

# **TENTATIVE AGENDA FOR WORK SESSION MAY 17, 2016, 4:00 P.M.**

## **1. ROLL CALL**

Salute to the Flag

Open Public Meetings Statement by Mayor Michael Santiago

“This meeting is being conducted in accordance with the Open Public Meetings Act of 1975, was advertised, posted, and made available to the public as required by Statute. The Municipal Clerk is directed to include a statement in the minutes of this meeting.”

## **2. CITY CLERK TO REVIEW CHANGES TO THE AGENDA**

## **3. PUBLIC COMMENT ON AGENDA ITEMS ONLY**

## **4. OLD BUSINESS**

### **4.I. Old Business Item (WS1)**

RFP for cell tower on water tank on Buckshutem Road - Discussion

### **4.II. Old Business Item (WS2)**

Employee cellular phones - Discussion

### **4.III. Old Business Item (WS3)**

City of Millville Tourism and Marketing Promotional Proposal - Discussion

Documents: [CITY OF MILLVILLE TOURISM MARKETING AND PROMOTIONAL PROPOSAL.PDF](#)

## **5. DISCUSSION OF COMMISSIONERS**

## **6. DEPARTMENT OF PUBLIC WORKS**

### **6.I. Department Of Public Works (WS1)**

Cedar Street

### **6.II. Department Of Public Works (WS2)**

Engineer's Project Status Report with Supplement

Documents: [COM ENG PROJ STATUS MAY 17 16.XLS](#), [PW-PROJSTATUS - 2016 MAY 17.PDF](#)

## **7. DEPARTMENT OF PUBLIC AFFAIRS**

## **8. DEPARTMENT OF REVENUE & FINANCE**

### **8.I. Department Of Revenue & Finance**

Purchasing policy pertaining to the signing of lease agreements for equipment

## **9. DEPARTMENT OF PARKS & PUBLIC PROPERTY**

## **10. DEPARTMENT OF PUBLIC SAFETY**

## **11. NEW BUSINESS**

### **11.I. New Business Item (WS1)**

Cumberland County Homelessness Trust Task Force - Discussion

Documents: [EMAIL FROM KIM WOOD REGARDING HOMELESSNESS TASK FORCE.PDF](#)

**12. PUBLIC COMMENT PORTION**

"We have now reached the public comment portion of our meeting. Anyone who would like to address the Commission, please go to the podium, state your name and address your concerns. Please limit your comments to approximately 5 minutes."

Open Public Portion

Close Public Portion

Comments by Commissioners

**13. RESOLUTION R156-2016**

Resolution authorizing executive session for the following:

- a. Contract Negotiations: Millville Municipal Airport
  - b. Contract Negotiations: Cumberland County Improvement Authority.
- Motion-
- Second-

Documents: [RES - CLOSED SESSION - 5-17-16.DOC](#)

**14. MOTION TO ADJOURN**

Motion-

Second-



## City of Millville Tourism Marketing and Promotional Proposal

### OVERVIEW

There is a need to cross promote the City of Millville tourism destinations. In particular, it was noted that City attractions such as the Levoy, Millville Army Air Field Museum and WheatonArts often attract tourists from outside the county and who may travel an hour or more. These tourists will typically look to extend their stay once in Millville.

The destinations include:

- Levoy Theatre
- Maurice River Cruises
- Millville Army Air Field Museum (MAAFM)
- Riverfront Renaissance Center for the Arts
- Wheaton Arts & Cultural Center
- Restaurants

There is a need to promote public events happening in the City such as the 150<sup>th</sup> Anniversary celebrations, Millville Car Show, plus major events being held at the destinations such as the NASCAR race at New Jersey Motorsports Park, and the Blue Angels Air Show at Millville Airport.

Need to address and try to eliminate and/or minimize the impact of the bad publicity that is posted about Millville on social media. An example of this is when Googling 'Millville, NJ' on YouTube, the first video that appears is the "Welcome to the Jungle" video that shows abandoned houses, images of convicted felons and other negative material. Need these removed or displaced from easy viewing.

### MARKETING TOOLS

#### Tourism Web Page

A new City Tourism web page is recommended. This would link to the City's current website, along with the various tourist destinations. Page would include images and short descriptive blurbs on each organization/business, have direct links to the destinations / restaurants and include a map to help one navigate from one location to another. Would also list current event information accordingly.

#### Literature

A 6-panel trifold brochure is needed for distribution primarily at the aforementioned destinations. Brochure will include images and brief descriptions of these attractions, and should also include local hotels plus City restaurants, even though this typically shortens the shelf life.



Will be important for this folder to:

- Let travelers know there are other things to do while in town
- Drive traffic to the new tourism web page for current information on events, attractions
- List URLs of these destinations that they can use their smart phones for more details

Social Media Effort

Need to monitor negative online postings about Millville and then move to reply or remove accordingly.  
Effort to include:

- Content creation and active posting across Facebook, Twitter, LinkedIn, and Google+ each week.
- Posting calendar to be scheduled up to one month in advance.
- Promoted posts and sponsored advertisements for strategic message delivery.
- Review management in regard to monitoring and responding to positive reviews or questions, as well as intercepting and mitigating negative reviews.

**BUDGET**

- **Tourism Web Page** **\$2,750.00**  
Includes copy writing, design, coordination of destination information, images and contact information, plus links to destinations and restaurants
- **Trifold Brochure** **\$3,525.00**  
Includes copy writing, layout design, coordination of destination information, proofs for approval and printing 2,500 quantity
- **Expanded Distribution of Literature Allowance** **\$2,000.00**  
Allowance to pay for distribution of the trifold brochures throughout New Jersey rest stops along the New Jersey Turnpike and Garden State Parkway, plus other state destinations.
- **Social Media Monitoring Allowance** **\$1,800.00 monthly**  
Allowance to pay for 24/7 monitoring and posting on social platforms, communicating and interacting with the community and surrounding area to promote events and ongoing successes.

