

BOROUGH of CHATHAM

ANNUAL REPORT

2012

Robert J. Falzarano, Administrator

ADMINISTRATOR'S REPORT FOR THE YEAR 2012

The year 2012 was a very difficult year for Mayor Harris and the Borough Council. The year 2012 began with the preparation of the 2012 budget. The Mayor and Borough Council had to prepare the 2012 budget with reduced tax revenues, the result of lower property assessments. The new shared services with Madison; court and construction as well as the transfer of emergency communications to Morris County did reduce salary and benefits expenses. The joint construction department and the court have all operated without any disruption of service. The renovation of Memorial Park Field and Pool transformed the area into a facility that the residents can be proud to have in their community. Throughout 2012, the cleanup from the August 27, 2011 and October 29, 2011 storms continued. The cleanup expenses for the August 27, 2011 storm totaled \$130,000 and the October 29, 2011 storm cleanup costs totaled approximately \$50,000. The October 29, 2011 snow storm was a historic event. Then on October 29, 2012, Hurricane Sandy struck New Jersey. Power outages within the Borough of Chatham lasted over ten days. The total cost for the response, cleanup and property damage for this natural disaster is in excess of approximately \$738,000.

The Borough continues to provide annual workplace harassment training sessions for all paid employees, professionals and volunteers. The goal for 2013 will be to provide electronic access to the training. 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.

On January 1, 2011, Chatham Borough implemented single stream recycling. The contract was extended for 2012 and 2013.

The year 2013 will be very challenging. Given the current economic climate, the 2013 municipal budget will have to be reviewed line item by line item with a very thorough review of revenue streams. The Finance Committee initiated the budget review process in September 2012.

Through the great work of Cindy Steffens, Chatham Borough received silver certification from Sustainable New Jersey. Cindy is applauded for her volunteer service.

Chatham Borough will continue to be recognized for excellence. The 2013 goals will continue to improve infrastructure, efficient delivery of services, quality employee service and responsive transparent government.

Robert J. Falzarano
Administrator

2012 GOALS, OBJECTIVES & ACHIEVEMENTS

1. Goal: Prepare and submit for approval the 2012 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 2012.
- Adopt the budget in April 2012.
- Receive state approval before June 1, 2012.
- Issue department budgets to each department head, board and commission chairs.

Achievement: The budget was approved on April 23, 2012.

2. Goal: Initiate preparation of the 2013 budget by August 1, 2012.

Objectives:

- Send requests to the department heads, board and commission chairs to prepare and submit their 2013 budgets before September 1, 2012.
- From October 2012 - January 2013, discuss the 2013 budget with the Finance Committee.
- During the month of January 2013, meet with the Auditor.
- Provide written summary of the budget to the Mayor and Council.
- Initiate budget hearings at the first February 2013 Council meeting.
- Complete budget hearings before March 1, 2013.
- Introduce the budget during the month of March 2013.

- Adopt the budget during the month of April 2013.

Achievement: The department head budgets were submitted before October 1, 2012. The Finance committee held meetings from October 2012 – February 2013.

3. Goal: Complete the sidewalk maintenance program before September 1, 2012.

Objectives:

- Request the engineer to complete the sidewalk improvement list before May 1, 2012 and prepare bid specifications.
- Advertise for bids during the month of May 2012.
- Award the contract at the first meeting in June 2012.
- Complete the project before August 15, 2012.

Achievement: The project was completed before September 10, 2012.

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: Seven meetings were held.

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

Objectives:

- Before February 1, 2012, revise the Borough Table of Organization.

- February 1, 2012, distribute for comment the revised Table of Organization to the Borough staff and elected officials.
- Distribute the revised Table of Organization before February 1, 2012.

Achievement: The revised organization chart was circulated on January 1, 2012.

6. Goal: Renovation of Shepard Kollock Park.

Objectives:

- The Borough Engineer will discuss final plan options with the Mayor and Borough Council after the Shunpike Field completion date is certain.
- Advertise for bids after the Borough Council approves the project scope of work, March 2012
- Award the contract at first April 2012 Borough Council meeting.
- Complete the project before November 2012.

Achievement: The contract was awarded in October 2012. Due to Hurricane Sandy, the project was delayed and is planned to start before April 15, 2013.

