

# WASHINGTON TOWNSHIP REORGANIZATION MEETING MINUTES

## JANUARY 2, 2018

The Clerk previously administered the Oath of Office to Committee member Michael A. Kovacs.

Township Clerk Anna C. Godfrey called the 2018 Reorganization Meeting to order at 7:30 pm on this date at the Washington Township Municipal Building located at 211 Route 31 North, Washington, NJ 07882.

SUNSHINE LAW COMPLIANCE – The Clerk noted that this meeting was being held in compliance with the Open Public Meetings Law of 1975 in as much as a notice has 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; Rossi, present; Willan, present

### STAFF PRESENT

Anna C. Godfrey, Township Clerk; Janice Congleton, Chief Financial Officer; Candy Repsher, representing the Township Auditor

### SALUTE TO THE FLAG

### NOMINATIONS FOR MAYOR

The Clerk asked for nominations for Mayor of the Township of Washington for 2018. Mr. Klingel was nominated by Kovacs, seconded by Rossi. Hearing no further nominations, a motion was made by Kovacs, seconded by Rossi, to close nominations and appoint Robert Klingel as Mayor of the Township of Washington for 2018. All were in favor. The Clerk congratulated Mayor Klingel and administered the Oath of Office before turning the meeting over to him.

Mayor Klingel thanked the Committee for the opportunity to continue to serve as Mayor.

### NOMINATIONS FOR DEPUTY MAYOR

A motion was made by Kovacs, seconded by Fiore, to nominate Mark Rossi as Deputy Mayor of the Township of Washington for 2018. Hearing no further nominations, a motion was made by Willan, seconded by Fiore to close nominations and appoint Mark Rossi as Deputy Mayor of the Township of Washington for 2018.

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

### APPOINTMENTS

A motion was made by Willan, seconded by Fiore, to approve the following appointments:

- Municipal Attorney, 1 year term, Michael B. Lavery of the firm Lavery, Selvaggi, Abromitis & Cohen, 12/31/18
- (Peter H. de Boer, Jr.)  
Township Administrator  
Public Agency Compliance Officer, 1 year term, 12/31/18  
Safety Chairman, 1 year term 12/31/18  
Personnel Administrator, 1 year term, 12/31/18  
911 Coordinator, 1 year term, 12/31/18
- (Anna C. Godfrey)  
Registered Municipal Clerk  
Election Official, 1 year term, 12/31/18  
Secretary to the Local Board of Health, 1 year term, 12/31/18  
Secretary to the Safety Committee, 1 year term, 12/31/18  
Custodian of Government Records, 1 year term, 12/31/18
- (Ann Kilduff)  
Deputy Township Clerk, 1 year term, 12/31/18  
Certified Municipal Registrar year 1 of 3 year term 6/6/20  
Deputy Election Official 1 year term, 12/31/18  
Deputy Custodian of Government Records, 12/31/18
- Certified Municipal Finance Officer – Janice Congleton
- Certified Public Works Manager – Peter H. deBoer, Jr.
- Assistant Superintendent of Public Works – Peter H. deBoer, Jr.
- Zoning Official, 1 year term – Curt Pantuso, 12/31/18
- Animal Control Officer, 1 year term Robert Lagonera, 12/31/18
- Engineer, Finelli Engineering, year 3 of 3 year term 12/31/18

- Court Administrator, Jerilynn Harris, 1 year term, 12/31/18  
Deputy Court Administrator, Lisa Rudd, 1 year term, 12/31/18  
Violations Bureau, Rosemarie Hoover & Anita Diekroger, 1 year term 12/31/18  
Municipal Prosecutor, 1 year term, Roger Skoog, 12/31/18  
Public Defender, 1 year term, Donald Farino, 12/31/18
- Appointment of Municipal Court Judge, J. Edward Palmer, (year 3 of a 3 year term, expiring 12/31/18)
- Recycling Coordinators, 1 year term, Peter H. de Boer, Jr. & Suzanne Heerwagen. 12/31/18
- Municipal Auditor, John Mooney of the firm Nisivoccia LLP, 1 year term, 12/31/18
- Municipal Alliance Coordinator, Pat Kollar, 1 year term 12/31/18
- Municipal Alliance Member from Township Committee, George Willan, 12/31/18
- Deputy Certified Municipal Registrar (Raina Fox) (year 2 of 3 yr. term expiring 12/4/2019)
- Appointment of Thomas Cicerelle, Emergency Management Coordinator, (year 3 of a 3 year term expiring 12/31/2018)
- Appointment of Peter deBoer Jr., Deputy Emergency Management Coordinator, (year 3 of a 3 year term expiring 12/31/2018)

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

#### ORDINANCE

A motion was made by Kovacs, seconded by Rossi, to introduce Ordinance 17-01, Ordinance Reauthorizing the Open Space Trust Fund for the Township of Washington, on first reading.

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

Second reading, public hearing and adoption will take place at the February 20, 2018 meeting.

#### RESOLUTIONS

A motion was made by Willan, seconded by Rossi, to approve Resolutions 18-01 through and including 18-30, excluding 18-10, 18-11, 18-20, 18-23, 18-24, and 18-29.

