

A-2 Consent by Sewerage Authority

As an authorized representative of this agency, I hereby certify that the

(Name of Agency)

consents to the submission of the above listed application to the Department of Environmental Protection for approval. I further certify that the project as proposed conforms with the requirements of this agency.

Signed* _____ Date _____

Type Name and Position _____

* Cite authorization to sign for the agency

Resolution# _____ Dated _____

(Submit the resolution with the application. If no such resolution granting authority to sign exists, the Governing Body's full resolution, consenting to the project, must be submitted with the application.)

** Note

For TWA applications, this section must be completed when a sewerage entity (for example, sewerage authority, utilities authority, municipal utilities authority, joint meeting, etc.) has responsibility for regulating the construction and operation of wastewater treatment and conveyance facilities within the municipality.

A-3 Consent by Owner of Wastewater Treatment Facility

(For NJPDES/SIU applications only)

As an authorized representative of this agency, I hereby certify that the

(Name of Agency)

consents to the submission of the above listed application to the Department of Environmental Protection for approval. I further certify that the project as proposed conforms with the requirements of this agency and the agency agrees to accept wastewater from the project for treatment.

Signed* _____ Date _____

Type Name and Position _____

* Cite authorization to sign for the agency

Resolution# _____ Dated _____

(Submit the resolution with the application. If no such resolution granting authority to sign exists, the Agency's full resolution, consenting to the project, must be submitted with the application.)

** Note

For NJPDES/SIU applications, this section must be completed when the owner of the receiving wastewater treatment plant is different than the entity listed under A-2.

B. Certification by Wastewater Conveyance System Owner

By agreeing to accept wastewater from the project, I (we) hereby certify that to the best of my (our) knowledge the wastewater conveyance system, into which the project proposed under this application will connect, has adequate capacity in accordance with N.J.A.C. 7:14A-1.2 ("Adequate conveyance capacity"). Furthermore, I (we) am (are) not aware of inadequate conveyance capacity conditions in any portion of the downstream facilities necessary to convey the wastewater from this project to the treatment plant.

Name of Municipality or Authority

Signed*

Date

Type Name and Position

* Cite authorization to sign for the governing body

Resolution#

Dated

(Submit the resolution with the application. If no such resolution granting authority to sign exists, the governing body's full resolution, consenting to the project, must be submitted with the application.)

** Note

1. For TWA applications, this section must be completed by the owner/operator of the wastewater conveyance system into which the project named herein will directly connect.

2. For NJPDES/SIU applications, this section must be completed when the owner/operator wastewater conveyance system into which the project named herein will directly connect is different that the entity listed under A-3.

C. Certification by Wastewater Treatment Facility Owner

(For TWA applications that include a sewer connection/extension.)

I (we) hereby certify that the committed flow*** to the

(Name of Wastewater Treatment Plant)

does not exceed the presently permitted design capacity and with the additional flow proposed by this application, the permitted design capacity is not anticipated to be exceeded. I (we) further certify that the treatment plant is currently complying with its conventional and non-conventional NJPDES permit requirements (see N.J.A.C. 7:14A-22.17(b)-(d), percent removal and toxicity requirements excluded from this certification) as determined by a rolling average of the three most recent monthly discharge monitoring reports that were required to be submitted to the Department as of this date, and based upon my (our) assessment of all information pertinent to this permit request, is anticipated to continue to do so with the additional flow from this project.

Accepted for Treatment by

(Name of Treating Authority)

Signed*

Date

Type Name and Position

Name of project and/or location

* Cite authorization to sign for the governing body

Resolution#

Dated

(Submit the resolution with the application. If no such resolution granting authority to sign exists, the governing body's full resolution, consenting to the project, must be submitted with the application.)

** For TWA applications, this section must be completed by the owner of the wastewater treatment facility receiving the wastewater identified in this application.

*** For the purposes of this certification, committed flow means the sum of the 1) actual metered flow, 2) flow from DEP approved TWA applications (not yet operational), and 3) flow from locally approved projects that do not require DEP approval.

Additional Information (For TWA Applications)

1. Approvals, permits, service contracts, or other reservations of flow capacity issued or agreed to by any participating municipality or sewerage agency do not constitute the required approval of the DEP.
2. For computation of actual flow at the receiving wastewater treatment plant, the average flow processed by the facility for the three (3) month period immediately preceding the submission of the application shall be used. Pursuant to the NJPDES regulations (N.J.A.C. 7:14A), no application shall be submitted to the DEP if the wastewater treatment facility is not meeting its discharge permit requirements.

Lack of Consent

1. The affected sewerage authority or municipality must consent to the application or submit comments to the DEP within 60 days of the applicant's request for consent. Prior to the expiration of the 60-day period to respond to a request for a written statement of consent, the municipality or sewerage authority may request a 30-day time extension.
2. Any document issued by a sewerage authority or municipality which is a tentative, preliminary, or conditional approval shall not be considered a statement of consent.
3. When the affected sewerage authority or municipality does not consent to a project, it shall state all reasons for rejection or disapproval in a resolution and send a certified copy of the resolution to the DEP.
4. When the affected sewerage authority or municipality expressly denies a request for a written statement of consent for a project, the permit application may be determined by the DEP to be incomplete for processing; or in the alternative, the DEP may review the reasons for denial. Any such reasons shall be considered by the DEP in determining whether to issue a draft permit in accordance with N.J.A.C. 7:14A-15.6, or a Treatment Works Approval or sewer connection approval in accordance with N.J.A.C. 7:14A-22.
5. When the affected sewerage authority or municipality does not issue a written statement of consent in accordance with (1) above, or a denial in accordance with (3) above, the DEP, upon receipt of proof that the applicant has delivered to the affected agency a written request for a statement of consent, shall review the reasons therefore, if known on the basis of reasonably reliable information. Any such reasons shall be considered by the DEP in determining whether to issue a draft permit in accordance with N.J.A.C. 7:14A-15.6, or a Treatment Works Approval in accordance with N.J.A.C. 7:14A-22. The DEP, may in its discretion, deem the application to be incomplete pending the expiration of the time period set forth in (1) above.

* This section has been excerpted from the NJPDES regulations for guidance purposes only. Please refer to N.J.A.C. 7:14A-22.8(a)3 for the complete requirements concerning statements of consent.

Notice: False statements, representations, or certifications, in any application, record, or document are subject to fines and penalties as set forth in the Water Pollution Control Act (N.J.S.A. 58:10A-10F 2 and 3.



**TOWNSHIP OF DOWNE
CUMBERLAND COUNTY, NEW JERSEY**

	YES	NO	ABSTAIN	ABSENT
Bart, E.				
Bryne, S.				
Jordan, L.				
Rothman, M.				
Campbell, R.				

Resolution Number: R-89-2017

Dated: August 14, 2017

Offered By:

Seconded By:

**RESOLUTION AUTHORIZING EXECUTIVE SESSION IN
ACCORDANCE WITH THE PROVISIONS OF THE NEW JERSEY
OPEN PUBLIC MEETINGS ACT - N.J.S.A. 10:4-12**

WHEREAS, the Township Committee of the Township of Downe, is subject to certain requirements of the New Jersey Open Public Meetings Act (N.J.S.A. 10:4-6, et seq.); and

WHEREAS, the New Jersey Open Public Meetings Act (N.J.S.A. 10:4-12) provides that an executive session not opened to the public may be held for certain specified purposes when authorized by resolution; and

WHEREAS, it is necessary for the Township Committee of the Township of Downe to discuss in a session not opened to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below as follows:

1. *Matters relating to anticipated litigation and contract negotiations in which the public body may become a party pursuant to N.J.S.A. 10:4-12b(7)*

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Downe assembled in public session on August 14, 2017, that an executive session closed to the public shall be held on August 14, 2017, in the Downe Township Municipal Complex located at 288 Main Street, Newport, New Jersey, for the discussions of matters related to the specific items designated above.

BE IT FURTHER RESOLVED, that the minutes of the Executive Session may be disclosed to the public upon the determination that the public interest will no longer be served by such confidentiality and that the matter which is the subject of the Executive Session is resolved and deemed complete.

THIS RESOLUTION was adopted by the Township Committee of the Township of Downe on August 14, 2017.

ATTEST:

TOWNSHIP OF DOWNE

Nadine Lockley, Acting Clerk

Robert G. Campbell, Mayor



**TOWNSHIP OF DOWNE
CUMBERLAND COUNTY, NEW JERSEY**

	YES	NO	ABSTAIN	ABSENT
Bart, E.				
Byrne, S.				
Jordan, L.				
Rothman, M.				
Campbell, R.				

Resolution Number: R-90-2017
Dated: August 14, 2017
Offered By:
Seconded By:

**RESOLUTION APPOINTING ATTORNEY TOM SEELEY, ESQUIRE AS SPECIAL
COUNSEL FOR THE HANDLING OF CERTAIN MATTERS BY THE DOWNE
TOWNSHIP COMMITTEE**

WHEREAS, the Downe Township Committee is charged with handling the affairs of the Township and in that context has a desire to appoint Tom Seeley, Esquire, a licensed New Jersey Attorney, to handle certain matters on behalf of the Township of Downe to include certain tax sale foreclosures as are enumerated in the annexed; and,

WHEREAS, the Township of Downe has a need and desire to acquire such professional services by Tom Seeley, Esquire, a licensed New Jersey Attorney, under a Non-Fair and Open Contract pursuant to N.J.S.A. 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law may require this Resolution authorizing the award of the contract for professional services without competitive bidding and contract itself to be available for public inspection;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Downe, County of Cumberland and State of New Jersey that the Mayor and Clerk are hereby authorized to execute a Non-Fair and Open Contract pursuant to N.J.S.A. 19:44A-20.5 with Tom Seeley, Esquire for professional services tax foreclosures on certain properties as are enumerated in the annexed (A);

AND, THEREFORE, BE IT FURTHER RESOLVED, this Contract in a form as is annexed (B) is awarded without competitive bidding as a professional service in accordance with N.J.S.A. 40A:11-5 (1) (a) of the Local Public Contracts Law due to the services to be rendered being required to be performed by a qualifying professional;

AND, THEREFORE, BE IT FURTHER RESOLVED, that the Business Disclosure Entity Certification, the Political Contribution Disclosure and any and all other reasonably necessary documentation shall be placed on file together with this Resolution and a copy of this Notice of Action shall be printed in accordance with New Jersey Law, if applicable.

THIS RESOLUTION was adopted by the Township Committee of the Township of Downe on August 14, 2017.

ATTEST:

Nadine Lockley, Acting Municipal Clerk

Robert G. Campbell, Mayor

C E R T I F I C A T I O N

The undersigned, Clerk of the Township of Downe, does hereby certify that the foregoing is a true copy of a Resolution adopted by the Downe Township Committee at its Regular Meeting held August 14, 2017.

Date

Nadine Lockley, Acting Municipal Clerk



WOODLAND TOWNSHIP * BURLINGTON COUNTY

OFFICE OF THE CLERK/ADMINISTRATOR

P.O. Box 388, Chatsworth, NJ 08019

www.woodlandtownship.org

Telephone 609-726-1700 Fax 609-726-1996

Matthew Henrich

Mark Herndon

William DeGroff

Mayor

Committeeman

Committeeman

Maryalice Brown, RMC, CMR Township Clerk/Administrator/Registrar

mbrown@woodlandtownship.org

July 26, 2017

Eugene Kobryn, Mayor
Little Egg Harbor Township
665 Radio Rd.
Little Egg Harbor, NJ 08087

Deborah Buzby-Cope, Mayor
Bass River Township
P.O. Box 307
New Gretna, NJ 08224-0307

Steven Kennis, Mayor
Lacey Township
818 W. Lacey Rd.
Forked River, NJ 08731

Robert Collins, Mayor
Kinnelon Borough
130 Kinnelon Rd.
Kinnelon, NJ 07405-2347

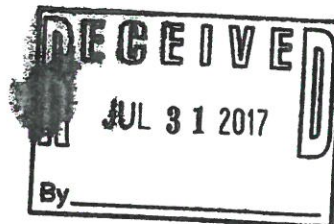
Brian Tipton, Mayor
Harmony Township
3003 Belvidere Rd.
Phillipsburg, NJ 08865

William Richardson, Mayor
Waterford Township
2131 Auburn Ave.
Atco, NJ 08004

Andrew Sarclette, Mayor
Maurice River Township
P.O. Box 218
Leesburg, NJ 08327

Robert Campbell, Mayor
Downe Township
288 Main Street
Newport, NJ 08345

Dudley Lewis, Mayor
Washington Township
2436 Rt. 563
Egg Harbor, NJ 08215



Garden State Land Preservation Trust Act Monies

Dear Mayors:

I am again reaching out to you today to discuss the Garden State Land Preservation Trust Act monies that we all lost. As you may remember, I reached out to you in January to ask you to jump on the wagon with me to help reinstate the state funding we all so desperately need. Woodland Township was 2nd in the state for amounts lost.

After pursuing this battle, I discovered Senator Jeff Van Drew (D), (District 1) has sponsored bill S301 (enclosed). I spoke with the Senator and he informed me that S301 has passed the senate but is currently stuck in the assembly. Senator Van Drew feels very strongly about pursuing this bill and getting our desperately needed funding reinstated. He has given his word that if he can count on you to join in the fight, he will press on. Additionally, Senator Steven V. Oroho (R) (District 24) has co-sponsored the bill and Senator Christopher Connors, (R) District 9 showed his support during the voting session.

I have enclosed a sample letter. Please use this letter to send to Senators Van Drew and Oroho to express your support. Additionally, please contact your own Senator to express your support of S301 and request that the Senator fight for full reinstatement. If you could also send a copy of the letters to my Administrator, Maryalice Brown, I would greatly appreciate it. I appreciate your efforts to join me in this fight for funding. If you have any questions, or would like to discuss this matter further, please feel free to contact me at the above number.

