

TOWNSHIP OF WASHINGTON, WARREN COUNTY

WORKSHOP MEETING

August 7, 2008

The Workshop Meeting of the Township Committee was held this date at the Municipal/Police Building located on Little Philadelphia Road. The meeting was called to order at 7:03 p.m. by Mayor David Dempski.

SUNSHINE LAW COMPLIANCE - The Mayor noted that this meeting was being held in compliance with the Open Public Meetings Law of 1975 in as much as a notice had been published in the Star Gazette, transmitted to the Express Times and posted at the municipal building. This agenda is subject to change by order of the Washington Township Committee before and/or during the scheduled meeting.

SALUTE TO FLAG

ROLL CALL: Dempski, present; Horensky, present; Mueller, present; Strunk, present; Elbassiouny was absent.

RESOLUTIONS

Strunk made a motion to approve Resolution 08-104, Corrective Action Plan/2007 Audit Report, Mueller seconded.

ROLL CALL: Strunk, yes; Mueller, yes; Horensky, yes; Dempski, yes.

There was discussion on a proposed resolution to Authorize and Approve Salaries and Wages for a Technical Assistant for the Code and Construction Office. The Mayor say, initially, the Township Committee had approved hiring someone temporarily at this office should someone go on vacation during the summer. It was his understanding that it would be on an "as needed basis" and not a permanent employee. The Committee said that it was only approved to cover the office during vacation time.

The Clerk advised that the Code and Construction Office had put an ad in the League Paper and on the web site to hire an assistant to the Construction Officer and Technical Assistant. Strunk said he would have a problem with this. He e-mailed Elbassiouny on July 10th that he wanted to see what the activity level was and if there has been any increase in business since the beginning to justify it. He has not received a response yet. Strunk would not mind this person being hired to fill vacation time only, but would have concerns letting it go any further than that.

The Clerk advised this person has already picked up a personnel packet and was to start Monday with hours from 12:30 until 3:30, with the option of working up to 30 hours if needed. Strunk said if this was the case, then he would have large concerns with this. Strunk had no problems, if it was for vacation purposes, but would not let it go any further if Carolyn was in the office to have a second person there. No action was taken on the resolution.

Chris Rose, Construction Official, will be asked to attend the next meeting to explain this matter to the Committee. Strunk said he wanted details on the interview process and how many applicants there were. It has always been the policy when people are hired that they come before the Committee and they are the ones that make the final decision. Strunk said that he would always be able to go down to the Code and Construction, if necessary, to answer telephones and help people.

OLD BUSINESS

Discussion on New Municipal Building - de Boer said at the last Work Shop Meeting he had given the Committee a packet of proposals on the telephone systems. He had an additional proposal to add to that from the JDM Group. de Boer said he has no recommendation to make on the proposals.

EXECUTIVE SESSION

The Mayor advised it was necessary for the Township Committee to have an Executive Session regarding the building. Strunk made a motion to approve Resolution 08-105 - Resolution to go into Executive Session at 7:20 p.m. to discuss matters of contract stipulations, Mueller seconded. All were in favor.

The doors were opened. Strunk made a motion to come out of Executive Session at 7:36 p.m., Mueller seconded. All were in favor.

The Mayor said the Committee reviewed items in one of the recently awarded contract in terms of staffing and ability to carry out the items assigned.

OLD BUSINESS

John Malanga, of JDM Group did a presentation on the telephone system he would install. There was a question and answer session on the proposal.

Rich Shide from Broadview Solutions did a presentation on the telephone system he would install. There was a

question and answer session on the proposal.

After discussion, the Mayor said he would not be able to make a recommendation or vote on the telephone system, it would be conflict with his job. Strunk, Deputy Mayor, asked for a motion on the telephone system. Horensky made a motion to approve Broadview Solutions as per proposal, with addition of \$5 per month for pa module, with an addendum on the amount not to exceed \$500 for a power supply item, Strunk seconded. The Mayor advised that the Committee will need a contract from Broadview Solutions with appropriate amounts for the Township Attorney to review.

ROLL CALL: Horensky, yes; Strunk, yes; Mueller, yes; Dempski, abstain.

de Boer said he will need a signed voucher for Gramco for the sound system in the meeting room before they will follow through on ordering what is needed for \$17,761.00. Strunk said he will see the Finance Office on Monday to get the voucher started.

