

**WORKSHOP MEETING MINUTES
TOWNSHIP COUNCIL – TOWNSHIP OF OCEAN**

AUGUST 15, 2013

OAKHURST, NEW JERSEY

The Workshop Meeting was held in the Council Conference Room, Town Hall, 399 Monmouth Road, Oakhurst, NJ 07755 beginning at 5:30 p.m.

Present: Mayor Larkin
Deputy Mayor Siciliano
Councilmember(s) Evans (6:00 pm), Garofalo and Schepiga

Others: Martin Arbus, Esq., Township Attorney
Andrew Brannen, Township Manager
Vincent Buttiglieri, Township Clerk

Mayor Larkin announced that the notice requirements of the Open Public Meetings Act for this meeting have been satisfied; a copy of the Annual Notice was sent to the Asbury Park Press and The Coaster, posted in Town Hall and filed in the Office of the Township Clerk on December 12, 2012.

REVIEW OF ALL REGULAR MEETING MATERIAL:

Andrew Brannen, Township Manager, went through the meeting items, which were reviewed by the Governing Body and held for the Regular Meeting of August 15, 2013, unless otherwise noted (*):

PROCLAMATION: Childhood Cancer Awareness Month
September 2013

SWEARING-IN CEREMONY: Police Officer Brian Klein

CONSENT:

MINUTES:

July 10, 2013 – Workshop, Public and Closed Meeting

RESOLUTIONS:

13-135 Authorize the Release of Performance Guarantee(s) for the following:

- a. Block 12, Lot 6 – 230 South Lincoln Avenue – Henry & Selma Shalam
- b. Block 9.03, Lot 1 – 231 Perrine Avenue – Lensu, Inc.

Andrew Brannen, Township Manager, noted that both developments pertain to the construction of single family homes

13-136 Authorize the Release of Maintenance Guarantees for the following:

- a. Block 13, Lots 17, 18 & 21 – Norwood and Jerome Avenue – Gerechoff-Scheer, LLC

13-137 Authorize the Acceptance of a Developers Agreement with the following:

- a. Block 216, Lots 15 & 16 – 1501 Allen Avenue – LIPAC, LLC

Mr. Brannen said that this property is a storage facility located in the Wanamassa section of Ocean Township

- b. Block 37.16, Lots 33, 33.01, 34-36, 46-47 – Bowne and Deal Road – Martelli at Wayside

13-138 Authorize the receipt of bids for the following:

- a. Bulk Material Recovery Facility to accept Construction and Demolition Waste, Rubbish, Bulky Trash, Tied and Containerized Brush and Other Type #13 and #13C Waste Materials as delivered by the Township of Ocean
- b. Class B Recycling Material Recovery Facility to Accept Certain Class B recyclable Yard Waste Materials (Brush, Branches and Limbs) as Delivered by the Township of Ocean in Packer and Dump Trucks
- c. Purchase and installation of solid security doors for holding cells and the installation of a doorway for the Detective Bureau

Mr. Brannen explained that the replacement of these doors was necessary due to safety concerns raised during the recent site inspection associated with the Police Department Accreditation

- d. Snow Removal Services
- e. Oils and Lubricants
- f. Various Road Construction Materials
- g. Recap Tire, Accessories and Road Service

13-139 Authorize the designation of the crossing guards for the 2013-2014 school year

13-140 Approve the release of 2013 Closed Session Minutes

13-141 Authorize the execution of a Commodity Resale Agreement with the County of Monmouth for the years 2013 - 2018

Mr. Brannen said that this Interlocal Agreement is being renewed for an additional five-year period and is mostly utilized for the purchase of salt and fuel

13-142 Authorize the submission of the Safe and Secure Communities Grant

Mr. Brannen said that the Township receives \$60,000 from this Grant

13-143 Approve the Council Meeting change from September 5, 2013 to September 17, 2013

INDIVIDUAL ACTION:

VOUCHERS: \$ 14,766,441.00

RESOLUTIONS:

