

**BOROUGH OF WASHINGTON, WARREN COUNTY, NEW JERSEY  
WASHINGTON BOROUGH COUNCIL MINUTES – September 02, 2014**

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

Mayor McDonald read the following statement into the record:

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

Mayor McDonald led everyone in the flag salute.

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

Also Present: Pat Titus, Acting Borough Clerk

**COUNCIL APPEARANCE:**

EPA – Superfund Site Information – Pat Seppi, Community Liaison

Ms. Seppi introduced herself along with Patrick Nejang from the Corps of Engineers , Tom Bykow and Tom West from CAPE Environmental. Ms. Seppi added that these are the individuals who will be at the site every day which is located at Park Avenue and Pohatcong Street. Ms. Seppi added that the E.P.A. has set their trailers in a fenced in location near the Family Dollar Store. Ms. Seppi stated that their will be some inconvenience to the residents on Park Avenue, Pohatcong Street, and the Park Hill Apartments intermittently for about four to six weeks where Park Avenue will be a one way coming off Route 31. The end result of what the E.P.A. wants to do is build a pump and treat operation in the back parking lot of the Park Hill Apartments. Notification of this project was sent out to residents of the Park Hill Apartments letting them know that the project will occupy some of the current parking spaces. The E.P.A.’s concern is the groundwater that is contaminated with perchlorethylene and trichloroethylene. The contaminated ground water will be extracted and run through the pipes eventually through the pump and treat system. Ms. Seppi added that this project will be done in three phases over the course of one year. The first phase will be about four to six weeks and then the E.P.A. will be leaving and expect to be back in March of 2015 for the second phase. The second phase will last approximately three months and involves the digging of a large trench and the installation of wells. Ms. Seppi expects phase three to begin in July or August of 2015 which will last another four to six weeks. In the third

phase the E.P.A. will repair the road which includes the paving of Park Avenue from Route 31 to Pohatcong Street and take care of any final site work that needs to be done. Ms. Seppi provided Council with the contact names and phone numbers of the project managers who will be at the site on a daily basis in case any questions arise.

**MINUTES:**

**Regular Meetings – June 04, 2014 & August 19, 2014**

Motion made by Gleba, seconded by Torres to approve the Regular Meeting minutes of June 04, 2014 and August 19, 2014.

Council Discussion:

Councilman Jones questioned the motion made within his Council Remarks during the June 04, 2014 meeting. Councilman Jones believes the motion was for the purchase of three time clocks and the minutes state that the motion was to purchase two time clocks. Councilwoman Conry added that she thought the motion was for two time clocks only because the Recreation Director and Secretary work primarily out of Borough Hall and there is already a time clock at the pool for the seasonal staff. Mayor McDonald asked Ms. Titus to take a note on the discrepancy and have Manager Blanchard look into what was decided at the June 04, 2014 meeting.

Ayes: 7 Nays: 0  
Abstain: (1) Jones – June 04, 2014 only  
Motion Carried

**CORRESPONDENCE:**

A motion was made by Higgins, seconded by Jones to receive and file the correspondence.

Ayes: 7, Nays: 0  
Motion Carried

NJ DOT FY 2015 State Aid Programs

A motion was made by Higgins to forward the NJ DOT FY 2015 State Aid Program applications to the Borough's engineer and have them submit as soon as possible, seconded by Gleba.

Council Discussion:

Councilwoman Gleba asked that the engineer let Council know which streets they submit in the applications.

Ayes: 7 Nays: 0  
Motion Carried

**AUDIENCE:**

Mayor McDonald opened up the audience portion for remarks, petitions, statements, and testimony from guests.

