

Cape May Court House, NJ
December 4, 2017
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 Clark, Committeemember Donohue, Business Administrator Elizabeth Terenik, Township Clerk Kimberly Krauss, and Municipal Solicitor Frank Corrado. **Deputy Mayor DeVico was absent.**

1. PRESENTATION BY THE MAYOR AND COMMITTEE – KRISTEN DAVIS

Mayor Clark:

- *Read Mr. McCart's letter into the record.*
- *Recognized Ms. Davis for her efforts.*

Sean McDevitt:

- *Spoke of Ms. Davis working even on her days off; very proud of her.*

Jeff McCart:

- *Mentioned need for an AED; GoFundMe page set up for donations.*

2. 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 Donegar, Rio Grande:

- *Asked for background on hiring of various employees for recreation.*

Committeeman Donohue:

- *Spoke of challenges faced in the rec department; further explained.*
- *Discussed turnover and future hiring of assistant superintendent.*
- *Mentioned new recreational complexes and future goals of the department.*
- *Commented on new recreation aide/administrative assistant and purpose behind new hires.*

Elizabeth Terenik:

- *Added that the Township is increasing the pool of part-time employees; discussed availability issue to cover various shifts.*

Mayor Clark:

- *Also added that it is similar to what was done with the rescue squad.*

Vilma Pombo, Swainton:

- *Questioned item 9 and why there was an increase of \$19,000.00.*

Elizabeth Terenik:

- *Discussed need to add additional bollards for safety; being paid for under grant through the County.*
- *Spoke of realization for additional safety measures once bike path was completed.*

Dan Lockwood, Boyd Street:

- *Questioned item 10 with regards to street salary and wages.*
- *Spoke of sick time cash out and how others have manipulated their time in the past.*
- *Asked if the Township has confirmed that those amounts are correct.*

Mayor Clark:

- *Stated that he did not personally check but believes the resolution is accurate.*

3. RESOLUTION 496-17 – APPROVING PAYMENT FOR BILLS – BILL LIST A (General Bills) – On motion by Committeeman Donohue seconded by Mayor 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, the governing body thereof, that payment for the following bills in the amounts indicated are hereby approved:
Current Acct. \$4,215,465.31

4. RESOLUTION 497-17 – APPROVING MINUTES FROM PREVIOUS MEETINGS – On motion by Committeeman Donohue seconded by Mayor 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, the governing body thereof, that the following minutes are approved: Work Session 11/20/2017, Board of Health 11/20/2017, Regular Meeting 11/2017 and Closed Session 11/20/2017.

5. REPORTS: The following departments have submitted their reports for the months indicated:

6. RESOLUTION 498-17 – ACKNOWLEDGEMENT OF RETIREMENT – On motion by Committeeman Donohue seconded by Mayor Clark 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 retirement listed below is acknowledged.

EMPLOYEE	DEPARTMENT	POSITION	EFFECTIVE
Jim Collins	Public Works	Manager of Parks & Grounds	01/31/2018

7. RESOLUTION 499-17 – APPROVAL FOR PAYMENT OF CASH OUT SICK LEAVE – VARIOUS EMPLOYEES – On motion by Committeeman Donohue seconded by Mayor Clark and passed on roll call, the following resolution was adopted.

WHEREAS, the Township allows the cash out of accumulated sick time by employees who meet the guidelines set forth in the personnel policy manual; and

WHEREAS, the personnel office has provided sufficient documentation verifying the amount of time accumulated and the Finance Officer has certified that time;

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 payment be issued to the employees in the amount referenced below:

