

**Cape May Court House, NJ  
TOWNSHIP OF MIDDLE  
TOWNSHIP COMMITTEE  
WORKSESSION AGENDA  
August 17, 2015 4:00 PM (prevailing time)**

**CALL TO ORDER:**

Mayor's Announcement: I hereby declare that notice has been given to the Herald Times, the Atlantic City Press and posted on the bulletin board of the Middle Township Municipal Building, stating the time and place of the following meeting, as required in P.L. 1975, Chapter 231 of the State of New Jersey. (Sunshine Law).

Notice of this meeting was properly given in Resolution No. 17-15 entitled "Establishing Work Session Meeting Nights" which was adopted by Township Committee of the Township of Middle on January 6, 2015.

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

Business Administrator Constance Mahon, Township Clerk Kimberly Krauss, Deputy Township Clerk Suzanne Stocker, Municipal Solicitor Marcus Karavan & Municipal Engineer Marc DeBlasio.

**FLAG SALUTE:****DEPARTMENTAL REPORTS AND PROJECT UPDATES:****Administration:**

Discussion with NJ American Water –  
Installation of city water in Del Haven area  
Elliot Schwartz, Engineer Manager  
James Runser, Operations Manager  
Kevin Brown, Productions Manager

*Elliott Schwartz discussed the possible installation of city water in the Del Haven area, including the following areas of concern and question relative to the installation:*

- *Adequate amount of water and fire flow.*
- *No tank/pump station needed.*
- *Pipe line needed for several miles.*
- *Cost to be determined and funding needing to be discussed.*
- *"Must connect" ordinance option, grants/loans, back stop funding.*
- *Start "back side" of Whitesboro and over Route 47.*
- *Estimate of 800 customers in the Del Haven area.*
- *Project has to be funded in order to make it happen.*
- *18 months to design, permit, etc.*

*Committeemember Clark:*

- *Introduced Dave Zeiss, Chief of Green Creek Fire who expressed interest in city water for both fire department and as a resident.*

*Dave Zeiss:*

- *Budget covers fire hydrant costs, lower ISO rate which helps lower fire insurance.*
- *Concerns with current drinking water.*

*Elliott Schwartz:*

- *Average NJ American water bill is \$600 a year.*

*Kevin Brown:*

- *If new piping passes by home, ability to connect.*

*John MacAnaney:*

- *Spoke on behalf of his daughters who live in Del Haven and are not satisfied with the current water system, turning clothes yellow/orange.*

*Annmarie Scarry:*

- *Burleigh resident, interested in city water in Burleigh area.*

*Elliot Schwartz:*

- *Spoke of idea of "must connect" ordinance and the positive outcome and better result if such ordinance is in place.*

*Mayor Donohue:*

- *Will get involved with public outreach, spoke of second meeting in September being in Rio Grande.*

**Finance:**

Bid Threshold Discussion  
John Clifford  
Josh Niemann

*Committeemember Lockwood:*

- *Wants policy to be conservative but still have ability for greater threshold amount.*
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*John Clifford:*

- *Suggested quotes over \$3,000 for department purchases, discussed proposed internal requirements for conservative finances.*

*Chief Leusner:*

- Gave opinion on proposed policies, believes would be efficient and satisfactory
- Discussed obtaining the quotes rather than bids, between \$3,000 - \$40,000.
- Next step to adopt bid threshold Resolution, in concurrence with State threshold, as well as implementing purchasing policy (next meeting).

### Public Works & Engineering:

**Legal:**

**Tax Collection/Tax Assessment:**

**Construction/Planning/Zoning:**

## Discussion of Operation of Construction & Zoning Offices

*Constance Mahon gave brief update on the operations of the Construction and Zoning Office with recent changes:*

- *Third party as of 8-10-2015, Trinity Code*
- *Construction Official – civil service list available soon*
- *90% of fees to Trinity, 10% held by the Township*
- *Construction fees = State fees (UCC)*
- *Saving money in salary and wages of approximately \$120,000*
- *Better customer service so far for residents*

**Recreation:**

**Police / Animal Control:**

### **Buildings and Grounds:**

**Sewer:**

### Economic Development:

**Personnel:**

**Zoning:**

**Township Clerk:**

**SPECIAL PRESENTATIONS OR DISCUSSIONS:**

**PUBLIC COMMENT:**

[illegible]

**CAPITAL IMPROVEMENTS**

**FY 2013 NUDOT Bike Path - Phase 4 - Contract No. 2**

- The following public bid schedule is proposed:
  1. Authorization of public bid – August 17, 2015
  2. Advertisement of public bid – August 20, 2015
  3. Bid Opening – September 10, 2015 to 10:30 AM

**FY 2014 NUDOT Bike Path Phase 5**

- The project design is completed and construction is scheduled for early Summer, 2015.
- Vendors have been tagged and permitting has been filed.
- The following public bid schedule is proposed:
  1. Authorization of public bid – August 3, 2015
  2. Advertisement of public bid – August 12, 2015
  3. Bid Opening – September 10, 2015 to 10:30 AM

**Rider Road Drainage and Roadway Improvements**

- Initial utility location has been process and the property owners have been notified of the certified map.
- Survey is completed and we are currently in design phase.
- The following public bid schedule is proposed:
  1. Authorization of public bid – August 3, 2015
  2. Advertisement of public bid – August 12, 2015
  3. Bid Opening – September 10, 2015 to 10:30 AM

