

TOWNSHIP OF WASHINGTON  
BERGEN COUNTY, NEW JERSEY

REORGANIZATION MEETING

January 3, 2017

The Annual Reorganization meeting of the Township Council was held this date in the Municipal Building, 350 Pascack Road. The meeting was called to order at 7:44 p.m. by Council President Michael Ullman with the Clerk leading the salute to the flag. Members present: Robert, Bruno, Peter Calamari, Steve Cascio, Thomas Sears, and Michael Ullman. Also present: Janet Sobkowicz, Mayor; Kenneth Poller, Attorney; Susan Witkowsksi, Township Clerk.

Pursuant to the provisions of the Open Public Meetings Act, this meeting was noticed with The Bergen Record, posted on Municipal Bulletin Board and filed with the Municipal Clerk.

ROLL CALL OF COUNCIL

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

OATHS OF OFFICE COUNCIL PRESIDENT AND VICE PRESIDENT

A motion was made by Councilman Cascio, seconded by Councilman Calamari to nominate Robert Bruno as Council President.

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

Nays: None.

Councilman Robert Bruno was sworn in as Council President by Susan Witkowski, Township Clerk.

A motion was made by Councilman Cascio, seconded by Councilman Bruno to nominate Michael Ullman as Council Vice President.

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

Nays: None.

Councilman Michael Ullman was sworn in as Council Vice President by Susan Witkowski, Township Clerk.

ROLL CALL OF 2017 Township Council

Council President Bruno, Councilman Calamari, Councilman Cascio, Councilman Sears, Council Vice-President Ullman.

NEW BUSINESS

GENERAL PUBLIC DISCUSSION

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.

Mary Ann Ozment, 960 Adams Place – Mrs. Ozment congratulated both Councilmen Bruno and Ullman for their hard work last year and for their hard work this coming year. Mrs. Ozment spoke of ordinances being passed and timeline of those ordinances being advertised in the paper. She asked who the Mayor currently used as a scavenger, Mayor Sobkovicz replied neither. Mrs. Ozment asked if there is a law in New Jersey that residents have to use scavengers or their debris picked up by the township. Mr. Poller replied he would have to look that up. She spoke of the residents not wanting colored bags and she feels it is important to do what the residents want, as an example

the field. She spoke of the robocalls being received with regard to the change in debris pick-up and the confusion that ensued. She stated to avoid the confusion, the recycling pick-up should have started in January, the 1<sup>st</sup> and the 3<sup>rd</sup>. Mayor Sobkowicz stated she does agree and the town calendar does have a new schedule. Mrs. Ozment asked if the purchasing assistant resigned. Mayor Sobkowicz replied her last day was Friday. She asked did the technical assistant resign. Mayor Sobkowicz stated we do have one, and we will advertise that position. She asked if the Court Clerk put in her resignation yet. Mayor Sobkowicz replied no. She spoke of the past years the Risk Management consultant being appointed by Council, and she doesn't understand why currently it is a Mayoral appointment.

Diane Grimaldi, 441 Van Emburgh Avenue – Mrs. Grimaldi asked if the recycling schedule will be every other week and if it on the website. Mayor Sobkowicz stated this Friday will be the west side, and it will be posted on the website after her approval. Mrs. Grimaldi spoke of bringing electronic recycling back to the Township, she does understand you can only go to Bergen County twice a year. Mayor Sobkowicz stated she believes it is more than twice a year, but we did have a large e-recycling event in October, she also asked for an additional one from Bergen County. Mrs. Grimaldi stated years ago the Township did have a shared agreement with Westwood. Administrator Groh spoke of receiving a recycling brochure for electronics from Waste Management and she will be looking into that. Mrs. Grimaldi stated as a taxpayer, she would like to see this service offered at least once a month. Councilman Cascio stated we were charged \$100.00 a month for Westwood, and the shared service did work out nicely. Administrator Groh stated she will look into what Waste Management has to offer and also shared services.

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

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

Nays: None.

#### ANNOUNCEMENTS BY MAYOR SOBKOWICZ

Mayor Sobkowicz stated before she makes her appointments, she would like to announce that this coming Saturday, January 7<sup>th</sup>, there will be a new program in conjunction with Valley Hospital and Foodtown called Healthy Steps. Postcards and flyers were sent to residents. Free health screenings will be done, including cholesterol, blood pressure, hip and body fat measurements and so on, there will be different work stations set up. Please call 201-447-8043 to make an appointment or you can show up and you will be accommodated.

#### APPOINTMENTS BY MAYOR SOBKOWICZ

The Mayor read the following appointments of the following citizens to the offices and positions listed below:

##### RECREATION ADVISORY BOARD

Scott Spezial	4 year term, expiring December 31, 2020
Michael Golden	4 year term, expiring December 31, 2020

##### ADVISORY BOARD OF HEALTH

Gary Pinke	4 year term, expiring December 31, 2020
Chris Robertson	4 year term, expiring December 31, 2020

##### MUNICIPAL PROSECUTOR

Mark DiMaria	1 year term, expiring December 31, 2017
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##### ALTERNATE MUNICIPAL PROSECUTOR

D. Gayle Loftis	1 year term, expiring December 31, 2017
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RISK MANAGEMENT CONSULTANT

Vic Fadini Insurance 1 year term, expiring December 31, 2017  
Vice Fadinin as a representative

MAYOR'S ALTERNATE TO LIBRARY BOARD OF TRUSTEES

Katie L. Fisher 1 year term, expiring December 31, 2017

EMERGENCY MANAGEMENT COORDINATOR

William J. Cicchetti, Director 3 year term, expiring December 31, 2019

DEPUTY EMERGENCY COORDINATOR

Corporal Saverio Fasciano 3 year term, expiring December 31, 2019

FIRE DEPARTMENT OFFICERS FOR THE YEAR 2017

Chief: Adam Ehrenfels  
Deputy Chief: Peter Insetta  
Battalion Chief: David Hayes  
Captain: Kevin Zitko  
1st Lieutenant: Jason Gugger  
2nd Lieutenant: Clayton Kenny  
3rd Lieutenant: Zach Miros  
4th Lieutenant: Christian Husslein

POLICE SPECIAL OFFICERS

David Rosenbaum  
Clayton Kenny

SCHOOL CROSSING GUARDS

Frank Abate  
Eileen P. Farrell  
Ralph Kwasniewski  
Paul Onorato  
Jack Walsh  
Anoush Yenoukian

TOWNSHIP ENGINEER

Christopher P. Statile Term expiring December 31, 2017

RECOMMENDATION AND ENDORSEMENT FROM THE DIRECTOR OF LAW:

BONDING ATTORNEY

Robert H. Beinfield Term expiring December 31, 2017

PUBLIC DEFENDER

Gerald Tyne Term expiring December 31, 2017

APPOINTMENTS BY MAYOR WITH CONSENT OF COUNCIL:

LIBRARY BOARD OF TRUSTEES

Julie Keating Term expiring December 31, 2021

MUNICIPAL COURT JUDGE

Peter G. Geiger Term expiring December 31, 2019

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.

Councilman Cascio requested a separate vote on Resolutions No. 17-101 and 17-102.

