

**TENTATIVE AGENDA FOR COMMISSION MEETING
NOVEMBER 14, 2016, 6:30 P.M.**

1. ROLL CALL - NOVEMBER 14, 2016

Reverend Merki to deliver the invocation, followed by the 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 PRESENT CERTIFICATION OF ELECTION RESULTS

2.I. Resolution Appointing William Davis To Serve As Commissioner In Accordance With Statutory Requirements To Serve For The Unexpired Term Of James F. Quinn

Motion-
Second-

Documents:

[RES - APPOINTING DAVIS AS COMMISSIONER2016.PDF](#)

2.II. Successful Candidate, William Davis, To Be Sworn In As City Commissioner Of The City Of Millville

2.III. Resolution Designating The Director Of The Department Of Revenue And Finance

Motion-
Second-

Documents:

[RES - DIRECTOR OF REVENUE AND FINANCE 2016.PDF](#)

2.IV. Resolution Designating The Director Of The Department Of Public Affairs

Motion-
Second-

Documents:

[RES - DIRECTOR OF PUBLIC AFFAIRS 2016.PDF](#)

2.V. Resolution Designating Powers And Duties Of Each Member Of The Governing Body

Motion-
Second-

3. CITY CLERK TO REVIEW CHANGES TO THE AGENDA

4. MINUTES - OCTOBER 18, 2016

Motion to approve and dispense with the reading of the October 18, 2016 Work Session minutes, October 18, 2016 Closed Session minutes and October 18, 2016 Commission Meeting minutes

Motion-
Second-

5. MINUTES - NOVEMBER 1, 2016

Motion to approve and dispense with the reading of the November 1, 2016 Work Session minutes and November 1, 2016 Commission Meeting minutes

Motion-
Second-

6. MINUTES - NOVEMBER 8, 2016

Motion to approve and dispense with the reading of the November 8, 2016 Special Meeting minutes and to proceed with the regular order of business

Motion-
Second-

7. RESOLUTION ITEM (1)

Resolution authorizing transfers in the CY2016 budget appropriations

Motion-
Second-

Documents:

[RES TRANSFER 11 01 16.PDF](#)

8. BILLS

9. PUBLIC COMMENT ON AGENDA ITEMS ONLY

10. OLD BUSINESS

10.I. Old Business Item (1)

Motion to receive and file the following reports from the Purchasing Agent:

a) Purchasing Board on October 20, 2016 for Rebid CY 2016 Automotive and Light Duty Truck OEM and Non OEM Parts

b) Report recommending award of bid to Worth and Company, Inc., 6363 Kellers Church Rd, Pipersville, PA for the Millville Wastewater Treatment Phase II Upgrade Project in the amount of \$7,239,100.00

Motion-
Second-

Documents:

[AUTOMOTIVE PARTS.PDF](#)
[WWTP PHASE II.PDF](#)

11. PETITIONS & LETTERS

12. REPORTS OF COMMISSIONERS

13. DEPARTMENT OF PUBLIC WORKS

13.I. Department Of Public Works Item (1)

Cumberland County Board of Health Reports for the months of July, August and September 2016

Motion-
Second-

14. DEPARTMENT OF PUBLIC AFFAIRS

15. DEPARTMENT OF REVENUE & FINANCE

15.I. Department Of Revenue And Finance Item (1)

Water and Sewer Turn Off Policy and Procedures

15.II. Department Of Revenue And Finance Item (2)

Commissioners Reports for the months of September and October 2016

Motion-
Second-

Documents:

[COMMISSIONER REPORTS - CY16 SEPTEMBER 2016.PDF](#)

16. DEPARTMENT OF PARKS & PUBLIC PROPERTY

- 16.I. Department Of Parks And Public Property Item (1)
Downtown Scarecrow Contest Awards

17. DEPARTMENT OF PUBLIC SAFETY

- 17.I. Department Of Public Safety Item (1)
Fire Department Summary of Activity Report for the month of October 2016
Motion-
Second-

