

# **BOROUGH of CHATHAM**

## **ANNUAL REPORT**

**2008**

**Robert J. Falzarano, Administrator**

## **ADMINISTRATOR'S REPORT FOR THE YEAR 2008**

The year 2008 was certainly a year for major project completion. The Main Street streetscape project was the highlight of the year. Combined with the cross walks and decorative lights that were installed in 2007, the new brick sidewalks and curbing improved the overall appearance of Main Street. The Center Street East parking lot was completed with new pavement and curbing. The road improvement projects were numerous; Elmwood Avenue, Chandler Road, Woodland Road, Burgess Street, South Passaic Avenue and Garden Avenue. The Jackson Avenue lift station project was completed and went on line in June. The Verizon FIOS connection for broadcasting Borough Council meetings and other events was a major accomplishment.

The Borough continues to provide annual workplace harassment training sessions for all paid employees, professionals and volunteers. With the retirement of Mrs. Bate, various functions were reassigned to other departments. Organizing similar functions removed duplication which improves the overall service to the clients that visit Borough Hall. The Borough Table of Organization was revised to clearly delineate responsibilities in the areas of the Board of Health, Local Assistance and Engineering. The appointment of Vince DeNave as Borough Engineer definitely improved project design and construction management. Susan Caljean was selected to serve as the recording secretary for the Morris County Municipal Clerks Association and the Morris County representative to the NJ State Clerks Association. Joan Egan, Deputy Court Administrator, received Municipal Court Administrator certification. The employee cross training program continues to be an integral component for stability, continuity and consistent delivery of government services to the public. The employees of the Borough of Chatham continually strive for excellence which translates to efficient and effective delivery of services to the public.

The Police Department received certification from CALEA. The assessors that inspected the department in September 2007 were very impressed with the organization, quality and professionalism of the Chatham Borough Police Department. When a law enforcement agency receives national accreditation, it signifies that an agency has implemented professionally recognized policies and procedures that are designed to assure efficient and effective law enforcement services. To profess that a law enforcement agency meets recognized national standards is not acceptable. The proof that a law enforcement agency meets national standards can only be verified by the National Commission on Law

Enforcement. The purpose of CALEA's Accreditation Programs is to improve the delivery of public safety services primarily by: maintaining a body of standards developed by professional public safety practitioners, covering a wide range of up-to-date public safety initiatives, establishing and administering an accreditation process, and recognizing PROFESSIONAL EXCELLENCE.

Again, I congratulate Chief Drake and his staff of fine professionals.

The ECLC lease extension was approved. The agreement with St. Paul's Church was renewed. The Department of Public Works installed the pedestrian cross walk lights at the intersection of Main Street and Coleman Avenue.

State aid was reduced \$185,029.00. The department heads worked cooperatively with the Mayor and Borough Council to reduce expenses while maintaining the level of services that are necessary to maintain the high quality of life that the residents of Chatham Borough appreciate.

Mr. Harris has recommended and I agree that the 2009 goals be approved by resolution. This demonstrates the commitment of the governing body to remain focused on accomplishing change through planning.

The year 2009 will be very challenging. Given the current economic climate, the 2009 municipal budget will have to be reviewed line item by line item. The Finance Committee initiated the review process in September 2008.

Chatham Borough will continue to be recognized for excellence. The 2009 goals will continue to improve infrastructure, efficient delivery of services, quality employee service and responsive government.

Robert J. Falzarano  
Borough Administrator

# **2008 GOALS, OBJECTIVES AND ACHIEVEMENTS**

**1. Goal: Prepare and submit for approval the 2008 budget.**

**Objectives:**

- Compile the budget that was submitted by each department head.
- Schedule at least one finance committee meeting.
- Revise the budget.
- Discuss the budget with the Auditor.
- Submit the budget for first reading on March 10, 2008
- Adopt the budget on April 14, 2008.
- Receive state approval before June 1, 2008.
- Issue department budgets to each department head, board and commission chairs.

