

# **BOROUGH of CHATHAM**

## **ANNUAL REPORT**

**2009**

**Robert J. Falzarano, Administrator**

## **ADMINISTRATOR'S REPORT FOR THE YEAR 2009**

The year 2009 was certainly another year for major project completion. The furniture was installed on Main Street. The Parrot Mill and Riverview sewer lift stations have been upgraded with minor work at each station to be completed before March 2010.

The Borough continues to provide annual workplace harassment training sessions for all paid employees, professionals and volunteers. To comply with the new Joint Insurance Fund regulations, the entire volunteer recreation coaching staff has access to online mandatory sexual harassment training. In accordance with the Joint Insurance Fund guidelines, the Employee Handbook was revised and approved in December. With the retirement of Mrs. Klein, the search for a new Chief Financial Officer was conducted. The entire process to hire a new Chief Financial Officer was developed and managed in house, a cost savings to the tax payers of Chatham Borough. The employee cross training program continues to be an integral component for stability, continuity and consistent delivery of government services to the public. This year the benefits of the cross training program were evident when the duties of three department heads were covered by other staff members within the same department. The employees of the Borough of Chatham continually strive for excellence which translates to efficient and effective delivery of services to the public.

In early September, the Borough received notice that the 2010 employee health benefits plan was scheduled to increase substantially. After several meetings with the PBA and DPW collective bargaining units, the unions agreed to transition to the Joint Health Insurance Fund. The cooperation between the Borough administration, collective bargaining units and the non union employees saved the Borough \$262,247.00.

Eight roads were micro sealed at the cost of \$45,792. Upper Washington Avenue was reconstructed with new curbing, drainage and resurfacing. The parking lot adjacent to the Memorial Park Field was resurfaced. After several years of planning and design, the gateway signs were approved. The new signs are ordered and scheduled for installation in early 2010.

The new leaf collection program was very successful. In 2009, the Borough removed bag pick-up from the leaf collection program. Through a capital purchase, Chatham Borough purchased one new leaf collection system. One leaf truck is assigned to each of the three leaf collection zones reducing leaf pick-up from approximately three weeks per residence to seven to ten days depending on weather conditions.

The Police Department was restructured with direct savings to the overall municipal budget. Chief Drake worked cooperatively with the Public Safety Committee to restructure the Police Department. Chief Drake announced his retirement in December. The selection process to replace Chief Drake will be a thorough process that involves the Mayor, Public Safety Committee and the Borough Administrator.

For the second year in a row, State aid was reduced. Chatham Borough's State aid reduction for 2009 is \$31,014.00. 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.

The year 2010 will be very challenging. Given the current economic climate, the 2010 municipal budget will have to be reviewed line item by line item. The Finance Committee initiated the review process in September 2009. The solid waste and recycling contracts will expire at the end of 2010. The contract review and preparation of the bid documents started in December of 2009.

Chatham Borough will continue to be recognized for excellence. The 2010 goals will continue to improve infrastructure, efficient delivery of services, quality employee service and responsive government.

Robert J. Falzarano  
Administrator

# **2009 GOALS, OBJECTIVES & ACHIEVEMENTS**

## **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.

**Achievement:** The 2009 preliminary municipal budget was submitted to the Mayor and Borough Council on January 23, 2009.

## **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.

**Achievement:** The Department Heads submitted their budgets on September 1, 2009. The 2010 Operating and Capital budgets were discussed with the Finance Committee between September 2009 and February 2010. The 2010 budget is scheduled for introduction in March 2010. The adoption of the 2010 budget is scheduled 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.

**Achievement:** The sidewalk maintenance program was completed on October 1, 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.

**Achievement:** There were twelve department head meetings held during the year 2009.

**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.

**Achievement:** The revised Employee Practices Manual was sent to the Mayor and Borough Council on September 14, 2009. The Manual was approved on December 14, 2009.

**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.

**Achievement:** The Chatham Borough Table of Organization was revised and distributed on June 15, 2009. The Public Art and Memorial Park/Pool Committees were added.

**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 early 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.

**Achievement:** To avoid a disruption of the recreation programs, the project was put on hold until the approval of the Shunpike Field project is granted. DEP approval was granted in September. This goal will be included in the 2010 goals and objectives.

**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.

**Achievement:** Mayor Vaughan and the Administrator had two meetings with representatives from NJ Transit to discuss the project. The cost for NJ Transit to install the cameras is prohibitive.

