

MEETING MINUTES

TOWNSHIP OF OCEAN COUNTY OF OCEAN Workshop/BUSINESS MEETING March 27, 2018

Call to Order

ROLL CALL: BAULDERSTONE X LOPARO X COLLAMER X

Flag Salute

STATEMENT: Pursuant to the provisions of the New Jersey Open Public Meeting Act, adequate notice of this meeting was properly provided by sending a copy of the Notice of Meeting to two newspapers, The Asbury Park Press and the Press of Atlantic City. The Notice was posted at the office of the Township Clerk

Workshop Items for Discussion

Board Appointments – Vacant Seats

Discussion of Budget

Special Engineers – Remington & Vernick Engineers - Introduction

PUBLIC PORTION:

Motion to open Public Comment was moved by Deputy Mayor LoParo, seconded by Committeeman Baulderstone.

Roll Call: Baulderstone: Yes, LoParo: Yes, Collamer: Yes

Robert Lange, 2 Shore Drive, discussed the Township reinstating the Certificate of Occupancy (C.O.) requirements. Mr. Lange does not see the necessity of the Township getting in the middle of it. Tenancy Court handles the tenant issues. The State handles the fire issues. Landlords have responsibilities. The tenants have to keep batteries in smoke detectors. The Township going there once a year is not going to change that. Lacey eliminated the C.O. requirement a long time ago and has not had any problems.

Mayor Collamer discussed the situation has already been addressed at the state level with fire safety and fire egresses. Mayor Collamer inquired what level of responsibility does the municipality have, if it was to do the Certificate of Continued Occupancy (C.C.O.) inspections.

Township Attorney Dasti discussed Lacey Township does a certificate of no interest. If the Township wants to put the burden on the Building Department to perform inspections, the inspections have to be done correctly. If there is an issue after an inspection is done, a resident can always file suit.

Deputy Mayor LoParo inquired if there is a level of inspection the Township has to inspect and what is the Township liable for.

Township Attorney Dasti discussed in terms of legal obligations, if the Township Committee wants to incur that obligation, the Township Attorney will send a letter to the Township that lists what the obligations would be of the Construction Department. It is not appropriate for the Township Attorney to list those items during Public Comment.

Committeeman Baulderstone discussed Mr. Lange stated the state performs fire inspections on 100%. That is not quite right.

Mr. Lange discussed it was only 30% up until about two months ago. The state mandated they inspect every resell now. The state checks the carbon monoxide detectors, smoke detectors and makes sure there is a Type II fire extinguisher within 10 feet of the kitchen.

Committeeman Baulderstone inquired if the state does fire inspections on rentals.

Mr. Lange discussed the state only performs fire inspections when you buy a house or anytime the title is transferred. The state also inspects all commercial buildings.

Committeeman Baulderstone discussed there are some residents that have expressed concerns about their landlords.

Mr. Lange discussed that can be addressed at tenancy court.

Motion to close Public Comment was moved by Deputy Mayor LoParo, seconded by Committeeman Baulderstone.

Roll Call: Baulderstone: Yes, LoParo: Yes, Collamer: Yes.

Remington & Vernick Engineers

Remington & Vernick (RVE), distributed the firm's brochure and submission package for Township Engineer. The faces of Remington & Vernick are not the same faces that were with the company five years ago.

Mr. Oris, RVE, discussed he was attending due to Alan Dittenhofer is on vacation and to introduce the members of the Toms River team. Many of the technical expertise personnel serve RVE clients throughout the State of New Jersey and Pennsylvania. RVE has offices in Toms River, Haddonfield, Secaucus and Wildwood. Mr. Oris runs the Wildwood office and is not in the Toms River office and is not necessarily working with clients out of the Toms River office on a day-to-day basis.

Mr. Oris introduced the RVE Toms River team, who is present. Ernie Peters, is one of the main points of contact in the Toms River office. Mr. Peters is a licensed Professional Engineer, Planner and works in many communities in Monmouth and Ocean County. Jay Petrongolo is the Director of Planning. Jay is a PP/AICP and has extensive experience in planning communities like Waretown.

