

Richard C. McCarthy Commission
Chamber, City Hall
Millville, New Jersey
April 5, 2016 4:00 p.m.

The Board of Commissioners met in a Work Session with Mayor Santiago presiding. Members present: Santiago, Ennis, Porreca Compari and Sooy. Absent: None. Revenue & Finance Commissioner vacant.

Mayor Santiago led the flag salute.

Mayor Santiago 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 Deputy Clerk noted there were no changes to the agenda.

Mayor Santiago opened the public comment portion on agenda items only and asked if any persons wished to be heard.

There being no response, Mayor Santiago closed the public comment portion.

Old Business

4.I. Millville Housing Authority-Update

Commissioner Porreca Compari asked the Deputy Clerk to request information from Paul Dice on the \$900,000 New Market Tax Credit Project the Millville Housing Authority was recently granted.

4.II. Appointment of liaison to the DRBA in the absence of the Mayor-Update

Mayor Santiago appointed Commissioner Sooy as his liaison in his absence.

4.III. Four Seasons-Update

City Engineer, Wayne Johnson, announced that he was able to put an end to the water leak on Cottage Drive. The area was excavated and a leaking water surface was located which was the origin of the problem. An Emergency Contractor repaired the service leak at 137 Cottage Street on March 31, 2016. It was agreed that the residents are very happy with the response from the City.

4.IV. An ordinance repealing Article VI of Chapter 33 ("Secondhand Good") and Article XIII ("Pawnbrokers") and enacting new amended Article VI ("Secondhand Goods Licensing")-Update

Solicitor, Brock Russell reported that after having a meeting on this subject, it would be best to scale back certain

provisions which were drafted into the ordinance. He would like to make the ordinance applicable to scrap yards.

Reports of Commissioners
Department of Public Works

Commissioner Ennis stated that in light of the recent fire in the City, he would like Engineer, Wayne Johnson to report on the plan of action to correct the fire hydrant issue in the City. Wayne Johnson reported that everybody from the Public Works and the Water/ Sewer Departments got together and formed several crews to have every hydrant in the City tested. The hydrants by the schools, daycare, and senior facilities will be checked first. He also noted that the hydrant by the church that caught fire over the weekend will be replaced along with any others they find that are not working properly.

Commissioner Ennis stated that he would like to learn more about the history of the hydrants. Craig Dombrosky, Superintendent of the Water/ Sewer Department responded that prior to 2010, when he started, there were minimal records. In 2011, the Fire Department and Water Department started to log the testing of the hydrants in binders. After the Gil Bear fire, over 120 hydrants were tested and are well documented, a project they are still working on. Mr. Dombrosky also emphasized the need for a GIS tracking system to eliminate tedious paper records. He recommended purchasing a Wi-Fi enabled laptop for this project, getting an inventory with exact coordinates in the City. Commissioner Ennis stated there is staff currently working to develop a program for this now. Commissioner Sooy commended Commissioner Ennis on his immediate response to rectify the problem.

Brian Prohowich, Assistant Engineer updated the Commissioners on the status of several projects including receiving grants from the DOT for the High Street Paving Phase II project and Cedar Street Sidewalk Improvements project.

Mr. Prohowich also noted the Ware Avenue Demolition project will have a pre-construction meeting tomorrow.

City Engineer, Wayne Johnson noted that the drainage issues on Rhonda Drive will soon be fixed by increasing the size of the inlets on the sides. He is just waiting on the materials to be delivered. Once this project is complete, they will be working on Peach Drive and then Briar Drive and Rosy Court to remediate drainage problems.

Mr. Johnson also noted the paving project at the 15th Street facility was awarded to Slade Construction for the public parking area, which should be completed by the end of April.

