

# **BOROUGH of CHATHAM**

## **ANNUAL REPORT**

**2015**

**Office of the Borough Administrator**

**Robert J. Falzarano, Administrator**

## ADMINISTRATOR'S REPORT FOR THE YEAR 2015

The year 2015 was another very positive year with many accomplishments. The year 2015 began with the preparation of the 2015 budget.

The highlight of 2015 was the Tricentennial celebration that was held in June. The event was planned well and attendance was excellent. Mrs. Fife and Mrs. Piccolo dedicated many hours to ensure the celebration would be a great success.

The Sustainable Jersey Silver Certification Award was presented to Borough officials at the 2015 New Jersey League of Municipalities Conference. The Borough also received for the third time the Champion Award.

The Borough Council approved the water capital improvement plan. Over the next two years, the Borough's water system will be upgraded at a cost of approximately \$500,000.00. The project will be completely funded from the water surplus budget.

At the December 2014 employee recognition ceremony, I spoke about change. The year 2015 can be defined as a year of change. The reorganization plan was completed in February. The Administrator's and the Engineering Offices were moved from the upper level of Borough Hall to the middle level. The new Community Services Department was added. The recreation function was reassigned to the new Community Services Department. Cathy Baldwin was reassigned from the Borough Clerk's Office to replace Janice Piccolo as the Administrative Assistant to the Borough Administrator. Janice Piccolo was promoted to Director of Community Services. Lieutenant Brian Gibbons was promoted to the rank of Captain. The Director of Public Works, Bob Venezia, retired in October. The Deputy Public Works Director, Tony Torello, was promoted to Director of Public Works. Doug Allan was promoted to the rank of Fire Chief, replacing Peter Glogolich who served as Fire Chief for fifteen years. In addition to serving as the fulltime Fire Coordinator, Steve Williams accepted the additional responsibility of Assistant Administrator. Steve's duties were expanded to include responsibilities for Affordable Housing, Fire Official, Emergency Management and Media Program Management.

The administrative staff has been reduced from sixty-six fulltime employees in 2008 to forty-nine employees for years 2013, 2014 and 2015. Two fulltime positions have been reduced to part time positions. Although the staff has been reduced, the services provided to the residents have not been reduced or eliminated. The quality and types of services provided has not changed. Utilization of new technologies and the dedication of the staff is the reason that the types and quality of the services provided has not changed. The employees of the

Borough of Chatham continually strive for excellence which translates to efficient and effective delivery of services to the public. The department heads worked cooperatively with the Mayor and Borough Council to reduce expenses while maintaining the level of services that are necessary to continue the high quality of life that the residents of Chatham Borough appreciate.

The goals established for 2016 are very well thought out and build on the improvements that we accomplished in 2015. Chatham Borough will continue to be recognized for excellence. The 2016 goals will continue to improve infrastructure, efficient delivery of services, quality employee service and responsive transparent government.

  
Robert J. Falzarano  
Administrator

# 2015 GOALS, OBJECTIVES AND ACCOMPLISHMENTS

**Completed Goals – 19**

**Continued to 2016 - 16**

**Goal Percentage Completed – 54%**

## **1. Goal: Prepare and submit for approval the 2015 budget.**

### **Objectives:**

- Compile the budget that was submitted by each department head.
- Schedule at least one Finance Committee meeting.
- Revise the budget; develop multi-year forecast for both operating & capital.
- Discuss the budget with the Auditor.
- Submit the budget for first reading during the month of March 2015.
- Adopt the budget in April 2015.
- Receive state approval before June 1, 2015.
- Issue department budgets to each department head, board and commission chairs.

**Achievement:** The 2015 budget discussion was held at the March 9, 2015 Borough Council meeting. The 2015 budget was introduced on March 23, 2015. The budget adoption is scheduled for the April 27<sup>th</sup> Borough Council meeting. **The 2015 budget was approved at the April 27<sup>th</sup> Borough Council meeting. COMPLETED**

## **2. Goal: Initiate preparation of the 2016 budget by August 1, 2015.**

### **Objectives:**

- Send requests to the department heads, board and commission chairs to prepare and submit their 2016 budgets before September 1, 2015.
- From October 2015 - January 2016, discuss the 2016 budget with the Finance Committee.
- During the month of January 2016, meet with the Auditor.
- Provide written summary of the budget to the Mayor and Council.

- Initiate budget hearings at the first February 2016 Council meeting.
- Complete budget hearings before March 1, 2016.
- Introduce the budget during the month of March 2016.
- Adopt the budget during the month of April 2016.

**Achievement:** No report. No report. The Finance Committee met on August 4<sup>th</sup> to prepare the 2016 budget schedule. Tim Day sent the budget memo to the department heads, boards & commissions requesting that the 2016 budgets are to be submitted before October 1<sup>st</sup>. The Finance Committee met on October 15<sup>th</sup> to review the preliminary 2016 budget. During the month of December, the Chief Financial Officer and the Administrator met with the department heads to review the capital budget submissions.

**COMPLETED**

**3. Goal: Complete the sidewalk maintenance program and install new sidewalks in zone #3 before September 1, 2015. Zone #3 is the area between Watchung Avenue, Main Street and Fairmount Avenue.**

**Objectives:**

- Request the engineer to complete the sidewalk improvement list before March 1, 2015 and prepare bid specifications.
- Advertise for bids during the month of April 2015.
- Award the contract at the first meeting in May 2015.
- Complete the project before August 15, 2015.

**Achievement:** The 2015 sidewalk maintenance program is included in the 2015 capital budget that was introduced on March 23, 2015. The Borough Engineer prepared the bid specifications and the project is planned to be advertised in April. The bid award is scheduled for the May 26<sup>th</sup> Borough Council meeting. The Borough Council approved the contract and the project started on May 28<sup>th</sup>. The 2015 curb and sidewalk project was completed on June 30<sup>th</sup>. **COMPLETED**

**4. Goal: Schedule ten monthly department head meetings.**

**Objectives:**

- Prepare written agendas for each meeting.
- Invite the Mayor and one or two Borough Council members to attend each meeting.
- Develop professional development lectures. Guest speakers will be scheduled.

**Achievement:** Meetings were held in January, February and March. Meetings were held in April, May and June. Meetings were held in July and September. Meetings were held in October, November and December. **COMPLETED**

**5. Goal: Revise the table of organization for the Borough of Chatham.**

**Objectives:**

- Before January 1, 2015, revise the Borough Table of Organization.
- Distribute the revised Table of Organization before January 15, 2015.

**Achievement:** The revised Borough Table of Organization was posted on January 1, 2015. **COMPLETED**

**6. Goal: Continue to transition Chatham Joint Recreation sports to a club model.**

**Objectives:**

- Before March 1, 2015, the Recreation Liaisons, Joint Recreation Committee and the Recreation Director will identify the sports that will transition to the club model and develop a timeline for each sport that is identified to transition from the current program to a club model.
- The transition will be completed before December 31, 2015.

**Achievement:** On February 11<sup>th</sup>; Mayor Harris, Mayor Sullivan, Jim Lonergan, Bob Gallop, Tom Ciccarone, and Bob Falzarano met to discuss the Joint Recreation Program organizational structure. Basketball is planned to transition to the club model before

December 31, 2015. On May 7<sup>th</sup>; Bob Gallop, Tom Ciccarone, Jim Lonergan and I met to review the funding for the Recreation Coordinator's salary. The proposal is under review by the Chatham Township Committee. Men's Softball, Men's Basketball, Woman's Softball, Woman's Volleyball, Track, Volleyball, Cross Country Skiing and Youth Basketball will remain in Chatham Recreation thru June 16th. Basketball is planned to transition to the club model before June 2016. Youth Basketball (the last of the large based activities) was to transition to a "club" model for the 2015-2016 season.

Due to the high turnover of critical knowledgeable volunteers that had major roles in the Basketball Committee, the Basketball Committee requested to extend the registration process for one year. The Joint Recreation Advisory Committee and liaisons reviewed the request. The request was granted for the 2015-2016 basketball season.

