

Cape May Court House, NJ  
November 17, 2014  
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 Donohue, Deputy Mayor Lockwood, Committeemember Clark, Deputy Township Clerk Suzanne Stocker, Business Administrator Constance Mahon, Municipal Solicitor Marcus Karavan, and Township Engineer Marc DeBlasio.

1. 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.)

*Eileen Fausey:*

*Questioned Resolution regarding COAH Disbursements.*

*Mayor Donohue:*

*Spending plan which was approved by COAH allows disbursement of those funds.*

*Eileen Fausey:*

*Asked if Resolution can be tabled, concerns that is project does not go through, money will not be returned.*

*Mayor Donohue:*

*Per COAH Agreement (spending plan), money disbursement is all or nothing.*

*Committeemember Lockwood:*

*Asked Ms. Fausey how issuing money would impact work trying to be done to stop project.*

*Eileen Fausey:*

*Feels as though Resolution should wait until environmental issues are satisfied.*

*Marc Karavan:*

*There are expectations to distribute money, contractual obligations to distribute funds.*

*Sam Kelly:*

*Asked if new hire in Finance Department lives in Municipality.*

*Committeemember Lockwood:*

*No. Further stated that no Middle Township residents applied for the position.*

*Sam Kelly:*

*Questioned Corelogic disbursements.*

*Committeemember Lockwood:*

*Overpayment of taxes from mortgage company.*

*Sam Kelly:*

*Made a comment regarding Stanley Doniger overpaying his taxes.*

*Bette McGurk:*

*Agrees with Ms. Fausey's comments, spoke to Shawn, representative of COAH, who indicated that funds "could be" released, provided HMFA loan paper which indicates tax credits.*

*Committeemember Lockwood:*

*Reviewed paper presented by Ms. McGurk, indicated that it was a general HMFA loan paper and not specifically used for Conifer.*

*Bette McGurk:*

*Asked about \$1.6million, no interest loan to replace spending plan*

*Committeemember Lockwood:*

*Indicated that no money was given to Conifer.*

*Mayor Donohue:*

*Responsibility to meet obligations from Court and spending plan, no control otherwise, based on unanimous decision in 2012 as to what was best for the Township. Believes environmental issues are on separate track and briefly spoke about these issues during Work Session. Mentioned that the agreement was signed, plan was approved, conditions have been met by Conifer, Arc and Habitat to distribute funds.*

*Shawn Lockyear, Habitat from Humanity:*

*Thanked Township for work done and available monies to create affordable housing and tax rebates for the Township, thanked Township employees for their help.*

2. RESOLUTION 589-14 – APPROVING PAYMENT FOR BILLS – BILL LIST A (General Bills) – On motion by Committeemember Clark 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. \$1,494,275.10

