

Cape May Court House, NJ
November 21, 2011
REGULAR MEETING
FLAG SALUTE
THIS MEETING IS BEING RECORDED:

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).

The Township Committee met on the above date at 6:00 PM at the Middle Township Municipal Building. Members present were Mayor DeLanzo, Committeemember Doughty, Committeemember Lockwood, Township Business Administrator Mark Mallett, Township Clerk Kimberly Krauss, Municipal Solicitor James Pickering, and Township Engineer Vincent Orlando

1. PRESENTATION BY MAYOR

- a. Baseball Association
- b. Emmanuel Pelzer
- c. Robert Meyers

2. RESOLUTION NO. 553-11 – REAFFIRMING APPOINTMENT AND ESTABLISHING SALARY – POLICE CAPTAIN – On motion by Committeemember Lockwood seconded by Committeemember Doughty and passed on roll call, the following resolution was adopted. WHEREAS, on September 7, 2011 Township Committee passed Resolution 445-11 appointing John Edwards to Police Captain, effective August 18, 2011, and WHEREAS, it is necessary to also establish compensation for said position. NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Middle, the governing body thereof, that the following employee in the Middle Township Police Department be and is hereby promoted to the title opposite his name at the following salary:
- | Name | DEPARTMENT | Title | Salary | Eff. Date |
|--------------|---------------|----------------|---------------|-------------|
| John Edwards | Public Safety | Police Captain | \$117,214.00* | 08/18/2011* |
- *Position effective 8/18/2011, salary change effective 12/1/2011.

3. RESOLUTION NO. 554-11 – PROMOTION – POLICE DEPARTMENT – On motion by Mayor DeLanzo seconded by Committeemember Doughty and passed on roll call, the following resolution was adopted. BE IT RESOLVED, by the Township Committee of the Township of Middle, the governing body thereof, that the following employees in the Middle Township Police Department are hereby promoted to the titles opposite their name:

Name	DEPARTMENT	Title	SALARY	Eff. Date
James Dougherty	Public Safety	Police Sergeant	\$102,104.00	11/17/2011
William Adams	Public Safety	Police Lieutenant	\$110,986.00	11/17/2011

4. SWEARING IN OF OFFICERS

5. QUESTION/ANSWER PERIOD ON AGENDA (This question and answer session shall relate only to items as outlined and pending on current agenda. Issues and concerns not related to agenda item shall be withheld to public comment portion at the conclusion of meeting.)

Carol Mattessich Ravitz - #7 asked what the Pay to Play resolution is for. Ask how Jill Zarharchuck's position has changed if we are hiring grant people. How does this professional relate to her? Would like to see the creation of a position for a part time litigation control person who would police litigation. Separate from solicitor, who would settle cases in a reasonable and timely manner.

Fran Grant asked about item #8.

6. RESOLUTION NO. 555-11 – APPROVING PAYMENT FOR BILLS – BILL LIST A (General Bills) – On motion by Committeemember Lockwood seconded by Mayor DeLanzo and passed on roll call, the following resolution was adopted.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Middle, the governing body thereof, that payment for the following bills in the amounts indicated are hereby approved:

Current Acct. \$ 125,893.89

7. RESOLUTION NO. 556-11 – APPROVING PAYMENT FOR BILLS – BILL LIST B (A&H/ FMR) – On motion by Mayor DeLanzo seconded by Committeemember Lockwood and passed on roll call, the following resolution was adopted.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Middle, the governing body thereof, that payment for the following bills in the amounts indicated are hereby approved:

Current Acct. \$ 2,131.56

8. RESOLUTION 557-11 – APPROVING PAYMENT FOR BILLS – BILL LIST D (HATCH MOTT MACDONALD) – On motion by Committeemember Lockwood seconded by Mayor DeLanzo and passed on roll call, the following resolution was adopted.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Middle, the governing body thereof, that payment for the following bills in the amounts indicated are hereby approved:

Current Acct. \$ 34,272.31

9. RESOLUTION NO. 558-11 – APPROVING MINUTES FROM PREVIOUS MEETINGS – On motion by Mayor DeLanzo seconded by Committeemember Lockwood and passed on roll call, the following resolution was adopted.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Middle, the governing body thereof, that the minutes from the Township Committee meeting held November 7, 2011 are hereby approved.

10. REPORTS: The following departments have submitted their reports for the months indicated: Municipal Court for the month of October;

11. ORDINANCE NO. 1396-11 – AN ORDINANCE ESTABLISHING THE COMPENSATION OF THE OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF MIDDLE – On motion by Committeemember Lockwood seconded by Mayor DeLanzo and passed on roll call, Ordinance No 1396-11 is hereby reintroduced and passed first reading. Second reading, public hearing and consideration for adoption will be held on 12/19/2011 at 6:00 p.m.

- Original Ordinance 1396-11 introduced on 9/7/2011 to include range for crossing guard.
- Ordinance reintroduced on 9/19/2011 to include titles and ranges for Deputy Chief Financial Officer, Payroll Clerk, Clean Communities Supervisor and Temporary Acting Chief Financial Officer.

- Ordinance reintroduced 10/3/2011 to include Temporary Acting Deputy Chief Financial Officer with a range of \$10.00 to \$15.00 ph.

- Ordinance reintroduced 11/7/2011 to include title and range for Temporary Acting Court Administrator with a range of \$10.00 to \$30.00ph.

