

**MAURICE RIVER TOWNSHIP
BILL & AGENDA REVIEW MEETING
Monday, December 17, 2012– 7:30 P.M.**

This meeting has been advertised in accordance with the statutes of the State of New Jersey.

Call to Order

Pledge of Allegiance led by Mayor Ireland

Roll Call

A. Presentations

1. Gordon Gross, OEM Coordinator

B. CMFO Report

C. Discussion Items

1. Public Sale - Equipment
2. Salloway Property Demolition
3. Review of RFP's Professional Services
4. FEMA Mitigation Grant
5. Matts Landing Bike Path Phase 2
6. Partnership for Delaware Estuary Project Submission – Matts Landing Living Shoreline
7. Personnel

D. Misc. Report of Operations

1. Township Committee Concerns

E. Review of Agenda for December 20, 2012

F. Public Comment

G. Review of Bills

H. Adjournment

**Monday, December 17, 2012, 7:30 P.M.
Bill Review & Agenda Meeting**

PRESENT: Kathy Ireland, Mayor
Andrew Sarclette, Deputy Mayor
Frank DiDomenico, Solicitor
Allen Foster, CMFO
Linda L. Costello, Acting Municipal Clerk

This meeting has been advertised in accordance with the statutes of the State of New Jersey.

ROLL CALL: Mrs. Ireland, present
Mr. Sarclette, present
Mr. Langley, absent

Mayor Ireland called the meeting to order; the Pledge of Allegiance followed.

Presentations

Gordon Gross, OEM Coordinator, advised the narrow banding transition went smoothly and radio coverage was never lost. The base radio is not programmable and a replacement has been ordered.

Mr. Gross advised \$13,732.80 will be received from FEMA for the June storm. Reports have been submitted for Hurricane Sandy reflecting a total of \$69,000.00 in storm related expenses. He anticipates reimbursement in the amount of \$38,740.00. The figures do not include any work related to the NJDEP dike repairs.

Mr. Gross advised a grant opportunity from the NJ State Forest Fire Service will yield the Township \$5,000.00 worth of equipment if the Township adopts a Community Wildfire Plan and holds a local drill. The grant application has preliminary approval and is ready to go.

Mr. Gross advised there is a meeting on Friday regarding FEMA Mitigation Grant opportunities with 25% matching funds required. He advised the Township is included in the County high hazard plan. Mr. Gross also advised generators may be included in the municipality's letter of interest. He also stated the NJDEP dike and county roads are listed in the County Multi-Jurisdictional Plan. Mayor Ireland suggested contacting Tiffany Cuvillo to prepare the grant.

Mr. Gross advised he visited the school and was updated on a few personnel changes. He complimented the installation of the new surveillance system. A table top drill will be held at the school.

Chief Municipal Finance Officer Report

Mr. Foster advised a budget status report and cash receipts report were provided to the Township Committee. The report includes all funds for all departments.

Mr. Foster advised he successfully completed the first qualified purchasing agent class and will be starting the second class which costs \$980.00. Mr. Sarclette made a motion to approved payment of tuition in the amount of \$980.00 for Allen Foster to attend the second purchasing agent certification class. Motion seconded by Mrs. Ireland.

Roll Call: Ayes – Sarclette, Ireland Nays – None Abstentions – None

Discussion Items:

1. Public Sale of Equipment – Mrs. Costello advised bids received on the two remaining items did not meet the reserve amount for the second time. Mr. Sarclette suggested holding a local public sale and including a few other items which are currently being stored.
2. Salloway Property Demolition – Mrs. Costello advised the C.C.I.A. has been contacted and they will be scheduling an inspection of the property.
3. Review of RFP's for 2013 Professional Services Contracts – Mr. DiDomenico reported request for proposals have been solicited for fourteen positions. Mr. DiDomenico advised that the Township Committee is not required to accept the low bidder; however, due to the transition aid memorandum of understanding they must solicit quotes through the RFP procedure.

Mr. DiDomenico reviewed his report dated December 11, 2012 regarding submitted RFP's for the respective positions.

Water Testing and Well Monitoring Laboratory:
QC Laboratories. The bid was for a flat one (1) year fee of \$3,886.50.

Insurance Broker of Record:
The Mints Insurance Agency was the only bidder. The bid packet did indicate that there would be no cost to the Township and all fees paid to Mints Insurance Agency would be paid by the insurance carriers.

HVAC Building Maintenance Specialist:
CM3 Building Solutions, Inc. The bid was in the sum of \$7,272.00 for one (1) year.

In Rem Foreclosure Solicitor:
Seeley Law Office, LLC. The proposal is \$450.00 for a tax certificate redeemed

prior to institution of a complaint; \$500.00 if the tax certificate is redeemed after the filing of the complaint or prior to final judgment and \$650.00 for an unredeemed Tax Sale Certificate which is made a part of the final judgment.

Ambulance Service:

Millville Rescue Squad. The bid was for \$24,500.00 for one (1) year however only for the northern sector of Maurice River Township.

Belleplaine Emergency Corp, Inc. also submitted a bid for the south portion of the Township only, in the amount of \$22,500.00.

Animal Shelter:

RS Animal Shelter, Inc. The bid was for \$300.00 per month for any stray animals sheltered for a minimum of seven (7) days. Additionally, \$50.00 for any unclaimed quarantined animals held for the mandatory ten (10) day period. Additionally there would be a \$10.00 disposal fee for any wild animal.

Animal Control:

Ronald L. Sutton quoted \$950.00 per month.