**Notes:**

- Will see if the Millville Development Corporation and WheatonArts will help pay for the trifold brochure.
- The above pricing is +/- 10% and will be finalized upon reviewing the full scope of the project details.

March 5, 2016

# City of Millville Engineering / Public Works Project Status

Priority Key:  
#.1 =Public Health Safety  
#.2 = Critical / Urgent  
#.3 = Planned Capital Project

City of Millville  
Engineering

For Bi-Monthly-Mtg  
17-May-16

No.	Date Initiated	Date revised/ complete	Project Title	DESCRIPTION	STATUS / ACTION
1.1	5-Jan-2016	3-May-2016	<b>Rhonda Drive Drainage Issue</b>	Rhonda drive and Cedar Lane are a sub watershed area discharging to the White Marsh Stream. Residence on Rhonda drive have experienced flooding and damage to basement structures from severe storms in 2014. There is an existing easement with a 36 in cmp from Rhonda to Cedar lane discharging to the white marsh.	Engineering is surveying the existing storm sewer system in the surrounding drainage area and plans are being completed to install additional or increase size of inlets on Rhonda drive to add inflow capacity. NJDEP flood plain maps are being reviewed and profiles obtained for determining 100 yr storm elevations. Cumberland County has installed 1,000 lf +/- of perf. pipe and stone that will increase the storm lag and detention. Airport detention basin that overflows to Cedar street is also being investigated for additional capacity. Public Works will be installing temporary protective fencing at 36in cmp outfall at Cedar Lane. COM will also start inspecting all outfalls with in City as required by NJDEP Storm water Management plan to document any erosion or scour conditions. Engineering preparing design to construct B type BMP inlets on Rhonda to increase system inflow, Quotes from contractors to complete work. Engineering and COM considered completing this work as an Emergency Condition; Work did not pass Emergency declaration test, considered due to poor drainage and recent flooding 2-16-16. Inspection of Storm Sewer Outfalls to White marsh Rosie Court and Briar lane, found system surcharged with water to elevation of surrounding area in White Marsh. Currently working on solution to redirect upstream storm flows thru perforated piping system or additional outfalls. Discussion with PW and commission on starting Project crew to install inlets and perforated pipe. Public Works has ordered necessary inlet block, mortar and concrete required to increase size of catch basin to allow for NJ type E inlets on both sides of Rhonda. This will double the inflow capacity. Engineering ordered the type E frames/ grates to be installed as soon as received by PW crew. Public Works Crews started installation of 2 NJDOT type E inlets on Rhonda Drive April 19,2016. <b>Public Works Project Crew completed the installation of two type E inlets on Rhonda Drive on April 28, 2016. Crew will be completing road restoration weather permitting. This is phase 1 of Rhonda Improvements.</b>

# City of Millville

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2.1	5-Jan-2016	12-May-2016	<b>Cedar Street Water Main</b>	<p>Cedar Street Water main replacement contract drawings need additional information to be complete for bidding. Tye in to existing water service main at main street and brandif details with details for wet taps.</p>	<p>COM water has called in for mark out and scheduled for test pits over existing valves to determine field information. Obtain necessary field information to conform conditions. BP and WEJ working on pipeline specs, NT working on detail sheet. COM to re appropriate bonds to allow for project funds. Commission to vote on bond amendment February 2, 2016. Engineering working on completing plans and specification, COM Water request that proposed main be extended to Maple st to tie into existing 6in main. Engineers Cost estimate with additional 720lf of 12in DIP CL 52 main and connection of 20 additional service at \$452,089.00+/- . Additional field information required due to extension of Cedar St main. Schedule to have plans and specs complete by next week. Plans and Specs will be ready for Contractor this week, Advertise to Bid today, Schedule Pre Bid March 10, Receive Bid March 31, Award April 5. Bids were received on March 31, 2016 and Garrison Enterprises was the low bid (\$436,573.00)recommended to the City to complete the water main replacement project. Engineering is requesting that the Commission approve and award the bid to Garrison at the meeting tonight. Work will then be started and completed with in 45 days to not impact the County paving project on Cedar Street. Garrison Enterprises issued notice to proceed on April 18, 2016. Crews will start main construction at wet tap on Rt 49 then constructing along Cedar Street toward Brandiff. Construction to be Completed in 45 working days to allow for County paving project. Cedar street to be closed during working hours from Rt 49 to Brandriff due to Public Safety during construction. Construction from Brandriff to Maple will be done with One lane Closure. Traffic Safety Coordination with NJDOT, County of Cumberland and Millville Police Department. Cedar Street Water Main Replacement Construction began on April 25, 2016 with wet tap on Rt 49. Tap was into 6in Cast Iron main that was recorded to be 8in. Contractor installed additional 12x12x12 tee after wet tap for future tie in for replacement from Maurice River Bridge to Brandriff. Crews installed 1,190 lf of 12 in C-900 water main to just short of Brandriff. New main was chlorinated, filled with water and held for 24 hours. Line flushed then placed under pressure test for 2 hours at 150 psi. Crew will start services on first segment of main on Thursday am after results of Bactria test are received and approved. Results must be zero or absence of Total Coliform and Chlorine residual measured as free chlorine must match system residual 0.83mg/l. <b>Crew completed 40 1 in HDPE poly water services and 4 1-1/2 HDPE poly water services from Rt 49 to Brandriff. Contractor will be shutting down/ cut and cap old 4 in and 6 in cast iron mains on Cedar Street starting on May 13, 2016. Test pits were completed to determine tie in locations at Fulton. Once old mains are abandoned tie ins to Fulton and Howard will be completed. Contractor will then install 12 in C-900 from Brandriff to Maple, following up with remaining services. COM / Contractor identified old 4 in gate valve at intersection of Brandriff and Cedar, Valve needs to be closed to allow for construction. Line Stop may be required at this location, this would be an extra to the contract.</b></p>
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# City of Millville

