

**MINUTES OF THE REORGANIZATIONAL MEETING HELD
JANUARY 2, 2013**

The Re-organizational Meeting of the Borough of Washington, Warren County, New Jersey was held in the Council Chambers of Borough Hall at 7:00 P.M.

Municipal Clerk Blanchard read the following Statement into the Record:

“The requirements of the ‘Open Public Meetings Law’ P.L. 1975, Chapter 231 have been satisfied in that adequate notice of this meeting has been published in the Star Gazette and posted on the Bulletin Board stating the time, place and purpose of the meeting as required by law.

Flag Salute was led by Municipal Clerk Blanchard.

SWEARING IN OF COUNCIL MEMBERS:

Scott McDonald
Richard Thompson
Ethel Conry

ROLL CALL:

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

Also Present: Kristine Blanchard, RMC Borough Manager/Clerk
Judy Kopen, Esq., Municipal Attorney

ELECTION OF DEPUTY MAYOR:

Councilman Higgins motioned to nominate Councilwoman Gleba as Deputy Mayor, seconded by Councilman Jewell.

Ayes 7, Nays: 0
Motion Carried

RESOLUTIONS:

Resolution #1-2013 – Temporary Budget

Resolution #1-2013 was moved on a motion made by Higgins, seconded by Gleba and adopted.

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

Ayes: 7, Nays: 0
Motion Carried

RESOLUTION #1-2013
A RESOLUTION PROVIDING FOR TEMPORARY
CURRENT FUND APPROPRIATIONS

WHEREAS, N.J.S.A. 40A: 4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2013 Budget, temporary appropriations should be made for the purpose and amount required in the manner and time therein provided; and

WHEREAS, the date of this resolution is within the first thirty days of January, 2013; and

WHEREAS, the total temporary appropriations in the 2013 budget, exclusive of any appropriations made for interest, and debt redemption charges, grants and capital improvements, is the sum of \$1,465,479.04; and

WHEREAS, 26.25% of the total appropriations in the 2012 Budget, exclusive of any appropriation made for interest and debt redemption charges, grants and capital improvements in said 2011 Budget is the sum of \$1,652,662.53

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey do hereby make the following temporary appropriations per the attached:

TOTAL APPROPRIATIONS WITHIN 26.25% LIMITATION	\$1,475,996.04
TOTAL CAPITAL AND DEBT SERVICE	\$841,047.59
TOTAL ALL TEMPORARY APPROPRIATIONS:	\$2,317,,043.63

GENERAL ADMIN SW	13,828.16
GENERAL ADMIN OE	6,457.50
MAYOR & COUNCIL Part Time	4,265.63
MAYOR & COUNCIL OE	1,854.56
CLERK SW	20,446.25
CLERK OE	3,386.25
FINANCIAL ADMIN SW	25,339.48
FINANCIAL ADMIN OE	3,937.50
AUDIT SERVICES	12,990.00
TAX COLLECTION SW	22,111.77

TAX COLLECTION OE	1,854.56
TAX ASSESSMENT SW	8,991.33
TAX ASSESSMENT OE	5,499.38
LEGAL OE	18,112.50
ENGINEERING	13,125.00
DOWNTOWN REDEV OE	-
PLANNING BOARD Part Time	998.06
PLANNING BOARD OE	2,713.55
BOARD OF ADJ Part Time	1,064.57
BOARD OF ADJ OE	1,460.38
LOCAL CODE ENF SW	6,559.61
LOCAL CODE ENF OE	472.50
P.E.O.S.H.A	
LIABILITY INSURANCE	115,770.00
GROUP HEALTH INSURANCE	54,862.50
UNEMPLOYMENT INSURANCE	1,706.25
POLICE DEPT OE	608,634.39
EMERGENCY MGMT Part Time	1,338.75
EMERGENCY MGMT OE	262.50
AID TO FIRE DEPT OE	8,746.24
AID TO VOL AMBULANCE OE	
FIRE & SAFETY CODE ENF SW	6,064.30
FIRE & SAFETY CODE ENF OE	1,207.50
FIRE HYDRANTS	18,112.50
STREETS & ROADS SW	111,404.05
STREETS & ROADS OE	28,438.46
SOLID WASTE COLLECTION	74,287.50
BUILDINGS & GROUNDS SW	3,234.09
BUILDINGS & GROUNDS OE	8,582.44
SHADE TREE COMMISSION SW	250.08
SHADE TREE COMMISSION OE	3,543.75
Municipal Services reimbursement	10,000.00
ANIMAL CONTROL Part Time	2,693.01
RECREATION SW - Part-Time	10,500.00
RECREATION OE	1,837.50
MUNICIPAL LIBRARY OE	45,313.55
CELEBRATION OF PUBLIC EVENTS	-
ELECTRICITY	14,175.00
TRAFFIC LIGHTS OE	21,393.75
TRAFFIC LIGHTS Street Lighting	525.00
TELEPHONE	5,250.00
WATER	3,150.00
NATURAL GAS	7,875.00
GASOLINE & DIESEL	6,037.50
SOLID WASTE DISPOSAL	45,517.50
PERS	
SOCIAL SECURITY	21,000.00
PFRS	-
DCRP	1,050.00

Municipal Alliance - State Share (DEDR)	10,517.00
Municipal Alliance - Local Share	1,958.00
MUNICIPAL COURT OE	43,714.39
PUBLIC DEFENDER - Legal Services	1,575.00
CAPITAL IMPROVEMENT	
BOND PRINCIPAL	470,000.00
PAYMENT OF BAN & CAPITAL NOTES	-
TAX ANTICIPATION NOTES - PRINCIPAL	-
TAX ANTICIPATION NOTES - INTEREST	21,000.00
INTEREST ON BONDS	310,344.59
INTEREST ON NOTES	-
GREEN TRUST LOAN PRIN & INTEREST	39,703.00
	-
RESERVE FOR UNCOLLECTED TAXES	

Total 2013 Temporary Budget **\$2,317,043.63**

Resolution #2-2013 – Temporary Budget for Municipal Sewer Utility

Resolution #2-2013 was moved on a motion made by Higgins, seconded by Jewell and adopted.

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

Ayes: 7, Nays: 0

Motion Carried

RESOLUTION #2-2013

**A RESOLUTION PROVIDING FOR TEMPORARY SEWER
UTILITY APPROPRIATIONS**

WHEREAS, N.J.S.A. 40A: 4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2013 Budget, temporary appropriations should be made for the purpose and amount required in the manner and time therein provided; and

WHEREAS, the date of this resolution is within the first thirty days of January, 2013; and

WHEREAS, the total temporary appropriations in the 2013 sewer utility budget, exclusive of any appropriations made for interest, and debt redemption charges, grants and capital improvements, is the sum of \$288,370.83.00; and

WHEREAS, 26.25% of the total appropriations in the 2012 Budget, exclusive of any

appropriation made for interest and debt redemption charges, grants and capital improvements in said 2012 Budget is the sum of \$291,932.77

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey do hereby make the following temporary appropriations per the attached:

TEMPORARY APPROPRIATIONS – 2013 SEWER UTILITY

Operations:

Salary and Wages	\$23,528.14
Other Expenses	\$263,136.45
Social Security	\$1,706.25

**TOTAL APPROPRIATIONS WITHIN
26.25% LIMITATION: \$288,370.83**

Capital and Debt Service

Bonds Principal	\$80,000.00
Bonds Interest	\$24,000.00
Environmental Trust / Fund Principal and Interest	\$871,831.44
Deferred Charges Unfunded	\$459,613.00

TOTAL CAPITAL AND DEBT SERVICE: \$1,435,444.44

TOTAL ALL TEMPORARY APPROPRIATIONS: \$1,723,815.27

Resolution #3-2013

Establishing a Cash Management Plan and Naming Official Depositories

Resolution #3-2013 was moved on a motion made by Gleba, seconded by Jewell and adopted.

