A Workshop Meeting of the Township Committee of Middletown Township was held in the Conference Room at Town Hall, One Kings Highway, Middletown, New Jersey at 8:00 p.m. on December 3, 2018.

Township Clerk Heidi Brunt called the meeting to order and read the following notice:

The Notice Requirements provided for in the Open Public Meetings Act have been satisfied. Notice of this meeting was properly given by transmission to The Star Ledger, The Independent and Two River Times and by posting at the Middletown Township Municipal Building and filing with the Township Clerk all on January 18, 2018.

Roll Call Vote: Present: Fiore, Hibell, Perry, Snell, Mayor Settembrino
Absent: None

Also present were Township Administrator Anthony Mercantante, Township Attorney Brian Nelson, Township Clerk Heidi Brunt, Township Engineer Ted Maloney, Chief Financial Officer Colleen Lapp and Tax Assessor Alex Worth.

PLEDGE OF ALLEGIANCE

Township Clerk Brunt led the assembly in the Pledge of Allegiance.

Township Clerk Brunt requested a moment of silence to honor the troops serving worldwide defending our freedoms and way of life.

PRESENTATION

Presentation Tax Assessor on the Annual Assessment Process

Tax Assessor Alex Worth gave a presentation stating that the annual assessment process is complete and assessments are done first then the tax rate is established. He discussed the process and net valuation of the town, and the establishment of the tax rate. He encouraged tax payers to visit him in the office and review the property record card prior to the appeal process. The market value is based on sales in the direct market area. All properties are reassessed every year.

PUBLIC HEARING OF PROPOSED ORDINANCES

Township Clerk read the following Ordinance by title:

Ordinance 2018-3243 - Ordinance Establishing Township Funded Death Benefit Incentive for Volunteer Firefighters and Emergency Medical Services Members

Mayor Settembrino opened the meeting for public comments.

Hearing no comments from the public it was moved by Mayor Settembrino, seconded by Committeeman Perry to close the public hearing and carried to adopt this ordinance on second and final reading.

Roll Call Vote: Ayes: Fiore, Hibell, Perry, Snell, Mayor Settembrino
Nays: None
Abstention: None
Absent: None

Township Clerk Heidi Brunt stated motion carried to adopt this ordinance on second and final reading.

Township Clerk read the following Ordinance by title:

Ordinance 2018-3241 - Ordinance Adopting Policy Regarding Property Tax Exemptions for 100% Disabled Veterans

Mayor Settembrino opened the meeting for public comments.

Hearing no comments from the public it was moved by Mayor Settembrino, seconded by Committeeman Perry to close the public hearing and carried to adopt this ordinance on second and final reading.

Roll Call Vote: Ayes: Fiore, Hibell, Perry, Snell, Mayor Settembrino
Nays: None
Abstention: None
Absent: None

Township Clerk Heidi Brunt stated motion carried to adopt this ordinance on second and final reading.

INTRODUCTION OF PROPOSED ORDINANCES

None

CONSENT AGENDA

Township Clerk Brunt requested a motion to adopt a consent agenda including Resolutions 18-253 through 18-262.

It was moved by Mayor Settembrino, seconded by Committeeman Perry and carried to adopt the consent agenda:

Roll Call Vote: Ayes: Fiore, Hibell, Perry, Snell, Mayor Settembrino
Nays: None
Abstention: None
Absent: None

Clerk Brunt stated the motion carried to adopt the consent agenda.

Resolution 18-253 - Resolution of the Township Committee of the Township of Middletown, New Jersey Authorizing Change Order No 3 for The Stevenson Park Road Bridge Over Jumping Brook

BE IT RESOLVED by the Township Committee of the Township of Middletown, County of Monmouth, State of New Jersey, as follows:

STEVENSON PARK ROAD BRIDGE OVER JUMPING BROOK NO 3.