**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.

**Achievement:** The television component of the communications network had numerous changes. Chatham Borough Community Television (Cable Channel 21 and FIOS Channel 32) expanded its broadcast selections beyond the Community Bulletin Board and Borough Council meetings. The biggest changes affect Cablevision customers who can now view programs that are broadcast by Cablevision in addition to the Borough's broadcasts. Both Cablevision and FIOS customers can view programs broadcast by Chatham Borough TV.

**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.

**Achievement:** The Borough Council appointed a Memorial Park/ Pool Committee. On August 7, 2009, a preliminary pool analysis was sent to the Mayor and Borough Council. The Borough Council appointed Councilman Lonergan to chair the committee. The Pool Committee developed a survey for residents to complete. The survey was sent to every household in the Borough. Over one thousand surveys were returned.

**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.

**Achievement:** The projects were operational on February 15, 2010.

**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, 2010.

**Achievement:** On October 26, 2009, the Borough Council approved bond ordinance #09-17 authorizing the \$1,700,000.00 for pipe replacement and lining. The Borough applied for an infrastructure trust loan and received the

loan. On December 14, 2009 the Borough Council approved to accept the loan. The project is scheduled to start before March 1, 2010.

**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.

**Achievement:** Several meetings with representatives from Chatham Township focused on structure and operations. The administrators had separate meetings to discuss various program concepts. The Borough Council and Township Committee have agreed to create the position of Joint Recreation Director. The Interlocal Agreement was signed on February 11, 2010. The position will be advertised.

**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.

**Achievement:** Installation of a remote camera control system is not an appliance that can be connected to the current system. Expanded broadcast coverage for Cablevision and FIOS customers went into operation this year.

**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.

**Achievement:** The project started on August 17, 2009. The project was completed on November 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.

**Achievement:** The COAH Committee held several meetings. The Committee developed a request for proposal and advertised for potential housing sites. The Committee identified several sites and initiated preliminary discussions. The Borough Council authorized the Mayor to request an extension for the third round COAH certification. COAH issue an extension to June 2010.

**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.

**Achievement:** Chatham Borough is enrolled in the “Sustainable Jersey” program. The first major community outreach was participation in the July 4<sup>th</sup> parade. The “Sustainable Chatham” web page was unveiled. A resolution was passed where the Green Initiatives Committee agrees to work with the Madison –Chatham Joint Meeting in the Sustainable Jersey Joint Meeting program as described at [www.njmel.org](http://www.njmel.org). The members of the Green Initiatives Committee attended numerous seminars and training sessions. The Green Initiatives Committee worked with the Chatham Borough and Chatham Township Environmental Commissions to coordinate the Second Annual green Fair. The Green Initiatives Committee with the assistance of Janice Piccolo and Vince DeNave, applied for an Energy Audit Grant. The energy audit is planned for 2010. The Committee also started to

prepare a Master Sustainability Plan. Members of the Committee worked on community outreach programs through speaking engagements with the Kiwanis Club.

**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.

**Achievement:** The Borough Council approved the mandatory Fertilizer ordinance. The new Stormwater Permit was issued for 2009. The container ordinance and catch basin retro fit for private property must be adopted before September 2010..

**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.

**Achievement:** Mr. DeNave prepared a cost estimate to install the LED bulbs. The

bulbs were ordered in December. The bulbs were installed on February 19, 2010.

**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.

**Achievement:** The Borough Council approved a Public Works sharing and lending agreement with Summit and New Providence. Discussions with Long Hill Township to merge dispatching services were unsuccessful.

**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.

**Achievement:** Construction on the Shunpike Field project is anticipated to start in early Spring 2010. Chatham Township received DEP approval in October. On November 5, 2009, the Administrators met with the coaches from the various sports to explain the reduced field size. The Interlocal agreement was signed on February 11, 2010. The project is scheduled to start in April 2010.

**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.

**Achievement:** Work on this project is moved to 2010.

**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.

**Achievement:** Mr. DeNave investigated several GIS systems. Quotes from several vendors were received. After review, the plan recommended is to form a committee to evaluate the different systems and prepare a report with recommendations to the Borough Council.

**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.

**Achievement:** The New Land and Historic Preservation Conservancy Committee was appointed by the Borough Council. Meetings were held to discuss various issues.