Mr. Johnson reviewed the following Engineering/ Public Works Project Status Report:

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

Priority Ke
#.1 =Public Health Safe
#.2 = Critical / Urge
#.3 = Planned Capital Proje

For Bi-Monthly-Mtg
5-Apr-1

Project Title	DESCRIPTION	STATUS / ACTION
<p align="center">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 36 in 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. 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. 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.</p>
<p align="center">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 brandif details with details for wet taps.</p>	<p>COM water has called in for mark out and scheduled for test pits or existing valves to determine field information. Obtain necessary fie information to conform conditions. BP and WEJ working on pipelir 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 Maple st to tie into existing 6in main. Engineers Cost estimate with additional 720lf of 12in DIP CL 52 main and connection of 20 additional service at \$452,089.00+/- . Additional field information required due to extension of Cedar St main. Schedule to have plans and specs complete by next week. Plans and Specs will be ready for Contractor this week, Advertise to Bid today, Schedule Pre Bid Mar 10, Receive Bid March 31, Award April 5. Bids were received on March 31, 2016 and Garrison Enterprises was the low bid (\$436,573.00)recommended to the City to complete the water mai replacement project. Engineering is requesting that the Commission approve and award the bid to Garrison at the meet ng tonight. Wor will then be started and completed with in 45 days to not impact th County paving project on Cedar Street.</p>

