

**TOWNSHIP COMMITTEE WORKSHOP MEETING – MARCH 26, 2018 – 6:00 P.M.**

Mayor Williams calls the workshop meeting to order at 6:00 p.m. and asks the Clerk to call the roll:

ROLL CALL

PRESENT/ABSENT

Dr. Michael Brantley  
Robert Lane, Jr.  
Kevin B. McMillan  
Carol Rizzo  
Nicholas Williams

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\_\_\_\_\_  
\_\_\_\_\_

Also present: Vito D. Gadaleta, Business Administrator; Gene Anthony, Township Attorney; and Richard J. Cuttrell, Municipal Clerk.

Mayor Williams announces that the notice requirements of R.S. 10:4-18 have been satisfied by the publication of the required advertisement in The Coaster and the Asbury Park Press on January 4, 2018, posting the notice on the Board in the Municipal Complex, and filing a copy of said notice with the Municipal Clerk.

ITEMS FOR DISCUSSION IN OPEN SESSION

1. Review Committee calendars/update on outstanding issues and capital items.  
- Various on-going capital improvement projects.

Res. # 18-130 – Authorize an Executive Session as authorized by the Open Public Meetings Act.

Offered by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote: Brantley, \_\_\_\_\_; Lane, \_\_\_\_\_; McMillan, \_\_\_\_\_; Rizzo, \_\_\_\_\_; Williams, \_\_\_\_\_.

**TOWNSHIP COMMITTEE MEETING – MARCH 26, 2018 – 7:00 P.M.**

Mayor Williams calls the meeting to order and asks the Clerk to call the roll:

**ROLL CALL**

**PRESENT/ABSENT**

Dr. Michael Brantley  
Robert Lane, Jr.  
Kevin B. McMillan  
Carol Rizzo  
Nicholas Williams

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Also present at the dais: Vito D. Gadaleta, Business Administrator; Gene Anthony, Township Attorney; and Richard J. Cuttrell, Municipal Clerk.

Silent Prayer and Flag Salute

The Clerk states, "Fire exits are located in the rear of the room and to my right. In the event of a fire, you will be notified by fire alarm and/or public address system, then proceed to the nearest smoke-free exit."

Mayor Williams announces that the notice requirements of R.S. 10:4-18 have been satisfied by the publication of the required advertisement in The Coaster and the Asbury Park Press on January 4, 2018 posting the notice on the Board in the Municipal Complex, and filing a copy of said notice with the Municipal Clerk. In addition, the meeting agenda, resolutions and ordinances are posted online at [www.neptunetownship.org](http://www.neptunetownship.org).

**APPROVAL OF MINUTES** - Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the minutes of the meeting held on March 12<sup>th</sup>.

**COMMENTS FROM THE DAIS** - Comments from the Dais regarding business on this agenda or any reports on recent events in their respective departments.

**PUBLIC COMMENTS ON RESOLUTIONS** - Public comments regarding resolutions presented on this agenda only. The public will be permitted one visit to the microphone with a limit of five minutes.

**ORDINANCES** - For each ordinance with a public hearing, the public is permitted one visit to the microphone with a limit of five minutes.

**ORDINANCE NO. 18-10** – An ordinance to amend Volume I, Chapter VII of the Code of the Township of Neptune by adding resident only handicapped parking zones on Benson Avenue and Asbury Avenue - First Reading

*Explanatory Statement: This ordinance authorizes a resident only handicapped parking zone in front of 77 Benson Avenue and 56 Asbury Avenue.*

Offered by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
Vote: Brantley, \_\_\_\_\_; Lane, \_\_\_\_\_; McMillan, \_\_\_\_\_; Rizzo, \_\_\_\_\_; Williams, \_\_\_\_\_.

The Public Hearing on Ordinance No. 18-10 will be held on Monday, April 9, 2018

**CONSENT AGENDA**

Res. # 18-131 – Place lien on 415 Hazel Street.

Res. # 18-132 – Approve compensation for Fire District #1 Board of Fire Commissioners.

Res. # 18-133 – Reclassify employee to the position of Code/Construction Inspector in the Code/Construction Department.

Res. # 18-134 – Reclassify employee to the position of Acting Senior Center Director.

Res. # 18-135 – Authorize the transfer of 2017 budget appropriation reserves.

Res. # 18-136 – Authorize the execution of an agreement with Interfaith Neighbors, Inc. to provide congregate meals at the Neptune Senior Center.

Res. # 18-137 – Accept the resignation of Lisa Altman as a Bookkeeper in the Tax Collection Department.