Mrs. Susan Sloan – 89 Grand Avenue

Mrs. Sloan asked how to dispose properly of fluorescent light bulbs. Mrs. Sloan added that there is a list in the code on the website of what is acceptable but it does not say what to do with the household items which are not acceptable. Councilwoman Gleba replied that John Burd, the D.P.W. supervisor should know or perhaps someone in the office at Borough Hall. Mrs. Sloan also expressed her concern that winter and the snow will be coming soon and she would like to see the cars off the street in order for the D.P.W. to plow and remove as much snow as possible from the streets. Mrs. Sloan added that the roads were in the worst condition she has ever seen last winter. Councilman Torres replied that this issue has been addressed before Council and they have come up with some possible alternatives such as alternate side of the street parking. Councilman Higgins added that the Borough is in the process of rewriting the Codebook to allow the Code Enforcement Officer the authority to have vehicles towed that are on the street during a snow emergency. Councilman Higgins added that Council is also in the process of adding no parking when the roads are snow covered.

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

Ayes: 7, Nays: 0  
Motion Carried

**REPORTS:**

A motion was made by Torres, seconded by Gleba to receive and file the following reports:

1. Warren County Board of Health Report – August 2014
2. Code Enforcement Report – August 2014

Council Discussion:

In regards to the Code Enforcement Report, Councilwoman Gleba asked what the plans are with issuing liens on the approximately sixty eight abandoned / foreclosed homes in the Borough. Councilman Jones replied that the problem is the Borough can't put a lien on the home without knowing who the current property owner is and a lot of the banks will not give out that information. Mayor McDonald added that part of the issue is trying to figure out who the right bank is because a lot of them use third parties and Code Enforcement Officer Bescherer is working diligently to figure out as many as possible. Councilman Higgins added that a few weeks ago the State Legislature passed a law that now requires the financial institution to divulge what mortgage company owns the property which should help with the problem in the future.

Ayes: 7, Nays: 0  
Motion Carried

**NEW BUSINESS:**

**Approval of Washington Borough Schools PTO Raffle - December 15, 2014**

A motion made by Higgins, seconded by Jones to approve the raffle for the Washington Borough School's PTO.

Roll Call: Jones, Thompson, McDonald, Conry, Torres, Higgins,  
Gleba  
Ayes: 7, Nays: 0  
Motion Carried

**Approval of Shared Services Agreement – Washington Borough Board of Education, Library Director**

**A SHARED SERVICES AGREEMENT FOR LIBRARY  
DIRECTOR SERVICES BETWEEN THE BOROUGH OF  
WASHINGTON AND THE WASHINGTON BOROUGH  
BOARD OF EDUCATION**

**THIS AGREEMENT**, made this     day of June 2014, between the **BOROUGH OF WASHINGTON**, a municipal corporation in the County of Warren, State of New Jersey, having its principal offices at 100 Belvidere Avenue, Washington, New Jersey, 07882 (hereinafter referred to as “the Borough”); and the **WASHINGTON BOROUGH BOARD OF EDUCATION** a Local Board of Education in the County of Warren, State

of New Jersey having its principal offices at 300 West Stewart Street, Washington, New Jersey 07882 (hereinafter referred to as “the Local BOE”);

**WITNESSETH**

**WHEREAS**, the current Library Director for the Washington Borough Public Library (“the Library”) has retired; and

**WHEREAS**, the Borough wishes to provide adequate, supervisory oversight of the Library via a qualified Library Director; and

**WHEREAS**, the Local BOE has a person in their employ that is close by, qualified, and available to serve as a part-time Library Director; and

**WHEREAS**, the sharing of this employee between the Borough and Local BOE will benefit both entities by expanding services and decreasing the costs of those services; and

**WHEREAS**, this Agreement is authorized under *N.J.S.A. 40A:65-1 et seq.* (“the Shared Services Act”); and

**NOW, THEREFORE**, with the foregoing recitals incorporated herein by reference and in consideration of the mutual covenants contained herein, the parties hereto, intending to be legally bound, hereby agree as follows:

**SERVICES TO BE PROVIDED**

The Local BOE will furnish a qualified employee to serve as a part-time Library Director for the Washington Borough Public Library (“the Library Director”). At all times, the Library Director will be considered an employee of the Local BOE. Notwithstanding the foregoing, the Library Director will report to the Borough Manager and/or Library Board of Trustees as appropriate.