**Achievement:** Due to state aid cuts, the 2008 Municipal budget was approved in June 2008.

**2. Goal: Initiate preparation of the 2009 budget by August 1, 2008.**

**Objectives:**

- Send requests to the department heads, board and commission chairs to prepare and submit their 2009 budgets before September 1, 2008.
- Initiate budget hearings at the first September Council meeting.
- Complete budget hearings before December 1, 2008.
- During the month of January 2009, discuss the 2009 budget with the Finance Committee.
- During the month of January 2009, meet with the Auditor.
- Provide written summary of the budget to the Mayor and Council.
- If necessary, meet with the Finance Committee to finalize the budget.
- Introduce the budget before March 1, 2009.
- Adopt the budget during the month of April 2009.

**Achievement:** The Department Heads submitted their budgets on September 1, 2008. The 2009 Operating and Capital budgets were discussed with the Finance Committee between September and December 2008. The 2009 budget will be scheduled for introduction in March 2009. The adoption of the 2009 budget will be scheduled April 2009.

**3. Goal: Resurface Van Doren Avenue.**

**Objectives:**

- Prepare bid specifications before April 1, 2008.
- Advertise for bids, May 1, 2008.
- Award contract for work, June 1, 2008.
- Initiate work, July 1, 2008.
- Complete project, September 1, 2008.

**Achievement:** The project is scheduled for completion before May 1, 2009. The Borough received a grant in the amount of \$175,000.00. The construction contract was awarded in July 2008.

**4. Goal: Complete the sidewalk maintenance program before September 1, 2008.**

**Objectives:**

- Request the engineer to complete the sidewalk improvement list before May 1, 2008 and prepare bid specifications.
- Advertise for bids during the month of May 2008.
- Award the contract at the first meeting in June 2008.
- Complete the project before August 15, 2008.

**Achievement:** The sidewalk maintenance program was completed during the month of September 2008.

**5. 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:** There were ten department head meetings held during the year 2008. Customer service during difficult economic times was discussed.

**6. Goal: Complete the Jackson Avenue Lift Station Project.**

**Objectives:**

- The work was started in 2007.
- The engineer will submit monthly progress reports to the Borough Administrator.
- Project completion is scheduled for March 1, 2008.

**Achievement:** The contract was awarded in October 2007. The work on the project started in November 2007. The project was completed in June 2008.

**7. Goal: Continue to implement the plan for the Main Street signage and furniture..**

**Objectives:**

- The Streetscape Committee will develop recommendations and submit the recommendations to the Mayor and Borough Council before February 15, 2008.
- The Borough Council will discuss the proposal at the February 23, 2009 Borough Council meeting.

- If the recommendations are approved, the project will be advertised for bid before March 15, 2008.
- The contract will be awarded at the April Borough Council meeting.
- Installation will start before May 1, 2009.

**Achievement:** The sidewalks and curbing were completed in September 2008. The new trees were planted in November. The furniture, signage and trash receptacles will be installed before May 1, 2009.

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

**Objectives:**

- The Communications Committee will develop upgrades before February 1, 2008.
- Before April 1, 2008, discuss upgrades with the Borough Council.
- Implement upgrades before May 1, 2008.
- Evaluate the addition of GIS and include with the upgrades if approved.

**Achievements:** The listing of agendas and minutes were reorganized to make things easier to find and an updateable calendar was added.

**9. Goal: Complete contract negotiations with the PBA before November 2008.**

**Objectives:**

- Circulate the current contract to the Mayor and Borough Council before February 2008.
- Discuss negotiation strategy with the Mayor and Borough Council before April 2008.
- 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 contract negotiations commenced in August. The new three year contract was signed on November 24, 2008.

