

March 24, 2020

A Caucus/Public meeting of the Township Council was held in the Municipal Building at 7:00 p.m. and was called to order at 7:00 p.m.

Present

Councilwoman Andrea Zapcic*
Councilman Vince Minichino*
Councilwoman Heather deJong*
Councilman Paul Mummolo*
Councilwoman Marianna Pontoriero*
Council Vice President Arthur Halloran*
Council President Lisa Crate

Also Present

Mayor John G. Ducey
Kevin Starkey, Township Attorney*
Lynnette A. Iannarone, Township Clerk
Joanne Bergin, Business Administrator

(*Present by Conference Call)

Clerk Iannarone announced adequate notice of this meeting was provided and published in Asbury Park Press and The Ocean Star on January 7, 2020. Copies of the agenda were provided to the newspapers, posted on public bulletin boards and the township website (www.bricktownship.net).

This meeting began with the salute to the flag followed by a moment of silence.

Motion by Councilwoman Zapcic and seconded by Councilman Minichino to dispense with the reading of the minutes of February 11th & February 25, 2020 and approve the same.

All Council Members voted AYE on Roll Call, except:

Councilman Mummolo ABSTAINED on February 25th because he was absent.

Mayor Ducey said the Township needs to proceed with this council meeting in order Introduce the Budget and there have been talks about extensions happening but there was no guidance. He explained the format they are using is not what they usually do, they usually have people in the audience. He advised the format of this meeting is being held in accordance with the State Guidelines for council meetings which specifically allows for remote meetings while having emergency circumstances such as now. He said they employees are working tirelessly to help get the Township through this crisis. He expressed his heartfelt appreciation to the healthcare workers, doctors, nurses, lab technicians, EMT, pharmacists, physical therapist, nursing homes, assisted living staff, providers who care for people with disabilities and the list of those healthcare workers go on and on and noted he is not excluding anyone by not including them – all healthcare workers and they have the front line public safety personnel including the police, special police, dispatchers, security guards as well as the essential service workers in the food industry, the dedicated social service workers making sure the most vulnerable residents are getting the help they need, child care providers, delivery services, cleaning services, service workers, factory workers who are manufacturing the tools for the first responders who need to be safe as well and the teachers who had to re-adjust class to an online forum, parents who lives have been upside down to deal with this new “norm” and the Municipal employees who never hesitated to continue to protect the residents and provide every single essential service such as collecting garbage and recycling, inspecting properties, answering questions, issuing permits, getting important vital statistics and so many other things that go on in Town Hall. He thanked all for the need of social distancing and self-isolating and that is what is going to stop this pandemic. He gave a big thank you to all the residents and neighbors who say how they can help each other and thanked all the volunteers for all their help.

Ordinance on First Reading: CAP Rate Index Ordinance

Clerk Iannarone read the title of the Ordinance into the record.

President Crate stated this allows the Township to establish a cap bank for future use. She explained the ordinance allows for increases to budget appropriations, and allows the Township to bank any unused monetary room. This cap bank ordinance allows the Township to increase budget appropriations by 3.5% over the prior year's appropriations, and to bank any unused appropriation room for the next two succeeding years. She noted the ordinance is simply precautionary. It is not funded through a tax increase, since it is only used in subsequent years should they need to fund a one-time expenditure. She advised the monies available by this cap rate index ordinance may be used to offset costs of any future disasters and the need for any future emergency appropriation. She said they are not

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generating cash, they are creating the ability to raise money should they need it. She noted if the funds are not needed in the succeeding two years the bank is simply dissolved.

Motion by Vice President Halloran and seconded by Councilwoman deJong to adopt the following Ordinance on First Reading and said Ordinance be published as provided by law:

All Council Members voted AYE on Roll Call.

