Cape May Court House, NJ
December 18, 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 and Municipal Engineer Edward Dennis were absent.

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 Donegar, Rio Grande:
   - Questioned bill list; $170,000.00 appropriation for the County MUA.

   Mayor Clark:
   - Spoke of availability of funds.

   Stan Donegar, Rio Grande:
   - Asked where the money comes from.

   Mayor Clark:
   - Surplus.

   Committeeman Donohue:
   - Spoke of need to account for the added expense in the budget.

   Elizabeth Terenik:
   - Discussed the need to look into the commercial users.

   Committeeman Donohue:
   - Spoke of increased flow in Middle Township and decreased flow in various surrounding towns.

   Stan Donegar, Rio Grande:
   - Asked for further clarification for language in resolution.

   Frank Corrado:
   - Discussed statutory requirements.

   Mayor Clark:
   - Spoke of meeting with MUA to discuss trend so that funds can be budgeted for.

   Stan Donegar, Rio Grande:
   - Asked if other towns will be seeing an increase as well.

   Committeeman Donohue:
   - Not if they have a reduction in their flow.

   Mayor Clark:
   - Assured Mr. Donegar that the Township is looking into all avenues.

   Committeeman Donohue:
   - Further explained.

   Elizabeth Terenik:
   - Reiterated looking into commercial users.

   Stan Donegar. Rio Grande:
   - Asked if there is a board and if so if the Township has representation on said board.

   Frank Corrado:
   - Explained that board members are employed by the County.

2. RESOLUTION 514-17 – 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. $811,323.04.

3. RESOLUTION 515-17 – 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: Regular Meeting 12/04/2017.

4. REPORTS: The following departments have submitted their reports for the months indicated: Municipal Clerk for the month of November; Finance Department for the month of November; Sewer Collection for the month of November; Sterback Harbor for the month of November; Tax Collection for the month of November; Construction Department for the month of November;

5. RESOLUTION 516-17 – INSERTION OF A SPECIAL ITEM OF REVENUE – RECYCLING TONNAGE GRANT (2015 TONNAGE) – 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:
   Recycling Tonnage Grant (2015 tonnage) $41,085.95
   BE IT FURTHER RESOLVED, that like sum be and the same is hereby appropriated under the following caption:
   Recycling Tonnage Grant (2015 tonnage) $41,085.95

6. RESOLUTION 517-17 – 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
7-01-20-105-105-111	Human Resources S&W	2,500.00	
7-01-20-130-130-100	Finance S&W	2,500.00	
7-01-22-195-196-111	Construction Code S&W	5,000.00	
7-01-28-370-371-100	Senior Center S&W	2,500.00	
7-01-23-220-220-411	Group Health Insurance	13,000.00	
7-07-55-501-501-100	Sewer - Salaries and Wages	15,000.00	
7-01-26-290-291-111	Streets S&W		4,000.00
7-01-27-340-340-111	Animal Control S&W		1,000.00
7-01-36-471-471-453	Social Security		18,000.00
7-01-31-440-440-475	Telephone Costs		2,500.00
7-07-55-502-502-200	Utility - OE		15,000.00
		40,500.00	40,500.00

7. RESOLUTION 518-17 – RELEASE OF TRUST ACCOUNTS – On motion by Committeeman Donohue seconded by Mayor Clark and passed on roll call, the following resolution was adopted.
   WHEREAS, certain monies held in Trust Accounts from time to time may have balances remaining after all fees have been paid; and
   WHEREAS, the applicants are entitled to a refund of this money.
   NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Middle, the governing body thereof, that upon request of the Zoning Officer the following balances in the Trust Accounts, as listed on the attached sheets, shall be released.

8. RESOLUTION 519-17 – 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	BOARD	POSITION	EFFECTIVE
Katherine Keating	Shade Tree Commission	Board Secretary	12/06/2017

9. RESOLUTION 520-17 – APPOINTMENT – NEW HIRES – 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 employees are hereby appointed to the following position at the salaries opposite their name:

NAME	DEPARTMENT	TITLE	SALARY/RATE	EFFECTIVE
Samuel Bakley	Public Safety	Special Law Enforcement Officer Class 2	$13.00 per hour	12/16/2017

10. RESOLUTION 521-17 – SALARY AMENDMENT 2017 – CLARIFICATIONS AND REQUIRED REVISIONS – On motion by Committeeman Donohue seconded by Mayor Clark and passed on roll call, the following resolution was adopted.
    WHEREAS, the Township of Middle has previously adopted Resolution No. 207-17 setting forth various salaries and hourly rates of pay for employees; and
    WHEREAS, this Amendment serves for archival purposes only, whereas all changes have already taken place for payroll purposes, as per current contracts and/or rates as specified for specific departmental titles.