Res. # 18-138 – Accept the resignation of Lorenzo Pettway, Jr. as a Special Law Enforcement Officer in the Police Department.

Res. # 18-139 – Award bid for maintenance of Township grounds.

Res. # 18-140 – Accept Hazardous Materials Emergency Preparedness Award through the New Jersey Department of Law & Public Safety.

Res. # 18-141 – Accept the resignation of David Turner as a Drive in the Public Works Department.

Res. # 18-142 – Authorize temporary no parking on certain streets in connection with Ocean Grove Camp Meeting Association events.

**CONSENT AGENDA** Offered by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote: Brantley, \_\_\_\_\_; Lane, \_\_\_\_\_; McMillan, \_\_\_\_\_; Rizzo, \_\_\_\_\_; Williams, \_\_\_\_\_.

Res. # 18-143 – Award bid for Washington Avenue sewer improvements.

Offered by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote: Brantley, \_\_\_\_\_; Lane, \_\_\_\_\_; McMillan, \_\_\_\_\_; Rizzo, \_\_\_\_\_; Williams, \_\_\_\_\_.

Res. # 18-144 – Extend offer of employment for the position of Driver in the Department of Public Works.

Offered by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote: Brantley, \_\_\_\_\_; Lane, \_\_\_\_\_; McMillan, \_\_\_\_\_; Rizzo, \_\_\_\_\_; Williams, \_\_\_\_\_.

Res. # 18-145 – Authorize payment of bills.

Offered by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote: Brantley, \_\_\_\_\_; Lane, \_\_\_\_\_; McMillan, \_\_\_\_\_; Rizzo, \_\_\_\_\_; Williams, \_\_\_\_\_.

**PRIVILEGE OF THE FLOOR/PUBLIC COMMENTS**

Members of the public may address any concern relating to the Township. The public will be permitted one visit to the microphone with a limit of five minutes.

**ADJOURNMENT**

ORDINANCE NO. 18-10

AN ORDINANCE TO AMEND VOLUME I, CHAPTER VII OF THE CODE OF THE TOWNSHIP OF NEPTUNE BY ADDING RESIDENT ONLY HANDICAPPED PARKING ZONES ON BENSON AVENUE AND ASBURY AVENUE

BE IT ORDAINED, by the Township Committee of the Township of Neptune that the Code of the Township of Neptune is hereby amended as follows:

SECTION 1

Volume I, Chapter VII, Section 7-21.7 – Resident Handicapped On-Street Parking, is hereby amended by adding the following:

<u>Name of Street</u>	<u>No. of Spaces</u>	<u>Location</u>
Benson Avenue	1	West side of Benson Avenue beginning 75 feet north of the northwest intersection of Benson Avenue and Abbott Avenue
Asbury Avenue	1	South side of Asbury Avenue beginning 71 feet west of the southwest intersection of Asbury Avenue and Pilgrim Pathway

SECTION 2

This ordinance shall take effect upon publication in accordance with law.

APPROVED ON FIRST READING:

APPROVED, PASSED, AND ADOPTED:

\_\_\_\_\_  
Richard J. Cuttrell,  
Municipal Clerk

\_\_\_\_\_  
Nicholas Williams,  
Mayor

RESOLUTION #18-130 – 3/26/18

AUTHORIZE AN EXECUTIVE SESSION AS AUTHORIZED BY  
THE OPEN PUBLIC MEETINGS ACT

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances; and,

WHEREAS, this public body is of the opinion that such circumstances presently exist,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune, County of Monmouth, as follows:

1. The Public shall be excluded from discussion of and action upon the hereinafter specified subject matters.

2. The general nature of the subject matter to be discussed is as follows:

Personnel – Recommendation for Driver position  
Personnel – Vacancy on Wesley Lake Commission  
Contract negotiations – RFP for Historic Architect

3. It is anticipated at this time that the above stated subject matters will be made public when matters are resolved.

4. This Resolution shall take effect immediately.

RESOLUTION #18-131 - 3/26/18

PLACE LIEN ON 415 HAZEL STREET

WHEREAS, Ordinance #843 of the Township of Neptune states that where a violation or condition exists on any property in the Township of Neptune that is of such a nature as to constitute an immediate threat to life, health, safety and the well being of residents in this township unless abated without delay, the Code Enforcement Supervisor may abate the violation or condition immediately or order the owner, operator or occupant to correct the violation or condition within a three-day period; and

WHEREAS, the Code Enforcement Supervisor determined that the condition of the properties listed below constituted such a threat; and,

