

1. 7:30 P.M. Meeting Agenda

Documents:

[7-5-16 AGENDA APPROVED1345.PDF](#)

2. 7:30 P.M. Meeting Agenda Packet

Documents:

[7-5-16 AGENDA PACKET1345.PDF](#)



# Common Council of the City of Summit

Closed Session Agenda for Tuesday, July 5, 2016

6:30 p m – 7:20 p m

(Produced by the Office of the Secretary to the Mayor and Council)

## ADEQUATE NOTICE

### RESOLUTION – Authorize Closed Session

1. Collective Bargaining Matters - NJSA 10:4-12.B (4)
  2. Purchase, lease or acquisition of property with public funds - NJSA 10:4-12.b (5)
  3. Public safety tactics and techniques - NJSA 10:4-12.b (6)
  4. Litigation and/or attorney-client privilege matters - NJSA 10:4-12.b (7)
    - Affordable Housing Update
  5. Contract Negotiations (not collective bargaining) - NJSA 10:4-12.b (7)
  6. Personnel matters - NJSA 10.4-12.b (8)
    - Extension of Injury Leave With Pay - Division of Public Works - Roads Unit Employee
  7. Appointments - NJSA 10.4-12.b (8)
    - Memo – R. Licatese, re Unfilled Appointments
      - ◆ Mayor’s Appointments:  
(**confirmation required**)
        - Arts Committee (5)
        - Community Programs Advisory Brd (1)
      - (**no confirmation required**)
        - Environmental Commission (Alt. 2)
    - Council Appointments:
      - Air Traffic Noise Advisory Board, UC (1 Alt.)
      - Historic Preservation (Alt. 2, Class C Res.)
      - Naming & Sponsorship Committee (1)
      - Parking Advisory Committee, Summit (1)
      - Passaic River Greenway Task Force (6)
      - Recycling Advisory Committee (1 – Student)
      - Shade Tree Advisory Board (1 Bldr/Dev.)
      - Zoning Board (Alt. #3)
- known for discussion  
\* known for consideration

Only matters that have bullet points under them were known to need discussion at the time of agenda creation. The other subjects are those permitted for discussion and are listed in case they are needed.

## ADJOURN CLOSED SESSION



## Common Council of the City of Summit

Regular Meeting Agenda for Tuesday, July 5, 2016

7:30 PM

(Produced by the Office of the Secretary to the Mayor and Council)

### COMMITTEE MEETING SCHEDULE

Committee - Time - Attendees - Office

#### **BUILDINGS AND GROUNDS COMMITTEE**

Monday 1:00 pm – 1:30 pm Dept. of Community Services  
Rubino, Sun, Cascais

#### **FINANCE and PERSONNEL COMMITTEE**

Thursday 2:30 pm – 4:00 pm Large Conference Room  
Lizza, Rubino, McTernan, Mayor Radest, Rogers, Gerba

#### **GENERAL SERVICES COMMITTEE**

Friday 8:00 am – 8:30 am Large Conference Room  
Naidu, Hurley, McNany, Leblein-Josephs

#### **SAFETY COMMITTEE (Police and Fire)**

Thursday 4:00 pm – 5:00 pm Police Chief's Conf. Room  
5:00 pm – 6:00 pm Police Chief's Conf. Room  
Ogden, McTernan, Mayor Radest, Rogers, Evers, Weck

#### **WORKS COMMITTEE**

Thursday (6/30) 1:30 pm – 2:30 pm Dept. of Community Services  
Sun, Lizza, Cascais

#### **LAW COMMITTEE**

Second Meeting of the Month 6:00 pm – 6:45 pm Small Conference Room  
Ogden, Naidu, Rogers, Licatese, Cruz

(STAFF REMINDER: Please provide Committee Agendas for the Council President, City Administrator, and the Secretary for distribution on Wednesday.)



**ASSISTIVE LISTENING DEVICES AVAILABLE. SEE CITY CLERK.**



## **CALL TO ORDER**

### **ADEQUATE NOTICE COMPLIANCE STATEMENT**

*Adequate notice of this meeting has been provided by the City Clerk's Office in the preparation of the Council Annual Meeting Notice, dated January 5, 2016, which was properly distributed and posted per statutory requirements.*

*Please be advised that the FIRE EXITS are to my RIGHT, your left, and at the BACK OF THE ROOM.*

*The City has a Listening System to assist the hearing impaired. If anyone needs hearing assistance, please obtain the system at the Dais and return it thereafter.*

## **ROLL CALL**

### **PLEDGE OF ALLEGIANCE**

#### **EXPLANATORY NOTE REGARDING CLOSED SESSION**

*A closed session meeting, as authorized by State statute, was announced and held prior to the start of this meeting and the known items for discussion were listed on the published Closed Session agenda.*

#### **EXPLANATORY NOTE REGARDING HEARINGS AND COMMENTS**

*Please be advised that council meetings are broadcast live on Comcast Channel 36 and Verizon Channel 30 and rebroadcast on Thursdays and Saturdays on HomeTowne TV – Comcast 36 and Verizon 33.*

*When invited to speak, please come to the lectern, clearly state your name and address, spell your last name, and speak into the podium microphone so that your comments can be understood by all and properly recorded. Whenever an audience or Council member reads from a prepared statement, please give or email a copy to the City Clerk's Office at [rlicatase@cityofsummit.org](mailto:rlicatase@cityofsummit.org). To help facilitate an orderly meeting and to permit all to be heard, speakers are asked to limit their comments to approximately 3 minutes or so in length.*

*Unless you are using an electronic device to follow the meeting agenda or need it for professional emergency contact purposes, please turn it off. Thank you.*

(The following matters were known at agenda deadline. Other matters may arise thereafter that need timely consideration or reaction.)

## **APPROVAL OF MINUTES**

Regular and Closed Session Minutes of June 21, 2016

## **REPORTS**

- Mayor, City Administrator and Council President (Summit Historical Minute)

## **PUBLIC COMMENTS**

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## **ORDINANCE(S) FOR HEARING**

Comments are solicited from Council members and the public.

<u>Number</u>	<u>Title</u>	<u>Introduction Date</u>
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### **LAW**

16-3112	An Ordinance Amending the Code of the City of Summit, County of Union New Jersey, Chapter III, Section 3-8, Noise Restrictions, Subsection 3-8.1 Noise Prohibitions, to Provide for a Waiver of the Noise Restriction Hours During Construction and Prohibit Contractor Construction, Demolition or Repairs on Sundays ( <i>Establishes noise waiver application procedure and prohibits commercial construction, demolition or repairs on Sundays</i> )	06/21/16
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### **FINANCE/PERSONNEL**

16-3116	An Ordinance to Establish the 2016 Salaries, Wages or Compensations of and for the Officers and Employees of the City of Summit, in the County of Union, and the State of New Jersey ( <i>Establish 2016 Salaries - Union and Non-Union Employees</i> )	06/21/16
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### **GENERAL SERVICES**

16-3117	An Ordinance to Amend the Code of the City of Summit, County of Union, New Jersey, Chapter VII, Traffic, Section 7-8.5 Parking Time Limited on Certain Streets, Subsection 7-8.5.b.3 Types of Zones, Fees, Times of Legal Operations, Subsection 7-8.5.b.5 Parking Regulations and Subsection 7-25.2 Municipal Parking Lot Areas. ( <i>Establish "Special Event Parking" fees</i> )	06/21/16
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### **WORKS**

16-3118	An Ordinance to Establish 2016 Fees for Operating and Maintaining the Sanitary Sewer System in the City of Summit, County of Union, New Jersey ( <i>Establish 2016 sewer user fees</i> )	06/21/16
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## **ORDINANCE(S) FOR FINAL CONSIDERATION**

*No comments are permitted at this point since the hearing is closed.*

<u>Number</u>	<u>Title</u>	<u>Introduction Date</u>
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### **LAW**

16-3112	An Ordinance Amending the Code of the City of Summit, County of Union New Jersey, Chapter III, Section 3-8, Noise Restrictions, Subsection 3-8.1 Noise Prohibitions, to Provide for a Waiver of the Noise Restriction Hours During Construction and Prohibit Contractor Construction, Demolition or Repairs on Sundays ( <i>Establishes noise waiver application procedure and prohibits commercial construction, demolition or repairs on Sundays</i> )	06/21/16
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## **RESOLUTIONS**

*(Staff reports are attached as appropriate. Items are listed according to Council Committees, those in **italics** indicate secondary committee reference. Unless otherwise indicated, or desired by Committee Chair, or a Council member advises that they will be voting in the negative, all Committee resolutions may be voted on at once.)*

## **SAFETY**

- (ID # 4353) Accept Donation to Fire Department Honor Guard - Elks Club of Summit - \$250

## **BUILDINGS AND GROUNDS**

- (ID # 4351) Authorize Use of Public Property - Parklet Pilot Program

## **FINANCE/PERSONNEL**

- (ID # 4257) 1. Authorize 2016 Salaries Effective January 1, 2016 (*Subject to Passage of Ordinance 16-3116*)
- (ID # 4343) 2. Advertise Four Assessment Hearings:
- Essex Road Curb and Sidewalk Improvements
  - Magnolia Place, Primrose Place, Montview Road, and Surrey Road Curb and Sidewalk Improvements
  - Fairview Avenue Curb and Sidewalk Improvements
  - Fernwood Road and Ridge Road Curb and Sidewalk Improvements
- (ID # 4344) 3. Authorize Execution of Membership Renewal Agreement With Morris County Cooperative Pricing System October 1, 2016 Through September 30, 2021
- (ID # 4345) 4. Authorize 2016-2021 Participation in Union County Cooperative Pricing System
- (ID # 4356) 5. Grant Extension of Injury Leave With Pay - Division of Public Works - Roads Unit Employee (*Pending Closed Session discussion*)

## **GENERAL SERVICES**

- (ID # 4355) 1. Authorize Submission of Letter of Interest to Union County for the Seniors in Motion Initiative
- (ID # 4291) 2. Authorize Professional Services Agreement in Excess of \$17,500.00 - 2016 Social Services - \$34,587.91
- (ID # 4311) 3. Authorize Professional Services Agreement in Excess of \$17,500 - Cornog Field House Roof Replacement Architectural Services - Not to Exceed \$42,475.00
- (ID # 4316) 4. Reject Bids and Authorize Re-advertisement - Purchase and Installation of Sound System - Investors Bank Field at Tatlock Park
- (ID # 4335) 5. Authorize Special Event Fee - Overflow PGA Parking (*Subject to Parking Passage of Ordinance 16-3117*)

**WORKS**

- (ID # 4317) 1. Authorize Execution of 2016 Greening Union County Grant Application - Spring 2017 Tree Supply and Installation
- (ID # 4333) 2. Authorize Professional Services Agreement in Excess of \$17,500 - City Forester - Not to Exceed \$28,500.00

**CONSENT AGENDA**

**GENERAL SERVICES**

- (ID # 4327) Authorize Refunds - Department of Community Programs

**WORKS**

- (ID # 4328) Authorize Change Order No. 1 - SCADA Installation - \$14,262.00

**FINANCE/PERSONNEL**

- (ID # 4283) 1. Pay Joint Meeting Quarterly Assessment - \$489,082.94
- (ID # 4331) 2. Refund Overpayment of 2014 Taxes - Tax Court Judgment
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- (ID # 4261) 4. Authorize Parking Refunds - Summit SmartCard, Prepaid Parking, and Overnight Parking Permits
- (ID # 4346) 5. Authorize Payment of Bills - \$1,184,225.48