**CONTINUED**

**7. Goal: Develop a new Borough Administrative Code.**

**Objectives:**

- Before April 1, 2015, the Borough Council will authorize the initiation for the preparation of a new Administrative Code.
- Before July 1, 2015, the Borough Attorney will complete the first draft of the Administrative Code and send it to the Mayor and Borough Council for review and comments.
- Before September 1, 2015, the Mayor and Borough Council will send the comments to the Borough Attorney.
- Before September 15, 2015, the proposed Administrative Code will be placed on the Borough web site for comments from the public.
- The discussion will be scheduled for the September Borough Council meeting.
- The first reading of the ordinance will be scheduled for the October 2015 Borough Council meeting.

**Achievement:** No report. No report. No report. No report. **CONTINUED**

**8. Goal: Continue to review and revise the Affordable Housing Plan.**

**Objectives:**

- The Municipal Housing Liaison will continue discussions with potential developers and property owners and report to the Affordable Housing Advisory Committee the status at the committee meetings.
- Before April 1, 2015, the Municipal Housing Liaison will evaluate grant possibilities to augment developer fees to use for rehabilitation and present the recommendations to the Affordable Housing Advisory Committee.
- Before June 1, 2015, the Affordable Housing Committee will evaluate sites for future development or redevelopment for age-restricted and other low & moderate income housing, prepare a report and present the report to the Borough Council.
- The Administrative Agent will revise the plan as required and present the changes to the Affordable Housing Advisory Committee.
- Before September 1, 2015, the Municipal Housing Liaison will initiate discussion with the Affordable Housing Committee to identify alternative approaches that the Borough could take with respect to a rehabilitation plan and new housing.
- Before September 1, 2015, the Affordable Housing Liaison, Administrative Agent and the Chief Finance Officer will prepare the spending plan and submit the plan to the Borough Council for approval.

**Achievement:** On March 10, 2015, the NJ Supreme Court ruled that the Courts and not the Council on Affordable Housing will determine if municipalities have met their constitutional affordable housing obligations under the Mount Laurel Doctrine.

Borough Attorney, Jim Lott, is preparing a memorandum designed to guide the Borough in its Affordable Housing planning process. Mr. Lott will also provide guidance on whether or not the Borough should file for a declaratory judgment within the 120 day window. Steve Williams has been working with the Administrative Agent to provide COAH with all of the documentation that they are requesting from the Borough to certify the Borough complied with the 2014 requirements. Everything is in order and was submitted well before the April 30, 2015 deadline.

Steve Williams, Mayor Harris and the Borough Administrator met to begin discussions on identifying properties in Chatham Borough that may be appropriate for Affordable Housing locations. Steve Williams is working with the Municipal Housing Liaison to evaluate grant possibilities that would augment developer fees for rehabilitation projects.

In preparation of filing a Declaratory Judgment, the Affordable Housing Committee met on June 3, 2015 to discuss the plan developed by Susan Blickstein and Elizabeth Mackenzie. As part of a new 2015 Housing Element and Fair Share Plan, sites will be identified for development and redevelopment for age-restricted and affordable housing sites within the Borough. Mrs. Fife and Steve Williams have attended two Affordable Housing seminars; one at St. Elizabeth's College sponsored by the Morris County Economic Development Corp and the other in Madison sponsored by the Municipal Managers' Association. Both of these seminars focused on the development of Mt Laurel and COAH and the evolution of the new affordable housing process in New Jersey. Jim Lott prepared the Declaratory Judgment for submission to the court on July 9<sup>th</sup>.

The Borough Attorney and planner have finalized the development of Chatham Borough's Declaratory Judgment which was filed in early July 2015. Since the filing of the Borough's Declaratory Judgment, a motion was heard by Judge Hansbury where he granted the Borough immunity from the builders' remedy lawsuits until January 2015. The Borough's Planner, Attorney and Assistant Administrator have worked through July, August and September on the development of the Borough's Declaratory Judgment Status Report. The Borough's Planner developed a Vacant Land Analysis and a Realistic Development Potential number that is included in the Affordable Housing Report that was included in the submission to Judge Hansbury on October 2, 2015. The Borough Attorney and the Assistant Administrator met with the CFO to discuss the Borough's Affordable Housing Trust Fund status and Spending Plan that will need to be included in the 2015 Housing Element and Fair Share Housing Plan that is being developed by the Borough Planner, Attorney and Assistant Administrator. The CFO will review historic information and will determine whether the Borough has to reimburse the Borough's Trust Fund. Preliminary work has begun on the Borough's Housing Element and Fair Share Plan which will largely be completed during the 3<sup>rd</sup> quarter of 2015. The Borough's Administrative Agent has been involved in several potential sales with Affordable Housing Units that ultimately never materialized in the Borough. The Borough's Administrative Agent is also working with the owner of an Affordable Unit on

Summit Avenue to secure a new tenant. Redevelopment discussions have been put on hold and will be incorporated into the Borough's Master Plan Re-Examination that will take place during 2016. On December 4<sup>th</sup>, Mr. Lott filed the proposed COAH plan with the Superior Court. The Borough Attorney and planner have finalized the development of Chatham Borough's Housing Element and Fair Share Housing Plan (HEFSP) which was filed December 4, 2015 in draft form. The Borough's immunity from builders remedy lawsuits runs formally until January 2016, but most likely will be extended until the Judge hears the Borough's case in early 2016. The Assistant Administrator met with the CFO and together with the Borough Attorney and Planner developed and revised the Affordable Housing Spending Plan which was included in the 2015 draft HEFSP submission to the Court. The Borough's Administrative Agent has been involved working to secure a new tenant for one Affordable Housing unit on Summit Avenue. Work has also taken place to update the Borough's Affordable Housing Waiting Lists. Also a new process added in 2015 was that each Affordable Housing Application is acknowledged in writing from the Municipal Housing Liaison. Redevelopment discussions have been put on hold and will be incorporated into the Borough's Master Plan Re-Examination that will take place during 2016, although at least two private redevelopment projects continue in the planning phase. **COMPLETED**

**9. Goal: Improve Day's Brook from Kings Road to the entrance of the Public Works Department.**

**Objectives:**

- Include the project in the 2015 capital improvement budget.
- June 2015 – Advertise for bids.
- August 2015 - Award the contract.
- September 2015- Initiate the project.
- Complete the project before December 1, 2015.

**Achievement:** The Borough Council approved the funding for the project. After the 2015 capital budget is approved, the project will be advertised for bids. **The Borough Engineer is preparing design specifications.** On September 8<sup>th</sup>, the Department of Public Works initiated repairs between the Main Street Bridge and the bridge before the entrance to the

Department of Public Works. The brush has been removed and the cement retaining wall is completed. The Kings Road to Main Street section will be scheduled for 2016.

**CONTINUED**

**10. Goal: Pave Division Avenue parking lot.**

**Objectives:**

- Schedule the paving before April 2015.
- Complete the paving before May 1, 2015.

**Achievement:** Depending on weather conditions, the project is scheduled in April. The paving is scheduled to be completed before May 1, 2015. **The paving was completed on June 4<sup>th</sup>. COMPLETED**

**11. Goal: Complete contract negotiations with the PBA before November 2015.**

**Objectives:**

- Before February 1, 2015, circulate the current contract to the Personnel Committee, and during the month of February prepare recommendations for the Mayor & Borough Council.
- Circulate the Personnel Committee's recommendations to the Mayor and Borough Council before March 1, 2015.
- Discuss negotiation strategy with the Mayor and Borough Council before April 2015.
- Schedule first negotiation session with the PBA during the month of June.
- Before November, complete negotiations and submit a contract to the Mayor and Council for approval.