- Ordinance reintroduced 11/21/2011 to amend range for Temporary Acting Deputy Chief Financial Officer with range of \$1.00 to \$15.00ph

12. ORDINANCE NO. 1401-11 - AN ORDINANCE OF THE TOWNSHIP OF MIDDLE, COUNTY OF CAPE MAY AND STATE OF NEW JERSEY TO SELL TOWNSHIP OWNED LAND TO HABITAT FOR HUMANITY – On motion by Committeemember Doughty seconded by Committeemember Lockwood and passed on roll call, Ordinance No 1401-11 passed first reading. Second reading, public hearing and consideration for adoption will be held on 12/19/2011 at 6:00 p.m.

The Township Committee of the Township of Middle, County of Cape May and State of New Jersey desires to sell land to Habitat for Humanity, Cape May County, Inc., a Non-Profit Corporation of the State of New Jersey 08210 (“Habitat for Humanity”) and in furtherance thereof states as follows:

SECTION 1.

WHEREAS, New Jersey Statute 40A:12-21 allows a municipality to sell land to certain organizations for a nominal fee, such as to (j) Any duly incorporated nonprofit organization for the purpose of building or rehabilitating residential property for resale; and (l) Any duly incorporated nonprofit housing corporation for the purpose of constructing housing for low or moderate income persons or families or handicapped persons;

WHEREAS, the Township of Middle owns a parcel of land which can be developed as at least one single family residential home and potentially more than one, which parcel of land is identified on the Township Tax Map as Block 949, Lot 3, and which has frontage on Sumner, Grant, Pennsylvania and Vick Streets; and

WHEREAS, the Township of Middle has an obligation to provide low and moderate affordable housing; and

WHEREAS, Habitat for Humanity is a non-profit entity which has a purpose of constructing housing for low and moderate income persons; and

WHEREAS, the Township Housing Committee has reviewed the request by Habitat for Humanity for this lot and encourages the conveyance to Habitat for Humanity;

NOW, THEREFORE, BE IT ORDAINED,

1. The Township Committee of the Township of Middle shall sell the parcel of land identified on the Official Tax Map of the Township of Middle as:

Block 949, Lot 3

2. The sale price for each lot shall be \$1.00.

3. The parcel shall be deed restricted so as to provide that at least one single family residential dwelling shall be built upon it within 24 months or the land shall revert to the Township of Middle.

4. The property shall be deed restricted so that the single family residential dwelling shall be compliant with State laws so that the Township of Middle will be credited for having low and/or moderate income housing units in the Township of Middle.

5. Habitat for Humanity shall enter into a Housing Agreement with the Township of Middle which shall contain certain requirements which shall make the units compliant with the State low and moderate income housing requirements.

6. The Mayor, Clerk, and any and all other Township Officials, are hereby authorized to sign any documents necessary to effectuate this transaction, including any contract, deed, deed restriction or easement.

SECTION 2. All other ordinances in conflict or inconsistent with this ordinance are hereby repealed, to the extent of such conflict or inconsistency.

SECTION 3. Should any section, paragraph, sentence, clause or phrase of this ordinance be declared unconstitutional or invalid for any reason, the remaining portions of this

ordinance shall not be affected thereby and shall remain in full force and effect, and to this end the provisions of this ordinance are hereby declared to be severable.

SECTION 4. This ordinance shall become effective immediately upon final passage and publication, according to law.

13. RESOLUTION NO. 559-11 – AUTHORIZATION TO CLOSE BOYD STREET – CHRISTMAS IN COURT HOUSE – On motion by Committeemember Doughty seconded by Committeemember Lockwood and passed on roll call, the following resolution was adopted. BE IT RESOLVED, by the Township Committee of the Township of Middle, the governing body thereof, that authorization to close the section of Boyd Street from Mechanic Street to Hand Avenue on December 2, 2011 from 5:00 PM until 10:00 PM for “Christmas in Court House” is hereby approved.
14. RESOLUTION NO. 560-11 – ORDER REMOVAL OF VEHICLES FROM MUNICIPAL PARKING LOT – CHRISTMAS IN COURT HOUSE – On motion by Committeemember Doughty seconded by Committeemember Lockwood and passed on roll call, the following resolution was adopted. BE IT RESOLVED, by the Township Committee of the Township of Middle, the governing body thereof, that an Order to Remove Vehicles from the Municipal Parking Lot from the close of business (4:00pm) until 10:00pm on Friday, December 2, 2011, for the “Christmas in Court House” celebration, is hereby approved.
15. RESOLUTION NO. 561-11 – CLOSED SESSION – UNION NEGOTIATION (UAW) AND PENDING LITIGATION (CONIFER) – On motion by Committeemember Lockwood seconded by Committeemember Doughty and passed on roll call, the following resolution was adopted. WHEREAS, the section of the Open Public Meetings Law, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances, and WHEREAS, the Township Committee of the Township of Middle, the governing body thereof, is of the opinion that such circumstances presently exist, and WHEREAS, said Closed Session shall be held directly after this open session. NOW THEREFORE BE IT RESOLVED, by the Township of Middle, County of Cape May, State of New Jersey:
 - 1.) The public shall be excluded from the discussion of an action upon the hereinafter specified matter: UNION NEGOTIATION (UAW); PENDING LITIGATION - CONIFER
 - 2.) The general nature of the subject matter to be discussed is as follows: UNION NEGOTIATION (UAW); PENDING LITIGATION – CONIFER
 - 3.) It is anticipated at this time the above subject matter will be made public as follows:
WHEN THE MATTER IS RESOLVED
 - 4.) This Resolution shall take effect immediately.
16. RESOLUTION NO. 562-11 – APPROVE CHANGE ORDER NO. 3 – MIDDLE TOWNSHIP PARKING LOT IMPROVEMENTS – On motion by Committeemember Doughty seconded by Committeemember Lockwood and passed on roll call, the following resolution was adopted. WHEREAS, a contract for improvements to the Middle Township Parking Lot was awarded January 19, 2011 via Resolution No. 72-11 to Midwest Construction. NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Middle, County of Cape May, State of New Jersey, that the attached Change Order #3 for the project awarded to Midwest Construction be and is hereby approved in the credit amount of \$928.40.
17. RESOLUTION NO. 563-11 – ACKNOWLEDGEMENT OF TERMINATION – On motion by Mayor DeLanzo seconded by Committeemember Doughty and passed on roll call, the following resolution was adopted. BE IT RESOLVED, by the Township Committee, the Governing Body of the Township of Middle, County of Cape May and State of New Jersey, that the following termination listed below, is acknowledged.

