

**MINUTES OF THE REORGANIZATIONAL MEETING HELD  
JANUARY 7, 2014**

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.

**STATEMENT OF ADEQUATE NOTICE:**

Deputy Mayor Gleba 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:**

Flag Salute was led by Deputy Mayor Gleba.

**ROLL CALL:**

Roll Call: Higgins, Gleba, Conry, Jones, Torres

Absent: McDonald, Thompson

Also Present: Kristine Blanchard, RMC Borough Manager/Clerk

**MAYOR’S YEAR END MESSAGE:**

Deputy Mayor Gleba noted that since Mayor McDonald is not present due to an illness, he will provide his year end message at the next Council Meeting which is January 21, 2014.

**MANAGERIAL APPOINTMENTS:**

Municipal Treasurer – CFO Natasha Turchan

A motion was made by Torres, seconded by Conry to appoint Natasha Turchan as Municipal Treasurer.

Ayes: 7, Nays: 0  
Motion Carried

**RESOLUTIONS:**

**Resolution #1-2014 – Temporary Budget**

Resolution #1-2014 was moved on a motion made by Higgins, seconded by Torres and adopted.

**RESOLUTION #1-2014**

**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 2014 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, 2014; and

**WHEREAS**, the total temporary appropriations in the 2014 budget, exclusive of any appropriations made for interest, and debt redemption charges, grants and capital improvements, is the sum of \$1,346,761.82; and

**WHEREAS**, 26.25% of the total appropriations in the 2013 Budget, exclusive of any appropriation made for interest and debt redemption charges, grants and capital improvements in said 2013 Budget is the sum of \$1,659,032.81

**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:

<b>TOTAL APPROPRIATIONS WITHIN 26.25% LIMITATION</b>	<b>\$1,346,761.82</b>
<b>TOTAL CAPITAL AND DEBT SERVICE</b>	<b>\$876,858.50</b>
<b>TOTAL ALL TEMPORARY APPROPRIATIONS:</b>	<b>\$2,223,620.32</b>

Roll Call: Gleba, Jones, Torres, Higgins, Conry  
Ayes: 5, Nays: 0  
Motion Carried

**Resolution #2-2014 – Temporary Budget for Municipal Sewer Utility**

**RESOLUTION #2-2014**

**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 2014 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, 2014; and

**WHEREAS**, the total temporary appropriations in the 2014 sewer utility budget, exclusive of any appropriations made for interest, and debt redemption charges, grants and capital improvements, is the sum of \$275,875.00; and

**WHEREAS**, 26.25% of the total appropriations in the 2013 Budget, exclusive of any appropriation made for interest and debt redemption charges, grants and capital improvements in said 2013 Budget is the sum of \$290,995.83

**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:

<b>TOTAL APPROPRIATIONS WITHIN 26.25% LIMITATION</b>	<b>\$275,875.00</b>
<b>TOTAL CAPITAL AND DEBT SERVICE</b>	<b>\$980,886.88</b>
<b>TOTAL ALL TEMPORARY APPROPRIATIONS:</b>	<b>\$1,256,761.88</b>

Resolution #2-2014 was moved on a motion made by Higgins, seconded by Conry and adopted.

Roll Call: Gleba, Jones, Torres, Higgins, Conry  
Ayes: 5, Nays: 0  
Motion Carried

**Resolution #3-2014 - Establishing a Cash Management Plan and Naming Official Depositories**

**RESOLUTION #3-2014**

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

**WHEREAS**, N.J.S.A. 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, 2014 through December 31, 2014.

**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  
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

**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  
PNC Bank  
Valley National Bank  
Millington Savings Bank  
Provident  
The Depository Trust Company  
Investors Savings  
Wells Fargo  
Peapack Gladstone Bank

**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)

**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.

**VIII. TERM OF THE PLAN**

This plan shall be effective January 1, 2014 through December 31, 2014. 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 #3-2014 was moved on a motion made by Higgins, seconded by Torres and adopted.