**Achievement:** The Personnel Committee met on January 22<sup>nd</sup> to discuss the recommendations for the contract negotiations. The Administrator is scheduled to discuss the negotiations with the Mayor and Borough Council in executive session on April 27, 2015. **The management negotiation team met on April 22<sup>nd</sup>. On April 27<sup>th</sup>, the Borough Council discussed the contract negotiations. The letter of invitation to the PBA President**

to initiate negotiations in June was sent on April 30<sup>th</sup>. The first negotiation session was held on June 2<sup>nd</sup>. At the June 16<sup>th</sup> negotiation session, the PBA representatives asked for additional time to discuss the contract proposals with their membership. The PBA negotiations are scheduled to continue in January 2016. **CONTINUED**

**12. Goal: Complete contract negotiations with the DPW before November 2015.**

**Objectives:**

- Before February 1, 2015, circulate the current contract to the Personnel Committee and during the month of February, prepare recommendations for the Mayor & Borough Council.
- Circulate the current contract to the Mayor and Borough Council before March 1, 2015.
- Discuss negotiation strategy with the Mayor and Borough Council before April 2015.
- Schedule first negotiation session with the DPW during the month of June.
- Before November, complete negotiations and submit a contract to the Mayor and Council for approval.

**Achievement:** The Personnel Committee met on January 22<sup>nd</sup> to discuss the recommendations for the contract negotiations. The Administrator is scheduled to discuss the negotiations with the Mayor and Borough Council in executive session on April 27, 2015. The negotiation team met on April 22<sup>nd</sup>. On April 27<sup>th</sup>, the Borough Council discussed the contract negotiations. The letter of invitation to the DPW Association President to initiate negotiations in June was sent on April 30<sup>th</sup>. The first negotiation session was held on June 9<sup>th</sup>. At the August 13<sup>th</sup> negotiation session, the DPW requested additional time to review alternative health care plans. Tim Day provided information about alternative health care plans. Meetings were held on October 27<sup>th</sup> and November 13<sup>th</sup>. The DPW negotiations are scheduled to continue in January 2016. **CONTINUED**

### **13. Goal: Advertise and award the solid waste disposal contract:**

#### **Objectives:**

- Before January 15, 2015, distribute the solid waste disposal contract to the Mayor and Borough Council for review and comments.
- Review contract recommendations with the Mayor & Borough Council before March 15, 2015.
- Submit the draft contracts to the Mayor and Borough Council before June 1, 2015.
- Schedule the matter for discussion at the June 8, 2015 Borough Council meeting.
- Before July 1, 2015, meet with the Borough Attorney to review the contract and bid documents.
- Advertise for bids during the month of July.
- Award the bid before September 2015.

**Achievement:** The contract was sent to the Mayor and Borough Council on February 13<sup>th</sup>. The preliminary discussion with the Mayor and Borough Council is scheduled for the April 27<sup>th</sup> executive session. On April 27<sup>th</sup>, the Borough Council discussed the contract preparation. The Borough Council asked Jim Lott to draft the bid specifications with the option for one day or two day collections. The draft bid documents and contract was sent to the Mayor & Borough Council on May 29<sup>th</sup>. The contract options were discussed in public at the June 8<sup>th</sup> Borough Council meeting. The advertisement was sent to the newspapers on July 21<sup>st</sup>. The contract was advertised on July 23<sup>rd</sup>. The bid opening was scheduled for September 23<sup>rd</sup>. One bidder submitted questions. The bid opening date was rescheduled for October 20<sup>th</sup>. The contract award is scheduled for the November 9<sup>th</sup> Borough Council meeting. The contract was awarded on November 9, 2015.

**COMPLETED**

### **14. Goal: Implement the Reorganization Plan**

#### **Objectives:**

- Before January 1, 2015, meet with the staff to review the reorganization plan.

- Initiate the office relocation before February 1, 2015.
- Complete the office relocation plan before March 1, 2015.

**Achievement:** The office relocation plan was completed on February 25, 2015.  
**COMPLETED**

**15. Goal: Implement the Planning and Zoning Board application process policy and procedures.**

**Objectives:**

- Before January 1, 2015, send the draft policy and procedures to the Planning Board Chair, Zoning Board Chair, Planning Board Attorney and Zoning Board Attorney for review and comment.
- After receiving the recommendations from the Board Chairs and attorneys, revise the policy and procedures.
- Send the final draft to the Board Chairs and attorneys and request the revisions before February 15, 2015.
- Revise the policy and procedures and implement the new process before March 1, 2015.

**Achievement:** The draft policy & procedures were sent to the Zoning and Planning Board representatives on January 9, 2015. The meeting with the representatives from the Planning and Zoning Boards was held on January 20, 2015. The revised document was sent to the Zoning and Planning Board representatives on February 23, 2015. The representatives from the Planning Board, Zoning Board, Borough staff and Borough legal counsel met on March 19, 2015 to finalize the policy & procedures. The draft document was sent to the Mayor and Borough Council on March 20, 2015. The new process was implemented on April 15, 2015. **COMPLETED**

**16. Goal: Develop a plan for providing guidance on “Doing Business in Chatham”.**

**Objectives:**

- The Director of Community services will prepare and circulate a draft plan to the Mayor, Borough Council and Administrator before March 1, 2015. The plan will include web site, community bulletin board, electronic media and other communications which will be thoroughly explained in the plan.
- The plan comments will be sent to the Director of Community services before March 15, 2015.
- Implement the plan before April 1, 2015.

**Achievement:** Janice Piccolo is scheduled to discuss the draft program outline with the Mayor and Borough Council at the May 26th Borough Council meeting. **The proposed program is scheduled for discussion at the August 10th Borough Council meeting.** On July 31, 2015, the final draft was distributed to the Borough Council. The matter was discussed at the August 10<sup>th</sup> Borough Council meeting. The Borough Council approved the information for distribution to the public and post to the website. The Department of Community Services is reviewing materials for posting on the web site in 2016.

**CONTINUED**

**17. Goal: Revise the Land Development Ordinance to reflect historic preservation oriented modifications.**

**Objectives:**

- Before June 1, 2015, Mrs. Kass and Mr. Helfrich will ask that the amendments be introduced.
- Before October 1, 2015, present the LDO amendments for approval.

**Achievement:** No report. **No report.** No report. No report. **CONTINUED**

**18. Goal: Continue to develop the Borough web site.**

**Objectives:**

- The Communications and Technology Advisory Committee will continue to develop and propose recommendations to further improve the web site.
- The committee will explore social networking applications for Borough services.
- The committee will discuss social networking applications with the Borough Council.
- Implement the quarterly Borough news letter.
- Develop and implement the following:
  - Add volunteer opportunities page – Before April 1, 2015
  - Add “Doing Business in Chatham” page – Before June 1, 2015
  - General update and improved posting guidelines – Before March 1, 2015
  - Add Chatham Gateway
- The committee will explore social networking applications for Borough services.
- The committee will discuss social networking applications with the Borough Council.
- The Madison IT services team will implement the improvements that the Borough Council has approved.
- The Communications and Technology Committee and the Borough staff will identify roles for the formation of communications teams.

**Achievement:** The Communications and Technology Committee met on March 25<sup>th</sup>. The following was discussed:

- ✓ John Dey agreed to Chair the Communications & Technology Advisory Committee (CTAC).
- ✓ CTAC Members agreed to convene monthly meetings on the 1st Wednesday of the month at 7:30 p.m. There would be no meetings held in July and August.

- ✓ Sub-committees will work on projects and report progress to CTAC at monthly meeting.
- ✓ John Dey suggested that the Committee develop a mission statement.
- ✓ Council meetings will be available online with video streaming (no live streaming)
- ✓ Trial newsletter to be produced by Nick Eck and Erik Yates before Memorial Day 2015.
- ✓ Form a subcommittee to reach out to the various boards, commissions, committees, departments, etc., with the purpose of informing them about our committee and providing Chatham Borough website posting training.
- ✓ Develop a statement of scope and purpose for the committee
- ✓ Develop a mission statement for the committee

The Communications and Technology Advisory Committee (CTAC) continues to meet the first Wednesday of each month. John Dey chairs the committee. Two new members have been appointed: Michael Kaczun and Karen Brodsky. A mission statement has been approved by the committee and is posted on the CTAC webpage:

- ✓ Mission Statement: To provide advice to the Mayor and Council on public communications matters, including, without limitations, the Borough's public access television channels, the Borough website, social networking, and related matters as may be requested by the Council.