DESCRIPTION OF CHANGE:

EXTRAS: **Various Items are reduced to reflect as built quantities**

SUPPLEMENTARY: **-None**

REDUCTIONS: **Various Items are reduced to reflect as built quantities**

	ADDITIONAL	REDUCTION
Total reductions this CO		$60,118.25
Total extras this CO	$24,824.28	
Total Supplementary this CO	$0.00	
Total this CO	$28,824.28	$60,118.25
Net change this CO		$35,839.97
Previous Change Orders	$18,259.14	$0.00
Total Change Orders to Date	$43,083.42	$60,118.25
Net Change in Contract		$17,034.83
Original Contract Amount		$1,194,194.00
Change Orders to Date		-$17,034.83
Revised Contract Price		$1,177,159.17

be and the same is hereby ratified and confirmed.

BE IT FURTHER RESOLVED, The Township Clerk shall send a certified copy of this resolution to the following:

a. Purchasing
b. Joseph E. Maloney, PE – Township Engineer
c. T&M Associates
d. Lucas Construction Group, Inc.

Resolution 18-254 – **Resolution Authorizing Payment of Bills for December 3, 2018**
The Township Committee hereby approves a Resolution for payment of bills for December 3, 2018 in the amount of $3,886,704.16

Resolution 18-255 - **Resolution Approving Amendment to Agreement with The National Park Service to Provide Various Inspections Within the Fort Hancock Landmark District on Sandy Hook**

WHEREAS, the United States Department of the Interior, National Park Service ("NPS"), owns and operates the Gateway National Recreation Area, commonly known as Sandy Hook, located in the Township of Middletown ("Middletown"); and

WHEREAS, pursuant to Resolution 16-143, on May 16, 2016, the Township Committee approved entry into a shared services agreement with NPS (the "Agreement"), whereby the Township would conduct building and fire code inspections and permitting-related services in the Fort Hancock Landmark District of Sandy Hook, pursuant to a fee schedule paid by applicants seeking approvals, for a five year period; and

WHEREAS, NPS and Middletown seek to amend the Agreement to incorporate fire marshal inspection and oversight services to the responsibilities covered by the same.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Middletown in the County of Monmouth, State of New Jersey that it hereby authorizes and directs the Mayor to execute an amendment to the Agreement with NPS in the form attached hereto and made part hereof for Middletown to additionally conduct fire marshal inspection and oversight services, consistent with the foregoing

Resolution 18-256 - **Resolution Authorizing the Award of Contract for A 2019 or Newer Ford 450 Series Adult Mini Bus**

WHEREAS, bids were received on November 20, 2018; and

WHEREAS, three (3) bids were picked up by vendors, and one (1)

Responsive Bid was received as follows:

VENDOR	AMOUNT
1. Alliance Bus Group Inc. 51 Kero Road Carlstadt, NJ 07072	$77,037.00

Bids were advertised as per N.J. State Statutes and affidavit of Publication is on file in the Office of the Township Clerk.

Alliance Bus Group Inc., 51 Kero Road, Carlstadt, NJ 07072 shall Furnish and Deliver the following as per Bid Proposal & Specifications & Covenants thereof dated November 20, 2018. said bidder being the Lowest Responsible Bidder.

DESCRIPTION	**VENDOR**
Provide a 2019 or Newer Ford 450 Series CNG Adult Mini Bus For the Recreation Department Senior Center	Alliance Bus Group, Inc. 51 Kero Road Carlstadt, NJ 07072

Whereas, bids have been reviewed by the Purchasing Agent and Director of Public Works and it is his recommendation that the contract be awarded to Alliance Bus Group, Inc., 51 Kero Road, Carlstadt, NJ 07072 in the amount of: $77,037.00 for a 2019 or Newer Ford 450 Series CNG Adult Mini Bus.

NOW THEREFORE BE IT RESOLVED, Township Committee of the Township of Middletown, County of Monmouth, State of New Jersey as follows:

> It hereby awards the contract for "2017 or Newer Ford 450 Series CNG Adult Mini Bus" to Alliance Bus Group, Inc. 51 Kero Road, Carlstadt, NJ 07072 in the amount of: $77,037.00.20.

BE IT FURTHER RESOLVED, this contract is awarded pursuant to a Fair and

Open Process in accordance with N.J.S.A. 19:44A-20-5 et seq.