<p align="center">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 require 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-NT and BP to do topo of building entrance area to evaluate drainage Field inspection for testing fire system, Flow test failed, Call to Alianc 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 st. Coastal will schedule alarm system start up and training with P and Public Property's. Minor warranty issues continue to show and are being addressed. PW reorganization Engineering oversight of Fleets Maintenance and Public works. Meeting with Commission, Staff to developed management/ operations/ strategy. Paving award to low bidder for public parking area March 18, 2016. Temporary trailer removed from area to allow for installation of storm sewer. Eng working on bid spec for fencing and electronic gates. Police department utilizing evidence bay and have possession of both keys. Paving Awarded to Slade Construction March 24, 2016, Paving to be completed by April 30, 2016.</p>
<p align="center">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 allow for prioritization of slip line restoration. Sewer to schedule for Video for week of January 25, 2016. Engineering is obtaining cost to complete video of areas of concern on Buck street sewer mains and planning to video and bypass pump to complete required follow up inspection. Cost obtained to do bypass pumping and video of Buck Street Trunk main are too high to proceed, 17,000 29,000. Plan to proceed with working on shared 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. Engineering planning a demonstration slip lining section of Buck Street sewer main as part of Shared Services Agreement, Cumberland County and CCUA to evaluate Buck Street Slip line to determine efficacy of entering into shared service agreement. City of Millville benefit from having a section of sewer main in poor condition showing signs of fracture and ring failure repaired at reduced cost.</p>
<p align="center">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 its desired to do any sewer repairs prior to paving scheduled for spring 2016.</p>	<p>COM sewer utility crew will video areas of concern in Cedar street sewer area. Crew is scheduled to do the video on (-----). Results of video will determine condition of sewer. Sewer video completed and identified collapsed section of main 70+/- north of Howard St. Emergency repairs currently underway. Sewer Dept. to contact Cumberland county on temporary restoration detail on road way due to pending paving in spring. No final restoration min would be to install 6in DGA compacted to 98% ASTM D1557mod and 6 in HMA base coarse to road surface to be milled as req by County Contractor</p>
	<p>AFCOM has completed contract drawings for bidding. Plans have</p>	<p>Call to AFCOM 1-4-16 re structural drawing packages not included</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. Sabriya Vincenti to forward drawings to Engineering. Sabriya will also contact NJDEP Charles Jenkins for update. 1-7 AECOM sent structural drawings. AECOM and COM have a revised tentative bid schedule that will be used for discussion with the Infrastructure Trust for the WWTP Phase II project. NJDEP should be providing their comments by the end of the week and AECOM can complete the required revisions to plans and specification. Allowing for this work our tentative bid schedule is as follows: Authorization to Advertise March 7. Advertise March 24- Receive Bids April 12- Award Contract May 10. Contractor can then begin shop drawing and submittal process and Site Mobilization. NJDEP has requested a revised Engineer Agreement be submitted requested by Charlie's Jenkins. A Draft must be received by NJDEP prior to Authorization to Advertise and Final before Contract can be awarded. AECOM is currently working on the DRAFT. NJDEP comments have been received thru e mail to AECOM waiting on official notification. AECOM work on response on Engineering review on construction of Clarifier no 3. COM working on DRAFT Engineering Agreement NJDEP requirement. (NJJET) New Jersey Environmental Infrastructure Trust Revised task items on trust schedule to reflect CMS service for Phase II bond. NJDEP comments received via email from Trevor Shields. AECOM addressing comments, COM discussion with NJDEP re AECOM Engineers agreement, WEJ drafting cover letter for submission. AECOM has completed draft response to NJDEP comments. Insurance specification section under review by City's insurer. Engineers agreement cover letter to be completed by beginning of week April 17, 2016. WEJ has log in account for NJEIT required for review of trust information.</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 NJ IBC code. Inspected roof today to verify width and length, also checked roof deck height. ASCE 7-10 wind load check to determine uplift on roof. Contracts with Alper Roofing have been signed. Contractor notified of required insurance limits he needs to provide prior to authorization to proceed. Pre construction meeting to be scheduled once proper insurance obtained. Alper Revised Insurance Pre Con to be scheduled for next week. Preconstruction meeting with Alper completed on March 23, 2016. Alper to be on site within two weeks to begin roof replacement. Scaffold to be erected on South Face of City Hall.</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. WEJ to inspect site and discuss with resident on condition. Site inspection with Wayne G on Mar 2, 2016. Observed 230 # 18in CAP perforated pipe run thru Knoll property to farm to south. End excavated in farm incomplete. Engineering reviewing design, possibly install 24 in ads perforated pipe in ROW and abandon old cap from 1971 not functioning as recharge. Easement required to abandon or repair. Engineering will be installing approximately 250ft 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.</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 expansion joints. Phase I to be City funded. NJDOT grant application submitted for Phase II; awaiting award from NJDOT. Engineering will be working on High Street last week in February to obtain necessary field work. Video of High Street sewer mains to be completed as part of design for verifying conditions. Engineering to have base map completed by 3-18-16. Design will then be completed and shown on this plan. Engineering to complete topo and field dimensioning of ramps required for design. Engineering to shift focus to grant projects with deadlines approaching for Third and Vine street. Deadlines are June 19 and July 11, 2016 to award these projects.</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. Wait on authorization to give notice to proceed to contractor. Preconstruction meeting tomorrow April 6, 2016 with Delphi to review demolition and schedule. Notice to proceed to be issued tomorrow.</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 utilizing Roux 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 sampling. BP has been identified as RO for COM Landfill report. Quarterly Methane monitoring report, Quarterly PID meter V 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 action to determine extents of existing piping. Street & Roads dispatched to salt any areas of ice accumulation. WEJ BD to do soil bore to determine soil / ground water conditions. Engineering has Consultant Dave Battistini reviewing the leak. plan to excavate area inspect for leak in water, or sewer force main. Mr Battistini has been reviewing as built plans and inspected the site. Emergency Contractor repaired service leak at 137 cottage on March 31, 2016. Leak was difficult to trace due to heavy clay soils and 4-5 feet of fill placed in area during development.</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 in the 8 in water line, hydrant on corner of Riverside and 49 shut off due to no flow.</p>	<p>COM needs to reinitiate water main program and budget/ bond for yearly projects to replace older ACP that is at end of useful life and 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 mapping 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 system pressure and reconfiguring storage tank/ pump station on Orange street to operate at a reduced level in effort to mitigate ongoing issues in the local water service causing breaks and disruption of residents service. GPM has been awarded PSC to design South Millville area water main upgrades, Fralinger Engineering has started Survey Field Work necessary for design. March 15, 2016 pre bid meeting on Water main project. Preliminary plans and specification are completed. Engineering to review with GPM to determine limits of replacement and tie in of adjacent streets to create loops in water mains.</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 BD to review actual quantities and make recommendation. Temporary plan is 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 re</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 480,000 gallons of partially treated waste water. The plant flow at the time of the event was split in two effluent streams in an effort to mitigate reduction in disinfection that were occurring. The split was that the majority of the plant flow went thru the Trojan UV system approximately 2.0 million gallons and a portion thru the Wedeco as reported at 480,000 gallons. The 2.0 million gallons that discharged thru the Trojan UV system was properly disinfected, however the effluent stream thru the Wedeco was not properly disinfected.</p>	<p>The NJDEP made an unscheduled visit to the treatment plant February 4, 2016 to do a plant inspection. the COM was issued a notice of violation for the failure that occurred on October 26, 2015 of the Wedeco UV system that caused a 480,000 gallon discharge of 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 ensure 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 send an alarm.</p>

