



# BOROUGH OF WATCHUNG

15 MOUNTAIN BOULEVARD  
WATCHUNG, NEW JERSEY 07069

## MAYOR & COUNCIL MEETING AGENDA

**THURSDAY, SEPTEMBER 21, 2023**

**7:30 P.M.**

### MAYOR

Ronald Jubin, Ph.D.

### COUNCIL

Christine B. Ead

Curt S. Dahl

Paul Fischer

Paolo Marano

Sonia Abi-Habib

Robert Gibbs

James J. Damato  
**Business Administrator**

Edith G. Gil  
**Borough Clerk**

Joseph Sordillo, Esq.  
**Borough Attorney**

**THIS MEETING AND ALL BUSINESS SHALL BE CONDUCTED IN-PERSON, INCLUDING THE ACCEPTANCE OF PUBLIC COMMENT.** No public comment shall be allowed to be made virtually or accepted in writing and read into the record. All writings received shall be acknowledged and accepted by the Council as regular correspondence. The Borough may broadcast its meetings virtually for public viewing as a courtesy.

**VIEWING INSTRUCTIONS:** To listen to the meeting via phone, dial 1 (646) 558-8656. It will prompt you for a meeting ID. Type **99501390087#**. You do not need a participating ID, just press # | To view the meeting using a smart phone or computer, download the free **ZOOM** app. Type in the **meeting ID 99501390087** or click on <https://zoom.us/j/99501390087>. **Agenda items can also be requested by emailing [egil@watchungnj.gov](mailto:egil@watchungnj.gov)**

**BOROUGH OF WATCHUNG  
MAYOR & COUNCIL MEETING AGENDA**

**SEPTEMBER 21, 2023- 7:30 P.M.**

**MAYOR’S STATEMENT:** This meeting is being held in compliance with the Open Public Meetings Act. Under the provisions of N.J.S.A.10:4-6 et seq., notice of the time and place of this meeting was given by way of the Annual Meeting Notice to the Courier News, Echoes Sentinel, the Star Ledger, posted at Borough Hall and on the Borough’s website.

**SALUTE TO THE FLAG and MOMENT OF SILENCE FOR OUR SERVICE MEN AND WOMEN,  
SERVING HOME AND ABROAD**

**ROLL CALL**

Ead [ ] Dahl [ ] Fischer [ ] Marano [ ] Abi- Habib [ ] Gibbs [ ]

**PROCLAMATION**

- ❖ Ovarian Cancer Awareness Month
- ❖ Prostate Cancer Awareness Month

**SPECIAL RESOLUTIONS**

R1: Authorizing the Appointment of Patrol Officer Cindy Aldana

R2: Authorizing the Appointment of Patrol Officer Edward Roberts III

**ADMINISTRATION OF OATHS**

**PUBLIC PORTION / AGENDA ITEMS ONLY**

*A public portion is held prior to Council action **for comments of agenda items only**. Individuals commenting are limited to **3 minutes** per person, and will not be permitted to speak again until everyone has had an opportunity to speak. If a group is represented by an attorney, the attorney will be given 5 minutes to make the presentation for the group.*

**DISCUSSIONS**

**NEW BUSINESS**

**REPORTS & CORRESPONDENCE:**

Acknowledging Receipt of the following Borough Reports:

<a href="#"><u>Annual Audit</u></a>	2022
Animal Control Solutions Monthly Report	August 2023
Board of Adjustment Meeting Minutes	August 8, 2023
Plainfield Area Regional Sewerage Authority Minutes	August 3, 2023
Planning Board Meeting Minutes	February 21,2023

**BOROUGH OF WATCHUNG  
MAYOR & COUNCIL MEETING AGENDA**

**SEPTEMBER 21, 2023- 7:30 P.M.**

	May 16, 2023
Police Department Activity Report	August 2023
Rescue Squad Monthly Report	September 2023

**CONSENT ITEMS**

*The resolutions listed below were submitted to the Governing Body for review and will be adopted by one motion.*

R3: Authorizing POs over Allowed Threshold – Glenco Supply, Inc (*Crosswalk Push Button System*)  
Axon Enterprise, Inc (*Interview Room Cameras-PD*)

R4: Authorizing Municipal Youth Services Grant Applications 2023-2024

R5: Authorizing Bill List

**NON- CONSENT ITEMS**

R6: Governing Body's Certification of Review of the 2022 Annual Audit

R7: Approving the 2022 Corrective Action Plan

R8: Awarding Bid Contract for 2023 Roadway Improvements Project to Reivax Contracting Corp

R9: Authorizing the Appointment of Colleen Lange as Administrative Assistant

R10: Authorizing the Temporary Appointment of Chris Czuba as Fire Official

**PUBLIC PORTION - GENERAL DISCUSSION**

*Individuals commenting are limited to **3 minutes** per person. An Attorney will be given 5 minutes to present on behalf of a group.*

**ADJOURNMENT**

The next meeting of the Mayor and Council will be Thursday, October 5, 2023 at 7:30 P.M.

**BOROUGH OF WATCHUNG**  
**RESOLUTION: R1**

**WHEREAS**, the Borough of Watchung ("Watchung" or "Borough") has determined, after consultation with the Chief of Police, that there is a need to hire additional patrol officers for the Borough's Police Department ("PD"); and

**WHEREAS**, the Borough has conducted interviews and reviews of interested applicants for the position of Patrol Officer; and

**WHEREAS**, as authorized by Borough Code, Section 3-2.5, the Police Committee Chair has submitted to the Mayor, his recommendation for the appointment of **Cindy Aldana** to the position of Patrol Officer for the Police Department; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Watchung, County of Somerset, State of New Jersey that:

1. The Mayor and Council hereby authorize a conditional offer of employment to **Cindy Aldana** as a Patrol Officer with the Borough Police Department effective October 2, 2023.
2. The appointment to a full-time patrol officer is contingent and conditioned upon the successful completion and approval of a background check, successful completion of the Police Academy, along with physical and psychological evaluations.
3. Cindy Aldana shall be compensated in accordance with the terms and conditions set forth in the Collective Bargaining Agreement between the Borough and PBA Local 193.

\_\_\_\_\_  
Paolo Marano, Council Member

\_\_\_\_\_  
Ronald Jubin, Ph.D., Mayor

ADOPTED: SEPTEMBER 21, 2023  
INDEX: POLICE, PERSONNEL  
C: FINANCE, POLICE DEPT.,

**BOROUGH OF WATCHUNG**  
**RESOLUTION: R2**

**WHEREAS**, the Borough of Watchung ("Watchung" or "Borough") has determined, after consultation with the Chief of Police, that there is a need to hire additional patrol officers for the Borough's Police Department ("PD"); and

**WHEREAS**, the Borough has conducted interviews and reviews of interested applicants for the position of Patrol Officer; and

**WHEREAS**, as authorized by Borough Code, Section 3-2.5, the Police Committee Chair has submitted to the Mayor, his recommendation for the appointment of **Edward Roberts III** to the position of Patrol Officer for the Police Department; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Watchung, County of Somerset, State of New Jersey that:

1. The Mayor and Council hereby authorize a conditional offer of employment to **Edward Roberts III** as a Patrol Officer with the Borough Police Department effective October 2, 2023.
2. The appointment to a full-time patrol officer is contingent and conditioned upon the successful completion and approval of a background check, successful completion of the Police Academy, along with physical and psychological evaluations.
3. Edward Roberts III shall be compensated in accordance with the terms and conditions set forth in the Collective Bargaining Agreement between the Borough and PBA Local 193.

\_\_\_\_\_  
Paolo Marano, Council Member

\_\_\_\_\_  
Ronald Jubin, Ph.D., Mayor

ADOPTED: SEPTEMBER 21, 2023  
INDEX: POLICE, PERSONNEL  
C: FINANCE, POLICE DEPT.

**BOROUGH OF WATCHUNG  
RESOLUTION: R3**

**WHEREAS**, Section 2-25.13 of the Code of the Borough of Watchung requires that contracts for purchases or services involving more than the authorized bid threshold be awarded by a resolution of the Mayor and Council.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Watchung, County of Somerset, State of New Jersey, that the Purchasing Agent be authorized to issue Purchase Orders as follows:

Vendor: Glenco Supply, Inc., PO Box 638, Oakhurst, NJ 07755  
Item: Crosswalk Push Button System  
Total Price: \$11,295.00  
Charged to: 3-01-205-231

Vendor: Axon Enterprise, Inc., 17800 N 85<sup>th</sup> Street, Scottsdale, AZ 85255  
Item: PD- Interview Room Cameras  
Total Price: \$17,854.61  
Charged to: 3-01-610-207

\_\_\_\_\_  
Christine B. Ead, Council President

\_\_\_\_\_  
Ronald Jubin, Ph.D., Mayor

ADOPTED: SEPTEMBER 21, 2023  
INDEX: PURCHASING  
C: B. HANCE

**BOROUGH OF WATCHUNG**  
 15 Mountain Boulevard  
 Watchung, NJ 07069  
 TEL (908)756-0080 FAX (908)757-7027

PURCHASE ORDER	
THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRESPONDENCE, ETC.	
NO.	23-00940

ORDER DATE: 09/15/23  
 REQUISITION NO:  
 DELIVERY DATE:  
 STATE CONTRACT:  
 ACCOUNT NUM:

PAYMENT RECORD
CHECK NO.
DATE PAID

NOTICE: TAX ID #22-6002382 - TAX EXEMPT

SHIP TO	WATCHUNG PUBLIC WORKS DEPT. 15 MOUNTAIN BOULEVARD WATCHUNG, NJ 07069 ATTN: MARIA T. FITTIPALDI
	VENDOR #: GLENCOSU
VENDOR	GLENCO SUPPLY, INC. PO BOX 638 OAKHURST, NJ 07755
	Phone: (732)995-8753

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	ELEC Complete RRFB push button with software to operate existing ELTEC RRFB units, no poles includes shipping	3-01- -205-231	11,295.0000	11,295.00
			TOTAL	11,295.00

CLAIMANT'S CERTIFICATION & DECLARATION	OFFICER'S CERTIFICATION	APPROVAL TO PURCHASE
<p>I do solemnly declare and certify under penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.</p> <p>X</p> <p>VENDOR SIGN HERE</p> <p>OFFICIAL POSITION DATE</p> <p>TAX ID NO. OR SOCIAL SECURITY NO.</p>	<p>I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.</p> <p>DEPT. HEAD DATE</p> <p>VENDOR MUST SIGN CERTIFICATION STATEMENT ON THIS VOUCHER. MAIL VOUCHER &amp; ITEMIZED BILLS TO:</p> <p>BOROUGH OF WATCHUNG 15 Mountain Boulevard Watchung, NJ 07069</p>	<p>DO NOT ACCEPT THIS ORDER UNLESS IT IS SIGNED BELOW.</p> <p><i>William J. Hance</i></p> <p>CFO/QPA</p> <p>COUNCIL APPROVAL CAN BE SEEN</p> <p>ON BILL LIST RESOLUTION</p>

# LENCO SUPPLY

P.O. Box 638, Oakhurst, N.J. 07755  
732-995-8753 Steve Roberts [ser01@optonline.net](mailto:ser01@optonline.net)

DATE: 9/6/2023

FOR: Borough of Watchung  
Attention: Bill

QUOTE : #WB-0923

- 1 ELTEC complete RRFB push button system  
with software to operate existing ELTEC RRFB UNITS ,  
no poles = \$11,295.00 shipping included  
=====

TYPICAL SOLAR POST TOP DOUBLE SIDED 2ND  
GEN 3X7 RRFB PED CROSSING WITH WIRELESS  
COMMUNICATION, POLARA PUSH BUTTONS  
INCLUDES :

:SYSTEM: A(1) ASSEMBLY, SINGLE SIDED 2ND  
GEN RRFB INTERNAL CONTROLLER YELLOW 2  
LED 2 PEDESTRIAN VERIFICATION LAMPS(1)  
CABINET, POST TOP WITH 4.5 (1 WAY) SLIP  
FITTER, TWO 22AH BATTERY, 30W SOLAR PANEL,  
SUNSAVER10 CHARGE CONTROLLER(1)  
ASSEMBLY, SINGLE SIDED 2ND GEN RRFB NO  
CONTROLLER YELLOW 2 PEDESTRIAN  
VERIFICATION LAMPSSYSTEM: B(1) KIT, PUSH  
BUTTON, POLARA, FRAME & SIGN R10-25, 9"x12",  
YELLOWSYSTEM: C(1) KIT, SIGN PED CROSSING,  
W11-2 (36" X36"), W16-7 (30" X 18"), BACK TO BACK  
4" MOUNTING, YELLOWGREENSYSTEM. ( no poles)



**BOROUGH OF WATCHUNG**

15 Mountain Boulevard

Watchung, NJ 07069

TEL (908)756-0080 FAX (908)757-7027

<b>S H I P T O</b>	WATCHUNG POLICE DEPARTMENT 840 SOMERSET STREET WATCHUNG, NJ 07069-4952 ATTN: SERVICE DIVISION
	<b>V E N D O R</b>
	Axon Enterprise, Inc. 17800 N 85th Street Scottsdale, AZ 85255  Phone: (800)978-2739
	VENDOR #: AXONENTE

PURCHASE ORDER	
THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRESPONDENCE, ETC.	
NO.	23-00933

ORDER DATE: 09/14/23  
REQUISITION NO: RR300547  
DELIVERY DATE:  
STATE CONTRACT:  
ACCOUNT NUM:

