

TENTATIVE AGENDA FOR WORK SESSION MEETING

October 18, 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

5. DISCUSSION OF COMMISSIONERS

6. DEPARTMENT OF PUBLIC WORKS

6.I. Department Of Public Works (WS1)

- 1) GPS for City Vehicles- Discussion
- 2) Section 8 Housing and Community Improvement- Discussion
- 3) City Administrator Position- Discussion

7. DEPARTMENT OF PUBLIC AFFAIRS

7.I. Department Of Public Affairs (WS1)

Forensic Accountant Audit Report- Update

8. DEPARTMENT OF REVENUE & FINANCE

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

CY 2016/SFY 2017 Best Practices Inventory- Discussion

Documents:

[CY2016-SFY 2017 PROTECTED BEST PRACTICES INVENTORY.PDF](#)
[LFN 2016-13 CY2016-SFY2017 BEST PRACTICES.PDF](#)

9. DEPARTMENT OF PARKS & PUBLIC PROPERTY

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

Engineering Project Status Report

Documents:

[ENGINEERING PROJECT STATUS REPORT - 10-18-2016.PDF](#)

10. DEPARTMENT OF PUBLIC SAFETY

11. NEW BUSINESS

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 ITEM (WS1)

Resolution authorizing executive session re; Contract Negotiations- 25 Airwork Street
*and Potential Litigation: Cumberland County Improvement Authority/Technical
Education Center/Block 19, Lots 1 & 2/College Drive*

Motion-

Second-

Documents:

[RES CLOSED SESSION -10-18-2016.PDF](#)

14. MOTION TO ADJOURN

Motion-

Second-

Best Practices Worksheet CY 2016/SFY2017

Millville City (Cumberland)			
0610		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question	Comments	
General Management - GM			
1	Yes	Has your municipality 1) explored all potential shared service opportunities; and 2) filed a copy of all shared service agreements presently in effect for which it provides the service, along with any amendments thereto, with the Division (excluding cooperative purchasing agreements governed by the Local Public Contracts Law)? In the Comments section, please identify all explored all potential shared service opportunities, whether an agreement resulted and, where no agreement was reached, the reason(s) why.	
2	Yes	Has your municipality adopted a written vehicle use policy prohibiting personal use of municipal vehicles (except for commuting), and providing that employees authorized to use such vehicles for commuting to/from work have a fringe benefit value added to the gross income reported on the employee's W-2 (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)? Only answer "N/A" if your municipality does not have any municipally-owned vehicles.	
3	Yes	Active monitoring management of a municipality's ratable base is fundamental to helping ensure fiscal stability. Does your municipality have an established written policy requiring its tax assessor to notify the chief financial officer and the governing body of all tax appeals upon filing, but no later than June 1st each year?	

Best Practices Worksheet CY 2016/SFY2017

Millville City (Cumberland)			
0610		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
4	Yes	Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year's proposed budget (including the full adopted budget for the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?	
5	Yes	A municipality's participation in FEMA's <u>National Flood Insurance Program Community Rating System</u> can lead to significant flood insurance premium reductions for its homeowners. An explanation of the program may be found on FEMA's website at http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system , and more information on how the NJDEP's statewide CRS coordinator can assist with improving your rating can be found at http://www.nj.gov/dep/floodcontrol/about.htm . <u>Does your municipality have, or has your municipality made an application to FEMA for, a Community Rating System ranking of at least Class 9?</u>	?

Best Practices Worksheet CY 2016/SFY2017

Millville City (Cumberland)			
0610		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
6	Yes	The "Director's Ratio" (the average ratio of assessed to true market value) for each municipality as determined by the Director of the Division of Taxation, in the Table of Equalized Valuations promulgated annually pursuant to <u>N.J.S.A. 54:1-35.1</u> . A Director's Ratio of lower than 85 percent generally denotes lack of uniformity in assessments and indicates a need for revaluation. <u>N.J.A.C. 18:12A-1.14</u> . <u>If the ratio of assessed values to market values in your municipality is presently less than 85%, has your municipality at minimum awarded a contract for the updating of tax maps and earmarked funds in its budget for the hiring of relevant firms and/or professionals?</u>	91.99% Ratio for 2016
7	Yes	The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Forms. Compliance by local elected officials is particularly important. <u>Have all of your local elected officials filed their Financial Disclosure Form in 2016 that covers the 2015 calendar year?</u>	
8	Yes	While outside employment by municipal officials can sometimes be acceptable, it is imperative that no conflicts of interest impinge on municipal governance. Does your municipality have 1) an established documented process requiring department heads to submit notice of outside employment, and 2) upon receiving such notice, does your municipality have a documented process within its human resources function to determine whether or not a conflict of interest exists?	

Best Practices Worksheet CY 2016/SFY2017

Millville City (Cumberland)			
0610		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
9	No	<p>Many municipalities have created one or more authorities (including fire districts, utilities authorities, redevelopment authorities, housing authorities, port authorities, etc.) to provide greater focus and attention on addressing a public need, or to reduce governing body burdens. While creation of an authority is often appropriate, and many authorities successfully fulfill their missions, authorities with weak membership or insufficient local-level monitoring can become wasteful, inefficient and unresponsive to the public they serve. N.J.S.A. 40A:5A-20 allows a local governing body to dissolve an authority subject to certain parameters and with Local Finance Board approval. Municipalities should at least annually assess the authority or authorities they created and publicly discuss their findings and conclusions. Findings and conclusions should address whether their existing authorities 1) continue to serve the public interest, and 2) are more efficient than other potential alternatives in providing services and financing public facilities. <u>Within the past year, 1) has the above-referenced discussion appeared as a listed agenda item on a scheduled governing body meeting, and 2) do the findings and conclusion appear in publicly-available meeting minutes?</u> Please identify the meeting date under "Comments".</p>	

Best Practices Worksheet CY 2016/SFY2017

Millville City (Cumberland)			
0610		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question	Comments	
Finance & Audit - FA			
10	Yes	Audit findings address areas needing improvement. Ignoring these findings devalues the process; therefore, municipalities should correct noted deficiencies. <u>Have all audit findings from the 2014 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the 2015 audit?</u> If the answer is no, please list the repeat findings, along with the date the corrective action plan was submitted to DLGS, under Comments. Only answer "N/A" if there were no audit findings in 2014.	
11	Yes	Payments In Lieu of Taxed (PILOTs) are often used as a tool for economic development. It is imperative that municipalities monitor PILOT agreements to ensure recipients complying with all agreement terms, including but not limited to timely payment and reporting. Does your municipality 1) have an official designated to monitor exemptions granted pursuant to the Long-Term Tax Exemption Law (N.J.S.A. 40A:20-1 et seq.) and Five-Year Exemptions/ Abatements granted pursuant to N.J.S.A. 40A:21-1 et seq., and 2) have in place a documented process for ensuring compliance with the terms of each PILOT agreement?	
12	Yes	<u>N.J.S.A. 40A:5-4</u> requires municipalities to complete their annual audit for the preceding fiscal year within 6 months after the close of their fiscal year. Further, <u>N.J.S.A. 40A:5-6</u> requires the municipality's auditor to submit a certified duplicate copy of the audit report and recommendations with the Division within 5 days after filing the original with the municipal clerk. <u>Has your municipality received its completed audit for the preceding fiscal year within the statutory timeframe, and confirmed that your auditor has filed a certified duplicate copy of the audit report with the Division?</u> You may only answer this question "N/A" if the Director expressly granted an extension in response to a governing body resolution petitioning for same.	

Best Practices Worksheet CY 2016/SFY2017

Millville City (Cumberland)			
0610		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
13	Yes	Pursuant to <u>N.J.S.A. 40A: 2-40</u> , the chief financial officer each municipality shall, before the end of the first month of the fiscal year, file its Annual Debt Statement with the Division of Local Government Services. The annual debt statement must be filed electronically following the procedure described in Local Finance Notice 2013-3. <u>Did your municipality file its electronic Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFY municipalities)?</u>	
14	Yes	Local Finance Notice 2014-09 contains important information about the need for municipalities that have certain outstanding debt to abide by requirements to annually disclose certain information with respect to financial conditions. The continuing financial disclosure obligations are required by federal law and local agreements executed as part of past issuances of debt. Failure to comply can result in penalties against local governments and individual officers responsible for various filings. Failure to comply can also result in a lack of access to capital markets. <u>Is your municipality up to date and fully compliant with continuing disclosure obligations as discussed in Local Finance Notice 2014-09?</u>	
15	Yes	The Prompt Payment Law, enacted as P.L. 2006 c.96, establishes timing standards for the payment of obligations under a wide range of construction-related contracts. The law seeks to ensure that contractors submitting bills for completed work are paid on a timely, established schedule, and that the full chain of subcontractors receive timely payment from their hiring contractor. Local Finance Notice 2006-21 discusses the law and its impact on local governments. <u>Have your municipality's claim payment procedures been reviewed by legal counsel and appropriate municipal staff to ensure compliance with the Prompt Payment Law?</u>	
16	Yes	While the issuance and renewal of bond anticipation notes can be a reasonable and prudent financing mechanism, failing to take advantage of low interest rates on permanent financing can cause municipalities to incur unnecessary carrying costs and inflated costs of issuance. Has your municipality evaluated its outstanding bond anticipation notes and developed a strategy to move toward permanent financing?	
Procurement - P			

