

BOROUGH OF WASHINGTON, WARREN COUNTY, NJ
COUNCIL AGENDA
April 3, 2012
7:00 PM

STATEMENT OF ADEQUATE NOTICE:

ROLL CALL: Clerk will call the Roll

CORRESPONDENCE:

- Recreation Commission – Wood Chips
- Michael Franks – Nunn Avenue Community Relief Proposal
- BID – Adult Soap Box Derby

AUDIENCE:

Remarks, petitions, statements and testimony from guests

ORDINANCES:

Ordinance 3-2012 Refunding Bond Ordinance Providing for the Refunding of Certain General Obligation Bonds of the Borough of Washington Appropriating \$850,000 therefore and Authorizing the Issuance of \$850,000 Bonds or Notes of the Borough for Financing the Cost Thereof. (Introduction)

REPORTS

Borough Manager Reports

COMMITTEE REPORTS

Manager Search Sub Committee

OLD BUSINESS:

NEW BUSINESS:

1. Approval Recreation Commission Bylaws
2. Resolution 67-2012 – 2011 Recycling Tonnage Grant
3. Resolution 69-2012 Authorizing the Borough of Washington to Submit an Application for Refunding Bond Ordinance to be filed with the Local Finance Board
4. Resolution 70-2012 Authorizing the Issuance of Tax Anticipation Notes Not to Exceed 1,165,000 for the Year 2012.
5. Resolution 71-2012 Release of Street Opening Escrow – Habitat for Humanity
6. Resolution 73-2012 Award of Bid for the Beethoven Avenue Roadway and Drainage Improvement Project
7. Resolution 76-2012 Not Exceed Resolution for Suburban Consulting Engineers – Contract Administration and Inspections for Beethoven Ave Reconstruction
8. Resolution 74-2012 Shade Tree Appointment – Suzanne Marr
9. Resolution 75-2012 Close Municipal Alliance Trust Fund

VOUCHERS:

List Attached

RECAP

COUNCIL REMARKS:

Remarks, Reports, Discussions

EXECUTIVE SESSION:

Resolution 72-2012

ADJOURNMENT: _____ P.M.



BOROUGH OF WASHINGTON

RECREATION COMMISSION
100 BELVIDERE AVENUE
WASHINGTON, NEW JERSEY 07882
TELEPHONE: 908-689-3600

COMMISSIONERS

3/21/2012

Washington Borough Mayor and Council
RE: Free Wood chips for use at Washington Borough Park

Dear Mayor & Council:

Every year the Borough Park requires the usage of wood chips for weed suppression as well as overall aesthetic value. In general, the embankment wood chips will only last 3-4 years from its initial laying as it will decompose and naturally become dirt over time. We require a very large quantity of wood chips to line that embankment as well as the embankment along the 1st base line of the fence. We also use general purpose wood chips in the planting beds near the grandstand and inside the pool area planting bed.

We have been lucky to get free ground wood chips from places like Sunshine in Broadway for years. If we are expected to purchase wood chips we are looking at another \$5,000 - \$6,000 cost estimate every 3 years or so.

Our plan, which we have discussed with both Interim Manager Kristine Blanchard and DPW is to store large quantities of the free wood chips in 3 stations at the DPW site. The wood chips would be rotated and used on an 'as needed' basis after lying in state for a minimum of one year. This will allay any concerns of possible contaminants or weed spores. In tandem with this we would still treat the embankments (Sunshine Landscaping, Nelson, etc.) with weed killer, if approved by Norfolk Southern (pending) with the funds provided to us by Borough Council.

In order to properly prepare the park each year we respectfully require a decision once and for all on whether we can utilize the free wood chips along the dual embankments, especially if we are hiring someone to treat these areas once a year. Again, historically this was never an issue so we'd like to be able to utilize the free wood chips and build on our partnerships. Thank you again for your time and consideration in this matter.

Victor Cioni
Recreation Chairman.

Desmond Fitzgerald
Recreation Director.

19 March 2012

Michael P. Franks
43 Nunn Avenue
Washington, NJ 07882
(908) 689-1285

F4I
Will be on 4/3 Agenda
As Correspondence

To: Washington Borough Council

Nunn Avenue Community Relief Proposal

My name is Mike Franks. I have lived at 43 Nunn Avenue, Block 97.01, lot 5, since 1986 – approximately 26 years. My property and those of my immediate neighbors on Nunn Avenue abut a tract of land that has been the subject of past applications considered by Washington Borough Governing Body.

I am seeking relief for myself as a resident and member of the Nunn Avenue Community. Our Community has now repeatedly and needlessly been subjected to the stress, anxiety and hassle of ill advised proposals by outside interests to open Nunn Avenue to through traffic. I believe that unless the Governing Body sends a strong message that no such proposals are appropriate for consideration, the residents of Nunn Avenue and the surrounding “Nunn Avenue Community” will be repeatedly subject to subsequent applications that fail to consider, or attempt to circumvent the Borough’s intent and past decisions with respect to the zoning of this tract, and the evidence on which those decisions were made.

I request that the Governing Body consider all possible mechanisms at its disposal to protect our Community from any such future proposed threats to our safety, and the potential destruction of the family friendly character of our neighborhood – a Community that possesses the very qualities that Washington Borough aspires. I note that the most recent proposed use for the tract, the Washington Cemetery Expansion, did not consider Ridge Road in Washington Township as a potential access point and I suspect this is due to actions taken by the Township in the wake of the Baker Residential proposals that were submitted in 2005-2007. Therefore, as one possible solution, I suggest you consider taking action similar to the Township, such as vacating the end of Nunn Avenue to its residents.

History and Character of the Nunn Avenue Community

I would like to share with you a little history of the “Nunn Avenue Community” over the last quarter of a century from my perspective. As I go through them in my mind I recall how long each of my neighbors has lived on Nunn Avenue. It seems that most of us have been there well over twenty years now, and as long as fifty years or more.

Today, without curbing or sidewalks, young and old walkers alike, some originating from less safe streets to walk, can often be seen safely walking at their pace, down Nunn Avenue to get their regular or irregular exercise – my mother at 83 is sometimes among them. Children can learn to safely ride their bikes and walk their pets. One of my earliest memories of Nunn Avenue was when I was driving approaching my house and was motioned by a concerned neighbor to “slow down”. It was a friendly way to inform me of the concern for safety on a street that has raised many children, now including mine.

The only auto accidents or injuries that come to mind are parking related, like when my 2 year old son unknowingly released the emergency brake on our vehicle and unexpectedly took a ride in reverse down our driveway, across the street, through my neighbor’s hedge, and came to rest upon the large lilac shrub in her side yard. Property damage was minimal and my son had the ride of his life!

Crime is minimal to nonexistent on Nunn Avenue. In part because everyone who comes down Nunn Avenue is known at least visually by our neighbors, and because we know, care and watch out for one another.

To the point, homeowners may come and go in subdivisions and some other neighborhoods, but on Nunn Avenue most that I have known over the last 25 years remain. For those who have left Nunn Avenue, it has usually been due to old age, failing health or death. And more recently the unprecedented poor economy and banking and real estate debacle has forced a few of our neighbors from their homes.

In short, Nunn Avenue is and always has been a caring, diverse, tolerant and safe neighborhood to raise and care for our children and our elderly. It is a family friendly neighborhood with the qualities and character the Borough fosters and aspires to. Nunn Avenue residents choose to remain on Nunn Avenue because of the quality of this Community.

History and Character of the Tract

The public safety and environmental issues have all been dissected before. That’s why the tract was rezoned in 2007 in wake of the Baker Residential proposal. Like the Baker proposal, the more recent Washington Cemetery Proposal was a bad idea because the natural conditions, environmental impact, and inaccessible location resulting from surrounding development, the railroad and wetlands make much of the tract unsuitable for any kind of development, period. This is particularly true of the wetlands area at the end of Nunn Avenue.

The Washington Cemetery Proposal showed no regard for the safety and environmental issues that have been presented in the past, and there were no apparent benefits of the proposed use to the community. It once again appeared to be an attempt at a real estate coup at the expense of the citizens of Washington, and potentially the destruction of the character and quality of our neighborhood. Aside from jeopardizing the safety of the residents of Nunn Avenue, rezoning to accommodate Washington Cemetery’s proposed expansion would have

been an insult to our concerned citizens and your predecessors who spent many months, years, deliberating the zoning of this tract.

In its current natural state the tract is an invaluable resource that adds durable value to all that surrounds it. Maintaining this tract as it is currently zoned and eliminating potential access via Nunn Avenue is the best possible decision in the interest of the Borough.

Conclusion

Don't let the history of reckless proposals repeat itself again. There was an obvious disconnect between the Washington Cemetery Proposal and the Planning Board's activities 5-7 years ago addressing the Baker Residential Application that led to the current zoning. The governing body came to the conclusion that the preponderance of the tract does not lend itself to development, yet the Applicant's proposal showed most of the tract encircled by roadway accessed by Nunn Avenue.

Please do not allow any more applicants to meddle with the fabric of the Nunn Avenue Community by allowing them to continue to consider opening Nunn Avenue to thru traffic. By protecting the safety and well-being of the Nunn Avenue Community, the tract will continue to pay dividends to the Borough and Township with the natural esthetic value it adds to all that surrounds it.

I would very much appreciate an opportunity to address Council with my concerns and respond to any of your questions regarding this matter.

Thank You.

Respectfully submitted by,

A handwritten signature in black ink, appearing to read "M. Franks", written in a cursive style.

Michael P. Franks



Washington Borough *Business Improvement District*

April 3, 2012

Honorable Mayor & Council;

The Washington Business Improvement District is always striving to add attractions making Washington a destination as well as enhance and build on traditions of the Community. The Soapbox Derby has been a favorite in Washington for over 30 years, and many have requested an Adult venue as well. The WBID would like to host this event along Broad St. as part of the Day's schedule for the ever popular Mike Schmidt Memorial Car Show scheduled for June 16, rain date of June 17, 8am-2pm.

