

# WASHINGTON TOWNSHIP REORGANIZATION MINUTES

**JANUARY 1, 2011**

Acting Township Clerk Anna C. Godfrey called the 2011 Reorganization Meeting to order at 1:00 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 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:

Elbassiouny, present; Klingel, present; Kovacs, present; Marks, present, Finke, present. Anna C. Godfrey, Acting Township Clerk and Peter de Boer, Township Administrator/Certified Public Works Manager were also present.

## SALUTE TO THE FLAG

Assemblyman Peterson administered the Oaths of Office to re-elected Committeeman Robert Klingel, newly elected Committeeman Robert Finke and Acting Township Clerk, Anna C. Godfrey.

## NOMINATIONS FOR MAYOR

The Clerk asked for nominations for Mayor of Washington Township for the year 2011. Finke nominated Samir Elbassiouny. Klingel seconded. The Clerk asked if there were any further nominations. Marks nominated Mike Kovacs.

ROLL CALL was taken for Samir Elbassiouny as Mayor of 2011 for Washington Township.

Finke, yes; Klingel, yes; Kovacs, yes; Marks, yes

Mr. Elbassiouny was sworn in as Mayor for the year 2011 by Assemblyman Peterson.

The Clerk turned the meeting over to Mayor Elbassiouny. The Mayor congratulated both Mr. Finke and Mr. Klingel and recognized Assemblyman Eric Peterson.

## NOMINATIONS FOR DEPUTY MAYOR

Mayor Elbassiouny asked for nominations for Deputy Mayor for a one-year term. Finke nominated Robert Klingel. Kovacs seconded.

ROLL CALL: Finke, yes; Kovacs, yes; Marks, yes; Klingel, yes; Elbassiouny, yes.

## TOWNSHIP ATTORNEY

Mayor Elbassiouny explained RFP's were sent out and the one received back was from our current firm of Courter, Kobert & Cohen, specifically Michael Lavery. A motion was made by Klingel, seconded by Finke, to appoint Michael Lavery of Courter, Kobert & Cohen as Township Attorney for the year 2011.

ROLL CALL: Klingel, yes; Finke, yes; Kovacs, yes; Marks, yes; Elbassiouny, yes

## APPOINTMENTS

A motion was made by Kovacs, seconded by Finke, to approve the appointment of Peter deBoer as Township Administrator with this being year two of a five year term ending 12/31/14 as well as Public Agency Compliance Officer and Safety Chairman, both with one year terms ending 12/31/11.

ROLL CALL: Kovacs, yes; Finke, yes; Klingel, yes; Marks, yes; Elbassiouny, yes.

A motion was made by Kovacs, seconded by Klingel, to approve the appointment of Anna C. Godfrey as Acting Township Clerk for a one year term ending 12/31/11 or upon attaining certification as well as to the positions of Election Official, Secretary to the Local Board of Health, Secretary to the Safety Committee, Custodian of Government Records and Certified Municipal Registrar all with one year terms ending 12/31/11.

ROLL CALL: Kovacs, yes; Klingel, yes; Marks, yes; Finke, yes; Elbassiouny, yes

A motion was made by Finke, seconded by Marks, to approve the appointment of Ann Kilduff as Deputy Township Clerk, Deputy Certified Municipal Registrar, Deputy Election Official and Deputy Custodian of Government Records, all with one year terms ending 12/31/11.

ROLL CALL: Finke, yes; Marks, yes; Klingel, yes; Kovacs, yes; Elbassiouny, yes.

A motion was made by Kovacs, seconded by Finke, to approve the appointment of Barbara Emery as Certified Municipal Finance Officer with this being year two of a four year term ending 12/31/13.

ROLL CALL: Kovacs yes; Finke, yes; Klingel, yes; Marks, yes; Elbassiouny, yes.

A motion was made by Klingel, seconded by Kovacs, to approve the appointment of Suzanne Heerwagen as Deputy Treasurer with this being year 2 of a 4 year term ending 12/31/13.

ROLL CALL: Klingel, yes; Kovacs, yes, Marks, yes; Finke, yes; Elbassiouny, yes.

A motion was made by Klingel, seconded by Kovacs, to approve the appointment of Lydia Schmidt as 911 Coordinator for a one year term ending 12/31/11.

ROLL CALL: Klingel, yes; Kovacs, yes, Marks, yes; Finke, yes; Elbassiouny, yes.

A motion was made by Klingel, seconded by Kovacs, to approve the appointment of Thomas Bocko as Zoning Official for a one year term ending 12/31/11.

ROLL CALL: Klingel, yes; Kovacs, yes, Marks, yes; Finke, yes; Elbassiouny, yes.