George Hahn works in the RVE Haddonfield office and is one of the water supply experts both on the production side and on the distribution side. RVE has an Operations Division that operates plants. John Meyer will talk about his expertise and how his knowledge works hand-in-hand with design engineers when designing a plant and working to improve a plant or problem solving within a plant.

Ernie Peters, Regional Manager, RVE Toms River, works with Alan Dittenhofer. The day-to-day basis is the Engineer of Record in a number of communities, along the waterfront and in Ocean County. RVE works to take care of the Township's residents. RVE takes pride in being responsive to the needs of the elected officials, the public and the staff.

Mr. Peters discussed the Engineer of Record performs services such as the design of capital projects, road repair, storm drainage and parks or recreation projects. Those projects are taken from the municipalities' idea to ribbon cutting. RVE works with County contacts to help with planning and design phases. The RVE Grants Committee works to get the Township local, county, state or federal funding for all projects. RVE works with residents in building departments from the initial grading or plot plan through the final or as-built Certificate of Occupancy portion of a resident's or developer's project.

Residents also come to the Township with floodplain issues. RVE has a number of floodplain managers on staff that work with residents on a daily basis. The Township of Ocean has a Community Rating System (CRS) rating of 6. There are only two dozen municipalities that have a 6. It takes work to stay at a 6.

RVE has engineers, planners, floodplain managers, landscape designers all located in the Toms River office.

The Township has waterfront development projects such as shoreline protection, docks, boat ramps and CRS that need to be addressed on a daily basis, as well as yearly basis, through capital improvements or through resident permitting.

George Hahn, RVE Water Division, discussed he is licensed in the State of New Jersey and Delaware, and has been with RVE for approximately 8 years, dealing with water and sewer infrastructure, water treatment distribution, water storage tanks, water mains, sizing and modeling the systems, drilling wells and well houses. Treatment includes iron removal, VOC removal, required backwashing, NJ Department of Environmental Protection permits, Notice of Violations and Administrative Consent Orders. Mr. Hahn worked for a different company for 17 years and has a total of 24 years in municipal water treatment. Mr. Hahn also deals with sewer conveyance systems, which are the gravity mains, pump stations, local pump stations, regional pump stations and design.

Joseph (Jay) Petrongolo, discussed he is a licensed Professional Planner and licensed Landscape Architect in the State of New Jersey. Mr. Petrongolo is the RVE Director of Planning and Landscape Architecture. The RVE Planning and Landscape Architecture Division is a full-service division. RVE is expert in Redevelopment Planning, Affordable Housing, ordinance preparation, Master Plan preparation, Master Plan Re-Exams, Planning and Zoning Boards. Mr. Petrongolo has been with the firm since 2000 and has been practicing for 30 years. Before working with RVE, Mr. Petrongolo did private design work.

Deputy Mayor LoParo inquired if RVE is familiar with the tree planting project.

Township Administrator/Clerk Ambrosio discussed the No Net Loss Grant.

Mr. Petrongolo discussed, yes. RVE is handling that with several communities and has also worked with Community Forestry as well. Mr. Petrongolo and one of RVE Landscape Architects are approved to teach the required training courses.

John Meyer, discussed Water Resource Management (WRM), a subsidiary of Remington & Vernick Engineers. Water Resource Management was purchased about 2 years ago by RVE as a complimentary service to the engineering staff. Mr. Meyer distributed brochures to the Township Committee. WRM is specifically in the licensed operations portion. Mr. Meyer is a licensed operator T4, W4, C3, S1 and S2 Operator in the State of New Jersey and has been in the business for over 35 years. Mr. Meyer worked for a municipality before starting this business.

Mr. Meyer can augment the Township's staff and has run every type of water system and treatment process control in the State of New Jersey, with the exception of a Reverse Osmosis Plant. There is only one and it is in Cape May. That is where ocean water is removed from the plant. WRM has knowledge in wastewater treatment process control and industrial treatment. WRM works with RVE on the utilities and water systems operations. The DEP is now reacting very strongly with the lead and copper compliance. WRM is working with RVE on the Water Quality Accountability Act, which includes GIS and valve exercising program.

