

TOWNSHIP OF WASHINGTON
BERGEN COUNTY, NEW JERSEY

REGULAR MEETING MINUTES

January 23, 2017

The Regular Meeting of the Township Council of the Township of Washington was held at 7:30 p.m. in the Council Meeting Room of the Municipal Complex, 350 Pascack Road, Township of Washington, New Jersey.

Council President Robert Bruno called the meeting at 7:34 p.m. by reading the following statement

OPEN PUBLIC MEETING STATEMENT

The regularly scheduled Public Meeting of January 27, 2017 of the Township of Washington Township Council. Adequate notice of the meeting was given in accordance with the Open Public Meetings Act by the Township Clerk to at least two (2) newspapers in January and this notice has been posted on the Township Bulletin Board and on the Township Web Site.

Please notify the Municipal Clerk for any disability requirements necessary for attendance at Mayor and Council meetings. The fire exits are located through the double doors to your right and through the door on your left. Please silence all cell phones

ROLL CALL

Council Members Peter Calamari, Steve Cascio, Thomas Sears, Michael Ullman and Council President Robert Bruno. Also present: Janet Sobkowicz, Mayor; Ken Poller, Attorney; Mary Anne Groh, Administrator and Susan Witkowski, Township Clerk.

The Clerk read the totals of the list of bills:

TOTAL	2015 Reserve	\$0.00
TOTAL	2016 Current	\$0.00
TOTAL	Capital Fund	\$0.00
TOTAL	Animal Control	\$0.00
TOTAL	Trust Fund	\$4,362.00

A motion was made by Councilman Cascio, seconded by Council President Bruno, to approve the October 31, 2016 Public Minutes.

Ayes: Councilmen Calamari, Cascio, Ullman, Bruno.

Abstain: Councilman Sears.

Nays: None.

Mayor's Report, December 2016

TREE LIGHTING

Our Annual Tree/Menorah Lighting was held on Friday, December 9, at 6 p.m. I thank the library for sponsoring the Peanuts Holiday event before the lighting, the ambulance corps for serving hot chocolate and cookies; the cub scouts and boy scouts for distributing candy canes and glow sticks; the fire department for bringing Santa, the Road Department for the great decorations we had this year, Jim Dugan, Alianna Eucker, and Girl Scouts for singing holiday favorites. In addition, Rabbi Noah Fabricant of Temple Beth Or gave a blessing as he performed the Menorah lighting for us.

BERGEN COUNTY HOME IMPROVEMENT PROGRAM (HIP)

The Hip program provides deferred loan payment financing for major system home repairs with absolutely no payback required until the home is sold or the title transferred. It is targeted to assist low to moderate income Bergen homeowners so total annual earnings are a key factor in determining eligibility. It is a 3% simple interest loan. Low income for 1 person is \$46,100 and \$65,800 for 4 people.

YJCC

I have been in contact with several redevelopers/new users in reference to the Y since it has been vacant this long and believe that it is important to be prepared.

RECYCLING

As disappointed as I was about the November 2016 revenue of only \$3,000, I was happy about the \$5,900 in December of 2016. The yearly total was \$46,236 about \$730 more than 2015. This segues into the new recycling schedule. In an effort to increase service with an extra pickup in the months that have five weeks, we went through a "transition" period since most everyone identifies their pickup schedule by first and third or second and fourth. Thank you for your patience. Very Important: Prices for the recycling that we sell have really softened especially commingled. We will have to recycle much more to get anywhere near the \$46,000 we got in revenue last year, and the program costs a little more than \$12,000 a month.

SOLID WASTE COLLECTION ORDINANCE

It is important to clarify that revised ordinance 16-10 only means that you do not have to use the "per bag" system. However, the garbage still has to be in sealed bags. If you want to use any bag rather than the blue or purple, you can discuss that with your vendor. However, bear in mind that the quarterly fee may change, because the cost of buying the colored bags is the tipping fee the vendor needs. You have to weigh your options.

DISCRETIONARY AID GRANT

Last year, when we applied to the NJDOT for road resurfacing projects, we were not awarded any funding. However, recently engineer Statile recommended that we try for a NJDOT discretionary grant which would be a longshot but worth a try. We were surprised and glad to hear that we were awarded \$155,000 to repave Mountain Avenue; although this will not pay for the entire road, it certainly will help!

ROAD DEPARTMENT

The Road Department has "come a long way in the last few months" under the direction of Tom Clossey and Bill Lawlor. They did an excellent job for the snow and icing events on Dec. 29 and 30, 2016 and Jan. 7 and 8, 2017, and continue to maintain and service plow trucks and salters by replacing worn plow blades, greasing and lubricating moving parts, and rinsing to prevent excel salt buildup and damage. Christmas tree collection ended Jan. 16; if you still have your tree, you will have to bring it to the yard. On January 18, we collected white and metal goods.

Catch basins are being cleaned, inspected, and repaired, e.g. a catch basin at 31 Spice Drive was repaired and new block put in place and the walls shored up. Sewer lines are being inspected and serviced as needed. As a preventative measure, enzymes are being added to the system and reports are being made.

Safety/training videos are shown and discussed, focusing on seasonal hazards, fatigue management, and proper skid steer operation.

ADMINISTRATOR ACTIONS

Administrator Groh has been working on several major projects including: a mandatory meeting to review purchasing policies and procedures for all employees who prepare or sign requisitions and purchase orders and/or who are responsible for a department's budget, temporary budget, regular budget, payroll, employment ads, documents, contracts, and other situations as they arise. She definitely has a full plate.