3. RESOLUTION 590-14 – APPROVING MINUTES FROM PREVIOUS MEETINGS – On motion by Committeemember Clark 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 following minutes are approved: Regular Meeting 11/03/2014.
4. REPORTS: The following departments have submitted their reports for the months indicated: Municipal Clerk for the month of October and Municipal Clerk for the month of October.
5. REINTRODUCTION ORDINANCE 1487-14 - AN ORDINANCE ESTABLISHING THE COMPENSATION OF THE OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF MIDDLE – On motion by Committeemember Clark seconded by Committeemember Lockwood and passed on roll call, Ordinance No. 1487-14 passed first reading. Second reading, public hearing and consideration for adoption will be held on 12/15/2014 at 6:00 p.m.  
AN ORDINANCE ESTABLISHING THE COMPENSATION OF THE OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF MIDDLE.  
BE IT ORDAINED by the Township Committee, the Governing Body of the Township of Middle, County of Cape May, State of New Jersey as follows:  
SECTION 1. The positions listed in the attached schedule are hereby created.  
SECTION 2. The salary ranges specified in the attached schedule are hereby adopted for each and every position listed therein. In those cases where only one rate or figure appears in said schedule, said rate or figure shall be the maximum rate of figure applicable to said position. In those cases where a maximum and minimum salary are hereby established for a position, the exact salary to be paid to the holder of said position shall be as determined from time to time by resolution of the Township Committee.  
SECTION 3. The duties to be performed by each person holding any position listed in said schedule shall be those duties as outlined in Job Description of New Jersey Civil Service Department.  
SECTION 4. In addition to the salaries set forth in said schedule, those employees who have held full time positions for a minimum of five years, as hereinafter defined, shall be entitled to additional compensation as set forth in this section, based upon current salary. The additional compensation to which the employee is entitled on January 1 of any year shall be the additional compensation for the entire year. In determining years of service on January 1 of any year, for the purpose of this Ordinance only, no credit shall be given for less than six full months of service in any year, and credit for a full year shall be given for any year in which the employee served for six full months or more.
- | Years of Service<br>(Percent of Annual Salary) | Additional Compensation |
|--|-------------------------|
| 5 years or more                                | 2%                      |
| 10 years or more                               | 4%                      |
| 15 years or more                               | 6%                      |
| 20 years or more                               | 8%                      |
| 25 years or more                               | 10%                     |
- Section 4 shall only apply to Township Employees hired before December 31, 1994.  
SECTION 5. All other ordinances in conflict or inconsistent with this Ordinance are hereby repealed, to the extent of such conflict or inconsistency.  
SECTION 6. This Ordinance shall become effective, retroactive to January 1, 2014 immediately upon final passage and publication according to law.  
Said ordinance will be amending the following title ranges:
- |                     |             |             |
|---------------------|-------------|-------------|
| Keyboarding Clerk 1 | \$18,720.00 | \$70,000.00 |
| Senior Mechanic     | \$18,720.00 | \$52,000.00 |
- Said Ordinance will be adding the following title:
- |   |        |            |
|---|--------|------------|
| Coordinator of the Disposition of Public Assets | \$1.00 | \$2,000.00 |
|---|--------|------------|

6. ORDINANCE NO. 1488-14 - AN ORDINANCE AMENDING CHAPTER 121, OF THE CODE OF THE TOWNSHIP OF MIDDLE, ENTITLED DOGS AND OTHER ANIMALS, ORIGINALLY ADOPTED ON MAY 5, 1953 AS ORDINANCE #81 AND ALL AMENDMENTS THERETO – On motion by Committeemember Clark seconded by Committeemember Lockwood and passed on roll call, Ordinance No. 1488-14 passed first reading. Second reading, public hearing and consideration for adoption will be held on 12/15/2014 at 6:00 p.m.  
BE IT ORDAINED by the TOWNSHIP COMMITTEE, the governing body of the Township of Middle that CHAPTER 121 of the CODE OF THE TOWNSHIP OF MIDDLE be and is hereby amended as follows::
- SECTION 1: Article 1, Section 121-2 of Chapter 121 shall be and is hereby amended to read as follows:
- A. Every person who owns or possesses one or more dogs within the corporate limits of the Township of Middle shall procure a one year or three year license from the Clerk of the Township of Middle and pay the sum of \$7 or \$21 for each dog as hereinafter provided. The application for the license shall set forth, in writing, the name, sex, breed, age, color and markings of the dog for which the license is to be issued.
- B. In addition to the license fee in Subsection A above, the following fees shall also be paid for one; three year licenses:
- (1) State tag fee: \$1; \$3  
(2) Pilot clinic fund fee: \$0.20; \$0.60  
(3) Surcharge for unsprayed or unneutered animals: \$3; \$9.
- SECTION 2: Article 1, Section 121-3 of Chapter 121 shall be and is hereby amended to read as follows:

Licenses granted under this article shall date from January 1 of each year and must be renewed prior to February 1 of the following year, and the full fee shall be paid for any part of the year and is nonrefundable.

SECTION 3: Any other Ordinances in conflict or inconsistent with this Ordinance are hereby repealed, to the extent of such conflict or inconsistency.

SECTION 4: Should any section, paragraph, sentence or 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 5: This Ordinance shall become effective immediately upon final passage and publication, according to law.