WHEREAS, the Code Enforcement Supervisor has notified the Township Committee of the Township of Neptune that the owners of said property have failed to correct the condition/violation as ordered; and

WHEREAS, the Code Enforcement Supervisor has had the condition corrected in accordance with Article IV, Section 6.2 (a) of Ordinance #843 at a total cost as indicated below,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune that the Tax Collector be and is hereby authorized to place the following costs as a lien against the following properties; and,

<u>BLOCK/LOT</u>	<u>ADDRESS</u>	<u>AMOUNT</u>
2804/2	415 Hazel Street	315.97

BE IT FURTHER RESOLVED, that a copy of this resolution along with the Code Enforcement Supervisor's report be forwarded to the Tax Collector.

RESOLUTION #18-132 - 3/26/18

APPROVE COMPENSATION FOR FIRE DISTRICT #1 BOARD OF FIRE COMMISSIONERS

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WHEREAS, pursuant to N.J.S.A. 40A:14-88, each member of the board of fire commissioners shall receive as compensation such amounts as the board shall fix subject to review of the governing body,

WHEREAS, the Board of Fire Commissioners of District #1 have requested a salary increase from \$3,500.00 annually to \$5,000.00 annually; and,

WHEREAS, the approved 2018 Fire District Budget includes said increase,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune that the compensation for Neptune Township Fire District #1 as fixed by the Board of Fire Commissioners is hereby approved at \$5,000.00 for the year 2018 and will remain at said annual amount until such time as a subsequent resolution is adopted by the Township Committee; and,

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to Fire District #1.

RESOLUTION #18-133 - 3/26/18

RECLASSIFY EMPLOYEE TO THE POSITION OF CODE/CONSTRUCTION INSPECTOR  
IN THE CODE/CONSTRUCTION DEPARTMENT

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WHEREAS, there is a vacancy in the position of Code/Construction Inspector in the Code/Construction Department; and,

WHEREAS, the position was duly posted; and,

WHEREAS, the Human Resources Director has made a recommendation to reclassify an existing employee to said position; and,

WHEREAS, funds for this purpose will be provided for the first three months of 2018 in the 2018 Temporary Budget and funds for the balance of 2018 will be provided in the Budget for the year 2018 in the appropriation entitled Code Enforcement S&W, and the Chief Financial Officer has so certified in writing,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune that Kevin Diaz be and is hereby reclassified to the position of Code/Construction Inspector in the Code/Construction Department at an annual salary of \$32,000.00 effective March 16, 2018; and,

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Director of Code/Construction, Chief Financial Officer, Assistant C.F.O., and AFSCME Local #1844.



RESOLUTION #18-134 - 3/26/18

RECLASSIFY EMPLOYEE TO THE POSITION OF  
ACTING SENIOR CENTER DIRECTOR

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WHEREAS, there is a need to reclassify the Deputy Senior Center Director to the position of Acting Senior Center Director; and,

WHEREAS, funds will be provided for the first three months of 2018 in the 2018 Temporary Budget and funds for the balance of 2018 will be provided in the Budget for the year 2018 in the appropriation entitled Senior Citizens Programs S&W, when finally adopted, and the Chief Financial Officer has so certified in writing,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune that Kristina Torres be and is hereby reclassified to the position of Acting Senior Center Director at an annual salary of \$67,000.00 for the period in which she serves in this acting capacity, effective March 13, 2018; and,

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Human Resources Director, Chief Financial Officer, Assistant C.F.O., and AFSCME Local #1844.

RESOLUTION #18-135 - 3/26/18

AUTHORIZE THE TRANSFER OF 2017 BUDGET APPROPRIATION RESERVES

WHEREAS, N.J.S.A. 40A:4-58 permits the transfer of previous year appropriations during the first three months of the fiscal year; and,

WHEREAS, the Chief Financial Officer has recommended that the following appropriation transfers be authorized;

**FROM:**

Liability Insurance O.E. 21,000.00

**TO:**

Group Insurance O.E. 21,000.00

THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Neptune that the 2017 Budget Appropriation Reserves be transferred as stated herein; and,

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Chief Financial Officer, Assistant C.F.O. and Auditor.