**CALENDAR YEAR 2020 ORDINANCE TO EXCEED THE MUNICIPAL
BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK
(N.J.S.A. 40A: 4-45.14)**

Budget Presentation:

Engineering

Joanne Bergin explained Engineering currently employs five full-time employees and one part-time employee and noted they also budget for one seasonal employee. The full-time staff includes one licensed professional engineer, two NICET (National Institute of Construction and Engineering Technologies) Certified Inspectors, an engineering permit/inspection clerk and a secretary. The part-time staff member assists with complaint investigation and utility inspection. She explained the primary functions of the Division of Engineering are to establish and maintain public infrastructure as well as coordinate private development within and adjacent to the Township. They provide professional assistance to various township departments as well as technical support for homeowners, business owners, realtor and developers. Engineering is involved in the development and redevelopment of property, from plan review to field inspection; they monitor the site construction and off-site improvements outside of a physical building envelope. Engineering serves as the liaison to implement the various divisions of the NJDEP's rules and regulations with respect to local development, including but not limited to the Coastal Area Facilities Review Act or CAFRA, Freshwater Wetland Regulation, Storm Water Management, Flood Hazard Areas, Dredging and Sediment Technology and Solid & Hazardous Waste. She said the Township Engineer is also the designated Flood Plain Manager responsible for compliance with the rules and requirements of the National Flood Insurance Program. Based upon how well they comply with NFIP regulations and guidelines, the citizens are provided a discount on their flood insurance premiums. Brick Township Community Rating System is at a Class 6, which provides a 20% discount to those insured through the NFIP. She said Engineering also has an enforcement aspect to the Division that may issue violation notices and summons to those in violation of the Township's Code Section 168- Engineering Permits and Standards, Section 196- Flood Damage Prevention and Section 245, Subdivision and Land Development.

Most of the day-to-day operation of the Division of Engineering involves interaction with the public including homeowners, business people, contractors and licensed professionals.

Our greatest efforts and goals moving into 2020 include:

1. Maintaining and potentially improving the Township's status within the Community Rating System (CRS) for discounted flood insurance premiums;
2. Assisting residents, realtors and developers within the flood plain;
3. Coordinating with Planning, Construction and Zoning to ease the permitting and inspection process for homeowners and developers;
4. Continuing to improve coordination with public works for repairs and improvements to the existing infrastructure and maximizing the capital funds available to the greatest extent practical;
5. Developing a township wide dredge material management masterplan;
6. Developing a township-wide flood mitigation strategy; and
7. Educating the public on flood risk and preparedness.

Engineering Operations

The Engineer's salary and wage budget for 2020 is \$200,000.00 which represents a 23% decrease from last year. The cost of the salary and wages for a given year are estimated. While their salaries are fixed, the funds recouped from inspection charge-backs to escrow accounts and capital accounts will vary from year to year; therefore, the actual staffing cost to the Township fluctuate from year to year and noted they strive to keep our costs as low as possible. The overtime budget request for 2019 is \$35,000, which is equal to last year's request. She said overtime is necessary due to the volume of construction being done in the Township and the completion of escrow inspections that are done outside of normal operating hours. They provide inspections as requested by contractors or the administration, outside of the normal operating hours of the township, provided the overtime hours worked can be charged to escrow projects that can be billed for the associated cost. These chargebacks to the

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operating budget are reflected in the actual Salary and Wage line items and not shown as an offset to the overtime line items. The Operating Budget request is \$161,425.00; a 1% increase from 2019 which is largely due to the requirement to pay for the various state and federal permits associated with regulated activities at the marina, public works yard and facilities under construction in any given year. Additionally, the actual costs of the staff's various membership dues and license renewal fees increase as do state and federal permit fees. She said the majority of the Engineering operating budget requested is in line item 207, Expert Services. This is money that the department reserves to pay engineers, architects or other professionals for services that cannot be capitalized, such as stormwater permitting compliance, flood mapping appeals, ADA compliance consultation, sound studies and general traffic consultations. If services are not required, these monies are not spent. She advised the increases requested for the 2020 Operating Budget reflect the general increases in state permitting fees and requirements as well as the increase in costs associated with required continuing educational requirements and specific renewals to bi-annual licenses and certifications that shall be required during the 2020 calendar year. She noted the overall budget requests from the Division of Engineering represent a decrease of 18% from 2019.

President Crate opened the public hearing on the Engineering Budget.

There were no comments from the public.

President Crate closed the public hearing on the Engineering Budget.

Land Use:

Joanne Bergin explained the Division of Land Use consists of the Planning Board, Zoning Board, Zoning Office, GIS Mapping, Grant Management and General Land Use Planning.