**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.

**Achievement:** Mr. DeNave moved this goal to January 1, 2010. The first report was submitted to the Mayor and Borough Council on January 25, 2010.

**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.

**Achievement:** The Borough Council discussed the matter. The Borough Council decided that further review and discussions is necessary. This goal will be carried to 2010.

**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.

**Achievement:** The new generator is scheduled to be on line before April 1, 2010.

# 2010 GOALS AND OBJECTIVES

**1. Goal: Prepare and submit for approval the 2010 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 2010
- Adopt the budget in April 2010.
- Receive state approval before June 1, 2010.
- Issue department budgets to each department head, board and commission chairs.

**2. Goal: Initiate preparation of the 2011 budget by August 1, 2010.**

**Objectives:**

- Send requests to the department heads, board and commission chairs to prepare and submit their 2011 budgets before September 1, 2010.
- Initiate budget hearings at the first September Council meeting.
- Complete budget hearings before December 1, 2010.
- During the month of January 2011, discuss the 2011 budget with the Finance Committee.
- During the month of January 2011, meet with the Auditor.
- Provide a 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 2011.
- Adopt the budget during the month of April 2011.

- 3. Goal: Increase funding and projects and complete the sidewalk maintenance program before September 1, 2010. Implement an information program to advise residents about the process for applying for sidewalk repairs through the Borough Engineer.**

**Objectives:**

- Increase funding from \$100,000.00 to \$250,000.00.
- Request the engineer to complete the sidewalk improvement list before May 1, 2010 and prepare bid specifications.
- Advertise for bids during the month of May 2010.
- Award the contract at the first meeting in June 2010.
- Complete the project before August 15, 2010.
- Include an information letter with the tax bills about the procedure to apply for sidewalk repairs.
- Before February 1, 2010, advertise the procedures on the Community Bulletin Board and Borough web page.

- 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.

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

**Objectives:**

- Before January 1, 2010, revise the Borough Table of Organization.
- January 1, 2010, distribute for comment the revised Table of Organization to the Borough staff and elected officials.
- Implement the revised table of organization before February 1, 2010.

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

**Objectives:**

- The Borough Engineer will discuss final plan options with the Mayor and Borough Council in March 2010.
- Advertise for bids before November 1, 2010.
- Award the contract at the December 13, 2010 Borough Council meeting.
- Work to start before March 15, 2011.
- Complete the project before July 15, 2011.
- The park is scheduled to be opened in the spring of 2012.

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

**Objectives:**

- The Communications Committee will develop upgrades before April 1, 2010.
- Before May 1, 2010, discuss upgrades with the Borough Council.
- Implement upgrades before September 1, 2010.
- Evaluate the addition of GIS and include with the upgrades if approved.

**8. Goal: Improve Memorial Park/Pool.**

**Objectives:**

- The Memorial Park/Pool Planning Committee should establish recommendations and prepare a written report for the Mayor and Borough Council by February 2010.
- 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, April 2010.

- Present final plan to Mayor, Borough Council and the public, May 2010.
- If approved, advertise for bids June 2010.
- Award Contract July 2010.
- Initiate work March 2011.

**9. Goal: Complete the reconstruction of Hillside Avenue.**

**Objectives:**

- The Department of Transportation approved the funding in the amount of \$250,000.00. The Borough Council will have to approve the Capital funding contribution in the amount of \$75,000.00.
- If the Borough Council approves funding, the project will be advertised for bid before May 1, 2010.
- Award contract for work before June 15, 2010.
- Initiate work, July 1, 2010.
- Complete project, December 1, 2010.

**10. Goal: Purchase and install playground equipment at Garden Park.**

**Objectives:**

- The Borough Council approved \$5,000.00 in the 2009 capital budget. An additional \$5,000.000 will be budgeted in the 2010 capital budget to fund the project.
- Purchase the equipment before May 1, 2010.
- Install the equipment before June 1, 2010.

**11. Goal: Paint the exteriors of Borough Hall, Firehouse and Gazebo.**

**Objectives:**

- Advertise for quotes before March 1, 2010.
- Award the contract before April 1, 2010.
- Complete the project before May 1, 2010.

**12. Goal: Replace/Upgrade the Fire Department portable and mobile radios.**

**Objectives:**

- Authorize funding in the 2010 capital budget.
- Advertise for bids before June 1, 2010.
- Award the contract at the July Borough Council meeting.