Sincerely,

Matthew Henrich, Mayor

Date:

Senator Jeff Van Drew
211 S. Main St #104,
Cape May Court House, NJ 08210

Senator Steven Oroho
115 Demarest Rd
Sparta, NJ 07871

RE: Garden State Land Preservation Monies
Senate Bill S301

Dear Senator:

Mayor Matthew Henrich of Woodland Township, Burlington County informed **(town name)** of Senate Bill S301 that restores full funding to the Garden State Land Preservation Monies. As Mayor of **(fill in your town)** I fully support Senator Van Drew and Senator Oroho in getting this bill through the assembly. Our town, **(fill in town)** lost **(fill in amount)** in 2010 when the funding was reduced by two-thirds.

Please know that **(town name)** fully supports your efforts. Please contact me if you require any further assistance in this fight.

Sincerely,

SENATE, No. 301
STATE OF NEW JERSEY
217th LEGISLATURE

PRE-FILED FOR INTRODUCTION IN THE 2016 SESSION

Sponsored by:

Senator JEFF VAN DREW

District 1 (Atlantic, Cape May and Cumberland)

Senator STEVEN V. OROHO

District 24 (Morris, Sussex and Warren)

SYNOPSIS

Restores State fiscal year 2011 reductions to Garden State Preservation Trust payments in lieu of taxes; appropriates \$3,400,000 to DCA.

CURRENT VERSION OF TEXT

Introduced Pending Technical Review by Legislative Counsel

AN ACT concerning payments in lieu of taxes to municipalities from the Garden State Preservation Trust, amending P.L.1999, c.152, and making an appropriation.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

1. Section 29 of P.L.1999, c.152 (C.13:8C-29) is amended to read as follows:

29. a. (1) (a) To the end that municipalities may not suffer a loss of taxes by reason of the acquisition and ownership by the State of lands in fee simple for recreation and conservation purposes, or the acquisition and ownership by qualifying tax exempt nonprofit organizations of lands in fee simple for recreation and conservation purposes that become certified exempt from property taxes pursuant to P.L.1974, c.167 (C.54:4-3.63 et seq.) or similar laws, using constitutionally dedicated moneys in whole or in part, the State shall pay annually on October 1 to each municipality in which lands are so acquired and owned, for a period of 13 years following an acquisition the following amounts: in the first year a sum of money equal to the tax last assessed and last paid by the taxpayer upon this land and the improvements thereon for the taxable year immediately prior to the time of its acquisition and thereafter the following percentages of the amount paid in the first year: second year, 92%; third year, 84%; fourth year, 76%; fifth year, 68%; sixth year, 60%; seventh year, 52%; eighth year, 44%; ninth year, 36%; 10th year, 28%; 11th year, 20%; 12th year, 12%; 13th year, 4%.

(b) Notwithstanding the provisions of subparagraph (a) of this paragraph to the contrary, any payment made pursuant to that subparagraph shall be not less than the amount that would be paid as provided pursuant to paragraph (2) of this subsection; provided, however, that any payment made to a municipality pursuant to this section shall not be less than the amount paid in State fiscal year 2010.

(2) After the 13th year, or sooner as provided pursuant to subparagraph (b) of paragraph (1) of this subsection, the State shall pay annually on October 1 to each municipality in which lands are so acquired and owned the following amounts: \$2 per acre of lands so acquired and owned for any municipality for which all lands owned in fee simple by the State or by a qualifying tax exempt nonprofit organization for recreation and conservation purposes constitute less than 20% of the total land area of the municipality; \$5 per acre of lands so acquired and owned for any municipality for which all lands owned in fee simple by the State or by a qualifying tax exempt nonprofit organization for recreation and conservation purposes constitute at least 20% but less than 40% of the total land area of the municipality; \$10 per acre of lands so acquired and owned for any municipality for which all lands owned in fee simple by the State or by a qualifying tax exempt nonprofit organization for recreation and conservation purposes constitute at least 40% but less than 60% of the total land area of the municipality; and \$20 per acre of lands so acquired and owned for any municipality for which all lands owned in fee simple by the State or by a qualifying tax exempt nonprofit organization for recreation and conservation purposes constitute at least 60% of the total land area of the municipality.

b. In the event that land acquired by the State, a local government unit, a qualifying tax exempt nonprofit organization, or the Palisades Interstate Park Commission for recreation and conservation purposes was assessed at an agricultural and horticultural use valuation in accordance with provisions of the "Farmland Assessment Act of 1964," P.L.1964, c.48 (C.54:4-23.1 et seq.) at the time of its acquisition by the State, local government unit, qualifying tax exempt nonprofit organization, or the Palisades Interstate Park Commission, no roll-back tax pursuant to section 8 of P.L.1964, c.48 (C.54:4-23.8) shall be imposed as to this land nor shall this roll-back tax be applicable in determining the annual payments to be made pursuant to subsection a. of this section by the State to the municipality in which this land is located.

c. Any payments made by the State pursuant to this section shall be paid from the General Fund but not from constitutionally dedicated moneys.

d. All sums of money received by the respective municipalities as compensation for loss of tax revenue pursuant to this section shall be applied to the same purposes as is the tax revenue from the assessment and collection of taxes on real property of these municipalities, and to accomplish this end the sums shall be apportioned in the same manner as the general tax rate of the municipality for the tax year preceding the year of receipt.

e. For the purposes of this section, lands owned in fee simple by the State for recreation and conservation purposes shall mean State parks and forests, as defined pursuant to section 3 of P.L.1983, c.324 (C.13:1L-3), State wildlife management areas, and any other lands owned in fee simple by the State and administered by the Department of Environmental Protection for recreation and conservation purposes.

(cf. P.L.2001, c.312, s.2)

2. Section 30 of P.L.1999, c.152 (C.13:8C-30) is amended to read as follows:

30. a. With respect to lands acquired using any funding source other than constitutionally dedicated moneys, whether prior to the date of enactment of this act or thereafter, and owned in fee simple by the State or by a qualifying tax exempt nonprofit organization, and which lands are permanently preserved for recreation and conservation purposes, the State shall pay annually on October 1 to each municipality in which those lands are located the following amounts: \$2 per acre of lands so acquired and owned for any municipality for which all lands owned in fee simple by the State or by a qualifying tax exempt nonprofit organization for recreation and conservation purposes constitute less than 20% of the total land area of the municipality; \$5 per acre of lands so acquired and owned for any municipality for which all lands owned in fee simple by the State or by a qualifying tax exempt nonprofit organization for recreation and conservation purposes constitute at least 20% but less than 40% of the total land area of the municipality; \$10 per acre of lands so acquired and owned for any municipality for which all lands owned in fee simple by the State or by a qualifying tax exempt nonprofit organization for recreation and conservation purposes constitute at least 40% but less than 60% of the total land area of the municipality, and \$20 per acre of lands so acquired and owned for any municipality for which all lands owned in fee simple by the State or by a qualifying tax exempt nonprofit organization for recreation and conservation purposes constitute at least 60% of the total land area of the municipality; provided, however, that any payment made to a municipality pursuant to this section shall not be less than the amount paid in State fiscal year 2010.

b. In the event payments in lieu of taxes are due and payable from the State on those lands pursuant to another law, and those payments, if made by the State, would exceed those that would be paid pursuant to this section, the payments shall be made in accordance with the other law. In no case shall payments be made to a municipality in compliance with both this section and any other applicable law.

c. Any payments made by the State pursuant to this section shall be paid from the General Fund but not from constitutionally dedicated moneys.

d. All sums of money received by the respective municipalities as compensation for loss of tax revenue pursuant to this section shall be applied to the same purposes as is the tax revenue from the assessment and collection of taxes on real property of these municipalities, and to accomplish this end the sums shall be apportioned in the same manner as the general tax rate of the municipality for the tax year preceding the year of receipt.

e. For the purposes of this section, lands owned in fee simple by the State for recreation and conservation purposes shall mean State parks and forests, as defined pursuant to section 3 of P.L.1983, c.324 (C.13:1L-3), State wildlife management areas, and any other lands owned in fee simple by the State and administered by the Department of Environmental Protection for recreation and conservation purposes.
(cf. P.L.1999, c.152, s.30)

3. (New section) There is appropriated from the General Fund to the Department of Community Affairs an amount not less than \$3,400,000 for distribution to eligible municipalities as Open Space Payments in Lieu of Taxes for lands acquired by the State and non-profit organizations for recreation and conservation purposes, subject to the approval of the Director of the Division of Budget and Accounting. The amount distributed to each eligible municipality shall be difference between the Open Space Payment in Lieu of Taxes paid to that municipality in State fiscal year 2010 and the Open Space Payment in Lieu of Taxes paid to the municipality in State fiscal year 2011.

4. This act shall take effect immediately.

STATEMENT

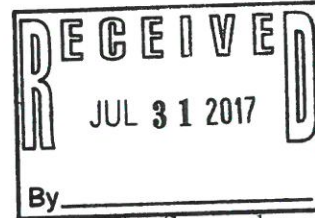
This bill would mandate the restoration of reductions to open space payments in lieu of taxes (PILOT) provided to certain municipalities pursuant to the "Garden State Preservation Trust Act," P.L.1999, c.152 (C.13:8C-1 et seq). Specifically, this bill requires the State to pay annually each municipality an amount not less than its PILOT in State fiscal year 2010. The State fiscal year 2011 appropriations act reduced the appropriation for this program by one-third, from \$9.824 million to \$6.473 million. Payments to municipalities that received less than \$5,000 in the previous fiscal year were eliminated. These payments are made from the General Fund and not from moneys constitutionally dedicated for the purposes of the Garden State Preservation Trust. This bill appropriates \$3.4 million from the General Fund to the Department of Community Affairs for distribution to eligible municipalities as PILOTs.



Cumberland County Department of Health

309 Buck Street • Millville, NJ 08332

(856) 327-7602 • www.ccdoh.org



Dear Township Environmental Commission,

The Cumberland County Health Department is looking to designate September as Environmental Home Utilities Month (EHUM). Environmental home utilities include everything about your home that influences or is influenced by the environment, but we are specifically focusing on septic systems, water treatment systems, heating oil, & radon. Our office will be doing a number of outreach and promotional events during the month but we would like the opportunity to give a short presentation to your group. Our presentation will only be about 30 minutes long followed by a question & answer session. Here are a short list of the topics we would like to discuss;

- Septic System Awareness & Maintenance
 - Promotion of our YouTube series "Septic Essentials"
- Residential Water Treatment Systems
 - Promotion of our YouTube Video "Know Your Water & Keep it Safe"
 - Free water testing contest announcement
- Home Heating Oil Tanks; inspections & insurance
- Radon Awareness & Testing
 - Free radon test kits

This presentation is intended to be helpful for homeowners. It is presented in manner that focuses on education, maintenance, & prevention rather than regulatory action. We have no intentions of presenting or debating local or state regulations during this event and any questions regarding regulation will be referred back to the office for follow up on the next working day.

If you would like to have our presentation given during your September meeting, please feel free to contact me at 856-327-7602 ext. 7125 or at nhetzell@gmail.com.

Hope to hear from you soon,

Sincerely,

Noah Hetzell



Public Health
Prevent. Promote. Protect



State of New Jersey

DEPARTMENT OF TRANSPORTATION
P.O. Box 600
Trenton, New Jersey 08625-0600



CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

RICHARD T. HAMMER
Commissioner

July 24, 2017

Dear Mayor/Freeholder Director/County Executive:

On behalf of Governor Chris Christie I am pleased to announce that applications will now be accepted for the New Jersey Department of Transportation's (NJDOT) FY 2018 State Aid programs. As Commissioner of Transportation we are committed to maintaining and improving New Jersey's local transportation infrastructure by providing financial assistance to counties and municipalities for traditional and non-traditional transportation initiatives.

The following is a brief description of each program:

- **Municipal Aid** - This program has been a significant resource for municipalities in funding local transportation projects. All municipalities are eligible. The Department continues to encourage municipalities to consider using the Municipal Aid Program to fund projects that support walking and biking in their communities. NJDOT has set a goal to award up to 10% of the Municipal Aid Program funds to projects such as pedestrian safety improvements, bikeways and streetscapes.
- **Transit Village** - This program will award grants for traditional and non-traditional transportation projects that enhance walking, biking and/or transit ridership within 1/2 mile of the transit facility. Only New Jersey municipalities that have been designated as Transit Villages by the Commissioner of Transportation and the inter-agency Transit Village Task Force are eligible to apply. The eligible town list can be found at:
<http://www.state.nj.us/transportation/business/localaid/transitvillagef.shtml>
- **Bikeways** - This program is intended to fund bicycle projects which create new Bike Path Mileage. It is available to all counties and municipalities. The Department continues to work toward the goal of achieving 1,000 miles of dedicated bikeways in New Jersey. Special consideration will be given to bikeways that are physically separated from motorized vehicular traffic by an open space or barrier, but on-road bike lanes and other bike routes and facilities are also eligible for funding.

- **Safe Streets to Transit** - The intent of this program is to encourage counties and municipalities to construct safe and accessible pedestrian linkages to transit facilities, in order to promote increased usage of transit by all segments of the population.

All projects funded through the Transportation Trust Fund must comply with the Americans with Disabilities Act (ADA). ADA guidance, program descriptions and application guidance materials can be found on the NJDOT website at:

<http://www.state.nj.us/transportation/business/localaid/stateaid.shtm>

If you choose to apply, please consider the following in your applications. NJDOT requires grant projects to be awarded to construction within 24 months from the date of grant notification.