To further the committee's work and progress, the following subcommittees were formed:

- ✓ Website subcommittee
- ✓ Newsletter subcommittee

Meetings of the Mayor and Borough Council are streamed online using Vimeo video streaming. Agendas, minutes and meeting videos for all meetings of the Mayor and Council are posted on one webpage for convenient public access. The Borough website subcommittee continues to investigate live streaming of meetings. The newsletter subcommittee launched the Borough's first electronic newsletter on July 1st. The newsletter is created using Constant Contact and is designed with a template that is mobile device friendly. Subscribers can register their email account on the website's

homepage to receive the quarterly newsletter. The CTAC tracks monthly website metrics to track unique website visits, page visits and areas of reader interest in efforts to further develop website content. The Website subcommittee is exploring the possibility of a mobile optimized website for smartphone devices. The number and content of slides presented on the cable channel bulletin board have been reviewed and revised. CTAC has reactivated the Borough's Twitter account. Feeds automatically are tweeted with new "News & Events" postings. Tim Day and Robin Kline designed and implemented an IT Project Request spreadsheet to prioritize and track completion of IT project requests by the Madison IT services team. An [ITSupport@chathamborough.org](mailto:ITSupport@chathamborough.org) email account has been established for efficient dispatch and tracking of IT service requests. The Community Services Department and Volunteer Recruitment Web pages were developed by the 2015 Interns and submitted for comments to the Administrator and Mayor. Feedback comments were received, corrected and incorporated. Mrs. Piccolo met with John Dey and reviewed the new web pages and web links and offered to attend a CTAC meeting. Mr. Dey suggested a subcommittee of CTAC to provide direct input. Mrs. Piccolo has asked for the CTAC to review before the information is posted.

**CONTINUED**

**19. Goal: Explore development opportunities.**

**Objectives:**

- Reach out to developers to explore concepts.
- Discuss options with the Borough Council.
- Schedule public meetings to discuss the plan options.
- Before June 1, 2015, the Community Services Director will prepare a video of the new Gateway area that will be posted on the Borough web page.

**Achievement:** Meetings with developers and planners have been held. Borough representatives have met with three redevelopment planners and have a second meeting scheduled for June 29, 2015 with two additional planners. Borough representatives met with Roseland Properties on June 18, 2015. No report. No report. **CONTINUED**

**20. Goal: Achieve re-certification at either the Bronze or Silver level with the Sustainable Jersey Program.**

**Objectives:**

- Sustainable Jersey re-certification will be prepared and submitted before June 1, 2015.
- Task the Environmental Commission with the responsibility of reviewing each Sustainable Jersey category and determine which require action and whether such action(s) can or should be undertaken. Report to the Mayor and Borough Council on a quarterly basis.

**Achievement:** Len Resto is assigned the Sustainable Jersey Program. Mayor Harris, Len and Janice Piccolo have initiated the renewal recertification process. Andrew Holloway was charged with facilitating data entry and narrative correspondence with various community volunteers associated with action items for Sustainable Jersey, and to work directly under the direction of Janice Piccolo and Green Team Leader, Len Resto. Janice has implemented a weekly conference call on the weekends between Len, Andrew and herself. The first conference call was March 15<sup>th</sup>. **Weekly conference calls have been held. On June 10, 2015, Chatham Borough's Recertification Application was submitted ahead of the June 14th deadline for review by Sustainable Jersey. The Borough submitted 535 points to ensure the required 350 point minimum for Silver Certification. On July 9, 2015, Sustainable Jersey provided information regarding their initial review of Chatham Borough's Recertification Application. Sustainable Jersey approved 360 points of the 535 points submitted (350 points required for Silver Certification). The Community Services Department will continue to revise the submissions for the Silver. The Community Services Department will also submit substantiation for Sustainable Jersey Champion Certification. The Silver Certification Award will be presented at the NJLM Conference. The presentation is scheduled for 11/17/15. On November 17<sup>th</sup>, the Borough received Silver Certification and for the third time received the Champion Award. COMPLETED**

**21. Goal: Continue the process for the implementation of the recommendations listed in the report that was prepared by the Long Range Traffic and Pedestrian Safety Planning Committee.**

**Objectives:**

- Before February 1, 2015, develop a plan for alternate locations for library employee parking. Submit the plan to the Borough Council before March 1, 2015.
- Identify new locations and recommend the installation of gateway signs. Before March 1, 2015, submit the plan to the Borough Council.
- Prepare the map of the Borough parking lots.
- Revise and approve the St. Paul's Parking Lot Agreement.
  - ✓ Before January 1<sup>st</sup>, the Borough Attorney will prepare the agreement.
  - ✓ Before January 15<sup>th</sup>, the agreement will be sent to the St. Paul's Board for review and approval.
  - ✓ Approve the agreement at the February 23<sup>rd</sup> Borough Council meeting

**Achievement:** The Library Employee Parking Plan was presented to the Mayor and Borough Council at the February 2, 2015 Borough Council meeting. On February 23, 2015, the Borough Council approved resolution #15-127 authorizing the new library employee parking program. The 14 employee permits were purchased. Meetings were held with Mike Bochniak, Karen Brodsky, Steve Williams and the Administrator to plan the implementation for the new parking program. The remaining 24 employee parking permits have been issued. The gateway sign locations were submitted to the Mayor and Council on February 13<sup>th</sup>. On February 2<sup>nd</sup>, Jim Lott discussed the St Paul's Agreement with the Mayor and Borough Council. Jim will prepare the agreement. Jim Lott discussed the St. Paul's Agreement with the Borough Council in executive session on March 23<sup>rd</sup>. Jim Lott will send the draft agreement to the Borough Administrator before April 15<sup>th</sup>. On September 14, 2015, the Borough Council approved St. Paul's Agreement. The parking map was completed and approved by the Long Range Traffic and Pedestrian Safety Planning Committee. The map will be distributed to the businesses before February 2016. **COMPLETED**

**22. Goal: Continue to research “Cloud” applications.**

**Objectives:**

- The IT Team will identify and recommend the office applications that could be transferred to the “Cloud”.
- Before June 1, 2015, discuss the plan with the Finance Committee.
- Include upgrades in the 2016 Operating & Capital Budgets.

**Achievement:** No report. No report. No report. No report. **CONTINUED**

**23. Goal: Increase volunteer support**

**Objectives:**

- Before March 1, 2015, the Community Services Director will prepare a Volunteer Guide.
- The draft will be sent to the Mayor & Borough Council for review.
- Before June 1, 2015, distribute the Volunteer Guide and publish on the Borough web page.

**Achievement:** The draft Volunteer Guide will be sent to the Mayor & Borough Council before May 15th. Information taken from the previously approved Volunteer Guide has been added to the Community Services website and has been submitted to the Administrator for review under a non-active posting to the Borough website. Additionally, a volunteer tri folded brochure was created by an intern and distributed at the Tricentennial event table on June 13th and is posted weekly at the community table at the Farmers’ Market. The Community Services Department prepared a tri-fold pamphlet. The informational materials were sent to the Borough Council. The information materials were available to the public at the Tricentennial Event on June 13, 2015. The next step is posting the information on the Borough web page. **COMPLETED**

**24. Goal: Update the Water Capital Management Plan.**

**Objectives:**

- Before January 10, 2015, the Borough Engineer will review the revised plan with the Borough Administrator.
- The Borough Engineer will present the plan changes to the Mayor & Borough Council at the January 26, 2015 Borough Council meeting.
- The Borough Engineer will complete the revised plan and submit the plan to the Borough Council for approval at the March 23, 2015 Borough Council meeting.
- Include the upgrades in the 2016 Water Utility Capital Project Plan.

**Achievement:** The Borough Engineer is scheduled to discuss the plan with the Mayor and Borough Council at the April 27<sup>th</sup> Borough Council meeting. At the June 13<sup>th</sup> Borough Council meeting, the Borough Engineer and Chief Financial Officer presented the water capital master plan to the Mayor and Borough Council. The resolution to authorize the plan is scheduled for the August 10<sup>th</sup> Borough Council meeting.