Ayes: 7, Nays:0
Motion Carried

**RESOLUTION ESTABLISHING A CASH
MANAGEMENT PLAN AND NAMING OFFICIAL
CASH DEPOSITORIES**

WHEREAS, NJSA 40A: 5-14 mandates that a Governing body of a municipal corporation shall, by resolution passed by a majority vote of the full membership thereof, designate as a depository for its monies a bank or trust company having its

place of business in the state and organized under the laws of the United States or this state; and

WHEREAS, N.J.S.A. 40A: 5-15.1 amended by Chapter 148, P.L. 1997 established new requirements for the investment of public funds and adoption of a cash management plan for counties, municipalities and authorities; and

WHEREAS, the Borough Council of the Borough of Washington, County of Warren wish to comply with the above statutes;

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Washington, County of Warren adopts the following cash management plan, including the official depositories for the Borough of Washington, County of Warren for the period January 1, 2013 through December 31, 2013.

CASH MANAGEMENT PLAN OF THE
BOROUGH OF WASHINGTON,
COUNTY OF WARREN

I. STATEMENT OF PURPOSE

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S.A. 40A: 5-14 in order to set forth the basis for the deposits ("Deposits") and investment ("Permitted Investments") of certain public funds of the Borough of Washington, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN

- A. The plan is intended to cover all deposits and/or all investments of the funds of the Borough of Washington including but not limited to:

Current Fund

Payroll Trust Fund
Agency Account
Sewer Utility Revenue Account
Developers' Escrow Trust Funds
Municipal Court General Account
Municipal Court Bail Account
Open Space Accounts
General Capital Account
Sewer Capital Account
Regular Trust Accounts

III. DESIGNATION OF OFFICIALS AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN

The Chief Financial Officer (the "Designated Official") is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials of the Borough of Washington are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgement kept on file with such officials.

The Chief Financial Officer is further authorized to make interfund transfers between the Borough Funds as may be necessary from time to time. The Chief Financial Officer is authorized to make such transfers and/or any and all payments by wire transfer as necessary.

IV. DESIGNATION OF DEPOSITORIES

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

TD Bank
Sovereign Bank
Bank of America
PNC Bank
Wells Fargo
Investors Savings
The Depository Trust Company
Provident
Peapack Gladstone Bank
Money Market Investment Accounts and/or Certificates of Deposit
 Bank of America
 TD Bank

MBIA-Class Management Unit Trust
NJ ARM Program
NJ Cash Management Fund
PNC Bank
Valley National Bank
Millington Savings Bank
Provident
The Depository Trust Company
Investors Savings
Wells Fargo

All such depositories shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official(s) referred to in Section III above.

V. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL.

The following brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Official(s) of the Borough of Washington referred to in this Plan may deal for purposes of buying and selling securities identified in this Plan as Permitted investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official (s) referred to in Section III above.

Bank of America
TD Bank
MBIA-Class Management Unit Trust
NJ ARM Program
NJ Cash Management Fund
North Fork Bank
PNC Bank
Valley National Bank
Millington Savings Bank
Provident
The Depository Trust Company
Investors Savings
Wells Fargo

VI. AUTHORIZED INVESTMENTS

Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
- (2) Government money market mutual funds;
- (3) Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
- (4) Bonds or other obligations of the Local Unit or bonds or other obligations of the school districts of which the Local Unit is a part or within which the school district is located;
- (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
- (6) Local government investment pools;
- (7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L.1977, ch. 281 (C.52: 18A-90.4); or
- (8) Agreements for the repurchase of fully collateralized securities if:
 - (a) The underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
 - (b) The custody of collateral is transferred to a third party;
 - (c) The maturity of the agreement is not more than 30 days;
 - (d) The underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17: 19-41); and
 - (e) A master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms “governmental money market mutual fund” and “local government investment pool” shall have the following definitions:

Government Money Market Mutual Fund

An investment company or investment trust:

- (a) Which is registered with the Securities and Exchange Commission under the “Investment Company Act of 1940,” 15 USC sec. 80a-1 et seq., and operated in accordance with 17 CFR sec. 270.2a-7.
- (b) The portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; and
- (c) Which has:
 - (1) Attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
 - (2) Retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the “Investment Advisors Act of 1940,” 15 U.S.C. sec 80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.

Local Government Investment Pool

An investment pool:

- (a) Which is managed in accordance with 17 C.F.R. sec 270.2a-7;
- (b) Which is rated in the highest category by a nationally recognized statistical rating organization;
- (c) Which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities;
- (d) Which is in compliance with rules adopted pursuant to the “Administrative Procedure Act,” P.L. 1968, c.410 (c.52: 14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investment;
- (e) Which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected at the time of interest rate adjustment, to have a market value that approximates their par value, or net asset value; and
- (f) Which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management fund, or through the use of a National or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967

c.9 (C49: 3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in the U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government Securities.

VII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGEMENT OF RECEIPT OF PLAN.

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Borough of Washington, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Borough of Washington to assure that there is no unauthorized use of the funds or the Permitted Investments that involve Securities shall be executed by a "delivery versus payment" method to insure that such Permitted Investments are either received by the Borough of Washington or by a third party custodian prior to or upon the release of the Borough of Washington's funds.

To assure that all parties with whom the Borough of Washington deals either by way of Deposits or Permitted Investments are aware of the authority and the limits sets forth in the Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official(s)

VIII. REPORTING REQUIREMENTS

At the public meeting of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the governing body of the Borough of Washington a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the Borough of Washington as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.

- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- F. The fees incurred to undertake such Deposits or Permitted Investments.
- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Borough of Washington.

IX. TERM OF THE PLAN

This plan shall be effective January 1, 2013 through December 31, 2013. The Plan may be amended from time to time as necessary.

To the extent that any amendment is adopted by the Borough Council, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

Resolution #4-2013 – Tax Interest Rates

Resolution #4-2013 and Resolution #5-2013 were moved on a motion made by Higgins, seconded by Gleba and adopted.

Ayes: 7, Nays:0
Motion Carried

RESOLUTION 4-2013
INTEREST RATES- TAXES
N.J.S.A. 54:4-67:39

WHEREAS, municipal charges; namely taxes are payable in quarterly installments on **February 1st, May 1st, August 1st and November 1st** in each year, and installments become delinquent if not paid on or before those dates.

BE IT THEREFORE RESOLVED, that Council does hereby authorize an interest charge not to exceed eight (8%) percent per annum on the first \$1,500.00 of the delinquency and eighteen (18%) percent per annum on any amount in excess of

\$1,500.00 upon all delinquent installments; and

BE IT ALSO RESOLVED, that Council does hereby authorize a penalty to be charged to a taxpayer with a delinquency in excess of \$ 10,000.00 who fails to pay that delinquency prior to the end of the calendar year. The penalty so fixed shall not exceed six (6) percent of the amount of the delinquency.

BE IT FURTHER RESOLVED, that any installments received after the expiration of the grace period, and such grace period shall be the period starting with the second day and ending on the ten (10th) day of the month in which taxes are due, shall bear interest at the applicable interest rate from the original due date.

BE IT FURTHER RESOLVED, that the Tax Collector of the Borough of Washington is hereby authorized to conduct the annual sale of delinquent municipal charges; namely taxes for the Calendar Year of 2012.

RESOLUTION #5-2013
SEWER INTEREST RATES

WHEREAS, municipal charges, namely sewer are payable in monthly installments due on the 10th of the following month after billing, and the monthly installments becoming delinquent if not paid on or before those dates.

BE IT THEREFORE RESOLVED, that Council does hereby authorize an interest charge not to exceed eight (8%) percent per annum on the first \$1,500.00 of the delinquency and eighteen (18%) per annum on any amount in excess of \$1,500.00 upon all delinquent installments; and

BE IT ALSO RESOLVED, that Council does hereby authorize a penalty to be charged to a taxpayer with a delinquency in excess of \$10,000.00 who fails to pay that delinquency prior to the end of the calendar year. The penalty so fixed shall not exceed six (6%) percent of the amount of the delinquency.

BE IT FURTHER RESOLVED, that any installments received after the expiration of the grace period, and such grace period shall be the period starting with the second day and ending on the forty-fifth (45th) day after billing, shall bear interest at the applicable interest rate from the original due date.

BE IT FURTHER RESOLVED, that the Tax Collector of the Borough of Washington is hereby authorized to conduct the annual sale of delinquent municipal charges, namely sewer for the Calendar Year of 2012.