PAYMENT RECORD
CHECK NO.
DATE PAID

NOTICE: TAX ID #22-6002382 - TAX EXEMPT

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	AXON Interview Room Systems Includes 2 servers, 5 cameras, 5 mics, switch, red led, cabinet, module, software, storage, licenses, installation, warranty.  Quote # Q-485905-45071.882ss	3-01- -610-207	17,854.6100	17,854.61
			TOTAL	17,854.61

CLAIMANT'S CERTIFICATION & DECLARATION	OFFICER'S CERTIFICATION	APPROVAL TO PURCHASE
<p>I do solemnly declare and certify under penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.</p> <p><b>X</b></p> <p>VENDOR SIGN HERE</p> <p>OFFICIAL POSITION DATE</p> <p>TAX ID NO. OR SOCIAL SECURITY NO.</p>	<p>I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.</p> <p>DEPT. HEAD DATE</p> <p>VENDOR MUST SIGN CERTIFICATION STATEMENT ON THIS VOUCHER. MAIL VOUCHER &amp; ITEMIZED BILLS TO:</p> <p>BOROUGH OF WATCHUNG 15 Mountain Boulevard Watchung, NJ 07069</p>	<p>DO NOT ACCEPT THIS ORDER UNLESS IT IS SIGNED BELOW.</p> <p><i>William J. Hance</i></p> <p>CFO/QPA</p> <p>COUNCIL APPROVAL CAN BE SEEN</p> <p>ON BILL LIST RESOLUTION</p>



Highway Traffic Supply  
40 West Washington Ave  
Suite D  
Pearl River, NY 10965

## QUOTATION

Date	Estimate #
9/7/2023	6955

NAME / ADDRESS
BORO OF WATCHUNG ATTN: BILL MCLAVE

Phone - 800-481-3218  
Email - highwaytrafficsupply@gmail.com  
Website - highwaytrafficsupply.com

Rep	P.O. NO.	Terms
		Net 30

ITEM	JOB NU...	DESCRIPTION	QTY	UNIT	Total
MISC.		ELTEC RRFB push button system cross walk system 2 way:amber	1	12,738.60	12,738.60
S+H		light bar, no poles, 4- way software program and tech support SHIPPING AND HANDLING BY LB.	1	432.00	432.00

This Estimate is Valid for 30 days

SIGNATURE \_\_\_\_\_

Sub Total \$13,170.60

Sales Tax (0.0%) \$0.00

Total \$13,170.60

**BOROUGH OF WATCHUNG  
RESOLUTION: R4**

***AUTHORIZING APPLICATIONS FOR SOMERSET COUNTY MUNICIPAL  
YOUTH SERVICES COMMISSION GRANTS***

**WHEREAS**, the County of Somerset is offering Municipal Youth Services Commission 2023 – 2024 Grants;

**WHEREAS**, these grants pass through to the Watchung Board of Education schools.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Watchung, County of Somerset, State of New Jersey authorizes the submission of the following Municipal Youth Services grants to the County of Somerset:

Valley View Middle School TREPS	\$1,584.28
Valley View Middle School Adventure Club	\$6,000.00
Valley View Pursuit of Excellence	\$2,774.28
Bayberry Pursuit of Excellence	\$1,641.44

\_\_\_\_\_  
Christine B. Ead, Council President

\_\_\_\_\_  
Ronald Jubin, Ph.D., Mayor

ADOPTED: SEPTEMBER 21, 2023  
INDEX: FINANCE-MISC  
C: B. HANCE,

**CERTIFICATION**

*I, Edith G. Gil, Municipal Clerk of the Borough of Watchung in the County of Somerset, and the State of New Jersey do hereby Certify that the foregoing Resolution is a true copy of the Original Resolution duly passed and adopted by a majority of the full membership of the Borough of Watchung at its meeting of*

\_\_\_\_\_  
Edith G. Gil, RMC

**Somerset County  
Municipal Youth Services Commission  
2023-2024  
Abbreviated Annual Grant  
Application Form  
\$6,000  
PROPOSAL DUE DATE  
August 31<sup>st</sup>, 2023**

Return via mail or email by Noon to:

Somerset County  
Office of Youth Services  
Post Office Box 3000  
Somerville NJ, 08876  
Attn: Monica Sprague  
[msprague@co.somerset.nj.us](mailto:msprague@co.somerset.nj.us)

**Municipal Commission:** Watchung Borough Youth Services Commission

**Contact Person:** Denise Fichner

**Phone:** 908-755-8184 **E-Mail:** dfichner@watchungschools.us

**Date:** August 16, 2023

**Title of Program/Project:** Bayberry Pursuit of Excellence Program

**Amount of Funding Requested:** \$1641.44 plus \$1,333.58 carryover

## Abbreviated Grant Application Budget Sheet

### Minimal Program Changes: (Example: time, location, target population)

For the 2023-2024 school year, Bayberry Elementary School will continue to run the Pursuit of Excellence program to offer before or after school supplemental instruction to target areas of need. Areas of need will be identified by benchmark assessments and teacher recommendation. Instructional groups will remain small to provide students with frequent, constructive feedback and close monitoring by the teacher. Research-based quality materials will be ordered to support and enhance instruction.

**Program:** Pursuit of Excellence Before/After School Program **Amount:** \$1641.44

**Contact Person:** Denise Fichner **Phone:** 908-755-8184

**Program Start Date:** October 2023 **Program End date:** June 2024

**Weekly meeting times and days (ex. M & W from: 3-4pm):** 8:00-8:30 AM or 3:20-4:20 PM

*\*If program dates change please provide information to MYSC Coordinator*

Budget Line Items	Amount Requested From the Grant	Other Funding Sources Name & Amount	In-kind and/or cash
a. Salary	\$1641.44	\$1,333.58	Cash
b. Fringe	b.		
Position Title: Part Time _____ Full Time _____			
Training			
Travel			
Speaker			
Printing			
Postage			
T-Shirts			
Trips *			
Supplies			
Activities			
Equipment			
Refreshments *			
Rent			
Utilities			
Maintenance			
<b>Total Costs **</b>	\$1641.44	\$1,333.58	Cash

*\*Trips and Refreshments Shall Not Exceed 10% of the grant*

*\*\*Total Costs Shall Not Exceed \$5,000*

DRAFT

## **SOMERSET COUNTY BOARD OF COUNTY COMMISSIONERS ANNUAL GRANT PROGRAM REQUIREMENT HIGHLIGHTS**

**Membership Annual Action:** The Municipal Youth Services Commission members shall be appointed or reappointed annually by the Mayor and Council by resolution. Technical support is available from the Somerset County Office of Youth Services in recruiting and retaining members.

**Fiscal Requirements:** The Somerset County Office of Youth Services provides a quarterly report form to be completed thirty days after the close of the quarter and sent to the Municipal Youth Services Commissions Coordinator. The form must be signed by the Chief Financial Officer or Municipal Administrator and the Commission Chairperson or a designated volunteer member of the Commission before it is forwarded to the Office of Youth Services. Failure to submit the form as required may impact the Commission's annual allocation in the next funding cycle. The quarters are broken down as follows:

<b>Quarter</b>	<b>Reporting Period</b>	<b>Distribution Date</b>	<b>Due Date</b>
First	09/01/23 to 11/30/23	12/03/23	01/02/24
Second	12/01/23 to 02/28/24	03/01/24	04/01/24
Third	03/01/24 to 05/31/24	06/03/24	07/01/24
Fourth	06/01/24 to 08/31/24	09/03/24	10/01/24

Any changes in the funding priorities represented in a grant application must be approved by the Somerset County Office of Youth Services. Commissions should approve any changes by a vote at a regular Municipal Commission meeting and contact the Somerset County Office of Youth Services Municipal Youth Services Coordinator via email. The email should outline the new program details and include an amended budget form reflecting the reallocation of funds.

It is expected that all grant funding will be expended by August 31st, 2024. Failure to meet that deadline may impact the following year's annual grant funding. Exceptions can be made in a case-by-case basis by notifying the Office of Youth Services.

Somerset County will not release any funds for the current grant year if there is a balance in excess of \$500.00 remaining from the previous year funding. Checks will be released once those funds have been expended.

**Monitor and Evaluation Requirements:** Municipal Youth Services Commissions will monitor and evaluate all funded programs annually and will report their findings to the County Office of Youth Services. It is the responsibility of each commission to ensure that their budgeted programs are running, and funds are being expended as outlined in the approved grant application and budget.

**Liability Insurance:** Every municipality that signs the within grant application (via Mayor or Council Representative) represents that the municipality has general liability insurance for bodily injury and property damage claim arising from any MYSC program managed, directed or administered with the grant monies.

**Discretionary Random Audits:** Every MYSC that received any amount of grant monies is subject to random audits, at any time, for any reason in the sole discretion of the Somerset County Youth Services Commission. This does not affect the MYSC obligation from submitting the Quarterly Expenditure Reports as set forth in this Handbook.

**Background Checks:** A background check must be completed on all volunteers and adults who participate in any MYSC program managed, directed or administered with the grant monies. Background checks, including fingerprint scans, are not required on juveniles, adults who are affiliated with the municipality's school district, law enforcement, or other individuals who have been vetted previously in some other manner. Grant monies may be used for the necessary background checks and fingerprinting.

**NOTE:** Please note that in addition to complying with the above highlighted program requirements, Municipal Youth Services Commissions will continue to be held responsible for compliance with the policies and procedures outlined in the Somerset County Municipal Youth Services Commission Handbook.



**Authorizing Signatures:**

We the undersigned have reviewed and hereby approve submission of this proposal for Y2023 Municipal Youth Services Commission Annual Grant. This program is consistent with the long-range municipal plans with which the municipal government concurs. We understand that cash and/or in-kind support are required.

**MAYOR OR COUNCIL REPRESENTATIVE**

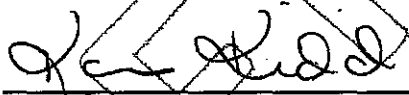
\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

**MYSC CHAIRPERSON**

Karin Kidd  
(PRINT NAME)

  
(SIGNATURE)

8/31/23  
(DATE)

*The County of Somerset does not discriminate on the basis of race, color, national origin, sex, age, or disability, in employment or provision of services.*

DRAFT

**Somerset County  
Municipal Youth Services Commission  
2023-2024  
Abbreviated Annual Grant  
Application Form  
\$6,000  
PROPOSAL DUE DATE  
August 31<sup>st</sup>, 2023**

Return via mail or email by Noon to:  
Somerset County  
Office of Youth Services  
Post Office Box 3000  
Somerville NJ, 08876  
Attn: Monica Sprague  
[msprague@co.somerset.nj.us](mailto:msprague@co.somerset.nj.us)

Municipal Commission: Watchung Borough Youth Services

Contact Person: Karin Kidd

Phone: 908-755-4422 E-Mail: kkidd@watchungschools.us

Date: July 25, 2023

Title of Program/Project: TREPS

Amount of Funding Requested: \$1,584.28 plus \$2,127.34 Carryover

**Abbreviated Grant Application Budget Sheet**  
**Minimal Program Changes: (Example: time, location, target population)**

Continued success and interest in the program that teaches young entrepreneurial skills.

Program: TREPS Amount: \$1584.28  
 Contact Person: Karin Kidd Phone: 908-755-4422  
 Program Start Date: Spring 2024 Program End date: Spring 2024  
 Weekly meeting times and days (ex. M & W from: 3-4 pm): Wednesdays 3-4 pm

*\*If program dates change please provide information to MYSC Coordinator*

Budget Line Items	Amount Requested From the Grant	Other Funding Sources Name & Amount	In-kind and/or cash
a. Salary \$537.14 x 2	\$1,074.28	YSC Grant Carryover \$1557.34	
b. Fringe			
Position Title: Part Time _____ Full Time _____			
Training			
Travel			
Speaker			
Printing			
Postage			
T-Shirts		\$570	
Trips *			
Supplies	\$360		
Activities			
Equipment			
Refreshments *	\$150		
Rent			
Utilities			
Maintenance			
<b>Total Costs **</b>	<b>\$1584.28</b>	<b>\$2127.34</b>	

*\*Trips and Refreshments Shall Not Exceed 10% of the grant*

*\*\*Total Costs Shall Not Exceed \$6,000*

## **SOMERSET COUNTY BOARD OF COUNTY COMMISSIONERS ANNUAL GRANT PROGRAM REQUIREMENT HIGHLIGHTS**

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Fourth	06/01/24 to 08/31/24	09/03/24	10/01/24

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**NOTE:** Please note that in addition to complying with the above highlighted program requirements, Municipal Youth Services Commissions will continue to be held responsible for compliance with the policies and procedures outlined in the Somerset County Municipal Youth Services Commission Handbook.

**Authorizing Signatures:**

We the undersigned have reviewed and hereby approve submission of this proposal for Y2023 Municipal Youth Services Commission Annual Grant. This program is consistent with the long-range municipal plans with which the municipal government concurs. We understand that cash and/or in-kind support are required.