I encourage you to submit applications for these Local Aid programs. Each program application will be evaluated independently, affording counties and municipalities the opportunity to receive funding in more than one category.

The enclosed map provides contact information for each Local Aid District Office. Please keep in mind that a separate application for each project must be completed and submitted on or before October 6, 2017 on-line through SAGE at:

<https://njsage.intelligrants.com/Login.aspx?APPTHEME=NJSAGE>

We recommend that you consult with your Local Aid District Office to assist in preparing applications for funding. Thank you for your continued interest and support of NJDOT, and best wishes for success with your project applications.

Sincerely,



Richard T. Hammer
Commissioner

Enclosure

c Municipal Clerk
Municipal Engineer
County Engineer

Tax Collector's monthly Report
Downe Township

To: Mayor and Committee of Downe Township

From: Jennafer Hernandez

Date: July 7, 2017

The following represents the collection of taxes for the month of June 2017

Prepaid taxes	\$.00
2017 taxes	\$50,418.48
2016 taxes	\$250.00
Arrears	\$0.00
Interest on delinquent taxes	\$1,466.67
Municipal Lien redemption	\$2,303.80
Municipal Tax Sale Recording Fees	\$0.00
Tax search	\$0.00
Total receipt	\$54,438.95

Established 1772



Nature lover's paradise

DOWNE TOWNSHIP COMMITTEE MEETING AGENDA
MONDAY, JUNE 12, 2017
MUNICIPAL COMPLEX – MEETING ROOM

CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL

STATEMENT BY PRESIDING OFFICER REGARDING COMPLIANCE WITH THE "OPEN PUBLIC MEETINGS ACT"

APPROVAL OF MEETING MINUTES

May 8, 2017	Regular Meeting
November 14, 2016	Regular Meeting
December 5, 2016	Regular Meeting

DEPARTMENTAL REPORTS

• Chief Finance Officer	April 2017 & May 2017
• Tax Collector	March 2017, April 2017 & May 2017
• Zoning Officer	May 2017

MUNICIPAL SOLICITOR'S REPORT

RESOLUTIONS

- R-62-2017 *Authorizing the Payment of Bills*
- R-63-2017 *Secretary's Certificate Corporate or Municipal for OceanFirst Bank*
- R-64-2017 *Providing for the Insertion of Items of Revenue in the Budget Pursuant to NJSA 40A:4-87 – NJ Clean Communities Grant \$8,344.61*
- R-65-2017 *Providing for the Insertion of Items of Revenue in the Budget Pursuant to NJSA 40A:4-87 – NJDOT Grant for Russell Lane*
- R-66-2017 *Providing for the Insertion of Items of Revenue in the Budget Pursuant to NJSA 40A:4-87 – NJDCA Small Cities Grant \$175,000*
- R-67-2017 *Approving the Engineers Proposal for Russell Lane Construction Specifications and Inspection Support Services*
- R-68-2017 *Authorizing an Application and to Execute an Agreement for the Community Facilities Program Provided by the US Department of Agriculture*
- R-69-2017 *Authorizing Entry into an Agreement for Professional Services with Mark Blauer, an Individual, Trading as Blauer Associates as Consultant for the FY 2018 Small Cities Community Development Block Grant Program for Home Rehabilitation*
- R-70-2017 *Authorizing Executive Session*

COMMITTEE REPORTS

- **Campbell** Administration, Public Relations, Economic Development, Tax Offices, Grants, Construction Department and Engineering
- **Bart** Public Works, Waste Management and Road Department
- **Jordan** Township History, Public Safety, Township Owned Properties and Municipal Court
- **Byrne** Finance, Vital Statistics, Environment, Health Dept ., Animal Control and Recreation
- **Rothman** Education, Seniors, Environment, Recreation and Bayfront Coordinator

CORRESPONDENCE

PUBLIC COMMENT

(Please approach the microphone, state name/address for record, and make comment.)

NEXT MEETING – Monday, July 10, 2017

ADJOURNMENT

AT 7:00 P.M.

RESOLUTIONS

- R-57-2017 *Authorizing the Payment of Bills*
R-58-2017 *A Resolution Certifying the Submission of Expenditures for Recycling Enhancement Act (REA) Tax*
R-59-2017 *Resolution Relating to Enforcement of Municipal Lien on Property Approved for Demolition*
R-60-2017 *Appointing Members of the Downe Township Combined Planning and Zoning Board*
R-61-2017 *Governing Body Certification of the 2016 Annual Audit*
R-62-2017 *Authorizing Executive Session - TABLED*

A motion was made by Rothman and seconded by Jordan to adopt Resolution No. R-57-2017 *Authorizing the Payment of Bills* in the total amount of \$653,307.30.

Roll Call: Aye – Byrne, Jordan, Rothman and Campbell
Nay – 0 Absent - Bart

Vote: All in favor

A motion was made by Byrne and seconded by Jordan to adopt Resolution No. R-58-2017 thru R-60-2017.

Roll Call: Aye – Byrne, Jordan, Rothman and Campbell
Nay – 0 Absent - Bart

Vote: All in favor

A motion was made by Byrne and seconded by Rothman to adopt Resolution No. R-61-2017.

Roll Call: Aye – Byrne, Jordan, Rothman and Campbell
Nay – 0 Absent - Bart

Vote: All in favor

COMMITTEE REPORTS

Mayor Campbell reported the Abandoned Property Registration notices have been mailed and to date we have received about \$6000. The Municipal Office will be closed on May 17th due to the installation of the generator. There will be no electricity in the building; therefore the office will be closed. The municipal office generator dedication and the Fortescue Fire Hall dedication will take place on May 19th. The bid opening for the Home Rehab Grant Program was conducted today at 1pm. There are four approved projects. Primary Election Day is June 6th. The Municipal Office will be closed on May 29th in observance of Memorial Day.

Deputy Mayor Jordan had nothing to report

Committeeman Byrne reported we are doing everything we can about the cat issues in the Township. He has been in contact with Mrs. Swain in reference to her complaint about the cat issue. Mrs. Swain spoke about trying to find grant money to help the Township.

Committeeman Rothman stated the dredging in Fortescue is complete as of April 15th. Mayor Campbell stated Rick Brown from the DEP is coming down to talk about a pilot program for the Nantuxent Creek. This creek is critical to the oyster industry.

CORRESPONDENCE – Nothing mentioned.

PUBLIC COMMENT

On a motion by Byrne and seconded by Campbell, the meeting was opened to the public for comment.

Roll Call: Aye - Byrne, Jordan, Rothman, Campbell
 Nay – 0 Absent - Bart

Vote: All in favor

Nancy Hartem of Dividing Creek asked if money has been found to finish the Union Street project. Mayor Campbell answered yes. There was a special meeting held on April 25th to approve the funds for the project. There was a pipe found that needed to be replaced along the street.

DelBay Briggs of Money Island stated the Nantuxent Creek really needs to be dredged. Mayor Campbell stated we have been trying for a long time to get the creek dredged and have run into issues with the State.

Doug Cook of Fortescue asked if something has been done with the speaker system. We can hear them very good tonight. Mayor Campbell stated nothing has been done with the speakers.

John Gilligan of Money Island asked about the lights in Gandy Beach. Mayor Campbell answered he met with the electrician who installed the lights and he is suggesting replacing the current light with a new light that is a heavier commercial grade.

Debbie Duffield of Fortescue thanked the committee for their fine service to this community. She and her husband have been in the area for 7 years. She also congratulated the committee on no findings and recommendation for our annual audit report. This accomplishment is a real big deal. As a retired auditor of municipalities and school systems it is very hard to find a perfect audit. She asked for an update of the Fortescue Sewer System. Mayor Campbell replied the concept is complete and all of the red tape is out of the way. All the agencies are on board. The DEP is providing money and the County is guaranteeing the funds to the DEP. The Township will be guaranteeing the funding to the County. The engineering is done. We are currently working on getting the upfront funding to get all the final design and application fees completed. There is a change the DCA will have some infrastructure funds available to help a project like this. Once this is completed there will be about 24 months for construction. We are doing everything we can to make the treatment system affordable for the residents it will serve. We have about \$4M in grant funding committed so far and we are in need of about another \$7M in funding. The project may be broken down in phases to help with the costs. We are moving forward. This project is very critical. Without this sewer project

these communities are done. In the near future the committee is planning to hold a Town Hall Meeting to discuss the plans.

Annette Perry of Money Island stated on May 12th at 11am at the Senior Monthly meeting the topic will be recycling. She thanked Nadine, Harry and Nicole for their help in finding Clean Communities Grant funds to sponsor the refreshments for the program. Anthony Rivera the Director of Enforcement for the CCIA will be presenting a magic show on recycling. All are welcome to attend. On May 19th the Cumberland County Pinochle Tournament will be held from 1pm to 4pm.

Karen Smith of Rabins Beach stated last year there was talk about the possibility of have the Sheriff Office patrolling the Fortescue Beach. Is this still being looked at? Mr. Jordan stated an agreement was made with the Sheriff Dept and we are suppose to be on their schedule for this year. Mr. Rothman stated in Fortescue he has observed the Sheriff Dept on bicycles riding around the area.

Meghan Wren of Money Island stated there is a partnership with "Return the Favor" in reference to the horseshoe crab season. There are a number of volunteers who will be coming down to help turn over the horseshoe crabs who are stuck on their backs. She is the coordinator for Money Island, Gandy Beach and Fortescue. We are having an issue with the Money Island bulkhead area. Mayor Campbell stated he understands the issues and will try to address them as best we can. Mayor Campbell asked Mrs. Wren to talk about the event that happened today in Trenton. Mrs. Wren stated there was a reception on the NJ official Tall Ships at the State Capitol. We try to remind the folks in Trenton that NJ has a State Tall Ship. We often have to remind them about the Bayshore area. The turnout was marginal there were no legislators in attendance, not even the Governor. The volunteers who will be working under the partnership will have yellow or light blue t-shirts, vests and a copy of the permit. We are only allowed on the beach before dawn or after sunset.

There being no further comments, the public comment segment was closed on a motion by Campbell and seconded by Byrne.

Roll Call: Aye – Byrne, Jordan, Rothman, Campbell

Nay – 0 Absent – Bart

Vote: All in favor

NEXT MEETING

The next meeting of the Downe Township Committee will be held on Monday, June 12, 2017 at 7:00 p.m. in the Meeting Room of the Municipal Complex.

ADJOURNMENT

There being no further business, the meeting was adjourned on a motion by Jordan and seconded by Rothman.

Vote: All in favor


Nadine Lockley
Acting Municipal Clerk

DOWNE TOWNSHIP COMMITTEE
REGULAR MEETING
November 14, 2016

The Downe Township Committee met in the Meeting Room of the Municipal Complex on Monday, November 14, 2016 at 7:00p.m. Mayor Robert G. Campbell presided. Committee members present were Larry Jordan, Sr. (Deputy Mayor), Stephen Byrne, Dennis Cook and Edward Bart. Municipal Solicitor, John Carr, was also present.

CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE / STATEMENT
REGARDING COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT

Mayor Campbell called the meeting to order; led the Pledge of Allegiance and read the Open Public Meetings Act Statement.

ROLL CALL

Present – Jordan, Bart, Byrne, Campbell, Cook
Absent – 0

APPROVAL OF MINUTES – August 1, 2016 Regular Meeting

A motion was made by Jordan and seconded by Bart to approve the minutes as listed above.

Roll Call: Aye – Jordan, Bart, Byrne, Campbell, Cook
Nay – 0

Vote: The minutes were approved.

DEPARTMENTAL REPORTS

Mayor Campbell announced Departmental Reports would be read into record at the December meeting of the Township Committee.

PUBLIC HEARING ORDINANCE 2016-11 - Declaring Certain Parcels of Real Property Owned by the Township of Downe No Longer Needed for Public Use and Authorizing Public Sale of Same

A motion was made by Cook and seconded by Jordan to open Public Hearing for Ordinance 2016-11.

Roll Call: Aye – Jordan, Bart, Byrne, Campbell, Cook
Abstain - 0

Discussion took place between Mayor Campbell and Solicitor Carr in reference to the Ordinance stated the property would be sold at the assessed value. The attachment to the Ordinance listing the properties for Public Sale includes a starting bid. The Committee agreed the properties listed assessed value is high and the starting bids listed are agreed upon by all. Mr. Cook made a recommendation to exclude the property located at 912-916 Union Street to be sold at the listed starting bid. Mayor Campbell agreed this property should be listed with a starting bid of \$15,000. Mr. Jordan disagreed with the stating bid of \$15,000 and thinks the township should

be more focused on putting the property back on the tax roll and not be in the real estate business. The township has held on to this property for a number of years and it time to do something to start collecting taxes on these properties. Mr. Cook stated he has concerns about the process and how this particular property made the sale list. Mr. Cook stated he would like this property removed from the list. Mayor Campbell asked for the consensus of the committee and it was decided to leave the property on the list. Mayor Campbell stated the goal is to sell the property and have a house built on it. If we can get two houses on the lot that would be even better for our ratable base. Mr. Cook stated during past discussions it was stated that a provision would be placed on the sale required certain conditions. There should be a minimum of two homes built on that property. Mayor Campbell stated those provisions will be placed as conditions at the sale.

Kary Wilson of Newport asked if these properties were listed on the legal ad that was placed in the newspaper. Was there a discussion or resolution prior to the newspaper publication? There was discussion at the workshop recently held but no decision was made it was all casual discussion. Mayor Campbell stated there was an ordinance that was introduced at the last meeting giving everyone a month to comment on the sale.

There being no further comments from the public, a motion was made by Byrne and seconded by Jordan to close Public Hearing for Ordinance 2016-11.

