

**TOWNSHIP OF WASHINGTON
BERGEN COUNTY, NEW JERSEY**

PUBLIC PORTION/CONFERENCE MEETING

January 27, 2014

The Township Council held a Public Portion/Public Meeting in the Municipal Building, Pascack Road. The meeting was called to order at 7:31 p.m. by Council President Thomas Sears with the Clerk leading a salute to the flag. Members present: Peter Calamari, Steve Cascio, Richard Hrbek, Thomas Sears. Absent: Glenn Beckmeyer. Also present: Janet Sobkowicz, Mayor; Catherine Steinel, Administrator; Ken Poller, Attorney.

Pursuant to the provisions of the Open Public Meetings Act this meeting was listed in the Township Council Annual Meeting List which was published in the Ridgewood News, forwarded to the local newspapers, posted on the Municipal Bulletin Board and filed with the Municipal Clerk.

APPROVAL OF MINUTES

A motion was made by Dr. Cascio, seconded by Mr. Calamari, to approve the December 9, 2013 Public Minutes.

Ayes: Councilpersons Cascio.

Nays: None.

A motion was made by Dr. Cascio, seconded by Mr. Calamari to approve the December 9, 2013 Conference Minutes.

Ayes: Councilpersons Cascio.

A motion was made by Mr. Hrbek, seconded by Mr. Calamari to approve the December 16, 2013 Public and Conference Minutes.

Ayes: Councilpersons Hrbek, Cascio.

Nays: None.

GENERAL PUBLIC DISCUSSION

A motion was made by Mr. Hrbek, seconded by Dr. Cascio to open the general public discussion.

Ayes: Councilpersons Calamari, Cascio, Hrbek, Sears.

Nays: None

Anthony Conti, 490 Ridgewood Boulevard North – Mr. Conti stated for those that do not know he has been having issues with the swim club. Stated he has four violations on his property, two of them are removal of debris on his property and a zoning permit for the shed. Stated the prior shed blew down due to a storm and he went down to the building department and spoke to Kathy Pulisi who stated that as long as the shed was 10 by 10 and not over 10 feet in height, a permit was not needed and was not informed that he had to go through zoning. Stated he does not understand 245-9, and he has spoken to Joanne who has made everything clear that needs to be done. Stated that he has called Mr. Tucker numerous times and has yet to receive a phone call back. Stated that he also called Mrs. Steinel, the administrator, and she has yet to return his call. Stated that the Mayor did return his call. Stated that he is here tonight to ask for an extension, being that the zoning official nor the administrator will return his calls. Mayor Sobkowicz stated that an extension of time can be given. Mr. Conti stated he needs to at least April 15 so the ground can thaw in order for him to lift up the shed, cut the pins in order to move it five feet into the property. Mayor Sobkowicz stated that she will talk to zoning tomorrow and call Mr. Conti back with a date. Mr. Conti states is it accurate that a Mr. Steve Castino reported him to the administrator. Mrs. Steinel stated that yes, Mr. Castino advised her of violations at Mr. Conti's location. Mr. Conti stated that Mr. Castino is in Zone A and Mr. Castino's neighbor has the same violation. Mr. Conti stated that he does not understand why the zoning official has not returned any of his phone calls and

