

**A RESOLUTION PROVIDING FOR THE INSERTION OF SPECIAL ITEM OF REVENUE IN THE BUDGET OF ANY COUNTY OR MUNICIPALITY PURSUANT TO N.J.S. 40A:4-87 (CHAPTER 159, P.L. 1948)**

**WHEREAS, N.J.S.A 40A:4-87** provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

**WHEREAS,** said Director may also approve the insertion of an item of appropriation for equal amount;

**SECTION 1**

**NOW, THEREFORE, BE IT RESOLVED** that the Town of Phillipsburg hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2023 in the sum of \$14,476.00 under the category 3. Miscellaneous – Section F: Special Item of Revenue Anticipated With Prior Written Consent of the Director of Local Government Services – Public and Private Revenues Offset with Appropriations:

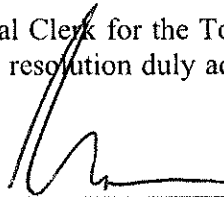
Warren – LEADER Station House Adjustment Program - \$14,476.00

Awards**SECTION 2**

**BE IT FURTHER RESOLVED** that the sum of \$14,476.00 be and is hereby appropriated under the caption of: 8. General Appropriations (A) Operations – Excluded from “CAPS” 2023 Warren – LEADER Station House Adjustment Program - \$14,476.00

CERTIFICATION

I, Matthew C. Hall, Acting 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 June 20, 2023 meeting.



\_\_\_\_\_  
Matthew C. Hall, Acting Municipal Clerk

2119 Phillipsburg Town - County of Warren

Select your local Government unit by pressing the triangle

### Budget Amendment Certification Form, Appropriations Offset by Revenue

Counties/Municipalities (NJS A 40A:4-87) or Fire Districts (NJS A 40A:14-78.5)

Resolution Date: 6/20/2023

Resolution # 2023-109

Muni Code 2119 Organization Name 2119 Phillipsburg Town - County of Warren

Fiscal Year 2023  Calendar Year  State Fiscal Year  Transitional year

Revenue Title County of Amount \$ 14,476.00  
Description Warren - LEADER Station House Adjustment Program

Appropriation Title County of Amount \$ 14,476.00  
Description Warren - LEADER Station House Adjustment Program

Local Match \_\_\_\_\_ Amount \_\_\_\_\_

Municipalities and Counties only	<u>Chapter 85 - Title and Text</u>
Appropriation (From) Title	Amount _____
Appropriation (To) Title	Amount _____

By electronic transmittal of this form the County Clerk of the Board/Municipal Clerk/Fire District Executive Director certify that this resolution, reference above and included as an attachment with this form, is a true resolution and was properly adopted by the respective governing body

By electronic transmittal of this form the County/Municipality CFO or the Fire District Accountant certifies that this revenue has been realized and/or is in receipt of written notification from the funding source cited in the resolution and included as an attachment with this form and that the revenue/appropriation identified above meets all statutory requirements and that the Annual Operating Budget has been amended to include this item of revenue/appropriation.

By checking this box, I am swearing that the above statement is true. (The Email function will not work until you acknowledge the above statement as true

Matthew C. Hall  
County Clerk of the Board, Municipal Clerk, or Fire District Director

Acting Municipal Clerk  
Title of Certifying Officer

clerk@phillipsburgnj.org  
Email Address

(908) 454-5500 x389  
Telephone Number

Robert J. Merlo  
County/Municipal CFO or Fire District Accountant

Chief Financial Officer  
Title of Certifying Officer

bmerlo@phillipsburgnj.org  
Email Address

(908) 454-5500 x311  
Telephone Number

Approval is hereby given to the cited resolution adopted by the governing body pursuant to N.J.S.A.40A: 4-87

For Director, Division of Local Government Services by:

New

Approved Date: \_\_\_\_\_

Duly Appointed Designee

# WARREN COUNTY DEPARTMENT OF HUMAN SERVICES

DIVISION OF ADMINISTRATION  
1 SHOTWELL DRIVE, BELVIDERE, NEW JERSEY 07823

SHAWN J. BUSKIRK, DIRECTOR

LAURA RICHTER, ASSOCIATE DIRECTOR  
TINA TCIENHOR, SUPERVISOR OF ACCOUNTS  
JANMARIE MCDYER, TRANSPORTATION COORDINATOR  
PATRICIA TESTA, YOUTH SERVICES COORDINATOR  
STEPHANIE MENSTEDT, COUNTY ALLIANCE COORDINATOR



PHONE: (908) 475-6331

OT: (908) 475-6332

FAX: (908) 475-6200

EMAIL: [HumanServices@co.warren.nj.us](mailto:HumanServices@co.warren.nj.us)