Planning Board

The Planning Board acts on development applications involving the subdivision of land or site plans for permitted uses. The Board Secretary processes the applications from beginning to end. The Board heard 21 cases in 2019, collected \$45,300 in application fees and \$123,119 in Escrow fees. There were two denials and 20 approvals. They have one Secretary that manages both boards with a part-time assistant.

Zoning Board

The Zoning Board of Adjustment can also act on applications involving subdivisions and site plans, the same as the Planning Board. However, the Zoning Board acts primarily on variances involving individual residential undersized lots or proposed structures that don't meet the height or setback requirements. The Zoning Board also hears matters involving uses that are not permitted in a particular Zone. In 2019 the Board heard 52 cases, approved 50, denied 2, and many are yet to be decided. The board collected \$30,550 in application fees and \$237,126 in Escrow fees.

GIS Mapping

The GIS specialist works closely with the BTMUA and the Township's Consulting Surveyor to keep the Township's Computer Mapping current. He also makes the annual revisions to our tax map sheets and creates maps for various departments, such as Police and Recreation, working most closely with the mapping needs for Land Use and Engineering. Our GIS specialist created and maintains all of the Flood Hazard Area Open Space Mapping and Spread Sheets that were submitted and approved as a major component of our Community Rating System (CRS) application and annual re-approval. She said this year, the GIS staff assisted in the Township's effort to create digital Planning Board and Zoning Board of Adjustment application forms, the maintenance of a CDBG Program Webpage on the Township's Website and continued updates to the official zoning map. In addition, the GIS staff has embarked on a large project involving a municipal-wide Public Access Plan, required by NJDEP to identify all of the publicly accessible waterfront areas of the Township.

Planning

The Planner serves as the professionals to both the Zoning and Planning Boards providing reports and attends the meetings. The Planner manages the Land Use Division, serves on various township committees, prepares Master Plans, Redevelopment Plans, Affordable Housing Plan, update the Land Use Ordinance, manage and coordinate most Township grants, deal regularly with the development community and manages the administration of the Township's CDBG Program. She said the in-house Administration of the CDBG Program results in a combination of savings to the Township and an increase of availability of funds to the public of close to \$100,000.00 annually. Two staff clerks assist in the management of the CDBG Program, namely the Housing Rehabilitation Program and the Public Services Program. The

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Township awarded \$44,000.00 in Public Services Grants, completed the Disabled American Veterans building ADA Improvement Project and completed 67 housing rehabilitation projects administered by the Township Staff and just awarded 4 new single-family homeowner rehabilitation contracts this month. This program continues to be administered by the Township and two outside agencies, through Northern Ocean Habitat for Humanity who completed 11 more housing rehabilitation projects and Hands for All who completed seven emergency rehabilitation projects totaling 85 rehabilitation projects completed to date. She said the Land Use Division continues to work hand-in-hand with the Divisions of Engineering and Building to ensure the Township's continued participation in the NFIP's Community Rating System (CRS) program in 2019. In 2017, they entered into the CRS Program at a Class 6 rating and are working hard to maintain our level of achievement. The result of the class 6 rating was a 20% savings on eligible flood insurance policies for Brick residents that have been renewed since May of 2018. They received annual re-certification in October of 2019. She advised FEMA had estimated the total annual savings on Flood Insurance for Brick's participating property owners at a little over \$670,000.00. The Land Use staff manages a number of reports, studies and activities that are necessary to accomplish annually to maintain active status in the CRS Program including the Floodplain Management Planning Committee and the annual review of this plan. She said the planning staff continues to work towards obtaining grant funding and implementing projects. They have worked closely with the Engineering and Parks Divisions to implement the redevelopment of Birchwood Park and Bernie Cook Memorial Park. She said they were awarded an additional \$1,000,000.00 the multi-park grant to improve Bayside Park. She said working with the Brick Police Department, they received the second Body Worn Camera Grant in the amount of \$85,000 and continued to work with the Brick Township School District to manage a \$469,281.00 pass-through grant from the School Violence Prevention Program at the US Department of Justice for the installation of security cameras and equipment by the Brick Township School District.

Staff

The retirement of Michael Fowler and Sean Kinney, they filled in some of the staffing needs with internal promotions and the hiring of an entry level clerk position. They now have seven full-time employees and three part-time employees with eleven Planning Board members and nine Zoning Board members.