EMPLOYEE	DEPARTMENT	POSITION	EFFECTIVE
Daniel Spangler	Public Safety	P/T EMT	11/04/2011
18. RESOLUTION NO. 564-11 – TABULATION COMMITTEE – CONTRACTS #2010-12 & #2010-13 - REHABILITATION OF 2 HOMES IN MIDDLE TOWNSHIP – On motion by Committeemember Lockwood seconded by Committeemember Doughty and passed on roll call, the following resolution was adopted. BE IT RESOLVED, by the Township Committee, the Governing Body of the Township of Middle, County of Cape May and State of New Jersey that Township Administrator Mark Mallett, Township Clerk Kimberly Krauss, Chief Finance Officer Tracey Taverner, and Grants Coordinator Jill Zarharchuck be and hereby are appointed to tabulate the bids to be taken on December 14, 2011 at 1:00 PM in the Middle Township Municipal Building, 2ND Floor Conference Room, 33 Mechanic Street, Cape May Court House, NJ for the following: CONTRACTS #2010-12 & #2010-13 - REHABILITATION OF 2 HOMES IN MIDDLE TOWNSHIP
19. RESOLUTION NO. 565-11 – RESOLUTION OF CONCURRENCE BY THE TOWNSHIP OF MIDDLE DESIGNATING BUS STOPS ON MOORE ROAD IN CREST HAVEN COMPLEX – On motion by Committeemember Doughty seconded by Committeemember Lockwood and passed on roll call, the following resolution was adopted.

WHEREAS, New Jersey Transit has received a request from the Crest Haven complex for a pair of bus stops along Moore Road at the Technical & Vocational Center and the Nursing & Rehabilitation Center in Crest Haven, and

WHEREAS, the Township Committee has reviewed the request and recommends the establishment of bus stops on Route 147.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Middle, the governing body thereof, that pursuant to N.J.S.A. 39-4-8(e) the following described locations are designated as bus stops:

1. Along Moore Road, southbound, on the westerly side thereof at:
 - a. Cape May County Technical & vocational School Drive – near side beginning at the northerly curb line of the entrance to the Cape May County Technical & Vocational School and extending 105 feet northerly therefrom.
 - b. Crest Haven Nursing & Rehabilitation Drive – near side beginning at the northerly curb line of the entrance to the Crest Haven Nursing & Rehabilitation and extending 105 feet northerly therefrom.

BE IT FURTHER RESOLVED, that the Township Committee of the Township of Middle will enforce the Traffic Regulation Order governing the aforementioned bus stop locations and provide the necessary police security to ensure the safety of the traveling public.

FURTHER RESOLVED, that this resolution shall take effect upon approval of the Commissioner of Transportation as provided by law.

20. RESOLUTION NO. 566-11 – ACKNOWLEDGEMENT OF RESIGNATION – On motion by Committeemember Lockwood seconded by Mayor DeLanzo and passed on roll call, the following resolution was adopted.

BE IT RESOLVED, by the Township Committee, the Governing Body of the Township of Middle, County of Cape May and State of New Jersey, that the following resignation listed below is acknowledged.

EMPLOYEE	DEPARTMENT	POSITION	EFFECTIVE
Joseph Russo	Public Safety	P/T EMT	10/18/2011

21. RESOLUTION NO. 567-11 – AUTHORIZING MAYOR TO SIGN TRANSFER AGREEMENT – ALARM TRACKING AND BILLING SERVICES – On motion by Committeemember Lockwood seconded by Committeemember Doughty and passed on roll call, the following resolution was adopted.

WHEREAS, the Township of Middle entered into an agreement with ATB to provide services with regard to handling burglar and fire alarms in the Township; and

WHEREAS, the contract allows the contract to be assigned but only with the consent of the Township; and

WHEREAS, the Chief of Police has met with the assigned company and is comfortable with their ability to fulfill the terms of the contract.

NOW THEREFORE BE IT RESOLVED, by the Township Committee, of the Township of Middle, County of Cape May and State of New Jersey, that the Township of Middle hereby consents to the assignment of the contract with ATB to PMAM Corporation, and that the Mayor and any other Township Representatives are to sign documents necessary to indicate such consent.