RESOLUTION #18-136 - 3/26/18

AUTHORIZE THE EXECUTION OF AN AGREEMENT WITH INTERFAITH NEIGHBORS,  
INC. TO PROVIDE CONGREGATE MEALS AT THE NEPTUNE SENIOR CENTER

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WHEREAS, Interfaith Neighbors, Inc., provides noon-time meal services to senior citizens at the Neptune Senior Center; and,

WHEREAS, Interfaith Neighbors, Inc., wishes to continue the engagement of services of Neptune Township and Neptune Township wishes to continue to provide services to Interfaith Neighbors and to the senior citizens who participate in this program at the Neptune Senior Center; and,

WHEREAS, Interfaith Neighbors, Inc. will provide payment to the Township of Neptune in the amount of \$1,859.00 per month for kitchen staff,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune that the Mayor and Clerk are hereby authorized to execute an agreement with Interfaith Services, Inc. to provide payment in the amount of \$1,859.00 per month to the Township of Neptune for noon-time meals to senior citizens at the Neptune Senior Center for the year 2018; and,

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Senior Center Director, Chief Financial Officer, and Grant Coordinator.

RESOLUTION #18-137 - 3/26/18

ACCEPT THE RESIGNATION OF LISA ALTMAN AS A  
BOOKKEEPER IN THE TAX COLLECTION DEPARTMENT

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WHEREAS, the Human Resources Director has received a letter from Lisa Altman resigning as a Bookkeeper in the Tax Collection Department effective April 2, 2018,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune that the resignation of Lisa Altman as a Bookkeeper in the Tax Collection Department is hereby accepted effective April 2, 2018; and,

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Chief Financial Officer, Deputy Tax Collector, Assistant C.F.O., and Human Resources Director.

RESOLUTION #18-138 - 3/26/18

ACCEPT THE RESIGNATION OF LORENZO PETTWAY, JR. AS A  
SPECIAL LAW ENFORCEMENT OFFICER IN THE POLICE DEPARTMENT

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WHEREAS, the Chief of Police has received a letter from Lorenzo Pettway, Jr. resigning as a Special Law Enforcement Officer in the Police Department effective March 30, 2018,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune that the resignation of Lorenzo Pettway, Jr. as a Special Law Enforcement Officer in the Police Department is hereby accepted effective March 30; and,

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Chief Financial Officer, Chief of Police, Assistant C.F.O., and Human Resources Director.

RESOLUTION #18-139 - 3/26/18

AWARD BID FOR MAINTENANCE OF TOWNSHIP GROUNDS

WHEREAS, on March 15, 2018, the Purchasing Agent received bids for the award of a contract for maintenance of Township grounds; and,

WHEREAS, said bids were reviewed by the Purchasing Agent who has recommended that the bid be awarded to the lowest bid submitted by Down to Earth Landscaping, Inc.; and,

WHEREAS, said bids were advertised, received and awarded in a "fair and open" competitive bidding process in accordance with the Open Public Contracts Law; and,

WHEREAS, funds will be provided for the first four months of 2018 in the 2018 Temporary Budget and funds for the balance of 2018 will be provided in the Budget for the year 2018, when finally adopted in the appropriation entitled Parks, O.E., and funds in subsequent years will be subsequent year's budgets, and the Chief Financial Officer has so certified in writing,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune that a contract be awarded to Down to Earth Landscaping, Inc. on their lowest responsible bid of \$351,600.00 (\$117,200 annually) for maintenance and fertilizer of municipal grounds for a period of three years 2018 to 2020; and,

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Business Administrator, Chief Financial Officer, Assistant C.F.O., and Public Works Director.

RESOLUTION #18-140 – 3/26/18

ACCEPT HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS AWARD  
THROUGH THE NEW JERSEY DEPARTMENT OF LAW & PUBLIC SAFETY

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WHEREAS, the New Jersey Department of Law & Public Safety offers sub grants via the Hazardous Materials Emergency Preparedness (HMEP) federal grant program to municipalities for HMEP training and drills; and,

WHEREAS, the Township submitted a funding application for a hazardous materials refresher training program; and,

WHEREAS, the Township has received notification from the New Jersey Department of Law & Public Safety of a HMEP Sub-award (No. 2017-09) for the period from 9/30/2017 to 9/30/2018 in the amount of \$12,000.00 with no local match required,

THEREFORE, BE IT FURTHER RESOLVED, that the Township Committee of the Township of Neptune does hereby accept HMEP Sub-award No, 2017-09 through the New Jersey Department of Law & Public Safety in the amount of \$12,000.00 for the period from 9/30/2017 to 9/30/2018 for the purpose of a HazMat refresher training program for Township first responders, and,

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the O.E.M. Coordinator and Grant Coordinator.