**COUNCIL MEMBERS' COMMENTS/NEW BUSINESS**

**ADJOURNMENT REGULAR MEETING**

**CLOSED SESSION (IF NEEDED AND AUTHORIZED)**

**EXPLANATORY NOTE REGARDING CORRESPONDENCE, STAFF & LIAISON REPORTS, AND GENERAL INFORMATION ITEMS**

*By end of business on Friday before the meeting, unless otherwise indicated, all items on the agenda are distributed to the Mayor, Council, City Administrator, City Treasurer and City Solicitor. Department Heads and the Press are advised via email that the official agenda is available for review on the City's website. An official "Board" copy is available for public inspection in the City Clerk's Office, the Summit Free Public Library reference desk and on the City's website. Oral reports and delayed distributions are noted as needed. Information that arrives after the agenda is completed and sent to the "distribution list" has only been provided to the Mayor, Council, City Administrator and affected Department Head(s).*

## **CORRESPONDENCE**

Purchasing Letter - Purchase and Installation of Sound System - Investors Bank Field at Tatlock Park

RECEIVED AND FILED

Letter from Assemblywoman Nancy F. Munoz, NJ General Assembly re Senate Bill S2254 and Assembly Bill A3821

RECEIVED AND FILED

## **GENERAL INFORMATION**

*Includes notices, letters copied to the city, ordinances & resolutions from other governing bodies, newsletters and minutes and reports from agencies, boards and commissions. Each item does not appear to require any discussion or action. (Copies of ordinances and resolutions from other governing bodies are not provided, but are available upon request.)*

### Notices:

1. Union County Department of Human Services Paratransit System Public Hearing - July 26, 2016
2. JCPL Notice of Hearing – July 12, 2016

### Newsletters:

1. Emerald Ash Borrer Checklist to Municipalities
2. DEP - Montclair State University Study of Clinging Jellyfish In Monmouth and Ocean County Rivers and Bays
3. Reopening of Iconic Terminal Building at Liberty State Park

### Minutes, Reports, Etc. from the Following:

1. Summit Fire Department Report – April 2016
2. Joint Meeting of Essex and Union Counties - Annual Audit Report

## **ORDINANCES AND RESOLUTIONS EXPLANATION:**

A governing body of a municipality may formally act through ordinances or resolutions. Ordinances usually encompass legislative acts. Resolutions usually deal with administrative or acts performed according to legal authority, established procedures or instructions from the Common Council.

### **Ordinances:**

An act initiated by the Common Council that becomes law. The violation of an ordinance may result in summonses being issued. Generally, an ordinance remains in effect until repealed or modified and may not be amended or modified by a resolution. It requires a public hearing and publications in the town's legal paper before becoming effective. Examples of ordinances are those which deal with changing parking or speed limit requirements, code enforcement, implementing State mandates at the local level and creating boards or commissions.

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**Resolutions:**

Any act or regulation that is required to be reduced to writing but may be finally passed at the meeting at which it is introduced. The legal effect of a resolution is the same as an ordinance except summonses cannot be issued for their violation. Generally, life of a resolution is permanent unless there is language to the contrary. Typical resolutions deal with: Opinion expressions; Requests for action to other elected officials or bodies or governmental agency[s]; One-time actions and Routine authorizations such as making appointments and awarding contracts.

City Clerk' Office



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      - Naming & Sponsorship Committee (1)
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## ADJOURN CLOSED SESSION



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### COMMITTEE MEETING SCHEDULE

Committee - Time - Attendees - Office

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## **CALL TO ORDER**

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## **ROLL CALL**

### **PLEDGE OF ALLEGIANCE**

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Regular and Closed Session Minutes of June 21, 2016

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## **PUBLIC COMMENTS**

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## **ORDINANCE(S) FOR FINAL CONSIDERATION**

*No comments are permitted at this point since the hearing is closed.*

<u>Number</u>	<u>Title</u>	<u>Introduction Date</u>
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### **LAW**

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## **SAFETY**

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## **CORRESPONDENCE**

Purchasing Letter - Purchase and Installation of Sound System - Investors Bank Field at Tatlock Park

RECEIVED AND FILED

Letter from Assemblywoman Nancy F. Munoz, NJ General Assembly re Senate Bill S2254 and Assembly Bill A3821

RECEIVED AND FILED

## **GENERAL INFORMATION**

*Includes notices, letters copied to the city, ordinances & resolutions from other governing bodies, newsletters and minutes and reports from agencies, boards and commissions. Each item does not appear to require any discussion or action. (Copies of ordinances and resolutions from other governing bodies are not provided, but are available upon request.)*

### Notices:

1. Union County Department of Human Services Paratransit System Public Hearing - July 26, 2016
2. JCPL Notice of Hearing – July 12, 2016

### Newsletters:

1. Emerald Ash Borrer Checklist to Municipalities
2. DEP - Montclair State University Study of Clinging Jellyfish In Monmouth and Ocean County Rivers and Bays
3. Reopening of Iconic Terminal Building at Liberty State Park

### Minutes, Reports, Etc. from the Following:

1. Summit Fire Department Report – April 2016
2. Joint Meeting of Essex and Union Counties - Annual Audit Report

## **ORDINANCES AND RESOLUTIONS EXPLANATION:**

A governing body of a municipality may formally act through ordinances or resolutions. Ordinances usually encompass legislative acts. Resolutions usually deal with administrative or acts performed according to legal authority, established procedures or instructions from the Common Council.

### **Ordinances:**

An act initiated by the Common Council that becomes law. The violation of an ordinance may result in summonses being issued. Generally, an ordinance remains in effect until repealed or modified and may not be amended or modified by a resolution. It requires a public hearing and publications in the town's legal paper before becoming effective. Examples of ordinances are those which deal with changing parking or speed limit requirements, code enforcement, implementing State mandates at the local level and creating boards or commissions.

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**Resolutions:**

Any act or regulation that is required to be reduced to writing but may be finally passed at the meeting at which it is introduced. The legal effect of a resolution is the same as an ordinance except summonses cannot be issued for their violation. Generally, life of a resolution is permanent unless there is language to the contrary. Typical resolutions deal with: Opinion expressions; Requests for action to other elected officials or bodies or governmental agency[s]; One-time actions and Routine authorizations such as making appointments and awarding contracts.

City Clerk' Office



TO: Mayor and Common Council

FROM: Rosemary Licatese, City Clerk

DATE: June 13, 2016

The proposed amendment would establish a formal procedure for waiver of the City's noise ordinance. This procedure would address special circumstances where abiding by the noise restrictions set forth in 3-8.1b.2 would present an unreasonable hardship on the applicant.

The applicant would apply for such a waiver by filing an application with the City Administrator. The procedure provides a timeline within which the City Administrator would review and respond to the application.

The procedure also provides for notification to adjoining neighbors when a waiver is granted.

The proposed amendment also adds language that would prohibit contractors from performing construction, demolition, repair or alteration of buildings or streets, including excavation on Sundays.

The proposed ordinance has been reviewed by members of the Law Committee and is recommended for introduction.

<b>ORDINANCE #</b>	<b>16-3112</b>
Introduction Date:	6/21/2016
Hearing Date:	7/5/2016
Passage Date:	
Effective Date:	7/14/16

**An Ordinance Amending the Code of the City of Summit, County of Union New Jersey, Chapter III, Section 3-8, Noise Restrictions, Subsection 3-8.1 Noise Prohibitions, to Provide for a Waiver of the Noise Restriction Hours During Construction and Prohibit Contractor Construction, Demolition or Repairs on Sundays ((Establishes noise waiver application procedure and prohibits commercial construction, demolition or repairs on Sundays)**

*Ordinance Summary: This ordinance establishes a procedure to apply for a waiver from the City of Summit Administrator of the limitations on hours of construction as provided in the City's Noise Ordinance and prohibits construction by contractors on Sundays.*

WHEREAS, the Common Council of the City of Summit believes that under certain circumstances a waiver of Subsection 3-8.1, titled "Noise Prohibitions", Subsection 3-8.1b.2 imposing a limitation on the hours during which construction, demolition, repair, paving or alteration of buildings or streets or excavation other than for emergency work to provide or repair utility services is appropriate, and

WHEREAS, at present, this work may only occur during the following hours:

Weekdays and Saturdays  
8:00 A.M. to 7:00 P.M.

Sunday  
9:00 A.M. to 7:00 P.M.

and

WHEREAS, the Council has received complaints regarding construction, demolition and repairs of buildings on Sundays disturbing the peace and quiet enjoyment of City residents specifically as a result of contractors performing construction, and

WHEREAS, the Common Council desires to prohibit construction, demolition and repair of buildings on Sundays by contractors in order to preserve the peace and quiet enjoyment of City residents.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT as follows:

Section 1. That **SECTION 3-8, NOISE RESTRICTIONS, SUBSECTION 3-8.1 NOISE PROHIBITIONS**, paragraph 2 of the Code shall be amended and supplemented as follows:

### 3-8 NOISE RESTRICTIONS.

#### 3-8.1 Noise Prohibitions.

The following acts are prohibited:

2. The construction, demolition, repair, paving, or alteration of buildings or streets or excavation other than for emergency work to provide or repair utility services, except during the following hours:

Weekdays and Saturdays  
8:00 A.M. to 7:00 P.M.

Sunday  
9:00 A.M. to 7:00 P.M.

Except that there shall be no construction by contractors on Sundays.

Any person or entity which desires a waiver from Subsection 3-8.1b.2 shall apply to the City Administrator for a waiver from the permitted hours. Applications for a waiver from the permitted hours shall be filed with the City Administrator.

(a.) Purpose

The purpose of providing a procedure for a waiver is to address unique circumstances where adhering to the noise restrictions contained in Subsection 3-8.1b.2 would result in an arbitrary or unreasonable hardship upon the applicant. The City Administrator should only grant a waiver sparingly and not as a matter of routine.

1. Application

The application shall include, but not be limited, to the following:

- i. The nature and location of the noise source for which application is made;
- ii. The beginning and ending dates for which the waiver is sought;
- iii. The reason for which the waiver is requested, including the hardship that will result to the applicant or the public if the waiver is not granted;
- iv. The nature and intensity of noise that will occur during the period of the waiver;

- v. A description of interim noise control measures which are to be taken by the applicant to minimize noise and the impacts occurring therefrom;
- vi. The applicant shall certify that the applicant made a reasonable effort to notify the owners of properties adjoining the property the subject of the application. The notification shall include a copy of the application filed with the City Administrator;
- vii. Failure to supply the required information is cause for rejection of the application, and
- viii. A copy of the application and waiver, if granted, will be kept on file by the City Clerk. Upon receipt of the waiver, the City Clerk will mail a copy of the waiver by regular mail to the adjoining property owners.

2. City Administrator's Discretion

The City Administrator may, at his or her discretion, limit the duration of the waiver to a lesser period than requested. Any applicant who receives a waiver may request an extension following the provisions of Subsection 3-8.1b.2.

3. Applicant's Proofs

The City Administrator shall not approve a waiver unless the applicant presents adequate proof that: (i) noise levels occurring during the period of the waiver will not constitute a danger to public health, and (ii) compliance with the specified hours would impose an arbitrary or unreasonable hardship upon the applicant without equal or greater benefit to the public.

4. Factors to be Considered

The City Administrator in making a determination shall consider: (i) the character and degree of injury to, or interference with, the health and welfare or the reasonable use of property; (ii) the social and economic value of the activity for which the variance is sought and (iii) the ability of the applicant to apply best practical noise control measures.

5. The time within which the City Administrator has to act

The City Administrator shall act within ten (10) days of the filing of the application with the City Administrator. However, if the City Administrator does not act within the ten (10) days, the application is deemed denied.

6. Revocation of Waiver

The City Administrator may revoke the waiver if: (i) the terms and conditions of the waiver are violated; (ii) there was a material misrepresentation of fact in the waiver application; (iii) there is a material change in any of the circumstances relied upon by the City Administrator in granting the waivers, or (iv) the City Administrator determines that the waiver is having a detrimental effect.