requests and stated that there is a prejudice against him. Further stated the only person that does answer his questions is Joanne, but she didn't know the answer to the 245-9 and Mr. Conti feels he is being isolated. Mr. Sears states he does not know the reason and he apologizes for them not getting back to Mr. Conti. Mayor Sobkowicz states that she will talk to Mr. Tucker tomorrow and will get back to Mr. Conti with his extension. Mrs. Steinel stated she would like to state on the record out of the numerous phone calls that she has received from Mr. Conti only one phone call has not been returned. Mr. Conti stated that it is not accurate and that he has left messages for Mrs. Steinel and they have not been returned. Mrs. Steinel stated that she has returned all of Mr. Conti's phone calls and if Mr. Conti calls 3 times in one day Mrs. Steinel calls Mr. Conti back once. Mr. Conti states that 570 Cypress, which is back to back with Mr. Castillo on Palm Street, is in an A zone, which would be 15 feet side set back in the yard. He said he would like to know why Mr. Castillo called a violation on Mr. Conti and not on his neighbor. Mr. Conti feels he is being targeted by the swim club and that relationships go back with the Zoning Department and Building Department, although Mr. Conti has no evidence of that. Mr. Conti further stated he has driven by numerous homes, and there are homes worse than his, including homes with no numbers on them, shed on side property which isn't a 10 foot setback and someone is obstructing the 25 foot right of way from the center of the road. Mr. Conti also states if people want to bully and target him, he will then do the same. Mr. Conti stated to let us put an end to this and clean up the swim club and he will take care of his violations. Mr. Conti stated that he built his shed after it blew down during the hurricane and nobody told Mr. Conti he was doing anything wrong, and the shed was up 6 or 7 years before that. Mr. Sears thanked Mr. Conti for bringing this to council's attention and the Mayor will get back to Mr. Conti.

Ray Bernroth, 338 Crest Place – Asked if the cell tower is operational. Mr. Poller replied not as of yet and the cell tower should be on line by the latter part of this week. Mr. Bernroth stated that he previously had a problem with ice on Crest and was told to contact the police department. Stated on the next Sunday morning, it was very snowy and icy and he went out and his car went sideways a little bit and he then pulled over and called the police department and the police department stated to him that they would send a unit out. Stated that the road should be salted before he goes out. Mayor Sobkowicz stated that they did salt the road. Mr. Sears stated that he rode with the road department for several hours during the snow storm and it was one of the most horrifying things to sit with the road department guy to try to plow the streets with parked cars in the streets. A couple of tons of salt were put on the roads and the road department even tried to get more salt, but the salt didn't even work. Mr. Sears further stated that the road department did an exceptional job with the weather conditions that were out there. Mr. Sears stated next time he is out with the road department he will make sure that extra salt is put down in that area. There was a conversation with regard to cars being parked on the street during a snow event, that they should be ticketed, because they are causing a problem and blocking the plows. Mr. Sears stated he has no idea if the vehicles were ticketed or not.

Rosa D'Ambra, 423 Colonial Boulevard – Spoke of 651 Colonial Boulevard, which is at the corner of Washington Avenue. The building was originally a medical building and now it might become a real estate building. Feels that it should stay medical because it is important in the town to have a doctor. Stated that the Planning Board should make sure that no title company or lawyer sneaks in and tries to make it a real estate building. Spoke of Washington Avenue into Colonial Boulevard and that there should be a yellow stripe from the corner to the beginning of the driveway since that is a

bus stop in the morning. Stated a yellow stripe should also be across the street because people park there, and legally it is 50 feet from the stop sign. Stated that the current ordinance should be stricken off the record and that once it is a medical building it should not be used for anything else. Asked about the full time dispatcher, at a salary of \$37,500, and would like to know if this dispatcher is going to work the night shift or during the day and who takes over when that dispatcher is gone. Mayor Sobkowitz stated we are waiting for the budget and that it may be one or two full time dispatchers and the police department would determine what shift. Also spoke of Colonial Boulevard and that there are numerous vehicles speeding, especially during rush hour and school time and she believes the police officers should be more alert and give tickets to people that speed and also to people that park on Colonial Boulevard when there is snow on the streets.

Julie Lipnick, 184 Finnerty Place – Appreciates the attention that has been given to the shopping center. States the gate across the street from her house has been fixed, but half a job has been done. It is a dangerous situation. The fence has been fixed but all the pickets have been left with raw nails piled upon the sidewalk and with the snow covering them you can't see that there are pickets there. Stated that she tried contacting them and has told them about the pile of debris, but has had no success. Mayor Sobkowitz stated that the administrator sent them another letter recently since there were three falls in the shopping center and two had to be hospitalized due to the ice. The pile of debris is located on the corner where the evergreen remains on the library property, and anyone that walks there will not know the debris is there. Mayor Sobkowitz also stated they will fix the sidewalk as soon as the weather gets better.