Best Practices Worksheet CY 2016/SFY2017

Millville City (Cumberland)			
0610		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
17	Yes	Pursuant to <u>N.J.S.A. 52:15C-10(a)</u> , municipalities (among other government entities) must notify the State Comptroller within no later than 20 business days of awarding most contracts greater than \$2 million but less than \$10 million. For contracts \$10 million or more, <u>N.J.S.A. 52:15C-10(b)</u> requires written notification to the State Comptroller of any negotiation or solicitation no later than 30 days before advertisement; from which point the State Comptroller has 30 days to approve the procurement moving forward unless said period is waived. Further information on the law and applicable forms is available on the State Comptroller’s website. <u>Did your municipality comply with the notice and approval provisions of N.J.S.A. 52:15C-10 in the prior year?</u>	
18	Yes	Pursuant to <u>N.J.S.A. 40A:11-25</u> , the Director of the Division of Local Government Services must approve all prequalification regulations enacted by contracting units subject to the Local Public Contracts Law. Prequalification requirements can be fixed according to experience, financial ability, capital, and equipment. Absent Director approval, bid prequalification regulations are of no force and effect and may not be required as a condition of bid acceptance on any public contract. Local Finance Notice 2016-12 goes into further detail concerning prequalification regulations under the Local Public Contracts Law. Is your municipality following the process set forth in <u>N.J.S.A. 40A:11-25</u> , including seeking Director approval prior to implementing and enforcing all prequalification regulations? “N/A” is only applicable where the municipality has not adopted any prequalification regulations.	
19	Yes	<u>N.J.S.A. 40A:11-5 (a)(i)</u> states that, if a municipality utilizes the professional services exemption from the Local Public Contracts Law, “The governing body shall in each instance state supporting reasons for its action in the resolution awarding each contract and shall forthwith cause to be printed once, in the official newspaper, a brief notice stating the nature, duration, service and amount of the contract, and that the resolution and contract are on file and available for public inspection in the office of the clerk of the [] municipality...”. <u>With respect to the award of professional services contracts, is your municipality complying with the above referenced provision of the Local Public Contracts Law?</u>	

Best Practices Worksheet CY 2016/SFY2017

Millville City (Cumberland)			
0610		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question	Comments	
Budget Preparation and Presentation - BP			
20	Yes	N.J.A.C. 5:30-3.8(a) requires that the introduced annual municipal budget incorporate a User-Friendly Budget section. Is your municipality providing the public with its introduced User-Friendly Budget at least one week prior to the date of the public hearing on adopting the annual budget?	
21	Yes	Unless the Director sets forth a later date pursuant to N.J.S.A. 40A:4-5.1, N.J.S.A. 40A:4-5 requires that calendar year municipalities approve their introduced budgets no later than February 10 (or August 10 for state fiscal year municipalities) and N.J.S.A. 40A:4-10 requires that calendar year municipalities adopt their budgets no later than March 20 (or September 20 for state fiscal year municipalities). <u>Did your municipality introduce and adopt its current year budget no later than the dates provided by law or as extended by the Director in Local Finance Notice 2015-27?</u> This question may only be answered N/A if your municipality is under State Supervision or if the Division instructed the municipality to delay budget adoption.	
Health Insurance - HI			
22	Yes	Does your municipality exclude from healthcare coverage part-time elected and appointed officials (less than 35 hours per week)? Only answer "yes" if no part-time elected or appointed officials receive health benefits. If your municipality has part-time elected or appointed officials who elect to take State Health Benefits Program (SHBP) health benefits (or receive a waiver for not doing so) by virtue of serving in their position continuously since May 21, 2010, you must answer "No". If you answered "No", please list in the Comments section the name and title of each elected or appointed official receiving either health benefits or a waiver payment in lieu of health benefits.	
23	Yes	Is your municipality collecting at least the amount set forth by the Chapter 78 Grid for health benefit contributions (or 1.5% of base salary, whichever is greater) for all officers and employees?	

Best Practices Worksheet CY 2016/SFY2017

Millville City (Cumberland)			
0610		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question	Comments	
24	Yes	<p>Payments for waivers filed before May 21, 2010, and maintained continuously since, cannot exceed fifty percent (50%) of the amount saved by the local unit as a result of the employee's waiver of coverage. For waivers filed on or after May 21, 2010, which is the effective date of P.L. 2010, c. 2, payments cannot exceed the lesser of twenty-five percent (25%) of the amount saved by the local unit as a result of the waiver, or \$5,000. When calculating an employee's waiver payment, the local unit must deduct the employee's healthcare contribution obligation from the total premium cost. Local units have sole discretion as to whether or not to offer employees payments for waiver of health benefits, and may offer waiver payments lower than the statutory maximum. Health benefit waiver payments are statutorily excluded from collective bargaining. See Local Finance Notices 2010-12 and 2016-10 for further discussion on health benefit waiver payments. <u>Does your municipality 1) refrain from paying waiver payments in excess of the statutory maximum; 2) deduct employee healthcare contribution obligations from the total premium cost when calculating waiver payments; and 3) refrain from incorporating healthcare waiver payments in any labor agreement?</u> "N/A" is only applicable where the municipality has a policy of not making payments in lieu of health benefits.</p>	

Best Practices Worksheet CY 2016/SFY2017

Millville City (Cumberland)			
0610		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question	Comments	
Personnel - PE			
25	Yes	The Fair Labor Standards Act (FLSA) is a federal law requiring that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (you should consult with labor counsel for more detailed guidance). Exempt status would also preclude overtime pay for time worked during emergencies, attendance at night meetings and participation in training sessions. Compensated leave time in lieu of cash payments is considered to be a form of overtime pay unless such leave is utilized in the same pay period. <u>Does your municipality refrain from paying overtime to employees classified as exempt under the FLSA?</u>	
26	No	<u>For any employees covered by a collective bargaining agreement, has your municipality instituted a policy to not compensate said employees for sick leave accumulated after a certain date?</u> If such provisions were imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining, your answer can be "N/A". If answering "N/A", the municipality must identify under "Comments" each such provision imposed by an arbitrator, along with the status of the collective bargaining negotiations to eliminate each such provision.	The city has negotiated a maximum benefit allowable for the compensation of accumulated sick time with all bargaining units.
27	Yes	Has your municipality instituted a written policy to not compensate non-union employees for sick leave accumulated after a certain date?	The city has negotiated a maximum benefit allowable for the compensation of accumulated sick time with all bargaining units.
28	No	Has your municipality adopted an ordinance, resolution, regulation or written policy eliminating longevity awards, bonuses or payments for non-union employees?	

Best Practices Worksheet CY 2016/SFY2017

Millville City (Cumberland)			
0610		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
29	N/A	<p>For any employees covered by a collective bargaining agreement, has your municipality <u>eliminated all longevity awards, bonuses or payments for employees hired on or after a specified date, and refrained from increasing any longevity awards, bonuses or payments for employees hired before a specified date?</u> The answer to this question can be "N/A" if such provisions were imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining. If answering "N/A", the municipality must identify under "Comments" each such provision imposed by an arbitrator, along with the status of the collective bargaining negotiations to eliminate each such provision.</p>	<p>Longevity was eliminated for new employees in the PBA, Fire and Council 18. Negotiations are pending for superiors and Administrative unit.</p>
30	Yes	<p>Employee personnel manuals or handbooks serve as a valuable tool to convey a municipality's policies, procedures and benefits. Many insurance carriers encourage the adoption of such a document and offer discounted rates for their use. These publications should review employees' rights and obligations in areas ranging from discrimination, safety, violence, and harassment to vacation and sick days, holidays, use of township vehicles, smoking and political activity, among others. <u>Has your municipality adopted or updated an employee personnel manual/handbook by resolution or ordinance within the last five years? If yes, please provide in the Comments section the date of the meeting at which the personnel manual was adopted or updated.</u></p>	<p>Ordinance 31-2016 Adopted 8/2/2016</p>

Best Practices Worksheet CY 2016/SFY2017

Millville City (Cumberland)		
0610		<i>Please see Color Key at bottom of sheet for limits on answers</i>
Answer	Question	Comments
0	Select	
26	Yes	
3	No	
1	N/A	
30	Total Answered:	
27	Score (Yes + N/A)	
90%	Score %	
Chief Administrative Officer's Certification		
I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.		Certification #(s)
Name & Title		Date
Chief Financial Officer's Certification		
I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.		Certification #(s) N-0550, Y-0091
Name Marcella D. Shepard		Date 10/14/2016
Municipal Clerk's Certification		
I hereby certify that the Governing Body of the <insert Municipality> in the County of <insert County> discussed/will discuss the CY 2016/SFY 2017 Best Practice Inventory as completed herein at a public meeting on <insert date>, with the Inventory results, and the certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to be stated in the minutes of said public meeting.		Certification #(s) 1315
Name Susan G. Robostello		Date 10/14/2016

