Cape May Court House, NJ
November 3, 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.)

   Stan Doniger:
   Questioned Home Depot bill, "not to exceed $250", bill is for $27x.xx
   Chief Leusner:
   Explained that there is a percentage which is able to be exceeded over the not to exceed amount.

   Stan Doniger:
   Asked who is responsible for EZ Pass Violation, does not believe that it should be Township's responsibility.

2. RESOLUTION 561-14 – 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. $4,520,988.82

3. RESOLUTION 562-14 – APPROVING PAYMENT FOR BILLS – BILL LIST B (Anzelone Electric / LC Equipment, Inc.) – On motion by Committeemember Clark seconded by Mayor Donohue and passed on roll call, the following resolution was adopted. **Committeemember Lockwood Abstain*
   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. $508.00

4. RESOLUTION 563-14 – 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: Work Session 10/20/2014 and Regular Meeting 10/20/2014.

5. REPORTS: The following departments have submitted their reports for the months indicated: Zoning Official for the month of October, Tax Collector for the month of October, Sewer Billing for the month of October, Municipal Clerk for the month of October; Construction Official for the month of October.

6. ORDINANCE NO. 1486-14 – AN ORDINANCE OF THE TOWNSHIP OF MIDDLE, COUNTY OF CAPE MAY, STATE OF NEW JERSEY, TO AMEND THE CODE OF THE TOWNSHIP OF MIDDLE, CHAPTER 188 THEREOF ENTITLED PARKS AND RECREATION, SUBSECTION 9, FEE SCHEDULE – Following second reading, hearing, and consideration for adoption, Ordinance 1486-14 was adopted on motion by Committeemember Clark seconded by Committeemember Lockwood and passed on roll call. Complete Ordinance is on file in the Clerk's Office.
   BE IT ORDAINED by the TOWNSHIP COMMITTEE, the governing body of the Township of Middle that Chapter 188 of the Revised General Ordinances of the Township of Middle be and is hereby amended as follows:
   SECTION 1: Chapter 188-9 Fee Schedule shall be further amended to include the following provisions:
   A. Non Profit Organizations seeking to conduct events in the Township and to utilize the proceeds generated from same to advance youth sports in Middle Township may apply to the Township Committee for a waiver from the fee schedule above. Such waiver shall be granted or denied by resolution of the Governing Body at a regularly scheduled Committee meeting.
   B. In the event that any planned activity requires the services of Township employees for set-up, clean up, security, kitchen staffing, etc., then the organization conducting said event shall compensate the Township dollar for dollar for such services. The Recreation Director of the Township shall prepare the invoice for such charges. Payment shall be due on demand.

C. Veteran's Organizations shall be exempt from paying any fees associated with this chapter. A Veteran's Organization is defined as a nonpartisan, patriotic, nonprofit or not-for-profit Organization, such as the American Legion or Veterans of Foreign Wars, in which past or present service in a branch of the United States Armed Forces is a membership pre-requisite and which also has as its purpose the mutual helpfulness of its veterans members. The Township Committee reserves the right to deny this exemption on a case-by-case basis or to limit the use to a reasonable use, in terms of frequency or scope.

SECTION 2: Any 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 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 4: This Ordinance shall become effective immediately upon final passage and publication, according to law.

7. RESOLUTION 564-14 – AWARD OF BID – NJSH ROUTE 9 SIDEWALK INSTALLATION PROJECT – On motion by Committeemember Clark seconded by Committeemember Lockwood and passed on roll call, the following resolution was adopted.

WHEREAS, it has been deemed necessary and desirable to solicit bids for the NJSH Route 9 Sidewalk Installation Project;

WHEREAS, sealed bids were received on October 29 2014; and

WHEREAS, it appears that the following bid submitted represents a figure equal to the lowest bid received, which complies with specifications.

