

TOWNSHIP OF WASHINGTON, WARREN COUNTY

Regular Meeting  
March 15, 2016

The regular meeting of the Township Committee was held on this date at the Washington Township Municipal Building, 211 Route 31 North, Washington, N.J. The meeting was called to order at 7:30 pm by Mayor Robert Klingel.

SUNSHINE LAW COMPLIANCE – Mayor Klingel 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 and transmitted to the Express-Times, posted at the Municipal Building and a copy is on file in the Clerk's office. This agenda is subject to change by order of the Washington Township Committee before and/or during the scheduled meeting.

ROLL CALL

Fiore, present; Klingel, present; Kovacs, present; Willan, present  
Rossi, absent

STAFF PRESENT

Anna C. Godfrey, Township Clerk; Peter deBoer, Township Administrator; Attorney Michael Lavery; Chief Cicerelle; John Mooney, Municipal Auditor; Joseph Rossi, Construction Official; and Jeff Cooper, Superintendent of Public Works

SALUTE TO THE FLAG

APPROVAL OF MINUTES

A motion was made by Willan, seconded by Kovacs, to approve the minutes of the regular meeting held February 16, 2016.

ROLL CALL: Willan, yes; Kovacs, yes; Fiore, yes; Klingel, yes

A motion was made by Willan, seconded by Fiore, to approve the Executive Session minutes of the regular meeting held February 16, 2016.

ROLL CALL: Willan, yes; Fiore, yes; Kovacs, yes; Klingel, yes

A motion was made by Kovacs, seconded by Fiore, to approve the minutes of the Budget Meeting held February 27, 2016.

ROLL CALL: Kovacs, yes; Fiore, yes; Willan, yes; Klingel, yes

A motion was made by Fiore, seconded by Kovacs, to approve the Executive Session minutes of the Budget Meeting held February 27, 2016.

ROLL CALL: Fiore, yes; Kovacs, yes; Willan, yes; Klingel, yes

A motion was made by Kovacs, seconded by Willan, to approve the minutes of the Budget Meeting held March 5, 2016.

ROLL CALL: Kovacs, yes; Willan, yes; Fiore, yes; Klingel, yes

A motion was made by Willan, seconded by Kovacs, to approve the Executive Session minutes of the Budget Meeting held March 5, 2016.

ROLL CALL: Willan, yes; Kovacs, yes; Fiore, yes; Klingel, yes

PAYMENT OF BILLS

A motion was made by Kovacs, seconded by Fiore, to approve the payment of the bills.

ROLL CALL: Kovacs, yes; Fiore, yes; Willan, yes; Klingel, yes

RESOLUTION

A motion was made by Kovacs, seconded by Willan, to approve Resolutions 16-47 and 16-48.

16-47 Deferred Local District School Tax

16-48 Deferred Regional High School District School Tax

ROLL CALL: Kovacs, yes; Willan, yes; Fiore, yes; Klingel, yes

ORDINANCE

Mayor Klingel stated Ordinance 16-03 is being tabled until after Executive Session.

A motion was made by Kovacs, seconded by Willan, to introduce Ordinance 16-04, Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank on first reading.

ROLL CALL: Kovacs, yes; Willan, yes; Fiore, yes; Klingel, yes

Second reading, public hearing and adoption will take place at the April 19, 2016 meeting.

A motion was made by Kovacs, seconded by Fiore, to introduce Ordinance 16-05, Bond Ordinance Providing for the Acquisition of Vehicular Equipment by the Township of Washington, County of Warren, State of New Jersey Appropriating \$195,000 Therefore and Authorizing the Issuance of \$185,700 Bonds or Notes of the Township for Financing Such Appropriation on first reading.

ROLL CALL: Kovacs, yes; Fiore, yes; Willan, yes; Klingel, yes

Second reading, public hearing and adoption will take place at the April 19, 2016 meeting.

#### RESOLUTIONS

A motion was made by Kovacs, seconded by Willan, to approve Resolutions 16-50 through and including 16-53.

16-50 Redemption Resolution – Block 38, Lot 22 C0062

16-51 Redemption Resolution – Block 9, Lot 4

16-52 Refund Resolution – Block 50, Lot 25

16-53 Cancel 2015 Taxes – Block 71, Lot 5.02

ROLL CALL: Kovacs, yes; Willan, yes; Fiore, yes; Klingel, yes

J. Mooney explained the budget process and stated the Township is well below both the expenditure cap and the tax levy cap. The Township is raising less inside the cap for operating expenses and also using less fund balance than last year and increasing its tax rate by one cent. An average home assessed at \$250,000 will see an annual increase of \$26.00. The user-friendly budget will be posted on the website and copies will be available in the Clerk's office. A motion was made by Kovacs, seconded by Fiore, to approve Resolution 16-49, Introduction of the 2016 Budget.