<u>NAME</u>	<u>HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL COST</u>
			(includes FICA)
Adams, William	60	63.82	3,709.68
Becker, Debbie	35	35.63	1,342.60
Bryan, Joshua	24	51.39	1,194.99
Burke, Nancy	40	15.58	670.72
Camp, Chris	40	31.08	1,338.35
Castellano, Gino	60	47.74	2,775.36
D'Alonzo, James	60	47.74	2,775.36
Fiore, Francis	60	51.39	2,987.46
Geiger, Daniel	60	37.57	2,184.22
Graham, Jennifer	60	27.13	1,752.47
Grier, Cheryl	24	12.49	322.58
Higginbottom, Mark	60	51.39	2,987.46
Johnson, Phillip	60	47.74	2,615.51
Larkin, Leonard	60	39.16	2,276.50
Leusner, Christopher	60	70.2	4,080.66
Lindholm, Martin	60	37.57	2,184.22
Linz, Michael	40	27.35	1,177.90
Loftus, James	60	59.25	3,444.07
Martin, Daniel	8	42.34	328.14
Martin, Jr. Kenneth	60	51.39	2,987.46
Martino, Matthew	60	39.16	2,276.50
Matthews, Robert	32	29.57	1,018.53
May, David	35	30.45	1,147.15
McDevitt, Nancy	28	14.36	432.92
McDevitt, Sean	40	29.41	1,266.29
Miller, Marilyn	40	18.59	800.27
Murphy, Brian	60	24.87	1,445.98
Nelson, Don	60	63.82	3,709.68
Novsak, Steven	60	47.74	2,775.36
Osmundsen, Douglas	60	59.25	3,444.07
Russ, LeeAnn	35	54.12	2,039.16
Saettler, Kurt	60	39.16	2,276.50
Stocker, Clint	60	51.39	2,987.46
Super, Tracey	60	51.39	2,987.46
Sweitzer, Jason	60	47.74	2,775.36
Teasenfitz, Jennifer	40	12.23	526.66

*Total Cost is inclusive of payroll tax expense to the Township

8. RESOLUTION 500-17 – REFUND OF TAXES – On motion by Committeeman Donohue seconded by Mayor Clark and passed on roll call, the following resolution was adopted
WHEREAS, the following refund is due based on overpayment by the mortgage company:

ACCT	BLOCK	LOT	OWNER/LOCATION	2017
6399	409	10	Federal National Mortgage Association Property location: 6 S 5 th St	\$769.78
12635	1058	17	Hazel, Sheryl Property location: 45 Cochran St	\$472.91

Please send refund and make payable to:

Corelogic Real Estate Tax Service

Attn: Refund Dept

P O Box 9202

Coppell, TX 75019-9760

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Middle, County of Cape May, State of New Jersey that the Chief Financial Officer be instructed to draw check in the above noted amounts payable to the above mentioned party, as a refund of 2017 taxes.

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

9. RESOLUTION 501-17 THROUGH 502-17 – APPROVE CHANGE ORDER (ITEMS A THROUGH B) – On motion by Committeeman Donohue seconded by Mayor Clark and passed on roll call, the following resolution was adopted.

(A) WHEREAS, Housing Rehabilitation Contract No. 2017-7 was awarded November 6, 2017, via Resolution No. 472-17 to Watson & Sons;

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Middle, the governing body thereof, that the attached Change Order #1 for the project awarded to Watson & Sons, be and is hereby approved in the amount of \$1,080.00.

(B) WHEREAS, Middle Township/Lower Township Bike Path Connector Project was awarded April 17, 2017 via Resolution No. 197-17 to Kline Construction Co., Inc.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Middle, County of Cape May, State of New Jersey, that the attached Change Order #3 for the project awarded to Kline Construction Co., Inc. be and is hereby approved, and that the change order results in an increase of \$19,900.00 to the previous contract amount of \$225,626.55, for a final contract amount of \$245,526.55.

10. RESOLUTION 503-17 – TRANSFER OF FUNDS – On motion by Committeeman Donohue seconded by Mayor Clark 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 2017:

		From	To
7-01-23-215-215-400	Workers Comp Insurance	20,000.00	
7-01-23-220-220-400	Group Insurance-Health	82,300.00	
7-01-28-370-371-100	Senior Center S&W	2,500.00	
7-01-31-430-430-475	Electricity	10,000.00	
7-01-31-460-460-475	Gasoline	20,000.00	
7-01-36-471-471-453	Social Security	1,000.00	
7-01-43-90-490-100	Municipal Court S&W	3,000.00	
7-07-55-501-501-100	Sewer - Salaries and Wages	5,000.00	
7-07-55-502-503-311	Utility - Group Insurance	7,000.00	
7-01-20-100-100-200	Administration-OE		22,000.00
7-01-20-150-150-100	Tax Assessor S&W		3,800.00
7-01-20-165-165-200	Engineering OE		10,000.00
7-01-25-240-240-200	Police OE		2,500.00
7-01-25-262-262-100	EMS-Emergency Medical Services S&W		20,000.00
7-01-25-275-275-100	Prosecutor		1,000.00
7-01-26-290-291-100	Streets S&W		68,000.00
7-01-27-340-340-100	Animal Control S&W		2,500.00
7-01-31-440-440-475	Telephone Costs		5,000.00
7-01-36-471-471-457	DCRP		1,000.00
7-01-43-490-490-200	Municipal Court - OE		3,000.00
7-07-55-502-502-200	Utility - OE		5,000.00
7-07-55-502-502-430	Electricity (Utility)		3,000.00
7-07-55-502-502-440	Telephones (Utility)		4,000.00
		150,800.00	150,800.00