OTHER

Strunk said a couple was in the audience and they may want to address an issue. The female said her name was Robin Wright. She was the new employee for the Code and Construction Office. Wright was told by the Mayor that this temporary position was being delayed until the next meeting. There are several things that were stipulated when the position was authorized for the hiring of the temporary person. There is a problem with the intent of the office versus what was advertised. No action will be taken at this time. The department head will have to come to the next meeting before any action can be taken on hiring of temporary personnel. Wright asked is she should go to the office on the 11th, she was told no.

OLD BUSINESS

de Boer said he had met with the postmaster about the address for the new building. The addresses will be 209 State Route 31 North for the Police Department, 211 State Route 31 North for Administration and 213 State Route 31 North for Code and Construction. He will have three separate mailboxes installed in front of the building.

de Boer said there was a few issues that came up regarding electrical situations that did not go through Coopersmith. Wire Electrical Shop was working there, so he had them do it. They repaired broken conduits and pulled wire to sign. The total of this bill was \$434.50. He also had Wires Electrical Shop install receptacles in router room first floor and in router room second floor. The total for this was \$307.00. He also got top soil and did some of the rough landscaping, grass, straw and mulch. He rented a dozer. He is working on minor landscaping now to get into the building. Strunk said, before any further landscaping is done, it should come back to the Committee, because they are getting tight with money.

de Boer said he has met with the CFO and they both have concerns about the amount of money left for building. He told the Mayor that her numbers are not the same as on spread sheet. He asked if himself, the auditor, CFO and the Mayor could meet and go over the numbers. de Boer said he has to know exactly what the numbers are before he goes any further. They need this number for paving purposes and furniture decisions. They will try to arrange a meeting for this Thursday.

Horensky made a motion to approve Change Order #23 for Extra work performed at Round Top Window area as approved by owners representative Pete de Boer, and work being over and above the contractual obligations for a total of \$3959.00, Mueller seconded.

ROLL CALL: Horensky, yes; Mueller, yes; Strunk, no; Dempski, yes.

de Boer said the security is in place, but they need a security monitoring company. He had gotten three quotes on this service and recommended D.R.E. Security. Strunk made a motion to approve D.R.E. Security to do monitoring of building, for 24 hour central station monitoring for the fire alarm and security system payable annually (Security System/\$34.95 per month& Fire Alarm/\$44.95 per month) pending background check by police department, Horensky seconded.

ROLL CALL: Strunk, yes; Horensky, yes; Mueller, yes; Dempski, yes.

de Boer had two proposals for signs in front of the new building. After discussion, Strunk made a motion to approve Frank Blanche to do the sign in front of the building for a total of \$2950.00, Mueller seconded. The sign is to have all three address numbers of the offices on the sign. Mueller will meet with Blanche to go over the appearance of the sign. de Boer said this does not include electrical hook up.

ROLL CALL: Strunk, yes; Mueller, yes; Horensky, yes; Dempski, yes.

de Boer said it will say Washington Township Municipal Building on the front of the building with goose neck lighting and the back will say Washington Township Police Department with gooseneck lights. The sign should read Washington Township Municipal Building to match wording on the building.

de Boer said, on Communications and the installations of radios, each one will need an antenna. One antenna will

be installed in his office, Evan Howell's office, OEM and Police. He had M&W put antenna on building and do the wiring to each area. The Mayor asked why Evan Howell needs a radio and antenna in his office. de Boer said he is volunteer fireman. The Mayor said he is the Tax Collector and the Township should not be funding an antenna for the office, if so, it should be a fire district expense. Horensky said he gets called out by pager. De Boer said each one was \$454.00 each. It was the consensus of the Committee not to put an antenna in Howell's office. It was decided that the antenna expense should come out of the O&E of each department. After checking, de Boer said he did not think the wiring had not been done to Howell's office yet, but he will check. Horensky said that if the antenna is not run to Howell's office that it not be done. If it has been done, he would not advocate the radio being hooked up to it. It is not germane to his job. He is a fireman and has the ability to be paged out to calls. Strunk said if Howell wants to attend a meeting, he would be happy to entertain hearing the reason why a radio should be in his office. Horensky made a motion that 3 antenna wires be installed in OEM, Police and de Boer's office, to be taken out of each O&E Accounts, Mueller seconded.
ROLL CALL: Horensky, yes; Mueller, yes; Strunk, yes; Dempski, yes.