22. RESOLUTION NO. 568-11 – APPOINTMENTS – NEW HIRE – TELECOMMUNICATIONS – On motion by Mayor DeLanzo seconded by Committeemember Doughty and passed on roll call, the following resolution was adopted.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Middle, County of Cape May, State of New Jersey, that the following employees are hereby appointed to the following position at the salaries opposite their names:

NAME	DEPARTMENT	TITLE	SALARY	EFFECTIVE
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Mary Champion	Public Safety	PS Telecommunications Operator – Trainee	\$13.46 ph	11/21/2011
Scott Frazer	Public Safety	PS Telecommunications Operator – Trainee	\$13.46 ph	11/21/2011
Peter Stencler	Public Safety	PS Telecommunications Operator – Trainee	\$13.46 ph	11/21/2011

23. RESOLUTION NO. 569-11 – TITLE CHANGE – On motion by Mayor DeLanzo seconded by Committeemember Doughty and passed on roll call, the following resolution was adopted.

BE IT RESOLVED, by the Township Committee of the Township of Middle, the governing body thereof, that the following employee is hereby approved to the Title Change and stipend opposite their name:

Name	Title	Stipend	Eff. Date
Robert Eagan	Senior PS Telecommunications Operator	\$1,500.00	11/21/2011

24. RESOLUTION NO. 570-11 – APPOINTMENTS – NEW HIRE – SPECIAL CLASS II POLICE OFFICER – On motion by Committeemember Lockwood seconded by Committeemember Doughty and passed on roll call, the following resolution was adopted.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Middle, County of Cape May, State of New Jersey, that the following employees are hereby appointed to the following position at the salaries opposite their names:

NAME	DEPARTMENT	TITLE	SALARY	EFFECTIVE
Phillip Rossi	Public Safety	Special Class II Police Officer	\$10.50ph	11/21/2011

25. RESOLUTION NO. 571-11 – APPROVE CHANGE ORDER NO. 1 – 2010 CAPITAL IMPROVEMENT PHASE I – RECONSTRUCTION OF BEACH AVENUE (M-2209) – On

motion by Committeemember Doughty seconded by Committeemember Lockwood and passed on roll call, the following resolution was adopted.

WHEREAS, the 2010 Capital Improvement Phase I, Reconstruction of Beach Avenue project was awarded September 7, 2011 via Resolution No. 427-11 to South State, Inc.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Middle, County of Cape May, State of New Jersey, that the attached Change Order #1 for the project awarded to South State Inc. be and is hereby approved in the amount of \$15,375.00.

26. RESOLUTION NO. 572-11 – ESTABLISHING: 1. FAIR AND OPEN PROCESS FOR CONTRACTS 2. CRITERIA TO BE CONSIDERED IN AWARDING CONTRACTS; AND 3. POSITIONS FOR WHICH PROPOSALS SHALL BE SOLICITED – On motion by Committeemember Doughty seconded by Committeemember Lockwood and passed on roll call, the following resolution was adopted.
- WHEREAS, N.J.S.A. 19:44A-20.4 et. seq. requires that contracts with a value exceeding \$17,500 be awarded pursuant to a “fair and open” or “non-fair and open” process; and
- WHEREAS, the Township Committee feel the best interests of the residents of Middle Township would be best served by the Township requesting proposals and qualifications, and considering and awarding contracts by use of a Fair and Open process; and
- WHEREAS, the Township Committee desires to establish the Fair and Open Process; and
- WHEREAS, the Township Committee desires to establish the criteria for the consideration of proposals and qualifications, and the award of Contracts submitted in accordance with the Fair and Open Process; and
- WHEREAS, the Township Committee desires to establish the positions which for the year 2011 shall be subject to the Fair and Open Process and also where stated below additional criteria for certain position; and
- WHEREAS, the Township Committee has decided to go beyond what is required by the state statute and to submit all professional services contracts to the Fair and Open process, even those that are below the \$17,500.00 threshold;
- NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Middle, County of Cape May, State of New Jersey, that:
1. **THE FAIR AND OPEN PROCESS**
 - A. The Township Committee of the Township of Middle has determined that the following procedure constitutes a fair and open process and shall be the manner in which requests for proposals and qualifications are sought, accepted, and awarded:
 1. A request for proposals and qualifications shall be publicly advertised on the Township of Middle’s internet website beginning on November 22, 2011 and continuing on the website through December 6, 2011.
 2. The Township shall accept proposals until 1:00 o’clock on December 6, 2011.
 3. Proposals shall be in a sealed envelope addressed to:
Kimberly Krauss
Township Clerk - Township of Middle
33 Mechanic Street
Cape May Court House, NJ 08210
The envelope shall also state the name of the person or entity submitting the proposal and the position for which the proposal is submitted.
 4. The envelope shall contain one original and two copies of the proposal.
 5. The proposal shall include (**this is mandatory**) at a minimum, a statement of the following:
 - A. Qualifications and Experience of person or entity specifically with regard to the position sought
 - B. Scope of Services proposed to be provided
 - C. Contact Information, including name, address, phone number, email address
 - D. Fee Proposal including a “Not To Exceed” Amount
 - E. Office Staffing Plan and Resources
 - F. Location of Office from which services shall be provided
 - G. References
 - H. Potential Conflicts
 - I. The Applicant should provide a proposal which includes a statement of licensing, others in his/her office who will provide services, a fee schedule which lists names, titles and fees for each person and for each of these services, and any other information deemed of importance by the Applicant.
 6. On December 6, 2011 at 1:00pm, the Township Clerk or representative shall open each of the proposals and shall announce the proposals received by name, and a short summary of the proposal and qualifications.

