

Richard C. McCarthy Commission
Chamber, City Hall
Millville, New Jersey
March 1, 2016 4:05 p.m.

The Board of Commissioners met in a work session with Commissioner Porreca Compari presiding. Members present: Ennis, Porreca Compari and Sooy. Absent: Santiago. Revenue & Finance Commissioner vacant.

Commissioner Porreca Compari led the flag salute.

Commissioner Porreca Compari made the statement required by the Open Public Meeting Act of 1975.

"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.

The City Clerk/Administrator noted there were no changes to the agenda.

Commissioner Porreca Compari opened the public comment portion on agenda items only and asked if any persons wished to be heard.

Doug Long, Upper Deerfield Township, thanked the Board of Commissioners for working with him while he was the Labor Attorney for the City of Millville since January 2016. He encouraged the Commissioners to hire a Labor Attorney as soon as possible to handle open critical issues. When directed he will forward the files from his office to the new Labor Attorney. Mr. Long apologized to Commissioner Porreca Compari for saying things to the newspaper reporter that were inappropriate, he is embarrassed and apologized for his inappropriate remarks.

There being no further comments, Commissioner Porreca Compari closed the public comment portion.

Old Business

(1) Labor Attorney-Discussion

Commissioner Porreca Compari accepted Mr. Long's apology, but is suspect of it. She requested the other Commissioners reach a compromise and appoint a new Labor Attorney for the remainder of 2016.

The Commissioners discussed Labor Attorney options and requested Regina Burke Qualified, Purchasing Agent provide the information received when the RFP responses were received for 2016 Labor Attorney.

Mr. Russell indicated a Professional Service Contract is needed and indicated the CFO has certified up to \$17,500.00 if the Commission decided to appoint a Labor Attorney through a non-fair and open contract at the 6:30 Commission Meeting.

**Reports of Commissioners
Department of Public Works**

Commissioner Ennis introduced City Engineer, Wayne Johnson who discussed the Remington & Vernick Evaluation and Capital Improvement Program and reviewed the Engineering/Public Works Project Status Report.

**City of Millville
Engineering / Public Works Project Status**

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

For Bi-Monthly-Mtg
1-Mar-16

Project Title	DESCRIPTION	STATUS / ACTION
<p>Rhonda Drive Drainage Issue</p>	<p>Rhonda drive and Cedar Lane are a sub watershed area discharging to the White Marsh Stream. Residence on Rhonda drive have experienced flooding and damage to basement structures from severe storms in 2014. There is an existing easement with a 36 in cmp from Rhonda to Cedar lane discharging to the white marsh.</p>	<p>Engineering is surveying the existing storm sewer system in the surrounding drainage area and plans are being completed to install additional or increase size of inlets on Rhonda drive to add inflow capacity. NJDEP flood plain maps are being reviewed and profiles obtained for determining 100 yr storm elevations. Cumberland County has installed 1,000 lf +/- of perf. pipe and stone that will increase the storm lag and detention. Airport detention basin that overflows to Cedar street is also being investigated for additional capacity. Public Works will be installing temporary protective fencing at 56in cmo outfall at Cedar Lane. COM will also start inspecting all outfalls within 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.</p>
<p>Cedar Street Water Main</p>	<p>Cedar Street Water main replacement contract drawings need additional information to be complete for bidding. Tie in to existing water service main at main street and branch details with details for wet tacs.</p>	<p>COM water has called in for mark out and scheduled for test pits over existing valves to determine field information. Obtain necessary field information to conform conditions. BF 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 competing 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 720 f of 12in DIP CL 52 main and connection of 20 additional service at \$452,089.00+/- Additional field information required due to extension of Cedar St main. Schedule to have plans and specs complete by next week. Plans and Specs will be ready for Contractor this week. Advertise to Bid today, Schedule Pre Bid March 10, Receive Bid March 31, Award April 5.</p>