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3.1	5-Jan-2016	12-May-2016	<b>Fifteenth Street Public Works Facility</b>	<p>Fifteenth Street Public Works facility has been completed and Public Works is in process of moving into building. Site work, paving, fine grading, complete storm sewer installation, security fencing also incomplete.</p> <p>Site inspection 1-5: review paving limits min required for facility to operate. Storm sewer completed and work to finish. Field measure fence limits for bid preparation. Ramps to maintenance bays required at drop off at 2 door ways. Door required at top ramp south corridor from entrance door no 9, door required at electrical service room. 1-7 NT and BP to do topo of building entrance area to evaluate drainage. Field inspection for testing fire system, Flow test failed, Call to Aliano Brothers, Compton Fire and Franklin Alarm, Franklin alarm will be on site tomorrow. Chuck Compton will be on site Wed 1pm to simulate flow to gen signal to alarm panel. Requested TCO from Const Code Official with punch list 1-15-16. Engineering is reviewing drainage at facility and in process of having public parking area pavement completed. Coastal was on site Thursday to review contract status. Coastal will schedule alarm system start up and training with Parks and Public Property's. Minor warranty issues continue to show up and are being addressed. PW reorganization Engineering oversight on Fleets Maintenance and Public works. Meeting with Commission Staff to developed management/ operations/ strategy. Paving award to low bidder for public parking area March 18, 2016. Temporary trailer removed from area to allow for installation of storm sewer. Eng working on bid spec for fencing and electronic gates. Police department utilizing evidence bay and have possession of both keys. Paving Awarded to Slade Construction March 24, 2016, Paving to be completed by April 30,2016. Slade Construction completed paving of public parking area on April 15, 2016. Public Works crews will line stripe and complete grading seeding fertilize and lime. This will allow for issuance of CO for Project. PW will be placing top soil in landscaped areas this week and then requesting CO for Facility. Fleets Maintenance is transitioning into 15th street, one mechanic is working out of new shop currently, Last vehicle lifts will be moved to 15th street on Thursday May 7 and last mechanic will be relocated on Friday May 8, 2016. <b>Two Fleets mechanics are now operating out of 15th street. PW crew will have remaining top soil / seed / lime and fertilize completed by May 16, 2016. Engineering will request permanent CO to be issued for Public Works Facility May 16, 2016.</b></p>
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4.1	5-Jan-2016	12-May-2016	<b>Buck Street Sewer Main</b>	<p>Buck street sewer main condition has deteriorated and required emergency repairs. Video pipe services completed a assessment report with videos indicating areas of concern some with possible ring failure condition. Video / Report was completed in 2014, since that time COM has been considering restoration work to the Buck sewer system</p>	<p>COM sewer utility crew will video three areas of concern in Buck street sewer area. Crew is scheduled to do the video on (-----). Results of video will determine if condition of sewer has continued to deteriorate and allow for prioritization of slip line restoration. Sewer to schedule for Video for week of January 25,2016. Engineering is obtaining cost to complete video of areas of concern on Buck street sewer mains and planning to video and bypass pump to complete required follow up inspection. Cost obtained to do bypass pumping and video of Buck Street Trunk main are too high to proceed, 17,000-29,000. Plan to proceed with working on shared ser vice agreement with Cumberland County and LSA. Video will then be done prior to slip lining pipe as standard practice, any areas in ring failure mode will then need to be repaired, by open cut if required. Engineering planning a demonstration slip lining section of Buck Street sewer main as part of Shared Services Agreement, Cumberland County and CCUA to evaluate Buck Street Slip line to determine efficacy of entering into shared service agreement. City of Millville benefit from having a section of sewer main in poor condition showing signs of fracture and ring failure repaired at reduced cost. Perma Liner has provided cost estimate to complete demonstration of lining on Pine Street from Buck to High Street MH no 145-144. Line is 18 in Concrete. Field inspection identified void below road surface of existing built up pavement/ concrete profile. Area to be delineated by Water utility using rock drill. Void to be filled thru core holes with flow able fill. Scheduled to do bore holes week of April 24, 2016. Voids possibly remains from water, sewer and storm sewer repairs. <b>COM Water utility will be rescheduled to do this work week of May 23, 2016 due to man power requirements of hydrant repairs. Sewer Utility re videoed Buck Street Trunk main Pine street mh 144 to 145 with new camera attached to Jet Vac jetter hose. Condition of 18in TCP line at service entrance has deteriorated to point of not being suitable for repair from normal slip lining operation. Condition is accessed to be level 5 requiring repair by open cut. Perma Liner has prepared cost estimate to do demonstration repair of this section of line, however at this point open cut repair are recommended for the class 5 rated sections of the tcp sewer line. Repair is being evaluated and contractor will be brought in to obtain their recommendation COM is still considering the Shared service agreement with other local utilities and Engineering will be observing a demonstration slip line at an other location week of May 16, 2016.</b></p>
5.1	5-Jan-2016	12-May-2016	<b>Cedar Street Sewer Main</b>	<p>Cedar street sewer main was reported to be in poor condition County contractors working on Cedar Street. Video was completed indicating areas of concern. County is currently reconstructing Cedar street and its desired to do any sewer repairs prior to paving scheduled for spring 2016.</p>	<p>COM sewer utility crew will video areas of concern in Cedar street sewer area. Crew is scheduled to do the video on (-----). Results of video will determine condition of sewer. Sewer video completed and identified collapsed section of main 70+/- north of Howard St. Emergency repairs currently underway. Sewer Dept. to contact Cumberland county on temporary restoration detail on road way due to pending paving in spring. No final restoration min would be to install 6in DGA compacted to 98% ASTM D1557mod and 6 in HMA base coarse to road surface to be milled as req by County Contractor. <b>Gifford completed May 5, 2016 as required by County prior to milling and pave of Cedar Street.</b></p>