Roll Call: Aye – Jordan, Bart, Byrne, Campbell
 Nay – Cook
 Abstain – 0

FINAL ADOPTION ORDINANCE 2016-11 with one change. Instead of stating “current assessment” in paragraph two it should read “stated herein”.

A motion was made by Jordan and seconded by Byrne to adopt Ordinance 2016-11.

Roll Call: Aye – Jordan, Bart, Byrne, Campbell
 Nay – Cook
 Abstain – 0

MUNICIPAL SOLICITOR’S REPORT

Solicitor Carr presented his report which consisted of information and updates on the following matters: Public Auction advertisement and resolution, Budget information for the Joint Court, Foreclosure Complaint within the Township and a non-contesting answer, Information about an added omitted assessment from the Tax Assessor, Information about interest in a possible land donation, Information about a Property Demolition and Follow up Information about an In Rem Foreclosure proceeding in process.

Mayor Campbell asked if anyone was present that is associated with 202 Landing Road. There was no one present.

PUBLIC COMMENTS ON RESOLUTIONS

A motion was made by Cook and seconded by Jordan to open the meeting for public comment on the following resolutions.

Vote: All in favor

- R-89-2016 *Awarding Asphalt Paving Corp. the Contract for the Paving of Union Street (Corrected)*
- R-115-2016 *Authorizing Terms Related to the Advertisement and Sale of Real Property No Longer Needed for Public Use*
- R-116-2016 *Authorizing the Payment of Bills*
- R-117-2016 *Authorizing Transfers Between Budget Appropriations*
- R-118-2016 *Resolution Authorizing the Refund of Property Taxes*
- R-119-2016 *Authorizing Executive Session*
- R-120-2016 *Resolution In Support of Senate Bill S-2254 and Assembly Bill A-3821 Which Affirms the Language and Legislative Intent of the Fair Housing Act*

Bernie Sayers of Newport asked about the payment to Hatch Mott Macdonald on page 5 of the bill list. Mayor Campbell stated this is an interim invoice. This is the second grant of \$30,000 from the USDA for the sewer project.

Mr. Sayers stated he has seen no payments for the bond money or interest payments in the last few months. Mayor Campbell stated he does not have an answer tonight but a conversation with the CFO will get the answer. I believe we make one payment a year.

Mary Flueger asked about the payment for the clerks class. Haven't we already done this? Mayor Campbell stated there for 5 classes for the clerk certification and to sit for the exam. This is the 5th class.

There being no further comments from the public, a motion was made by Cook and seconded by Jordan to close the segment.

Vote: All in favor

RESOLUTIONS

A motion was made by Jordan and seconded by Byrne to adopt Resolution No. R-89-2016.

Roll Call: Aye – Jordan, Bart, Byrne, Campbell
 Nay – 0

Vote: The resolution was approved.

A motion was made by Jordan and seconded by Byrne to adopt Resolution No. R-115-2016.

Roll Call: Aye – Jordan, Bart, Byrne, Campbell, Cook
 Nay – 0

Vote: The resolution was approved

A motion was made by Cook and seconded by Byrne to adopt Resolution No. R-116-2016 *Authorizing the Payment of Bills* in the amount of \$729,597.03.

Mr. Cook asked that we plan to pull the port a pot at the end of December.

Roll Call: Aye – Jordan, Bart, Byrne, Campbell, Cook
Nay – 0

Vote: The resolution was approved.

A motion was made by Byrne and seconded by Cook to adopt Resolution Nos. R-117-2016 thru R-120-2016.

Roll Call: Aye – Jordan, Byrne, Bart, Campbell, Cook
Nay – 0

Vote: The resolution was approved.

COMMITTEE REPORTS

Mayor Campbell stated we are waiting for Dan Kennedy of NJDEP to provide us with a draft Memorandum of Agreement between the Township, the County and the NJDEP on the Fortescue Sewer System. The project is moving forward. The Army Corp and NJDEP beach projects are still in the works and the design phase is being stalled by the Army Corp. Between Gandy Beach and Money Island there is a program laying oyster baskets and concrete blocks to build a wave to block erosion.

Committeeman Cook stated the Senior Commissioner has been meeting and a discussion took place to implement automatic door openers of both sides of the building. He thanked the Commissioners for the ideals and efforts to the township. They are requesting the township investigate the condition of the door and then move forward with ADA compliance. In 2017 we need to look at ways to make our building more ADA compliant. The Seniors provided a letter of recommendation for the doors to the committee. He also thanked Doug Cook and Bill Miller for their assistance in locating and obtaining a proposal from a door company. There is an estimate for each door separately and the total for both doors is approximately \$6,000 with a 4-year warranty.

Committeeman Bart reported the Public Works Department has been working with the Clean Shore Program. They have completed Ackley, Blizzard, Turkey Point, Maple and 553 from Dividing Creek to Newport in 5 days. The project will continue for 5 more days. To date 93 bags of trash including 14 tires have been collected.

Committeeman Jordan had no report.

Committeeman Byrne stated everything is under control.

PUBLIC COMMENT

On a motion by Cook and seconded by Jordan the meeting was opened to the public for comment.

Vote: All in favor

Mary Flueger of Money Island asked why the Mayor has an administrative assistance with a township business card. Mayor Campbell answered she is his assistant who manages his schedule and runs errands for him and he pays her out of his pocket. The discussion continued between Mayor Campbell and Mrs. Flueger.

Karen Smith of Raybins Beach stated she has an issue with the yellow house that was torn down and is now the property of the NJDEP. There are now vehicles entering that lot. The township needs to do something to protect our dunes and block the access. Mayor Campbell stated we should send a letter to the NJDEP asking them to clean up the property and secure it.

Dave Flueger of Money Island asked why there is not sewer project for Money Island. Mayor Campbell stated he has fought for Money Island since day one. Once the Fortescue Sewer project gets moving discussion about including Money Island may be more feasible to go to Money Island to pick up what properties that are left. Mr. Flueger asked why the township didn't contact FEMA for the Money Island sewer. Mayor Campbell stated when discussions began about a sewer system in Downe Township, Money Island was included. Bob Martin, the Commissioner of NJDEP stated a sewer system in Money Island would never get approved.

Doug Cook of Fortescue stated 26 people in attendance at the last Senior monthly meeting agreed to the automatic doors. Mayor Campbell stated the committee is in support of the automatic doors.

James Giles of Money Island stated Nantuxent Road is deplorable. Someone is going to end up running off of the road. The road is undermined before the curb and after the curb. Mayor Campbell stated the road is very bad and he has been in contact with the county about fixing it.

Bernie Sayer of Newport asked for a copy of the letter from Bob Martin. Mayor Campbell stated the statement was made in front of 20 people include the Freeholder Director it was not in written correspondence.

Kary Wilson of Newport stated on Friday, December 30th there will be a Red Cross Blood Drive here at the Senior Center from 2pm-7pm.

Bernie Sayers of Newport asked for items of discussion for the Executive Session. Mr. Carr stated Michael Oates survey, Mr. Strain Property Donation, DEP and the demolition property. Mr. Sayers asked if the township website is finished. Ms. Lockley stated yes.

Mary Flueger of Money Island stated Mr. Martin also made another interesting comment that if Money Island was given up down to the bridge he would give car blanc to this township in the other parts of the township. Mayor Campbell stated Mr. Martin after walking up and down Money Island said if the township works with us and supports us in the Blue Acres buyout, we

will make sure that anything you want to happen in other parts of the township happens. Mayor Campbell replied no deal. Unfortunately, the homeowners did not fight as hard as I thought they would and they all decided under this volunteer program to sell out. Mr. Cook commented we had legal standing. This committee stated it would take legal action and we didn't. We have been cowards and don't have the guts to do it.

Dave Flueger asked what the township will do after the buyout. Are you going to cut spending or increase the taxes for the rest of the residents? Mayor Campbell stated our only option is to increase the taxes.

Bernadette of Money Island asked if all of the properties in Money Island will be bought out by Blue Acres. Mayor Campbell stated there have identified 58 properties and sent out letter to.

Annette Perry of Money Island asked the committee to consider the automatic doors as soon as possible. When will we get the generator that was promised in 2014. Mr. Jordan says the generator project is still in the works. They were here last week for an inspection.

On a motion by Campbell and seconded by Byrne, the meeting was closed to the public for comment.

Vote: All in favor

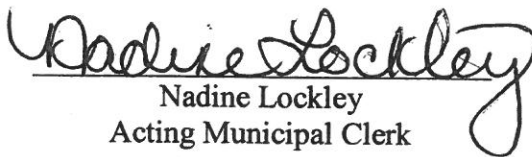
NEXT MEETING

The next meeting of the Downe Township Committee will be held on Monday, December 5, 2016 at 7:00 p.m. in the Meeting Room of the Municipal Complex.

ADJOURNMENT

There being no further business, the meeting was adjourned on a motion by Jordan and seconded by Cook.

Vote: All in favor


Nadine Lockley
Acting Municipal Clerk

**DOWNE TOWNSHIP COMMITTEE
REGULAR MEETING
December 5, 2016**

The Downe Township Committee met in the Meeting Room of the Municipal Complex on Monday, December 5, 2016 at 7:00p.m. Mayor Robert G. Campbell presided. Committee members present were Larry Jordan, Sr. (Deputy Mayor), Stephen Byrne, Dennis Cook and Edward Bart. Municipal Solicitor, John Carr, was also present.

CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE / STATEMENT REGARDING COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT

Mayor Campbell called the meeting to order; led the Pledge of Allegiance and read the Open Public Meetings Act Statement.

ROLL CALL

Present – Jordan, Bart, Byrne, Campbell, Cook
Absent – 0

DEPARTMENTAL REPORTS

Mayor Campbell read the Tax Collector, CFO and Zoning Office reports. The Township Committee acknowledged the receipt of the following reports:

Tax Collector	September & October 2016
Chief Finance Officer	September & October 2016
Zoning Office	October & November 2016

MUNICIPAL SOLICITOR'S REPORT

Solicitor Carr presented his report which consisted of information and updates on the following matters: Code Enforcement, Property Demolition Hearing, Another Township Demolition Issue, Reorganization Meeting, and the potential Public Land Auction in January and copies of correspondence received.

PUBLIC COMMENTS ON RESOLUTIONS

A motion was made by Cook and seconded by Bart to open the meeting for public comment on the following resolutions.

Vote: All in favor

R-121-2016	<i>Authorizing the Payment of Bills</i>
R-122-2016	<i>Resolution Providing for the Insertion of Items of Revenue in the Budget for New Jersey Clean Communities Grant</i>
R-123-2016	<i>Resolution Providing for the Insertion of Items of Revenue in the Budget for NJDOT Grant for New Jersey Avenue</i>
R-124-2016	<i>Resolution Providing for the Insertion of Items of Revenue in the Budget for USDA Pre-Development Planning Grant for Fortescue Wastewater Treatment Plan</i>

R-125-2016 *Resolution Authorizing the Refund of Property Taxes*
R-126-2016 *Resolution Authorizing Transfers Between Budget Appropriations*

There being no comments from the public, a motion was made by Bart and seconded by Cook to close the segment.

Vote: All in favor

RESOLUTIONS

A motion was made by Bart and seconded by Jordan to adopt Resolution No. R-121-2016 – Authorizing the Payment of Bills in the amount of \$170,081.57.

Roll Call: Aye – Jordan, Bart, Byrne, Campbell
Nay – 0

Vote: The resolution was approved.

A motion was made by Jordan and seconded by Byrne to adopt Resolution No. R-122-2016.

Roll Call: Aye – Jordan, Bart, Byrne, Campbell, Cook
Nay – 0

Vote: The resolution was approved

A motion was made by Jordan and seconded by Byrne to adopt Resolution No. R-123-2016.

Roll Call: Aye – Jordan, Bart, Byrne, Campbell, Cook
Nay – 0

Vote: The resolution was approved.

A motion was made by Jordan and seconded by Byrne to adopt Resolution Nos. R-124-2016.

Roll Call: Aye – Jordan, Byrne, Bart, Campbell, Cook
Nay – 0

Vote: The resolution was approved.

A motion was made by Jordan and seconded by Byrne to adopt Resolution Nos. R-125-2016.

Roll Call: Aye – Jordan, Byrne, Bart, Campbell, Cook
Nay – 0

Vote: The resolution was approved.

A motion was made by Jordan and seconded by Byrne to adopt Resolution Nos. R-126-2016.

Roll Call: Aye – Jordan, Byrne, Bart, Campbell, Cook
Nay – 0

Vote: The resolution was approved.

COMMITTEE REPORTS

Mayor Campbell stated we are working with Comcast on a plan for more access in the beach areas. A cell tower company is interested in placing a cell tower in Downe Township. This is only in the talking stages. There are still a number of projects in the works with FEMA. We received an email from Dan Kennedy from the NJDEP indicating they are still working on the Memorandum of Agreement between the Township, the County and the NJDEP for the Fortescue Sewer Project. They are two weeks away from having a draft document. This document is for the \$2M in grant money from the NJDEP for the project.

Committeeman Cook stated he wished to thank the people of Downe Township for their trust, support and friendship over the past 21 years. He and his family have had the blessing and honor to forge lifelong friendships with many members of the community. Many of us have endured over 7 major weather events. He talked about a permit he received during the aftermath of Hurricane Sandy the Township issued to its residents. He went on to mention a journal document written by Erma and Emma Allen about our community. He has served Downe Township for 21 years. He will continue to try and contribute in some way in to positive change. He thanked all of the staff of the Township for their service. He thanked the committee for their willingness to serve and for their participation and continuing commitment. He welcomed our newest member Michael Rothman to the committee. He also thanked his wife for her support and wished the committee much success in the future. Mayor Campbell thanked Mr. Cook for his 6 years of service on the committee.