7. The proposals shall be submitted to Township Committee for consideration at its reorganization meeting at which time Township Committee may award a contract by approving a resolution, or, it may choose to award at the next regularly scheduled Township Committee meeting. If a majority votes to seek interviews, interviews may be held between Township Committee and the person or entity that submitted proposals. Township Committee may send proposals to Township Board's or Agency's for consideration and approval as is appropriate.

2. CRITERIA BY WHICH REQUESTS FOR PROPOSALS AND QUALIFICATIONS SHALL BE EVALUATED

- A. The Township of Middle hereby discloses in writing that all of the submissions in response to the Request for Proposals and Qualifications submitted through the fair and open process described above, will be evaluated by the Township Committee of the Township of Middle and awarded or rejected on the basis of the following criteria. Proposals will be evaluated by the Township Committee of the Township of Middle on the basis of the most advantageous, price and other factors considered. The evaluation will consider:
 1. Experience and reputation in the field
 2. Knowledge of the Township of Middle and the subject matter to be addressed under the contract
 3. Availability to accommodate any required meetings of the agency
 4. Compensation proposal
 5. Other factors if demonstrated to be in the best interest of the Township of Middle
- B. The following criteria, found under the competitive contracting rules at N.J.A.C. 5:34-4.2, if determined to be of assistance, may also be considered by Township Committee. These criteria are not intended to be limiting or all-inclusive, and they may be adapted or supplemented in order to meet the Township Committee's needs. No criteria will unfairly or illegally discriminate or exclude otherwise capable vendors.
 - I. Technical criteria:
 - a. Proposed methodology:
 - i. Does the vendor's proposal demonstrate a clear understanding of the scope of work and related objectives?
 - ii. Is the vendor's proposal complete and responsive to the specific RFP requirements?
 - iii. Has the past performance of the vendor's proposed methodology been documented?
 - iv. Does the vendor's proposal use innovative technology and techniques?
 - v. Are sound environmental practices such as recycling, energy efficiency, and waste reduction used?
 - II. Management criteria:
 - a. Project management:
 - i. How well does the proposed scheduling timeline meet the agency's needs?
 - ii. Is there a project management plan?
 - b. History and experience in performing the work:
 - i. Does the vendor document a record of reliability of timely delivery and on-time and on-budget implementation?
 - ii. Does the vendor demonstrate a track record of service as evidenced by on-time, on-budget, and contract compliance performance?
 - iii. Does the vendor document industry or program experience?
 - iv. Does the vendor have a record of moral integrity?
 - c. Availability of personnel, facilities, equipment and other resources:
 - i. To what extent does the vendor rely on in-house resources vs. contracted resources?
 - ii. Are the availability of in-house and contract resources documented?
 - d. Qualification and experience of personnel:
 - i. Documentation of experience in performing similar work by employees and when appropriate, sub-contractors?
 - ii. Does the vendor make use of business capabilities or initiatives that involve women, the disadvantaged, small and/or minority owned business establishments?
 - iii. Does the vendor demonstrate cultural sensitivity in hiring and training staff?
 - III. Cost criteria:
 - a. Cost of goods to be provided or services to be performed:
 - i. Relative cost: How does the cost compare to other similar proposals?
 - ii. Full explanation: Is the price and its component charges, fees, etc., adequately explained or documented?

- b. Assurances of performance:
 - i. If required, are suitable bonds, warranties, or guarantees provided?
 - ii. Does the proposal include quality control and assurance programs?
- c. Vendor's financial stability and strength:
 - i. Does the vendor have sufficient financial resources to meet its obligations?

III. REQUEST FOR PROPOSALS AND QUALIFICATIONS ARE SOUGHT FOR THE FOLLOWING POSITIONS

A. Municipal Solicitor - Legal Advisor to the Township Committee and Administrative Staff. Includes all litigation, draft and review ordinances, resolutions, and any and all other matters regarding the Township's legal issues. Also solicitor to Cable Television Advisory Board, Economic Development Council, and Sewer and Water Department. Township Committee meets twice a month in the evening; there are frequent daytime meetings. Cable Advisory Board meets quarterly. The Solicitor is required to be in Township Hall at least one day a week to meet with department heads and employees. The Solicitor is expected to be immediately available to Township Committee members and the Administrator; at least one full time staff member is to be assigned to do Township work. Minimum qualifications are at least five years experience in some governmental capacity.

B. Labor Solicitor - Legal Advisor to the Township Committee and Administrative Staff on labor law issues, including civil service issues, disciplinary matters, hiring and firing of employees, and negotiating contracts.

C. Municipal Auditor - The auditor performs annual audit of Township Finances, assists with preparation of annual budget, and is always immediately available to discuss compliance with the Township Administrator and CFO.

D. Municipal Prosecutor - Prosecutes in the Township's municipal Court. Court meets every Thursday and any special session as set forth by the Municipal Court Administrator.

E. Municipal Public Defender - Represents defendants who qualify for public defender in municipal court. Court meets every Thursday and any special session as set forth by the Municipal Court Administrator.