**10. Goal: Complete contract negotiations with the DPW before November 2008.**

**Objectives:**

- Circulate the current contract to the Mayor and Borough Council before February 1, 2008.
- Discuss negotiation strategy with the Mayor and Borough Council before April 2008.
- 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:** Contract negotiations started in August. The new three year contract was approved on January 5, 2009.

**11. Goal: Improve Memorial Park.**

**Objectives:**

- The Memorial Park Planning Committee should establish recommendations and prepare a written report for the Mayor and Borough Council by June 2008.
- Hold public information meeting after the plan is presented to the Mayor and Borough Council.
- When the concept is approved, complete preliminary design work and discuss with Planning Committee, August 2008.
- Present final plan to Mayor, Borough Council and the public, September 2008.
- If approved, advertise for bids November 2008
- Award Contract December 2008.
- Initiate work March 2009.

**Achievement:** The backstops were painted. The overall design of the project is not decided.

**12. Goal: Investigate and submit recommendations for the 9/11 Memorial.**

**Objectives:**

- The Mayor will select a committee before January 15, 2008.
- The committee will meet and submit locations and designs to the Mayor and Borough Council before March 1, 2008.
- If the project is approved, advertise for bids before May 1, 2008.
- Award the contract at the first June Borough Council meeting.
- Initiate work before July 1, 2008.
- Complete the project before September 1, 2008.

**Achievement:** Through the work of many volunteers, Borough employees and donations, the project was completed in September. The dedication ceremony was held on September 7, 2008.

**13. Goal: Pave the Center Street east parking lot.**

**Objectives:**

- Prepare bid specifications before March 1, 2008.
- Advertise for bids before April 1, 2008.
- Award contract before May 15, 2008.
- Initiate work before June 15, 2008.
- Complete the project before September 1, 2008.

**Achievement:** The project was completed in August.

**14. Goal: Initiate the design for the Parrot Mill and Riverview pumping stations.**

**Objectives:**

- Before May 1, 2008, the engineer will prepare and submit plans to the Borough Council for review.
- The plans will be presented to the Mayor and Borough Council at the June Borough Council meeting.
- When the plans are approved, the project will be advertised for bids. Tentative timeline for advertisement is July 2008.
- Award the contract within 45 days of the bid advertisement.
- Initiate projects before December 31, 2008.

**Achievement:** The project design was completed in June 2008. The contract was awarded in September 2008. The completion date is scheduled for February 2009.

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

**Objectives:**

- Before February 1, 2008, revise the Borough Table of Organization.
- February 1, 2008, distribute the revised Table of Organization to the Borough staff and elected officials.

**Achievement:** The Borough Table of Organization was revised and distributed on June 1, 2008. The Board of Health, Local Assistance and Engineering components were revised.

**16. Goal: Complete the Burgess and South Passaic road projects.**

**Objectives:**

- Initiate the project before March 1, 2008.
- The engineer will submit monthly progress reports.

- Complete the projects before May 1, 2008.

**Achievement:** The projects were completed in July 2008.

**17. Goal: Complete the Chandler Road project.**

**Objectives:**

- Resolve the alignment issues before January 15, 2008.
- Advertise for bids during the month of March 2008.
- Award the contract before May 15, 2008.
- Complete the project before September 1, 2008.

**Achievement:** The project was completed in November 2008.

**18. Goal: Review the Joint Recreation Study Report.**

**Objectives:**

- Discuss with the representatives from Chatham Township possible implementation strategies.
- Discuss the strategies with the Mayor and Borough Council.
- Decide before April 1, 2008 if the Borough Council and Township Committee can agree on an implementation strategy.

**Achievement:** The Mayors, Administrators, Recreation Liaisons and the Recreation Directors met on three occasions to review program goals and operations. There are eleven new initiatives that have been implemented.

**19. Goal: Install surveillance cameras at the train station.**

**Objectives:**

- Before May 1, 2008, contact NJ Transit and discuss sharing cost for the installation of the cameras.

