

**Cape May Court House, New Jersey
TOWNSHIP OF MIDDLE
TOWNSHIP COMMITTEE
WORKSESSION AGENDA
September 19, 2016 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. 18-16 entitled "Establishing Work Session Meeting Nights" which was adopted by Township Committee of the Township of Middle on January 4, 2016.

Members present are Mayor Clark, Deputy Mayor DeVico, and Committeemember Donohue.

Township Clerk Kimberly Krauss, Municipal Solicitor Frank Corrado & Municipal Engineer Marc DeBlasio.
Business Administrator Constance Mahon was absent.

FLAG SALUTE:**SPECIAL PRESENTATIONS OR DISCUSSIONS:****DEPARTMENTAL REPORTS AND PROJECT UPDATES:****Administration:**

Township Committee Meeting Schedules

Committeemember DeVico indicated that he had asked for this item to be on the work session. With Constance Mahon's upcoming departure, he wanted to discuss whether or not there would be any additional need for more work sessions throughout the month. He indicated that the sessions could be earlier in the day so that Department Heads could attend. He understands the need to advertise for additional meetings.

Committeeman Donohue questioned Committeemember DeVico in regards to if he was asking for a formalized schedule or just to hold meetings as needed.

Committeemember DeVico – Formalized scheduled. Wasn't sure how this transition was going to take place, hasn't gone through this before. Doesn't want to miss the opportunity to discuss items as they come up.

Mayor Clark – asked what day of the week he wanted to have the meetings.

Committeemember DeVico – Open to having two work sessions a month.

Committeemember Donohue – Has experienced this before for a few months without an Administrator. No additional meetings were needed then. Not for bringing in professionals an additional day or disrupting schedules. Would prefer to take a "wait and see" attitude. If the need arises they can address it again later. To set it up formally would lock it in. Spoke to staff leaving at 4pm.

Committeemember DeVico – Just wants to make sure business doesn't slow down.

Mayor Clark indicated he agrees with Committeeman Donohue.

Solicitor Frank Corrado – indicated if Committee needed they could always schedule a special meeting.

Authorizing Sharing of Conifer PILOT – Middle
Township Fire Districts 1 & 2 and Board of
Education

Solicitor Frank Corrado explained the PILOT draft resolutions and the blank in the resolutions that speak to when notification would need to be presented to the governing body from the entities.

Committeemember Donohue – Makes sense to present notification when the township is getting ready to prepare the budget, maybe sometime in November.

Mayor Clark – Suggested November 30th.

Solicitor Frank Corrado – Believes it should be early in November since Committee starts discussing the budget earlier.

Committee decided November 1st.

Committeemember Donohue – Indicated he has one concern. Traditionally School budget is 50% of levy, some towns where it is more. Do we put caveat if we control our spending and they don't control theirs so they don't get more and more PILOT. Although not a problem with current school board, one never knows. Maybe consider rolling five year average. Discussed concerns with school levy increases.

Solicitor Frank Corrado – discussed option to do CAP.

Committee decided to include language in the Board of Education resolution that PILOT is calculated as the average of the previous five years' proportionate share

Finance:

Third Party Telecommunication Billing

Chief Financial Officer Susan Quinones attended, along with Mr. James Peters from Flexible Communications regarding third party billing savings to the Township's phone lines. This service would not change providers, but would "groove" the phone service lines together onto one bill for all lines. Estimated cost savings for 12 months is about \$6,000.00, for three years it would be about \$18,000.00. Verizon would still be the provider, but Flexible Communications and Line Systems would provide one stop shopping for line support for any issues the township has with Verizon lines. The Township also has ATT for long distance. This third party provider would shop the cost savings for other vendors. Susan indicated if it was something the Township wanted to pursue later they could approve it by resolution or discuss it further.

Mayor Clark – in speaking with the vendor prior they had indicated that they could go back 3 years and any savings that were found would be split 50/50.

James Peters – expressed that he works with an attorney from New York who can look back 7 years to any Verizon mis-billings.

Committeeman DeVico sat in on the meeting. He explained the Township receives over 30 bills paid monthly. LSI would send us 1 bill. He stated that LSI works with tons of other municipalities and companies.

James Peters – Joining this group would increase "buying power," whereas the township would receive 1 bill from LSI, one phone number to call if there are any problems. The savings would be pretty tremendous.