I have bound a separate insurance policy for the event, above and beyond our General Liability and D & O policies, and requested the Borough of Washington be named on the certificate of insurance. In addition all participants must sign a waiver and release, which names not only the WBID, but Washington Borough as well.

I understand that I will be required to hire at least 1 Washington Township Officer and will contact Lietenant Cicerelle.

Thank you for your consideration.

Sincerely,

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

Ordinance 3-2012

REFUNDING BOND ORDINANCE PROVIDING FOR THE REFUNDING OF CERTAIN GENERAL OBLIGATION BONDS OF THE BOROUGH OF WASHINGTON, NEW JERSEY, APPROPRIATING \$850,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$850,000 BONDS OR NOTES OF THE BOROUGH FOR FINANCING THE COST THEREOF.

BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF WASHINGTON, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. The Borough of Washington, New Jersey (the "Borough") is hereby authorized to pay an aggregate amount not exceeding \$850,000 for the redemption, including redemption premium, of \$810,000 principal amount of the Borough's General Bonds of 2001, issued in the original aggregate principal amount of \$2,410,000, dated April 1, 2001, which bonds are subject to redemption (on or after April 1, 2010) prior to their stated dates of maturity, and which mature on April 1, in each of the years 2013 to 2016 in an aggregate amount of \$810,000 inclusive (the "Refunded Bonds"), and in accordance with the provisions of the resolutions of the Borough Council of the Borough, duly adopted March 6, 2001, a copy of which is on file in the office of the Clerk of the Borough.

Section 2. An aggregate amount not exceeding \$20,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-51(b) has been included in the aggregate principal amount of refunding bonds authorized herein.

Section 3. In order to finance the cost of the project described in Section 1 hereof, negotiable refunding bonds are hereby authorized to be issued in the principal amount not exceeding \$850,000 pursuant to the Local Bond Law.

Section 4. In anticipation of the issuance of the refunding bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law. All refunding bond anticipation notes issued hereunder shall mature at such times as may be determined by the Chief Financial Officer, provided that no note shall mature later than one year from its date. The notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer shall determine all matters in connection with notes issued pursuant to this ordinance, and the Chief Financial Officer's signature upon the notes shall be conclusive evidence as to all such determinations.

All notes issued hereunder may be renewed from time to time, but all such notes including renewals shall mature and be paid no later than the tenth anniversary of the date of the original notes; provided, however, that no notes shall be renewed beyond the first or any succeeding anniversary date of the original notes unless an amount of such notes, at least equal

to the first legally payable installment of the bonds in anticipation of which the notes are issued, determined in accordance with the maturity schedule for the bonds approved by the Local Finance Board, is paid and retired on or before such anniversary date; and provided, further, that the period during which the bond anticipation notes and any renewals thereof and any permanent bonds are outstanding, shall not exceed the period set for the maturity of the bonds by the Local Finance Board.

The Chief Financial Officer is hereby authorized to sell part or all of the notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The Chief Financial Officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the notes pursuant to this ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the notes sold, the price obtained and the name of the purchaser.

Section 5. The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk of the Borough and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services. Such statement shows that the gross debt of the Borough as defined in the Local Bond Law is increased by the authorization of the debt provided in this refunding bond ordinance by an amount not to exceed \$850,000 with a maximum deduction from the debt due to the refunding of the Refunded Bonds (i.e. \$810,000). The obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law. Upon issuance of the Bonds and determination of the final amount thereof, if less than the \$850,000 authorized hereby, an amended Supplemental Debt Statement shall be made and filed, along with any other required filings, and this Council shall, by resolution, approve the cancellation of such amount authorized hereby, which has not been issued.

Section 6. A certified copy of this refunding bond ordinance as adopted on first reading has been filed with the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey prior to final adoption, together with a complete statement in the form prescribed by the Director of the Division of Local Government Services and signed by the Chief Financial Officer of the Borough as to the indebtedness to be financed by the issuance of the refunding bonds authorized herein.

Section 7. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy ad valorem taxes upon all the taxable property within the Borough for the payment of the obligations and the interest thereon without limitation of rate or amount.

Section 8. This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law, provided that the consent of the Local Finance Board has been endorsed upon a certified copy of this ordinance as finally adopted.

NOTICE OF PENDING BOND ORDINANCE

The bond ordinance, the summary terms of which are included herein, was introduced and passed upon first reading at a meeting of the governing body of the Borough of Washington, in the County of Warren, State of New Jersey, on April 3, 2012. It will be further considered for final passage, after public hearing thereon, at a meeting of the governing body to be held in the Borough of Washington at the Municipal Building, 100 Belvidere Avenue, Washington, New Jersey, on May 1, 2012 at ___ o'clock PM. During the week prior to and up to and including the date of such meeting copies of the full ordinance will be available at no cost and during regular business hours, at the Clerk's office for the members of the general public who shall request the same. The summary of the terms of such bond ordinance follows:

Title: Refunding Bond Ordinance Providing For The Refunding Of Certain General Obligation Bonds Of The Borough of Washington, New Jersey, Appropriating \$850,000 Therefor And Authorizing The Issuance Of \$850,000 Bonds Or Notes Of The Borough For Financing The Cost Thereof.

Purpose(s): Refund a portion of the Borough's outstanding \$2,410,000 General Bonds of 2001 dated April 1, 2001.

Appropriation: \$850,000

Bonds/Notes Authorized: \$850,000

Grants (if any) Appropriated: None

Section 20 Costs: \$20,000

Useful Life: N/A

Kristine Blanchard, Clerk

This Notice is published pursuant to N.J.S.A. 40A:2-17.



ACTING MANAGERS WEEKLY REPORT
3/23/12

I am planning on attending the Municipal Clerks Convention on Wednesday March 28 and Thursday March 29. Thursday is subject to change. Staff has been informed on how to reach me. Council members can always reach me at [REDACTED]

I have again reached out to Washington Township Administrator, CFO, and Police Chief for the actual expenditures for the police service budget. I did ask that they at least provide us with 2011 actual numbers by April 3. They did indicate that they needed some budgeting information from us for the years 2007 and 2008. I was able to provide most (some 2007 data is not available) of what they were looking for on the same day of their request.

The Borough Engineer will be looking into the issue at Taft Terrace and the South Lincoln Avenue Parking Lot next week. Additionally, I have requested the Assessor to review the valuation for the parking lot.

The latest Police Activity Report has been placed on the website. I have made the request to the Chief for more of a breakdown of activities as well.

I am reviewing the scope of services with the Borough Engineer regarding Beethoven Avenue reconstruction.

As per Councilman Higgins request; I reached out to DOT representative regarding the ongoing Rt. 31 project. The reason for the delay is they have discovered a design error. Work should resume within the next two weeks. He did not specify as to what the error was. As of right now they are 3 months behind on this project.

As per Councilman Jewell's request I have also started to compile numbers for the oil spill work that our departments were involved in. This will take a few weeks to compile.

I have worked with Stephanie Lewis of Municipal Capital Management to complete the wastewater industrial user fees for 2012 as well as 2012 sewer connection fees. Billing for the 2012 industrial user fees will be complete next week.



ACTING MANAGERS WEEKLY REPORT
3/30/12

I attended the Municipal Clerks conference in Atlantic City this past Wednesday and Thursday.

I have spoken with the CFO from Washington Township. I am anticipating that we will receive the actual expenditures regarding the Police Budget by our April 3 meeting.

A report regarding 111 Taft Terrace will be forthcoming from the Engineer. A report and the valuation information will also be forthcoming from the Assessor and Engineer regarding the South Lincoln Avenue Parking Lot.

The refunding bond ordinance is on the agenda for introduction. This is the ordinance that is required in order to proceed to the Local Finance Board and seek approval for refunding. As the previous Manager had stated, the Borough will have a least a 3% savings as required by the State. We are refunding \$810,000 with an estimated bond of \$850,000 (the closing cost is always added to the value of the refunding bond.) The amount does not mean that all of the 40K will be used to re-issue the bond. Once the bonds are issued all of the excess will be cancelled.

Offices are closed on Friday April 6 for Good Friday.

Recreation Commission Bylaws

Compiled by the Board of Recreation Commissioners

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Commission Bylaws

The Washington Borough Recreation Commission Bylaws may **only** be amended by a two-thirds vote of the regular members of the Commission, and all amendments will be recorded within the applicable section with the title “Amendment Article XX, Section XX, Date XXXXXX. After changes are agreed-upon by the Board of Recreation Commissioners, said changes must be approved via the Borough Council in accordance with Ordinance 3-2011.

Article I: Commission Organization Structure, Roles and Responsibilities

Section 1: Appointment of Commission Members

The Board of Recreation Commissioners (Board) will consist of seven members and two alternates, all appointed in accordance with Ordinance 3-2011 by the Mayor, with consent of the Borough Council.

Section 2: Election of the Officers

The Commission will, at its annual re- organization meeting elect from the members a Chairperson, Vice Chairperson and any such Officers as the Board desires.

Section 3: Terms of office

The terms of office are limited and staggered in accordance with Ordinance 3-2011.

Section 4: Voting

A majority vote of the Commission Members rules in all decisions and motions. All regular Commissioners have the authority to vote at any meeting of the Board. Alternate members will only have the ability to vote when an absence or disqualification of a regular Board member(s) shall occur. Alternates will be designated Alternate #1 and Alternate #2. In the event one voting member is absent, Alternate #1 will vote in his/her place. In the event that two voting members are absent, both Alternate #1 and Alternate #2 will vote. In the event that Alternate #1 is absent and an alternate’s vote is required, Alternate #2 will vote in place of Alternate #1.

Motions and voting by Commissioners

1. When a motion of any type is made by a Commissioner, after receiving support by a second Commissioner, at the discretion of the Chair of the Board of Recreation Commissioners, either a “Roll Call “or “All in Favor “ vote may be taken. Action will be taken accordingly based on a majority vote (including abstentions made by Commissioners) of the eligible voting members present at the meeting where the vote takes place. If the majority vote is “Yes” or “Aye”, the motion passes. If the majority vote is “No” or

“Nay”, the motions fails. In the event of a tie vote (including abstentions made by Commissioners) the motions shall be deemed unsuccessful, and will be treated as a failed motion.