Michael Ullman, 2 Clark Avenue – Reiterated the comments of the snow removal, which were very good. Stated that he lives at the bottom of a sweeping curb on Van Emburgh and he hasn't had a problem in ten years. Stated that last year a car came up on the curb onto the front lawn, and a couple of weeks ago during the prior snowstorm another car came up through the handicap walk and up to the front lawn. Asked if there is anything he can do to have it looked at. Also asked about any relief he can get from the town or the county or can he himself put something there to protect the front of his lawn. Mayor Sobkowitz stated she will ask Lt. Hackbarth and get his suggestions. Mayor Sobkowitz stated she does appreciate the comments with regard to the snow removal, since with all the ice storms and low temperatures it is very difficult and the road department has done an outstanding job. Asked was there an appointment of CFO. Mayor Sobkowitz replied no. Asked do we expect an appointment of CFO. Mayor Sobkowitz replied not right now. Then asked was there a Director of Finance appointed. Mayor Sobkowitz replied no, but we are looking for one. Asked who is preparing the budget. Mayor Sobkowitz replied right now the administrator and I are preparing the budget and we are on page 67. Asked with regard to the status of position of Director of Law whether the administration received a response yet from the IRS. Mayor Sobkowitz replied no. Asked is that specific to Mr. Poller or is it specific to the position. Mrs. Steinel replied she believes it would be a cross, the position and Mr. Poller. He is the only example we have to go by. Stated he had asked about requesting a copy of the letter and he believes Mrs. Steinel indicated that is part of Mr. Poller's employment folder, so it was a personnel record. Asked is it specific to Mr. Poller specifically or more generically the position. Mrs. Steinel stated it has Mr. Poller's personnel information on it, even if Mr. Poller wasn't in that position that is why it was stated as both. Asked with regard to the new emergency generator and whether it is on line.

Mrs. Steinel stated that final hookups are being done. Also asked with regard to the investigation in the issuances of summons and fines regarding the strip mall and the gyro store and whether it has been completed. Mrs. Steinel stated yes that is complete.

Alfred Gillio, 746 Wayne Place – Asked what the status was with regard to videotaping the proceedings. Mr. Poller stated that there was an ordinance that was passed 3-2, and it was vetoed by the Mayor. Asked if we are going forward with a new ordinance. Mayor Sobkowicz stated that the ordinance also required other things and it was unenforceable. Stated we should look into videotaping meetings and said that Hillsdale is broadcasting the meetings and putting them on YouTube. Maybe we should talk to them and see how it is done. Asked with regard to the road paving and since he stated that he has been coming to meetings for 4 years now and has lived in the Township for 21 years, he would like to know if road repaving is going to happen this year. Mayor Sobkowicz stated that we have a set of roads ready to go in the new budget at this time and we also put money to have the rest of the roads reevaluated and we will be starting something this year.

Peter Mayer, 133 Woodfield Road – Complimented the new council and the fine job is it doing. Stated that based on Mr. Cascio's performance as council president of the council last year, covering up a report and lying to the public about a non-existent investigation, he believes that Mr. Cascio should stop lecturing the people about ethics, the town attorney, and Mr. Fadini. Asked Mr. Calamari with regard to an OPRA request, how long the clerk has to respond to a request. Mr. Calamari replied that he believes that it is 7 business days from when it is received. Mr. Mayer handed out three documents, the first written by himself and his wife requesting information on the stream and Schlegel Lake, the second document is an OPRA Request for this information, and the third is a document a letter dated September 20, 2004 from the town clerk stating that she will contact Mr. Mayer when she does receive the information for Mr. Mayer to review. Mr. Mayer stated that this was never responded to. Mr. Mayer also stated a letter was sent by his attorney in 2008 asking for this information and it was also never responded to. Mr. Sears stated that he would appreciate if Mr. Mayer gives Mrs. Ozment a couple of days to see what she finds in the files. Mr. Sears further states he would appreciate an opportunity to speak about this to Mrs. Ozment and he will get back to Mr. Meyer as soon as possible.