Councilman Ullman asked with regard to Resolution No. 17-111, is the temporary budget included. Administrator Groh stated it can be revised. A discussion followed on the extension of the appointment of Denise Marabello, whose CFO appointment expired on December 31, 2016 and resolutions which indicate a CFO's signature is required. Councilman Ullman requested that Resolution No. 17-113 be pulled for a separate vote. The amendment of the Salary Ordinance was discussed, which will be effective January 12<sup>th</sup>. Currently, the administration does have someone in mind, but would like that person to run parallel to Ms. Marabello. Councilman Bruno requested a copy of that person's resume. Renewing Ms. Marabello's CFO appointment was discussed, as well as making an offer to this other person along with a time frame of employment to determine if the employment would work out. A resolution appointing Ms. Marabello as CFO will be prepared during the break.

A motion by Councilman Ullman, seconded by Councilman Cascio to approve the following resolutions: 17-103 through 17-120 with the exception of 17-101, 17-102 and 17-113 to be voted on separately:

Ayes: Councilmen Bruno, Calamari, Cascio, Sears, Ullman.  
Nays: None.

Resolution No. 17-103

Bonding Attorney

WHEREAS, the Township of Washington, Bergen County has the need for bonding services which are to be rendered to the Township by Special Bond Counsel who is appointed by the Director of Law of the Township with the approval of the Mayor, and said position has been filled by the appointment of Robert H. Beinfield, Esq. of Hawkins, Delafield & Wood, LLP in accordance with the terms of the Township's ordinances; and

WHEREAS, the contract for such services is not being awarded under what is termed the fair and open contract provisions as defined in N.J.S.A. 19:44A-20.5; and

WHEREAS, the professional legal services of Special Bond Counsel may be in excess of \$17,500; and

WHEREAS, Robert H. Beinfield, Esq. of Hawkins, Delafield & Wood, LLP has submitted a proposal with respect to the rates for said services to be rendered to the Township for the year 2017 which is the anticipated term of this contract; and

WHEREAS, Robert H. Beinfield, Esq. of Hawkins, Delafield & Wood, LLP has completed and submitted a Business Entity Disclosure Certification which certifies it has not made any reportable contributions to a political or candidate committee in the Township of Washington in the previous one year, or made any contribution not in accordance with the terms of the applicable Township ordinance, and has agreed that the terms of appointment will prohibit Robert H. Beinfield, Esq. of Hawkins, Delafield & Wood, LLP from making any reportable contributions during the term of the contract or making any contribution not in conformity with the terms of the applicable Township ordinance; and

WHEREAS, the availability of funds for such services shall be determined in the Township's annual budget;

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Washington, County of Bergen, State of New Jersey authorizes the Mayor to enter into a contract with Robert H. Beinfield, Esq. of Hawkins, Delafield & Wood, LLP as described herein;

BE IT FURTHER RESOLVED that the position set forth herein was not filled through the "fair and open process" as defined under N.J.S.A. 19:44A-20.4 et seq. As such, it has been attested that Robert H. Beinfield, Esq. of Hawkins, Delafield & Wood, LLP, and any subsidiaries, assigns or principals

controlling in excess of 10% of said company has neither made a contribution that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the appointment that would, pursuant to P.L. 2004, c.19, affect the eligibility to perform under the appointment, nor will it make a reportable contribution during the term of the contract to any political party committee in the Township of Washington, County of Bergen, or make any contribution which is not in conformity with Township ordinance, when the contract is awarded, or to any candidate committee of any person servicing in an elective public office of said municipality when the contract is awarded;

BE IT FURTHER RESOLVED, that the Business Disclosure Entity Certification be placed on file with this resolution, and that a notice of the award of said contract shall be published in accordance with law.

Resolution No. 17-104

Township Planner

WHEREAS, the Township of Washington, Bergen County has the need for planning services which are to be rendered to the Township; and

WHEREAS, the contract for such services is not being awarded under what is termed the fair and open contract provisions as defined in N.J.S.A. 19:44A-20.5; and

WHEREAS, such professional planning services will be in excess of \$17,500; and

WHEREAS, T&M Associates has submitted a proposal with respect to the rates for said services to be rendered to the Township for the year 2017 which is the anticipated term of this contract; and

WHEREAS, T&M Associates has completed and submitted a Business Entity Disclosure Certification which certifies it has not made any reportable contributions to a political or candidate committee in the Township of Washington in the previous one year, or made any contribution not in accordance with the terms of the applicable Township ordinance, and has agreed that the terms of appointment will prohibit T&M Associates from making any reportable contributions during the term of the contract or making any contribution not in conformity with the terms of the applicable Township ordinance; and

WHEREAS, the availability of funds for such services shall be determined in the Township's annual budget;

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Washington, County of Bergen, State of New Jersey authorizes the Mayor to enter into a contract with T&M Associates as described herein;

BE IT FURTHER RESOLVED that the position set forth herein was not filled through the "fair and open process" as defined under N.J.S.A. 19:44A-20.4 et seq. As such, it has been attested that T&M Associates, and any subsidiaries, assigns or principals controlling in excess of 10% of said company has neither made a contribution that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the appointment that would, pursuant to P.L. 2004, c.19, affect the eligibility to perform under the appointment, nor will it make a reportable contribution during the term of the contract to any political party committee in the Township of Washington, County of Bergen, or make any contribution which is not in conformity with Township ordinance, when the contract is awarded, or to any candidate committee of any person servicing in an elective public office of said municipality when the contract is awarded;

BE IT FURTHER RESOLVED, that the Business Disclosure Entity Certification be placed on file with this resolution, and that a notice of the award of said contract shall be published in accordance with law.

Resolution No. 17-105

Township Auditor

WHEREAS, the Township of Washington, Bergen County has the need for auditing services which are to be rendered to the Township by a registered municipal accountant of New Jersey selected by the Township Council; and

WHEREAS, the Township Council has determined to appoint Louis C. Mai, CPA & Associates as the Township Auditor in accordance with the terms of the Township's ordinances; and

WHEREAS, the contract for such services is not being awarded under what is termed the fair and open contract provisions as defined in N.J.S.A. 19:44A-20.5; and

WHEREAS, such professional auditing services will be in excess of \$17,500; and

WHEREAS, Louis C. Mai, CPA & Associates has submitted a proposal with respect to the rates for said services to be rendered to the Township for the year 2017 which is the anticipated term of this contract; and

WHEREAS, Louis C. Mai, CPA & Associates has completed and submitted a Business Entity Disclosure Certification which certifies it has not made any reportable contributions to a political or candidate committee in the Township of Washington in the previous one year, or made any contribution not in accordance with the terms of the applicable Township ordinance, and has agreed that the terms of appointment will prohibit Louis C. Mai, CPA & Associates from making any reportable contributions during the term of the contract or making any contribution not in conformity with the terms of the applicable Township ordinance; and

WHEREAS, the availability of funds for such services shall be determined in the Township's annual budget;

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Washington, County of Bergen, State of New Jersey hereby appoints Louis C. Mai, CPA & Associates as the Township Auditor and authorizes the Mayor to enter into a contract with Louis C. Mai, CPA & Associates as the Township Auditor as described herein;

BE IT FURTHER RESOLVED that the position set forth herein was not filled through the "fair and open process" as defined under N.J.S.A. 19:44A-20.4 et seq. As such, it has been attested that Louis C. Mai, CPA & Associates, and any subsidiaries, assigns or principals controlling in excess of 10% of said company has neither made a contribution that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the appointment that would, pursuant to P.L. 2004, c.19, affect the eligibility to perform under the appointment, nor will it make a reportable contribution during the term of the contract to any political party committee in the Township of Washington, County of Bergen, or make any contribution which is not in conformity with Township ordinance, when the contract is awarded, or to any candidate committee of any person servicing in an elective public office of said municipality when the contract is awarded;

BE IT FURTHER RESOLVED, that the Business Disclosure Entity Certification be placed on file with this resolution, and that a notice of the award of said contract shall be published in accordance with law.

