
AGENDA

BOROUGH OF WASHINGTON, WARREN COUNTY, NJ

**July 18, 2023
7:00 PM**

STATEMENT OF ADEQUATE NOTICE

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 Express-Times and Star Ledger and posted on the Boroughs website stating the time, place and purpose of the meeting as required by law.

FLAG SALUTE

ROLL CALL Brown, Cox, France, Gorshkov, Infinito, Musick and Conry.

AUDIENCE/COUNCIL APPEARANCE

Remarks, petitions, statements and testimony from guests

MINUTES

June 20, 2023

REPORTS

Committee Reports
Managers' Report

VOUCHERS-Approval of Claims

OLD BUSINESS

Agenda-Continued

NEW BUSINESS

- Appointment of Warren Heritage Scenic Byway Committee member- Gary Poherly
- Discussion of video broadcasting Borough Council meetings
- Discussion to set date for habitability hearing on garage for 181 Belvedere Ave.
- Letter of appreciation from the Warren Hills Regional school to the Department of Public Works

ORDINANCES 1st Reading

Public Hearing scheduled for August 15, 2023

ORDINANCE 2023-12

AN ORDINANCE FIXING THE SALARY AND WAGES OF CERTAIN MUNICIPAL OFFICIALS, APPOINTEES, EMPLOYEES, AND STIPENDS APPLICABLE THERETO AND REPEALING PORTIONS OF PRIOR INCONSISTENT SALARY AND WAGE ORDINANCES BEGINNING JANUARY 1, 2023

ORDINANCE 2023-13

AN ORDINANCE AUTHORIZING AS A GENERAL IMPROVEMENT THE LEASE OF THE DPW VEHICLES FROM THE ENTERPRISE SOLUTIONS BOROUGH OF WASHINGTON AND APPROPRIATING \$40,000 THEREFOR FROM THE "CAPITAL FUND BALANCE" OF SAID BOROUGH

ORDINANCE 2023-14 SIDEWALKS

ORDINANCE 2023-15 RETAIL BUSINESSES

Agenda-Continued

RESOLUTIONS

RESOLUTION 2023-97

AUTHORIZING A CHANGE ORDER INCREASING THE CONTRACT WITH ARAE NETWORK SOLUTIONS LLC OF P.O. BOX 5648, HILLSBOROUGH, NEW JERSEY 08844 FOR VARIOUS SERVICES PROVIDED BY THE COMPANY INCLUDING BUT NOT LIMITED TO VOIP SERVICES, EMAIL MAINTENANCE, NETWORK SUPPORT AND EQUIPMENT PURCHASES.

2023-XX Salary (give number)

RESOLUTION 2023-98

RESOLUTION REQUESTING APPROVAL OF ITEMS OF REVENUE AND APPROPRIATIONS CLEAN COMMUNITIES \$18,136.76

RESOLUTION 2023-99

A RESOLUTION FOR REDEMPTION OF TAX CERTIFICATE

RESOLUTION 2023-100

A RESOLUTION FOR REDEMPTION OF TAX CERTIFICATE

RESOLUTION 2023-101

A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF WASHINGTON AUTHORIZING THE SALE OF SURPLUS PERSONAL PROPERTY NO LONGER NEEDED FOR PUBLIC USE AT THE ANNUAL WARREN COUNTY PUBLIC AUCTION

RECAP

COUNCIL REMARKS

Remarks, Reports, Discussions

EXECUTIVE SESSION-if needed

ADJOURNMENT _____ P.M.

ORDINANCE 2023-12

AN ORDINANCE FIXING THE SALARY AND WAGES OF CERTAIN MUNICIPAL OFFICIALS, APPOINTEES, EMPLOYEES, AND STIPENDS APPLICABLE THERETO AND REPEALING PORTIONS OF PRIOR INCONSISTENT SALARY AND WAGE ORDINANCES BEGINNING JANUARY 1, 2023