Committeeman Bart wished everyone happy holidays. He wished Mr. Cook good luck in his future endeavors.

Committeeman Jordan stated December 10th is the night with Santa at 6pm. He also stated the Township Committee will be changing the date of our monthly meetings from the first Monday to the second Monday of the month for 2017.

Committeeman Byrne wished Season Greeting to all and he is looking forward to working with Mr. Rothman. He also wished Mr. Cook good luck.

PUBLIC COMMENT

On a motion by Cook and seconded by Byrne the meeting was opened to the public for comment.

Vote: All in favor

Bernie Sayers of Newport stated he has not seen any documents having to do with the wastewater treatment plant for the residents to review and understand. Are there any documents that show where the plant will be located or the costs associated with the project? Mayor Campbell stated as soon as the NJDEP wraps up this Memorandum of Agreement and everything is done and in writing, our engineers and staff will have a town hall meeting to distribute and discuss the information. Mr. Sayers asked if it will cost all township residents. Mayor Campbell stated no, only the end users. Mr. Sayers asked what the estimated cost of the facility is. Mayor Campbell answered between \$12M-\$15M. The amount of grant funding received will determine the cost to the end user. Mr. Sayers asked on a scale of 1 to 10 what is the belief this project will

actually happen. Mayor Campbell answered the concept and commitment to do the project is a nine. Mr. Sayers stated this seems unrealistic.

Al Pignetelli of Fortescue asked if there will be a hookup fee for the sewer system. Mayor Campbell answered yes. Mr. Jordan stated he will not support or sign off on anything that cost the residents to hook up. He would like it included in the grant funding. Mr. Pignetelli asked if the residents of Fortescue have the option of not hooking up to the sewer system. Mayor Campbell answered everyone will have to hook up to the new system.

Mr. Sayers asked if this is one facility for Gandy Beach and Fortescue or two. Mayor Campbell stated at this time it is one facility for both areas. Mr. Sayers asked how long is this process. Mayor Campbell answered about two years.

Kary Wilson of Newport stated on December 30th the Red Cross Blood Drive will be held here at the Senior Center from 2pm – 7pm. There are flyers around.

On a motion by Jordan and seconded by Byrne, the meeting was closed to the public for comment.

Vote: All in favor

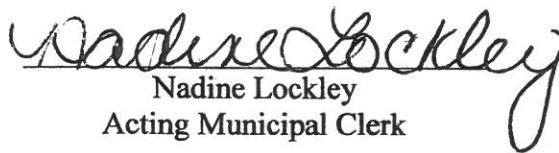
NEXT MEETING

The next meeting of the Downe Township Committee will be the Township Reorganization Meeting which will be held on Monday, January 2, 2017 at 7:00 p.m. in the Meeting Room of the Municipal Complex.

ADJOURNMENT

There being no further business, the meeting was adjourned on a motion by Jordan and seconded by Byrne.

Vote: All in favor

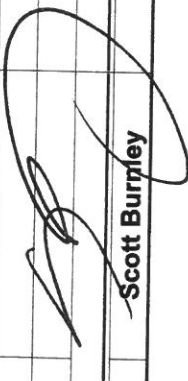

Nadine Lockley
Acting Municipal Clerk

OCEANFIRST BANK

	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>
CAPITAL IMPROVEMENT	\$ 56.75	\$ 51.27	\$ 56.77	\$ 57.41	\$ 64.43
CLERK ACCOUNT	\$ 0.38	\$ 0.34	\$ 0.38	\$ 0.37	\$ 0.38
CURRENT FUND ACCOUNT	\$ 187.00	\$ 231.14	\$ 208.51	\$ 169.10	\$ 183.95
SPECIAL DOG FUND	\$ 0.04	\$ 0.05	\$ 0.08	\$ 0.10	\$ 0.10
HURRICANE SANDY 2012	\$ 0.08	\$ 0.07	\$ 0.08	\$ 0.08	\$ 0.08
PAYROLL ACCOUNT	\$ 2.07	\$ 2.22	\$ 2.56	\$ 2.44	\$ 2.45
PLANNING/ZONING BOARD ESCROW	\$ 0.38	\$ 0.34	\$ 0.38	\$ 0.36	\$ 0.64
RECREATION ACCOUNT	\$ 0.18	\$ 0.16	\$ 0.18	\$ 0.17	\$ 0.18
SMALL CITIES	\$ 13.34	\$ 11.91	\$ 12.71	\$ 12.25	\$ 12.47
UNEMPLOYMENT	\$ 1.99	\$ 1.79	\$ 1.95	\$ 2.03	\$ 2.38

	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>

DOWNNE TWP. ZONING/HOUSING REPORT May 2017

Activity	Topic of Activity	Action	Date	Location	Name	Fee
CO and Fire	Inspection	failed	05/04/17	B 19 L 1 - 125 Main	Frank	\$0.00
CO and Fire	Inspection	app'd	05/11/17	B 1 L 46 - 292 Landing	Reynolds	\$50.00
CO and Fire	Inspection	app'd	05/18/17	B 11 L 16 210 Landing	Capital	\$50.00
Temporary CO	Review	app'd	05/25/17	B 11 L 16 210 Landing	For Repair Access Only	\$0.00
Yearly Rental Registration						
Letters and Correspondence						
Warren	ord 2.02 notice	ltr	5/4/2017	B 54 L 23 - 326 Main St	letter sent	
Cain	OPRA Request	completed	5/11/2017	B 19 L 1 127 Main	copies given	
Yearly Rental Registration						
Zoning Permits						\$ -
CCO Fees						\$ -
FEES COLLECTED						\$ 100.00
						\$ 100.00
Zoning Officer			6-1-17			
	Scott Burnley		Date			



**TOWNSHIP OF DOWNE
CUMBERLAND COUNTY, NEW JERSEY**

	YES	NO	ABSTAIN	ABSENT
Bart, E.				
Byrne, S.				
Jordan, L.				
Rothman, M				
Campbell, R.				

**Resolution Number: R-62-2017
Dated: June 12, 2017
Offered By:
Seconded By:**

RESOLUTION AUTHORIZING THE PAYMENT OF BILLS

WHEREAS, it is required that the Township Committee of the Township of Downe approve all bills; and

WHEREAS, the attached list of bills has been submitted for approval at the Township meeting on June 12, 2017:

NOW THEREFORE, BE IT RESOLVED that said list of bills be approved for payment in the amount of \$357,329.30.

C E R T I F I C A T I O N

I hereby certify that funds have been appropriated in the 2017 Township of Downe Municipal Budget and other accounts to pay the attached list of bills.

Jennafer Hernandez
Certified Municipal Finance Officer

ATTEST:

Nadine Lockley, Acting Clerk

Robert Campbell, Mayor

June 12, 2017
Date

C E R T I F I C A T I O N

I hereby certify the foregoing to be a true copy of a resolution adopted by the Downe Township Committee at its Regular Meeting held June 12, 2017.

Date

Nadine Lockley, Acting Clerk

June 9, 2017
02:32 PM

TOWNSHIP OF DOWNE
Purchase Order Listing By P.O. Number

Page No: 2

PO #	PO Date	Vendor	Amount	Charge Account	Contract PO Type	Stat/Chk	First Rcvd	Chk/Void	Invoice
Item Description					Acct Type Description		Enc Date	Date	
17-00266 05/24/17 T0006		TREASURER STATE OF NJ							
1 NJDPES PERMIT-STORMWATER		500.00	7-01-26-310-299		B MISCELLANEOUS-BLDG & GROUNDS	A	05/24/17	06/09/17	170506540
17-00267 05/24/17 D0010		DOWNE TOWNSHIP BD OF EDUCATION							
1 SCHOOL TAX LEVY JUNE 2017		122,050.50	7-01-55-091-603		B LOCAL SCHOOL TAX	A	05/24/17	06/09/17	
17-00268 05/24/17 S0074		STAPLES ADVANTAGE							
1 OFFICE SUPPLIES		6.09	7-01-26-310-234		B JANITORIAL SUPPLIES	A	05/24/17	06/09/17	3337857720
2 OFFICE SUPPLIES		128.78	7-01-20-110-243		B OFFICE FURNITURE/SUPPLIES-CLERK	A	05/24/17	06/09/17	3337857719
		134.87							
17-00269 05/24/17 W0007		W.F.GARRISON TRUCKING & EXCAVAT							
1 PUBLIC WORKS SUPPLIES-HAY BALE		30.00	7-01-26-290-235		B EQUIPMENT-ROAD DEPT	A	05/24/17	06/09/17	4862
17-00270 05/24/17 C0007		CUMB CO IMPROVEMENT AUTHORITY							
1 LANDFILL FEES-TIRES		123.25	6-02-12-701-000		B RECYCLING TONNAGE GRANT	A	05/24/17	06/09/17	170509
2 LANDFILL FEES-		61.92	7-01-26-305-222		B LANDFILL FEES	A	05/24/17	06/09/17	170509
		185.17							
17-00271 05/24/17 W0001		THOMSON REUTERS - WEST							
1 SUBSCRIPTION FEE		432.00	7-01-20-110-299		B MISC-CLERK	A	05/24/17	06/09/17	836124479
17-00272 05/24/17 F0014		FORD, SCOTT & ASSOCIATES, LLC							
1 2016 AUDIT & 2017 BUDGET PREP		14,000.00	7-01-20-130-213		B AUDIT SERVICES	A	05/24/17	06/09/17	20969
17-00273 05/24/17 L0016		LOWE'S							
1 PUBLIC WORKS SUPPLIES		37.70	7-01-26-290-238		B HARDWARE-ROAD DEPT	A	05/24/17	06/09/17	
17-00274 05/24/17 NJADV005		NJ ADVANCE MEDIA, LLC							
1 LEGAL ADS		67.69	7-01-20-110-249		B NEWSPAPER ADS-CLERK	A	05/24/17	06/09/17	4346335
3 LEGAL ADS		88.55	7-01-20-110-249		B NEWSPAPER ADS-CLERK	A	05/24/17	06/09/17	4324573
4 LEGAL ADS		148.93	7-01-20-110-249		B NEWSPAPER ADS-CLERK	A	05/25/17	06/09/17	MAY 16
5 LEGAL ADS		28.90	7-01-20-110-249		B NEWSPAPER ADS-CLERK	A	05/25/17	06/09/17	MAY 16
6 LEGAL ADS-CREDIT		47.25	7-01-20-110-249		B NEWSPAPER ADS-CLERK	A	05/25/17	06/09/17	MAY 16
		286.82							
17-00275 05/24/17 ATLANO10		ATLANTIC A PROGRAM OF DE LAGE							
1 COPIER LEASE MAY 2017		233.47	7-01-20-110-227		B COPIER LEASE/SUPPLIES-CLERK	A	05/24/17	06/09/17	

TOWNSHIP OF DOWNE
Purchase Order Listing By P.O. Number

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17-00275 05/24/17 ATLANTIC A PROGRAM OF DE LAGE	Continued								
2 COPIER LEASE JUNE 2017	216.66	7-01-20-110-227	B COPIER LEASE/SUPPLIES-CLERK	A	05/24/17	06/09/17			
	450.13								
17-00276 05/24/17 M0002 NAT ALEXANDER CO. INC									
1 FIRE EXTINGUISHER INSPECTION	133.50	7-01-26-290-235	B EQUIPMENT-ROAD DEPT	A	05/24/17	06/09/17		1020092	
17-00277 05/24/17 B0008 NAPA AUTO PARTS									
1 PUBLIC WORKS SUPPLIES	18.38	7-01-26-290-250	B VEHICLE PARTS-ROAD DEPT	A	05/24/17	06/09/17			
17-00278 05/24/17 U0013 UPPER DEERFIELD TOWNSHIP									
1 JOINT COURT FEES APR-JUN	1,954.28	7-01-43-490-299	B MISC-COURT	A	05/24/17	06/09/17		17-20W	
17-00279 05/24/17 C0076 JOHN G. CARR, ESQUIRE									
1 SOLICITOR - APRIL 2017	2,008.50	7-01-20-155-259	B SOLICITOR PROFESSIONAL SERVICES	A	05/24/17	06/09/17		APRIL 2017	
17-00280 05/24/17 SAMR0005 SAMR									
1 ELECTRONICS RECYCLING	900.00	6-02-12-701-000	B RECYCLING TONNAGE GRANT	A	05/24/17	06/09/17		36059	
17-00281 05/24/17 CHAM005 CHAMBER OF COMMERCE OF S. NJ									
1 MEETING REGISTRATION-6/21/17	50.00	7-01-20-100-299	B MISCELLANEOUS-MAYOR AND COMMITTEE	A	05/24/17	06/09/17		55138/55137	
17-00282 05/24/17 C0039 COMCAST									
1 INTERNET AND PHONE SERVICE-OEM	160.22	7-01-31-420-001	B TELEPHONE COSTS	A	05/24/17	06/09/17			
2 INTERNET AND PHONE SERVICE-OFF	384.07	7-01-31-420-001	B TELEPHONE COSTS	A	05/31/17	06/09/17			
	544.29								
17-00284 05/31/17 HATCH005 MOTT MACDONALD									
1 ENGINEER-FORTESCUE TREATMENT	15,000.00	6-02-41-870-112	B USDA-SEWER PLANNING GRANT	A	05/31/17	06/09/17		TV00250432	
17-00285 05/31/17 W0007 W.F.GARRISON TRUCKING & EXCAVAT									
1 PROP CLEAN UP-CORNELL	1,300.00	7-01-26-310-299	B MISCELLANEOUS-BLDG & GROUNDS	A	05/31/17	06/09/17		4941	
17-00286 05/31/17 W0048 WASTE MANAGEMENT OF NJ, INC.									
1 CLEAN UP PROP-CORNELL	488.93	7-01-26-310-299	B MISCELLANEOUS-BLDG & GROUNDS	A	05/31/17	06/09/17		2595918-2407-5	
17-00287 05/31/17 W0038 W.B. MASON CO., INC.									
1 OFFICE SUPPLIES	78.78	7-01-20-110-243	B OFFICE FURNITURE/SUPPLIES-CLERK	A	05/31/17	06/09/17		5048712520	