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

Objectives:

- The Communications Technology Advisory Committee will develop a proposal to further improve the web site.
- Before May 1, 2012, discuss improvements with the Borough Council.
- Implement improvements before September 1, 2012.

Achievement: The following sections were added to the Borough web site:

- High priority listings.
- Pay bills on line.

8. Goal: Develop a new Borough Administrative Code.

Objectives:

- Before April 1, 2012, the Borough Council will authorize a committee to initiate the preparation of a new Administrative Code.
- Before June 1, 2012, complete the first draft of the Administrative Code and send to the Mayor and Borough Council for review and comments.
- Before July 1, 2012, the Mayor and Borough Council will send the revisions to the Borough Attorney for legal review.
- Before August 1, 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 2012 Borough Council meeting.

Achievement: This goal is rescheduled for 2013.

9. Goal: Continue to review and revise the Affordable Housing Plan for compliance if so directed by COAH.

Objectives:

- The Administrative Agent will continue discussions with potential developers and property owners.
- The Administrative Agent will evaluate grant possibilities to augment developer fees to use for rehabilitation.
- The Administrative Agent will evaluate sites for future development or redevelopment for age-restricted and other low & moderate income housing.
- The Administrative Agent will revise the plan as required.

Achievement: Linda White, the new Administrative Agent, was selected.

Several meetings were held with the Borough Attorney, Administrator and Linda White to review and identify the Borough's housing plan and expenses. The Affordable Housing Committee was formed. Linda White implemented the annual rental unit review process.

10. Goal: Continue to investigate and implement green initiatives and implement the energy audit recommendations.

Objectives:

- The Borough Engineer will discuss recommendations with the Borough Council before April 2012.
- The Borough Engineer will prepare a budget and submit to the Administrator before June 1, 2012.
- If funding is approved, implement recommendations before January 1, 2013.
- Continue to obtain grant funding.
- Before June 2012, the Green Initiatives Committee will identify and investigate green initiatives shared services opportunities with other towns.
- The Green Initiatives Committee will present the green initiatives shared services recommendations including grant opportunities to the Borough Council before September 2012.
- If approved by the Borough Council, the green initiatives shared services implementation schedule will be scheduled for completion during 2013.
- Investigate joint solar opportunities with the Joint Meeting.

Achievement: The heating & air conditioning systems were upgraded. Chatham Borough received silver certification by Sustainable New Jersey. Chatham Borough was one of three municipalities in NJ to receive silver certification. The Borough's combined cost for street lighting & electricity decreased from \$176,054 in 2011 to \$159,553 in 2012. The

transition to the SEM and implementation of the energy audit recommendations has reduced energy expenses by \$16,501.

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

Objectives:

- Before April 1, 2012, the Finance Committee will identify further shared service opportunities.
- Before June 1, 2012, contact other municipalities to identify shared service opportunities.
- Before August 15, 2012, develop plans and submit the plans to the governing body for review.
- Before October 15, 2012, prepare shared service agreements and submit to the governing body.
- Before January 1, 2013, implement the shared services agreements.
- The Finance Committee and the Borough Administrator will evaluate the effectiveness of existing shared services agreements: Joint Meeting, Joint Recreation, Board of Health, Joint Court and Construction.

Achievement: The current shared services function exceptionally well. The shared Services Committee identified two new potential shared services:

- Animal control with Millburn.
- Fuel for municipal vehicles with Summit.

Draft agreements have been circulated and revised several times.

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

Objectives:

- Form a joint committee with Chatham Township & Chatham Borough.
- Schedule meetings with Chatham Township officials to discuss the options.
- Provide written summary of the budget to the Mayor and Council.

- Present the Woodland Park Access Plan recommendations to the governing bodies.
- If approved, implement the plan.

Achievement: This goal is rescheduled for 2013.

13. Goal: Update the Historic Preservation Property Inventory.

Objectives:

- Before June 1, 2012, the Historic Preservation Commission will review and update the current property inventory list and identify new properties.

Achievement: The project will be continued in 2013 for completion.

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

Objectives:

- Before March 1, 2012, the Borough Engineer will develop an implementation plan and identify functions.
- Before May 1, 2012, the Borough Engineer will obtain price quotes for the development and implementation of the GIS system.
- Before June 2012, 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, 2012.

Achievement: Vince DeNave presented a plan for the Borough to join the Morris County GIS system. The plan was presented to the Borough Council on November 26, 2012. The contract was approved on December 10, 2012.