Documents:

[OCTOBER FIRE REPORT.PDF](#)

18. ORDINANCES 1ST READING

- 18.I. Ordinance 1st Reading Item (1)
Ordinance amending the salary ordinance to reflect the creation of a new part-time title and range of compensation for the following
Title Minimum Maximum
Management Information
Systems Coordinator/PT** \$7,000.00 \$10,000.00
Motion-
Second-

Documents:

[ORD · AMEND SALARYORD11-14-16.PDF](#)

19. ORDINANCES 2ND READING

20. RESOLUTIONS

- 20.I. Resolution Item (2)
Resolution authorizing Special Assessment of Municipal Liens for certain properties due to expenses incurred by the City of Millville relating to Cut and Clean of Properties plus administrative fees in accordance with Chapter 11, Article VI of the Municipal Code
Motion-
Second-

Documents:

[RES CUT AND CLEAN 2016 FINAL.PDF](#)

- 20.II. Resolution Item (3)
Resolution authorizing award of contract with Worth and Company, Inc., 6263 Kellers Church Road, Pipersville, PA 18947 for "Wastewater Treatment Plant Phase II Upgrades", in an amount not to exceed \$7,239,100.00
Motion-
Second-
Certification of funds

Documents:

[CERT OF FUNDS · WORTH AND COMPANY INC.PDF](#)
[RES AWARD · WWTP PHASE II UPGRADES.PDF](#)
[ENGINEERING AWARD REC FOR WWTP PHASE II UPGRADES.PDF](#)

- 20.III. Resolution Item (4)
Resolution authorizing Second Amendment to Professional Service Contract adopted by Resolution No. R100-2016 on March 15, 2016, with Blaney & Karavan, P.C. to act as Special Labor Counsel for the balance of Calendar Year 2016 for an additional amount of \$10,000.00
Motion-
Second-
(Certification of Funds)

Documents:

[CERT OF FUNDS BLANEY.PDF](#)
[RES BLANEY KARAN 2ND AMENDED PSC 10 20 16.PDF](#)
[PSC BLANEY KARAVAN 2ND AMENDED 10 20 16.PDF](#)

- 20.IV. Resolution Item (5)
Resolution authorizing Second Amendment to Professional Service Contract with Sarah Birdsall, PO Box 243, Greenwich, New Jersey 08323 to perform as Planning Consulting for an additional amount of \$7,000.00
Motion-
Second-
(Certification of Funds)

Documents:

[PSC SARAH BIRDSALL 10 20 16.PDF](#)
[RES SARAH BIRSDALL 10 20 16.PDF](#)
[CERT OF FUNDS · BIRDSALL.PDF](#)

- 20.V. Resolution Item (6)
Resolution authorizing adjustments to the tax and utility records
Motion-
Second-

Documents:

[RES TAX-UTILITYCOMBINED11-11-14.PDF](#)

- 20.VI. Resolution Item (7)
Resolution authorizing Special Assessment of Municipal Liens for certain properties due to expenses incurred by the City of Millville relating to Clean Up and Board and Secure of Properties plus administrative fees in accordance with Chapter 11, Article VI of the Municipal Code
Motion-
Second-

Documents:

[RES BOARD AND SECURE · 11-14-16.PDF](#)

- 20.VII. Resolution Item (8)
Resolution authorizing the City of Millville to transfer Block 188, Lots 319 and 2320 to the adjacent property owner, Anthony and Anna Marie Vento, for the consideration of \$500.00 plus all costs of transfer
Motion-
Second-

Documents:

[RES VENTO B188L319AND2320 110116.PDF](#)

- 20.VIII.** Resolution Item (9)
Resolution authorizing the City of Millville to transfer Block 275, Lot 6 to the adjacent property owner, Christine Katz, for the consideration of \$50.00 plus all costs of transfer
Motion-
Second-

Documents:

