

TOWN OF PHILLIPSBURG  
SPECIAL MEETING AGENDA  
ACTION TO BE TAKEN  
October 23, 2019 – 6:00 PM  
PHA – Community Room  
535 Fisher Avenue

1. OPEN PUBLIC MEETING ACT STATEMENT
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. PUBLIC COMMENTS ON **AGENDA ITEMS ONLY**
5. PAYMENT OF BILLS
6. **RESOLUTION**

**R: 2019-200** (*must be done before bond*)

EMERGENCY APPROPRIATIONS-RESOLUTION

7. **ORDINANCES FIRST READING**

O: 2019 – 27 (First Read Special Meeting)

BOND ORDINANCE AMENDING AND SUPPLEMENTING  
BOND ORDINANCE NUMBER 2019-19 HERETOFORE  
FINALLY ADOPTED AUGUST 20, 2019 TO INCREASE THE  
APPROPRIATION THEREIN BY \$457,000 AND TO INCREASE  
THE AUTHORIZATION OF BONDS OR NOTES THEREIN BY  
\$435,000 TO FINANCE THE ADDITIONAL COSTS THEREOF

## **8. RESOLUTIONS**

R: 2019 - 201

RESOLUTION OF THE TOWN OF PHILILIPSBURG IN THE COUNTY OF WARREN STATE OF NEW JERSEY, AUTHORIZING A \$457,000 EMERGENCY APPROPRIATION PURSUANT TO N.J.S.A. 40A:4-46 AND 40A:4-49 TO FUND THE PAYMENT OF IMPROVEMENTS TO THE ARMORY

**R: 2019 – 193 (Tabled from 10-15-2019 mtg)**

GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT

**R: 2019-195 (Tabled from 10-15-2019)**

RESOLUTION APPROVING THE CORRECTIVE ACTION PLAN

## **9. EXECUTIVE SESSION**

R: 2019 –

A RESOLUTION TO PROVIDE FOR AN EXECUTIVE MEETING OF THE TOWN COUNCIL OF THE TOWN OF PHILLIPSBURG FOR THE PURPOSE OF CONSIDERING -

## **10. ADJOURNMENT**

**Bill List Summary**  
**REGULAR BILL LIST AS OF October 22, 2019**

		<u>Check No</u>
1 Current Fund	109,708.44	_____
2 State & Federal Grants	2,996.46	_____
4 Capital Fund	0.00	_____
7 Sewage Utility Fund	1,781.96	_____
8 Sewage Capital Fund	0.00	_____
12 Planning Board Trust Fund	0.00	_____
12 Bridge Development	149.55	_____
13 Dog Trust Fund	1,300.00	_____
15 Public Defender Trust Fund	0.00	_____
16 Section 8	0.00	_____
17 General Trust Fund	139.51	_____
17 Commerce Park Redevelopment	0.00	_____
18 Bernards Township RCA	0.00	_____
20 Agency Fund	0.00	_____
21 Revolving Loan Fund	0.00	_____
<b>Total Regular Bill List as October 22, 2019</b>	<b>116,075.92</b>	

**Section 8 Rent Payments for 2019**

16 Section 8 Program	0.00	_____
<b>Total Section 8 Rent Payments for October, 2019</b>	<b>0.00</b>	

Prior Council Meeting	Check # 76196 Date: 6/18/19 GRANT WRITING USA	455.00
Prior Council Meeting	Check # 77259 Date: 10/8/19 ALAN S MARINO	530.00

**Pre-Paid Bill List as of October 22, 2019**

1 Current Fund	0.00
2 State & Federal Grants	2,704.00
4 Capital Fund	0.00
7 Sewer Utility Fund	0.00
8 Sewer Utility Capital	0.00
12 Planning Board Trust Fund	0.00
16 Section 8	0.00
17 General Trust Fund	0.00
18 Bernards Township RCA	0.00
20 Agency Fund	0.00
21 Revolving Loan Fund	0.00
<b>Total Pre-Paid Bill List for October 22, 2019</b>	<b>2,704.00</b>

Grand Total All Funds 119,764.92

Approved By:   
 Robert J. Merlo, CFO

  
 Stephen R Ellis, Mayor

# **List of Bills - CLAIMS CHECKING ACCOUNT** Meeting Date: 10/22/2019 For bills from 10/15/2019 to 10/22/2019

Check#	Vendor	Description	Payment	Check Total
77432	3 - VERIZON, INC	PO 31908 10/1/19-11/9/19 Utility bills as pe	3,715.58	3,715.58
77433	25 - ES2-ENVIR.SYS.&EQUIP SVCS INC	PO 31893 Quarterly district meter calibratio	1,249.50	1,249.50
77434	43 - ROSSNAGLE'S SERVICE CNTR INC	PO 31842 Repairs for 94-4	1,680.54	
		PO 31843 Repairs for 94-2	1,169.68	2,850.22
77435	78 - AQUA NEW JERSEY, INC	PO 31909 9/9/19-10/7/19 Services as per bill	663.57	663.57
77436	81 - P H BARRON WELDING	PO 31839 Weld repairs for chipper	925.00	925.00
77437	86 - M.R. PURDY	PO 31825 A.B.C Recharge 2 Extinguishers	45.00	45.00
77438	130 - CINTAS FAS LOCKBOX 636525	PO 31841 Poison ivy wipes for garage	406.74	
		PO 31852 AED agreement - Municipal Bldg	436.00	842.74
77439	345 - N J FIRE EQUIPMENT	PO 31748 Repair of 3 SCBA Units	281.40	281.40
77440	396 - NJ DIVISION OF FIRE SAFETY	PO 31846 Life Hazard Use Registration	191.00	
		PO 31848 Life Hazard Use Registration	705.00	896.00
77441	413 - ALTEK BUSINESS SYS INC	PO 31616 payment for copier agreement	188.07	
		PO 31764 COPIER LEASE AGREEMENT 1 COPIERS	188.07	376.14
77442	440 - NJ DCA DIV CODES & STANDARDS	PO 31886 3rd QRT State TRaining Fee	62,351.00	62,351.00
77443	452 - BOARD OF EDUCATION	PO 31901 Utility Payments	5,264.20	5,264.20
77444	477 - LANGUAGE SERVICES ASSOCIATES	PO 31863 Language Line Service Sept 2019	62.40	62.40
77445	500 - ADP, LLC	PO 31900 Payroll Processing Charges	615.78	615.78
77446	533 - BRENDA PAPOVICH	PO 31902 Travel to Classes	50.90	50.90
77447	546 - GRAPHIC ACTION INC	PO 31746 Lettering and Striping of FD Vehicl	404.00	404.00
77448	547 - LAWREN SUPPLY CO	PO 31618 Body Armor for Dunfee, McDonald, M	2,996.46	2,996.46
77449	583 - KEVIN HULSE	PO 31894 2019 Eyeglass reimbursment	298.20	298.20
77450	587 - CHRISTOPHER MECCA	PO 31806 2019 Eyeglass Reimbursment	198.00	198.00
77451	604 - BIG PIXEL STUDIO	PO 31703 updates to website	1,700.00	
		PO 31857 1 year domain name renewal	30.00	1,730.00
77452	667 - FRA TECHNOLOGIES	PO 31811 Maintance Contract Covering Decembe	1,300.00	1,300.00
77453	670 - BLOCK LINE SYSTEMS LLC	PO 31897 Local & Long Distance Telecommunica	2,422.56	2,422.56
77454	687 - INDUSTRIAL COMMUNICATIONS INC	PO 31860 Radio Maintenance Contract for Octo	521.00	521.00
77455	732 - ZW USA INC (DOG WASTE BAGS)	PO 31855 dog waste bags	139.51	139.51
77456	733 - NJ ADVANCE MEDIA, LLC	PO 31785 notice of action for Bridge Constru	149.55	149.55
77457	941 - RUSSELL REID WST HAUL/DISP.SVC INC	PO 31840 Temporary restroom - Boat ramp	23.80	23.80
77458	1069 - TROPICANA HOTEL	PO 31788 NJSLOM RESERVATIONS 2019 CONFERENC	532.46	
		PO 31788 NJSLOM RESERVATIONS 2019 CONFERENC	5,032.54	5,565.00
77459	1095 - SF MOBILE-VISION INC	PO 31640 SERVICE MVR IN 94-13 REPAIRED CONNE	210.00	
		PO 31768 MVR REPAIR ON POLICE VEHICLE	288.49	498.49
77460	1100 - ADVANCE LOCAL HOLDINGS CORP	PO 31895 02019-23,24,25,26 Advertising	3,773.45	3,773.45
77461	1492 - OPDYKE'S SERVICES	PO 31834 Parts for sanitation trucks	581.72	
		PO 31838 Parts for sanitation trucks	951.29	1,533.01
77462	1676 - H & K AUTO BODY REPAIRS INC	PO 31804 Relocate to next street	75.00	75.00
77463	1681 - BOROUGH OF ALPHA	PO 31827 Shared Service - Alpha court rent	11,000.00	11,000.00
77464	2357 - GREEN POND NURSERY INC	PO 31866 80 yards of playground mulch	1,600.00	1,600.00
77465	6637 - FLORIO, PERR	PO 31898 Stephen Ellis vs Town of Phillipsb	858.46	858.46
77466	7094 - DWI-DRE CONSULTING SERVICES, INC	PO 31254 Discovery Review/Expert Opinion Rep	800.00	800.00
TOTAL				116,075.92

## Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-201-20-100-050	Business Administrator - O/E	1,700.00			
01-201-20-110-050	Mayor & Council - O/E	1,693.54			
01-201-20-120-050	Municipal Clerk - O/E	4,124.45			
01-201-20-130-050	Financial Adminstration - O/E	1,067.68			
01-201-20-145-050	Revenue Adminstration - O/E	371.00			
01-201-20-150-050	Tax Assessment Administration OE	742.00			
01-201-20-155-050	Legal Services	858.46			
01-201-22-195-050	Inspections Department - O/E	254.00			
01-201-23-220-050	Employee Group Insurance	496.20			
01-201-25-240-050	Police Department - O/E	1,336.63			
01-201-25-265-050	Fire Department - O/E	956.40			
01-201-26-290-050	Street & Roads - O/E	2,458.01			
01-201-26-300-050	Public Works Adminstration - O/E	2,480.74			
01-201-26-310-050	Building & Grounds - O/E	23.80			

## Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-201-26-315-050	Vehicle Maintenance - O/E	2,850.22			
01-201-27-340-050	Animal Control Services - O/E	45.00			
01-201-28-370-050	Recreation Service & Program - O/E	1,971.00			
01-201-31-430-050	Utility Expenses - Electricity	4,212.13			
01-201-31-440-050	Switchboard Expenses - O/E	4,895.25			
01-201-31-445-050	Utility Expenses - Water	972.74			
01-201-31-446-050	Utility Expenses - Natural Gas	376.23			
01-201-33-490-050	Municipal Court - O/E	862.40			
01-201-42-901-000	Interlocal Shared Service Agreements	11,000.00			
01-201-47-390-050	Maintenance of Free Public Library	731.11			
01-260-05-100	Current Fund - Due to Claims			0.00	109,708.44
01-271-55-000-000	Reserve for DCA State Training Fees			62,351.00	
01-290-55-080-000	Library Grants			878.45	
<b>TOTALS FOR</b>	<b>CURRENT FUND</b>	<b>46,478.99</b>	<b>0.00</b>	<b>63,229.45</b>	<b>109,708.44</b>
02-213-41-730-000	2019 Grant Expenditures			2,996.46	
02-260-05-100	St/Fed Grants - Due to Claims Fund			0.00	2,996.46
<b>TOTALS FOR</b>	<b>STATE &amp; FEDERAL GRANTS</b>	<b>0.00</b>	<b>0.00</b>	<b>2,996.46</b>	<b>2,996.46</b>
07-201-55-510-050	Sewer Utility OE	1,781.96			
07-260-05-100	Sewer Utility - Due to Claims Fund			0.00	1,781.96
<b>TOTALS FOR</b>	<b>SEWER UTILITY</b>	<b>1,781.96</b>	<b>0.00</b>	<b>0.00</b>	<b>1,781.96</b>
12-260-05-100	Planning Board - Due to Claims Fund			0.00	149.55
12-288-56-102-000	Escrow - Bridge Development			149.55	
<b>TOTALS FOR</b>	<b>PLANNING BOARD ESCROW</b>	<b>0.00</b>	<b>0.00</b>	<b>149.55</b>	<b>149.55</b>
13-260-05-100	Dog Trust - Due To Claims Fund			0.00	1,300.00
13-288-56-000-851	Animal Control Expenditures			1,300.00	
<b>TOTALS FOR</b>	<b>DOG TRUST FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>1,300.00</b>	<b>1,300.00</b>
17-260-05-100	Trust - Due to Claims Fund			0.00	139.51
17-292-56-025-000	Dedicated by Rider			139.51	
<b>TOTALS FOR</b>	<b>GENERAL TRUST FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>139.51</b>	<b>139.51</b>
Total to be paid from Fund 01 CURRENT FUND		109,708.44			
Total to be paid from Fund 02 STATE & FEDERAL GRANTS		2,996.46			
Total to be paid from Fund 07 SEWER UTILITY		1,781.96			
Total to be paid from Fund 12 PLANNING BOARD ESCROW		149.55			
Total to be paid from Fund 13 DOG TRUST FUND		1,300.00			
Total to be paid from Fund 17 GENERAL TRUST FUND		139.51			
		=====			
		116,075.92			

## Checks Previously Disbursed

3032	N J YOUTH CORP OF PHILLIPSBURG	PO# 31905 Reimbursement NJYC-RISE 6/1-10/16/	2,704.00 10/16/2019
			-----
			2,704.00

## Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
-----					
Totals by fund	Previous Checks/Voids	Current Payments	Total		
-----					
Fund 01 CURRENT FUND		109,708.44	109,708.44		
Fund 02 STATE & FEDERAL GRANTS	2,704.00	2,996.46	5,700.46		
Fund 07 SEWER UTILITY		1,781.96	1,781.96		
Fund 12 PLANNING BOARD ESCROW		149.55	149.55		
Fund 13 DOG TRUST FUND		1,300.00	1,300.00		
Fund 17 GENERAL TRUST FUND		139.51	139.51		
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BILLS LIST TOTALS	2,704.00	116,075.92	118,779.92		
			=====		