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Middle, the governing body thereof, that the contract for the NJSH Route 9 Sidewalk Installation Project be and hereby is awarded to:

Charles Marandino, LLC - $167,959.70

8. RESOLUTION 565-14 – AUTHORIZE CHANGE IN EMPLOYMENT STATUS – On motion by Committeemember Lockwood seconded by Committeemember Clark 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	EFFECTIVE DATE
Jessica Pearson	Keyboarding Clerk 1 P/T T/A	Keyboarding Clerk 1 P/T Permanent Appt.	11/5/2014
Kathleen Bittner	Keyboarding Clerk 1 P/T T/A	Keyboarding Clerk 1 P/T Permanent Appt.	11/03/2014

9. RESOLUTION 566-14 – 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:		Amount:
Police S&W	4-01-25-240-240-111	167,100.00
Group Health Ins.	4-01-23-220-220-411	44,500.00
		211,600.00

To:		Amount:
Administration OE	4-01-20-100-100-282	4,000.00
Grants OE	4-01-20-130-131-299	500.00
Public Buildings/Grounds OE	4-01-23-310-310-299	6,000.00
Public Works OE	4-01-26-290-291-299	25,000.00
Motor Pool OE	4-01-26-315-315-699	44,000.00
Electricity Costs	4-01-31-430-430-475	32,000.00
Maintenance/Services OE	4-01-31-462-462-299	7,000.00
Tax Collector	4-01-20-145-145-111	18,000.00
Communications	4-01-25-250-250-111	40,000.00
Recreation	4-01-28-370-370-111	20,000.00
Senior Center	4-01-28-370-371-111	10,000.00
Rescue Squad OE	4-01-25-262-262-299	5,000.00
Board of Health	4-01-27-330-330-111	100.00
		211,600.00

10. RESOLUTION 567-14 – AUTHORIZING CREATION OF LIEN ON PROPERTY – On motion by Committeemember Clark seconded by Committeemember Lockwood and passed on roll call, the following resolution was adopted.
WHEREAS, N.J.S.A. 40:48-2.13 authorizes the governing body of every municipality the power to make, enforce, amend and repeal ordinances requiring the owner or tenant of a dwelling or of lands lying within the municipality to provide for the removal or destruction of brush, weeds, debris, etc. constituting fire hazard or injurious to public health or safety and to provide for the imposition of penalties for the violation of any such ordinance; and
WHEREAS, N.J.S.A.40:48-2.14 authorizes the municipality the right to place a lien against such dwelling or lands to provide for the cost of removing brush, weeds debris, etc.; and
WHEREAS, the Township of Middle has adopted Ordinance No. 316-76 known as Article I of Chapter 193 of the Code of the Township of Middle "Property Maintenance"; and
WHEREAS, the Township of Middle has noticed the following property owners as indicated below and furthermore these violations had not been remedied; and
WHEREAS, in absence of compliance by said owners, the Township of Middle commenced and completed abatement of these violations; and
WHEREAS, the Code Enforcement Officer of the Township of Middle has certified the following cost as listed.
NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Middle, the governing body thereof, that it hereby impose a lien on the properties listed below as indicated.
FURTHER RESOLVED, that a copy of this lien shall be filed in the Office of the Tax Collector of the Township of Middle.

OWNER	PROPERTY LOCATION	BLOCK // LOT	AMOUNT
Yarwasky, Randy & Rachel	811 Goshen Road	52 // 13	$210.77
Chinn, Robert & Cheryl	1465 Burleigh Avenue	1410.01 // 58	$196.85
Weinman, Robert P & Margaret C	83 Pierces Point Road	141 // 2	$196.85
Greenspan, Paul B	39 Crest Road	226.04 // 7	$182.94
Dearing, Jacqueline	206 Vermont Avenue	1486 // 8	$169.02
Jaudon, Herbert	301 Goshen Road	60 // 11	$159.18
Fashaw, Kimberly A.	106 N. 10th Avenue	1109 // 1	$169.02
Ball, Florine	2009 Route 9 South	1047 // 6	$196.85
Chinn, Richard H. Jr. & Henrietta M.	1439 Burleigh Avenue	1410.01 // 45	$267.25