Administrator Groh worked out the parameters for the new Finance/CFO/Tax Collector employee.

POLICE DEPARTMENT

The Police Department answered more than 8000 calls last year and is prepared to meet the requirements of the NJ Bail Reform Act of 2016 which mandates training, requires new equipment, and takes away the ability of the municipal court judges to set bail on indictable crimes and domestic violence. Our supervisory personnel went for this central judiciary training, (the remainder will be going in the next few months) and we purchased the required Live Scan for \$18,235 to confirm identities and do a records check. This Act translates into a bigger workload, the transportation of prisoners to Bergen County for processing and bail hearings, and more overtime costs.

In February 2 officers, Lieutenant Skinner and Police Officer Parsells will be going to Stigma-Free Training as part of a Care Plus Grant and Municipal Alliance funds. Also, Chief Hooper took several leadership training webinars sponsored by the State Police Chief Association.

FIRE DEPARTMENT

Fire Department held its annual installation of officers on January 1 with Chief Ehrenfels earning a second year. I thank the 2016 Fire Board and all members of the dept. for their work; they focused on special training drills to provide more service to the community, collaborated with mayor and council to restructure LOSAP as per the new ordinance, and participated in community events. NEW: Chief Ehrenfels asked the department to participate in visits with 2 children who are ill and needed some cheery wishes.

The Fire Department was dispatched 183 times in 2016 including a kitchen fire on Christmas, house fire on Howard, and major accidents on the parkway such as the rollover and rescue. Good luck to the new officers and members in 2017.

AMBULANCE CORPS

The ambulance corps held its annual installation of officers and acceptance of three new members on Friday, January 13. The corps was very busy during the year as they answered 488 calls to service including medical and other emergencies. I would like to commend them on "other," because I know that they provide help as necessary and they follow up on residents by calling or checking on them on their own time to see how they are. I think that is very special! Thank you for a job well

done! In addition, the corps is looking into getting a new rig and will need your support in attaining their goal.

MAYORS WELLNESS PROGRAM/HEALTHY STEPS

Recently, Chris Robertson, Director of ER Nursing at Valley Hospital; Larry Davino, nurse at Valley; Valley Hospital Community Outreach (funded all the nurses, nurse practitioners, and mailings); Foodtown; Laura Rifkin, Director of the Library; and I sponsored a Mayors Wellness Program to assist in Health Awareness. It was a lot of work but a great event at the Library on January 7 with various screenings, information, giveaways, and nutritional snacks. Councilmen Calamari and Sears attended. The walking part, Healthy Steps, will continue for 5 more weeks every Saturday at 11 a.m. at the library. We walked in the cold, starting to snow weather; it was invigorating. This week was actually pretty warm and sunny. The first time we had about 10 people and we grew to 16 this week. Emily Kratzer is in charge of the walkers.

VETERANS PLACE OF HONOR

As I mentioned recently, now is the time for us to update the *Wall of Veterans* and have a title permanently painted on the wall to reaffirm our respect for veterans. Actually, we already received information on veterans to be included. So, if you know of a veteran who lives or lived in this town and would like to be on the Honor Wall, please bring a picture and pertinent information to Bernadette. However, I have spoken with the Contemporary Woman's Club who will be helping to implement the project.

PLANNING BOARD

Members of the Board gave tentative approval to a home occupation for a chiropractor.

JIF (JOINT INSURANCE FUND) SAFETY MEETINGS

Vic Fadini, our JIF Consultant continues to hold monthly meetings to review safety information and changes to the workplace. He, Administrator Groh, Councilmen Peter Calamari and Tom Sears, and I attended the annual JIF reorganization meeting.

VERIZON NETWORK NODES

Verizon is proposing to install network nodes to the top of existing utility poles in our right-of-ways. The nodes are not very attractive. Verizon wants to receive non-site specific consent granting permission to locate and operate these nodes. PSE&G has not approved any equipment attachments to their poles regardless of what is being said by the vendor. At this time, no permission is being given or no agreements will be signed. If you see any of this happening in your neighborhood, notify the police department immediately. Remember, the solar panels went up without our consent.

GSP 168/INTERSECTION

I have authorized engineer Chris Statile to apply for a grant called, Safe Routes to Transit for a quarter of a million dollars for a new lighting system at the intersection. If approved, I feel that it will give us some leverage at the County for improvements there. We are also keeping tabs on a county traffic study but may have to do one. The police department is diligently working on the statistics from pedestrian and auto accidents at the intersection to be included in the grant proposal.

Council President Bruno stated he stopped by the library, and there are very nice people there. He did receive a pamphlet for the activities that they offer and there are a tremendous amount of activities for residents. He thanked the DMF for salting the roads this past Saturday.

GENERAL PUBLIC DISCUSSION

A motion was made by Councilman Cascio, seconded by Councilman Ullman to open the general public discussion.

Ayes: Councilmen Calamari, Cascio, Sears, Ullman, Bruno.

Nays: None.