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TOWNSHIP OF DOWNE
Purchase Order Listing By P.O. Number

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PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Contract PO Type	Acct Type Description	Stat/chk	First Rcvd	Chk/Void	Invoice
17-00286	05/31/17	GENTILINI FORD	1 PUBLIC WORKS PARTS	166.01	7-01-26-290-250	B VEHICLE PARTS-ROAD DEPT		A	05/31/17 06/09/17	60465	
17-00289	05/31/17	HATCH005 MOTT MACDONALD	1 ENGINEER-GANDYS BEACH SUSTAIN	16,144.00	6-02-41-873-000	B NATIONAL FISH & WILDLIFE-GRANT		A	05/31/17 06/09/17	IV00250637	
17-00290	05/31/17	WILLIAMS AUTO PART	1 PUBLIC WORKS VEHICLE PARTS	74.00	7-01-26-290-250	B VEHICLE PARTS-ROAD DEPT		A	05/31/17 06/09/17	586431	
			2 PUBLIC WORKS VEHICLE PARTS	0.56	7-01-26-290-250	B VEHICLE PARTS-ROAD DEPT		A	05/31/17 06/09/17	586433	
			3 PUBLIC WORKS VEHICLE PARTS	33.49	7-01-26-290-250	B VEHICLE PARTS-ROAD DEPT		A	06/05/17 06/09/17	584295	
				108.05							
17-00291	06/01/17	RUDCO PRODUCTS INC.	1 COMPACTOR PART	500.00	7-01-26-305-299	B MISCELLANEOUS-GARBAGE AND TRASH		A	06/01/17 06/09/17		
17-00292	06/01/17	BRIDGETON AREA CHAM COMMERCE	1 PROGRAM REGISTRATION 6-15-17	90.00	7-01-20-100-299	B MISCELLANEOUS-MAYOR AND COMMITTEE		A	06/01/17 06/09/17		
17-00294	06/02/17	LOWE'S	1 PUBLIC WORKS SUPPLIES	179.52	7-01-26-290-238	B HARDWARE-ROAD DEPT		A	06/02/17 06/09/17		
17-00295	06/02/17	HEATING SPECIALTIES, INC.	1 SERVICE CALL-AC UNIT-SENIOR CT	99.00	7-01-26-310-235	B EQUIPMENT-BLDG & GROUNDS		A	06/02/17 06/09/17	41428	
17-00296	06/02/17	SOUTH JERSEY GAS CO	1 GAS UTILITY-OEM	28.15	7-01-31-405-001	B NATURAL GAS COSTS		A	06/02/17 06/09/17		
			2 GAS UTILITY-GARAGE	71.18	7-01-31-405-001	B NATURAL GAS COSTS		A	06/02/17 06/09/17		
				99.33							
17-00297	06/02/17	STAPLES ADVANTAGE	1 OFFICE SUPPLIES	56.83	7-01-26-310-234	B JANITORIAL SUPPLIES		A	06/02/17 06/09/17	3340764219	
			2 OFFICE SUPPLIES	132.57	7-01-20-110-243	B OFFICE FURNITURE/SUPPLIES-CLERK		A	06/02/17 06/09/17	3340764219	
				189.40							
17-00298	06/02/17	ASPHALT PAVING CO.	1 NJDOT PAVING-UNION STREET	82,756.00	6-02-41-874-001	B DOT-UNION STREET		A	06/02/17 06/09/17	2830	
17-00299	06/02/17	ATLANTIC CITY ELECTRIC	1 STREETLIGHTING SERVICE	4,967.45	7-01-31-430-001	B STREET LIGHTING COSTS		A	06/02/17 06/09/17		

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TOWNSHIP OF DOWNE
Purchase Order Listing By P.O. Number

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PO #	PO Date	Vendor	Amount	Charge Account	Contract PO Type	Stat/Chk	First Rcvd	Chk/Void	Invoice
Item Description					Acct Type Description		Enc Date	Date	
17-00299 06/02/17 A0004		ATLANTIC CITY ELECTRIC		Continued					
2 ELECTRIC SERVICE OFFICE			79.03	7-01-31-430-001	B STREET LIGHTING COSTS	A	06/02/17	06/09/17	
			5,046.48						
17-00300 06/02/17 W0041		WATCHUNG SPRING WATER CO, INC							
1 WATER/WATER COOLER			33.93	7-01-26-310-236	B WATER COOLER/WATER	A	06/02/17	06/09/17	
17-00317 06/02/17 B0002		BARNETTS							
1 GAS FOR PUBLIC WORKS			686.50	7-01-26-290-213	B GAS-ROAD DEPT	A	06/02/17	06/09/17	
17-00362 06/02/17 C0081		COUNTYWIDE ANIMAL CARE/CONTROL							
1 ANIMAL CONTROL OFFICER			300.00	7-01-27-340-237	B ANIMAL CONTROL OFFICER	A	06/02/17	06/09/17	
17-00376 06/02/17 D0030		EDWARD F. DUFFY, ESQUIRE							
1 PB SOLICITOR			240.00	7-01-21-180-247	B PLANNING BD SOLICITOR	A	06/02/17	06/09/17	
2 PB SOLICITOR			330.00	E-03-00-866-000	B HANSON AGGREGATES MINING PERMIT APP	A	06/06/17	06/09/17	
			570.00						
17-00384 06/02/17 D0039		DIMEGLIO SEPTIC, INC.							
1 PORT A POTTY			460.00	7-01-26-310-247	B POT A POTTY	A	06/02/17	06/09/17	27566/27567
17-00392 06/02/17 DAILY005		DAILY JOURNAL #1106							
1 NEWSPAPER DELIVERY			18.00	7-01-20-110-299	B MISC-CLERK	A	06/02/17	06/09/17	
17-00423 06/02/17 F0036		FIRE DISTRICT #1-TWP OF DOWNE							
1 FIRE DISTRICT NO.1			47,196.23	7-01-55-091-604	B FIRE DISTRICT TAX # 1	A	06/02/17	06/02/17	
17-00426 06/02/17 F0037		FIRE DISTRICT #2-TWP OF DOWNE							
1 FIRE DISTRICT PAYMENT			18,591.98	7-01-55-091-605	B FIRE DISTRICT TAX #2	A	06/02/17	06/02/17	
17-00461 06/04/17 G0029		GLORIA CORSON							
1 2017 PRIMARY ELECTION WORKER			212.50	7-01-20-110-300	B ELECTION EXPENSES-POLL PLACES & WORKERS	A	06/04/17	06/09/17	
17-00462 06/04/17 J0034		JERALDINE MARINO							
1 2017 PRIMARY ELECTION WORKER			200.00	7-01-20-110-300	B ELECTION EXPENSES-POLL PLACES & WORKERS	A	06/04/17	06/09/17	
17-00463 06/04/17 M0078		MADELVN WILSON							
1 2017 PRIMARY ELECTION WORKER			212.50	7-01-20-110-300	B ELECTION EXPENSES-POLL PLACES & WORKERS	A	06/04/17	06/09/17	

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TOWNSHIP OF DOWNE
Purchase Order Listing By P.O. Number

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PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Contract PO Type	Acct Type Description	Stat/Chk	First Rcvd	Chk/Void	Invoice
17-00464	06/04/17	M0082	MARYLOU HENDERSON								
1	2017	PRIMARY ELECTION WORKER		225.00	7-01-20-110-300	B	ELECTION EXPENSES-POLL PLACES & WORKERS	A	06/04/17	06/09/17	
17-00465	06/04/17	L0047	LOUISE MARONE								
1	2017	PRIMARY ELECTION WORKER		200.00	7-01-20-110-300	B	ELECTION EXPENSES-POLL PLACES & WORKERS	A	06/04/17	06/09/17	
17-00466	06/04/17	J0036	JILL RANSOM								
1	2017	PRIMARY ELECTION WORKER		200.00	7-01-20-110-300	B	ELECTION EXPENSES-POLL PLACES & WORKERS	A	06/04/17	06/09/17	
17-00467	06/04/17	W0040	KARENA WILSON								
1	2017	PRIMARY ELECTION WORKER		200.00	7-01-20-110-300	B	ELECTION EXPENSES-POLL PLACES & WORKERS	A	06/04/17	06/09/17	
17-00468	06/04/17	MARYA010	MARY ANN GARRON								
1	2017	PRIMARY ELECTION WORKER		200.00	7-01-20-110-300	B	ELECTION EXPENSES-POLL PLACES & WORKERS	A	06/04/17	06/09/17	
17-00469	06/04/17	F0037	FIRE DISTRICT #2-TWP OF DOWNE								
1	2017	PRIMARY ELECTION WORKER		75.00	7-01-20-110-300	B	ELECTION EXPENSES-POLL PLACES & WORKERS	A	06/04/17	06/09/17	
17-00470	06/04/17	F0036	FIRE DISTRICT #1-TWP OF DOWNE								
1	2017	PRIMARY ELECTION WORKER		75.00	7-01-20-110-300	B	ELECTION EXPENSES-POLL PLACES & WORKERS	A	06/04/17	06/09/17	
17-00471	06/05/17	C0028	CUMBERLAND VALVE INC								
1	PUBLIC WORKS SUPPLIES			44.88	7-01-26-290-299	B	MISCELLANEOUS-ROAD DEPT	A	06/05/17	06/09/17	10027389-01
17-00472	06/05/17	GREAT005	GREATER MILLVILLE CHAMBER								
1	EVENT TICKET-JUNE 13, 2017			60.00	7-01-20-100-299	B	MISCELLANEOUS-MAYOR AND COMMITTEE	A	06/05/17	06/09/17	
17-00473	06/05/17	KIMBA005	KIMBALL MIDWEST								
1	PUBLIC WORKS SUPPLIES			113.66	7-01-26-310-235	B	EQUIPMENT-BLDG & GROUNDS	A	06/05/17	06/09/17	
17-00474	06/05/17	JPMONZO	JPMONZO Mun Consulting LLC								
1	CFO WEBINAR			40.00	7-01-20-120-259	B	SCHOOL/TRAINING-CFO	A	06/05/17	06/05/17	
17-00475	06/06/17	J0032	JAMES M. RUTALA ASSOCIATES,LLC								
1	GRANT CONSULTANT			805.00	G-02-41-873-000	B	NATIONAL FISH & WILDLIFE-GRANT	A	06/06/17	06/09/17	684
17-00476	06/06/17	H0018	HASLER, INC								
1	POSTAGE			55.22	7-01-20-110-218	B	POSTAGE-CLERK	A	06/06/17	06/09/17	

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TOWNSHIP OF DOWNE
Purchase Order Listing By P.O. Number

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PO #	PO Date	Vendor	Amount	Charge Account	Contract	PO Type	Stat/Chk	First Rcvd	Chk/Void	Invoice
Item Description					Acct Type	Description		Enc Date	Date	
17-00477 06/06/17 B0019		BLAUER ASSOCIATES, INC								
1 2017 HOME REHAB GRANT			1,500.00	G-02-41-810-010	B	FED-SMALL CITIES - LOCAL MATCH	A	06/06/17	06/09/17	5
17-00478 06/07/17 W0048		WASTE MANAGEMENT OF NJ, INC.								
1 HAULING			1,472.85	7-01-26-305-224	B	HAULING FEES	A	06/07/17	06/09/17	2597897-2407-9
2 HAULING			4,292.09	7-01-26-305-224	B	HAULING FEES	A	06/07/17	06/09/17	2597907-2407-6
			5,764.94							
17-00479 06/07/17 TEDES005		TEDESCO ENGINEERING, LLC								
1 ENGINEER-HANSEN REVIEW			360.00	E-03-00-866-000	B	HANSON AGGREGATES MINING PERMIT APP	A	06/07/17	06/09/17	17HANSONMAY
2 ENGINEER-UNION STREET PAVING			6,820.00	G-02-41-874-001	B	DOT-UNION STREET	A	06/07/17	06/09/17	17UNIONMAY
			7,180.00							
17-00480 06/08/17 MOUN		Esther Mounts								
1 REIMBURSEMENT-PROPERTY DAMAGE			219.02	7-01-20-100-299	B	MISCELLANEOUS-MAYOR AND COMMITTEE	A	06/08/17	06/09/17	
17-00481 06/08/17 WILL1010		WILLIAMS AUTO PART								
1 PUBLIC WORKS VEHICLE PARTS			228.07	7-01-26-290-250	B	VEHICLE PARTS-ROAD DEPT	A	06/08/17	06/09/17	587224
2 PUBLIC WORKS VEHICLE PARTS			15.54	7-01-26-290-250	B	VEHICLE PARTS-ROAD DEPT	A	06/08/17	06/09/17	587227
3 PUBLIC WORKS VEHICLE PARTS			85.10	7-01-26-290-250	B	VEHICLE PARTS-ROAD DEPT	A	06/08/17	06/09/17	587273
			328.71							
17-00482 06/08/17 B0011		BRIDGETON AREA CHAMB COMMERCE								
1 MEETING REGISTRATION 6/20/17			40.00	7-01-20-100-299	B	MISCELLANEOUS-MAYOR AND COMMITTEE	A	06/08/17	06/09/17	
17-00483 06/09/17 D0010		DOWNE TOWNSHIP BD OF EDUCATION								
1 ESSAY CONTEST WINNER 2017			50.00	7-01-20-100-299	B	MISCELLANEOUS-MAYOR AND COMMITTEE	A	06/09/17	06/09/17	
17-00484 06/09/17 R0039		RIGGINS, INC.								
1 FUEL - NEW GENERATOR			294.16	7-01-26-290-254	B	DEISEL FUEL-ROAD DEPT	A	06/09/17	06/09/17	74934307
17-00485 06/09/17 N0031		NJ STATE HEALTH BENEFITS PLAN								
1 PAYMENT JUNE			2,830.80	7-01-23-220-211	B	GROUP INSURANCE FOR EMPLOYEES HEALTH	A	06/09/17	06/09/17	
Total Purchase Orders:	76	Total P.O. line Items:	94	Total list Amount:	357,329.30	Total Void Amount:	0.00			

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	7-01	231,772.95	0.00	0.00	231,772.95
	E-03	690.00	0.00	0.00	690.00
	G-02	124,048.25	0.00	0.00	124,048.25
	U-15	818.10	0.00	0.00	818.10
Total of All Funds:		357,329.30	0.00	0.00	357,329.30



**TOWNSHIP OF DOWNE
CUMBERLAND COUNTY, NEW JERSEY**

	YES	NO	ABSTAIN	ABSENT
Bart, E.				
Byrne, S.				
Jordan, L.				
Rothman, M.				
Campbell, R.				

