

BOROUGH OF WASHINGTON, WARREN COUNTY, NJ
COUNCIL AGENDA
September 18, 2012
7:00 PM

STATEMENT OF ADEQUATE NOTICE:

ROLL CALL: Clerk will call the Roll

CORRESPONDENCE

Recreation Commission:	Periwinkle Plants
Lawrence Cohen Esq.:	Washington Square/Jade Acquisition Development

AUDIENCE:

Remarks, petitions, statements and testimony from guests

ORDINANCES:

REPORTS

1. CFO Report August 2012
2. Municipal Court Report August 2012
3. Highway Department August 2012
4. Police Activity 2012

COMMITTEE REPORTS

OLD BUSINESS:

1. Approval of Recreation By-laws – Amended for Background Checks (Article IV)

NEW BUSINESS:

1. Approval of Social Affairs ABC Permit for Jr. Streaks Cheering
– December 8 2012 Beefsteak Comedy Show

VOUCHERS:

List Attached

RECAP

COUNCIL REMARKS:

Remarks, Reports, Discussions

ADJOURNMENT: _____ P.M.



BOROUGH OF WASHINGTON

RECREATION DEPARTMENT

100 BELVIDERE AVENUE
WASHINGTON, NEW JERSEY 07882
TELEPHONE: 908-689-8290

9/6/2012

Dear Mayor and Council,

In 2011 there was some concern raised regarding the right field embankment at Borough Park that our former Recreation Director had covered with mulch in order to eliminate the task of routine maintenance, as it was very time consuming and not very safe due to the degree of the slope. If the mulch were to stay, we would still need to remove, and then replenish it approximately every 3 years due to decomposition. What I would like to propose, is an alternative that satisfies the need to reduce the maintenance on the slope but also provides a more permanent and attractive solution. I've spoken with Plant Farm Nursery in New Village and the owner has quoted me a price of \$3,600 to plant over 5000 Periwinkle (Vinca Minor) plants as a permanent groundcover (pictures attached). I have thoroughly researched this plant and it will do very well in that area. It is sun tolerant, noninvasive and self-planting, meaning that it spreads on its own, but will not choke out other plants like an English Ivy would. It is also an evergreen plant, meaning it will not lose its leaves in the winter and also produces small attractive flowers. Plant Farm also offers a 2 year guarantee on their plantings. Prior to planting in the spring, the area in question would be raked out by Recreation Employees and/or volunteers like myself (most of the existing mulch would actually remain per the nursery owner, to act as a weed preventer while maintaining moisture) and the evergreen shrubs would be trimmed to provide a more neat and even appearance. Eventually, if approved, this could be something we can consider along the Route 31 embankment as well, even if we do it in sections.

I ask that we may be allowed to utilize the same line item of funds we did in 2012 for the playground mulch to cover this cost in the spring. It truly is a worthy project that the Commission supports and it will definitely contribute to the beautification of Borough Park while enabling our limited maintenance resources to concentrate on other, higher priority tasks.

We hope that you consider our request and thank you for your consideration and continued support!

Victor Cioni

Recreation Chairman

JIM COURTER*
JOEL A. KOBERT*
LAWRENCE P. COHEN*
KEVIN M. HAHN
MICHAEL S. SELVAGGI^o
MICHAEL B. LAVERY
JOHN J. ABROMITIS
PARIS P. ELIADES
JOHN E. URSIN^o
HOWARD A. VEX*
JAMES F. MOSCAGIURI
DINA M. MIKULKA
KATRINA L. CAMPBELL^o
ROBERT B. MCBRIAR
RICHARD W. WENNER^o
DANA M. VAN LEUVEN

LAW OFFICES
COURTER, KOBERT & COHEN

A PROFESSIONAL CORPORATION

1001 ROUTE 517

HACKETTSTOWN, N. J. 07840

(908) 852-2600

FAX (908) 852-8225

WWW.CKCLAW.COM

35 SPARTA AVENUE
SPARTA, N. J. 07871
(973) 726-0555
FAX (973) 729-3809

23 CATTANO AVENUE
AT CHANCERY SQUARE
MORRISTOWN, N. J. 07960
(973) 285-1281
FAX (973) 285-0271

OF COUNSEL
SUDHA TIWARI KANTOR^o
ALLEN P. LANGJAHRT
PETER J. COSSMAN

* CERTIFIED BY THE
SUPREME COURT OF NEW JERSEY
AS A CIVIL TRIAL ATTORNEY
* MEMBER OF N. J. & D. C. BAR
^o MEMBER OF N. J. & PA. BAR
[†] MEMBER OF N. J., D. C. & HI. BAR
[†] MEMBER OF N. J., CA. & FL. BAR