Roll Call: Gleba, Jones, Torres, Higgins, Conry  
Ayes: 5, Nays:0  
Motion Carried

**Resolution #4-2014 – Tax Interest Rates**

**RESOLUTION #4-2014**

**INTEREST RATES- TAXES**

**N.J.S.A. 54:4-67:39**

**WHEREAS**, municipal charges; namely taxes are payable in quarterly installments on **February 1<sup>st</sup>, May 1<sup>st</sup>, August 1<sup>st</sup> and November 1<sup>st</sup>** 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 (10<sup>th</sup>) 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 2013.

Resolution #4-2014 was moved on a motion made by Higgins, seconded by Conry and adopted.

Roll Call: Gleba, Jones, Torres, Higgins, Conry  
Ayes: 5, Nays:0  
Motion Carried

#### **Resolution #5-2014 – Sewer Interest Rates**

##### **RESOLUTION #5-2014**

##### **SEWER INTEREST RATES**

**WHEREAS**, municipal charges, namely sewer are payable in quarterly installments due on the 10<sup>th</sup> of the following month after billing, and the quarterly 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 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 2013.

Resolution #5-2014 was moved on a motion made by Higgins, seconded by Conry and adopted.

Roll Call: Gleba, Jones, Torres, Higgins, Conry  
Ayes: 5, Nays:0  
Motion Carried

**Resolution #6-2014 – Deputy Borough Clerk – Ann Kilduff (as needed)**

**RESOLUTION #6-2014**

**DEPUTY BOROUGH CLERK**

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

**WHEREAS**, under this plan the Council of the Borough is directed and authorized to appoint the **Deputy Borough Clerk** for the Borough of Washington, New Jersey.

**BE IT RESOLVED**, that Ann Kilduff is hereby appointed on an as needed basis for 2014.

Resolution # 6-2014 was moved on a motion made by Torres, seconded by Jones and adopted.

Ayes: 5 Nays:0  
Motion Carried.

**Resolution #7-2014 Municipal Attorney**

**RESOLUTION #7-2014**

**AUTHORIZING 2014 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**, for budgetary purposes, the Borough Council of the Borough of Washington would like to have this contract reflect a not to exceed amount of \$42,000, 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 of \$155.00 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 2014 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:

4-01-20-155-000-027

**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](#).

Resolution #7-2014 was moved on a motion made by Jones, seconded by Conry and adopted.

Ayes: 5, Nays: 0  
Motion Carried

**Resolution #8-2014 – Municipal Public Defender**

**RESOLUTION #8-2014**

**AUTHORIZING 2014 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:

4-01-43-495-000-027

**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.

Resolution #8-2014 was moved on a motion made by Torres, seconded by Jones and adopted.

Ayes: 4, Nays:0  
Abstain: (1) Higgins  
Motion Carried

**Resolution #9-2014 – Municipal Auditor**

**RESOLUTION #9-2014**

**RESOLUTION AUTHORIZING 2014 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**, for budgetary purposes, the Borough Council of the Borough of Washington would like to have this contract reflect a not to exceed amount of \$26,500; 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, Wielkotz, 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:

4-01-20-135-000-028

**NOW THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Washington to enter into a contract with Ferraioli, Wielkotz, 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.

Resolution #9-2014 was moved on a motion made by Higgins, seconded by Torres and adopted.

Ayes: 5, Nays:0  
Motion Carried

**Resolution #10-2014 – Waste Water Engineer**

**RESOLUTION #10-2014**

**AUTHORIZING 2014 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**, 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 2014 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 of \$120.00 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:

4-05-55-502-000-028

**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.

Resolution #10-2014 was moved on a motion made by Higgins, seconded by Jones and adopted.

Ayes: 5, Nays:0  
Motion Carried

**Resolution #11-2014 – Municipal Engineer**

**RESOLUTION 11-2014**

**AUTHORIZING 2014 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**, 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 2014 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 of \$110.00 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:

4-01-20-165-000-028

**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.

Resolution #11-2014 was moved on a motion made by Higgins, seconded by Torres and adopted.