15. Goal: Relocate and upgrade the Emergency Operating Center.

Objectives:

- Before February 1, 2012, identify and prepare equipment estimates.
- Prepare the renovation and equipment purchase plan before March 1, 2012.
- Before May 1, 2012, relocate the Emergency Center from room 212 to the decommissioned Police Communications Center.

Achievement: The Emergency operating Center was relocated from room 212 to room 216. Three call taker phones were installed in room 212.

16. Goal: Develop a list of state and county issues.

Objectives:

- Before January 10, 2012, meet with the Department Heads to develop a list of items.
- Before January 20, 2012, send the draft list to the Mayor and Borough Council for review.
- Prepare the final list before February 1, 2012 and submit the list to the Mayor and Borough Council.

Achievement: The items were submitted to Mayor Harris before February 1, 2012.

17. Goal: Review and prepare recommendations for improving parking in the downtown area.

Objectives:

- The Parking Task Force Committee will schedule meetings to identify specific parking problems by location.
- The Parking Task Force Committee will develop options to resolve the parking problems that the Committee identified.

Achievement: The Parking Task Force Committee which was changed to the Long Range Traffic and Pedestrian Safety Planning Committee completed the project and delivered the report to the Borough Council on January 28, 2013.

18. Goal: Develop a long range strategic plan for economic stability.

Objectives:

- Before January 30, 2012, the Finance Committee will identify economic options that will maximize Borough assets and stabilize property taxes for multiple year cycles.
- Based on the economic options that are identified, the Finance Committee will prepare a draft strategic planning document that will be circulated to the Mayor and Borough Council before April 1, 2012.
- After the review process is completed, the strategic plan recommendations will be presented to the public for review and comments.
- The final plan will be presented to the Mayor and Borough Council before August 1, 2012.

Achievement: The committee initiated the process and the collection of the data from the previous ten year period: revenue, taxes, budget, state aid trends, debt service, reserve for uncollected taxes and capital spending will be analyzed in 2013 and reported to the Mayor & Borough Council.

19. Goal: Identify and review options for the expansion of the Community Garden.

Objectives:

- During the first six months of 2012, the Community Garden Committee will develop a plan to identify and review new sites.
- In the Fall of 2012, the Committee will present the options to the Borough Council.
- The sites that are approved will be scheduled for development for the 2013 growing season

Achievement: The committee identified one new possible location and the expansion of the existing site as well. The one new potential site is the Borough property at the end of St. James Street. The property has been surveyed and is under review. The DEP has approved an additional 2,500 square feet that is adjacent to the existing garden. The final proposal will be presented to the Borough Council in early April 2013.

20. Goal: Complete the Complete Streets Plan by the end of 2012.

Objectives:

- Develop the plan and review drafts before March 31, 2012.
- Prepare the plan before June 2012.
- Hold discussions and revise the plan.
- Adopt the plan before November 2012.

Achievement: The plan was approved by the Borough Council on April 9, 2012.

21. Goal: Expand the trail system.

Objectives:

- The Environmental Commission will identify new trail sites.
- The Environmental Commission will explore new grant funding opportunities.
- When new grant opportunities are identified, the Environmental Commission will work with Mrs. Piccolo to prepare and submit grant applications.

Achievement: Explore Chatham was completed on June 30, 2012. Four new trails were identified. The new trails are posted on the Borough web page.

22. Goal: Identify locations for the construction of a dog park.

Objectives:

- The Open Space Committee will identify possible locations.
- The Open Space Committee will discuss the site options with the Borough Council.
- If the Borough Council approves a site, the Borough Engineer will develop cost estimates and discuss the design and costs with the Open Space Committee.
- When the Open Space Committee has approved a location and the cost estimate is prepared, the proposal will be presented to the Borough Council.

Achievement: This goal was not accomplished and further review by members of the Borough Council will be initiated in 2013.

23. Goal: Continue to transition Chatham Recreation to a club model.

Objectives:

- The Recreation Liaisons, Joint Recreation Committee and the Recreation Director will develop a timeline by sport for the transition from the current program to a club model.
- The transition will be completed before December 31, 2012.

Achievement: There were three sports that transitioned to clubs:

- Soccer.
- Lacrosse.
- Baseball.