Best Practices Worksheet CY 2016/SFY2017

Millville City (Cumberland)			
0610		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
		Red = "Yes; "No"; "N/A answers permitted	
		Green = Only "Yes" and "No" answers permitted	
	Question	Table of Weblinks	
	5	http://www.fema.gov/national-flood-insurance-program-community-rating-system	
	5	http://www.nj.gov/dep/floodcontrol/about.htm	
	13	http://www.nj.gov/dca/divisions/dlgs/lfns/13/2013-3.pdf	
	14	http://www.nj.gov/dca/divisions/dlgs/lfns/14/2014-09.pdf	
	15	http://www.nj.gov/dca/divisions/dlgs/lfns/06/2006-21.doc	
	17	http://www.nj.gov/comptroller/compliance/index.html	
	18	http://www.nj.gov/dca/divisions/dlgs/lfns/16/2016-12.pdf	
	21	http://www.nj.gov/dca/divisions/dlgs/lfns/15/2015-27.pdf	
	24	http://www.nj.gov/dca/divisions/dlgs/lfns/10/2010-12.doc	
	24	http://www.nj.gov/dca/divisions/dlgs/lfns/16/2016-10.pdf	

LFN 2016-13

September 19, 2016

Local Finance Notice

Chris Christie
Governor

Kim Guadagno
Lt. Governor

Charles A. Richman
Commissioner

Timothy J. Cunningham
Director

Contact Information

Director's Office

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Legislative and Regulatory Affairs

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Financial Regulation and Assistance

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Local Finance Board

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Distribution

Municipal Clerks
Municipal CFOs
Auditors

CY 2016/SFY 2017 Best Practices Inventory

The State's Fiscal Year 2017 Appropriations Act (P.L. 2016, c.10) requires the Division of Local Government Services ("Division") to determine whether some portion of a municipality's CMPTRA and ETR aid will be withheld based on the results of a Best Practices Inventory ("Inventory") to be completed by each municipality. The Inventory encourages municipalities to embrace practices that promote financial accountability, sound management and transparency. This Local Finance Notice provides guidance on how the Division will implement this statutory requirement.

Municipalities operating on a Calendar Year or Transition Fiscal Year (SFY reversions) must return their completed Inventory to the Division by **Friday, October 21, 2016**. Those municipalities operating on State Fiscal Year budgets must return their completed Inventory by **Friday, April 7, 2017**. Completion and filing instructions are included in an Appendix to this Notice. **As in previous years, the maximum amount of aid that is subject to being withheld by the Division is the full amount of the final aid payment (December 1 for Calendar Year municipalities).**

CY2016/SFY2017 Best Practices Format

Noteworthy changes to this year's Best Practices Inventory include the following:

- The inventory contains 30 questions (reduced from 50 in the prior year's Best Practices.
- "Prospective" answers are not permitted. The only permissible answers are "Yes", "No", and for a limited number of questions "N/A" (not applicable)
- **Municipalities must receive positive credit on a minimum of 22 questions in order to avoid withholding of aid.** Given the introduction of several new questions and the reduced overall number of questions, the Division reserves the right to determine withholding percentages upon receiving all completed CY2016 Best Practices Inventories.

The CY2016/SFY2017 Best Practices Inventory is in the form of an [Excel worksheet](#) that must be filled out and emailed to the Division. Note that the majority of questions focus on statutory requirements and have been asked in some fashion in previous years. **The majority of the questions asked in this year's Best Practices are also curable, meaning that compliance can be achieved prior to the submission deadline.**

Please read each question carefully. Certain questions may expressly state the circumstances under which a "yes", "no" or "N/A" answer must be selected, or under what circumstances additional information must be entered in the right column labeled "Comments". For questions with subparts, a "yes" answer means that the municipality is answering affirmatively to all parts of the question. The municipality must answer "no" if it cannot affirmatively answer all parts of the questions. Weblinks are provided on the bottom of the Inventory to items cited in the following questions: 5, 13, 14, 15, 17, 18, 21, and 24 .

In addition to allowing "yes" or "no" answers, certain questions allow the option of answering "not applicable". The spreadsheet automatically computes the score, with "not applicable" counted as positive answers for purposes of scoring. **Unlike in prior years, no "prospective" answers will be permitted.**

Questions are color-coded as follows pursuant to their permissible range of answers:

	Red = "Yes"; "No"; and "N/A" answers permissible
	Green = "N/A" answers are NOT permitted

The Division has identified certain questions that should be applicable to all municipalities. As a result, answers of "non-applicable" will not be allowed for those questions color-coded green.

For those questions color-coded red, "Not applicable" is only an appropriate answer if a municipality concludes that the requirement is not possible to meet given the municipality's circumstances, unless the question specifically limits an "N/A" answer to a particular circumstance. Using "not applicable" requires an explanation of why the question is not applicable in the comment space provided.

Once the municipality's Best Practices Inventory is transmitted to the Division, the worksheet cannot be amended and resubmitted except by making an appeal to the Director through the process outlined on Page 4.

Permissible answers for questions in each category are set forth below:

Categories	Yes/No	Yes/No/N/A
General Management	1, 3, 4, 7, 8	2, 5, 6, 9
Finance & Audit	13, 15	10, 11, 12, 14, 16
Procurement	19	17, 18
Budget Preparation & Presentation	20	21
Health Insurance	22	23, 24
Personnel	25, 27, 28, 30	26, 29

Certifying to the Best Practices Inventory & Governing Body Acknowledgement

The municipality's Chief Administrative Officer, in addition to the Chief Financial Officer, must certify the Inventory. Space for these certifications is provided on the worksheet. Both officials must provide their certification number for all licenses they have been issued by the Division of Local Government Services. If the certifying official does not possess such a license, the space can be left blank. All certifying officers must type in their names and certification numbers, rather than manually sign and enter same.

Note: The Chief Administrative Officer is the individual, whatever their title, who is in charge of the municipality's day-to-day operations. If a municipality does not have a business administrator or municipal manager, this person would be whatever individual (e.g. municipal clerk, chief financial officer) is charged with this responsibility.

Please be advised that Best Practices responses are subject to random auditing by the Division. Officials that certify Best Practices Inventories containing inaccurate responses may be subject to penalties including the Division taking action against their professional license.

As for the governing body's acknowledgement, the completed form must be an agenda item for discussion at a municipal governing body meeting. The Municipal Clerk must certify **on the worksheet** that the Inventory and the results thereof were or will be discussed at a public meeting, with the inventory results and the certification of same by the chief administrative and financial officers referenced in the meeting minutes. There is no separate certification document for municipal clerks to submit. The purpose of the acknowledgement requirement is to ensure that local officials are apprised of their municipality's Best Practices Inventory response.

Appeals Permitted

The State Appropriations Act permits the Director of the Division of Local Government Services to exercise discretion where the particular circumstances of a municipality warrant. Reasonable accommodations will be considered where circumstances warrant. **As in previous years, the maximum amount of aid that is subject to withholding is the full amount of the final aid payment.**

Municipalities may submit appeals before the submission deadline but not before their Best Practices Inventory is submitted. The Division encourages municipalities that wish to submit an appeal to do so in conjunction with their Inventory submission. Appeals to the Director must be submitted **no later than the close of business Friday October 21, 2016 (or Friday April 7, 2017 for SFY Municipalities).**

Approved: Timothy J. Cunningham, Director

Document	Internet Address
CY2016/SFY2017 Best Practices Worksheet	http://www.nj.gov/dca/divisions/dlgs/programs/best_practices.html

APPENDIX

INSTRUCTIONS TO COMPLETE AND SUBMIT THE CY 2016/SFY 2017 BEST PRACTICE INVENTORY

Step 1 -- Download the Excel spreadsheet from the Division's Best Practice webpage at http://www.nj.gov/dca/divisions/dlgs/programs/best_practices.html. The worksheet is locked and allows access only to relevant fields.

Step 2 – Select Name of Municipality: follow the instruction at the top of the worksheet. (Click in cell C1, then click on the down arrow on the right side of the cell, then choose the name of municipality.)

Step 3 – for each inventory question, click in the “Select” cell in Column C and choose the appropriate response.

For those questions that permit a non-applicable answer, if the answer to a question is “Not Applicable” insert an explanation in the “comment” cell (Column E). The cell can expand to fit the size of the comment.

Step 4 – The Chief Administrative Officer and Chief Financial Officer for the municipality insert their name, certifying to the application's accuracy, and provide any license number that has been issued to them by the Division of Local Government Services. For example, if a certified Chief Financial Officer is also a Certified Tax Collector, their CTC license number should also be provided. Do not manually sign the certification.

The Chief Administrative Officer is the individual, whatever their title, who is in charge of the municipality's day-to-day operations. If a municipality does not have a business administrator or municipal manager, this person would be whatever individual (e.g. municipal clerk, chief financial officer) is charged with this responsibility.