September 13, 2012

Honorable Scott McDonald, Mayor
and Township Council Members
Borough of Washington
100 Belvidere Avenue
Washington, NJ 07882-1426

**Re: Washington Square/Jade Acquisition Development
Block 73.01, Lots 1-59; Block 73.02, Lots 1-42**

Dear Mayor McDonald and Council Members:

At our previous meeting, we were scheduled to return before you on Tuesday, September 18, 2012, to continue our discussion with reference to building permits on the above-captioned development. Since that time, on September 10, 2012, we appeared before the Planning Board and had an in-depth discussion of the pending situation dealing with the affordable housing units in the development, and the previous Resolution. The holding in the Courter decision, previously brought to the attention of the Council, was discussed in depth with the Board.

The applicant had requested that the Board, in light of the decision, accept the in lieu payments rather than to require construction of the affordable units on site. The Board set a special meeting for September 24, 2012, to make a decision on that request.

Since that decision will obviously have an effect on what, if any, future role the Borough Council has, I do not see a reason for us to appear at the Council meeting on September 18, 2012. Rather, if we have to appear, it would seem to make more sense to do that after the Planning Board decision on September 24, 2012.

Unless I hear from you otherwise, I will presume that we will not be appearing on the night of September 18, 2012.

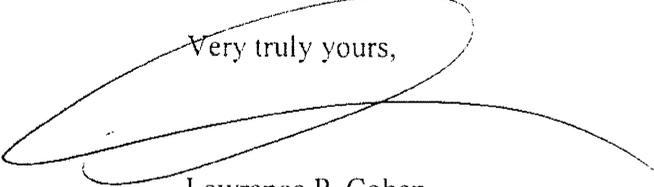
Honorable Scott McDonald, Mayor and Township Council Members

September 13, 2012

Page 2

Both myself and my clients appreciate your courtesies and cooperation in this matter.

Very truly yours,



Lawrence P. Cohen

LPC/clp

cc: Ray Rice (Via Email ray.rice@comcast.net)
Bill Hotz (Via Email hotzdevgrp@aol.com)
Jeff Weinflash (Via Email weinflash@landmarkcompanies.net)
Michael Gottlieb (Via Email gottlieb@landmarkcompanies.net)
Judith Kopen, Esq. (Via jkopen@gklegal.com)
Patricia Titus (Via Email ptitus@washingtonboro-nj.org)

Range of Accounts: 2-01-00-000-000
Type: Cash Activity

to 2-01-17-100-010
Includes Accounts with Zero Activity: N

Start Month: January
Year To Date As Of: 08/31/12

Start Year: 2012

Account No Description	Total	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2-01-08-103-000 Alcoholic Beverages	5184.00	0.00	144.00	0.00	0.00	0.00	0.00	0.00	5040.00	0.00	0.00	0.00	0.00
Department Total	5184.00	0.00	144.00	0.00	0.00	0.00	0.00	0.00	5040.00	0.00	0.00	0.00	0.00
2-01-08-104-000 Other Licenses	2145.00	0.00	1155.00	440.00	145.00	0.00	305.00	0.00	100.00	0.00	0.00	0.00	0.00
Department Total	2145.00	0.00	1155.00	440.00	145.00	0.00	305.00	0.00	100.00	0.00	0.00	0.00	0.00
2-01-08-105-000 Fees & Permits	10388.00	350.00	1905.00	1341.00	2090.00	255.00	2490.00	475.00	1482.00	0.00	0.00	0.00	0.00
Department Total	10388.00	350.00	1905.00	1341.00	2090.00	255.00	2490.00	475.00	1482.00	0.00	0.00	0.00	0.00
2-01-08-106-000 Uniform Fire Safety - LEA Rebate	7624.17	0.00	0.00	0.00	2976.02	0.00	505.05	0.00	4143.10	0.00	0.00	0.00	0.00
Department Total	7624.17	0.00	0.00	0.00	2976.02	0.00	505.05	0.00	4143.10	0.00	0.00	0.00	0.00
2-01-08-110-000 Municipal Court	43245.20	3688.42	6279.20	5030.62	7001.08	6428.84	4593.07	5843.91	4380.06	0.00	0.00	0.00	0.00
Department Total	43245.20	3688.42	6279.20	5030.62	7001.08	6428.84	4593.07	5843.91	4380.06	0.00	0.00	0.00	0.00
2-01-08-112-000 Interest & Costs on Taxes	75119.31	9966.85	15996.54	5639.17	6627.17	6536.32	10815.71	10878.63	8658.92	0.00	0.00	0.00	0.00
Department Total	75119.31	9966.85	15996.54	5639.17	6627.17	6536.32	10815.71	10878.63	8658.92	0.00	0.00	0.00	0.00
2-01-08-113-000 Interest on Invest & Deposit	2033.41	317.69	354.80	244.82	130.58	243.16	192.87	549.49	0.00	0.00	0.00	0.00	0.00
Department Total	2033.41	317.69	354.80	244.82	130.58	243.16	192.87	549.49	0.00	0.00	0.00	0.00	0.00