Toni Plantamura, 808 Robinwood Road – Ms. Plantamura spoke of not being aware of the new recycling schedule, she did receive a phone call with regard to the east side, not the west side. She stated the change was very confusing. She commented on Field Turf being massively sued for knowingly producing a product that was defective and installing artificial turf fields from 2009 to 2013. She spoke of the Field Turf being one of top producers of artificial turf fields, they ignored warnings from their employees and now the fields are falling apart. She asked if Council can inquire if the field at the high school is defective since Field Turf did install that field. She spoke of how she feels about Exit 168, the redevelopment that is going on in the Pascack Valley area and there not being a committee meeting yet. She stated she owns the Dairy Queen in Emerson, and Emerson has just approved a five story structure downtown, which will affect her business, as well as other businesses in the redevelop zone. She spoke of there not being accountability for the roads by the County and she is for regionalizing and districting to lower taxes. She spoke of the Wegman's opening on Montvale, the 700 employees that will be hired and the traffic that will result. She stated every town that is affected by the traffic flow in this town should be held to some accountability and pays for some of it. She feels it is very obnoxious for the surrounding towns, as well as the Parkway commission has turned a blind eye on how the road conditions are affected in this small community. She stated this is a Pascack Valley problem. Mayor Sobkowicz stated there was a Pascack Valley Mayor's meeting this past week, and the Mayors from that area, Woodcliff Lake, Montvale and Park Ridge were discussing the traffic, the development that is going on and Fair Share Housing. Council President Bruno stated once a committee is formed, there will be more information. Councilman Sears stated from Park Ridge to Woodcliff Lake, they have turned a blind eye for the Township. He stated he has spoken to them and they are not opening Exit 171, they don't want to hear it or deal with it, and they tell us it is our problem. Mayor Sobkowicz stated they will have to open their eyes, because they will be affected now with the traffic, not only the Township. She stated they are worried about the additional traffic along with all the tax challenges. Council President Bruno stated they will have to do something.

Mary Ann Ozment, 960 Adams Place – Mrs. Ozment asked if anyone had an answer to her question regarding waste haulers. Attorney Poller replied every generator of waste (homeowners) has to enter into a contract, not provided by the municipality, with a waste hauler authorized to pick-up in the Township. There is a State statute on it, which talks about the Ordinance, which was just changed, but does indicate that. If a resident does not comply, it is a violation of the Township Ordinance, and a complaint can be filed against the person. Mrs. Ozment asked can fees be collected in 2016 for 2017 licenses. Administrator Groh replied she spoke to the auditor and yes, they can be. Mrs. Ozment asked if the Township has a Tax Collector. Mayor Sobkowicz replied yes Ashley Morrone, she is not full time. Council President Bruno replied she is a part time Tax Collector, with the intention of moving this person up into the Finance Department. Mayor Sobkowicz stated she has dual certifications, CFO and Tax Collector. A conversation followed on the salt storage shed, which is a semi-permanent structure. This subject will be discussed at the

Conference Portion of the meeting since it is an open issue. Mrs. Ozment asked if we have a Deputy Court Administrator, which is a two year appointment, according to the Ordinance, as is the Court Administrator. Mayor Sobkowicz replied we have a Violations Clerk. Mrs. Ozment asked if she can send questions to the Council President ahead of a meeting or to Council. Attorney Poller stated this is a Public Hearing, and a person comes here to address the Council, we cannot get to an email system, since that would not be included in the minutes and is not part of the public discussion. A follow-up can be done, but a person cannot email questions preparatory to a public hearing. Councilman Ullman stated he understands the attorney's position, but if a resident has a question they should be able to pose it to Council, he doesn't want to discourage residents from doing so.

A motion was made by Councilman Cascio, seconded by Councilman Sears, to open the general public discussion.

Ayes: Councilmen Calamari, Cascio, Sears, Ullman, Bruno.

Nays: None.

INDIVIDUAL RESOLUTION: Resolution No. 17-122 – Budget Transfer

Councilman Ullman asked why are we changing the "From"? Administrator Groh replied the Council President had previously asked the transfer be within the department. Councilman Calamari asked what happened to the third item that was in the previous budget transfer, Law/Counsel Professional Services. Council President Bruno stated he tracked it from last year, and he was able to track the amount of expenses and the billing hours that we had for various activities, one being COAH, codification, Northgate Builder, and tax appeals. He feels this line item was poorly budgeted from day one, and he is trying to get the detail behind what makes up the total expenditure. He stated it was \$79,000.00, and we went over by roughly \$20,000.00. He is trying to understand what the expenses are and where we spend it in each category. As Council members he feels we should know what is spent in this field, it is a large area. Council President Bruno stated he would like the information, so he can analyze himself what it is. He stated last year, he was given a list of all the bills, vouchers and retainer agreements that went into that account. He stated he went through every bill, looked at the hours that were spent, the dollar amount, the law firms and engineers that were used to determine how much money was spent for these categories. He would like to see what the hours are and what was spent for each category. Administrator Groh stated a list was given by Attorney Poller and distributed to Council. Council President Bruno stated last year he had the bills, and he would like to see that. A conversation followed on the budget transfer resolution being on the agenda. Administrator Groh stated this has been paid and done. Council President Bruno stated this account was never budgeted properly, \$79,000.00 was paid, and we are now approving another amount. Councilman Calamari stated it was his understanding that Council was going to cover all of the expenses we had on COAH. Mayor Sobkowicz stated that was discussed at the last Council meeting and there was a commitment of votes from a meeting in October. Council President Bruno stated he was not at that Closed Session meeting. He stated he can work with the Administrator and we can move forward. He is asking for vouchers from everyone in that account. Attorney Poller replied \$79,000.00 was not adequate and he did ask for \$100,000.00, and there was a discussion, and that amount was not agreed to. Council President Bruno stated the account was poorly budgeted, and if Council is going to fund it, Council should understand what we are funding. Administrator Groh asked if Council would like the documentation being requested by Council President Bruno. Councilman Cascio replied yes, he would like the documentation. Councilman Ullman replied it is not necessary for him. Councilman Calamari stated he doesn't need a copy. Councilman Sears replied he also does not need a copy. Council President Bruno stated he can come in and go through it.