7. Appeals

An appeal of the City Administrator's decision may be made to the Common Council as provided in Subsection 3-8.3.

If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, clause or provision so adjudged and the remainder of the Ordinance shall be deemed valid and effective.

Section 4. Effective Date.

This Ordinance shall take effect after final passage, adoption and publication according to law.

(Last additions in text indicated by underline; deletions by ~~strikethroughs~~)

Dated:

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing ordinance was duly passed by the Common Council of said City at a regular meeting held on

City Clerk

Approved:

Mayor



TO: Mayor and Common Council

FROM: Marge Gerba, City Treasurer

DATE: April 26, 2016

This Ordinance establishes salary ranges for all City employees, both union and non-union. It includes a 1.5% Cost of Living Adjustment to base salaries for 2016 for employees hired before July 1, 2016 and allows for payment of stipends, longevity and other additional compensation. It specifies who and what benefits will be provided by the City. It also details the City's policy on salary increments, with different policies for employees hired before July 1, 2016, and those hired on or after July 1, 2016, being added this year. Finally it appoints the City Administrator as the City Personnel Officer and authorizes the City Treasurer/CFO to administer the provisions of the ordinance.

<b>ORDINANCE #</b>	<b>16-3116</b>
Introduction Date:	
Hearing Date:	
Passage Date:	
Effective Date:	

**An Ordinance to Establish the 2016 Salaries, Wages or Compensations of and for the Officers and Employees of the City of Summit, in the County of Union, and the State of New Jersey (Establish 2016 Salaries - Union and Non-Union Employees)**

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT, as follows:

**SECTION 1. PURPOSE**

Salaries, wages, incentive, longevity payments and other compensation as set forth in Schedules A, B, C, D, E, and F, which are attached hereto and made a part hereof, are hereby fixed for the respective officers and employees of the City of Summit at the respective rates and sums shown therein, effective as of January 1, 2016.

**SECTION 2. PAYMENT**

All salaries, wages, incentive, longevity payments and other compensation for full-time and regular part-time employees shall be paid in bi-weekly installments within the ranges and according to the conditions herein set forth.

School Crossing Guards shall be paid in bi-weekly installments from October 1 to June 30.

**SECTION 3. SALARIES**

Salaries for the various positions of employment in the City of Summit shall be at or within the range of the minimum or maximum amounts as delineated on Schedules A, B, C, D, E, and F, attached hereto and made a part hereof.

All individuals hired by the City of Summit or its Boards and Departments will be hired at the minimum step level in the position classification. Under exceptional circumstances, approval may be given to consider credit for experience outside of the City of Summit in the same position or type of work as their employment with the City of Summit. In such instances, upon approval of the Board, Common Council, or City Administrator, an individual may be hired on a step level above the minimum.

Regular part-time employees whose positions have been listed within the normal system of job group classifications will be paid at the level of the appropriate job group, with their salaries prorated according to their hours of work.

#### **SECTION 4. LONGEVITY**

Full time regular employees hired on or before July 1, 1999, except as otherwise covered by a collective bargaining agreement, are entitled to longevity payments in addition to their base salary as set forth in Personnel Policies and Procedures Manual Section Four, 4-14.

#### **SECTION 5. HOLIDAY PAY**

For Police Officers, Sergeants, Lieutenants, Captains and Chief in the Police Department and Firefighters, Lieutenants, Battalion Chiefs, Deputy Chief and Chief in the Fire Department, holiday pay shall be incorporated into base salary so that it will be part of the regular pay received as wages every two (2) weeks..

All other Departments will be granted twelve (12) paid holidays as set forth in Personnel Policies and Procedures Manual Section Three, 3-1. City offices will be closed in accordance with State Law or schedule established by the City Administrator.

#### **SECTION 6. OVERTIME**

##### **1. Police Department:**

Provisions shall be in accordance with the current contract between the City of Summit and P.B.A. Local #55.

##### **2. Fire Department:**

Provisions shall be in accordance with the current contract between the City of Summit and F.M.B.A. Local #54

##### **3. Division of Public Works:**

Provisions shall be in accordance with the current contract between the City of Summit and Local 469 (IBT).

##### **4. Municipal Court:**

The Deputy Municipal Court Administrator will be paid a flat rate of \$70.00, the Violations Bureau Clerk will be paid a flat rate of \$60.00 and the Secretary Clerk will be paid a flat rate of \$50.00 for each Night Court duty assignment.

The Deputy Municipal Court Administrator shall be paid at a minimum of two hours at one and one-half times salary for recall compensation.

Night Court assignment and recall overtime shall be paid upon the certification of the Municipal Court Administrator to the City Treasurer/Chief Financial Officer.

### **5. Fair Labor Standards Act:**

Notwithstanding any other provisions of this ordinance, overtime compensation shall be paid in accordance with the provisions of the Fair Labor Standards Act (FLSA) as they apply to units of local government. If any provisions of this ordinance are administratively found to be in conflict with provisions of FLSA, the City Administrator shall ensure that the requirements of federal law and regulations, when issued, are met.

## **SECTION 7. HEALTH INSURANCE, GROUP LIFE INSURANCE AND DENTAL PLAN**

The City shall provide for each full-time regular employee the following:

- a. Basic health insurance as provided by the State Health Benefits Program or such other program as may be chosen by the Common Council.
- b. Group Life Insurance and Accidental Death Benefits for full-time employees only.
- c. Employees eligible for basic health insurance shall be allowed to enroll their dependents up to the age set by current statutes.
- d. All employees, including those covered by either collective bargaining agreements or memoranda of agreements, shall pay contributions by way of payroll deduction towards the cost of health insurance premiums in accordance with the provisions of P.L. 2010 Ch. 2 and P.L. 2011 Ch. 78, which are incorporated by reference as if set forth herein at length.
- e. The City shall reimburse retirees for a portion of the cost of their health and major medical insurance for themselves upon retirement, as set forth in Personnel Policies and Procedures Manual Section Four, 4-3.  
Employees covered by the terms of labor agreements between the City and PBA Local #55 or FMBA Local #54 are not eligible for this reimbursement.
- f. The City shall provide Dental Insurance Coverage for full-time regular employees and their eligible dependents. The maximum contribution for each employee paid by the City shall be \$39.00 per month or as provided by current labor agreements. Any cost above that limit shall be borne by the employee through a program of payroll deductions.

## **SECTION 8. INCENTIVE PAYMENTS**

**School Guards:**

- a. Sick day incentive pay of two days will be paid to each guard who is not absent during the school year.
- b. If and when school is closed for inclement weather, payment, for up to four (4) days, will be paid in one lump sum upon the completion of the school year.

**SECTION 9. SALARY INCREMENTS**

Any employee whose performance review shows acceptable performance shall receive an increment in accordance with the step level of the position classification until the maximum for the position is reached.

Unless prohibited under the terms of a union agreement, a department head may withhold all or part of a salary increase from an employee for reasons of poor performance. This will be limited to situations in which the employee has received prior written notice of a performance problem and has failed to correct the problem. This action may be taken only with the approval of the city administrator.

Monthly anniversary dates for step increases and longevity shall be in accordance with Section 2-3 of the City’s personnel policies.

**SECTION 10. STEP LEVELS AND JOB CLASSIFICATIONS**

**All City Employees Hired Prior to July 1, 2016:**

All City employees hired prior to July 1, 2016 (except members of the Police and Fire Department who will be governed by Schedules C and D) will be eligible to have salary adjustments within the ranges of Schedule B or E, as appropriate and as indicated below:

<b>Performance Rating</b>	<b>Salary Increment</b>
<b>Unsatisfactory:</b> The employee’s performance is unsatisfactory, job standards are not being met, and major improvement is required.	0 steps; Cost of Living base increase may also be withheld
<b>Needs Improvement:</b> The employee is making acceptable progress but needs improvement to meet the performance standards and criteria for the position. Progress is slower than would normally be expected.	0-2 steps
<b>Meets Standards:</b> The employee meets the job standards for the position. Progress in developing skills is at an acceptable pace. The employee exhibits no significant problems.	3 steps

**Exceeds Standards:** The employee performs well above expected standards, exceeding normal performance standards and expectations in most areas. 4 steps

**All City Employees Hired On or After July 1, 2016:**

All City employees hired on or after to July 1, 2016 (except members of the Police and Fire Department who will be governed by Schedules C and D) will be eligible to have salary adjustments within the ranges of Schedule E or F, as appropriate and as indicated below:

Performance Rating	Salary Increment
<b>Unsatisfactory:</b> The employee’s performance is unsatisfactory, job standards are not being met, and major improvement is required.	0 steps; Cost of Living base increase may also be withheld
<b>Needs Improvement:</b> The employee is making acceptable progress but needs improvement to meet the performance standards and criteria for the position. Progress is slower than would normally be expected.	0-1 step
<b>Meets Standards:</b> The employee meets the job standards for the position. Progress in developing skills is at an acceptable pace. The employee exhibits no significant problems.	1 step
<b>Exceeds Standards:</b> The employee performs well above expected standards, exceeding normal performance standards and expectations in most areas.	2 steps

**SECTION 11. CITY PERSONNEL OFFICER**

The City Administrator is hereby appointed as City Personnel Officer. The City Treasurer/Chief Financial Officer is hereby authorized to administer the provisions of this ordinance.

**SECTION 12.**

For budget purposes, the salaries and wages of employees of the Board of Health are included in this Ordinance.

**SECTION 13.**

All ordinances inconsistent herewith are hereby repealed and this ordinance shall take effect 20 days after date of publication in accordance with N.J.S.A. 40A: 9-165.

Dated:

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing ordinance was duly passed by the Common Council of said City at a regular meeting held on Tuesday evening,

City Clerk

Approved:

Mayor

<b>SCHEDULE A</b> <b>CITY OF SUMMIT</b> <b>POSITION CLASSIFICATION SCHEDULE</b>
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<b>GENERAL GOVERNMENT</b>	<b>JOB GROUP</b>
City Administrator	21
City Treasurer/Chief Financial Officer	18
City Clerk	17
Assessor	16
Collector of Taxes	14
Assistant City Treasurer	13
Assistant City Administrator	12
Deputy Assessor	12
Assistant to the City Administrator	11
Public Information Officer	11
Staff Assessor/Field Assessor	11
Deputy City Clerk	9
Deputy Collector of Taxes	9
Qualified Purchasing Agent	9
Administrative Assistant	8
Senior Account Clerk	8
Assistant Deputy City Clerk	8
Assessing Clerk	7
Account Clerk	6
Secretary III	6
Secretary II	5
Assistant Account Clerk	4
Secretary I	4
Secretarial Assistant	3
 <b>PARKING SERVICES AGENCY</b>	
Parking Manager	14
Administrative Assistant	8
Parking Enforcement Officer/Collection/Technician	8
Parking Services Clerk	7
Secretary II	5
Parking Enforcement Officer	5
Collection Assistant	5
Parking Enforcement Officer Trainee	4

Parking Services Bookkeeper	4
<b>PUBLIC SAFETY</b>	
Administrative Assistant	8
Records Clerk II	7
Records Clerk I	6
<b>COURT</b>	
Municipal Court Administrator	14
Deputy Municipal Court Administrator	10
Violations Bureau Clerk	6
Secretarial Assistant	5
<b>COMMUNITY SERVICES</b>	
Director	19
Deputy Director	18
Administrative Manager	11
Administrative Assistant	8
Secretary III	6
Land Use Assistant	6
Secretary II	5
<b>Engineering</b>	
City Engineer	17
Assistant City Engineer	16
Assistant Engineer	13
Engineering Assistant	10
Senior Engineering Aide	8
<b>Code Enforcement</b>	
Construction Official/Chief Inspector	16
Building Inspector/Subcode Official	12
Code Enforcement Officer and Zoning Officer	12
Plumbing Subcode Official	12
Electrical Subcode Official	12
Fire Subcode Official	12
Assistant Building Inspector	7
Housing Inspector	7
Property Maintenance Inspector	7