7. RESOLUTION 591-14 – REFUND OF TAXES – On motion by Committeemember Clark seconded by Committeemember Lockwood and passed on roll call, the following resolution was adopted.

Refund due to overpayment by Mortgage Company.

ACCOUNT	BLOCK	LOT	OWNER/LOCATION	AMOUNT
1961	96.02	23	Harvey, Charles F III & Carol J Property location: 372 Court House-So. Dennis Road	\$1,680.91
15251	163.01	80	Kruse, Allison K. Property location: 835 Hand Avenue	\$997.05
18891	475.03	72	Nguyen, Phuong T & Bao N Le Property location: 10 Jerome Drive	\$1,426.94
13883	1412	11	Robinson-Nelson, Patricia & Gibb, R MM Property location: 25 E Secluded Lane	\$1,297.01
139321	1414.01	25	Meyers, William C & Christine Property location: 99 Holly Avenue	\$1,137.27
18668	1432	6 C0108	Doniger, Stanley & Margaret Property location: 608 Tidewater Avenue	\$878.92
18236	1436.05	36	Chetalo, Joseph N & maria R Property location: 215 Aberdeen Way	\$1,208.51
14690	1475	10	Belarbia, Abderrazak & Samia M Property location: 500 E Maryland Avenue	\$756.46

Please make check payable and send to:

Corelogic Real Estate Tax Service

P O Box 961250

Fort Worth, TX 76161

BE IT RESOLVED by the Township Committee of the Township of Middle, County of Cape May, that the Chief Financial Officer be instructed to draw checks in the above noted amounts payable to the above mentioned parties, as a refund of 2014 taxes.

BE IT FURTHER RESOLVED that a certified copy of this resolution be given to the Chief Financial Officer of the Township of Middle.

8. RESOLUTION 592-14 – AWARD CONTRACT AND RATIFY AGREEMENT THROUGH NON-FAIR AND OPEN PROCESS – NIXLE 360 – On motion by Committeemember Clark 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 Agreement between Nixle 360 and the Township of Middle be and is hereby ratified and the contract is hereby awarded for a three (3) year term, through the Non-Fair and Open Process as described in Pay-To-Play Statutes.

FURTHER RESOLVED, that the appropriate officials are hereby authorized and directed to sign said agreement.

Nixle 360

Emergency Notification Services

Not to Exceed \$4,750.00

\*Contract Period 01/01/2015 through 01/31/2017

9. RESOLUTION 593-14 through 595-14 – APPOINTMENTS (ITEMS A THROUGH C) – On motion by Committeemember Clark seconded by Committeemember Lockwood and passed on roll call, the following resolution was adopted.

A. 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
John Clifford	Finance	Keyboarding Clerk 1	\$60,000.00	11/17/2014

B. NOW THEREFORE 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 persons be and are hereby appointed to the position opposite their name:

NAME	OFFICE	POSITION	TERM EFFECTIVE
John Clifford	Finance Office	Deputy Municipal Department Head / Municipal Treasurer	11/17/2014

C. 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 for a term of 60 days:

NAME	DEPARTMENT	TITLE	EFFECTIVE	TERM EXPIRES
Salvatore DeSimone	Construction	Acting Fire Subcode Official	11/01/2014	12/31/2014