Administrator Groh replied you will have them tomorrow. Councilman Calamari requested that if anyone has any further questions on this line item, to please let Council know a few business days before the next meeting. Administrator Groh spoke of the four entities that are funded through this line item. The line item is fundable, and is paid at the direction of the director.

A motion was made by Councilman Sears, seconded by Councilman Sears, to approve Resolution No. 17-122, Budget Transfer.

Ayes: Councilmen Calamari, Cascio, Sears, Ullman, Bruno.

Nays: None.

Resolution No. 17-122: Budget Transfer

WHEREAS N.J.S.A 40A:4-58 provides that if it should become necessary during the last two (2) months of the fiscal year, to expend for any of the purposes specified in the budget an amount in excess of the sums appropriated therefor and there shall be an excess in an appropriation over and above the amount deemed to be necessary to fulfill another purpose, the governing body may by resolution adopted by not less than 2/3 votes of the full membership thereof, transfer the amount of such excess to those appropriations deemed to be insufficient;

NOW THEREFORE BE IT RESOLVED by the Township Council of the Township of Washington that the Deputy Treasurer be and is hereby authorized to make the following transfers in the 2016 Budget Appropriations:

<u>Account</u>	<u>From</u>	<u>To</u>
Police – Other Expense Equipment Maintenance	\$853.00	
Water	828.00	
Police Tele-Support System		853.00
Fire Hydrant Service		828.00

CONSENT AGENDA

The following resolutions were part of the Consent Agenda and were made available to the Governing Body and the Public prior to the meeting.

The Consent Agenda was presented and adopted on a motion by Councilman Cascio, seconded by Councilman Sears.

Ayes: Councilmen Calamari, Cascio, Sears, Ullman, Bruno.

Nays: None.

Resolution No. 17-123: Approval of Municipal Prosecutor 2017

BE AND IT IS RESOLVED, by the Township Council of the Township of Washington that it does hereby appoint Mark DiMaria, Esq., 36 Farview Terrace, Paramus, NJ 07652 as Municipal Prosecutor of the Township of Washington for a one (1) year term commencing January 1, 2017 through December 31, 2017.

Resolution No. 17-124: Authorization to Enter into a Cooperative Pricing Agreement with Hunterdon Educational Services

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Hunterdon County Educational Services Commission Cooperative, hereinafter referred to as the "Lead Agency" has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, the governing body of the Township of Washington, County of Bergen, State of New Jersey has duly considered participation in the Cooperative Pricing System administered by the Lead Agency for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the Business Administrator is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency from this date through December 31, 2017.

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

This resolution shall take effect immediately upon passage.

Resolution No. 17-125: Authorization of Change Order No. 2 with D&L Paving, 2016 Road Program

WHEREAS by Resolution dated June 13, 2016, the Township Council accepted the base bid of D&L Paving Contractors, Inc. (hereafter "D&L") and authorized the Mayor to execute a contract for the 2016 Road Improvement Program; and

WHEREAS by Resolution dated August 15, 2016, the Township Council approved a Change Order to the Contract for a total amount of \$93,786.14 in order to undertake certain work beyond the base bid and, more specifically, the paving of Cross Street; the paving of a portion of Walnut Street and the repair of sidewalk over the Musquapsink Brook (hereafter "additional work"); and

WHEREAS that Change Order was based on estimates and actual materials varied thereby necessitating a second Change Order in the total sum of \$4,394.29; and

WHEREAS D&L has submitted a proposed Change Order; and

WHEREAS, the Chief Financial Officer has certified that funds are available in the Capital Account in an amount not to exceed \$4,394.29.

NOW THEREFORE BE IT RESOLVED by the Township Council of the Township of Washington that the attached Change Order is hereby approved; and

IT IS FURTHER RESOLVED that the Administrator and Town Engineer are hereby authorized to execute the attached Change Order on behalf of the Township of Washington.

Resolution No. 17-126: Authorization Shared Service Agreement with Northwest Bergen Utilities Authority

WHEREAS the Uniformed Shared Services and Consolidation Act, *N.J.S.A. 40A:65-1, et seq.*, authorizes any municipality or county to enter into a contract with any other municipality, county or board for the joint provision of any services within their joint jurisdiction; and

WHEREAS *N.J.S.A. 40A:11-5(1)(f)* authorizes the award of a contract for the supplying of any product or the rendering of any service by a public utility, which is subject to the jurisdiction of the Board of Public Utilities or the Federal Energy Regulatory Commission or its successor, in accordance with tariffs and schedules of charges made, charged or exacted, filed with the board or commission;

WHEREAS the Northwest Bergen County Utilities Authority ("NBCUA") seeks to enter into a shared services agreement with the Township of Washington (the "Township") whereby NBCUA will provide TV inspection services of the sanitary sewer system or any other system, to the Township for the years 2017 and 2018.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Washington that the Township approves of the proposed shared services agreement between the Township and the NBCUA, a copy of which is on file with the Township;

BE IT FURTHER RESOLVED that the Mayor is hereby authorized to execute the subject shared services agreement with the NBCUA for the above stated purpose.