A motion was made by Klingel, seconded by Kovacs, to approve the appointment of Gary and Betty Wysocki as Animal Control Officers for a one year term ending 12/31/11.

ROLL CALL: Klingel, yes; Kovacs, yes, Marks, yes; Finke, yes; Elbassiouny, yes.

A motion was made by Klingel, seconded by Kovacs, to approve the appointment of Daniel Wyckoff to the Office of Aging for a one year term ending 12/31/11.

ROLL CALL: Klingel, yes; Kovacs, yes, Marks, yes; Finke, yes; Elbassiouny, yes.

A motion was made by Klingel, seconded by Kovacs, to approve the appointment of Finelli Consulting Engineering, Inc. as the Township Engineer, this being the second year of a three year term ending 12/31/12.

ROLL CALL: Klingel, yes; Kovacs, yes, Marks, yes; Finke, yes; Elbassiouny, yes.

A motion was made by Klingel, seconded by Finke, to approve the appointment of the following Court personnel: Jerilynn Harris as Court Administrator, Vera Hart as Deputy Court Administrator, Rosemarie Hoover and Judith Casella to the Violations Bureau, Brett Morrow as Municipal Prosecutor and Donald Farino as Public Defender, all with one year terms ending 12/31/11.

ROLL CALL: Klingel, yes; Finke, yes; Kovacs, yes; Marks, no; Elbassiouny, yes.

A motion was made by Klingel, seconded by Finke, to approve the appointment of Peter deBoer and Suzanne Heerwagen as Recycling Coordinators, both with one year terms ending 12/31/11.

ROLL CALL: Klingel, yes; Finke, yes; Kovacs, yes; Marks, no; Elbassiouny, yes.

A motion was made by Klingel, seconded by Finke, to approve the appointment of Diane Edwards and Sue Berger as Technical Assistants, both with one year terms ending 12/31/11.

ROLL CALL: Klingel, yes; Finke, yes; Kovacs, yes; Marks, no; Elbassiouny, yes.

Mayor Elbassiouny noted the only response for Municipal Auditor was from Nisivoccia. A motion was made by Klingel, seconded by Kovacs, to approve the appointment of Dave Evans of Nisivoccia, LLP as Municipal Auditor with a one year term ending 12/31/11.

ROLL CALL: Klingel, yes; Kovacs, yes; Marks, yes; Finke, yes; Elbassiouny, yes.

A motion was made by Klingel, seconded by Finke, to approve the appointment of Pat Kollar as Municipal Alliance Coordinator with a one year term ending 12/31/11.

ROLL CALL: Klingel, yes; Finke, yes; Kovacs, yes; Marks, yes; Elbassiouny, yes.

A motion was made by Kovacs, seconded by Klingel, to approve the appointment of Eve Marks as a representative of the Township Committee to be liaison to the Municipal Alliance with a one year term ending 12/31/11.

ROLL CALL: Kovacs, yes; Klingel, yes; Marks, no; Finke, yes; Elbassiouny, yes.

A motion was made by Klingel, seconded by Finke, to approve the appointment of Bruce Smith as Sewerage Consultant with a one year term ending 12/31/11.

ROLL CALL: Klingel, yes; Finke, yes; Kovacs, yes; Marks, yes; Elbassiouny, yes.

A motion was made by Klingel, seconded by Finke, to approve the appointment of Howard Vex of Courter, Kobert & Cohen as Special Labor Litigation Counsel with a one year term ending 12/31/11.

ROLL CALL: Klingel, yes; Finke, yes; Kovacs, yes; Marks, yes; Elbassiouny, yes.

A motion was made by Kovacs, seconded by Klingel, to approve the appointment of Martin Allen of DeFrancesco, Bateman, Coley, Yospin, Kunzman, Davis & Lehrer as Special Tax Litigation Counsel with a one year term ending 12/31/11.

ROLL CALL: Kovacs, yes; Klingel, yes; Marks, yes; Finke, yes; Elbassiouny, yes.

#### ORDINANCES

A motion was made by Kovacs, seconded by Klingel, to introduce Ordinance 11-01, Ordinance Reauthorizing the Open Space Trust Fund for the Township of Washington, on first reading.

ROLL CALL: Kovacs, yes; Klingel, yes; Marks, yes; Finke, yes; Elbassiouny, yes.

A motion was made by Kovacs, seconded by Marks, to introduce Ordinance 11-02, Salary Ordinance, on first reading. Marks questioned the placement of summer recreation employees in the ordinance as they were paid last year without being included in the ordinance. deBoer stated this was previously done during the course of the year. Marks also questioned the Township Project Manager which was removed from last year's ordinance. Mayor Elbassiouny explained it gives the Township a little more flexibility if a situation should arise. Kovacs noted if the Township did need the position, it would take a few months if we needed to do another ordinance later in the year. Marks questioned the police position in the ordinance. Kovacs feels we should keep it in the ordinance in case the position is ever filled.