Water Operations	COM Water Utility Fire Hydrant malfunction at 500 block of south second street.	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. COM Water crews continue to do hydrant flow test and maintenance as per AWWA. City of Milville 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 Milville 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.
Fleets Maintenance	COM Fleets Maintenance servicing COM Public Works vehicles, Police Department, Fire Department, Water and Sewer vehicles, City Hall / Engineering cars and trucks	COM Engineering working with Fleets on schedule to relocate to 15th street facility. Next week Mohawk to relocate 1 15,000 lb lift to 15th street. Follow up with setting up for 1 mechanic to begin working out of 15th st. First lift has been relocated to 15th street. Air compressor parts ordered once operational lift will be put in service and 1 mechanic will be working out of 15th street
Capitol Improvement Plan	COM received Remington & Vernick Water and Sewer Capitol Improvement Plan today March 1, 2016	Plan under review. Meeting with Water and Sewer to go through recommended capitol expenditures. The R&V technical report provides the necessary components for establishing a detailed capitol improvement plan.

Wheaton Factory 200-300 G street	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	Meeting held February 6, 2016 with BBJ group and Rio Tinto, described 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 BBJ 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 certificate from BBJ. Site Inspection with Commissioner Sooy, located all site transformers and place on plan to be used for Quotes to remove. Storm Sewer located at RR spur entrance, Video required to trace. Continue to evaluate storm sewer. BBJ group has submitted draft Access Agreement for review. BBJ has filed work scheduled this month to complete ground water and soil sampling.
Sherwood Forest Tomasello Detention Basin	Subdivision stormwater basin not functioning properly.	Engineer contracted with to redesign existing basin, included overflow valve and to excavate out impervious soils replacing with K5 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

High Street Paving Phase I	Mill & Pave project with associated upgrades of handicap ramps, head pieces and grates. Project limits are from Depot Street to Harrison Avenue. City funded.	Draft plans have been printed with preliminary design notes. Engineering to measure up all handicap ramps and incorporate into revised plans to finalize. Engineering to prepare specifications concurrently. Projected schedule to advertise for bid 4/19 (fast track) or 5/3 (concurrent with 3rd St. project)
High Street Paving Phase II	Mill & Pave project with associated upgrades of handicap ramps, head pieces and grates. Project limits are from Harrison Avenue to Route 47.	City received funding approval letter from NJDOT Municipal A for \$225,481.00. 18 month period to award bids.
Ware Avenue Demolition Project	COM to demolish 3 buildings at Ware Ave. that were flooded during Hurricane Sandy. FEMA funding has been granted for this work. Buildings have been vacated and existing Parks & Public Property Building condemned by COM Construction Official	Site inspection 1/6 (CD, BP, WI). Three electrical services, 2 metered observed. Gas service and water and sewer connections to be disconnected. SCS permit required. No fencing. Preconstruction meeting set for Wednesday April 6 at 8:30am.
Third Street Reconstruction	Road reconstruction project from Route 49 to Broad Street consisting of milling and paving; curbing and sidewalk, with associated upgrades of handicap ramps, head pieces and grates. NJDOT funded.	Field work to commence upon completion of High St. handicap ramp field work. Projected schedule: Submit resolution to Advertise, 4/27; Advertise for Bids 5/3 Comm. Mtg.; Pre-bid mtg 5/12; Receive Bids 6/2; Award Bids 6/7; NJDOT Deadline to Award Bids 6/17/16
Vine Street	Pedestrian Sidewalk Improvement project from High Street to Third Street on Vine Street. NJDOT funded project.	Meeting with Landscape Architect set for Friday 4/8 at 1:30 to review draft plan and incorporate into City CAD drawing. Projected schedule: Submit resolution to Advertise, 5/31; Advertise for Bids 6/7 Comm. Mtg.; Pre-bid mtg 6/16; Receive Bids 6/30; Award Bids 7/5; NJDOT Deadline to Award Bids 7/11/16

Department of Public Affairs

Commissioner Porreca Compari did not have anything to report at this time.