Resolution No. 17-127: Authorization Refund Escrow Refund, 653 Beech Street

WHEREAS, Environmental Construction Co. posted engineering escrow and performance bond monies on premises known as Block 3117, Lot 5, 653 Beech Street; and

WHEREAS, the Construction Code Official has issued approval dated October 13, 2016, C.O. No. 14-526; and

WHEREAS, the outstanding invoice due the Township Engineer as per his letter dated October 21, 2016 has been satisfied; and

NOW, THEREFORE, BE IT RESOLVED, that the Township Treasurer of the Township of Washington is authorized to refund the balance of \$8,671.75 to the above.

Engineering Escrow:	\$2,171.75
Performance Bond:	\$6,500.00

Resolution No. 17-128: Authorization to Tax Lien Certificate, 450 Pascack Road

WHEREAS, at the Tax Sale held on November 17, 2015, the Township of Washington sold a tax lien on Block 2325, Lot 2, also known as 450 Pascack Road, for delinquent 2014 taxes, owned by John & Nora Morris, and;

WHEREAS, this Tax Lien Certificate #15-00006 was sold to TWR as CST Ebury Fund1 NJ, LLC at 0% interest rate and a premium of \$23,500.00, and;

WHEREAS, the tax office received a payment for redemption of Certificate #15-00006 in the amount of \$20,543.01, and;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Washington, New Jersey that the Tax Collector be authorized to refund a total of \$20,543.01 payable to TWR as CST Ebury Fund1 LLC, NJ, P.O. Box 37695, Baltimore, MD 21297:

Tax Lien	\$ 8,522.82	1099:	
4% Redemption Penalty	\$ 340.91		
Subsequent Taxes	\$ 9,766.11	Sub. Interest:	\$ 1,858.17
Subsequent Interest	\$ 1,858.17	4% Penalty:	\$ 340.91
Recording Fee	\$ 43.00	Total 1099:	\$ 2,199.08
Search Fee	\$ 12.00		

Resolution No. 17-129: Authorization to Refund Escrow Balance, 711 Pine Lake Drive

WHEREAS, John & Lucy Feaster posted engineering escrow monies on premises known as Block 3404.02, Lot 22, 711 Pine Lake Drive; and

WHEREAS, the Construction Code Official has issued approval, C.O. No. 03-299+A & C.O. No. 95-220, and;

WHEREAS, outstanding invoices due the Township Engineer as per his letter dated April 7, 2016 have been satisfied; and

NOW, THEREFORE, BE IT RESOLVED, that the Township Treasurer of the Township of Washington is authorized to refund the balance of the escrow monies in the amount of \$358.00 to the above.

Resolution No. 17-130: Authorization to Refund Escrow Balance, 571 Cypress Street

WHEREAS, Thomas C. & Lynn M. Ardese posted engineering escrow money on premises known as Block 4303, Lot 19, 571 Cypress Street; and

WHEREAS, the Construction Code Official has issued approval dated November 1, 2016, C.O. No.16-218; and

WHEREAS, outstanding invoices due the Township Engineer as per his letter dated October 24, 2016 have been satisfied; and

NOW, THEREFORE, BE IT RESOLVED, that the Township Treasurer of the Township of Washington is authorized to refund the balance of the escrow money in the amount of \$853.00 to the above.

Resolution No. 17-131: Award of Contract for Marketing Recyclables

WHEREAS the Township has the need for a contract with a marketer of recyclable materials recovered through its recycling program; and

WHEREAS such contracts may be awarded without public bidding; and

WHEREAS the Township has obtained at least two competitive quotations for the marketing of its recyclable materials; and

WHEREAS the Township Council has determined that the response by Waste Management is the most advantageous to the Township, price and other factors considered.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Washington, County of Bergen, New Jersey that the quotation of Waste Management for the marketing of recyclables is hereby accepted; and

BE IT FURTHER RESOLVED that the Mayor is hereby authorized to execute a Contract with Waste Management for the above-stated purpose consistent with the quotation.

Resolution No. 17-132: Appointment of Library Trustee

BE AND IT IS RESOLVED, by the Township Council of the Township of Washington that the following citizen is hereby appointed as Library Trustee as a vacancy with a term ending December 31, 2018:

Mary Ellen Stickel

A motion was made by Councilman Cascio, seconded by Councilman Calamari to adjourn to Conference Agenda.

Ayes: Councilmen Calamari, Cascio, Sears, Ullman, Bruno.

Nays: None.

Time Noted: 8:38 p.m.


Susan Witkowski
Township Clerk


Robert Bruno
Council President

Approved: May 8, 2017

TOWNSHIP OF WASHINGTON
BERGEN COUNTY, NEW JERSEY

CONFERENCE MEETING MINUTES

January 23, 2017

Members present: Robert Bruno, Peter Calamari, Steve Cascio, Tom Sears, Michael Ullman. Also present: Janet Sobkowicz, Mayor; Mary Anne Groh, Administrator; Ken Poller, Attorney and Susan Witkowski, Township Clerk.

Time Noted: 8:38 p.m.