Resolution #6-2013 – Municipal Attorney

Resolution # 6-2013 was moved on a motion made with amendments by Jewell, seconded by Higgins and adopted.

Councilwoman Gleba requested that the following amendments be made to all professional resolution appointments:

WHEREAS, for budgetary purposes, the Borough Council of the Borough of Washington would like to have this contract reflect a not to exceed amount of (budgetary amount), excluding escrow-related services; and

WHEREAS, any additional work above and beyond the base for (professional services) shall be charged in accordance with the hourly fee schedule attached only if authorized by the Borough Council of the Borough of Washington; and

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

Ayes: 7 Nays:0

Motion Carried.

RESOLUTION 6-2013
AUTHORIZING 2012 PROFESSIONAL SERVICES CONTRACT WITH GEBHARDT
& KIEFER FOR MUNICIPAL ATTORNEY SERVICES

WHEREAS, the Borough Council of the Borough of Washington has a need to contract the services of a Municipal Attorney as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Purchasing Agent has certified that the costs of this contract may or will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, Gebhardt & Kiefer has submitted a proposal dated October 30, 2012 indicating they will provide the above-referenced services at the negotiated rates for 2013; and

WHEREAS, for budgetary purposes, the Borough Council of the Borough of Washington would like to have this contract reflect a not to exceed amount of \$38,000, excluding escrow-related services; and

WHEREAS, any additional work above and beyond the base for Municipal Attorney shall be charged in accordance with the hourly fee schedule attached only if authorized by the Borough Council of the Borough of Washington; and

WHEREAS, specifically regarding litigation, the hourly litigation fee will be \$155.00 per hour, not to exceed the 2013 budgeted amount unless authorized by the Borough Council of the Borough of Washington; and

WHEREAS, Gebhardt & Kiefer has completed and submitted a Business Entity Disclosure Certification which certifies that Gebhardt & Kiefer has not made any reportable contributions to a political or candidate committee in the Borough of Washington in the previous one year, and that the contract will prohibit the Gebhardt & Kiefer from making any reportable contributions through the term of the contract, and

WHEREAS, the Chief Financial Officer has certified to the Borough Clerk that funds are available in the following budget account:

3-01-20-155-000-027

NOW THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Washington to enter into a contract with Gebhardt & Kiefer as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

BE IT FURTHER RESOLVED, that copies of this resolution be forwarded to the Chief Financial Officer and Gebhardt & Kiefer.

ATTORNEY COMPENSATION OPTIONS

A. Option 1: Retainer-One Monthly Meeting

Travel to and attendance at one regularly scheduled governing body meeting until 10:30 p.m., after which billing will be hourly; preparation for all regularly scheduled governing body meetings including, review of agendas for regular scheduled governing body meetings and all files; conferences with municipal officials regarding day to day municipal issues; preparation of simple ordinances and resolutions ("retainer work"). Does not include sewer and water department matters, escrow, litigation and complex legal projects such as complex ordinance or resolution preparation or special projects of a complex nature ("complex legal matters"). Prior to the Law Firm billing complex legal matters on an hourly basis, the Law Firm will secure permission from municipality.

Gebhardt & Kiefer, PC, will be paid ~~\$44,420~~ ^{38,000 per Email} for all retainer work.

All non-retainer services will be billed by Gebhardt & Kiefer, P.C. at \$155.00 per hour, plus costs and disbursements.

A. Option 2: Retainer-Two Monthly Meetings

Travel to and attendance at two regularly scheduled governing body meeting until 10:30 p.m., after which billing will be hourly; preparation for all regularly scheduled governing body meetings including, review of agendas for regular scheduled governing body meetings and all files; conferences with municipal officials regarding day to day municipal issues; preparation of simple ordinances and resolutions ("retainer work"). Does not include sewer and water department matters, escrow, litigation and complex legal projects such as complex ordinance or resolution preparation or special projects of a complex nature ("complex legal matters"). Prior to the Law Firm billing complex legal matters on an hourly basis, the Law Firm will secure permission from municipality.

Gebhardt & Kiefer, PC, will be paid \$51,860 for all retainer work.

All non-retainer services will be billed by Gebhardt & Kiefer, P.C. at \$155.00 per hour, plus costs and disbursements.

B. Option 3: Hourly

The Law Firm will be paid for all services hourly at \$155.00 for all legal services plus costs and expenses.



BOROUGH MANAGER

MEMORANDUM

TO: Mayor and Council
FROM: K Blanchard
DATE: December 27, 2012
SUBJECT: Determination of Value (Municipal Attorney – 2013)

It has been determined that the value of the above referenced purchase will cause us to spend more than \$17,500 in aggregate with this vendor during the previous twelve (12) months.

Gebhardt & Kiefer
1318 Route 31
P.O. Box 4001
Clinton, NJ 08809

[E-mail](#)[Compose](#)[Addresses](#)[Folders](#)[Options](#)[Sign Out](#)[Forward](#)[Forward as Attachment](#)[Reply](#)[Reply All](#)[Message List](#)[Unread](#)[Delete](#)

Subject: FW: BOW Legal Retainer
From: "Kristine Blanchard" <kblanchard@washingtonboro-nj.org>
Date: Wed, January 23, 2013 9:17 am
To: chowley@washingtonboro-nj.org
Priority: Normal
Options: [View Full Header](#) | [View Printable Version](#) | [Download this as a file](#) | [View Message Details](#) | [Add to Address Book](#) | [View as HTML](#)

This is the information Jeanine is referring to

From: Richard Cushing [mailto:RCushing@GKLEGAL.COM]
Sent: Sunday, January 20, 2013 7:26 AM
To: Kristine Blanchard
Subject: RE: BOW Legal Retainer

agreed and \$155 per hour for hourly. U sent us contract which I signed

From: Kristine Blanchard [mailto:kblanchard@washingtonboro-nj.org]
Sent: Thursday, January 17, 2013 11:41 AM
To: Richard Cushing
Subject: BOW Legal Retainer

Hi Dick,

Hope you're doing well!

Can you send me an email to confirm what we discussed in early January regarding the legal retainer for 2013 - \$38,000.

Thanks

Kristine

Kristine Blanchard

Borough Manager/Borough Clerk

Borough of Washington

Resolution #7-2013 Municipal Public Defender

Resolution #7-2013 was moved on a motion made with amendments by Gleba, seconded by Torres and adopted.

Ayes: 6 , Nays: 0
Abstentions: (1) Higgins
Motion Carried

RESOLUTION 7-2013
AUTHORIZING 2013 PROFESSIONAL SERVICES CONTRACT WITH WINEGAR,
WILHELM, GLYNN & ROEMERSMA FOR MUNICIPAL PUBLIC DEFENDER
SERVICES

WHEREAS, the Borough Council of the Borough of Washington has a need to contract the services of a Municipal Public Defender as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Purchasing Agent has certified that the costs of this contract may or will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, for budgetary purposes, the Borough of Washington would like to have this contract reflect a not to exceed amount of \$200 per case.

WHEREAS, Winegar, Wilhelm, Glynn & Roemersma has completed and submitted a Business Entity Disclosure Certification which certifies that Winegar, Wilhelm, Glynn & Roemersma has not made any reportable contributions to a political or candidate committee in the Borough of Washington in the previous one year, and that the contract will prohibit the Winegar, Wilhelm, Glynn & Roemersma from making any reportable contributions through the term of the contract, and

WHEREAS, the Chief Financial Officer has certified to the Borough Clerk that funds are available in the following budget account:

3-01-43-495-000-027

NOW THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Washington to enter into a contract with Winegar, Wilhelm, Glynn & Roemersma as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

BE IT FURTHER RESOLVED, that copies of this resolution be forwarded to the Chief Financial Officer and Winegar, Wilhelm, Glynn & Roemersma.



MEMORANDUM

TO: Mayor and Council

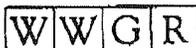
FROM: K. Blanchard

DATE: December 18, 2012

SUBJECT: Determination of Value (Municipal Public Defender – 2013)

It has been determined that the value of the above referenced purchase will cause us to spend more than \$17,500 in aggregate with this vendor during the previous twelve (12) months.