F. Zoning Board of Adjustment Solicitor - Attorney representing the Zoning Board of Adjustment. The Zoning Board meets one evening a month.

G. Planning Board Solicitor - Attorney representing the Planning Board. The Planning Board meets two evenings a month.

H. Rent Leveling Board Solicitor - Attorney represents the Rent Leveling Board. The Rent Leveling Board meets quarterly.

I. Hearing Officer - Attorney sitting as a hearing officer on employee disciplinary matters.

J. Economic Development and Grant Administrator Consultants - provide administrative services for economic development board, home rehabilitation program for low income homeowners, evaluation services for loan program to businesses, and assist in applications for grants involving the same.

K. Grant Application and Housing Rehabilitation Consultant - completes applications and makes efforts to obtain grants particularly Housing Rehabilitation Grants.

L. Grant, Utility, and Legislative Consultant - completes grant applications and advises Township Committee on utility and legislative issues impacting the Township.

M. Bond Counsel - Legal Advisor to the Township Committee and Administrative Staff on issues regarding bond financing. Includes compliance with any and all necessary laws, state and federal, in the marketing and selling of the Township's bonds of any sort, including bond anticipation notes. Minimum qualifications are at least five years experience in the municipal bonding field, and that the person have the demonstrated experience and capacity for marketing and selling municipal bonds.

N. COAH Counsel - Legal advisor to the Township's Committee and Administrative Staff on issues regarding its obligations mandated by The Council on Affordable Housing and assorted state statutes and regulations. Minimum qualifications are at least five years experience in the COAH field.

O. Municipal Engineer - The Municipal Engineer must be a Professional Engineer in the State of New Jersey, and have experience in Municipal Engineering. It is preferable that the Municipal Engineer also be a Professional Planner. Other skills and licenses are also considered.

The Municipal Engineer is to be the Principal Engineer for the Township. He is to advise Township Committee on all Engineering matters. He is to provide services on specific projects as the Principal Engineer, Project Engineer, Professional Planner, Project Technician, Environmental Specialist, Drafts Person, AutoCadd Technician, Administrative Assistant, Clerical (other than overhead functions), Inspector (Level One), Inspector (Level Two), and other engineering services as is necessary.

The Municipal Engineer is also to be available to all Township Staff under the direction of the Municipal Administrator, and to make him or herself regularly available in Township Hall.

The Applicant should provide a proposal which includes a statement of licensing, others in his or her office who will provide services, a fee schedule for each of these services, and any other information deemed of importance by the Applicant. As provided by N.J.S.A. 40A:9-140 term of office for this position shall be for a three (3) years. Proposals provided shall include a break-down "not to exceed amount" for each year of said term.

P. Communications Consultant (Various Telecommunications Projects) - Qualified consulting firm to assist with various telecommunications projects during the calendar year 2012, such as consultation on phone system and any problems associated with it; existing

telecommunications projects with the Department of Public Safety ; with potential new infrastructure projects, and repairs or improvements to existing infrastructure. Applicant must have sufficient engineering staff to provide services on emergency basis, including weekend and night availability. Applicant must be familiar with Township systems, or substantial equivalents.

Q. Risk Management Consultant – The consultant shall assist the Municipality in identifying its insurable exposures and to recommend professional methods to reduce, assume, or transfer the risk loss. Shall assist the Municipality in understanding and selecting the various coverage's available from the Atlantic County Municipal Joint Insurance Fund, review with the Municipality any additional coverage's that the Consultant feels should be carried but are not available from the Fund and subject to the Municipality's authorization place such coverage outside the fund. Shall further assist in the preparation of applications, statements of values and similar documents requested by the Fund, review the municipalities' assessment as prepared by the Fund and assist the municipalities' preparation of its annual insurance budget. Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives. Assist where needed in the settlement of claims, with the understanding that the scope of the Consultant's involvement does not include the work normally done by a public adjuster. And any other services as required

R. Planning Consultant - Provide professional planning services and advise the Township Committee, Planning and Zoning Boards, on the master plan, housing plan, zoning and land use matters, plan endorsement, environmental studies, and other related planning services that may be deemed necessary to the Township.

S. Municipal Sewer Consultant – The Municipal Sewer Engineer must be a Professional Engineer in the State of New Jersey, and have experience in Municipal Engineering, including sewer projects.

- The Municipal Consultant is to advise the sewer department, and the Township Committee, on all sewer matters except those otherwise awarded by specific project contracts including Wastewater Management Planning, Operation and Maintenance of existing sewer collection systems, Annual Flow and budget Projections.

- Review of Developer Connection Applications.

- Inspection of Public Sewer Extensions.

- Specific Sewer Expansion Projects.

- Municipal Sewer Consultant shall be familiar with the Township's sewer infrastructure and with the County and State policies that relate to the Township's operation of the Sanitary Sewer System.

- The Municipal Consultant is to provide services on specific projects and services as necessary, including Principal Engineer, Project Engineer, Project Technician, Environmental Specialist, Drafts Person, AutoCadd Technician, Administrative Assistant, Clerical (other than overhead functions), Inspector (Level One), Inspector (Level Two) and other engineering servicers as is necessary.

- The Municipal Sewer Engineer is also to be available to all Township Staff under the direction of the Municipal Administrator and the Sewer Utility Supervisor/Department Head, and to make himself/herself regularly available to those people.