**MAYOR OR COUNCIL REPRESENTATIVE**

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

**MYSC CHAIRPERSON**

Karin Kidd

(PRINT NAME)

Karin Kidd  
(SIGNATURE)

July 25, 2023  
(DATE)

*The County of Somerset does not discriminate on the basis of race, color, national origin, sex, age, or disability, in employment or provision of services.*

**Somerset County  
Municipal Youth Services Commission  
2023-2024  
Application Form  
Minimum \$3,000 – Maximum \$6,000  
Competitive Grant**

**PROPOSAL DUE DATE  
August 31<sup>st</sup>, 2023**

Return via mail or email by Noon to:  
Somerset County Office of Youth Services  
Post Office Box 3000  
Somerville NJ, 08876  
Attn: Monica Sprague  
[msprague@co.somerset.nj.us](mailto:msprague@co.somerset.nj.us)

**Municipal Commission:** Watchung Borough Youth Services  
**Contact Person:** Karin Kidd  
**Phone:** 908-755-4422 **E-Mail:** kkidd@watchungschools.us  
**Date:** July 25, 2023  
**Title of Program/Project:** Middle School Adventure Club  
**Amount of Funding Requested:** \$6,000

**APPLICATIONS RECEIVED AFTER THE NOON DEADLINE  
WILL NOT BE ACCEPTED**

**Somerset County Municipal Youth Services Commission  
2023-2024**

**Competitive Grant Application**

**Request Minimum \$3,000 – Request Maximum \$6,000**

**Competitive Grant**

This grant is offered on a competitive basis to all Municipal Youth Services Commissions and may support several Community initiatives based on funding needs.

The Competitive Grant may be used to support a new, innovative pilot program(s) and /or enhance or expand a program that has been in existence for less than two years within the community. Commissions may use evidence based programs or be creative and develop their own program which addresses both the identified risk and protective factors for the youth population as it pertains to delinquency.

**Risk factors** are any circumstance that may increase youths' likelihood of engaging in risky behaviors. **Protective factors** are any circumstances that promote healthy youth behaviors and decrease the chance that youth will engage in risky behavior. When determining what the risk and protective factors are for your community, there is five categories that should be looked at: Community, School, Family, Peer, and Individual.

Programs should be ongoing, target a specific population, and address the risk and protective factors of the group. *One day programs/events/trips do not meet the criteria of the competitive grant.*

When advertising the program, the Somerset County Board of Commissioners are to be listed as a funding source.

Please see attachment outlining both risk and protective factors.



## PROGRAM / ACTIVITY PLAN

*(Please complete a separate Program/Activity Plan for each Program included in the Competitive Grant)*

1. **Title of Program/Project:** Adventure Club
2. 

a. County funds requested:	\$ <u>\$6,000</u>
b. Other funds/Source	\$ _____
c. In-Kind Contributions	\$ _____
d. <b>Total Program Budget</b>	\$ <u>\$6,000</u>
3. **Project Description:**
  - a. Describe the program and the motivation behind it?

After showing great success during the 2022 pilot year of Adventure Club, we are hoping to secure funds to continue and expand the current club. The main focus of the club will continue to be introducing challenging and engaging activities that build student self-esteem through perseverance and problem-solving skills. We aim to provide an atmosphere of trust outside of the classroom that encourages our members to grow not only as climbers and adventurers, but also as people. Students continually bonded together as they push themselves and each other to complete each "adventure". We continually build our toolkit of new skills both for climbing and safety, but also in map navigation, survival, and first aid. We top off all our adventures with the general reinforcement of crucial life skills like meaningful conversation, leadership, and teamwork.
  - b. When will the program begin?

Fall 2023
  - c. Where will the program take place?

In the school gymnasium and various hiking and climbing locations (including, but not limited to Watchung Reservation, Round Valley Reservoir, Jockey Hollow, Delaware Water Gap, Gravity Vault.) The program will run afterschool and on some weekends.
  - d. If this proposal is for an expansion or continuation of a program existing less than two years, explain any changes from the program description from 2018.

We would like to expand the program to include more students and also have a mentorship piece where more experienced students can help mentor and coach new members and younger students. Additionally, we need to update our equipment to provide a more complex and challenging environment for students who excel.
4. **Target Population and Level of Service:**

a. What are the program activities?

Students will begin the program with trust and teambuilding activities. The program then moves to include safety, health and wellness involving activities such as climbing, hiking and backpacking.

b. Who is the targeted population? How will they be identified?

Students identified as having issues with social connectedness and/or lack of involvement in activities outside of school will be invited to participate. The school counselor, Dean of Students, physical education teachers, Principal, and parents will provide input. Once participation numbers are confirmed, we will open the club up to other interested students. All students will have to submit an application or interview. Our goal is to create a balanced group of students who may or may not interact with each other on a regular basis.

c. What are the specific risk factors to be addressed?

Antisocial behavior, low self-esteem, negative attitude toward school, low commitment to school, poor family bonding

d. What level of service do you expect to reach? (ex. Number of youth, families etc. that you will be serving)

We are hoping to involve 25 students. All parents will be invited to participate in Saturday activities.

**5. Project/Program Administration:**

a. Where is the site location for this project? Is the site location confirmed?

Valley View School gymnasium and various public sites. Yes, the locations are confirmed.

b. Who is the insurer of the site location?

Watchung Borough Board of Education Property and Casualty Insurance

c. What methods will be utilized to publicize the program and perform outreach to potential participants?

Club Sign Up Day, Parent and Student Email Notifications, Parent and Student Meetings, School Website

d. List other organizations participating in the activities with their specific responsibilities. N/A

**6. Partnership with other organizations:**

a. Will funding be used to support a program or activity in partnership with a Board of Education or other entity? No

b. If "yes" has the entity taken action to approve the program/activity?

Please provide a statement that indicates what was approved

c. If "no" when will the entity take action to approve the program/activity? 2025, if operating budget allows

d. Is the purchase of equipment involved with this grant?

Yes

e. If "yes" is there a letter of agreement as to who owns the equipment?

A letter will be written and fully executed prior to purchase of equipment.

**7. Evaluation:**

**Program evaluation is a tool used to review the program's effectiveness and helps to improve the quality of the program and outcomes for the youth they are serving. If Commissions need resources on sample measurement tools please reference the attachment sent with the grant application.**

How will the Commission evaluate the effectiveness, and continued need for the program?  
Please describe how information will be obtained.

Increased enrollment in club, individual student progress as noted by counselor/administration, student and parent surveys

**7. Fees/contributions:**

- a. What alternative funding sources will be pursued for this project? N/A
- b. How will long term funding and program continuity be assured?

Fundraising for future year and possible adoption into regular operating budget

- 8. In the event that this request cannot be fully funded, please indicate if the program/project can be scaled down: \_\_\_\_ Yes    ☒ No**

What would be the change in level of service?

- 9. Indicate date Municipal Youth Services Commission action was taken to support the proposal: \_\_\_\_\_**  
(Please complete a budget form for each program included in Competitive Grant)

**ATTACHMENT B**

*(Please complete a budget form for each program included in Competitive Grant)*

Program: Middle School Adventure Club Amount: \$6,000

Contact Person: Karin Kidd Phone: 908-755-4422

Program Start Date: Fall 2023 Program End date: Spring 2023

Weekly meeting times and days (ex. M & W from 3-4pm): \_\_\_\_\_

*\*If program dates change please provide information to MYSC Coordinator*

Budget Line Items	Amount Requested From the Grant	Other Funding Sources Name & Amount	In-kind/and or cash
a. Salary	a. 3990 b. 537.14	a. VV Advisor b. VV Advisor Asst.	
b. Fringe	b.		
Position Title: Part _____ Time _____ Full _____ Time _____			
Training			
Travel			
Speaker			
Printing			
Postage			
T-Shirts			
Trips *			
Supplies-Specify			
Activities-Specify			
Equipment-Specify	1472.86	Climbing Equipment Updates	
Refreshments *			
Rent			
Utilities			
Maintenance			
Total Costs	\$6,000		

**\* Trips and Refreshments Should Not Exceed 10% of the Grant**

## **SOMERSET COUNTY BOARD OF COUNTY COMMISSIONERS ANNUAL GRANT PROGRAM REQUIREMENT HIGHLIGHTS**

**Membership Annual Action:** The Municipal Youth Services Commission members shall be appointed or reappointed annually by the Mayor and Council by resolution. Technical support is available from the Somerset County Office of Youth Services in recruiting and retaining members.

**Fiscal Requirements:** The Somerset County Office of Youth Services provides a quarterly report form to be completed thirty days after the close of the quarter and sent to the Municipal Youth Services Commissions Coordinator. The form must be signed by the Chief Financial Officer or Municipal Administrator and the Commission Chairperson or a designated volunteer member of the Commission before it is forwarded to the Office of Youth Services. Failure to submit the form as required may impact the Commission's annual allocation in the next funding cycle. The quarters are broken down as follows:

<b>Quarter</b>	<b>Reporting Period</b>	<b>Distribution Date</b>	<b>Due Date</b>
First	09/01/23 to 11/30/23	12/03/23	01/02/24
Second	12/01/23 to 02/28/24	03/01/24	04/01/24
Third	03/01/24 to 05/31/24	06/03/24	07/01/24
Fourth	06/01/24 to 08/31/24	09/03/24	10/01/24

Any changes in the funding priorities represented in a grant application must be approved by the Somerset County Office of Youth Services. Commissions should approve any changes by a vote at a regular Municipal Commission meeting and contact the Somerset County Office of Youth Services Municipal Youth Services Coordinator via email. The email should outline the new program details and include an amended budget form reflecting the reallocation of funds.

It is expected that all grant funding will be expended by August 31<sup>st</sup>, 2024. Failure to meet that deadline may impact the following year's annual grant funding. Exceptions can be made in a case by case basis by notifying the Office of Youth Services.

**Monitor and Evaluation Requirements:** Municipal Youth Services Commissions will monitor and evaluate all funded programs annually and will report their findings to the County Office of Youth Services. It is the responsibility of each commission to ensure that their budgeted programs are running and funds are being expended as outlined in the approved grant application and budget.

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**NOTE:** Please note that in addition to complying with the above highlighted program requirements, Municipal Youth Services Commissions will continue to be held responsible for compliance with the policies and procedures outlined in the Somerset County Municipal Youth Services Commission Handbook.

**Authorizing Signatures:**

We the undersigned have reviewed and hereby approve submission of this proposal for Y2023-2024 Municipal Youth Services Commission Competitive Grant. This program is consistent with the long-range municipal plans with which the municipal government concurs. We understand that cash and/or in-kind support are required.

**MAYOR OR COUNCIL REPRESENTATIVE**

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

**MYSC CHAIRPERSON**

Karin Kidd  
\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

8/28/23  
\_\_\_\_\_  
(DATE)

*The County of Somerset does not discriminate on the basis of race, color, national origin, sex, age, or disability, in employment or provision of services*

**Somerset County  
Municipal Youth Services Commission  
2023-2024  
Abbreviated Annual Grant  
Application Form  
\$6,000  
PROPOSAL DUE DATE  
August 31<sup>st</sup>, 2023**

Return via mail or email by Noon to:

Somerset County  
Office of Youth Services  
Post Office Box 3000  
Somerville NJ, 08876  
Attn: Monica Sprague  
[msprague@co.somerset.nj.us](mailto:msprague@co.somerset.nj.us)

Municipal Commission: Watchung Borough Youth Services

Contact Person: Karin Kidd

Phone: 908-755-4422 E-Mail: kkidd@watchungschools.us

Date: July 25, 2023

Title of Program/Project: Pursuit of Excellence

Amount of Funding Requested: \$2774.28 plus Carryover \$2437.29



**Abbreviated Grant Application Budget Sheet**  
**Minimal Program Changes: (Example: time, location, target population)**

Continued success in supporting students identified as needing extra support in mathematics and language arts skill and content knowledge.

Program: Pursuit of Excellence Amount: \$2774.28  
 Contact Person: Karin Kidd Phone: 908-755-4422  
 Program Start Date: Fall 2023 Program End date: Spring 2024  
 Weekly meeting times and days (ex. M & W from: 3-4 pm): before or afterschool 1-2x per week based on student availability

*\*If program dates change please provide information to MYSC Coordinator*

Budget Line Items	Amount Requested From the Grant	Other Funding Sources Name & Amount	In-kind and/or cash
a. Salary	a. \$1500 b. \$537.14 x 2	YSC Grant Carryover \$2,237.29	
b. Fringe			
Position Title: Part Time _____ Full Time _____			
Training			
Travel			
Speaker			
Printing			
Postage			
T-Shirts			
Trips *			
Supplies			
Activities			
Equipment			
Refreshments *	\$200	\$200	
Rent			
Utilities			
Maintenance			
<b>Total Costs **</b>	<b>\$2774.28</b>	<b>\$2437.29</b>	

***\*Trips and Refreshments Shall Not Exceed 10% of the grant***

***\*\*Total Costs Shall Not Exceed \$6,000***

DRAFT

## **SOMERSET COUNTY BOARD OF COUNTY COMMISSIONERS ANNUAL GRANT PROGRAM REQUIREMENT HIGHLIGHTS**

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It is expected that all grant funding will be expended by August 31st, 2024. Failure to meet that deadline may impact the following year's annual grant funding. Exceptions can be made in a case-by-case basis by notifying the Office of Youth Services.

Somerset County will not release any funds for the current grant year if there is a balance in excess of \$500.00 remaining from the previous year funding. Checks will be released once those funds have been expended.

**Monitor and Evaluation Requirements:** Municipal Youth Services Commissions will monitor and evaluate all funded programs annually and will report their findings to the County Office of Youth Services. It is the responsibility of each commission to ensure that their budgeted programs are running, and funds are being expended as outlined in the approved grant application and budget.