WHEREAS, THE Chief Financial Officer certifies that funds are currently available and are designated to line item appropriation of the official budget no. see below. A copy of said certification is attached hereto and made part hereof and the funds to be expended herein are assigned to line item no. see below. A copy of the within resolution and certification shall be certified by the Township Clerk. The Township Attorney is satisfied that the certification of availability of funds has been provided and a copy of the within resolution shall be made a part of the file concerning said resolution and appointment.

G-02-40-700-565-018 - $24,949.00

C-04-55-914-111-005 - $21,675.00

C-04-55-916-178-200 - $30,413.00

A certified copy of this resolution shall be provided by the Office of the Township Clerk to each of the following:

A) Purchasing Agent
B) Chief Financial Officer
C) Ted Maloney, Director of Public Works
D) All of the above Bidders

Resolution 18-257 - Resolution Authorizing a Chapter 159 Additional Item of Funding in the 2018 Budget – "Child Passenger Safety Seat Program"

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of an item of appropriation for an equal amount, and

WHEREAS, the Township of Middletown has received a $14,400.00 grant from The State of New Jersey for the Child Passenger Safety grant and wishes to amend its 2018 budget to include this amount as revenue, and

NOW THEREFORE BE IT RESOLVED, that the Township Committee of Middletown Township, New Jersey hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the 2018 budget in the sum of $14,400.00 which is now available as revenue from:

The State of New Jersey
"Child Passenger Safety Seat Program"

BE IT FURTHER RESOLVED that a sum of $14,400.00 be and the same is hereby appropriated under the caption of:

General Appropriations
Operations Excluded from the 3.5 % CAPS
The State of New Jersey
Child Passenger Safety Seat Program

BE IT FURTHER RESOLVED, that the Chief Financial Officer forward a copy of this resolution to the Director of Local Government Services

Resolution 18-258 - Resolution Authorizing a Chapter 159 Additional Item of Funding in the 2018 Budget – 2018-2019 Bayshore Saturation DWI Enforcement Grant

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the

budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of an item of appropriation for an equal amount, and

WHEREAS, the Township of Middletown has received a $16,500.00 grant from the NJ Dept. of Law and Public Safety, Division of Highway Traffic Safety and wishes to amend its 2018 budget to include this amount as revenue, and

NOW THEREFORE BE IT RESOLVED, that the Township Committee of Middletown Township, New Jersey hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the 2018 budget in the sum of $16,500.00 which is now available as revenue under Special Item of Revenue Anticipated With Prior Written Consent of the Director of Local Government Services – Public and Private Revenues Offset with Appropriations:

NJ Dept. of Law and Public Safety, Division of Highway Safety

"Bayshore Saturation DWI Enforcement Detail"

BE IT FURTHER RESOLVED that a sum of $16,500.00 is hereby appropriated under the caption of General Appropriations – Operations Excluded from "CAPS":

NJ Dept. of Law and Public Safety, Division of Highway Safety

"Bayshore Saturation DWI Enforcement Detail"

BE IT FURTHER RESOLVED, that the Chief Financial Officer forward a copy of this resolution to the Director of Local Government Services.

Resolution 18-259 - Resolution Authorizing a Chapter 159 Additional Item of Funding in the 2018 Budget - FEMA Hazard Mitigation Grant Program Port Monmouth Flood Control (CFDA#97.039)

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of an item of appropriation for an equal amount, and

WHEREAS, the Township of Middletown has received a $153,000.00 Hazard Mitigation Grant from FEMA for the Port Monmouth Flood Control Project and wishes to amend its 2018 budget to include this amount as revenue, and

WHEREAS, a condition of receiving the grant is that the Township of Middletown must provide a match of $98,767.00, and

WHEREAS, sufficient funding for this match is available in the 2017 Capital Account line item,

C-04-55-917-188-004 – Port Monmouth Flood Control, and

WHEREAS, the Port Monmouth Flood Control Project is designed for the installation of drainage pipe to provide underground storage of rainwater runoff to reduce /eliminate flooding in the Port Monmouth section of Middletown Township and,
NOW THEREFORE BE IT RESOLVED, that the Township Committee of Middletown Township, New Jersey hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the 2018 budget in the sum of $153,000.00 which is now available as revenue from:

The FEMA Hazard Mitigation Grant Program,
Port Monmouth Flood Control Project and,

BE IT FURTHER RESOLVED that a sum of $153,000.00 be and the same is hereby appropriated under the caption of:

General Appropriations Operations
Excluded from the 3.5 % CAPS
FEMA Hazard Mitigation Program

BE IT FURTHER RESOLVED, that the Chief Financial Officer will forward this resolution to the Director of Local Government Services.