- Develop a timeline for the installation of the cameras by July 1, 2008.
- Complete the project before October 1, 2008.

**Achievement:** Mayor Vaughan contacted a representative of New Jersey Transit and Chief Drake has contacted the Chief of the New Jersey Transit Police to discuss the installation of the cameras.

**20. Goal: Develop a plan to resolve the sanitary sewer back-up problem on Roosevelt, Wilson and Hedges.**

**Objectives:**

- Before February 27, 2008, the engineer will submit a preliminary action plan.
- At the March 24, 2008 Borough Council meeting, the engineer will discuss the action plan with the Mayor and Borough Council.
- If the Borough Council approves the plan, the engineer will schedule meetings with the property owners.
- Before May 1, 2008, the engineer will submit the action plan to the Mayor and Borough Council for approval.
- Advertise for bids before June 1, 2008.
- Award the contract at the first June Borough Council meeting.
- Initiate work before July 1, 2008.
- Complete the project before September 1, 2008.

**Achievement:** The investigative sanitary sewer study was submitted to the Borough Engineer on August 15, 2008. The Borough Council received the report. The matter will be scheduled for public discussion before March 15, 2009.

**21. Goal: In accordance with the Joint Insurance Fund Employee Practices Liability Program, implement a revised Municipal Employee Manual.**

**Objectives:**

- Before February 1, 2008 identify revisions.
- Complete revisions before March 1, 2008.
- Present the revised manual to the Mayor and Borough Council at the second May 2008 Borough Council meeting.

**Achievement:** The revisions to the manual started late in the year and will be completed and submitted to the Mayor and Borough Council in February 2009.

**22. Goal: Develop and update a monthly engineering project status report.**

**Objectives:**

- In conjunction with the Borough Engineer, submit monthly project status reports to the Mayor and Borough Council.
- Add items to the list as necessary.

**Achievement:** Mr. DeNave has raised the bar for communicating the status of engineering projects to the Mayor, Borough Council and Administrator. Mr. DeNave issues daily project status reports. The reports are very informative. For 2009 Mr. DeNave will develop and submit monthly written reports to the Mayor and Borough Council.

**23. Goal: Renovation of Shepard Kollock Park.**

**Objectives:**

- The Borough Engineer will discuss plan options with the Mayor and Borough Council at the January 28, 2008 Borough Council meeting.
- The Borough Engineer will obtain proposals from engineering firms

and submit a recommendation to the Mayor and Borough Council.

- The approval of the engineering firm will be scheduled for the February 11, 2008 Borough Council meeting.
- Complete the design before April 15, 2008.
- Advertise for bids before May 1, 2008.
- Award the contract at the May 27, 2008 Borough Council meeting.
- Work to start before July 1, 2008.
- Complete the project before December 1, 2008.
- The park is scheduled to be opened in the spring of 2009.

**Achievement:** The money for the project is allocated. Due to the heavy 2008 engineering workload this project will be moved to calendar year 2009.

**24. Goal: Resurface Woodland Road.**

**Objectives:**

- If the Department of Transportation approves the funding and the Borough Council approves the Capital funding contribution, the project plans will be prepared.
- The project will be advertised for bid before March 1, 2008.
- Award contract for work before May 1, 2008.
- Initiate work, June 1, 2008.
- Complete project, September 1, 2008.

**Achievement:** This project was completed in September 2008.

**25. Goal: Complete the Phase I Elmwood Avenue Project.**

**Objectives:**

- Before February 1, 2008, meet with the neighborhood to explain the plan.
- Advertise for bids before March 1, 2008.

- Award the contract at the March 24, 2008 Borough Council meeting.
- Initiate the work before May 1, 2008.
- Complete the project before September 1, 2008.