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**MAYOR OR COUNCIL REPRESENTATIVE**

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

**MYSC CHAIRPERSON**

Karin Kidd

(PRINT NAME)

Karin Kidd

(SIGNATURE)

July 25, 2023

(DATE)

*The County of Somerset does not discriminate on the basis of race, color, national origin, sex, age, or disability, in employment or provision of services.*

## RESOLUTION:R5

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Watchung, that the Borough Treasurer be, and is hereby directed to pay bills in the amount of \$3,424,667.20 per the attached bill list. The expenditures can be broken down into the following categories:

Grant Fund	\$	198,510.33
Capital Fund	\$	18,895.00
Developer's Escrow	\$	12,901.50
Other Escrow	\$	41,638.25
Somerset County Open Space Taxes	\$	180,562.75
Watchung Board of Education Taxes	\$	1,252,343.00
Watchung Community Foundation	\$	703,580.00
Current Fund	\$	1,036,236.37
<b>Total Expenditures:</b>	<b>\$</b>	<b>3,424,667.20</b>

\_\_\_\_\_  
Robert Gibbs

\_\_\_\_\_  
Curt Dahl

\_\_\_\_\_  
Paul Fischer

\_\_\_\_\_  
Paolo Marano

\_\_\_\_\_  
Christine Ead, Council President

\_\_\_\_\_  
Sonia Abi Habib

\_\_\_\_\_  
William J. Hance, CFO

\_\_\_\_\_  
Ronald Jubin, Mayor

\_\_\_\_\_  
James Damato, Administrator

**Date: September 21, 2023**

**Index: Finance**

**C: Finance**

September 18, 2023  
12:30 PM

BOROUGH OF WATCHUNG  
Check Register By Check Date

Page No: 1

Range of Checking Accts: AFFORD HOUSING to WIRE TRANSFER Range of Check Dates: 09/02/23 to 09/18/23  
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void	Ref Num
PO #	Item	Description				Contract	Ref Seq Acct
CAPITAL ACCOUNT Investors Savings Capital Fund							
2349	09/10/23	POTTERAR Potter Architects, LLC					5712
23-00576	3	Watchung Library Pre-Design	10,000.00	C-02- -110-A11 Funded	Budget		1 1
2350	09/18/23	CLASS CLASSIC SIGNS, LLC					5719
23-00477	1	EXTERIOR DOUBLE FACE SIGNS	5,344.00	C-02- -914-Z11 Ord 2019/14 Var Property Improv	Budget		1 1
2351	09/18/23	GLS GROVE LOCK & SAFE CO.					5719
23-00571	1	Texier House Lock System	3,551.00	C-02- -607-A15 Texier House Improvements	Budget		2 1
Checking Account Totals							
		Paid	Void	Amount Paid	Amount Void		
	Checks:	3	0	18,895.00	0.00		
	Direct Deposit:	0	0	0.00	0.00		
	Total:	3	0	18,895.00	0.00		
CURRENT FUND Investors Bank Current Fund							
460	09/08/23	CLEARFLY Clearfly					5709
23-00019	9	telephone service	368.02	3-01- -283-489 Telephone	Budget		1 1
461	09/08/23	PERS State of New Jersey					5709
23-00018	18	Sept Health retired	68,352.73	3-01- -175-393 Health Benefits Plan	Budget		2 1
462	09/08/23	PERS State of New Jersey					5709
23-00018	17	Sept Health active	100,728.52	3-01- -175-393 Health Benefits Plan	Budget		3 1
40746	09/08/23	FERRANTE Lynn Ferrante					5716
23-00908	1	tax overpayment refund	2,317.06	3-01- -921-999 REFUND TAX OVERPAYMENT	Budget		2 1
40747	09/08/23	LERETA LERETA, LLC					5716
23-00907	1	tax overpayment refund	3,745.62	3-01- -921-999 REFUND TAX OVERPAYMENT	Budget		1 1
40748	09/08/23	SOM14 SOMERSET C'TY OPEN SPACE TAX					5717
23-00026	3	county open space tax 3rd qtr	160,562.75	3-01- -909-999 COUNTY OPEN SPACE TAX PAYABLE	Budget		1 1
463	09/09/23	WAT01 WATCHUNG BORO. PAYROLL ACCT.					5710
23-00900	1	Watchung Boro	1,370.00	3-01- -165-111 Salary & Wage	Budget		1 1
23-00900	2	Watchung Boro	271.16	3-01- -200-111 Salary & Wage	Budget		2 1
23-00900	3	Watchung Boro	150.50	3-01- -200-111 Salary & Wage	Budget		3 1

September 18, 2023  
12:30 PM

BOROUGH OF WATCHUNG  
Check Register By Check Date

Page No: 2

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Seq	Ref Num
PO #	Item	Description						Acct
CURRENT FUND Investors Bank Current Fund Continued								
463 WATCHUNG BORO. PAYROLL ACCT. Continued								
23-00900	4	Watchung Boro	741.08	3-01- -255-111 Salary & Wage	Budget		4	1
23-00900	5	Watchung Boro	750.00	3-01- -110-111 Salary & Wage	Budget		5	1
23-00900	6		10,537.57	3-01- -115-111 Salary & Wage	Budget		6	1
23-00900	7		8,714.20	3-01- -130-111 Salary & Wage	Budget		7	1
23-00900	8		8,673.79	3-01- -130-111 Salary & Wage	Budget		8	1
23-00900	9		3,724.32	3-01- -135-111 Salary & Wage	Budget		9	1
23-00900	10		2,348.95	3-01- -140-111 Salary & Wage	Budget		10	1
23-00900	11		2,468.04	3-01- -150-111 Salary & Wages	Budget		11	1
23-00900	12		11,994.79	3-01- -205-111 Salary & Wage	Budget		12	1
23-00900	13		414.86	3-01- -205-112 Overtime	Budget		13	1
23-00900	14		1,494.41	3-01- -187-111 Salary & Wage	Budget		14	1
23-00900	15		151,704.45	3-01- -190-111 Salary & Wage	Budget		15	1
23-00900	16		4,338.67	3-01- -190-112 Overtime	Budget		16	1
23-00900	17		11,355.95	3-01- -205-111 Salary & Wage	Budget		17	1
23-00900	18		173.87	3-01- -205-112 Overtime	Budget		18	1
23-00900	19		8,381.61	3-01- -250-111 Salary & Wage	Budget		19	1
23-00900	20		1,037.83	3-01- -265-111 Salary & Wage	Budget		20	1
23-00900	21		2,751.66	3-01- -405-111 Salary & Wage	Budget		21	1
23-00900	22		9,449.66	3-01- -310-218 Social Security / Medicare	Budget		22	1
23-00900	23		36.16	3-01- -307-283 DCRP	Budget		23	1
			242,883.53					
464 09/09/23 WAT01 WATCHUNG BORO. PAYROLL ACCT. 5710								
23-00891	1	Watchung Boro Payroll	1,303.10	3-01- -165-111 Salary & Wage	Budget		24	1
23-00891	2	Watchung Boro Payroll	271.16	3-01- -200-111 Salary & Wage	Budget		25	1
23-00891	3	Watchung Boro Payroll	7,440.75	3-01- -245-111 Salary & Wage	Budget		26	1
23-00891	4	Watchung Boro Payroll	282.50	3-01- -245-111 Salary & Wage	Budget		27	1



September 18, 2023  
12:30 PM

BOROUGH OF WATCHUNG  
Check Register By Check Date

Page No: 3

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Seq	Acct
CURRENT FUND Investors Bank Current Fund Continued								
464 WATCHUNG BORO. PAYROLL ACCT. Continued								
23-00891	5	Watchung Boro Payroll	741.08	3-01- -255-111 Salary & Wage	Budget		28	1
23-00891	6	Watchung Boro Payroll	875.00	3-01- -110-111 Salary & Wage	Budget		29	1
23-00891	7	Watchung Boro Payroll	9,625.07	3-01- -115-111 Salary & Wage	Budget		30	1
23-00891	8	Watchung Boro Payroll	8,714.20	3-01- -120-111 Salary & Wage	Budget		31	1
23-00891	9	Watchung Boro Payroll	8,673.79	3-01- -130-111 Salary & Wage	Budget		32	1
23-00891	10	Watchung Boro Payroll	3,644.37	3-01- -135-111 Salary & Wage	Budget		33	1
23-00891	11	Watchung Boro Payroll	2,348.95	3-01- -140-111 Salary & Wage	Budget		34	1
23-00891	12	Watchung Boro Payroll	2,468.04	3-01- -150-111 Salary & Wages	Budget		35	1
23-00891	13	Watchung Boro Payroll	11,994.79	3-01- -205-111 Salary & Wage	Budget		36	1
23-00891	14	Watchung Boro Payroll	382.94	3-01- -205-112 Overtime	Budget		37	1
23-00891	15	Watchung Boro Payroll	1,494.41	3-01- -187-111 Salary & Wage	Budget		38	1
23-00891	16	Watchung Boro Payroll	5,183.26	3-01- -190-112 Overtime	Budget		39	1
23-00891	17	Watchung Boro Payroll	151,779.45	3-01- -190-111 Salary & Wage	Budget		40	1
23-00891	18	Watchung Boro Payroll	12,795.95	3-01- -205-111 Salary & Wage	Budget		41	1
23-00891	19	Watchung Boro Payroll	1,014.17	3-01- -205-112 Overtime	Budget		42	1
23-00891	20	Watchung Boro Payroll	8,331.61	3-01- -250-111 Salary & Wage	Budget		43	1
23-00891	21	Watchung Boro Payroll	1,037.83	3-01- -265-111 Salary & Wage	Budget		45	1
23-00891	22	Watchung Boro Payroll	2,751.66	3-01- -405-111 Salary & Wage	Budget		46	1
23-00891	23	Watchung Boro Payroll	11,287.27	3-01- -310-218 Social Security / Medicare	Budget		44	1
23-00891	24	Watchung Boro Payroll	32.93	3-01- -307-283 DCRP	Budget		47	1
23-00891	25	Watchung Boro Payroll	76,192.00	3-01- -190-111 Salary & Wage	Budget		48	1
			330,666.28					
40728	09/10/23	ADS Action Data Services					5713	
23-00023	22	payroll processing	525.83	3-01- -130-281 Prof. & Contr. Services-Other	Budget		8	1
40729	09/10/23	AMAZ Amazon Capital Services, Inc					5713	
23-00885	1	Sandisk 500GB Portable SSD	179.97	3-01- -190-233 Computer Expense	Budget		25	1

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PO #	Item	Description						Acct
CURRENT FUND Investors Bank Current Fund Continued								
40729	Amazon	Capital Services, Inc	Continued					
23-00885	2	LaCie Rugged 1TB HDD	178.47	3-01- -190-233 Computer Expense	Budget		26	1
23-00885	3	24x18 Dry Erase Board	28.20	3-01- -190-233 Computer Expense	Budget		27	1
23-00885	4	MOSDART 64GB Metal Flash Drive	55.99	3-01- -190-233 Computer Expense	Budget		28	1
23-00885	5	MOSDART 16GB Metal Flash Drive	35.99	3-01- -190-233 Computer Expense	Budget		29	1
23-00885	6	SanDisk 64GB Extreme SD Card	40.47	3-01- -190-233 Computer Expense	Budget		30	1
23-00885	7	SanDisk 32GB SD Card 10pk	64.99	3-01- -190-233 Computer Expense	Budget		31	1
			584.08					
40730	09/10/23	ANIMALCO Animal Control Solutions					5713	
23-00128	12	2023 animal control Sept	1,677.00	3-01- -235-273 Other Contracted Service	Budget		9	1
40731	09/10/23	BATEM DIFRANCESCO, BATEMAN, COLEY,					5713	
23-00004	44	tax appeals	1,336.50	3-01- -145-279 Prof. & Cons. Serv. Legal	Budget		5	1
40732	09/10/23	CMSCONST CMS Construction Inc.					5713	
23-00770	1	Sidewalk improvements	23,500.00	2-01- -610-201 Infrastructure Improvements	Budget		17	1
23-00770	2	3/4 stone 126 tons	6,930.00	2-01- -610-201 Infrastructure Improvements	Budget		18	1
23-00770	3	Wire Mesh	1,500.00	2-01- -610-201 Infrastructure Improvements	Budget		19	1
			31,930.00					
40733	09/10/23	FITRITEU FIT-RITE UNIFORM CO., INC.					5713	
23-00751	1	Uniforms and Equipment for	2,564.67	3-01- -190-283 Unclassified Expenses	Budget		16	1
40734	09/10/23	FUNCHEON Rachel Funcheon					5713	
23-00903	1	gift basket refund	158.83	3-01- -275-227 Office Supplies & Materials	Budget		32	1
40735	09/10/23	GFG GRAY'S FLORIST & GREENHOUSE					5713	
23-00846	1	Tom Herits (Wife)	165.00	3-01- -110-278 Community Relations	Budget		20	1
23-00846	2	Angelana Calleo	160.00	3-01- -110-278 Community Relations	Budget		21	1
			325.00					
40736	09/10/23	HANCE WILLIAM HANCE					5713	
23-00007	33	farmers market signs	119.40	3-01- -110-278 Community Relations	Budget		6	1