CURRENT BUSINESS

Repair Status

DMF Repair Status – Administrator Groh stated the mold testing and the air samples came back fine in all of the areas. There is mold on the surface and the contractor is working on a permit plan for remediation. Purchase order for the roof repair has been issued but the roofing contractor needs to rent a piece of equipment. Engineer Statile did perform an inspection; a report has not been issued. There is some superficial debris on the roof that was causing some of the problem, and the drain is above where the roof is and is what the roofer will fix, to alleviate the leaking of the water into the facility. Once that is repaired, we will then go forward with the ceiling and the mold remediation. At this time the area is barricaded off so no one is walking in that area. Administrator Groh stated she did receive the insurance adjuster's estimate, which she feels is high, and she is going to ask him to reconsider it after the DMF looks at it. Council President Bruno asked if there is a scope of work for this project. Administrator Groh stated the purchase order refers to the scope of work on other items outstanding. The most important part is the mold remediation, and that project may go hand in hand with the water damage repair. The insurance company will deal with water damage and not mold remediation, but the roof needs to be fixed first. Councilman Ullman stated this was brought to Council's attention weeks ago, along with Mr. Fadini writing a report, and he feels this is an emergent issue. A discussion followed on the roofing contractor needing additional equipment to perform this repair. Multiple quotes were received and this contractor has been used by the Township before and performed satisfactorily. Councilman Ullman spoke of the frustration, and the Nor'easter coming tonight and how that building will be tomorrow. Administrator Groh stated it is difficult to get contractors to come out since it is a job that is less than \$10,000.00 and it is frustrating. She also spoke of the difficulty of getting estimates for the retaining wall at the fire house. Councilman Ullman asked if neighboring towns offer services, such as roofers, is the Township allowed to contact them for assistance. Administrator Groh stated she will ask.

DMF Trucks – Administrator Groh stated there is truck out that is currently being fixed, along with the senior bus. The senior bus is being repaired by Bergen Brookside. The DMF truck is being repaired at a private facility.

Town Hall Repair Status – Administrator Groh has received mold remediation estimates for the Council chambers. The scope of work contemplates taking out the wall, it does not go as far as replacing the wall. She has received the estimate from the insurance company for the water damage repairs, with that we are going to try to get any work that is not contemplated to be done by the mold remediation company, but that will be scheduled since it cannot be done during the winter. She stated although it does not look pretty, it is safe. She received the estimates for the balance of the work this morning. The work will

try to be scheduled during a 3 week break between meetings. Mold remediation is not covered by the policy, but a water damage claim was put in since this occurred as a result of a leaking gutter/clogged gutter. The siding of the building and the sheathing was damaged by water and some insulation needs to be replaced. A conversation followed on the escrow that the Township has from the original builder and if this occurred as a result of construction. Administrator Groh stated she feels this occurred as a result of failure to clear the drain; she is not familiar with the settlement but will have the engineer look into it.

Fire House Repair Status – With regard to the siding of the firehouse, the administration is still trying to receive estimates. Bergen Door has ordered the parts for the garage door, and assuming they arrive on February 1st, they will be in to do the install on February 2nd. Two estimates have been received for the rescue truck, and they have been forwarded to Adam Ehrenfels for his review.

2014, 2015, 2016 Road Program Defects – The contractor has been directed to fix the defects, weather permitting. It is under the Maintenance Bond and Mr. Statile will perform an inspection after the repair is complete.

Ridgewood Maintenance – Administrator Groh stated the Shared Service Agreement with Ridgewood was approved by Ridgewood back in October. The Township is not bound by the agreement, but it is an option. She does have a resolution prepared for Council (passed out to Council) for consideration this evening.

A motion was made by Councilman Cascio, seconded by Councilman Sears, to approve Resolution No. 17-133.

Ayes: Councilman Calamari, Cascio, Sears, Ullman, Bruno.

Nays: None.

Resolution No. 17-133: AUTHORIZING SHARED SERVICES AGREEMENT WITH VILLAGE OF RIDGEWOOD FOR VEHICLE AND EQUIPMENT REPAIR AND MAINTENANCE

WHEREAS the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et seq., allows any municipality or county to enter into a contract with any other municipality or county for the joint provision of any services within their joint jurisdiction; and

WHEREAS, the Township of Washington (“Township”) and the Village of Ridgewood (“Ridgewood”) seek to enter into a Shared Service Agreement wherein Ridgewood will provide maintenance and repair to Township of Washington motor vehicles and equipment which are directed to Ridgewood by the Township; and

WHEREAS, the Township has reviewed and approves of the “Agreement” between the Township and Ridgewood as on file with the Business Administrator for the period ending on December 31, 2017, and the expenditure of funds pursuant to the terms thereof;

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Washington, that the Mayor is hereby authorized to execute the “Agreement” between the Township and Ridgewood.

Councilman Sears asked that the library be inserted into Repair Status. The library is asking to increase their budget for a HVAC system and some electrical maintenance. The library has grown, gaining such a great reputation in the Pascack Valley and having contributed a lot to the community. Councilman Sears feels strongly that we should support their increase in the 2017 appropriation, and in addition, the library also has an opportunity for a grant. Council President Bruno stated they are looking at \$24,635.16 for the repairs, the supporting documentation was distributed. Mayor Sobkowicz

stated the Township did receive grants of this kind in 2010/2011, an air conditioner system was installed in the firehouse and in the ambulance corps a furnace was installed. Mayor Sobkowicz stated she will have the engineer Mr. Statile price out what the total amount would be. She stated in reading the attached documentation, there are a lot of extras that probably would be required. The total amount is \$82,000.00, and the grant would pay the other part. Councilman Sears stated there is a time frame for the grant, so he would ask that this not be delayed. Mayor Sobkowicz stated the library did do a lot of research, but again we need to put the right amount into the budget.

Finances

2017 Budget – Council will be receiving the budget by February 17th. Ashley Morrone will be involved on the revenue side.