Township Administrator/Clerk Ambrosio inquired if Mr. Meyer has people on staff to do the valve exercising that is now being required.

Mr. Meyer discussed working with a company called Wachs to do the valve exercising. All water systems have to do a valve exercising programming within 4 years. The larger valves have to be done every 2 years. That is part of the WRM scope of services.

Deputy Mayor LoParo inquired if WRM is a consultant or would a WRM representative run the Township's day to day operations.

Mr. Meyer discussed WRM can do either. WRM does many systems in New Jersey. WRM can work part-time or full-time with licensed operators who oversee and manage the water and sewer systems.

Mr. Oris thanked the Township Committee for the opportunity to introduce the RVE team, on behalf of Alan Dittenhofer, RVE,

Board Appointments – Vacant Seats

Township Administrator/Clerk Ambrosio discussed the Planning Board has one vacancy, due to Mr. Lange's resignation. There is also an Alternate vacancy on the Board of Adjustment. Mr. Polon, a member of the Municipal Alliance, has applied for the Special Events Committee. Mayor Collamer has recommended Mr. Kavka for the Planning Board. Deputy Mayor LoParo has recommended Mr. Bonetti for the Board of Adjustment. Filling board vacancies is important, due to possible quorum problems.

Mayor Collamer discussed reviewing all applicants for the Planning Board. Several applicants would make good board members. Mayor Collamer has personal experience with Mr. Kavka, who is a retired engineer. Mr. Kavka's personality and experience will complement the Planning Board. Mayor Collamer recommends appointing Mr. Kavka to the Planning Board.

Deputy Mayor LoParo agreed with Mayor Collamer's recommendation for Planning Board.

Committeeman Baulderstone discussed whoever is appointed to the Board will not be as capable as the person being replaced. Committeeman Baulderstone discussed Gary Kuykendall applied to the Planning Board. Committeeman Baulderstone knows Mr. Kuykendall very well. Mr. Kuykendall is on the Greenbriar Architectural Review Committee and is very diligent. He is someone to think about in the future.

Township Administrator/Clerk Ambrosio discussed the resolutions for these board appointments will be voted on at the next Township Committee meeting on April 12, 2018.

Mayor Collamer discussed Mr. Polon for the Special Events Committee is a good appointment.

Deputy Mayor LoParo discussed David Bonnetti has been on the Unified Board in Farmingdale, NJ for many years.

Township Administrator/Clerk Ambrosio discussed Richard Arkenberg has passed away and has been on the Board of Health for many years. Township Administrator/Clerk Ambrosio inquired if an Alternate Member is going to be moved to Regular Member. The Board of Health meets quarterly and coordinates the Rabies and Flu Clinics. There are two applicants for the Board of Health.

Mayor Collamer discussed moving the first Alternate up to Regular Member and moving the second Alternate to first Alternate.

Deputy Mayor LoParo discussed Mr. Polter was a DDS. Deputy Mayor LoParo recommended Mr. Polter as second Alternate for the Board of Health.

Committeeman Baulderstone discussed Mr. Bruno has served on the Board of Health previously in Berkeley Heights but also knows Mr. Polter. Committeeman Baulderstone recommended Mr. Polter.

Mayor Collamer recommended Mr. Polter.

Township Administrator/Clerk Ambrosio discussed Barbara Frye has been active in the Senior Advisory for a while now. Mrs. Frye gave Jean Broadbent her application for Senior Advisory Committee. Mrs. Frye is a nurse. The Township Committee recommended to appoint Mrs. Frye to the Senior Advisory Committee as second Alternate.

Budget

Ed Simone, CMFO, discussed the budget will have an approximate 2.5 cent increase in the municipal share, due to the limited sources of revenue. CMFO Simone is trying to gradually level things off with a four-year plan. At the end of four years, the Township might only need a one-cent or a two-cent increase.