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PO #	Item	Description							
CURRENT FUND Investors Bank Current Fund Continued									
40736	WILLIAM HANCE	Continued							
23-00007	34	bluetooth headset	58.63	3-01- -160-233	Budget		7	1	
			178.03	Computer Expense					
40737	09/10/23	HUANG3 Jian Huang & Joanna Chan					5713		
23-00904	1	tax overpayment refund	4,637.13	3-01- -921-999	Budget		33	1	
				REFUND TAX OVERPAYMENT					
40738	09/10/23	LAWSOFT LAWSOFT, INC.					5713		
23-00866	1	Axon BodyCam LawSoft Interface	6,000.00	3-01- -190-273	Budget		22	1	
				Other Contractual Service					
40739	09/10/23	MARMIC Marmic Associates					5713		
23-00003	29	August proactive	990.00	3-01- -115-233	Budget		1	1	
				Computer Expenses					
23-00003	30	August cloud backup	200.00	3-01- -115-233	Budget		2	1	
				Computer Expenses					
23-00003	31	August remote consulting	2,312.50	3-01- -115-233	Budget		3	1	
				Computer Expenses					
23-00003	32	cat 6 cable	21.85	3-01- -115-233	Budget		4	1	
			3,524.35	Computer Expenses					
40740	09/10/23	MBHC MIDDLE BROOK HEALTH COMMISSION					5713		
23-00444	3	2023 health services	32,382.25	3-01- -425-281	Budget		14	1	
				Prof. & Cons. Services - Other					
40741	09/10/23	MGL MGL PRINTING SOLUTIONS					5713		
23-00882	1	2024 Dog License Tags and Form	404.00	3-01- -120-227	Budget		24	1	
				Office Supplies & Materials					
40742	09/10/23	NJLM NJ LEAGUE OF MUNICIPALITIES					5713		
23-00877	1	Fire Official Job Posting	160.00	3-01- -187-226	Budget		23	1	
				Books, Subs. & Periodicals					
40743	09/10/23	RPINT RAUL M PINTO					5713		
23-00347	7	court interpreter 8/23 & 8/30	300.00	3-01- -405-282	Budget		10	1	
				Specialized Services					
40744	09/10/23	SDL Spatial Data Logic					5713		
23-00394	4	SDL License agreement	5,100.00	3-01- -150-281	Budget		11	1	
				Prof. & Cons. Serv. Other					
23-00394	5	SDL License agreement	1,700.00	3-01- -160-281	Budget		12	1	
				Prof. & Cons. Servs. Other					
23-00394	6	SDL License agreement	13,600.00	3-01- -110-278	Budget		13	1	
			20,400.00	Community Relations					
40745	09/10/23	STL N.J. STATE TOXICOLOGY LAB					5713		
23-00692	1	Applicant Toxicology Screening	90.00	3-01- -190-282	Budget		15	1	
				Specialized Services					

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CURRENT FUND Investors Bank Current Fund Continued							
465	09/11/23	WAT18 WATCHUNG TAX COLLECTOR		(Replacement of: CURRENT FUND 40726)			5708
23-00874	1	interest refund	1,019.42	3-01- -110-278	Budget		114 1
				Community Relations			
40749	09/18/23	ACCSESNJ ACCSES New Jersey, Inc.					5718
23-00262	10	August Cleaning	4,740.62	3-01- -155-272	Budget		46 1
				Janitorial & Laundry Serv.			
40750	09/18/23	ACDAUGHT AC DAUGHTRY SECURITY SYSTEMS					5718
23-00043	7	SECURITY/FIRE SYSTEM MONITOR	33.45	3-01- -155-273	Budget		13 1
				Bldg.-Other Contracted Serv.			
40751	09/18/23	AFP01 APPROVED FIRE PROTECTION CO.					5718
23-00914	1	ANNUAL SPRINKLER INSPECTION-PD	670.77	3-01- -155-273	Budget		74 1
				Bldg.-Other Contracted Serv.			
40752	09/18/23	AIRGROUP Air Group LLC					5718
23-00045	7	2023 DPW HVAC REPAIRS	339.00	3-01- -205-273	Budget		14 1
				Other Contractual Services			
40753	09/18/23	AIRP AIRPOWER INTERNATIONAL					5718
23-00843	1	YEARLY SERVICE CONTRACT	2,056.00	3-01- -185-281	Budget		61 1
				Prof & Contr. Services-Other			
40754	09/18/23	AMAZ Amazon Capital Services, Inc					5718
23-00888	1	Verbatim BD-R 25GB Blu-ray 50p	303.00	3-01- -190-236	Budget		69 1
				Cassettes, Recording Costs			
23-00888	2	Amazon Speakers 2pk	33.47	3-01- -190-236	Budget		70 1
				Cassettes, Recording Costs			
23-00936	1	tax sale labels	28.45	3-01- -140-258	Budget		77 1
				Printing & Binding			
23-00941	1	life jackets	143.79	3-01- -205-231	Budget		83 1
				Emergency & Safety Supplies			
			508.71				
40755	09/18/23	AOC ALLIED OIL, LLC					5718
23-00048	36	8/26 unleaded 636 gal @2.8643	1,821.69	3-01- -283-751	Budget		15 1
				Motor Fuels			
23-00048	37	8/25 diesel 600 gal @3.3674	2,020.44	3-01- -283-751	Budget		16 1
				Motor Fuels			
23-00048	38	8/18 unleaded 1260 gal @2.7866	3,511.12	3-01- -283-751	Budget		17 1
				Motor Fuels			
23-00048	39	8/04 unleaded 650.9gal @2.7667	1,805.05	3-01- -283-751	Budget		18 1
				Motor Fuels			
23-00048	40	7/28 diesel 465.4gal @3.1383	1,463.85	3-01- -283-751	Budget		19 1
				Motor Fuels			
23-00048	41	7/27 unleaded 910 gal @2.8302	2,581.35	3-01- -283-751	Budget		20 1
				Motor Fuels			
23-00048	42	6/19 unleaded 811. gal @2.7796	2,261.15	3-01- -283-751	Budget		21 1
				Motor Fuels			
			15,464.65				

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PO #	Item	Description					Seq Acct
CURRENT FUND Investors Bank Current Fund Continued							
40756	09/18/23	ARTHURWR ARTHUR WRIGHT					5718
23-00930	1	REIMBURSEMENT - WALMART	60.10	3-01- -155-232	Budget		76 1
				General Supplies			
40757	09/18/23	ASTR ASTRO RENTS					5718
23-00055	4	2023 DPW EQUIPMENT, RENTAL	230.78	3-01- -205-265	Budget		23 1
				Misc. Rental Costs			
40758	09/18/23	ATT A T & T					5718
23-00937	1	August Payment	48.48	3-01- -283-459	Budget		78 1
				Telephone			
23-00949	1	Second September payment	48.00	3-01- -283-459	Budget		93 1
				Telephone			
			96.48				
40759	09/18/23	BEL VERIZON					5718
23-00945	1	September Payment	6,845.13	3-01- -283-459	Budget		90 1
				Telephone			
40760	09/18/23	BIOSHINE BIOSHINE					5718
23-00062	6	2023 DPW JANITORIAL SUPPLIES	1,667.34	3-01- -205-254	Budget		24 1
				Other Materials & Supplies			
40761	09/18/23	CFE CITY FIRE EQUIPMENT, CO					5718
23-00068	1	2023 EXTINGUISHERS	2,036.60	3-01- -155-273	Budget		25 1
				Bldg.-Other Contracted Serv.			
40762	09/18/23	COUNTYOF Monmouth County Treasury					5718
23-00675	1	FF1/FF2 CLASS - MIKE MATTIASSI	750.00	3-01- -185-276	Budget		55 1
				Training Aids & Programs			
40763	09/18/23	DEER ReadyRefresh by Nestle					5718
23-00050	9	Monthly Drinking Water	213.54	3-01- -190-283	Budget		22 1
				Unclassified Expenses			
40764	09/18/23	DHANDS Donna Hands					5718
23-00927	1	SCMA Fall Meeting	140.00	3-01- -120-275	Budget		75 1
				Professional Meeting Expenses			
40765	09/18/23	DSP DEBLYN SCREEN PRINTERS					5718
23-00818	1	2023 DPW SHIRTS & HOODIES	2,088.00	3-01- -205-239	Budget		58 1
				Uniforms, Clothing Expense			
40766	09/18/23	EVOQUA EVOQUA WATER TECHNOLOGIES, LLC					5718
23-00071	4	2023 DPW MATERIAL & SUPPLIES	4,452.00	3-01- -225-254	Budget		26 1
				Other Material & Supplies			
40767	09/18/23	FOVEONIC Foveonics Document Solutions					5718
23-00395	2	document imaging project	879.72	3-01- -610-204	Budget		51 1
				Records Archiving			

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CURRENT FUND Investors Bank Current Fund Continued							
40768	09/18/23	GFG GRAY'S FLORIST & GREENHOUSE					5718
23-00881	1	LINDA MONETTI'S RETIREMENT	105.00	3-01- -110-278	Budget		67 1
				Community Relations			
40769	09/18/23	GLS GROVE LOCK & SAFE CO.					5718
23-00076	5	2023 DPW REPAIR/MAINTENANCE	46.15	3-01- -155-273	Budget		27 1
				Bldg.-Other Contracted Serv.			
40770	09/18/23	GPU JCP & L					5718
23-00948	1	September payment	93.90	3-01- -283-263	Budget		92 1
				Electricity			
40771	09/18/23	HANC2 MARYANN HANCE					5718
23-00008	8	Health ins spouse October	382.51	3-01- -175-393	Budget		6 1
				Health Benefits Plan			
40772	09/18/23	HANCE WILLIAM HANCE					5718
23-00007	35	zoom	159.00	3-01- -115-233	Budget		5 1
				Computer Expenses			
40773	09/18/23	HAVIS005 HAVIS					5718
23-00871	1	DS-PAN-430 Pin Replacement	249.00	3-01- -190-271	Budget		65 1
				Equip. Repair & Maint.			
40774	09/18/23	HODE2 HOME DEPOT CREDIT SERVICES					5718
23-00079	9	2023 DPW PURCHASES	3,525.63	3-01- -205-244	Budget		28 1
				Hardware and Minor Tools			
40775	09/18/23	HOMED HOME DEPOT CREDIT SERVICES					5718
23-00080	5	2023 FIRE DEPT. PURCHASES	108.73	3-01- -185-246	Budget		29 1
				Equip. & Machinery Parts			
40776	09/18/23	JPMONZO JPMonzo Municipal Consulting					5718
23-00268	4	webinars 9/20/23	50.00	3-01- -130-276	Budget		47 1
				Training Aids & Programs			
40777	09/18/23	JSSP JOHNSTONE SUPPLY- S.PLAINFIELD					5718
23-00082	10	2023 DPW PURCHASES/SUPPLIES	143.04	3-01- -155-284	Budget		30 1
				HVAC Repairs			
40778	09/18/23	JUBIN Ronald Jubin					5718
23-00938	1	9/11 memorial bagpipes	400.00	3-01- -110-278	Budget		79 1
				Community Relations			
40779	09/18/23	LIFES LIFESAVERS, INC.					5718
23-00854	1	Lifeline AED Adult Pads	268.50	3-01- -190-231	Budget		63 1
				Emergency & Safety Supplies			
23-00854	2	Lifeline AED Pediatric Pads	228.96	3-01- -190-231	Budget		64 1
				Emergency & Safety Supplies			
			497.46				

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CURRENT FUND Investors Bank Current Fund Continued							
40780	09/18/23	MPI WOODS MACHINERY					5718
23-00115	8	2023 DPW SUPPLIES	839.21	3-01- -205-254	Budget		42 1
				Other Materials & Supplies			
40781	09/18/23	MPOVERHE MP OVERHEAD DOORS					5718
23-00087	2	door repair	6,250.00	3-01- -155-266	Budget		31 1
				Building Repair & Maintenance			
40782	09/18/23	MYDOORSI SMART SIGN					5718
23-00817	1	ROAD WORK AHEAD SIGNS	511.11	3-01- -205-245	Budget		57 1
				Signs			
23-00832	1	SPEED HUMP & 15 MPH SIGNS	1,156.49	3-01- -205-245	Budget		60 1
				Signs			
			1,667.60				
40783	09/18/23	NAPCO NAPCO COPY GRAPHICS CENTER					5718
23-00090	3	HP DESIGN JET XL-3600 MFP	340.00	3-01- -150-228	Budget		32 1
				Photocopy Expense			
40784	09/18/23	NJAW2 NJ AMERICAN WATER COMPANY					5718
23-00939	1	Stonegate Hydrants	460.62	3-01- -283-664	Budget		80 1
				Water (fire hydrant)			
23-00939	2	PD Fire Sprinklers	534.86	3-01- -283-664	Budget		81 1
				Water (fire hydrant)			
23-00939	3	PD Fire Sprinklers	3,178.31	3-01- -283-564	Budget		82 1
				Water			
			4,173.79				
40785	09/18/23	NJFE NJ FIRE EQUIPMENT CO.					5718
23-00212	4	intake valve repair	895.00	3-01- -185-231	Budget		44 1
				Emergency & Safety Supplies			
40786	09/18/23	NJIAI NJ State Division, IAI					5718
23-00775	1	Training CSI: For Patrol Ofc	25.00	3-01- -190-276	Budget		56 1
				Training Aids & Program			
40787	09/18/23	NJLM NJ LEAGUE OF MUNICIPALITIES					5718
23-00912	1	2023 Annual NJLM Conference	180.00	3-01- -110-274	Budget		73 1
				Conference Expense			
23-00912	1	2023 Annual NJLM Conference	120.00	3-01- -120-274	Budget		73 2
				Conference Expense			
23-00912	1	2023 Annual NJLM Conference	60.00	3-01- -115-276	Budget		73 3
				Training Aids & Programs			
23-00912	1	2023 Annual NJLM Conference	60.00	3-01- -155-276	Budget		73 4
				Training Aids & Programs			
			420.00				
40788	09/18/23	NORTHERN NORTHERN NURSERIES, INC.					5718
23-00384	6	grass	209.00	3-01- -155-254	Budget		49 1
				Other Materials & Supplies			