Ayes: 5, Nays:0  
Motion Carried

**Resolution #12-2014 – Establishing Meetings for the Year of 2014**

**SCHEDULE OF 2014 REGULAR MEETINGS**

**BOROUGH OF WASHINGTON, WARREN COUNTY, NEW JERSEY**

**Council Chambers 7:00 pm**

**REGULAR MEETINGS:**

January 21, 2014	July 1, 2014
February 4, 2014	July 15, 2014
February 18, 2014	August 5, 2014
March 4, 2014	August 19, 2014
March 18, 2014	September 2, 2014
April 1, 2014	September 16, 2014
April 15, 2014	October 7, 2014
May 6, 2014	October 21, 2014
May 20, 2014	November 5, 2014 **
June 4, 2014**	November 17, 2014***
June 17, 2014	December 2, 2014
	December 16, 2014

Official Action May be Taken

\*\* Wednesday Meeting

\*\*\* Monday Meeting

**ORGANIZATIONAL MEETING:** January 6, 2015

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.

Deputy Mayor Gleba noted that the meetings will be listed in the Express Times as a backup.

Resolution #12-2014 was moved on a motion made by Higgins, seconded by Jones and adopted.

Ayes:5, Nays:0  
Motion Carried

**Resolution #13-2014– Planning Board – Class III Member (Council Member)**

**RESOLUTION #13-2014**

**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.

**Ethel Conry**

Resolution #13-2014 was moved on a motion made by Higgins, seconded by Jones and adopted.

Ayes: 4, Nays:0  
Abstain: (1) Conry  
Motion Carried

**Resolution #14-2014 –Business Improvement District –Council Board Member**

**RESOLUTION #14-2014**

**BUSINESS IMPROVEMENT DISTRICT**  
**BOARD MEMBER**

**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 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 BID BOARD for a term ending **1/01/2015**

**Jeanine Gleba**

Resolution #14-2014 was moved on a motion made by Higgins, seconded by Jones and adopted.

Ayes: 4, Nays:0  
Abstain: (1) Gleba  
Motion Carried

**Resolution #15-2014 -Designating the Borough Manager as the Statewide Insurance Fund Commissioner for the Year 2014 and the CFO as Alternate Insurance Fund Commissioner**

**RESOLUTION# 15-2014**

**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 #15-2014 was moved on a motion made by Higgins, seconded by Torres and adopted.

Ayes: 5, Nays:0  
Motion Carried.

**Resolution #16-2014—Authorizing the Tax Assessor & Legal Counsel to prosecute tax appeals before the Warren County Board of Taxation**

**RESOLUTION #16-2014**

**RESOLUTION AUTHORIZING THE TAX ASSESSOR AND LEGAL COUNSEL OF THE BOROUGH OF WASHINGTON TO FILE AND PROSECUTE ANY AND ALL TAX APPEALS BEFORE THE WARREN COUNTY BOARD OF TAXATION AND THE TAX COURT OF NEW JERSEY.**

**WHEREAS**, the County Tax Board has issued a ruling requiring a Resolution by the Mayor and Council of each and every municipality in Warren County through their Administrator, Melissa Pritchett, CTA: and

**WHEREAS**, said Administrator requires that the Mayor and Council of each municipality in the County of Warren adopt a Resolution to authorize the Assessor of the municipal and their legal counsel to file and prosecute any and all tax appeals before the Warren County Board of Taxation.

**NOW, THEREFORE, BE IT RESOLVED**, that Ryan Riccio, CTA, Assessor of the Borough of Washington, County of Warren, State of New Jersey, and Richard M. Conley, Esq., special counsel for the Borough of Washington, County of Warren and

State of New Jersey are hereby authorized to file, prosecute, stipulate, modify, agree upon and otherwise perform the duties which are required of said Assessor and Attorney, in the process of prosecution and/or filing of said Tax Appeals, within the jurisdiction of the Warren County Board of Taxation of the Tax Court of New Jersey.