Secretary II	5
<b>Public Works</b>	
Superintendent of Public Works	16
Public Works Manager	14
Assistant Superintendent of Public Works	13
Maintenance and Project Manager	12
Foreman	11
Assistant Foreman	9
Mechanic	9
Golf Course Maintenance Worker	9
Senior Transfer Station Operator	9
Equipment Operator	8
Pump Station Operator	8
Transfer Station Tractor Driver	8
Tree Climber	8
Senior Maintenance Worker	8
Tree Climber Trainee	6
Truck Driver	6
Senior Custodian	6
Custodian	5
Maintenance Worker	5
Janitor	4
<b>HEALTH</b>	
Health Officer	18
Senior Sanitarian (Senior REHS)	13
Sanitarian (REHS)	12
Secretary of Board of Health/Registrar of Vital Statistics	10
Deputy Registrar	6
Secretary II	5
<b>COMMUNITY PROGRAMS</b>	
Director	18
Assistant Director	13
Program Supervisor	10
Office Manager	9
Administrative Assistant	8

<b>SCHEDULE B</b> <b>CITY OF SUMMIT</b> <b>SALARY AND WAGE PLAN</b>
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Job Group	Minimum	Maximum
1	31,332	42,359
2	33,486	45,273
3	35,986	48,644
4	38,844	52,513
5	42,310	57,209
6	45,365	61,335
7	47,214	63,836
8	49,127	66,421
9	52,155	70,516
10	55,683	75,285
11	60,093	81,246
12	66,051	89,298
13	70,548	95,380
14	75,995	102,742
15	81,716	110,476
16	88,137	119,150
17	94,425	127,663
18	100,283	135,582
19	106,304	144,722
20	113,061	152,850
21	128,112	178,887

<b>Miscellaneous &amp; Part-Time</b>	<b>Minimum</b>	<b>Maximum</b>
Chief of Auxiliary Police Department (Annual)		1,764.00
Public Defender (Annual)		8,500.00
Secretary, Planning Board (Annual)		5,425.00
Emergency Management Coordinator (Annual)		3,000.00
Deputy Emergency Management Coordinator (Annual)		3,000.00
Municipal Judge (Annual)		52,759.00
Municipal Prosecutor (Annual)		34,641.00
Pool Manager (Per Season)	6,700.00	11,000.00

Assistant Pool Manager (Per Season)	5,000.00	9,000.00
Swim Coach (Per Season)	400.00	2,500.00
Activity Leader/Instructor	20.00	100.00
Assistant Camp Director	8.38	15.00
Camp Counselor	8.38	12.00
Camp Director	11.00	20.00
Camp Specialist	8.38	15.00
Court Security Officer	15.00	25.00
Custodian/Utility Worker	8.38	23.26
Golf/Pool Attendant	8.38	14.00
Gym Supervisor	8.38	20.00
Lifeguards	8.50	12.50
Maintenance/Collection Assistant	18.00	22.00
Parking Enforcement Officer	18.00	22.00
Parking Services Ambassador	10.00	16.00
P/T Clerical	8.38	23.26
P/T Laborer	8.38	23.26
P/T Program Supervisor	30.14	40.75
P/T Public Information Officer	32.53	43.98
P/T Secretary I	21.03	28.43
P/T Secretary II	22.90	30.97
P/T Secretary III	24.56	33.20
Program Coordinator	10.00	30.00
Recreation Program Aide	8.38	25.00
Restroom Attendant/Maintenance (per open/close)	7.00	15.00
School Crossing Guards: Group I (Per Day)	17.00	42.80
School Crossing Guards: Group II (Per Day)	10.00	49.92
Senior Coordinator	28.23	38.17
Senior Citizen Recreation Specialist	10.00	30.00
Slide/Deck Attendant	8.38	10.00
Special Events Aide	10.00	30.00
Special Needs Instructor	25.00	200.00
Special Needs Coordinator	17.00	20.00
Sports Coordinator	10.00	30.00

<p><b>SCHEDULE C</b>  <b>CITY OF SUMMIT</b>  <b>2016 POLICE DEPARTMENT SALARY AND WAGE PLAN</b></p>
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**January 1, 2016**

Rank		<u>Officer</u>	<u>Sergeant</u>	<u>Lieutenant</u>
	Start	43,500		
	Step 1	49,127	112,858	128,926
	Step 2	54,754	122,787	136,716
	Step 3	60,381		
	Step 4	66,008		
	Step 5	71,635		
	Step 6	77,262		
	Step 7	82,889		
	Step 8	88,516		
	Step 9	94,143		
	Step 10	99,772		
	Step 11	107,482		
		1	2	3
Captain		137,433	142,847	148,261
Chief		152,813	157,534	162,255

<p><b>SCHEDULE D</b>  <b>CITY OF SUMMIT</b>  <b>2016 FIRE DEPARTMENT SALARY AND WAGE PLAN</b></p>
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Table A (Hired on or After January 1, 2013):

RANK	1	2	3	4	5	6	7	8	9	10
<b>January 1, 2016</b>										
Firefighter	45,000	50,906	56,812	62,781	68,624	74,530	80,436	86,342	92,248	102,640
Lieutenant	101,102	104,537	114,958							
Battalion Chief	112,308	117,975	129,290							
Deputy Chief	137,433	142,847	148,261							
Chief	152,813	157,534	162,255							

Table B (Hired Prior to January 1, 2013 and not at maximum pay rate for pay grade):

RANK	1	2	3	4	5	6	7
<b>January 1, 2016</b>							
Firefighter	50,502	57,952	65,703	73,454	81,955	88,955	Refer to Step 10 Table A

<p><b>SCHEDULE E</b>  <b>CITY OF SUMMIT</b>  <b>2016 PUBLIC WORKS DIVISION SALARY AND WAGE PLAN</b></p>
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**January 1, 2016**

Job Group	Minimum	Maximum (Hired before 1/1/13)	Maximum (Hired after 1/1/13)
4	42,477	58,612	60,656
5	45,872	63,304	63,304
6	49,332	68,069	68,069
8	53,395	73,662	73,662
9	56,898	78,502	78,502
11	65,746	90,678	90,678

<p><b>SCHEDULE F</b></p> <p><b>CITY OF SUMMIT</b></p> <p><b>SALARY AND WAGE PLAN</b></p>
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Job Group	Minimum	Maximum
1	30,869	41,733
2	32,991	44,604
3	35,454	47,925
4	38,270	51,737
5	41,685	56,364
6	44,695	60,429
7	46,516	62,893
8	48,401	65,439
9	51,384	69,474
10	54,860	74,172
11	59,205	80,045
12	65,075	87,978
13	69,505	99,970
14	74,872	101,224
15	80,508	108,843
16	86,834	117,389
17	93,030	125,776
18	98,801	133,578
19	104,733	141,598
20	111,390	150,591
21	126,219	176,243

<b>Miscellaneous &amp; Part-Time</b>	<b>Minimum</b>	<b>Maximum</b>
Chief of Auxiliary Police Department (Annual)		1,764.00
Public Defender (Annual)		8,489.00
Secretary, Planning Board (Annual)		5,425.00
Emergency Management Coordinator (Annual)		3,000.00
Deputy Emergency Management Coordinator (Annual)		3,000.00
Communications Specialist	20.00	38.00
Custodian/Utility Worker	8.38	23.26
Part-time Clerical	8.38	23.26
Part-time Laborer	8.38	23.26

Municipal Judge (Annual)	0.00	52,759.00
Municipal Prosecutor (Annual)	0.00	34,129.00
School Crossing Guards:		
Group I (Per Day)	17.00	42.80
Group II (Per Day)	10.00	49.92
Pool Manager (Per Season)	6,700.00	11,000.00
Assistant Pool Manager (Per Season)	5,000.00	9,000.00
Lifeguards	8.50	12.00
Swim Coach (Per Season)	400.00	2,500.00
Slide/Deck Attendant	8.38	10.00
Golf/Pool Attendant	8.38	14.00
Activity Leader/Instructor	20.00	100.00
Camp Director	11.00	20.00
Assistant Camp Director	8.38	15.00
Camp Specialist	8.38	15.00
Camp Counselor	8.38	12.00
Restroom Attendant/Maintenance (per open/close)	7.00	15.00
Program Coordinator	10.00	30.00
Senior Citizen Recreation Specialist	10.00	30.00
Sports Coordinator	10.00	30.00
Gym Supervisor	8.38	20.00
Special Events Aide	10.00	30.00
Special Needs Instructor	25.00	200.00
Special Needs Coordinator	17.00	20.00
Recreation Program Aide	8.38	25.00
Parking Services Ambassador	10.00	16.00
Maintenance/Collection Assistant	18.00	22.00
Parking Enforcement Officer	18.00	22.00

# ADMINISTRATOR'S OFFICE

Phone: 908-522-3600 Fax: 908-273-2977

# Memo

**To: Mayor Radest and Members of Common Council**  
**From: Michael F. Rogers, City Administrator**  
**CC: File**  
**Date: 6/15/2016**  
**Re: Non-Union Position Classifications**

The following positions were proposed to be reclassified:

<u>Position</u>	<u>Current Job Group</u>	<u>Proposed Job Group</u>
Superintendent of Public Works • Reorganization of DPW	17	16
Parking Services Manager • Change in managerial duties & responsibilities	12	14
Secretary of Board of Health/Registrar of Vital Statistics • Responsibilities are greater than an Administrative Assistant position	8	10
Engineering Assistant • Reorganization of DPW	11	10
Deputy Collector of Taxes • Responsibilities are greater than an Administrative Assistant position	7	9
Office Manager (DCP) • Stays the same, assigning the correct group Position will be removed upon retirement of current employee.	Normal Grade + 1	9
Senior Engineering Aide • Reorganization of department	9	8
Administrative Assistant (Det. Bureau) • Leveling out all Administrative Assistants	7	8
Administrative Assistant (DPW) • Leveling out all Administrative Assistants	7	8
Assistant Deputy City Clerk • Equivalent to Administrative Assistant based on responsibilities	7	8

<u>Position</u>	<u>Current Salary Range</u>	<u>Proposed Salary Range</u>
Lifeguards	\$8.50 - \$12.00	\$8.50 - \$12.50
Municipal Prosecutor (annual)	\$34,129	\$34,641

Attachment: 2016 Salary Ordinance MEMO (16-3116 : Establish 2016 Salaries - (Union and Non-Union Employees))

**The following title changes are proposed:**

<u>Current Title</u>	<u>Proposed Title</u>
Administrative Assistant and Deputy Clerk	Deputy City Clerk
Assessing Secretary	Assessing Clerk
Administrative Assistant/Assistant Deputy Clerk	Assistant Deputy City Clerk
Account Clerk / Deputy Collector of Taxes	Deputy Collector of Taxes
Administrative Assistant / Detective	Administrative Assistant
Administrative Assistant / DPW	Administrative Assistant
Senior Recreation Maintenance Worker	Senior Maintenance Worker
Community Programs Office Manager	Office Manager

**The following additions to the Salary Ordinance are proposed:**

<u>Position</u>	<u>Proposed Job Group</u>
Deputy Director (under Community Services)	18
<ul style="list-style-type: none"> <li>Previously approved. Reorganization of DCS</li> </ul>	
Land Use Assistant (under Community Services)	6
<ul style="list-style-type: none"> <li>Correct title for position</li> </ul>	
Public Works Manager (under Public Works)	14
<ul style="list-style-type: none"> <li>Previously approved. Reorganization of DCS</li> </ul>	
Program Supervisor (under Community Programs)	10
<ul style="list-style-type: none"> <li>More responsibility than Office Manager</li> </ul>	
<u>Position</u> (all positions exist but were not previously included in the Salary Ord.)	<u>Job Group</u>
Public Information Officer	11
	<u>Salary Range</u>
Part Time Public Information Officer (under Miscellaneous & Part-Time)	\$32.53 - \$43.98
Part Time Program Supervisor (under Miscellaneous & Part-Time)	\$30.14 - \$40.75
Part Time Secretary III	\$24.56 - \$33.20
Part Time Secretary II	\$22.90 - \$30.97
Part Time Secretary I	\$21.03 - \$28.43
Court Security Officer	\$15.00 - \$25.00

Attachment: 2016 Salary Ordinance MEMO (16-3116 : Establish 2016 Salaries - (Union and Non-Union Employees))

**The following deletions to the Salary Ordinance are proposed:**

Refuse Collection Driver – Title no longer used. Replaced with Driver.