The group insurance had a 9.5% increase, as well as pension costs have gone up considerably. The Township also settled a PBA Police Contract, with increases for the Officers as well as the Chief of Police contract.

Committeeman Baulderstone inquired if the insurance increase is assuming everybody stays on the current plan.

Township Administrator/Clerk Ambrosio discussed there is an alternate plan that is being offered to the employees. The meeting for all union representatives will be on April 4, 2018. After that meeting, the alternate plan will be offered to all employees. The employee cost-saving amounts will be given to all employees.

Mayor Collamer inquired if this is a state plan.

Township Administrator/Clerk Ambrosio discussed it is not a state plan. The last time the Township went with the state plan, the state stopped subsidizing and instead of a 9.5% increase, the Township had a 14% increase. Once you move to the state plan, you are required to stay for for three years. Omnia is the Alternate Plan. It has been changed in several ways. It is more comparable and it would be a substantial savings to the employee and the employer.

A discussion was held regarding the cost of doing business in the Construction office. Township Administrator/Clerk Ambrosio discussed the Construction Office has shown a loss. The construction revenue is trending down. The Township has made cost-savings changes in staffing. The Construction/Zoning is extremely part-time right now. The Sub-Code Officials are all part-time. Hours will continue to be cut back, when necessary. A discussion was held regarding an increase in fees. This is being looked at and discussed.

Deputy Mayor LoParo discussed privatizing the Construction office and have an outside entity run it.

Mayor Collamer discussed the Township still needs an office staff to assist residents and contractors.

Township Administrator/Clerk Ambrosio discussed the part-timers have been pushed back to work less hours. Sub-Codes used to be here three-four days a week. Now they are working two days a week. The state is rolling back requirements. The state has changed items that no longer require a permit. This will continue to be monitored.

Mayor Collamer discussed the Township is responsible to provide building and zoning services to the residents, as well as Police protections and the services of the Clerk's and administrative offices. The State puts a burden on the construction side to break even financially. That requirement is not realistic and needs to be revisited at the state level.

Township Administrator/Clerk Ambrosio discussed the Fire and First Aid requested budgets. The First Aid does not include the changing of radios. That number is just the expenses. It is just maintenance on the equipment. The biggest issue is to discuss the new County radio system that will be implemented in the future.

Mayor Collamer discussed the bulk of the County Emergency Communications are on the 500 band. The 500 band is a band that is widely used and used in remote digital televisions. The FCC decided to sell that 500 band to the commercial sector. The State and County have a deadline to move the band by 2021. There may be legislation in place that moves the deadline. The County will be moving their communications to the 700 band, which means all radio communication equipment that works with the County has to be changed. Each unit cost is approximately \$7,000, each fire truck, each ambulance, each hand-held portable radio. There is no funding in place for this mandate. It is all going to be shipped, burdened and shouldered by the municipalities. There is no way around it. The Fire Department, Police and First Aid will need to purchase new radios to comply.

Deputy Mayor LoParo inquired why the Fire Department needs new bottles. New bottles were purchased last year.

Mayor Collamer discussed there are some that are out of date. The bottles are only good for 30 minutes of service time. Three-hour incidents will need a lot of bottles.

Township Administrator/Clerk Ambrosio discussed the Township bought what was necessary to make the transition.

Deputy Mayor LoParo discussed he believes \$60,000 Fire Department and \$20,000 First Aid.

Deputy Mayor LoParo discussed the First Aid squad is only half-time. It is the same amount of money as when the First Aid was 24 hours a day. Quality Ambulance is covering half the day.

A discussion took place regarding the budget line items for Fire and First Aid Departments. In 2016 the Township implemented the bills would be paid directly to the vendors for equipment and maintenance of gear and equipment. The Township continues to require a copy of their audit or tax returns for each Department. The Township Committee will budget \$60,000 for the Fire Department and \$20,000 for the First Aid Department. The process as discussed will continue regarding payment to vendors. The radios will continue to be discussed with all first responding departments. This will be discussed in next year's budget. The expenses will be reviewed each month.