Resolution Number: R-63-2017
Dated: June 12, 2017
Offered By:
Seconded By:

**SECRETARY'S CERTIFICATE
CORPORATE OR MUNICIPAL**

The undersigned, Acting Clerk of the Township of Downe (the "Entity"), does hereby certify that at a meeting duly held on June 12, 2017 the Entity's the Township of Downe duly adopted the following recitals and resolutions:

WHEREAS, the Entity acknowledges that in compliance with UCC Article 4A-202, OceanFirst Bank has recommended and offered its security procedures, including but not limited to dual control for initiation of ACH and wire fund transfers, to the Entity for the purpose of verifying that a payment order or communication amending or canceling a payment order is that of the Entity; and

WHEREAS, the Entity wishes to decline dual control security procedures offered by OceanFirst Bank for initiation of ACH and/or wire fund transfers; and

WHEREAS, the Entity is aware that by declining such dual control it increases the Entity's risk of loss resulting from unauthorized or fraudulent funds transfers, but wishes to knowingly accept such risk and allow OceanFirst Bank to provide such services without its recommended security procedures; and

WHEREAS, OceanFirst Bank is willing to provide such ACH and wire transfer services without the recommended security procedures upon receipt of the attached indemnification agreement providing for OceanFirst Bank's indemnification and exculpation,

NOW THEREFORE, IT IS RESOLVED, that the Indemnification Agreement attached hereto as Exhibit A is hereby approved and adopted by the Entity, and that the appropriate officers of the Entity are authorized to execute such agreement on behalf of the Entity and deliver it to OceanFirst Bank.

IN WITNESS WHEREOF, I have hereunto set my signature on June 12, 2017.

Name: Nadine Lockley
Title: Acting Clerk

[Corporate Seal]

INDEMNIFICATION AGREEMENT

Entity Declines to Use Dual Control Security Procedures for
ACH and/or Wire Transfers of Funds

1. The Entity acknowledges that in compliance with UCC Article 4A-202, OceanFirst Bank has recommended and offered its security procedures, including but not limited to dual control for initiation of ACH and wire fund transfers, to the Entity for the purpose of verifying that a payment order or communication amending or canceling a payment order is that of the Entity.
2. The Entity acknowledges it has declined dual control security procedures offered by OceanFirst Bank for initiation of ACH and/or wire fund transfers.
3. The Entity acknowledges that by declining such dual control it increases the Entity's risk of loss resulting from unauthorized or fraudulent funds transfers.
4. The Entity agrees to be bound by any payment order whether or not authorized, issued in its name and accepted by OceanFirst Bank in compliance with the security procedure chosen by the Entity.
5. In addition to the above referenced acknowledgements, the Entity further acknowledges liability for loss from unauthorized or fraudulent ACH and wire fund transfers, and agrees to indemnify, defend and hold OceanFirst Bank harmless from and against any and all claims, judgments, awards, damages, penalties, injuries, including court costs, attorneys fees and other expenses of litigation arising out of any unauthorized or fraudulent ACH or wire fund transfers.
6. The Entity acknowledges that OceanFirst Bank is relying on this Agreement and that this Agreement is being given to induce OceanFirst Bank to provide the requested ACH and wire transfer services without OceanFirst Bank's recommended security procedures.

Acknowledged and agreed to this 12th day of June, 2017.

The Township of Downe

By: _____
(Signature)

(Name)

(Title)



**TOWNSHIP OF DOWNE
CUMBERLAND COUNTY, NEW JERSEY**

	YES	NO	ABSTAIN	ABSENT
Bart, E.				
Byrne, S.				
Jordan, L.				
Rothman, M.				
Campbell, R.				

Resolution Number: R-64-2017 Dated: June 12, 2017 Offered By: Seconded By:

**RESOLUTION PROVIDING FOR THE INSERTION OF ITEMS OF
REVENUE IN THE BUDGET PURSUANT TO N.J.S.A 40A:4-87
(CHAPTER 159, P.L. 1048)
NJ CLEAN COMMUNITIES \$8,344.61**

WHEREAS, N.J.S.A 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item or revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of an item of appropriation for equal amount.

NOW THEREFORE, BE IT RESOLVED that the Township of Downe hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year **2017** in the sum of **\$8,344.61** which item is now available as a revenue from **New Jersey Clean Communities** pursuant to the provisions of statute, and

BE IT FURTHER RESOLVED that a like sum of **\$8,344.61** be and the same is hereby appropriated under the caption of **Clean Communities Program**

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Downe hereby authorizes such action and that two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

ATTEST:

Nadine Lockley, Acting Clerk

Robert Campbell, Mayor

June 12, 2017
Date



**TOWNSHIP OF DOWNE
CUMBERLAND COUNTY, NEW JERSEY**

	YES	NO	ABSTAIN	ABSENT
Bart, E.				
Byrne, S.				
Jordan, L.				
Rothman, M.				
Campbell, R.				

**Resolution Number: R-65-2017
Dated: June 12, 2017
Offered By:
Seconded By:**

**RESOLUTION PROVIDING FOR THE INSERTION OF ITEMS OF
REVENUE IN THE BUDGET PURSUANT TO N.J.S.A 40A:4-87
(CHAPTER 159, P.L. 1048)**

**NEW JERSEY DEPARTMENT of TRANSPORTATION (NJDOT)
RUSSELL LANE**

WHEREAS, N.J.S.A 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item or revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of an item of appropriation for equal amount.

NOW THEREFORE, BE IT RESOLVED that the Township of Downe hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year **2017** in the sum of **\$67,000** which item is now available as a revenue from **NEW JERSEY DEPARTMENT of TRANSPORTATION (NJDOT) RUSSELL LANE** pursuant to the provisions of statute, and

BE IT FURTHER RESOLVED that a like sum of **\$67,000** be and the same is hereby appropriated under the caption of **NEW JERSEY DEPARTMENT of TRANSPORTATION (NJDOT) RUSSELL LANE**

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Downe hereby authorizes such action and that two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

THIS RESOLUTION was adopted by the Township Committee of the Township of Downe on June 12, 2017.

ATTEST:

Nadine Lockley, Acting Clerk

Robert G. Campbell, Mayor



**TOWNSHIP OF DOWNE
CUMBERLAND COUNTY, NEW JERSEY**

	YES	NO	ABSTAIN	ABSENT
Bart, E.				
Byrne, S.				
Jordan, L.				
Rothman, M.				
Campbell, R.				

**Resolution Number: R-66-2017
Dated: June 12, 2017
Offered By:
Seconded By:**

**RESOLUTION PROVIDING FOR THE INSERTION OF ITEMS OF
REVENUE IN THE BUDGET PURSUANT TO N.J.S.A 40A:4-87
(CHAPTER 159, P.L. 1048)
NJDCA SMALL CITIES PROGRAM \$175,000**

WHEREAS, N.J.S.A 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item or revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of an item of appropriation for equal amount.

NOW THEREFORE, BE IT RESOLVED that the Township of Downe hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year **2017** in the sum of **\$175,000.00** which item is now available as a revenue from **New Jersey Department of Community Affairs Small Cities Program** pursuant to the provisions of statute, and

BE IT FURTHER RESOLVED that a like sum of **\$175,000.00** be and the same is hereby appropriated under the caption of **Small Cities Grant**

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Downe hereby authorizes such action and that two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

THIS RESOLUTION was adopted by the Township Committee of the Township of Downe on June 12, 2017.

ATTEST:

Nadine Lockley, Acting Clerk

Robert G. Campbell, Mayor



**TOWNSHIP OF DOWNE
CUMBERLAND COUNTY, NEW JERSEY**

	YES	NO	ABSTAIN	ABSENT
Bart, E.				
Byrne, S.				
Jordan, L.				
Rothman, M.				
Campbell, R.				

Resolution Number: R-67-2017 Dated: June 12, 2017 Offered By: Seconded By:

**RESOLUTION APPROVING THE ENGINEERS PROPOSAL FOR
RUSSELL LANE CONSTRUCTION SPECIFICATIONS AND
INSPECTION SUPPORT SERVICES**

WHEREAS, the Township of Downe has been selected to receive funding from the New Jersey Department of Transportation's (NJDOT) Municipal Aid Grant Program (MA-2017-Russell Lane-00581) for improvements to Russell Lane located in Dividing Creek in the amount of \$67,000.00; and

WHEREAS, the Township of Downe received a proposal from Tedesco Engineering, LLC to provide construction plans / specifications, bidding documents and inspection support for the milling/grading/paving of Russell Lane:

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Downe in the County of Cumberland, State of New Jersey, hereby approves the proposal received from Tedesco Engineering, LLC, 811 Landis Avenue, Bridgeton, NJ 08302 as annexed hereto for the Russell Lane Project.

THIS RESOLUTION was adopted by the Township Committee of the Township of Downe on June 12, 2017.

ATTEST:

Nadine Lockley, Acting Clerk

Robert G. Campbell, Mayor

C E R T I F I C A T I O N

The undersigned, Acting Clerk of the Township of Downe, does hereby certify that the foregoing is a true copy of a Resolution adopted by the Township Committee of the Township of Downe at a Regular Meeting held on June 12, 2017.

Date

Acting Municipal Clerk

Tedesco Engineering LLC

811 Landis Ave.
Bridgeton, NJ 08302
856-453-1011
Email: tom@tedescoeng.com

June 1, 2017

Mayor Campbell
Downe Township Committee
c/o Nadine Lockley, Township Clerk
Township of Downe
288 Main Street
Newport, New Jersey 08345

**RE: PROPOSAL - RUSSEL LANE CONSTRUCTION SPECIFICATIONS AND
INSPECTION SUPPORT, DOWNE TOWNSHIP, NJ**

Dear Mayor Campbell and Committee:

Tedesco Engineering LLC ("TEL") is pleased to present this proposal for engineering consulting services to provide construction plans / specifications, bidding documents and inspection support for the milling/grading/paving of Russel Lane located in Downe Township. The project will be funded by the NJDOT Municipal Aid Grant.

The objective of these services is to prepare construction specifications and a bid package for the improvement and roadway paving of Russel Lane to the extent of the available grant money.

SCOPE OF WORK:

PHASE I - PROJECT MANAGEMENT

Project Management includes the coordination of all aspects of the project from initial investigation through final bid documents.

The Township Engineer will be available to the Township at any time to discuss the progress of the project.

PHASE II - ENGINEERING DESIGN & CONSTRUCTION SPECIFICATIONS

Prepare construction plans and specifications in accordance with NJDOT and AASHTO standards for the grading, milling and paving/overlay of the named road. Included in this phase are the preparation of any design exceptions and incidental modifications of project limits. TEL will supply to the Township a complete set of specifications which will include a project limits sketch, typical construction section and technical specifications suitable for bidding purposes, signed and sealed by a licensed New Jersey professional engineer.

The plan will be developed using existing aerial photos and tax maps supplemented with field survey data. A property line/right of way survey will not be completed under this proposal. All work will be done within the limits of the existing cartways.

The finished product will be presented to the Township as a set of specifications signed and sealed by a licensed New Jersey Professional Engineer and a computer disk compatible with the Township's word processing software.

A copy of the construction specifications, estimate and supporting documents will be forwarded to NJDOT for approval.

PHASE III - BID SUPPORT

Under this phase, TEL will provide the required services to prepare Bid Packages based on approved Construction Specifications developed under Phase II for issue to prospective bidders by the Township. TEL will review and issue an addendum in response to Requests from Bidders (RFB's) regarding items in need of clarification during the bidding process for the Township to release to prospective bidders. Additionally, TEL will review submitted bids for completeness and accuracy and provide recommendations for award. Services under this phase will also include attendance at one (1) pre-bid meeting and one (1) pre-construction conference. TEL will provide support to the Township in the bidding process.

PHASE IV – CONSTRUCTION PHASE

TEL will provide construction observation during construction periods to verify that the roadway is constructed according to the construction specifications and NJDOT construction standards. This will include the review and approval of equipment and material to be used on the project. The construction observer will be on site during the construction phase.

TEL will perform the final inspection, review and approve contractor's payment requests, and provide all close out documents required by NJDOT at the completion of construction.

