

**Borough of Washington
Agenda
Re-organizational Meeting**

**January 5, 2016
7:00 PM**

FLAG SALUTE

STATEMENT OF ADEQUATE NOTICE

ROLL CALL:

Clerk will call the Roll

PROCLAMATION

Washington Township Police Department

Lt. James R. Teter
Cpl. Kevin Racek
Ptl. James Vernon
Ptl. Kyle Hayes

Washington Township Police Department

Chief McDonald

MAYOR'S MESSAGE

Mayor Scott McDonald's Year End Message

MANAGERIAL APPOINTMENTS

Municipal Treasurer – Natasha Turchan (Council information)

RESOLUTIONS:

1. Resolution #1-2016 – Temporary Budget
2. Resolution #2-2016 – Temporary Budget for Municipal Sewer Utility

3. Resolution #3-2016 – Establishing a Cash Management Plan and Naming Official Depositories
4. Resolution #4-2016 – Tax Interest Rates
5. Resolution #5-2016 – Sewer Interest Rates
6. Resolution #6-2016 - Deputy Borough Clerk – Ann Kilduff (only as needed)
7. Resolution #7-2016 –Municipal Attorney
8. Resolution #8-2016 – Municipal Public Defender
9. Resolution #9-2016 – Municipal Auditor
10. Resolution #10-2016 – Waste Water Engineer
11. Resolution #11-2016 – Municipal Engineer
12. Resolution #12-2016 – Establishing Meetings for the Year of 2016
13. Resolution #13-2016 – Planning Board – Class III Member (Council Member)
14. Resolution #14-2016 – Business Improvement District – Board Member
15. Resolution #15-2016 – Designating the Borough Manager as the Statewide Insurance Fund Commissioner for the Year 2016 and the CFO as Alternate Insurance Fund Commissioner.
16. Resolution #16 – 2016 – Authorizing the Tax Assessor & Legal Counsel to prosecute tax appeals before the Warren County Board of Taxation
17. Resolution #17 - 2016 – Appointing Risk Management Consultant for the Year 2016.
18. Resolution #18 – 2016 Appointment of Municipal Bond Attorney
19. Resolution #19-2016 – Appointment to the Planning Board – Employee Member David Allin Fire Official
20. Resolution #20-2016 Appointment of Tax Appeal Attorney
21. Resolution #21-2016 Establishing a Petty Cash Fund
22. Resolution #22-2016 Appointment of Municipal Engineer for Washington Square/Ryan Homes/Jade Acquisition

23. Resolution #23-2016 Recreation Commission Appointment – Chris Zimmerman
24. Resolution #24-2016 Planning Board Appointment – Marianne Van Deursen
25. Resolution #25-2016 Planning Board Appointment – Andy Turner
26. Resolution #26-2016 Planning Board Appointment – Dan Frascella
27. Resolution #27-2016 Planning Board Appointment – Dan Aron
28. Resolution #28-2016 Board of Adjustment Appointment – Lawrence Durfee
29. Resolution #29- 2016 Board of Adjustment Appointment – Don Eller
30. Resolution #30-2016 Library Board Appointment – Lorraine McGovern
31. Resolution #31-2016 Library Board Appointment – Kathy Finnegan
32. Reappointments for Council Subcommittees
 1. Appointment of Recreation Liaison
 2. Senior Services Committee
 3. Streets Committee
 4. Shared Services Committee
 5. Sewer Committee

ESTABLISH BUDGET MEETING DATES

ADJOURNMENT:

*A PROCLAMATION
OF THE BOROUGH OF WASHINGTON*

WHEREAS, the citizens and the Governing Body of the Borough of Washington would like to recognize Lieutenant James R. Teter, Corporal Kevin Racek, Patrolman James Vernon, and Patrolman Kyle Hayes; and

WHEREAS, these officers honorably served the citizens of the Borough of Washington, and the Township of Washington by coming together and helping a mother in need of car repairs for the safety of her family; and

WHEREAS, the officers, instead of writing tickets for an unsafe vehicle, surprised the family by soliciting donations and repaired the vehicle for her all in the spirit of helping a family during the holiday season; and

WHEREAS, the officers are commended for their commitment to community, their service, and by lending a helping hand when and where they can; and

WHEREAS, as the elected representatives of the Borough of Washington, the Mayor and Council, desire to formally express the heartfelt appreciation of the entire community to Lieutenant James Teter, Corporal Kevin Racek, Patrolman Kyle Hayes, and Patrolman James Vernon for their humanitarianism during the holiday season.