Sanitation Collector – Title no longer used. Replaced with Maintenance Worker

Part-Time Librarian

Circulation Assistant (under Miscellaneous & Part-Time)

Library Clerk (under Miscellaneous & Part-Time)

Library Custodian (under Miscellaneous & Part-Time)



<b>ORDINANCE #</b>	<b>16-3117</b>
Introduction Date:	
Hearing Date:	
Passage Date:	
Effective Date:	

**An Ordinance to Amend the Code of the City of Summit, County of Union, New Jersey, Chapter VII, Traffic, Section 7-8.5 Parking Time Limited on Certain Streets, Subsection 7-8.5.b.3 Types of Zones, Fees, Times of Legal Operations, Subsection 7-8.5.b.5 Parking Regulations and Subsection 7-25.2 Municipal Parking Lot Areas. (Establish “Special Event Parking” fees)**

*Ordinance Summary: This ordinance defines “Special Event Parking” and establishes zones or parking areas where special event parking will be permitted on municipal property, including setting a range of parking fees from \$5.00 to \$30.00, which will be set by resolution of the City of Summit Common Council for each special event.*

WHEREAS, the Common Council of the City of Summit believes that in order to increase parking availability during certain special events, that it is necessary to define “Special Event Parking” and establish zones or parking areas where special event parking will be permitted on municipal property, including a range of parking fees for special event parking between \$5.00 and \$30.00 to be set by a resolution of Common Council for each special event.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT, as follows:

Section 1. That Section **7-8, PARKING**, Subsection **7-8.5, Parking Time Limited on Certain Streets**, -- No person shall park a vehicle for longer than the time limit shown below at any time (except Sundays and holidays) between the hours listed upon any of the following described streets or parts of streets, -- of the Code shall be amended and supplemented as follows:

7-8.5 Parking Time Limited on Certain Streets.

*b. Time Limit Parking (Parking Zones)*

3. Types of Zones; Fees; Times of Legal Operation.

(a) The various types of parking meter zones in conformance with the provisions of this paragraph and as shown by legend on posted signs are hereby fixed with their fees, except that one-cent coins will not be acceptable, as follows:

<i>Zone</i>	<i>Time</i>	<i>Fee</i>
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J	<u>Special Event Parking</u>	<u>Special Event Parking Fees: Upon the determination by resolution of the Common Council to charge a special event parking fee within the range of \$5 to \$30 for each vehicle parked for a certain duration which could include a one-time Special Event Daily Fee, Special Event Overnight Fee, Special Event Weekend Parking Fee in the certain municipal parking lots. See Subsection 7-25.2 of the Code for the specific parking lots.</u>
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5. *Parking Regulations.*

- (f) Special Event Parking is defined as an event occurring when specific municipal parking lot areas are not necessary for daily resident commuter, downtown employee or normal shopper parking and which require additional City of Summit Parking Services Staff.

Special Event Parking Fees shall be established by resolution of the Common Council prior to the Special Event, which resolution shall be posted in a conspicuous place at the municipal parking areas and on the City's website.

Special Parking Fees shall be within range of \$5.00 to \$30.00 for each vehicle parked for a definite period, including a one-time Special Event Daily Fee, Special Overnight Parking Fee, Special Event Weekend Parking Fee.

Payment shall be made at the electronic pay station located in the municipal parking lot. The machine shall be programmed for each Special Event. Use of the City's cell phone parking payment app provided will be used if applicable. No cash shall be accepted.

Those vehicles which remain in the municipal parking lot after the authorized period of the Special Event are subject to a prohibited parking violation and to being towed at the vehicle owner's expense.

Section 2. That Section 7-8, **PARKING**, Subsection 7-25.2 **Municipal Parking Lot Areas**, -- No person shall park a vehicle unless the proper fee is paid, if one applies, and rules and regulations are complied with for the following public parking lots in the City and only have access to said lots for vehicle parking purposes:

<i>Lot/#/ Location</i>	<i>Maximum Time</i>	<i>Time Period</i>	<i>Fees</i>	<i>Identifi- cation</i>	<i>Restricted/ Special Uses</i>
<b><i>d. -Lot #6 Broad Street Garage</i></b>  Northerly side of Broad Street at its intersection with	13 hours	From 5:00 a.m. to 6:00 p.m. Monday through	Prepay with any combination of quarters, dollar coins, dollar bills, or a major credit card in the pay station located in	Resident/ Employee/ Resident Overnight	Identification (Subsection 7-25.4g. and h.)

<p>Summit Avenue. Spaces 185-611 and 644-655 are reserved for residents and downtown employees whose vehicle/s is registered with the City and possess a valid digital parking permit.</p>		<p>Friday</p>	<p>the lot using the parked vehicle's license plate number or through the City's pay-by-cell provider at the time the vehicle is parked satisfying the \$4.00 daily parking fee or after one of the following calendar pre-payments have been made:  Monthly - \$80.00  Quarterly - \$228.00  Annual- \$864.00  or with the display of a Daily Visitor Pass displaying the current month, day and year each time vehicle is parked.</p>		
<p>Northerly side of Broad Street at its inter-section with Summit Avenue. Spaces 612-643; 656-685 are reserved for only downtown employees whose vehicle/s is registered with the City and possess a valid digital parking permit.</p>	<p>13 hours</p>	<p>From 5:00 a.m. to 6:00 p.m. Monday through Friday</p>	<p>Prepay with any combination of quarters, dollar coins, dollar bills, or a major credit card in the pay station located in the lot using the parked vehicle's license plate number or through the City's pay-by-cell provider at the time the vehicle is parked satisfying the \$4.00 daily parking fee or after one of the following calendar pre-payments have been made:  Monthly - \$80.00  Quarterly - \$228.00  Annual- \$864.00  or with the display of a Daily Visitor Pass displaying the current month, day and year each time vehicle is parked.</p>	<p>Employee</p>	<p>Identification (Subsection 7-25.4g. and h.)</p>

Ground floor facing Broad Street pursuant to special conditions for uses by the United States Postal Services as determined by snowfall and the need to clear the Railroad Avenue Lot.	Times shown in the <i>Time Period</i> column	Night time only. All vehicles to be removed by 9:30 a.m.	United States Postal Service Vehicles per contract with City.	United States Postal Service Vehicles logo.	
<u>Special Event</u>	<u>Only during special event</u>	<u>One time special event daily fee, special event overnight parking fee, special event weekend parking fee</u>	<u>\$5.00 - \$30.00 based upon a special event parking fee established by the resolution of the Common Council prior to the Special Event; which resolution shall be posted in a conspicuous place at the municipal parking areas and on the City's website.</u>	<u>None</u>	<u>Subsection 7-8.5-5.</u>
<b>e. Lot #6A Broad Street Lot - East</b>  Northerly side of Broad Street at its intersection with Summit Avenue space #'s 3-21; 81-110; 174-184.  Spaces are reserved for residents and downtown employees whose vehicle/s is registered with the City and possess a valid digital parking permit.	13 hours	From 5:00 a.m. to 6:00 p.m. Monday through Friday	Prepay with any combination of quarters, dollar coins, dollar bills, or a major credit card in the pay station located in the lot using the parked vehicle's license plate number or through the City's pay-by-cell provider at the time the vehicle is parked satisfying the \$4.00 daily parking fee or after one of the following calendar pre-payments have been made: Monthly - \$80.00 Quarterly - \$228.00 Annual- \$864.00 or with the display of a	Resident/ Employee	No overnight parking permitted

			Daily Visitor Pass displaying the current month, day and year each time vehicle is parked.		
<u>Special Event</u>	<u>Only during special event</u>	<u>One time special event daily fee, special event overnight parking fee, special event weekend parking fee</u>	<u>\$5.00 - \$30.00 based upon a special event parking fee established by the resolution of the Common Council prior to the Special Event; which resolution shall be posted in a conspicuous place at the municipal parking areas and on the City's website.</u>	<u>None</u>	<u>Subsection 7-8.5-5.</u>
<b><i>g. Lot #4 Elm Street Lot</i></b>  West side of Elm Street between Broad Street and Morris Avenue.  Spaces are reserved for residents and downtown employees whose vehicle/s is registered with the City and possess a valid digital parking permit	13 hours	From 5:00 a.m. to 6:00 p.m. Monday through Friday	Prepay with any combination of quarters, dollar coins, dollar bills, or a major credit card in the pay station located in the lot using the parked vehicle's license plate number or through the City's pay-by-cell provider at the time the vehicle is parked satisfying the \$4.00 daily parking fee or after one of the following calendar pre-payments have been made: Monthly - \$80.00 Quarterly - \$228.00 Annual- \$864.00 or with the display of a Daily Visitor Pass displaying the current month, day and year each time vehicle is parked.	Resident/ Employee/ Resident Overnight	Identification (Subsection 7-25.4g. and h.)
<u>Special Event</u>	<u>Only during special event</u>	<u>One time special event daily fee, special event</u>	<u>\$5.00 - \$30.00 based upon a special event parking fee established by the resolution of the Common Council prior to</u>	<u>None</u>	<u>Subsection 7-8.5-5.</u>

		<u>overnight parking fee, special event weekend parking fee</u>	<u>the Special Event; which resolution shall be posted in a conspicuous place at the municipal parking areas and on the City's website.</u>		
<p><i>i. Lot #9 - Sampson Lot</i></p> <p>Summit Avenue and Morris Avenue and Oakland Place - Public Parking area - East Section facing Morris Avenue. Space #'s 500-596.</p>	13 hours	From 5:00 a.m. to 6:00 p.m. Monday through Friday	<p>Prepay with any combination of quarters, dollar coins, dollar bills, or a major credit card in the pay station located in the lot using the parked vehicle's license plate number or through the City's pay-by-cell provider at the time the vehicle is parked satisfying the \$4.00 daily parking fee or after one of the following calendar pre-payments have been made:</p> <p>Monthly - \$80.00  Quarterly - \$228.00  Annual- \$864.00</p> <p>or with the display of a Daily Visitor Pass displaying the current month, day and year each time vehicle is parked.</p>	Resident/ Employee/ Resident Overnight	<p>Identification (Subsection 7-25.4g. and h.)</p> <p>Yellow lined spaces</p>
Restricted parking area for use by Board of Education/ Middle School employees and teachers - West Section as posted.			None	None	Board of Education parking sticker required
<u>Special Event</u>	<u>Only during special event</u>	<u>One time special event daily fee, special event overnight</u>	<u>\$5.00 - \$30.00 based upon a special event parking fee established by the resolution of the Common Council prior to the Special Event; which</u>	<u>None</u>	<u>Subsection 7-8.5-5.</u>