Step 5 – The Municipal Clerk will certify that the Inventory results, and the certification of same by the Chief Administrative Officer and Chief Financial Officer, was discussed with the governing body at a public meeting and will be incorporated into the minutes thereof. Any license number that has been issued to the Clerk by the Division of Local Government Services must be provided. Do not manually sign the certification.

Step 6 – Save the file using the following naming structure: **2016_best_practice_XXXX.xls** and replace **XXXX** with the municipality's 4-digit municipal code # (it appears in Cell B2 after the municipality's name is chosen).

Step 7 – Email the worksheet to: bestpractices@dca.nj.gov. Please include in the Subject Line the name of the municipality and the phrase “Best Practice Submission.”

Email questions concerning completing the worksheet to dlgs@dca.nj.gov with the subject heading “Best Practices Question”. The deadline for submitting the CY 2016 filing is Friday, October 21, 2016; the SFY 2017 deadline is Friday, April 7, 2017.

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No.	1	Project Title	Rhonda Drive Drainage Issue	Date, Initiated	1/5/2016
Description/ Status/ Action		Rhonda Drive and Cedar Lane are sub watershed areas discharging to the White Marsh Stream. Residences 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 White Marsh.			
3/1/2016		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 Stormwater 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.			
3/15/2016		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 thur perforated piping system or additional outfalls. Discussion with PW and commission on starting Project crew to install inlets and perforated pipe.			
4/5/2016		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.			
4/19/2016		Public Works Crews started installation of 2 NJDOT type E inlets on Rhonda Drive April 19,2016.			
5/3/2016		Public Works Project Crew completed the installation of two type E inlets on Rhonda Drive on April 28, 2016. Crew will be completing road restoraton weather permitting. This is phase 1 of Rhonda Improvements.			
5/17/2016		Crew will be completing road restoration weather permitting.			
6/7/2016		Public Works crews completed final pavement restoration on May 25, 2016.			
8/16/2016		Public works project crew will be installing one additional NJDOT type E inlet, Existing Storm MH to be removed and concrete lid saw cut to accommodate type E. Inlet will increase inflow capacity and reduce runoff flow to low point at 36 in cross drain area. Work is being scheduled to follow Peach Drive improvements.			
9/14/2016		Engineering inspection of Storm sewer MH approximately 350 lf offset from the Cedar Street ROW line, Public Works project crew will begin work to install NJDOT type E inlet on 9-15-2016, work will require saw cutting of existing pavement, removal of existing mh, saw cutting precast concrete mh top to accommodate type e inlet and pavement restoration. 36 in RCP line was in good condition and clear.			
9/20/2016		Engineering inspection of Storm sewer inlets during severe short storm 9-19-16 identified areas in system that require video inspection due to pipe flow capacities. Inlets on south side of Rhonda at low point were storm line was submerged due to high flows from Cedar Street.			
10/17/2016		Video completed to 210 lf from Cedar lane to Rhonda intermediate MH at Mileta Property. Video inspection identified damage to 36 in CMP closing off pipe to approx. 65 percent of full flow. Camera problems due to sand in pipe line, unable to complete full video after cleaning. Pipe alignment laid out by engineering. Scheduling to excavate pipe line at 210 lf mark to repair /inspect. Camera also being demonstrated by EnviroSight to complete inspection of line from Cedar Lane to MH.			

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No.	2	Project Title	Cedar Street Water Main	Date, Initiated	1/5/2016
Description Status/ Action	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 Brandriff with details for wet taps.				
3/1/2016	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. Scheduled 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.				
4/5/2016	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.				
4/19/2016	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.				
5/3/2016	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 recieved and approved. Results must be zero or absense of Total Colifrom and Chlorine residual measured as free chlorine must match system residual 0.83mg/l.				
5/17/2016	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.				
6/7/2016	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 stret between Brabndriff and RT 49. COM utility maps and avaiable 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 ddue 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 completedon 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.				
6/21/2016	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 Senionr High Rise on old Middle avenue, this connection increased the hydrant flow of two hydrants behind the high rise from 250 gpm (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.				
7/7/2016	Contractor has submitted final payment application and two change orders have been reviewed and submitted for processing and payment.				

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No.	3	Project Title	15th Street Public Works Facility	Date, Initiated	1/5/2016
Description Status/ Action	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.				
3/1/2016	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.				
3/15/2016	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 eltronic gates. Police department utilizing evidence bay and have possession of both keys.				
4/5/2016	Paving Awarded to Slade Construction March 24, 2016, Paving to be completed by April 30,2016.				
4/19/2016	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.				
5/3/2016	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.				
5/17/2016	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.				
6/7/2016	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.				
6/21/2016	Engineering is requesting that the 15th street facility perimeter fencing and security contract be advertised at the June 21, 2016 commission meeting.				
7/19/2016	Perimeter Fencing Project has been advertised and contractors have picked up plans and specifications. Pre Bid meeting 7-14-16 at 2pm. Bids are due July 28, 2016.				
8/16/2016	Bids for the perimeter fencing and security gates were recieved on August 11, 2016. Bids are under review and scheduled to be awarded on September 6, 2016. The low bid was \$79,650.00 was in line with the Engineers estimate.				
9/20/2016	Bid was awarded September 6, 2016 to All Vinyl Fencing, Contractors insurance under review by COM insurer. Preconstruction meeting to be scheduled.				
10/12/2016	Preconstruction meeting held at 15th St. Facility with All Vinyl Fence. City crews to cut grass for better access along fenceline. Contractor to submit updated shop drawings, confirm electric operator requirements. Additional paving/concrete may be needed to secure loop detectors to be done by City crews or added to contract.				
10/18/2016	Notice to Proceed pending submittal review currently being done by Engineering. City crews clearing fenceline and doing minor grading to stabilize ground.				

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No.	4	Project Title	Buck Street Sewer Main	Date, Initiated	1/5/2016
Description Status/ Action		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			
3/1/2016		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			
3/15/2016		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 service 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.			
4/5/2016		Engineering planning a demonstration slip lining section of Buck Street sewer main as part of Shared Services Agreement, Cumberland County and CUA 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.			
4/19/2016		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 flowable fill. Scheduled to do bore holes week of April 24, 2016. Voids possibly remaining from water, sewer and storm sewer repairs.			
5/17/2016		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.			
7/7/2016		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.			
8/30/2016		Emergency repair to 21 in VCP sanitary sewer main on High Street between Sassafras and Pine Street. Sink hole developed on High Street with 5 ft void below road surface. Main was repaired August 25, 2016. Contractor Garrison Enterprises boxed out 10 x 12 ft area,excavated to main using 10 x 10 trench box, repaired 4 bell joints in VCP that were found ungrouted and source of exfiltration/ infiltration. Unmarked sewer service was also found and replaced with 4 in SDR 35 with in excavation. The collapse was at 80 lf from MH no 137 at Sassafras. Buck Street Sewer Main slip lining under engineering review in light of new information of leaking joints. Repair options are as follows due to observed condition of old VCP 4 in services. CIPP, hdpe slip line, pipe bursting, open cut: cost estimates required to select repair method. 21 in VCP line was 10 ft deep to top of pipe.			
10/17/2016		Field meeting on October 5, 2016 with Garrison Enterprises and SERCO sewer lining specialty company. SERCO is reviewing the video documentation from the Buck Street Trunk Main. Pricing information will be provided on slip lining the Buck Street main by sections with the lining system designed to be stand alone repair. Option for City of Millville Engineering / Sewer Utility to do traffic control, by pass pumping and project coordination to reduce overall coast of rehabilitation to old VCP (vitrified clay pipe). Decision to complete rehabilitation by slip lining comes after considerable review, with deciding factor to be number of services that would require to be excavated and reconnected if pipe bursting or open cut replacement was chosen. Slip lining will be the least disruptive to local businesses. Once price information is available determination will be made re obtain other required quotations or competitive bidding.			

No.	5	Project Title	Cedar Street Sewer Main	Date, Initiated	1/5/2016
Description Status/ Action		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			
3/1/2016		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			
5/17/2016		Gifford completed May 5, 2016 as required by County prior to milling and pave of Cedar Street.			

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No.	6	Project Title	WWTP Phase II	Date, Initiated	1/5/2016
Description/ Status/ Action	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.				
3/1/2016	Call to AECOM 1-4-16 re structural drawing package not included with COM drawing set. Sabyria Vincenti to forward drawings to Engineering. Sabyria 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.				
3/15/2016	(NJJET) New Jersey Environmental Infrastructure Trust- Revised task items on trust schedule to reflect CMS service for Phase II bond. NJDEP comments received via email from Trevor Shields, AECOM addressing comments, COM discussion with NJDEP re AECOM Engineers agreement, WEJ drafting cover letter for submission.				
4/5/2016	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.				
4/19/2016	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				
5/3/2016	AECOM has completed all responses to NJDEP comments and response letters will go out Thursday. AECOM sent response to NJDEP comment letter dated March 8, 2016 on April 26, 2016.				
5/17/2016	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				
7/7/2016	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.				
7/19/2016	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. (NJJET) 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.				
8/2/2016	AECOM working on Addendum No 1 for WWTP phase II: Addendum includes response to bidders questions on ICC specifically RTU 10 termination points for additional I/O that includes GBT flow meter, control alarms, conveyor controls and emergency eye wash showers. Construction schedule being extended by 2 month in response to bidders comments on long lead mechanical items, this will adjust substantial completion to 12 months. AECOM reviewing potential contract adjustment with NJDEP. Addendum No 1 needs to be agreed upon by August 5, 2016 to not push back bid dates.				
8/16/2016	Addendum No 1 is complete and under review. Bid date revised to September 8, 2016. Construction Contract Time revised to 395 days substantial completion, final completion within 455 days of notice to proceed. Equipment Breakdown (FLOATER) insurance was added as result of COM insurance review. Addendum no 1 ICC clarifications on process controls. AECOM will address additional bidders questions in Addendum No2 that includes response regarding reconstruction of the plant influent wet well. Engineering and WWTP operations are also providing additional as built information on structures and plant piping.				

