

**MINUTES OF SPECIAL COUNCIL MEETING HELD
MARCH 30, 2004**

A Special Meeting of the Borough of Washington, Warren County, New Jersey was held in the Council Chambers of the Borough Municipal Building at 8:33 P.M. on Tuesday, March 30, 2004 for the purposes of reviewing the 2004 Municipal Budget.

Roll Call: Present: Wagner-Glaser, Giaimis, Housel, Doty, McDonald & Van Deursen

Absent: Bertoline

Also Present: Alan M. Fisher, Borough Manager and Library Director Barbara Carroll.

Mayor Van Deursen read the following Statement into the Record:

“The requirements of the ‘Open Public Meetings Law, 1972, Chapter 231 have been satisfied in that adequate notice of this meeting has been sent to the Express-Times, Star-Ledger and the official newspaper of the Borough of Washington and posted on the Bulletin board of the Borough Municipal Building stating the time, place and purpose of the meeting as required by law.”

The Borough Manager once again pointed out that the 2003 Municipal Budget was extremely tight and there will be very little money, if any, left over to transfer to surplus at the end of 2004.

RESOLUTION # 66-2004

**A RESOLUTION AUTHORIZING THE TRANSFER
OF RESERVE APPROPRIATIONS**

WHEREAS, various 2003 bills have been presented for payment this year, which bills were not covered by purchase orders and/or encumbered at the time of appropriation transfers between 2003 budget accounts during the last two months of 2003; and

WHEREAS, N.J.S.A. 40A: 4-59 provides that all unexpended balances carried forward after the close of the year are available, until lapsed at the close of the succeeding year, to meet specific claims, commitments or contracts incurred during the preceding fiscal year, and allow transfers to be made by not less than 2/3 vote of the full membership of the governing body from unexpended balances which are expected to be sufficient to accounts with insufficient appropriation balances during the first three months of the succeeding year; and

WHEREAS, the Borough Manager and the Chief Financial Officer have determined that excess appropriations do exist in some accounts and there is a need for supplemental appropriations in other accounts.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the

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Borough of Washington in the County of Warren, State of New Jersey that the following transfers in the amount of \$33,630.00 be made between the 2003 Budget Appropriation Reserve accounts:

<u>TRANSFER FROM:</u>	<u>TRANSFER TO:</u>	
<u>AMOUNT:</u>		
Assessment of Taxes	Administrative/Executive	
Other Expenses	Other Expenses	\$900.00
Public Buildings	Public Buildings	
Other Expenses	Salary & Wages	\$120.00
Board of Adjustment	Downtown Revitalization	
Other Expenses	Other Expenses	\$450.00
Police Department	Insurance – Other Insurance	
Salary & Wages	Other Expenses	\$1,400.00
Mayor & Council	Insurance – Surety Bonds	
Other Expenses	Other Expenses	\$240.00
Garbage Collection	Gasoline & Diesel Fuel	
Other Expenses	Other Expenses	\$1,900.00
Solid Waste Disposal	Utilities - Electricity	
Other Expenses	Other Expenses	\$1,800.00
Solid Waste Disposal	Utilities - Telephone	
Other Expenses	Other Expenses	\$1,200.00
Police Department	Utilities – Natural Gas	
Salary & Wages	Other Expenses	\$4,200.00
Civil Emergency Preparedness	Utilities – Heating Oil	
Other Expenses	Other Expenses	\$750.00
Library	Library	
Salary & Wages	Other Expenses	\$500.00
Library	Municipal Court	
Salary & Wages	Salary & Wages	\$1,750.00
Public Defender	Municipal Court	
Other Expenses	Other Expenses	\$1,000.00
Library	Municipal Court	
Salary & Wages	Other Expenses	\$600.00
Assessment of Taxes	Engineering	