10. RESOLUTION 596-14 – RELEASE OF TRUST ACCOUNTS – On motion by Committeemember Clark seconded by Committeemember Lockwood and passed on roll call, the following resolution was adopted.  
 WHEREAS, certain monies held in Trust Accounts from time to time may have balances remaining after all fees have been paid, and  
 WHEREAS, the applicants are entitled to a refund of this money.  
 NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Middle, the governing body thereof, that upon request of the Zoning Officer the following balances in the Trust Accounts, as listed on the attached sheets, shall be released.
11. RESOLUTION 597-14 through 598-14 - AWARD CONTRACT AND RATIFY AGREEMENT THROUGH NON-FAIR AND OPEN PROCESS – UNSAFE STRUCTURE ENFORCEMENT OFFICIAL (ITEMS A THROUGH B) – On motion by Committeemember Clark seconded by Committeemember Lockwood and passed on roll call, the following resolution was adopted.
- A. NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Middle, the governing body thereof, that the Agreement between DeSimone Management, LLC and the Township of Middle be and is hereby ratified and the contract is hereby awarded through the Non-Fair and Open Process as described in Pay-To-Play Statutes.  
 FURTHER RESOLVED, that the appropriate officials are hereby authorized and directed to sign said agreement.  
 DeSimone Management, LLC  
 Unsafe Structure Enforcement Official  
 Not to Exceed \$1250.00  
 \*Contract Period 10/15/2014 through 12/31/2014
- B. NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Middle, the governing body thereof, that the Agreement between DeSimone Management, LLC and the Township of Middle be and is hereby ratified and the contract is hereby awarded through the Non-Fair and Open Process as described in Pay-To-Play Statutes.  
 FURTHER RESOLVED, that the appropriate officials are hereby authorized and directed to sign said agreement.  
 DeSimone Management, LLC  
 Unsafe Structure Enforcement Official  
 Not to Exceed \$3750.00  
 \*Contract Period 01/01/2015 through 12/31/2015
12. RESOLUTION 599-14 – AWARD CONTRACT AND RATIFY AGREEMENT THROUGH NON-FAIR AND OPEN PROCESS – FLOOD PLAIN MANAGER – On motion by Committeemember Clark 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 Agreement between DeSimone Management, LLC and the Township of Middle be and is hereby ratified and the contract is hereby awarded through the Non-Fair and Open Process as described in Pay-To-Play Statutes.  
 FURTHER RESOLVED, that the appropriate officials are hereby authorized and directed to sign said agreement.  
 DeSimone Management, LLC  
 Flood Plain Manager  
 Not to Exceed \$5,000.00  
 \*Contract Period 01/01/2015 through 12/31/2015
13. RESOLUTION 600-14 – TRANSFER OF FUNDS – On motion by Committeemember Clark 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; and  
 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 2014:
- |                             |                     |             |
|-----------------------------|---------------------|-------------|
| From:                       |                     |             |
| Grants S&W:                 | 4-01-20-130-131-111 | \$16,900.00 |
| Utility OE:                 | 4-07-55-502-502-249 | \$3,000.00  |
| Group Health OE:            | 4-01-23-220-220-411 | \$21,000.00 |
| Tax Collector               | 4-01-20-145-145-248 | \$4,500.00  |
|                             |                     | \$45,400.00 |
| To:                         |                     |             |
| Administration OE:          | 4-01-20-100-100-299 | \$25,000.00 |
| Utility MUA User Charge:    | 4-07-55-502-504-351 | \$3,000.00  |
| General Liability Insurance | 4-01-23-210-211-411 | \$17,400.00 |
|                             |                     | \$45,400.00 |
14. RESOLUTION 601-14 – ESTABLISHING: 1. FAIR AND OPEN PROCESS FOR CONTRACTS 2. CRITERIA TO BE CONSIDERED IN AWARDED CONTRACTS; AND 3. POSITIONS FOR WHICH PROPOSALS SHALL BE SOLICITED – On motion by Committeemember Clark 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 2015 shall be subject to the Fair and Open Process and also where stated below additional criteria for certain position; and  
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 19, 2014 and continuing on the website through December 10, 2014.
2. The Township shall accept proposals until 1:00 o'clock on December 10, 2014.
3. Proposals shall be in a sealed envelope addressed to:  
Kimberly D. 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 10, 2014 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?

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

F. 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 himself 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 which lists names and fees for each person and for each of these services, and any other information deemed of importance by the Applicant.

