

TENTATIVE AGENDA FOR WORK SESSION MEETING

July 19, 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. OLD BUSINESS

3.I. Old Business (WS1)

Policy to release Closed Session Minutes - Discussion

3.II. Old Business (WS2)

Personnel Policies - Update

4. DISCUSSION OF COMMISSIONERS

5. PUBLIC COMMENT ON AGENDA ITEMS ONLY

6. DEPARTMENT OF PUBLIC WORKS

7. DEPARTMENT OF PUBLIC AFFAIRS

8. DEPARTMENT OF REVENUE & FINANCE

8.I. Department Of Revenue & Finance (WS1)

Shared Services Agreement for IT Services with the Millville Board of Education - Discussion

8.II. Department Of Revenue & Finance (WS2)

Utility Bills being paid by City of Millville for non-profit corporations- Discussion

8.III. Department Of Revenue & Finance (WS3)

Status of request for release of audio of Closed Session Meeting Minutes regarding the Boat Dock Litigation, City of Millville vs Richard Abbott, William Whitehead, Judith Whitehead, John Doe - Discussion

9. DEPARTMENT OF PARKS & PUBLIC PROPERTY

9.I. Department Of Parks And Public Property (WS1)

Engineer's Project Status Report

Documents:

[COM ENG PROJ STATUS JULY 19 2016.PDF](#)

10. DEPARTMENT OF PUBLIC SAFETY

11. NEW BUSINESS

- 11.I.** New Business (WS1) - Purchasing Board
Purchasing Board minutes - Discussion

Documents:

[CHAPTER 2 ADMINISTRATION- ARTICLE X PURCHASING BOARD.PDF](#)

- 11.II.** New Business (WS2)
Preparation for Request for Proposals for Professionals 2017 - Discussion

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. ADJOURN

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
 19-Jul-16

No.	Date Initiated	Date revised/ complete	Project Title	DESCRIPTION	STATUS / ACTION
1.1	5-Jan-2016	5-Jul-2016	Rhonda Drive Drainage Issue	<p>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.</p>	<p>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. 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. Public Works crews completed final pavement restoration on May 25, 2016. July 1, 2016 flash flood storm approximately between 4 to 6 pm with rain fall of 3.5 inches, roadway became flooded however receded quickly with improvements to inlet capacity. Engineering planning next improvements to storm system includes; additional pipe and inlet structures.</p>

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2.1	5-Jan-2016	7-Jul-2016	Cedar Street Water Main	<p>Cedar Street Water main replacement contract drawings need additional information to be complete for bidding. Tie 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 Brandriff. 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. 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. Construction of C-900 12 in water main was completed to Maple Street on May 27, 2016 total linear feet installed 1,950. Water Main from Brandriff to Maple 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 last segment of main on Friday June 3, 2016 am after results of Bacteria test are received and approved. Fire Hydrants have been tested for acceptance on First section of main replacement from Rt 49 to Brandriff. 3 Hydrants were inspected and flow tested. The hydrant at Cedar and Howard street replaced an older one that had a flow below 250 gallons per minute, the new Hydrant tested out at 1,810 gpm with a static pressure of 73 psi and residual of 24 psi. As of March 27, 2016 Garrison has expended 5 crew days and installed 6 line stops to locate, identify and complete the shut down of the two old cast iron water mains on Cedar street between Brandriff and RT 49. COM utility maps and available information were incomplete and or lacking necessary details of cross connections, valves buried in the field and un documented wet taps. The resulting extra work was due to the differing conditions and required to complete the transfer of service from the old to new water distribution mains. The extra work has been completed on a time and material basis with a total cost of \$ 32, 540.02, this exceeds the 5% limit and requires approval by Commission. The T& M basis of the extra work actually results in a savings of \$15, 800. Formal Change order documentation has been completed and will be submitted for Commission review and approval. Cedar Street Water Main replacement project was completed on June 14, 2016. Final Change order will be processed that includes T&M work for connection to existing mains at Brandriff and Cedar, cross connection between dual mains behind Senior High Rise on old Middle avenue, this connection increased the hydrant flow of two hydrants behind the high rise from 250 gym (red tagged out of service) to green or orange flow capacity flow test to be completed) All new hydrants will be flow test as part of hydrant commissioning and reported to Fire Department. Contractor has submitted final payment application and two change orders have been reviewed and submitted for processing and payment.</p>
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3.1	5-Jan-2016	14-Jul-2016	Fifteenth Street Public Works Facility	<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. 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. Certificate to occupy 15th Street Public works Facility was granted on May 16, 2016. Engineering has completed bid specifications for perimeter fencing and will be requesting authorization to advertise for bids on the June 21, 2016 Commission meeting. Engineering is requesting that the 15th street facility perimeter fencing and security contract be advertised at the June 21, 2016 commission meeting. Perimeter Fencing Project has been advertised and contractors have picked up plans and specification. Pre Bid meeting today 7-14-16 at 2pm. Bids are due July 28, 2016.</p>
4.1	5-Jan-2016	21-Jun-2016	Buck Street Sewer Main	<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. 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. Construction cost estimate was received from Perma Liner for the slip line demonstration project on the above referenced trunk main. The cost for the liner insertion was above the Public Contracts Law Bid Limit of \$40,000. Engineering is working on a slip line specification and drawings for bidding of the proposed pipe lining. The areas of the main that are unsuitable for lining will be repaired by open cut prior to liner installation.</p>