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	5-Jan-2016	12-May-2016	<b>WWTP Phase II</b>	<p>AECOM has completed contract drawings for bidding. Plans have been set up to NJDEP construction element last week in December 2015. 20 day review period after which comments will be received.</p>	<p>Call to AECOM 1-4-16 re structural drawing package not included with COM drawing set. Sabriya Vincenti to forward drawings to Engineering. Sabriya will also contact NJDEP Charles Jenkins for update. 1-7 AECOM sent structural drawings. AECOM and COM have a revised tentative bid schedule that will be used for discussion with the Infrastructure Trust for the WWTP Phase II project. NJDEP should be providing there comments by the end of the week and AECOM can complete the required revisions to plans and specification. Allowing for this work our tentative bid schedule is as follows: Authorization to Advertise March 7- Advertise March 24- Receive Bids April 12- Award Contract May 10. Contractor can then begin shop drawing and submittal process and Site Mobilization. NJDEP has requested a revised Engineer Agreement be submitted requested by Charlie's Jenkins A Draft must be received by NJDEP prior to Authorization to Advertise and Final before Contract can be awarded. AECOM is currently working on the DRAFT. NJDEP comments have been received thru e mail to AECOM waiting on official notification. AECOM work on response on Engineering review on construction of Clarifier no 3. COM working on DRAFT Engineering Agreement NJDEP requirement. (NJJET) New Jersey Environmental Infrastructure Trust- Revised task items on trust schedule to reflect CMS service for Phase II bond. NJDEP comments received via em ila from Trevor Shields, AECOM addressing comments, COM discussion with NJDEP re AECOM Engineers agreement, WEJ drafting cover letter for submission. AECOM has completed draft response to NJDEP comments. Insurance specification section under review by City's insurer. Engineers agreement cover letter to be completed by beginning of week April 17, 2016. WEJ has log in account for NJEIT required for review of trust information. Engineering has completed Revised Engineers Agreement and Environmental Inspection Commitment letter required by NJDEP. In review of NJEIT program requirements there are ADA compliance certifications that need to be provided as part of NJET financing. Building modifications were removed from project as part of Value engineering: ADA accessibility needs to be addressed / planned / constructed to comply with NJEIT. AECOM has completed all responses to NJDEP comments and response letter will go out Thursday. AECOM sent response to NJDEP comment letter dated March 8, 2016 on April 26, 2016. <b>NJDEP comments / acceptance of response letter have not been received as of May 12, 2016. AECOM has submitted revised bid schedule to NJDEP. Schedule is as follows: Anticipated Bid Advertisement Date June 7, 2016, Anticipated Bid opening Date July 26, 2016, Anticipated Bid Closing Date July 26, 2016, Anticipated Contract Award Date August 16, 2016.</b></p>
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7.2	5-Jan-2016	12-May-2016	<b>City Hall Roof</b>	<p>COM roof replacement contract for city hall to Alper Roofing low bidder and contract awarded. COM to issue award letter and request bonds, insurance, signed contracts, affirmative action.</p>	<p>Contractor needs to apply for building permits and letter will be required for wind load design calculations indicating that calculations are in accordance with NJ IBC code. Inspected roof today to verify width and length, also checked roof deck height. ASCE 7-10 wind load check to determine uplift on roof. Contracts with Alper Roofing have been signed. Contractor notified of required insurance limits he needs to provided prior to authorization to proceed. Pre construction meeting to be scheduled once proper insurance obtained. Alper Revised Insurance Pre Con to be scheduled for next week. Preconstruction meeting with Alper completed on March 23, 2016. Alper to be on site with in two weeks to begin roof replacement. Scaffold to be erected on South Face of City Hall.</p> <p><b>Alper has replaced the 6th floor roof to mid point, installed 3.5 in rigid polyiso insulation attached with 24 HPV deck fasteners/ 3 in dia insulation plates per 4x8 board. Tapered polyiso and GAF fiberboard attached mechanically also. Built up roofing base sheet cold applied adhesive, Garland flexbase 80 base sheet, Garland stress ply Cap cold applied adhesive. Water penetration problem during construction on 6th floor in Engineering office. Alper had clean up and water mitigation completed by Serv Pro. Alper will replace damaged ceiling tiles. Report submitted to COM insurance.</b></p>
8.2	5-Jan-2016	12-May-2016	<b>Knoll Property Drainage</b>	<p>Basement flooding issues on Knoll property. Piping in easement and off-site outfall serve as existing drainage.</p>	<p>Preliminary design to be reviewed. Soil boring obtained. Percolation tests to be performed to determine details of design. WEJ to inspect site and discuss with resident on condition. Site inspection with Wayne G on Mar 2, 2016, Observed 230 lf 18in CAP perforated pipe run thru Knoll property to farm to south. End excavated in farm incomplete. Engineering reviewing design, Possibly install 24 in ads perforated pipe in ROW and abandon old cap from 1971 not functioning as recharge. Easement required to abandon or repair. Engineering will be installing approximately 250lf of 18in dia perforated pipe and stone on Peach drive in ROW to increase storm system capacity, work will include on additional inlet Type B NJDEP BMP compliant. Existing old storm drain to be capped and abandoned and disturbed areas to be restored. Easement still required to abandon old storm line on Knoll property. Public Works project Crew is scheduling to install drainage improvements on Peach drive, Utility Mark out has been called in and layout will be completed based on existing utilities. Crew will precast 6x6x6in concrete base for planned inlet at end of perforated recharge. <b>Public works crews has constructed 2 inlet concret base foundations 6x6x 6 in thick. Layout and construction of perforated pipe drainage pipe scheduled for week of May 23, 2016.</b></p>
9.2	5-Jan-2016	12-May-2016	<b>High Street Paving</b>	<p>Two Phase Mill &amp; Pave project with associated upgrades of handicap ramps, head pieces and grates. Phase I is from Depot Street to Harrison Avenue and Phase II is from Harrison Avenue to Route 47.</p>	<p>Engineering to conduct field work to generate construction documents for Phase I initially, then Phase II. Research treatment of expansion joints. Phase I to be City funded. NJDOT grant application submitted for Phase II; awaiting award from NJDOT. Engineering will be working on High Street last week in February to obtain necessary field work. Video of high Street sewer mains to be completed as part of design for verifying conditions. Engineering to have base map completed by 3-18-16. Design will then be completed and shown on this plan. Engineering to complete topo and field dimensioning of HC ramps required for design. Engineering to shift focus to grant projects with deadlines approaching for Third and Vine street. Deadline are June 19 and July 11, 2016 to award this projects. (see supplemental information)</p>