TIME ESTIMATE

Phase I – Project Management	Length of the Project
Phase II – Engineering Design & Construction Specs	10 – Weeks
Phase III – Bid Support	4 – Weeks
Phase IV – Construction Phase	6 – Weeks

TEL assumes that construction will last for three (3) weeks. This includes mobilization, construction, and final inspection. This time line is subject to contractor's scheduling.

PHASE V – ASPHALT PLANT & CORE TESTING

TEL will coordinate and arrange for the necessary testing in accordance with NJDOT requirements. This will be a direct pass through charge with no mark up.

FEE

TEL proposes to complete the tasks described in the above Scope of Services on a Time and Material Basis at our standard rates provided in our detailed fee schedule as part of the 2016 Professional Engineering Services agreement. The proposed budget for this project is **Eleven Thousand Dollars (\$11,000.00)**.

Phase I - Project Management	\$ 1,000.00
Phase II - Engineering Design & Specs	\$ 3,500.00
Phase III - Bid Support	\$ 1,500.00
Phase IV - Construction Observation	\$ 3,500.00 *
Phase V - Asphalt Plant & Core Testing	\$ 1,500.00 *
	\$11,000.00

(* denotes items eligible for reimbursement from the grant based on available funds and is approximate.) The proposed budget indicated above is based on the following assumptions:

- the scope of services does not include any design or engineering or any item not specifically mentioned;
- no destructive testing or disassembly of building systems or components will be provided;
- safe and easy access to the project areas will be provided by the client;
- access to the site will be available on the requested time and date of construction;
- the scope of services will proceed uninterrupted and without delay as arranged prior to project initiation;

CLIENT RESPONSIBILITIES

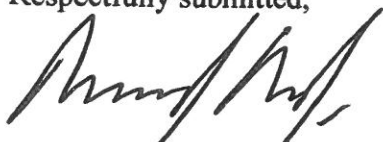
The Client will be responsible for supplying TEL with the following:

- a. Provide meeting space on day of bid receipt
- b. All bid advertisements fees
- c. Any specialized knowledge gained by experience of the user that is material to our proposed services, if any.

BILLING AND PAYMENT

The Client acknowledges that the method of billing and payment has been discussed in detail, that the terms agreed upon can only be changed by a written addendum agreed to by both parties, and that work may be stopped until payment is made in accordance with the agreement.

Respectfully submitted,



Thomas J Tedesco Jr., PE
Township Engineer

Please indicate your acceptance of this proposal by signing and returning a copy of this proposal as my authorization to proceed. In signing this proposal, the Client authorizes TEL to complete the professional services outlined in this proposal in accordance with the terms and conditions previously approved by Downe Township under my Township Engineer appointment.

Accepted By:

(Authorized Representative of Client) (Sign and Print Name & Title)

Date: _____



**TOWNSHIP OF DOWNE
CUMBERLAND COUNTY, NEW JERSEY**

	YES	NO	ABSTAIN	ABSENT
Bart, E.				
Byrne, S.				
Jordan, L.				
Rothman, M.				
Campbell, R.				

Resolution Number: R-68-2017
Dated: June 12, 2017
Offered By:
Seconded By:

**RESOLUTION AUTHORIZING AN APPLICATION AND TO EXECUTE AN
AGREEMENT FOR THE COMMUNITY FACILITIES PROGRAM PROVIDED
BY THE UNITED STATE DEPARTMENT OF AGRICULTURE**

WHEREAS, the Community Facilities Program of the United State Department of Agriculture (USDA) provides grant and loans to assist in the development of essential community facilities in rural areas and towns of up to 20,000 in population; and

WHEREAS, grants and loans are available to public entities such as municipalities, counties and special purpose districts; and

WHEREAS, the Community Facilities Program can be used to purchase equipment required for a public safety facility to operate; and

WHEREAS, the maximum grant provided is for seventy five percent of the project cost; and

WHEREAS, Downe Township qualified for the grant and loan program; and

NOW THEREFORE, BE IT RESOLVED, that the governing body of the Township of Downe, State of New Jersey, hereby supports and authorizes the Submit an Application to the United State Department of Agriculture for Community Facility Funding.

BE IT FURTHER RESOLVED that the Mayor and Acting Clerk are hereby authorized to sign the grant agreement on behalf of Township of Downe and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

THIS RESOLUTION was adopted by the Township Committee of the Township of Downe on June 12, 2017.

ATTEST:

Nadine Lockley, Acting Clerk

Robert Campbell, Mayor

C E R T I F I C A T I O N

The undersigned, Acting Clerk of the Township of Downe, hereby certifies that the foregoing is a true copy of a Resolution adopted by the Downe Township Committee at its Regular Meeting held on June 12, 2017.

Date

Nadine Lockley, Acting Clerk



**TOWNSHIP OF DOWNE
CUMBERLAND COUNTY, NEW JERSEY**

	YES	NO	ABSTAIN	ABSENT
Bart, E.				
Bryne, S.				
Jordan, L.				
Rothman, M.				
Campbell, R.				

Resolution Number: R-69-2017
Dated: June 12, 2017
Offered By:
Seconded By:

**AUTHORIZING THE ENTRY INTO AN AGREEMENT FOR
PROFESSIONAL SERVICES WITH MARK BLAUER, AN INDIVIDUAL,
TRADING AS BLAUER ASSOCIATES AS CONSULTANT
FOR THE FY 2018 SMALL CITIES COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM FOR HOME REHABILITATION**

WHEREAS, the Township Committee of the Township of Downe desires to engage the professional services of Blauer Associates as its Consultant for the FY 2018 Small Cities Community Development Block Grant Program for Home Rehabilitation to assist with the development and submission of an application seeking \$200,000 and providing administration and case management services if an award is received:

NOW THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Downe, County of Cumberland, State of New Jersey hereby authorizes the Mayor and Clerk to execute the Agreement in the form as attached engaging the professional services of Blauer Associates as Consultant for the FY 2018 Small Cities Community Development Block Grant Program for Home Rehabilitation.

THIS RESOLUTION was adopted by the Township Committee of the Township of Downe on June 12, 2017

ATTEST:

Nadine Lockley, Acting Clerk

Robert G. Campbell, Mayor

C E R T I F I C A T I O N

The undersigned, Clerk of the Township of Downe, does hereby certify that the foregoing is a true copy of a Resolution adopted by the Downe Township Committee at its Regular Meeting held June 12, 2017.

Date

Municipal Clerk



BLAUER ASSOCIATES



P.O. Box 363, Nescopeck, Pa. 18635

Tel: 570.379.2552

mblauer@evenlink.com

May 29, 2017

Robert Campbell, Mayor
Downe Township
Municipal Complex, 288 Main Street
Newport, NJ 08345

Re: NJ DCA Small Cities Program
FY 2018 Application

Dear Mayor Campbell;

The application window in SAGE for the FY 2018 NJ DCA Small Cities program will likely open on July 1st. Applications will likely be due September 8th. I suggest applying for \$200,000 in additional housing rehabilitation money. Our current FY 2017 program will likely be fully committed to eligible homes by the end of Summer. To date we have offered contracts to three homeowners and we are designing septic systems for two other homes.

The Township Committee should decide if it wishes to submit an application for \$200,000 in home rehabilitation funds and if they want Blauer Associates to assist in preparing and submitting the application. Applications will likely be due September 8th.

Attached are two signed copies of my proposed Agreement to (1) assist the Township in developing and submitting the Small Cities application and (2) providing administration and case management services if NJ DCA approves the grant application.

I would charge \$1,800 to assist the Township in developing and submitting the application. Those services are covered in Article I, Sections A and B. I would bill the \$1,800 upon approval of my proposed Agreement.

Article I, Section C covers post approval administrative and case management work that would be applicable only if NJ DCA approves the grant application. Full administrative services during the life of the project would not exceed \$12,900. Case management services would be billed on a per unit basis by work task. The maximum amount per home would be \$1,000.

Robert Campbell
Page 2
May 29, 2017

Below is the likely budget for this project:

DCA Grant	\$200,000
Township Match	10,000
Total Funds	<u>\$210,000</u>

Based on our experience with previous projects, an estimated 10 households can be assisted. Below is a probable breakdown of project costs:

Loan Assistance	\$187,100	(inclusive of construction and inspections)
Lien Recording	1,000	(recording fees for mortgages)
Full Administration	12,900	
Case Management	10,000	
Total Costs	<u>\$210,000</u>	

Please contact my office if you or Township Committee has any questions on this proposed Agreement.

Sincerely,



Mark Blauer,
President

Enclosures

c: Nadine Lockley

AGREEMENT
BETWEEN
TOWNSHIP OF DOWNE, NEW JERSEY
AND
MARK BLAUER, an individual, trading as BLAUER ASSOCIATES

This agreement entered into this ____ day of June 2017, by and between the Township of Downe, a Municipal Corporation of the State of New Jersey, with offices located at 288 Main Street, Newport, New Jersey 08345, hereinafter referred to as TOWNSHIP and Mark Blauer, an individual, trading as Blauer Associates, hereinafter called the "CONSULTANT".

Whereas, the TOWNSHIP desires to engage the CONSULTANT to assist the TOWNSHIP in developing and submitting an application for grant assistance through the Fiscal Year 2018 New Jersey Small Cities Community Development Block Grant (CDBG) program to continue its home rehabilitation loan program and in administering such project, the TOWNSHIP and CONSULTANT, for the consideration named, covenant and agree as follows;

ARTICLE I: SCOPE OF SERVICES

Section A - Activities Prior to Application Submission

The CONSULTANT will assist the TOWNSHIP in conducting an analysis of local needs to determine which of several funds the TOWNSHIP should address its application. The analysis will seek to examine the TOWNSHIP's relative strengths and weaknesses under the review criteria which have been developed and made public as a document entitled "Final Plan for New Jersey's Administration of the Small Cities Community Development Block Grant Program State Fiscal Year 2018". Based upon this analysis, the CONSULTANT will make his recommendations to the TOWNSHIP as to the type of application it should submit.

Section B - Application Services

Based upon the results of Section A of Article I above, the CONSULTANT will prepare the required Housing Rehabilitation Fund application for funds with the appropriate Municipal staff or its assigns, in accordance with the "Final Plan for New Jersey's Administration of the Small Cities Community Development Block Grant Program State Fiscal Year 2018". This work will include preparation of the necessary resolutions and forms. Application submission will include submission of the on-line application through the New Jersey Department of Community Affairs SAGE website and the submission of paper copies of application supporting documents.

Section C - Post Approval Administrative Assistance

The CONSULTANT will perform the following services, contingent only upon the approval of the Small Cities Program Community Development Block Grant by the NJ Department of Community Affairs.

The CONSULTANT will provide Full Administrative Services and Case Management services for an estimated 10 homes. These services are described below:

Full Administrative Services: these services include preparing the Grant Management Plan, preparing the Housing and Community Development Needs Statement, preparing the Housing Rehabilitation Manual, complying with fair housing requirements, complying with citizen participation requirements including attending hearings, submitting statutory compliance items, preparing the environmental review record and environmental clearance, preparing progress reports, recordkeeping and file management, preparing Fiscal Status Report payment requests, preparing annual Section 3 and MBE/WBE utilization reports, attending monitoring visits, coordinating with the NJ Department of Community Affairs Small Cities staff, meetings with the local governing body/administration, overall coordination/general administration and preparation of project closeout documents.

Case Management Services: these services include application intake, application review, obtaining historic preservation clearance, preparation of bid packages, advertising for rehabilitation bids, preparation of contracts and liens, maintaining rehabilitation files, reviewing invoices, scheduling of inspections, and coordination with homeowners and contractors.

ARTICLE II: PAYMENT FOR ARTICLE I SERVICES

The TOWNSHIP agrees to pay the CONSULTANT a fee of \$1,800.00 for Article I, Section A and B services. Such fee is due upon execution of this agreement.

Services under Article I, Section C shall be compensated upon the basis of invoices submitted monthly describing the services performed. Services for Article I, Section C are applicable only if a Small Cities CDBG grant is approved by the NJ Department of Community Affairs.

Full Administrative Services will be billed monthly at the rate of \$135.00 per hour. Such services will not exceed \$12,900 over the life of the Small Cities project.

Case Management Services will be invoiced on a per unit basis in accordance with the following schedule:

Application Intake, Review and Approval	\$250.00
Coordination of Inspection Process	\$50.00
Historic Preservation Clearance	\$50.00
Bid Solicitation	\$250.00
Contract and Lien Preparation	\$250.00
Review and Approval of Payment Requests	\$150.00

Invoices will be submitted as each work task is completed. The maximum to be charged for each assisted home will be \$1,000.

ARTICLE III: TERM OF SERVICE

The start date of this Agreement is June 15, 2017. The termination date of this agreement will coincide with the actual completion date of New Jersey Department of Community Affairs CDBG grant agreement or March 31, 2020, whichever date is later.

ARTICLE IV: TERMINATION OF SERVICE FOR CAUSE

If, through any cause, the CONSULTANT shall fail to fulfill in a timely and proper manner his obligations under this agreement, or if the CONSULTANT shall violate any of the covenants, agreements, or stipulations of this agreement the TOWNSHIP shall, thereupon, have the right to suspend, modify or terminate this agreement by giving written notice to the CONSULTANT of such termination and specifying the effective date thereof, at least five days before the effective date of such suspension, modification or termination.

IN WITNESS THEREOF, the parties hereto executed this agreement on the day and year first written above.

TOWNSHIP OF DOWNE, NEW JERSEY

BY: _____
Robert Campbell, Mayor

ATTEST:

Nadine Lockley, Township Clerk

MARK BLAUER, AN INDIVIDUAL TRADING AS BLAUER ASSOCIATES, CONSULTANT

BY: _____
Mark Blauer, President