Resolution No. 17-106

Public Defender

BE AND IT IS RESOLVED, by the Township Council of the Township of Washington that it does hereby appoint Gerald Tyne, Esq. as Public Defender of the Township of Washington for a one (1) year term commencing January 1, 2017 through December 31, 2017.

Resolution No. 17-107

Consent to 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 for a term ending December 31, 2021:

Julie Keating

Resolution No. 17-08

Consent to Appointment of Municipal Judge

BE AND IT IS RESOLVED, by the Township Council of the Township of Washington that it does hereby consent to the Mayor's appointment of Peter G. Geiger, 350 Maple Avenue, Oradell, N.J. as Municipal Judge of the Municipal Court commencing January 1, 2017 for three (3) years as prescribed by law.

Resolution No. 17-109

Fire Department Mutual Aid Agreement

WHEREAS, the Township of Washington recognizes the necessity for the sharing of emergency services, aka mutual aid, to communities or districts inside and outside of the presently established Pascack Valley and Tri-Borough Mutual Aid groups, for the purpose of providing of personnel and fire rescue equipment for the period beginning January 1, 2017 through December 31, 2017.

WHEREAS, the Township of Washington's Fire Chief or the Fire Chief's designated representative will be making decisions to provide mutual aid to area communities with brief notice; and

WHEREAS, the Township of Washington's Fire Chief or the Fire Chief's designated representative will insure that arrangements are made, prior to providing such mutual aid to other communities; for appropriate emergency protection for the Township of Washington and its residents; and

WHEREAS, the Township of Washington understands that the community or region requiring mutual aid may not be adjacent to or be part of the existing Pascack Valley or Tri-Borough Mutual Aid groups already established in the Pascack Valley of Bergen County;

WHEREAS, Worker's Compensation will be provided by the Township of Washington (employer), General Liability is assumed by the recipient of the service and Automobile Liability/Physical Damage and Property Insurance stays with the owner of the property (Township of Washington).

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Washington, County of Bergen, New Jersey that it hereby authorizes the Township of Washington Fire Department to provide mutual aid services to any community or district the Fire Chief or his designated representative deems necessary.

BE IT FURTHER RESOLVED that the Township of Washington will provide its insurance carrier and its insurance agents with copies of this resolution to insure that insurance coverage, in the same manner as provided on an everyday basis, is provided to the Township of Washington and its representatives during the time period mutual aid is provided to another community or district.

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Governing Bodies of Park Ridge, Woodcliff Lake, Hillsdale, Westwood, River Vale, Old Tappan, Emerson, and to the Township of Washington Volunteer Fire Department.

Resolution No. 17-110

State Contract Vendors

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 Educational Services Commission of New Jersey, 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 for the period January 1, 2017 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. 17-111

Establishing a 2017 Temporary Budget Appropriation

WHEREAS N.J.S.A. 40A:4-19 provides that where contracts, commitments of payment are to be made prior to final adoption of the 2017 Budget, Temporary Appropriations should be made for the purposes and amount required in the manner and time therein provided; and

WHEREAS, the date of resolution in within the first thirty days of January 2017; and

WHEREAS, said total temporary appropriations are limited to 26.25% of the total appropriations in the 2017 Budget exclusive of any appropriations made for debt service, Capital Improvement Fund or Public Assistance in said 2017 budget;

NOW, THEREFORE, BE IT RESOLVED, by the Township of Washington that the attached Temporary Appropriations be made and that a certified copy of this resolution be transmitted to the Treasurer for her records. The total Temporary Budget for 2017, exclusive of Debt Service, is \$2,919,516.00.

<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT</b>
<b>DEPT OF ADMINISTRATION</b>	
Salaries & Wages	\$ 59,091.00
Other Expenses	7,473.00
Maintenance & Support of Equipment	3,384.00
Computer Maintenance & Support	1,534.00
<b>OFFICE OF THE MAYOR</b>	
Salaries & Wages	2,411.00
Other Expenses	1,137.00
<b>TOWNSHIP COUNCIL</b>	
Salaries & Wages	7,621.00
Other Expenses	709.00
<b>OFFICE OF TOWNSHIP CLERK</b>	
Salaries & Wages	27,676.00
Other Expenses	4,870.00
<b>FINANCE TREASURER</b>	
Salaries & Wages	20,000.00
Other Expenses	3,195.00
<b>REVENUE ADMINISTRATION</b>	
Salaries & Wages	1,900.00
Other Expenses	831.00
<b>TAX ASSESSMENT</b>	
Salaries & Wages	10,890.00
Other Expenses	2,200.00

<b>DEPARTMENT OF LAW</b>	
Salaries & Wages	18,627.00
Other Expenses	25,000.00
Recodification	5,000.00
<b>ENGINEERING SERVICES</b>	
General Engineering	4,144.00
<b>DEP OF PUB AFF &amp; INFO</b>	
Other Expenses	4,600.00
<b>LAND USE ADMINISTRATION</b>	
Salaries & Wages	2,600.00
Other Expenses	510.00
<b>ZONING BOARD OF ADJUSTMENT</b>	
Salaries & Wages	6,443.00
Other Expenses	670.00
<b>BUILDING DEPARTMENT</b>	
Salaries & Wages	34,218.00
Other Expenses	6,000.00
<b>LIABILITY INSURANCE</b>	84,423.00
<b>WORKMENS COMPENSATION</b>	93,786.00
<b>INS</b>	
<b>GROUP INSURANCE PLAN</b>	237,056.00
<b>DEP OF PUB SAFETY-POLICE</b>	
Salaries & Wages	915,786.00
Other Expenses	23,571.00
Vehicle Leasing	1,250.00
Telephone Support System	2,153.00
Desk Recorder System	9,500.00
Community Policing	500.00
Car Camera Maintenance	3,000.00
Rental - Pistol Range	3,000.00
Reverse 911 System	2,995.00
Dispatching Salaries & Wages	35,392.00
<b>EMERGENCY MGT SERVICE</b>	125.00
<b>O/E</b>	
<b>FIRST AID ORG-</b>	11,102.00
<b>CONTRIBUTION</b>	
<b>DEPT OF FIRE PROTECTION</b>	
Other Expenses	7,232.00
<b>FIRE HYDRANT SERVICE</b>	50,580.00
<b>FIRE DEPT-PHYSICALS</b>	500.00
<b>MUNICIPAL PROSECUTOR</b>	
Salaries & Wages	2,208.00
<b>DEPT OF MUNICIPAL FACILITIES</b>	
Salaries & Wages	165,855.00
Other Expenses	15,380.00
Street Sweeping	4,500.00
<b>DEPT OF RECYCLING</b>	
Salaries & Wages	1,000.00
Other Expenses	48,618.00
<b>MAINTENANCE OF BUILDINGS</b>	6,026.00
<b>VEHICLE MAINTENANCE</b>	30,883.00
<b>COMMUNITY SERVICE ACT</b>	7,500.00
<b>(CONDOS)</b>	
<b>DEPT OF HEALTH OTHER</b>	19,007.00
<b>EXPENSES</b>	
<b>ANIMAL CONTROL OFFICER</b>	4,000.00
<b>DEP OF RECREATION</b>	
Salaries & Wages	6,479.00
Other Expenses	41,365.00
Golden Seniors	3,925.00
Senior Activities	1,040.00
Community Programs	434.00
<b>PARKS MAINTENANCE</b>	33,974.00
<b>MAINT OF FREE PUB LIBRARY</b>	242,017.00