Account No Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2-01-08-118-000 Cable TV	0.00	20782.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Department Total	0.00	20782.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2-01-08-120-000 Animal Shelter	0.00	0.00	0.00	0.00	10108.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Department Total	0.00	0.00	0.00	0.00	10108.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2-01-08-121-000 General Capital Fund Balance	0.00	0.00	0.00	0.00	22000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Department Total	0.00	0.00	0.00	0.00	22000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2-01-08-125-000 Sale of Municipal Assets	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Department Total	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2-01-08-128-000 Fees & Permits - Additional	75.00	25.00	100.00	75.00	25.00	2075.00	3400.00	2800.00	0.00	0.00	0.00	0.00
Department Total	75.00	25.00	100.00	75.00	25.00	2075.00	3400.00	2800.00	0.00	0.00	0.00	0.00
CAFR Total	14397.96	46641.90	13295.61	19044.85	45596.32	20976.70	21147.03	26604.08	0.00	0.00	0.00	0.00
2-01-09-200-000 Consolidated Municipal Property Tax Reli	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28200.15	0.00	0.00	0.00	0.00
Department Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28200.15	0.00	0.00	0.00	0.00
2-01-09-202-000 Energy Receipts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	231181.20	0.00	0.00	0.00	0.00
Department Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	231181.20	0.00	0.00	0.00	0.00

Range of Accounts: 2-01-00-000-000 to 2-01-55-000-000-000
 Year To Date As Of: 08/31/12
 Incl Blank Line Between Accounts: Yes Cap Accounts Switch: Yes Include Requisitions: No Skip Zero Activity: Yes
 Department Page Break: No CAFR Control Totals: No Department Control Totals: No
 Budgeted = Adopted + Amended
 Net Expd/Reimb = Expended - Reimbursed
 Balance = Budgeted + Transfers - Encumber - Net Expended/Reimbrsd - Canceled (if any)
 %Used = (Net Expd/Reim + Encumber) / (Budgeted + Transfers - Cancel)
 Unexpended = Budgeted + Transfers - Net Expended/Reimbrsd - Canceled (if any)

Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Unexpended	Balance YTD	%Used
Final Budgeted		7,614,163.10	0.00	1,161,381.82	5,515,390.97	2,098,772.13	937,390.31	88
Final Non-Budgeted		0.00	0.00	0.00	0.00	0.00	0.00	0
Final Total		7,614,163.10	0.00	1,161,381.82	5,515,390.97	2,098,772.13	937,390.31	88

Borough of Washington Municipal Report
 Monthly Report

Category	Year to Date
<u>Added:</u>	
DWI	11
Moving	566
Parking	229
Indictable	219
Disorderly Person	79
All Other	173
<u>Disposed:</u>	
DWI	14
Moving	667
Parking	280
Indictable	50
Disorderly Person	98
All Other	180

Month: August 2012
 Respectfully Submitted: Jerilyn Harris C.M.C.A.