<p>Fifteenth Street Public Works Facility</p>	<p>Fifteenth Street Public Works facility has been completed and Public Works is in process of moving into building. Site work, paving, fine grading, complete storm sewer installation, security fencing also incomplete.</p>	<p>Site inspection 1-5: review paving limits min required for facility to operate. Storm sewer completed and work to finish. Field measure fence limits for bid preparation. Ramps to maintenance bays required at drop off at 2 door ways. Door required at top ramp south corridor from entrance door no 9, door required at electrical service room. 1-7 NT and BP to do top 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</p>
<p>Buck Street Sewer Main</p>	<p>Buck street sewer main condition has deteriorated and required emergency repairs. Video pipe services completed a assessment report with videos indicating areas of concern some with possible ring failure condition. Video / Report was completed in 2014, since that time COM has been considering restoration work to the Buck sewer system</p>	<p>COM sewer utility crew will video three areas of concern in Buck street sewer area. Crew is scheduled to do the video on (----). Results of video will determine if condition of sewer has continued to deteriorate and a low for prioritization of slip line restoration. Sewer to schedule for Video for week of January 25, 2016. Engineering is obtaining cost to complete video of areas of concern on Buck street sewer mains and planning to video and bypass pump to complete required follow up inspection.</p>
<p>Cedar Street Sewer Main</p>	<p>Cedar street sewer main was reported to be in poor condition County contractors working on Cedar Street. Video was completed indicating areas of concern. County is currently reconstructing Cedar street and is desired to do any sewer repairs prior to paving scheduled for spring 2016.</p>	<p>COM sewer utility crew will video areas of concern in Cedar street sewer area. Crew is scheduled to do the video on (----). Results of video will determine condition of sewer. Sewer video completed and identified collapsed section of main 70%+ north of Howard St. Emergency repairs currently underway. Sewer Dept. to contact Cumberland county on temporary restoration detail on road way due to pending paving in spring. No final restoration min would be to install 6 in DGA compacted to 98% ASTM D1557 mod and 6 in HMA base coarse to road surface to be milled as req by County Contractor.</p>

<p>WWTP Phase II</p>	<p>AECOM has completed contract drawings for bidding. Plans have been set up to NJDEP construction element last week in December 2015. 20 day review period after which comments will be received.</p>	<p>Call to AECOM 1-4-16 re structural drawing package not included with COM drawing set. Sacyria Vincenti to forward drawings to Engineering. Sacyria 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 these 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.</p>
<p>City Hall Roof</p>	<p>COM roof replacement contract for city hall to Alper Roofing low bidder and contract awarded. COM to issue award letter and request bonds, insurance, signed contracts, affirmative action.</p>	<p>Contractor needs to apply for building permits and letter will be required for wind load design calculations indicating that calculations are in accordance with NJIBC code. Inspected roof today to verify width and length, also checked roof deck height. ASCE 7-10 wind load check to determine uplift on roof. Contracts with Alper Roofing have been signed. Contractor notified of required insurance limits he needs to provide prior to authorization to proceed. Pre construction meeting to be scheduled once proper insurance obtained</p>
<p>Knoll Property Drainage</p>	<p>Basement flooding issues on Knoll property. Piping in easement and off-site outfall serve as existing drainage.</p>	<p>Preliminary design to be reviewed. Soil boring obtained. Percolation tests to be performed to determine details of design. WEI to inspect site and discuss with resident on condition.</p>
<p>High Street Paving</p>	<p>Two Phase Mill & Pave project with associated upgrades of handicap ramps, head pieces and grates. Phase I is from Depot Street to Harrison Avenue and Phase II is from Harrison Avenue to Route 47.</p>	<p>Engineering to conduct field work to generate construction documents for Phase I initially, then Phase II. Research treatment of expansion joints. Phase I to be City funded. NIDOT grant application submitted for Phase II: awaiting award from NIDOT. 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.</p>