Open Litigation – Council President asked Attorney Poller if there is anything Council should be aware of. Attorney Poller replied that can be discussed during the budget process.

Open Engineering issues – Council President asked does Engineer Statile provide Council any documentation regarding the Township from an engineering standpoint. Mayor Sobkowicz replied usually he doesn't but he can be asked. Administrator Groh stated he does do them on an individual project. The roads are assessed each year for the Road Program and they are rated. Mr. Statile will be providing a report on the DMF building, as he has done for Memorial Field. Councilman Ullman suggested getting some professional feedback on priorities since we do have an endless number of wants/needs. Administrator Groh suggested having Mr. Statile weigh in the capital requests and rank them. Councilman Ullman stated that would be helpful.

Administration

Zoning & Planning Board Minutes – Mayor Sobkowicz stated we are working on getting someone. The Township is not obligated to provide a transcript. A conversation followed on the timeliness of getting the minutes on the website, along with hiring someone in the department. Rate of compensation was discussed, along with the resignation of the acting secretary. Councilman Cascio stated he will check with the Government Records Council for a guideline.

Memorial Field Committee – Mayor Sobkowicz has a meeting with the Recreation Director on Wednesday, quite a few people contacted her. The list will be finalized on Wednesday and it will be narrowed down to 7 people. Mr. Bruno is the council liaison for the committee. Mayor Sobkowicz will be appointing the members.

Garbage Bag Communication Plan – Council President Bruno stated the communication did not occur properly and he hopes a plan can be devised to notify the residents. The plan will be included in the calendar to notify the residents of their options. Councilman Cascio stated one option is to contact a vendor to see what some other options are. The colored bags have to be used if the vendor requires it since that is the tipping fee. The vendors, Waste Management and Buldo have been contacted by the Township via letters and were notified of the Ordinance. The letter was an FYI of the change and asked the vendors to please contact their customers if they are changing their procedures. Councilman Cascio suggested a Reverse 911 or Swift Reach notifying the residents of the change and to contact their vendors for further clarification. The calendar is ready to go; the only thing missing is the Zoning Board appointments. A conversation followed on releasing the calendar without the Zoning Board appointments and when the calendar will be

released. Comments were made on the amount of residents that are on Swift Reach and putting a Public Service Announcement in the local newspapers.

Pascack Road/Washington Avenue Intersection – Mayor Sobkowicz stated meetings will start up again. She stated herself and the Engineer, Mr. Statile, had a site visit at the intersection as he wants to apply for a grant, which in turn might get the Township more support for the problems with the intersection. The grant is called “Safe Routes to Transit”, and it is geared toward pedestrians/commuters. Mayor Sobkowicz hopes that surrounding communities will join in supporting the Township as more pressure needs to be put on the highway authority. The portion of the grant the engineer is applying for is a new traffic light system, sidewalks, curbs and handicap ramps. Councilman Calamari stated he personally doesn’t want to see the Township put money towards the intersection and he feels more pressure should be put on the County. He stated the Township doesn’t get much money from the County, but in local papers he sees surrounding towns getting money for various things. A conversation followed on getting grants and raising awareness in the surrounding communities. The Garden State Parkway is a County road, and permission needs to be asked if the Township wants to make any changes. Mayor Sobkowicz stated originally Mayors from the surrounding towns were not interested, but now that they are experiencing development they may be more interested. Councilman Sears stated the Mayors were not interested in our Township; they were more consumed with their own towns. Mayor Sobkowicz stated this is not a Township problem, it is a valley problem. Councilman Sears spoke of his fear of turning a project over to the County since the County projects overrun. Councilman Cascio stated the County is not going to fund this project 100%; the Township is going to have to spend money. He spoke of monies that were spent in the Road Program in the past. He stated surrounding communities have done recent projects with the County and they have had a cost. It is a heavily traveled area and some money does need to be spent.

Job Descriptions/Performance Evaluations/Handbook – All employees that were new hires were evaluated upon probation, which is 90 days. The outgoing heads of departments prepare baseline evaluations. Those that have not been evaluated thus far will be evaluated year end for 2016.

Communication from Administration – Council President Bruno spoke of emails from residents not being responded to. Mayor Sobkowicz stated she does address emails from residents and receives many emails a day and does have to pick and choose who she replies to. Administrator Groh stated if something goes to Council she doesn’t see it. Council President Bruno spoke of the emails he has sent that he has not received any responses. He feels we have a responsibility to communicate. A conversation followed on the evaluations, updating of the handbook and an employee meeting which discussed the handbook. Administrator Groh spoke of the agenda and items that are on the agenda. Councilman Cascio spoke of merit increases, he hopes evaluations are tied into merit increases and the same raise is not given across the board. Administrator Groh stated she did mention to the employees that she hopes the evaluations will be done and factored into the salaries, and she hopes the Salary Ordinance does go through the same time as the budget since they go hand in hand. She stated evaluations an important role not only to the Administration but also the employee. Councilman Calamari asked Attorney Poller what the Township would be getting into in giving merit raises since compensation is public. Attorney Poller replied he would have to look to see if there are cases regarding non-union municipal employees as a whole. Councilman Calamari spoke of having performance goals for employees to get a bigger raise. Councilman Sears spoke of a tier system and having an evaluation and at the end of the year the employee gets a raise on that evaluation. Councilman Cascio spoke of the performance being documented. Mayor Sobkowicz spoke of the difficulty in giving raises in the municipal and

educational arena. Administrator Groh stated she doesn't understand why this cannot be done with administrative employees; it is no different than having a police contract that has different steps. Council President Bruno stated the employee has a chance to sign and discuss. Administrator Groh stated that is part of the form, there have been instances where it has been negative and she has given the employee a step by step idea on how to make improvements.