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8/30/2016	Addendum No 2 dated August 24, 2016 has been approved by NJDEP and issued to all plan holders with option to receive hard copy. Addendum clarified contractors questions and provided as built elevations of sludge process lines at the SPB and Sludge Storage tank. Deletion of 6 in plug valve on abandoned sludge process at sludge storage tank. Elevation of the 18in dia primary effluent force main in the existing meter vault. Salvage of Secondary clarifier drives for use by operations. Clarified bidders question on replacement of existing plant influent wet well: overall dimensions 30'-6" x 9'-2" with dimensions to be confirmed by contractor. Bid Date remains at September 8, 2016. Engineers Estimate received from AECOM at 8.83 M without contingency and 9.712 with 10% included.
9/14/2016	WWTP Phase II bids were received on September 8, 2016. Worth and Company of Pipersville, PA was the low bidder at \$7,226,100.00, the bid was \$1,603,900.00 below the engineers estimate of 8.83M. The second bidder was C&H Industrial Services of Franklinville, NJ with a bid of \$7,796,600.00 or \$570,500.00 above the low bidder. Engineering has reached out to the Low Bidder Worth and Company requesting a list of references and detailed listing of all projects completed with in the past 10 years. AECOM has the official bids and is undergoing a review, the bid summary and AECOM award recommendation letter will be submitted to NJDEP with all the required information in the ADMINISTRATIVE INSTRUCTIONS REGARDING CONTRACT BIDS AND AWARDS. We are awaiting official recommendation for award from AECOM. Engineering will be calling the Worth and Company References as soon as they are reviewed.
10/17/2016	AECOM has sent in formal review letter of bid award recommendation to NJDEP. NJDEP is currently reviewing all project bid information. Once approval to award has been received from NJDEP, Engineering will be requesting that Project be awarded to Worth and Company for low bid of \$7,226,100.00. Engineering working on NJDEP letter as a formal request for a two-year extension of the City's current Treatment Work Approval (Permit No. 13-0121). The two year extension and renewal of the TWA is \$1,250.00. NJDEP Air Permit (75232-PCP130001) was renewed on 8/30/2015 and is valid through 2020.

No.	7	Project Title	Date, Initiated	1/5/2016
Description Status/		Millville Municipal Building Roof Repair		
3/1/2016		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.		
3/15/2016		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		
3/15/2016		Alper Revised Insurance Pre Con to be scheduled for next week.		
4/5/2016		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.		
4/19/2016		Alper to be on site with in two weeks to begin roof replacement. Scaffold to be erected on South Face of City Hall.		
5/17/2016		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.		
6/7/2016		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.		
6/21/2016		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.		
7/19/2016		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.		
8/2/2016		Additional punch list items have been brought to the contractors attention: flashing termination at third floor roof deck to curtain wall on both north west and north east corners.		
8/16/2016		Alper has completed punch list work on 3rd floor flashings, roofing warranty has not been received.		
8/30/2016		Alper Roofing completed flood testing third floor roof deck and flashing on 8-19-16, Flood test isolated curtain wall water infiltration into building envelope from resaturated roof deck and wall flashing. Water stop to be repaired by PW crews recaulking with Sika Flex 15LM		

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9/29/2016	Roofing contractor Craig Alper on site for inspection of leaks on third floor ceiling during rain storm 1.35 in at time of report. Identified curtain wall window mullions to be directing water to concrete pour stop at area below curtain wall sill. Water observed leaking from joint to metal deck of third floor. Inspected existing cap sub flashing at east window line third floor. Existing caulk joints have deteriorated and new caulk applied directly on top. All existing sub flashing joint need to have all existing caulk removed and then recaulked or install uncured EDPM over flashings to parapet wall cap froming a complete water envelope. New wall flashing was installed by Alper to top and over plate of parapet wall and existing metal cap reinstalled. Engineering working on recommendations/ directions for short and long term solution to persistent leaks thru Municipal Building curtain wall. City of Millville COM Crews are scheduling to complete recaulking of curtain wall joints and wet seal of windows where glazing gaskets have dried up, cracked and shrunk from UV exposure. Long term option is to replace Curtain Wall. This is a major capitol improvement and under review by engineering. The replacement of the curtain wall was estimated at \$250,000 in 1000 when the last inspection was completed.
10/18/2016	Engineering has estimated quantities for caulk and sealant for the curtain wall, caps and masonry.

No.	8	Project Title	Knoll Property Drainage	Date, Initiated	1/5/2016
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Description/ Status/ Action	Basement flooding issues on Knoll property. Piping in easement and off-site outfall serve as existing drainage.
3/1/2016	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.
3/15/2016	Site inspection with Wayne G on Mar 2, 2016, Observed 230 lf 18in CAP perforated pipe run thr 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 functionig as recharge. Easement required to abandon or repair.
4/5/2016	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.
5/3/2016	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 concete base for planned inlet at end of perforated recharge.
5/17/2016	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.
6/21/2016	Layout of the proposed drainange improvements have been completed and field work scheduled for last week in June.
7/19/2016	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.
8/2/2016	PW crew has installed 105 lf of 15 in ads perforated pipe in 4 ft wide x 3 ft deep stone trench wrapped in non woven geotextile. Crew has saw cut and removed pavement 237 lf of trench in advance of pipeline excavation. Heavy rains 1.20 inches in less that 1 hr on July 29, 2016. Area was flooded and SJ Sanitation truck drove across pipe trench and sank in saturated back fill material. Job site was marked with signage however no cones were in place to direct truck around 80 lf area where pipe line was just installed on 7-28-16. Pipe line wasn ot damaged and truck was lifted out by heavy wrecker and also not damaged.
8/16/2016	Public Works Project Crew has installed 220 lf of 15 in ADS perforated pipe in stone envelope. Crew has dropped back to complete road restoration, box out 20 in depth for length of trench and area adjacent to constructed type E inlet compact subgrade with vibratory roller, install 8 inch lift of native soil, install 6 in dense graded aggregate. All lift to be compacted in place using vibratory roller. Pave trench with 2-3in lifts of HMA 19M64 base coarse. Paved area will be overlaid in spring with thin surface coarse after allowed to compact / wear in. Paving to be compacted in place with Vibratory roller.
8/30/2016	Public Works Project crew to complete trench restoration past last residential drive access on 8-31-16; crew will begin installing remaining sections of 15 in ADS perforated pipe and construction of the E inlet structure at Ash Dr.
9/14/2016	Public Works Project crews completed the NIDOT type E inlet at Ash Street on September 13, 2016, crews will be completing backfill with no 57 stone to top of 15 in ads drainage pipe install non woven geotextile and dense graded aggregate to temporary pavement subase. Temp pavement will be installed and final paving completed in November 2016.

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No.	9	Project Title	High Street Paving	Date, Initiated	1/5/2016
Description Status/ Action		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.			
3/1/2016		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.			
3/15/2016		Engineering to have base map completed by 3-18-16. Design will then be completed and shown on this plan.			
4/5/2016		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 projects.			
4/19/2016		See supplemental information			
7/19/2016		High Street Paving project is high on the Engineering priority 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 construction 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.			
10/17/2016		Engineering has started survey field work to topo handicap ramps from Depot to Harrison Avenue. Ramps to be detailed and designed due to existing conditions. Engineering reviewing grade controls for constant depth milling and pavement constant depth.			
10/17/2016					

No.	10	Project Title	Ware Avenue Demolition Project	Date, Initiated	1/7/2016
Description Status/ Action		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.			
3/1/2016		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.			
4/5/2016		Preconstruction meeting tomorrow April 6, 2016 with Delphi to review demolition and schedule. Notice to proceed to be issued tomorrow.			
4/19/2016		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.			
6/7/2016		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.			
6/21/2016		Utility disconnect have been taking place, ACE electrical service, Verizon. Water service scheduled for week of 6-26-16, SIG service active. Delphi working on supplying asbestos removal change order back up / new subcontractor.			
7/19/2016		June 30, 2016 Meeting with Delphi and Engineering to review schedule, crew will complete sewer disconnects then pull demolition permit. Asbestos change order backup received and is now acceptable, Contractor given authorization to proceed with asbestos removal.			
8/2/2016		Delphi began demolition of the old ware avenue buildings with the south metal building on Friday July 29, 2016.			
8/16/2016		Delphi has completed demolition of former streets and roads office adjacent to Ware avenue and cmu building to south, Metal frame shop has been demolished approximately 50 percent. Delphi crew damaged fire hydrant at rear of property adjacent to demolished CMU building. Repair / replacement of hydrant under review, complicated due to high ground water elevations.			
8/30/2016		Delphi completing concrete crushing of building foundations from Ware Avenue structures. Delphi supplying well point equipment rental to allow replacement of Fire Hydrant damaged during demolition.			
9/20/2016		Delphi Contracting Gary Clark Concrete Crusher to be on site at 15th street on Thursday September 22, 2016 after repairs are completed. Asbestos Manifest Documentation will be hand delivered to COM on Friday September 23, 2016.			
10/17/2016		Delphi completed crushing of concrete stockpile at 15th street in exchange for damage to fire hydrant at Ware avenue.			