Winegar, Wilhelm, Glynn & Roemersma
305 Roseberry Street
P.O. Box 800
Phillipsburg, NJ 08865



WINEGAR, WILHELM, GLYNN & ROEMERSMA

Attorneys at Law

A PROFESSIONAL CORPORATION



P.O. BOX 800
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ALLENTOWN, PA
 (610) 776-1501

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(RESPOND TO PHILLIPSBURG OFFICE)

DENNIS W. WINEGAR*†
 SCOTT M. WILHELM*†
 BRIAN A. ROEMERSMA*†

JASON D. BRIEL*†
 JENNIFER L. TOTM*†
 LINDA B. MAALOUF*†

OF COUNSEL:
 THOMAS S. FERGUSON*†
 EDWARD J. GLYNN* (Retired)

*LICENSED IN NJ
 †LICENSED IN PA

‡Certified by the Supreme Court of New Jersey
 as a Matrimonial Law Attorney

§Certified by the Supreme Court of New Jersey
 as a Workers' Compensation Law Attorney

December 13, 2012

VIA FACSIMILE TO (908) 689-9485

Kristine Blanchard, R.M.C.
 Washington Borough Municipal Court
 100 Belvidere Avenue
 Washington, NJ 07882

RE: Washington Borough Public Defender

Dear Ms. Blanchard:

Pursuant to your request, please be advised that my fee for the Washington Borough Public Defender shall be \$200.00 per case with the option to request a supplemental fee in extraordinary cases. This rate has been in place since 2009.

If you should have any questions concerning this matter, please do not hesitate to contact my office.

Very truly yours,


 Scott M. Wilhelm
 SMW/lk

Resolution #8-2013 – Municipal Auditor

Resolution #8-2013 was moved on a motion made with amendments by Higgins, seconded by Torres and adopted.

Ayes: 7, Nays:0
Motion Carried

RESOLUTION 8-2013
AUTHORIZING 2013 PROFESSIONAL SERVICES CONTRACT WITH FERRAIOLI,
WIELKOTZ, CERULLO & CUVA FOR MUNICIPAL AUDITING SERVICES

WHEREAS, the Borough Council of the Borough of Washington has a need to contract the services of a Municipal Auditor as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Purchasing Agent has certified that the costs of this contract may or will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, Ferraioli, Wielkocz, Cerullo & Cuva has submitted a proposal dated October 1, 2012 indicating they will provide the above-referenced services at the rates listed in their fee schedule for 2013 (attached); and

WHEREAS, for budgetary purposes, the Borough Council of the Borough of Washington would like to have this contract reflect a not to exceed amount of \$25,850.00; and

WHEREAS, any additional work above and beyond the base for Municipal Auditor shall be charged in accordance with the hourly fee schedule (attached) only if authorized by the Borough Council of the Borough of Washington; and

WHEREAS, Ferraioli, Wielkocz, Cerullo & Cuva has completed and submitted a Business Entity Disclosure Certification which certifies that Ferraioli, Wielkocz, Cerullo & Cuva has not made any reportable contributions to a political or candidate committee in the Borough of Washington in the previous one year, and that the contract will prohibit the Ferraioli, Wielkocz, Cerullo & Cuva from making any reportable contributions through the term of the contract, and

WHEREAS, the Chief Financial Officer has certified to the Borough Clerk that funds are available in the following budget account:

3-01-20-135-000-028

NOW THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Washington to enter into a contract with Ferraioli, Wielkocz, Cerullo & Cuva as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

BE IT FURTHER RESOLVED, that copies of this resolution be forwarded to the Chief Financial Officer and Ferraioli, Wielkotz, Cerullo & Cuva.

COST PROPOSAL

At Ferraioli, Wielkatz, Cerullo & Cuva, P.A. the concept of "quality service" includes the concept of "reasonable costs". This does not mean that we cut corners in the quality of our work, but rather that we use methods that promote the greatest efficiency in the conduct of our audit.

We have developed a fixed fee proposal for the following services:

- Annual Audit of the Financial Statements of the Borough of Washington, assist with the preparation of the budget, assist with preparation of Annual Debt Statement, and assist with preparation of the Annual Financial Statement. \$25,850.00

We will submit periodic billings along with progress reports which will note the audit work completed to date and the work remaining. Should additional professional services be required, estimated costs for each project will be prepared in advance and approved by both parties. The hourly rates for any additional services are as follows:

<u>Personnel</u>	<u>Standard Rate</u>
Partner	\$135.00
Manager	100.00
Senior	85.00
Staff	60.00
Administrative	55.00

If the Borough is required to file a Secondary Market Disclosure, the fee for compiling that data is \$2,200. Our fee would be \$7,500 for any work with bond anticipation notes, such as preparation of the preliminary official statement and final offering statement, mailing out the offering statement, various conferences with banks and underwriters, sizing the issue, and attending the sale. Our fee would be \$15,000 for any services rendered in regards to the permanent financing of bonds, if necessary, which would include sizing the issue, preparation of the preliminary offering statement, attendance at the opening of bids, preparing the closing documentation and conducting the review of the various rating agencies and insurance providers.

Accordingly, we will submit requests for partial payments as the work progresses.

Through written and personal communication, Ferraioli, Wielkatz, Cerullo & Cuva, P.A. will ensure that the audit plans are followed, deadlines are met, and the issues related to reporting, internal control, and other important matters are discussed and interpreted in a timely manner from the broadest perspective.





MEMORANDUM

TO: Mayor and Council

FROM: K. Blanchard

DATE: December 18, 2012

SUBJECT: Determination of Value (Municipal Auditor – 2013)

It has been determined that the value of the above referenced purchase will cause us to spend more than \$17,500 in aggregate with this vendor during the previous twelve (12) months.

Ferraioli, Wielkottz, Cerullo & Cuva
100B Main Street
Newton, NJ 07860

Resolution #9-2013 – Establishing Meetings for the Year of 2013

Resolution #9-2013 was moved on a motion made by Torres, seconded by Jewell and adopted.

Ayes:7, Nays:0
Motion Carried

RESOLUTION 9-2013
OPEN PUBLIC MEETINGS ACT

WHEREAS, pursuant to the Open Public Meetings Act, P.L. 1975, C.231, the Borough of Washington is required to file and post certain notices of public meetings of the Common Council of the Borough of Washington; and

WHEREAS, among the obligations imposed upon the Borough of Washington is the obligation to file the said notices with the newspaper of general circulation circulating in the Borough of Washington; and

WHEREAS, a schedule of regular meetings must be prepared, posted and filed within (7) seven days of the date of the annual reorganization meeting of the Common Council.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Common Council of the Borough of Washington, County of Warren, State of New Jersey, that the **Star Gazette**, a newspaper published in the Town of Hackettstown, and circulating in the Borough of Washington and the **Express Times**, a newspaper published in the Town of Easton, be designated as the newspapers to which all notices of regular and special meetings of the Common Council shall be transmitted, pursuant to the provisions of the Open Public Meetings Act, P.L. 1975 C. 231.

BE IT FURTHER RESOLVED, by the Authority aforesaid that a copy of the attached **Schedule of Regular Meetings** be furnished to any member of the public requesting same, upon the payment by such person of the sum of \$1.00 to the Borough of Washington, said charge to cover the cost of duplicating the same and the administrative expense of compliance with the request, all as required by the Open Public Meeting Act.

SCHEDULE OF 2013 REGULAR MEETINGS

BOROUGH OF WASHINGTON, WARREN COUNTY, NEW JERSEY

Council Chambers 7:00 pm

REGULAR MEETINGS:

January 2, 2013	July 2, 2013
January 15, 2013	July 16, 2013
February 5, 2013	August 6, 2013
February 19, 2013	August 20, 2013
March 5, 2013	September 3, 2013
March 19, 2013	September 17, 2013
April 2, 2013	October 1, 2013
April 16, 2013	October 15, 2013
May 7, 2013	November 6, 2013 **
May 21, 2013	November 19, 2013
June 5, 2013 **	December 3, 2013
June 18, 2013	December 17, 2013

Official Action May be Taken

** Wednesday Meeting

ORGANIZATIONAL MEETING: January 7, 2014**

Any business that requires Council consideration and action at a particular meeting must be in the Borough Manager's or the Borough Clerk's office no later than the close of business on Thursday preceding the meeting date.