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Other Expenses	Other Expenses	\$500.00
Local Code Enforcement Other Expenses	Engineering Other Expenses	\$500.00
Police Department Other Expenses	Engineering Other Expenses	\$1,000.00
Road Department Salary & Wages	Engineering Other Expenses	\$1,000.00
Road Department Other Expenses	Engineering Other Expenses	\$3,000.00
Solid Waste Disposal Other Expenses	Engineering Other Expenses	\$4,000.00
Utilities - Water Other Expenses	Engineering Other Expenses	\$1,100.00
Administrative/Executive Salary & Wages	Planning Board Other Expenses	\$60.00
Mayor & Council Salary & Wages	Planning Board Other Expenses	\$30.00
Mayor & Council Other Expenses	Planning Board Other Expenses	\$50.00
Elections Salary & Wages	Planning Board Other Expenses	\$20.00
Assessment of Taxes Salary & Wages	Planning Board Other Expenses	\$70.00
Assessment of Taxes Other Expenses	Planning Board Other Expenses	\$100.00
Collection of Taxes Salary & Wages	Planning Board Other Expenses	\$90.00
Collection of Taxes Other Expenses	Planning Board Other Expenses	\$100.00
Public Building & Grounds Other Expenses	Planning Board Other Expenses	\$300.00
Local Code Enforcement	Planning Board	

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Other Expenses	Other Expenses	\$400.00
Board of Adjustment Other Expenses	Planning Board Other Expenses	\$200.00
Shade Tree Other Expenses	Planning Board Other Expenses	\$200.00
Police Department Salary & Wages	Planning Board Other Expenses	\$400.00
Police Department Other Expenses	Planning Board Other Expenses	\$600.00
Civil Emergency Preparedness Other Expenses	Planning Board Other Expenses	\$200.00
Road Department Salary & Wages	Planning Board Other Expenses	\$100.00
Road Department Other Expenses	Planning Board Other Expenses	\$200.00
Street Lighting Other Expenses	Planning Board Other Expenses	\$300.00
Solid Waste Disposal Other Expenses	Planning Board Other Expenses	\$500.00
Public Events Other Expenses	Planning Board Other Expenses	\$50.00
Uniform Fire Safety Salary & Wages	Planning Board Other Expenses	\$1,750.00
Total Appropriation Transfers		\$33,630.00

The above Resolution was moved by Scott McDonald, seconded by Gerald J.

Giaimis, voted and carried this 30th day of March, 2004.

Roll Call: Ayes: Doty, Housel, Giaimis, McDonald, Van Deursen &
 Wagner-Glaser.

Nays: None
 Abstentions: None

The Borough Manager reviewed the information supplemental information provided to the Mayor and Council. An account detail sheet was provided on the Police Department Expense Reimbursement account and a copy of the engagement letter from Nisivoccia & Company for the 2003 Audit was reviewed.

The governing body decided to amend the amount budgeted in 2004 for auditing to \$26,300.00.

The Mayor and Council reviewed the suggestions from Dave Evans of Nisivoccia & Company for the 2004 Municipal Budget with the Borough Manager. Barbara Carroll handed out additional information on the Library gross budget for 2004. The Library Director explained the uses proposed for the undesignated fund balance in the Library accounts. The two main uses would be for carpet replacement and furnace replacement. Grant applications have been submitted for both these items, but no notice of award has been received. Phillipsburg and Hackettstown both received grant award notices already.

Susan Wagner-Glasser proposed utilizing \$15,000.00 in unreserved Library Fund Balance to replace \$15,000.00 to be removed from the Library's Other Expense accounts. This suggestion was not supported by the majority of members present.

It was moved by Charles T. Housel and seconded by Gerald J. Giaimis to incorporate the auditor's suggestions into the proposed 2004 Municipal Budget with the exception of the recommended reduction to the Library. Roll Call Vote: Yea - Doty, Housel, Giaimis, McDonald, Van Deursen & Wagner-Glaser; Nays - None; and Abstentions - None.

It was moved by Councilwoman Wagner-Glaser and seconded by Councilman McDonald to adjourn the meeting. All voted in favor of the motion.

The meeting adjourned at 8:04 p.m.

Marianne Van Deursen, Mayor

Alan M. Fisher, Deputy Clerk