James Jordan, 428 Colonial Boulevard – Stated that the streets have been the worse he has ever seen. Spoke of the intersection of Colonial and Ridgewood and said that he was surprised there were no accidents there. Commended Mr. Sears for going out but asked how many plows were on the ground. Mr. Sears replied 7 or 8. Stated that he drove through quite a few other towns in the valley and they were down to black top. Stated he was using Colonial Boulevard as an example because that is the street he lives on. Mr. Sears stated that Colonial Boulevard was one of the areas where there were the most cars parked during the snow storm. Stated that if there is an ordinance stating that these cars should not be parked there then they should be ticketed and towed. Mayor Sobkowicz stated that between 125 and 150 tons of salt were used. Asked how many full time dispatchers will be hired. Mayor Sobkowicz replied we don't know yet and at this time we have four part time dispatchers. Further stated a terrible job was done, doesn't know if it was the employees, whether they went out late or didn't put the salt down in time.

A motion was made by Mr. Hrbek, seconded by Dr. Cascio to close the general public discussion.

Ayes: Councilpersons Calamari, Cascio, Hrbek, Sears.

Nays: None

ORDINANCES

The Clerk read Ordinance 14-01 entitled: AN ORDINANCE MODIFYING THE SALARY ORDINANCE FOR THE YEAR 2014.

A motion was made by Mr. Calamari, seconded by Mr. Hrbek to introduce and pass Ordinance 14-01 at the second reading by title.

AYES: Councilpersons Calamari, Cascio, Hrbek, Sears.

Nays: None.

The following resolution was presented and adopted on a motion by Mr. Calamari seconded by Dr. Cascio.

Ayes: Councilpersons Calamari, Cascio, Hrbek, Sears.

Nays: None.

BE IT RESOLVED, by the Township Council of the Township of Washington that Ordinance 14-01 entitled: AN ORDINANCE MODIFYING THE SALARY ORDINANCE FOR THE YEAR 2014 be read on second reading and the public hearing be held thereon pursuant to law.

A motion was made by Dr. Cascio, seconded by Mr. Hrbek to open the public hearing and there being no comments or questions were closed on motion by Mr. Hrbek, seconded by Dr. Cascio.

Ayes: Councilpersons Calamari, Cascio, Hrbek, Sears.

Nays: None.

A motion was made by Mr. Hrbek, seconded by Mr. Calamari to pass Ordinance 14-01 at second and final reading, submit the same to the Mayor for her approval and thereafter be published according to law.

Ayes: Councilpersons Calamari, Hrbek, Sears.

Nays: Councilperson Cascio.

The Mayor of the Township of Washington has requested the advice and consent of the Township Council for the appointment of Catherine Navarro-Steinel as Business Administrator of the Township of Washington effective January 1, 2014 through December 31, 2015.

CONSENT AGENDA

There was a discussion with regard to Delta Dental, which is prepaid for the year by the retired employee in the beginning of the year. Mrs. Steinel stated that the Finance Department does offer the Delta Dental Plan to all retirees upon their application for retirement and they offer the retiree how much it would cost the Township to maintain that insurance. Dr. Cascio asked if it is given in writing. Mrs. Steinel stated she does not know if it is in writing, but she does know it is verbally offered to them.

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 Mr. Hrbek, seconded by Mr. Cascio.

Ayes: Councilpersons Calamari, Cascio, Hrbek, Sears.

Nays: None.

WHEREAS, the New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) authorizes and permits contracting units, such as the Bergen County Utilities Authority, (the "BCUA") and the Township of Washington (the "Township") to enter into service agreements for the services contemplated below without competitive bidding for same, pursuant to and in accordance with N.J.S.A. 40A:11-5(2); and

WHEREAS, the BCUA seeks to enter into a shared services agreement with the Township whereby the BCUA will provide a Certified Recycling Professional for signing of the annual recycling tonnage report which is

required by the New Jersey Recycling Enhancement Act (“REA”) P.L. 2008, CHAPTER 6, for submission to the New Jersey Department of Environmental Protection (“NJDEP”); and

WHEREAS, the Township wishes to enter into such a shared services agreement with BCUA;

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 BCUA, 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 BCUA for the above stated purpose.