**COMPLETED**

**25. Goal: Continue increasing the multifamily, businesses and commercial sector recycling and tonnage reporting.**

**Objectives:**

- Before January 30, 2015, the Recycling Coordinator will mail letters and the tonnage reporting forms to the multifamily, business and commercial owners.
- Before April 1, 2015, the Recycling Coordinator will visit the locations that did not respond to the 2015 recycling tonnage letters and assist the owners with the completion and submission of the reports.
- Develop a plan to increase the recycling of metal tonnage. Before April 1, 2015, the Recycling Coordinator will visit auto body repair shops, auto repair shops and plumbers located in the Borough. The recycling coordinator will develop a working contact list of haulers or end locations where the materials are recycled.

- Continue holding the annual “America Recycles Day Event” during the Farmers’ Market in November.

**Achievement:** Letters requesting reportable recyclables from local businesses were mailed January 30<sup>th</sup>. Responses have been directed to the Recycling Coordinator whose visitations have begun. The American Recycling Day is scheduled for November 14<sup>th</sup>, marking the 4<sup>th</sup> year at the Chatham Borough Farmers’ Market. **Stan Serbanica, Recycling Coordinator and Enforcement Agent, will continue to visit and correspond in writing to all multi- family dwellings and metal automobile businesses in Chatham to gain proper recycling reporting. The America Recycles Day is scheduled for November 7th at the Farmers’ Market. The Recycles Day event is scheduled for November 14<sup>th</sup> at the Chatham Borough Farmers’ Market. The addition of a book recycling container at the depot is suggested. COMPLETED**

- 26. Goal: Address how to strengthen volunteer community groups like Kiwanis, Jaycees, Rotary and Friends of the Library.**

**Objectives:**

- Before April 2015, the Borough Council will discuss options.

**Achievement:** No report. No report. No report. No report. **CONTINUED**

- 27. Goal: Continue to achieve Certified Local Government status.**

**Objectives:**

- The Director of Community Services will coordinate the process for Certified Local Government status.
- The Director of Community Services will complete and submit the application before April 1, 2015.

**Achievement:** There has been no action on this certification as Chatham awaits the State Historic Preservation review of Chatham’s Historic Preservation Ordinance. Multiple attempts to gain a timeline or response have failed by Director of Community Services and the Administrator. **On April 23, 2015, Chatham Borough’s review of its Historic**

Preservation Ordinance was received from Jonathan Kinney – Senior Historic Preservation Specialist and Certified Local Government Coordinator. His email and review information was forwarded to the Mayor, Administrator, Zoning Code Official and the Historical Preservation Committee Chair. At the direction of the Administrator and Borough Attorney, a meeting was held on May 20, 2015 with all prospective Borough members listed above. The HPC Chair is very interested in placing this on the Borough Council agenda for a discussion item in the fall of 2015. At that time, review of the HPC publication Design Guidelines was discussed and updating the guide was agreed upon. On June 18, 2015, a PDF copy and a converted word document of the same were sent to the Chair of the HPC for distribution and updating by the HPC Committee. Intern Caroline Hoffman has been assigned to assist the Chair and the HPC Committee if desired. On April 23, 2015, Chatham Borough's review of the Historic Preservation Ordinance was received in writing from Jonathan Kinney – Senior Historic Preservation Specialist and Certified Local Government Coordinator. In early June, Colleen Foley, HPC Chair, Diane Hickey, Bob Falzarano, Steve Williams and Janice Piccolo met to discuss the State findings regarding Chatham's Historic Preservation Commission ordinance. At that time, Colleen Foley expressed the Commission's real interest to discuss at a Borough Council meeting to review the State's suggestions offering additional powers to the Chatham Historic Preservation Commission. Also discussed was the Commission's interest to revise the design guidelines in an updated format. The design guidelines booklet and photos were retyped and original photo scans were located. Colleen Foley will ask the Mayor to schedule the date for the Council discussion. The Community Services Department has requested further direction regarding the design guideline booklet. The Community Services Department has asked for resumes and the HPC questionnaire for Certified Local Government from each commissioner. The Historic Preservation Commission is scheduled to discuss the matter with the Borough Council at the March 28, 2016 Borough Council meeting. **CONTINUED**

**28. Goal: Schedule an informational seminar for the Boards and Commissions.**

**Objectives:**

- Before May 1, 2015, the Assistant Administrator will schedule an informational seminar for the Boards and Commissions.

- The Assistant Administrator will prepare the meeting agenda and send invitations to the Board and Commission Chairs.

**Achievement:** The Assistant Administrator will be contacting the Chairman of the Boards and Commissions to determine if this type of seminar would be helpful. This first phase will be completed by April 17, 2015. No progress on Goal #28. During the latter part of the summer, Steve Williams will discuss this goal with the Borough Administrator and decide what approach to take and what format should be used for the informational sessions and who should be invited to attend this meeting. The primary delay on achieving success on this goal, are the recent developments with respect to the Supreme Court's March 10<sup>th</sup> decision on Affordable Housing and the development of the plan by Susan Blickstein. After re-evaluating this goal with the Administrator, it was decided that this seminar would be re-scheduled for the first quarter 2016 and would be held for new members of the Borough's Boards, Committees and Commissions. No report. **CONTINUED**

**29. Goal: Revise and approve the CPS Agreement.**

**Objectives:**

- Before January 1<sup>st</sup>, the Borough Attorney will prepare the agreement.
- Before January 15<sup>th</sup>, the agreement will be sent to the Mayor and Borough Council for review and approval.
- Approve the agreement at the January 26<sup>th</sup> Borough Council meeting.

**Achievement:** The Borough Council approved the agreement on February 23, 2015.

**COMPLETED**

**30. Goal: Prepare and approve tax, open space and zoning maps.**

**Objectives:**

- Before March 1, 2015, the Borough Engineer will present the draft maps to the Mayor & Borough Council.
- Before April 1, 2015, send revisions to Morris County.
- Receive the completed maps before May 1, 2015.

**Achievement:** The tax maps have been sent to the Division of Taxation for review and final approval. Open Space and Zoning Maps are being finalized as per the Mayor's comments. Steve Rice, Morris County Division of Planning, advised the Borough Engineer that all of the changes that the State has requested have been completed and the one remaining item was a determination by the Borough tax assessor about how to include the lots that had not been previously listed on the maps. Mr. Rice anticipates that the maps will be approved by the State before November 1, 2015. Morris County revised the maps that were sent back from the State. Vince anticipates that the revised maps will be sent back to the State before November 1<sup>st</sup>. Morris County sent the revised maps to the State on January 13, 2016. **CONTINUED**

**31. Goal: Prepare cost estimates to continue to expand the trail system.**

**Objectives:**

- Before April 1, 2015, the Borough Engineer will determine if the Weston Avenue trail towards the Triborough Bridge would qualify for improvements.
  - The Mayor will discuss the project with the local Boy Scout leader about a possible project for the Boy Scouts.
- Before April 15, 2015, the Borough Engineer will submit a project plan with cost estimates and timelines for the completion of the following:
  - Passaic River Trail
    - ✓ Phase I – East end of Main Street crossing the Passaic River at Summit Avenue into Summit and returning to the east end of Main Street.
    - ✓ Phase II – Summit Avenue to Watchung Avenue.
    - ✓ Phase III – Watchung Avenue to Stanley Park.
  - Garden Avenue/Middle School
  - Paving of the Weston Avenue paper street, Front Street Path and Lafayette Path.
- The Director of Community Services will explore grant opportunities.

**Achievement:** Cost Estimates for the Phase I Summit/Chatham Passaic River Loop Trail will be prepared by the Borough Engineer. Funding for paths, walkways or trails are not funded in the 2015 Capital Budget. On June 30<sup>th</sup>, the Borough Engineer submitted the River Road Path project cost estimates for phase I, II & III. The cost estimates for the Garden Avenue/Middle School, Weston Avenue, Front Street & Lafayette projects were

submitted to the Administrator. The NJ Green Acres program does offer grant funding for trail & path projects. The maximum grant for a municipality is capped at \$24,000. The Director of Community Services will continue to explore grant opportunities.

**COMPLETED**

**32. Goal: Determine if the ordinances need to be amended to clarify the approvals needed for non-municipal entities to erect signs on Borough property.**

**Objectives:**

- At the appropriate time, schedule the discussion with the Mayor & Borough Council.
- Send the Borough Council recommendations to the Planning Board and request the Planning Board's recommendations be sent to the Borough Clerk.
- The Borough Attorney will prepare the amended ordinance.
- Introduce the ordinance.
- Adopt the ordinance.