**List of Bills (Department/Account Detail) - CLAIMS CHECKING ACCOUNT**

Meeting Date: 10/22/2019 For bills from 10/15/2019 to 10/22/2019

Account	PO #	Vendor	Description	Payment	Account Total
<b>CURRENT FUND</b>					
<b>G/L Expenditures</b>					
01-271-55-000-000	31886 NJ	DCA DIV CODES & STANDARDS	3rd qrt state training fee	62,351.00	
		Reserve for DCA State Training Fees	TOTAL FOR ACCOUNT		62,351.00
TOTAL for G/L Expenditures					62,351.00
<b>Library Federation</b>					
01-290-55-080-001	31908	VERIZON, INC	Library-201V03-8343-10/1-10/31	878.45	
		Library Federation	TOTAL FOR ACCOUNT		878.45
TOTAL for Library Federation					878.45
<b>Business Administrator</b>					
01-201-20-100-226	31703	BIG PIXEL STUDIO	adjust pages and styles	400.00	
	31703	BIG PIXEL STUDIO	Replace theme	400.00	
	31703	BIG PIXEL STUDIO	review and test site pages	100.00	
	31703	BIG PIXEL STUDIO	rebuild header and footers	800.00	
		IT/Website Consultants	TOTAL FOR ACCOUNT		1,700.00
TOTAL for Business Administrator					1,700.00
<b>Mayor &amp; Council</b>					
01-201-20-110-094	31788	TROPICANA HOTEL	Mark Lutz	351.00	
	31788	TROPICANA HOTEL	Occupancy	20.00	
	31788	TROPICANA HOTEL	Danielle DeGerolamo	351.00	
	31788	TROPICANA HOTEL	Mayor Ellis - the daily room rate is \$	189.54	
	31788	TROPICANA HOTEL	Occupancy	20.00	
	31788	TROPICANA HOTEL	Occupancy	20.00	
	31788	TROPICANA HOTEL	Robert Fulper	351.00	
	31788	TROPICANA HOTEL	Occupancy	20.00	
	31788	TROPICANA HOTEL	Occupancy	20.00	
	31788	TROPICANA HOTEL	Frank McVey	351.00	
		CONVENTIONS	TOTAL FOR ACCOUNT		1,693.54
TOTAL for Mayor & Council					1,693.54
<b>Municipal Clerk</b>					
01-201-20-120-084	31895	ADVANCE LOCAL HOLDINGS CORP	Public Notice of O-2019-26 Inv # 0009353	3,005.40	
	31895	ADVANCE LOCAL HOLDINGS CORP	Public Notice of Ordinance O-2019-25 Inv	382.60	
	31895	ADVANCE LOCAL HOLDINGS CORP	Second Notice of Ordinance O-2019-24 Inv	145.60	
	31895	ADVANCE LOCAL HOLDINGS CORP	TOP Notice Time Change Inv #0009353681	82.40	
	31895	ADVANCE LOCAL HOLDINGS CORP	Second Notice of Ordinance O-2019-23 In	157.45	
		ADVERTISING	TOTAL FOR ACCOUNT		3,773.45
01-201-20-120-094	31788	TROPICANA HOTEL	Victoria L Kleiner	351.00	
		CONVENTIONS	TOTAL FOR ACCOUNT		351.00
TOTAL for Municipal Clerk					4,124.45

**List of Bills (Department/Account Detail) - CLAIMS CHECKING ACCOUNT**

Meeting Date: 10/22/2019 For bills from 10/15/2019 to 10/22/2019

Account	PO #	Vendor	Description	Payment	Account Total
01-201-20-130-060	31857	BIG PIXEL STUDIO COMPUTER CONSULTANTS	1 year domain name renewal for Phillipsb TOTAL FOR ACCOUNT	30.00	30.00
01-201-20-130-093	31788	TROPICANA HOTEL 31788 TROPICANA HOTEL SEMINARS & CONFERENCES	Occupancy B Merlo TOTAL FOR ACCOUNT	20.00 351.00	371.00
01-201-20-130-095	31902	BRENDA PAPOVICH SCHOOLS	Travel to Class for Payroll to Somerset, TOTAL FOR ACCOUNT	50.90	50.90
01-201-20-130-107	31900	ADP, LLC ADP Payroll Processing	Payroll processing charges for period en TOTAL FOR ACCOUNT	615.78	615.78
TOTAL for Financial Administration					1,067.68
<b>Revenue Administration</b>					
01-201-20-145-094	31788	TROPICANA HOTEL 31788 TROPICANA HOTEL CONVENTIONS	Occupancy S Callery TOTAL FOR ACCOUNT	20.00 351.00	371.00
TOTAL for Revenue Administration					371.00
<b>Tax Assessment Administration</b>					
01-201-20-150-094	31788	TROPICANA HOTEL 31788 TROPICANA HOTEL 31788 TROPICANA HOTEL 31788 TROPICANA HOTEL CONVENTIONS	C Brotons Occupancy Occupancy T Kent Corcoran - wargo TOTAL FOR ACCOUNT	351.00 20.00 20.00 351.00	742.00
TOTAL for Tax Assessment Administration					742.00
<b>Legal Services</b>					
01-201-20-155-207	31898	FLORIO, PERR Other	Professional Svcs Inv #170559 TOTAL FOR ACCOUNT	858.46	858.46
TOTAL for Legal Services					858.46
<b>Inspections Department</b>					
01-201-22-195-094	31788	TROPICANA HOTEL 31788 TROPICANA HOTEL CONVENTIONS	K Duddy Occupancy TOTAL FOR ACCOUNT	234.00 20.00	254.00
TOTAL for Inspections Department					254.00
<b>Employee Group Insurance</b>					
01-201-23-220-206	31894	KEVIN HULSE 31894 KEVIN HULSE 31806 CHRISTOPHER MECCA Vision Care - PBA	2019 Eyeglass Reimbursement Inv. 09794D 2019 Eyeglass Reimbursement Inv. 7050822 2019 Eye Glass reimbursement Inv #231276 TOTAL FOR ACCOUNT	266.55 31.65 198.00	496.20
TOTAL for Employee Group Insurance					496.20



**List of Bills (Department/Account Detail) - CLAIMS CHECKING ACCOUNT**

Meeting Date: 10/22/2019 For bills from 10/15/2019 to 10/22/2019

Account	PO #	Vendor	Description	Payment	Account Total
01-201-25-240-094	31788	TROPICANA HOTEL	Occupancy	20.00	137.00
	31788	TROPICANA HOTEL	R Stettner	117.00	
		CONVENTIONS	TOTAL FOR ACCOUNT		
01-201-25-240-108	31764	ALTEK BUSINESS SYS INC	COPIER LEASE AGREEMENT 1 COPIER	188.07	376.14
	31616	ALTEK BUSINESS SYS INC	copier lease agreement 1 copier	188.07	
		Office Equipment Lease	TOTAL FOR ACCOUNT		
01-201-25-240-258	31804	H & K AUTO BODY REPAIRS INC	Police Tow	75.00	75.00
		TOWING	TOTAL FOR ACCOUNT		
01-201-25-240-270	31768	SF MOBILE-VISION INC	V-W-FB-MC-PGTL CABLE REPLACEMENT	23.54	498.49
	31640	SF MOBILE-VISION INC	TRAVEL TIME	85.00	
	31768	SF MOBILE-VISION INC	VLP2 REPLACEMENT BATTERY	54.95	
	31640	SF MOBILE-VISION INC	SERVICE MVR IN POLICE SUV	125.00	
	31768	SF MOBILE-VISION INC	TRAVEL	85.00	
	31768	SF MOBILE-VISION INC	SERVICE LABOR	125.00	
		EMERGENCY/SAFETY SUPPLIES	TOTAL FOR ACCOUNT		
01-201-25-240-298	31860	INDUSTRIAL COMMUNICATIONS INC	Radio Maintenance Contract for Police an	250.00	250.00
		Radio Supplies / Equipment	TOTAL FOR ACCOUNT		
				=====	
TOTAL for Public Safety					1,336.63
Fire Department					
01-201-25-265-114	31746	GRAPHIC ACTION INC	Repair / Replace Lettering and Striping	349.00	404.00
	31746	GRAPHIC ACTION INC	Change Numbering on Rescue Boat, Complet	55.00	
		VEHICLE REPARIS	TOTAL FOR ACCOUNT		
01-201-25-265-119	31748	N J FIRE EQUIPMENT	Repair of 3 SCBA Units to Include Materi	281.40	281.40
		EQUIPMENT REPAIRS	TOTAL FOR ACCOUNT		
01-201-25-265-245	31860	INDUSTRIAL COMMUNICATIONS INC		250.00	271.00
	31860	INDUSTRIAL COMMUNICATIONS INC	Battery of Motorola Minitor VI Pager. (I	21.00	
		INDUSTRIAL COMMUNICATIONS	TOTAL FOR ACCOUNT		
				=====	
TOTAL for Fire Department					956.40
Street & Roads					
01-201-26-290-250	31834	OPDYKE'S SERVICES	Parts for sanitation trucks	581.72	1,533.01
	31838	OPDYKE'S SERVICES	Parts for sanitation trucks	951.29	
		EQUIPMENT PARTS	TOTAL FOR ACCOUNT		
01-201-26-290-255	31839	P H BARRON WELDING	Weld repairs for chipper	925.00	925.00
		Welding Services	TOTAL FOR ACCOUNT		
				=====	
TOTAL for Street & Roads					2,458.01
Public Services Administration					
01-201-26-300-094	31788	TROPICANA HOTEL	Occupancy	20.00	742.00
	31788	TROPICANA HOTEL	S Davis	351.00	
	31788	TROPICANA HOTEL	Occupancy	20.00	
	31788	TROPICANA HOTEL	P Huxta	351.00	
		CONVENTIONS	TOTAL FOR ACCOUNT		