2. When a motion fails either through a “No” vote, or via a tie vote, the issue can only be revisited and/or discussed at a later point in the same public meeting if requested by a Commissioner whose vote was on the prevailing side. This must be done via motion, and can only be discussed after receiving support from a second Commissioner from the prevailing side. After this occurs, the discussion item has been reopened and is subject to all of the actions described in the above Paragraph 1 above.
3. Nothing described in Paragraph 2 above shall prevent any Commissioner from requesting that the defeated topic be discussed at a subsequent meeting of the Board of Recreation Commissioners. In order for this to occur, the requirements of Paragraph 1 must be adhered to.

Subject to: Robert's Rules of Order

<http://www.robertsrules.org/>

Section 5: Executive Committee Roles and Responsibilities

The Chairperson will preside at all meetings of the Board. In his/her absence, the Vice Chairperson will preside. The Recreation Department Secretary will keep the minutes of all meetings in accordance with the Open Public Meetings Act, as well as including supporting and additional documentation presented during meetings. Said minutes and/or documentation will be considered official Borough records and filed with the Borough Clerk and Recreation Department Director.

Section 6: Recreation Commissioners

Recreation Commissioners will attend Board meetings, volunteer to lead recreational programs and/or liaise with other organizations.

- The Commissioners, with the assistance of the Recreation Director, will be responsible for developing new programs/events as well as working to better existing programs. If an existing program/event is non-performing and attempts have been made to improve the program/event has failed, it is the Commissioners responsibility to recommend termination of this program. If the former has not been done, and the program/event is deemed non-performing, the Recreation Commission, by majority vote will have the authority to cancel the program. The Recreation Director, supported by financial data, will make the recommendation to cancel the program but does not have a vote. ***The goal of all Recreation sports/programs is that they be self-sustaining.***
- The Commissioners will also be responsible for submission of a written review of the Recreation Director by the end of October/November each calendar year. The review template will be distributed to the Commissioners (excluding the Alternates and Council Liaison) by the Recreation Secretary by the beginning of each October. Completed reviews must be signed by the Commissioner and returned to the

Chairperson and filed with the Borough's Personnel Officer. ALL Commissioners are required to complete the written review, no exceptions. Failure to complete may be grounds for removal from the Board.

- Commissioners are also responsible for providing status reports and updating their respective sports manuals when required. Failure to provide said documentation may be grounds for removal from the Commission or removal as liaison from the assigned Sport/Event/Activity.
- The Commissioners will uphold these Bylaws and the rules and policies of the Borough pertaining to any and all actions related to Recreation.

Section 7: Removal of Recreation Commissioners

- A Commissioner must attend a minimum number of meetings pursuant to the Borough Policy on meeting absences.
- **Policy for Appointed Officials and Volunteers**
 - In accordance with N.J.S.A 40A:9-12.1(g), as amended, the office of any person appointed to a specified term, with or without compensation, by the governing body or Manager including persons appointed to any board, committee, commission, authority or other agency of one or more local units, shall be deemed vacant if a member of a board, committee, commission, authority or other agency, whenever the member, without being excused by a majority of the authorized members of such body, fails to attend and participate at meetings of such body for a period of 8 consecutive weeks, or for four consecutive regular meetings, whichever shall be of longer duration, at the conclusion of such period, provided that such body shall notify the appointing authority in writing of such determination.
- Any of the causes noted above can be grounds for the Board to request a review by the Mayor and Council for dismissal.

Section 8: Council Liaison, Ex Officio Member

The Council Liaison will be appointed by the Mayor and will attend Board meetings as an **ex-officio member**, in an advisory capacity. The Council Liaison will act as a liaison to the Borough Council so that the line of communications with the governing body is strong. The Council Liaison will not have a vote.

Article 2: Recreation Director and Secretary Hiring, Roles and Responsibilities

Section 1: Hiring the Recreation Director and Secretary

The hiring of a Recreation Director will be by majority vote of the full Board of Recreation Commissioners. The Borough Manager will be responsible for creating/maintaining the Recreation Director Job Description, advertising for the position, screening qualified candidates as well as interviewing the primary candidates. The Borough Manager then will submit for interviews, the final candidates to the Recreation Commissioners to interview. The

interviewing Commissioners will provide the Board written feedback and recommendations within 1 week for consideration by the Borough Manager. The final candidate will then be presented back to the Borough Manager for hire.

Section 2: Recreation Director Qualifications

The candidate will possess these minimum qualifications:

- Minimum qualifications for the position of Recreation Director will be developed by the Board prior to advertisement of the employment opportunity

Section 3: Recreation Secretary Qualifications

- Minimum qualifications for the position of Recreation Secretary will be developed by the Board prior to advertisement of the employment opportunity

Section 4: Recreation Department Roles

The Recreation Director will be responsible for all duties and objectives defined by the Board each year. He/She will work under the direct supervision of the Recreation Commission, and work with individual Recreation Commissioners, relative to the programs for which they are responsible. Additionally, the Recreation Director's responsibilities include, but are not limited to the following:

- Preparation and maintenance of the Recreational parks and pool.
- Preparation of a routine maintenance schedule relating to all park and park related equipment (IE: pool equipment/lawn maintenance equipment, etc.) as well as schedule for servicing. These routine maintenance parts/items must also be included in annual budget requests.
- Keeping all equipment, guidelines and signage for all Recreation Programs in accordance with all Local and State guidelines, and relevant sports leagues.
- Supplying data for and finalizing the annual Recreation Department Budget presentation to the Borough Council for final consideration and approval. The Board will approve the recommendation prior to presentation to Borough Council. These budget recommendations must be presented to the Board no later than the end of October each calendar year. Any sports budget items for programs still in session (Soccer, etc.) will need to be estimates.
- Hiring and oversight of seasonal personnel assigned to the parks and pool with guidance from the Board, as applicable. Salaries of these hires will be commensurate with the salary ordinance of the Borough Washington.
- Provide the Board any recommendations on the Recreation Department Fee Schedule for any programs, as well as the municipal salary ordinance, so that any recommended changes can be brought before Borough Council for review and consideration. The Board will have the final decision say on said recommendations, prior to Council review.

- Analysis must be done and in detail as to the request for any fee changes/staffing model changes.
- The Recreation Director, along with the Borough Manager will be responsible for screening and hiring the Recreation Secretary.
- Attend all meetings of the Recreation Commission with the ability to participate, but shall have no vote..
- Providing written reports summarizing the activities of the Recreation Department between Board meetings. Each report will be filed with the Recreation Commission Meeting minutes for which they are submitted.
- Comply with all bylaws, the Local and State purchasing laws (IE: Washington Borough Purchasing Manual) and personnel policies and guidelines, as amended.
- Submit written reviews of all seasonal park employees by September 30th of each calendar year, along with recommendation for re-hire and/or movement to other positions. The review will include the expiry date of necessary certifications for the position held.

The Recreation Secretary will be responsible for those duties deemed necessary by the Recreation Chairperson and the Recreation Director.

Section 5: Recreation Sub Committees

Ad-hoc recreation Sub-Committees may be formed as needed and will include at least one member of the Board , but may include any person so inclined or interested in the objectives of that Sub-Committee. Members of any Sub-Committee will be selected by a majority vote of Board members present at the time of creation. All Sub-Committee must designate one member as the Sub-Committee Chairperson. The Chairperson of the Sub-Committee will be responsible to report the progress on the item(s) to which the Sub-Committee was created to the full Board for review/comment/action. The Sub-Committee will be dissolved once the purpose has run its course or agreement of the full commission due to lack of progress.

Section 6: Other Organizations

Private or non-profit organizations will regularly support various programs and events related to the Recreation Department, which will include programs, events and/or facility maintenance/upgrades. The Board may appoint a Commissioner to liaise with any organization so involved. The Board will determine by review at a public meeting that another organization requesting involvement in a Recreational program or event has policies and rules that do not conflict with these Bylaws and/or Ordinance 3-2011.

Article II: Meeting Schedule and Structure

Section 1: Annual Re-organization Meeting

The Recreation Commission will conduct an annual Re-Organizational Meeting on the first Wednesday of January each calendar year. The Agenda for that meeting will include the following actions, but may include other business deemed appropriate in accordance with the printed agenda.

1. Election of officers
2. The liaison assignments of Commissioners to each program
3. Selection of program signup dates for publication
4. Current year meeting schedule.

Section 2: Regular Meetings Schedule

Regular meetings of the Board will be held the first and third Wednesdays of the month, unless stated otherwise during the reorganization meeting, at a time predetermined noted for publication in accordance with the Open Public Meetings Act. The meetings will be held in the Washington Borough Council Chambers, 2nd Floor, Washington Borough Municipal Building, Washington, New Jersey.

Section 3: Special Meetings

Special meetings may be held at the call of the Chairperson or by a majority of the Commissioners with forty-eight (48) hours' notice. Depending on the nature of special meeting, formal action may or may not occur.

Section 4: Meeting Cancellation

If a regularly scheduled meeting cannot be held because of lack of quorum or inclement weather, and adequate notice has been given to the Recreation Secretary, the meeting may be cancelled at the permission of the Chairperson. If adequate time is given, notice of the meetings adjournment will be provided to the public in accordance with the Open Public Meetings Act.

Section 5: Order of Business

The order of business at all regular meetings shall be as follows:

1. Flag Salute
2. Roll Call
3. Reading of the 'Open Public Meetings' statement read by Recreation Chairperson
4. Approval of Minutes of preceding meeting
5. Communications (either written or oral)
6. Audience participation
7. Recreation Director Report
8. Reports of committees or program directors, where applicable
9. Old/Unfinished business
10. New business
11. Executive Session (as applicable)
12. Commissioner Comments/Remarks
13. Adjournment

Note: Public and Executive sessions of all Board meetings must comply with the Open Public Meetings Act, N.J.S.A. 10:4-6 (1973).