SCHEDULE A – FULL-TIME CLASSIFIED

<u>POSITION TITLE</u>				<u>SALARY OR WAGE RANGE</u>			
Account Clerk				\$41,458	-	\$63,861	AN
Animal Control Officer				\$12,500	-	\$80,000	AN
Keyboarding Clerk 2				\$41,458	-	\$63,861	AN
Administrative Clerk				\$57,370	-	\$89,095	AN
Assistant Municipal Tax Collector				\$49,610	-	\$76,475	AN
Building Maintenance Worker				\$51,269	-	\$66,679	AN
Clerk 1 (NC)				\$24,099	-	\$36,129	AN
Code Enforcement Officer/Zoning Officer				\$56,947	-	\$78,849	AN
Equipment Operator				\$61,506	-	\$79,998	AN
Keyboarding Clerk 3				\$61,506	-	\$79,998	AN
Laborer 1 (NC)				\$46,478	-	\$61,923	AN
Library Assistant				\$36,595	-	\$55,694	AN
Keyboarding Clerk 1				\$36,595	-	\$55,694	AN
Library Director				\$58,462	-	\$78,382	AN
Road Repairer 3				\$68,627	-	\$87,609	AN
Road Repairer Supervisor				\$74,414	-	\$91,410	AN
Senior Account Clerk				\$59,759	-	\$81,009	AN
Supervising Library Assistant				\$44,240	-	\$66,409	AN
Truck Driver (NC)				\$55,168	-	\$73,941	AN
Housing and Zoning Inspector Trainee (NC)				\$32,832	-	\$50,499	AN
Housing and Zoning Inspector				\$21,621	-	\$57,904	AN
Code Enforcement Officer				\$21,621	-	\$57,904	AN
Zoning Officer				\$21,621	-	\$57,904	AN
Fire Official				\$21,621	-	\$57,904	AN

SCHEDULE B – PART-TIME CLASSIFIED

<u>POSITION TITLE</u>				<u>SALARY OR WAGE RANGE</u>			
Account Clerk				\$13.00	-	\$35.00	Hr.
Animal Control Officer				\$8,000	-	\$80,000	AN
Assistant Animal Control Officer				\$2,000	-	\$5,000	AN

Building Service Worker					\$13.00	-	\$35.00	Hr.
Clerk 1 (NC)					\$13.00	-	\$35.00	Hr.
Code Enforcement Officer (Title Code #01285)					\$13.00	-	\$35.00	Hr.
Code Enforcement Officer/Zoning Officer (Title Code #05897)					\$13.00	-	\$50.00	Hr.
Deputy Municipal Emergency Management Coordinator					\$2,000	-	\$10,000	AN
Deputy Municipal Emergency Management Coordinator (Combined with Manager-Stipend)					\$6,500*			AN
Deputy Registrar of Vital Statistics					\$1,500	-	\$3,000	AN
Engineering Aide					\$30.00	-	\$50.00	Hr.
Fire Official					\$20.00	-	\$50.00	Hr.
Fire Prevention Specialist					\$15.00	-	\$35.00	Hr.
Keyboarding Clerk					\$13.00	-	\$35.00	Hr.
Librarian 1 (Title Code #07569)					\$18.00	-	\$35.00	Hr.
Library Director					\$36.00	-	\$65.00	Hr.
Library Assistant (NC-Title Code #07467)					\$13.00	-	\$35.00	Hr.
Senior Library Assistant (C-Title Code #03416)					\$13.00	-	\$35.00	Hr.
Zoning Officer (Title Code #04338)					\$13.00	-	\$35.00	Hr.
Housing and Zoning Inspector Trainee (NC)					\$13.00	-	\$35.00	Hr.
Housing and Zoning Inspector					\$13.00	-	\$35.00	Hr.
SCHEDULE C – UNCLASSIFIED SERVICE								
POSITION TITLE					SALARY OR WAGE RANGE			
Chief Financial Officer					\$15,500	-	\$68,688	AN
Council Member					\$2,500	-	\$4,500	AN
Confidential Assistant (to C.F.O.)					\$51,471	-	\$80,945	AN
Qualified Purchasing Agent					\$5,000	-	\$10,000	AN
Deputy Municipal Clerk					\$30,000	-	\$60,000	AN
Deputy Municipal Clerk Shared Service Stipend					\$14,250			AN
Deputy Municipal Clerk Per Meeting					\$50.00/meeting stipend			
Mayor					\$3,000	-	\$5,500	AN
Municipal Clerk					\$45,000	-	\$110,000	AN
								AN
Municipal Department Head					\$5,000	-	\$120,000	AN
Municipal Emergency Management Coordinator					\$2,000	-	\$15,000	AN
Municipal Manager					\$80,000	-	\$160,000	AN
								AN
Secretary, Board/ Commission (Salary)					\$500		\$5,500	AN
Secretary, Board/ Commission (Hourly)					\$13.00		\$35.00	Hr.
Tax Assessor					\$25,500	-	\$52,300	AN
Tax Collector (F.T.)					\$51,471	-	\$80,945	AN
Tax Collector (P.T.)					\$24,099	-	\$36,129	AN
NJDCA Mandated Wastewater Contract Administrator Stipend					\$8,000	AN		
CPWM Combined with Road Supervisor Stipend					\$6,000	AN		