13-144 Authorize the purchase of Police batons and other related equipment from Lanigan Associates, Shrewsbury, NJ (State Contract #A81348) at cost not to exceed \$8,463.00

13-145 Authorize the purchase of firearms for use by the Police Department from Lawmen Supply, Pennsauken, NJ (State Contract #A81295) at cost not to exceed \$13,894.25

13-146 Authorize the renewal of the contract for Emergency Notification Service with CodeRed Emergency Notification System

Mr. Brannen said that this is the renewal of the reverse 911 system and it now contains an unlimited minutes provision

13-147 Amend Resolution #13-131 increasing the Townships bid threshold to \$36,000.00

Mr. Brannen said that this resolution amends Resolution 13-131 increasing the bid threshold from \$26,000.00 to \$36,000.00

13-148 Change the date of the 2013 Township of Ocean Tax Sale to December 4, 2013

13-149 Authorize the Township to conduct the 2013 tax sale electronically and authorize the Tax Collector to complete said application

Mr. Brannen said that conducting the Township tax sale on-line will save the Township money but this has caused a short delay in conducting said tax sale due to having to get the website revised to handle this process

13-150 Authorize the purchase of police rifles from Lanigan Associates, Tinton Falls, NJ at a cost not to exceed \$9,711.00

Mr. Brannen said that there was no State Contract for this item so the Township solicited price quotes and will be purchasing the items from the lowest responder.

13-151 Authorize the purchase of interior and exterior signage for Town Hall from Fastsigns of Ocean, Ocean, NJ at a cost not to exceed \$14,950.00

Mr. Brannen stated that the new signage is necessary due to the moving of offices throughout Town Hall

13-152 Authorize the purchase of a microfilm machine for the Police Department from M & I Metro Imaging Services, East Hanover, NJ at a cost not to exceed \$16,623.00

Mr. Brannen said that this machine is in need of replacement and gets utilized quite a bit because microfilm is still the only State-accepted method of retention for public records

13-153 Authorize the acceptance of the following Grants:

a. Safe and Secure Communities Grant

13-154 Authorize the Tax Collector to issue refund(s) for the following property owners due to the overpayment of taxes:

a. Block 46, Lot 6	\$ 4,325.42
b. Block 1.02, Lot 73	\$ 6,924.80
c. Various Parcels	\$41,344.06
d. Block 26, Lot 52	\$ 1,545.70
e. Block 34.01, Lot 16	\$ 2,100.00

13-155 Approve a Ch. 159 for the following:

a. Community Hope Fund D.A.R.E. Grant

b. Federal Department of Justice Bulletproof Vest Partnership Grant

c. Safe and Secure Communities Grant

Mr. Brannen said that these Grants were received subsequent to the 2013 Budget being adopted, therefore, this authorization is required

13-156 Authorize a maintenance contract for the Police Department Live Scan Fingerprint Machine with MorphoTrak, Albany, NY for the period October 1, 2013 through September 30, 2014 at a cost not to exceed \$3,247.11

13-157 Authorize a Capital Budget Amendment for the purchase of automated trash collection vehicles

13-158 Authorize an emergency appropriation associated with the purchase of automated trash collection vehicles

Mr. Brannen said that both Resolution 13-157 and 13-158 pertain to the purchase of three additional automated garbage trucks, bringing the Township total to eight trucks

13-159 Approve the settlement with Solomon Dwek associated with regard to West Park Avenue Estates

13-160 Authorize a Professional Services Contracts for the period July 1, 2013 through June 30, 2014 with the following:

a. Leon S. Avakian, Inc. – Township Engineer

Mr. Brannen informed the Governing Body that the Township received six proposals and three companies were interviewed. Mr. Brannen feels it is in the best interest of the Township to contract with Leon S. Avakian, Inc.

b. Sockler Realty Services Group, Inc. – Appraisal Services

Mr. Brannen said that prices are the same as the previous year

13-161 Authorize a Professional Services contract with Leon S. Avakian, Inc. to perform engineering related services associated the 2013 road program