<b>ELECTRICITY</b>	12,428.00
<b>STREET LIGHTING &amp; TRAFFIC CONTROLS</b>	15,758.00
<b>TELEPHONE</b>	13,932.00
<b>WATER</b>	1,657.00
<b>GAS (NATURAL)</b>	7,052.00
<b>BCUA SEWER CHARGES</b>	368,546.00
<b>OTHER SEWER</b>	23,000.00
<b>GASOLINE &amp; DIESEL</b>	12,371.00
<b>DUMPING FEES</b>	12,000.00
<b>DCRP Pension</b>	707.00
<b>STAT EXPENDITURES SOCIAL MUNICIPAL COURT</b>	48,528.00
Salaries & Wages	21,863.00
Other Expenses	2,178.00
<b>PUBLIC DEFENDER OTHER EX</b>	600.00
<b>\$2,919,516.00</b>	

Resolution No. 17-112

Debt Service Appropriation

WHEREAS, N.J.S.A. 40A4-19 provides authority for appropriating in a temporary resolution for the coming fiscal year providing for appropriation for interest and debt redemption; and

Payment of Bond Principal	\$815,000.00
Interest on Bonds	\$ 70,022.00
Interest on Notes	\$ 64,567.00

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Washington, in the County of Bergen, State of New Jersey that the following debt service appropriation be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for their records.

Resolution No. 17-114

Establishing Change Funds

WHEREAS, the Municipal Court, Municipal Clerk and the Tax Collector's Office of the Township of Washington have requested the establishment of change funds to be used by the cashiers located at the respective payment windows; and

WHEREAS, the Township Administrator has reviewed this request and recommends the establishment of a change fund for the Municipal Court in an amount not to exceed \$200, Municipal Clerk in an amount not to exceed \$25 and a change fund for the Tax Collector's Office in an amount not to exceed \$100.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the township of Washington that a change fund be established in the amount of \$200 to be used by the Municipal Court, change fund in the Municipal Clerk's Office in an amount not to exceed \$25 and a change fund be established in the amount of \$100 to be used by the Tax Collector's Office.

Resolution No. 17-115

Renewal of Petty Cash Funds

WHEREAS, N.J.S.A. 40A:5-21 allows for a municipality to establish a petty cash fund every year;

THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Washington that it approves continuing the Petty Cash Fund pursuant to the provisions of N.J.S.A. 40A:5-21, not to exceed \$500.00 and that the Assistant to the Administrator be authorized as the Fund Custodian; and

BE IT FURTHER RESOLVED, that the Treasurer be authorized to issue a check in the amount of \$500.00.

Resolution No. 17-116

Fixing the Rate for Delinquent Taxes

WHEREAS, N.J.S. A. 54:A4-67 permits the governing body to fix the rate of interest to be charged for the non-payment of taxes, assessments and municipal charges and to prescribe penalties for delinquencies;

NOW, THEREFORE BE IT RESOLVED by the Township Council of the Township of Washington as follows:

1. All prior resolutions concerning the rate of interest to be charged for the non-payment of taxes, assessments, or municipal charges are hereby rescinded.
2. The rate of interest to be charged for the non-payment of taxes, assessments or municipal charges is hereby fixed, pursuant to statute, as follows: eight [8%] percent per annum on the first \$1,500 of the delinquency, and eighteen [18%] percent per annum on any amount in excess of \$1,500 to be calculated from the date the tax or assessment was payable until the date of actual payment.
3. With respect to tax certificates held by the municipality the following additional penalties shall be charged: two [2%] percent on the amount due over \$200 up to \$5,000; four [4%] percent of the amount due over \$5,000 up to \$10,000; and six [6%] percent on the amount in excess of \$10,000.
4. Dollars to be calculated from the date of the tax was payable until the date of actual payment, provided that no interest shall be charged if payment of any installment is made on or before the tenth calendar day following the date upon which the same became payable.

Resolution No. 17-117

Designation of Official Newspapers 2017

BE AND IT IS RESOLVED, by the Township Council of the Township of Washington that The Ridgewood News, The Record, Pascack Press and The Star Ledger are hereby designated as the official newspapers of the Township of Washington for the year 2017.

Resolution No. 17-118

Civil Rights

WHEREAS, it is the policy of the Township of Washington to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act; and

WHEREAS, the governing body of the Township of Washington has determined that certain procedures need to be established to accomplish this policy;

NOW, THEREFORE, BE IT ADOPTED by the Governing Body of the Township of Washington that:

Section 1: No official, employee, appointee or volunteer of the Township of Washington by whatever title known, or any entity that is in any way a part of the Township of Washington shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of the Township of Washington or using the facilities or property of the Township of Washington.

Section 2: The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receive authorization or support in any way from the Township of Washington to provide services that otherwise could be performed by the Township of Washington.

Section 3: Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.

Section 4: The municipal attorney shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

Section 5: No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

Section 6: The municipal attorney shall establish written procedures that require all officials, employees, appointees and volunteers of the Township of Washington as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.

Section 7: The municipal attorney shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

Section 8: At least annually, the municipal attorney shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the Township of Washington. This communication shall include a statement from the governing body expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the Township of Washington's website.

Section 9: This resolution shall take effect immediately.

Section 10: A copy of this resolution shall be published in the official newspaper of the Township of Washington in order for the public to be made aware of this policy and the Township of Washington's commitment to the implementation and enforcement of this policy.

Resolution No. 17-119

Appointment of PACO

WHEREAS, *N.J.A.C.17:27-3.5* requires a municipality to designate an officer or employee to serve as its Public Agency Compliance Officer; and

WHEREAS, it has been determined by the Administration that the Business Administrator shall serve as the Public Agency Compliance Officer for the Township;

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Washington, County of Bergen, State of New Jersey that in accordance with the provisions of *N.J.A.C.17:27-3.5* the Business Administrator is hereby designated as the Public Agency Compliance Officer for the Township of Washington; and

BE IT FURTHER RESOLVED that the Township Clerk shall notify the State of New Jersey, Department of the Treasury, Division of Purchasing and Property, Contract Compliance Audit Unit, EEO Monitoring Program of this designation.