ROLL CALL: Kovacs, yes; Fiore, yes; Willan, yes; Klingel, yes

#### STAFF ADMINISTRATIVE REPORTS

Chief Cicerelle previously submitted a report and had nothing further to add.

J. Cooper previously submitted a report and spoke of the benefits of keeping a spare backhoe. After a brief discussion, a motion was made by Kovacs, seconded by Willan, to keep the spare backhoe until it is no longer useful. Any repairs over \$1,500 need to be approved by the Township Committee.

ROLL CALL: Kovacs, yes; Willan, yes; Fiore, no; Klingel, yes

J. Cooper and Mr. Willan discussed the insurance estimates on the truck that needs repairs.

J. Rossi stated repairs are going well on the abandoned house at 220 Broad Street.

Mr. deBoer previously submitted a report. He will be working to finalize the updates to the Employee Policy Manual. He will also be working on employee job descriptions.

#### PUBLIC QUESTIONS AND CONCERNS

A motion was made by Willan, seconded by Fiore, to open the meeting to the public. All were in favor.

Seeing no one, a motion was made by Willan, seconded by Fiore, to close the public portion of the meeting.

ROLL CALL: Willan, yes; Fiore, yes; Kovacs, yes; Klingel, yes

#### OLD BUSINESS

Mr. deBoer updated the Committee on the traffic study at the Route 57 and Mill Pond Road intersection. The Committee discussed with Attorney Lavery.

#### NEW BUSINESS

David Dech and Jan McDyer of the Warren County Transportation Department spoke to the Committee about using ten parking spaces at the municipal building for their shuttle service along Route 31. After a brief discussion, a motion was made by Willan, seconded by Fiore, to approve the agreement between the Warren County Freeholders and the Township of Washington that would allow a portion of the municipal parking area to be used as a Park & Ride location.

ROLL CALL: Willan, yes; Fiore, yes; Kovacs, yes; Klingel, yes

A motion was made by Kovacs, seconded by Fiore, to terminate the employment of Chief Financial Officer Kevin McCarthy to be effective immediately.

ROLL CALL: Kovacs, yes; Fiore, yes; Willan, yes; Klingel, yes

A motion was made by Kovacs, seconded by Willan, to appoint Christine Rolef as temporary Chief Financial Officer. This appointment will be terminated when a full-time Chief Financial Officer begins employment.

ROLL CALL: Kovacs, yes; Willan, yes; Fiore, yes; Klingel, yes

A motion was made by Kovacs, seconded by Fiore, to approve Resolution 16-54, Resolution Authorizing and Approving Salaries and Wages for Certain Employees (C. Rolef/Temp CFO).

ROLL CALL: Kovacs, yes; Fiore, yes; Willan, yes; Klingel, yes

J. Cooper explained the Department of Public Works plows both parking lots of the Washington Township Fire Department. A motion was made by Willan, seconded by Fiore, to approve Resolution 16-55, Interlocal Service Agreement between the Township of Washington Department of Public Works and the Washington Township Fire Department to Provide Limited Snow Removal Services.

ROLL CALL: Willan, yes; Fiore, yes; Kovacs, yes; Klingel, yes

A motion was made by Willan, seconded by Fiore, to approve the request from Eileen Parks to attend two classes pertaining to the Affordable Housing Professional Certification Program on April 6 and April 13, 2016 in New Brunswick.

ROLL CALL: Willan, yes; Fiore, yes; Kovacs, yes; Klingel, yes

A motion was made by Kovacs, seconded by Fiore, to approve the request from Nancy Godfrey to attend the Municipal Clerk's Association Education Conference from April 25 to April 27, 2016 in Atlantic City.

ROLL CALL: Kovacs, yes; Fiore, yes; Willan, yes; Klingel, yes

A motion was made by Kovacs, seconded by Willan, to approve the request from the Washington Historical Society to hold a History Expo on April 16, 2016 in the parking lot of the Masonic Lodge.

ROLL CALL: Kovacs, yes; Willan, yes; Fiore, yes; Klingel, yes

A motion was made by Fiore, seconded by Willan, to approve the request from the Musconetcong Watershed Association to allow them to come through a portion of the Township during their "Run for the River" event on Sunday, May 1, 2016.