Section 6: Notice of Meeting

In all cases the Board shall follow the notice procedure outlined in PL 1975, Chapter 231, known as the "Open Public Meetings Act". Regular and special meeting notices shall be distributed to the local newspapers posted on the Borough Website and shall be posted on the Municipal Bulletin Board located in the Municipal Building as well as to all members of the Commission.

Article III: Communications

Section 1: Email

Use of email is for informational purposes only. No formal decisions or any kind can be made via email.

Section 7: Equipment maintenance and use policy.

All Borough equipment is restricted to use by Borough employees ONLY, except in circumstances that are permitted and agreed to by the majority of the Commission by vote. Any non-Borough Employee (Volunteer) will be required to attend a training session on that piece of equipment. Equipment will not be able to be used until the training has been completed to the satisfaction of the Recreation Director. Also, the equipment use, in cases as described prior, can only be used in accordance with an agreed to schedule with the Recreation Director. The supervision and use of all recreation equipment and the time and manner of utilization will be done by the recreation director.

Equipment affected by this policy

A. Park and Playground Equipment:

Lawn Mowers	Power Tools
Landscape Cart and Trailer	Field Conditioning Equipment
Hedge Trimmer	Air Compressor
Weed Whackers	Equipment Transfer Trailer
Chain Saw	

1. Annual maintenance of this equipment will be performed by the Borough DPW during the month of February or March (depending on the weather and other duties of the DPW).
2. Annual review of the equipment will be performed by the Borough DPW to provide safety and proper utilization programs for all employees authorized to use this equipment. New employees of the Recreation Department will be required to attend a training session with a qualified DPW employee on the proper use of the equipment prior to the use of that piece of equipment.

B. Pool Equipment

Circulating Pumps (2)	Pool Vacuum Cleaner
Well Pump (1)	Power Washer
Chlorination Pumps (2)	Slide
Chlorination Controls (2)	Pump House Hand Controls
Sump Pumps (2)	Lifeguard Equipment
CO2 (or acid) Control & Tank	Lesson Program Equipment
Chlorine Tank	Speakers & Amplifier
	Telephones

1. The annual maintenance of this equipment will be performed by the certified pool operators (CPO) who will provide the testing requirements to the life guards in compliance with regulations of the Warren County Health Department.
2. The CPO will also comply with maintenance and repair on a daily basis during the "Pool Open" season of the pumps and control systems.
3. The maintenance staff will maintain and use the pool vacuum and power washer unit to clean the pool and clean the unit after each daily use.
4. The lifeguards will provide maintenance on their equipment for safety and provide reports on the condition of equipment and lesson supplies to the Recreation Director. The Recreation Director must file these reports with the Recreation Secretary at Borough Hall for proper filing.

C. Snack Bar / Bath House Equipment

Floor Cleaner	Deep Fryer
Hot Water Heater	Refrigerators (3)
Snack Bar Grill	Freezers (2)
Outdoor Gas Grill	Ice Cream Cabinet
Pizza Oven	Cash Registers (2)
Microwave Oven	Heat Lamp

1. Annual maintenance of this equipment will be performed by snack bar staff/manager at the end of season. All equipment must be empty and clean to be "ready to go" for the next season.
2. Any repairs or replacements required will be reported to the recreation director by the "after closing" manager.

Other items:

The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "Close Debate" if preferred
- **Informal Consideration:** Move that the assembly go into "**Committee of the Whole**" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business

- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

RESOLUTION # 67 - 2012

**OF THE MAYOR AND COUNCIL OF THE BOROUGH OF WASHINGTON,
WARREN COUNTY. TO APPLY FOR A 2011
RECYCLING TONNAGE GRANT**

WHEREAS, the Mandatory Source Separation and Recycling Act, P.L. 1987, c.102, has established a recycling fund from which tonnage grant may be made to municipalities in order to encourage local source separation and recycling programs; and

WHEREAS, it is the intent and the spirit of the Mandatory Source Separation and Recycling Act to use the tonnage grants to develop new municipal recycling programs and to continue and to expand existing programs; and

WHEREAS, the New Jersey Department of Environmental Protection has promulgated recycling regulations to implement the Mandatory Source Separation and Recycling Act; and

WHEREAS, the recycling regulations impose on municipalities certain requirements as a condition for applying for tonnage grants, including but not limited to, making and keeping accurate, verifiable records of materials collected and claimed by the municipality; and

WHEREAS, a resolution authorizing this municipality to apply for the **2011 Recycling Tonnage Grant** will memorialize the commitment of this municipality to recycling and to indicate the assent of the Borough Council to the efforts undertaken by the municipality and the requirements contained in the Recycling Act and recycling regulations; and

WHEREAS, such a resolution should designate the individual authorized to ensure the application is properly completed and timely filed.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey hereby endorses the submission of the recycling tonnage grant application to the New Jersey Department of Environmental Protection and designates Kristine Blanchard, Interim Borough Manager, to ensure that the application is properly filed; and

BE IT FURTHER RESOLVED, that the monies received from the recycling tonnage grant be deposited in a dedicated recycling trust fund to be used solely for the purposes of recycling.

The above resolution was moved by _____, seconded

by _____, voted and carried this 3rd day of April, 2012

Roll Call: Ayes:
Nays:
Abstentions:

Kristine Blanchard, Clerk/RMC

Resolution No. 69-2012

RESOLUTION OF THE BOROUGH OF WASHINGTON AUTHORIZING THE
APPLICATION
FOR REFUNDING BOND ORDINANCE TO BE FILED
WITH THE LOCAL FINANCE BOARD
PURSUANT TO N.J.S.A. 40A:2-51

WHEREAS, The Borough of Washington desires to provide funds in the amount not to exceed \$850,000 to finance the cost of refunding certain of its bonds (hereinafter called "purpose"), a purpose for which obligations are permitted by the Local Bond Law, and

WHEREAS, pursuant to N.J.S.A. 40A:2-51, obligations to finance said purpose may be issued, with the consent of the Local Finance Board in the Division of Local Government Services, in the Department of Community Affairs, which consent is to be endorsed upon a certified copy as passed on first reading of the ordinance authorizing such obligations, if said Board is satisfied, and makes the findings required, and

WHEREAS, the Borough of Washington intends to pass on first reading an ordinance entitled "Refunding Bond Ordinance Providing for the Refunding of Certain General Obligation Bonds of the Borough of Washington, New Jersey, Appropriating \$850,000 Therefor and Authorizing the Issuance of \$850,000 Bonds or Notes of the Borough for Financing the Cost Thereof," which proposed ordinance authorizes obligations for said purpose,

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

Section 1. The Borough Council of the Borough of Washington believing that said proposed ordinance authorizes obligations for a purpose for which obligations are permitted by the Local Bond Law and that the Borough's application to the Local Finance Board for its consent shows:

- (a) it is in the public interest to accomplish such purpose,
- (b) the amounts to be expended for each such purpose or improvements are not unreasonable or exorbitant,
- (c) it will effect a restructuring of annual debt service payments.

The application to the Local Finance Board is hereby approved by the Borough Council of the Borough of Washington, and the Chief Financial Officer of the Borough of Washington is hereby authorized to execute such application together with such other Borough officials as deemed proper.

Section 2. The Clerk of the Borough Council of the Borough of Washington be and she is hereby directed to prepare and file a certified copy of said proposed ordinance after passage on first reading with the Local Finance Board as a part of such application.

Section 3. The Local Finance Board is hereby respectfully requested to consider such application and to record by resolution its findings as provided in said subsection of the Local Bond Law and to endorse its consent upon a certified copy of said ordinance as passed on first reading.

Moved by Councilperson _____, seconded by Councilperson _____ and so ordered on the following roll call vote:

AYES:

NAYS:

ABSTAIN:

Resolution 70-2012

**RESOLUTION AUTHORIZING THE ISSUANCE OF TAX
ANTICIPATION NOTES NOT TO EXCEED \$1,165,000 FOR
FISCAL YEAR 2012 OF THE BOROUGH OF WASHINGTON
IN THE COUNTY OF WARREN, NEW JERSEY**

BE IT RESOLVED BY THE BOROUGH COUNCIL OF THE BOROUGH OF WASHINGTON, IN THE COUNTY OF WARREN, NEW JERSEY, AS FOLLOWS:

Section 1. Section 1. In anticipation of the collection of taxes for the Fiscal Year 2012 levied or to be levied in such year or in anticipation of other revenue of such year, and for the purposes provided for in the budget or for which taxes are levied or to be levied for such year, Tax Anticipation Notes of 2012 of the Borough of Washington, New Jersey, are hereby authorized to be issued at one time or from time to time in the aggregate principal amount not to exceed \$1,165,000 (at any one time outstanding) pursuant to the Local Budget Law of the State of New Jersey, constituting Chapter 169 of the Pamphlet Laws of 1960 of the State of New Jersey and codified at N.J.S.A. 40A:4-1 et. seq. (the "Local Budget Law").

Section 2. The following matters in connection with said notes are hereby determined:

TITLE:	Tax Anticipation Notes of Fiscal Year 2012 (each additional series, if any, shall be designated with a corresponding alphabetical letter)
DATE, NUMBER, DENOMINATION AND PLACE OF PAYMENT:	As may be determined by the Borough Chief Financial Officer
MATURITY:	As may be determined by the Borough Chief Financial Officer
INTEREST RATE:	As may be determined by the Borough Chief Financial Officer
FORM:	Substantially in the form attached hereto

Section 3. The borrowing power of the Borough on Tax Anticipation Notes for the fiscal Year 2012 is \$5,213,813.94 as determined by a certificate of the Borough Chief Financial Officer filed in the office of the Borough Clerk, such certificate being as follows:

CERTIFICATE

I, Natasha S. Turchan, Borough Chief Financial Officer of the Borough of Washington, in the County of Warren, New Jersey does HEREBY CERTIFY as follows:

1. The gross borrowing power in respect of Tax Anticipation Notes of Fiscal Year 2012, being 30% of the tax levy of the next preceding fiscal year for all purposes, plus 30% of the amount of miscellaneous revenues realized in cash during the next preceding fiscal year is \$5,213,813.94.
2. The amount of notes outstanding in anticipation of the collection of taxes of the 2012 fiscal year, except such notes as will be renewed by or paid from the proceeds of the notes to be issued, is \$0.
3. The net borrowing power, being the excess of the first over the second of the two above amounts is \$5,213,813.94.