Machine, Equipment and Vehicle Maintenance and Repair Stipend				\$7,000	AN		
Deputy Municipal Recycling Coordinator Stipend				\$500	AN		
Deputy Clean Communities Coordinator Stipend				\$500	AN		
Animal Licensing and Animal Control Administration Stipend				\$1,000	AN		
Animal Control Shared Service Stipend (Per Municipality)				\$7,000	AN		
Municipal Emergency Management Stipend				\$8,755*	AN		
Zoning Officer Stipend				\$15,000	AN		
Zoning Secretary Stipend				\$1,000	AN		
SCHEDULE D – UNCLASSIFIED SERVICE							
(TEMPORARY OR SEASONAL)							
POSITION TITLE				SALARY OR WAGE RANGE			
Acting or Interim Department Head or Executive Management				\$13.00	-	\$85.00	Hr.
Assistant Recreation Supervisor (Swim Team)				\$13.00	-	\$35.00	Hr.
Cashier				\$13.00	-	\$35.00	Hr.
Equipment Operator				\$13.00	-	\$35.00	Hr.
Food Service Manager				\$13.00	-	\$35.00	Hr.
Food Service Worker				\$13.00	-	\$35.00	Hr.
Interim Municipal Manager Stipend				\$30,000		\$48,000	AN
Laborer I (NC)				\$13.00	-	\$35.00	Hr.
Life Guard				\$13.00	-	\$35.00	Hr.
Maintenance Worker 1, Grounds				\$13.00	-	\$35.00	Hr.
Municipal Department Head				\$17.00	-	\$85.00	Hr.
Recreation Supervisor Swimming (Swim Lessons)				\$13.00	-	\$35.00	Hr.
Recreation Supervisor Swimming (Swim Team)				\$13.00	-	\$35.00	Hr.
Supervisor Baths & Pools				\$13.00	-	\$35.00	Hr.
Truck Driver (NC)				\$13.00	-	\$35.00	Hr.

SECTION 1. Salaries herein shall be payable at the rate fixed in equal installments twice a month. Wages shall be payable twice a month. Any annual salary may be re-calculated to an hourly wage for any positions unless restricted by collective bargaining agreement. Any and all fees received by officials and employees of the Borough of Washington shall be paid unto the municipality.

SECTION 2. Any salary and wage ordinance adopted prior to the adoption of this ordinance with provisions inconsistent with the provisions of Section 1 of this ordinance shall, to the extent of any inconsistency, and only to the extent of the inconsistency, be repealed.

SECTION 3. In the event the position becomes vacant or no figure is listed, then the figures noted in the column with the heading “salary or wage range” shall be utilized by the appointing authority and any salary or wage paid within this range shall be deemed appropriate and valid.

SECTION 4. *Dependent upon availability of Emergency Management Agency Assistance (EMAA) grant funds. In the event that EMAA funds are reduced and/or eliminated, stipend will be reduced in an amount commensurate with the reduction in grant funds.