24. Goal: Examine the effectiveness of technology systems.

Objectives:

- Before April 1, 2012, obtain feedback from the users.

- Develop recommendations before June 1, 2012.
- Submit recommendations before August 1, 2012.

Achievement: The Technology Committee presented options and the recommendations at the December 4, 2012 Technology Committee meeting. The Committee will continue to implement the recommendations identified in the 2012 analysis report. The first initiative will be to transition Borough e-mails to the cloud.

25. Goal: Remove excess lighting on Main Street.

Objectives:

- Request lighting level standard from the New Jersey Department of Transportation.
- Conduct lighting level readings of the existing lighting and compare to the Department of Transportation's Standards.
- Work with Jersey Central Power and Light to remove excess lighting before October 1, 2012.

Achievement: The lighting standards were received by the Borough Engineer. The goal for 2013 is to hire a lighting consultant to evaluate the existing lighting to determine if excess lighting can be removed.

26. Goal: Renovate the Council Chambers.

Objectives:

- Before March 1, 2012, remove the railing and swinging doors.
- Before March 1, 2012, lower the top of the dais nine inches.
- Reconfigure the table microphones and determine if wireless microphones will interface with the current audio system.

Achievement: The work was completed during the first week of February 2012. The new tables and sound system were installed in March. The renovation work completed on the dais was performed by the Department of Public Works personnel.

27. Goal: Evaluate new monthly reports.

Objectives:

- Receive feedback from the Mayor and Borough Council.
- Discuss the feedback from the Mayor and Borough Council with the department heads.
- Submit revised monthly reports.
- Request feedback from the Mayor and Borough Council.

Achievement: The revised monthly reports were distributed in April. After the evaluations of the new format are completed in early 2013, it is anticipated that the revised report format will be adjusted.

28. Goal: Develop a long range capital infrastructure plan.

Objectives:

- Identify and prepare a list of projects that were completed from 2001 – 2011.
- Identify and develop a ten year infrastructure project list.
- Review the project list with the Finance Committee.
- Schedule a discussion with the Borough Council.

Achievement: Five year capital infrastructure plans have been submitted by the department heads. The ten year sidewalk list was submitted to the Long Range Traffic & Pedestrian Safety Planning Committee. The next phase will be to develop a complete ten year list in 2013.

2013 GOALS AND OBJECTIVES

1. Goal: Prepare and submit for approval the 2013 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 2013.
- Adopt the budget in April 2013.
- Receive state approval before June 1, 2013.
- Issue department budgets to each department head, board and commission chairs.

2. Goal: Initiate preparation of the 2014 budget by August 1, 2013.

Objectives:

- Send requests to the department heads, board and commission chairs to prepare and submit their 2014 budgets before September 1, 2013.
- From October 2013 - January 2014, discuss the 2014 budget with the Finance Committee.
- During the month of January 2014, meet with the Auditor.
- Provide written summary of the budget to the Mayor and Council.
- Initiate budget hearings at the first February 2014 Council meeting.
- Complete budget hearings before March 1, 2014.
- Introduce the budget during the month of March 2014.
- Adopt the budget during the month of April 2014.

- 3. Goal: Complete the sidewalk maintenance program and install new sidewalks before September 1, 2013.**

Objectives:

- Request the engineer to complete the sidewalk improvement list before May 1, 2013 and prepare bid specifications to include the following locations:
 - Watchung Avenue.
 - Kings Road.
 - Lafayette – front path.
 - Passaic – Fuller path.
- Advertise for bids during the month of May 2013.
- Award the contract at the first meeting in June 2013.
- Complete the project before August 15, 2013.

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

Objectives:

- Before February 1, 2013, revise the Borough Table of Organization.
- February 1, 2013, distribute for comment the revised Table of Organization to the Borough staff and elected officials.
- Distribute the revised Table of Organization before February 1, 2013.

6. Goal: Renovation of Shepard Kollock Park.

Objectives:

- The Borough Engineer will discuss the path/trail plan options with the Mayor and Borough Council.
- Advertise for bids after the Borough Council approves the project scope of work, March 2013
- Award the contract at first April 2013 Borough Council meeting.
- Complete the project before November 2013.

7. Goal: Develop a new Borough Administrative Code.

Objectives:

- Before April 1, 2013, the Borough Council will authorize the initiation for the preparation of a new Administrative Code.
- Before June 1, 2013, 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 July 1, 2013, the Mayor and Borough Council will send the comments to the Borough Attorney.
- Before August 1, 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 2013 Borough Council meeting.