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5.1	5-Jan-2016	12-May-2016	Cedar Street Sewer Main	<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. Gifford completed May 5, 2016 as required by County prior to milling and pave of Cedar Street.</p>
	5-Jan-2016	14-Jul-2016	WWTP Phase II	<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. 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. NJDEP comments / acceptance of response letter has not been received as of June 6, 2016. AECOM has submitted revised bid schedule to NJDEP. Schedule is as follows: Anticipated Bid Advertisement Date will be changed due to no response received from NJDEP in regards to approving the revised bid schedule, New Anticipated Bid Advertisement Date June 21, 2016, Anticipated Bid opening Date July 26, 2016, Anticipated Bid Closing Date July 26, 2016, Anticipated Contract Award Date August 16, 2016. The final revision to the bidding schedule has been established: Advertise for Bids July 7, 2016, Sealed Bids will be received /closed on August 23, 2016, Contract Award Date October 4, 2016. Twenty Five (25) sets of plans and specifications have been received by Engineering for bidding. (NJEIT) New Jersey Infrastructure Trust has assigned a project reviewer to our project Vanessa Rosia. A meeting will be scheduled with Joel M. Fleishman, Esquire Bond Counsel. WWTP Phase II pre bid meeting was held today 7-14-16 at the Fowser Road plant. Turnout was good for a rebid project and there are 8 General Contractors that have picked up plans and specifications for the project. There was a plant inspection by the bidders after the pre bid meeting. Attached to the Commission report are the pre bid meeting minutes. AECOM and City of Millville informally met to discuss questions from the pre bid and to go over construction scheduling and bypass pumping planning. The last day for bidders to submit questions is July 22, 2016, the bid date is August 23, 2016.</p>