IN WITNESS WHEREOF, I have hereunder set my hand this ___th day of April 2012.

/s/ Natasha S. Turchan
Chief Financial Officer

Section 4. The Borough Chief Financial Officer signing such notes is hereby authorized and directed to determine all matters in connection therewith not determined by this or a subsequent resolution and his signature upon said notes shall be conclusive evidence that all such matters have been so determined in manner and effect consistent with the form and substance of such notes. The Borough Chief Financial Officer is hereby authorized to sell said Tax Anticipation Notes of 2012 at public or private sale at not less than par and to deliver the same to the purchasers thereof upon receipt of the purchase price plus accrued interest from the dates of the notes to the date of delivery thereof and payment therefor.

Section 5. Said notes shall be general obligations of the Borough and the full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and interest on said obligations, and, unless otherwise paid or payment provided for, taxes shall be levied in an amount sufficient to pay the principal of and interest on said obligations as the same shall become due and payable.

Section 6. The Borough Chief Financial Officer is authorized and directed to report in writing to this Borough Committee at the meeting next succeeding the date when the sale of any of said notes pursuant to this resolution is made, such report to include the amount, description, interest rate and maturity of the notes sold, the price obtained and the name of the purchaser, and such report shall be entered in full in the minutes of such meeting.

Section 7. This resolution shall take effect immediately.

Adoption by the following vote:

Ayes:

Nays:

Date:

RESOLUTION # 71-2012

**A RESOLUTION AUTHORIZING THE RELEASE OF FUNDS
FROM AN ESCROW ACCOUNT ESTABLISHED IN THE NAME
OF HABITAT FOR HUMANITY IN TRUST BY THE BOROUGH
OF WASHINGTON**

WHEREAS, Habitat for Humanity applied for a street opening permit 12 Prosper Way;
and

WHEREAS, funds were posted in escrow to cover the cost of professional review of this
application; and

WHEREAS, Municipal Engineer Andrew S. Holt, P.E. has determined after reviewing
the site that the escrow account money can be released.

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 the Municipal Treasurer is
hereby authorized to issue a check to Habitat for Humanity for street opening escrow account for
the \$1,000.00.

The above Resolution was moved by _____,
seconded by _____, voted and carried this 3rd day of
April, 2012.

Roll Call: Ayes:
 Nays:
 Abstentions:

Kristine Blanchard, RMC
Borough Clerk

cc: Kay F. Stasyshan, Tax Collector
Escrow Account File

RESOLUTION # 73-2012

**A RESOLUTION AWARDING BID FOR THE BEETHOVEN AVENUE
ROADWAY AND DRAINAGE IMPROVEMENT PROJECT**

WHEREAS, the Borough of Washington advertised in the Star-Gazette for qualified bidders for the above project; and

WHEREAS, the Borough received four (4) bids from contractors at the Bid Opening on February 24, 2012; and

WHEREAS, the bids received are depicted on the attached chart; and

WHEREAS, the bids were received and reviewed by the Municipal Engineer, Andrew S. Holt P.E. and a recommendation was made for the lowest responsible bidder; and

WHEREAS, the bids were also received and reviewed by the Municipal Attorney, Judy Kopen, Esq.

WHEREAS, the lowest bid was submitted by Tony's Concrete Construction Company of Newark, NJ in the amount of \$119,526.95; and

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 award the Beethoven Avenue Roadway and Drainage Improvements bid to Tony's Concrete Construction Company of Newark NJ in the amount of \$119,526.95;

BE IT FURTHER RESOLVED, that the Acting Borough Manager and Municipal Engineer prepare the contract documents as soon as possible and for the Mayor and Borough Clerk to execute the contracts. A Certification of Available Funds is attached and made part of this document; and

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to Andrew Holt, P.E., Borough Engineer and Tony's Concrete Construction Co.

The above Resolution was moved by

seconded by _____, voted and carried this

Roll Call: Ayes:
 Nays:
 Abstentions:

Kristine Blanchard, R.M.C.
Borough Clerk

**CERTIFICATION OF FUNDS BY THE
CHIEF FINANCIAL OFFICER**

Pursuant to Procedure No. 251, Local Finance Board
dated October 20, 1976, effective January 1, 1976

CONTRACT FOR: Beethoven Avenue Roadway and Drainage Improvement Project

RESOLUTION NUMBER:
66-2012

BOROUGH COUNCIL MEETING DATE:
3/20/2012

This is to certify that adequate funds for the within
referenced Contract are available in the Grant Fund

Budget Account

G-02-11-710-000-000

Bond Ordinance

\$119,526.95

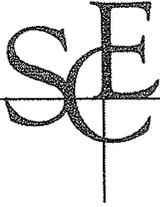
Amount



Natasha Turchan, C.F.O.

3/20/12

Date



March 13, 2012

Via Electronic Mail (kblanchard@washingtonboro-nj.org) and Regular Mail

Borough of Washington
100 Belvidere Avenue
Washington, New Jersey 07882

Attn.: Ms. Kristine Blanchard, RMC, Acting Borough Manager

Re: Borough of Washington, County of Warren, State of New Jersey
Beethoven Avenue Roadway and Drainage Improvements
Bid Recommendation and Report
Our Project No.: SCE-5479

Dear Ms. Blanchard:

On Friday, February 24, 2012, bids were received from four (4) bidders for the above-referenced project. Suburban Consulting Engineers, Inc. (SCE) performed a review of the bids which consisted of the evaluation of the bid prices provided by each bidder, as well as the N.J.S.A. 40:11-23.2 required documents, all of which have been provided. Attached is a copy of the bid summary sheet that indicates the four (4) bids received. Although all of the bids received exceeded our estimated amount, the difference between the bids received and our estimate appears to be due to a higher price for the furnishing and placement of asphalt, which was present in all four (4) bids received. The price of asphalt is known to vary seasonally, and the engineer's estimate was prepared in the fall of 2011 when the price of asphalt is typically lower. Therefore, SCE considers the bid pricing received to be competitive and consistent with recent industry pricing.

SCE has contacted a number of the low bidder's, Tony's Concrete Construction Co., references and received positive feedback from each. SCE also had a positive experience with Tony's Concrete in 2006 when they were awarded a curb, sidewalk and retaining wall project for the Borough of Mt. Arlington, where SCE serves as Borough Engineer.

In summary, we recommend award of the contract, in the amount of \$119,526.95, to Tony's Concrete Construction Co. of Newark, New Jersey. The Borough Purchasing Department and Attorney should also review the documents to confirm that everything is administratively complete.

Should you have any questions, please contact us.

Very truly yours,
Suburban Consulting Engineers, Inc.

Andrew S. Holt, P.E.
Borough Engineer

Enclosure

S:\Washington Borough - Warren Cty\5479 Beethoven Avenue\5479 Coorespondence\5479 ASH LTR Blanchard 03-13-12.doc

100 Valley Road, Suite 202 • Mount Arlington, New Jersey 07856 • Tel: (973) 398-1776 • Fax: (973) 398-2121

Summary of Bids

SUBURBAN CONSULTING ENGINEERS, INC.