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PO #		Item Description							
CURRENT FUND Investors Bank Current Fund Continued									
40788		NORTHERN NURSERIES, INC.		Continued					
23-00384		7 grass	92.00	3-01- -155-254	Budget		50	1	
				Other Materials & Supplies					
			301.00						
40789	09/18/23	PAGE COMMUNICATIONS SPECIALISTS, INC					5718		
23-00894	1	Yearly Radio Maint: 9/23-8/2024	9,844.80	3-01- -190-268	Budget		72	1	
				Communications Equip. Serv.					
40790	09/18/23	PGE PROFESSIONAL GOVERNMENT EDUCAT					5718		
23-00504	5	10/3,10/12,10/17,10/26,11/28	400.00	3-01- -130-276	Budget		52	1	
				Training Aids & Programs					
23-00504	6	credit	10.00	3-01- -130-276	Budget		53	1	
				Training Aids & Programs					
			390.00						
40791	09/18/23	PICTURE Picture-It Awards					5718		
23-00893	1	Chief Name Plate, Setup, Shipped	43.64	3-01- -190-258	Budget		71	1	
				Printing & Binding					
40792	09/18/23	PINTO PINTO BROTHERS					5718		
23-00093	7	2023 8-YD ROLL-OFF CONTAINER	364.25	3-01- -155-273	Budget		33	1	
				Bldg.-Other Contracted Serv.					
23-00093	8	2023 8-YD ROLL-OFF CONTAINER	364.25	3-01- -155-283	Budget		34	1	
				Bldg.-Other Contracted Serv.					
			728.50						
40793	09/18/23	POWERPLA POWER PLACE, INC.					5718		
23-00094	2	2023 DPW PARTS/REPAIRS	1,363.93	3-01- -155-246	Budget		35	1	
				Equip. & Machinery Parts					
40794	09/18/23	PRECASTM PRECAST MANUFACTURING CO.					5718		
23-00829	1	6-FOOT CAR STOP	1,350.00	3-01- -155-254	Budget		59	1	
				Other Materials & Supplies					
40795	09/18/23	PSEG PSE&G CO.					5718		
23-00943	1	Street traffict. lighting	5,495.16	3-01- -283-263	Budget		85	1	
				Electricity					
23-00943	2	Building Electricity	5,181.31	3-01- -283-163	Budget		86	1	
				Electricity					
23-00943	3	Sewer	322.93	3-01- -283-362	Budget		87	1	
				Heating/AC					
23-00943	4	Sewer	1,073.76	3-01- -283-263	Budget		88	1	
				Electricity					
			12,073.16						
40796	09/18/23	PURCH PURCHASE POWER					5718		
23-00506	7	postage	1,000.00	3-01- -405-257	Budget		54	1	
				Postage					



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Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Seq Acct
CURRENT FUND Investors Bank Current Fund Continued							
40797	09/18/23	RACKSPAC Rackspace Email and Apps					5718
23-00131	11	2023 email services October	957.00	3-01- -115-233	Budget		43 1
				Computer Expenses			
40798	09/18/23	RAP READ AUTO PARTS					5718
23-00096	6	2023 DPW REPAIRS/PARTS	1,243.02	3-01- -205-247	Budget		36 1
				Vehicular Parts & Accessories			
40799	09/18/23	ROADREME ROAD REMEDY					5718
23-00887	1	POTHOLE REPAIR	2,908.00	3-01- -205-225	Budget		68 1
				Other Equipment			
40800	09/18/23	RT23AUTO ROUTE 23 AUTO MALL					5718
23-00100	3	2023 DPW SERVICE & REPAIRS	822.40	3-01- -205-247	Budget		39 1
				Vehicular Parts & Accessories			
40801	09/18/23	RUTKO Rutko Engraving Systems, LLC					5718
23-00873	1		88.50	3-01- -110-227	Budget		66 1
				Office Supplies & Materials			
40802	09/18/23	SAVOSCHA Savo, Schaalk, Corsini, Warner					5718
23-00006	36	Patel BA22-06	56.00	3-01- -165-281	Budget		3 1
				Prof. & Cons. Servs. Other			
23-00006	38	BA23-03	2,072.50	3-01- -165-281	Budget		4 1
				Prof. & Cons. Servs. Other			
			2,128.50				
40803	09/18/23	SERTE S.E. ROSE TRUCKING					5718
23-00099	1	Scott Drive catch basin emerg.	14,271.26	2-01- -610-201	Budget		37 1
				Infrastructure Improvements			
23-00099	2	Scott Drive catch basin emerg.	1,678.74	3-01- -205-273	Budget		38 1
				Other Contractual Services			
			15,950.00				
40804	09/18/23	SOM26 SOMERSET COUNTY RECYCLING					5718
23-00233	3	recycling services 2023 3rd qt	15,299.10	3-01- -465-283	Budget		45 1
				Unclassified Expenses			
40805	09/18/23	STREET Street Cop Training, LLC					5718
23-00850	1	Extremists, Conspiracies and	450.00	3-01- -190-276	Budget		62 1
				Training Aids & Program			
40806	09/18/23	SUPLE SUPLEE CLOONEY & COMPANY					5718
23-00020	1	2022 audit	40,000.00	3-01- -130-381	Budget		11 1
				Prof. & Contr. Serv. Other			
23-00020	2	2022 audit	1,250.00	3-01- -405-381	Budget		12 1
				Prof. & Cons. Services - Other			
			41,250.00				
40807	09/18/23	TOSHI TOSHIBA BUSINESS SOLUTIONS					5718
23-00014	23	printer service	186.00	3-01- -130-227	Budget		7 1
				Office Supplies & Materials			

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Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #		Item Description					Ref Seq Acct
CURRENT FUND Investors Bank Current Fund Continued							
40808	09/18/23	TOSHIBA Toshiba Financial Services					5718
23-00015	38	copier lease	2,049.75	3-01- -120-228	Budget		8 1
				Photocopy Expense			
23-00015	39	copier lease	140.00	3-01- -120-228	Budget		9 1
				Photocopy Expense			
23-00015	40	copier lease	975.00	3-01- -120-228	Budget		10 1
				Photocopy Expense			
			3,164.75				
40809	09/18/23	TRISTARE Tri Starr Electric, LLC					5718
23-00942	1	building permit refund	9.00	3-01- -250-283	Budget		84 1
				Unclassified Expenses			
40810	09/18/23	TTSI TIMETRACK SYSTEMS INC.					5718
23-00337	7	time clock system	101.25	3-01- -130-281	Budget		48 1
				Prof. & Contr. Services-Other			
40811	09/18/23	UGIES UGI Energy Services LLC					5718
23-00947	1	September Payment	106.51	3-01- -283-362	Budget		91 1
				Heating/AC			
40812	09/18/23	VW VERIZON WIRELESS					5718
23-00944	1	August Payment	2,785.76	3-01- -283-459	Budget		89 1
				Telephone			
40813	09/18/23	WAC WELDON ASPHALT COMPANY					5718
23-00113	5	2023 DPW ASPHALT MATERIAL	487.12	3-01- -205-242	Budget		41 1
				Asphalt Paving Materials			
40814	09/18/23	WAR01 WARRENVILLE HARDVILLE					5718
23-00110	8	2023 DPW MATERIALS/SUPPLIES	301.67	3-01- -205-231	Budget		40 1
				Emergency & Safety Supplies			
40815	09/18/23	WBBOE WATCHUNG BOROUGH BOARD OF ED					5718
23-00001	10	school taxes October	1,252,343.00	3-01- -901-999	Budget		1 1
				WATCH BD OF ED TAXES PAYABLE			
40816	09/18/23	WHRHS WATCHUNG HILLS REG.HIGH SCHOOL					5718
23-00002	10	school taxes October	703,580.00	3-01- -902-999	Budget		2 1
				WHRHS TAXES PAYABLE			

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	95	0	3,152,722.12	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	95	0	3,152,722.12	0.00

GRANT FUND Investors Savings Grant Fund							
3112	09/10/23	WAT03 WATCHUNG BOROUGH CURRENT FUND					5714
23-00906	1	Safe & Secure Grant	32,400.00	G-03- -510-127	Budget		3 1
				Safe & Secure State Share 2022			
23-00906	2	Safe & Secure Grant	32,400.00	G-03- -510-125	Budget		4 1
				Safe & Secure State Share 2021			

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Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Seq	Num Acct
PO #		Item Description						
GRANT FUND Investors Savings Grant Fund Continued								
3112 WATCHUNG BOROUGH CURRENT FUND Continued								
23-00906	3	Safe & Secure Grant	56,612.20	G-03- -510-126	Budget		5	1
				Safe & Secure Local Share 2021				
23-00906	4	Safe & Secure Grant	60,000.00	G-03- -510-123	Budget		6	1
				Safe & Secure State Share 2020				
23-00906	5	Safe & Secure Grant	13,809.57	G-03- -510-124	Budget		7	1
				Safe & Secure Local Share 2020				
			195,221.77					
3113	09/10/23	Alignment Check				VOID		
3114	09/10/23	WBBOE WATCHUNG BOROUGH BOARD OF ED					5714	
23-00905	1	youth services TREPS (VV)	1,374.28	G-03- -555-297	Budget		1	1
				Youth Services Grant 2020 - 2021 Annual				
23-00905	2	youth services TREPS (VV)	1,914.28	G-03- -555-298	Budget		2	1
				Youth Services Grant 2021 - 2022 Annual				
			3,288.56					
Checking Account Totals								
		Paid	Void	Amount Paid	Amount Void			
	Checks:	2	1	198,510.33	0.00			
	Direct Deposit:	0	0	0.00	0.00			
	Total:	2	1	198,510.33	0.00			
PNC DEV ESCROW Investors Developer Escrow								
15565	09/18/23	BRIGHTVI Bright View Engineering, LLC					5720	
23-00022	27	Bonnie Burn Road	7,395.00	E-PB19-01	Project		5	1
				Bonnie Burn Road Redevelopment				
23-00022	28	engineering services	3,697.50	E-PB22-01	Project		6	1
				1701 Rt 22 Shop Rite				
			11,092.50					
15566	09/18/23	SAVOSCHA Savo, Schalk, Corsini, Warner					5720	
23-00006	33	Thakur	1,452.50	E-BA22-02	Project		1	1
				990 Somerset Street BA22-02				
23-00006	34	Thakur	87.50	E-BA22-02	Project		2	1
				990 Somerset Street BA22-02				
23-00006	35	Patel	31.50	E-BA22-06	Project		3	1
				55 Jared Court BA22-06				
23-00006	37	BA23-03	237.50	E-BA23-03	Project		4	1
				109 Wildwood Terrace				
			1,809.00					
Checking Account Totals								
		Paid	Void	Amount Paid	Amount Void			
	Checks:	2	0	12,901.50	0.00			
	Direct Deposit:	0	0	0.00	0.00			
	Total:	2	0	12,901.50	0.00			
PNC OTHER ESC Investors Savings Other Escrow								
148	09/09/23	WAT01 WATCHUNG BORO. PAYROLL ACCT.					5711	
23-00901	1	Watchung Boro	12,898.75	T-93- -100-5ED	Budget		1	1
				Extra Duty Solutions Funds				

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Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Seq	Ref Num
PO #	Item	Description						Acct
PNC OTHER ESC Investors Savings Other Escrow Continued								
148 WATCHUNG BORO. PAYROLL ACCT. Continued								
23-00901	2	Watchung Boro	2,430.00	T-93- -100-502 Levin Management (Blue Star)	Budget		2	1
23-00901	3	Watchung Boro	1,360.00	T-93- -100-51M Miscellaneous One Time Jobs	Budget		3	1
			16,688.75					
149 09/09/23 WAT01 WATCHUNG BORO. PAYROLL ACCT.								
23-00892	1	Watchung Boro Payroll	13,090.00	T-93- -100-5ED Extra Duty Solutions Funds	Budget		4	1
23-00892	2	Watchung Boro Payroll	3,400.00	T-93- -100-51M Miscellaneous One Time Jobs	Budget		5	1
			16,490.00					
15421 09/10/23 REEFco Reefco Aquarium Service, LLC								
23-00129	13	library aquarium services	100.00	T-93- -100-110 Watchung Public Library Advisory Board	Budget		1	1
15422 09/10/23 WAT01 WATCHUNG BORO. PAYROLL ACCT.								
23-00902	1	Watchung Boro PD Admin Fees	3,338.50	T-93- -100-5ED Extra Duty Solutions Funds	Budget		4	1
23-00902	2	Watchung Boro PD Admin Fees	513.00	T-93- -100-502 Levin Management (Blue Star)	Budget		5	1
23-00902	3	Watchung Boro PD Admin Fees	320.00	T-93- -100-51M Miscellaneous One Time Jobs	Budget		6	1
			4,171.50					
15423 09/10/23 WAT03 WATCHUNG BOROUGH CURRENT FUND								
23-00899	1	Watchung Boro PD Admin Fees	3,388.00	T-93- -100-5ED Extra Duty Solutions Funds	Budget		2	1
23-00899	2	Watchung Boro PD Admin Fees	800.00	T-93- -100-51M Miscellaneous One Time Jobs	Budget		3	1
			4,188.00					
Checking Account Totals								
		Paid	Void	Amount Paid	Amount Void			
	Checks:	5	0	41,638.25	0.00			
	Direct Deposit:	0	0	0.00	0.00			
	Total:	5	0	41,638.25	0.00			
Report Totals								
		Paid	Void	Amount Paid	Amount Void			
	Checks:	107	1	3,424,667.20	0.00			
	Direct Deposit:	0	0	0.00	0.00			
	Total:	107	1	3,424,667.20	0.00			

