/04/11		
		Tracking Id: 971								
		Debt Service (Exempt)								
		LOAN AGREEMENT STP LOAN #S340706-03								
		U.S. BANK NATIONAL ASSOCIATION NJ ENVIR INFRAS TRUST 1997A								
		Tracking Id: 971								
		Debt Service (Exempt)								
		LOAN AGREEMENT CS LOAN #S340706-04								
			875,651.46							
		Department Total: Sewer - INFRASTRUCTURE TRUST PRIN & INT	875,651.46							
		CAFR Total:	944,550.95							
		Fund Total: SEWER OPERATING FUND	944,550.95							
		Year Total:	944,550.95							
Total P.O. Items:	7	Total List Amount:	944,550.95	Total Void Amount:	0.00					

Fund Description	Fund	Budget Total
SEWER OPERATING FUND	1-05	944,550.95
Total of All Funds:		=====
		944,550.95

149-2011

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;

 X 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: Veolia Water – Contract Professional’s – Annual Review 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.);

_____ 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: 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.

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.

Date:

Kristine Blanchard, RMC