Borough of Washington Municipal Court
Monthly Financial Report

Washington Borough

Check #	Description	Current Month	Year to Date
1131	Tres, Warren County	\$ 2,351.50	\$ 12,466.26
1132	Tres, Borough of Washington Title 39	\$ 7,280.14 ✓	\$ 46,836.92
1133	Tres, Borough of Washington POAA	\$ 82.00 ✓	\$ 188.00
1134	Tres, State of NJ Judiciary	\$ -	\$ -
1138	Tres, County W & M	\$ 850.00	\$ 4,050.00
	Various Restitution	\$ 65.00	\$ 65.00
	Tres, State of NJ ACH	\$ 4,842.86	\$ 29,544.30
	Over Payments	\$ -	\$ -
	NJ Dept. of Environmental Protection	\$ -	\$ -
	Tres, Borough of Washington PD	\$ 200.00	\$ 200.00
	Tres, State of NJ W & M	\$ -	\$ -
	Tres, Borough of Washington, non-cashed checks	\$ -	\$ -

Month: August 2012
Respectfully Submitted: Jerilynn Harris C.M.C.A.

HIGHWAY DEPARTMENT
OVERVIEW FOR AUGUST 2012

This update details the work that has been completed in the month of August 2012.

First week of August

1. Two men were moving bleachers to the park pool in preparation for the swimming event.
2. One man was assigned to vehicle maintenance;
 - A. Repairing a transmission line on truck # 44
3. Two men were painting crosswalks the work included;
 - A. Belvidere Avenue
 - B. Green Street
 - C. Davis Street
 - D. New Street
 - E. Carlton Avenue
 - F. Warren Street
 - G. Stewart Street
 - H. State Street
 - I. North Lincoln Avenue
4. Two men were setting up barricades along South Wandling Avenue in preparation for a block party.

Second week of August

1. Two men were assigned to crosswalk painting the work included;
 - A. Grand Avenue
 - B. Prospect Street
 - C. Lambert Street
 - D. Wayne Street
 - E. Alvin Sloan Avenue
 - F. Miller Street
2. A number of borough owned properties were mowed.
3. One man was street sweeping the work included;
 - A. Prosper Way
 - B. McKinley Avenue
 - C. Fillmore Street
 - E. Adams Street
 - F. VanBuren Street
 - G. Grant Street
 - F. Jefferson Street
4. One man was sent to the library to remove a bee's nest.
5. Two men were assigned to returning the bleachers back to the high school and and Vara field.

Third week of August

1. Two men were painting crosswalks the work included;
 - A. South Wandling Avenue
 - B. South Lincoln Avenue
 - C. Broad Street
 - D. Hill Crest Avenue
 - E. Youmans Avenue
 - F. Alleger Street
 - G. Cornish Street
 - H. Mozart Avenue
 - I. Park Avenue
 - J. Railroad Avenue
 - K. Park Avenue
2. The library and the municipal building were mowed, weeded, trimmed.
3. The street sweeper had swept the following areas;
 - A. Lincoln Avenue
 - B. Grand Avenue
 - C. All Alleys
4. Two men were assigned to moving a garbage container from Washington Avenue and placing it on Broad Street.

Fourth week of August

1. Three men were patching roadways the work included;
 - A. Alleger Street
 - B. Presidential Drive
 - C. Sunrise Terrace
 - D. Oakwood Terrace
 - E. Oak Ridge Road
 - F. Prosper Way
 - G. School Street
 - H. Stewart Street
2. Two men were assigned to painting crosswalks the work included;
 - A. Flower Avenue
 - B. Presidential Drive
 - C. Taft Terrace
 - D. Harding Drive
 - E. Oakwood Terrace
 - F. Robin Road
 - G. Sunrise Terrace
 - H. Pickel Avenue
 - I. Valley View terrace
 - J. Elizabeth Avenue
3. Three men were painting the curb from Carlton Avenue to Kinnaman Avenue.

Goals in September

1. Roadway repair.
2. Street sign maintenance.
3. Brush chipping

Respectfully submitted,

John Burd
Supervisor Streets

WASHINGTON TOWNSHIP POLICE
DEPARTMENT

MONTHLY REPORT

2012

ACTIVITY	JULY
POLICE DISPATCHED INCIDENTS	2,583
TOTAL CRIMINAL INVESTIGATIONS	TOWNSHIP = 40
	BOROUGH = 60
	OXFORD = 9
TOTAL CRIMINAL ARREST	TOWNSHIP = 11
	BOROUGH = 24
	OXFORD = 2
TOTAL MOTOR VEHICLE CRASHES	TOWNSHIP = 13
	BOROUGH = 18
	OXFORD = 1
MOTOR VEHICLE STOPS/COMPLAINTS	576
MOTOR VEHICLE SUMMONS	TOWNSHIP = 79
	BOROUGH = 101
	OXFORD = 18
CRIMES TO ANOTHER'S PROPERTY	75
CDS /ALCOHOL INCIDENTS	44
DOMESTIC/FAMILY ISSUES	68
ALARMS	65
EMS/FIRE CALL	113
OTHER TYPES	1,610
PATROL MILE (APPROX.)	20,113