Now, BE IT RESOLVED that the Borough Clerk be directed to have a certified copy of this proclamation recorded in the permanent minutes of the Borough of Washington in perpetuity.

Scott McDonald
Mayor

*A PROCLAMATION
OF THE BOROUGH OF WASHINGTON*

WHEREAS, the citizens and the Governing Body of the Borough of Washington would like to recognize Police Chief McDonald for his contributions to the Borough of Washington and the Township of Washington; and

WHEREAS, Chief McDonald has honorably served the citizens of the Borough of Washington, and the Township of Washington in the capacity as a dedicated member and leader of the Washington Township Police Department; and

WHEREAS, Chief McDonald began his career in the Borough of Washington in 1985 as a full time provisional Police Office; and

WHEREAS, Chief McDonald was hired full time in the Township of Washington in 1986; and

WHEREAS, Chief McDonald was promoted to Police Chief in November of 1996; and

WHEREAS, Chief McDonald was instrumental and proactive in establishing the Active Shooter Training following the tragedy at Columbine for his officers in August of 2001 and he immediately made it available to other agencies in the County; and

WHEREAS, Chief McDonald also took the initiative and Washington Township Police Department became the first Police Department in Warren County to standardize lock-down and shelter in place and now have full time Police Officers in our schools.

WHEREAS, as the elected representatives of the Borough of Washington, the Mayor and Council, desire to formally express the heartfelt appreciation of the entire community to Chief McDonald for his years of outstanding and dedicated service.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council, of the Borough of Washington, in the County of Warren, State of New Jersey, that the appreciation of the community is hereby expressed to Chief McDonald, for his thirty years of honorable service to the citizens of the Borough of Washington and Washington Township and our sincerest best wishes are expressed to him now and in the future.

BE IT FURTHER RESOLVED that the Borough Clerk be directed to have a certified copy of this proclamation recorded in the permanent minutes of the Borough of Washington in perpetuity.

Scott McDonald
Mayor

RESOLUTION # 1-2016

**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 2016 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, 2016; and

WHEREAS, the total temporary appropriations in the 2016 budget, exclusive of any appropriations made for interest, and debt redemption charges, grants and capital improvements, is the sum of \$1,435,915.62; and

WHEREAS, 26.25% of the total appropriations in the 2015 Budget, exclusive of any appropriation made for interest and debt redemption charges, grants and capital improvements in said 2015 Budget is the sum of \$1,777,892.20

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	\$1,435,915.62
TOTAL CAPITAL AND DEBT SERVICE	\$889,964.00
TOTAL ALL TEMPORARY APPROPRIATIONS:	\$2,325,879.62

RESOLUTION # 2-2016

**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 2016 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, 2016; and

WHEREAS, the total temporary appropriations in the 2016 sewer utility budget, exclusive of any appropriations made for interest, and debt redemption charges, grants and capital improvements, is the sum of \$230,250.00; and

WHEREAS, 26.25% of the total appropriations in the 2015 Budget, exclusive of any appropriation made for interest and debt redemption charges, grants and capital improvements in said 2015 Budget is the sum of \$386,586.38

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	\$230,250.00
TOTAL CAPITAL AND DEBT SERVICE	\$937,413.00
TOTAL ALL TEMPORARY APPROPRIATIONS:	\$1,167,663.00

**RESOLUTION 3-2016
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, NJSA 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, 2016 through December 31, 2016.

**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
Unity Bank

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
Unity 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)

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, 2016 through December 31, 2016. 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 4-2016

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 2015.

Ayes:

Nays:

Abstained:

Kristine Blanchard, RMC
Borough Clerk

RESOLUTION #5-2016

SEWER INTEREST RATES

WHEREAS, municipal charges, namely sewer are payable in quarterly installments due on the 10th 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 2015.

Kristine Blanchard, RMC
Borough Clerk

RESOLUTION 6-2016

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 2016.

Kristine Blanchard, RMC
Borough Clerk

RESOLUTION 7-2016
AUTHORIZING 2016 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 2015 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:

5-01-20-155-000-027

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.