[RES KATZ B275L6 110116.PDF](#)
- 20.IX.** Resolution Item (10)
Resolution authorizing the City of Millville to transfer Block 579, Lot 21 to the adjacent property owner, John W. Lee, for the consideration of \$501.00 plus all costs of transfer
Motion-
Second-

Documents:

[RES LEE B579L21 110116.PDF](#)
- 20.X.** Resolution Item (11)
Resolution authorizing the City of Millville to transfer Block 375, Lot 1 to the adjacent property owner, Jose Ovalles, for the consideration of \$100.00 plus all costs of transfer
Motion-
Second-

Documents:

[RES OVALLES B375L1 110116.PDF](#)
- 20.XI.** Resolution Item (12)
Resolution authorizing Water/Sewer Termination on November 28, 2016 due to payment default pursuant to Section 56-18 of the Municipal Code
Motion-
Second-

Documents:

[RES TURNOFF CYC 2-5 NOV 14 2016.PDF](#)
- 20.XII.** Resolution Item (13)
Resolution to authorize the Forensic Audit Report prepared by Baker Tilly Virchow Krause LLC to be referred to the HUD Inspector General for possible civil and /or criminal investigation to be conducted by that agency, as was recommended by Brian Sanvidge, CIG, CFE
Motion-
Second-

Documents:

[RES BAKER - TILLY INVESTIGATION.PDF](#)
- 20.XIII.** Resolution Item (14)
Resolution appointing Laura Burns as Deputy Municipal Clerk for a three year term beginning December 2, 2016
Motion-
Second-

Documents:

[RES - DEPUTY CITY CLERK - LAURA BURNS.PDF](#)
- 20.XIV.** Resolution Item (15)
Resolution authorizing Fourth Amendment to Professional Service Contract with Gruccio, Pepper, DeSanto and Ruth, PA to act as Special Labor Counsel for the balance of Calendar Year 2016 concerning certain labor matters in the Millville Police Department
Motion-
Second-
(Certification of Funds)

Documents:

[CERT OF FUNDS - PEPPER.PDF](#)
[RES GRUCCIOPEPPER 4TH AMENDMENT 110116.PDF](#)
[PSC GRUCCIO 4TH AMENDED PSC 110116.PDF](#)
- 20.XV.** Resolution Item (16)
Resolution authorizing award of contract through the Middlesex Regional Educational Services Commission (MRESC), a New Jersey State approved Cooperative Pricing System, to Xtel Communications, 401 Route 73 North, Building 10, Suite 106, Marlton, NJ 08053 for the purchase of an independent internet circuit for the Police Department and to increase bandwidth speed for the City
Motion-
Second-
(Certification of Funds)

Documents:

[RES - XTEL RESOLUTION OFFICE.PDF](#)
[XTEL ORDER FORM AND AGREEMENTS.PDF](#)
- 20.XVI.** Resolution Item (17)
Resolution for Referral of Employee Complaint Matter Against Commissioner Ennis to the Cumberland County Prosecutor's Office
Motion-
Second-

Documents:

[RES ENNIS COMPLAINT 110116.PDF](#)
- 20.XVII.** Resolution Item (18)
Resolution amending Chapter 6 of the Millville Police Department Rules and Regulations previously adopted by Resolution No. R292-2016 on September 6, 2016 adding Section 6.1 Repeated Violations: Repeated Violations of the rules of conduct shall be indicative of employees disregard for their duty and may be cause for dismissal. This shall apply regardless of the type of severity of the offenses
Motion-
Second-

Documents:

[RES AMEND PD RULES AND REGULATIONS.PDF](#)
- 20.XVIII.** Resolution Item (19)
Resolution authorizing Shared Services Agreement between the City of Millville and the County of Cumberland Office on Aging for Meals on Wheels Program in the amount of \$6,900.00 for the period covering January 1, 2017 through December 31, 2017
Motion-
Second-

Documents:

20.XIX. Resolution Item (20)