Committeemember DeVico – There are other municipalities around here that use it.

James Peters – Indicated he works with Upper Township, and about 25 other towns throughout the State.

Committeemember DeVico – it is just a way to consolidate the bills coming in every month and it's just another person to look over the billing.

Susan Quinones – Contacted the CFO in Egg Harbor City for her input. They have participated since 2011 and she is happy with the service. One contact through LSI instead of multiple representatives through Verizon.

Committeemember DeVico – this doesn't affect our equipment or operations, just billing.

Committee Donohue asked the name of the company.

James Peters – Flexible Communications and the wholesaler is Line Systems.

Committeemember Donohue asked how service calls work.

James Peters – 24/7 365 number to call. Zero point contact. Carrier also has support. More handled quicker than Verizon.

Committeemember Donohue to Chief Christopher Leusner – Ok with the process? In the loop.

Chief Christopher Leusner – Cell phones included or just land lines? The PD has lots of lines and modems in the vehicles.

James Peters – land lines only.

Committeemember DeVico – Not changing any services. Employees wouldn't notice a difference. Strictly billing. All bills would go to them. LSI will consolidate them all and we will get one bill from them.

Committeemember Donohue – Any traditional cost from Verizon by using this service.

James Peters – No. Township is a month to month status, so no early termination fees.

Committeemember Donohue – Understands the idea of combining with other towns for more buying power, however what happens if they do not pay their own bills.

James Peters – You are completely independent from the other municipalities.

Committeemember DeVico – Locking into rates?

James Peters – After 2 years if there are better rates available you are not locked into rate.

Solicitor Frank Corrado asked to review standard agreement prior to governing body moving forward.

Public Works & Engineering:

South Jersey Gas – Request for Street Opening Moratorium Waiver

Committee discussed the request for a waiver for 680 Old Avalon Boulevard. Committee decided to allow waiver so long as language is included regarding waiver contingencies regarding use of infrared technology only for restoration. Resolution is scheduled for the 10/3 agenda.

Trash Disposal at Public Works Facility

Committeeman DeVico indicated that a resident reached out to him regarding a request to place a roll-off trash container at the Public Works Facility and he wanted to speak to Committee and Rob Flynn, PW Superintendent regarding such.

Robert Flynn gave a brief breakdown of solid waste and recycling procedures for Middle Township. He also expressed that once a solid waste container is placed at PW it comes with a plethora of concerns and regulations (security, weekend staffing, fees, residential location of complex, rodent concerns, Insurance requirements, and DEP Permit requirements.) Flynn explained each item at length. He also relayed his conversation with NJ DEP to committee.

Committee decided not to move forward with request and asked Mr. Flynn to relay all of the above with the resident.

Legal:

Chapter 218 - Political Signs

Solicitor Frank Corrado – described Chapter 218 surrounding Political Signs and also language in our current code that speaks to restrictions on the time frame in which the installation of signs prior to election can take place. The Solicitor recommended removing language which limits when signs can be placed prior to elections. He also commented to a second question that was posed regarding the size of election signs and the placement of signs in right-of-ways.

Committee fine with the recommendations. Asked about private homeowners association regulations.

Solicitor Frank Corrado indicated that private homeowners associations are different. If they have agreed and signed association agreements then the resident would be bound by what they have agreed upon. Spoke about State Courts and Federal Court rulings that have challenged associations; however that is not a concern for Committee.

Committee agrees size in ordinance is fine.

David May, Zoning Official – questioned signs in right of way. Also asked if the ordinance was going to be changed if it needed to come from the Planning Board. He has this request noted for the next Planning Board meeting.

Solicitor Frank Corrado – It would be ok if Planning Board wants to weigh in before introduction. Ordinance will be introduced and then provided to Planning Board for comment.

Solicitor Frank Corrado indicated that section pertaining to public right of way language will be removed as well.

Tax Collection/Tax Assessment:

Recreation:

Police / Animal Control:

EMS:

Buildings and Grounds:

Sewer:

Economic Development:

Personnel:

- Continuing Education Courses and Certifications
- Exit Interview Procedures and Policies
- Policies and Procedures – Advancement with Departments
- Stipends and Salaries

All items above were requested by Committeeman DeVico and discussed as a whole.

Committeeman DeVico discussed discrepancies with exit interviews conducted prior and corrective actions to be taken to align with PPM. He also discussed the distribution of exit interview reports to be provided to Committee thereafter.