11. RESOLUTION 568-14 – SUPPORTING THE CREATION OF A VETERAN'S COURT - On motion by Committeemember Clark seconded by Committeemember Lockwood and passed on roll call, the following resolution was adopted.
WHEREAS, the experience of war has left, and will continue to leave, veterans with Post-Traumatic Stress Disorder, Traumatic Brain Injury and reliance upon pain medications stemming from physical injuries;
WHEREAS, veterans who experience traumatic wartime events may find it difficult to reintegrate into society and may respond to events and circumstances in a manner inappropriate outside the context of war and combat;
WHEREAS, left untreated, mental health disorders and drug addictions can lead to involvement in the criminal justice system;
WHEREAS, other jurisdictions have established courts which focus on the needs and specific problems and issues faced by war veterans who find themselves involved with the criminal justice system;
WHEREAS, "Veterans Treatment Courts" or "Veterans Courts" are where those who served in our nation's Armed Forces are allowed to participate in a treatment process with their fellow veterans, re-installing a sense of camaraderie that they felt in the military;
WHEREAS, the Veterans Court is run as a military unit wherein the judge becomes the Commanding Officer, the Veteran Mentors become team leaders, the court team becomes the company staff, and the veteran defendants become the troops, with defendants standing before the judge at parade rest, "Yes, ma'am/sir," and there is interaction with and support from their fellow veterans;
WHEREAS, a majority of the United States in the Union, including New York, Pennsylvania and Delaware, have created a division of their courts devoted to meeting the needs of veterans who come into contact with the criminal justice system;
WHEREAS, the experience of these other States may serve as an example for New Jersey;
WHEREAS, the Committee of the Township of Middle are of the opinion a Veterans Court is needed to address the needs of veterans within our State who find themselves involved in the criminal justice system;
NOW, THEREFORE, BE IT RESOLVED, the Committee of the Township of Middle favors the creation of a Veterans Court within the New Jersey Court System and calls upon the State Legislature, Governor, as well as the Administrative Office of the Courts, to provide for such a division within the Court System;
BE IT FURTHER RESOLVED, the Township Clerk shall issue a copy of this resolution to the representatives of the First Legislative District of the State of New Jersey, the President of the New Jersey State Senate, the Speaker of the New Jersey General Assembly and the Governor of the State of New Jersey.

12. RESOLUTION 569-14 – APPROVE DONATION OF TIME FOR FELLOW EMPLOYEE – On motion by Committeemember Clark 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, that the request from the following Middle Township employees, to relinquish the following amount of time to Elizabeth Simpkins, be and hereby is approved:

EMPLOYEE NAME	TYPE OF DAY	TIME DONATED
Nancy Burke	Sick	14 Hours
Sean McDevitt	Sick	14 Hours
Annmarie Camp	Sick	14 Hours
Scott Klecz	Sick	14 Hours
Mike Linz Sr.	Sick	14 Hours
Tracy Super	Sick	14 Hours
John Edwards	Sick	14 Hours
Matthew Martino	Sick	14 Hours
Steve Novsak	Sick	14 Hours
Len Larkin	Sick	14 Hours
Don Nelson	Sick	14 Hours
Josh Bryan	Sick	14 Hours
Clint Stocker	Sick	14 Hours
Kurt Saettler	Sick	14 Hours
Phillip Johnson	Sick	14 Hours
Chris Leusner	Sick	14 Hours
Gino Castellano	Sick	7 Hours
Robert Matthews	Sick	3.5 Hours

NOW THEREFORE, BE IT FURTHER RESOLVED, that the total amount of contributed time be credited to Elizabeth Simpkins, as Sick Time.

13. RESOLUTION 570-14 – 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:

MaryKate Garry	All Funds
Joshua Niemann	All Funds
Constance Mahon	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:

MaryKate Garry	All Accounts
Joshua Niemann	All Accounts
Constance Mahon	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:
MaryKate Garry
Constance Mahon

14. RESOLUTION 571-14 through 575-14– SEWER ADJUSTMENTS (ITEMS A THROUGH E) – On motion by Committeemember Clark seconded by Committeemember Lockwood and passed on roll call, the following resolution was adopted.
    A. WHEREAS, Block 927 Lot 9 should have been connected to the sanitary sewer system by January 1, 2014, and
    WHEREAS, the parcel was physically connected as of August 5, 2014.
    NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Middle, County of Cape May, State of New Jersey that the sewer bill for Block 927 Lot 9 shall be adjusted accordingly.
    FURTHER RESOLVED, the amount of $334.59 has been deducted from the sewer bill in connection therewith.
    B. WHEREAS, Block 1041 Lot 13 should have been connected to the sanitary sewer system by January 1, 2012, and
    WHEREAS, the parcel was physically connected as of August 16, 2013.
    NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Middle, County of Cape May, State of New Jersey that the sewer bill for Block 1041 Lot 13 shall be adjusted accordingly.
    FURTHER RESOLVED, the amount of $911.64 has been deducted from the sewer bill in connection therewith.
    C. WHEREAS, Block 936 Lot 31 should have been connected to the sanitary sewer system by 1/1/2012, and
    WHEREAS, the parcel was physically connected as of August 20, 2014.
    NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Middle, County of Cape May, State of New Jersey that the sewer bill for Block 936 Lot 31 shall be adjusted accordingly.
    FURTHER RESOLVED, the amount of $357.73 has been deducted from the sewer bill in connection therewith.
    D. WHEREAS, Block 1057 Lot 1 should have been connected to the sanitary sewer system by January 1, 2012, and
    WHEREAS, the parcel was physically connected as of March 22, 2014.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Middle, County of Cape May, State of New Jersey that the sewer bill for Block 1057 Lot 1 shall be adjusted accordingly.