Resolution No. 17-120

Police Department Mutual Aid Agreement

WHEREAS, the police departments in the County of Bergen have a day-to-day responsibility to provide for the safety and security of lives and property, for the maintenance and preservation of the public peace and order, and

WHEREAS, Law Enforcement Officials also have a responsibility to provide for preparedness against natural emergencies, such as floods, hurricanes, earthquakes, major storms, etc., manmade causes, civil unrest, and civil disobedience such as riot, strikes, jail or prison riots, train wrecks, aircraft crashes, major fires, ethnic disorders, riots, terrorist incidents and bombings, state and national emergencies, and

WHEREAS, this Plan is adopted in accordance with the provisions of N.J.S.A.40A:14-156, N.J.S.A. 40A:14-156.1, N.J.S.A. 40A:14-156.4 and N.J.S.A. App. A: 9-40.6; and

WHEREAS, this Plan provides a uniform procedure for the coordination of the requesting, dispatching, and utilization of law enforcement personnel and equipment whenever a local law enforcement agency requires mutual aid assistance from any other jurisdiction, both contiguous and non-contiguous, in the event of an emergency, riot or disorder, in order to protect life and property; and

WHEREAS, it is the desire of the Township of Washington to participate in a Mutual Aid Plan and Rapid Deployment Force; in accordance with the Plan as submitted by the Bergen County Police Chief's Association.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Washington, County of Bergen, New Jersey that in accordance with the provisions of N.J.S.A. 40A:14-156.1, the Mayor is hereby authorized to enter into an Interlocal Services Agreement with all municipalities in the County of Bergen in order to put into place the Mutual Aid Plan and Rapid Deployment Force, and

BE IT FURTHER RESOLVED that a copy of this Resolution is forwarded to the County Executive, the Board of Chosen Freeholders, the County Prosecutor and the Municipal of all Bergen County Municipalities.

INDIVIDUAL RESOLUTIONS 17-101, 17-102, 17-113 and 17PB:

A motion was made by Councilman Calamari, seconded by Councilman Sears, to approve Resolution No. 17-101.

Ayes: Councilmen Calamari, Sears, Ullman, Bruno.

Nays: Councilman Cascio.

Resolution No. 17-101

Township Engineer

WHEREAS, the Township of Washington, Bergen County has the need for engineering services which are to be rendered to the Township by the Township Engineer who is appointed by the Director of Engineering with the approval of the Mayor, and said position has been filled by the appointment of Christopher P. Statile, P.A. in accordance with the terms of the Township's ordinances; and

WHEREAS, the contract for such services is not being awarded under what is termed the fair and open contract provisions as defined in N.J.S.A. 19:44A-20.5; and

WHEREAS, such professional engineering services will be in excess of \$17,500; and

WHEREAS, Christopher P. Statile, P.A. has submitted a proposal with respect to the rates for said services to be rendered to the Township for the year 2017 which is the anticipated term of this contract; and

WHEREAS, Christopher P. Statile, P.A. has completed and submitted a Business Entity Disclosure Certification which certifies it has not made any reportable contributions to a political or candidate committee in the Township of Washington in the previous one year, or made any contribution not in accordance with the terms of the applicable Township ordinance, and has agreed that the terms of appointment will prohibit Christopher P. Statile, P.A. from making any reportable contributions during the term of the contract or making any contribution not in conformity with the terms of the applicable Township ordinance; and

WHEREAS, the availability of funds for such services shall be determined in the Township's annual budget;

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Washington, County of Bergen, State of New Jersey authorizes the Mayor to enter into a contract with Christopher P. Statile, P.A. as described herein;

BE IT FURTHER RESOLVED that the position set forth herein was not filled through the "fair and open process" as defined under N.J.S.A. 19:44A-20.4 et seq. As such, it has been attested that Christopher P. Statile, P.A., and any subsidiaries, assigns or principals controlling in excess of 10% of said company has neither made a contribution that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the appointment that would, pursuant to P.L. 2004, c.19, affect the eligibility to perform under the appointment, nor will it make a reportable contribution during the term of the contract to any political party committee in the Township of Washington, County of Bergen, or make any contribution which is not in conformity with Township ordinance, when the contract is awarded, or to any candidate committee of any person servicing in an elective public office of said municipality when the contract is awarded;

BE IT FURTHER RESOLVED, that the Business Disclosure Entity Certification be placed on file with this resolution, and that a notice of the award of said contract shall be published in accordance with law.

A motion was made by Councilman Ullman, seconded by Councilman Calamari, to approve Resolution No. 17-102.

Ayes: Councilmen Calamari, Sears, Ullman.

Nays: Councilman Bruno, Casio.

Resolution No. 17-102

Township Attorney

WHEREAS, the Township of Washington, Bergen County has the need for legal services which are to be rendered to the Township by the Township Attorney who is the Director of Law of the Township, and said position has been filled by the appointment of Kenneth G. Poller, Esq. as the Township Attorney/Director of Law in accordance with the terms of the Township's ordinances; and

WHEREAS, the position is not filled under what is termed the fair and open contract provisions as defined in N.J.S.A. 19:44A-20.5; and

WHEREAS, the professional legal services of the Township Attorney pursuant to ordinance will be in excess of \$17,500; and

WHEREAS, Kenneth G. Poller Esq. and Kenneth G. Poller, P.A. have completed and submitted a Business Entity Disclosure Certification which certifies that neither has made any reportable contributions to a political or candidate committee in the Township of Washington in the previous one year, or made any contribution not in accordance with the terms of the applicable Township ordinance, and both have agreed that the terms of appointment will prohibit Kenneth G. Poller Esq. and Kenneth G. Poller, P.A. from making any reportable contributions during the 2017 term or making any contribution not in conformity with the terms of the applicable Township ordinance; and

WHEREAS, the availability of funds for such services shall be determined in the Township's annual budget;

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Washington, County of Bergen, State of New Jersey acknowledges the Mayor's appointment of Kenneth G. Poller, Esq. as Township Attorney/Director of Law in accordance with the terms of the Township's ordinances;

BE IT FURTHER RESOLVED that the position set forth herein was not filled through the "fair and open process" as defined under N.J.S.A. 19:44A-20.4 et seq. As such, it has been attested that Kenneth G. Poller, Esq. and Kenneth G. Poller, P.A., and any subsidiaries, assigns or principals controlling in excess of 10% of said company has neither made a contribution that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the appointment that would, pursuant to P.L. 2004, c.19, affect the eligibility to perform under the appointment, nor will they make a reportable contribution during the term of employment to any political party committee in the Township of Washington, County of Bergen, or make any contribution which is not in conformity with Township ordinance, when the appointment is awarded, or to any candidate committee of any person servicing in an elective public office of said municipality when the appointment is awarded;

BE IT FURTHER RESOLVED, that the Business Disclosure Entity Certification is placed on file with this resolution, and that a notice hereof shall be published in accordance with law.

A motion was made by Councilman Cascio, seconded by Councilman Calamari, to approve Resolution No. 17-113.

Ayes: Councilmen Cascio, Calamari, Sears.

Nays: Councilman Bruno, Ullman.

#### Resolution No. 17-113

#### Cash Management Plan

WHEREAS, P.L., 1983, Chapter 8, Local Fiscal Law; NJSA. 40A:5-2 has been amended to require that each municipality designate a Cash Management Plan for the deposit of each local unit's monies.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Washington, that the following Cash Management Plan of the Township of Washington be and hereby is adopted:

#### DESIGNATION OF OFFICIAL DEPOSITORIES

1. Official Depositories of the Township of Washington shall be as designated at the start of each fiscal year by resolution adopted by the Township Council.
2. Designated official depositories are required to submit to the Chief

Financial Officer of the Township of Washington a copy of the State of New Jersey, Department of Banking, Governmental Unit Deposit Protection Act (GUPDA) Notification of Eligibility, which must be filed semi-annually in the Department of Banking as of June 30<sup>th</sup> and December 31<sup>st</sup> each year.