A discussion took place regarding parks and maintenance, the upkeep of parks, playground and mulch. The JIF is requiring a special mulch. The Township purchased only one truck last year and spread it throughout the parks. This year the town needs to purchase additional to complete the project.

The Township made a commitment last year to construct pickleball courts out of the Sands Point tennis courts and purchase the proper nets. The outer nets came down two storms ago. The equipment is very expensive. The Township joined the co-op. The \$25,000 will provide four (4) pickleball courts and the mesh nets.

The Township Committee discussed bonds and notes. The Township will be moving to permanent financing in the fall of 2018. Notes are short term funding. The financial advisor and bond counsel will advise on payment structure. New Jersey State laws are very clear on bonding. The interest rates will play a role in the decision making process.

CMFO Simone discussed the notes are going to roll into a permanent bond. Bond Anticipation Notes are allowed to be issued for a year. At the end of 10 years, it is paid off totally through the budget or a permanent source of financing. There are other things involved such as the useful life. The Township is starting to approach the point where the Township is hitting the 10 years.

Mayor Collamer inquired if there is permanent financing in place that is going to get paid off in the next year.

CMFO Simone discussed the refunding issue is going to go for five years. The Township's savings on a refunding bond sale was approximately \$200,000. The short term debt interest rates are going up, which are one-year notes. It is beneficial to go long-term.

Deputy Mayor LoParo discussed he spoke with Chief Rogalski. There is a Standard Operating Practice, where there has to be a Detective Supervisor. It doesn't have to be a Sargent, but someone has to be named a Supervisor for the Township to receive Accreditation. The structural chart for the Police Department has 21 slots for Police Officers and the Township only has 20 Police Officers. There is one Patrolman missing on Bravo Squad. The Township can disband the motorcycle unit to save money. There is no purpose for a motorcycle unit in a small town.

Mayor Collamer discussed sometimes the motorcycle goes to events, where the Township is paying for the Police Officer to be there.

Deputy Mayor LoParo discussed the Township needs to be conscience of filling the Police Department structural chart or changing it. There is a Sargent and two Patrolmen. One Patrolman is missing.

Township Administrator/Clerk Ambrosio discussed Chief Rogalski would like to have 21 officers. The Township of Ocean has never had 21 officers. The chart was drawn up by the former Chief of Police and adopted a few years ago.

Township Administrator/Clerk Ambrosio discussed the Chief is working diligently to complete the accreditation. The anticipation of completing by June is not likely. It was decided that the position of Class II Officer would be advertised after the budget was complete.

The Township Committee discussed the position of Class II Officers. A discussion regarding an appointment of a Detective Supervisor is required for accreditation.

Mayor Collamer inquired if there are any more budget comments.

Township Administrator/Clerk Ambrosio discussed providing expense information for the Fire Department and First Aid for anything the Township has paid for in 2016 and 2017. Construction/Zoning will be itemized separately. There is a capital office expense in the budget, due to the Construction move.

CMFO Simone discussed in the past, the Township has not budgeted for capital items that are not that large. That is why these things are in the budget, rather than have it bonded.

Township Administrator/Clerk Ambrosio discussed there is a list of items for DPW. The pumps for the Dock Avenue lift station need to be discussed. The Township needs to purchase an additional pump. The backup pump needs to be replaced for \$6,000. The Diamond Drive pump station, off of Bay Shore Drive, has not been touched. It might be able to be rehabilitated in-house. To purchase two brand new pumps and one extra will be \$16,000 out of the Utilities budget. It has to be done.

Mayor Collamer discussed when the backup generator failed at the Poplar Street station, the diesel pump worked very well.

Deputy Mayor LoParo discussed DPW personnel being out for a period of time.

Township Administrator/Clerk Ambrosio discussed purchasing the Utilities valve exercising machine for \$65,000. This is part of the new water quality standard of the Department of Environmental Protection that was discussed earlier. It is an unfunded mandate that has to be implemented within two years.