E. WHEREAS, Block 1055 Lot 2 should have been connected to the sanitary sewer system by January 1, 2012, and
WHEREAS, the parcel was physically connected as of October 17, 2012.
NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Middle, County of Cape May, State of New Jersey that the sewer bill for Block 1055 Lot 2 shall be adjusted accordingly.
FURTHER RESOLVED, the amount of $446.52 has been deducted from the sewer bill in connection therewith.
FURTHER RESOLVED, the amount of $1,571.60 has been deducted from the sewer bill in connection therewith.

15. RESOLUTION 576-14 – 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 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 05, 2014 and continuing on the website through November 25, 2014.
2. The Township shall accept proposals until 1:00 o'clock on November 25, 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 November 25, 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 contact
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

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. 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
P. 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.
Q. 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.

R. 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.*

S. Ethics Board Attorney - Legal Advisor to the Middle Township Ethics Board as needed on a case to case basis.

T. Planning Board Engineer – Engineer to the Planning Board. Required to have planner certification as well as P.E. May be required to spend at least one day a week in Township Hall meeting with residents regarding planning issues. Planning Board meets twice a month, during the evening hours. The Engineer is expected to be immediately available to the Board Attorneys, Zoning Board Officer, Board Members and Zoning and Planning Office. Minimum qualifications are at least five years' experience in some governmental capacity. Required to have sufficient staff to meet Township's demands.

U. Zoning Board Engineer - Engineer to the Zoning Board. Required to have planner certification as well as P.E.. May be required to spend at least one day a week in Township Hall meeting with residents regarding zoning issues. Zoning Board meets once a month, during the evening hours. The Engineer is expected to be immediately available to the Board Attorneys, Zoning Board Officer, Board Members and Zoning and Planning Office. Minimum qualifications are at least five years' experience in some governmental capacity. Required to have sufficient staff to meet Township's demands.

V. 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.

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

16. RESOLUTION 577-14 – APPOINTMENTS – PART TIME – NEW HIRES – On motion by Committeemember Lockwood seconded by Mayor Donohue and passed on roll call, the following resolution was adopted. **Committeemember Clark Abstain*

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
Gary Playford	Public Works	Laborer 1 P/T T/A	$9.00 ph	11/03/2014
Garrett Pelletier	Public Works	Laborer 1 P/T T/A	$9.00ph	11/03/2014

17. RESOLUTION 578-14 – AWARDING CONTRACT UNDER NON-FAIR AND OPEN PROCESS – WILLIAM KAUFFMAN – HEARING OFFICER – On motion by Committeemember Clark seconded by Committeemember Lockwood and passed on roll call, the following resolution was adopted.

WHEREAS, the Township has determined that the value of the following contract will not exceed $17,500.00, and

WHEREAS, the Local Public Contract Law (N.J.S.A. 40A: 11-1 et seq.) provides for the award of contracts for professional services without advertising for bids, and
WHEREAS, these contracts are not therefore subject to the provisions of N.J.S.A. 19:44A-20.4 or 20.5, and
WHEREAS, the Township of Middle requires said services, and funds are available for said purpose,
NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Middle, the governing body thereof, that the Agreement between William Kauffman 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.
William Kauffman – Hearing Officer –Not to exceed $2,500.00
FURTHER RESOLVED, that a copy of this Resolution be forwarded to the Herald Times for publication.
FURTHER RESOLVED that these contracts are contingent upon the certification of availability of funds and submission of State Affirmative Action Certification.