Introduced: July 18, 2023

Public hearing/Adoption: August 15, 2023

ORDINANCE 2023-13

AN ORDINANCE AUTHORIZING AS A GENERAL IMPROVEMENT THE LEASE OF THE DPW VEHICLES FROM THE ENTERPRISE SOLUTIONS BOROUGH OF WASHINGTON AND APPROPRIATING \$40,000 THEREFOR FROM THE "CAPITAL FUND BALANCE" OF SAID BOROUGH

BE IT ORDAINED by the Borough Council of the Borough of Washington in Warren County,

New Jersey as follows:

Section 1. The Borough of Washington in Warren County (hereinafter referred to as "Municipality") is hereby authorized the following Capital Improvements for the Borough of Washington:

1. The lease of the DPW vehicles

Section 2. The work and acquisitions, authorized by Section 1 of this Ordinance shall be undertaken as

a general improvement, the entire cost of which shall be contributed and borne by the municipality as a general

expense, and no part of said cost shall be specially assessed against any property. The estimated cost noted

of such project shall not exceed \$40,000.00 unless this Ordinance is amended.

Section 3. It is hereby determined and stated that the undertaking of the aforesaid projects (hereinafter

referred to as "purpose") is not a current expense of the municipality; and that the total estimated cost of said

purpose is \$40,000.00, the estimated cost for the projects having been noted in Section 1 above.

Section 4. The sum of \$40,000.00 is hereby appropriated for said purpose from the "Capital Fund Balance" of the municipality for said purpose as required by law and now available therefore under a

budget or budgets of the municipality previously adopted.

Section 5. The Capital budget of the municipality is hereby amended to conform with the provisions of

this Ordinance to the extent of any inconsistency herewith.

Section 6. This Ordinance shall take effect upon its passage and publication as provided by law.

Introduction: July 18, 2023

Public Hearing/Adoption: August 15, 2023

RESOLUTION 2023-97

AUTHORIZING A CHANGE ORDER INCREASING THE CONTRACT WITH ARAE NETWORK SOLUTIONS LLC OF P.O. BOX 5648, HILLSBOROUGH, NEW JERSEY 08844 FOR VARIOUS SERVICES PROVIDED BY THE COMPANY INCLUDING BUT NO LIMTTE TO VOIP SERVICES, EMAILE MAINTENANCENEM, NETWORK SUPPORT AND EQUIPMENT PURHCASES.

WHEREAS, the Borough entered into a contract with ARAE Network Solution LLC for the phone services, network services, email services and computer purchases; and

WHEREAS, a contract was awarded in the amount of \$38,057.16; and

WHEREAS, in accordance with the requirements of the Local Public Contract Law and;

WHEREAS, this change order to increase the amount of the contract by \$35,000 to ARAE Network Solution LLC needed and;

WHEREAS, the Chief Finance Officer has certified the availability of \$35,000 in extra funds from various accounts 01-2023-31-440.2-0 and 01-2023-20-100-2-29 and;

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Washington authorizes the Qualified Purchasing Agent add the increase sum of not to exceed \$35,000.00.

RESOLUTION 2023-98

**RESOLUTION REQUESTING APPROVAL OF ITEMS OF REVENUE AND
APPROPRIATIONS NJSA 40A: 4-87**

CLEAN COMMUNITIES \$18,136.76

WHEREAS, NJSA 40A: 4-87 provides that the Director of Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

WHEREAS, the Director may also approve the insertion of an item of appropriation for equal amount,

NOW, THEREFORE, BE IT RESOLVED, that the Governing Body of the Borough of Washington in the County of Warren State of New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2023 in the sum of \$18,136.76 which is now available from the State of New Jersey

BE IT FURTHER RESOLVED, that the like sum of \$18,136.76 is hereby appropriated under the caption of Other Expenses – Clean Communities

RESOLUTION 2023-99

A RESOLUTION FOR REDEMPTION OF TAX CERTIFICATE

As per N.J.S.A.54:5

KNOW ALL PERSONS BY THESE PRESENTS THAT, WHEREAS, lands in the taxing district of Washington Borough, County of Warren, State of New Jersey, were sold on October 7, 2021 to FIG CUST FIGNJ19LLC & SEC PTY, PO BOX 669507, DALLAS, TX 75266-9507, in the amount of \$667.22 for taxes or other municipal liens assessed for the year 2020 in the name of LAUER, DAVID & MARITES as supposed owners, and in said assessment and sale were described as 5 ALVIN SLOAN AVE, Block 2.09 Lot 30, which sale was evidenced by Certificate #21-00005 and