**List of Bills (Department/Account Detail) - CLAIMS CHECKING ACCOUNT**

Meeting Date: 10/22/2019 For bills from 10/15/2019 to 10/22/2019

Account	PO #	Vendor	Description	Payment	Account Total
<b>Public Services Administration</b>					
01-201-26-300-209	31852	CINTAS FAS LOCKBOX 636525 PEOSHA	AED agreement - Municipal Bldg TOTAL FOR ACCOUNT	436.00	842.74
	31848	NJ DIVISION OF FIRE SAFETY	Registration #2119075120000101-94-1	191.00	
	31848	NJ DIVISION OF FIRE SAFETY	Registration #2119075119000101-94-4	191.00	
	31848	NJ DIVISION OF FIRE SAFETY	Registration #2119075118000101-94-3	323.00	
01-201-26-300-299	31846	NJ DIVISION OF FIRE SAFETY MISC FES/PERMITS	Registration #2119075117000105 - Emergen TOTAL FOR ACCOUNT	191.00	896.00
TOTAL for Public Services Administration					2,480.74
<b>Building &amp; Grounds</b>					
01-201-26-310-167	31840	RUSSELL REID WST HAUL/DISP.SVC INC JOB JOHNNE	Temporary restroom - Boat ram TOTAL FOR ACCOUNT	23.80	23.80
TOTAL for Building & Grounds					23.80
<b>Vehicle Maintenance</b>					
01-201-26-315-248	31843	ROSSNAGLE'S SERVICE CNTR INC	Repairs for 94-2	1,169.68	
	31842	ROSSNAGLE'S SERVICE CNTR INC	Repairs for 94-4	1,680.54	
		REPAIRS-POLICE VEHICLES	TOTAL FOR ACCOUNT		2,850.22
TOTAL for Vehicle Maintenance					2,850.22
<b>Animal Control Services</b>					
01-201-27-340-149	31825	M.R. PURDY Professional Services	A.B.C Recharge 2 Extinguishers TOTAL FOR ACCOUNT	45.00	45.00
TOTAL for Animal Control Services					45.00
<b>Recreation Services &amp; Programs</b>					
01-201-28-370-094	31788	TROPICANA HOTEL	Occupancy	20.00	
	31788	TROPICANA HOTEL	R Thompson	351.00	
		Conventions	TOTAL FOR ACCOUNT		371.00
01-201-28-370-166	31866	GREEN POND NURSERY INC	80 yards playground mulch TOTAL FOR ACCOUNT	1,600.00	1,600.00
TOTAL for Recreation Services & Programs					1,971.00
<b>Maintenance of Free Public Library</b>					
01-201-47-390-589	31909	AQUA NEW JERSEY, INC	Library-10306200743555-9/9/19-10/7/19	164.26	
	31908	VERIZON, INC	Library - 454-3712 - 10/2-11/19	520.79	
	31908	VERIZON, INC	Library - 454-3555 - 10/2-11/9	46.06	
		Building & Utilities	TOTAL FOR ACCOUNT		731.11
TOTAL for Maintenance of Free Public Library					731.11

**List of Bills (Department/Account Detail) - CLAIMS CHECKING ACCOUNT**

Meeting Date: 10/22/2019 For bills from 10/15/2019 to 10/22/2019

Account	PO #	Vendor	Description	Payment	Account Total
01-201-31-430-175		31901 BOARD OF EDUCATION	Armory-Electric	896.58	
		31901 BOARD OF EDUCATION	Freeman-Electric	3,315.55	
		Electricity	TOTAL FOR ACCOUNT		4,212.13
					=====
TOTAL for Electricity					4,212.13
Switchboard					
01-201-31-440-180		31897 BLOCK LINE SYSTEMS LLC	Telephone / Communications October 1,201	2,422.56	
		31908 VERIZON, INC	Police - 454-1121 -10/10-11/9	2,228.59	
		31908 VERIZON, INC	PU Tower-Alarm - 213-8612 - 10/8-11/7	41.69	
		31901 BOARD OF EDUCATION	Freeman-Phone	202.41	
		Telephone & Telecommunications	TOTAL FOR ACCOUNT		4,895.25
					=====
TOTAL for Switchboard					4,895.25
Water					
01-201-31-445-185		31901 BOARD OF EDUCATION	Freeman-Water	473.43	
		31909 AQUA NEW JERSEY, INC	Del Hgts Park-16531151133169-9/9/19-10/7	144.90	
		31909 AQUA NEW JERSEY, INC	Mun Garage-Heckman Street-14893240743460	208.78	
		31909 AQUA NEW JERSEY, INC	Squad Building-10304260743384-9/9/19-10/	52.63	
		31909 AQUA NEW JERSEY, INC	Fire Central-10300120743050-9/9/19-10/7/	36.50	
		31909 AQUA NEW JERSEY, INC	Linocln Engine-10302740743268-9/9/19-10/	56.50	
		Water	TOTAL FOR ACCOUNT		972.74
					=====
TOTAL for Water					972.74
Natural Gas					
01-201-31-446-176		31901 BOARD OF EDUCATION	Armory-Gas	376.23	
		Natural or Propane: Natural Gas	TOTAL FOR ACCOUNT		376.23
					=====
TOTAL for Natural Gas					376.23
Municipal Court					
01-201-33-490-110		31863 LANGUAGE SERVICES ASSOCIATES	Language Line Service Sept 2019	62.40	
		Interpreters	TOTAL FOR ACCOUNT		62.40
01-201-33-490-240		31254 DWI-DRE CONSULTING SERVICES, INC	Order for Expert Services/State v Jade	800.00	
		Third Party Services	TOTAL FOR ACCOUNT		800.00
					=====
TOTAL for Municipal Court					862.40
Capital Improvements					
01-201-42-901-253		31827 BOROUGH OF ALPHA	4th quarter rent - Alpha Court	5,500.00	
		31827 BOROUGH OF ALPHA	3rd quarter rent - Alpha Court	5,500.00	
		Boro of Alpha - Municipal Court Facility	TOTAL FOR ACCOUNT		11,000.00
					=====
TOTAL for Capital Improvements					11,000.00

**List of Bills (Department/Account Detail) - CLAIMS CHECKING ACCOUNT**

Meeting Date: 10/22/2019 For bills from 10/15/2019 to 10/22/2019

Account	PO #	Vendor	Description	Payment	Account Total
DEPARTMENT 730					
02-213-41-730-002	31618	LAWMEN SUPPLY CO	VS5ABDBV0M Custom Point Blank-VisionPo	2,996.46	
		2019 Body Armor Replacement Grant	TOTAL FOR ACCOUNT		2,996.46
TOTAL for DEPARTMENT 730					2,996.46

**SEWER UTILITY****Sewer Utility Department**

07-201-55-510-094	31788	TROPICANA HOTEL	Mayor Ellis - the daily room rate is \$	161.46	
	31788	TROPICANA HOTEL	Victoria L Kleiner	117.00	
	31788	TROPICANA HOTEL	Occupancy	20.00	
	31788	TROPICANA HOTEL	S Callery	117.00	
	31788	TROPICANA HOTEL	B Merlo	117.00	
		Conventions	TOTAL FOR ACCOUNT		532.46
07-201-55-510-552	31893	ES2-ENVIR.SYS.&EQUIP SVCS INC	Quarterly District Meter Calibration Sep	1,249.50	
		Calibration of Meters	TOTAL FOR ACCOUNT		1,249.50
TOTAL for Sewer Utility Department					1,781.96

**PLANNING BOARD ESCROW****DEPARTMENT 102**

12-288-56-102-001	31785	NJ ADVANCE MEDIA, LLC	notice of action for Bridge Construction	149.55	
		Bridge Development Escrow	TOTAL FOR ACCOUNT		149.55
TOTAL for DEPARTMENT 102					149.55