ROLL CALL: Kovacs, yes; Marks, no; Klingel, yes; Finke, yes; Elbassiouny, yes.

#### RESOLUTIONS

A motion was made by Kovacs to approve Resolutions 11-01 up to and including 11-23. Per Mayor Elbassiouny's recommendation, Kovacs amended the motion to include Resolution 11-10 designating Peter deBoer as the Public Agency Compliance Officer and also Resolution 11-12 designating Peter deBoer as the Fund Commissioner. Marks asked that Resolution 11-21 be excluded from this motion. Kovacs again amended the motion to exclude Resolution 11-21. Finke asked for clarification on Resolution 11-10 and deBoer explained it has already been done as #4 on the agenda and is a redundancy. He explained that every municipality has to have a Public Agency Compliance Officer as it is a State mandated position. Responsibilities of this position relate to purchases and contracts being made that certain documentation is secured by the Township. It is part of his job description as Township Administrator. The Clerk noted that while it is a redundancy, this resolution must be sent to the State. Klingel seconded the amended motion.

ROLL CALL: Kovacs, yes; Klingel, yes; Marks, yes; Finke, yes; Elbassiouny, yes.

- 11-01 Resolution Authorizing Township of Washington Officials to Sign Checks
- 11-02 Cash Management Plan
- 11-03 Temporary Budget
- 11-04 Establishing Petty Cash Funds
- 11-05 Resolution Authorizing the Recording of Governing Body Executive Sessions and Maintaining Minutes
- 11-06 Resolution Designation Official Newspapers
- 11-07 Interest on Delinquent Taxes and Assessments
- 11-08 Tax Assessors/Township Attorney Stipulations

- 11-09 Regular Meetings of the Township Committee and Board of Health
- 11-10 Resolution Designating a Public Agency Compliance Officer (PACO)
- 11-11 Resolution Adopting a Uniform Notice of Claim
- 11-12 Resolution Appointing Public Alliance Insurance Coverage Fund Commissioner
- 11-13 Resolution Authorizing the Award of Fair and Open Contract for Township Attorney
- 11-14 Resolution Authorizing the Award of Fair and Open Contract for Special (Labor) Litigation Counsel
- 11-15 Resolution Authorizing the Award of Fair and Open Contract for Special Tax Litigation Counsel
- 11-16 Resolution Authorizing the Award of Fair and Open Contract for Auditing & Accounting Services
- 11-17 Award of Contract for Professional Services Without Public Bid - Public Defender (Donald Farino)
- 11-18 Award of Contract for Professional Services Without Public Bid - Municipal Alliance Coordinator (Pat Kollar)
- 11-19 Award of Contract for Professional Services Without Public Bid - Sewerage Consultant (B Smith)
- 11-20 Resolution to Authorize & Approve Salaries & Wages for Certain Employees (Godfrey & Kilduff)
- 11-22 Resolution Establishing Vegetative Waste Procedures, Fees and Schedule for 2011
- 11-23 Resolution Authorizing Execution of an Interlocal Services Agreement between the Township of Washington and the Pollution Control Financing Authority of Warren County for Solid Waste Disposal

A motion was made by Kovacs, seconded by Klingel to approve Resolution 11-21, Salary Resolution. Marks asked what changed since the December meeting as she feels some numbers do not match up with what was discussed. Specifically, she noted Police Chief is not in the resolution. In regards to raises, it was discussed most people would get 0%, some were getting 3.5% according to contracts and the others would be across the board at 2%. Mayor Elbassiouny explained statutory requirements of the contractual employees were 3.5% according to the contracts. Part-time, or non-essential employees, will not be receiving an increase in pay. Marks also noted it was decided longevity would be discontinued. Mayor Elbassiouny explained longevity cannot be terminated without making a deal with the individuals. There are few employees left to take care of and that will be done by resolution at a later date. Marks asked why a few employees are receiving a 5% raise. deBoer explained it was decided longevity would be rolled into the salary of four employees. Kovacs feels this cannot be done at this time because some of the ranges fall outside of the salary ordinance which is not in place at this time. It can be handled at the next meeting after we have second reading of that ordinance, making the salaries retroactive. Kovacs noted salaries for those four employees should be at 2% raise rather than 5.25%. Per Mark's request, Police Chief McDonald explained the steps of the officers beginning with recruit.

ROLL CALL: Kovacs, yes; Klingel, yes; Marks, yes; Finke, yes; Elbassiouny, yes.

#### APPOINTMENTS TO BOARDS

##### ECONOMIC DEVELOPMENT COMMISSION

Mayor Elbassiouny appointed Robert Finke to the Economic Development Commission for a one year term ending 12/31/11.