WHEREAS, the Township of Washington (the “Township”) currently has an existing contract with Delta Dental of New Jersey, Inc. which provides dental services for current employees and retirees of the Township; and

WHEREAS, the Township, Group No. 1752-01, has received an amendment to the Agreement (the “Amendment”) which outlines new subscription charges for coverage effective January 1, 2014 to December 31, 2015;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Washington that the Township Council hereby approves the Amendment and hereby authorizes the Mayor to execute the Amendment between the Township of Washington and Delta Dental New Jersey, Inc. for the above stated purpose.

WHEREAS, the Mayor of the Township of Washington as requested the advice and consent of the Township Council for the appointment of Catherine Navarro-Steinel as Business Administrator of the Township of Washington effective January 1, 2014 through December 31, 2015; and

WHEREAS, the Township Council wishes to give its advice and consent to such appointment;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Washington that the Township Council hereby gives its advice and consent to the appointment of Catherine Navarro-Steinel as Business Administrator effective January 1, 2014 through December 31, 2015.

WHEREAS, Title 40A-I:4-58 of the New Jersey Statutes provides if it should become necessary during the first three (3) months of the fiscal year to expend for any of the purposes specified in the budget an amount in excess of the respective sums appropriated therefore and shall be an excess in an appropriation over and above the amount deemed to be necessary to fulfill the purposed setting for the facts, 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 Treasurer be and is hereby authorized to make the following transfers in the 2013 Budget Appropriations:

	FROM	TO
Fire Dept. O/E Electricity 3-01-31-430-001	\$120.00	
Fire Dept. O/E Gas Natural 3-01-31.446.001		\$120.00

Dept. of Municipal Facilities O/E Veh. & Equip Repairs 3-01-26-315-006	\$720.00
Dept. of Municipal Facilities O/E Gasoline Diesel 3-010310460-003	\$470.00
Dept. of Municipal Facilities O/E Tire Expense 3-01-26-315-003	\$250.00
Administration/Maintenance & Support 3-01-20-102-200	\$100.00
Police Telephone Support System 3-01-25-242-000	\$100.00

WHEREAS, an emergent condition has arisen with respect to providing sufficient money for the payment as stated below and no adequate provision has been made in the 2014 Temporary Appropriations for the aforesaid purpose, and N.J.S. 40A: 4-20 provides for the creation of an emergency temporary appropriation for the purpose above mentioned; and

WHEREAS, the total temporary budget resolution adopted in the year 2014 pursuant to the provisions of Chapter 96, P.L. 1951 (N.J.S. 40A:4-20) including this resolution total \$3,210,141.00 exclusive of debt service; and

NOW, THEREFORE, BE IT RESOLVED that in accordance with the provisions of N.J.S. 40A: 4-20:

1. An emergency temporary appropriations be and the same is hereby made for the following:

Dept. of Public Safety Salary & Wages	\$500,000.00
Municipal Alliance	750.00
Joint Health Services Stipend	4,732.00
Joint Health Services O/E	5,500.00

BE IT FURTHER RESOLVED, that a certified copy of this resolution is forwarded to the Director of the Division of Local Government Service.

WHEREAS, Joann and William Lee posted floor plan review escrow on premises known as 18 Sutton Way; and

WHEREAS, there are no outstanding invoices due the Township Engineer as per their e-mail which is attached.

NOW, THEREFORE, BE IT RESOLVED, that the Township Treasurer of the Township of Washington authorized to refund the balance of the escrow money in the amount of \$220.00 to the above.

Mary Ann Ozment, Township Clerk

Thomas Sears, Council President

TOWNSHIP OF WASHINGTON

BERGEN COUNTY, NEW JERSEY

CONFERENCE PORTION/CONFERENCE MEETING

January 27, 2014

Members present: Peter Calamari, Steve Cascio, Richard Hrbek, Thomas Sears. Glenn Beckmeyer arrived at 8:25 p.m. Also present: Janet Sobkowicz, Mayor; Ken Poller, Attorney; Catherine Steinel, Administrator.