Resident Feedback/Web Site - Council President Bruno asked if the Township receives anything. Mayor Sobkowicz replied we do get questions, and they are answered or we direct them to the department. Heather Henry, Web Master, forwards them to Bernadette, and she decides who it gets routed to. Administrator Groh stated they haven't received one in a while via the website, but every time a resident calls, they do receive a call back. Councilman Calamari suggested putting a test one in and seeing if there is a response.

Salt Shed Bid Discussion/Salt Storage Letter to Residents & Response - Mayor Sobkowicz stated letters have not been sent out, but received new drawings from the engineer. She did meet with a neighbor since we do need extra property. The engineer will be marking up the parking lot where the salt shed is going to be. Administrator Groh stated the DEP came out and looked at the salt shed at the DMF facility. She stated on January 17th there was a meeting with herself, Mr. Statile, the DEP Environmental Specialist, Bill Lawlor and Gerard Casey, both of the DMF. The DEP did issue a Notice of Violation with respect to the salt shed; they stated it violated the New Jersey Water Pollution Control Act. There were no fines or penalties attached to this notice, but the DEP representative did say that they are glad to hear the Township is considering constructing another salt shed and it will effect on how the DEP writes up the Township on this violation. The DEP representative did provide further information via email on the Statute, which is in the Administrative Code, Penalty Section 7:14-8.3. Administrator Groh read from the email. The DEP representative did indicate this is not subject to a grace period since it does not fall under a non-minor issue. The matrix, which was referred to by the DEP representative, this would fall under \$10,000 - \$20,000 civil administrative penalty and if it persists, they keep assessing until it is resolved. Mr. Statile estimated \$10,000 - \$15,000 to relocate the shed, but did suggest reaching out to get a better number. The lowest responsible bidder did come to Town Hall to look at the site. She did inquire on how much would it take to relocate the salt shed, and he indicated \$15,000. She stated the cost associated with the move is what can be avoided by way of penalty. The bid needs to be awarded within 60 days, and the 60th day is the day before the next council meeting. Consent of the bidder would be needed if Council wishes to extend the bid. Administrator Groh would like to see the discussion begin tonight and continue to the February 6th meeting. Grace period by the DEP is only given if it a minor variation and this is not minor. A conversation followed on the location of the shed, the moving of the salt shed and notification to the residents on Jackson Avenue on the placement of the salt shed.

Staffing

CFO - The CFO is Denise Marabello.

Tax Collector - The tax collector is Ashley Morrone.

Planning & Zoning Board Secretary - The position is still vacant. There is a candidate that will be discussed with the Mayor.

Technical Assistant Building Department - Resumes have been received. The hours of the Building Department have been increased; the office is now open on Fridays.

Payroll/Purchasing - Resumes have been received and will be looked at.

Court Administrator (pending retirement date) – A letter of resignation has not yet been received. Administrator Groh stated she did receive something from the Court System since Ms. Koesel did put in her retirement papers. The position will be posted on the League of Municipalities website.

Registrar (pending retirement date) – No resignation has been received as of yet.

Waste Water Collection System Operator – Charles Blumeling, who filled this position for a number of years, passed away on January 2nd. Administrator Groh stated she will be sending letters to C-2 Waste Water Operators in surrounding towns.

A conversation followed on the hours that the Tax Collector currently works.

Council

Zoning Board Members – three regular members – Council President Bruno has received three names, Mr. Goetz, Ms. Grimaldi and Mr. Black. Councilman Calamari stated both current members are still interested, Dina Burke and George Mouravieff. The prior interview process was discussed and two councilmembers reaching out to the interested parties then coming back to Council for discussion. This will be advertised on the website under Volunteers, and the cut-off date will be within two weeks.

Grant Writer – Council President Bruno asked has this been looked into. Mayor Sobkowicz stated the Township did have one in 2010 for Open Space Grant, the Township didn't get much. Councilman Sears stated at a meeting he attended Senator Cardinale did present grant writers. Grant writers are informed on the amount of grants that are out there, they do receive a percentage, but they do know the key words/buzz words to use. A discussion followed on the engineer knowing about engineering grants, but not being aware of other grants that are out there. Councilman Cascio feels this is important and very effective, since if they do not receive the grants they do not get paid. The administration/Mayor will look into this.

Form of Government – Will be discussed at the next meeting (February 6, 2017.)

Codification Project – Will be updated in February.

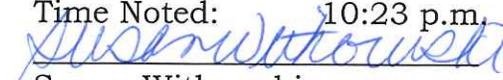
Council Duties – Council President Bruno suggested each council member take on a project. Councilman Ullman stated it is collaborative effort, and would like to work more closely and help the administration. Council President Bruno stated it is his intention to move projects forward, not to micromanage. He asks that Councilmembers think about a project that they might want to look into, and then they can coordinate with the Mayor and Administration.

A motion was made by Councilman Sears, seconded by Councilman Calamari to adjourn.

Ayes: Councilman Calamari, Cascio, Sears, Ullman, Bruno.

Nays: None.

Time Noted: 10:23 p.m.


Susan Witkowski
Township Clerk


Robert Bruno
Council President

Approved: May 8, 2017