##### ENVIRONMENTAL COMMISSION

Mayor Elbassiouny reappointed Al Iveny as Chairman for a one year term ending 12/31/11. Mayor Elbassiouny reappointed Charles Shield, Al Ivany, and Ron Greenwald for a three year term ending 12/31/13. Mayor Elbassiouny appointed Cheryl Burket for an unexpired term ending 12/31/12, replacing Efrem Zaret.

##### HISTORICAL COMMISSION

Mayor Elbassiouny appointed Waltraud Knudsen and Gregory Terhune for a four year term ending 12/31/14.

##### LAND USE BOARD

Mayor Elbassiouny appointed Chris Cavazinni for a one year unexpired term ending 12/31/11.

Mayor Elbassiouny appointed Louis Accetturo replacing Mark Rossi for an unexpired term ending 12/31/12.

Mayor Elbassiouny appointed Karen Lesniewski for a 2 year term as Alternate.

Mayor Elbassiouny appointed Dawn Ross as a Class IV member for a four year term ending 12/31/14.

Mayor Elbassiouny made a motion, seconded by Kovacs, to nominate Robert Klingel as Class III Member on the Land Use Board for a one year term ending 12/31/11.

ROLL CALL: Elbassiouny, yes; Kovacs, yes; Klingel, yes; Marks, yes; Finke yes

Mayor Elbassiouny appointed Evan Howell as a Class II Member on the Land Use Board with a one year term ending 12/31/11.

Mayor Elbassiouny will serve as Class I Member on the Land Use Board with a one year term expiring 12/31/11.

#### RECREATION COMMISSION

Mayor Elbassiouny appointed Joseph DeFranza to the Recreation Commission for a 5 year term ending 12/31/14 and appointed Chris Cavazinni as Alternate with a one year term ending 12/31/11.

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

Mayor Elbassiouny explained to the public this listing of liaisons is your first direct contact should you have any issues. Please contact the Township Committee person in charge of the department. Mayor Elbassiouny asked the Committee members if there were any conflicts of interest. Hearing none the list will remain as follows:

#### **Mayor**

mayor@washington-twp-warren.org

#### Samir Elbassiouny

Police Department

Shared Court

Township Attorney

Township Engineer

Emergency Management

Fire District/Fire Department/ Fire Official

Township Administrator

Public Health Officer

Shared Code & Construction Office

#### **Deputy Mayor**

rklingel@washington-twp-warren.org

#### Bob Klingel

Land Use Board (LUB)

Department of Public Works

Building & Grounds

Board of Education/Washington Township

Township Web Site/Public Information

Recreation Commission Administrator/Recreation Commission

Recycling

#### Mike Kovacs

mkovacs@washington-twp-warren.org

Warren County Community College

Township Clerk

Deputy Township Clerk

Senior Citizens Advisory Committee

Tax Assessor

Tax Collector

Budget Preparation/Township Auditor

Eve Marks

emarks@washington-twp-warren.org  
Finance Department  
Historic Preservation Commission  
Municipal Alliance  
Warren-Morris Council of Governments (Shared Services)  
Affordable Housing

Robert Finke

rfinke@washington-twp-warren.org  
Environmental Commission  
Clean Communities Coordinator  
Zoning Officer  
Animal Control/ First Aid Squad  
Board of Education-Warren Hills Regional  
Public Utilities  
Warren County Solid Waste Advisory Committee  
Farmland Preservation/Open Space  
Economic Development Commission

NEW BUSINESS

There was no new business at this meeting.

PUBLIC CONCERNS/QUESTIONS

A motion was made by Klingel, seconded by Marks, to open the meeting to the public. All were in favor. Hearing no public concerns or questions, Mayor Elbassiouny closed the public portion of the meeting.

COMMENTS FROM COMMITTEE / OFFICIALS

Finke thanked everyone for the warm welcome and is looking forward to a great year.

Klingel stated he is looking forward to working with the Board again this year and wished everyone a happy and healthy new year.

Kovacs wished everyone a happy new year.

Marks wished everyone a happy new year and stated she is looking forward to a good year.

Mayor Elbassiouny also wished everyone a happy new year; he looks forward to working with the committee and looks forward to a great year.

PAYMENT OF BILLS

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

ROLL CALL: Kovacs, yes; Marks, yes; Klingel, abstained; Finke, abstained; Elbassiouny, yes

ADJOURNMENT

Hearing no further business to come before the Committee, a motion was made by Klingel, seconded by Finke, to adjourn the meeting at 1:43 pm. All were in favor.

Respectfully submitted,

Anna C. Godfrey  
Acting Township Clerk