PRIORITY

Scheduling Budget Meeting Dates – There was a discussion with regard to the days for the scheduling of budget meetings. Mrs. Steinel stated that if she receives advance notice that a meeting will be scheduled on Friday, she will then adjust her hours. A discussion was had that the budget is due to council on February 7th. Mayor Sobkowicz stated that a lot of hours have been put into the budget already by herself and the administrator, and they are up to page 67. Information also needs to be gotten from the auditor, other numbers are also needed and information is also being put into the Edmunds System. Mr. Hrbek stated since we have two new council members, believes that it is important to get something started so the new council members can get their bearings and start to understand the process. Mayor Sobkowicz stated that two documents are given, the actual budget and also another binder with account history from the previous year so that does help. Mayor Sobkowicz also stated she does not mind having a session with council and just going through the whole process, a seminar type. Mayor Sobkowicz also stated that we have until March 17 to introduce it and also the departments are done. Mr. Calamari asked if he could obtain a copy of last year's paperwork so he can familiarize himself with the documents. Mrs. Steinel stated that the workbooks are marked confidential. There was a lengthy discussion on what days were good for council. February 7th will be the first meeting at 5 o'clock and February 10th will be the second meeting after the council meeting. A discussion was had with regard to Mary Ann Ozments being paid extra or comp time for her presence at the budget meetings. Mayor Sobkowicz stated that the budget meetings are a part of the clerk's job, and that last year Mrs. Ozment received comp time due to the fact the meetings were held on a Saturday.

Zoning Board Appointments – Mr. Poller spoke of the zoning board members that the appointments are to be staggered not grouped together. The board should be 7 full time people and two alternates. Mr. Poller explained that there was some losing track of terms and that everybody's term was expiring at the same time and also there were some people sitting on the board whose term had expired. Mr. Poller explained the statute provided for the formation of the Board of Adjustment and authorized the giving of staggered terms and afterwards the 4 year term would kick in. Mr. Poller had the zoning board secretary go back and see when the person first appeared on roll call and he also had her pull minutes from meetings two months before to find out where in the minutes the council actually talked about that. Mr. Poller also had Mrs. Ozment gather some information as well and also looked at resolutions and things of that nature. Mr. Poller stated at this time there is one person on the zoning board, John O'Connell, whose term expires December 31, 2015, other than Mr. O'Connell everyone else's term has expired. Mr. Poller explained at this time the council has the ability to appoint the new members, a new board. Mr. Poller also stated that the Board of Adjustment has the power to give relief from ordinances that you have in town, so there is a lot of power because this is mostly a residential town. It was also stated that CVS has withdrawn its application and if they want to come back they need to come back as a new application. Mr. Poller stated at this time council needs to come up with 6 full time members and two alternates. Mr. Poller further stated that that council should discuss some names, talk to people and after a discussion

is held then have a vote. Mr. Poller does want a formality observed, that being it put on the record the appointment. Once a motion is done then Mr. Poller will be able to do a resolution. Mr. Sears asked if the Mayor can make a recommendation or is it strictly council. Mr. Poller stated that it is the council's appointment if you would like input from the mayor that is perfectly ok. Mr. Sears stated he would like council members if they have any person in mind and would like to have them on the zoning board. Mr. Poller stated these are important things, believes it is a good idea to suggest names, discuss them and don't decide on it tonight. Maybe it would be better at the next meeting. Mr. Sears stated that he would like some input of names from council tonight and then discuss this at the next meeting. Mr. Hrbek suggested Mr. Bill Johnson. Dr. Cascio suggests Laura Merkle. She was previously on the board and did a good job. Mr. Calamari stated he would like to think about it, but did have a question with regard to the new members. Asked if they would be for a four year term and staggered. Mr. Poller stated that they will be staggered, so in addition to coming up with names, we also have to come up with terms. Mayor Sobkowicz stated the new board can attend seminars where they can learn about the use of variances and things of that nature. There is money in the budget for the new members to attend the seminar. There was a discussion with regard to the time frame and at this time there is nothing pending before the board. Mr. Poller stated that the Zoning Board cannot have a reorganization meeting until they have a board. Mr. Sears stated he does have a person in mind and that is Al Kenney and Mr. Sears will reach out to him. This will be discussed on the next meeting on the 10th of February.