## LEADER Program Service Agreement

This agreement is entered into by and between the Warren County Department of Human Services (DEPARTMENT) and the Phillipsburg Police Department (PROVIDER) for the LEADER Station House Adjustment (SHA) Program as follows:

1. The PROVIDER agrees to have supervised community service projects for Court Ordered and SHA Youth accessible to all Warren County municipal police departments. Forty (40) youth will be served from January through December 2023. Service activities will:
  - Deter and reduce future criminal behavior
  - Increase education to prevent future drug and alcohol use/abuse
  - Increase education to prevent gang activity
  - Provide positive interactions and increase respect with law enforcement
  - Create relationship building qualities
  - Provide a structured approach to team building and produce critical thinking skills
  
2. The PROVIDER agrees to complete a quarterly report including the following information:
  1. Total number of youth referred and the referring municipality for each Station House Adjustment
    - Community Service activities for current reporting period
  
  2. When youth have completed their SHA hours, please report on the following:
    - Total number of youth that completed their SHA during current reporting period
  
    - 90% of youth will self-report that they increased their education on the dangers/destructiveness of alcohol and drugs
  
    - 90% of youth will self-report that they will limit/reduce gang activity

- 90% of youth will self-report that they increased their respect for law enforcement

-90% of youth will self-report that they have an increased understanding of healthy relationships with their peers

- 90% of youth will self-report that they have increased understanding of decision-making and critical thinking skills

- 90% of youth referred will not have another offense, arrest or incident within the program year

3. Protocol for Juvenile Files (will be reviewed when monitored):

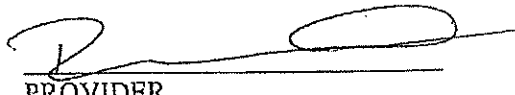
- Secure
- Contains Referral Form from appropriate sending body
- Contains JAMS Intake and Completion Forms
- Contains signed and dated parent/guardian consent papers
- Contains juvenile history pertinent to services
- Contains up-to-date records of services
- Contains documentation for a negative discharge

4. The DEPARTMENT agrees to reimburse the PROVIDER at a rate of \$14,476.00/year subject to availability of funds provided by a grant from the NJ Juvenile Justice Commission's State/Community Partnership Program.

5. PROVIDER will supply a Quarterly Report to DEPARTMENT and complete the Juvenile Automated Management System JAMS (due on the 10<sup>th</sup> workday after the quarter ends) for reimbursement.

Mail Quarterly Contract Programmatic Report (QCPR) to:

Warren County Department of Human Services  
Division of Administration  
ATTN: Anita Patli  
1 Shotwell Drive  
Belvidere, NJ 07823



PROVIDER  
Chief Robert Stettner,  
Phillipsburg Police Department

2/16/23  
Date



DEPARTMENT  
Shawn Buskirk, Director

3/2/23  
Date



**COUNTY OF WARREN**  
 Purchasing Department  
 (908) 475-6573

PURCHASE ORDER NO.  
 23001631

VOUCHER

SHOW THIS NUMBER ON ALL PACKAGES, INVOICES AND SHIPPING PAPERS

PAGE NO. 1

VENDOR: 50753 FAX: 908-454-6511  
 PHILLIPSBURG, TOWN OF  
 ATTN: TREASURER'S OFFICE  
 120 FILMORE STREET  
 PHILLIPSBURG NJ 08865

BILL TO: WARREN CO HUMAN SERVICES DEPT  
 1 SHOTWELL DR  
 BELVIDERE NJ 07823-1800  
 ATTN: ANITA PATTI 908-475-6332

ORDER DATE: 05/17/23 BUYER: P DAYSON REQ. NO.: 35530058 REQ. DATE:

TERMS: NET 30 DAYS F.O.B.: PARTIALS PHONE#

ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
01	1.00		PARTER 2023 INNOVATIONS PROGRAM SERVICES AGREEMENT - LEADERS -STATION HOUSE ADJUSTMENT 4 PARTIAL PAYMENTS	14476.0000	

INVOICE NO. \_\_\_\_\_ FED. I.D. 22-6002488 ALL PRICES SHALL BE LESS FEDERAL EXCISE AND STATE TAX

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE	PAGE TOTAL \$
	S33555311 5029			TOTAL \$

**CLAIMANT'S CERTIFICATION AND DECLARATION**  
 I do solemnly declare and certify under the 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 with 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.

Date \_\_\_\_\_ Vendor's Signature \_\_\_\_\_ Title \_\_\_\_\_  
 ST.CON \_\_\_\_\_  
 DATE PASSED \_\_\_\_\_  
 CHECK NO. \_\_\_\_\_  
 AMOUNT \_\_\_\_\_

VENDOR - SIGN AND RETURN THIS VOUCHER WITH YOUR INVOICE