A discussion regarding DPW and Utility trucks from 2002 are starting to fall apart. The cost per vehicle is \$65,000. The vehicles will come with a plow and necessary items. The confined space equipment required by OSHA is \$12,500 and will be put in the budget. The salt shed has been bonded for. If the salt is purchased in the summer, it will be cheaper. Salt can be purchased through the co-op.

The tractor is needed all the time. The street sweeper is too much money. The Township is doing a shared service agreement for the street sweeper now. After Superstorm Sandy, the Township had a company do the whole town twice. They did a great job. The Township Committee would like to investigate. One priority is to purchase pipe locators, for utility. The pipe locators are over 12 years old.

Township Administrator/Clerk Ambrosio discussed money was put in the budget for one police car for next year.

CMFO Simone discussed police administration fees for road jobs that use Township Officers. Part of that money is being used for the rental of a police car that is being used. The Township is attempting to use that money to fund part of the police cars. Last year those funds were used to offset the cost of 1½ cars. That amount is nowhere near what the amount is this year. If the costs start stabilizing, with the use of taxation in place of one-time revenues or surplus, then the Township could allow for 1½ cars.

Deputy Mayor LoParo discussed the cars and trucks are a big concern. They are falling apart.

CMFO Simone discussed he is concerned with maintenance costs increasing. Right now the Township is doing well.

Township Administrator/Clerk Ambrosio discussed the new construction offices are part of building in the capital. The Township was very fortunate to do the work in-house.

The Township Committee discussed the costs of moving the Township Court/Meeting Room. A discussion took place regarding different elevator scenarios inside the building.

Township Administrator/Clerk Ambrosio discussed if a new court is built, it will have to be according to the NJ State Court standards.

Resolution 2018-154

Resolution authorizing an increase in the 2018 Temporary Operating Budget in the amount of \$975,383.19 and Utility fund in the amount of \$193,200.00

Motion to approve was moved by Deputy Mayor LoParo, seconded by Committeeman Boulderstone.

Roll Call: Boulderstone: Yes, LoParo: Yes, Collamer: Yes

Resolution 2018-155

Resolution authorizing the Township Committee to go into Executive Session: litigation, personnel, contractual matters

Motion to approve was moved by Deputy Mayor LoParo, seconded by Committeeman Boulderstone.

Roll Call: Boulderstone: Yes, LoParo: Yes, Collamer: Yes

Resolution 2018-156

Resolution authorizing the hiring of two Part-Time Temporary employees in the Department of Public Works, Todd M. Camburn and Joseph M. Hurley at the rate of \$15.00 per hour as needed

Motion to approve was moved by Deputy Mayor LoParo, seconded by Committeeman Baulderstone.

Roll Call: Baulderstone: Yes, LoParo: Yes, Collamer: Yes

Motion to approve: A Social Affairs Permit for Wine Festival April 28, 2018 and April 29, 2018 at the Waretown Recreation and Lake Area – rain or shine

Motion to approve was moved by Deputy Mayor LoParo, seconded by Committeeman Baulderstone.

Roll Call: Baulderstone: Yes, LoParo: Yes, Collamer: Yes

Motion to go into Executive Session:

Motion to approve was moved by Deputy Mayor LoParo, seconded by Committeeman Baulderstone.

Roll Call: Baulderstone: Yes, LoParo: Yes, Collamer: Yes

Motion to go into Open Session:

Motion to approve was moved by Deputy Mayor LoParo, seconded by Committeeman Baulderstone.

Roll Call: Baulderstone: Yes, LoParo: Yes, Collamer: Yes

Next Scheduled Meetings

April 12, 2018 – 6:00 pm - Redevelopment Meeting

April 12, 2018 – 7:00 pm – Township Business meeting

April 26, 2018 – 10:00 am - Workshop/Business Meeting

**Meeting dates and times are subject to change

Adjournment

Motion to adjourn was moved by Deputy Mayor LoParo, seconded by Committeeman Baulderstone.

Roll Call: Baulderstone: Yes, LoParo: Yes, Collamer: Yes

Signed and Submitted:

Diane B. Ambrosio, RMC
Municipal Clerk

Date