Dog and Cat Licenses – Mr. Sears stated that during the months of January and February dog & cat licenses are to be renewed. Stated on the website it indicates that residents can come to the clerk's office from 9-12 to renew the license. Mr. Sears stated he spoke to the clerk who indicated that residents can come up any time up to when she leaves. Mr. Sears believes in removing the 9-12 from the webpage as it would avoid any confusion and residents calling. Mr. Sears would like to ask the council if we can remove the statement of 9-12 from the website to keep everything consistent throughout. There was a discussion that the renewal of the licenses is until January 31. February 1 through February 28th there is a late fee of \$5.00 and after February 28th there is a late fee of \$25.00.

Record Keeping – There was a discussion with regard to road openings, and checks that do come into the clerk's office, how they are documented. Mayor Sobkowicz did have the police department pull up all the CADS from 2013 and write down all the road openings that we knew about. Mayor Sobkowicz further continued that we want to make sure we have a good record of the road openings that occur, keep track of PSE&G, United Water and so on. There was a discussion with regard to the spread sheet, and that most of the areas are county roads, which the Township receives no fees from. Mayor Sobkowicz stated we are trying to get a system in place so information can be gathered. Mrs. Steinel stated as each department finds out about a water main break everyone gets CC'd to the clerk, and if a street was opened in a 72 hour period we do not hear from the facility, we will then send a letter to the responsible party. Mrs. Steinel further stated that the at the same time we are tracking the ones that involve police detail. Mrs. Steinel stated that she is would like to meet with the police chief to discuss that while a police officer is out on patrol, and if they see a utility truck on a particular street, they call it in, have a CAD entry and a copy of the CAD is then sent up to the clerk's office, where we can then follow up on fees. Mrs. Steinel also stated it is an accountability issue also, when a road is in deplorable shape, and six holes

were put there, we can see who is responsible and also have the information on who is cutting our roads open. Mayor Sobkowicz stated that on Jackson we
Page 3
January 27, 2014

had six road openings, and they replaced/repaved the whole road. Mr. Beckmeyer stated that he would like a copy of the road opening ordinance. Mrs. Sears stated that all first responders need to fill out a form for the county to get an identification card and also photos need to be taken, the county will schedule a date. Mrs. Steinel stated that some people shy away from filling out the forms since they do ask health-related questions, which you do not need to fill out that page. Mrs. Steinel also stated that Rio can also enter the information. Mr. Sears stated that Rio will take the information from us and set up with the county for photos to be taken.

UPDATES

Record Storage – Mrs. Steinel stated that we are beyond capacity at this time, and that some records are to be maintained for 20 or even 30 years. Mrs. Steinel further indicated that her predecessor did have DARM come in and do some purging of our files, but this building is not exactly a storage friendly building, we really don't have that much space. Mrs. Steinel stated she is going to have Main Lock come in and evaluate both doors and take their advice. Mrs. Steinel stated that she believes they are going to put a safety bar since figuring out the combination to the old vault down can be costly, she will take his advice on how to secure the vault. Mr. Calamari asked if scanning some of those documents can be an option we can look into. Mrs. Steinel stated that we would have to look into what we can scan, for example with the building department we do not have a large enough scanner. There was a discussion of maybe getting someone in during the summer to do some scanning, maybe a college or high school student. Mrs. Steinel stated that we do have various floaters and part-timers already. They do have a good feel for the building, and we may be able to offer them a couple of extra hours for scanning. Mrs. Steinel stated that she would like to meet with the heads of the departments to see what they feel would be safe to scan.

There being no further business in Conference Session, a motion was made by Mr. Hrbek, seconded by Mr. Beckmeyer, to go into closed session.
Ayes: Councilpersons Beckmeyer, Calamari, Cascio, Hrbek, Sears.
Nays: None.

Mary Ann Ozment, Township Clerk

Thomas Sears, Council President