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 salaries have been amended as such:

Employee Name:	Resolution 207-17 data	Correction(s):
Robert Flynn	Effective salary date: 01/01/2017	Effective Salary Date: 8/19/2017
Jackie Marriner	Omitted in error	1/1/2017 Rate $12.70 per hour
Bernadette DelCorio	3/1/2017 Rate: $9.00 per hour	3/1/2017 Rate $10.00 per hour *
Jamar Mack	2/22/2017 Rate: $9.00 per hour	2/22/2017 Rate: $10.00 per hour*
Special Note: All Laborer 1 PT and T/A Hourly Rate from $9.00 per hour to $10.00 per hour		

*Hourly rate until increase after 6 months.

11. RESOLUTION 522-17 – AMENDING 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, Resolution No. 508-17 previously established various positions in Middle Township for the year 2018 which shall be subject to the Fair and Open Process; and

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 amend the criteria designated in Resolution 508-17 for the position of Municipal Engineer to better suit the needs of the municipality; 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

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

1. <u>THE FAIR AND OPEN PROCESS</u>

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 for the position designated below shall be publicly advertised on the Township of Middle's internet website beginning on December 19, 2017 and continuing on the website through January 9, 2018. Said request will also be advertised in the Cape May County Herald Newspaper on December 20, 2017
2. The Township shall accept proposals until 10:00 am on January 9, 2018, 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

<u>The envelope shall also state the name of the person or entity submitting the proposal and the position for which the proposal is submitted.</u>

4. The envelope shall contain one original and one copy of the proposal.
5. The proposal shall include (<u>this is mandatory</u>) 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 <u>"Not To Exceed"</u> 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 January 9, 2018 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. <u>CRITERIA BY WHICH REQUESTS FOR PROPOSALS AND QUALIFICATIONS SHALL BE EVALUATED</u>

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. <u>REQUEST FOR PROPOSALS AND QUALIFICATIONS ARE SOUGHT FOR THE FOLLOWING POSITIONS</u>

<u>Municipal Engineer</u> - 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 him 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 for each of these services, and any other information deemed of importance by the Applicant. As provided by N.J.S.A. 40A:9-140 term of office for this position shall be for a three (3) years. Proposals provided shall include a break-down "not to exceed amount" for each year of said term.

The Township of Middle may select, at its sole discretion, individuals or firms for this position, 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.

12. RESOLUTION 523-17 –AWARD OF LEASE AGREEMENT – GRASSY SOUNDS FISHING PIER – On motion by Committeeman Donohue seconded by Mayor Clark and passed on roll call, the following resolution was adopted.
WHEREAS, it has been deemed necessary and desirable to solicit bids towards concessions for the Grassy Sounds Fishing Pier, and
WHEREAS, sealed bids were received on December 5, 2017, 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 lease for the Grassy Sounds Fishing Pier Concession be and hereby is awarded to:

Grassy Sounds Marina Operations LLC
Bid for 5 Years $25,000.00
January 1, 2018 through December 31, 2022

13. RESOLUTION 524-17 – AUTHORIZING THE EXECUTION OF QUITCLAIM DEED FOR BLOCK 251, Lot 3 – On motion by Committeeman Donohue seconded by Mayor Clark and passed on roll call, the following resolution was adopted.
WHEREAS, the Julia Callaway is the record owner of Block 251, Lot3 (the property), and
WHEREAS, a recent title search revealed an old Middle Township tax lien; and
WHEREAS, Tax Sale Certificate 90-227 was cancelled in 1994; and
WHEREAS, after considering the matter, the Township Committee believes that granting and conveying any interest they had in the property by way of Quitclaim Deed is in the township's best interest; and
NOW, THEREFORE, be it RESOLVED by the Township Committee of Middle Township as follows:
1.The averments of the preamble are incorporated by reference.
2.The Township of Middle hereby authorizes the execution of a Quitclaim Deed disclaiming any ownership interest in Block 251, Lot 3, previously known as Lots 3&4, known as 108 W. Atlantic Avenue.
3. This resolution shall take effect immediately, according to law.