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7.2	5-Jan-2016	14-Jul-2016	City Hall Roof	<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. 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. Alper Roofing has completed all sixth floor roofing replacement, crews are installing metal parapet wall panels and completing flashing details on the sixth floor. Third floor roof/wall flashing work has been completed, crew are resaturating cold apply reset gravel. Alper Roofing has completed the third floor roofing resaturation , flashing and penetrations. Sixth floor roofing has been completed, metal parapet wall panels are 90 percent completed. Roof project will be ready for punch listed and inspected for acceptance after completion. Alper roofing has completed all original punch list work. Payment application has been submitted and approved, contractor working on providing warranty. Retainage (\$20.800.00) on project will be held until acceptable warranty has been obtained and any additional punh list work completed. Contrator has demobilized from the site and construction fencing has been removed.</p>
8.2	5-Jan-2016	14-Jul-2016	Knoll Property Drainage	<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. Public works crews has constructed 2 inlet concrete base foundations 6x6x 6 in thick. Layout and construction of perforated pipe drainage pipe scheduled for week of May 23, 2016. Layout of the proposed drainage improvements have been completed and field work scheduled for last week in June. Public Works Project Crew began Peach drive drainage improvements on July 10, 2016. Crew excavated for proposed inlet no 1 at intersection of Peach and Butternut, Inlet will be type E and have 15in ads perforated pipe installed from intersection to gutter line on Ash. Pipe will be installed at approximately 40 in below grade to be above sanitary sewer service laterals and below gas service that are at 24in and 40 in deep. Elevations are checked daily and modified as required by field conditions. Crews is working hard and doing an excellant job on the inlet and pipe line construction. Traffic controls are in place and have been coordinated with COM Police Department.</p>
9.2	5-Jan-2016	14-Jul-2016	High Street Paving	<p>Two Phase Mill & 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). High Street Paving project is high on the Engineering priorty list after award of Third Street and Vine Street project out to bid. PW crews are scheduling to remove the two severe humps in the roadway over the concrete construcion control joints in the old base. Engineering has a good base plan for High Street and will begin as topo work on the handicap ramps.</p>

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10.2	7-Jan-16	14-Jul-16	Ware Avenue Demolition Project	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. 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. Utility disconnect have been taking place, ACE electrical service, Verizon. Water service scheduled for week of 6-26-16, SJG service active. Delphi working on supplying asbestos removal change order back up / new subcontractor. June 30, 2016 Meeting with Delphi and Engineering to review schedule, crew will complete sewer disconnects then pull demolition permit. Asbestos change order backup recieved and is now acceptable, Contractor given authorization to proceed with asbestos removal.
11.3	15-Jan-16	13-Jul-2016	Municipal Landfill	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	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. Quarterly PID meter and VOC sampling completed on July 13, 2016, results to be submitted to NJDEP.
12.2	19-Jan-16	4-Apr-16	Four Seasons Ph 1 - Water Leak near 138 Cottage St.	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	14-Jul-2016	Water Main Replacement Program	<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 turburculated 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. GPM working on revisions to South Millville tie in connections to existing water mains and project specifications. GPM has completed all the revised plans and specifications for Columbine water service area. Existing asbestos water mains will be cut capped and abandoned in place. Adjacent homeowners will be notified as per required ACP abandonment procedures. Engineering has requested cost for additional services from GPM for basic engineering bidding inspection services for Phase II and III. COM Engineering will handle phase I Columbine bidding ,engineering basic services and inspection. WWTP Phase II project will conflict with next phases of South Millville and additional services of GPM may be required dependent on project schedules. Columbine Water Main replacement plans and specifications have been completed with minor revisions, It is important to note that the existing ACP pipe will be abandondoned in place, this comes after much discussion and research. Final Bid documents are being prepared for advertisement and bidding of Phase I South Millville Water Main Replacement Project. Engineering working on unit cost bid specification and bid package for Columbine water main replacement.</p>
14.3	16-Feb-16	14-Jul-2016	Street Sweeping Containment Structure	<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</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. PW crews completed layout ,grading, placement of stone subbase, reinforcing steel placement and formwork for the 24ft x 30ft concrete slab on grade for storage of street sweepings,. PW crews completed pouring the first 5.25 cy of concrete for the slab on Tuesday June 14, 2016. Second pour scheduled for Monday June 20, 2016. Public Works Project Crew completed the street sweeping containment slab and working on installing bin block to form push wall for materials.</p>