The day-to-day operations, active-record keeping, administrative and scheduling functions of the Library shall be the responsibility of the Library Director, subject to the approval of the Borough Manager and/or Library Board of Trustees as appropriate. Said duties include, but are not limited to staff supervision, departmental budget preparation and oversight, adherence to purchasing and financial policies and regulations, program and event planning (as needed), attendance at monthly Library Board of Trustees meetings, preparation of reports as required by the Library Board of Trustees, compliance with all applicable statutes governing the operation of a public library, and facility oversight.

The Library Director shall work 49.9% of the contracted hours at the Washington Borough Public Library. When the Library Director is working at the Washington Borough Public Library, they shall report to the Library Board of Trustees and/or the

Borough Manager (as applicable), as well as abide by all Borough policies and procedures. When the Library Director is working at the Board of Education, they shall report to the Superintendent of Local Schools, and will abide by all Board of Education policies and procedures.

The Local BOE will provide workers compensation, liability and motor vehicle insurance coverage for all claims related to services provided by its employee as Library Director, regardless of where the incident that caused the claim arises. The Local BOE shall provide appropriate proof of insurance coverage at the level of coverage of the Local BOE, naming the Borough as additional insured.

### **LOCATION OF AND DAYS OF OPERATION**

The Washington Borough Public Library is located at 20 Carlton Ave., Washington, New Jersey, 07882. Days and hours of operation are set by the Library Board of Trustees in consultation with the Library Director and may be amended from time-to-time as needed.

If the Board of Education close local schools, have a delayed opening, or early dismissal due to inclement weather, the Library Director will still need to work the contractual obligated hours indicated above.

### **PAYMENT BY THE BOROUGH FOR SERVICES**

The Borough shall be responsible for 49.9% of the total compensation cost defined as salary and health benefits of the employee serving as Library Director. For the term of this Agreement, the total compensation cost will be approximately \$93,227 of which the Borough's share will be \$46,520. Payment will be made by the Borough in four (4) equal quarterly installments. Bills and vouchers will be submitted by the Local BOE to the Borough before the 15<sup>th</sup> day of March, June, September and December. The bills will be paid by the Borough before the last business day of the aforementioned months. Should this Agreement be extended for additional terms, the Local BOE shall certify the new total compensation cost to the Borough in writing no later than ninety (90) days prior to the end of the then current term.

The Local BOE shall ensure that the compensation of the employee serving as Library Director is fixed by a salary ordinance, professional services contract or collective bargaining agreement in accordance with all applicable Federal, State and Local laws, regulations or ordinances governing such matters, and may be adjusted on a yearly basis.

### **TERM OF AGREEMENT**

This initial term of this Agreement shall run from July 1, 2014 - June 30, 2015. This Agreement may be extended for subsequent fiscal year periods by approval of the

Borough Council and Local BOE. In no instance can this agreement exceed a total of five (5) fiscal year terms.

**EARLY TERMINATION**

Either party may terminate their participation in the agreement prior to the end of the term with no financial penalty being imposed, provided that written notice of termination is given to the other party ninety (90) days in advance of the termination date.

**IN WITNESS WHEREOF**, the Borough of Washington and Borough of Washington Board of Education have caused these presents to be signed and attested to by their respective officers and their respective seals to be affixed hereto the day and year first above written.

Council Discussion:

Councilman Jones asked why the Borough and the Board of Education are paying for the Library Director’s motor vehicle insurance. Mayor McDonald replied that he believes that is just a blanket statement that they cover all employees should they be using a Borough or school owned vehicle or even if the employee was in their own vehicle during work hours. Councilman Jones expressed that he feels the language could be written more clearly. Councilman Torres added that a bigger concern to him is the amount of salary increase from last year which he feels is unfair to the other employees that work for the Borough. Mayor McDonald added that the Library Board does want to go to a full time director in the future but we have to have a Library Director in the mean time. Councilman Higgins added that he has issues with the amount of increase from last year, however it is still more cost effective to the Borough to move forward with the agreement at this time.

