

**Cape May Court House, New Jersey
TOWNSHIP OF MIDDLE
TOWNSHIP COMMITTEE
WORKSESSION AGENDA
February 5, 2018 5:00 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. 21-18 entitled "Establishing Work Session Meeting Nights" which was adopted by Township Committee of the Township of Middle on January 1, 2018.

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

Business Administrator Elizabeth Terenik, Deputy Township Clerk Andrea Bruno, Municipal Solicitor Frank Corrado & Municipal Engineer Vincent Orlando. **Township Clerk Kimberly Krauss was absent.**

FLAG SALUTE:**SPECIAL PRESENTATIONS OR DISCUSSIONS:****ITEMS OF DISCUSSION:**

Twp. Hall & Public Safety Building
Renovations

Committeeman DeVico:

- Spoke of initiating conversation about renovations at a department head meeting.
- Discussed desire to have all departments in the same building; no room left in current building to expand.
- Mentioned looking into options before spending funds on a new roof.

Elizabeth Terenik:

- Department heads discussing short and long-term needs.
- Gave status on roof; bids accepted for full roof replacement; lowest bid \$153,000.00.

Vincent Orlando, Township Engineer:

- Provided background on history of current building. Need to evaluate needs as first step.

Chief Leusner:

- Discussed needs of police department; facility sub-par.
- Spoke of various issues the police department faces; need to start thinking about the future.

Debbie Becker, Court Administrator:

- Discussed courts need for more space due to growth of the town; security concerns.
- Spoke of need for metal detectors at the point of entry; soft target.

Committeeman Donohue:

- Asked about Court's office space.

Debbie Becker, Court Administrator:

- Running out of space. Retention schedules permanent records.

Elizabeth Terenik:

- Scanning files very costly; already looked into for zoning.

Sean McDevitt, EMS:

- Asked about EMS being moved. Safety concerns as well.

Elizabeth Terenik:

- Discussed maintenance issues; HVAC system.
- Spoke of public flow in side entrance.

Steven Siegel, Spiezle Architectural Group:

- Explained steps involved to research needs. Provided handout of scope of work done in other municipalities.

Scott Mallon, Spiezle Architectural Group:

- Provided overview of his experience with a similar project in Lansdale.

Committeeman Donohue:

- Referred vision section of the handout provided.

Scott Mallon, Spiezle Architectural Group:

- Spoke of history behind downtown Lansdale; revitalizing.

Elizabeth Terenik:

- "Public plaza"; master plan supports more density.

Committeeman Donohue:

- Asked for an approximant timeline.

Scott Mallon, Spiezle Architectural Group:

- Provided possible timeline; can be done in phases.

Committeeman Donohue:

- Asked if Spiezle held a role in the bond referendum for the Middle Township Schools.

Steven Siegel, Spiezle Architectural Group:

- Yes; further explained group's involvement.

Mayor Clark:

- Spoke of group presenting to the fire department as well.

Committeeman Donohue:

- *Asked what \$5,000.00 contract would include.*

Steven Siegel, Spiezle Architectural Group:

- *Spoke of tour of facilities to understand needs; put together options and budgets.*

Stan Donegar, Rio Grande:

- *Asked Mr. Siegel if he was familiar with a renovation done in Upper Merion.*

Steven Siegel, Spiezle Architectural Group:

- *No; further explained.*

Sewer Billing

Elizabeth Terenik:

- *Spoke of memo regarding MUA billing concerns; trying to fill shortfall. Committee put together to look at rate structure; recommending some changes; charging for a flow at a lower threshold. Mentioned there has been no rate increase since 2011; would like increase to be seen on the agenda for the meeting on February 21.*

Committeeman Donohue:

- *Discussed structural deficit; Middle's system spread out since larger town. Trying to keep it fair; cost going up should be spread out to all users.*
- *Mentioned residential and commercial users; hotels.*

Mayor Clark:

- *Spoke of meeting with MUA; not collecting enough.*

Committeeman Donohue:

- *Discussed operating budget; cannot control MUA cost or shop around.*

Elizabeth Terenik:

- *Spoke of new structure to encourage users to conserve; low flow toilets.*

Stan Donegar, Rio Grande:

- *Spoke of meters.*

Elizabeth Terenik:

- *Working towards more meters; very expensive. Commercial based on water consumption; residential all pay the same.*

Stan Donger, Rio Grande:

- *Spoke of "biting the bullet" now or later.*

Committeeman Donohue:

- *Explained incurring the cost for this year.*

Abandoned Properties Ordinance

Elizabeth Terenik:

- *Discussed Ordinance allowed by State Statute; 220 properties registered, 100 vacant.*
- *Briefed committee on rehab of properties; properties that have been sitting for years with no action. Mentioned a fact sheet available on the subject.*

Frank Corrado:

- *Spoke of existing ordinance; new ordinance in addition would be more aggressive.*

Committeeman DeVico:

- *Spoke of seminar attendance on topic.*

Frank Corrado:

- *Stated that he would be drafting an ordinance for committee's review.*

Liquor License Issuance & Ordinance Amendments

Frank Corrado:

- *Discussed need to amend current ordinance to add an additional liquor license; process to solicit for bids or public auction. Explained notice requirements upon introduction of amended ordinance; timeline to award new liquor license.*

Committeeman DeVico:

- *Questioned if the facility can be dictated.*

Frank Corrado:

- *Yes; municipality has a lot of discretion.*

Committeeman Donohue:

- *Questioned if amending the ordinance triggers the process.*

Frank Corrado:

- *No; only raises the limit then decision would have to be made.*

Excessive Use Ordinance

Elizabeth Terenik:

- *Spoke of amendments made to ordinance since it was introduced.*

Committeeman Donohue:

- *Mentioned public input for changes to ordinance. Discussed public's concerns for issues with neighbors.*

Chief Leusner:

- *Explained substance of a qualifying call; calls have already decreased.*

Public Information & Special Events
Coordinator(s) – RFP

Elizabeth Terenik:

- *Discussed getting the word out for Township assets and events; employee that was assisting with special events has moved to a different department.*

Committeeman Donohue:

- *Spoke of treading water with special events; addition of new rec facilities.*

Elizabeth Terenik:

- *Spoke of scope of work for request for proposals.*

DEPARTMENTAL REPORTS AND PROJECT UPDATES:

Administration:

Finance:

Public Works:

Engineering:

Legal:

Tax Collection:

Tax Assessment:

Construction/Planning/Zoning:

Recreation:

Police / Animal Control/ Code Enforcement:

Buildings and Grounds:

Sewer:

Economic Development:

Personnel:

Zoning:

Township Clerk:

PUBLIC COMMENT:

No public comment.

Motion to Adjourn Meeting – 6:00pm

1st: Committeeman Donohue

2nd: Committeeman DeVico

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

Andrea Bruno, Deputy Twp. Clerk