14. RESOLUTION 525-17 – RATIFY SHARED SERVICES AGREEMENT BETWEEN TOWNSHIP OF MIDDLE AND BOROUGH OF STONE HARBOR – COURT ROOM VIDEO CONFERENCING SYSTEM AND MAINTENANCE – 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:65-1 et seq. authorizes municipalities to enter into agreements for the purposes of exchanging, sharing and cooperating with regard to services common to said communities through Uniform Shared Services and Consolidation Act, and
WHEREAS, the Borough of Stone Harbor is in need of services relating Court Room Video Conferencing System and Maintenance: and
WHEREAS, the Township of Middle has certain equipment and personnel available to meet the needs of the Borough of Stone Harbor in this area; and
NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Middle, County of Cape May, State of New Jersey, that the preamble of this Resolution is hereby incorporated by reference;
BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized and directed to execute the attached Shared Services Agreement between the Township of Middle and the Borough of Stone Harbor for Court Room Video Conferencing System and Maintenance, which is hereby incorporated by reference, pursuant to N.J.S.A. 40A:65-1 et seq.
FURTHER RESOLVED, that the term of said agreement shall be from January 1, 2018 through December 21, 2020.

15. RESOLUTION 526-17 – AFFIDAVIT OF FORECLOSURE #195 POSTING – On motion by Committeeman Donohue seconded by Mayor Clark and passed on roll call, the following resolution was adopted.
State of New Jersey
Ss
County of Cape May
I Sandra B. Beasley, BEING DULY SWORN ACCORDING TO LAW ON MY OATH STATE:
1. I Sandra Beasley, tax collector of The Township of Middle, County of Cape May, State of New Jersey of full age, by way of certification in accordance with R.1:4-4(b), says
2. I am an agent of the plaintiff in foreclosure action #F-021025-17
3. On November 30, 2017 I posted a copy of the Notice of In Rem Tax Foreclosure of Tax Lien Titles, dated and published on November 29, 2017 in five locations set forth on the list below, the same being conspicuous places within the Township of Middle.
4. I certify that the foregoing statements made by me are true.
5. A Copy of the Notice of Sale was set up in five of the public places in the Municipality, namely:
    1. Middle Township Municipal Hall
    2. Green Creek Post Office
    3. Cape May Court House Post Office
    4. Whitesboro Post Office
    5. Rio Grande Post Office
    6. A Notice Of Tax Sale was mailed to the owner of record, whose name appears in the List at the last known address, postage prepaid.

16. RESOLUTION 527-17 – RENEW ENROLLMENT IN SOUTHERN COASTAL REGIONAL EMPLOYEE BENEFITS FUND - On motion by Committeeman Donohue seconded by Mayor Clark and passed on roll call, the following resolution was adopted.
WHEREAS, a number of public entities in the State of New Jersey have joined together to form the Southern Coastal Regional Employee Benefits Fund, hereafter referred to as "FUND", as permitted by N.J.S.A. 11:15-3, 17:1-8.1, and 40A:10-36 et seq., and;
WHEREAS, the FUND was approved to become operational by the Departments of Insurance and Community Affairs and has been operational since that date, and;
WHEREAS, the statutes and regulations governing the creation and operation of a joint insurance fund, contain certain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a FUND;
WHEREAS, the governing body of the Township of Middle, hereinafter referred to as "LOCAL UNIT" has determined that membership in the FUND is in the best interest of the LOCAL UNIT
NOW, THEREFORE, BE IT RESOLVED that the governing body of the LOCAL UNIT hereby agrees as follows:
i.Become a member of the FUND for the period outlined in the LOCAL UNIT's Indemnity and Trust Agreements.
ii.Will participate in the following type (s) of coverage (s):
a.) Health Insurance as defined pursuant to N.J.S.A. 17B:17-4, the FUND's Bylaws, and Plan of Risk Management.
iii.Adopts and approves the FUND's Bylaws.
iv.Execute an application for membership and any accompanying certifications.
BE IT FURTHER RESOLVED, that the governing body of the LOCAL UNIT is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the FUND as required by the FUND's Bylaws, and to deliver these documents to the FUND's Executive Director with the express reservation that these documents shall become effective only upon:
i.Approval of the LOCAL UNIT by the FUND.
ii.Receipt from the LOCAL UNIT of a Resolution accepting assessment.
iii.Approval by the New Jersey Department of Insurance and Department of Community Affairs.