Resolution #16-2014 was moved on a motion made by Torres, seconded by Conry and adopted.

Ayes: 5, Nays: 0  
Motion Carried

**Resolution #17-2014—Appointing Risk Manager Consultant for the Year 2014**

**RESOLUTION# 17-2014**

**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 Clerk and Mayor (*authorized representative of the public entity*) and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant’s Agreement for the year 2014 in the form attached hereto.

Resolution #17-2014 was moved on a motion made by Higgins, seconded by Conry and adopted.

Ayes: 5, Nays: 0  
Motion Carried

**Resolution #18-2014 – Appointment of Municipal Bond Attorney**

**RESOLUTION #18-2014**

**AUTHORIZING 2014 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**, 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 2014 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.

Resolution #18-2014 was moved on a motion made by Higgins, seconded by Conry and adopted.

Ayes: 5, Nays: 0  
Motion Carried

**Resolution #19-2014 – Re-Appointment Recreation Commission Adam Zimmer (Alternate)**

**RESOLUTION #19-2014**

**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 Zimmer (Alternate)	12/31/2018

Resolution #19-2014 was moved on a motion made by Higgins, seconded by Torres and adopted.

Ayes: 5, Nays: 0

Motion Carried

**Resolution #20-2014 – Appointment to the Planning Board – Employee Member  
Keith Gonzales Fire Official**

**RESOLUTION #20-2014**

**APPOINTMENT 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.

**Keith Gonzales**

Resolution #20-2014 was moved on a motion made by Higgins, seconded by Torres and adopted.

Ayes: 5, Nays: 0  
Motion Carried

**Resolution #21-2014 – Re-Appointment to Recreation Commission – Tim Shanahan  
(Alternate)**

**RESOLUTION #21-2014**

**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>
Tim Shanahan (Alternate)	12/31/2018

Resolution #21-2014 was moved on a motion made by Higgins, seconded by Torres and adopted.

Ayes: 5, Nays: 0  
Motion Carried

**Resolution #22-2014 – Appointment of Tax Appeal Attorney**

**RESOLUTION #22-2014**

**RESOLUTION AUTHORIZING 2014 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 2014 adopted budget amount, excluding any escrow related services 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.

Resolution #22-2014 was moved on a motion made by Conry, seconded by Torres and adopted.

Ayes: 5, Nays: 0  
Motion Carried

**Resolution #23A-2014 – Library Board Appointment – Josephine Noone**

**RESOLUTION # 23A-2014**

**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 January 1, 2018.

**Josephine Noone**

Resolution #23A-2014 was moved on a motion made by Jones, seconded by Torres and

adopted.

Ayes: 5, Nays: 0  
Motion Carried

**Resolution #24A-2014 – Library Board Appointment – Ron Duryea**

**RESOLUTION # 24A-2014**

**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 January 1, 2018.

**Ron Duryea**

Resolution #24A-2014 was moved on a motion made by Jones, seconded by Conry and adopted.

Ayes: 5, Nays: 0  
Motion Carried

**Resolution #25A-2014 – Planning Board Appointment – Pat Post**

**RESOLUTION #25A-2014**

**PLANNING BOARD – CITIZEN MEMBER  
CLASS IV 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**.

I do hereby appoint the following named person as a **Class IV Member** to the **Planning Board**, term to expire December 31, 2018.

**Pat Post**

**Resolution #26A-2014 – Planning Board Appointment – Dan Aron**

**RESOLUTION #26A-2014**

**PLANNING BOARD – CITIZEN MEMBER**  
**CLASS IV 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**.

I do hereby appoint the following named person as a **Class IV Member** to the **Planning Board**, term to expire December 31, 2018.

**Dan Aron**

Resolution #25A-2014 and Resolution #26A-2014 were moved on a motion made by Higgins, seconded by Jones and adopted.