**Achievement:** The display of signs is under review by the United States Supreme Court. When the matter is decided, the matter will be scheduled for discussion with the Mayor & Borough Council. **No report. No report. No report. CONTINUED**

**33. Goal: Map (GIS) of parking regulations and speed limits.**

**Objectives:**

- Before February 1, 2015, the Borough Engineer will receive the maps from Morris County GIS services.
- The Borough Engineer will provide copies of the maps to the Chief of Police.
- The Police Department will initiate a review to verify the parking and speed limits are correct.
- Before April 1, 2015, the report will be submitted to the Long Range Traffic and Pedestrian Safety Planning Committee.
- Before June 1, 2015, the Long Range Traffic and Pedestrian Safety Planning Committee will send recommendations to the Borough Council.

- The recommendations will be discussed at the June 8<sup>th</sup> Borough Council meeting.

**Achievement:** Mapping for the downtown parking lots has been completed. Vince DeNave will review the map with the Long Range Traffic and Pedestrian Safety Planning Committee to finalize the map. The draft map was sent to the Mayor and Borough Council on April 3, 2015. **The revised parking map is scheduled for discussion at the next Long Traffic and Pedestrian Safety Planning Committee meeting.** On September 2<sup>nd</sup>, the Long Range Traffic and Pedestrian Safety Planning Committee reviewed the Borough's train station and business parking lot map. The draft map was sent to the Mayor and Council on September 4<sup>th</sup>. The map is scheduled for printing and distribution before December 1<sup>st</sup>. **CONTINUED**

**34. Goal: Pave Fairmount Avenue from Southern Boulevard to Watchung Avenue and pave Watchung Avenue from the Union/Morris County line to Lafayette Avenue.**

**Objectives:**

- Before January 1, 2015, send a request to the Morris County Freeholders.
- If approved, complete the paving projects before December 1, 2015.

**Achievement:** The Morris County Freeholders approved the resurfacing of Fairmount Avenue and Watchung Avenue. The projects are planned to be completed before July 1, 2015. **The Watchung Avenue project is scheduled to start the week of July 27<sup>th</sup>.** The anticipated start date for the Fairmount project is October 2015. Fairmount Avenue was paved on September 16<sup>th</sup>. **COMPLETED**

**35. Goal: Identify community events that the Special Events Advisory Committee will plan, organize, staff and manage.**

**Objectives:**

- The Special Events Advisory Committee will identify community events and activities for potential management and sponsorship by the Borough.

- When the Special Events Advisory Committee has identified a community activity or event that it believes the Borough should manage and sponsor, the Committee will prepare recommendations and present the recommendations to the Mayor and Borough Council. Such recommendations will cover the costs and revenues, if any, arising from the event and the impact on Borough resources of such sponsorship and management.

**Achievement:** Presentations to the Borough Council occurred on January 26<sup>th</sup> and February 9<sup>th</sup>. The 2015 Special Event will be the Tri-Centennial celebration of the Borough's 1715 settlement. In 2016, Fishawack is proposed as a new community event. The post Tri-Centennial Event meeting is scheduled for Tuesday, July 21st at 7 p.m. At the September 28th Borough Council meeting, Council Member Fife is scheduled to discuss transferring the Fishawack Celebration to the Special Events Committee. Mrs. Fife, Mr. Falzarano and Mrs. Piccolo met on September 15<sup>th</sup> to review the Fishawack Celebration transfer to the Community Services Department. Mrs. Fife discussed the proposal with the Mayor & Borough Council at the September 28<sup>th</sup> Borough Council meeting. The proposed event date is June 10, 2017. Discussions will continue at the October 13, 2015 Borough Council meeting. On January 25, 2016, the Borough Council approved Resolution 16-102, authorizing the Department of Community Services to plan, organize and conduct the annual Fishawack Celebration. **COMPLETED**

# 2016 GOALS AND OBJECTIVES

1. **Goal:** Prepare and submit for approval the 2016 budget.

**Objectives:**

- Before January 1, 2016, compile the budget that was submitted by each department head.
- Before January 15, 2016, schedule at least one Finance Committee meeting.
- Before January 20, 2016, revise the budget; develop multi-year forecast for both operating & capital.
- Before February 1, 2016, discuss the budget with the Auditor.
- In March, submit the budget for introduction.
- Adopt the budget in April 2016.
- Before June 1, 2016, send the 2016 budget to the Department of Community Affairs and receive state approval.
- After the 2016 budget is approved by the Mayor and Borough Council, issue department budgets to each department head, board and commission chairs.

**Responsible:** Chief Financial Officer, Borough Clerk.

2. **Goal:** Initiate preparation of the 2017 budget by August 1, 2016.

**Objectives:**

- Before September 1, 2016, send requests to the department heads, board and commission chairs to prepare and submit their 2017 budgets.
- From October 2016 - January 2017, discuss the 2017 budget with the Finance Committee and the Borough Administrator.
- During the month of January 2017, meet with the Auditor.

**Responsible:** Chief Financial Officer.

- 3. Goal:** Investigate and if approved, implement electronic personnel time reporting.

**Objectives:**

- Before March 15<sup>th</sup>, review the Primepoint Human Resource Time Management program.
- Before April 1<sup>st</sup>, if the program will improve personnel time management functions, present the proposal to the Personnel Committee.
- Before May 1<sup>st</sup>, present to the Mayor and Borough Council for approval.

**Responsible:** Chief Financial Officer.

- 4. Goal:** Amend the Borough purchasing procedures to include timelines for the payment of construction contracts in accordance with New Jersey Best Practices.

**Objectives:**

- Before April 1<sup>st</sup>, prepare the draft revisions and submit the draft to the Borough Administrator for review.
- After the Borough Administrator has reviewed and approved the policy revisions, the revised policy & procedures will be distributed to the Borough staff.

**Responsible:** Chief Financial Officer.

- 5. Goal:** Prepare Annual Financial Statement, Annual Debt Statement and Budget schedules in accordance with New Jersey Best Practices.

**Objectives:**

- Prepare the documents before January February 10, 2016.

**Responsible:** Chief Financial Officer.

- 6. Goal: Continue discussions with Chatham Township about preparing a shared services agreement for the coordination and financial management of the Joint Recreation Program.**

**Objectives:**

- Before January 15, 2016, prepare a draft agreement and ordinance.
- Before January 15, 2016, the draft agreement and ordinance will be submitted to the recreation liaison and the Shared Services Committee.
- Before January 30, 2016, the comments from the recreation liaison and Shared Services Committee will be sent to the Borough Administrator.
- Before February 15, 2016, send the revised draft agreement and the ordinance to the Chatham Township Administrator and recreation liaison.
- If there is a consensus, the agreement and ordinance will be discussed with the Borough Council.
- If the Borough Council agrees that the Recreation Shared Service will improve the coordination and financial management of the Joint Recreation Program, the matter will be scheduled for approval.

**Responsible:** Administrator.

- 7. Goal: Develop a new Borough Administrative Code.**

**Objectives:**

- Before April 1, 2016, authorize the initiation for the preparation of a new Administrative Code.
- Before July 1, 2016, complete the first draft of the Administrative Code and send it to the Mayor and Borough Council for review and comments.
- At the August 8, 2016 Borough Council meeting, review and discuss the draft.
- Before September 1, 2016, the proposed Administrative Code will be placed on the Borough web site for comments from the public.
- The follow-up discussion will be scheduled for the September 26, 2016 Borough Council meeting.

- The first reading of the ordinance will be scheduled for the October 24, 2016 Borough Council meeting.

**Responsible:** Mayor, Administrator, Borough Attorney.

- 8. Goal:** Revise the property maintenance ordinance pursuant to a newly enacted statute to authorize the enforcement of the Borough’s property maintenance code against creditors who are foreclosing on residential properties.