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No.	11	Project Title	Municipal Landfill	Date, Initiated	1/15/2016
3/1/2016		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.			
7/19/2016		Quarterly PID meter and VOC sampling completed on July 13, 2016, results to be submitted to NJDEP.			
10/17/2016		Engineering scheduled next week to change Carbon Filters: 1 each "The General" poly. 55G APC Barrel with 4" I/O and 170 lbs. of activated carbon 1 each "The General" poly. 55G APC Barrel with 6" I/O and 170 lbs. of activated carbon 2 each Return and Disposal of Spent Barrels			

No.	12	Project Title	Four Seasons Phase I-Water Leak near 138 Cottage Street	Date, Initiated	1/19/2016
Description Status/ Action		Water leak has emerged in roadway after the City has accepted streets; City has been investigating cause of leak.			
3/1/2016		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.			
3/15/2016		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.			
4/5/2016		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.			
8/2/2016		Phase II Shafer Homes section at 11 Torresdale street resident complaint: water in crawl space and construction issues. Engineering reviewed site plans and completed TOPO of area adjacent to resident. Contractor to be notified to make any necessary grading changes to correct deficient slopes at SW front corner of the home. To correct elevation issues in area of type a inlet on east side of the resident. Construction office also forwarded copy of HOW home owners warranty to resident. Engineering to have contractor submit schedule for completing site improvements.			
8/16/2016		Shafer Homes contacted in regard to grading issues and water seepage into 11 Torresdale crawl space. Contractor has been out to property to inspect and initiate repairs/ corrections.			
9/20/2016		Contractor to be on site Wednesday September 21, 2016 to topo grading in front corner of 11 Torresdale then coordinate with Engineering on corrective actions, raise grades and install shallow swale between two properties.			

No.	13	Project Title	South Millville Water Main Replacement	Date, Initiated	1/20/2016
Description Status/ Action		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.			
3/1/2016		COM needs to reinstate 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 turburcated 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 consulting 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 decision			
3/15/2016		March 15, 2016 pre bid meeting on Water main project.			
4/5/2016		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.			
4/19/2016		Final Plans are complete, Once Project Specifications are ready bid documents, advertisement, bids receive and award dates will be set.			

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5/3/2016	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.
6/7/2016	GPM working on revisions to South Millville tie in connections to existing water mains and project specifications.
6/21/2016	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.
7/7/2016	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 abandoned 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.
7/19/2016	Engineering working on unit cost bid specification and bid package for Columbine water main replacement.
8/2/2016	Revisions being made to Columbine water main drawings and specification. Adding 6 in line stop, 8" x 6" dip mj x mj reducer and inline 8 in resilient wedge gate valve to allow for future connection at station 12+15. Project Plans and Specification are ready for Columbine avenue Bid Dates are as follows: Request to Advertise August 16, 2016- Pre bid meeting August 30, 2016- Last day for plans and specs September 9, 2016- Bid opening September 15, 2016- Award Date September 20, 2016. 105 Columbine there was another leak in the aged 6 in AC pipe Water Utility Crews repaired today August 2, 2016.
8/16/2016	Revisions were made to Columbine water main drawings and specification. Adding 6 in line stop, 8" x 6" dip mj x mj reducer and inline 8 in resilient wedge gate valve to allow for future connection at station 12+15. Project Plans and Specification are ready for Columbine avenue Bid Dates are as follows: Request to Advertise August 16, 2016- Pre bid meeting August 30, 2016- Last day for plans and specs September 9, 2016- Bid opening September 15, 2016- Award Date September 20, 2016. 105 Columbine there was another leak in the aged 6 in AC pipe Water Utility Crews repaired on August 2, 2016. Request to advertise was sent down on August 9, 2016
8/30/2016	Pre Bid meeting held August 30, 2016 to review Phase I Columbine water main replacement. Addendum to be issued to clarify abandonment procedure for transit (AC) pipe removed during construction for cutting and capping. Clarification on COM Water Utility crews to remove existing hydrants from old main after abandonment by contractor. Further contractor direction on shop drawing submittal to be sent directly to COM Engineering. Addition of AWWA 4 in C-900 quantities for water main replacement on Lafayette Street. Bid Opening remains at September 15, 2016.
9/14/2016	Bid Opening 10:00 am September 15, 2016 for Columbine Water Main Replacement. Project is to install 1270 lf of C-900 8 in dia PVC water main from 8x8 wet tap on NJSH Rt 47 to 6 in line stop along curvature , including 34-1 in dia AWWA PE polypropylene water services, all required line flushing, bacteria testing and pressure testing, roadway restoration as described in project plans and specifications.
9/29/2016	Contracts have been sent out to low bidder Garrison Enterprises \$190,549.00. Once returned Engineering will verify insurances and schedule preconstruction meeting. NJDOT permit package will be completed. Traffic control plan will be finalized and construction begin.
10/17/2016	Construction of the Columbine water main replacement started on October 11, 2016. Garrison Enterprises has completed al new 8 in C-900 water main from the wet tap on NJSH Rt 47 to the curve on Columbine at the City Park. There were differing site conditions encountered on the wet tap due to an unmarked abandoned 8 in steel gas main. South Jersey Gas cleared the main to be removed on October 11, 2016, E mail was sent to commissioners to advise that conditions resulted in delays and addition cost that will or may exceed 5 percent threshold that requires commission approval. New 4 in c-900 main was installed to end of Lafayette where 2 in blow off was installed. Line was chlorinated, flushed and pressure tested for 2 hours at 150 psi. Bacteria test wet taken on October 17, 2016 in accordance with AWWA C651-14. Two samples were taken one for ever 1,200 lf of pipe as per AAWA sec 5.1 Bacteriological Test. Residential service are scheduled for installation to start Wednesday October 19, 2016 after results of Absence or presence of Coliform Bacteria and Chlorine residual are completed by Certified Laboratory indicating water quality is acceptable for consumption.

No.	14	Project Title	Street Sweeping Containment Structure	Date, Initiated	2/16/2016
Description Status/ Action		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			
3/1/2016		CCHD required COM to have in place a containment structure by spring 2016 beginning of street sweeping. WEJ, BP and BD to review actualy quanties 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 revwing Storm DRAFT Water regulations for 2016. CCIA container on site 20cy, street sweepings hauled to CCIA landfill for beneficial reuse cap cover.			
6/21/2016		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 concrte for the slab on Tuesday June 14, 2016. Second pour scheduled for Monday June 20, 2016.			

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7/19/2016 Public Works Project Crew completed the street sweeping containment slab and working on installing bin block to form push wall for materials.

No.	15	Project Title	WWTP Operations	Date, Initiated	2/5/2016
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Description/ Status/ Action 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.

3/1/2016 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 undisinfected 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 set an alarm.

4/19/2016 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.

5/3/2016 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.

6/7/2016 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.

7/7/2016 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 had 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.

7/19/2016 Turblex Blower no 1 replacement coupling has been received and installation is being scheduled by Siemens. 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.

8/2/2016 WWTP Operations started tested for Fecal Coliform on July 21, 2016 after crew has disassembled Trojan quartz uv tubes for acid wash cleaning. Fecal Numbers were as follows: 7/21-153, 7/22-280 and 7/25-240. Limits are monthly avg 200/ weekly avg 400 col/ml. Operations also placed both primary and secondary clarifiers online to enhance plant performance. Engineering has completed SOR .

8/16/2016 Plant Operations has initiated adding Clarifloc C-6295 high charge cationic polyacrylamide in emulsion at rate of 10 gallons per day. Polymer injected into splitter box with carrier water. Polymer to induce flocculation and settlement in secondary clarifier to achieve fecal coliform reductions. Operations has initiated routine cleaning of Trojan UV quartz sleeves. Engineering reviewing wwtp operational data for conformance with detention time on single clarifier on line and to track operational data.

8/30/2016 Plant operations are back in NJDEP compliance with Fecal Coliform monthly and weekly test results of less than 10 col/ml. Operations crew reconstructing hard wood chip media in Sludge Process Bio Filter. Plant electrician has rerouted all conduit to outside of bio filter concrete containment. Operations assisted in elevations of sludge process line and PE elevations required for WWTP Phase II addendum no2.