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10.2	7-Jan-16	12-May-16	<b>Ware Avenue Demolition Project</b>	COM project to demolish 3 buildings at Ware ave that were flooded during hurricane sandy. FEMA funding has been granted for this work. Buildings have been vacated and existing Parks Public property building condemned by COM code official.	Site inspection 1-6 with CD and BP. Three electrical services 2 metered observed. Gas service and water sewer connections to be disconnected. SCS permit required. No fencing to secure facility in project. Fence bid spec may be required and funding for work from water budget. Call to SCS today: permit required, Engineering working on soil erosion sediment control plan for submission. Waiting on authorization to give notice to proceed to contractor. Preconstruction meeting tomorrow April 6, 2016 with Delphi to review demolition and schedule. Notice to proceed to be issued tomorrow. Delphi was issued notice to proceed April 19, 2016. Delphi has Asbestos report that identified asbestos materials, pipe insulation, VAT tiles in the old office. Delphi to supply written proposal to remove asbestos materials, verbal cost was provided during field meeting \$3,900. <b>Back up for asbestos removal change order has not been received. Utility disconnects have not been completed by Delphi. Delphi has been contacted re update to field work and required change order back up.</b>
11.3	15-Jan-16	1-Mar-2016	<b>Municipal Landfill</b>	COM Landfill has been closed approximately 30 years and in post closure monitoring and reporting phase. Engineering has been utilizing Roux Environment to complete Title V permit reporting.	COM will actively pursue during 2016 taking over all Title V administrative reporting. COM Engineering has been completing field sampling. BP has been identified as RO for COM Landfill reporting. Quarterly Methane monitoring report, Quarterly PID meter VOC testing submitted to NJDEP. In Compliance
12.2	19-Jan-16	4-Apr-16	<b>Four Seasons Ph 1 - Water Leak near 138 Cottage St.</b>	Water leak has emerged in roadway after the City has accepted streets; City has been investigating cause of leak.	Engineering to do soil boring outside of roadway to determine groundwater and soil conditions; test pit in road is possible course of action to determine extents of existing piping. Street & Roads dispatched to salt any areas of ice accumulation. WEJ BD to do soil bore to determine soil ground water conditions. Engineering has Consultant Dave Battistini reviewing the leak, plan to excavate area to inspect for leak in water, or sewer force main. Mr Battistini has been reviewing as built plans and inspected the site. Emergency Contractor repaired service leak at 137 cottage on March 31, 2016. Leak was difficult to trace due to heavy clay soils and 4-5 feet of fill placed in area during development.

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13.2	20-Jan-16	12-May-2016	<b>Water Main Replacement Program</b>	<p>South Millville Columbine Water Service Area. COM Water has made 7 repairs since 2014 and a total of 21 in the water area. Main is old ACP with corporations tapped directly into the pipe. Rt 49 from Cedar to Maurice river bridge crossing has significant tuberculation in the 8 in water line, hydrant on corner of Riverside and 49 shut off due to no flow.</p>	<p>COM needs to reinitiate water main program and budget/ bond for yearly projects to replace older ACP that is at end of useful life and to replace mains that are turburcuated severely restricting flows to hydrants and residence. WEJ CD review information to initiate program. base survey maps will be required in accordance with map filing act. Discuss replacement on Columbine from first valve off second street to next in line approx. 1,300 lf and 35 services. Eng. request that water system pressure be reduced by another 2psi in effort to reduce no of breaks. COM has requested that GPM consult anting provided proposal to complete plans and specification for replacing the three problem areas in South Millville starting with Columbine followed by Valentia and Leonard. Engineering is revisiting the operations recommended for the Water System as described in the Operations plan. Looking at reductions on a temporary basis of system pressure and reconfiguring storage tank/ pump station at Orange street to operate at a reduced level in effort to mitigate on going issues in the local water service causing breaks and disruption of residents service. GPM has been awarded PSC to design South Millville area water main upgrades, Fralinger Engineering has started Survey Field Work necessary for design. March 15, 2016 pre bid meeting on Water main project. Preliminary plans and specifications are completed. Engineering to review with GPM to determine limits of replacement and tie in of adjacent streets to create loops in water mains. Final Plans are complete, Once Project Specifications are ready bid documents, advertisement, bids receive and award dates will be set. GPM Engineering and Water Utility walk thru of South Millville phase I II and III minor revision to tie in of existing water mains were required. Site inspection was done April 29, 2016. GPM will have revisions completed this week with project specifications. Engineering will complete bid packages for Phase I Columbine Avenue. <b>GPM working on revisions to South Millville tie in connections to existing water mains and project specifications.</b></p>
14.3	16-Feb-16	1-Mar-2016	<b>Street Sweeping Containment Structure</b>	<p>NJDEP and Cumberland County Health department have directed COM to construct Containment structure to store debris collected during street sweeping. Street sweeping is a required NJDEP permit condition of the city storm water management plan</p>	<p>CCHD required COM to have in place a containment structure by spring 2016 beginning of street sweeping. WEJ, BP and BD to review actually quantities and make recommendation. Temporary plan is to consult with CCHD and discuss using a on site roll off container with closed top and possibly storing under cover at 15th street. WEJ revving Storm DRAFT Water regulations for 2016. CCIA container on site 20cy, street sweepings hauled to CCIA landfill for beneficial reuse cap cover.</p>