The engineering firms responding shall provide qualifications for the following minimum threshold criteria as follows:

1. A multi-disciplinary Engineering Firm licensed to provide engineering services in the State of New Jersey for a minimum of ten (10) years;
2. Licensed N.J. Professional Engineers on staff shall have at least ten (10) years of experience in the design and construction of sanitary sewer collection systems and in the design of publically owned and operated sewage pump stations with discharge rates in excess of 200-gallons per minute and collections systems in excess of 10,000 linear feet constructed under a USDA-RD program. The firm shall demonstrate that licensed staff members shall include electrical engineers, instrumentation engineers and civil engineers. The firm shall also demonstrate staff experience in environmental sciences such as wetland specialists and geologists.
3. The Engineering Firms shall demonstrate their experience in Cape May County with design and construction management of large sanitary sewer system construction projects of 12-inch or larger over the past five (5) years.
4. The Engineering Firm shall demonstrate experience with the design and or construction management of sanitary sewer projects within the Township of Middle in the past five (5) years.
5. The Engineering Firm shall demonstrate experience with governmental entities and particularly, NJDEP Divisions and Bureaus pertaining to wastewater facilities, land use regulation and water supply.
6. The Engineering Firm shall demonstrate their experience with and knowledge of USDA-RD with regards to their Rules and Regulations for funding, design and construction supervision requirements.
7. The Engineering Firm shall demonstrate that they have maintained a functioning office and staff within Cape May County for over ten (10) years and their office location in relationship to the Township of Middle will allow an ability to respond to construction field issues as well as to accommodate any required meetings of the Township.
8. The engineer shall submit resumes of the anticipated support staff to be utilized to conduct the proposed activities, with the minimum requirement of construction administration utilizing a NJ licensed engineer with previous experience within the last five (5) years with an active USDA-RD project; and a minimum NICET Level 4 lead field inspector and support inspectors with a NICET Level 2 or NJ Municipal Engineering Construction Inspection Program Certification with specific experience in sanitary sewer installation inspection.
9. The engineering firm shall have the ability to mobilize the required field staff within one week of contract award and authorization to proceed.

15. RESOLUTION 602-14 – ESTABLISHING AUTHORIZED SIGNATORIES FOR VARIOUS TOWNSHIP RELATED ITEMS – On motion by Committeemember Clark seconded by Committeemember Lockwood and passed on roll call, the following resolution was adopted. WHEREAS, purchases for goods and services must be signed by the Chief Financial Officer or her Designee, and WHEREAS, said resolution may need to be amended from time to time. NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Middle, County of Cape May, State of New Jersey that that the following employees be designated as authorized signatories for the specified funds for purchase orders in the absence of the Chief Financial Officer:

Mary Kate Garry	All Funds
Constance Mahon	All Funds
John Clifford	All Funds
Joshua Niemann	All Funds

BE IT FURTHER RESOLVED, by the Township Committee of the Township of Middle, the governing body thereof; that the following employees are hereby authorized to transfer of funds within various bank accounts in the absence of the Chief Financial Officer:

Mary Kate Garry	All Accounts
Constance Mahon	All Accounts
John Clifford	All Accounts
Joshua Niemann	All Accounts

FURTHER RESOLVED, by the Township Committee of the Township of Middle, the governing body thereof that the following signatories are hereby authorized to act in the absence of the Chief Financial Officer from time to time, in connection with various bond law provisions, as specified in N.J.S.A. 40A:2-25 of the local bond law:

Mary Kate Garry  
Constance Mahon  
John Clifford

16. RESOLUTION 603-14 – DEPOSITORY CURRENT FUNDS – 2014 – DISBURSEMENT OFFICER – On motion by Committeemember Clark seconded by Committeemember Lockwood and passed on roll call, the following resolution was adopted.