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

Objectives:

- The Administrative Agent will continue discussions with potential developers and property owners.

- The Administrative Agent will evaluate grant possibilities to augment developer fees to use for rehabilitation.
- The Administrative Agent will evaluate sites for future development or redevelopment for age-restricted and other low & moderate income housing.
- The Administrative Agent will revise the plan as required.
- Before June 1, 2013, the Affordable Housing Committee will make recommendations on the next step that the Borough should take with respect to a rehabilitation plan and new housing.

9. Goal: Continue to investigate and implement green initiatives and implement energy audit recommendations.

Objectives:

- The Borough Engineer will discuss recommendations with the Borough Council before April 2013.
- The Borough Engineer will prepare a budget and submit to the Administrator before June 1, 2013.
- If funding is approved, implement recommendations before January 1, 2014.
- Continue to obtain grant funding.
- Before June 2013, the Environmental Commission will identify and investigate green initiatives shared services opportunities with other towns.
- The Environmental Commission will present the green initiatives shared services recommendations including grant opportunities to the Borough Council before September 2013.
- If approved by the Borough Council, the green initiatives shared services implementation schedule will be scheduled for completion during 2014.
- Investigate joint solar opportunities with the Joint Meeting.

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

Objectives:

- Before April 1, 2013, the Shared Services Committee will identify further shared service opportunities.
- Before June 1, 2013, contact other municipalities to identify shared service opportunities.
- Before August 15, 2013, develop plans and submit the plans to the governing body for review.
- Before October 15, 2013, prepare shared service agreements and submit to the governing body.
- Before January 1, 2014, implement the shared services agreements.
- The Shared Services Committee and the Borough Administrator will evaluate the effectiveness of existing shared services agreements: Joint Meeting, Joint Recreation, Board of Health, Joint Court and Construction.

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

Objectives:

- Form a joint advisory committee with Chatham Township & Chatham Borough to include the Environmental Commission and the Open Space & Historic Trust Conservancy Advisory Committee.
- Schedule meetings with Chatham Township officials to discuss the options.
- Present the Woodland Park Access Plan recommendations to the governing bodies. Provide written summary of the budget to the Mayor and Council.
- If approved, implement the plan for the park.

12. Goal: Update the Historic Preservation Property Inventory.

Objectives:

- Before June 1, 2013, the Historic Preservation Commission will review and update the current property inventory list and identify new properties.

13. Goal: Review and prepare recommendations for improving parking in the downtown area.

Objectives:

- Before March 2013, The Long Range Traffic and Pedestrian Safety Planning Committee will schedule meetings to identify specific parking problems by location.
- Before June 2013, The Long Range Traffic and Pedestrian Safety Planning Committee will develop options to resolve the parking problems that the Committee identified.
- Before June 1, 2013, develop parking solutions at the Library.

14. Goal: Develop a long range strategic plan for economic stability.

Objectives:

- Before March 31, 2013, the Finance Committee will identify economic options that will maximize Borough assets and stabilize property taxes for multiple year cycles.
- Based on the economic options that are identified, the Finance Committee will prepare a draft strategic planning document that will be circulated to the Mayor and Borough Council before June 1, 2013.
- After the review process is completed, the strategic plan recommendations will be presented to the public for review and comments.
- The final plan will be presented to the Mayor and Borough Council before October 1, 2013.

15. Goal: Identify and review options for the expansion of the Community Garden.

Objectives:

- During the first six months of 2013, the Community Garden Advisory Committee shall create a sub-committee tasked with developing a plan to identify and review new sites.
- Continue to evaluate the River Road site.
- In the Fall of 2013, the Committee will present the options to the Borough Council.
- The Engineer will continue to review, evaluate and advise the Borough Council about the property encroachments that are identified in the property survey.
- The sites that are approved will be scheduled for development for the 2014 growing season

16. Goal: Expand the trail system.

Objectives:

- Before May 1, 2013, the Environmental Commission will identify new trail sites.
- Before May 1, 2013, the Environmental Commission will explore new grant funding opportunities.
- When new grant opportunities are identified, the Environmental Commission will work with Mrs. Piccolo to prepare and submit grant applications.
- The Environmental Commission will work with surrounding towns, such as Summit and New Providence, in identifying new trail sites.
- Before June 1, 2013, identify specific trails:
 - Passaic loop with Summit.
 - River Road Trail.
 - Investigate improvements to:
 - (1) Jackson/Milton path.