17. RESOLUTION 528-17 – REFUND OF TAXES – On motion by Committeeman Donohue seconded by Mayor Clark and passed on roll call, the following resolution was adopted.
WHEREAS, a refund is due to Veteran deduction in the amount of $1,293.68 as Mr. Louderback qualified for 100% tax exemption as of October 11, 2017, and
WHEREAS, the total amount of taxes were paid for 2017 at the time the deduction was granted therefore creating an overpayment in the amount listed below:

ACCT	BLOCK	LOT	OWNER/LOCATION	2017
18309	1410.01	11.02	Louderback, David W & Jeanann 928 Route 47 South Cape May, New Jersey 08204 Property Location: 928 Route 47 South	$1,293.68

BE IT RESOLVED by the Township Committee of the Township of Middle, County of Cape May, 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.

18. RESOLUTION 529-17 – CANCELLATION OF TAXES – On motion by Committeeman Donohue seconded by Mayor Clark and passed on roll call, the following resolution was adopted.
WHEREAS, the following cancellation of taxes requires as properties are tax exempt:

ACCT	BLOCK	LOT	OWNER/LOCATION	2017	2018
18309	1410.01	11.02	Louderback, David W Property location: 928 Rte 47 S	$1,293.68	$2,947.46

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Middle, County of Cape May, State of New Jersey that the properties listed above are hereby tax exempt.

19. RESOLUTION 530-17 – RELEASE OF VEHICLE TITLE – On motion by Committeeman Donohue seconded by Mayor Clark and passed on roll call, the following resolution was adopted.
WHEREAS, the Township has one (1) police vehicle that has been removed from active inventory due to irreparable damage, and
WHEREAS, the Township mechanics have salvaged all useable parts from the vehicle and are further requesting the release of the vehicle title so the remainder of the vehicle may be junked.
NOW THEREFORE BE IT RESOLVED, by the Township Committee, of the Township of Middle, County of Cape May, New Jersey that the title for the following vehicle is hereby released in preparation towards disposition of their remains:
09-D 2009 Ford Crown Victoria VIN #2FAHP71V09X139910

20. RESOLUTION 531-17 – EMERGENCY APPROPRIATION – CMC MUA BILLING ADJUSTMENT – On motion by Committeeman Donohue seconded by Mayor Clark and passed on roll call, the following resolution was adopted.
WHEREAS, an emergency has arisen with respect to unanticipated expense due to Cape May County MUA prior year adjustment billings occurring from reconciliation of actual flows versus audited revenues and expenditures and, no adequate provision was made in the 2017 budget for the aforesaid purpose, and N.J.S.A.40A-4-46 provides for the creation on an emergency appropriation for the purpose mentioned above, and
WHEREAS, the total amount of the emergency appropriations created, including the appropriation to be created by this resolution is $170,200.00 and three (3) percent of the total operating appropriations in the budget for 2017 is $764,614.75 and
WHEREAS, the foregoing appropriation together with prior appropriations does not exceed three (3) percent of the total operating appropriations (including utility operation appropriations) in the budget for 2017,
NOW, THEREFORE, BE IT RESOLVED, by not less than 2/3 of all governing body members affirmatively concurring, that in accordance with N.J.S.A. 40A:4-48:
    1. An emergency appropriation is hereby made for CMCMUA User Charge in the amount of $170,200.00.
    2. That said emergency appropriation shall be provided for in full in the 2018 budget, and is requested to be excluded from CAPS, pursuant to N.J.S.A. 40A:4-53.3c(1).
    3. That two (2) certified copies of this resolution be filed with the Director of the Division of Local Government Services.

21. **TABLED** RESOLUTION 532-17 THROUGH 533-17– CHANGE ORDER (ITEMS A THROUGH B) – On motion by seconded by and passed on roll call, the following resolution was adopted.