A motion made by Higgins to move forward with the Shared Service Agreement with the Washington Borough Board of Education for the Library Director, seconded by Gleba and approved.

Roll Call: Thompson, Torres, Jones, Conry, McDonald, Higgins,  
Gleba  
Ayes: 5, Nays: (1) Torres  
Abstain: (1) Thompson  
Motion Carried

**Resolution #121-2014 Refund Overpayment on 2014 Taxes**

**RESOLUTION #121-2014**

**A RESOLUTION TO REFUND OVERPAYMENT ON 2014 REAL ESTATE TAXES**

**WHEREAS**, according to the Tax Collector's records, there is an overpayment of \$1,277.66 on 2014 2nd Quarter Regular Taxes paid on property located at 41 Taylor Street, also known as Block 30.01 Lot 6, and in the name of Pitha, Joseph E.; and

**WHEREAS**, LSI Title Agency and Corelogic Tax Service had both paid the 2nd Quarter 2014 property taxes, resulting in the overpayment; and

**WHEREAS**, the Tax Collector has been resolving the matter of tax overpayments and has received a written request from Joseph E. Pitha that the overpayment be refunded to him.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey, to hereby authorize the Tax Collector and Treasurer to refund the amount of \$1,277.66 payable to:

Joseph E. Pitha  
153 Fresh Water Drive  
Bunker Hill, WV 25413

**Resolution #122-2014 Refund Overpayment on 2014 Taxes**

**RESOLUTION #122-2014**

**A RESOLUTION TO REFUND OVERPAYMENT ON 2014 REAL ESTATE TAXES**

**WHEREAS**, according to the Tax Collector's records, there is an overpayment of \$1,034.44 on 2014 3rd Quarter Regular Taxes paid on property located at 54 School Street, also known as Block 27.02 Lot 1, and in the name of Hisko, John F. Jr.; and

**WHEREAS**, PLS Title and Wells Fargo Tax Service had both paid the 3rd Quarter 2014 property taxes, resulting in the overpayment; and

**WHEREAS**, the Tax Collector has been resolving the matter of tax overpayments and has received a written request from Wells Fargo Real Estate Tax Service that the



overpayment be refunded to them in order to forward the funds to John F. Hisko Jr.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey, to hereby authorize the Tax Collector and Treasurer to refund the amount of \$1,034.44 payable to:

Wells Fargo Real Estate Tax Services, LLC  
Attn: Financial Support Unit – Region 1  
1 Home Campus, MAC X2302-04D  
Des Moines, IA 50328-0001

Resolutions #121-2014 and #122-2014 were moved on a motion made by Higgins, seconded by Conry and approved.

Roll Call: Thompson, Torres, Jones, Conry, McDonald, Higgins,  
Gleba  
Ayes: 7, Nays: 0  
Motion Carried

**Resolution #124-2014 Recreation Commission Appointment of Patrick Brian Collum**

**RESOLUTION #124-2014**

**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.

Commissioner

Patrick Brian Collum

Term Ending

12/31/18

Resolution #124-2014 was moved on a motion made by Higgins, seconded by Torres and approved.

Ayes: 7, Nays: 0  
Motion Carried

**VOUCHERS:**

Mayor McDonald entertained a motion to approve the vouchers and claims in the amount of \$585,878.00

Motion made by Gleba, seconded by Conry to approve the vouchers.

Council Discussion:

Councilwoman Gleba asked about the charges from the engineers for the Warren Hills Regional Middle School parking lot on page two under general government. Mayor McDonald added that he had the same question and asked Ms. Titus to leave a message for Manager Blanchard to verify that charge. Councilwoman Gleba also asked if the charges on page nine for the aerosol turf paint were three separate charges. Councilman Thompson replied that it appears to be three separate charges. Mayor McDonald added that it appears to be split between girl's softball, youth soccer and men's softball since Recreation buys it in bulk quantity.