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15.2	5-Feb-16	3-May-16	<b>WWTP Operations</b>	<p>NJDEP issued a violation notice to the COM WWTP due to malfunction of UV disinfection system back in October 2015 that resulted in discharge of approximately 480,000 gallons of partially treated waste water. The plant flow at the time of the event was split in two effluent streams in an effort to mitigate reduction in disinfection that were occurring. The split was that the majority of the plant flow went thru the Trojan UV system approximately 2.0 million gallons and a portion thru the Wedeco as reported at 480,000 gallons. The 2.0 million gallons that discharged thru the Trojan UV system was properly disinfected, however the effluent stream thru the Wedeco was not properly disinfected.</p>	<p>The NJDEP made an unscheduled visit to the treatment plant February 4, 2016 to do a plant inspection. the COM was issued a notice of violation for the failure that occurred on October 26, 2015 of the Wedeco UV system that caused a 480,000 gallon discharge of undisinfecting waste water. The Wedeco UV was placed on line to assist the Trojan UV as the Trojan bulbs were at the end of life and we were noticing higher fecal coliform results. We also needed to verify that the Wedeco unit would work during the overhaul of the Trojan UV as it has not been run in a year and a half. While testing the Wedeco unit we had a light fixture fall off one of our clarifiers into the tank. This required us to shut down the clarifier and drain it to retrieve the light fixture. During this down time both the Wedeco and Trojan UV systems shut down as required when flow was stopped. The problem occurred when the tank was placed back on line and flow was restored to the UV system. The Trojan UV restarted but the Wedeco UV did not restart and also did not sent an alarm. City of Millville received Violation Notice Letter from NJDEP NOV issued on October 26, 2016. Letter requires response with timetable for corrective actions within 30 days. Plant is OC out of Compliance for Maintenance of Defective RAS gates and for Plant capacity reduction due to RAS system. WWTP Plant Phase II upgrades will replace defective RAS gates restoring control and allowing for design plant capacity of 5MGD. Pilot UV system is also OC out of compliance due to maximum capacity of 2.5MGD. The pilot trojan system will be replaced with a Trojan 5MGD system to restore capacity to Design. <b>Turblex no 1 aeration system blower was taken off line for scheduled maintenance when it was determined that unit was unsuitable for service. Unit turbine was damaged from bearing failure that will require reconditioning. WWTP operations and treatment rely on the aeration of waste activated sludge, with only one turblex blower available a second failure would be detrimental to the plant meeting compliance. An Emergency requisition was done to get the no1 turblex blower repairs / turbine reconditioning initiated as quickly as possible.</b></p>
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# City of Millville

## Engineering / Public Works Project Status

Priority Key:  
 #.1 =Public Health Safety  
 #.2 = Critical / Urgent  
 #.3 = Planned Capital Project

16.2	11-Feb-16	12-May-16	<b>Water Operations</b>	<p>COM Water Utility Fire Hydrant malfunction at 500 block of south second street.</p>	<p>COM water utility disassembled fire hydrant removed from 500 block of south second street. Hydrant was a newer style American Darling B62 with COM Fire Department Stortz connection. Water utility is stepping up maintenance schedule to check for flow of all hydrants. Once cause of failure is know report will be made to City commission. COM Water crews continue to do hydrant flow test and maintenance as per AWWA. City of Millville combined department Fire Hydrant testing/ inspections began Monday April 4, 2016 after second hydrant failed during Fire. Mount Pleasant Church caught on fire early Sunday am after severe wind storm, Fire Department discovered second malfunctioning hydrant at Peal and Main Street on NW corner at Millville Savings and Loan. All hydrants to be tested with Modified AWWA M17 procedure, 4 combined crews from Water and PW working on hydrants near schools, day cares and public buildings, once complete crews will continue in residential center city areas working outward to surrounding neighborhoods. 936 Hydrants have been tested by the combined Water Sewer and Public Works Crews, 5 hydrants were tagged/ bagged as out of service April 18 at the Airport. The total no of hydrants out of service is 15. The hydrant at Pearl and rt 49 was revoved and replaced today. The hydrant will be disassembled for determination of what caused the malfunction during the fire at the Methodist Church on April 3, 2016. Water Utility has continued to make repairs and replacement of hydrants found to have maintenance or operational issues. Hydrant at Fire May 1, 2016 325 west main street was scheduled to be replaced however was operational, flow test completed after fire on May 2, 2016 was 1,630 gpm with static pressure of 68 and residual of 50 psi. Engineering importing all maintenance data into ESP program provided by Fire Department, Information will be available to Engineering, Water and Fire Departments. Total no of hydrants recorded up to 979. <b>Hydrants continue to be repaired / replaced as crew and manpower are available.</b> Two recent fires May 4 off Silver Run road and April 28, 325 west main street, hydrants had issues. Water utility had tested hydrant and noted it was hard to operate, utility tested hydrant and flow was good at 1630gpm 68 static / 50 residual. Hydrant scheduled to be replaced, date of manufacture was 1923. Hydrant on Silver Run road pumper or steamer nozzle by fire standards was stuck, Side steamer nozzles were operable. Joint meeting was held on May 6 with Fire Company and Utilities, Committee will be meeting every month to go over Water System and Fire Hydrant Readiness. COM Water Utility identified over 300 hydrants with various maintenance issues, many of which were minor in nature, Fire Co reviewed list and narrowed down to 70 that will be looked at by Fire Co to see if they are usable, if not the will be bagged out of service and scheduled for repair/ replacement.</p>
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# City of Millville