Salary and Wages

The Land Use budget for salary and wages decreased 12% from 2019. The requested Overtime Budget of \$8,000.00 is \$4,000.00 less than last year's request based on actual expenditures. Most overtime charges are made to the escrow accounts because they are related to Planning Board and Zoning Board cases.

Operating Budget

The Land Use operating budget request increased from \$20,050.00 in 2019 to \$20,300.00. In 2020 they will continue to facilitate an increase in professional training for employees in land use and zoning courses offered by Rutgers University. She advised the staff has continued cross-training to be able to assist and support the boards, planner and zoning officer at the front counter when residents need assistance. The Professional Services Line Item remains the same to provide continued CRS recertification activities and Master Plan Updates in concert with the Engineering Division for Stormwater Management Planning. The other budgeted items primarily cover attendance at required training, dues and printing supplies.

President Crate opened the public hearing on the Land Use Budget.

There were no comments from the public.

President Crate closed the public hearing on the Land Use Budget.

Zoning Office:

Joanne Bergin explained the Zoning Office processes applications for development that may or may not have required a Board approval. Zoning applications can range from a request to build a 90 sq. ft. shed to the development of a major shopping center. The Zoning Officer looks for consistency with Board approvals and the Zoning Code.

Staff

They have two full-time employees along with a Zoning Officers and a Zoning Clerk. These salaries were included in the Land Use budget presentation. During last year's budget presentation, it was mentioned about the retirements of Sean Kinney and Michael Fowler and how losing both of them left our office short two experienced staff members to assist during high volumes of resident inquiries. She said last year, they requested funding in the training line item

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to accommodate cross training of current employees that would greatly benefit the Zoning Office and the Division of Land Use as a whole and I am happy to tell you all that they were able to send a few employees for training and that has greatly helped with the office's day-to-day function and coverage and they now have back-up personnel that can handle assisting the public, whether by walk-in or telephone.

Site Development & Review

The office is involved with all development applications from the initial informal meeting requests with applicants through the permitting process. They are also involved in the site inspection and development compliance, in concert with the Engineering, Fire Code, and Building Divisions. She noted there were 21 Planning Board and 52 Zoning Board Cases.

Zoning Permits & Fees

Zoning Office permit fees are \$75.00 for principal structures and \$50.00 for accessory structures. The Zoning Office issued 1,341 permits in 2019 earning a total of \$86,130.00.

President Crate opened the public hearing on the Zoning Budget.

There were no comments from the public.

President Crate closed the public hearing on the Zoning Budget.

Division of Inspections:

Joanne Bergin explained the Division of Inspections is empowered to enforce the New Jersey adopted, Uniform Construction Code as well as local ordinances relating to property maintenance, and the occupancy or re-occupancy of rental units. The Division therefore has two budgets, one dedicated to the enforcement of the Uniform Construction Code (budget 195) and one dedicated to Municipal Code Enforcement of our property maintenance code and rental inspections (budget 196).

Uniform Construction Code Budget (#195)

The purpose of the Uniform Construction Code is to protect the health, safety and welfare of the people; also, the Code is designed to encourage innovation in construction, including the use of modern technical methods and the elimination of obsolete construction regulations that increase the cost of construction.

Permits issued

The number of permits issued in 2019 was 3,241 permits with an additional 905-permit updates, for a total of 4,146 permits.

Inspections

The number of inspections performed in 2019 was 18,720

Staff

The portion of the Divisions staff dedicated to the enforcement of the UCC in 2020 includes eight full-time clerical positions that include permit intake personnel, inspection scheduling and plan review. These employees are the front- line staff that deals with the public and contractors on a daily basis and do a great job. They have restructured our permit process and made significant progress in terms of communicating with applicants in regards to the status of permits and providing windows for inspections. They also have a part-time employee who assists with filing permits.