Recreation Commission Bylaws

Compiled by the body of Recreation Commissioners

Contents

Commission Bylaws	3
Article I: Commission Organization Structure, Roles and Responsibilities.....	3
Section 1: Appointment of Commission Members	3
Section 2: Election of the Officers	3
Section 3: Terms of office	4
Section 4: Voting.....	4
Subject to: Robert's Rules of Order	5
Section 5: Executive Committee Roles and Responsibilities	5
Section 6: Recreation Commissioners	6
Section 7: Removal of Recreation Commissioners.....	7
Section 8: Council Liaison, Ex Officio Member	8
Article 2: Recreation Director and Secretary Hiring, Roles and Responsibilities	9
Section 1: Hiring the Recreation Director and Secretary.....	9
Section 2: Recreation Director Qualifications	9
Section 3: Recreation Secretary Qualifications	10
Section 4: Recreation Department Roles	10
Section 5: Recreation Sub Committees	13
Section 6: Other Organizations.....	14
Article II: Meeting Schedule and Structure	14
Section 1: Annual Re-organization Meeting.....	14
Section 2: Regular Meetings Schedule	15
Section 3: Special Meetings.....	15
Section 4: Meeting Cancellation.....	15
Section 5: Order of Business.....	15

Section 6: Notice of Meeting 16

Article III: Communications 17

Section 1: Email 17

Article IV: Volunteer Background Checks..... 10

The Rules 21

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 Commission 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 body of Recreation Commissioners 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 Commission 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 Commission. Alternate members will only have the ability to vote when an absence or disqualification of a regular Commission 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 Commission 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 Commission 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 Commission. 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 Commission 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 Commission.

- 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 Commission, committee, commission, authority or other agency of one or more local units, shall be deemed vacant if a member of a Commission, 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 Commission 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 Commission 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 Commission 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 Commission 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 Commission 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 Commission 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 Commission each year and present to Mayor and Council a detailed report of projects/initiatives for that coming 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 Commission will approve the recommendation prior to presentation to Borough Council. These budget recommendations must be presented to the Commission 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 Commission, as applicable. Salaries of these hires will be commensurate with the salary ordinance of the Borough Washington.

- Provide the Commission 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 Commission 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..
- Will supply Mayor and Council an end of year report detailing expenses, revenues broken out by sports/event as well as a balance of Recreation Trust.
- Providing written reports summarizing the activities of the Recreation Department between Commission 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 Commission, 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 Commission 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 Commission 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 Commission may appoint a Commissioner to liaise with any organization so involved. The Commission 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 Commission 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 Commission 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 Commission 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 Commission 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
Chain Saw

Equipment Transfer Trailer

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.

Article IV: Background Checks

The Recreation Commission mandates that any Borough Sponsored event, activity or program or any 3rd party utilizing any Borough venue must provide a background check for anyone 18 years or older that is a coach, assistant coach for that event, program or activity. Any 3rd party must submit proof of background check, no more than 3 years old at the time of submission, prior to the start of their event, activity or program. Any person(s) that is in an officiating capacity for any Borough sponsored event, activity or program will be exempt from this provision, as long as the coach/assistant coach is present while that person is officiating

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

Fund Description	Fund	Budget Total
SEWER OPERATING FUND	2-05	78,140.90
Total of All Funds:		<u>78,140.90</u>

P.O. Type: All
 Format: Detail with Line Item Notes
 Range: 2-05-55-000-000-000 to 2-05-55-999-999-999
 Rcvd Batch Id Range: First to Last
 Department Page Break: No
 Print Alpha Capital/Trust, Alpha Grant, & Revenue Accts: N
 Open: N Void: N Paid: Y
 Held: N Aprv: Y Rcvd: Y
 Bid: Y State: Y Other: Y Exempt: Y
 Received Date Range: 09/06/12 to 12/31/12 Include Non-Budgeted: Y