- (2) Lafayette/Washington path.
- (3) South Passaic/Fuller path.
- (4) Weston path.
- (5) Duchamp/Center path.
- (6) Hedges/Roosevelt path.

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

Objectives:

- 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, 2013.

18. Goal: Remove excess lighting on Main Street.

Objectives:

- Request lighting level standard from the New Jersey Department of Transportation.
- Conduct lighting level readings of the existing lighting and compare to the Department of Transportation's Standards.
- Work with Jersey Central Power and Light to remove excess lighting before October 1, 2013.

19. Goal: Renovate the Council Chambers to include alternate Emergency Management Operations.

Objectives:

- Before February 1, 2013, identify electronic boards and pricing.
- Before February 1, 2013, identify phone locations and obtain price quotes.
- Before March 1, 2013, prepare renovation and equipment purchase plan. Discuss the costs with the Finance Committee before March 15, 2013.

- Develop an implementation plan and set timelines for completion.
- Before June 1, 2013, relocate the Emergency Operating Center from room 216 to the Borough Council Chambers.
- Before March 1, 2013, the Emergency Management Coordinator will update the Emergency Operations plan and resident preparedness plan as outlined in the November 16, 2012 debriefing action plan.

20. Goal: Evaluate new monthly reports.

Objectives:

- Before March 1, 2013, receive feedback from the Mayor and Borough Council.
- Before April 1, 2013, discuss the feedback from the Mayor and Borough Council with the department heads.
- Before May 1, 2013, submit revised monthly reports.
- Before July 1, 2013, request feedback from the Mayor and Borough Council.

21. Goal: Work with Madison and the Joint Meeting to develop a long range capital infrastructure plan.

Objectives:

- Before February 1, 2013, review the project list.
- Before March 1, 2013, develop a schedule for bonding the projects.
- Review the project list with the Finance Committee, Madison and the Joint Meeting.
- Schedule a discussion with the Borough Council.

22. Goal: Continue the evaluation of the industrial zones.

Objectives:

- Before February 1, 2013, prepare a written report that identifies encroachments and the corrective actions initiated.
- Before April 1, 2013, develop recommendations and submit the recommendations to the Borough Council.
- Schedule a discussion with the Borough Council in May 2013.

23. Goal: Work towards increasing Chatham Borough’s overall residential recycling percentages.

Objectives:

- Before March 1, 2013, follow up from last year with Morris County’s Solid Waste Division to see if any revisions have been made in recording and reporting of solid waste tonnage in the area of differentiating between bulk TYPE 13 and TYPE 10 solid waste.
- In September 2013, hold an “America Recycles Day Event” during the Farmers’ Market in November and be available to answer residents’ questions regarding the Borough’s Recycling Program. In addition, send invitations to businesses and multifamily property owners by mail prior to event to get them more involved with recycling. If possible, purchase items for event from Clean Communities Grant to hand out.

24. Goal: Increase the recycling tonnage reported by private contractors serving the Borough’s commercial sector.

Objectives:

- Establish a working address list file of all businesses and multifamily dwellings that are not presently using the Borough’s Recycling Contractor.
- Draft a letter and mail by January 15, 2013, requiring them to submit the name of their present recycling hauler and a copy of their 2012 recycling tonnage report to the Borough of Chatham by February 15, 2013.

- Track and follow up with assistance, to businesses and multi-family units for non-compliance.
- Expand the amount of materials that can be recycled: rigid bulky plastics, carpeting, egg cartons and wire hangers.

25. Goal: Implement the Communications Technology Committee's Recommendations with respect to Borough IT.

Objectives:

- Before January 15, 2013, approve NJIT to review the draft plan to move e-mail services to the cloud and assist with the selection of a part time IT person.
- Before February 15, 2013, discuss the part time IT selection with the Borough Council.
- Before March 1, 2013, the Borough Council will approve the selection of the IT person.
- Initiate the transition of the e-mail system to the cloud by April 1, 2013 and train all Borough personnel.
- Complete the transition to the cloud and have all systems operational before May 1, 2013.