The Inspection staff includes:

- *Building Subcode*
 - A full time Subcode Official
 - Two full time building inspectors
 - One part-time building inspector who primarily performs plan review one or two nights per week as needed. Usually no more than 5 hours a week.
- *Plumbing/Mechanical*
 - Construction Official also serves as the Plumbing Subcode Official
 - Two full time plumbing inspectors
- *Electrical*
 - One full time Electrical Subcode Official
 - One full time Electrical inspector
 - Two part-time Electrical inspectors
- *Fire*
 - They continue to utilize the services provided through a shared service agreement with our Fire Bureau to provide fire inspection and plan review services
- *Elevator*

- One Part time elevator inspector

Revenue

The revenue from permit fees is based on the value of construction of the projects undertaken in the Township. The value of construction for 2019 was \$89,740,016. The revenue generated by the permit fees was \$2,239,288. Additional revenue from items such as penalties, ongoing inspections of public swimming pools, variation applications and yearly testing of backflow detection devices brought our grand total for revenue to \$2,533,428. The expenditure for salaries in the 2019 budget was \$1,354,364.44. Due to a retirement in 2019 they anticipate needing slightly less in this line item. Therefore, they are requesting \$1,330,000.00 in the budget for 2020. They expended a total of \$52,026.87 in overtime and are requesting \$65,000.00 for 2020, which is \$10,000.00 less than they requested last year. The operating expense request is decreasing by 5% to \$101,275.00. She said in line item 204 they expended \$398.00 but are requesting \$1000.00 for 2020. This line item is for training and conferences. This line item is primarily used for The Building Safety Conference. In 2019 scheduling conflicts prevented the Building Subcode Official and Construction Official from attending the conference and intend to attend this year. The date of the conference has been postponed they are awaiting a new date in the fall of 2020. She said Line item 224 Uniforms they expended \$506.86. They use this line item to purchase shirts for the staff. This year they wish to purchase jackets with the Township logo. Therefore, they are increasing that line item to \$750.00 based on the cost of the jackets. She explained when an inspector arrives at a home they carry ID cards but wearing items like jackets and shirts that help identify them as Township Employees help place the residents at ease. She said Line item 243 they spent \$2,013.96, however they are requesting a reduction to \$1,000.00. A code change cycle ended September 3, 2019. New Codes are adopted every three years. The new editions of the codes have been purchased. The \$1,000.00 will be used as needed for new editions to any standards that are referenced in the code and for Line item 246- protective clothing, in 2019 they requested \$500.00 spending \$325.00. In 2020 they budget request is reduced to \$200.00. Many of the items purchased last year, like hard hats, will last multiple years and do not anticipate needing as much for this line item in 2020. With Line item 253 Office Materials, also has a significant change. They spent \$4,724.34 in 2019 but are only requesting \$2500.00 in 2020. This line item is used for office equipment including office chairs, file cabinets, etc. The largest expense in 2019 was the replacement of a broken supply cabinet. In 2020 they anticipate only needing four office chairs.

Code Enforcement/Property Maintenance/Rental Inspections (Budget 196):

The purpose of the municipal codes is to protect the quality of life of our residents, and ensure property owners provide safe housing when their units are rented.

Staff

The code enforcement staff includes 4 full-time inspectors and one part-time inspector. Supervisory help continues to be provided by our Zoning Officer. In addition, one clerk is assigned to the code enforcement office to provide support for the inspectors and to carry out clerical functions. The code enforcement permit clerk deals with in-person and telephone complaints, passes those on to the code enforcement officer for that zone and logs all activity.

Rental re-occupancy inspections

Code Enforcement officers conducted 1,124 rental inspections in 2019. Fees collected in 2019 for rental inspections totaled \$126,500.00. This is a decrease of 7% from the fees collected in 2018.

Complaints and property maintenance

The inspectors also investigate properties based on complaints or spot checks of properties. These inspections generated 3,192 violation notices for violations of the municipal code.

Overtime

No overtime was used in 2019. Considering the lack of expenditure for overtime it was appropriate to reduce the budget request for overtime by 50%. The request has been reduced to \$5,000.00. It is still important to have money in this line item in case of emergencies.

Expenditures

The request for Operating & Expenses for the 2020 budget is \$152,425.00 a decrease from 2019 of \$500. There is an increase in line item 224 for uniforms. They are requesting \$500.00 for 2020 to allow for the purchase of jackets. Line item 253 is being reduced from a request of \$500.00 in 2019 to only \$150.00 in 2020. The \$500.00 request was in anticipation of needing canned smoke to test smoke detectors. However, technology has advanced. Early in 2019 a new type of smoke detector became available and was required. Smoke detectors are now required to have a sealed 10-year battery eliminating the 9-volt battery that needed yearly

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replacement. Testing with smoke is no longer the best method of testing a smoke detector. The 2020 request is to be used to purchase ground fault circuit interrupter testers (GFCI tester). The request for Line item 256-Printing, and Binding is also being reduced from last year. In the last year and continuing forward they are using more online forms. They also are computer generating certificates rather than having them preprinted. This enables the request to be reduced from \$1,000.00 to \$800.00.