Land Use Board Solicitor:

Michael E. Benson, Esquire. Mr. Benson indicated that his fee was "the same as in 2012".

Municipal Court Public Defender:

Stephen P. Kernan, Esquire. Proposal of \$1,050.00 per quarter based on one (1) Court session per month and \$125.00 per hour for any special Court sessions.

Auditor:

Nightlinger, Colavita & Volpa submitted a proposal for \$31,118.00 for assistance with preparation of the 2013 budget; preparation of Annual Debt Statement as of December 31, 2012; assistance with preparation of audit to the Annual Financial Statement as of December 31, 2012; preparation and analysis of Tax Verification Notices and preparing audits for the year ending December 31, 2012.

Ford-Scott also submitted a bid proposal in the amount of \$20,000.00 for the audit for the year ending December 31, 2012.

Municipal Court Prosecutor:

Edward F. Duffy submitted a proposal \$992.22 per month which would include twenty-four (24) court sessions and six (6) special court sessions.

Raymond J. Zane submitted a proposal based on a fee schedule of \$135.00 for meetings, office conferences, litigation, research, phone conference, etc.; \$150.00 for meetings with State agencies, bond counsel or special litigation counsel "to mention a few" and regularly scheduled governing body meetings at \$135.00 per hour with a minimum of one (1) hour billable and reimbursement for all related out-of-pocket expenses.

Lauren Van Embden submitted a bid to serve as conflict solicitor at the same rate as given to the Municipal Prosecutor.

Planner:

Nicholas A. Graviano quoted \$75.00 per hour.

Tiffany A. CuvIELlo quoted \$95.00 per hour.

Karabashian Eddington submitted a bid of \$115.00 per hour.

Surveyor:

Battistini Consulting Services quoted \$120.00 per hour for services of a licensed surveyor together with a fee schedule.

Fralinger Engineering submitted a quote of \$130.00 per hour for a licensed surveyor together with a fee schedule.

Schaeffer Nassar Scheidegg a quote of \$110.00 per hour together with a fee schedule.

Environmental Consulting/Engineer:

Woodard & Curran quoted hourly rates from \$50.00 to \$250.00 per hour together with time and one-half for overtime and reimbursement for mileage and all expenses.

Fralinger Engineer submitted a quote of \$130.00 per hour together with a fee schedule.

Engineer: Mr. DiDomenico advised the current engineering firm of Dixon Associates has a three-year contract which expires December 31, 2013 and the RFP for Township Engineer was advertised in error. Therefore the proposals received were not opened and should be returned.

Township Solicitor: Mrs. Costello advised there were two proposals submitted. Frank DiDomenico submitted a proposal in the amount of \$11,895.00 for attendance at 24 mtgs. plus \$110.00/hr for legal matters.

Raymond J. Zane submitted a proposal based on a fee schedule of \$135.00 for meetings, office conferences, litigation, research, phone conference, etc.; \$150.00 for meetings with State agencies, bond counsel or special litigation counsel "to mention a few" and regularly scheduled governing body meetings at \$135.00 per hour with a minimum of one (1) hour billable and reimbursement for all related out-of-pocket expenses.

After discussion it was determined the positions of Surveyor and Environmental Consulting/Engineer will be rebid. The proposals for the position of Auditor must be reviewed by a committee including the liaison from NJDCA. For all other positions, reappointment of 2012 professional services contractors will be recommended pending NJDCA review.

Mrs. Costello advised the annual reorganization meeting will be held January 2nd at 6:00 PM. The Land Use Board meeting will follow at 7:30 PM.

4. FEMA Mitigation Grant – Mrs. Ireland attending a meeting at the County OEM office regarding FEMA Mitigation Grants along with Linda Costello and Ben Stowman. Generators for public buildings and shelters, acquisitions of properties, and road improvements can be considered for inclusion in letter of intent which must be submitted no later than February 1st.
5. Matts Landing Bike Path Phase II – Mrs. Ireland advised the project is on hold due to the storm damage.
6. Partnership for Delaware Estuary Project Submission, Matt's Landing Living Shoreline - Mrs. Ireland advised an application has been submitted in the amount of \$10,000.00 for improvements to the bayside of Matt's Landing Dike.
7. Personnel – The need to hire a laborer for the road department was discussed and whether to hire either two part-time or one full-time employee.

Report of Operations

Mrs. Ireland advised the Municipal Alliance Committee has requested installation of lights in the recreation area and at Heislerville playground due to drug activity. Signage indicating hours when the parks are closed was also suggested; closes at dark or dawn to dusk off limits.

Review Of Agenda

The Acting Clerk next reviewed the draft agenda for the upcoming December 20, 2012 meeting.

Public Comment

Mr. Sarclette made a motion to open the public comment session at 8:29 P.M., seconded by Mrs. Ireland.

Roll Call: Ayes –Sarclette, Ireland Nays – None Abstentions – None

Ben Stowman of Heislerville advised he asked the question whether other grants can be used to pay the 25% match on FEMA Mitigation grants and the answer was it depends.

Mr. Sarclette suggested other agencies may be able to pay if doing a project jointly; more information is needed.

Mr. Sarclette made a motion to close the public comment session at 8:32 P.M., seconded by Mrs. Ireland.

Roll Call: Ayes –Sarclette, Ireland Nays – None Abstentions – None

The remainder of the meeting was dedicated to the review of bills for approval at the December 20, 2012 meeting.

Mr. Sarclette made a motion to adjourn, seconded by Mrs. Ireland.

Linda L. Costello, Acting Municipal Clerk