3. Designated Official depositories are required to submit to the Chief Financial Officer a copy of the institutions annual report on an annual basis.
4. The official depositories for Township funds for 2017 are Oritani Bank, Township of Washington, NJ and PNC Bank, Woodland Park, NJ.

#### DEPOSIT OF FUNDS

4. All funds shall be deposited within forty-eight (48) hours of receipt in accordance with the state statute
5. Operating funds shall be deposited into interest bearing accounts to maximize interest earnings.
6. Capital, Trust and Payroll funds shall be deposited into interest bearing accounts whenever possible. Any non-interest bearing account should be regularly monitored for the availability of funds for investment.

#### DESIGNATION OF ALLOWABLE INVESTMENTS

7. The Township of Washington may permit deposits and investment in such depositories as permitted in NJSA 17: 9-44 and other instruments as specified below:
  - a. United States Treasury Bills
  - b. Township of Washington bonds or notes
  - c. Commercial Bank Deposits
  - d. Certificates of Deposit
  - e. State of New Jersey Cash Management Funds

#### B. DEFINITION OF ACCEPTABLE COLLATERAL AND PROTECTION OF TOWNSHIP ASSETS

1. All designated depositories must conform to all applicable State Statutes concerning depositories of Public Funds
2. All designated depositories shall obtain the highest amount possible F.D.I.C. and/or F.S.L.I.C, coverage of all Township assets (demand and certificate of deposit)
3. Collateral will be required for all deposits and investments of the Township except for those in the State Cash Management Fund, collateral must have a market value of not less than 100 percent of all deposits and investments
4. For pledges by depositories on Township funds, the following securities will be considered acceptable for pledges
  - a. Any security backed by the U.S. Government
  - b. Any direct obligation of any taxing authority within the Township of Washington
  - c. Real Estate mortgage loans for real estate property located within the Township marketing area. Pledges of real estate mortgage loans shall be maintained at a market value of 115 percent of deposits.
  - d. All pledges of collateral must be indicated on an advice copy of the investment instrument which shall be forwarded to the Chief Financial Officer

#### REPORT PROCEDURE

5. The Chief Financial Officer shall prepare for the Township records a quarterly report of investments. A detail listing should be kept of all investments purchased, specifying the amount, interest, percentage rate, period of investment and maturity date and

name of the financial institution in which the investment is placed.

6. The Chief Financial Officer shall prepare for the Township records a quarterly report of fund investments. A detail listing should be kept of all shares purchased, shares redeemed, interest received, and the name of the fund with which Township funds are placed.

#### DIVERSIFICATION REQUIREMENTS

7. The Chief Financial Officer shall examine investments to guard against the effects of a financial institution going into default. This may be accomplished through the practice of spreading investment around in various designated official depositories.

#### MAXIMUM MATURITY POLICY

8. Investments shall be limited to a maturity not to exceed one year on all operating funds unless a longer maturity is permitted within the provisions of regulation promulgated by either the Federal or State Governments.

#### INVESTMENT PROCEDURES

9. Bids for certificates of deposit shall be solicited of all designated depositories only if the amount exceeds \$500,000.
2. Telephone bids shall be solicited of designated depositories by the Chief Financial Officer or a staff member the Chief Financial Officer shall designate.
3. The depository shall specify the principal amount of the investment bid on interest rate, maturity date and the number of days used to calculate the interest to be paid upon maturity.
4. Interest shall be paid from the date the bid was awarded to the date of maturity.
5. All bidders may request the results of the informal bids after the bid is awarded.
6. A check or wire transfer of funds shall be made available, if necessary, to the winning bidder the same business day the informal bid is awarded.

#### CONTROLS

When possible, internal controls shall provide for a separation of investment placement and accounting activities. Controls must be recorded for wire transfers and securities safekeeping, where necessary.

#### BONDING

10. The following officials shall be covered by surety bonds; said surety bonds to be examined by the independent auditor to ensure their proper execution:  
Treasurer / Chief Financial Officer  
Tax Collector  
The following officials shall be covered by the Joint Insurance Fund blanket crime coverage; said bond/coverage to be examined by the independent auditor to ensure their proper execution:  
Deputy Tax Collector  
Department Directors  
Any staff member of the department not covered by a surety bond.

#### COMPLIANCE

11. The Cash Management Plan of the Township of Washington shall be subject to the annual audit conducted pursuant to NJSA 40:5-4.

LIABILITY

12. The Official charged with the custody of the monies of the Township of Washington shall deposit them (or designate a staff member to make such Deposit) as designated by the Cash Management Plan and shall thereafter be relieved of any liability or loss of such monies due to the insolvency or closing of any depository designated in the Cash Management Plan pursuant to NJSA 40A: 5-14.

This Cash Management Plan as set forth has been designated the Cash Management Plan for the Department of Revenue and Finance and no other department of the Township of Washington

A motion was made by Councilman Cascio, seconded by Councilman Bruno, to appoint Councilman Michael Ullman, as the designated Planning Board Class III Council Representative.

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

Nays: None.

Resolution No. 17-PB

Planning Board Appointment

BE AND IT IS RESOLVED, by the Township Council of the Township of Washington that Michael Ullman is hereby designated Council Member Class III of the Planning Board to serve a one year term prescribed by law.

Time Noted: 8:42 p.m.



Susan Witkowski  
Township Clerk



Robert Bruno  
Council President

Approved: April 3, 2017

TOWNSHIP OF WASHINGTON  
BERGEN COUNTY, NEW JERSEY  
CONFERENCE PORTION/PUBLIC SESSION

January 3, 2017

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

Time Noted: 8:52 p.m.

A motion was made by Councilman Sears, seconded by Councilman Cascio, to approve Resolution No. 17-121.

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

Nays: None.

Resolution No. 17-121

Motion of Consent Chief Financial Officer

BE IT RESOLVED by the Township Council of the Township of Washington, County of Bergen, New Jersey that the Mayor, having advanced for appointment as the temporary Chief Financial Officer of the Township of Washington, and the Township Council having consented thereto, Denise Marabello is hereby appointed the Chief Financial Officer of the Township of Washington on a part-time basis for a term expiring February 28, 2017.

CURRENT BUSINESS

Infrastructure

DMF Repair Status – Administrator Groh discussed the JIF Loss Control Report (copies of the report distributed to Council.) Mr. Statile did an initial inspection and will be conducting an inspection of the roof later on this week. Administrator Groh spoke of Mr. Statile's findings regarding the DMF Building. A purchase was issued back on December 23<sup>rd</sup> for roof repairs, to perform a temporary fix to prevent leakage and correct drainage issues. The contractor was contacted and weather permitting those repairs will take place this week. On December 22<sup>nd</sup> mold testing was performed and we are awaiting the report, both air and wipe samples were taken. The Musial Group did do the initial design and assessment studies were to be done of both the building and the equipment. Administrator Groh contacted the Musial Group and they indicated they were in the middle of preparing them when they were told by the former administrator to stop, however, they are willing to continue. In addition to what Council has already received, the only thing left in the file is a handwritten form that had been filled out by the prior DMF Superintendent. Councilman Ullman proposes we move forward with the Musial Group since it will help in aiding Council's decisions. The Musial Group indicated they are approximately 50% done and it would probably take another three (3) to four (4) weeks to complete; they do feel it is important to meet and discuss the project since it has been over a year. Mayor Sobkowicz stated she doesn't understand why we should hire them since we didn't like any of their proposals. Councilman Ullman stated the prior Council went out to bid, the Musial Group was the lowest responsible bidder, and they were selected. A conversation followed on the method that the Musial Group used, which is going straight to a solution design without performing an evaluation of the DMF Building and their needs. Councilman Ullman stated The Musial Group was paid \$5,400.00, and if the work was not satisfactory, they should not have been paid. Councilman Bruno stated he visited the DMF Building this past Saturday, and spoke about the condition of the building, the need for more racking, drums in the middle of the room and the heating unit not working. Councilman Bruno