City of Millville

Engineering / Public Works Project Status

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15.2	5-Feb-16	14-Jul-16	WWTP Operations	<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 mitigated 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. 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. Siemens worked on installing the rotor drive and balance assembly of no1 turblex blower repairs / turbine reconditioning the week of May 25th. They have scheduled a technician to be at our site June 14th & 15th to complete the service. Turblex blower no 1 was reassembled with the reconditioned turbine installed. The blower has not been placed into service due to issues with coupling components delivered were incomparable. Replacement parts for the high speed drive coupling between the motor and turbine assembly have been ordered. There was a plant upset and fecal coliform violation to the NJDEP hotline, case # 16-06-22-1401-42 Operator # 15 on June 20, 2016. Fecal Coliform sample results were 4300 col/100ml on 6-17 and 600 col/100ml on 6-19. The cause is unknown at this time and plant operations is currently not considered to be related to the Plant Upset. The plant was reseeded with 5 tanker loads of WAS hauled in from the LSA. The plant was showing signs of improvement when again it was observed that the biology hade died off in the aeration tank. Fecal Coliform samples will be pulled early next week, BOD and TSS samples will be pulled in effort to isolate areas with in the City where a SIU may have discharged wastewater containing a high strength waste and or chemical that could have caused the issues. As stated in the Water report Craig Dombrosky has retired and his expertise will be missed at the Sewer Utility also especially in the current situation. There are still personnel issues that need to be addressed with the assistant superintendent Sal Gioia Chief Sewer Plant Operator, along with Replacement of Bill Smith. Turblex Blower no 1 replacement coupling has been recieved and installation is being scheduled by Siemans. Plant operations show some sign of improvement, operations will be placing the Wedeco UV system on line to increase effluent detention time in the UV contact chamber and further reduce Fecal Coliform numbers. WWTP had an emergency on Friday July 8, 2016. Plant operations communication failed, main fiber optics line needed emergency replacement to restore RAS pumpstation control. Work has been completed and Emergency documentation is being processed.</p>
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16.2	11-Feb-16	30-Jun-16	Water Operations	<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 discover 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 removed 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. Hydrants continue to be repaired / replaced as crew and manpower are available. 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. 15 Hydrants were bagged at the request of the Fire Department. The fire hydrant located at Glenside and Mallard has been repaired and is back in service. The fire hydrant located at 709 Glenside has been repaired and is fully operational. The Fire Hydrant at 717 Glenside (near Goldfinch) has been replaced and is back in service. COM Water Utility and emergency contractor replaced broken valve at 3rd and south second street 6-16-16. Crews during line stop installation found a 10 in reverse valve that had been closed causing water service restrictions in the area, valve was located at 3rd and Whittal, valve has now been located and as build noted as reveres operation. Craig Dombrosky has retired from the City of Millville Water Utility and his last day of Service was on June 24, 2016. Craig's experience and technical expertise will be missed by everyone. Steve Pierce has taken the helm of the Water Utility, and we are off to a good start with great communication and coordination. There are personnel issues that still exist regarding filling Steve's old position and continued discussions of appointing Deric Cheesman to the Chief Water Operator position. I have asked for a link to be placed on the City Web site to the NJDEP that recommends flushing of faucets prior to usage for drinking or cooking after 6 hours of non-use. This is a precautionary recommendation by NJDEP for all communities with older water systems such as Millville's due to older lead services. Water Utility testing indicated that our levels as tested are well below the thresholds. We will continue to monitor and remove any lead service that we are able to locate as resources and budget allows. When lead services are located, I would like the Commission to consider allowing our crews to excavate the adjacent services to determine service material and replace or repair accordingly. Wheaton avenue between D and E street has been repaired numerous times and is currently leaking, the line is old galvanized pipe and serves only 2 residences. Water Utility has requested quotes to have a new 2 in HDPE poly line installed by directional drill, request is for only to install pipe, water utility will do all taps, service connections and restoration. Work is on county road and will need county approval prior to installation. oce quotes are recieved pricing information will be given to purchasing for review and authorization.</p>
17.3	1-Mar-2016	14-Mar-2016	Fleets Maintenance	<p>COM Fleets Maintenance servicing COM Public Works vehicles, Police Department, Fire Department, Water and Sewer vehicles, City Hall / Engineering cars and trucks</p>	<p>COM Engineering working with Fleets on schedule to relocate to 15th street facility. Next week Mohawk to relocate 1 15,000 lb lift to 15th street. Follow up with setting up for 1 mechanic to begin working out of 15th st. First lift has been relocated to 15th street. Air compressor parts ordered once operational lift will be put in service and 1 mechanic will be working out of 15th street. All 3 lifts have been moved to 15th facility. Both mechanics are fully operational. COM is working on getting oil tank moved from old facility to new facility.</p>
18	1-Mar-2016	14-Mar-2016	Capitol Improvement Plan	<p>COM received Remington & Vernick Water and Sewer Capitol Improvement Plan today March 1, 2016</p>	<p>Plan under review. Meeting with Water and Sewer to go thru recommended capitol expenditures. The R&V technical report provided the necessary components for establishing a detailed capitol improvement plan.</p>