13-162 Authorize an auction of public property by the Township of Ocean through PropertyRoom.com. for the period September 1, 2013 through August 31, 2014

Mr. Brannen said that the Township will be auctioning off bikes, computers and various other items that are no longer needed by the Township

13-163 Authorize an Inter-local Services Agreement between the Township and the Township of Ocean Sewerage Authority utilizing Authority personnel for certain Township functions

13-164 Approve the establishment of guidelines for Project Extend

Mr. Brannen said that Project Extend will be coming under the umbrella of the Township effective September 1, 2013

13-165 Authorize a Professional Services contract for site remediation with French & Parrello at a cost not to exceed \$5,625.00

Mr. Brannen stated that as a condition of the Green Acres Grant received by the Township, it was required to have a pesticide investigation done on the property. Subsequently, remedial investigation must be performed so it made sense to have it done by the same company that performed the initial investigation

13-166 Authorize a Professional Services contract with Settembrino Architects for interior renovations to the West Wing of Town Hall at a cost not to exceed \$15,500.00

13-167 Authorize the Tax Collector to place a lien on the following Township properties:

a. Block 3, Lot 65 – 29 Peach Tree Road - \$551.64

13-168 Approve Change Order No. 1 for the 2012 Roadway Improvement Program decreasing the total contract amount by \$29.76

13-169 Authorize the Request for a Change in Title, Text or Amount of Appropriation

Mr. Brannen said that this pertains to the Natural Resources Conservation Services Grant for debris removal in Township waterways

13-170 Approve a Ch. 159 for the following:

a. Emergency Watershed Protection Grant

13-171 Approve the sales of five (5) desks to the Board of Education

Mr. Brannen said that the Township will be selling these desks to the Board of Education for \$1.00

13-172 Approve the amendment of Emergency Watershed Protection Grant from the Natural Resources Conservation Services

13-173 Award a contract to Tantum's Tree Trimming & Removal for the removal of trees and debris from Township waterways at a cost not to exceed \$16,300.00

ORDINANCES:

Adoption(s):

Ordinance #2206 – An Ordinance amending and supplementing Chapter 21 Section 21-40 of the Comprehensive Land Development Ordinance of the Township of Ocean entitled: O-1/20 Office/Limited Service Zone
(Coaster)

Mr. Brannen said this ordinance will need to be carried to the September 17, 2013 meeting so that the Planning Board has time to review it.

Ordinance #2207 – An Ordinance amending and supplementing Chapter XII of the “Revised General Ordinances of the Township of Ocean, 1965” prohibiting parking along portions of Camp Avenue and North Wanamassa Drive
(Coaster)

Ordinance #2208 – An Ordinance amending and supplementing Chapter III of the “Revised General Ordinances of the Township of Ocean, 1965” amending massage establishments
(Coaster)

Ordinance #2209 – An Ordinance releasing reverter in chain of title of real property located at Block 207, Lot 5, commonly known as 1207 Lawrence Avenue
(Coaster)

Introduction(s):

Ordinance #2210 – A Bond Ordinance providing for the acquisition of three (3) automated trash collection trucks appropriating \$930,000.00 and authorizing the issuance of \$883,500.00 bonds or note to finance a portion of the cost
(P.H. 9/17/13 Coaster)

Ordinance #2211 – An Ordinance authorizing the private sale of non-conforming real property known as Block 33.10, Lot 2 to contiguous property owners pursuant to N.J.S.A. 40A:12-13 (B)(5)
(9/17/13 Coaster)

ITEM FOR DISCUSSION:

SUBJECT: Assessment Procedure Update

ACTION: Edward Mullane, Tax Assessor, and Alex Worth, Deputy Tax Assessor, gave the Governing Body an update on the new procedures for the assessment function. The primary purpose of the program is to demonstrate a more cost effective and accurate process of property assessment administration for New Jersey.