Mayor Clark met with Vera Kalish from HR. He was provided a checklist from Vera that she utilizes when conducting the interviews. Items in manual were not discussed prior during these interviews and HR followed checklist only. HR will be redoing the checklist to include questions that are in manual.

Committeeman DeVico wants to make sure moving forward PPM is followed.

Committeeman Donohue thinks there is certain value to it. He explained that he doesn't believe in getting involved in the "nitty gritty" of HR. Trust the people hired to do the job. Spoke of his belief of committee's role in personnel issues.

Vera Kalish commented on the inability to conduct exit interviews on all employees since some leave without notice etc. Will make note of the questions Committee wants to her to ask for future reference.

Solicitor Frank Corrado – policies look nice on paper, in a perfect world they would be followed to the letter. True that anyone that is being interviewed should be asked these questions. Any changes made to the policies need to be reviewed by counsel and adopted by resolution.

Committee has odd position, being both policy and legislative and also overseeing departments. Believes it's a good idea to review exit interviews, especially those in one of their departments.

Stan Doniger – spoke to reasons behind holding exit interviews and the benefit it contains to manage staffing levels.

Mayor Clark reached out to former CFO, who indicated he left Middle Township because it was a better opportunity for his family.

Committeeman DeVico also wanted to open up dialog regarding other HR related topics. Middle Township is one of the biggest municipalities but we pay our employees the least. He wonders if we educate our employees too much, so that they can go to another municipality. Even though we want to set them up for succession, he wonders if we are doing it too soon. All employees are under paid, not just key people. Spoke of mechanic that is now going to another town for more money. This is not a problem that just started this year, started 10-12 years ago when township did not address trends. Spoke to Committeemember Donohue's press release that spoke of \$30k needed to raise salaries. Asked Committeemember Donohue to comment.

Committeeman Donohue spoke to his position within his press release. He commented on limiting professional service fees in an attempt find more money for employees for raises. Inspire employees to run the town more efficiently.

Committeeman DeVico indicated that he would like to see salaries of everyone in township addressed. Base salaries need to be discussed. Stipends are not pensionable.

Mayor Clark not opposed if it is a part of their jobs then it should be included in their salary. Believes in educating employees, and he educates himself all the time in banking. He believes in proper education and certifications. Employees will always leave for better opportunities. He tries to always discuss reasons for leaving with employees. Grass isn't always greener. Believes in weighing pros and cons. Important in discussing this with employees.

Committeeman Donohue stated that he believes in creating a place where you feel valued.

Stan Doniger – have you considered use of volunteers to make work load easier for employees. Can be a very effective tool.

Chief Christopher Leusner – has utilized interns and volunteers. Administrator assigned to them. There is some value, from police perspective.

Committeeman DeVico asked about consent agendas and whether or not the town has ever considered using this format in the past. Believes the governing body should look into it.

Committeeman Donohue indicated he is against it. When you call out each item on the agenda allows you to discuss each item in more detail. Believes it is more open and transparent. Believes committee needs to take the time to explain things that the public does not understand.

Mayor Clark indicated that he has mentioned it before; general housekeeping can be clumped together.

Zoning/Planning/Construction:

Township Clerk:

PUBLIC HEARING:

PUBLIC COMMENT:

Dan Lockwood commented on how important following the policies and procedures manual is. Asked Mr. Peters if this third party agreement is an automatic renewal?

James Peters – contract has letter included that negates automatic renewal.

Dan Lockwood – any public bidding rules with this?

Solicitor Frank Corrado – Township is not spending any money, from my understanding.

James Peters - So long as providers are on Board of Public Utilities, no bid.

Dan Lockwood – Regarding billing over the last few years, Township has reviewed billing which has been cleaned up. Important that we departmentalize the billing to review services.

James Peters – bill can be broken down in detail.

Chief Christopher Leusner – meeting tomorrow with Motel owners in township. Number of motels that have changed ownership. Captain Adams and Sgt. Higginbottom leading conversations with owners.

Stan Doniger – asked Mr. Peters if the company tracks excessive use of phones. Is that a function that the company reviews?

James Peters – bills can provide requests.

Kimberly D. Krauss, Township Clerk

Motion to Adjourn Meeting – 5:35pm

1st: Committeemember Donohue

2nd: Committeemember DeVico

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