18. RESOLUTION 579-14 – AUTHORIZING MAYOR TO SIGN TREATMENT WORKS APPLICATION – GRASSY SOUNDS SANITARY SEWER SYSTEM PHASE IIIA & IIIB – 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 Mayor is hereby authorized to sign the Treatment Works Approval Permit Application, Statement of Consent, and any and all permit applications in connection therewith for the Grassy Sounds Sanitary Sewer System, Phase IIIA & IIIB.

19. RESOLUTION 580-14 – AUTHORIZING PURCHASE UNDER STATE CONTRACT – POLICE VEHICLE – On motion by Committeemember Clark seconded by Committeemember Lockwood and passed on roll call, the following resolution was adopted.
WHEREAS, there is a need to purchase a police vehicle; and
WHEREAS, through the State Contract Purchasing System, Contract #A82925, this vehicle is available; and
WHEREAS, the total amount for one standard vehicle is $29,000.00, and funds are available as evidenced by the Deputy Chief Financial Officer's Certification; and
WHEREAS, the vehicle being purchased by authorization of this resolution is a 2014 Ford Utility Interceptor; and
NOW THEREFORE BE IT RESOLVED by the Governing Body of the Township of Middle, State of New Jersey, County of Cape May that the Police Department is hereby authorized to purchase one (1) of the aforementioned vehicle at a cost of $29, 000.00.
FURTHER RESOLVED, that the Deputy Chief Finance Officer is hereby authorized and directed to approve and forward a Purchase Order to:
Beyer Fleet
31 Williams Pkwy
East Hanover, NJ 07936

20. RESOLUTION 581-14 through 587-14 - AWARD OF BID –MIDDLE TOWNSHIP HOME REHABILITATION PROJECTS (ITEMS A THROUGH G) – On motion by Committeemember Clark seconded by Committeemember Lockwood and passed on roll call, the following resolution was adopted.
    A. WHEREAS, it has been deemed necessary and desirable to solicit bids for the Home Rehabilitation Program for Contract No. 2013-10, and
    WHEREAS, bids were solicited from local heating contractors, and
    WHEREAS, it appears that the following bids submitted below represent a figure equal to the lowest bids received, which complies with specifications.
    NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Middle, the governing body thereof, that the contracts for the following Home Rehabilitation Programs be and hereby is awarded as described:

Contract No.	Awarded to:	Total Bid Amount	PO #
2013-10	Proud & Son P&H, Inc.	$2,800.00	21403430

    FURTHER BE IT RESOLVED, that these awards are conditioned upon certification of availability of funds.
    B. WHEREAS, it has been deemed necessary and desirable to solicit bids for the Home Rehabilitation Program for Contract Nos. 2013-11; and
    WHEREAS, sealed bids were received on October 23, 2014; and
    WHEREAS, it appears that the following bids submitted below represent a figure equal to the lowest bids received, which complies with specifications.
    NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Middle, the governing body thereof, that the contracts for the following Home Rehabilitation Programs be and hereby is awarded as described:

Contract No.	Awarded to:	Total Bid Amount	PO #
2013-11	H.J. Graber Contracting	$5,221.00	21403434

    C. WHEREAS, it has been deemed necessary and desirable to solicit bids for the Home Rehabilitation Program for Contract No. 2013-12;
    WHEREAS, sealed bids were received on October 23, 2014; and
    WHEREAS, it appears that the following bids submitted below represent a figure equal to the lowest bids received, which complies with specifications; and
    NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township

of Middle, the governing body thereof, that the contracts for the following Home Rehabilitation Programs be and hereby is awarded as described:

Contract No.	Awarded to:	Total Bid Amount	PO #
2013-12	Gemini Building Company	$5,900.00	21403424

FURTHER BE IT RESOLVED, that these awards are conditioned upon certification of availability of funds.

FURTHER BE IT RESOLVED, that these awards are conditioned upon certification of availability of funds.

D. WHEREAS, it has been deemed necessary and desirable to solicit bids for the Home Rehabilitation Program for Contract No. 2013-13;
WHEREAS, sealed bids were received on October 23, 2014; and
WHEREAS, it appears that the following bids submitted below represent a figure equal to the lowest bids received, which complies with specifications; and
NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Middle, the governing body thereof, that the contracts for the following Home Rehabilitation Programs be and hereby is awarded as described:

Contract No.	Awarded to:	Total Bid Amount	PO #
2013-13	Gemini Building Company	$9,260.00	21403428

FURTHER BE IT RESOLVED, that these awards are conditioned upon certification of availability of funds.