T. IT PROFESSIONAL - Under direction of Middle Township, the IT Professional would repair, service, and maintain computer system equipment and related peripheral devices and does related work as required. The examples of work are for illustrative purposes and all duties required for the job may not be listed.

- Diagnoses, troubleshoots, and repairs microprocessor systems, related peripheral devices, and telecommunications hardware including digital controllers.

- Diagnoses, troubleshoots, and repairs telecommunications hardware attached to minicomputers and/or mainframe computer based systems including key systems, communication controllers, circuit and board components, printers, modems, cables, terminals, connectors, and disk drives.

- Diagnoses, troubleshoots, and effects repairs on all personal computers and communications and peripheral equipment including memory boards, disk controllers, monitors, personal computer tape devices, hard disks, floppy disks, power supplies, electronic switches, multiplexers, modems, digital controllers, terminals, printers, cables, and connectors.

- Assembles and/or configures and tests microprocessors, minicomputers, and/or mainframe computer based systems according to user and/or application requirements, and tests prior to their release to field locations for installation.

- Repairs electronic analog or digital computers and peripheral equipment, following schematics, diagrams, and handbook instructions.

- Inserts test programs and data in computer, and monitors processing from maintenance or operator's control panel, comparing system performance and output to predetermined standards to analyze cause of machine error or stoppage.

- Operates or observes computer and peripheral equipment during system and trouble localization tests to locate defective circuits and isolate faulty units.

- Tests suspect circuits, modules, and components using oscilloscope and other instruments to diagnose defects.

- Solders faulty connections and adjusts, repairs, or replaces defective electronic, electromechanical, or mechanical components according to service manuals, schematics, and diagrams.
- Performs preventive maintenance duties such as cleaning unit, mass replacing of transistors, tubes, or electronic components, and testing circuitry by simulating extreme operating conditions to locate and replace marginal components.
- Checks new devices and/or systems for compliance with controller specifications.
- Prepares regular, accurate, and informative reports relative to the operation and maintenance of microprocessor, minicomputer, and/or mainframe computer based systems and telecommunications hardware.
- Instructs others in the proper field operation of assigned systems.
- Maintains a library of manufacturers' catalogues, operating instructions, and repair manuals for all equipment and provides updates with latest vendor technical newsletter releases as required.
- Reviews trouble data reports of equipment failures, completes analysis of failure, and effects repairs as required.
- Prepares schematic wiring diagrams of auxiliary controller circuitry for special controller sequences and campus wiring configuration for either voice or data applications including local area networks.
- Troubleshoots telecommunications lines including in-house cable, lease lines, and digital circuits for all remote or local terminals and telecommunications hardware including those peripheral devices attached to a microprocessor, minicomputer, and/or mainframe computer based systems.
- Prepares paperwork to order new parts, supplies, and equipment as required.
- Determines whether sources of difficulty are hardware or software related and refers software problems to the appropriate area of responsibility.
- Fabricates all types of computer cable for field or central sites as required.
- May install all communication and peripheral computer equipment, lay cables and hook up electrical connections.
- Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

*See Business Administrator for further information regarding computer servers and work stations.**

27. RESOLUTION No. 573-11 – CANCELING UNEXPENDED AND DEDICATED BALANCES OF THE GRANT FUND – On motion by Committeemember Lockwood seconded by Mayor DeLanzo and passed on roll call, the following resolution was adopted. WHEREAS, certain Grant appropriation balances remain dedicated to projects now completed; and WHEREAS, it is necessary to formally cancel said balances; NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Middle, County of Cape May, State of New Jersey that the following unexpended balances of the Grant appropriations be canceled:

Grant Name	Appropriated Reserve	Grant Receivable
Cape Express Donation	3,000.00	0.00

28. RESOLUTION NO. 574-11 – APPROVE LEAVE OF ABSENCE – On motion by Committeemember Lockwood seconded by Committeemember Doughty and passed on roll call, the following resolution was adopted. BE IT RESOLVED, by the Township Committee, the Governing Body of the Township of Middle, County of Cape May and State of New Jersey, that the Leave of Absence without pay for Francis Ierovante, from November 19, 2011 through December 16, 2011 (4 weeks) is hereby approved.

29. RESOLUTION NO. 575-11 – REAPPOINTMENT – SPECIAL CLASS II POLICE OFFICER – On motion by Committeemember Doughty seconded by Committeemember Lockwood and passed on roll call, the following resolution was adopted. NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Middle, County of Cape May, State of New Jersey, that the following employees are hereby reappointed to the following position at the salaries opposite their names:

NAME	DEPARTMENT	TITLE	SALARY	EFFECTIVE
Brian Murphy	Public Safety	Special Class II Police Officer	\$12.50 ph	10/19/2011

30. RESOLUTION NO. 576-11 – TRANSFER OF FUNDS – On motion by Mayor DeLanzo seconded by Committeemember Lockwood and passed on roll call, the following resolution was adopted.