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

Ayes: 7, Nays: 0

Abstain: (1) Thompson – Fire Department & EMS

Motion Carried.

**RECAP:**

Acting Clerk Titus will have Manager Blanchard look into the minutes of June 04, 2014 to determine if the motion made was for two time clocks or three. She will also have the voucher to the engineer for the Middle School pulled and have Manager Blanchard verify that it is correct and why it is not paid out of escrow or by the Warren Hills Regional Middle School.

**COUNCIL REMARKS:**

Councilman Higgins stated that the Sewer Committee met today with the sewer engineer

in regards to the project on South Prospect Street. The plans for the project were submitted to the Sewer Committee and some minor adjustments need to be made by the sewer engineer. Once the changes are made they will be sent to Mr. Dawson Bloom from Finelli Engineering to see where to place the catch basins. The plans should be sent back to Manager Blanchard within a week and then everything should be ready to go. Councilman Higgins added that the Borough will pay Veolia, who in turn will get the contractors and so far he believes the project looks like it can be done under budget. Also, Councilman Thompson spoke to Manager Blanchard and Mr. Bloom is in the process of finishing the BID specifications in regards to North Lincoln Avenue.

Councilman Torres reminded everyone to go to the Festival in the Borough this coming weekend.

Councilman Jones asked to check on the status of the time clocks, adding that the purchase of the time clocks was authorized in June.

Councilman Thompson stated that the street sign for the crosswalk on Belvidere Avenue is gone and watch out for children crossing the streets since they are back to school.

Councilwoman Gleba wanted to give kudos to Manager Blanchard and Morris, the web designer for the Borough's new website which she feels is easier to find things now. Councilwoman Gleba also reminded everyone to attend the Festival in the Borough and a reminder to the Senior Citizens that Friday September 26<sup>th</sup> from 5:30 p.m. to 8:30 p.m. is the second annual Senior Night Out which has a luau theme.

Mayor McDonald stated that the website was not working probably in regards to volunteer applications so if anyone submitted a volunteer application in the past month, he probably did not receive it.

Councilman Higgins asked Council how they would like to proceed with Quick Check hooking up to the Borough's sewer line. Mayor McDonald replied that he personally would accept the terms of the old agreement but not their new agreement. Councilman Higgins added that Quick Check had to spend so much money to put in their existing septic system that they are not willing to give the Borough a contribution to hook into the sewer system but they would have to pay approximately \$95,000 in costs to install the hookup regardless. Councilman Higgins would like to add Quick Check to the Borough's sewer system. Councilwoman Gleba suggested that Manager Blanchard add the possibility of Quick Check hooking up to the Borough's sewer system to the next agenda for discussion.

Councilman Higgins also stated that he got a visit from a New Jersey American Water site supervisor who will be on Sunrise Terrace paving seven feet out from the curb. NJAW was hoping the Borough would agree to paving the whole road and the Borough would pay for the remaining feet. Councilman Higgins stated that the Borough does not have any money in the budget for that right now.

Councilman Jones added that at the last meeting he asked about putting out a sign advertising for the town wide yard sale and was told there was no place to put it. Councilman Jones asked if a sign could be put out where there is currently a banner advertising for the Festival in the Borough. Councilwoman Gleba replied that those banners are very expensive. Mayor McDonald added that it would also have to meet certain criteria according to the Department of Transportation and also permission from JCP&L to hang the banner from their poles. Councilman Jones clarified that he was talking about placing the sign near the Welcome to Washington sign on the corner of Routes 57 and 31. Councilman Jones just thought it would be nice to promote the event.

Councilwoman Conry wanted to remind everyone to lock their car doors in light of the recent break ins that have been reported in the area.

**ADJOURNMENT:**

Hearing no further business, a motion made by Torres, seconded by Conry to adjourn the meeting at 7:50p.m.

Ayes: 7, Nays: 0  
Motion Carried

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Mayor Scott McDonald

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Kristine Blanchard, RMC Borough Clerk