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
Current Fund	2-01	46,201.26	0.00	0.00	46,201.26
Current Fund	3-01	3,106,520.86	0.00	0.00	3,106,520.86
Capital Fund	C-02	18,895.00	0.00	0.00	18,895.00
Grant Fund	G-03	198,510.33	0.00	0.00	198,510.33
	T-93	41,638.25	0.00	0.00	41,638.25
Total of All Funds:		3,411,765.70	0.00	0.00	3,411,765.70

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
Current Fund	2-01	46,201.26	0.00	0.00	46,201.26
Current Fund	3-01	3,106,520.86	0.00	0.00	3,106,520.86
Capital Fund	C-02	18,895.00	0.00	0.00	18,895.00
Grant Fund	G-03	198,510.33	0.00	0.00	198,510.33
	T-93	41,638.25	0.00	0.00	41,638.25
Total of All Funds:		3,411,765.70	0.00	0.00	3,411,765.70

DRAFT

Project Description	Project No.	Project Total
990 Somerset Street BA22-02	E-BA22-02	1,540.00
55 Jared Court BA22-06	E-BA22-06	31.50
109 Wildwood Terrace	E-BA23-03	237.50
Bonnie Burn Road Redevelopment	E-PB19-01	7,395.00
1701 Rt 22 Shop Rite	E-PB22-01	3,697.50
Total of All Projects:		<u>12,901.50</u>

DRAFT

**BOROUGH OF WATCHUNG  
RESOLUTION: R6**

***GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT***

**WHEREAS**, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

**WHEREAS**, the Annual Report of Audit for the fiscal year ended **December 31, 2022** has been filed by a Registered Municipal Accountant with the Borough Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and

**WHEREAS**, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

**WHEREAS**, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations; and

**WHEREAS**, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and

**WHEREAS**, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

**WHEREAS**, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

**WHEREAS**, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:



**BOROUGH OF WATCHUNG  
RESOLUTION: R6**

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

**NOW, THEREFORE BE IT RESOLVED**, that the Governing Body of the Borough of Watchung, County of Somerset, State of New Jersey hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

\_\_\_\_\_  
Paul Fischer, Council Member

\_\_\_\_\_  
Ronald Jubin, Ph.D., Mayor

ADOPTED: SEPTEMBER 21, 2023  
INDEX: FINANCE-BUDGET  
C: DLGS, B. HANCE

***I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF A RESOLUTION PASSED AT  
THE MAYOR AND COUNCIL MEETING HELD ON SEPTEMBER 21, 2023.***

\_\_\_\_\_  
EDITH G. GIL, RMC

**CERTIFICATION OF GOVERNING BODY OF THE ANNUAL AUDIT  
GROUP AFFIDAVIT FORM  
NO PHOTOCOPIES OF SIGNATURES**

**STATE OF NEW JERSEY  
COUNTY OF SOMERSET**

We, members of the governing body of the ***Borough of Watchung***, in the County of Somerset, being duly sworn according to law, upon our oath depose and say:

1. \_\_\_\_\_ We are duly elected members of the Borough Council of the ***Borough of Watchung*** in the County of Somerset;

2. \_\_\_\_\_ In the performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves with the contents of the Annual Municipal Audit filed with the Clerk pursuant to N.J.S.A. 40A:5-6 for the fiscal year ended December 31, 2022;

3. \_\_\_\_\_ We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled "Comments and Recommendations."

(L.S.)

(L.S.)

(L.S.)

(L.S.)

(L.S.)

(L.S.)

(L.S.)

(L.S.)

(L.S.)

(L.S.)

Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_

Notary Public of New Jersey

\_\_\_\_\_  
Edith G. Gil, Borough Clerk

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-----  
The Municipal Clerk (or Clerk of the Board of Chosen Freeholders as the case may be) shall set forth the reason for the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be sent to the Bureau of Financial Regulation and Assistance, Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625.



# SUPLEE, CLOONEY & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

308 East Broad Street, Westfield, New Jersey 07090-2122

Telephone 908-789-9300

Fax 908-789-8585

E-mail [info@scnco.com](mailto:info@scnco.com)

Ms. Edith Gil, RMC Borough Clerk  
Municipal Building  
15 Mountain Boulevard  
Watchung, New Jersey 07069

RE: BOROUGH OF WATCHUNG  
SOMERSET COUNTY, NEW JERSEY

Dear Ms. Gil:


Enclosed please find two (2) copies of a summary of the 2022 audit of your municipality which may be useful in your selection of the data for the publication of the audit required by N.J.S.A. 40A:5-7:

"A synopsis or summary of all audits, together with the recommendations made by the Registered Municipal Accountant shall be published at least once in the official newspaper of the county or municipality....."

This summary is, of course, condensed and the full report should be kept on file in your office available for inspection by interested persons

Yours very truly,

SUPLEE, CLOONEY & COMPANY

  
Robert W. Swisher, Partner

September 6, 2023

RWS:tc  
Encls.

SUMMARY OR SYNOPSIS OF AUDIT REPORT FOR PUBLICATION

SUMMARY OR SYNOPSIS OF 2022 AUDIT REPORT  
OF BOROUGH OF WATCHUNG AS REQUIRED BY N.J.S.40A:5-7

COMBINED COMPARATIVE BALANCE SHEETS-STATUTORY BASIS

	DECEMBER 31, 2022	DECEMBER 31, 2021
<u>ASSETS</u>		
Cash and Investments	\$ 17,779,665.49	\$ 16,390,890.80
Taxes, Assessments and Liens Receivable	726,676.80	204,574.67
Accounts Receivable	523,541.49	3,056,940.23
Deferred Charges to Future Taxation - General Capital	16,248,294.51	18,479,866.64
General Fixed Assets	27,801,804.38	26,895,106.75
<u>TOTAL ASSETS</u>	<u>\$ 63,081,982.67</u>	<u>\$ 65,027,379.09</u>
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>		
Bonds, Notes and Loans Payable	\$ 16,537,645.92	\$ 18,674,568.22
Improvement Authorizations	1,109,587.21	1,620,140.58
Other Liabilities and Special Funds	9,191,057.51	10,664,808.95
Reserve for Certain Assets Receivable	280,002.31	226,956.84
Reserve for Investment in General Fixed Assets	27,801,804.38	26,895,106.75
Fund Balance	8,161,885.34	6,945,797.75
<u>TOTAL LIABILITIES, RESERVES AND FUND BALANCE</u>	<u>\$ 63,081,982.67</u>	<u>\$ 65,027,379.09</u>

BOROUGH OF WATCHUNG

COMPARATIVE STATEMENTS OF OPERATIONS AND  
CHANGE IN FUND BALANCE - CURRENT FUND-STATUTORY BASIS

	<u>YEAR 2022</u>	<u>YEAR 2021</u>
<u>REVENUE AND OTHER INCOME REALIZED</u>		
Fund Balance Utilized	\$ 2,000,000.00	\$ 1,020,000.00
Miscellaneous-From Other Than Local		
Property Tax Levies	5,951,421.39	5,633,422.25
Collections of Delinquent Taxes and		
Tax Title Liens	204,574.67	561,922.75
Collections of Current Tax Levy	<u>40,167,767.67</u>	<u>39,354,099.31</u>
<u>TOTAL INCOME</u>	<u>\$ 48,323,763.73</u>	<u>\$ 46,569,444.31</u>
<u>EXPENDITURES</u>		
Budget Expenditures:		
Municipal Purposes	\$ 17,096,777.18	\$ 15,643,106.34
County Taxes	7,341,811.78	7,282,709.43
Local and Regional School Taxes	20,402,849.00	20,065,206.00
Municipal Open Space Tax	381,700.00	366,993.03
Interfunds Advanced	<u>2,634.69</u>	<u>137,984.96</u>
<u>TOTAL EXPENDITURES</u>	<u>\$ 45,225,772.65</u>	<u>\$ 43,495,999.76</u>
Excess in Revenue	\$ 3,097,991.08	\$ 3,073,444.55
Fund Balance, January 1	<u>6,718,496.82</u>	<u>4,665,052.27</u>
	<u>\$ 9,816,487.90</u>	<u>\$ 7,738,496.82</u>
Less: Utilization as Anticipated Revenue	<u>2,000,000.00</u>	<u>1,020,000.00</u>
Fund Balance, December 31	<u>\$ 7,816,487.90</u>	<u>\$ 6,718,496.82</u>

## RECOMMENDATIONS

\*That all disbursements be made to the proper agencies as required by the Administrative Office of the Courts (AOC).

\*Repeat from prior year audit.

A Corrective Action Plan, which outlines actions the Borough of Watchung will take to correct the findings listed above, will be prepared in accordance with federal and state requirements. A copy of it will be placed on file and made available for public inspection in the Office of the Borough Clerk in the Borough of Watchung.

The above summary or synopsis was prepared from the report of audit of the Borough of Watchung, County of Somerset, for the year 2022. This report of audit, submitted by Suplee, Clooney & Company, Registered Municipal Accountants and Certified Public Accountants, is on file at the Borough Clerk's Office and may be inspected by any interested person.

Clerk



# SUPLEE, CLOONEY & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

308 East Broad Street, Westfield, New Jersey 07090-2122

Telephone 908-789-9300

Fax 908-789-8535

E-mail [info@scnco.com](mailto:info@scnco.com)

Ms. Edith Gil, RMC  
Borough Clerk  
Municipal Building  
15 Mountain Boulevard  
Watchung, New Jersey 07069

RE: BOROUGH OF WATCHUNG  
SOMERSET COUNTY, NEW JERSEY

Dear Ms. Gil:

Enclosed please find a copy of the Report of Municipal Court prepared by us during the course of our audit for the year 2022.

Yours very truly,

SUPLEE, CLOONEY & COMPANY

  
Robert W. Swisher, Partner

September 6, 2023

RWS:tc  
Encl.

**ANNUAL AUDIT REPORT  
FOR THE YEAR**

2022

**MUNICIPAL COURT OF:**  
**COUNTY OF:**

BOROUGH OF WATCHUNG

SOMERSET

**COURT INFORMATION:**

ADDRESS: 263 SOMERSET STREET  
NORTH PLAINFIELD, NEW JERSEY 07060  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE: (908) 769-2265  
COUNTY: SOMERSET  
JUDGE: HONORABLE BRIAN LEVINE  
COURT \_\_\_\_\_  
DIRECTOR: N/A  
COURT \_\_\_\_\_  
ADMINISTRATOR: JODI MACK

**REPORT COMPLETED BY:**

NAME: ROBERT W. SWISHER  
SIGNED BY: *Robert W. Swisher*  
ADDRESS: SUPLEE, CLOONEY, AND COMPANY  
308 EAST BROAD STREET  
WESTFIELD, NEW JERSEY 07090

R.M.A. NUMBER: 439  
DATE: 9/6/2023



# **RECEIPTS AND DISBURSEMENTS FOR THE YEAR ENDING DECEMBER 31, 2022**

AGENCY	BEGINNING BALANCE AS OF DECEMBER			ENDING BALANCE AS OF DECEMBER
	31, 2021	RECEIPTS	DISBURSEMENTS	31, 2022
STATE OF NEW JERSEY	\$ 6,075.87	\$ 102,511.64	\$ 100,222.14	\$ 8,365.37
COUNTY	3,775.00	61,663.00	61,026.50	4,411.50
MUNICIPALITY	9,324.36	141,667.33	140,745.73	10,245.96
MUNICIPALITY - P.O.A.A.	2.00	12.00	12.00	2.00
RESTITUTION		600.00	600.00	-
PUBLIC DEFENDER	600.00	5,800.00	5,600.00	800.00
WEIGHTS AND MEASURES		14,974.00	14,974.00	-
INTEREST		143.93	143.93	-
TOTAL MAGISTRATE	\$ 19,777.23	\$ 327,371.90	\$ 323,324.30	\$ 23,824.83
BAIL ACCOUNTS	5,650.00	14,745.00	16,620.00	3,775.00
INTEREST	-	34.03	34.03	-
TOTAL BAIL	\$ 5,650.00	\$ 14,779.03	\$ 16,654.03	\$ 3,775.00
	\$ 25,427.23	\$ 342,150.93	\$ 339,978.33	\$ 27,599.83

\*Was the ending balance disbursed by the 15th of the next month?

YES

If not, explain?