**Objectives:**

- Before January 1<sup>st</sup>, discuss the revisions with the Borough Attorney.
- Before February 1<sup>st</sup>, submit a draft ordinance to the Borough Administrator.
- Before February 1<sup>st</sup>, circulate the draft ordinance to the Mayor and Borough Council.
- The discussion will be scheduled for the February 9<sup>th</sup> Borough Council meeting.
- The revised draft ordinance will be scheduled for introduction at the February 22<sup>nd</sup> Borough Council meeting.
- The ordinance will be scheduled for approval on March 14<sup>th</sup>.

**Responsible:** Administrator, Borough Attorney.

- 9. Goal:** Continue to research “Cloud” applications.

**Objectives:**

- Identify and recommend the office applications that could be transferred to the “Cloud”.
- Before June 1, 2016, discuss the plan with the Finance Committee.
- Include upgrades in the 2017 Operating & Capital Budgets.

**Responsible:** Administrator, Chief Financial Officer, IT Team.

**10. Goal: Continue to develop the Borough website.**

**Objectives:**

- Develop and propose recommendations to further improve the website.
- Explore social networking applications for Borough services.
- Continue to evaluate the effectiveness of the quarterly newsletter.
- Develop and implement the following:
  - ✓ Before April 1, 2016, add volunteer opportunities page
  - ✓ Before April 1, 2016, add “Doing Business in Chatham” page
  - ✓ Before March 1<sup>st</sup>, general update and improved posting guidelines
  - ✓ Before November 1, 2016, update and refresh the website to be more mobile friendly.
  - ✓ Add Chatham Gateway
- Identify roles for the formation of communications teams.

**Responsible:** Communications and Technology Advisory Committee, Director of Community Services, Administrator.

**11. Goal: Investigate improvements for the communications and TV systems.**

**Objectives:**

- Before March 1<sup>st</sup>, explore the cost effectiveness of communication system (follow-up with Lightpath).
- Improve the quality of TV broadcasting and streaming by upgrading sound and recording hardware in the Council chambers.

**Responsible:** Communications and Technology Committee, Administrator, Media Program Manager.

- 12. Goal:** Update the Environmental Resource Inventory (ERI) as needed for submission to the Planning Board. Propose inclusion of same in the Chatham Borough Master Plan.

**Objectives:**

- Before January 31, 2016, update the ERI and send the ERI to the Planning Board.
- Before February 15, 2016, send the ERI to the Planning Board with a suggested Resolution for the Planning Board's adoption.
- Before March 12, 2016, request that the Planning Board include the ERI as an element of the Master Plan.

**Responsible:** Environmental Commission.

- 13. Goal:** Determine if Kelley's Pond requires any dredging or aeration to keep algae from forming at the surface and prepare a plan for the clean-up of the area around Kelley's Pond.

**Objectives:**

- Before January 31, 2016, establish an Environmental Commission Sub-Committee to take on this project.
- Before April 30, 2016, meet with the Borough Engineer to discuss and conduct an on-site review.
- Before June 15, 2016, submit recommendations to the Environmental Commission.
- Before June 30, 2016, the Environmental Commission takes appropriate action on the Sub-Committee's recommendations.
- Before July 31, 2016, schedule the topic as a discussion item on the Borough Council's agenda.

**Responsible:** Environmental Commission, Borough Engineer.

**14. Goal:** Conduct the 2<sup>nd</sup> Sustainability Fair of the Chathams on September 11, 2016.

**Objectives:**

- Before April 30, 2016, request Environmental Commission volunteer(s) to assist the Sustainability Fair Committee in planning the Fair.
- Before June 1, 2016, attend Sustainability Fair planning meetings.
- On September 11, 2016, conduct Fair.

**Responsible:** Environmental Commission, Mayor's Wellness, Director of Community Services.

**15. Goal:** Establish the "Environmentally Friendly Recognition Award."

**Objectives:**

- Before February 28, 2016, develop a recognition award by which Borough residents who are practicing sustainability can be publicly recognized by some form of award which could be displayed on their home/lawn, etc.
- Before April 15, 2016, determine what the guidelines would be to earn such an award and how many would be given out in any particular year.
- Before May 1, 2016, publicize the program to elicit nominations.
- Before June 1, 2016, implement program.

**Responsible:** Environmental Commission.

**16. Goal:** Create at least two additional "Explore Chatham" walks in 2016 and develop an "Explore Chatham" pamphlet.

**Objectives:**

- Before September 1, 2016, the Environmental Commission will complete the project.
- Before April 1, 2016, the Environmental Commission prepares and distributes the pamphlet to Borough realtors.

**Responsible:** Environmental Commission.

- 17. Goal:** Revise the Land Development Ordinance to reflect historic preservation oriented modifications.

**Objectives:**

- Before June 1, 2016, request that the amendments be introduced.
- Before October 1, 2016, present the LDO amendments for approval.

**Responsible:** Councilman Hoffman, Historic Preservation Commission, Planning Board.

- 18. Goal:** Continue to plan for the future, complete the Master Plan Re-Examination to determine whether the LDO needs to be changed to meet community objectives.

**Objectives:**

- By March 1st, schedule a community workshop to get input from the public on the vision for the Master Plan.
- By June 1st, have an initial draft plan, and present the draft to the Planning Board in early June. Schedule and hold a second community workshop prior to June 25th to get more refined input on proposed goals and concepts for the Master Plan.
- By August 1st, the Planning Board will have a revised Master Plan Re-examination report for discussion and for scheduling a public hearing in September/October of 2016.
- By November 15, the Planning Board will adopt the Master Plan.

**Responsible:** Planning Board.

- 19. Goal:** Determine if the sign ordinance needs to be amended to clarify the approvals needed for non-municipal entities to erect signs on Borough property and to reflect the 2015 United States Supreme Court decision.

**Objectives:**

- Before February 15, 2016, review the sign ordinance and identify problems.
- At the appropriate time, schedule the discussion with the Mayor & Borough Council.
- Send the Borough Council recommendations to the Planning Board and request the Planning Board's recommendations be sent to the Borough Clerk.
- Prepare the amended ordinance.
- Introduce the ordinance.
- Adopt the ordinance.
- After the ordinance is adopted, prepare policy & procedures.

**Responsible:** Assistant Administrator, Planning Board.

**20. Goal: Improve service to the public when they contact the Borough to request assistance or report a problem.**

**Objectives:**

- Investigate service applications for the members of the public and Borough officials to report problems and enhance the management of phone call answering to reduce reliance on voicemail.
- Before February 1, 2016, authorize a service applications team, designate the Assistant Administrator as the team leader and select four department heads to review the types of applications that would be applicable for Borough operations and services, and prepare cost estimates for the service applications.
- Before February 15, 2016, schedule meetings with service providers.
- Before March 1, 2016, submit the report to the Borough Administrator for the service applications that would be applicable for the Borough.
- Before April 1, 2016, review the recommendations with the following committees:
  - ✓ Finance
  - ✓ Public Safety
  - ✓ Public Works

- Before May 1, 2016, submit the recommendations to the Mayor & Borough Council.
- Before July 1, 2015, schedule the matter for discussion with the Borough Council.
- If approved, implement the program before January 1, 2017.

**Responsible:** Assistant Administrator.

- 21. Goal:** Continue to follow the Court mandated process to establish the Borough's Housing Element and Fair Share Plan to protect Chatham from the "builder's remedy" suits and address the affordable housing needs of the Borough.

**Objectives:**

- Secure approval by the Court for the Borough's Housing Element and Fair Share Plan.

**Responsible:** Assistant Administrator & Borough Attorney.

- 22. Goal:** Develop volunteers to perform their duties by training them on Borough budget practices, OPRA, OPMA, etc. and encourage volunteers.

**Objectives:**

- Before February 1, 2016, poll the Board and Commission Chairs about scheduling an informational seminar for the Boards and Commissions.
- If there is a consensus to schedule the seminar, prepare the meeting agenda and send invitations to the Board and Commission Chairs.