Budget Account	Description	Item Description	Amount	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice	PO Type
Fund: SEWER OPERATING FUND									
2-05-55-501-000-011	SEWER OPERATING Fu]] Time								
12-00880	1 WBPAY WASH. BOROUGH PAYROLL ACCOUNT Sewer-9/14/12 payroll Tracking Id: 2560 Payroll (General) (Exempt)		3,882.21	A		09/11/12	09/13/12		
	Department Total:		3,882.21						
2-05-55-502-000-028	SEWER OPERATING Contractual SVCS								
12-00811	4 USEFLT VEOLIA WATER Tracking Id: 3712 Water & Wastewater Operations (Non-Exempt)		61,420.36	A		08/15/12	09/11/12	00019344	B
12-00811	5 USEFLT VEOLIA WATER Tracking Id: 3712 Water & Wastewater Operations (Non-Exempt)		2,083.33	A		08/15/12	09/11/12	00019344	B
	Department Total:		63,503.69						
	Department Total:		63,503.69						
Department: Sewer - Interest on Bonds									
2-05-55-522-000-000	Sewer - Interest on Bonds								
12-00834	2 ACDEP CHASE BANK Tracking Id: 971 Debt Service (Exempt)	2008 SEWER BONDS-INTEREST	10,755.00	A		08/23/12	09/13/12		
	Department Total: Sewer - Interest on Bonds		10,755.00						
	CAFR Total:		78,140.90						
	Fund Total: SEWER OPERATING FUND		78,140.90						
	Year Total:		78,140.90						

Total P.O. Items: 4 Total List Amount: 78,140.90 Total Void Amount: 0.00

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	Invoice	1099
													Excl
WBPAYD WASHINGTON BOROUGH PAYROLL DED	12-00882 09/11/12 FICA/Medic./DCRP-9/14/12 payr.		2,323.09		2-01-36-472-000-000	B SOCIAL SECURITY	P	5486	09/11/12	09/11/12	09/11/12		N
	1 Curr.-FICA 9/14/12 payroll	Social Security/Medicare											
	Tracking Id: 3193												
	2 Curr.-Medicare 9/14/12 payr.	Social Security/Medicare	543.31		2-01-36-472-000-000	B SOCIAL SECURITY	P	5486	09/11/12	09/11/12	09/11/12		N
	Tracking Id: 3193												
	3 Libr.-FICA - 9/14/12 payroll	Social Security/Medicare	106.01		2-01-29-390-000-090	B MUNICIPAL LIBRARY - Social security	P	5486	09/11/12	09/11/12	09/11/12		N
	Tracking Id: 3193												
	4 Library-Medicare 9/14/11 payr.	Social Security/Medicare	24.79		2-01-29-390-000-090	B MUNICIPAL LIBRARY - Social security	P	5486	09/11/12	09/11/12	09/11/12		N
	Tracking Id: 3193												
	5 DCRP-9/14/12 payroll	Social Security/Medicare	30.58		2-01-36-477-000-000	B DCRP	P	5486	09/11/12	09/11/12	09/11/12		N
	Tracking Id: 2571	PERS/DCRP											
			<u>3,027.78</u>										
	Vendor Total:		3,027.78										
WAONE WASHINGTON ONE STOP INC.	12-00007 01/06/12 PARK AND OR FIELD SUPPLIES												
	57 2-CYCLE OIL, W-30 OIL & EPOXY	Park & Playground Supplies (Non-Exempt)	8.68		T-16-00-858-000-814	B PARKS & PLAYGROUNDS Materials & Supplies A			01/06/12	09/11/12		042947	N
	Tracking Id: 2550												
	Vendor Total:		8.68										
Total Purchase Orders:			48	Total P.O. Line Items:	83	Total List Amount:	300,067.26	Total Void Amount:	0.00				