**USDA Rural Development Sanitary Sewer Application – Grassy Slope**

- Our office has begun coordinating the design and permitting package.
- Survey for the project is completed and the design is approximately 75% complete.
- Our office is working with Van Note Nursery Associates to finalize the Joint Development Agreement to be submitted by Van Note Nursery.
- Permit Package was submitted to NUDOT on 9/27/14 and deemed administratively complete on 10/1/14.
- On 9/19/14, our office, along with representatives of the Grassy Slope Homeowners Association and Van Note Nursery, met with a representative of the Department of Engineering to discuss the setting of the project, notably, the "take-the-fair" issue takes the homeowners association is attempting to have approved. Based upon this meeting, applications to ACCE are being reviewed to allow for Middle Township to take the lead on the overall project and a separate application for "water flow" issues to be submitted by Van Note Nursery.
- On 9/22/14, a reimbursement of the ACCE permit package was sent to the Army Corps, indicating a single applicant and a single permit package.
- On 9/22/14, our letters were received from the ACCE permit representatives and our engineers indicating a 30-day public comment period for the permit package sent to the Army Corps on 10/1/14.
- On 10/13/14, the public comment period ended and NUDOT notified R/V SW and the Grassy Slope that NUDOT was ready to begin the requested further information. NUDOT has given us two weeks to provide this information. On 11/13/14, R/VSW signed

<p>the TWA application and delivered it to Middle Township for signatures. Following this, two applications will be submitted to NUDEP.</p> <ul style="list-style-type: none"><li>On March 12, 2015, Bruce Graham of Van Note Harvey indicated an NUDEP Permit has been issued.</li><li>The Treatment Works Approval application has been approved by NUDEP.</li></ul> <p><b>FY 2014 NJDEP Small Cities Program – ADA Improvements Phase 2</b></p> <ul style="list-style-type: none"><li>The bid opening occurred on February 19, 2015.</li><li>The apparent low bidder is DOL Enterprises, Inc. in the amount of \$122,063.00</li><li>The project is 99% complete.</li></ul> <p><b>2014 Road Program</b></p> <ul style="list-style-type: none"><li>The bid opening occurred on February 19, 2015.</li><li>The apparent low bidder is Jerry &amp; Son Excavating, Inc. in the amount of \$303,200.00.</li><li>Paving is complete at Fox Run and Willow Avenue.</li><li>Base paving is complete on Maryland Avenue for the summer.</li><li>The sports complex parking lot is 95% complete.</li></ul> <p><b>Robert 'Ockie' Wistina Recreation Complex</b></p> <ul style="list-style-type: none"><li>Cape Express Soccer Organization has proposed to complete what remains unfinished, additional work and maintenance of the facility.</li><li>Our office has generated a conceptual plan to show additional recreation activities at the Complex based upon Cape Express' plan of development.</li><li>A conceptual plan was presented the public at an Open Space and Recreation Meeting held on January 22, 2013 for public comment.</li><li>An application to extend the Freshwater Wetlands Letter of Interpretation was submitted to NUDEP. NUDEP informed our office that an extension would not be granted. Our office will prepare a new Letter of Interpretation in conjunction with Lomax Consulting.</li><li>A conceptual plan was sent to Elizabeth Terrnik for inclusion in her submittal to Cape May County.</li><li>The Township was awarded \$682,000.00 grant from Cape May County.</li><li>The Township has applied to Cape May County for additional funding for a fishing pier/boardwalk.</li><li>A verification Letter of Interpretation Application for the Freshwater Wetlands was submitted to NUDEP on 8/22/13 and approved on 3/24/14.</li><li>Our office is coordinating the permitting of various aspects of the plan with Lomax Consulting.</li><li>A package prepared by Lomax Consulting Group was submitted to NUDEP for a jurisdictional determination on 8/15/14.</li><li>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.</li><li>A groundbreaking ceremony was held on September 12, 2014.</li><li>Plans for the Jurisdictional Determination have been revised and resubmitted to NUDEP.</li><li>Jurisdictional Determination from NUDEP indicates a CAFRA permit for the complex is not necessary. A meeting was held on 1-12-15 with Pete Lomax, Township Administrator and Mayor Donohue to analyze plan, revise layout and begin wetlands permitting process.</li></ul>	<ul style="list-style-type: none"><li>The plans have been revised per our meeting and delivered to Peter Lomax for submittal.</li><li>The Application was received by NUDEP on 3/11/15, and the Technical Review was completed on 4/8/15.</li></ul> <p><b>GENERAL ENGINEERING PROJECTS</b></p> <p><b>Pierces Point Drainage Study</b></p> <ul style="list-style-type: none"><li>The survey and base map are complete and we are currently evaluating the existing grades for possible solutions.</li></ul>
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- Chief Leusner:
- Spoke of Texting and Driving Campaign and new car magnets

- Shopping carts in Rio Grande – wants to review ordinance, suggested locking system.

Kimberly D. Krauss, Township Clerk

Motion to Adjourn Meeting – 5:20pm

1<sup>st</sup>: Committeemember Clark2<sup>nd</sup>: Committeemember Lockwood

Roll Call Vote: Committeemember Clark, Committeemember Lockwood, Mayor Donohue