		<u>parking fee, special event weekend parking fee</u>	<u>resolution shall be posted in a conspicuous place at the municipal parking areas and on the City's website.</u>		
<p><b>j. Lot #11 Railroad Avenue Lot</b></p> <p>Between Railroad Avenue and Broad Street and between the United States Postal Facility and 12 Chestnut Avenue</p> <p>Spaces are reserved for downtown employees whose vehicle/s is registered with the City and possess a valid digital parking permit</p>	13 hours	From 5:00 a.m. to 6:00 p.m. Monday through Friday	Prepay with any combination of quarters, dollar coins, dollar bills, or a major credit card in the pay station located in the lot using the parked vehicle's license plate number or through the City's pay-by-cell provider at the time the vehicle is parked satisfying the \$4.00 daily parking fee or after one of the following calendar pre-payments have been made: Monthly - \$80.00 Quarterly - \$228.00 Annual- \$864.00 or with the display of a Daily Visitor Pass displaying the current month, day and year each time vehicle is parked.	Downtown employee only for day parking/ Resident Overnight	Identification (Subsection 7-25.4g. and h.)
Special contract conditions for uses by the United States Postal Services.	Times shown in the <i>Time Period</i> column.	From 3:00 p.m. to 9:30 a.m. Monday thru Saturday and from 3:00 p.m. Saturday to 9:30 a.m. Monday	United States Postal Service Vehicles per contract with City.		
<u>Special Event</u>	<u>Only during</u>	<u>One time special</u>	<u>\$5.00 - \$30.00 based upon a special event</u>	<u>None</u>	<u>Subsection 7-8.5-5.</u>

	<u>special event</u>	<u>event daily fee, special event overnight parking fee, special event weekend parking fee</u>	<u>parking fee established by the resolution of the Common Council prior to the Special Event; which resolution shall be posted in a conspicuous place at the municipal parking areas and on the City's website.</u>		
<b>k. Lot #11 Maple Lot (K-Lot)</b> Maple Street between DeForest and Euclid Avenues.	13 hours	From 5:00 a.m. to 6:00 p.m. Monday through Friday	Prepay with any combination of quarters, dollar coins, dollar bills, or a major credit card in the pay station located in the lot using the parked vehicle's license plate number or through the City's pay-by-cell provider at the time the vehicle is parked satisfying the \$4.00 daily parking fee or after one of the following calendar pre-payments have been made: Monthly - \$80.00 Quarterly - \$228.00 Annual- \$864.00 or with the display of a Daily Visitor Pass displaying the current month, day and year each time vehicle is parked.	Downtown employee only for day parking /Resident Overnight	Identification (Subsection 7-25.4g. and h.)
<u>Special Event</u>	<u>Only during special event</u>	<u>One time special event daily fee, special event overnight parking fee, special event weekend parking fee</u>	<u>\$5.00 - \$30.00 based upon a special event parking fee established by the resolution of the Common Council prior to the Special Event; which resolution shall be posted in a conspicuous place at the municipal parking areas and on the City's website.</u>	<u>None</u>	<u>Subsection 7-8.5-5.</u>

<p><b><i>l. Lot #12 Tier Garage (200 Alley and 400 Alley)*</i></b></p> <p>Behind the stores on the westerly side of Maple Street and between the railroad and the stores on the southerly side of Springfield Avenue.</p> <p>Editor's Note: See Subsection 7-25.4i for lease of parking spaces by certain business owners.</p>	13 hours	From 5:00 a.m. to 6:00 p.m. Monday through Friday	<p>Prepay with any combination of quarters, dollar coins, dollar bills, or a major credit card in the pay station located in the lot using the parked vehicle's license plate number or through the City's pay-by-cell provider at the time the vehicle is parked satisfying the \$4.00 daily parking fee or after one of the following calendar pre-payments have been made:</p> <p>Monthly - \$80.00  Quarterly - \$228.00  Annual- \$864.00</p> <p>or with the display of a Daily Visitor Pass displaying the current month, day and year each time vehicle is parked.</p>	Downtown employee only for day parking /Resident Overnight	Identification (Subsection 7-25.4g. and h.)
<u>Special Event</u>	<u>Only during special event</u>	<u>One time special event daily fee, special event overnight parking fee, special event weekend parking fee</u>	<u>\$5.00 - \$30.00 based upon a special event parking fee established by the resolution of the Common Council prior to the Special Event; which resolution shall be posted in a conspicuous place at the municipal parking areas and on the City's website.</u>	<u>None</u>	<u>Subsection 7-8.5-5.</u>
<p><b><i>m. Lot #13 Broad Street East Non-Resident Lot</i></b></p> <p>Space #s 22-80 and 111-173</p>	13 hours	From 5:00 a.m. to 6:00 p.m. Monday through Friday	<p>Pay for the daily \$10.00 parking fee to either the current contracted valet service with cash, credit card or a pre-payment of</p> <p>Monthly - \$200.00  Quarterly - \$600.00  Annual- \$2,400.00 or by using the parked</p>	None	No overnight parking permitted

			vehicle's license plate, prepay with any combination of quarters, dollar coins, dollar bills, or a major credit card in the pay station located in the lot or through the City's pay-by-cell provider at the time the vehicle is parked satisfying the daily parking fee.		
<u>Special Event</u>	<u>Only during special event</u>	<u>One time special event daily fee, special event overnight parking fee, special event weekend parking fee</u>	<u>\$5.00 - \$30.00 based upon a special event parking fee established by the resolution of the Common Council prior to the Special Event; which resolution shall be posted in a conspicuous place at the municipal parking areas and on the City's website.</u>	<u>None</u>	<u>Subsection 7-8.5-5.</u>

Section 3. All ordinances or parts of ordinances inconsistent herewith are hereby repealed and this ordinance shall take effect upon final passage and publication as provided by law.

(latest additions are indicated by underline, deletions by ~~strikethroughs~~)

Dated:

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing ordinance was duly passed by the Common Council of said City at a regular meeting held on

Approved:

Mayor

City Clerk

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# PARKING SERVICES AGENCY

CITY HALL, 512 SPRINGFIELD AVENUE SUMMIT, NJ 07901  
908-522-5100  
PARKING@CITYOFSUMMIT.ORG  
WWW.CITYOFSUMMIT.ORG



## MEMORANDUM

To: Mayor Radest and Members of Common Council  
From: Rita M. McNany, Parking Services Manager  
Date: June 27, 2016  
Re: Resolution for PGA Special Event Parking Fee

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If Council approves the ordinance establishing Special Event Parking Fees then the next step would be to approve a Special Event Parking Fee for the 2016 PGA by the attached resolution. Council will also need to decide on the parking fee which could range in the upwards of \$20 or \$30 per vehicle for non-resident vehicles parking for the PGA from Monday through Sunday. Summit residents will only pay the \$4 parking fee with the proper permit during the week and will not be charged on the weekend.

1. The upcoming PGA tournament is on July 25 through August 1, 2016 hosted in nearby Springfield where event goers are asked to take mass transit to Summit and then board a bus to be brought to Springfield's Baltusrol Golf Course. While we do not advertise any PGA parking in Summit and ask that all event goers use mass transportation to Summit, inevitably some event goers drive to Summit to park their vehicles here to access the busses to Springfield.
2. Parking Services (along with public works personnel paid by Parking Services) staffs this large event to protect Summit's parking first for resident commuters, downtown employees and our vibrant downtown shoppers and visitors. Only if and when there is open availability in any commuter and employee parking areas will the City consider letting PGA goers park in our facilities. This is approved by the Chief of Police on a daily basis throughout the PGA.

The overtime (labor) and expenses (signs, barricades, uniforms and supplies), costs Parking Services close to \$18,000. The PGA is not reimbursing Parking Services for these expenses.

To cover these overtime costs, a Special Event Parking Fee could be charged for \$25-\$30 per parker. Summit residents will only be charged the \$4/daily fee. In order to facilitate the Special Event Parking Fee, Council would need to establish this ordinance and if passed on July 5, then the Council would need to approve the required resolution establishing this Special Event Parking Fee for the PGA at the July 5<sup>th</sup> meeting.

As stipulated, the payment kiosks will be programmed for this event to accept a credit card payment at the kiosk or through the City's pay-by-cell payment app, if applicable.

A Special Event is classified as:

1. A definition of Special Events

A Special Event is defined as an event occurring when municipal parking lot areas are not necessary for daily resident commuters, downtown employee parking and visitors/shoppers and which require additional City of Summit Parking Service's staff.

2. Establishment of Special Event Parking Fees by Resolution

Special Event Parking Fees shall be established by resolution of the Common Council prior to the Special Event, which said resolution shall be posted in a conspicuous place at the municipal parking areas and on the City's website.

3. Range of Special Event Fees

Special Parking Fees shall be within a range of \$5.00 to \$30.00 for each vehicle parked for a defined period, including a one-time Special Event Daily Parking Fee, Special Event Overnight Parking Fee and/or a Special Event Weekend Parking Fee.

4. Payment Method

Payment shall be made at the electronic pay station located in the municipal parking lot. The machine shall be programmed for each Special Event. Use of the City's cell phone parking payment app provided will be used if applicable. No cash shall be accepted.

5. Ability to issue violations and/or towing of vehicles

Those vehicles that remain in the municipal parking lot after the authorized period of the Special Event are subject to a violation and/or being towed at the vehicle owner's expense.

The only lots/garages that are considered at this time to allow for Special Event parking are:

- Broad Street Garage
- Broad Street East Lot
- PO Lot
- Chestnut Lot
- Elm Street Lot
- Sampson Lot

No Special Event Parking Fees will be charged unless the prior approval is sought by resolution of the Common Council. I appreciate your consideration in this matter.



TO: Mayor and Common Council  
FROM: Aaron Schrager, City Engineer/ Deputy DCS Director  
DATE: June 1, 2016

**SUMMARY**

The 2016 Sewer User Charge is derived by combining charges established by the Joint Meeting of Essex & Union Counties with the City's Sewer Utility Operating Budget.

The table below details the 2016 charges:

Source	2016 Proposed
City of Summit	\$229.00
#Units	10,579
New Providence	\$196.22
#Units	3,682
Industrial	\$86,025.62

<b>ORDINANCE #</b>	<b>16-3118</b>
Introduction Date:	6/21/2016
Hearing Date:	7/5/2016
Passage Date:	
Effective Date:	7/5/2016

**An Ordinance to Establish 2016 Fees for Operating and Maintaining the Sanitary Sewer System in the City of Summit, County of Union, New Jersey (Establish 2016 sewer user fees)**

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT, as follows:

Section 1. Pursuant to Ordinance #1781, passed December 16, 1980, the following Sewer User Charges be and they are hereby set for 2016:

<b>USER CATEGORY</b>	<b>CHARGE</b>
<b>Domestic</b>	
Summit - Per Unit	\$229.00
<b>Agreements</b>	
New Providence - Per Unit (upon receipt of full payment by September 1, 2016 or unit charge shall revert to the Domestic Summit - Per Unit charge) 3,682 units @ \$196.22 = \$722,482.04	\$722,482.04
<b>Industrial</b>	
Novartis Pharmaceuticals	\$872.87
FRC- Electrical Industries	\$1,611.60
Celgene Corporation	\$65,145.38
Lucent Technologies	<u>\$18,395.69</u>
Total	\$86,025.54

Section 2. The above mentioned Sewer User Charges shall be due and payable as follows:

<b>USER CATEGORY</b>	<b>DUE DATE</b>
<b>Domestic</b>	September 1, 2016
<b>Agreements</b>	September 1, 2016
<b>Industrial</b>	September 1, 2016

Section 3. The interest rates, per annum, to be charged on delinquent Sewer User Charges for 2016 were fixed per Resolution #37188, dated January 5, 2016, as follows:

<b>AMOUNT</b>	<b>INTEREST RATE</b>
Up to \$1,500.00	8%
Over \$1,500.00	18%

Excess of \$10,000.00

An additional 6% for a delinquency  
when same is not paid by the end of  
the year mentioned above

Section 4. That the appropriate municipal employees be and they are hereby authorized to process the cancellation of domestic sewer user fee delinquencies and/or refunds of less than Ten Dollars (\$10.00).