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
WBPAY WASH. BOROUGH PAYROLL ACCOUNT Continued										
12-00879 09/11/12 Curr.-cover payroll of 9/14/12 Continued										
3 Clerk-P.T. 9/14/12 payroll	62.50	2-01-20-120-000-012			B CLERK Part Time	P	5485 09/11/12	09/11/12	09/11/12	N
Tracking Id: 2560 Payroll (General) (Exempt)										
4 Fin. Adm.-P.T. 9/14/12 payroll	1,093.75	2-01-20-130-000-012			B FINANCIAL ADMINISTRATION-PART TIME	P	5485 09/11/12	09/11/12	09/11/12	N
Tracking Id: 2560 Payroll (General) (Exempt)										
5 Fin. Adm.-F.T. 9/14/12 payroll	2,788.25	2-01-20-130-000-011			B FINANCIAL ADMIN Full Time	P	5485 09/11/12	09/11/12	09/11/12	N
Tracking Id: 2560 Payroll (General) (Exempt)										
6 Tax Coll.-F.T. 9/14/12 payroll	3,392.63	2-01-20-145-000-011			B TAX COLLECTION Full Time	P	5485 09/11/12	09/11/12	09/11/12	N
Tracking Id: 2560 Payroll (General) (Exempt)										
7 Tax Assessment-P.T. 9/14 payr.	1,314.81	2-01-20-150-000-012			B TAX ASSESSMENT Part Time	P	5485 09/11/12	09/11/12	09/11/12	N
Tracking Id: 2560 Payroll (General) (Exempt)										
8 Planning Bd.-P.T. 9/14 payroll	155.32	2-01-21-180-000-012			B PLANNING BOARD Part Time	P	5485 09/11/12	09/11/12	09/11/12	N
Tracking Id: 2560 Payroll (General) (Exempt)										
9 Bd. of Adjust.-P.T. 9/14 payr.	21.00	2-01-21-185-000-012			B BOARD OF ADJ Part Time	P	5485 09/11/12	09/11/12	09/11/12	N
Tracking Id: 2560 Payroll (General) (Exempt)										
10 Local Code Enf.-P.T. 9/14 payr	792.25	2-01-22-195-000-011			B LOCAL CODE ENF Full Time	P	5485 09/11/12	09/11/12	09/11/12	N
Tracking Id: 2560 Payroll (General) (Exempt)										
11 Emerg. Mgmt.-P.T. 9/14/12 payr.	125.00	2-01-25-252-000-012			B EMERGENCY MGMT Part Time	P	5485 09/11/12	09/11/12	09/11/12	N
Tracking Id: 2560 Payroll (General) (Exempt)										
12 Fire & Sfty.-P.T. 9/14/12 payr	540.00	2-01-25-265-000-012			B FIRE & SAFETY CODE ENF Part Time	P	5485 09/11/12	09/11/12	09/11/12	N
Tracking Id: 2560 Payroll (General) (Exempt)										
13 Str. & Rds.-F.T. 9/14/12 payr.	13,363.04	2-01-26-290-000-011			B STREETS & ROADS Full Time	P	5485 09/11/12	09/11/12	09/11/12	N
Tracking Id: 2560 Payroll (General) (Exempt)										
14 Str. & Rds.-Seasonal-9/14 payr	1,061.50	2-01-26-290-000-013			B STREETS & ROADS Seasonal	P	5485 09/11/12	09/11/12	09/11/12	N
Tracking Id: 2560 Payroll (General) (Exempt)										
15 Shade Tree-P.T. 9/14/12 payr.	38.92	2-01-26-313-000-012			B SHADE TREE COMMISSION Part Time	P	5485 09/11/12	09/11/12	09/11/12	N
Tracking Id: 2560 Payroll (General) (Exempt)										
16 Animal Control-P.T. 9/14 payr.	419.08	2-01-27-340-000-012			B ANIMAL CONTROL Part Time	P	5485 09/11/12	09/11/12	09/11/12	N
Tracking Id: 2560 Payroll (General) (Exempt)										
17 Library-9/14/12 payroll	1,709.76	2-01-29-390-000-011			B MUNICIPAL LIBRARY Full Time	P	5485 09/11/12	09/11/12	09/11/12	N
Tracking Id: 2560 Payroll (General) (Exempt)										
18 Libr.-P.T. 9/14 payroll	140.00	2-01-29-390-000-012			B MUNICIPAL LIBRARY Part Time	P	5485 09/11/12	09/11/12	09/11/12	N
Tracking Id: 2560 Payroll (General) (Exempt)										
19 Recr.-Curr.-9/14/12 payroll	304.50	2-01-28-370-857-102			B RECREATION-COMMISSION EXP.-S&W-P.T.	P	5485 09/11/12	09/11/12	09/11/12	N
Tracking Id: 2560 Payroll (General) (Exempt)										
			32,260.19							