**Achievement:** Phase I and II were completed in October 2008.

**26. Goal: Research the implementation of GIS.**

**Objectives:**

- The Borough Engineer will review GIS systems before April 1, 2008.
- The Borough Engineer will prepare recommendations and submit the recommendations to the Borough Administrator before May 1, 2008.
- The recommendations will be presented to the Mayor and Borough Council at the June Borough Council meeting.
- If the recommendations are approved, the hardware, software and implementation costs will be included in the 2009 capital spending plan.

**Achievement:** On April 14, 2008, Spacial Data Logic made a presentation to the Mayor and Borough Council. The Borough Engineer will submit a recommendation to the Mayor and Borough Council before April 2009.

**27. Goal: Expand channel 21 meeting broadcast coverage.**

**Objectives:**

- Before February 2008, meet with representatives from Gramco to discuss remote camera control at the dais.
- If remote camera control is available, obtain the cost to purchase and install the equipment before March 1, 2008.

- Submit the proposal to the Mayor and Borough Council for approval at the March 24, 2008 Borough Council meeting.
- If the Mayor and Borough Council approve, include the purchase in the 2008 Capital budget.

**Achievement:** The remote camera feature has not been resolved. Gramco is working on the technical mechanics. The project will be included in goals for 2009.

**28. Goal: Continue to review and revise the Affordable Housing Plan for compliance as directed by the COAH.**

**Objectives:**

- Review Final Round 3 Rules which are scheduled to be published in the January 22, 2008 New Jersey Register.
- After the new rules are approved, verify the remaining Fair Share units for the Borough from previous rounds and forecast of Future Growth Share.
- Begin public information campaign and survey to identify rehabilitation candidates.
- Determine the current level of compliance.
- Review existing developer agreements for compliance.
- Evaluate grant possibilities to augment developer fees to use for rehabilitation.
- Evaluate sites for future development or redevelopment for age-restricted and other low & moderate income housing.
- Develop an action plan for compliance, complete before September 2008.

**Achievements:** In August, the Planning Board appointed a professional planner to manage the COAH plan for the Borough of Chatham. On September 8, 2008, the Borough Council appointed a COAH Advisory Committee. The housing plan was submitted to COAH on December 22, 2008.

- 29. Goal: Review the existing storm water drainage systems and past engineering studies of drainage conditions, problems and solutions in the Borough.**

**Objectives:**

- Document existing storm water systems in the Borough.
- Provide overview to Mayor and Council, March 2008.
- Complete review of existing engineering studies, May 2008.
- Review existing storm water infrastructure documentation, past studies and recent problems.
- Prioritize areas to address.
- The engineer is to provide written recommendations based on existing study documents and current conditions, June 2008
- Discuss report and alternatives with the Mayor and Council, June 2008.
- Schedule discussions with property owners, September 2008.
- Review resident comments with the Mayor and Council, October 2008.
- Decide the next steps, October 2008.

**Achievements:** The Borough Engineer has prepared the conceptual plans for the Washington Avenue project, including paving and drainage. The project is scheduled to be completed before September 2009. The completion of the Elmwood project included a new storm water system. The stormwater system on Fuller Avenue was extended. The Garden Avenue stormwater system was extended.

- 30. Goal: Investigate and implement green initiatives.**

**Objectives:**

- Appoint a committee before March 1, 2008.
- Receive recommendations from the committee before June 1, 2008.
- Discuss recommendations with the Borough Council at the June 9, 2008 Borough Council meeting.

- After receiving the approved recommendations from the Borough Council, the committee will develop before August 1, 2008 an implementation schedule.
- The committee will present the implementation to the Mayor and Borough Council at the September 8, 2008 Borough Council meeting.
- If the implementation schedule is approved, initiate the plan.

**Achievement:** The Green Initiatives Committee was appointed on July 14, 2008. On September 13, 2008, the Borough hosted a Green Fair Festival.