Resolution appointing Regina Burke as Administrator/PT effective December 2, 2016

Motion-
Second:

Documents:

[RES · ADMINISTRATOR-PT · REGINA BURKE.PDF](#)

20.XX. Resolution Item (21)

Resolution appointing Regina Burke the Public Agency Compliance Officer for a one year term beginning December 2, 2016

Motion-
Second:

Documents:

[RES- PACO- REGINA.PDF](#)

20.XXI. Resolution Item (22)

Resolution accepting donation from the County of Cumberland of two (2) 2004 Allmand Portable Light Trailers for use by the City of Millville's Office of Emergency Management

Motion-
Second:

Documents:

[RES ACCEPT DONATED TRAILERS.PDF](#)
[CC LETTER-RES.PDF](#)

21. NEW BUSINESS

21.I. New Business Item (1)

Motion to authorize the City Clerk/Administrator to advertise the following:

a) Bids for the project known as "Vine Street Improvements" with said proposals to be returned to the Purchasing Board no later than December 15, 2016 at 10:00 a.m., Richard C. McCarthy Commission Chamber, 4th floor, City Hall.

b) RFP's for the following Professional Service Contracts to be returned to the Purchasing Board no later than December 6, 2016 at 10:00 am., Richard C. McCarthy Commission Chamber, 4th floor, City Hall:

- a) Municipal Attorney
- b) Special Counsel
- c) City Prosecutor
- d) City Public Defender
- e) Conflict City Prosecutor
- f) Conflict City Public Defender
- g) City Zoning Board Attorney
- h) City Planning Board Attorney
- i) Independent Hearing Officer
- j) Municipal Bond Counsel
- k) Municipal Auditors
- l) Advertising, Marketing and Public Relations Firm
- m) Community Development Block Grant Adviser Firm
- n) Financial Adviser Firm
- o) Insurance Broker of Record
- p) Broker of Record for Employee Benefit Program
- q) Planning Consultant
- r) Engineer
- s) Engineer for Special Projects
- t) City Appraiser

Motion-
Second:

Documents:

[PUBLIC NOTICE-VINE STREET.PDF](#)
[PSC RFP 2017.PDF](#)

21.II. New Business Item (2)

Motion to approve Special Event on Public Lands Applications:

- a) Mammogram Van- Atlantic Medical Imaging sponsored by Gateway Community Action Partnership to be held on November 29, 9:30 am to 3:00 pm, Police Parking Lot
- b) Jolly Holly 5K Run sponsored by the Millville Municipal Alliance Committee to be held on High Street, November 25, 2016, 5:00 pm to 7:00 pm
- c) Annual Christmas Parade sponsored by the Greater Millville Chamber of Commerce to be held on High Street, November 25, 2016, 7:00 pm to 10:00 PM
- d) Soul of the Season 16th Annual Holiday Event sponsored by the Millville Development Corp. to be held on High Street, December 10, 2016, 3:00 pm to 10:00 pm

Motion-
Second:

21.III. New Business(3)

Motion to approve the following Raffle and Bingo License Applications:

Raffle License

- a) On behalf of Millville B.P.O.E. #580 for Pull Tab Raffle to be held at the Millville Elk's Lodge from January 1 - December 31, 2017 from 11:00 a.m. to 2:00 a.m.

Bingo License

- a) On behalf of Millville B.P.O.E #580 for Bingo to be held at the Millville Elk's Lodge, on various dates from 7:00 p.m. to 11:00 p.m.
- b) On behalf of the Parish of All Saints for Bingo to be held at St. John Bosco Church on January 6, 13, 20 & 27, 2017 from 6:00 p.m. to 10:00 p.m.
- c) On behalf of the St. Mary Magdalen Regional School Alumni Assoc. for Bingo to be held at St. John Bosco Church on January 7, 14, 21 & 28, 2017 and February 4, 2017 from 6:00 p.m. to 10:00 p.m.

Motion:
Second:

22. 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

Adjourn