**Responsible:** Assistant Administrator.

- 23. Goal: Develop and implement a plan to address the Emerald Ash Borer, its treatment and removal.**

**Objectives:**

- Before January 15, 2016, prepare and submit to the Borough Administrator the list of trees that will be scheduled for treatment and removal.
- Before January 15, 2016, submit to the Borough Administrator the budget for the trees that will be scheduled for treatment.
- Before March 15, 2016, review the plan with the Borough Council.
- After the 2016 budget introduction, prepare the RFP for treatment services.
- Before April 1, 2016, approve the treatment service provider.
- In advance of the treatment application, notify property owners that are in the vicinity of the treatment area.
- In advance of the treatment application, provide the Borough Clerk with the information about the Ash Borer treatment plan that will be posted on the Borough web site and the Community Bulletin Board.
- Before May 1, 2016, all the Borough trees selected will be treated.

**Responsible:** Shade Tree Commission.

- 24. Goal: Complete the preparation of Borough tax maps, open space maps, zoning maps, fire hydrant locations, tree inventory and storm sewer mapping using GIS technology.**

**Objectives:**

- Before January 15<sup>th</sup>, resolve tax map discrepancies.
- Before January 15<sup>th</sup>, send to the County the tax map information that was requested from the County and State.
- Before January 15<sup>th</sup>, submit the draft zoning, open space, hydrant locations, tree inventory maps to the Mayor & Council for review and comments.
- Before February 15<sup>th</sup>, send the zoning, tree inventory, open space and fire hydrant inventory map comments to the Borough Engineer.
- Before March 1<sup>st</sup>, send the revised maps to the County.

- After approval by the State, schedule the tax maps for approval.
- After approval by the State, the Planning Board will schedule the zoning maps for approval.

**Responsible:** Borough Engineer.

**25. Goal:** Complete the Lafayette Avenue and Front Street resurfacing projects.

**Objectives:**

- Before February 11<sup>th</sup>, advertise the project for bids.
- Receive the bids on February 25<sup>th</sup>.
- Award the contract on March 14<sup>th</sup>.
- Start the project the week after the schools close for the summer.
- Complete the project before September 1<sup>st</sup>.

**Responsible:** Borough Engineer.

**26. Goal:** Implement the Water Utility Improvement Plan for the well pump houses including well pump rehabilitation, back-up generation, tank painting and upgrade all electrical systems.

**Objectives:**

- Before January 10, 2016, review the revised plan with the Borough Administrator.
- Before January 20<sup>th</sup>, prepare the plan timeline and submit the timeline to the Borough Administrator.
- Before April 1<sup>st</sup>, implement the project.
- Before October 1<sup>st</sup>, complete the project.

**Responsible:** Borough Engineer.

**27. Goal: Plan to pave Weston Avenue from Hedges Avenue to Rowan Road in 2017.**

**Objectives:**

- Before January 1, 2016, the Borough Engineer will submit the project proposal to the NJ Department of Transportation for funding.
- If approved, schedule the project for Spring 2017.

**Responsible:** Borough Engineer.

**28. Goal: Map (GIS) of parking regulations and speed limits.**

**Objectives:**

- Schedule the project tasks for the 2016 summer intern project.
- Before September 1<sup>st</sup>, the field survey and data entry will be completed.
- Before October 1<sup>st</sup>, prepare and provide copies of the maps to the Chief of Police.
- The Police Department will initiate a review to verify that the parking and speed limits are correct.
- Before November 1<sup>st</sup>, the maps will be submitted to the Long Range Traffic and Pedestrian Safety Planning Committee.
- Present the maps to the Borough Council at the November Borough Council meeting.

**Responsible:** Borough Engineer, Traffic Safety Officer.

**29. Goal: Inspect all property sewer connections on Roosevelt, Hedges, University and Wilson to determine if backflow preventers should be installed.**

**Objectives:**

- Before March 1, 2016, inspect the homes on Roosevelt, Hedges, University and Wilson.
- Before March 15, 2016, submit a report to the Borough Administrator with findings and recommendations.

- The Borough Administrator will send the report to the Mayor and Borough Council.
- The discussion with the Borough Council will be scheduled for the April 25<sup>th</sup> Borough Council meeting.

**Responsible:** Borough Engineer.

- 30. Goal:** Improve Day's Brook from Kings Road to Main Street, and complete the Liberty Park improvement project.

**Objectives:**

- Before February 1<sup>st</sup>, submit the project design to the Borough Administrator.
- Before February 15<sup>th</sup>, the Mayor and Borough Council will submit comments to the Borough Administrator
- Before March 15<sup>th</sup>, schedule the project for discussion with the Mayor & Borough Council.
- If approved by the Borough Council, before April 15<sup>th</sup> the Department of Public Works will initiate the improvements.
- Before June 1<sup>st</sup>, complete the project.

**Responsible:** Borough Engineer, Director of Community Services.

- 31. Goal:** Continue the process for the implementation of the recommendations listed in the report that was prepared by the Long Range Traffic and Pedestrian Safety Planning Committee to improve pedestrian and traffic safety.

**Objectives:**

- Before March 1, 2016, identify new locations for the installation of gateway signs.
- Before February 1<sup>st</sup>, distribute the parking map.
- Before March 1<sup>st</sup>, submit a proposal to the Mayor and Borough Council for establishing a fee for motorcycle and scooter parking at the train station.

- Before June 1<sup>st</sup>, submit a proposal to the Mayor and Borough Council to approve the process to evaluate and prepare recommendations to improve parking at the train station and Borough parking lots.

**Responsible:** Borough Engineer, Long Range Traffic & Pedestrian Safety Planning Committee.

**32. Goal: Continue increasing the multifamily, businesses and commercial sector recycling and tonnage reporting.**

**Objectives:**

- Before January 30, 2016, the Recycling Coordinator will mail letters and the tonnage reporting forms to the multifamily, business and commercial owners.
- Before April 1, 2016, the Recycling Coordinator will visit the locations that did not respond to the 2016 recycling tonnage letters and assist the owners with the completion and submission of the reports.
- Develop a plan to increase the recycling of metal tonnage. Before April 1, 2016, the Recycling Coordinator will visit auto body repair shops, auto repair shops and plumbers located in the Borough. The recycling coordinator will develop a working contact list of haulers or end locations where the materials are recycled.
- Continue holding the annual “America Recycles Day Event” during the Farmers’ Market in November.

**Responsible:** Director of Community Services.

**33. Goal: Identify community events that the MyChatham Advisory Committee will plan, organize, staff and manage.**

**Objectives:**

- Before February 15, 2016, identify community events and activities for potential management and sponsorship by the Borough.

- When the MyChatham Advisory Committee has identified a community activity or event that it believes the Borough should manage and sponsor, the Committee will prepare recommendations and present the recommendations to the Mayor and Borough Council. Such recommendations will cover the staffing requirements, costs and revenues, if any, arising from the event and the impact on Borough resources of such sponsorship and management.

**Responsible:** Director of Community Services.

**34. Goal: Continue to explore Certified Local Government status.**

**Objectives:**

- Before February 1, 2016, assist the Historic Preservation Commission Chair to schedule the matter for discussion at the March 28<sup>th</sup> Borough Council meeting.
- If approved by the Borough Council, before June 1<sup>st</sup>, submit recommendations to the Borough Administrator to amend the current ordinance.
- At the August 8<sup>th</sup> Borough Council meeting, the ordinance will be introduced.
- At the September 12<sup>th</sup> Borough Council meeting, the ordinance will be scheduled for adoption.
- Before December 1, 2016, complete and submit the application

**Responsible:** Director of Community Services, Historic Preservation Commission.

**35. Goal: Develop and post the volunteer guide on the Borough web page and distribute the guide at various Borough events.**

**Objectives:**

- Before June 1, 2016, distribute the volunteer guide and publish the guide on the Borough web page.

**Responsible:** Director of Community Services.

**36. Goal:** The Pilgrim Pipeline Advisory Committee will continue its efforts to elicit information from Pilgrim Pipeline LLC and keep the public informed.

**Objectives:**

- The Committee will undertake efforts to ensure the Borough's interests are recognized and protected.

**Responsible:** Borough Council, Pilgrim Pipeline Advisory Committee

**37. Goal:** Continue to explore solutions for the traffic issues on Main Street (Route 124).

**Objectives:**

- Request the County to work with the State to find solutions.

**Responsible:** Mayor, Borough Council.