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19.3	6-Feb-2016	19-Apr-2016	Wheaton Factory 200- 300 G street	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. 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.
20.2	1-Mar-16	14-Mar-16	Sherwood Forest Tomasello Detention Basin	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. See supplement provided by Assistant Engineer.
21.1	2-May-16	20-Jun-16	Tenth and F Street Storm Main	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. 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 thru dam on Hance Bridge road, this will allow excavation to the 42 in storm line that is approximately 11ft deep with over 4.5 feet of water in the line. Garrison Enterprises Emergency repairs to Storm Sewer at 10th and F street June 20, 2016. Crew set up hydraulic bypass pump and sand bagged outlet structure from 10th street to Peticoat pond, pond weir board removed in am to lower level to allow for repairs. 42 in RCP storm line was lowered to invert ,large amount of floatable debris removed by COM Vac truck. MH was constructed of brick and concrete. Entry into 11 ft deep mh, pipe was in good condition, mh concrete foundation was missing / deteriorated along walls , concret to be poured on June 21, 2016 to construct structural foundation and storm line invert bench. Requisition for \$11, 000 for 2 days emergency services contractor crew cost.

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22.3	12-May-16		NJDEP Storm water Draft Permit	Tier A Municipal Storm Sewer System Draft Permit	<p>NJDEP held an informational meeting on May 10, 2016 to provide an 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 within 3 years COM will have to provide inventory of all catch basins outfall pipes all infrastructure related to storm water management. Within 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 thorough review of the Draft Permit and the key milestone deadlines are in progress.</p>
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City of Millville, NJ
Tuesday, June 21, 2016

Chapter 2. Administration

Article X. Purchasing Board

[Amended 11-18-2002 by Ord. No. 32-2002]

§ 2-36. Statutory authority and creation.

In accordance with the provisions of N.J.S.A. 40A:11-9, the Purchasing Board of the City of Millville is hereby created having the powers enumerated in the statute, subject to the limitations set forth herein.

§ 2-37. Members of the Purchasing Board.

- A. The Purchasing Board shall consist of five members which shall include the City Clerk, City Engineer, Chief Financial Officer and two other administrators selected by the City Clerk.
- B. The governing body reserves the right to appoint all five members of the Purchasing Board by resolution if it so chooses.

§ 2-38. Advertisement for bids.

All advertisements for bids pursuant to N.J.S.A. 40A:11-1 et seq. shall designate the time and place of the meeting at which the Purchasing Board shall receive bids. Whenever possible, the advertisement for bids shall determine an hour for receiving bids between the hours of 10:00 a.m. and 3:30 p.m. from Monday through Friday, and no bids shall be opened previous to the hour designated in the advertisement and none shall be received thereafter.

§ 2-39. Duties.

- A. The Purchasing Board shall be authorized to receive such bids as may be presented and immediately proceed to unseal them and publicly announce the contents in the presence of the parties bidding or their agents, if they choose to be then and there present.
- B. The Purchasing Board shall keep accurate and complete minutes on all bids received and shall comply with the applicable provisions of state law. The Purchasing Board shall make proper record of the prices and terms of all bids in the minutes of the body.
- C. After the bids are received, read and recorded, they shall be turned over to the City Engineer for tabulation and recommendation to the City Commission.

§ 2-40. Limitations.

The Purchasing Board shall not exercise those powers and duties reserved to the Purchasing Agent by state law.