**DOG TRUST FUND****G/L Expenditures**

13-288-56-000-851	31811	FRA TECHNOLOGIES	Maintenance Contract Update for Mils/Pet	1,300.00	
		Animal Control Expenditures	TOTAL FOR ACCOUNT		1,300.00
TOTAL for G/L Expenditures					1,300.00

**GENERAL TRUST FUND****DEPARTMENT 025**

17-292-56-025-003	31855	ZW USA INC (DOG WASTE BAGS)	Case of 6000 roll dog waste bags	139.51	
		Dog Park User Fees	TOTAL FOR ACCOUNT		139.51
TOTAL for DEPARTMENT 025					139.51

**R: 2019-200**

**EMERGENCY APPROPRIATION – RESOLUTION**

WHEREAS, an emergency has arisen with respect to Down Payment on Improvements

and no adequate provision was made in the 2019 budget for the aforesaid purpose, and N.J.S. 40A:4-46 provides for the creation of an emergency appropriation for the purpose above mentioned, and

WHEREAS, the total amount of emergency appropriations created including the appropriation to be created by this resolution is.....\$11,000.00 and three percent of the total operations in the budget for the year 2018 is..\$520,458.35

NOW, THEREFORE, BE IT RESOLVED (not less than two-thirds of all the members thereof affirmatively concurring) that in accordance with N.J.S.A. 40A:4-48,

1. An emergency appropriation be and the same is hereby made for Down Payment on Improvements in the amount of.....\$11,000.00
2. That said emergency appropriations shall be provided in full in the 2020 budget.
3. That two certified copies of this resolution be filed with the Director of Local Government Services.

**CERTIFICATION**

I, Victoria L. Kleiner, Registered Municipal Clerk for the Town of Phillipsburg, do hereby certify that the foregoing is a true copy of a resolution duly adopted by the Town Council at their October 23, 2019 meeting.

---

Victoria L. Kleiner,  
Registered Municipal Clerk

**TOWN OF PHILLIPSBURG  
O: 2019 - 27**

**BOND ORDINANCE AMENDING AND SUPPLEMENTING BOND  
ORDINANCE NUMBER 2019-19 HERETOFORE FINALLY  
ADOPTED AUGUST 20, 2019 TO INCREASE THE  
APPROPRIATION THEREIN BY \$457,000 AND TO INCREASE THE  
AUTHORIZATION OF BONDS OR NOTES THEREIN BY \$435,000  
TO FINANCE THE ADDITIONAL COSTS THEREOF**

BE IT ORDAINED AND ENACTED BY THE TOWN COUNCIL OF THE TOWN  
OF PHILLIPSBURG, IN THE COUNTY OF WARREN, STATE OF NEW JERSEY (not  
less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

SECTION 1. The bond ordinance of the Town of Phillipsburg, in the County of  
Warren, State of New Jersey (the "Town"), finally adopted by the Town Council of the  
Town on August 20, 2019, numbered 2019-19 and entitled, "BOND ORDINANCE  
PROVIDING FOR IMPROVEMENTS TO THE ARMORY, BY AND IN THE TOWN OF  
PHILLIPSBURG, IN THE COUNTY OF WARREN, STATE OF NEW JERSEY;  
APPROPRIATING \$1,400,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF  
\$1,333,000 BONDS OR NOTES TO FINANCE THE COST THEREOF," (the "Original  
Ordinance"), is hereby amended and supplemented to the extent and with the effect as  
follows:

SECTION 2. For the improvements or purposes described in Section 3 of the  
Original Ordinance, as amended and supplemented hereby, there is hereby  
appropriated the additional sum of \$457,000, said sum to be inclusive of \$22,000 as the  
amount of an additional down payment required by the Local Bond Law, N.J.S.A. 40A:2-  
1 et seq. (the "Local Bond Law"). Said down payment is now available therefor by virtue  
of a combination of (i) provision or provisions in a previously adopted budget or budgets of

the Borough for down payment or for capital improvement purposes and (ii) an emergency appropriation for down payment purposes. The total appropriation contained in the Original Ordinance, as amended and supplemented hereby, shall be increased by \$457,000 from \$1,400,000 and shall equal the aggregate principal amount of \$1,857,000. The total down payment required by the Local Bond Law for the improvements or purposes contained in the Original Ordinance shall be increased by \$22,000, from \$67,000 and shall equal the amount of \$89,000.

SECTION 3. In order to finance the additional cost of the improvements or purposes set forth in Section 3 of the Original Ordinance, as amended and supplemented hereby, not covered by the additional down payment, additional negotiable bonds or notes of the Town in the amount of \$435,000 are hereby authorized to be issued by the Town. The total authorization of negotiable bonds or notes to be issued by the Town for the improvements or purposes stated in Section 3 of the Original Ordinance, as amended and supplemented hereby, shall be increased by \$435,000 from \$1,333,000 and shall equal the aggregate principal amount of \$1,768,000.

SECTION 4. An additional amount of \$200,000 for items of expense listed and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purposes or improvements herein before described, thereby increasing the total expenses permitted under N.J.S.A. 40A:2-20 from \$500,000 to \$700,000.

SECTION 5. In the event the United States of America, the State of New Jersey, and/or the County of Warren make a contribution or grant in aid to the Town for the improvements and purposes authorized by the Original Ordinance, as amended and supplemented hereby, and the same shall be received by the Town prior to the issuance

of the bonds or notes authorized in the Original Ordinance, as amended and supplemented hereby, then the amount of such bonds or notes to be issued shall be reduced by the amount so received from the United States of America, the State of New Jersey, and/or the County of Warren. In the event, however, that any amount so contributed or granted by the United States of America, the State of New Jersey, and/or the County of Warren shall be received by the Town after the issuance of the bonds or notes authorized in Section 3 of the Original Ordinance, as amended and supplemented hereby, then such funds shall be applied to the payment of the bonds or notes so issued and shall be used for no other purpose. This Section 5 shall not apply however, with respect to any contribution or grant in aid received by the Town as a result of using funds from this bond ordinance as "matching local funds" to receive such contribution or grant in aid.

SECTION 6. The Town hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Town is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

SECTION 7. The Supplemental Debt Statement required by the Local Bond Law has been duly made and filed in the Office of the Clerk of the Town and a complete executed duplicate thereof has been filed in the Office of the Director of the Division of Local Government Services, and such statement shows that the gross debt of the Town



as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided for in this amendatory and supplemental bond ordinance by \$435,000 and the said obligations authorized herein will be within all debt limitations prescribed by said Local Bond Law.

SECTION 8. The full faith and credit of the Town are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by the Original Ordinance, as amended and supplemented hereby. The obligations shall be direct, unlimited obligations of the Town, and the Town shall be obligated to levy *ad valorem* taxes upon all the taxable property within the Town for the payment of the principal of the obligations and the interest thereon without limitation as to rate or amount.

SECTION 9. The Town reasonably expects to reimburse any expenditure toward the costs of the improvements or purposes described in Section 3 of the Original Ordinance, as amended and supplemented hereby, and paid prior to the issuance of any bonds or notes authorized by the Original Ordinance, as amended and supplemented hereby, with the proceeds of such bonds or notes. This Section 9 is intended to be and hereby is a declaration of the Town's official intent to reimburse any expenditures toward the costs of the improvements or purposes described in Section 3 of the Original Ordinance, as amended and supplemented hereby, to be incurred and paid prior to the issuance of bonds or notes authorized herein in accordance with Treasury Regulation Section 1.150-2.

SECTION 10. The Town covenants to maintain the exclusion from gross income under Section 103(a) of the Code, of the interest on all bonds and notes issued under the Original ordinance, as amended and supplemented hereby.

SECTION 11. Except as expressly amended and supplemented hereby, the Original Ordinance shall remain in full force and effect.

SECTION 12. This bond ordinance shall take effect twenty (20) days after the first publication thereof after final adoption, as provided by the Local Bond Law.