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DRAFT

## GENERAL MUNICIPAL COURT INFORMATION

1. Does this court serve more than one municipality? YES If so please list:  
The Watchung court services are located in North Plainfield
- 2 Amount paid or charged in 2022 to 2022 appropriations for salaries of judge(s) \$67,690.82  
Other staff \$0.00 And expenses \$40,968.53
- 3 Is an approved statewide violations bureau schedule of fines prominently posted in the place where fines are to be paid to the violations clerk? Yes
4. Does the court have an approved supplemental Local Violations Bureau Schedule? Yes  
If so, is it prominently posted in the place where fines are to be paid to the violations clerk?  
Yes
- 5 List staff members that are bonded:
- |                     |                               |                |                     |
|---------------------|-------------------------------|----------------|---------------------|
| Judge               | <u>Honorable Brian Levine</u> | Amount of Bond | <u>1,000,000.00</u> |
| Court Administrator | <u>Jodi Mack</u>              | Amount of Bond | <u>1,000,000.00</u> |
| Deputy Court Adm.   | <u>Yesenia Rios</u>           | Amount of Bond | <u>1,000,000.00</u> |
| Other staff         |                               | Amount of Bond |                     |
| Other staff         |                               | Amount of Bond |                     |
- 6 When does Judges term expire? 12/31/2024
- 7 Are uniform Traffic tickets serially numbered, properly controlled and accounted for? Yes
- 8 Are tickets eligible for destruction disposed of in a timely and proper manner? Yes

## FINANCIAL PROCEDURES

### Daily Financial Procedures

- 1 Are separate cash boxes maintained for each employee that receives money? No
- 2 Who is responsible for completing the Daily Bank Deposit? Court Administrator
- 3 Who is responsible for transporting the Daily Deposit to the bank? Court Administrator
- 4 What procedures are followed to transport the moneys to the bank(i.e. security)?  
Deposits are prepared, placed in plastic bags, and sealed. Police usually pick up deposit. Occasionally the court administrator takes deposit to the bank instead of a police officer.
- 5 Are deposits made within 48 hours ? Yes If not , please explain :

- 6 Do the above cash handling procedures provide for adequate security and separation of responsibilities?  
Yes
- 7 Do the deposit slips match the totals provided by the Daily Batch and Criminal Journal? Yes  
If no, please explain:
- 8 Do the deposit slips match the daily totals displayed on the ATS Monthly Cashbook? Yes  
If no, please explain:
- 9 Are the deposit slips attached to the ATS Daily Batch Report and Criminal Journal? Yes
- 10 As of what date or dates was cash counted, reconciliation made and bank balances confirmed?  
Reconciliations made and bank balances confirmed as of 12/31/22; Cash counted on 07/18/23

**Monthly Financial Procedures**

- 11 Are separate general / bail accounts maintained? Yes
- 12 Is the court utilizing the ATS/ACS monthly cash book? Yes If not, please explain:
- 13 Who is responsible for the municipal court financial procedures ( name and title )?  
Jodi Mack, Court Administrator
- 14 Do the monthly disbursement checks equal account totals on Part V of the ATS monthly cash book?  
If no, please explain: Yes
- 15 Are monies turned over to the proper agencies on or before the 15th of the month? No  
If not, please explain: Turnovers were not made by the 15th of the month three (3) times during 2022.
- 16 Does the general account accrue interest? Yes Bail? Yes  
Is the interest turned over on a monthly basis? Yes
- 17 Are overpayment checks written on a monthly basis? Yes Interest? No
- 18 Is the bank reconciliation page of the monthly cash book completed and balanced? Yes  
If not, please explain:
- 19 Are the fiscal records kept in a safe place? Yes

**Bail Procedures**

- 20 Is bail collected by the police department properly and promptly turned over to the municipal court?  
Yes
- 21 Are bail refunds done in a timely manner? Yes
- 22 Are bail forfeitures done in a timely manner? Yes
- 23 Are the cash balances on the Monthly Bail on Account Report equal to the account balance in the bail account? Yes

COMMENTS:

Payments were not disbursed by the 15th day of the subsequent month to either municipal treasurer and state/county agencies for three months during the year.

RECOMMENDATIONS:

Payments should always be disbursed by the 15th day of the subsequent month to either municipal treasurer and state/county agencies.

DRAFT

**BOROUGH OF WATCHUNG**  
**RESOLUTION: R7**

**WHEREAS**, the Division of Local Government Services requires preparation of a Corrective Action Plan in accordance with the Single Audit Act, U.S. Office of Management and Budget, and New Jersey Office of Management and Budget; and

**WHEREAS**, a Corrective Action Plan has been prepared by the Chief Financial Officer as required, and copies have been distributed to the Governing Body and filed with the Borough Clerk.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Watchung, County of Somerset, State of New Jersey that the **2022 Corrective Action Plan** is hereby approved as submitted.

**BE IT FURTHER RESOLVED** that a copy of the Plan be submitted to the NJ Division of Local Government Services as required.

\_\_\_\_\_  
Paul Fischer, Council Member

\_\_\_\_\_  
Ronald Jubin, Ph.D., Mayor

ADOPTED: SEPTEMBER 21, 2023  
INDEX: FINANCE-BUDGET  
C: W. HANCE, DLGS

*I, Edith G. Gil, Municipal Clerk of the Borough of Watchung, County of Somerset, State of New Jersey, do hereby certify the foregoing to be a correct and true copy of a Resolution adopted by the Mayor and Council at a meeting held on September 21, 2023.*

\_\_\_\_\_  
*Edith G. Gil, RMC*

**Borough of Watchung  
Corrective Action Plan  
2022 Calendar Year Audit**

<b>Audit Recommendation</b>	<b>Analysis</b>	<b>Corrective Action</b>	<b>Staff Responsible</b>	<b>Completion Date</b>
That all disbursements be made to the proper agencies as required by the Administrative Office of the Courts (AOC).	The Municipal Court did not turn over funds to the Treasurer by the 15 <sup>th</sup> of the month as required by statute.	The Court will turn the funds over to the Treasurer prior to the required date.	Municipal Court	10/1/2023

Titles of individuals responsible for taking corrective action:  
Municipal Court Administrator

Respectfully submitted to the Mayor and members of the Borough Council by:

\_\_\_\_\_  
William J. Hance  
Chief Financial Officer  
September 21, 2023

**BOROUGH OF WATCHUNG  
RESOLUTION: R8**

**RESOLUTION AUTHORIZING THE AWARD OF CONTRACT TO REIVAX  
CONTRACTING INC. FOR THE 2023 ROADWAY IMPROVEMENTS PROJECT**

**WHEREAS**, on September 14 2023, sealed bids were opened on behalf of the Borough of Watchung for the 2023 Roadway Improvements; and

**WHEREAS**, the Borough opened four (4) bids in the following amounts:

<b>Bidder</b>	<b>Base Bid</b>	<b>Alternate 1</b>	<b>Total Bid</b>
Reivax Contracting Corp.	240,797.00	\$157,825.75	\$398,622.75
Top Line Construction Corp.	\$255,650.53	\$209,579.38	\$465,229.91
AJM Contractors	\$291,631.95	\$223,349.57	\$514,981.52
Black Rock Enterprises, LLC	\$313,141.95	\$242,413.60	\$555,555.55

**WHEREAS**, Remington & Vernick Engineers, the Borough's consulting engineer, reviewed all of the bid proposals and found that the lowest numerical bid submitted by Reivax Contracting Corp. was recommended for award by Remington & Vernick Engineers; and

**WHEREAS**, the Chief Financial Officer has certified the sufficiency of funds for the award of contract for the 2023 Roadway Improvements Project in account # 3-01-610-201, subject to the approval of the New Jersey Department of Transportation; and

**WHEREAS**, Council of the Borough of Watchung has determined pursuant to *N.J.S.A. 40A:11-1, et seq.*, Reivax Contracting Corp. is the lowest responsive responsible bidder for the 2023 Roadway Improvements Project with a total bid in the amount of \$398,622.75, subject to the approval of the New Jersey Department of Transportation.

**NOW, THEREFORE, BE IT RESOLVED** by Council of the Borough of Watchung, County of Somerset, State of New Jersey that pursuant to *N.J.S.A. 40A:11-1, et seq.*, Reivax Contracting Corp. is the lowest responsive responsible bidder for the 2023 Roadway Improvements Project with a total bid in the amount of \$398,622.75; and

**BE IT FURTHER RESOLVED** by the Council that it hereby awards a contract for the 2023 Roadway Improvements Project to Reivax Contracting Corp., 356 Thomas Street Newark, New Jersey 07114 in a total amount not to exceed \$398,622.75 subject to the approval of the New Jersey Department of Transportation; and

**BE IT FURTHER RESOLVED** by the Council that it hereby authorizes the Mayor and all Borough Officials and employees, to take all necessary action to effectuate the within Resolution, including but not limited to the Mayor and Borough Clerk's execution of the contract awarded herein and the implementation thereof consistent with the terms of this Resolution and executed contract; and

**BOROUGH OF WATCHUNG  
RESOLUTION: R8**

**BE IT FURTHER RESOLVED**, that upon receipt of a fully executed contract, the Borough Clerk is hereby authorized and directed to return the bid bonds of all unsuccessful bidders.

**BE IT FURTHER RESOLVED**, that the Chief Financial Officer certifies that funds are available in account 3-01-610-201.

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William J. Hance, CFO / QPA

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Christine B. Ead, Council President

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Ronald Lubin, Ph.D., Mayor

ADOPTED: SEPTEMBER 21, 2023  
INDEX: ROADS, AWARDS  
C: B. HANCE, ENG.

DRAFT





**REMINGTON  
& VERNICK  
ENGINEERS**

429 Route 79, Suite 21  
Morganville, NJ 07751  
O: (732) 955-8000  
F: (732) 591-2815

**September 18, 2023**

Mr. James Damato, Borough Administrator  
Borough of Watchung  
15 Mountain Boulevard  
Watchung, NJ 07069

**Re: Borough of Watchung  
2023 NJDOT Municipal Aid  
Recommendation of Award  
Our File: 1821-T-007**

Dear Mr. Damato:

On September 14, 2023, the Borough of Watchung received bids for the referenced above project. A bid tabulation is enclosed for your review. The following bids were reviewed by our office.

1.	Reivax Contracting, Corp. 165 River Road Flemington, NJ 08822	Base Bid: \$240,797.00 Alternative A: \$157,852.75 <b>Total: \$398,622.75</b>
2.	Top Line Construction, Corp 22 Fifth Street Somerville, NJ 08876	Base Bid: \$255,650.53 Alternative A: \$209,579.38 <b>Total: \$465,229.91</b>
3.	AJM Contractors, Inc. 300 Kuller Road Clifton, NJ 07011	Base Bid: \$291,631.75 Alternative A: \$223,349.50 <b>Total: \$514,981.25</b>
4.	Black Rock Enterprises, LLC P.O. Box 513 South River, NJ 08882	Base Bid: \$313,141.95 Alternative A: \$242,413.60 <b>Total: \$555,555.55</b>

Our review of the above referenced bids indicates that all totals are mathematically correct. The bids appear to contain all the required documentation and, we believe, were properly executed in accordance with the requirements of the bid specifications.

Assuming there are sufficient funds to cover the Base Bid, we recommend that the contract for the Base Bid and Alternate A be awarded to Reivax Contracting, Corp, as low responsive bidder, in the amount of \$398,622.75. Our recommendation is contingent upon the Borough's Solicitor's review and monies available.

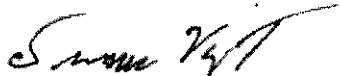
We are familiar with the work of the apparent low bidder Reivax Contracting, Corp and find them to be qualified.

Under separate cover, copies of the bid documents will be forwarded to the Solicitor for review and comment.

Borough of Watchung  
2023 NJDOT Municipal Aid  
Recommendation of Award  
Our File: 1821-T-007  
Page 2

Should you have any questions regarding these bid results, please contact our Morganville office at (732) 955-8000.

Sincerely,  
**REMINGTON & VERNICK ENGINEERS**



Terence M. Vogt, PE, PP, CME  
Principal, Regional Manager

TMV/pv

cc : Mayor Ronald Jubin, Ph.D.  
Joseph V. Sordillo, Esq., Borough Solicitor  
Bill Hance, CFO  
Edith Gil, Municipal Clerk  
Damaris Quinones – Gray, Administrative Assistant  
Tremaine Ward, NJDOT  
Christopher Barretts, NJDOT  
Deval Desai, NJDOT  
Jason Cline, PE,  
George Allan, Chief Inspector

DRAFT

**BOROUGH OF WATCHUNG  
RESOLUTION: R9**

**BE IT HEREBY RESOLVED**, by the Mayor and Council of the Borough of Watchung, County of Somerset, State of New Jersey that the appointment of **Colleen Lange** as **Administrative Assistant** in the Office of the Administrator and the Borough Clerk at an annual salary of **\$48,000.00**, effective October 2, 2023, is hereby confirmed.

**BE IT FURTHER RESOLVED**, that this appointment is subject to having a successful background check.

\_\_\_\_\_  
Paul Fischer, Council Member

\_\_\_\_\_  
Ronald Jubin, Ph.D., Mayor

ADOPTED: SEPTEMBER 21, 2023  
INDEX: APPOINTMENTS  
C: FINANCE

**BOROUGH OF WATCHUNG  
RESOLUTION: R10**

**BE IT HEREBY RESOLVED**, by the Mayor and Council of the Borough of Watchung, County of Somerset, State of New Jersey that **Chris Czuba** as **Temporary Fire Official/Fire Inspector** at an hourly rate of \$45.00 per hour, as-needed, is hereby confirmed.

**BE IT FURTHER RESOLVED**, that this resolution is hereby ratified to September 1, 2023.

\_\_\_\_\_  
Paul Fischer, Council Member

\_\_\_\_\_  
Ronald Jubin, Ph.D., Mayor

ADOPTED: SEPTEMBER 21, 2023  
INDEX: APPOINTMENTS  
C: FINANCE