**13. Goal: Renovate the Police Department locker room and replace hallway flooring.**

**Objectives:**

- Authorize funding in the 2010 capital budget.
- Select architect before May 1, 2010.
- Approve plans before July 1, 2010.
- Advertise for bids before September 1, 2010.
- Award the contract at the September 27, 2010 Borough Council meeting.
- Start the project before October 15, 2010.
- Complete the project before January 1, 2011.

**14. Goal: Paint water stand pipe tank #2.**

**Objectives:**

- Authorize funding in the 2010 capital budget.
- Advertise for bids before April 1, 2010.
- Award the contract before May 1, 2010.
- Complete the project before July 1, 2010.

**15. Goal: Install hands free restroom faucets and hand dryers in all Borough Hall rest rooms.**

**Objectives:**

- Authorize funding in the 2010 capital budget.
- Advertise for bids before April 1, 2010.
- Award the contract at the May 10, 2010 Borough Council meeting.
- Complete the project before July 1, 2010.

**16. Goal: Advertise and award the garbage and recycling contracts:**

**Objectives:**

- Before January 1, 2010, form contract review committee to review and submit draft contracts to the Mayor and Borough Council.
- Before January 15, 2010, distribute the garbage & recycling contracts to the Mayor and Borough Council for review and comments.
- Review contract recommendation with the committee before March 15, 2010.
- Submit the draft contracts to the Mayor and Borough Council before June 1, 2010.
- Schedule the matter for discussion at the June 14, 2010 Borough Council meeting.
- Before July 1, 2010, 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 2010.

**17. Goal: Complete the Roosevelt, Wilson and Hedges sanitary sewer repair project.**

**Objectives:**

- Before February 15, 2010, the engineer will advertise the project for bids.
- Before March 15<sup>th</sup>, the project contract will be awarded.
- The project will start before April 1, 2010.

- Complete the project before June 1, 2010.

**18. Goal: Schedule the bond sale for October 2010.**

**Objectives:**

- Prepare 2010 capital list before February 2010.
- Initiate preparation of the bond ordinance before July 2010.
- Update the Borough fact sheet.
- Hold the bond sale in October 2010.

**19. Goal: Install new gateway signs.**

**Objectives:**

- Before February 2010, finalize the design.
- Before March, order the new signs.
- Install the signs before May 2010.

**20. Goal: In accordance with DEP regulations, adopt ordinances before September 2010 for catch basin retro fit on private property and containers.**

**Objectives:**

- Review model ordinances from NJDEP, other environmental organizations and other towns.
- Develop and implement new ordinances for the Borough, April 2010.
- Environmental Commission review of ordinances, June 2010.
- Introduce ordinance package to the Mayor and Borough Council, August 2010.

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

**Objectives:**

- Before February 1, 2010, authorize the Borough Attorney to initiate the preparation of a new Administrative Code.
- Before April 1, 2010, complete the first draft of the Administrative Code and send to the Mayor and Borough Council for review and comments.
- Before June 1, 2010, the Mayor and Borough Council will send the revisions to the Borough Attorney.
- Before July 15<sup>th</sup>, the proposed Administrative Code will be placed on the Borough web site for comments from the public.
- The discussion will be scheduled for the August Borough Council meeting.
- The first reading of the ordinance will be scheduled for the September 13, 2010 Borough Council meeting. The adoption will be scheduled for the September 27<sup>th</sup> Borough Council meeting.

- 22. Goal: Connect the Borough Hall offices that do not have back-up power to the generator.**

**Objectives:**

- Obtain price quotes before January 15, 2010.
- Authorize the work before March 30, 2010.
- Complete the project before June 1, 2010.

- 23. Goal: Develop a shared services plan and submit the plan to the Mayor and Borough Council for approval.**

**Objectives:**

- Before January 30, 2010, schedule a meeting with the Shared Services Committee to identify services that can be realistically shared with one or more municipalities.
- List the services that are viable to share and prepare a cost analysis.

- Schedule a discussion with the Mayor and Borough Council before March 1, 2010.
- If the Mayor and Council approve, contact the municipalities that may have an interest to share specific services.
- Prepare interlocal agreements and submit the agreements to the Mayor and Borough Council for approval.
- Approve the interlocal agreements before June 1, 2010.