10/17/2016 **WWTP operations reported plant is operating with in permit conditions: Plants is running great. Prepping the south aeration tank to go on line the end of the month. Fecal 10/3 <10, 10/5 <10, 10/7 <10, 10/12 19, Average effluent TSS 7, Average effluent COD 50. WWTP road crews will be repairing 8in vcp main at Pine and High street MH no 143. Crews will be doing CIPP repair. Engineering prepared NJDOP traffic control plan and coordinated with COM Police, NJDOT and Cumberland County OEM for work in center of 2 lane highway.**

No.	16	Project Title	Water Operations	Date, Initiated	2/11/2016
Description Status/ Action		COM Water Utility Fire Hydrant malfunction at 500 block of south second street.			
3/1/2016		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 known report will be made to City commission.			
4/5/2016		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.			
4/19/2016		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 detrmination of what caused the malfunction during the fire at the Methodist Church on April 3, 2016.			
5/3/2016		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 recoreded up to 979.			
6/7/2016		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.			
6/21/2016		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 revers operation.			
7/7/2016		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.			
7/19/2016		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.			
8/16/2016		Crews have completed service connection to 2 in HDPE water service installed by directional drilling Wheaton Avenue. Air Port pump station chlorine feed system under review as result of chlorine gas release. Safety proto calls in accordance with Chlorine Institute to be strictly adhered to for all line-break and cylinder replacement, requiring full face respirator. Employees / operators to have medical check up and fit testing of respirators. Safety training on Chlorine gas and chlorinators to be completed.			
8/30/2016		The Water Utility pulled samples on 8-23 from the Loyd Terrace area to check for Total Coliform as a precautionary follow up to concerns over Pink water. The Pink color comes from an air born bacteria.			
9/14/2016		Structural failure of main support on Maurice river bridge carrying 12 in diameter ductile iron water below bridge structure. Emergency repairs were undertaken due to eminent failure of adjacent pipe supports from increased stress and strain. 12 in ductile iron main had deflected 18 inches below original elevation further deflection would have resulted in catastrophic break that could compromise the bridge abutment. DIPRA compliant supports are being fabricacted to replace all the overstressed pipe supports. All new pipe supports fabricacted from 316 stainless steel connected to bridge structure with dual 1 in dia 316 stainless steel support rods.			

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10/17/2016 **Water operations has drained Bucksheutem above grade storage tank for NJDEP required inspections. Tank draining began on October 12, 2016 draining revenue water back into system to point where head conditions prevailed then water over boarded to storm sewer. Inspection of tank scheduled for October 18, 2016. Engineering will be doing internal inspection of storage tank and internal of tank structural to bottom of bowl. There were three water main breaks in older sections of ACP piping repaired by water utility crews**

No.	17	Project Title	Fleet Maintenance	Date, Initiated	3/1/2016
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Description/Status/ Action COM Fleets Maintenance servicing COM Public Works vehicles, Police Department, Fire Department, Water and Sewer vehicles, City Hall / Engineering cars and trucks.

3/1/2016 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.

3/15/2016 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 St.

4/5/2016 First lift has been relocated to 15th St.. Air compressor parts ordered once operational lift will be put in service and 1 mechanic will be working out of 15th St.

6/7/2016 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.

No.	18	Project Title	Capitol Improvement Plan	Date, Initiated	3/1/2016
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Description/Status/ Action COM received Remington & Vernick Water and Sewer Capitol Improvement Plan today March 1, 2016

3/1/2016 Plan under review.

3/15/2016 Plan under review. Meeting with Water and Sewer to go thru recommended capitol expenditures. The R&V technical report provides the necessary components for establishing a detailed capitol improvement plan.

No.	19	Project Title	Wheaton Property 200-300 G Street	Date, Initiated	2/6/2016
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Description/Status/ Action COM recently acquired the Wheaton Facility 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.

3/15/2016 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.

4/5/2016 BBJ group has submitted draft Access Agreement for review. BBJ has filed work scheduled this month to complete ground water and soil sampling.

4/19/2016 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.

8/16/2016 BBJ Group has submitted NJDEP Discharge to Surface Water Application Notice for on site pond remediation. Package included B4B discharge permit and Analytical data on MW 36. Engineering and Franklin Reisenberger inspected the Wheaton Facility on August 12, 2016. Engineering expressed concerns in regard to analytical data on ADA pond and scope of work for remediation activities.

9/29/2016 BBJ Group has submitted NJDEP Discharge to Surface Water Application Notice for on site pond remediation Lot 1 block 263 Former Wheaton Glass Plant 1500 Wheaton Avenue Millville. The discharge is listed at 100,000 gpd and must be sampled and treated and sampled in accordance with the B4B - General Permit GW Petro Prod Cleanup. The discharge is to the Petticoat Stream thru a culvert located at the corner of L Street and Wheaton avenue and must meet the discharge parameters listed in the permit.

10/17/2016 **BBJ group has prepared B4B permit for on site pond remediation as previously reported, revised WQM -003 has been submitted and requires signature by City of Millville in order for permit to be completed and work to proceed.**

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No.	20	Project Title	Sherwood Forest Tomasello Detention Basin	Date, Initiated	3/1/2016
Description/Status/ Action		Subdivision stormwater basin not functioning properly.			
3/15/2016		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 obtaining contractor quotes for repairs. Project is still under bond. Street not accepted by COM.			
		Awaiting schedule of work from developer; Stormwater Utility work installed in County right-of-way; remaining stormwater basin improvements to be done under future contract			
No.	21	Project Title	Tenth and F Street Storm Main	Date, Initiated	5/2/2016
Description/Status/ Action		Main cmp storm line to pond east side of 10th street, conveys storm water from center of Millville along F street.			
5/3/2016		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 3/3in 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 nad 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.			
6/7/2016		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 to the 42 in storm line that is approximately 11ft deep with over 4.5 feet of water in the line.			
6/21/2016		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.			
No.	22	Project Title	NJ Stormwater Draft Permit	Date, Initiated	5/12/2016
Description/Status/ Action		Tier A Municipal Storm Sewer System Draft Permit			
6/7/2016		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 mile stone deadlines are in progress.			
No.	23	Project Title	Marlyn Terrace Storm Water System	Date, Initiated	6/24/2016
Description/Status/ Action		Marlyn Terrace Area experienced severe flooding from 2014 Storm causing damage to home foundations.			

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7/7/2016	Field inspection was completed on June 24, 2016. Inlets in low area of Marlin Terrace were opened up and inspected. Lines were in good condition between inlets, it was noted that there were old 6 in diameter ACP lines visible in the inlets dual lines noted that may have been inlets to older leaching pits. There was a main 24 in CMP outfall heading to the East of Marlin between two properties, Engineering is looking for easement documentation and has scheduled to have the line videoed out to the end. There were older map drawings indicating a 36 in main storm line running out to rt 49 from the need of the 24 in cmp. This line needs to be verified in the field and outfall conditions accessed.
7/19/2016	July 12, 2016 Public Works crews cleaned all the strom inlets on Marlin. Visual inspection was made of 24 in CMP outfall extending between Lots 95 and 96 block 32. Pipe line was checked for daylight, line terminates behing lot 95 and 96 in a shallow depression approximately 25 lf x 10 ft 24 in deep. End of line was twin 12 in rcp indicating a transition somewher around the east property line. Engineering drawings were on file from 1969 for a connection of this strom line to extend 590 lf to a 36 in RCP strom outfall line from RT 49 that flow to the north. This line was never installed and no easements were recorded. There is a two phased plan to address the stromwater issues, 1 to obtain permission for the adjacent property owner to install a swale to lower the storm water discharge elevations and to install paving wedge on rt 49 at Wedgewood and Marlin to eliminate runoff from the State Highway from overloading the aunderized system. @ to obtain all necessay easements survey information and design / construct a strom line connecting to the existing 36 in RCP strom line from Rt 49.
8/2/2016	Engineering completed the topo of Westwood and Marlin terrace at the intersection NJDOT Rt 49. Paving plan in design with road opening permit from NJDOT to install paving wedges at intersection to redirect runoff to NJDOT inlet on north side of highway. WG and WEJ spoke to Mr. Mancus re obtaining easement on his property to complete design, install temporary drainage improvements and complete tie in to NJDOT storm sewer. Meeting will be scheduled with City of Millville and Mr. Mancus.
8/16/2016	Engineering working on alignment of proposed 24 in ads storm sewer to NJDOT 36 in RCP storm trunk main. Easements have been completed and will be sent to City Solicitor.
8/30/2016	Scheduling test pits to determine field conditons of existing stormwater system within NJDOT easement. Analyzing watershed and existing piping to determine system capacity; additoanl E inlets and upsized piping may be required
9/20/2016	Engineering Inspection during severe short storm on September 19, 2016 identified submerged storm sewer on west side of Marlin at low point adjacent to 24 in CMP discharge to east of lots 95 and 96 block 32. 24 in CMP was flowing 1/2 full during inspection. Discussion with property owner on RT 49 in regard to easement alignment. Owner had concerns with proximity of horse pasture and structure located in area of easement. Engineering will do field layout of proposed pipe route and meet with owner to make any necessary alignment changes. Engineering working on project estimate for proposed storm system improvements.
9/29/2016	Engineering completed a field layout of the proposed storm sewer crossing on lot 85 block 32 after discussion with property owner. There were concerns from 2 of the Rt 49 owners re the location of the storm sewer crossing. Engineering is revising the storm sewer route to cross the rt 49 properties on a diagonal and connect at the next NJDOT MH in the system. Once the revision is completed we will meet with the owners to review the new pipe route and revise the proposed easements for signature.
10/17/2016	Engineering has completed video of 24in cmp from Marlin terrace to approximately 110 lf where there is a buried headwall structure and pipe continues to east with twin 12in rcp to outfall. 12in RCP lines matched top of 24in cmp causing surcharge in Marlin system until elevation of runoff / ponding occur on Marlin. Short tern remediation to remove 12 in rcp back to headwall / install section of 24in ads pipe to current end of twin 12 in rcp. Engineering at point of test pits at tie in to existing NJDOT twin 24 in rcp storm sewer. Engineering following up with Hitchner on easement and revisions to alignment based on his comments and adjacent property owner. Engineering has been in contact with NJDOT who has directed Engineering to submit applicaton for connection to their draiange system; application to include plan, drainage calcs and appropriate fee .