11. RESOLUTION 504-17 – ACKNOWLEDGEMENT OF DISCONTINUATION OF TEMPORARY APPOINTMENT – On motion by Committeeman Donohue seconded by Mayor Clark 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 discontinuation of temporary appointment listed below, is acknowledged.

EMPLOYEE	DEPARTMENT	POSITION	EFFECTIVE
Nigel Case	Public Works	Laborer 1 P/T T/A	09/25/2017

12. RESOLUTION 505-17 – ACKNOWLEDGEMENT OF RESIGNATION – On motion by Committeeman Donohue seconded by Mayor Clark 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 resignations listed below, are acknowledged.

NAME	DEPARTMENT	POSITION	EFFECTIVE
Ryan Hulme	Sewer Department	Laborer 1	12/01/2017

13. RESOLUTION 506-17 THROUGH 507-17 – APPOINTMENTS (ITEMS A THROUGH B) – On motion by Committeeman Donohue seconded by Mayor Clark 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 individual is hereby appointed to the volunteer board opposite their name:

NAME	POSITION	Board	TERM EXPIRES
Shannon Feltwell	Alt. Member #1	Environmental Commission	12/31/2018*

*filling unexpired term.

(B) 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 name:

NAME	DEPARTMENT	TITLE	SALARY/RATE	EFFECTIVE
Dario Colombo	Recreation	Rec Aide P/T T/A	\$10.00 per hour	12/05/2017
Marykay Smith	Finance	Keyboarding Clerk 1/ Accounting Assistant*	\$35,000.00	12/05/2017
Nakisha Anne Wakefield	Recreation	Recreation Aide/Administrative Assistant*	\$24,000.00	12/05/2017
Tazares Harris	Recreation	Recreation Aide P/T T/A	\$10.00 per hour	12/05/2017
Shelina Flanders	Recreation	Recreation Aide P/T T/A	\$10.00 per hour	12/05/2017
Angela Michele Holder	Recreation	Recreation Aide P/T T/A	\$10.00 per hour	12/05/2017
Daniel Love	Recreation	Recreation Aide P/T T/A	\$10.00 per hour	12/05/2017
James Gibson	Recreation	Recreation Aide P/T T/A	\$10.00 per hour	12/05/2017

*in-house title

14. RESOLUTION 508-17 – 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 Committeeman Donohue seconded by Mayor Clark 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 2018 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 December 5, 2017 and continuing on the website through December 27, 2017 Said request will also be advertised in the Cape May County Herald Newspaper on December 13, 2017
2. The Township shall accept proposals until 10:00 am on December 27, 2017

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 one copy 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 27, 2017 at 10:00am, 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, Rent Leveling, Ethics Board, 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. Economic Development Consultant - a variety of services including: technical assistance to Economic Development Council and Coordinator; business loan processing assistance; economic analysis and studies; economic development outreach and programming; and grants and legislation.
- I. Grants Consultant - completes applications and makes efforts to obtain grants in a variety of areas, including but not limited to energy; housing rehabilitation; infrastructure; resilience and Community Rating System; recreation, parks and open space. Consultant is not expected to have expertise in all areas listed, and should indicate in the proposal their respective specialty.
- J. 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.

- K. 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.
- L. 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
- M. 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.
- N. 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.
- O. 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.
- P. Special Project Engineer – Provide engineering services outside the typical municipal engineer duties including but not limited to road projects, drainage, site work, parks and recreation, water and sewer, energy, traffic/complete streets.
- Q. 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.