There are five (5) primary components of the proposed program:

- Appeal Calendar –
Postcards Mailed by November 15th
Appeals filed by January 15th
Appeal Judgments Mailed by April 30th
- Annual Assessment Revision – the Assessor will now have both the authority and requirement for the annual review and revision of all properties within the jurisdiction

100% Annual Reassessment utilizing the County Tax Board Judgment, Sales Data and Statistical Market Analysis
- Revision Compliance which will put an end to over/under payment of taxes
- Assessment Standardization which will ensure that every municipality in the County utilizes the same property assessment software
- Education requirements for assessing personnel will be doubled

SUBJECT: Board Appointments

ACTION: Mr. Brannen said that the Township received two applications through the Talent Bank for residents wishing to serve on Township Boards. Those appointments will be made at a subsequent meeting.

SUBJECT: LSRP Updates – Beecroft, Ocean Glades and Poplar Village

ACTION: Mr. Brannen gave an update on the findings from the Licensed Site Remediation Professionals:

Beecroft – No remediation necessary
Ocean Glades/Clearview Drive Limited remediation necessary

Poplar Village – there is a small area in need of remediation

Mr. Brannen also mentioned that there is a tax foreclosure issue for the Ocean Glades property that still needs to be resolved.

SUBJECT: Shade Tree Funds

ACTION: Mr. Brannen stated that the Shade Tree Account currently has \$80,000.00, which had been contributed by Developers. The Shade Tree Commission recently conducted an analysis of changes in land use, which resulted in an increase of impervious services of 9%, a 2% loss in open space and tree loss of 1%. In order to counteract these changes, the authors of the study highly recommended that the Township increase its tree cover by 5%.

The Shade Tree Commission has requested that the Township cover 50% of the cost of planting the new trees

SUBJECT: Proposed Rights-of-Way Agreements for Telecommunications Services

ACTION: Mr. Brannen reported that a request has come to the Township by Cross River Fiber to receive approval from the Township to attach or install fiber optic cable to the existing utility poles or conduits. This will allow them to offer additional services to commercial and municipal customers. Cross River Fiber is requesting that the Township execute the Right-of-Way Agreement approving said request.

Additional discussion will be held at a subsequent meeting.

COUNCIL REPORTS:

Deputy Mayor Siciliano asked Mr. Brannen to look in to limiting parking on Cold Indian Springs Road from Deal Road to Bowne Road

Councilmember Schepiga commended Mary Bennett from Public Works for the professional manner in which she handled a garbage can issue on Northwoods Road.

Councilmember Garofalo said that he was asked by three ham radio operators to examine the Township ordinance to make sure that they are in compliance with the regulations

The following individuals did not issue a report at this meeting:

Councilmember(s) Evans
Martin Arbus, Esq., Township Attorney

PUBLIC COMMENTS:

There were no comments at this time.

Seeing that there were no Public Comments, Mayor Larkin read the following:

**RESOLUTION
DECLARING CLOSED SESSION**

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;

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Ocean, 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:

C1. Litigation – COAH

3. It is anticipated at this time that the Municipal Clerk shall on a six (6) month basis, review the minutes of closed sessions of the Township of Ocean and make a recommendation to the Governing Body which minutes should be considered for public record. The minutes which are made public shall not thereafter be treated as confidential, but may be seen and copied by any person(s) in the same manner as any meeting minutes of the Township of Ocean.
4. This resolution shall take effect immediately.

Record of Vote	Deputy Mayor Siciliano	Councilman Evans	Councilman Garofalo	Councilwoman Schepiga	Mayor Larkin
Motion To Approve	X				
Motion to Second		X			
Approved	X	X	X	X	X
Opposed					
Not Voting/Recuse					
Absent/Excused					

Seeing that there were no additional comments, the meeting was adjourned.

Record of Vote	Deputy Mayor Siciliano	Councilman Evans	Councilman Garofalo	Councilwoman Schepiga	Mayor Larkin
Motion To Approve			X		
Motion to Second	X				
Approved	X	X	X	X	X
Opposed					
Not Voting/Recuse					
Absent/Excused					

Respectfully submitted,

Vincent Buttiglieri, RMC/CMC/MMC
Township Clerk