<p>Ware Avenue Demolition Project</p>	<p>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.</p>	<p>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.</p>
<p>Municipal Landfill</p>	<p>COM Landfill has been closed approximately 30 years and in post closure monitoring and reporting phase. Engineering has been publishing Fourx Environment to complete Title V permit reporting.</p>	<p>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 P.D. meter VOC testing submitted to NJDEP. in Compliance</p>
<p>Four Seasons Ph 1 - Water Leak near 138 Cottage St.</p>	<p>Water leak has emerged in roadway after the City has accepted streets. City has been investigating cause of leak.</p>	<p>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.</p>
<p>Water Main Replacement Program</p>	<p>South Millville Columbine Water Service Area. COM Water has made 7 repairs since 2014 and a total of 21 in the water area. Main is old ACP with corporations tapped directly into the pipe. Rt 49 from Cedar to Maurice river bridge crossing has significant tuberculation the 8 in water line, hydrant on corner of Riverside and 49 shut off due to no flow.</p>	<p>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 tuberculated 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 Valeria and Leonard. Engineering is revisiting the operations recommended for the Water System as described in the Operations plan. Looking at reductions on a temporary basis of system pressure and reconfiguring storage tank/ pump station at Orange street to operate at a reduced level in effort to mitigate on going issues in the local water service causing breaks and disruption of residents service. GPM has been awarded PSC to design South Millville area water main upgrades, Fralinger Engineering has started Survey Field Work necessary for design.</p>
<p>Street Sweeping Containment Structure</p>	<p>NJDEP and Cumberland County Health department have directed COM to construct Containment structure to store debris collected during street sweeping. Street sweeping is a required NJDEP permit condition of the city storm water management plan</p>	<p>CCHD required COM to have in place a containment structure by spring 2016 beginning of street sweeping. WEJ, BP and RD to review actually quantities and make recommendation. Temporary plan is to consult with CCHD and discuss using a on site roll off container with closed top and possibly storing under cover at 15th street. WEJ reviewing Storm DRAFT Water regulations for 2016. CCIA container on site 20cy, street sweepings hauled to CCIA landfill for beneficial</p>
<p>WWTP Operations</p>	<p>NJDEP issued a violation notice to the COM WWTP due to malfunction of UV disinfection system back in October 2015 that resulted in discharge of approximately 450,000 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 450,000 gallons. The 2.0 million gallons that discharged thru the Trojan UV system was properly disinfected, however the effluent stream thru the Wedeco was not properly disinfected.</p>	<p>The NJDEP made an unscheduled visit to the treatment plant February 4, 2016 to do a plant inspection. the COM was issued a notice of violation for the failure that occurred on October 26, 2015 of the Wedeco UV system that caused a 450,000 gallon discharge of uninfected waste water. The Wedeco UV was placed on line to assist the Trojan UV as the Trojan bulbs were at the end of life and we were noticing higher fecal coliform results. We also needed to verify that the Wedeco unit would work during the overhaul of the Trojan UV as it has not been run in a year and a half. While testing the Wedeco unit we had a light fixture fall off one of our clarifiers into the tank. This required us to shut down the clarifier and drain it to retrieve the light fixture. During this down time both the Wedeco and Trojan UV systems shut down as required when flow was stopped. The problem occurred when the tank was placed back on line and flow was restored to the UV system. The Trojan UV restarted but the Wedeco UV did not restart and also did not sent an alarm.</p>
<p>Water Operations</p>	<p>COM Water Utility Fire Hydrant malfunction at 500 block of south second street.</p>	<p>COM water utility disassembled fire hydrant removed from 500 block of south second street. Hydrant was a newer style American Darling 262 with COM Fire Department Stortz connection. Water utility is stepping up maintenance schedule to check for flow of all hydrants. Once cause of failure is know report will be made to City commission.</p>
<p>Fleets Maintenance</p>	<p>COM Fleets Maintenance servicing COM Public Works vehicles, Police Department, Fire Department, Water and Sewer vehicles. City Hall / Engineering cars and trucks</p>	<p>COM Engineering working with Fleets on schedule to relocate to 15th street facility. Next week McHawk to relocate 115,000 lb lift to 15th street. Follow up with setting up for 1 mechanic to begin working out of 15th st.</p>
<p>Capitol Improvement Plan</p>	<p>COM received Remington & Vernick Water and Sewer Capitol improvement Plan today March 1, 2016</p>	<p>Plan under review.</p>

The Commissioners discussed a need to schedule a meeting with Paul Dice, Executive Director, Millville Housing Authority to discuss the safety of Senior Citizens living in the Housing Authority owned High Rises, Section 8 Housing and to discuss the primary functions of the Millville Housing Authority.