The Township of Middle may select, at its sole discretion, individuals or firms for these positions, so long as those individuals or firms meet or exceed the minimum requirements set forth in this resolution; however, the Township is under no obligation to select any firm even if qualified and will make any selection based on an overall evaluation of qualifications in the best interest of the Township. Once an appointment is made, no substitution of personnel may be made without the express written consent of the Township of Middle, which consent may be withheld in the township's sole discretion. The Township of Middle reserves the right to appoint other professionals to perform services as the need may arise.

15. RESOLUTION 509-17 – SEWER ADJUSTMENT – On motion by Committeeman Donohue seconded by Mayor 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, County of Cape May, State of New Jersey that the following billing adjustment is authorized due to the improvement being demolished, which created a billing in error for 2018:

Account	Block	Lot	Property location	2018
2492	120	33	Pontano, Michael Property location: 56 Channel Rd	\$560.00

16. RESOLUTION 510-17 – INSERTION OF A SPECIAL ITEM OF REVENUE - FY2017 ALCOHOL REHABILITATION AND EDUCATION - On motion by Committeeman Donohue seconded by Mayor Clark and passed on roll call, the following resolution was adopted.
 WHEREAS, R.S. 40A: 4-87 provides the Director of the Division of Local Government Services to approve the insertion of any Special Item of Revenue in the budget of any Municipality when such item shall have been made available by law and the amount whereof was not determined at the time of adoption of budget, and
 WHEREAS, said Director may also approve the insertion of an appropriation for an equal amount.
 NOW THEREFORE BE IT RESOLVED, that the Township Committee, the Governing Body of the Township of Middle, County of Cape May and State of New Jersey, hereby requests the director of Local Government Services to approve the insertion of additional items of revenue in the budget of the year 2017 in the sum of:
 FY2017 Alcohol Education and Rehabilitation \$644.60
 BE IT FURTHER RESOLVED, that like sum be and the same is hereby appropriated under the following caption:
 FY2017 Alcohol Education and Rehabilitation \$644.60

17. RESOLUTION 511-17 – AUTHORIZING APPLICATION – CAPE MAY COUNTY OPEN SPACE PROGRAM – On motion by Committeeman Donohue seconded by Mayor Clark and passed on roll call, the following resolution was adopted.
 WHEREAS, the Township of Middle desires to apply for and obtain a grant from CAPE MAY COUNTY OPEN SPACE PROGRAM for approximately \$125,000.00 for improvements to the Martin Luther King Recreation Center's tennis courts.
 NOW THEREFORE BE IT RESOLVED, that the Township of Middle does hereby authorize the application for such a grant, and
 BE IT FURTHER RESOLVED, that the Township of Middle hereby recognizes and accepts that the organization may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from said organization, does further authorize the execution of any such grant agreement; and also, further authorize the expenditure of funds pursuant to the terms of the agreement between the Township of Middle and CAPE MAY COUNTY OPEN SPACE PROGRAM.
 BE IT FURTHER RESOLVED, that the persons whose names, titles, and signatures appear below are authorized to sign the application, and that they or their successors in said titles are authorized to sign the agreement and any other documents necessary on connection therewith.

18. RESOLUTION 512-17 – AUTHORIZING THE TOWNSHIP OF MIDDLE PLANNING BOARD TO CONDUCT A PRELIMINARY INVESTIGATION TO ESTABLISH A NON-CONDEMNATION REDEVELOPMENT AREA WITHIN THE TOWNSHIP OF MIDDLE, CAPE MAY COUNTY – On motion by Committeeman Donohue seconded by Mayor Clark and passed on roll call, the following resolution was adopted.

WHEREAS, N.J.S.A. 40A:12A-6, authorizes the governing body of any municipality, by Resolution, to have its Planning Board conduct a preliminary investigation to determine whether any area of the municipality is a redevelopment area pursuant to the criteria set forth in N.J.S.A. 40A:12A-5; and WHEREAS, the Committee of the Township of Middle (“Township”) consider it to be in the best interest of the Township to have the Township’s Planning Board (“Planning Board”) conduct such an investigation regarding parcels delineated on the official Tax Map of the Township as Block 1434, Lots 2, 3, 4, 8, 9 (the “Study Area”); and WHEREAS, a non-condemnation redevelopment area determination shall authorize the municipality to use all those powers provided by the Legislature for use in a redevelopment area, but shall not authorize the use of eminent domain (hereinafter referred to as a “Non-Condensation Redevelopment Area”); and WHEREAS, the present conditions at the aforementioned Study Area may be detrimental to the safety and welfare of the community thereby requiring redevelopment to better serve the Township. NOW, THEREFORE, BE IT RESOLVED by the Committee of the Township of Middle, County of Cape May, that:

1. The Planning Board is hereby directed to conduct a preliminary investigation to determine whether the Study Area, (Block 1434, Lots 2, 3, 4, 8, 9) is a Non-Condensation Redevelopment Area according to the criteria set forth in N.J.S.A. 40A:12A-5.
2. The Planning Board is hereby directed to prepare a report of its findings and once completed, the Planning Board is directed to transmit the report to the Committee of the Township of Middle for their review and approval in accordance with the provisions of the Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1 et seq.
3. This Resolution shall take effect immediately.

Elizabeth Terenik:

- *Concrete plant in Rio Grande; spoke of discussions with a developer.*
- *Referring to the planning board for review.*

19. RESOLUTION 513-17 – CLARIFYING RESOLUTION 438-17 AUTHORIZING THE TOWNSHIP OF MIDDLE PLANNING BOARD TO CONDUCT A PRELIMINARY INVESTIGATION TO ESTABLISH A CONDEMNATION REDEVELOPMENT AREA WITHIN THE TOWNSHIP OF MIDDLE, CAPE MAY COUNTY – On motion by Committeeman Donohue seconded by Mayor Clark and passed on roll call, the following resolution was adopted.

WHEREAS, N.J.S.A. 40A:12A-6, authorizes the governing body of any municipality, by Resolution, to have its Planning Board conduct a preliminary investigation to determine whether any area of the municipality is a redevelopment area pursuant to the criteria set forth in N.J.S.A. 40A:12A-5; and WHEREAS, the Committee of the Township of Middle (“Township”) previously adopted Resolution 438-17 authorizing the Township’s Planning Board (“Planning Board”) to conduct an investigation regarding parcels delineated on the official Tax Map of the Township as Block 169-0173, 175-210, as described and delineated on the attached list of Block and Lot numbers taken from the official Tax Map of the Township; and

WHEREAS, Resolution 438-17 did not specify whether such Study Area should be a Condemnation Redevelopment Area or not, the Township Committee adopts this Resolution to specifically request the Planning Board to conduct such an investigation regarding the Study Area and any resulting redevelopment area determination shall authorize the municipality to use all those powers provided by the Legislature for use in a redevelopment area, including the use of eminent domain (hereinafter referred to as a “Condemnation Redevelopment Area”); and

WHEREAS, the present conditions at the aforementioned Study Area may be detrimental to the safety and welfare of the community thereby requiring redevelopment to better serve the Township.

NOW, THEREFORE, BE IT RESOLVED by the Committee of the Township of Middle, County of Cape May, that:

1. The Planning Board is hereby directed to conduct a preliminary investigation to determine whether the Study Area is a Condemnation Redevelopment Area according to the criteria set forth in N.J.S.A. 40A:12A-5.
2. The Planning Board is hereby directed to prepare a report of its findings and once completed, the Planning Board is directed to transmit the report to the Committee of the Township of Middle for their review and approval in accordance with the provisions of the Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1 et seq.
3. This Resolution shall take effect immediately.

Elizabeth Terenik:

- *Spoke of technicality in the language the previously approved resolution.*

Frank Corrado:

- *Provided further clarification; Statute requires that the resolution specify a condemnation of a redevelopment area.*

Committeeman Donohue:

- *Questioned of this only applies to this one piece of property.*

Frank Corrado:

- *Confirmed; Tower Carpino.*

Committeeman Donohue:

- Asked for confirmation that this is the only area where condemnation would come into play.

Elizabeth Terenik:

- Confirmed; due to smaller vacant undersized lots; further explained.

20. PUBLIC COMMENT:

Elaine Douglass:

- Asked if there is any update on the cemetery issue in Goshen.

Frank Corrado:

- Spoke of being in contact with the Methodist congregation; cannot provide definitive report.

Elaine Douglass:

- Asked Mr. Corrado he would be willing to meet with a group of concerned neighbors.

Frank Corrado:

- Stated that he would be happy to meet with them as long as the Committee authorizes him too.

Elaine Douglass:

- Reiterated concerns.