President Crate opened the public hearing on the Division of Inspections Budget.

There were no comments from the public.

President Crate closed the public hearing on the Division of Inspections Budget.

Motion by Councilman Minichino and seconded by Councilwoman deJong to adopt the following Resolution.

All Council Members voted AYE on Roll Call.

Introduction of the 2020 Municipal Budget

Mayor Ducey stated as discussed in the beginning of the meeting when he spoke earlier they will continue services as a Township entity and this budget is what funds those services that is why they must move forward with the budget process. He said they must ensure that the services they provide police, sanitation collection and more that all these things continue. He presented to the Council his seventh budget as Mayor of the Township of Brick. He stated this years' budget totals \$106,031.875. He said included in this budget are the funds they need to provide the services that the residents of Brick Township expect and deserve. He said the increase in the budget is due in part to increases in the costs of health benefits, pension contributions, solid waste disposal and wages for police, EMS and dispatch. He explained the revenue plan that supports this budget includes an increase in the tax levy of \$2,274,132.00 which equals just under two cents on the tax rate. This would equate to an increase in municipal taxes for the year for the average homeowner in Brick \$55.87 which is just a little over \$1.00/week. This is just for the portion of the tax bill that is controlled by the Council and himself and the remainder of the tax bill is controlled by other entities that they do not have any control over including the Brick Township Schools and the Ocean County Freeholders. He said this budget introduction is being done tonight to ensure that our services will continue through this crisis and they are here to serve and they do so with pride. He said he would have preferred to have presented this budget to the council under different circumstances, however, government doesn't stop and they must move forward to do our duties. He advised Joanne Bergin and he are available for any questions you might have on this year's budget. He said you have a serious task ahead of you and asked all of the council members to carefully go over this budget. He said good luck to the people of Brick Township, and he said he wanted everyone to know that the Council, the Municipal Staff, the Brick Township Police Department and he will continue to work for the residents throughout this crisis and will do everything they can to protect the well-being of the community and said thank you and God Bless Brick Township.

Motion by Councilman Mummolo and seconded by Councilwoman Pontoriero to adopt the following Resolutions.

All Council Members voted AYE on Roll Call.

Authorize Use of Storm Recovery Reserve – COVID-19

President Crate stated this resolution authorizes the use of the Township's existing Storm Trust Fund for the purchase of necessary items to protect its residents and employees from COVID-19. She explained this resolution allows the Township to utilize existing funds in its storm recovery reserve for response to the pandemic. She advised a resolution is needed to ensure the specific criteria for the use of these funds includes COVID-19.

Authorize Payment of Bills in State of Emergency

President Crate stated this resolution authorizes the Township's CFO and Business Administrator to make payments on bills that are either routine in nature or under contracts and agreements already authorized by the Township Council so long as a State of Emergency remains in place during the Coronavirus pandemic. She said this authorization is in effect in the event the Township Council is unable to meet, cancels or otherwise delays a meeting where a bill list would be approved. She advised this authority is effective immediately and remains in effect until the State of Emergency is cancelled or through May 30, 2020.

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Authorize Emergency Temporary Appropriations

President Crate stated this resolution authorizes emergency temporary appropriations for the Municipal Budget as needed through the end of May. She explained this resolution allows the Township to increase line item department budgets by the amount specified which has been calculated to get all departments through to the time of the adopted budget.

Authorize Refund from Police Road Job Account

President Crate stated this resolution authorizes a refund in the amount of \$3,360.00 to the Farm at 511, LLC from the Township's Police Road Job Trust Account and noted no additional services will be required.