The City Clerk was directed to invite Mr. Dice to the next Work Session for further discussion.

Department of Public Affairs

Commissioner Porreca Compari discussed Community Development Block Grant applications are due on March 16, 2016 and non-profit organizations are eligible to apply.

Commissioner Porreca Compari remarked about the improved safety record in the City and reported once again that a Commissioner should be on the UEZ Board and the DRBA Board.

Commissioner Porreca Compari discussed a letter received by Samantha Silvers, Asst. Planner from the Neighborhood Alliance and directed the City Clerk to invite Neighborhood Alliance Representatives to the next Work Session for further discussion.

Commissioner Porreca Compari reviewed the recent loan report received from Michael Mazzoni and would like more information and recommended the award of contract to Mr. Mazzoni not be removed from the table for consideration at this time.

Department of Revenue & Finance

Commissioner Sooy reported the 2016 Budget is being reviewed by the Auditor and will be introduced on March 15, 2016.

Commissioner Sooy discussed he recently discovered that multi-year leases have been signed without contracts adopted by the Commissioners, which should not occur.

Department of Parks & Public Property

No additional information was reported.

There being no further business, Commissioner Porreca Compari declared the public comment portion open and asked if any person present wished to be heard.

Angeline Broomall discussed the need for Public Housing and the importance of safety for residents.

Mayor Santiago entered the meeting at 4:43PM.

There being no further comments, Commissioner Porreca Compari declared the public comment portion closed and asked for final comments by the Commissioners.

Commissioner Sooy discussed the Millville Housing Authority operates in accordance with the American Disabilities Act.

Brock Russell explained there is a process through the court where the Housing Authority issues summons to residents for unacceptable actions and eviction may result.

The City Clerk/Administrator read the following proposed Resolution:

Resolution No. R01-2016

WHEREAS, The Board of Commissioners of the City of Millville is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, et seq. and

WHEREAS, The Open Public Meetings Act, Chapter 41, of the Public Laws of 1978, 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 N.J.S.A. 10:4-12 and designated below:

- 1) Possible Litigation: K. November at Millville II, INC. Developer of Four Seasons Phase I

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, March 1, 2016, immediately following the 4:30 p.m. Work Session, 4th Floor Conference Room, City of Millville, Municipal Building, 12 S. High Street, for the discussion of matters authorized pursuant to N.J.S.A. 10:4-12.

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

Moved By: Sooy
Seconded By: Santiago

VOTING
Michael Santiago

Lyne Patricia Conquest
David W. Ennis
Joseph Sooy

	In Favor	Against	Absent	Absent
Michael Santiago	X			
Lyne Patricia Conquest	X			
David W. Ennis	X			
Joseph Sooy	X			

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 March 1, 2016.

Susan G. Roberts
Susan G. Roberts, City Clerk

Commissioner Sooy motioned, seconded by Mayor Santiago that the foregoing Resolution be adopted.

The motion passed, by the following vote: Yeas: Ennis, Porreca Compari, Sooy and Santiago.

The Board of Commissioners met in a closed session in the fourth floor conference room immediately following the work session with Mayor Santiago presiding.

Members present: Ennis, Santiago, Porreca Compari and Sooy. Absent: None. Vacant: Revenue & Finance.

Also present: Brock Russell, City Attorney and Wayne Johnson, City Engineer.

CLOSED SESSION
March 1, 2016

353b.

CLOSED SESSION
March 1, 2016

There being no further business the work session meeting was adjourned subject to the call of the chair, by the following vote. Yeas: Ennis, Porreca Compari, Sooy and Santiago.

Moved By: Ennis
 Seconded By: Sooy

VOTING

Michael Santiago
 Lynne Porreca Compari
 David W. Ennis
 Joseph Sooy

In Favor	Against	Abstain	Absent
X			
X			
X			
X			

CERTIFICATION

I hereby certify that the foregoing is a true copy of Commission Meeting Minutes adopted by the Board of Commissioners of the City of Millville, in the County of Cumberland, at a meeting thereof held March 15, 2016


 Susan G. Robustello, City Clerk