Committeeman Donohue:

- Asked if the cemetery is being maintained by someone.

Elaine Douglass:

- Yes.

Committeeman Donohue:

- Asked who would be contacted in the event someone passes away.

Elaine Douglass:

- Unsure.

Frank Corrado:

- Spoke of benefits of meeting with Mr. and Mrs. Douglass and other interested plot owners.

Don Douglass:

- Spoke of article in the Herald.
- Believes the group can bring a crowd at any given moment to raise awareness.

Stan Donegar, Rio Grande:

- Asked if it is possible if the Township could use Lower Township rather than the County as far as MUA is concerned.

Committeeman Donohue:

- Provided break down of cost of operation for MUA.
- Explained increase in Middle's flow; decrease in other towns.

Stan Donegar, Rio Grande:

- Asked if residents would see a significant increase in their sewer bill.

Mayor Clark:

- Spoke of cost being spread out amongst all sewer users.

Committeeman Donohue:

- Mentioned new sewer users being added as well.

Elizabeth Terenik:

- Stated the only a small amount will not be covered under the budget.

Stan Donegar, Rio Grande:

- Asked for how the Township can control the operational side of the MUA.

Committeeman Donohue:

- Spoke of board with representation of the member towns.

Elizabeth Terenik:

- Mentioned the County MUA's budget; retired debt.

Committeeman Donohue:

- Discussed meeting with the County to discuss increase.

Stan Donegar, Rio Grande:

- Asked about a comparison between the County and Lower MUA rates.

Frank Corrado:

- Explained why it would be difficult for Middle to dissociate itself from the County to Lower.

Mayor Clark:

- Explained that the increase in rates can be accounted for in next year's budget; pumps regulated and audited.

Elizabeth Terenik:

- Spoke of bigger users and ways they may be able to reduce their use; based on flow.

Stan Donegar, Rio Grande:

- Questioned if all users pay the same fee.

Mayor Clark:

- Residential users pay same fee; commercial pays according to what they use.

Dan Lockwood, Boyd Street:

- *Asked for clarification on item 19.*

Elizabeth Terenik:

- *Explained undersized lots mixed in with Tower and Middle properties.*

Frank Corrado:

- *Discussed “newspaper lots”.*

Dan Lockwood, Boyd Street:

- *Questioned what the “end game” is.*

Elizabeth Terenik:

- *Discussed possibility to consolidate lots; further explained.*

Frank Corrado:

- *Spoke of need to secure title; further explained.*

Dan Lockwood, Boyd Street:

- *Asked if the “end game” is to sell the lots to Tower; revision of master plan.*

Elizabeth Terenik:

- *Not the plan to do 100%.*
- *Explained master plan 20% component of affordable to any housing development.*

Dan Lockwood, Boyd Street:

- *Suggested the possibility to use tract for new Township facility location.*

Elizabeth Terenik:

- *Explained multi-stage process; opportunity for public comment.*

COMMITTEE COMMENTS:

Frank Corrado:

- *Spoke to status of 1 Boardwalk; Grassy Sounds.*

Elizabeth Terenik:

- *Spoke of meeting with redevelopment attorney and Planning Board regarding redevelopment; complicated process.*

Mayor Clark:

- *Free business resource workshop tomorrow.*
- *Congratulated Jim Collins on retirement.*
- *Spoke of County Open Space application for tennis courts at MLK Center for rebuilding of the courts.*
- *County Freeholders will be voting on Rio Grande park plans in January.*

Committeeman Donohue:

- *Thanked those that worked on Christmas Parade on Mechanic Street.*
- *Spoke to change in route and crowd at Township Hall and Fire House.*
- *Mentioned that he spoke with the Chamber for the future to get them back involved like they used to be.*
- *Congratulated Chris Brown in attendance and Cape Express on laying down sod at Ockie Wisting.*
- *Mentioned funds being raised by Jeff McCart for an AED at Goshen Complex; GoFundMe page through Middle football Facebook page.*
- *Recognized Jim Collins for his more than 30 years of service to the Township.*
- *Welcomed all new recreation employees aboard.*

Motion to adjourn meeting – 6:45pm

1st: Committeeman Donohue 2nd: Mayor Clark

Pass on Roll Call: Committeeman Donohue, Mayor Clark

Kimberly D. Krauss, Township Clerk