Resolution 18-260 - Resolution Reducing the Performance Guarantee for L&S Builders, 34 Sycamore Avenue, Block 76 Lot 12

WHEREAS, the developer of the site known as 34 Sycamore Avenue, Block 76, Lot 12 had posted with the Township a Performance Guarantee in the form of a cash bond in the amount of $10,230.00; and

WHEREAS, the developer has requested a reduction of said Performance Guarantee; and

WHEREAS, the Township Engineer, Joseph E. Maloney, PE, as set forth in his letter of November 13, 2018, indicates he has inspected the premises and has recommended

that the performance guarantee in the form of a cash bond in the amount of $10,230.00 be reduced as follows:

Performance Guarantee	**$ 10,230.00**
Reduced Bond Amount	$ 9,230.00
Cash to Remain on Deposit	**$ 1,000.00**

WHEREAS, the Township Committee agrees with said recommendation.

NOW, THEREFORE, BE IT RESOLVED by the Middletown Township Committee that the Performance Guarantee be reduced.

A certified copy of this resolution shall be provided by the Office of the Township Clerk to the following:

a. Joseph E. Maloney, Township Engineer
b. Joe Kachinsky, Township Construction Official
c. Heidi Brunt, Township Clerk
Township of Middletown
One Kings Highway
Middletown, NJ 07748-2085

Resolution 18-261 - Resolution Of The Township Committee of the Township of Middletown, New Jersey Authorizing Change Order No. 1 for Pavilion Structure With Green Roof at Poricy Park

BE IT RESOLVED by the Township Committee of the Township of Middletown, County of Monmouth, State of New Jersey, as follows:

PAVILION STRUCTURE WITH GREEN ROOF AT PORICY PARK - CHANGE ORDER NO. 1

DESCRIPTION OF CHANGE:

REDUCTIONS: **- NONE -**

EXTRAS: **E-1** **Provide two additional electrical cutouts in column posts of pavilion structure**

SUPPLEMENTARY: **- NONE -**

	ADDITIONAL	REDUCTION
Total reductions this CO	XXXX	XXXX
Total extras this CO	$ 200.00	XXXX
Total Supplementary this CO	XXXX	XXXX
Total this CO	$ 200.00	$0.00
Net change this CO	+$ 200.00	
Previous Change Orders	+$ 0.00	
Total Change Orders to Date	+$ 200.00	
Net Change in Contract	+$ 200.00	
Original Contract Amount	$ 99,000.00	
Change Orders to Date	+$ 200.00	
Revised Contract Price	$ 99,200.00	

be and the same is hereby ratified and confirmed.

BE IT FURTHER RESOLVED, The Township Clerk shall send a certified copy of this resolution to the following:

a. Purchasing
b. Joseph E. Maloney, PE – Township Engineer
c. Janet Dellet – Township Director of Recreation
d. Whirl Construction, Inc.

Resolution 18-262 - Resolution Accepting Deed Of Open Space Easement Upon Part Of Block 729, Lot 16.02 (Conifer Tract)

WHEREAS, as part of the long completed Conifer Village development, the Township was able to acquire a portion of the parcel to be preserved as open space to be used for recreational purposes consisting of approximately 11.5 acres; and

WHEREAS, the Township is eligible for the receipt of grant funds on this acquisition and for recreational improvements made on the site pending the encumbrance of the property with a Deed of Open Space Easement with the County of Monmouth.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Middletown in the County of Monmouth, State of New Jersey that it hereby accepts and authorizes the execution of an Open Space Deed of Easement upon part of Block 729, Lot 16.02 within the Township of Middletown in the form attached hereto and made part hereof.