Authorize Award of Bid - Seasonal Turf Chemical Application Program

President Crate stated this resolution authorizes award of bid for seasonal turf application to Meticulous Landscaping. She said the contract provides for four (4) weed control and fertilizer applications per year for approximately 70 total acres per application at 15 locations including Township parks, recreational facilities and the Municipal Complex. She explained it begins with an early spring soil test at each location to determine the proper application of each. She said there is an early and late spring application and an early and late fall application. She advised this is a unit price bid with a cost per application based on the seasonal treatment not to exceed \$55,000.00 for the two-year contract period. She said twenty-five bidders were notified, of which eight received bid packages. She advised bids were received from four bidders with Meticulous Landscaping being the lowest responsive, responsible bidder.

Authorize Award of Bid – Landscape Maintenance Services for Solar Field

President Crate stated this resolution authorizes the award of bid for landscape maintenance services at the solar field to A. Guzzo Landscaping, in an amount not to exceed \$12,400.00 per year for the two-year contract. She explained the scope of work for this project includes a spring and fall mowing, seed mix with fertilizer, hay, topsoil, mulch, vegetation removal and disposal in rip rap areas of approximately 15 acres. She said twenty-five potential bidders were notified, of which 11 picked up bid packages. She advised bids were received from three bidders with A. Guzzo Landscaping being the lowest responsive, responsible bidder.

Authorize Award of Bid – Resurfacing & Drainage Improvements to North Lake Shore Drive,

Nassau Street & Duquesne Boulevard Intersections

President Crate stated this resolution authorizes the award of bid for resurfacing and drainage improvements to North Lake Shore Drive, Nassau Street and Duquesne Boulevard to Earle Asphalt Company, in the amount of \$540,613.13. She explained the major work items to be completed under this scope consist of roadway milling and resurfacing and remediating settling intersections along Duquesne Boulevard. She said bid notices were sent to 68 prospective bidders from the bidders list and seven picked up bid packages of which three bids were received with prices ranging from \$540,613.13 to \$548,913.85.

Authorize Award of Bid – Purchase & Delivery of Doors & Ballistic Doors

President Crate explained this resolution authorizes the award of bid for the purchase and delivery of doors and ballistic doors to Mocean Hollow Metal and Hardware. She advised this is a unit price bid with a not to exceed amount of \$45,000.00 per year. She said bid notices were advertised in the Asbury Park Press and the Township web site and four potential bidders picked up bid packages and one bid was received.

Authorization to Rescind Contract and Award Purchase & Delivery of Sign Materials

President Crate stated this resolution authorizes the acceptance of Lightle Enterprises of Ohio's request to rescind the bid for purchase and delivery of sign materials in its entirety. She said as a result, this resolution also authorizes award of various items to the next low bidder based on the schedule of prices and various materials.

Authorize Award of Proposal – Engineering Services for Design of ADA Improvements to Windward Beach Park

President Crate stated this resolution authorizes the award of proposal for engineering services for the design of ADA improvements at Windward Beach Park to Maser Consulting. She advised this project will be funded by the 2019 HUD CDBG Program. She said the Township's Planning Department received nine responses to the request for proposals and the staff utilized the

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CDBG Rubric to score each proposal. She advised Maser Consulting scored the highest at 95 points. She said the staff is confident that Maser will provide an excellent design product based on the proposal submitted and recommend the contract award at an amount not to exceed \$50,000.00.

Authorize Award of Contract – Insurance Broker

President Crate stated this resolution authorizes the award of contract for insurance broker to two firms. The first, Fairview Insurance Agency Associates, as insurance broker/consultant for the employees' and retirees' medical, prescription, stop loss and temporary disability insurance. The second, Capital Benefits, Fairfield, as insurance broker/consultant for the employees' and retirees' dental, vision and COBRA insurance. She said this contract will commence on March 25, 2020 and be in place for the remainder of the year and noted the service for this contract shall be rendered to the broker by the insurance providers.

Authorize Execution of NJDOT Jurisdictional Agreements

President Crate stated this resolution authorizes the execution of an agreement with the New Jersey Department of Transportation regarding highway maintenance and control of State Highway 35 and adjoining roadways. She said this agreement was prompted following the reconstruction of State Highway 35 after Superstorm Sandy and it defines the Township and the NJDOT's responsibilities as it relates to the highway and adjoining roads. She said as with other State roadways, the NJDOT maintains responsibility for their roads and the Township maintains responsibility for any township-owned roadways.

President Crate opened the public hearing on the Resolutions.

There were no comments from the public.

President Crate closed the public hearing on the Resolutions.