RESOLUTION 8-2016
AUTHORIZING 2016 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:

5-01-43-495-000-027

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 9-2016
RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT WITH
FERRAIOLO, 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 Certified 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 will exceed \$17,500; and

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

WHEREAS, Ferraiolo, Wielkocz, Cerullo & Cuva has submitted a proposal dated November 3, 2015 indicating they will provide the above-referenced services for a cost of \$27,550.00; and

WHEREAS, any additional work above and beyond the base services will be charged in accordance with the hourly fee schedule provided in the above-referenced proposal only if authorized by the Borough Council of the Borough of Washington; and

WHEREAS, Ferraiolo, Wielkocz, Cerullo & Cuva has completed and submitted a Business Entity Disclosure Certification which certifies that Ferraiolo, 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 Ferraiolo, Wielkocz, Cerullo & Cuva from making any reportable contributions through the term of the contract, and

NOW THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Washington to enter into a contract with Ferraiolo, 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 Ferraiolo, Wielkocz, Cerullo & Cuva.

RESOLUTION 10-2016
AUTHORIZING 2016 PROFESSIONAL SERVICES CONTRACT WITH FINELLI
CONSULTING ENGINEERS 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 2016 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, Finelling Consulting Engineers has completed and submitted a Business Entity Disclosure Certification which certifies that Finelling 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 Finelling 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:

5-05-55-502-000-028

NOW THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Washington to enter into a contract with Finelling 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 Finelling Consulting Engineers .

RESOLUTION 11-2016
AUTHORIZING 2016 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 2016 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:

5-01-20-165-000-028

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 12-2016

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 Warren County, 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.

Kristine Blanchard, RMC

SCHEDULE OF 2016 REGULAR MEETINGS

BOROUGH OF WASHINGTON, WARREN COUNTY, NEW JERSEY

Council Chambers 7:00 pm

REGULAR MEETINGS:

JANUARY 5, 2016(Reorganization Meeting)	JULY 5, 2016
JANUARY 19, 2016	JULY 19, 2016
FEBRUARY 2, 2016	AUGUST 2, 2016
FEBRUARY 16, 2016	AUGUST 16, 2016
MARCH 1, 2016	SEPTEMBER 6, 2016
MARCH 15, 2016	SEPTEMBER 20, 2016
APRIL 5, 2016	OCTOBER 4, 2016
APRIL 19, 2016	OCTOBER 18, 2016
MAY 3, 2016	NOVEMBER 1, 2016
MAY 17, 2016	NOVEMBER 14, 2016***
JUNE 8, 2016**	DECEMBER 6, 2016
JUNE 21, 2016	DECEMBER 20, 2016
JANUARY 3, 2017 (Reorganization Meeting)	

Official Action May be Taken

** Wednesday Meeting

*** Monday Meeting

ORGANIZATIONAL MEETING:

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 13-2016

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

Term to expire on **January 1, 2017.**

Kristine Blanchard, RMC
Borough Clerk

RESOLUTION 14-2016

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 **1/01/2017**

Name

Kristine Blanchard, RMC
Borough Clerk

RESOLUTION 15-2016

**A RESOLUTION DESIGNATING BOROUGH MANAGER AS THE
STATEWIDE INSURANCE FUND COMMISSIONER AND CFO AS
ALTERNATE COMMISSIONER FOR THE YEAR 2016**

WHEREAS, pursuant to the Bylaws of the Statewide Insurance Fund, each local unit member is required to appoint a Commissioner to represent them in the Fund; and

WHEREAS, the Fund Administrator is required annually to submit the full name and title of each appointed Fund Commissioner to the State of New Jersey, Department of Insurance; and

WHEREAS, the Borough Manager is the Chief Executive Officer of the Borough of Washington and authorized to represent the Borough's interest in matters of intergovernmental affairs and to negotiate contracts on behalf of the municipality.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey that the Borough Manager is hereby appointed to represent the Borough as the Fund Commissioner to the Statewide Insurance Fund for the year 2016.

BE IT FURTHER RESOLVED, in the event of the Borough Manager's absence, the CFO is hereby appointed Alternate Commissioner to the Statewide Insurance Fund for the year 2016 and that notice of these appointments be forwarded to the Fund Administrator of the Statewide Insurance Fund.

Kristine Blanchard, RMC
Borough Clerk

Resolution 16-2016

**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 Athan Efstathious, CTA, Assessor of the Borough of Washington, County of Warren and 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.

Roll Call:

Ayes: Nays:

Abstain:

Kristine Blanchard, RMC

RESOLUTION 17-2016 APPOINTING RISK MANAGEMENT CONSULTANT

WHEREAS, the Borough of Washington (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. The Borough of Washington hereby appoints Skylands Risk Management, Inc. its local Risk Management Consultant.
2. The Mayor and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant's Agreement for the year 2016 in the form attached hereto.