RESOLUTION #18-141 - 3/26/18

ACCEPT THE RESIGNATION OF DAVID TURNER AS A  
DRIVER IN THE PUBLIC WORKS DEPARTMENT

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WHEREAS, the Human Resources Director has received a letter from David Turner resigning as a Driver in the Public Works Department effective April 6, 2018,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune that the resignation of David Turner as a Driver in the Public Works Department is hereby accepted effective April 6, 2018; and,

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Chief Financial Officer, Public Works Director, Assistant C.F.O., and Human Resources Director.



RESOLUTION #18-142 - 3/26/18

AUTHORIZE TEMPORARY NO PARKING ON CERTAIN STREETS IN  
CONNECTION WITH OCEAN GROVE CAMP MEETING ASSOCIATION EVENTS

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WHEREAS, the Ocean Grove Camp Meeting Association has numerous events scheduled during the Summer that will require temporary no parking restrictions for pedestrian safety and access by large buses; and,

WHEREAS, the Police Department has reviewed and approved this action,

THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Neptune hereby authorizes the posting of temporary no parking at the following locations during the dates and times indicated:

Auditorium Events

Date & Time: August 10<sup>th</sup> - 11 :00 p.m. to August 11<sup>th</sup> - 11 :00  
p.m.

August 17<sup>th</sup> - 11 :00 p.m. to August 18<sup>th</sup> - 11 :00 p.m.

August 31<sup>st</sup> - 11 :00 p.m. to September 1<sup>st</sup> - 11 :00 p.m.

September 8<sup>th</sup> - 11:00 p.m. to September 9<sup>th</sup> - 11:00 p.m.

Location: Northside of McClintock Street between Pilgrim Pathway and Central Avenue

Annual Choir Festival

Date & Time: July 8<sup>th</sup> - 5:00 pm to 10:00 p.m.

Locations: Southside of westbound Ocean Pathway from Ocean Avenue to Central Avenue  
and Westside of Central Avenue between the Ocean Pathways.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Chief of Police, Lt. Zarro, Director of Public Works, Fire Inspector, and Ocean Grove Camp Meeting Association.

RESOLUTION #18-143 - 3/26/18

AWARD BID FOR WASHINGTON AVENUE SEWER IMPROVEMENTS

WHEREAS, on March 19, 2018, the Township Engineer received bids for the award of a contract for Washington Avenue sewer improvements; and,

WHEREAS, said bids were reviewed by the Township Engineer who has recommended that the bid be awarded to the lowest bid submitted by Earle Asphalt, Inc.; and,

WHEREAS, said bids were advertised, received and awarded in a "fair and open" competitive bidding process in accordance with the Open Public Contracts Law; and,

WHEREAS, funds for this purpose will be provided in Ordinances No. 13-23 and the Chief Financial Officer has so certified in writing,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune that a contract be awarded to Earle Asphalt, Inc. on their lowest responsible of \$53,013.13 for Washington Avenue sewer improvements; and,

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Chief Financial Officer, Assistant C.F.O., Township Attorney and Township Engineer.

RESOLUTION #18-144 - 3/26/18

EXTEND OFFER OF EMPLOYMENT FOR THE POSITION OF DRIVER  
IN THE DEPARTMENT OF PUBLIC WORKS

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WHEREAS, there is a vacancy in the position of Driver in the Public Works Department; and,

WHEREAS, the position was duly posted and applicants have been interviewed; and,

WHEREAS, the Human Resources Director and Public Works Director have made their recommendation; and,

WHEREAS, funds for this purpose will be provided for the first three months of 2018 in the 2018 Temporary Budget and funds for the balance of 2018 will be provided in the Budget for the year 2018 in the appropriation entitled Solid Waste Collection S&W, and the Chief Financial Officer has so certified in writing,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Neptune that an offer of employment be and is hereby extended to Robert Perkins, II for the position of Driver in the Department of Public Works, on a probationary basis for a period of not less than 90 days and not exceeding one year, contingent upon favorable results of the required pre-employment testing, effective April 2, 2018, at an annual salary of \$31,200.00; and,

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Public Works Director, Chief Financial Officer, Assistant C.F.O., AFSCME Local #2792, and Human Resources Director.

RESOLUTION #18-145 – 3/26/18

AUTHORIZE THE PAYMENT OF BILLS

BE IT RESOLVED, by the Township Committee of the Township of Neptune that the following bills be paid if properly certified:

CURRENT FUND	5,420,648.63
GRANT FUND	59,116.71
TRUST FUND	57,442.35
GENERAL CAPITAL FUND	40,643.25
SEWER OPERATING FUND	27,264.72
DOG TRUST	54.00
LIBRARY TRUST	1,858.35
BILL LIST TOTAL	\$5,607,028.01

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Assistant C.F.O.