**31. Goal: If approved and funded by the Borough Council, complete the Phase II Elmwood Avenue Project.**

**Objectives:**

- Before January 15, 2008, present the project to the Finance Committee to be included in the 2008 Capital budget.
- Present the project to the Mayor and Borough Council for approval in the 2008 budget.
- Before March 15, 2008, meet with the neighborhood to explain the plan.
- Advertise for bids before March 30, 2008.
- Award the contract at the April 28, 2008 Borough Council meeting.
- Initiate the work before June 1, 2008.
- Complete the project before November 1, 2008.

**Achievement:** Phase II was completed in October 2008.

**32. Goal: Research an instant cell phone alert system.**

**Objectives:**

- Before May 1, 2008, collect information from several system providers.

- Before May 15, 2008, meet with the Public Safety Committee to review the features offered from the different companies that offer the service and equipment.
- Before June 1, 2008, the Public Safety Committee will submit a report to the Mayor and Borough council for review.
- If the Public Safety Committee recommends the project, the matter will be scheduled for discussion at the August 2008 Borough Council meeting.
- If the Mayor and Borough Council approve the project, the project will bid or if the equipment and service is available on State Contract, prepare a purchase order.
- If the project is approved by the Mayor and Borough Council, implement the system before January 1, 2009.

**Achievement:** Several systems were researched. Due to budget restrictions the cost to operate a cell alert system is CAP prohibitive. The Borough has signed an agreement with Morris County to utilize the County phone alert system. The Borough system will be utilized whenever possible.

# 2009 GOALS AND OBJECTIVES

**1. Goal: Prepare and submit for approval the 2009 budget.**

**Objectives:**

- Compile the budget that was submitted by each department head.
- Schedule at least one finance committee meeting.
- Revise the budget.
- Discuss the budget with the Auditor.
- Submit the budget for first reading during the month of March 2009
- Adopt the budget in April 2009.
- Receive state approval before June 1, 2009.
- Issue department budgets to each department head, board and commission chairs.

**2. Goal: Initiate preparation of the 2010 budget by August 1, 2009.**

**Objectives:**

- Send requests to the department heads, board and commission chairs to prepare and submit their 2010 budgets before September 1, 2009.
- Initiate budget hearings at the first September Council meeting.
- Complete budget hearings before December 1, 2009.
- During the month of January 2010, discuss the 2010 budget with the Finance Committee.
- During the month of January 2010, meet with the Auditor.
- Provide written summary of the budget to the Mayor and Council.
- If necessary, meet with the Finance Committee to finalize the budget.
- Introduce the budget during the month of March 2010.
- Adopt the budget during the month of April 2010.

**3. Goal: Complete the sidewalk maintenance program before September 1, 2009.**

**Objectives:**

- Request the engineer to complete the sidewalk improvement list before May 1, 2009 and prepare bid specifications.
- Advertise for bids during the month of May 2009.
- Award the contract at the first meeting in June 2009.
- Complete the project before August 15, 2009.

**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.

**5. Goal: In accordance with the Joint Insurance Fund Employee Practices Liability Program, implement a revised Municipal Employee Manual.**

**Objectives:**

- Before January 1, 2009, identify revisions.
- Complete revisions before January 1, 2009.
- Present the revised manual to the Mayor and Borough Council at the second February 2009 Borough Council meeting.

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

**Objectives:**

- Before January 1, 2009, revise the Borough Table of Organization.

- January 1, 2009, distribute for comment the revised Table of Organization to the Borough staff and elected officials.
- Implement the revised table of organization before February 1, 2009.

**7. Goal: Renovation of Shepard Kollock Park.**

**Objectives:**

- The Borough Engineer will discuss final plan options with the Mayor and Borough Council in January 2009.
- Plans for the project will be submitted to the DEP for the stream encroachment permit.
- The approval of the DEP is scheduled for the February 2009.
- Advertise for bids before February 15, 2009.
- Award the contract at the March 2009 Borough Council meeting.
- Work to start before March 15, 2009.
- Complete the project before July 15, 2009.
- The park is scheduled to be opened in the spring of 2010.