26. Goal: Advertise and award the recycling contract.

Objectives:

- Before March 15, 2013, distribute the recycling contract to the Mayor and Borough Council for review and comments.
- Review contract comments with the Mayor & Borough Council before May 15, 2013.
- Submit the draft contract to the Mayor and Borough Council before June 1, 2013.
- Before July 1, 2013, meet with the Borough Attorney to review the contract and bid documents.

- Advertise for bids during the month of July.
- Award the bid before October 2013.

27. Goal: Develop, distribute to the staff and complete the Emergency Management post Hurricane Sandy action plan.

Objectives:

- Develop an action plan by January 4, 2013.
- Distribute the action plan to the Mayor, staff and governing body before January 15, 2013.
- Require weekly progress submissions to the Borough Administrator.
- Complete all the action items including the revisions to the Emergency Management Plan before June 1, 2013.

28. Goal: Circulate the annual Police Department Internal Affairs summary report.

Objectives:

- The annual internal affairs summary report that is prepared in January will be distributed to the Mayor, Borough Council and Appropriate Authority before February 1, 2013.
- The annual internal affairs summary report that is prepared in January will be distributed to the press before February 1, 2013.
- The annual internal affairs summary report that is prepared in January will be posted in the police department section of the Borough's web page, the Police Department lobby and the main floor bulletin board of Borough Hall before February 1, 2013.

29. Goal: Continue to develop the Borough web site.

Objectives:

- The Communications Technology Advisory Committee will continue to develop and propose recommendations to further improve the web site.
- Discuss improvements with the Borough Council.
- Implement improvements.

30. Goal: Continue to develop the long range capital infrastructure plan.

Objectives:

- Identify and prepare a list of projects that were completed from 2002 – 2012.
- Identify and develop a ten year infrastructure project list.
- Review the project list with the Finance Committee.
- Schedule a discussion with the Borough Council.

31. Goal: Initiate 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 April 1, 2013, initiate and distribute the police monthly safety reminders via the Borough web page, community bulletin board, local media, and schools for distribution to the students and parents.
- Before April 1, 2013, the Police Department will develop an annual program schedule about bicycle safety; participate in the back to school night program and the other school safety programs.
- Before December 31, 2013, the Police Department will develop and deliver educational programs for school age and adult drivers that address the dangers of texting and cell phone use while driving a motor vehicle. Chatham.

- Before June 2013, the Long Range Traffic and Pedestrian Safety Planning Committee will submit recommendations to the Mayor and Borough Council for one new sidewalk ordinance.
- The Borough Engineer will work with the NJ Department of Transportation to install the new pedestrian crossing signal at Main Street and Coleman Avenue. After the current pedestrian crossing warning device is removed from Main Street and Coleman Avenue, it will be installed at the railroad underpass on Fairmount Avenue.
- Before June 1, 2013, the Long Range Traffic and Pedestrian Safety Planning Committee will submit an ordinance change to the Mayor and Borough Council to amend the parking time limit on Main Street from sixty minutes to ninety minute parking.
- Before September 1, 2013, the Long Range Traffic and Pedestrian Safety Planning Committee will develop a plan to increase the use of the Bowers Lane parking lot.
- Before June 1, 2013, the Long Range Traffic and Pedestrian Safety Planning Committee will submit recommendations to the Mayor and Borough Council to remove the unnecessary overhead lighting on Main Street (between Fairmount and Hillside).
- Continue to install solar powered pedestrian crossing signals
- The Borough Council should consider adopting a resolution asking the State Legislature to increase the penalty for operation of a motor vehicle while the driver is texting or using a cell phone.
- Before June 1, 2013 the Police Department will expand the frequency of police officer assignments to walking the downtown Main Street business area. This will not only provide for a more visible deterrence but it will increase enforcement of pedestrian, parking and motor vehicle violations.
- The Police Department should continue to develop and implement the Police Sergeant Zone Officer Assignment Plan before June 1, 2013.

- The Engineer and Traffic Safety Officer should work with representatives from Chatham Township to coordinate the preferred routes to schools plan and implement the recommendations identified that are listed in the plan.
- The Mayor and Borough Council should encourage the Chatham Township Committee to establish an advisory committee that will work jointly with this Committee to develop plans for sharing the cost for crossing guards that are necessary at the locations that are traversed by Chatham Borough and Chatham Township school children.