BE IT FURTHER RESOLVED, that the Sturdy Savings Bank shall be the depository for the following account of the Township of Middle for the year 2014, and that all disbursements shall be made by checks signed by the following:

ACCOUNT	DISBURSEMENT OFFICER
Clerk	Township Clerk or Deputy Clerk
TTL Redemption	Tax Collector or Designated Tax Clerk
Construction Official	Construction Official, Chief Financial Officer, Deputy Treasurer; Deputy Municipal Department Head/Municipal Treasurer
Municipal Court	Municipal Judge or Court Administrator or Deputy Court Administrator
Bond Account	Municipal Judge or Court Administrator, or Deputy Court Administrator
Current	Chief Financial Officer, Deputy Treasurer, Deputy Municipal Department Head/Municipal Treasurer
General Checking Account	Chief Financial Officer, Deputy Treasurer, Mayor, Clerk, Deputy Clerk; Deputy Municipal Department Head/Municipal Treasurer
Trust Account - Other	Chief Financial Officer, Deputy Treasurer, Deputy Municipal Department Head/Municipal Treasurer
Forfeited Monies	Chief Financial Officer, Deputy Treasurer, Deputy Municipal Department Head/Municipal Treasurer
General Capital Account	Chief Financial Officer, Deputy Chief Financial Officer, Deputy Municipal Department Head/Municipal Treasurer
Urban Development Action	Chief Financial Officer, Deputy Treasurer, Deputy Municipal Department Head/Municipal Treasurer
EMS Billing	Chief Financial Officer, Deputy Treasurer, Deputy Municipal Department Head/Municipal Treasurer
Middle Township Municipal Alliance Committee	Chief Financial Officer, Deputy Treasurer, Deputy Municipal Department Head/Municipal Treasurer
Housing Rehabilitation	Chief Financial Officer, Deputy Treasurer, Deputy Municipal Department Head/Municipal Treasurer
Revolving Fund	
Utility Account	Chief Financial Officer, Deputy Treasurer; Deputy Municipal Department Head/Municipal Treasurer
Utility Escrow Account	Chief Financial Officer, Deputy Treasurer, Deputy Municipal Department Head/Municipal Treasurer
Utility Capital Account	Chief Financial Officer, Deputy Treasurer, Deputy Municipal Department Head/Municipal Treasurer
Green Acres	Chief Financial Officer, Deputy Treasurer, Deputy Municipal Department Head/Municipal Treasurer
Payroll (SS & Withholding)	Chief Financial Officer, Deputy Treasurer, Deputy Municipal

Unemployment Trust	Department Head/Municipal Treasurer Chief Financial Officer, Deputy Treasurer, Deputy Municipal Department Head/Municipal Treasurer
Recreation-Ded. Trust Fund	Chief Financial Officer, Deputy Treasurer, Deputy Municipal Department Head/Municipal Treasurer
Public Assistance Trust Fund	Chief Financial Officer, Deputy Treasurer, Deputy Municipal Department Head/Municipal Treasurer
Dog Tax	Chief Financial Officer, Deputy Treasurer, Deputy Municipal Department Head/Municipal Treasurer
Accumulated Absences Trust Fund	Chief Financial Officer, Deputy Treasurer, Deputy Municipal Department Head/Municipal Treasurer
COAH Fees	Chief Financial Officer, Deputy Treasurer, Deputy Municipal Department Head/Municipal Treasurer
Alarm Billing Account	Chief Financial Officer, Deputy Treasurer, Deputy Municipal Department Head/Municipal Treasurer

BE IT FURTHER RESOLVED, that TD Bank, of New Jersey shall be the depository for all of the following current funds, of the Township of Middle, for the year 2014, and that all disbursements shall be made by checks signed by the following:

ACCOUNT	DISBURSEMENT OFFICER
Master Escrow Checking	Chief Financial Officer, Deputy Treasurer, Deputy Municipal Department Head/Municipal Treasurer
Master Escrow Savings	Chief Financial Officer, Deputy Treasurer, Deputy Municipal Department Head/Municipal Treasurer

BE IT FURTHER RESOLVED, that 1<sup>st</sup> Bank of Sea Isle, of New Jersey shall be the depository for all of the following current funds, of the Township of Middle, for the year 2014, and that all disbursements shall be made by checks signed by the following:

ACCOUNT	DISBURSEMENT OFFICER
Middle Township Employee Medical/Child Care Plan	Chief Financial Officer, Deputy Treasurer, Deputy Municipal Department Head/Municipal Treasurer

17. RESOLUTION 604-14 – COAH DISBURSEMENT – On motion by Committeemember Clark seconded by Committeemember Lockwood and passed on roll call, the following resolution was adopted.