BEETHOVEN AVENUE ROADWAY AND DRAINAGE IMPROVEMENTS

SCE - 5479

Municipality: BOROUGH OF WASHINGTON

County: WARREN

Item #	Description	Qty.	Unit	ENGINEER'S ESTIMATE		TONY'S CONCRETE CONSTRUCTION CO.		TOP LINE CONSTRUCTION		LEHIGH VALLEY SITE CONTRACTORS		HALE BUILT	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	MOBILIZATION	1	L.S.	\$5,000.00	\$5,000.00	\$3,000.00	\$3,000.00	\$8,000.00	\$8,000.00	\$4,435.00	\$4,435.00	\$4,300.00	\$4,300.00
2	SOIL EROSION AND SEDIMENT CONTROL MEASURES	1	L.S.	\$5,000.00	\$5,000.00	\$100.00	\$100.00	\$125.00	\$125.00	\$3,663.00	\$3,663.00	\$3,136.00	\$3,136.00
3	BREAKAWAY BARRICADE	2	UNIT	\$125.00	\$250.00	\$1.00	\$2.00	\$0.01	\$0.02	\$2.00	\$4.00	\$1.00	\$2.00
4	CONSTRUCTION IDENTIFICATION SIGN, 60" x 48"	1	UNIT	\$350.00	\$350.00	\$1.00	\$1.00	\$312.50	\$312.50	\$210.00	\$210.00	\$286.00	\$286.00
5	CONSTRUCTION IDENTIFICATION SIGN, 36" x 18"	2	UNIT	\$175.00	\$350.00	\$1.00	\$2.00	\$602.00	\$602.00	\$118.15	\$236.30	\$225.00	\$450.00
6	TRAFFIC CONE	20	UNIT	\$20.00	\$400.00	\$0.01	\$0.20	\$0.01	\$0.20	\$0.20	\$4.00	\$2.00	\$40.00
7	TRAFFIC DIRECTORS, FLAGGER	20	UNIT	\$75.00	\$1,500.00	\$65.00	\$1,300.00	\$14,000.00	\$14,000.00	\$112.30	\$2,246.00	\$110.00	\$2,200.00
8	CLEARING SITE	1	L.S.	\$5,000.00	\$5,000.00	\$11,000.00	\$11,000.00	\$14,000.00	\$14,000.00	\$19,211.00	\$19,211.00	\$19,500.00	\$19,500.00
9	DENSE GRADED AGGREGATE LEVELING COURSE, 6" THICK	750	S.Y.	\$8.00	\$6,000.00	\$11,000.00	\$8,250.00	\$17,000.00	\$12,750.00	\$7.85	\$5,887.50	\$22.00	\$16,500.00
10	CALCIUM CHLORIDE MIXING FULL DEPTH	1,575	GAL	\$2.00	\$3,150.00	\$5.35	\$8,418.75	\$17.45	\$27,288.75	\$1.65	\$2,598.75	\$1.60	\$2,520.00
11	ROADWAY RECLAMATION, 12" AVERAGE CUTTING DEPTH	1,575	S.Y.	\$3.00	\$4,725.00	\$15.00	\$23,625.00	\$6.90	\$10,867.50	\$9.80	\$15,502.50	\$16.00	\$25,200.00
12	HOT MIX ASPHALT 3.5M84 SURFACE COURSE, 1.5" THICK (TWO COURSES)	284	TONS	\$90.00	\$25,560.00	\$99.00	\$28,116.00	\$17,600.00	\$17,600.00	\$104.35	\$29,634.40	\$85.25	\$24,190.00
13	12" REINFORCED CONCRETE CULVERT PIPE, CLASS IV	22	L.F.	\$80.00	\$1,760.00	\$90.00	\$1,980.00	\$1,700.00	\$3,740.00	\$85.50	\$1,881.00	\$2,464.80	\$5,400.00
14	INLET, TYPE "B", TYPE "N" CURB PIECE	3	UNIT	\$1,500.00	\$4,500.00	\$1,200.00	\$3,600.00	\$1,700.00	\$5,100.00	\$2,496.70	\$7,490.10	\$2,300.00	\$6,900.00
15	RECONSTRUCTED INLETS, TYPE "B7", USING NEW CASTING, TYPE "N" CURB PIECE	67	S.Y.	\$30.00	\$2,010.00	\$38.00	\$2,546.00	\$44.10	\$2,956.70	\$63.20	\$4,234.40	\$51.00	\$3,417.00
16	HOT MIX ASPHALT DRIVEWAY, 3" THICK	226	S.Y.	\$75.00	\$16,950.00	\$66.00	\$14,916.00	\$14,800.00	\$3,348.00	\$69.50	\$15,687.00	\$55.00	\$12,430.00
17	CONCRETE SIDEWALK, 4" THICK	37	S.Y.	\$250.00	\$9,250.00	\$290.00	\$10,830.00	\$2,897.30	\$107,102.10	\$315.00	\$11,655.00	\$35.00	\$1,297.50
18	CONCRETE SIDEWALK, REINFORCED, 6" THICK	860	L.F.	\$20.00	\$17,200.00	\$18.00	\$15,480.00	\$150.00	\$12,900.00	\$18.90	\$16,342.00	\$36.00	\$30,960.00
19	DETECTABLE SIDEWALK, REINFORCED, 6" THICK	55	L.F.	\$100.00	\$5,500.00	\$275.00	\$15,125.00	\$19.25	\$1,058.75	\$7.35	\$404.25	\$20.00	\$1,100.00
20	CONCRETE VERTICAL CURB	3	UNIT	\$500.00	\$1,500.00	\$275.00	\$825.00	\$275.00	\$825.00	\$262.50	\$787.50	\$275.00	\$825.00
21	TRAFFIC STRIPING, WHITE, 24"	800	S.Y.	\$3.00	\$2,400.00	\$1.00	\$800.00	\$10.00	\$8,000.00	\$7.35	\$5,880.00	\$7.00	\$5,600.00
22	TOPSOILING, 4" THICK	800	S.Y.	\$3.00	\$2,400.00	\$1.00	\$800.00	\$0.30	\$240.00	\$1.15	\$920.00	\$2.50	\$2,000.00
23	FERTILIZING, SEEDING AND MULCHING, TYPE 1	800	S.Y.	\$3.00	\$2,400.00	\$1.00	\$800.00	\$0.30	\$240.00	\$1.15	\$920.00	\$2.50	\$2,000.00
24	FERTILIZING, SEEDING AND MULCHING, TYPE 1	800	S.Y.	\$3.00	\$2,400.00	\$1.00	\$800.00	\$0.30	\$240.00	\$1.15	\$920.00	\$2.50	\$2,000.00
				ENGINEER'S ESTIMATE		BID TOTAL		\$19,977.32		\$134,020.00		\$173,735.00	

ENGINEER'S TOTAL BASE ESTIMATE \$116,012.00

15% inspection and testing \$15,132.00

3-12-12

Date

Andrew S. Holt, NUPE Lic. No. 38554

RESOLUTION 76-2012
RESOLUTION AUTHORIZING SUBURBAN CONSULTING ENGINEERS
TO PERFORM CONTRACT ADMINISTRATION AND ENGINEERING OVERSIGHT FOR
THE BEETHVOEN AVENUE PROJECT NOT TO EXCEED \$10,000

WHEREAS, the Borough Council of the Borough of Washington received bids on February 24, 2012 for the Beethoven Avenue Reconstruction project; and

WHEREAS, on March 30, 2012 the Borough Engineer submitted a letter to Council outlining the cost oversight of the project; and

WHEREAS, the construction oversight and contract administration will be broken down as follows:

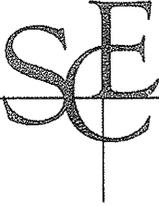
Construction Administration	\$2,500
Inspection	\$7,500
Total	\$10,000

WHEREAS, the construction administration of \$2,500 will be paid by the Borough of Washington – General Engineering; and

WHEREAS, the inspection fees of \$7,500 are reimbursable by the NJ DOT as part of the Beethoven Avenue Roadway Reconstruction grant; and

BE IT RESOLVED, that Suburban Consulting Engineers is authorized for contract administration and inspection as it relates to the Beethoven Avenue Roadway project in an amount not to exceed \$10,000; and

BE IT FURTHER RESOLVED, that copies of this resolution be forwarded to the Chief Financial Officer and Suburban Consulting Engineers.



We estimate the total project cost to be \$139,526.95. Of this amount, the Construction Costs in the amount of \$119,526.95 and Inspection Costs in the amount of \$7,500 (\$127,026.95 total) are eligible for reimbursement by the NJDOT under the grant funding. The NJDOT will also provide additional reimbursement should increased funding be required for construction and/or inspection activities up to the \$140,000 grant amount, provided that the total reimbursement requested for inspection services does not exceed 15 percent of the total construction costs. The Borough will only be responsible for payment of the additional \$2,500 for Construction Administration in addition to the \$10,000 already spent on the design of the project, as design and administration services are not eligible for reimbursement under the NJDOT Municipal Aid Grant Program.

If you should have any questions on the above, please do not hesitate to contact my office.

Very truly yours,
Suburban Consulting Engineers, Inc.

A handwritten signature in black ink, appearing to read 'A. S. Holt', is written over a faint, larger version of the signature.

Andrew S. Holt, PE, PP, CME
Borough Engineer

12,500



March 30, 2012

Via Electronic Mail (kblanchard@washingtonboro-nj.org) and Regular Mail

Borough of Washington
100 Belvidere Avenue
Washington, New Jersey 07882

Attn.: Ms. Kristine Blanchard,
Borough Clerk/Acting Borough Manager

Re: Borough of Washington, County of Warren, State of New Jersey
Beethoven Avenue Roadway and Drainage Improvements
Our File No.: SCE-5479

Dear Ms. Blanchard:

In March of 2011, the New Jersey Department of Transportation (NJDOT) awarded the Borough a grant in the amount of \$140,000 as part of their 2011 fiscal year Municipal Aid program. Following the receipt of the grant agreement, our office was authorized to prepare Contract Documents and Construction Plans for \$10,000 as part of our general engineering services for 2011. This also included coordinating with the Borough Manager to solicit public bids for the project. The project was then publicly bid twice, with no bids received in September of 2011 and four (4) bids received in February of 2012. Our March 13, 2012 bid report recommended award to the lowest bidder, Tony's Concrete Construction Company, whose bid price was \$119,526.95.

The Construction Phase Services will include the preparation of contract documents for execution by the awarded contractor. We will also submit the required award documents and the initial 75% grant reimbursement request to the NJDOT. Once construction activities have begun, our office will administer the contract and perform on-site inspections of improvements under construction. Administration services also will include the review and approval of shop drawings, coordination of the project schedule, processing of payment requests and further coordination with the NJDOT.

The following is our estimated cost for the performance of construction phase services on this project:

• Construction Administration	\$2,500.00
• Inspection	<u>\$7,500.00</u>
Total Cost Estimate	\$10,000.00

RESOLUTION # 74-2012

**RESOLUTION APPOINTING A MEMBER TO THE
SHADE TREE COMMISSION**

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

WHEREAS, the Borough of Washington, Warren County, New Jersey under this plan is directed and authorized to appoint a **Shade Tree Commission** in accordance with N.J.S.A. 40:64-2 et. seq.

BE IT RESOLVED, that the following named person is hereby appointed by the Mayor to serve as a member of the Shade Tree Commission for a term to expire 12/31/2016.

Suzanne Marr
Name

Roll Call: Ayes:
 Nays:
 Abstain:

Kristine Blanchard, RMC
Borough Clerk

DATE:

**BOROUGH OF WASHINGTON
COUNTY OF WARREN, STATE OF NEW JERSEY
CITIZEN INVOLVEMENT APPLICATION**

All citizens of the Borough of Washington interested in having their names considered for appointment, by the Borough Council, at such time as a vacancy occurs, on any committee where appointments are made by the Council or on any special committee created by the Council, should fill out this application and return it to the Borough Manager, 100 Belvidere Ave., Washington, New Jersey 07882 . Please note that fields below marked with ** are required.