E. WHEREAS, it has been deemed necessary and desirable to solicit bids for the Home Rehabilitation Program for Contract Nos. 2013-14; and
WHEREAS, sealed bids were received on October 23, 2014; and
WHEREAS, it appears that the following bids submitted below represent a figure equal to the lowest bids received, which complies with specifications.
NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Middle, the governing body thereof, that the contracts for the following Home Rehabilitation Programs be and hereby is awarded as described:

Contract No.	Awarded to:	Total Bid Amount	PO #
2013-14	H.J. Graber Contracting	$3,320.00	21403435

FURTHER BE IT RESOLVED, that these awards are conditioned upon certification of availability of funds.

F. WHEREAS, it has been deemed necessary and desirable to solicit bids for the Home Rehabilitation Program for Contract No. 2013-15;
WHEREAS, sealed bids were received on October 23, 2014; and
WHEREAS, it appears that the following bids submitted below represent a figure equal to the lowest bids received, which complies with specifications; and
NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Middle, the governing body thereof, that the contracts for the following Home Rehabilitation Programs be and hereby is awarded as described:

Contract No.	Awarded to:	Total Bid Amount	PO #
2013-15	Gemini Building Company	$8,805.00	21403429

FURTHER BE IT RESOLVED, that these awards are conditioned upon certification of availability of funds.

G. WHEREAS, it has been deemed necessary and desirable to solicit bids for the Home Rehabilitation Program for Contract No. 2013-16, and
WHEREAS, bids were solicited from local home rehabilitation and well drilling contractors,
WHEREAS, it appears that the following bids submitted below represent a figure equal to the lowest bids received, which complies with specifications.
NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Middle, the governing body thereof, that the contracts for the following Home Rehabilitation Programs be and hereby is awarded as described:

Contract No.	Awarded to:	Total Bid Amount	PO #
2013-16	R.W. Smith Well Drilling	$3,670.00	

FURTHER BE IT RESOLVED, that these awards are conditioned upon certification of availability of funds.

21. RESOLUTION 588-14 - ACKNOWLEDGEMENT OF RESIGNATION – On motion by Committeemember Clark seconded by Committeemember Lockwood 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.

NAME	DEPARTMENT	POSITION	EFFECTIVE
Mary Kate Garry	Finance	Payroll Clerk/Deputy CFO	11/07/2014

22. PUBLIC COMMENT:

Committeemember Clark:

-Thanked Mary Kate for her service with the Township, wished well
-Thanked employees for hard work during Harvest Festival

Committeemember Lockwood:

-Thanked Mary Kate, recognized Anne Garrison for stepping up to help in the Finance Department
-Recognized employees who participated in Halloween festivities at Town Hall

Mayor Donohue:

-Spoke about success of Harvest Festival
-Recognized Madelyn McCarroll from Animal Advisory Committee and award received by US Humane Society
-Recognized Vilma Pombo's work and Bronze Award received for Sustainable Jersey
-Spoke of support of Veteran's Court

John DiSantis, Hideaway Beach:

Asked if 60 day extension has been granted to Hideaway Beach?

Mayor Donohue:

No action has been taken.

Madelyn McCarroll, Animal Advisory Committee:

-Presented information on 3 year dog licenses
-Mail in license applications
-Top Dog Contest
**Would like to move forward on these items promptly to be effective as of January 1st*

Connie Mahon:

Waiting to hear back from State regarding 20 cent fee for licenses which is paid to the State

Madelyn McCarroll:

Explained license fees and 20 additional cents which is paid to State, used to go to spay/neuter program, unsure if program still exists which is why Connie contacted State.

Vilma Pombo:

Recognized Renee Johnson for receiving treatment of birds during Harvest Festival from the Environmental Commission

Stan Doniger:

Questioned number of signatures required on checks.

Connie Mahon:

Depends on accounts, some require 3 signatures, others require 2 signatures. Committee member which oversees the department signs off on the requisition before monies are set aside for purchase.

_____
Suzanne M. Stocker, Deputy Township Clerk

Motion to adjourn meeting – 6:30pm
1st: Committeemember Clark 2nd: Committeemember Lockwood
Pass on Roll Call: Committeemember Clark, Committeemember Lockwood, Mayor Donohue

Minutes prepared by Suzanne M. Stocker, Deputy Township Clerk