Section 5. All Ordinances or parts of Ordinances inconsistent herewith are hereby repealed, and this Ordinance shall be effective upon final passage and publication according to law.

Dated:

I, Rosalia M. Licatase, City Clerk of the  
City of Summit, do hereby certify that  
the foregoing ordinance was duly passed  
by the Common Council of said City at  
a regular meeting held on

Approved:

Mayor

City Clerk

**ACCEPTANCE ELKS CLUB OF SUMMIT DONATION TO FIRE DEPARTMENT - VALUE OF  
\$250**

WHEREAS, on November 6, 2013, the Common Council of the City of Summit adopted Resolution 35983 seeking approval from the Department of Local Government Services, for a Dedication by Rider for bequests and gifts to the Police and Fire Departments, and

WHEREAS, on November 25, 2013, approval was granted by the Department of Community Affairs, Division of Local Government Services, for a dedication by rider of unanticipated revenues resulting from bequests or gifts to the Police and Fire Departments, and

WHEREAS, in a memo dated June 15, 2016, the Fire Chief advises that the Elks Club of Summit has generously donated \$250.00 to be used to provide equipment for the department's newly formed Honor Guard.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

The City of Summit does hereby accept the aforementioned donation from the Elks Club of Summit in the amount of \$250.00, which will be used to provide equipment for the Fire Department Honor Guard.

Dated: July 5, 2016

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said city at a regular meeting held on Tuesday evening, July 5, 2016.

City Clerk



**CITY OF SUMMIT  
FIRE DEPARTMENT**

**MEMO**

**TO:** MEMBERS OF THE PUBLIC SAFETY COMMITTEE  
COUNCILWOMAN OGDEN  
MAYOR RADEST

**FROM:** CHIEF ERIC EVERS

**RE:** RESOLUTION AUTHORIZING ACCEPTANCE OF A DONATION FROM THE SUMMIT ELKS CLUB

**DATE:** JUNE 15, 2016

**COPY:** MICHAEL ROGERS, CITY ADMINISTRATOR  
MARGE GERBA, CITY TREASURER  
ROSEMARY LICATESE, CITY CLERK

---

A resolution is requested at the July 5, 2016 meeting of Common Council, authorizing the acceptance of a \$250.00 donation from the Elks Club of Summit. This donation used to provide equipment needed for the department's newly formed Honor Guard.

Thank you for your consideration in this matter.

Donation from Elks Club  
for Honor Guard

FD 108  
DEPOSIT TICKET 55-7203-2212

CITY OF SUMMIT  
FIRE PREVENTION ACCOUNT  
512 SPRINGFIELD AVENUE  
SUMMIT, NJ 07901

investors Bank  
Summit Office • Summit, NJ 07901  
Investors 24 Hour Service: 1-888-444-4466 • myinvestorsbank.com

DATE 6.20.16  
DEPOSITS MAY NOT BE AVAILABLE FOR ACCESSIBLE WITHDRAWAL

	DOLLARS	CENTS
CURRENCY		
COIN		
CHECKS * IF EACH SEPARATE *		
1	250	00
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
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21		
22		
23		
24		
25		
26		
27		
28		
TOTAL FROM OTHER SIDE OR ATTACHED LIST		
PLEASE PRINT THE TOTAL HERE	250	00

\$ 250.00

⑆22127203⑆ 539906385⑆

MEMO

PAY TO THE ORDER OF Summit Fire Department Honor Guard

Two Hundred Fifty and 00/100\*\*\*\*\*  
Summit Fire Department Honor Guard

SUMMIT ELKS LODGE #1246  
40 Maple Street, Summit, NJ 07901

investors Bank  
Summit Office • Summit, NJ 07901  
Investors 24 Hour Service: 1-888-444-4466 • myinvestorsbank.com  
55-7203-2212

5/25/2016

\$\*\*250.00

DOLLARS

2304

Security features. Details on back.

MEMO

⑆002304⑆ ⑆22127203⑆ 010018042⑆

AUTHORIZED SIGNATURE

Attachment: Elks Club Donation to FD Honor Guard 7-5-16 (4353 : Acceptance Elks Club of Summit Donation to Fire Department)

SUMMIT ELKS LODGE #1246

Summit Fire Department Honor Guard

Summit FD Honor Guard

5/25/2016

250.

Res 4353  
7/5/16

ISB Summit LODGE #

250.

**AUTHORIZE USE OF PUBLIC PROPERTY - PARKLET PILOT PROGRAM**

WHEREAS, in a memo dated June 15, 2016, the Director of the Department of Community Services (the Director) advises that the City continues to explore opportunities to enhance the downtown through ways that will attract more people and more activity in the downtown which will help strengthen our community, and

WHEREAS, the Parklet concept, which is a seasonal, temporary seating platform which would be placed flush with the curb to create an extension of the sidewalk by replacing one or two parking spaces with a small park, will provide a social space and amenities to visitors of the downtown, and

WHEREAS, the Director further advises that a comprehensive evaluation was performed to find suitable locations in the downtown for a Parklet Pilot Program, using certain criteria, such as high pedestrian traffic, calm vehicular traffic conditions, close proximity to food establishments and areas of existing narrow sidewalks that might offer the potential for temporary sidewalk expansion, and

WHEREAS, the location which has been selected for the Parklet Pilot Program (Program) is 356 Springfield Avenue, and

WHEREAS, the Director advises that the proposed Program has generated interest from adjacent business owners located at the selected area, namely -- Batavia Café and Tito's Burritos and Wings, and the same adjacent business owners have committed to paying a total of \$4,500.00 towards the cost of installation, in addition to providing amenities, tables and chairs and daily maintenance of the Parklet, and

WHEREAS, the City shall be responsible for the balance of installation cost, approximately 5,000.00, and

WHEREAS, in addition the City has been offered a donation of three (3) barrier planters to be used in conjunction with the project, by a Summit resident, and

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

1. That it does hereby authorize the Director of the Department of Community Services to proceed with the Parklet Pilot Program using the selected location of 356 Springfield Avenue, and
2. That the Parklet Pilot Program shall be in effect from July 6, 2016 to November 11, 2016.

3. That the City's contribution to the Program shall be \$5,000.00, which the City Treasurer has provided for through a certification of the availability of funds in Account No. C-04-24-018-000-000, a copy of which is attached hereto and made a part of this resolution.
4. That the Director of the Department of Community Services be responsible for collecting the cost share of \$2,625.00 each from Batavia and Tito's Burritos, as well as secure signed affirmation that they will be responsible for providing amenities, tables and chairs and daily maintenance of the Parklet.
5. That installation of the Parklet and of maintenance of the Parklet by adjacent business owners shall be supervised by the Director of the Department of Community Services.
6. That the Director of the Department of Community Services is authorized to close off the number of parking spaces necessary to facilitate the installation of the Parklet and shall coordinate same with the Parking Services Agency Manager.
7. That the City does hereby accept the donation of three (3) barrier planters for use in the Parklet Pilot Program as offered by the Summit resident referenced in the Director's memo.
8. That upon the completion of the Parklet Pilot Program, the Director of the Department of Community Services shall provide a report to the governing body of the results and recommendations of the pilot program.

Dated: June 21, 2016

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, June 21, 2016.

City Clerk



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**RESOLUTION (ID # 4351)**

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DOC ID: 4351 A

TO: Mayor and Common Council

FROM: Paul Cascais, Director - Department of Community Services

DATE: June 15, 2016

In October 2015, the Buildings and Grounds (B&G) Committee began to discuss and explore a potential public /private partnership concept that potentially could enhance the downtown by attracting more people and more activity, thus strengthening the community.

The Parklet concept was presented to the Governing Body and the public at the April 19, 2016 Council meeting. Topology, the City's professional re-development planner, provided Council with an overview of the concept and its success in various communities in the U.S.

Parklets are designed to be an extension of the sidewalk in public areas that provides social space and amenities for people using the street. Parklets are temporary seating platforms placed flush with the curb, creating an extension of the sidewalk by replacing one or two parking spaces with a small park.

After a comprehensive evaluation of potential locations in the downtown, it was determined there are locations which are more suitable than others. In determining suitable locations, many factors were evaluated and considered such as high pedestrian traffic, calm vehicular traffic conditions, i.e. a 25 MPH speed limit, signalized controlled intersections within the block, close proximity to food service establishments and areas of narrow sidewalks that offer the potential for temporary sidewalk expansion.

The recommended location selected for the Parklet pilot program is 356 Springfield Avenue; this location is on the south side of the street, adjacent to Batavia Café and Tito's Burritos and Wings. This location meets the criteria listed above. The area needed for the Parklet will require the temporary closure of two (2) parking spaces for the period of the pilot. Parklets are typically seasonal applications which are installed in May and removed in early November. Given they are temporary structures of approximately of 40 feet long and 6 feet wide, they offer the flexibility to disassemble if needed. This Parklet, if approved, will be disassembled and removed temporarily

during the milling and paving project scheduled for mid to late August, 2016.

There are various costs associated with the installation of a Parklet, the Parklet decking, amenities, and safety elements, such as wheel stops and barrier planters. This pilot project has generated interest from both adjacent business owners, the owners of Tito's Burritos and Wings and Batavia Café have committed to provide funding in the amount of \$4500., as well as providing amenities, tables and chairs and will commit to the daily maintenance of the Parklet. They have agreed to remove the tables and chairs after each business day and provide daily litter cleaning. The cost associated for the City's contribution is approximately \$5000. The funding for the City's contribution for pilot Parklet project is available through ordinance #00-2418.

A resolution is required by Council authorizing the use of a public road, approximately 40 feet by 6 feet from the curb, adjacent to 356 Springfield Avenue for the installation of a Parklet.



**9.B.a**

**A**

**Packet Pg. 57**

TO: Mayor Nora Radest, Members of the City of Summit Common Council  
FROM: Widya Pertusi  
DATE: June 16, 2016  
SUBJECT: Parklet Letter of Support

Dear Mayor Radest and Members of the City of Summit Common Council,

I am writing to express my support for a parklet to be constructed in front of Batavia Cafe located at 356 Springfield Avenue. I understand that the parklet would take the place of two parking spots. This parklet will be a great asset to the neighborhood in addition to being a space for patrons of the Springfield Avenue businesses to congregate without blocking the sidewalk or venturing into the street. I believe that this pedestrian and neighborhood amenity will contribute to building and growing the vitality of our business community in the Central Retail Business District.

Additionally, I, Widya Pertusi, commit to maintaining the parklet while it is installed. This will include 1) setting up tables and chairs at the beginning of each business day; 2) taking down and securing tables and chairs at the end of each business day; and 3) ensuring that the area around the parklet stays clean and free of litter.

Sincerely,

  
\_\_\_\_\_

WIDYA PERTUSI

Name

BATAVIA CAFE

356 SPRINGFIELD AVE. SUMMIT, NJ 07901

Address

908 918 0100 / widya @  
Contact batavia

6/16/16

Date

Attachment: Parklet Batavia (4351 : Authorize Use of Public Property for Parklet Pilot Program)

TO: Mayor Nora Radest, Members of the City of Summit Common Council  
FROM: Tito's Burritos & Wings Restaurant  
DATE: 6/16/2016  
SUBJECT: Parklet Letter of Support

Dear Mayor Radest and Members of the City of Summit Common Council,

I am writing to express my support for a parklet to be constructed in front of Tito's Burritos & Wings located at 356 Springfield Avenue in Summit, NJ. I understand that the parklet would take the place of two parking spots. This parklet will be a great asset to the neighborhood in addition to being a space for patrons of the Springfield Avenue businesses to congregate without blocking the sidewalk or venturing into the street. I believe that this pedestrian and neighborhood amenity will contribute to building and growing the vitality of our business community in the Central Retail Business District.