NAME: ** TELEPHONE: Home **
ADDRESS ** Business
E-MAIL:

How long have you resided in Washington Borough Years Months

Educational level obtained (check one)

- | | |
|--|---|
| <input type="checkbox"/> High School Diploma | <input type="checkbox"/> Some college |
| <input type="checkbox"/> Associate Degree | <input checked="" type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> Master's Degree | <input type="checkbox"/> Doctorate Degree |

Educational Specialty or Field of Employment

Experience: Company Position Held Years of Service

Civic Involvement:

Organization Position Held Years of Service

Areas of Particular Interest in Local Government: (Check one or more)

- | | | |
|--|---|--|
| <input type="checkbox"/> Planning & Land Use Control | <input type="checkbox"/> Finance | <input checked="" type="checkbox"/> Recreation |
| <input type="checkbox"/> Education | <input type="checkbox"/> Fire | <input type="checkbox"/> Public Works |
| <input type="checkbox"/> Solid Waste | <input type="checkbox"/> Energy Conservation | <input type="checkbox"/> Public Safety |
| <input type="checkbox"/> Emergency Medical Assoc. | <input checked="" type="checkbox"/> Community Development | |
| <input type="checkbox"/> Sewers & Storm Drains | <input type="checkbox"/> General Government | <input type="checkbox"/> Communications |

Additional Information:

[Click here to save your application and send to the Borough](#)

Resolution 75-2012
Resolution to Close the Municipal Alliance Trust Fund

WHEREAS, the Borough of Washington in the County of Warren, State of New Jersey has a balance of \$2.79 in account Municipal Alliance Trust fund, and

WHEREAS, those funds are no longer required for Municipal Alliance program, and

WHEREAS, the Chief Financial Officer desired to close this bank account and move the balance to the Borough's Current Fund.

NOW, THEREFORE, BE IT RESOLVED that account Municipal Alliance in the Trust Fund be closed, and

BE IT FURTHER RESOLVED that the balance of \$2.79 be transferred to Current Fund.

Kristine Blanchard

From: Natasha Turchan [turchann@gmail.com]
Sent: Thursday, March 29, 2012 10:09 AM
To: Kristine Blanchard; bvanwhy@washingtonboro-nj.org
Subject: Resolution to close account

Kristine, attached is the resolution to close Municipal Alliance account in the trust Fund. This is an old account that pre-dates me. Per Municipal Alliance Coordinator, these funds are not required for the program. In order to close this account, we require resolution o the Governing Body authorizing closure of this account. Please present this ordinance for the consideration on April 3 meeting.

BILL LIST 4/3/12 SEWER

P.O. Type: All
 Format: Detail with Line Item Notes
 Range: 2-05-55-501-000-010 to 2-05-55-999-000-000
 Rcvd Batch Id Range: First to Last
 Department Page Break: No
 Received Date Range: 03/20/12 to 12/31/12
 Include Non-Budgeted: Y

Budget Account	Description	Amount	Stat/Chk	Enc Date	First Rcvd	Chk/Void	PO
P.O. Id	Item Vendor				Date	Date	Type

Fund: SEWER OPERATING FUND

2-05-55-501-000-011 SEWER OPERATING Full Time
 12-00371 1 WBPAY WASH. BOROUGH PAYROLL ACCOUNT SEWER S&W CHARGES-3/30/12 PAY 3,882.21 P 4434 03/27/12 03/27/12 03/27/12
 Tracking Id: 2560 Payroll (General) (Exempt)

Department Total:

3,882.21

2-05-55-502-000-023 Telephone
 12-00156 4 VERIZON VERIZON, INC. 3/16-4/15/12 689-3913-CENTEX 28.31 A 02/01/12 03/27/12
 Tracking Id: 3320 Telecommunications (General) (Exempt)

B

2-05-55-502-000-028 SEWER OPERATING Contractual SVCS
 12-00004 4 SUBCON SUBURBAN CONSULTING ENGINEERS 2/12-3/10/12 GENERAL SEWER 2,697.50 A 01/06/12 03/27/12 18238
 Tracking Id: 2790 Professional Services - Engineering (Non-Exempt)

C

12-00365 5 EDMUND EDMUNDS & ASSOCIATES, INC. 2012 SOFTWARE MAINT. - SEWER 579.00 A 03/22/12 03/30/12
 Tracking Id: 850 Computer Software Maintenance (Non-Exempt)

UTILITY
 PARTIAL PAYMENT APRIL-JUNE 2012

3,276.50

2-05-55-502-000-036 Office Supplies
 12-00081 1 QUILL QUILL CORPORATION STORAGE BOXES 40.69 A 01/12/12 03/30/12 9307604
 Tracking Id: 2430 Office Supplies (General) (Non-Exempt)
 12-00081 7 QUILL QUILL CORPORATION LASER CARTRIDGE-SEWER 68.39 A 01/12/12 03/30/12 9307604
 Tracking Id: 2430 Office Supplies (General) (Non-Exempt)
 12-00081 8 QUILL QUILL CORPORATION BLUE/BLACK PENS-SEWER 4.32 A 01/12/12 03/30/12 9307604
 Tracking Id: 2430 Office Supplies (General) (Non-Exempt)
 12-00081 13 QUILL QUILL CORPORATION YELLOW MARKERS-SEWER 2.16 A 01/12/12 03/30/12 9307604
 Tracking Id: 2430 Office Supplies (General) (Non-Exempt)

Budget Account P.O. Id Item Vendor	Description	Item Description	Amount	Stat/Chk	Enc Date	First Rcvd Date Date	Chk/Void Date	Invoice	PO Type
12-00081 17 QUILL Tracking Id: 2430	QUILL CORPORATION Office supplies (General) (Non-Exempt)	CALCULATOR RIBBONS-SEWER CALENDAR-DESK-SEWER	5.98	A	01/12/12	03/30/12		9307604	
12-00082 4 QUILL Tracking Id: 2430	QUILL CORPORATION Office supplies (General) (Non-Exempt)		4.99	A	01/12/12	03/30/12		9307587	

			126.53						
2-05-55-502-000-047	SEWER OPERATING State Fees/Permits								
12-00356 1 NJDEP Tracking Id: 2054	TREASURER-STATE OF NEW JERSEY AIR QUALITY PERMITTING PROGRAM Inter-Governmental (Exempt)		880.00	A	03/21/12	03/26/12		120285600	
12-00356 2 NJDEP Tracking Id: 2054	SEWER PLANT ODOR CONTROL PPCP97001 TREASURER-STATE OF NEW JERSEY AIR QUALITY PERMITTING PROGRAM Inter-Governmental (Exempt)		880.00	A	03/21/12	03/26/12		11784020	

			1,760.00						
2-05-55-502-000-071	SEWER OPERATING Utilities-Electricity								
12-00069 4 GPU Tracking Id: 3611	JCP&L Utilities - Electric (Exempt)	2/9-3/9/12 RAMAPO WAY	17.71	A	01/10/12	03/30/12			B
12-00069 5 GPU Tracking Id: 3611	JCP&L Utilities - Electric (Exempt)	1/20-2/20/12 KINNAWAN AVE	25.28	A	01/10/12	03/30/12			B
12-00069 6 GPU Tracking Id: 3611	JCP&L Utilities - Electric (Exempt)	1/25-2/17/12 S PROSPECT PUMP STATION	5.29	A	01/10/12	03/30/12			B

			48.28						
2-05-55-502-000-078	SEWER OPERATING Utilities-Water								
12-00066 4 NJWATR Tracking Id: 3615	NJ AMERICAN WATER CO. INC Utilities - Water (Exempt)	2/14-3/15/12 WATER-SEWER/ALVIN SLOAN	10.00	A	01/10/12	03/30/12			B
2-05-55-502-000-079	SEWER OPERATING Utilities-Natural Gas								
12-00023 4 ELIZG Tracking Id: 3612	ELIZABETHTOWN GAS Utilities - Gas (Exempt)	2/7-3/8/12 NATURAL GAS-ALVIN SLOAN	78.97	A	01/06/12	03/30/12			B
Department Total:			5,328.59						

Budget Account	Description	Item Description	Amount	Stat/Chk	Enc Date	First Rcvd	Chk/Void	Date	Invoice	PO
P.O. Id	Item Vendor									Type
		CAFR Total:	9,210.80							
		Fund Total: SEWER OPERATING FUND	9,210.80							
		Year Total:	9,210.80							

Total P.O. Items: 17 Total List Amount: 9,210.80 Total Void Amount: 0.00

Fund Description	Fund	Budget Total
SEWER OPERATING FUND	2-05	9,210.80

Total of All Funds: 9,210.80

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	First Rcvd	Chk/Void	1099
	Item Description						Date	Date	Date	Excl
	PARTIAL PAYMENT APRIL-JUNE 2012									
	2 2012 SOFTWARE MAINT.-TAX COLL. Tracking Id: 850 Computer Software Maintenance (Non-Exempt)		551.25	2-01-20-145-000-028	B TAX COLLECTION Contractual Svcs	A	03/22/12	03/30/12		N
	PARTIAL PAYMENT APRIL-JUNE 2012									
	3 2012 SOFTWARE MAINT-ELECTRONIC Tracking Id: 850 Computer Software Maintenance (Non-Exempt)		236.25	2-01-20-100-000-028	B GENERAL ADMIN Contractual Services	A	03/22/12	03/30/12		N
	REQUISITIONS									
	PARTIAL PAYMENT APRIL-JUNE 2012									
	4 2012 SOFTWARE MAINT-ANIMAL Tracking Id: 850 Computer Software Maintenance (Non-Exempt)		393.75	T-12-00-850-000-828	B Contractual Svcs	A	03/22/12	03/30/12		N
	LICENSING									
	REMAINING BALANCE APRIL-DEC 2012									
			2,008.25							
	Vendor Total:		2,008.25							
	EDTRAD EDWARD'S TRADING POST, INC.									
	12-00291 03/01/12 STAINLESS STEEL	B								
	2 STAINLESS STEEL PLATE Tracking Id: 1200 Equipment Maint & Repair (General) (Exempt)		53.00	2-01-26-290-000-026	B STREETS & ROADS Maint Other Equip	A	03/01/12	03/27/12	63151	N
	Vendor Total:		53.00							
	ELIZG ELIZABETHTOWN GAS									
	12-00022 01/06/12 NATURAL GAS USAGE	B								
	8 2/7-3/8/12 NATURAL GAS/MUN. Tracking Id: 3612 Utilities - Gas (Exempt)		1,733.02	2-01-31-446-000-000	B NATURAL GAS	A	01/06/12	03/27/12		N
	BLDG									
	9 2/7-3/8/12 NATURAL GAS/DPW Tracking Id: 3612 Utilities - Gas (Exempt)		600.18	2-01-31-446-000-000	B NATURAL GAS	A	01/06/12	03/27/12		N
	GARAGE									
	Vendor Total:		2,333.20							
	12-00062 01/10/12 NATURAL GAS - LIBRARY	B								
	4 2/7-3/8/12 NATURAL GAS-LIBRARY Tracking Id: 3612 Utilities - Gas (Exempt)		359.94	2-01-29-390-000-079	B MUNICIPAL LIBRARY Natural Gas	A	01/10/12	03/27/12		N