**ADOPTED ON FIRST READING**

**DATED: October 23, 2019**

---

**VICTORIA L. KLEINER,**  
**Clerk of the Town of Phillipsburg**

**ADOPTED ON SECOND READING**

**DATED: \_\_\_\_\_, 2019**

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**VICTORIA L. KLEINER,**  
**Clerk of the Town of Phillipsburg**

**TOWN OF PHILLIPSBURG  
IN THE COUNTY OF WARREN, STATE OF NEW JERSEY**

**PUBLIC NOTICE**

**NOTICE OF PENDING BOND ORDINANCE AND SUMMARY**

The bond ordinance, the summary terms of which are included herein, was introduced and passed upon first reading at a meeting of the governing body of the Town of Phillipsburg, in the County of Warren, State of New Jersey, on October 23, 2019. It will be further considered for final passage, after public hearing thereon, at a meeting of the governing body to be held at the Housing Authority, Phillipsburg, in said County on \_\_\_\_\_, 2019 at 6:00 p.m. During the week prior to and up to and including the date of such meeting copies of the full ordinance will be available at no cost and during regular business hours, at the Clerk's office for the members of the general public who shall request the same. The summary of the terms of such bond ordinance follows:

<b>Title:</b>	BOND ORDINANCE AMENDING AND SUPPLEMENTING BOND ORDINANCE NUMBER 2019-19 HERETOFORE FINALLY ADOPTED AUGUST 20, 2019 TO INCREASE THE APPROPRIATION THEREIN BY \$457,000 AND TO INCREASE THE AUTHORIZATION OF BONDS OR NOTES THEREIN BY \$435,000 TO FINANCE THE ADDITIONAL COSTS THEREOF
<b>Purpose(s):</b>	Amend and supplement bond ordinance number 2019-19 (which provides for improvements to the Armory), to increase the appropriation and authorization of bonds and notes therein, to increase the down payment and to increase the Section 20 costs therein
<b>Appropriation:</b>	\$457,000 (increased from \$1,400,000 to a total of \$1,857,000)
<b>Bonds/Notes Authorized:</b>	\$435,000 (increased from \$1,333,000 to a total of \$1,768,000)
<b>Down Payment:</b>	\$22,000 (increased from \$67,000 to a total of \$89,000)
<b>Section 20 Costs:</b>	\$200,000 (increased from \$500,000 to a total of \$700,000)
<b>Useful Life:</b>	15 years (unchanged)

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**VICTORIA L. KLEINER,**  
**Clerk of the Town of Phillipsburg**

**TOWN OF PHILLIPSBURG  
IN THE COUNTY OF WARREN, STATE OF NEW JERSEY**

**PUBLIC NOTICE**

**NOTICE OF FINAL ADOPTION OF BOND ORDINANCE AND SUMMARY**

The bond ordinance, the summary terms of which are included herein, has been finally adopted by the Town of Phillipsburg, in the County of Warren, State of New Jersey on \_\_\_\_\_, 2019, and the twenty (20) day period of limitation within which a suit, action or proceeding questioning the validity of such ordinance can be commenced, as provided in the Local Bond Law, has begun to run from the date of the first publication of this statement. Copies of the full ordinance are available at no cost and during regular business hours, at the Clerk's office for members of the general public who request the same. The summary of the terms of such bond ordinance follows:

**Title:** BOND ORDINANCE AMENDING AND SUPPLEMENTING BOND ORDINANCE NUMBER 2019-19 HERETOFORE FINALLY ADOPTED AUGUST 20, 2019 TO INCREASE THE APPROPRIATION THEREIN BY \$457,000 AND TO INCREASE THE AUTHORIZATION OF BONDS OR NOTES THEREIN BY \$435,000 TO FINANCE THE ADDITIONAL COSTS THEREOF

**Purpose(s):** Amend and supplement bond ordinance number 2019-19 (which provides for improvements to the Armory), to increase the appropriation and authorization of bonds and notes therein, to increase the down payment and to increase the Section 20 costs therein

**Appropriation:** \$457,000 (increased from \$1,400,000 to a total of \$1,857,000)

**Bonds/Notes Authorized:** \$435,000 (increased from \$1,333,000 to a total of \$1,768,000)

**Down Payment:** \$22,000 (increased from \$67,000 to a total of \$89,000)

**Section 20 Costs:** \$200,000 (increased from \$500,000 to a total of \$700,000)

**Useful Life:** 15 years (unchanged)

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**VICTORIA L. KLEINER,  
Clerk of the Town of Phillipsburg**

**TOWN OF PHILLIPSBURG  
IN THE COUNTY OF WARREN, STATE OF NEW JERSEY  
CERTIFICATE OF INTRODUCTION OF BOND ORDINANCE**

I, the undersigned Clerk of the Town of Phillipsburg, in the County of Warren, State of New Jersey, DO HEREBY CERTIFY that the foregoing is an extract from the Minutes of a meeting of the governing body of the Town duly called and held on October 23, 2019 at 6:00 p.m. at the Housing Authority, and that the following was the roll call:

Present:

Absent:

I FURTHER CERTIFY that the foregoing extract has been compared by me with the original minutes as officially recorded in my office in the Minute Book of the governing body of the Town and is a true, complete and correct copy thereof and of the whole of the original minutes so far as they relate to the subject matters referred to in the extract.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Town as of this \_\_\_\_ day of \_\_\_\_\_, 2019.

(SEAL)

\_\_\_\_\_  
**VICTORIA L. KLEINER,**  
Clerk of the Town of Phillipsburg

**TOWN OF PHILLIPSBURG  
IN THE COUNTY OF WARREN, STATE OF NEW JERSEY  
CERTIFICATE OF FINAL ADOPTION OF BOND ORDINANCE**

I, the undersigned Clerk of the Town of Phillipsburg, in the County of Warren, State of New Jersey, DO HEREBY CERTIFY that the foregoing is an extract from the Minutes of a meeting of the governing body of the Town duly called and held on \_\_\_\_\_, 2019 at 6:00 p.m. at the Housing Authority, and that the following was the roll call:

Present:

Absent:

I DO FURTHER CERTIFY that the foregoing extract has been compared by me with the original minutes as officially recorded in my office in the Minute Book of the governing body of the Town and is a true, complete and correct copy thereof and of the whole of the original minutes so far as they relate to the subject matters referred to in the extract.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Town as of this \_\_\_\_ day of \_\_\_\_\_, 2019.

(SEAL)

\_\_\_\_\_  
**VICTORIA L. KLEINER,**  
**Clerk of the Town of Phillipsburg**

**TOWN OF PHILLIPSBURG  
IN THE COUNTY OF WARREN, STATE OF NEW JERSEY**

**CLERK'S CERTIFICATE CONCERNING  
BOND ORDINANCE ADOPTION PROCEDURES**

I, VICTORIA L. KLEINER, DO HEREBY CERTIFY that I am the Clerk of the Town of Phillipsburg, in the County of Warren (the "Town"), State of New Jersey, and that as such I am duly authorized to execute and deliver this certificate on behalf of the Town. In such capacity, I have the responsibility to maintain the minutes of the meetings of the governing body of the Town and the records relative to all resolutions and ordinances of the Town. The representations made herein are based upon the records of the Town. I DO HEREBY FURTHER CERTIFY THAT:

1. Attached hereto is the bond ordinance introduced on October 23, 2019 and finally adopted on \_\_\_\_\_, 2019 and approved by the Mayor, as applicable, on \_\_\_\_\_, 2019.

2. After introduction, the bond ordinance was published as required by applicable law on \_\_\_\_\_, 2019 in The Express Times.

3. Following the passage of the bond ordinance on first reading, and at least seven (7) days prior to the final adoption thereof, I caused to be posted in the principal municipal building of the Town at the place where public notices are customarily posted, a copy of said bond ordinance or a summary thereof and a notice that copies of the bond ordinance would be made available to the members of the general public of the Town who requested copies, up to and including the time of further consideration of the bond ordinance by the governing body of the Town. Copies of the bond ordinance were made available to all who requested same.

4. After final adoption, the bond ordinance was duly approved by the Mayor of the Town (if applicable) and duly published as required by law on \_\_\_\_\_, 2019 in The Express Times. No protest signed by any person against making any improvement or incurring the indebtedness authorized therein, nor any petition requesting that a referendum vote be taken on the action proposed in the bond ordinance has been presented to the governing body of the Town or to me or filed in my office within twenty (20) days after said publication or at any other time after the final adoption thereof.