No.	24	Project Title	Harrison and Homestead	Date, Initiated	6/24/2016
Description Status/ Action	14 Homestead Mr Bob Feller continued drainage issues.				
7/7/2016	Call from Mr. Feller today re flooding from recent storm on July 1, 2016, Field inspection to be completed and video of lines to determine condition, review of plans for improvements.				
7/19/2016	Public Works Crews cleaned the storm water inlets on Homestead July 12, 2016. Engineering is reviewing the existing strom system to evaluate the flooding complaint from Mr Feller.				
8/2/2016	Engineering working on design to install perforated pipe in stone trench from inlet on Homestead out to existing strom sewer on Sunset. Field work scheduled to complete topo and alignment of proposed strom sewer. PW crews to be scheduled to install section of ads perforated pipe from existing inlet to radius on Homestead.				
9/6/2016					
No.	25	Project Title	Ware Avenue Storm Sewer Trunk Main	Date, Initiated	7/26/2016

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Description Status/Action	Ware Avenue sink hole at Strom Sewer MH.
8/2/2016	Public works project crew excavated 3 x 3 area adjacent to 48 in strom sewer. Inspection was completed and it was determined that grout transition between CMP to RCP has deteriorated and strom water flows not contained to the pipeline. Crew will clear area adjacent of pipe line outfall at Ware Avenue stream to allow for field work and inspection. Engineering /Public Works crew will complete repair to pipe line joints: install coffer dam in pipe line and bypass pump around repair area, install xypex grout in all joint areas. Work will require confined space plan: training of crew and necessary safety equipment.

No.	26	Project Title	Field of Dreams Trail Park	Date, Initiated	6/21/2016
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Description Status/Action	Motorcycle trail park with ongoing punchlist of site improvements. Construction issued TCO
6/22/2016	Engineering conducted site inspection.
6/24/2016	Punchlist letter sent to owner 6/24/16 and copies sent to Construction & Zoning Offices. Landscape Architect report also sent to owner which provides recommendations regarding the buffer trees and maintenance moving forward. Construction Office to coordinate with Engineering regarding status of TCO. Life safety issues to be addressed in 60 days.
7/19/2016	7/19, Received copy of current Stormwater Basin Report from owner. Report indicates sediment traps cleaned, trash & debris removed, eroded areas restored. Owner to install diagonal bracing on sections of the sound wall week of 7/31. Engineering to follow-up with inspection on these items, owner indicated may be ready for inspection 8/5.
8/3/2016	Owner installed diagonals on sound wall, Engineering took photos of wall.
8/8/2016	FOD owner submitted Stormwater Construction Site Inspection Report dated 8/8/16. Engr. site visit: diagonals add additional stability to sound wall, some repairs done around basins, privet hedge planted, no buffer trees replaced yet.
8/23/2016	BP inspected sound walls with NT; diagonal every 4th post, some intermediate bracing; more stable at diagonals; checked plan: concrete footing shown on plan at every fourth post.
8/3/2016	BP met maintenance manager at site; BP indicated additional diagonals needed to be installed, and concrete to be placed every fourth post as shown on the plans; indicated dead trees needed to be removed and replaced and to keep up with ongoing maintenance of site.
8/8/2016	Stormwater Construction Site Inspection Report. Engr. site visit: diagonals add additional stability to sound wall, some repairs done around basins, privet hedge planted, no buffer trees replaced yet.
8/23/2016	BP inspected sound walls with NT; diagonal every 4th post, some intermediate bracing; more stable at diagonals; checked plan: concrete footing shown on plan at every fourth post.
8/30/2016	BP met maintenance manager at site; BP indicated additional diagoals needed to be installed, and concrete to be placed every fourth post as shown on the plans; indicated dead trees needed to be removed and replaced and to keep up with ongoing maintenance of site.
9/6/2016	BP & WJ inspected trees along Buckshutem Road; 22 dead trees identified. Notified applicant that 22 trees needed to be replaced.
9/14/2016	Inspected new trees that had been planted; 25 planted.
9/28/2016	Set to review project status report with Engineering staff on 9/29 and provide recommendation to Construction office for TCO/CO issues by end of week following review.
9/29/2016	Met with Engineering Consultant (DB) to review project status report

No.	27	Project Title	Manor Estates Stormwater Basins	Date, Initiated	8/30/2016
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Description Status/Action	Stormwater basin maintenance issues.
	City staff met on site with NJDEP official to discuss stormwater basin maintenance issues. NJDEP is requesting a Corrective Action Plan be submitted by 9/9/16 for how to remediate the malfunctioning of the basins located within Manor Estates.
9/7/2016	BP spoke with Eileen Kull of NJDEP: date for Action Plan for basins extended to 10/11/16 when NJDEP will also condut on-site inspection. Collecting data: deeds of lots containing 4 basins
10/11/2016	Provided NJDEP Compliance Officer with draft Corrective Action Plan. Plan to be reviewed internally and checked against NJDEP guidelnes availabe online.
10/17/2016	Parks Dept. started to cut grass in Basin #1 adjacent to the Elks Lodge at Broad Street and Linda Lane.

Engineering Project Status rev. 10/18/2016

No.	Project Title	Date, Initiated
28	New Jersey Motorsports Park	8/30/2016
Description Status/ Action	Improvements to Basin 'C' which outfalls to the Field of Dreams Motocross track.	
	Complaints from Field of Dreams of Basin 'C' overflow eroding FOD swale. Field verification of revised design improvements to be conducted. Bonding still in place for basin work, \$11k. See Field of Dreams status above.	
9/6/2016	BP & WJ inspected Basin 'C': weir plate with notch was installed and soil replacement had been done per revised design; basin bottom needed to be tilled and weeds removed; on-site maintenance for mean indicated they would be tilling and weeding that day.	
9/14/2016	BP & JS inspected Basin 'C'; bottom had been tilled and weeds cleared.	
29	Maurice River Bikeway Trail - Phase V	9/21/2016
Description Status/ Action	Bike lanes to connect Sharp Street Park to Union Lake Wildlife Management area entrance on Carmel Road. City received Transportation Alternative Project (TAP) federal funding for project conditioned on Federal Eligibility process. Funds administered through NJDOT. Eligibility deadline date is 3/28/17.	
9/21/2016	Submitted previous quarterly reports and signed Federal Aid questionnaire to NJDOT	
9/29/2016	As part of Federal Eligibility requirements, guidelines for projects with federal funding need to be adopted. Engineering Dept. is revising a template of these guidelines to be adopted for Millville and drafting a resolution for review by legal and approval by Commission. Engineering is preparing next Quarterly Report to be sent to NJDOT on 9/30/16.	
30	Third Street Road Reconstruction	10/17/2016
Description Status/ Action	NJDOT Municipal Aid roadway project to reconstruct Third Street from Route 49 to Broad Street	
10/17/2016	NJDOT ban lifted on Transportation Trust fund projects. Engineering setting up preconstruction meetin; schedule of construction to be discussed.	
31	Vine Street Improvements	10/17/2016
Description Status/ Action	NJDOT Safe Streets to Transit for sidewalk improvements from High to Third Street on Vine.	
10/17/2016	NJDOT ban lifted on Transportation Trust fund projects. Engineering to revise plans and specifications to include previous addenda and re-advertise since previous bid opening was canceled due to ban.	

Resolution No.

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:

**Contract Negotiations - 25 Airwork Street
Potential Litigation: Cumberland County Improvement
Authority/Technical Education Center/Block 19, Lots 1&
2/College Drive**

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, October 18, 2016, directly following the Work Session in the 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 thereof held

Susan G. Robostello, RMC, City Clerk