

Minutes of the Agenda Meeting of the Township Committee of the Township of Commercial, held on Monday, March 18, 2019 at 6:02 P.M. Meeting held in Township Hall, 1768 Main Street, Port Norris, NJ

Those present:

Mike Vizzard	Mayor
Fletcher Jamison	Committeeman
Ryan Broughton	Committeeman
Thomas Seeley	Solicitor
Hannah E. Nichols	Township Clerk
Edward Dennis	Engineer
Pamela Humphries	Chief Financial Officer

Those absent:

Heather Sparks	Deputy Clerk
Clint Miller	Public Works Supervisor

Mayor Vizzard presided and called the meeting to order with the announcements that meeting had been advertised, being electronically recorded and being held in full compliance of the Open Public Meeting Act.

Mayor Vizzard introduced Pamela Humphries, Chief Financial Officer, who has prepared the 2019 Municipal Budget.

Mrs. Humphries stated that she has prepared the budget along with the Mayor and Committee and that the budget is a good budget a stable budget with no increases in the Municipal Local Purpose Tax. But, Mrs. Humphries said as of this evening the committee nor she have been informed of what the school or county budgets might be. Mrs. Humphries went over several line items and mentioned issues in 2018 that had an effect on our surplus but all in all it is a good budget with no tax increases and should be introduced at the March 21<sup>st</sup> meeting.

Mayor Vizzard confirmed it is a tight budget but a good budget and will be introduced at the regular meeting.

Mr. Barney Hollinger said that when he was a committeeman, the township had landsales that brought in a lot of money which could be used during that current year.

Clerk Hannah Nichols, told Mr. Hollinger that the recent township landsale we barely sold anything but we have so many houses that we sold for \$2,000 but once the buyer found out that they had to install a new septic system as required by the county health department the buyer, if they hadn't paid for it yet, forfeited their down payment and if they did pay for it they wanted their money back.

Mayor Vizzard said the township has received complaints and issues from residents regarding what was known as Holly Manor on High Street, Port Norris. He said the committee was informed the facility had been sold and the township invited the owners under the name of Monroe Capital Partnership LLC to attend the township meeting to be made aware of the issues residents raised. He introduced Pat Cline, the Manager of the facility and thanked her for coming.

Ms. Cline said she was familiar with some of the complaints, one that was recently happened where one of their tenants had a dislike with his roommate and decided to remain outside all night in the freezing cold. She said this patient has been relocated in another facility in north jersey. Also there are some improvements being made, such as bells put on the doors that residents can push if they are out past curfew. She said residents did have to be in by 9:00 P.M., but the state changed the time to 10:00 p.m. She also informed with the new owners that there is only one employee on duty during the day and in the evening. That there are 18 residents in the boarding home.

Mrs. Stacy Smith said some of the people that live there come and knock on her door asking if they can use her phone, sometimes they ask for money and if she refuses they either go to neighbors or across the street to her mothers and she does not want anything to happen to her mother and doesn't want them to go there and bother her nor her children. She said she has a big field where kids use to play and the peple would watch the kids with benoculars. She also asked about what was thought to be a murder few years back.

Ms. Cline said that was proven by the state police that it was no attempted murder, the man feel hit his teeth and had bled profusely all over his shirt.

Mrs. Rita Hoffman said she has been very concerned since the incident with the residents being out side in the cold, he could have froze to death. She asked supervision, she didn't feel there was enough of that.

Mrs. Cline said with the new owners, there is only one person on duty.

Mrs. Grace Carrickner spoke and said she agrees there is not enough supervisor that some of them are out when they shouldn't be.

Another concerned citizen questioned about a ditch running along the property that needs to be cleaned out that a lot of debris ends up on her property. She said she has contacted the county, the township etc. She said when it overflows it does so on her property.

Mr. Edward Dennis, Township Engineer said for her to call the county mosquito commission, they will come out and cut the grass so it can be cleaned out.

Solicitor Seeley said he cannot believe that there are 18 residents in the facility. They have had problems in Lawrence Township and that facility has only five residents but they would call the rescue squad every day. He said he believes the residents that attended the meeting this evening need to complain to the Department of Community Affairs with the issues they have. He also feels there are not enough employees to properly take care of the individuals that live there. How is one woman going to handle a disagreement between 18 men. Also he feels that the new owners need to attend a township meeting and hear the complaints and issues of concerns of the neighbors. And as far as the lady with the ditch, she should call the State of New Jersey Department of Environmental Protection and tell them about it and they will respond.