BE IT FURTHER RESOLVED that the Mayor, Township Administrator and Township Engineer are hereby authorized and directed to execute the Deed of Open Space Easement and associated instruments that may be required to perfect the same.

DISCUSSION ITEMS FOR December 3, 2018

a. Best Practices Checklist
b. 2019 Action Plan for the Township's CDBG Program
c. 2019 Certified Local Government Grant for the Preparation of a National Register Nomination for Poricy Park
d. Summer Camp and Gym Rental Fees
e. Acquisition of an Ambulance for the Lincroft First Aid through the National Co-op HGAC
f. Alteration to Animal Shelter

Best Practice Checklist – CFO Colleen Lapp discussed the various checklist items and the submission was sent to the State. She discussed the 93% score and State Aid will be given.

2019 Action Plan CDBG Program – On hold per Township Administrator Anthony Mercantante. Applying for a National Register for Poricy Park.

Summer Camp and Gym Rental – Recreation Director Janet Dellett discussed modification to the fees for the gym rental. She discussed the summer camp fees have not been raised since 2016 with an effort to keep the fees low with incentives like sibling discounts.

Animal Shelter – Township Engineer Ted Maloney discussed the modification to the Health Department for the animal shelter. The interior of the building will be renovated.

TOWNSHIP COMMITTEE COMMENTS:

None

PUBLIC COMMENTS:

Steve O'Malley, 4 Indian Terrace, commented Indian Terrace has not been paved for 50 years. He is requesting paving of the roadway. Township Engineer Ted Maloney discussed the process with the County shared service. Estimates were received in 2017 and a survey was done for Grand Tour and Indian Terrace. County could not get to the project this year but will be done in the spring.

Tom Gaffney, Grand Tour, Locust, discussed the topography of the road and Indian Terrace and is questioning the drainage. He requested the project be done in the beginning of the year. Mayor Settembrino confirmed the project type with Ted Maloney and drainage issues will be reviewed.

Marie Larusso, 6 Grand Tour, discussed the various use of the area roads in Hartshorne woods area and discussed safety issues on Grand Tour and Indian Terrace. Mayor Settembrino thanked the residents for their comments and said the project will be moving forward between March and May of 2019. Deputy Mayor Fiore commented that we will be moving forward and will continue to follow up and that roads are a priority.

Barrett Theil, Quince Court, discussed the deed to open space easement for Conifer Tract. He asked what is the difference with the conservation easement and the open space. He is requesting a decision to make a conservation easement on Stevenson Park.

Don Watson, 1 Collinson Drive, question what portion did we acquire? Township Administrator Anthony Mercantante responded this is not a new acquisition this open space easement is a condition of the grant. Don Watson requested the amount of field use. Anthony Mercantante responded the DEP eliminated soccer field.

Steve O'Malley, 4 Indian Terrace, asked what is the price difference between contractor and shared service. Township Engineer Ted Maloney responded it's 1/3 the cost. Township Administrator Anthony Mercantante discussed the use of private vs County shared service.

Dora Christofili, 107 Melrose Place, commented Tindall Road is in bad shape due to traffic.

Leo Christofili, Shady Oaks, discussed the athletic field fees. He requested clarification on registration fees vs permit fees for athletic teams. He objects to fields at Stevenson Park. Deputy Mayor Fiore responded there are not profit or professional academy for soccer in Middletown. Monmouth United Soccer Club (MUSC) is a program 80% children. He explained the various soccer clubs and discussed the registration fees vs permit fees.

ADJOURNMENT

It was moved by Mayor Settembrino, seconded by Deputy Mayor Fiore and carried to adjourn at 9:10 pm.

Roll Call Vote: Ayes: Fiore, Hibell, Perry, Snell, Mayor Settembrino
Nays: None
Abstention: None
Absent: None

Clerk Brunt stated motion carried to adjourn.

Respectfully submitted,

_____
Heidi R Brunt
Township Clerk

Approved:

_____
Kevin M Settembrino, Mayor