referred to the report which states if there is any further damage/water deterioration to the wall that these load bearing walls could just collapse, and he feels this is a very serious issue. Administrator Groh stated an insurance claim was filed as well, the roof will be fixed and the mold and sheetrock will be dealt with next. Councilman Bruno stated it looks as though the sides of the wall need to be concreted or corked based upon the report. The roof is scheduled for repair this week at a cost of \$6,275.00 that is to address the leaks and seal the membrane. Repair to the roof was budgeted at \$40,000.00. This is a temporary fix until the garage is completely redone. Councilman Ullman asked if more money can be invested to sure up the roof. Administrator Groh stated Mr. Statile is coming this week to evaluate the roof. Councilman Cascio stated on the Loss Control Report, the last page there is an open suggestion from 2001, labeled urgent, install fire protection system. Councilman Sears stated there is a strobe light that is internal to that building and it was monitored by the cameras of the Police Department, which needs to be tested. Councilman Cascio stated it is 16 years, and if we have these reports we should follow the recommendations of the Risk Manager.

Town Hall Repair Status – Administrator Groh stated with regard to the water damage, four companies were solicited, three submitted quotes, ranging from \$1,652.00 to \$9,000.00. She will review them and will be moving forward with this shortly. Councilman Bruno asked if anything has been done regarding floor work. Mayor Sobkowicz replied companies have come in and look at the floor, and we will be seeking one more quote before moving forward. A quote for the 2<sup>nd</sup>, 3<sup>rd</sup> and Police Department floor was received. The first floor flooring was done through a grant, as well as the Senior Center. Administrator Groh stated the co-op, which Council has authorized participation in, does have several floor providers. An update will be given at the next meeting. Councilman Ullman asked if this repair covered insurance or will the building settlement be used. Administrator Groh stated she believes the idea is to use the building settlement. Mayor Sobkowicz stated as long as it can be shown it was a defect. Administrator Groh stated there is an insurance claim for the water damage, not mold.

Firehouse Repair Status – Administrator Groh stated someone in the firehouse was supposed to be submitting quotes with regard to the siding repair. One of the companies that submitted a bid on the salt storage enclosure, the 2<sup>nd</sup> lowest bidder, expressed their interest in doing whatever projects that might need to be done. They did go over and look at the retaining wall behind the firehouse and submitted a quote by the end of the day, showing they are eager to get the job. Due to the value of the work, a second quote is needed, which the Township Engineer is trying to get. Prevailing wage must be paid for that work, and it is not easy to find a contractor willing to do so. The Acting Superintendent will be asked to follow-up on quotes, a list of contractors was given to him to contact that could possibly do the job. The quotes that were received for the wall were from companies that did not pay prevailing wage. Maintenance of the firehouse property was discussed, such as cleaning up the leaves and debris surrounding the property. Mayor Sobkowicz stated the DMF can go there and clean up the leaves. A requisition/purchase order for the garage door repair has been completed in the amount of \$2,500.00. A conversation followed on how the truck was damaged, control of movement of apparatus on the Fire Department property and the use of spotters.

Fire Apparatus Repair Status - Councilman Ullman spoke of the DMF and Fire Department, being large capital expenses, trucks and equipment do go down and understanding what those diminished capacities are through a weekly report. There are directors for each of those departments, and if there is diminished capacity that it be communicated to the administration and mayor, and it may be helpful to the Council, if they are asked to fund items, either short term or long term, if they can be made aware of those. He feels it would be beneficial to the Council as well as the departments involved. Councilman Sears spoke of the emergency appropriation passed, that involved the siding as well as 7 Scott Air Packs, he asked if the purchase has gone

through. Mayor Sobkowicz stated she believes that is on the same requisition as the bulbs, which was completed the other day. The procedure is the department recognizes the need for the expenditure, a requisition is created based on the quote provided by the vendor, along with a requisition number, each department can create requisitions. Currently the Township is at 16-945 and the computer automatically assigns the next number. The computer assigns the requisition number, and then the person would have to input basic pieces of information, such as the vendor, the department, what budget line is assigned to and the pricing. The Purchasing Department then looks at it, to see if it requires a second quote, and it is charged to the proper line. After the department head submits the request, it gets processed by the Purchasing Clerk, Administrator, and then the Mayor. There are several layers of scrutiny to try to catch any problems, and then it becomes a Purchase Order. When it becomes a Purchase Order, there are 3 copies, plus a voucher. The Department gets the yellow copy, that triggers the call to the vendor to set up the work, the pink copy is retained in purchasing and the white copy goes to the vendor that shows they are on notice and have authority to proceed with the job, and that number is assigned by the system. Once the purchase order is closed, it is vouchered and showed as paid. Councilman Bruno asked if open requisitions along with open purchase orders are provided to Council for the budget process. Administrator Groh stated by the time Council gets the budget, there will be a roll over and there will be no such thing as an open requisition, it will be cancelled up front and brought to a purchase order. Council can see any open purchase orders. The 2015 purchase orders will be expunged and then the 2016 will stay open for a while because you are allowed to pay them off into the next year.

2014, 2015, 2016 Road Program Defects – As per Mr. Statile, all of the 2016 items on the punch list were addressed. The list from the 2015 road program and schematics with drawings of problem areas whereas a two year maintenance bond applies. Darlene Terrace was addressed, and the other items are still open. D&L has not been paid, there is a significant balance due to them and these issues still have to be fixed before payment.

2017 Budget – Administrator Groh stated January 17<sup>th</sup> is the current deadline to submit the budget to the Council for review, and a few departments have not submitted their budgets, she is also waiting for the Mayor and the Council. The pension bills were received today. Administrator Groh stated she has done a lot of calculations in connection with getting the temporary budget. She has completed an updated spreadsheet with the entire police contract and has reconciled that with Captain Hackbarth between Christmas and New Year's, along with updating the calculation for the DMF. She spoke the upcoming January 15<sup>th</sup> payroll, which she will be working on since there is no payroll clerk, and it will be intensive since it includes all retro pay along with new rates and overtime. The position of the payroll clerk was discussed, some it is outsourced, and quotes have been received from some payroll companies. Councilman Bruno stated there needs to be some sort of communication to the Council, today we found out we do not have a Payroll Clerk/Purchasing Assistant. He stated the Loss Control Report was written on December 15<sup>th</sup> and on January 3<sup>rd</sup>, we are looking at it for the first time. A conversation followed on keeping Council updated, and what Council should be updated on. Councilman Ullman stated we are a team and should be working towards one goal, and he believes the idea of circulating documents before meetings are to get any questions out of the way. He stated the Administration did ask Council to amend the Salary Ordinance to give more flexibility, but Council does need to understand where there are gaps, open requisitions and open positions, and as a Council there should be some transparency between the Administration and Council. He stated Council will be asked to fund significant expenditures and he feels it would be helpful if Council knew that Truck 7 goes out of service every two weeks because it is old. Mr. Poller stated communication is something that is cooperative, not prohibited. As per the statute, communication to employees is prohibited, but no communication by the administration. A conversation followed on an email exchange between the