WHEREAS, the Collector of Taxes of said taxing district of the Borough of Washington, do certify that on 6/28/2023 and before the right to redeem was cut off, as provided by law, EAST COAST TITLE AGENCY claiming to have an interest in said lands, did redeem said lands claimed by FIG CUST FIGNJ19LLC & SEC PTY by paying the Collector of Taxes of said taxing district of Washington Borough the amount of \$3,026.66 which is the amount necessary to redeem Tax Sale Certificate #21-00005.

NOW THEREFORE BE IT RESOLVED, on this 18th day of July, 2022 by the Mayor and Council of the Borough of Washington, County of Warren to authorize the Treasurer to issue a check payable to FIG

CUST FIGNJ19LLC & SEC PTY, PO BOX 669507, DALLAS, TX 75266-9507 in the amount of **\$5,526.66** (This consists of \$3,026.66 Certificate Amount redeemed + \$2,500.00 Premium).

BE IT FURTHER RESOLVED, that the Tax Collector is authorized to cancel this lien on Block 2.09 Lot 30 from the tax office records.

RESOLUTION 2023-100
A RESOLUTION FOR REDEMPTION OF TAX CERTIFICATE
As per N.J.S.A.54:5

KNOW ALL PERSONS BY THESE PRESENTS THAT, WHEREAS, lands in the taxing district of Washington Borough, County of Warren, State of New Jersey, were sold on December 7, 2022 to FIG 20, LLC FBO SEC PTY, PO BOX 12225, NEWARK, NJ 07101, in the amount of \$1,779.33 for taxes or other municipal liens assessed for the year 2021 in the name of READ, AMANDA as supposed owners, and in said assessment and sale were described as 8-10 YOUMANS AVE, Block 92 Lot 2, which sale was evidenced by Certificate #22-00047 and

WHEREAS, the Collector of Taxes of said taxing district of the Borough of Washington, do certify that on 6/28/23 and before the right to redeem was cut off, as provided by law, CORELOGIC claiming to have an interest in said lands, did redeem said lands claimed by FIG 20, LLC FBO SEC PTY by paying the Collector of Taxes of said taxing district of Washington Borough the amount of \$3,515.66 which is the amount necessary to redeem Tax Sale Certificate #22-00047.

NOW THEREFORE BE IT RESOLVED, on this 18th day of July, 2023 by the Mayor and Council of the Borough of Washington, County of Warren to authorize the Treasurer to issue a check payable to FIG 20, LLC FBO SEC PTY, PO BOX 12225, NEWARK, NJ 07101 in the amount of **\$6,515.66** (This consists of \$3,515.66 Certificate Amount redeemed + \$3,000.00 Premium).

BE IT FURTHER RESOLVED, that the Tax Collector is authorized to cancel this lien on Block 92 Lot 2 from the tax office records.

RESOLUTION 2023-101
A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF WASHINGTON AUTHORIZING THE SALE OF SURPLUS PERSONAL PROPERTY NO LONGER NEEDED FOR PUBLIC USE AT THE ANNUAL WARREN COUNTY PUBLIC AUCTION

WHEREAS, the Borough of Washington has determined that the personal property described below and incorporated herein is no longer needed for public use; and

WHEREAS, the Borough of Washington intends to auction said items at the Warren County Annual Public Auction, located at 165 County Road, 519 South, Belvidere, New Jersey 078323; and

WHEREAS, the sales are being conducted pursuant to N.J.S.A. 40A:11-36; and

WHEREAS, the public property no longer needed for public use is as follows:

2003 Dodge Durango VIN 1D4HS38NX3F562054

WHEREAS, the public auction will take place at the Warren County Garage, 185 County Road 519 South, Belvidere, New Jersey 07832; and

WHEREAS, Minimum Starting bid is set at \$500.00.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Washington in the County of Warren, State of New Jersey, that the Borough is hereby authorized to sell the surplus personal property as indicated above at the Warren County Annual Public Auction on Saturday, September 16, 2023.