Ayes: 5, Nays: 0  
Motion Carried

**Resolution #27A-2014 – Deputy OEM – Joe Fox Sr. Provisional Manager Appointment**

**RESOLUTION #27A-2014**

**A RESOLUTION APPOINTING A DEPUTY**  
**MUNICIPAL EMERGENCY MANAGEMENT**

## COORDINATOR

**WHEREAS**, there New Jersey law provides that each municipality shall have an Deputy Emergency Management Coordinator as prescribed by App. A;9-40.1 ; and

**WHEREAS**, the services provided by the Deputy Emergency Management Coordinator are professional services that need vital to the health, safety and welfare of the community;

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

1. That the Mayor and Council hereby appoints Joe Fox Sr. as Deputy Emergency Management Coordinator for the Borough of Washington for the term effective January 15, 2014

Resolution #27A-2014 was moved on a motion made by Torres, seconded by Conry and adopted.

Ayes: 5, Nays: 0  
Motion Carried

### **Resolution #28A-2014 – Establishing a Petty Cash Fund**

#### RESOLUTION #28A-2014

#### 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 7th day of January, 2014, 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 #28A-2014 was moved on a motion made by Higgins, seconded by Conry and adopted.

Roll Call: Gleba, Jones, Torres, Higgins, Conry  
Ayes: 5, Nays: 0  
Motion Carried

**Resolution #29A-2014 – Appointment of Municipal Engineer for Washington Square/Ryan Homes/Jade Acquisition**

**RESOLUTION #29A-2014**

**AUTHORIZING 2014 PROFESSIONAL SERVICES CONTRACT WITH  
SUBURBAN CONSULTING ENGINEERS FOR MUNICIPAL ENGINEERING  
SERVICES FOR THE WASHINGTON SQUARE DEVELOPMENT**

**WHEREAS**, the Borough Council of the Borough of Washington has a need to contract the services of a Municipal Engineer specifically for the Washington Square Development 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 term of this contract is 1 year; and

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

**WHEREAS**, the services for Municipal Engineering for the Washington Square Development are strictly paid for out of escrow funds deposited by Ryan Homes and Jade Acquisition, LLC; and

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

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity



Certification and the Determination of Value be place 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 Suburban Consulting Engineers.

Councilman Higgins asked how much longer the Borough may need the services of Suburban Consulting Engineers. Manager Blanchard replied that the project should be completed within the year.

Resolution #29A-2014 was moved on a motion made by Higgins, seconded by Conry and adopted.

Ayes: 5, Nays: 0  
Motion Carried

### **REAPPOINTMENTS FOR COUNCIL SUBCOMMITTEES**

1. Appointment of Recreation Commission Liaison – Ethel Conry

A motion was made by Higgins, seconded by Jones, to approve the appointment of Councilwoman Conry as the Recreation Commission Liaison.

Ayes: 5, Nays: 0  
Motion Carried

2. Senior Services Committee - Councilwoman Gleba, Councilwoman Conry
3. Website Committee – Councilman Torres, Mayor McDonald
4. Streets Committee – Councilman Higgins, Councilman Jones, Councilman Thompson
5. Shared Services Committee – Councilman Higgins, Councilman Jones, Councilman Torres
6. Sewer Committee – Councilman Higgins, Councilman Jones, Councilman Thompson
7. Codebook Committee- Councilwoman Gleba, Councilman Torres

### **ESTABLISH BUDGET MEETING DATES:**

Council agreed to Tuesday, January 28<sup>th</sup> at 6:30pm.

**AUDIENCE:**

Kathy Bryant – Mt. Pisgah Ame Church

Ms. Bryant is here for an update on the D.O.T. grant for the paving project on North Lincoln Avenue. Manager Blanchard replied that she doesn't expect to hear anything from the State until March or April.

Hearing no further comments, a motion was made by Higgins, seconded by Jones to close the audience portion.

**ADJOURNMENT:**

A motion was made by Jones, seconded by Conry that the meeting be adjourned at 7:15pm.

Ayes: 5, Nays: 0  
Motion carried.

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Scott McDonald, Mayor

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Kristine Blanchard, RMC  
Borough Manager/Clerk