## Engineering / Public Works Project Status

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19.3	6-Feb-2016	19-Apr-2016	<b>Wheaton Factory 200-300 G street</b>	COM recently acquired the Wheaton Faculty from foreclosure. Site visit by Eng to determine electrical service power capability for potential buyer. BBJ group contacted COM re on going environmental clean up	Meeting held February 6, 2016 with BBJ group and Rio Tinto, describe clean up of site and that all discharges to ADA pond will be sealed. COM to look at storm discharge 36 in and other that can impact area. BD to visit site to identify location of storm discharges. E mail to Brock R re outline on meeting and need for additional review re demolition, sealing of wells, removal of transformers. Ongoing discussion with BBJ group Kelli Hick re DRAFT Access agreement. Received insurance certificated from BBJ. Site Inspection with Commissioner Sooy, located all site transformers and place on plan to be used for Quotes to remove. Storm Sewer located at RR spur entrance, Video required to trace. Continue to evaluate storm sewer. BBJ group has submitted draft Access Agreement for review. BBJ has filed work scheduled this month to complete ground water and soil sampling. <b>BBJ Group on site completing groundwater sampling low flow. Crew will be on site all week. Franklin Reisenberger has a revised Access Agreement that he will deliver for Signature to BBJ Group and Rio Tinto.</b>
20.2	1-Mar-16	14-Mar-16	<b>Sherwood Forest Tomasello Detention Basin</b>	Subdivision storm water basin not functioning properly.	Engineer contracted with to redesign existing basin, included overflow valve and to excavate out Impervious soils replacing with K-5 and or mix with existing. COM to pull samples to test for permeability. No work has been started owner is obtaing contractor quotes for repairs. Project is still under bond. Street not accepted by COM.
21.1	2-May-16	12-May-16	<b>Tenth and F Street Storm Main</b>	Main cmp storm line to pond east side of 10th street, conveys storm water from center of Millville along F street.	Sink hole developing at intersection of 10th and F street. Public works has been repairing depression in North Bound lane however area continues to subside. Public works has ordered a 8ft x 14 ft x 3/4in road plate to span area and protect public /traffic. Culvert is old possibly 48 in diameter possibly from 1950 based on brick mh construction. Line is approximately 8 feet below grade and submerged four feet below water. Emergency contractor inspected area, due to excessive amount of water no repairs can be completed until water is controlled by either plugging storm line and bypassing flow or waiting until drier period when pond is at low elevation. PW and engineering will monitor for safety. Condition of culvert out to pond needs to be assessed. <b>Public works has purchased road plate and has scheduled to lower adjacent mh cover. plate will be installed. Storm line has been determined to be from 1938 and drains to petticoat pond thru an adjacent lot. COM is reviewing information for easement, if none present it is recommended that easement be obtained from 10th street to petticoat pond. Pond level is extremely high currently, level can be lowered during drier month thu dam on Hance Bridge road, this will allow excavation</b>

# City of Millville

## Engineering / Public Works Project Status

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22.3	12-May-16	<b>NJDEP Storm water Draft Permit</b>	Tier A Municipal Storm Sewer System Draft Permit	<p><b>NJDEP held an informational meeting on May 10, 2016 to provide and overview of the MS4 Tier A draft permit. Some of the key milestones and components are as follows: Storm water system GIS mapping requirements, Municipal and privately owned storm water basins annual certifications, NJDEP will be providing a Best Management Practices Manual , A Field Manual, and updated educational training, new requirements with in 3 years COM will have to provide inventory of all catch basins outfall pipes all infrastructure related to storm water management. With in 4 years requiring GIS mapping, these requirements will become effective February 1, 2017 when the permit is renewed. NJDEP has sent us a power point of the presentation that is available for review. A through review of the Draft Permit and the key milestone deadlines are in progress.</b></p>
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No.	Date Initiated	Date revised / completed	Project Title	Description	Status / Action
		2-May-16	High Street Paving Phase I	Mill & Pave project with associated upgrades of handicap ramps, head pieces and grates. Project limits are from Depot Street to Harrison Avenue. City funded.	Draft plans have been printed with preliminary design notes. Engineering to measure up all handicap ramps and incorporate into revised plans to finalize. Engineering to prepare specifications concurrently. Projected schedule to advertise for bid 4/19 (fast track) or 5/3 (concurrent with 3rd St. project). Preliminary plans printed and to be revised upon final design. Advertisement date pushed back due to Third St. & Vine St. State funded project deadlines.
		12-May-16	High Street Paving Phase II	Mill & Pave project with associated upgrades of handicap ramps, head pieces and grates. Project limits are from Harrison Avenue to Route 47.	City received funding approval letter from NJDOT Municipal Aid for \$225,481.00. 18 month period to award bids. <b>5/3 NJDOT sent agreement certifying allocation of funds for project.</b>
		12-May-16	Ware Avenue Demolition Project	COM to demolish 3 buildings at Ware Ave. that were flooded during Hurricane Sandy. FEMA funding has been granted for this work. Buildings have been vacated and existing Parks & Public Property Building condemned by COM Construction Official	Site inspection 1/6 (CD, BP, WJ). Three electrical services, 2 metered observed. Gas service and water and sewer connections to be disconnected. SCS permit required. No fencing. Preconstruction meeting set for Wednesday April 6 at 8:30am. Contractor submitted Asbestos Survey. Awaiting breakdown of Estimate for Asbestos removal. <b>5/12 Subcontractor inquired about details for breakdown.</b>
		12-May-16	Third Street Reconstruction	Road reconstruction project from Route 49 to Broad Street consisting of milling and paving; curbing and sidewalk, with associated upgrades of handicap ramps, head pieces and grates. NJDOT funded.	Field work to commence upon completion of High St. handicap ramp field work. Projected schedule: Submit resolution to Advertise, 4/27; Advertise for Bids 5/3 Comm. Mtg.; Pre-bid mtg 5/12; Receive Bids 6/2; Award Bids 6/7; NJDOT Deadline to Award Bids 6/17/16. Field work started. Advertisement resolution submitted for 5/3 mtg. Field work complete; walked job with NT for final plan markup. <b>Plans completed, project advertised 5/3, pre-bid mtg conducted Thur 5/12</b>
		12-May-16	Vine Street	Pedestrian Sidewalk Improvement project from High Street to Third Street on Vine Street. NJDOT funded project.	Meeting with Landscape Architect set for Friday 4/8 at 1:30 to review draft plan and incorporate into City CAD drawing. Projected schedule: Submit resolution to Advertise, 5/31; Advertise for Bids 6/7 Comm. Mtg.; Pre-bid mtg 6/16; Receive Bids 6/30; Award Bids 7/5; NJDOT Deadline to Award Bids 7/11/16. 4/8 Received preliminary design from Landscape Architect and will put into CAD. <b>Prelim. Design converted to CAD, walk job by week's end to refine design</b>