5. The bond ordinance has not been amended, added to, altered or repealed and said bond ordinance is now in full force and effect.

6. A certified copy of the bond ordinance and a copy of the amended capital budget form have been filed with the Director of the Division of Local Government Services, New Jersey Department of Community Affairs, as applicable.

7. The official seal of the Town is the seal, an impression of which is affixed opposite my signature on this Certificate.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Town as of this \_\_\_\_ day of \_\_\_\_\_, 2019.

(SEAL)

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**VICTORIA L. KLEINER,**  
**Clerk of the Town of Phillipsburg**



**TOWN OF PHILLIPSBURG  
IN THE COUNTY OF WARREN, STATE OF NEW JERSEY**

**CERTIFICATE OF SUPPLEMENTAL DEBT STATEMENT  
FOR BOND ORDINANCE**

I, the undersigned, Clerk of the Town of Phillipsburg, in the County of Warren, State of New Jersey, DO HEREBY CERTIFY, that the attached Supplemental Debt Statement was prepared, executed and sworn to by Robert J. Merlo, the Chief Financial Officer as of October 23, 2019, that such Supplemental Debt Statement was filed in my office on October 23, 2019 and with the Director of the Division of Local Government Services, New Jersey Department of Community Affairs on \_\_\_\_\_, 2019.

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**VICTORIA L. KLEINER,  
Clerk of the Town of Phillipsburg**

**TOWN OF PHILLIPSBURG  
IN THE COUNTY OF WARREN, STATE OF NEW JERSEY**

**DOWN PAYMENT CERTIFICATE FOR BOND ORDINANCE**

I, the undersigned Chief Financial Officer of the Town of Phillipsburg, in the County of Warren, State of New Jersey, DO HEREBY CERTIFY that prior to final adoption of the ordinance entitled,

**"BOND ORDINANCE AMENDING AND SUPPLEMENTING BOND ORDINANCE NUMBER 2019-19 HERETOFORE FINALLY ADOPTED AUGUST 20, 2019 TO INCREASE THE APPROPRIATION THEREIN BY \$457,000 AND TO INCREASE THE AUTHORIZATION OF BONDS OR NOTES THEREIN BY \$435,000 TO FINANCE THE ADDITIONAL COSTS THEREOF"**

there was available as an additional down payment for the improvements or purposes authorized by said ordinance \$22,000 by virtue of a combination of (i) provision or provisions in a previously adopted budget or budgets of the Town down payment or for capital improvement purposes and (ii) an emergency appropriation for down payment purposes.

IN WITNESS WHEREOF, I have hereunto set my hand on behalf of the Town as of this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
**ROBERT J. MERLO,**  
Chief Financial Officer

R: 2019 - 201

**RESOLUTION OF THE TOWN OF PHILILIPSBURG IN  
THE COUNTY OF WARREN STATE OF NEW JERSEY,  
AUTHORIZING A \$457,000 EMERGENCY  
APPROPRIATION PURSUANT TO N.J.S.A. 40A:4-46 AND  
40A:4-49 TO FUND THE PAYMENT OF IMPROVEMENTS  
TO THE ARMORY**

(In excess of 3% limitation)

**WHEREAS**, an emergency exists requiring an additional appropriation of \$457,000 to fund an emergency appropriation for the payment of the renovation of an existing building commonly known as the Armory, located at 441 Heckman Street in order to house Police, Office of Emergency Management and the Fire Department offices, at least on a temporary basis, including renovations, moving costs/ expenses and the relocation of the radio tower and various equipment, such improvement or purpose shall also include the following, as applicable, engineering, design and site work, preparation of plans and specifications, permits, bid documents, contract administration and also all work, materials, equipment, labor and appurtenances as necessary therefor or incidental thereto (the "Obligation") by the Town of Phillipsburg, in the County of Warren, State New Jersey (the "Town"); and

**WHEREAS**, the Obligation was not known or foreseen at the time of the adoption of the current fiscal year's budget and an adequate provision for such cost was not made in said budget; and

**WHEREAS**, due to the fact that no adequate provision was made in the budget for the year ended December 31, 2019 for the aforesaid Obligation, N.J.S.A. 40A:4-46 provides for the creation of an emergency appropriation; and

**WHEREAS**, the emergency appropriation is being made to meet a pressing need for public expenditure to protect or promote the public health, safety, morals or welfare of the citizens of the Town prior to the next succeeding fiscal year; and

**WHEREAS**, the total amount of the emergency appropriations created in calendar year 2019, including the appropriation to be created by this resolution, is \$1,857,000 and three percent (3%) of the total current and utility operating appropriations in the budget for the year ending December 31, 2019 is \$674,408.82; and

**WHEREAS**, the foregoing appropriation, together with prior appropriations, exceeds three percent (3%) of the total current and utility operating appropriations in the budget adopted for the year ending December 31, 2019.

**NOW, THEREFORE, BE IT RESOLVED**, (by not less than 2/3 of all governing body members affirmatively concurring) that in accordance with N.J.S.A. 40A:4-49, that a petition be made to the Director of the Division of Local Government Services for permission to exceed the statutory limit of three percent (3%) for the creation of an appropriation for the purpose set forth in the recitals above and in accordance with the following provisions:

Section 1. An emergency appropriation in the amount of \$457,000 is hereby authorized and made for the purpose of paying for the renovation of an existing building commonly known as the Armory, located at 441 Heckman Street in order to house Police, Office of Emergency Management and the Fire Department offices, at least on a temporary basis, including renovations, moving costs/ expenses and the relocation of the radio tower and various equipment, such improvement or purpose shall also include the following, as applicable, engineering, design and site work, preparation of plans and specifications, permits, bid documents, contract administration and also all work, materials, equipment, labor and appurtenances as necessary therefor or incidental thereto.

Section 2. Emergency notes not in excess of \$457,000 are hereby authorized to be issued pursuant to N.J.S.A. 40A:4-51. Accordingly, in order to finance the emergency appropriation described in Section 1 of this resolution, the Town is hereby authorized to borrow the sum of \$457,000 and to issue its emergency notes pursuant to N.J.S.A. 40A:4-51. The emergency notes authorized by this resolution may be issued in amounts and denominations not exceeding the aggregate amount of notes authorized herein, as determined by the Chief Financial Officer of the Town pursuant to this resolution. The Town may finance the emergency appropriation from surplus funds available or may borrow money in a manner prescribed herein.

Section 3. The following matters in connection with the emergency notes are hereby determined:

(a) All notes issued hereunder and any renewals thereof shall mature at such times as may be determined by the Chief Financial Officer of the Town within the limitations of the Local Budget Law, and such notes and any renewals shall be payable on or before December 31, 2020;

(b) All notes issued hereunder shall bear interest at such rate or rates as may be determined by the Chief Financial Officer of the Town;

(c) The notes shall be in the form determined by the Chief Financial Officer of the Town and the Chief Financial Officer's signature upon the notes shall be conclusive as to such determination;

(d) The Chief Financial Officer of the Town is hereby authorized and directed to determine all matters in connection with the notes not determined by this or

a subsequent resolution and the Chief Financial Officer's signature upon the notes shall be conclusive as to such determination.

(e) The Chief Financial Officer is hereby authorized to sell the notes from time to time at public or private sale in such amounts as such officer may determine at not less than par and to deliver the same from time to time to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof and payment therefor;

(f) All notes issued pursuant to this resolution shall be executed by the Chief Financial Officer and the Mayor and shall be under the seal of the Town and attested by the Clerk of the Town. Such officers are hereby authorized to execute and deliver all documents necessary or convenient in connection with the issuance, sale and delivery of the notes;

(g) Any note issued pursuant to this resolution shall be a general obligation of the Town. The notes shall be direct, unlimited obligations of the Town and the full faith and credit of the Town are hereby pledged to the punctual payment of the principal of and the interest on the notes authorized herein and, unless otherwise paid or payment is provided for from other sources, an amount sufficient for such payment shall be inserted in the budget and the Town shall be obligated to levy *ad valorem* taxes upon all the taxable property within the Town for the payment of the notes and the interest thereon without limitation as to rate or amount; and

(h) The Chief Financial Officer is authorized and directed to report in writing to this governing body at the meeting next succeeding the date when any sale or delivery of the notes pursuant to this resolution is made, such report to include the amount, description, interest rate and maturity of the notes sold, the price obtained and the name of the purchaser.