22. RESOLUTION 534-17 – AMENDING FAIR AND OPEN CONTACT FOR ENGINEERING SERVICES – REMINGTON, VERNICK & WALBERG ENGINEERS – I&I STUDY – 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 Remington, Vernick & Walberg Engineers shall provide engineering, contract administration and management services for the following:

Remington, Vernick & Walberg Engineers
I&I Study
Not to Exceed $19,500.00

23. RESOLUTION 535-17 – AWARD OF BID – JANITORIAL SERVICES CY2018 – On motion by Committeeman Donohue seconded by Mayor Clark and passed on roll call, the following resolution was adopted.
WHEREAS, it has been deemed necessary and desirable to solicit bids for Janitorial Services for various township buildings/locations; and
WHEREAS, sealed bids were received on December 5, 2017; 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 Janitorial Services be and hereby is awarded to:

CNS Cleaning Co., Inc. – 2018 Price $46,280.00
Base + Alt. Bid (Windows)

FURTHER BE IT RESOLVED, that this award is conditioned upon certification of availability of funds.
*Contract period shall be for a period of twelve months, with one (1) twelve month extensions at the discretion of the Township Committee.

24. RESOLUTION 536-17 – AWARD CONTRACT AND RATIFY AGREEMENT THROUGH NON-FAIR AND OPEN PROCESS – ENGINEERING DESIGN ASSOCIATES – MIDDLE TOWNSHIP RE-DEVELOPMENT PLAN – 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 Agreement between Engineering Design Associates 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.

Engineering Design Associates
Engineering Services – Middle Township Re-Development Plan
Not to Exceed $4,500.00

25. RESOLUTION 537-17 – AUTHORIZING CONTRACT THROUGH THE CAPE MAY COUNTY CO-OP – On motion by Committeeman Donohue seconded by Mayor Clark and passed on roll call, the following resolution was adopted.
WHEREAS, the Township of Middle wishes to enter into an agreement under the Cape May County Co-Op, specifically Contract # 2016Spec41a, with Rutala Associates for CRS Consulting Services as well as an Energy Savings Improvement Plan; and

WHEREAS, the Chief Financial Officer has certified that funds will be made available in the 2017 budget for a total of $25, 000.00, and the line item appropriations to be charged are 7-01-20-100-100-200 and 7-01-20-130-130-200; and
WHEREAS, the Township is authorized to make purchases through cooperative and State contracts pursuant to N.J.S.A. 40A:11-10 and –12; and
NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Middle that the Purchasing Agent be authorized to issue purchase orders to Rutala Associates as indicated above.

26. PUBLIC COMMENT:

Stan Donegar, Rio Grande:
- Compared electric bill with that of the Schools; Township not alone in management of electrical costs.

Elizabeth Terenik:
- Commented on last work session; energy consultant presentation.
- Contract awarded for energy audit.

Ed Dillio, Cape May Court House:
- Asked if the Township has looked into putting a roof over the parking lot.

Elizabeth Terenik:
- Spoke to energy audit in 2012; recommendation was a roof with solar panels.

Committeeman Donohue:
- Discussed cost and use of parking lot for other events.
- Large use of solar only works if the government subsidies; no market stability.

Mayor Clark:
- Spoke of his personal experience with solar panels on his home; $4.00 electric bill; panels are leased.

COMMITTEE COMMENTS:

Frank Corrado:
- Discussed permanent junction to close property down in Grassy Sounds until septic problem is solved.

Committeeman Donohue:
- Wished everyone a happy holiday and new year; thanked public for attendance.
- Last meeting of 2nd term of office; thanked all employees, professionals and committee.
- Spoke of Clerk's office and Chief of Police; pleasure to work with all.
- Mentioned Reorg meeting to be held on January 1 at noon; swearing in of Mayor and Deputy Mayor.

Mayor Clark:
- Also wished all a happy holiday and new year.
- Discussed award of grant through Small Cities for Avalon Manor Fishing Pier; $257,388.00.
- Also awarded $110,000.00 through Small Cities for home rehab program.
- Announced top dog winner "Rozzie" owned by Bobby Digilio; 6-year-old Jack Russell.
- Thanked Animal Advisory Board.
- Spoke of Committeeman DeVico being stuck in Atlanta; provided some comments on his behalf.
- Thanked everyone for attendance; excited to have Elizabeth.
- Also thanked Frank Corrado and all employees.

Motion to adjourn meeting – 6:25pm
1st: Committeeman Donohue 2nd: Mayor Clark
Pass on Roll Call: Committeeman Donohue, Mayor Clark

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Kimberly D. Krauss, Township Clerk

Minutes prepared by Andrea N. Bruno, Deputy Township Clerk