de Boer said that as far as equipment, the police have gotten a quote for all new radios, new scanners, etc. He told them if they want to purchase the equipment, they must address the Committee. Horensky said if the existing equipment works, there is no reason to buy new ones.

de Boer said, on paving, he needs to know where they are money wise and for furniture. He has information on furniture quotes, ranging from built in work stations to reinstalling the steel case on an hourly basis. He also has quotes on new meeting chairs under state contract. He is not ready to do a proposal on furniture. The Mayor said he did some measurements and most of the existing furniture at the old building can be used at the new building. Strunk said the Clerk needs bookcases, de Boer said there were bookcases that could be put in Clerk's office. It was determined that the old furniture be utilized as much as possible in new building. Horensky made motion to authorize de Boer to have the steel panels reinstalled by Frank Search, at an hourly rate, not to exceed \$10,000 maximum as well as do a survey on what they can take out of the Administration Building and Police Station, Mueller seconded
ROLL CALL: Horensky, yes; Mueller, yes; Strunk, yes; Dempski, yes.

de Boer said he has been working with Chester Township on doing a Shared Service to help out with the parking lot. They have an asphalt zipper, which will rip up the black top. Then they would take all the millings and redistribute them over the existing stone lots and the existing paved lots. You then add calcium flakes to it and it would get hard. It would be re-graded with the idea to pave the entire lot at 2" to 3". They would come in for less than \$5,000 and completely do all this. They also have a paver and for about \$10,000 they will help Township out. de Boer said he estimates the materials that would be needed would be about 667 tons if they went 2". It would cost approximately \$60,000 for everything for the entire lot being paved. They could also, after the milling and distribution, and putting calcium down a second time, let it sit for about 3 weeks they could tar and chip it, but he prefers paving. This does not include lining.

Strunk said the digging up, distribution and calcium is a good idea, but if you going to invest \$60,000, he would be putting it into the emergency generator. He did not feel they should use all the money, because they are going to find things that are going to have to be changed in the building. Mueller made a motion to authorize Chester Township to mill up parking lots, redistribute and put on calcium, not to exceed \$10,000, Horensky seconded.
ROLL CALL: Mueller, yes; Horensky, yes; Strunk, yes; Dempski, yes.

de Boer said he had been asked to provide a schedule for new building. There will be a Preliminary Walk Through Meeting at 10:00 a.m. on August 5, Substantial Completion Meeting at 10:00 a.m. on August 19th and a Project Close Out Meeting at 10:00 a.m. on September 4th. He asked that the Committee consider having a Work Shop Meeting on September 4 at Little Philadelphia Road and a Work Shop Meeting on October 7 at the new building. He plans on relocating police offices and personnel September 8-12 and being operational September 15. He plans on relocating construction offices and personnel September 15-19, operational Monday, September 22. He plans on relocating administration offices and personnel September 22-26, being operational on September 29. The regular township meeting will be held at the new building in October. He planned on having the dedication and open house on Veterans Day, which may require a special meeting notice. Tours would be provided 10:00 a.m., 2:00 p.m. and 6:00 p.m.

de Boer asked the status of the sale of the Administration Building, because he was trying to get everything out of the building for the closing. The Mayor said they had already received one extension. Strunk said he had met with them and they would like another extension, because they do not think they will have approvals by the first extension. Strunk said his only comment was, once they are given the 30 days that they are out of the building, he wanted a check. They would like a longer time for closing. The Mayor said, from a financial standpoint, they must have the check before December 31, 2008. de Boer said once the administration personnel is out they will clean the building out. The garage has to be cleaned out, it is full of football equipment. The Mayor said it is a problem with the football equipment storage. There is the possibility of putting it in the basement of the old Municipal/Police Building. de Boer said he is also taking out the police locker rooms and expanding the DPW capabilities in the building. de Boer will also look into alternatives.

Strunk asked if this work would interfere with the normal road work that has to be done. de Boer said, this whole thing has interrupted this year. Strunk said he would have a difficulty if they do not get the oil and chip program in place. de Boer said this whole thing has interrupted everything this year and he will not make any promises about the roads this year. Strunk said then he wants to see alternatives then. de Boer said he will be spending his road budget. Strunk said the Township needs to have their roads maintained. The Mayor said that is why de Boer has two Assistant Foremen, he should delegate the road responsibilities to Andy. de Boer said summer is a difficult time with working the park and vacations. The Mayor told de Boer that he has done outstanding work with the new building. However, he should use the Assistant Foremen wherever he can, that is what they are there for, to take work off him.