Section 4. The statement required by the Local Finance Board has been filed with the Town Clerk and a copy transmitted to the Director of the Division of Local Government Services

Section 5. Two (2) certified copies of this resolution shall be filed with the Director of the Division of Local Government Services.

Section 6. This resolution shall take effect immediately.

## CERTIFICATION

I, **Victoria Kleiner**, Clerk of the Town of Phillipsburg, in the County of Warren, State of New Jersey (the "Town"), DO HEREBY CERTIFY that the annexed resolution entitled, **"RESOLUTION OF THE TOWN OF PHILILIPSBURG IN THE COUNTY OF WARREN STATE OF NEW JERSEY, AUTHORIZING A \$457,000 EMERGENCY APPROPRIATION PURSUANT TO N.J.S.A. 40A:4-46 AND 40A:4-49 TO FUND THE PAYMENT OF IMPROVEMENTS TO THE ARMORY"**, is a copy of a resolution which was duly adopted by the Town Council of the Town at a meeting duly called and held on October 23, 2019 full compliance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., at which meeting a quorum was present and acting throughout and which resolution has been compared by me with the original thereof as contained in the minutes as officially recorded in my office in the Minute Book of such governing body and is a true, complete and correct copy thereof and of the whole of the original minutes so far as they relate to the subject matters referred to within and aforesaid resolution has not been repealed, amended or rescinded but remains in full force and effect on and as of the date hereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said Town as of this 24th day of October, 2019.

(SEAL)

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**Victoria Kleiner,**  
**Clerk of the Town of**  
**Phillipsburg**

**CERTIFICATION OF EMERGENCY APPROPRIATION  
OF THE CHIEF FINANCIAL OFFICER OF THE TOWN**

I, ROBERT MERLO, Chief Financial Officer of the Town of Phillipsburg, in the County of Warren, State of New Jersey (the "Town"), make the following certification pursuant to the provisions of N.J.S.A. 40A:4-46 through 52. Accordingly, I DO HEREBY CERTIFY to the following:

1. Purpose of Emergency Appropriation - An additional emergency appropriation of \$457,000 is required to pay for the renovation of an existing building commonly known as the Armory, located at 441 Heckman Street in order to house Police, Office of Emergency Management and the Fire Department offices, at least on a temporary basis, including renovations, moving costs/ expenses and the relocation of the radio tower and various equipment, such improvement or purpose shall also include the following, as applicable, engineering, design and site work, preparation of plans and specifications, permits, bid documents, contract administration and also all work, materials, equipment, labor and appurtenances as necessary therefor or incidental thereto (the "Obligation") by the Town of Phillipsburg, in the County of Warren, State New Jersey (the "Town"). The total cost to the Town of the Obligation was not a known or foreseen amount at the time of the adoption of the current fiscal year's budget and an adequate provision for such cost was not made in said budget. The emergency appropriation is being made to meet a pressing need for public expenditure to protect or promote the public health, safety, morals or welfare of the citizens of the Town prior to the next succeeding fiscal year. Due to the fact that no adequate provision was made in the budget for the year ended December 31, 2019 for the aforesaid purpose, N.J.S.A. 40A:4-46 provides for the creation of an emergency appropriation for the aforesaid purpose.

2. Contracts – No Contracts have been awarded or purchase orders placed in connection with this emergency appropriation.

3. Emergency Notes Authorized - A resolution will be considered by the Town Council of the Town that will authorize said emergency appropriation in the amount of \$457,000 and will also authorize the sale and issuance of \$457,000 aggregate principal amount of Emergency Notes (the "Emergency Notes") to temporarily finance the cost of the emergency appropriation.

IN WITNESS WHEREOF, I have hereunto set my hand as of this \_\_\_\_ day of October, 2019.

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**ROBERT MERLO,**  
Chief Financial Officer

### 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 year 2017 has been filed by a Registered Municipal Accountant with the *Municipal 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:

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 *Town Council* of the *Town of Phillipsburg*, 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.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON OCTOBER 15, 2019.

---

Victoria L. Kleiner  
Registered Municipal Clerk



STATE OF NEW JERSEY  
COUNTY OF *Warren*

We, members of the governing body of the *Town of Phillipsburg*, in the County of *Warren*, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected Council members of the Town Council of the *Town of Phillipsburg*, in the county of *Warren*,
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 year *2017*.
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.) _____

\_\_\_\_\_  
Clerk

Sworn to and subscribed before me this  
\_\_\_\_\_ Day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public of New Jersey

\_\_\_\_\_  
The Municipal Clerk 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.

RESOLUTION APPROVING THE CORRECTIVE ACTION PLAN

WHEREAS, the Division of Local Government Services has promulgated a regulation that each municipality shall prepare and submit a Corrective Action Plan that "shall cover all findings and recommendations in the audit report, including state, federal, and general findings, as well as the status of all prior year findings and recommendations" and that the governing body shall approve the Corrective Action Plan, and

WHEREAS, the members of the governing body have reviewed the Corrective Action Plan submitted by the Chief Financial Officer, as evidenced by the group affidavit form of the governing body, 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, as per the regulations of the Local Finance Board, and

WHEREAS, all members of the governing body have approved the Corrective Action Plan submitted by the Chief Financial Officer, and

WHEREAS, failure to comply with the promulgation's 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:

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 provision of the 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 Mayor and Council of the Town of Phillipsburg, hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

CERTIFICATION

I, Victoria L. Kleiner, Municipal Clerk for the Town of Phillipsburg, do hereby certify that the foregoing is a true copy of a resolution duly adopted by the Town Council at their October 15, 2019 meeting.

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Victoria L. Kleiner, RMC

**Town of Phillipsburg  
Corrective Action Plan  
For Audit as of December 31, 2018**

**Finding #2018-001 – That all purchases be made in compliance with the Local Public Contract Laws**

- Description of Finding: During our audit the following instances were noted where purchases were not in compliance with local public contract laws:
  - Professional service contracts awarded without not to exceed amounts
- Corrective Action: The Town has spoken with the parties responsible for preparing professional services resolutions and has already taken the appropriate steps to ensure that going forward all professional service contracts shall include the appropriate terminology as required by law. When appropriate the Town will make every effort to ensure that all Town Professionals be appointed/reappointed in a timely manner and/or Professional Services resolutions be prepared with at least the minimum "not to exceed" amounts included and adopted.
- Implementation Date: started 8/20/2019

**Finding #2018-002 – That all funds be encumbered prior to purchases being made**

- Description of Finding: During our audit the following instances were noted where purchases were not in compliance with local public contract laws:
  - Funds are not always being encumbered prior to receiving goods and services.
- Corrective Action: The Town always makes every effort to ensure all goods and services are encumbered prior to receiving and work being performed. Some of the issues discovered was due to a slow approval process through the purchasing system. PO's are not reviewed everyday as they should be. The Town will make every effort to review all PO's in a timely manner every day to speed up the process. Departments and/or individuals have been spoken with to ensure they comprehend proper purchasing techniques. Based on the amount of purchasing the Town does yearly as well as the number of large scale projects in the near future, the Town should consider the hiring of, the education of from within or a share service of a Qualified Purchasing Agent to assist in every area of purchasing going forward.
- Implementation Date: started 8/20/2019 and is ongoing

**Finding #2018-003 – That minute abstracts be Prepared and bound in a timely manner.**

- Description of Finding: Our audit discovered minute abstracts not being prepared in a timely fashion. Minutes should be prepared, printed and bound routinely.
- Corrective Action: The Town has spoken to all parties about preparing the minutes and we have already taken the appropriate steps to have them completed in more timely manner. The Town has purchased a new recording device to help expedite the process.
- Implementation Date: started 8/20/2019 and is ongoing