Administrator and Councilman Bruno regarding the Temporary Budget and the Sunshine Law. Administrator Groh does agree with Councilman Ullman, that we are working for the betterment of the Township. Councilman Bruno stated as a Council we need to be informed and not get information from the public, he feels it is embarrassing. Councilman Calamari asked if a temp agency can be hired for payroll, not to take away from the Administrator's time. Mayor Sobkowitz stated we probably will have to do that for payroll and Planning and Zoning Board minutes. Councilman Bruno asked when Council will receive the budget. Mayor Sobkowitz replied as per the State the date is February 17<sup>th</sup>, but she is working on it. She stated we will try to get it as soon as possible. Councilman Ullman stated it is that date or the next Council meeting.

Outside Professional Services – Councilman Ullman asked if Lerch, Vinci would be capable of performing accounting guidance, such as performing payroll. Administrator Groh stated she knows of two groups, The Canning Group and The Jersey Professionals that do have interim people. She believes Lerch, Vinci is more of a higher level audit, and more expensive. A conversation followed on the Lerch, Vinci proposal, which did include a range of professionals, and reaching out to them. Councilman Bruno stated they are available, as well as the Mai firm, to reach out to and see if they can recommend someone. Councilman Cascio stated this can be also an opportunity for a shared service, and reach out to other municipalities for manpower. ADS currently does the payroll, proposals were received from ADP, as well as Paychex, which are currently being evaluated.

Zoning & Planning Board Minutes – Administrator Groh stated she was provided with names from fellow administrators and she did reach out to a few, and she is waiting for them to get back to her. Generally the rate is \$30.00 per hour. If it is a 3 hour meeting, and they are at the meeting, it takes usually the same amount of time to transcribe. Since the person is there, they are doing the minutes simultaneously, which is different than listening to the audio. The resolutions have been posted online. Currently we do have a secretary that sits at the meetings; she is also the DMF secretary. She doesn't want to continue the function of being at those meetings, she want to focus on her new position. She was moved from the office into the DMF spot as a lateral, and was asked to continue to do the board meetings, but she does not do minutes or any of the other work. Councilman Ullman asked if we can have this person do the minutes for those sessions that she attended. He stated we are paying someone to sit at a meeting but there is no responsibility after the fact. Administrator Groh replied she doesn't believe this person has the time to complete the minutes. She stated tomorrow night there is a meeting, and the Board does appoint a secretary, and by law one of the members of the Board could be the secretary. Councilman Cascio stated this is another area that can be shared services, since some Planning Boards in the surrounding areas do not meet on the same night.

Memorial Field Committee – Mayor Sobkowitz stated she will be announcing it at the next Council meeting. She does have a few people who are interested; she would like to have 7 people in total. Councilman Bruno asked will there be meeting and a chairman. Mayor Sobkowitz replied yes and they can vote for a chairman.

Zoning Board Members– Three seats are open, two of the terms expired and one was a resignation mid-term. It is the responsibility of Council to address this matter. Ms. Witkowski, the Township Clerk, did reach out to the two members whose terms have expired and they are interested in continuing, one being Dina Burke and the other is George Mouravieff. The vacancies are one alternate and two full members. Currently, we are looking for 3 full members. Ms. Witkowski stated the expired members are George Mouravieff, term ending 12/31/16, Dina Burke, term ending 12/31/16 and Richard Smith resigned September 15, 2016, and his term expired 12/31/16, Said Toro is the other alternate member I, term expiring 12/31/17.

Administrator Groh – Administrator Groh stated quotes were solicited for scavengers for recycling materials. The contract was with Waste Management, under a 5 year contract, which was terminated by them as of the end of

January so they could readjust their rates to the current market conditions. Quotes were solicited from various contractors who were identified through the State/DEP website. There were 7 requests, and the Township received two. One of the companies is still interested, but asking to be able to inspect the loads of paper, and our current contractor is not willing to open their doors to a competitor. A quote was received from our current contractor Waste Management, as well as Atlantic Coast Fiber. The current rate is \$70.00 a ton for paper, however for the co-mingles there is a charge of \$10.00 per ton, and it is based on blended formula. Waste Management charges \$85.00 a ton for residue as well as Atlantic Coast. Administrator Groh stated at the next Council meeting she will have the resolution awarding the contract. It can go one to three years and that will be up to Council. Councilman Cascio asked for a spreadsheet for those items. Gaeta is the hauler, not the scavenger. The bids for the salt storage enclosure were opened December 28<sup>th</sup>, there were four bidders, each being within \$5,000.00 of each other, two bidders being a \$1,000.00 apart. Lowest bidder being \$88,900.00, the highest one was \$94,587.00. Administrator Groh would like this to be on the agenda at the next meeting for discussion if not an awarding of bid, since action needs to be taken within 60 days. The bids indicate the work would be done by the end of April. Councilman Bruno asked that neighbors in the surrounding area be notified. Mayor Sobkowitz agreed, she will invite the residents in. Councilman Ullman asked who is driving the salt shed replacement. Administrator Groh replied to meet DEP standards the shed needs retrofitting, it needs to have a door to prevent salt from possibly getting into the storm water system. Councilman Ullman suggested leaving the salt shed as is, put a new curtain up, and repairing the walls. He stated it may be good to live with the fines, whatever they may be, instead of spending the \$88,000.00. Mayor Sobkowitz stated she will speak with the engineer. Councilman Cascio stated when he indicates temporary structure, he means temporary in the respect it is movable, not disposable. Councilman Bruno requested a copy of the report regarding the salt shed. A portable shed is not more expensive than a permanent shed.

A conversation followed on the defeat of the Budget Transfer. Councilman Bruno requests that the Law component be separated. Administrator Groh stated there was a balance for the bond counsel, Hawkins Delafield. They had given an opinion on a bond issue that was not capital, it could be tied to the capital ordinance, and the other part was Mr. Poller's fees. Mr. Poller replied it is just not my fees. A sheet was distributed, which had estimates for the rest of the year. Administrator Groh stated the transfer resolution was only for the actual bill, COAH work and \$4,000.00 for defense of tax appeals. Councilman Bruno stated he would like to see the Law expenses in the budget and what was spent by vendor, and separate the phones. He is asking the administrator, who is responsible for paying the bills for the vouchers and documentation that we are transferring monies for. He would like to take the two funds and separate them. A conversation followed on emails received by the administrator from Councilman Bruno. Mayor Sobkowitz asked Councilman Ullman back in October wasn't there a commitment from four Councilmen to pay those bills. Councilman Ullman replied we did, but he cannot compel anyone to vote. Councilman Cascio requested that each line item have a resolution, and Council can vote on them separately.

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

Ayes: Councilman Calamari, Cascio, Sears, Ullman, Bruno.  
Nays: None.

Time Noted: 10:06 p.m.

  
Susan Witkowski  
Township Clerk

  
Robert Bruno  
Council President

Approved: April 3, 2017