Strunk asked de Boer if he had discussed the security cameras in the Clerks Office. de Boer said he is meeting with the security people on Monday and having the cameras changed, taking off the camera for meeting room and direct them into halls.

de Boer said that Officer Cicerelle is also going to be at meeting on Monday. They will be going over security and ID cards. Cicerelle will be the administrator on this. The Mayor said he wants the police to have exclusive control of this, so only right people get cards. Strunk said he is also concerned, because all the cameras going into Cicerelle's office. If he is out on road and officers are in squad room, they have no way of monitoring what is going on throughout and out of the building. He felt all officers should have access to this and it should be in the squad room.. Strunk asked if this could be justified. The Mayor said he could see why the recording equipment should be secure, but in terms of viewing it, some of the monitors should be outside so everyone can see them and that is the way it should have been done. Strunk asked if you were then putting your officers in jeopardy and it is a safety concern. de Boer said the patrolmen can see the cameras from their patrol car. The Mayor said they should make sure they have this capability. Strunk said, , if this can be done, he also felt the Clerk should have the capability of seeing what is going in back and front, as well as Nancy and Helen. The Mayor will look into this.

OTHER

1. All the mason dumps are scattered on jobs in Township. The one mason dump has completely been taken off the road, it is not road worthy. The estimate to repair it would run approximately \$5,000. He has been researching to find a replacement. He had three proposals. Smith Motors has a truck, a 2003 F350 super cab with utility body and they will give the Township \$2480 as a trade in with the sale price being \$15,500. It has a little rust on it, but only has 65,000 miles on it. After discussion, Mueller made a motion to approve de Boer trading in the 2001 truck (value \$2480) for the 2003 F350 super cab truck at a price of \$15,500 from Smith Motors, Horensky seconded.

ROLL CALL: Mueller, yes; Horensky, yes; Strunk, yes; Dempski, yes.

de Boer left meeting at 10:55 p.m.

2. The Mayor said the County Habitat for Humanity wanted a waiver of fees. The Mayor said the Township charges commercial developer fees to offset the burden that the development causes the Township to have, because of affordable housing rules. They do that, because every four houses equals one house they have to build. They are building an affordable unit which has been given them for that specific purpose. They are not generating an affordable need, because they are affordable. The Township would save on this and they are asking for a temporary waiver on the collection of the developers fees so the project can continue. The Mayor said they should take a motion to exempt Habitat for Humanity current project for paying the Developers Fees. Horensky moved this motion, Strunk seconded. All were in favor.

3. The Mayor said the Musconetcong River was recently designated a Wild and Scenic River from a federal point of view. There is a new advisory council called the Musconetcong River Management Council and they are an advisory body working with the Musconetcong Watershed Association. They are recruiting members from each Township that borders the Musconetcong River and he nominated Al Ivany to serve as the Washington Township Delegate to the Musconetcong River Management Council. Strunk made the motion to appoint Al Ivan to serve as the Washington Township Delegate to the Musconetcong River management Council, Mueller seconded. All were in favor.

4. Mueller said that Washington Borough as filed a grant application for the feasibility study for the merger of the Police Departments. They were immediately notified that it would not be considered until they had an RFP and quote for the firm they wanted to use. Mueller distributed a copy of the RFP to the Committee. The Borough is advertising for a joint meeting of the Township and Borough on Wednesday, August 20, 2008 at 8:00 p.m. at Washington Borough Municipal Building. Both Municipalities would be reviewing the proposals received. The

firms have a deadline date of August 18, 2008 to get RFP's into the Borough

PAYMENT OF BILLS

Strunk made a motion to pay the bills that he has signed, but for the record he did not sign following purchase orders (19441, 19373, 19301, 19262, 19366, 19462, 19324 and 19449), Mueller seconded.

ROLL CALL: Strunk, yes; Mueller yes, but he did not sign the architect bill or engineers, bill; Horensky, abstain; and Dempski, yes.

There being nothing further to come before the Committee, Mueller made a motion adjourn at 11:25 p.m., Horensky seconded. All were in favor.

Respectfully submitted,

Mary Ann O'Neil RMC/CMC/MMC
Township Clerk