Attest:

Name of Entity: Borough of Washington

Mayor Scott McDonald

Certification

I, _____, Clerk of the Borough of Washington, County of Warren, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the governing body on _____, 20_____

Clerk

Witness my hand and seal of the

_____ of _____

This day of _____, 20_____

2016 FUND YEAR

STATEWIDE INSURANCE FUND

RISK MANAGEMENT CONSULTANT'S AGREEMENT

THIS AGREEMENT entered into this 4th day of January 2016 among the Statewide Insurance Fund ("FUND"), a joint insurance fund of the State of New Jersey, the Borough of Washington ("MEMBER") and Skylands Risk Management, 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 non WC assessment (excluding any fees, PLIGA, and loss ratio apportionment);
 - (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, 2016 to January 1, 2017**. 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 in accordance with Exhibit A and to submit all necessary documentation establishing compliance within seven (7) days of this Agreement.

ATTEST:

Member Representative

ATTEST:

Risk Management Consultant Corporate Officer

ATTEST:

Statewide Insurance Fund Chairperson

**EXHIBIT A
STATEWIDE INSURANCE FUND**

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY NOTICE
(N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.)

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

This form is a summary of the successful professional service entity's requirement to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

The successful professional service entity shall submit to the Statewide Insurance Fund, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the vendor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-1.1 et seq.;

OR

(c) A photocopy of a completed Employee Information Report (Form AA302) provided by the Division of Contract Compliance and completed by the vendor in accordance with N.J.A.C. 17:27-1.1 et seq.

The successful professional service entity may obtain the Employee Information Report (AA302) from the Statewide Insurance Fund during normal business hours.

The undersigned professional service entity certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. and agrees to furnish the required forms of evidence.

The undersigned professional service entity further understands that his/her submission shall be rejected as non-responsive if said professional service entity fails to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

COMPANY: Skylands Risk Management, Inc.

SIGNATURE: _____

PRINT NAME: Wayne F. Dietz

TITLE: President

DATE: _____

RESOLUTION 18-2016
AUTHORIZING 2016 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 2016 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 19-2016

PLANNING BOARD – COUNCIL 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.

David Allin

Term to expire on **January 1, 2017.**

The above Declaration was an appointment made by the Mayor with Council consent.

Kristine Blanchard, RMC
Borough Clerk

RESOLUTION 20-2016

**RESOLUTION AUTHORIZING 2016 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 2016 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 #21-2016

**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 5th day of January, 2016, 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.

Kristine Blanchard, RMC
Borough Clerk

RESOLUTION 22-2016
AUTHORIZING 2016 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 completed 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 one year, and that the contract will prohibit the Suburban Consulting Engineers from making any 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 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 Suburban Consulting Engineers.

RESOLUTION 23-2016

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>
Chris Zimmerman	12/31/20

Kristine Blanchard, RMC

RESOLUTION 24-2016

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, 2019.

Marianne Van Deursen
Name

Roll Call: Ayes:
 Nays:
 Abstained:

Kristine Blanchard, RMC
Borough Clerk

Date:

RESOLUTION 25-2016

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, 2019.

Andy Turner
Name

Roll Call: Ayes:
 Nays:
 Abstained:

Kristine Blanchard, RMC
Borough Clerk

Date:

RESOLUTION 26-2016

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, 2019.

Dan Frascella
Name

Roll Call: Ayes:
 Nays:
 Abstained:

Kristine Blanchard, RMC
Borough Clerk

Date:

RESOLUTION 27-2016

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, 2019.

Dan Aron
Name

Roll Call: Ayes:
 Nays:
 Abstained:

Kristine Blanchard, RMC
Borough Clerk

Date:

RESOLUTION 28-2016

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 from Alternate #1 to Board of Adjustment member for a term ending **12/31/2019**.

Lawrence Durfee

Roll Call:

Ayes:

Nays:

Abstain:

Kristine Blanchard, RMC

Borough Clerk

RESOLUTION 29-2016

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 from Alternate #1 to Board of Adjustment member for a term ending **12/31/2019**.

Don Eller

Roll Call:

Ayes:

Nays:

Abstain:

Kristine Blanchard, RMC

Borough Clerk

RESOLUTION # 30-2016

**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 December 31, 2019.

Lorraine McGovern
Name

Roll Call: Ayes:
 Nays:
 Abstain:

Kristine Blanchard, RMC
Borough Clerk

RESOLUTION # 31-2016

**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 December 31, 2019.

Kathy Finnegan
Name

Roll Call: Ayes:
 Nays:
 Abstain:

Kristine Blanchard, RMC
Borough Clerk