**8. Goal: Install surveillance cameras at the train station.**

**Objectives:**

- Before February 1, 2009 contact NJ Transit and discuss sharing cost for the installation of the cameras.
- Develop a timeline for the installation of the cameras by May 1, 2009.
- Complete the project before July 1, 2009.

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

**Objectives:**

- The Communications Committee will develop upgrades before April 1, 2009.

- Before May 1, 2009, discuss upgrades with the Borough Council.
- Implement upgrades before September 1, 2009.
- Evaluate the addition of GIS and include with the upgrades if approved.

**10. Goal: Improve Memorial Park.**

**Objectives:**

- The Memorial Park Planning Committee should establish recommendations and prepare a written report for the Mayor and Borough Council by June 2009.
- Hold public information meeting after the plan is presented to the Mayor and Borough Council.
- When the concept is approved, complete preliminary design work and discuss with Planning Committee, August 2009.
- Present final plan to Mayor, Borough Council and the public, September 2009.
- If approved, advertise for bids November 2009.
- Award Contract December 2009.
- Initiate work March 2010.

**11. Goal: Complete the Parrot Mill and Riverview pumping stations.**

**Objectives:**

- Approve the plans before February 2009.
- The project will be advertised for bids before March 1, 2009.
- Award the contract before April 15, 2009.
- Initiate projects before May 1, 2009.
- Complete the project before September 2009.

**12. Goal: Develop a plan to resolve the sanitary sewer back-up problem on Roosevelt, Wilson and Hedges.**

**Objectives:**

- Before February 27, 2009, the engineer will discuss with the Mayor and Borough Council the engineering report that was submitted by Maser Engineering.
- If the Borough Council approves one of the plan options, the engineer will schedule meetings with the property owners.
- Before May 1, 2009, the engineer will submit the action plan to the Mayor and Borough Council for approval.
- Advertise for bids before June 1, 2009.
- Award the contract at the first July Borough Council meeting.
- Initiate work before August 1, 2009.
- Complete the project before January 1, 2009.

**13. Goal: Continue joint recreation discussions with Chatham Township.**

**Objectives:**

- Discuss with the representatives from Chatham Township methods to improve communications and program management.
- Discuss program implementation strategies with the Mayor and Borough Council.

**14. Goal: Expand channel 21 meeting broadcast coverage.**

**Objectives:**

- Before February 2009, meet with representatives from Gramco to discuss remote camera control at the dais.
- If remote camera control is available, obtain the cost to purchase and install the equipment before March 1, 2009.

- Submit the proposal to the Mayor and Borough Council for approval at the March 2009 Borough Council meeting.
- If the Mayor and Borough Council approve, include the purchase in the 2010 Capital budget.

**15. Goal: Complete the Upper Washington Road project.**

**Objectives:**

- The Department of Transportation approved the funding. The Borough Council will have to approve the Capital funding contribution.
- If the Borough Council approves funding, the project will be advertised for bid before May 1, 2009.
- Award contract for work before June 15, 2009.
- Initiate work, July 1, 2009.
- Complete project, December 1, 2009.

**16. Goal: Continue to review and revise the Affordable Housing Plan for compliance as directed by the COAH.**

**Objectives:**

- The Borough plan was submitted to COAH before the December 31, 2008 deadline.
- Initiate discussions with potential developers.
- Evaluate grant possibilities to augment developer fees to use for rehabilitation.
- Evaluate sites for future development or redevelopment for age-restricted and other low & moderate income housing.
- Revise the plan as required.

**17. Goal: Continue to investigate and implement green initiatives.**

**Objectives:**

- Schedule an energy audit of all Borough facilities.
- Discuss recommendations with the Borough Council before June 2009.
- Prepare a budget and submit to the Administrator before September 1, 2009.
- If funding is approved, implement recommendations before September 1, 2010.
- Continue to obtain grant funding.