President Crate opened the public hearing on the Computer Bill Resolution.

There were no comments from the public.

President Crate closed the public hearing on the Computer Bill Resolution.

Motion by Councilman Minichino and seconded by Councilwoman Zapcic to adopt the following Resolution.

All Council Members voted AYE on Roll Call; except:
Councilwoman deJong ABSTAINED on CME Associates

2020 Computer Bill Resolution in the amount of \$18,749,530.49

President Crate opened the public hearing on the Manual Bill Resolution.

There were no comments from the public.

President Crate closed the public hearing on the Manual Bill Resolution.

Motion by Councilwoman deJong and seconded by Councilman Mummolo to adopt the following Resolution.

All Council Members voted AYE on Roll Call; except:
Councilwoman deJong ABSTAINED on CME Associates

2020 Manual Bill Resolution in the amount of \$1,734,310.56

President Crate opened the public portion of the meeting.

Jim Fozman, 456 Rhode Island Avenue, said there is a crisis with the Coronavirus and people are not working and questioned if the council will have a resolution to defer property taxes for 30 to sixty days; he stated his displeasure with the increase in the budget.

Mayor Ducey said he reached to the Governor's office and was advised they are considering it

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but there's nothing that has been passed yet. He said only the State can control - they have no opportunity to control that on a local level otherwise they would have been in favor of that. He addressed his concerns with the budget increase.

Vic Fanelli, 24 Meadow Point Drive, asked what percentage did the budget go up; he commented on the Governor freezing \$920M that would have gone out to various programs and spoke of a few of them specifically the senior citizen program; he commented on the police budget and the hiring of four more officers; he stated his displeasure with the increase in the budget.

Joanne Bergin addressed his concerns with the police budget.

President Crate said they will get back to Mr. Fanelli with his question regarding the percentage of the budget increase.

There were no further comments.

President Crate closed the public portion of the meeting.

Mayor Ducey said everyone knows the Governor is doing executive orders so as part of the orders the only two things he gave counties and municipalities and mayors control over is temporary rentals and the other one is parks. He said as far as the Township they made the decision to keep all of the parks open with the exception of any of the playground equipment, basketball hoops and skate parks with all those types of activities are shut down because they all call for social gathering of many people; he said he requested from the State a postponement on tax payments and also a moratorium on payment of cable bills and other utility bills so hopefully something can happen regarding that to help our residents and he spoke of a few other topics he requested from the State; he said he spoke with the Governor's office regarding large gatherings in neighboring town and was told the police in the town are breaking them up and charging them criminally; he gave an update on the Coronavirus cases; he asked for all to keep in mind the elderly – keeping small businesses alive – keep social distancing – stay home – take walks.

Councilman Zapcic thanked all the first responders and healthcare worker who on the frontlines; she urged all residents to stay safe and support the local businesses.

Councilman Minichino thanked all the first responders and healthcare workers and be safe.

Councilwoman deJong echoed the comments of her fellow council members and urged all to wash your hands.

Councilman Mummolo said to be safe and said we will get though this and listen to what the professionals are saying – avoiding a lot of crowds and make sure you wash your hands.

Councilwoman Pontoriero said it is not that difficult to follow the instructions that are being given by the medical experts and leaders.

Vice President Halloran thanked Joanne Bergin for the taking on the job of doing all the presentations this evening and commended the Mayor and Mrs. Bergin on their demonstrated leadership in responsibly implementing critical measures throughout the Township to protect the residents and employees during this dangerous pandemic outbreak; he said to pay attention to all the restrictions and please be safe.

President Crate echoed the sentiments of the Mayor and council members and gave a big shout out to the men and women who are working everyday on front line; she gave a shout out to her fellow teachers who are working very hard from home each day to maintain non-contact with their students and maintain those relationship with their students and their families – she said the work is greatly appreciated and knows that those students really miss you all very much and can't wait to get back to school; she said she looks forward to a return to normalcy at some point and seeing the public back at the council meetings and having everyone all together again – Safety to everyone and say healthy.

Motion by Councilwoman Pontoriero and seconded by Councilman Minichino to Adjourn the

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meeting at 8:18 p.m.

All Council Members voted AYE.

Lisa Crate
Council President

Lynnette A. Iannarone
Township Clerk