

**TOWNSHIP OF MIDDLE  
TOWNSHIP COMMITTEE  
WORKSESSION AGENDA  
January 18, 2012 4:00 P.M. (prevailing time)**

**CALL TO ORDER:**

Mayor's announcement: I hereby declare that notice has been given to the Herald Times, the Atlantic City Press and posted on the bulletin board of the Middle Township Municipal Building, stating the time and place of the following meeting, as required in P.L. 1975, Chapter 231 of the State of New Jersey. (Sunshine Law). Notice of this meeting was properly given in Resolution No. 16-12 entitled "Establishing Work Session Meeting Nights" which was adopted by Township Committee of the Township of Middle on January 4, 2012.

Members present are Mayor Lockwood, Committeemember Donohue, and Committeemember DeLanzo.

Business Administrator Mark Mallett, Township Clerk Kimberly Krauss, Municipal Solicitor Marcus Karavan & Municipal Engineer Marc DeBlasio.

**FLAG SALUTE:****DEPARTMENTAL REPORTS AND PROJECT UPDATES:****Administration/Finance:****Public Works & Engineering:****Legal:****Tax Collection/ Tax Assessment:****Construction/Plan/Zoning:****Recreation:****Police:****Buildings and Grounds**

Clean Air Act – Smoking Buffer – Township Buildings

Committee spoke regarding the lack of "smoking area" designations at various township buildings. Committeemember DeLanzo indicated that seniors at the Senior Center have taken care of this on their own and have designated a smoking area away from the building. She suggested removing the benches in the back of the building instead of designating a "non-smoking area", which she believes will eliminate the smoking in the back of the building. Mark Mallett informed committee of some of the concerns of employees that do smoke and their concern with inclement weather. Committee discussed a bench with an umbrella out back and/or a tarped area. Also, enforcement of the non-smoking areas was discussed. Kimberly Krauss indicated that by removing the benches, instead of implementing a policy, would only take away from those that do not smoke, prohibiting non-smokers from utilizing the benches as well. Mark Mallett indicated that they are mainly used by the smokers. Kim indicated that by solely removing the bench would not prohibit people from "standing" in the rear of the building, and/or in the front, and still smoking close to windows and doorways. Committeemember DeLanzo suggested moving the bench in the rear of the building to the other side of the fence. Kim reminded Committeemember DeLanzo that the police use the sally-port driveway and also fence area for parking. Moving the benches would just be in the way.

No decision was made regarding this topic.

**Sewer**

Sewer RFP Status Update

Mark Mallett spoke about the upcoming deadline with the RFP award date (February 22, 2012). In-house costs were also discussed as well as Avalon Borough's possibility of awarding to Middlesex Water. Mark indicated he is waiting on a list from civil service on possible candidates for Sewer Supervisor. He suggested we postpone the award again until mid-year. Committeemember DeLanzo expressed concerns with not having someone local to help or answer residents in case of an emergency.

**Grants**

"Everyone Plays More Grant"

Marc DeBlasio discussed a possible 50% grant for playground equipment. He discussed the grant with Jill Zarharchuck regarding particulars. If township is interested he can set up a meeting to discuss further.

Mr DeBlasio also spoke of his "transition meeting" with EDA and various township officials. He indicated it went well and they are in the process of drawing lines as to what closing projects will be covered by the exiting engineer and what will be covered under Remington Vernick. He indicated he has reviewed the Grassy Sounds Sewer project and will provide a draft contract and preliminary review to be included in the USDA application.

Dotsie Garrabrant indicated that her office has been in contact with USDA and Grassy Sounds Civil Association.

**Committeemember Donohue spoke of the transitional meeting also and indicated that EDA was very professional. What made sense was for EDA to finish closing projects. The projects in the beginning stages should be the breaking point for the new engineer to take over.**

**Mayor Lockwood indicated that EDA needs to come up with a not to exceed amount for each project (capital & plan endorsement). Attorneys need to draft language, whether it is one resolution or multiple, to outline how this will be handled.**

**Personnel**

Policy Controlling Use of Personal Electronic  
Devices

**Mark Mallett gave committee an email he received regarding “PED’s” and distractions in the work place. He has received information from others that some employees abuse and use cells more frequently. He asked committee if this was something they wanted to look into.**

**Mayor Lockwood asked if this is a personnel manual item as well as the smoking policy.**

**Mark Mallett indicated yes it was and he could bring it up at the Dept. Head Meeting.**

**RESOLUTIONS:**

**ORDINANCES:**

**SPECIAL PRESENTATIONS OR DISCUSSIONS:**

**PUBLIC COMMENT:**

Madelyn McCarroll spoke of the liability of someone mowing a lawn and texting; also, she referenced towns that have made it illegal to “text and walk”.

Motion to adjourn meeting:

1<sup>st</sup> Committeemember Donohue

2<sup>nd</sup> by: Committeemember DeLanzo

Meeting was adjourned at 5:25pm.

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Kimberly Krauss, Twp. Clerk