Resolution #10-2013– Planning Board – Class III Member (Council Member)

Resolution #10-2013 was moved on a motion made by Higgins, seconded by Jewell and adopted.

Ayes: 7 , Nays:0
Motion Carried

RESOLUTION 10-2013
PLANNING BOARD – COUNCIL MEMBER
CLASS III MEMBER

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

WHEREAS, under this plan the Mayor is directed and authorized to appoint certain members of the Planning Board.

BE IT RESOLVED, that a Council Representative, **Class III Member** hereby is appointed to serve.

Name
Ethel Conry

Term to expire on **January 1, 2014.**

Resolution #11-2013
Appointment by Mayor– Planning Board –
Class II Member (Employee Member)

Resolution #11-2013 was moved on a motion made by Gleba, seconded by Conry and adopted.

Ayes: 4, Nays:0
Abstentions: (3) Jewell, Thompson, Higgins
Motion Carried

APPOINTMENT 11-2013
PLANNING BOARD – EMPLOYEE MEMBER
CLASS II MEMBER

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

WHEREAS, under this plan the Mayor is directed and authorized to appoint certain members of the Planning Board.

BE IT RESOLVED, that a Borough Official, **Class II Member** hereby is appointed to serve.

Rick Monus

**Resolution #12-2013 –
Business Improvement District –
Council Board Member**

Resolution #12-2013 was moved on a motion made by Higgins, seconded by Jewell and adopted.

Ayes:7 , Nays:0
Motion Carried.

**RESOLUTION 12-2013
BUSINESS IMPROVEMENT DISTRICT
BOARD MEMBER - COUNCIL REPRESENTATIVE**

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

WHEREAS, under this plan the Mayor of the Borough is to appoint a Council member to the Business Improvement District Board with the consent of the Borough Council; and

WHEREAS, the Mayor and Council have designated the following person their appointee;

NOW, THEREFORE, BE IT RESOLVED, that the following named person is appointed to the BID BOARD for a term ending **1/01/2014**

Jeanine Gleba

**Resolution #13-2013 –
Resolution to Join (Renew) Membership in the Statewide Insurance Fund and
Designating the Borough Manager as the Statewide Insurance Fund Commissioner
for the Year 2013 and the CFO as Alternate Insurance Fund Commissioner**

Resolution #13-2013 was moved on a motion made by Torres, seconded by Jewell and adopted.

Ayes: 7, Nays:0
Motion Carried.

Resolution 13-2013
STATEWIDE INSURANCE FUND
RESOLUTION APPOINTING FUND COMMISSIONER

WHEREAS, Washington Borough (hereinafter "Local Unit") is a member of the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Fund's Bylaws require participating members to appoint a Fund Commissioner;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the that Kristine Blanchard is hereby appointed as the Fund Commissioner for the Local Unit; and

BE IT FURTHER RESOLVED that Natasha Turchan is hereby appointed as the Alternate Fund Commissioner for the Local Unit; and

BE IT FURTHER RESOLVED that the Local Unit's Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

Resolution #14-2013-
Appointing Risk Manager Consultant for the Year 2013

Resolution #14-2013 was moved on a motion made by Higgins, seconded by Torres and adopted.

Ayes: 7, Nays: 0
Motion Carried

Resolution 14-2013
RESOLUTION APPOINTING RISK MANAGEMENT CONSULTANT

WHEREAS, Washington Borough (hereinafter "Local Unit") has joined the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the “Fund”; and

WHEREAS, the Local Unit has complied with relevant law with regard to the appointment of a Risk management Consultant; and

WHEREAS, the “Fund” has requested its members to appoint individuals or entities to that position; and

NOW, THEREFORE, BE IT RESOLVED by the governing body of “Local Unit”, in the County of Warren and State of New Jersey, as follows:

1. Washington Borough hereby appoints D&H Alternative Risk Solutions, Inc. its local Risk Management Consultant.
2. The Borough Manager (*authorized representative of the public entity*) and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant’s Agreement for the year 2013 in the form attached hereto.

**2013 FUND YEAR
STATEWIDE INSURANCE FUND**

RISK MANAGEMENT CONSULTANT’S AGREEMENT

THIS AGREEMENT entered into this 2nd day of January 2013, among the Statewide Insurance Fund (“FUND”), a joint insurance fund of the State of New Jersey, Washington Borough (“MEMBER”) and D&H Alternative Risk Solutions, Inc. (“CONSULTANT”) through a fair and open process, pursuant to N.J.S.A.19:44A-20.4.

WHEREAS, the CONSULTANT has offered to the MEMBER professional risk management consulting services as required by the Bylaws of the FUND; and

WHEREAS, the CONSULTANT has advised the FUND that he/she is familiar with the terms, conditions and operations of the FUND; and

WHEREAS, the MEMBER desires these professional services from the CONSULTANT; and

WHEREAS, the MEMBER has complied with relevant law in regard to the appointment of a Risk Management Consultant; and

WHEREAS, the Bylaws of the FUND require that members engage a CONSULTANT and that the CONSULTANT comply with certain requirements set forth therein.

NOW, THEREFORE, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

1. For and in consideration of the amount stated hereinafter, the CONSULTANT shall:
 - (a) assist in evaluating the MEMBER'S exposures and advise on matters relating to the Member's operation and coverage.
 - (b) explain to the MEMBER, or its representatives, the various coverages available from the FUND.
 - (c) explain to the MEMBER, or its representatives, the terms of the member's commitment and obligations to the FUND.
 - (d) explain to the MEMBER, or its representatives the operation of the FUND.
 - (e) prepare applications, statements of values, etc., on behalf of the MEMBER, if required by the FUND.
 - (f) review the MEMBER'S assessment and assist in the preparation of the MEMBER'S insurance budget.
 - (g) review losses and engineering reports and provide assistance to the MEMBER'S safety committee, if required.
 - (h) assist in the claims settlement process, if required, by MEMBER or FUND.
 - (i) attend the majority of meetings of the Fund Commissioners or Executive Committee, if requested, and perform such other services as required by the MEMBER or the FUND.
 - (j) comply with the obligations imposed upon Risk Managers in the FUND's Bylaws.
 - (k) act in good faith and fair dealing to the FUND.
 - (l) perform other duties for the FUND as may be required from time to time by the FUND.

2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:
 - (a) The CONSULTANT shall be paid by the FUND, on behalf of the MEMBER, a fee as compensation for services rendered. Said fee, an apportionment of the MEMBER's assessment: 6% of workers' compensation (excluding any fees, PLIGA, and loss ratio apportionment); 7.5% of all lines assessment (excluding any fees, PLIGA, and loss ratio apportionment); and 10% of Selective umbrella assessment (excluding fees, PLIGA and administrative expenses).
 - (b) The CONSULTANT shall be entitled to compensation for services provided during any calendar year only if the CONSULTANT has been appointed and holds the position of Risk Management Consultant, as of January 31 of the said calendar year for counties and municipalities holding general elections and July 30 for municipalities holding regular elections.
 - (c) For any insurance coverages authorized by the MEMBER to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND's assessment in computing the fee set forth in 2(a).
 - (d) If the MEMBER shall require of the CONSULTANT extra services other than those outlined above, the CONSULTANT shall be paid by the MEMBER a fee at a rate to be negotiated by the parties.
3. The term of this Agreement shall be from **January 1, 2013** to **January 1, 2014**. However, this Agreement may be terminated by either party at any time by mailing to the other thirty (30) days written notice, certified mail return receipt.
4. The CONSULTANT shall comply with all laws applicable to producers who provide insurance products to public entities and shall comply with all applicable statutes and regulations relating to joint insurance funds.
5. The CONSULTANT agrees to comply with all affirmative action laws applicable and to submit all necessary documentation establishing compliance within seven (7) days of this Agreement.

Resolution #15 - 2013 –
Appointment of Tax Appeal Attorney

Resolution #15-2013 was moved with amendments on a motion made by Gleba, seconded by Jewell and adopted.