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount	Charge Account	Acct Type Description	Stat/Chk	First Rcvd	Chk/Void	1099
	Item Description						Enc Date Date	Date	Excl
	1 FENDERS FOR TRUCK #44	2-01-26-290-000-025	200.00	2-01-26-290-000-025	B STREETS & ROADS Vehicle Maint	A	03/09/12 03/27/12	44683	N
	Tracking Id: 310	Auto Parts & Accessories (Non-Exempt)							
	Vendor Total:		200.00						
	PRIORITY PRIORITY SIGN, INC.								
	12-00335 03/15/12 Close Escrow Acct.								
	1 Close Escrow Acct.#7760883319	T-13-00-697-000-000	10.25	T-13-00-697-000-000	B PRIORITY SIGN INC.	A	03/15/12 03/27/12		N
	Tracking Id: 1380	Escrow (Exempt)							
	Per Resolution #63-2012								
	Vendor Total:		10.25						
	QCLAB QC LABORATORIES								
	12-00305 03/07/12 SEASONAL CONTRACT 2012	B							
	2 SEASONAL CONTRACT 2012	T-16-00-858-000-830	754.00	T-16-00-858-000-830	B SWIMMING PROGRAM Testing	A	03/07/12 03/26/12	1386849	N
	Tracking Id: 2690	Pool Equipment (Non-Exempt)							
	WATER TESTING SERVICE FOR POOL								
	Vendor Total:		754.00						
	QUILL QUILL CORPORATION								
	12-00081 01/12/12 OFFICE SUPPLIES-SWR/TAX/FIN								
	2 STORAGE BOXES-TAXES	40.69 2-01-20-145-000-036	40.69	2-01-20-145-000-036	B TAX COLLECTION Office Supplies	A	01/12/12 03/30/12	9307604	N
	Tracking Id: 2430	Office Supplies (General) (Non-Exempt)							
	3 STORAGE BOXES-FINANCE	81.38 2-01-20-130-000-036	81.38	2-01-20-130-000-036	B FINANCIAL ADMIN Office Supplies	A	01/12/12 03/30/12	9307604	N
	Tracking Id: 2430	Office Supplies (General) (Non-Exempt)							
	4 CALCULATOR RIBBON-FINANCE	5.79 2-01-20-130-000-036	5.79	2-01-20-130-000-036	B FINANCIAL ADMIN Office Supplies	A	01/12/12 03/30/12	9307604	N
	Tracking Id: 2430	Office Supplies (General) (Non-Exempt)							
	5 LASER CARTRIDGE-FINANCE	68.40 2-01-20-130-000-036	68.40	2-01-20-130-000-036	B FINANCIAL ADMIN Office Supplies	A	01/12/12 03/30/12	9307604	N
	Tracking Id: 2430	Office Supplies (General) (Non-Exempt)							
	6 LASER CARTRIDGE-TAXES	68.40 2-01-20-145-000-036	68.40	2-01-20-145-000-036	B TAX COLLECTION Office Supplies	A	01/12/12 03/30/12	9307604	N
	Tracking Id: 2430	Office Supplies (General) (Non-Exempt)							
	9 BLUE/BLACK PENS-TAXES	4.33 2-01-20-145-000-036	4.33	2-01-20-145-000-036	B TAX COLLECTION Office Supplies	A	01/12/12 03/30/12	9307604	N
	Tracking Id: 2430	Office Supplies (General) (Non-Exempt)							
	10 BLUE/BLACK PENS-FINANCE	4.33 2-01-20-130-000-036	4.33	2-01-20-130-000-036	B FINANCIAL ADMIN Office Supplies	A	01/12/12 03/30/12	9307604	N
	Tracking Id: 2430	Office Supplies (General) (Non-Exempt)							
	11 YELLOW MARKERS-FINANCE	2.17 2-01-20-130-000-036	2.17	2-01-20-130-000-036	B FINANCIAL ADMIN Office Supplies	A	01/12/12 03/30/12	9307604	N

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	First Rcvd	Chk/Void	1099
Item Description								Date	Date	Excl
Tracking Id: 2430	Office Supplies (General) (Non-Exempt)									
12 YELLOW MARKERS-TAXES	2.16 2-01-20-145-000-036				B TAX COLLECTION Office Supplies	A	01/12/12	03/30/12	9307604	N
Tracking Id: 2430	Office Supplies (General) (Non-Exempt)									
14 INTER-OFFICE ENV-TAXES	35.99 2-01-20-145-000-036				B TAX COLLECTION Office Supplies	A	01/12/12	03/30/12	9307604	N
Tracking Id: 2430	Office Supplies (General) (Non-Exempt)									
15 STAPLE REMOVER-FINANCE	3.16 2-01-20-130-000-036				B FINANCIAL ADMIN Office Supplies	A	01/12/12	03/30/12	9307604	N
Tracking Id: 2430	Office Supplies (General) (Non-Exempt)									
16 STAPLE REMOVER-A & E	0.79 2-01-20-100-000-036				B GENERAL ADMIN Office Supplies	A	01/12/12	03/30/12	9307604	N
Tracking Id: 2430	Office Supplies (General) (Non-Exempt)									
18 CALCULATOR RIBBONS-TAXES	5.98 2-01-20-145-000-036				B TAX COLLECTION Office Supplies	A	01/12/12	03/30/12	9307604	N
Tracking Id: 2430	Office Supplies (General) (Non-Exempt)									
19 CALCULATOR RIBBONS-FINANCE	5.98 2-01-20-130-000-036				B FINANCIAL ADMIN Office Supplies	A	01/12/12	03/30/12	9307604	N
Tracking Id: 2430	Office Supplies (General) (Non-Exempt)									
	-----		329.55							
12-00082 01/12/12 2012 CALENDARS-DESK & WALL										
1 CALENDAR REFILL-TAX	10.99 2-01-20-145-000-036				B TAX COLLECTION Office Supplies	A	01/12/12	03/30/12	9317595	N
Tracking Id: 2430	Office Supplies (General) (Non-Exempt)									
2 CALENDAR-WALL-FINANCE	13.99 2-01-20-130-000-036				B FINANCIAL ADMIN Office Supplies	A	01/12/12	03/30/12	9307587	N
Tracking Id: 2430	Office Supplies (General) (Non-Exempt)									
3 CALENDAR-DESK-FINANCE	9.98 2-01-20-130-000-036				B FINANCIAL ADMIN Office Supplies	A	01/12/12	03/30/12	9307587	N
Tracking Id: 2430	Office Supplies (General) (Non-Exempt)									
	-----		34.96							
Vendor Total:			364.51							
SMIMOT SMITH MOTOR COMPANY, INC										
12-00248 02/23/12 VEHICLE PARTS & MAINTENANCE										
2 NUTS AND BOLTS	27.88 2-01-26-290-000-025				B STREETS & ROADS Vehicle Maint	A	02/23/12	03/23/12	211397	N
Tracking Id: 310	Auto Parts & Accessories (Non-Exempt)									
Vendor Total:			27.88							
HEALTH STATE OF NEW JERSEY PENSIONS A										
12-00295 03/05/12 JAN 2012 HEALTH BENEFITS										
1 JAN 2012 HEALTH BENEFITS	14,819.00 2-01-23-220-000-000				B GROUP HEALTH INSURANCE	P	31512 03/05/12	03/23/12 03/23/12		N

Vendor # Name	PO # PO Date Description	Item Description	Amount	Contract PO Type	Charge Account	Acct Type Description	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice	1099 Excl
12-00030	01/06/12	GENERAL SUPPLIES		B								
8	WD40, RACHET & SOCKET		28.47	2-01-26-290-000-030	B	STREETS & ROADS Materials/Supplies	A	01/06/12	03/27/12		040596	N
	Tracking Id: 580	Building Maint Equip & Supplies (Exempt)										
9	FASTENERS		5.40	2-01-26-290-000-030	B	STREETS & ROADS Materials/Supplies	A	01/06/12	03/27/12		040628	N
	Tracking Id: 580	Building Maint Equip & Supplies (Exempt)										
			33.87									
Vendor Total:			33.87									

Total Purchase Orders: 62 Total P.O. Line Items: 155 Total List Amount: 673,628.70 Total Void Amount: 0.00

Fund Description	Fund	Budget Total	Revenue Total
OPERATING FUND	1-01	20,503.37	0.00
OPERATING FUND	2-01	611,333.79	0.00
SEWER OPERATING FUND	2-05	3,882.21	0.00
	Year Total:	615,716.00	0.00
GENERAL CAPITAL FUND	C-04	2,050.00	0.00
ANIMAL CONTROL FUND	T-12	807.75	0.00
DEVELOPER'S ESCROW FUND	T-13	33,560.58	0.00
RECREATION TRUST	T-16	1,491.00	0.00
	Year Total:	35,859.33	0.00
	Total of All Funds:	673,628.70	0.00

72-2012

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: DPW Garage - Depositions . 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