WHEREAS, it is legal and lawful to make budget transfers on and after the first day of November in any budget year,

NOW THEREFORE BE IS RESOLVED, by the Township Committee, the Governing Body of the Township of Middle, County of Cape May and the State of New Jersey, that the following transfers of budget appropriations be made in the budget of Middle Township for the year 2011:

From	Amount	To
Finance S&W 1-01-20-130-130-111	\$1,000.00	Tax Collector OE 1-01-20-145-145-224
Finance S&W 1-01-20-130-130-111	\$1,000.00	Maint & Serv Contracts 1-01-31-462-462-299
Finance S&W 1-01-20-130-130-111	\$1,000.00	Public Works OE 1-01-26-290-291-299
Mayor & Comm OE 1-01-31-446-446-475	\$1,000.00	Clerk OE 1-01-20-120-120-299
Finance S&W 1-01-20-130-130-111	\$1,000.00	Clerk OE 1-01-20-120-120-299

31. RESOLUTION NO. 577-11 – AUTHORIZE CHANGE IN EMPLOYMENT STATUS – On motion by Committeemember Doughty seconded by Mayor DeLanzo and passed on roll call, the following resolution was adopted.
NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Middle that the following employee is hereby designated to the employment status listed below:

NAME	PREVIOUS STATUS	AMENDED STATUS	SALARY	EFFECTIVE DATE
Donald Mabry	P/T Laborer	F/T Laborer	\$20,120.00	11/21/2011

32. RESOLUTION NO. 578-11 – CATERING PERMIT – CAPE HOSPITALITY GROUP LP – CHRISTMAS IN COURT HOUSE – On motion by Committeemember Doughty seconded by Committeemember Lockwood and passed on roll call, the following resolution was adopted.
WHEREAS, Cape Hospitality Group LP has applied for approval to sell alcoholic beverages at Middle Township’s “Christmas in Court House” celebration, to be held in the township’s municipal parking lot located and fire house, on December 2, 2011 from 5:00 p.m. to 10:00 p.m., and
WHEREAS, they have provided proper documentation to the Township of Middle,
NOW, THEREFORE BE IT RESOLVED, that the Township Committee, in the Township of Middle, does hereby approve the Catering Permit.

33. RESOLUTION NO. 579-11 – AMENDING TEMPORARY APPOINTMENT – TERRUSO – On motion by Committeemember Lockwood seconded by Committeemember Doughty and passed on roll call, the following resolution was adopted.
WHEREAS, it has been deemed necessary to amend the rate of pay for Mr. Terruso, as originally established via Resolution 492-11 on October 3, 2011, and
NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Middle, County of Cape May, State of New Jersey, that the following employee is hereby temporarily appointed to the following position at the salary opposite their name:

NAME	DEPARTMENT	TITLE	SALARY	EFF. DATE
Jim Terruso	Finance	Temporary Acting Deputy Chief Financial Officer	\$1.00ph*	11/16/2011*

*Original effective date of appointment still stands at 10/11/2011. New salary rate effective 11/16/2011.

34. ACKNOWLEDGEMENT OF RETIREMENT: Sharon Price, Police Corporal has submitted her letter of retirement effective August 1, 2012.

35. RESOLUTION NO. 580-11 – AWARD OF BID – RECONSTRUCTION OF MAIN STREET (M-2230) – On motion by _____ seconded by _____ and passed on roll call, the following resolution was adopted.
WHEREAS, it has been deemed necessary and desirable to solicit bids for the Reconstruction of Main Street, and
WHEREAS, sealed bids were received on October 21, 2011 at 1:00pm, and
WHEREAS, it appears that the following bid submitted represents a figure equal to the lowest bid received, which complies with specifications.
Charles Marandino, LLC. – Base Bid + Alternate # 1 - \$341,986.18
NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Middle, the governing body thereof, that the contract for the Reconstruction of Main Street by and hereby is awarded to Charles Marandino, LLC.
FURTHER RESOLVED, that this award is conditioned upon submission of Treasurer’s Certification of availability of funds.

36. PUBLIC COMMENT:

Committeemember Doughty spoke about the baseball field work and also Christmas parade and tree of life at old fire house.

Mayor DeLanzo commented on her meeting at the Rutgers Extension building on “Bayway Highway”. This will bring more people into Middle Twp. Looking forward to working with commission.

Jon Hand asked if there was any answer from the last meeting regarding his payment for work performed during hurricane.

Jim Pickering explained how the “on-call” status with the storm worked and who was authorized to call out companies (Chief of Police and PW Director). Mr. Hand was called out by someone not authorized by the township to make that decision (Paul Hand of CH Fire) and the work was performed on a county road.

Jon Hand spoke of “loop-poles” in contract and that there was no contract that was signed for these services. Still looking for answer.

Mark Mallett explained that these services were solicited in the event that there might be a need.

Barb Cresse asked where she could find out what companies were paid during the storm. Also, the bike path was paid in full when it is still not complete. There was glass on the asphalt.

Vince Orlando – project not complete and he will look into it.

Frances Deerlove – On Leonard’s Lane at the end, A & H put ground up asphalt on the street and it wasn’t sealed. Mr. Dooley, his neighbor, is the only one who benefited. Administrator indicated that Mr. Dooley paid for the asphalt, but now the water is backing up into everyone else’s yard. Shouldn’t be on twp. street and committee needs to approve such a thing, not the administrator.

Mark Mallett stated that he talked to Mr. Alexis and he indicated that DEP approved of this; however he has been unable to locate any documents indicating so.

Mr. Pickering to look into Dooley’s DEP Permit.

Orlando to look into it also.

Deerlove – would like to get a copy of the roads to be improved.

There being no further business, the meeting was adjourned at 7:20pm. Committee went into Closed Session.

Kimberly Krauss, Twp. Clerk