Ayes: 7, Nays: 0
Motion Carried

RESOLUTION 15-2013

**RESOLUTION AUTHORIZING 2013 PROFESSIONAL SERVICES CONTRACT WITH
RICHARD CONLEY FOR TAX APPEAL ATTORNEY SERVICES**

WHEREAS, the Borough Council of the Borough of Washington has a need to contract the services of a Tax Appeal Attorney as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Purchasing Agent has certified that the costs of this contract may or will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, for budgetary purposes, the Borough Council of the Borough of Washington would like to have this contract reflect a not to exceed amount of the 2013 adopted budget amount, excluding any escrow related services and;

WHEREAS, any additional work above and beyond the adopted budgeted amount for Tax Appeal Attorney will be charged in accordance with the hourly fee schedule (attached) only if authorized by the Borough Council of the Borough of Washington; and

WHEREAS, Richard M. Conley, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Richard M. Conley, LLC has not made any reportable contributions to a political or candidate committee in the Borough of Washington in the previous one year, and that the contract will prohibit Richard M. Conley, LLC from making any reportable contributions through the term of the contract, and

WHEREAS, the Chief Financial Officer will certify to the Borough Clerk the availability of funds on an as-needed basis at the time when the Borough needs the services provided by Richard M. Conley, LLC.

NOW THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Washington to enter into a contract with Richard M. Conley, LLC as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

BE IT FURTHER RESOLVED, that copies of this resolution be forwarded to the Chief Financial Officer and Richard M. Conley, LLC.



MEMORANDUM

TO: Mayor and Council

FROM: K. Blanchard

DATE: December 18, 2012

SUBJECT: Determination of Value (Municipal Tax Appeal Attorney – 2013)

It has been determined that the value of the above referenced purchase will cause us to spend more than \$17,500 in aggregate with this vendor during the previous twelve (12) months.

Richard M. Conley, LLC
122 Main Street
P.O. Box 662
Flemington, NJ 08822

RICHARD M. CONLEY, LLC
Counsellors at Law
122 Main Street, P.O. Box 662
Flemington, NJ 08822-0662
Tel. 908-806-9100; Fax 908-806-8140

Richard M. Conley
Thomas F. Bullock

email: rconley@rconleylaw.com
website: www.rconleylaw.com
December 11, 2012

Kristine Blanchard, Borough Manager
Borough of Washington
100 Belvidere Ave
Washington, NJ 07882

RE: Proposal for Professional Services: Municipal Tax Appeal Attorney

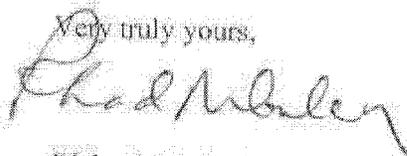
Dear Ms. Blanchard:

This proposal is submitted in response to your request for 2013 Professional Services Appointment of Municipal Tax Appeal Attorney. I have represented your township as the tax appeal attorney for a number of years and therefore have a good knowledge of the borough and its properties. We have been successful in representing the borough regarding its local property tax matters.

This law firm would be pleased to be special tax counsel to the Borough of Washington for 2013. We would be pleased to represent the Borough of Washington at the same hourly rate of \$125.00 for partners and associates and \$75.00 for paralegal time as in the past. We would expect reimbursement of our expenditures for such things as couriers, special mailings and expert witnesses.

Please let me know if you need any further information from us. Given appropriate notice, I would be able to attend any meeting of the Borough Committee. Thank you for your consideration.

Very truly yours,



Richard M. Conley

RMC:dc
Enclosure
Cc: Ryan Riccio, CTA

Resolution #16-2013 –
Appointment of Municipal Bond Attorney

Resolution #16-2013 was moved with amendments on a motion made by Jewell, seconded by Torres and adopted.

Ayes: 7, Nays: 0
Motion Carried

RESOLUTION 16-2013
AUTHORIZING 2013 PROFESSIONAL SERVICES CONTRACT WITH GIBBONS,
P.C. FOR MUNICIPAL BOND ATTORNEY SERVICES

WHEREAS, the Borough Council of the Borough of Washington has a need to contract the services of a Municipal Bond Attorney as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Purchasing Agent has certified that the costs of this contract may or will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, Gibbons, P.C. has submitted a proposal dated October 1, 2012 indicating they will provide the above-referenced services at the rates listed in their fee schedule for 2013 (attached); and

WHEREAS, for the preparation of or review of Bond Ordinances the Borough has obtained a rate of \$275 for each single purpose ordinance and \$350 for each multi - purpose ordinance; and

WHEREAS, for budgetary purposes, the Borough Council of the Borough of Washington would like to have this contract not exceed the 2013 adopted budget amount; and

WHEREAS, Gibbons, P.C. has completed and submitted a Business Entity Disclosure Certification which certifies that Gibbons, P.C. has not made any reportable contributions to a political or candidate committee in the Borough of Washington in the previous one year, and that the contract will prohibit the Gibbons, P.C. from making any reportable contributions through the term of the contract, and

WHEREAS, the Chief Financial Officer will certify to the Borough Clerk the availability of funds on an as-needed basis at the time when the Borough needs the services provided by Gibbons, P.C.

NOW THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Washington to enter into a contract with Gibbons, P.C. as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

BE IT FURTHER RESOLVED, that copies of this resolution be forwarded to the Chief Financial Officer and Gibbons, P.C.

Compensation

The following describes the basis for billing services for each discrete service item to be offered by the firm, as well as hourly fees for other services rendered:

Preparation or Review of Ordinances

For services rendered in connection with the preparation or review of each ordinance and the compiling of a certified record of proceedings in connection therewith, a fee of \$450 for each single purpose ordinance and \$600 for each multiple purpose ordinance would be received by Bond Counsel, plus out-of-pocket disbursements. If the preparation of the ordinance involves consultations, meetings or discussions that are out of the ordinary, there will be an additional fee based on the time required to perform such services charged at the hourly rates set forth below.

Traditional Note Issue

With respect to work done in connection with any temporary financings of the Borough involving a private placement and not involving preparation of an Official Statement, Bond Counsel will receive \$1,000 for its approving opinion and 50 cents per \$1,000 of notes issued, plus out-of-pocket expenses.

Traditional Bond Issue

For work done and responsibilities assumed in connection with rendering the type of opinions anticipated in any permanent financings (which are competitively bid or negotiated), we would charge a base fee of \$4,000, plus \$1 per \$1,000 of bonds issued, plus out-of-pocket disbursements. If there is more than one series of bonds issued, there will be an additional charge of \$1,000 for each additional series. In addition, if any issue involves an advance refunding of outstanding obligations, there shall be an additional fee of \$3,500. If an Official Statement needs to be reviewed or prepared in connection with the financing, our fee for such services would be at the hourly rates set forth below.

Hourly Rates

For your general information, it is difficult to initially estimate the amount of involvement that would be required of bond counsel in the preparation of an Official Statement, the attention to litigation, coordination with rating agencies, potential purchasers, bond insurers, registrars, paying agents and similar parties, special advice to be rendered regarding compliance with investment restrictions under the arbitrage regulations, the review of other unusual tax questions, the attendance at meetings not related to a permanent or temporary financing, the application for investment of proceeds in Federal Treasury obligations, State and Local

Kristine Blanchard
September 27, 2012
Page 11

Government Series or questions referred to bond counsel which arise away from a specific financing. Thus, the fee for such additional or non-transactional services would be at an hourly (time charge) basis. This fee would be calculated by multiplying the number of hours expended by each attorney and paralegal by their respective billing rate in effect at the time the work is performed. Each billing rate is based on experience and expertise and is reviewed and revised by the firm periodically. In this connection, we will furnish a schedule of hourly rates for those individuals who work on the matter and an accounting of the aggregate amount of time expended. The present hourly rates of those attorneys and paralegals anticipated to work on your matters are as follows:

John D. Draikiwicz	\$235
Steven Sholk	195
Scott A. Galano	190
Robert Johnson	125
Paralegal	95

Out-of-Pocket Expenses

In addition to all of the above-mentioned fees, the firm will include in its billing statement its out-of-pocket costs incurred in connection with the matter, including expenses of telephone, document reproduction, postage, air freight, faxes and overnight deliveries, and stenographic overtime, if required.