No.	Date Initiated	Date revised / completed	Project Title	Description	Status / Action
		5-Apr-16	Sherwood Forest Tomasello Detention Basin	Subdivision stormwater basin not functioning properly	Engineer contracted to redesign basin including overflow valve, impervious soil replacement with K-5 or mix with existing soil,. COM to pull samples to test permeability. No work has been started. Owner obtaining contractor quotes for repair. Project still under bond. Street not accepted by COM. Developer put on notice to have improvements within Cedar Street right-of-way completed in 45 days, concurrent with Clty Water Main Replacement and County paving projects. Meeting with developer set for Fri 4/22. Met with developer: he is breaking out section of project within Cedarville Rd. right-of-way to complete to accommodate County schedule. County indicated paving along this section of right-of-way to occur ASAP prior to City's completion of Cedar St. Water project. Developer coordinating with County Engineer.
		12-May-16	City Hall Roof		Temporary construction fencing installed Mon. 4/18; Alper brought new scaffolding contractor on site 4/19 and to submit revised scaffolding drawings to meet required OSHA standards. Revised scaffolding drawing submitted; 4/28, 4/29 Delivery of materials; 4/29 scaffolding being erected and abandoned AC roof units being dismantled; Engineering attempting to schedule backup generator test to insure backup power for State Police repeater antennae; 5/2 Contractor on site. <b>Work in progress. Contractor cleaned damage from leak in roof.</b>
		12-May-16	Lysenko Avenue	Request by Solicitor to check fence in right-of-way of Lysenko Ave.	Visited site, took measurements and photos, reviewed previously submitted site plan. On-site, metal post and chain fence located at end of paved cul-de-sac and within unimproved portion of right-of-way. Preparing report for solicitor. <b>Provided solicitor with summary of findings; fence within unimproved right-of-way</b>
	5/2/2016	12-May-16	NJDOT & Goodman Properties Traffic Improvements	Request by Mayor to attend NJDOT meeting. Goodman properties has bond with NJDOT for traffic improvements to be constructed.	<b>Meeting: Goodman looking to get off bond; Goodman's traffic consultant working on revisions to proposed southern improvements which includes roundabout; NJDOT holding Goodman to completion of improvements and reviewing design revisions. Submit findings to mayor.</b>

No.	Date Initiated	Date revised / completed	Project Title	Description	Status / Action
	<b>12-May-16</b>	<b>12-May-16</b>	Pine & 14th Street Outfall Pipe	Pine & 14th St. outfall pipe at north headwall of Hankins Pond is exposed asbestos concrete	<b>Field visit revealed asbestos concrete pipe at headwall; trash &amp; debris found at north headwall; tie-back of headwall exposed, ground eroded in grass area between sidewalk and headwall.</b>

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**From:** Kim Wood  
**Sent:** Friday, April 22, 2016 10:44 AM  
**To:** Michael Santiago; 'kellya@cityofbridgeton.com'; 'Rbermudez@cityofvineland.org'  
**Cc:** [dellaquilai@cityofbridgeton.com](mailto:dellaquilai@cityofbridgeton.com); Joe Derella; Carol Musso; Darlene Barber; Barbara Nedohon  
**Subject:** Cumberland County Homeslessness Trust Task Force

Good Morning Mayors,

As you may be aware, the Cumberland County Board of Chosen Freeholders has adopted an Ordinance to establish the Cumberland County Homelessness Trust Fund Task Force. As part of the structure, the Ordinance calls for a representative from each of the three municipalities in the County with the largest populations of homeless people.

The Freeholders have asked that I follow up with you to see if you could each provide me with your recommendation as well as a resume for your nominee to represent your municipality.

The Board would like to have the task force established at its May meeting so time is of the essence.

If you have any question, please feel free to give me a call

Kind Regards,

Kimberly E. Wood  
Deputy County Administrator  
County of Cumberland  
164 W. Broad Street  
Bridgeton, NJ 08302  
856-453-2125

**Resolution No. R156-2016**

WHEREAS, the Board of Commissioners of the City of Millville is subject to certain requirements of the Open Public Meetings Act, NJSA 10:4-6, et seq.; and

WHEREAS, the Open Public Meetings Act Chapter 231 of the Public Laws of 1975, provides that an Executive Session, not open to the public may be held for certain specified purposes when authorized by Resolution; and

WHEREAS, it is necessary for the Board of Commissioners of the City of Millville to discuss in a session not open to the public certain matters relating to the item or items authorized by NJSA 10:4-12 and designated below:

- 1) Contract Negotiations concerning the Millville Municipal Airport
- 2) Contract Negotiations concerning the Cumberland County Improvement Authority

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MILLVILLE, that an Executive Session closed to the public shall be held on Tuesday, May 17, 2016, immediately following the 4:00 p.m. Work Session, 4th Floor Conference Room, City of Millville, Municipal Building, 12 S. High Street, for the discussion of matters authorized pursuant to N.J.S.A. 10:4-12.

It is anticipated that the deliberations conducted in closed session may be disclosed to the public upon the determination of the Board of Commissioners that the public interest will no longer be served by such confidentiality.

Moved By:  
Seconded By:

VOTING

Michael Santiago

Lynne Porreca Compari

David W. Ennis

Joseph Sooy

<u>In Favor</u>	<u>Against</u>	<u>Abstain</u>	<u>Absent</u>

CERTIFICATION

I hereby certify that the foregoing is a true copy of Resolution adopted by the Board of Commissioners of the City of Millville, in the County of Cumberland, at a meeting there of held May 17, 2016.

\_\_\_\_\_  
Susan G. Robostello, City Clerk