ROLL CALL: Fiore, yes; Willan, yes; Kovacs, yes; Klingel, yes

#### REPORTS FROM OFFICIALS

Mr. Fiore spoke of possible Eagle Scout projects regarding trail maintenance and of the improvements needed before being able to rent out the Parks & Recreation building. Mr. Fiore reported the Environmental Commission discussed the creation of an Open Space Advisory Board.

Mr. Kovacs thanked J. Mooney and the Committee for having the budget ready to introduce at this meeting and for keeping the tax rate increase minimal.

Mayor Klingel thanked Mr. Kovacs for the extensive time he spent on the budget preparation. He appointed Mr. Willan as liaison to the Route 57 Scenic Byway Committee.

Mr. Willan thanked the department heads for their cooperation in the budget process.

#### EXECUTIVE SESSION

A motion was made by Willan, seconded by Fiore, to approve Resolution 16-56, Resolution Authorizing Executive Session for a Meeting Not Open to the Public in Accordance With the Provisions of the NJ Open Public Meeting Act, N.J.S.A. 10:4-12 at 8:30 pm. All were in favor. Attorney Lavery stated the Committee will be discussing an attorney/client privilege matter dealing with Ordinance 16-03 regarding the Fire District, a contractual matter dealing with the Police Department, and a personnel matter dealing with the CFO position.

A motion was made by Willan, seconded by Kovacs, to come out of Executive Session at 9:05 pm. All were in favor. Attorney Lavery stated the Committee discussed an attorney/client privilege matter dealing with Ordinance 16-03 regarding the Fire District and a personnel matter dealing with the CFO position. The contractual matter dealing with the Police Department was not discussed. No official action was taken. Copies of these minutes will be available at such time the Committee determines there is no harm to the public interest.

A motion was made by Kovacs to open to the public Ordinance 16-03, Ordinance of the Township of Washington, County of Warren, State of New Jersey Repealing, Amending and Supplementing Chapter 72 "Fire Prevention" on second reading. There was no second. Ordinance 16-03 died.

A motion was made by Kovacs, seconded by Willan, to approve Resolution 16-57, Appointment of Chief Financial Officer (Janice Congleton).

ROLL CALL: Kovacs, yes; Willan, yes; Fiore, yes; Klingel, yes

EXECUTIVE SESSION

A motion was made by Willan, seconded by Fiore, to approve Resolution 16-58, Resolution Authorizing Executive Session for a Meeting Not Open to the Public in Accordance With the Provisions of the NJ Open Public Meeting Act, N.J.S.A. 10:4-12 at 9:07 pm. All were in favor. Attorney Lavery stated the Committee will be discussing a contractual matter dealing with the Police Department, an attorney/client privilege matter dealing with the acceptance of roadways, an attorney/client privilege matter dealing with a piece of property, and a contractual matter dealing with contract negotiations.

A motion was made by Willan, seconded by Kovacs, to come out of Executive Session at 10:02 pm. All were in favor. Attorney Lavery stated the Committee discussed a contractual matter dealing with the Police Department (Attorney Lavery recused himself), an attorney/client privilege matter dealing with the acceptance of roads in the Hawk Pointe development, an attorney/client privilege matter dealing with a piece of property, and a contractual matter dealing with contract negotiations. No official action was taken. Copies of these minutes will be available at such time the Committee determines there is no harm to the public interest.

A motion was made by Willan, seconded by Fiore, to approved having the draft agreement with Oxford sent to Oxford's Township Committee as discussed in Executive Session.

ROLL CALL: Willan, yes; Fiore, yes; Kovacs, yes; Klingel, yes

A motion was made by Kovacs, seconded by Fiore, to authorize Attorney Lavery to send a letter to Finelli Consulting Engineers regarding Club House Drive and Hawk Pointe Boulevard as discussed in Executive Session.

ROLL CALL: Kovacs, yes; Fiore, yes; Willan, yes; Klingel, yes

A motion was made by Fiore, seconded by Willan, to authorize Attorney Lavery to send a letter to Richard Cotton and Alan Lowcher regarding property as discussed in Executive Session.

ROLL CALL: Fiore, yes; Willan, yes; Kovacs, yes; Klingel, yes

ADJORNMENT

Hearing no further business to come before the Committee, a motion was made by Fiore, seconded by Willan, to adjourn the meeting at 10:10 pm. All were in favor.

Respectfully submitted,

Anna C. Godfrey, RMC  
Township Clerk