Mr. Barney Hollinger said that the ditch is a township ditch and the township did cut the grass and clean it out when he was on the committee.

Mr. Seeley asked if she had the address of the new owners so he could contact them.

Mrs. Cline gave him the address.

Mayor Vizzard said he thanked the residents for coming and expressing their concerns and issues and he also thanked Mrs. Cline for attending.

Mr. Barney Hollinger informed the committee that a grant of \$285,000 was received which will allow the new owners of Kings an excellent opportunity to make huge improvements to the river area.

Mayor Vizzard said we had seven bids come in for the Port Norris Drainage Improvement Project. The following base bids were received a reviewed by engineer for recommendation.

South State Inc.	439,1000,90
Arthur R. Henry, Inc.	377,477.00

West Bay Construction Inc.	489,835.00
Mathis Construction Co. Inc.	320,441.10
Walters Marine	581,866.10
Lafayette Utility Construction Co.Inc	408,833.00
Landing Construction	312,360.90

Mr. Edward Dennis, Engineer, said he has reviewed the bids and he was glad of the number of bids received. He said he recommends that a contract be awarded to Landing Construction LLC, 82 Tuckahoe Road, Dorothy, NJ 08317 as the lowest responsible bidder. Mr. Dennis said the bid requested a base bid and two Alternate bids I an Alternate II, Landing's Base Bid was: 312,360.90, Alternate Bid I: 415,283.05 and Alternate Bid II: 464,222.15. Mr. Dennis said he understands that the committee is going to award a contract to Landing Construction, LLC in the amount of \$415,283.05, Alternate Bid I upon certification of funds from chief financial officer and solicitor's approval. Mr. Dennis said on the applications that have been filed for road improvements, he has not received any word yet. He said on Laurel Lake Drainage Improvements this grant is being closed out. Berry Avenue and Lakeshore Drive is being closed out. He said the cell tower is still on hold by Verizon and on High Street Pipe Replacement original signatures are required.

Mayor Vizzard said he is glad to see a contract awarded for the Brown Street Drainage Project. Mayor said we have the following correspondence:

1. Letter from the Commercial Township Baseball Association requesting assistance in providing a playground for little kids and a dugout for T-Ballfield for the kids to get in. Decision: Committee said do they want manpower and equipment assistance for these two item or are they looking for financial assistance. Committeeman Jamison said the dugout has been brought up before and I'm not sure if there was an insurance issue, I'll try to find out. Committee decided that clerk should contact the Baseball Association and invite them to the regular township meeting on March 21<sup>st</sup>.
2. Letter from Helen Whitaker, Wellness Coordinator for JIF offered a proposal to the committee for Self Defense Training for the employees and that it would be paid out of the Safety Incentive monies earned from the JIF. Decision: Committee approved the program and resolution be prepared for meeting.
3. Letter from the New Jersey Devilman Triathlon requesting permission to use county roads located in Commercial Township for their May 5, 2019 event. They have provided insurance coverage for the county and municipalities for this event. Decision: Committee approved their request and said to put resolution on the agenda to be forwarded to county for final approval on March 21<sup>st</sup> regular meeting.
4. The Atlantic County Municipal Insurance Fund – JIF use to SubContract Legal Help Line to Municipalities, Township Clerk was their Liaison. At present the Mel (JIF) will be doing the Help Line in house and wants two Liaisons. Township Clerk recommended that Heather Sparks be appointed as one of the Liaisons since she is Fund Commissioner of the JIF and that Hannah Nichols, Clerk be appointed as the second Liaison since she is Safety Coordinator and Claims Coordinator. Decision: Committee approved and resolution will be prepared for regular meeting.
5. Request from Atlantic County Municipal Joint Insurance Fund (JIF) requesting the township adopt a Health and Wellness Program and that committee amends personnel policy procedure manual to include amendment. Decision: Approved request and resolution will be prepared to incorporate the Wellness and Health Policy.
6. Earthtect Contracting Inc., has decided to sell out to Gold Medal Environmental of NJ, Inc. According to Earthtect there will not be any changes to our three year contract.