**18. Goal: Apply for the renewal of the DEP stormwater permit.**

**Objectives:**

- Review existing ordinances for compliance, January 2009.
- Review model ordinances from NJDEP, other environmental organizations and other towns.
- Develop and implement new ordinances for the Borough, May 2009.
- Environmental Commission review of ordinances, June 2009
- Introduce ordinance package to the Mayor and Borough Council, September 2009.

**19. Goal: To reduce electricity costs identify and replace traffic light bulbs with LED bulbs.**

**Objectives:**

- Before January 31, 2009, identify the locations for bulb replacement.
- Determine if the lighting fixture will accept the new style bulb.
- Budget the funds to purchase the new style bulbs.
- Initiate the replacement program before April 1, 2009.
- Complete the project before May 1, 2009.

**20. Goal: Identify shared services opportunities and discuss with other municipalities.**

**Objectives:**

- Before February 1, 2009, identify possible shared service opportunities.
- Before March 1, 2009, contact other municipalities to identify shared service opportunities.
- Before March 15, 2009, develop plans and submit the plans to the governing body for review.
- Before April 15, 2009, prepare interlocal service agreements and submit to the governing body.
- Before May 1, 2009, implement the shared services agreements.

**21. Goal: Continue discussions with Chatham Township to site a location and install an artificial turf field in Chatham Township.**

**Objectives:**

- Continue to hold meetings with representative from Chatham Township.
- Before January 15, 2009, establish a time line for the project.
- Before February 15, 2009, present the timeline to the Chatham Borough Council, Chatham Township Committee and the Chatham Athletic Foundation.
- If there is consensus and the project is approved, prepare the bid specifications.
- Bid the project before March 15, 2009.
- Initiate work before May 1, 2009.
- Complete the project before July 1, 2009.

**22. Goal: Review options to make Woodland Park accessible and implement a plan.**

**Objectives:**

- Schedule the matter for discussion with the Borough Council.
- Schedule meetings with Chatham Township officials to discuss the options.
- Present the Woodland Park Access Plan recommendations to the governing bodies.
- If approved, implement the plan.

**23. Goal: Continue to investigate the cost and timeline for the implementation of GIS for the water, sewer and storm water systems.**

**Objectives:**

- Before May 1, 2009, the Borough Engineer will obtain price quotes for the development and implementation of the GIS system.
- Before June 2009, the Borough Engineer will submit the price quotes to the Administrator, Mayor and Borough Council for review.
- The matter will be scheduled for the June Borough Council meeting.
- If the project is approved, the Borough Engineer will develop an implementation time and submit the timeline before July 1, 2009.

**24. Goal: Establish the Land and Historic Preservation Conservancy Committee.**

**Objectives:**

- Authorize and select committee members before January 15, 2009.
- The committee will develop and submit recommendations to the Borough Council before July 1, 2009.

**25. Goal: Develop and implement a monthly Engineering and Construction Office report.**

**Objectives:**

- Before January 15, 2009, the Engineer will prepare the report format and submit the report format to the Administrator for review and approval.
- Implement the report and submit the first monthly report before February 10, 2009.

**26. Goal: Review the Borough sidewalk maintenance ordinance.**

**Objectives:**

- Before March 1, 2009, the Engineer will discuss the current ordinance with the Borough Council.
- If the Borough Council decides to amend the ordinance, the amendment will be scheduled for the March 9, 2009 Borough Council meeting.
- If the Borough Council does not amend the ordinance, the Engineer will initiate a warning program that will be followed by enforcement action.

**27. Goal: Install the new generator at the firehouse.**

**Objectives:**

- Before February 1, 2009, the engineer will discuss the service specifications with the Fire Chief's designees.
- Before March 1, 2009, the engineer will prepare wiring specifications.
- Before April 1, 2009, the engineer will select a generator and execute a purchase order.
- The installation of the generator will be completed before June 1, 2009.