Other Comments

We understand that the scope of bond counsel services to be provided to the Borough would be similar to those of a governmental entity of a size and scope commensurate to that of the Borough. We also understand the description of the scope of services set forth in the request for qualifications. Such services would also include, once a financing was identified and authorized, the standard bond counsel services such as preparation of bond and note documents, drafting bond ordinances and related resolutions, and preparation of the disclosure documents. Such services would include participation in the development of and the review of financing alternatives with the Borough's finance team and the utilization of certain provisions in the Local Bond Law to implement the suggested structure.

We believe that a designated group of attorneys should work with the Borough which should result in a better understanding of the Borough's economic situation and would create a better opportunity to develop strategies that would be beneficial to the Borough. We would designate a bond partner with extensive in-depth familiarity, through both education and experience, with not only Bond Law but also the Improvement Authority Law and the relevant tax provisions of the Internal Revenue Code as well as a bond associate to service this account.



MEMORANDUM

TO: Mayor and Council

FROM: K Blanchard

DATE: December 18, 2012

SUBJECT: Determination of Value (Municipal Bond Attorney – 2013)

It has been determined that the value of the above referenced purchase will cause us to spend more than \$17,500 in aggregate with this vendor during the previous twelve (12) months.

Gibbons, PC
1 Gateway Center
Newark, NJ 07102

Kristine Blanchard

From: Draikiwicz, John D. <JDraikiwicz@gibbonslaw.com>
Sent: Thursday, January 03, 2013 11:46 AM
To: Kristine Blanchard
Cc: Natasha Turchan
Subject: Bond Counsel compensation

In connection with bond counsel services to be performed for the borough of washington, in the county of warren, in connection with the preparation of a single purpose bond ordinance we will charge \$275 and in connection with the preparation of a multipurpose bond ordinance we will charge \$350. It would be a pleasure to work with the borough in 2013. jdd



John Draikiwicz, Esq.
Gibbons P.C.
One Gateway Center
Newark, NJ 07102
Tel: 973-596-4609
Fax: 973-639-6269
jdraikiwicz@gibbonslaw.com

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Resolution #17-2013 – Resolution Authorizing a Petty Cash Fund

Resolution #17-2013 was moved on a motion made by Higgins, seconded by Torres and adopted.

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

Ayes: 7, Nays: 0
Motion Carried

RESOLUTION #17-2013
RESOLUTION AUTHORIZING THE BOROUGH OF WASHINGTON
TO MAINTAIN A PETTY CASH FUND IN THE AMOUNT OF \$ 300.00.

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund for the Borough of Washington; and

WHEREAS, it is the desire of the Mayor and Council that said fund be continued under the direction of the Municipal Clerk;

NOW, THEREFORE, BE IT RESOLVED, on this 2nd day of January, 2013, by the Mayor and Council of the Borough of Washington, Warren County, New Jersey, that the following Petty Cash Fund be established:

Municipal Clerk, Kristine Blanchard \$300.00

The Municipal Clerk, having custody of the Fund, must maintain said Fund in accordance with the laws and regulations governing its operation.

Resolution #18-2013 – Appointment of Municipal Engineer

Resolution #18-2013 was moved with amendments on a motion made by Higgins, seconded by Jewell and adopted.

Ayes: 6, Nays: 0
Abstentions: (1) Gleba
Motion Carried

RESOLUTION 18-2013
AUTHORIZING 2013 PROFESSIONAL SERVICES CONTRACT WITH FINELLI
CONSULTING ENGINEERS FOR MUNICIPAL ENGINEERING SERVICES

WHEREAS, the Borough Council of the Borough of Washington has a need to contract the services of a Municipal Engineer as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Purchasing Agent has certified that the costs of this contract may or will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, Finelli Consulting Engineers has submitted a proposal dated November 29, 2012 indicating they will provide the above-referenced services at the rates listed in their fee schedule for 2013; and

WHEREAS, for budgetary purposes , the Borough Council of the Borough of Washington would like to have this contract reflect a not to exceed amount of the 2013 adopted budget, excluding escrow related services; and

WHEREAS, any additional work above and beyond the base of the Municipal Engineering Services will be charged in accordance with the hourly fee schedule (attached) only if authorized by the Borough Council of the Borough of Washington; and

WHEREAS, Finelli Consulting Engineers has completed and submitted a Business Entity Disclosure Certification which certifies that Finelli Consulting Engineers has not made any reportable contributions to a political or candidate committee in the Borough of Washington in the previous one year, and that the contract will prohibit the Finelli Consulting Engineers from making any reportable contributions through the term of the contract, and

WHEREAS, the Chief Financial Officer has certified to the Borough Clerk that funds are available in the following budget account:

2-01-20-165-000-028

NOW THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Washington to enter into a contract with Finelli Consulting Engineers as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

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



BOROUGH MANAGER

MEMORANDUM

TO: Mayor and Council
FROM: K. Blanchard
DATE: December 18, 2012
SUBJECT: Determination of Value (Municipal Engineer – 2013)

It has been determined that the value of the above referenced purchase will cause us to spend more than \$17,500 in aggregate with this vendor during the previous twelve (12) months.

Finelli Consulting Engineers
205 Rt. 31 North
Washington NJ 07882



SCHEDULE OF FEES

Principal.....	\$125.00/hr.
Municipal/Board Engineer.....	\$115.00/hr.
Project Manager.....	\$110.00/hr.
Senior Design Engineer	\$100.00/hr.
Design Engineer	\$90.00/hr.
Senior Design Professional.....	\$95.00/hr.
Design Professional	\$85.00/hr.
Licensed Land Surveyor	\$95.00/hr.
Surveyor.....	\$85.00/hr.
Survey Crew Chief	\$70.00/hr.
Survey Technician	\$60.00/hr.
Survey Crew (Two Person)	\$130.00/hr.
Senior CAD Operator	\$75.00/hr.
CAD Operator, Level II.....	\$70.00/hr.
CAD Operator, Level I	\$65.00/hr.
Senior Field Representative.....	\$70.00/hr.
Construction Inspector.....	\$65.00/hr.
Field Representative	\$55.00/hr.
Field Technician	\$50.00/hr.
Administrative Assistant.....	\$35.00/hr.

Resolution #19-2013 – Appointment of Municipal Wastewater Engineer

Resolution #19-2013 was moved with amendments on a motion made by Torres, seconded by Conry and adopted.

Ayes: 6, Nays: 0
Abstentions: (1) Gleba
Motion Carried

RESOLUTION 19-2013
AUTHORIZING 2013 PROFESSIONAL SERVICES CONTRACT WITH VAN CLEEF
ENGINEERING ASSOCIATES FOR MUNICIPAL WASTE WATER ENGINEERING
SERVICES

WHEREAS, the Borough Council of the Borough of Washington has a need to contract the services of a Municipal Waste Water Engineer as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Purchasing Agent has certified that the costs of this contract may or will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, Van Cleef Engineering Associates has submitted a proposal dated October 1, 2012 indicating they will provide the above-referenced services at the rates listed in their fee schedule for 2013; and

WHEREAS, for budgetary purposes, the Borough Council of the Borough of Washington would like to have this contract reflect a not to exceed amount of the 2013 adopted budget, excluding escrow related services; and

WHEREAS, any additional work above and beyond the base of Wastewater Engineering Services will be charged in accordance with the hourly fee schedule (attached) only if authorized by the Borough Council of the Borough of Washington; and

WHEREAS, Van Cleef Engineering Associates has completed and submitted a Business Entity Disclosure Certification which certifies that Van Cleef Engineering Associates has not made any reportable contributions to a political or candidate committee in the Borough of Washington in the previous one year, and that the contract will prohibit the Van Cleef Engineering Associates from making any reportable contributions through the term of the contract, and

WHEREAS, the Chief Financial Officer has certified to the Borough Clerk that funds are available in the following budget account:

3-05-55-502-000-028

NOW THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Washington to enter into a contract with Van Cleef Engineering Associates as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

BE IT FURTHER RESOLVED, that copies of this resolution be forwarded to the Chief Financial Officer and Van Cleef Engineering Associates.

FEE PROPOSAL

VCEA believes that working on a per diem basis allows our clients to compensate us for only the work that they request. VCEA provides a monthly detailed accounting of time spent on each project that is forwarded to the municipality for payment. Where the project has a definite timeline and specific task, such as a Capital Project, a budget will be developed and the billing will not exceed that agreed upon amount without prior authorization.

