

**MAURICE RIVER TOWNSHIP
BILL & AGENDA REVIEW MEETING
Monday, December 15, 2014– 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 Sarclette

Roll Call

A. Gordon Gross, OEM & HO/ZO Report

Public Hearing for Multi-Jurisdictional Hazard Mitigation Plan of Cumberland County, NJ.

B. Allen Foster, CMFO Report

C. Discussion Items

1. Veterans Vending Park fees.
2. RFP's 2015 Professional Services
3. CM3 – 2015 Heating and Cooling Contract
4. Dorchester Shipyard-Permit for Dry Dock

E. Misc. Report of Operations

F. Township Committee Concerns

G. Review of Agenda for December 18, 2014

H. Public Comment

I. Review of Bills

J. Adjournment

Monday, December 15, 2014, 7:30 P.M.
Bill & Agenda Review Meeting

PRESENT: Patricia Gross, Deputy Mayor
Kathy Ireland, Committeewoman
Frank DiDomenico, Solicitor
Allen Foster, Finance Officer
Linda L. Costello, Acting Municipal Clerk

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

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

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

Report of OEM Coordinator and Housing/Zoning Officer

Gordon Gross asked for follow-up on the following property maintenance issues:

5 Station Road – Mr. DiDomenico advised he received the title search and will send letters to the lienholders and owner of record. Mr. Gross advised this is in the center of town and an on-going problem.

6 Oak Hill Road – Mr. Gross stated the structure is collapsing and the interior has been destroyed. Mr. DiDomenico will start the procedure for an unsafe structure hearing.

11 Broad Street – Mr. Gross advised the owner of record has been to court twice and warrants have been issued. Mr. DiDomenico will send notifications.

Mr. Gross advised a shelter agreement with Red Cross has been signed which will allow for the Municipal Hall to be used as a shelter of last resort. He advised the decision to open the shelter is not determined by the County, rather by the OEM coordinator and highest ranking local government official. Red Cross guarantees to leave the building in better condition than when arrived.

Mr. Gross advised the Municipal Hall is still in the running to receive a generator.

Mr. Gross reported on the proposed installation of a 100' x 71' x 31.5' dry dock at Dorchester Shipyard which will replace two 100 ton railways. He noted the dry dock will actually extend out into the river 100'. The two 100k generators will only be used when the dry dock goes out into the river to pick up a boat and all other times will be connected to electric. He also advised there are units for collecting sand blasting material with storage under a lean-to.

Mr. Gross reported on emergency improvements planned for the Municipal Hall including an air vent in the vault and installations and moving of panic buttons in various offices which will be reprogrammed for identification. He noted there will be three secure locations within the Municipal Hall. Once all updates are made a procedure will be distributed to staff.

Mr. Gross advised he has been made aware of a lot of burglaries in the area.

Public Hearing on Multi-Jurisdictional Hazard Mitigation Plan

Mrs. Ireland made a motion to open the public hearing on the Cumberland County Multi-Jurisdictional Hazard Mitigation Plan at 7:52 p.m., seconded by Mrs. Gross.

Roll Call: Ayes – Ireland, Gross Nays –None

Mr. Gross advised the Mitigation Plan working group did a very good job identifying areas of concern in preparation of extending the five-year plan. Mr. Stowman advised the group took the existing plan and added to it, including several of the designated shoreline protection items, as well as areas of known road flooding issues which are mostly County roads. Mrs. Gross advised a lot of the information was already in the plan but was re-prioritized. It was noted the plan is a living document and will continue to be reviewed and revised. Mr. Gross advised the Mitigation Plan Working Group will be included at LEPC meetings. Mr. Gross stated by having the plan in place the Municipality will be eligible for sources of funding. Mr. Gross advised any comments regarding the plan need to be provided to the County by December 24, 2014. He advised the current plan is still in effect and is valid for another year. At some point next year a resolution will need to be adopted authorizing the revised plan.

There being no public comment Mrs. Gross made a motion to close the public hearing, seconded by Mrs. Ireland.

Roll Call: Ayes – Ireland, Gross Nays –None

Mrs. Gross made a motion authorizing Mr. Gross to submit the revised Multi-Jurisdictional Hazard Mitigation plan as written to the Cumberland County Office of Emergency Management, second by Mrs. Ireland.

Roll Call: Ayes – Ireland, Gross Nays –None

Report of CMFO

Allen Foster provided a budget status report to the Township Committee. He advised no budget transfers are necessary at this time.

Mr. Foster discussed proposed format changes to purchase orders, signature authorizations, detailed bill lists and petty cash options. He also suggested increasing the minimum for seeking quotes to 15% of the bid threshold due to the \$1,000.00 minimum creating an unnecessary burden on staff.

Mr. Foster recommended development of a new website which will provide a lot more flexibility to provide forms, communication with the residents, uploading and updating information by staff, creation of a menu for departments and tailoring the website to our needs. He advised the quote is \$6,000.00 with an annual maintenance fee of \$1,500.00.

Discussion Items

1. Veterans Vending Park Fees.

Mrs. Gross suggested consideration of lower the fees and the making permits valid for one-year.

2. RFP's 2015 Professional Services

Mr. DiDomenico advised he reviewed all RFP's submitted for professional services for 2015 and written reports and recommendations were provided. He noted all respondents are getting better with submitting the required documents.

Mrs. Costello advised the only RFP received for the position of Solicitor was from Mr. DiDomenico. She advised all required documents were provided and there is no increase in cost of services which has remained the same since 2010.

3. CM3 – 2015 Heating and Cooling Contract

Mr. DiDomenico advised he reviewed CM3's contract for 2015 which includes an increase of \$512.00. He noted this contract would be considered a non-fair contract since RFP's were not sought for a heating and cooling specialist for 2015.

4. Dorchester Shipyard-Permit for Dry Dock

This issue was discussed earlier in the meeting; see above.

Misc. Report of Operations

Mr. DiDomenico advised Mrs. Powell of MRTES provided a copy of a recycling contract from CCIA. Mrs. Costello clarified that through the shared service with the School the Township pays the fee and Mrs. Karrer forwarded this to Mrs. Powell to make sure they agree with the terms for handling of recyclables.

Public Comment

Mrs. Gross made a motion to open the public comment session at 9:00 P.M., seconded by Mrs. Ireland.

Roll Call: Ayes – Ireland, Gross Nays –None

Ben Stowman of Delmont advised on progress and areas of interest regarding funding and Bay S.I.P.P. He noted projects will dovetail with County planning.

Mr. Stowman noted that NJSP have not been attending public meetings and asked if there is a reason. Mrs. Gross will contact the Station Commander.

Mrs. Ireland made a motion to close the public comment session at 9:03 p.m., seconded by Mrs. Gross.

Roll Call: Ayes – Ireland, Gross Nays –None

Review of Agenda

The Acting Clerk next reviewed the draft agenda for the upcoming December 18, 2014 meeting.

Review of Bills

The remainder of the meeting was dedicated to the review of bills for approval at the December 18, 2014 meeting.

Adjournment

Mrs. Ireland made a motion to adjourn, seconded by Mrs. Gross.

Linda L. Costello, Acting Municipal Clerk