WHEREAS, in conjunction with its approved Spending Plan, the Township of Middle adopted a Resolution on July 2, 2012 to commit Mount Laurel Trust Funds pursuant to Public Law 2008, Chapter 46 in the amount of \$113,200.00 to Habitat for Humanity; and

WHEREAS, in conjunction with its approved Spending Plan, the Township of Middle adopted a Resolution on July 2, 2012 to commit Mount Laurel Trust Funds pursuant to Public Law 2008, Chapter 46 in the amount of \$ \$ 69,400.00 to Arc of Cape May County; and

WHEREAS, in conjunction with its approved Spending Plan, the Township of Middle executed a Developer's Agreement to commit Mount Laurel Trust Funds pursuant to Public Law 2008, Chapter 46 to Conifer Realty LLC July 17, 2012; and

WHEREAS, in conjunction with its approved Spending Plan, an Amendment to said document was executed between the Township and said developer on May 28, 2013; and

WHEREAS, said agreements cumulatively authorize a total disbursement from the Mount Laurel Trust Funds accumulated by the Township of Middle to Conifer Realty LLC in the amount of \$981,000.00; and

WHEREAS, the above components of the Middle Township Spending Plan were approved by the applicable State agencies charged with reviewing same and the conditions precedent to disbursement have been fulfilled.

NOW, THEREFORE, BE IT RESOLVED that the following amounts shall be disbursed from the Middle Township COAH Trust Fund as follows;

1. Habitat for Humanity ..... \$113,200.00
2. Arc of Cape May County.....\$69,400.00
3. Conifer Realty LLC..... \$981,000.00

The Township Treasurer and all applicable Township personnel are hereby authorized to undertake all appropriate action to promptly disburse same.



#### N.J.S.H. Route 9 Sidewalk Project

- The contract was awarded to Charles Marandino, LLC in the amount of \$167,959.70.
- We are in the process of scheduling a pre-construction meeting after the full execution of the contracts.

#### FY 2014 NJDOT Reconstruction of Third Avenue

- All storm pipe is installed.
- Concrete work is being installed.

#### FY 2014 NJDOT Bike Path Phase 5

- The project is entering the design phase and construction is scheduled for Spring, 2015.
- Wetlands have been flagged and plotted and the project is in design.

#### FY 2014 NJDCA Small Cities Program – ADA Improvements Phase 2

- Our project kick-off meeting was held on Thursday, July 24, 2014.
- The bid documents are approximately 70% complete.

#### Robert Ockie' Wisting Recreation Complex

- Cape Express Soccer Organization has proposed to complete what remains unfinished, additional work and maintenance of the facility.
- Our office has generated a conceptual plan to show additional recreation activities at the Complex based upon Cape Express' plan of development.
- A conceptual plan was presented the public at an Open Space and Recreation Meeting held on January 22, 2013 for public comment.
- An application to extend the Freshwater Wetlands Letter of Interpretation was submitted to NJDEP. NJDEP informed our office that an extension would not be granted. Our office will prepare a new Letter of Interpretation in conjunction with Lomax Consulting.
- A conceptual plan was sent to Elizabeth Terenik for inclusion in her submittal to Cape May County.
- The Township was awarded \$582,000.00 grant from Cape May County.
- The Township has applied to Cape May County for additional funding for a fishing pier/boardwalk.
- A verification Letter of Interpretation Application for the Freshwater Wetlands was submitted to NJDEP on 8/22/13 and approved on 3/24/14.
- Our office is coordinating the permitting of various aspects of the plan with Lomax Consulting.
- A package prepared by Lomax Consulting Group was submitted to NJDEP for a jurisdictional determination on 8/13/14.
- Our office assisted Anne Garrison, Economic Development, in revising the application to the Cape May County Open Space Board relating to the fishing pier/boardwalk to be submitted on 8/15/14.
- A groundbreaking ceremony was held on September 12, 2014.
- Plans for the Jurisdictional Determination have been revised and resubmitted to NJDEP.