VCEA proposes to provide professional services to the Borough in accordance with the rate schedule on the following page and the rates listed below.

Christopher Jepson, Senior Professional Engineer, \$120/hour
Stan Schrek, Senior Professional Engineer, \$120/hour
Gregg Barkley, Professional Engineer, \$109/hour
Mark Popovice, Senior Construction Observer, \$98/hour



2013 Hourly Rate Schedule

<u>Classification</u>	<u>Hourly Rate</u>
Principal Engineer	\$ 120.00
Senior Professional Engineer	120.00
Professional Planner	120.00
Professional Engineer	109.00
Director of Surveying	109.00
Project Designer.....	98.00
Senior Construction Observer	98.00
Senior CAD Technician	91.00
CAD Technician.....	84.00
Draftsperson.....	77.00
Drafting Technician.....	61.00
Technician – Level 2	43.00
Technician - Level 1	39.00

Additional Expenses

Transportation Costs.....	\$0.55/Mile
Photocopies.....	\$ 0.25/Copy
Prints	\$0.35/Square Foot



BOROUGH MANAGER

MEMORANDUM

TO: Mayor and Council
FROM: K. Blanchard
DATE: December 18, 2012
SUBJECT: Determination of Value (Municipal Waste Water Engineer – 2013)

It has been determined that the value of the above referenced purchase will cause us to spend more than \$17,500 in aggregate with this vendor during the previous twelve (12) months.

Van Cleef Engineering Associates
755 Memorial Parkway Suite 110
Phillipsburg, NJ 08865

Resolution #20-2013 Library Board Appointment – Lorraine McGovern

Resolution #20-2013 was moved on a motion made by Jewell, seconded by Conry and adopted.

Ayes: 7, Nays: 0
Motion Carried

RESOLUTION # 20-2013
RESOLUTION APPOINTING A MEMBER TO THE
LIBRARY BOARD OF TRUSTEES

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

WHEREAS, under this plan the Mayor of the Borough is to appoint the members of the Library Board of Trustees for Washington with the consent of the Borough Council; and

WHEREAS, the Mayor has designated the following person as his appointee; and

WHEREAS, the Council does approve of this appointment.

BE IT THEREFORE RESOLVED, that the following named person is appointed to the Library Board of Trustees, for a term ending 12/31/2016.

Lorraine McGovern

Resolution #21-2013 Recreation Commission Appointment – Jeff Haines

Resolution #21-2013 was moved on a motion made by Higgins, seconded by Gleba and adopted.

Ayes: 7, Nays: 0
Motion Carried

RESOLUTION 21-2013
RECREATION COMMISSION APPOINTMENT

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

WHEREAS, under this plan the Mayor of the Borough is to appoint the members of the Recreation Commission with the consent of the Borough Council; and

WHEREAS, The Council does approve of this transfer.

NOW, THEREFORE, BE IT RESOLVED, that the following named person is appointed as Recreation Commissioner.

<u>Commissioner</u>	<u>Term Ending</u>
Jeff Haines	12/31/17

Resolution #22-2013 Recreation Commission Appointment – Adam Robinson

Resolution #22-2013 was moved on a motion made by Jewell, seconded by Higgins and adopted.

Ayes: 7, Nays: 0
Motion Carried

RESOLUTION 22-2013
RECREATION COMMISSION APPOINTMENT

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

WHEREAS, under this plan the Mayor of the Borough is to appoint the members of the Recreation Commission with the consent of the Borough Council; and

WHEREAS, The Council does approve of this transfer.

NOW, THEREFORE, BE IT RESOLVED, that the following named person is appointed as Recreation Commissioner.

<u>Commissioner</u>	<u>Term Ending</u>
Adam Robinson	12/31/17

Resolution #23-2013 Board of Adjustment Appointment – Frank Mangiacotti

Resolution #23-2013 was moved on a motion made by Higgs, seconded by Jewell and adopted.

Ayes: 7, Nays: 0
Motion Carried

RESOLUTION 23-2013
BOARD OF ADJUSTMENT

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

WHEREAS, under this plan the Borough Council is directed and authorized to appoint members of the Board of Adjustment.

WHEREAS, the Borough Council has designated the following person his appointee;

WHEREAS, The Council does approve of this appointment.

NOW, THEREFORE, BE IT RESOLVED, that the following named person is appointed to the Board of Adjustment for a term ending **December 31, 2016**.

Frank Mangiacotti

REAPPOINTMENTS FOR COUNCIL SUBCOMMITTEES

1. Appointment of Recreation Commission Liaison – Rich Thompson

A motion was made by Higgins, seconded by Jewell, to approve the appointment of Councilman Thompson as the Recreation Commission Liaison.

Ayes: 7, Nays: 0
Motion Carried

2. Senior Services Committee will be chaired by the Deputy Mayor, Councilwoman Gleba.

At this time, Mayor McDonald asked if there was anyone who would like to be added to a committee on the list. Councilman Jewell stated that he would like to chair the Streets

Committee and also be added to the Sewer Committee. Councilman Higgins stated that he would like to be added to the Streets Committee along with Sewer Committee. All the other appointments will remain the same.

AUDIENCE:

Mr. Edward Smith – Warren County Freeholder

Mr. Smith stated that he was sworn in as the new Warren County Freeholder and he is the liaison to Washington Borough. He informed Council to reach out to him if there are any issues at the county level that he can assist with. Mr. Smith congratulated Councilman Thompson and Councilwoman Conry on their new positions. Mr. Smith wished everyone a happy new year.

Senator Michael Doherty – New Jersey's 23rd Legislative District

Senator Doherty opened by wishing a happy new year to Council and also to the members of the community. Congratulations to Councilman Thompson and Councilwoman Conry on their achievements and thank you for your dedication to Washington Borough. Senator Doherty also congratulated the new Deputy Mayor, Councilwoman Gleba on obtaining the trust and confidence of the other Council members. Congratulations also to Mayor McDonald on his re-election. Senator Doherty is looking forward to working together in 2013.

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

Ayes: 7, Nays: 0
Motion Carried

COUNCIL REMARKS:

Councilwoman Gleba wished everyone a happy new year and welcomed the two new Council members. Councilwoman Gleba invited Council to the BID reception meeting on February 7th at the Mediterranean Bistro. Councilwoman Gleba suggested that two sided copies for the voucher bill lists and the meeting minutes would be helpful. Councilwoman Gleba encouraged Council to start thinking about 2013 goals in preparation for upcoming budget meetings. In conclusion, Councilwoman Gleba asked for year end reports for Police, Municipal Court, Taxes/Sewer and Revenues.

Councilman Torres extended congratulations to the Mayor, Deputy Mayor, Councilman Thompson and Councilwoman Conry. Councilman Torres wished everyone a happy new year.

Councilwoman Conry thanked everyone for welcoming her and is looking forward to working together.

Councilman Higgins stated that he was contacted by a resident regarding a couch that has been left out on Jackson Avenue and asked that it be looked into. Councilman Higgins also congratulated and welcomed Councilman Thompson, Councilwoman Conry, Deputy Mayor Gleba and Mayor McDonald on their appointments. Councilman Higgins wished everyone a happy, healthy and safe new year.

Councilman Jewell wished everyone a happy and safe new year. Councilman Jewell offered congratulations to Washington Borough's newly elected officials. Councilman Jewell stated that there are good things to come in 2013.

Councilman Thompson congratulated Councilman Conry, Mayor McDonald, and Deputy Mayor Gleba on their appointments. Councilman Thompson also wished everyone a happy new year.

Mayor McDonald wished everyone a happy new year and congratulations to all elected officials. Mayor McDonald looks forward to great things out of this Council for 2013. Mayor McDonald thanked Councilman Thompson for taking over as the Recreation Liaison. Lastly, Mayor McDonald stated that Manager Blanchard and CFO Turchan have suggested Saturday, January 12th from 10:00a.m. til 12:00p.m. for the budget meeting.

ADJOURNMENT:

Hearing no further business to come before, it was moved by Torres, seconded by Jewell that the meeting be adjourned at 7:35pm.

Ayes: 7, Nays: 0
Motion carried.

Scott McDonald, Mayor

Kristine Blanchard, RMC
Borough Manager/Clerk