Department of Revenue & Finance

Commissioner Sooy asked CFO, Marci Sheppard to explain the CAP Bank Ordinance. Ms. Sheppard explained that the CAP allows for municipalities to raise taxes by 2%. Millville is not raising taxes, therefore, the unexpended amount is placed in a CAP Bank. Ms. Sheppard noted that this is standard procedure the City does each year and is recommended by the State and the Auditor.

Commissioner Ennis thanked Commissioner Sooy, and commended him on doing a remarkable job in covering the Department of Revenue and Finance.

Department of Parks & Public Property

Commissioner Sooy discussed pallet racks to be delivered to 15th Street which will be used to clear up about 2/3rds of the warehouse and allow room for the OEM vehicles.

Commissioner Sooy also reported that he has a group of volunteers coming out to help clear the brush out from the park behind the library. In addition, he has the flagpoles scheduled to be painted this year after receiving a complaint about them.

Department of Public Safety**10.1 Discussion - Order of roll call votes at Commission Meetings**

Mayor Santiago discussed addressing the possibility of changing the order of roll call votes at Commission Meetings in the order which they were voted in. He quickly decided against the idea since the Board is short one Commissioner.

New Business

- (1) Lease agreement between the City of Millville and 2nd & Main Petroleum, LLC for the continued use of Block 463, Lot 5 as a parking lot for a one year term beginning April 5, 2016 and ending on April 4, 2017-
Discussion

City Solicitor, Brock Russell stated that he had a meeting with the CEO of Riggins Oil and Jim's Lunch representatives to discuss a proposed lease agreement under which the City would lease from 2nd and Main Petroleum, which is one of Riggins companies, part of the parking lot, that is not City owned. It would be the portion of the parking lot that abuts Main Street. He noted the City owns the rear portion of that lot, but this additional portion would alleviate the lack of parking for Municipal Court and City Hall.

After some discussion, it was decided to table this matter until the April 19th meeting.

Commissioner Porreca Compari asked the total yearly cost of the lease. Mr. Russell stated it is approximately \$2,500.00 per year.

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

Ron Hill, 1213 E. Main Street stated the street in front of his house needs to be repaired because his house shakes when trucks drive by.

Commissioner Ennis asked Assistant Engineer, Brian Prohowich to look into this for Mr. Hill.

There being no further comments, Mayor Santiago declared the public comment portion closed and asked for final comments by the Commissioners.

There being no further comments, the Deputy Clerk read the following proposed Resolution by title only:

Resolution No. R111-2016

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

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

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

- 1) Contract Negotiations: Cumberland County Improvement Authority PILOT Agreement
- 2) Contract Negotiations: Levoy Theatre Preservation Society

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, April 5, 2016, immediately following the 4:00 p.m. Work Session, 4th Floor Conference Room, City of Millville, Municipal Building, 12 S. High Street, for the discussion of matters authorized pursuant to N.J.S.A. 10:4-12.

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

Moved By: Sooy
 Seconded By: Ennis

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 Resolution adopted by the Board of Commissioners of the City of Millville, in the County of Cumberland, at a meeting thereof held April 5, 2016.

Jeanne M. Hitchner
 Jeanne M. Hitchner, Deputy Clerk

Commissioner Sooy motioned, seconded by Commissioner Ennis 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 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

CLOSED SESSION
April 5, 2016

CLOSED SESSION
April 5, 2016

Motion to adjourn was made by Ennis, seconded by Sooy and the meeting was adjourned subject to the call of the chair, by the following vote. Yeas: Ennis, Porreca Compari, 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 April 19, 2016.


Jeanne M. Hitchner, Deputy Clerk