#### 2014 Road Program

- Survey and base mapping are complete and the design process has begun.
- All adjacent and affected property owners have been notified by certified mail.

#### GENERAL ENGINEERING PROJECTS

##### HIMGP (Hazard Mitigation Grant Program)

- The Township was selected to receive a grant amount of \$142,080.00 for the purchase and installation of emergency generators.
- A spending plan has been prepared in conjunction with the Township's Economic Development Office and was submitted on 12/16/13.

##### GIS Mapping

- Digitizing the existing as-built maps is progressing and on-going, the storm sewer system has been completed as the first utility and the Sanitary System is now approximately 35% complete based on the existing information at this time. We are slightly behind the schedule so additional staff have been added to keep the project on pace and back on track. We expect to have the project completed for a review by 12/15/2014.
- At the request of Connie Mahon, Adm., a presentation of the GIS utility mapping system for Middle Township was held for the committee and public on 10/20/2014 at 4:00PM. Steve Volpe and I presented both a PowerPoint and hard copy hand outs as well as a demonstration of the GIS system for the Township. There were several questions and inquiries from the audience including the press, who collected information about the project.
- During the presentation covering the existing water system, committeeman Clark informed me that he could assist in acquiring digital hydrant data from NJ American. I followed up and was provided the contact info for Calvin Bask, who will process and send the data when complete. Also brought up was the availability of acquiring gas company field located as-builts, to also be incorporated into the GIS system. We Chris Eaton and Kevin Zelinsky are coordinating with Connie Mahon, Adm., on how and when this utility information will be field collected and provided.
- A follow-up progress meeting is scheduled for the week of 11/24/14, with the office of Rob Flynn, Public Works Director, to review/address mapping questions with Rob Flynn and staff as well as schedule field visits where needed in order to keep the project moving forward timely and in the right direction.

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#### *Committeemember Clark:*

- Congratulations and welcome to John Clifford, believes he will be an asset to the Township with his outstanding qualifications*
- Made tough decision to vote on COAH disbursement, strong supporter of Arc and Habitat which was a factor when voting.*

#### *Committeemember Lockwood:*

- Welcomes John Clifford, impressed with resume and credentials*
- Thanked Sal DeSimone for staying on board with Township*
- Attended Disabilities Day in Avalon, recognition to owners of McDonalds*
- Attended Court House Convalescent with Committeemember Lockwood, renovations at building*

#### *Mayor Donohue:*

- Chief Leusner in London as representative of NJ State Chief of Police, costs covered by Chief's Association, will be teaching classes and attending classes.*
- Christmas in Middle scheduled for December 5*
- Softball/Baseball Association meatball contest on November 22<sup>nd</sup> at Jesse Creek Winery at 7pm*
- Veteran Employment Opportunities at Cape May Convention Center on November 19<sup>th</sup>*
- Attended Christ Gospel Church Service with Committeemember Clark, lots of energy, pleasant experience, thanked Minnie for invitation to attend.*
- AC Election is scheduled to be changing out poles on highline by Bike Path, Bike Path will be closed at times during this replacement project.*
- Wished residents a Happy Thanksgiving and safe travels*

#### *Vilma Pombo:*

- Thanked Committee for proceeding with Ordinance for pet licensing.*

#### *Sam Kelly:*

- Made comments about seeing Mayor Donohue in Acme and not being acknowledged, tries to not play politics when expressing concerns of the community.*

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Suzanne M. Stocker, Deputy Township Clerk

Motion to adjourn meeting – 7:00 pm

1<sup>st</sup> Committeemember Clark

2<sup>nd</sup> Committeemember Lockwood

Pass on Roll Call: Committeemember Clark, Committeemember Lockwood, Mayor Donohue

*Minutes prepared by Suzanne M. Stocker, Deputy Township Clerk*