Trash picked up on Tuesday, Wednesday and Thursday of each week and recycling every other week same day as trash. All complaints taken care of same day.  
Decision: Committee hopes that Gold Medal Environmental of NJ is as good of a company as Earthtect has been for past five and half years.

7. Committee received a request to use roads in Commercial Township, Laurel Lake area for the annual Laurel Lake Triathlon on July 27<sup>th</sup>. All Liability Insurance has been submitted covering Commercial, City of Millville and Cumberland County.

Decision: Committee approved event and said for clerk to place resolution on the March 21<sup>st</sup> regular meeting to forward to the county.

8. Mayor said in order for the committee to introduce the budget on Thursday we must Adopt Resolution that Governing Body Certification Pursuant To P.L. 2017,c.183 Of Compliance With the United States Equal Employment Opportunity Commissioners Enforcement Guidance On The Consideration Of Arrest And Conviction Records In Employment Decision Under Title VII of the Civil Rights Act of 1964.

Decision: Resolution will be on the agenda of the regular meeting on March 21<sup>st</sup>.

9. Letter from Commercial Township Emergency Services Association and the Port Norris, Mauricetown and Laurel Lake Fire Companies requesting a donation for their annual Awards Banquet on April 20, 2019.

Decision: Committee motion made and approved \$1,000.

10. Township has received a bid of \$200 for vacant lot 40X100, 251 Canary Road, Laurel Lake. Decision: Committee accepted bid and land sale for this property will take place on May 16, 2019 at 6:00 P.M. All adjoining property owners will be notified 30 days prior to sale and public notice of sale will be published two times within 14 days. Mayor Vizzard said we will have several resolutions for regular meeting.

Resolution: Civil Rights Act of 1964

Resolution: Introduction of 2019 Municipal Budget

Resolution: Authorizing Transfer of Recording Fee Tax Collector

Resolution: Approving NJ Devilman Triathlon May 5, 2019

Resolution: Approving Heather Sparks and Hannah Nichols As Liaison with Mel Helpline

Resolution: Amending Policy Procedure Manual to Incorporate the JIF New Workplace Best Practices

Resolution: Approving Laurel Lake Triathlon Sprint July 27, 2019

Resolution: Awarding Contract To Landberg Construction, LLC In The Amount Of \$415,283.05 For Port Norris Drainage Improvement Project

Resolution: Authorizing Secretary To Release To Applicant Land Use Board Escrow Funds

Mayor Vizzard said the committee had tabled a couple of items over the past months, one is the office of the State of New Jersey Planning to Extend our Center Designation until June 20, 2020. Mayor said clerk has provided following: Commercial Township received their Center Designation in April 1998 and having this designation has increased the township's Opportunities in getting grants, Cafra Permits, Waterfront Permits, etc., and recently the township has adopted the Re-examination of the Master Plan as of October 2017. The Redevelopment Regulation Ordinance was adopted in 2007.

Committee asked Edward Dennis, Township Engineer, for his opinion and he confirmed that listing Center Designation on a grant application doesn't hurt.

Committee made motion to accept extension and to have resolution for regular meeting.

Resolution: Accepting State Planning Office Of New Jersey's Extension Of Commercial Township Center Designation

Mayor Vizzard said the other issue the committee tabled was the letter from Emergent America regarding property that is available in the township for sale for when the state adopts the Cannabis Bill. Mayor said the goveenor has not adopted the bill yet. Committee made motion to table this until the state decides what they are going to do and then the committee can decide what we are going to do. Motion was made to table this issue and a motion was seconded with a unanimous roll call vote.

Mayor Vizzard asked committee if they had any reports.

Committeeman Broughton said he has obtained some statistics from the Construction Office on the number of permits, violation notices, CFO's that have been issued. He feels everyone is doing a good job and he is glad that the Judge is fining the violators.

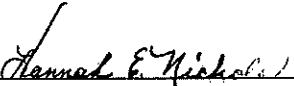
Committeeman Jamison said there are some issues with the judges salary ande I think we need to set up a meeting with her.

Clerk said she would contact the judge and see when she might be available and will get back to the committee.

Mayor Vizzard said we will be awarding the contract for Brown Street, he asked Engineer, Ed Dennis, when will they start.

Mr. Dennis said hopefully May, June.

Mayor asked for additional comments and being none asked for motion to adjourn. Committeeman Jamison and Committeeman Brought obliged.

  
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Hannah E. Nichols, Township Clerk