- 18-01 Resolution Authorizing Township of Washington Officials to Sign Checks
- 18-02 Cash Management Plan
- 18-03 Temporary Budget
- 18-04 Establishing Petty Cash Funds
- 18-05 Resolution Establishing a Local Emergency Planning Committee
- 18-06 Resolution Designation Official Newspapers
- 18-07 Interest on Delinquent Taxes and Assessments
- 18-08 Tax Assessors/Township Attorney Stipulations
- 18-09 Regular Meetings of the Township Committee and Board of Health
- 18-12 Resolution Authorizing the Award of Fair and Open Contract for Township Attorney
- 18-13 Resolution Authorizing the Award of Fair and Open Contract for Special Tax Litigation Counsel
- 18-14 Resolution Authorizing the Award of Fair and Open Contract for Auditing & Accounting Services
- 18-15 Resolution Authorizing the Award of Fair and Open Contract for Bond Attorney
- 18-16 Resolution Authorizing the Award of the Fair and Open Contract for a Township Planner (Scarlett Doyle)
- 18-17 Award of Contract for Professional Services Without Public Bid - Municipal Alliance Coordinator (Pat Kollar)
- 18-18 Award of Contract for Professional Services Without Public Bid – Public Defender (Donald Farino)
- 18-19 Resolution Establishing Vegetative Waste Procedures, Fees and Schedule for 2018
- 18-21 2018 Statewide Insurance Fund Resolution to Renew the Fund (year 1 of 3 year term 1/1/21)
- 18-22 Statewide Insurance Fund Indemnity and Trust Agreement (year 1 of 3 year term 1/1/21)
- 18-25 Reappoint SEC MCDC Initiative Compliance Survey and Continuing Disclosure Agent Services
- 18-26 Resolution for the Purpose of Authorizing the Signature of the Township Administrator to Execute Annual Agreement with the JDM Group to Provide Services for Phone and Information Technology
- 18-27 Appointment of a Certified Municipal Registrar and a Deputy Certified Municipal Registrar for the Township of Washington, County of Warren, State of New Jersey
- 18-28 Resolution of the Township of Washington, County of Warren, State of NJ Setting Forth a Policy Requiring the Tax Assessor to Notify the Chief Financial Officer and Governing Body of all Tax Appeals Filed by June 1st of Each Year
- 18-30 2018 Salary Resolution

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

A motion was made by Willan, seconded by Fiore, to approve Resolutions 18-10, 18-11, and 18-20. Mr. Willan asked about using position titles rather than employee names in resolutions. The Clerk explained the resolutions must contain a name when sent to the State.

- 18-10 Resolution Designating a Public Agency Compliance Officer (PACO)
- 18-11 Resolution Appointing Statewide Insurance Fund Commissioner
- 18-20 Resolution Appointing Risk Management Consultant for 2018 (Randy May – Otterstedt Insurance Agency)

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

A motion was made by Kovacs, seconded by Rossi, to approve Resolutions 18-23, 18-24, and 18-29.

18-23 Resolution Authorizing Execution of Agreement Between the Township of Washington and Hawk Pointe Condominium Association for Winter Maintenance and Street Light Reimbursement for the year 2018

18-24 Resolution Authorizing Execution of Agreement Between the Township of Washington and Hawk Pointe Property Owners Association for Street Light Reimbursement for the Year 2018

18-29 Resolution Authorizing Execution of Agreement Between the Township of Washington and the Asbury Farms Real Estate Development for Winter Maintenance Operations

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

#### APPOINTMENTS TO BOARDS

##### LAND USE BOARD

Mayor Klingel made the following appointments to the Land Use Board: himself as the Class I member, Evan Howell as a Class II member and Ralph Fiore as a Class III member, each with a one year term ending 12/31/18. Mayor Klingel reappointed Stephen Swinton as Class IV Member with a four year term ending 12/31/21 and Jim Vandehorn as the Alternate 1 member with a two year term ending 12/31/2019.

##### RECREATION COMMITTEE

Mayor Klingel reappointed Darlene Schott to the Recreation Committee with a five year term ending 12/31/22 and reappointed Tim Henderson as the Alternate 1 member with a two year term ending 12/31/2019.

##### ENVIRONMENTAL COMMISSION

Mayor Klingel reappointed Frank Marascia as Chairman of the Environmental Commission for 2018, and reappointed Tammy Firmin to the Environmental Commission with a three year term ending 12/31/20.

##### APPOINTMENT OF COMMITTEE MEMBERS AS LIAISON TO VARIOUS DEPARTMENTS

Mayor Klingel made the following Committee liaison appointments:

Mayor Klingel - Township Administrator, Board of Education/Warren Hills Regional Schools, Township Website/Public Information, Police Department, Shared Court, Township Attorney, Zoning Official

Ralph Fiore - Clean Communities Coordinator, Environmental Commission, Farmland Preservation/Open Space, Fire District, Land Use Board; Public Utilities, Recreation Committee, Warren County Solid Waste Advisory Committee, Washington Township Seniors

Michael Kovacs - Finance, Budget Preparation, Senior Citizen Advisory Committee, Tax Assessor, Tax Collector, Township Auditor, Township Clerk, Deputy Township Clerk

Mark Rossi - Buildings & Grounds, Code & Construction Office/Construction Official, Department of Public Works, Economic Development, Emergency Management; Public Health Officer, Township Engineer

George Willan - Affordable Housing/COAH, Animal Control, Board of Education/Washington Township Schools, First Aid Squad, Historic Preservation Commission, Municipal Alliance, Warren-Morris Council of Governments (Shared Service)

##### NEW BUSINESS

There was no new business at this meeting.

##### PAYMENT OF BILLS

There were no bills to pay at this meeting.

##### PUBLIC CONCERNS/QUESTIONS

Mayor Klingel opened the meeting to the public. Seeing no one, Mayor Klingel closed the public portion of the meeting.

##### COMMENTS FROM COMMITTEE / OFFICIALS

Mr. Willan thanked the Department of Public Works for keeping up with the salting of roads in the cold weather.

##### ADJOURNMENT

Hearing no further business to come before the Committee, a motion was made by Fiore, seconded by Willan, to adjourn the meeting at 7:15 pm. All were in favor.

Respectfully submitted,

Anna C. Godfrey, RMC  
Township Clerk