Additionally, I Michael Caldarella, commit to maintaining the parklet while it is installed. This will include 1) setting up tables and chairs at the beginning of each business day; 2) taking down and securing tables and chairs at the end of each business day; and 3) ensuring that the area around the parklet stays clean and free of litter.

Sincerely,

  
(Signature)

Michael Caldarella  
Name (printed)

917-826-3578  
Contact (phone or email)

26 Washington St, Morristown, NJ 07960  
Address

6/16/16  
Date

Attachment: parklet tito's (4351 : Authorize Use of Public Property for Parklet Pilot Program)

Certification of Availability of Funds

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This is to certify to the Mayor and Common Council of the City of Summit that funds for the following resolution are available:

Resolution Date: July 5, 2016  
Resolution Doc Id: 4351

Vendor: Topology, NJ LLC  
19 Huges Place Apt A  
Summit, NJ 07901

Purchase Order Number: 16-02312

Account Number	Amount	Account Description
C-04-24-018-000-000	\$5,000.00	2418 & 2464 Improvement of SID 2000

Only amounts for the current Budget Year have been certified.  
Amounts for future years are contingent upon sufficient funds being appropriated.

Margaret V. Gerba  
City Treasurer/CFO

Attachment: Certification of Availability of Funds Parklet-Topology 7-5 (4351 : Authorize Use of Public Property for Parklet Pilot Program)

Resolution (ID # 4257)  
July 5, 2016

**AUTHORIZE 2016 SALARIES EFFECTIVE JANUARY 1, 2016**

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

That, retroactive to January 1, 2016, or as of the date indicated, the officers of the City be and they are hereby authorized and directed to pay the annual salaries as listed and any scheduled step or longevity increases due July 1, 2016, together with their associated retroactive adjustments herein.

<b>Employee</b>	<b>Title</b>	<b>Salary</b>
Rogers, Michael	City Administrator	\$175,000
Champney, Megan	Assistant to the Administrator	80,163
Cairns, Amy	P/T Public Information Officer (3/14/2016)	56,485
Licatese, Rosalia	City Clerk/Secretary to the Mayor & Council	103,867
Caputo, Michelle	Assistant Deputy City Clerk	64,649
Alves-Viveiros, Sonia	Deputy City Clerk	55,601
Hutchins, Hope	P/T Secretary III	30,059
Mitzner, Michael	Prosecutor	34,641
DeMassi, John	Public Defender	8,489
Gerba, Margaret	Chief Financial Officer/City Treasurer	100,283
Berger, Melissa	Assistant City Treasurer (2/16/2016)	70,548
Moore, Joan	Senior Account Clerk	70,406
Goode, Gregory	Finance Account Clerk	45,365
Ruggiero, Juliet	Tax Collector	87,678
Dougherty, Patricia	P/T Deputy Tax Collector	53,756
O'Connor, Timothy	Tax Assessor	88,137
Crossan, Lois	Tax Assessing Clerk	63,836
Flynn, Bryan	P/T Deputy Tax Assessor	54,728
Weck, Robert	Police Chief	181,480
Zagorski, Steven	Police Captain	163,088
Bartolotti, Andrew	Police Captain	157,158
Rabasca, Michael	Police Lieutenant	147,653
Richel, David	Police Lieutenant	147,653
Cantone, Michael	Police Lieutenant	144,919
Rice, John	Police Sergeant (5/1/2016)	135,066
Frank, Peter	Police Sergeant	132,610

Martin, Ronald	Police Sergeant	132,610
Treiber, Michael	Police Sergeant	130,854
Rich, Thomas	Police Sergeant	130,154
Proctor, Richard	Police Sergeant	123,487
Buntin, Matthew	Police Sergeant	122,787
Rutkowski, Sam	Police Sergeant	122,787
Freeman, Robert	Police Officer	117,631
Finnegan, Craig	Police Officer	116,081
Freedon James	Police Officer	116,081
Lyons, Louis	Police Officer	116,081
O'Leary, Sean	Police Officer	116,081
Watson, Rodney	Police Officer	116,081
Byrne, Michael	Police Officer	115,481
Pedersen, Raymond	Police Officer	115,431
Peer, Jeffrey	Police Officer	115,431
Werthmann, Brian	Police Officer	115,431
Sauers, Jonathan	Police Officer	113,931
Robertson, Charles	Police Officer	109,032
Daly, Charles	Police Officer	108,332
DeFilippis, Donald	Police Officer	107,482
Eriksen, Christian	Police Officer	107,482
Garcia, Jonathon	Police Officer	107,482
Griffin, Leland	Police Officer	107,482
Kotiga, David	Police Officer	107,482
Maggiulli, Kathleen	Police Officer	107,482
McDermott, Gerald	Police Officer	107,482
Medina, Christopher	Police Officer	107,482
Padilla, John	Police Officer	107,482
Peters, Ryan	Police Officer	107,482
Rice, Elizabeth	Police Officer	107,482
Santos, Paulo	Police Officer	107,482
Sauers, Karen	Police Officer	107,482
Stanek, Ryan	Police Officer	107,482
Kwiatek, Keith	Police Officer	71,635
Tarentino, Matthew	Police Officer	66,858
Brunetto, John	Police Officer	66,008
Ludena, Henry	Police Officer	66,008
Deets, Jeffrey	Police Officer	54,754
Griffiths, Nicole	Police Administrative Assistant	66,421
Ferreira, Pamela	Police Administrative Assistant	64,649
Karsen, Lauren	Police Records Clerk	63,836
Luther, Danielle	Police Administrative Clerk	61,335
Ortman, Jennifer	Police Records Clerk	45,365
Evers, Eric	Fire Chief	176,287
Nelson, Donald	Deputy Fire Chief	154,176
Fabrizio, Nancy	Fire Administrative Assistant	71,735

Lock, Richard	Fire Battalion Chief	142,219
Guida, David	Fire Battalion Chief	139,633
Imbimbo, Paul	Fire Battalion Chief	137,047
Hudkins, Jeffrey	Fire Lieutenant	126,454
Evers, Henry Clint	Fire Battalion Chief	125,054
Harnois, Brian	Fire Lieutenant	114,958
Jenks, Kenneth	Fire Lieutenant	114,958
Moschello, Joseph	Firefighter/Fire Sub-Code Official	114,617
Cook, Michael	Firefighter	112,904
May, David	Firefighter	112,904
McNamara, Jeffrey	Firefighter	112,904
Deluca, Frank	Firefighter	110,851
Duetsch, Timothy	Firefighter	108,798
Iannella, Gabriel	Firefighter	108,798
Mallon, Scott	Firefighter	108,798
Mullen, Lon	Firefighter	108,798
Murray, Thomas III	Firefighter	108,798
Stagaard, Richard	Firefighter	108,798
Vecchia, Louis	Firefighter	108,798
Kirkland, Thomas	Firefighter/Inspector	104,949
Pignatello, James	Fire Lieutenant	104,537
Dorko, Christopher	Firefighter	102,640
Nichols, Dwight	Firefighter	102,640
Mammone, Michael	Firefighter	102,640
Faulks, Jeffrey	Firefighter	81,955
Esposito, Christopher	Firefighter	73,454
Bonczo, John	Firefighter	50,906
Tavis, Brian	Firefighter	50,906
Penn, Thomas	Firefighter	45,000
Lemons, Matthew	Firefighter	45,000
Cascais, Paul	Director, Department of Community Services	151,770
Holenstein, Christopher	Public Works Manager	101,369
Blades, Jin	Administrative Manager	81,246
Armstrong, Phyllis	Administrative Assistant	63,836
Schrager, Aaron	City Engineer/ Deputy Director DCS	135,582
Matias, Ricardo	Assistant City Engineer	98,503
Toth, Lori	P/T Assistant Engineer	85,351
Rillo, J Doug	RR&M Roads Foreman	99,746
Diaz, Ernesto Jr	RR&M Assistant Foreman	80,002
Torres, Wilson	RR&M Equipment Operator	79,555
Palmer, Jerome	RR&M Equipment Operator	75,162
Russo, Anthony	RR&M Truck Driver	74,876
Baldwin, Raymond	RR&M Equipment Operator	74,162
Dasti John	RR&M Driver	68,569
Martinez, Waldemar	RR&M Maintenance Worker	51,732

Laprezioso, Nicholas	RR&M Maintenance Worker	45,872
Caputo, James	PW Sewer & Maintenance Foreman	99,746
Lynaugh, Thomas	PW Assistant Foreman	80,002
Pietrantuono, Salvatore	PW Equipment Operator	75,162
Pacifica, Jeffrey	PW Driver	74,876
Rogers, Kevin	PW Building Operator	55,995
Baldwin, Matthew	PW Maintenance Worker	45,872
Wolfe, Warren	PW Maintenance Worker	45,872
Hopkins, Levon	G&T Truck Driver	72,153
Gonzalez, Jose	G&T Truck Driver	69,569
Gaeta, Louis	G&T Truck Driver	69,069
Hunt, Eddie	G&T Maintenance Worker	64,304
Rodriguez, Luis	G&T Maintenance Worker	64,304
Alvarado, Donald	G&T Maintenance Worker	63,804
Pinzon, John	G&T Maintenance Worker	55,055
Armijo, Fernando	Lead Person/Recycling Collection Driver	74,662
Caputo, Michael	TS Municipal Disposal Foreman	83,650
Montagna, Nicholas	TS Senior Operator	80,002
Martinez, Jose	TS Tractor Driver	75,162
DelDuca, Sebastian	Compost Area Equipment Operator	81,028
Shaffery, Russell	Compost Area Maintenance Worker	64,804
Cooper, Raymond	Garage Fleet & Equipment Foreman	99,996
Bilello, Joseph	Garage Mechanic	86,602
Leontowycz, Victor	Garage Mechanic	79,252
Caputo, Richard	P&ST Foreman	97,932
Phillips Robert Jr	P&ST Assistant Foreman	80,002
Reyes, Gustavo	P&ST Senior Maintenance Worker	79,555
Ruiz, Jesus	P&ST Climber 1	77,241
D'Angelo, Anthony	P&ST Tree Climber/Operator	75,162
Docs, Ronald	P&ST Maintenance Worker	63,804
Paradise, Peter	P&ST Tree Climber/Operator	55,995
Guanill, Joseph	P&ST Maintenance Worker	53,395
Gerity, Thomas	Golf Course Maintenance Worker	80,002
Anderson, Christa	Zoning Officer	98,228
Matarredona, Jorge	Safe homes Inspector	63,836
Portine, Leon	P/T Property Maintenance Inspector	32,830
Leblein-Josephs, Judith	Director, Department of Community Programs	135,582
Ozoroski, Mark	Assistant Director, DCP	101,103

Hughes, Maria	Administrative Assistant	77,568
McGhee, Joanne	Office Manager	77,568
Mannaerts, Sophie	Program Supervisor	60,226
Demayo, Ronald	Registered Environmental Health Specialist	104,918
Mauro, N Gayle	Registrar of Vital Statistics	70,406
Galvez, Samantha	Deputy Registrar of Vital Statistics (DOH 1/4/2016)	49,067
Keating, Eileen	Municipal Court Administrator	113,016
Bogosian, Donald	Municipal Court Judge	53,550
Parisi, Jessie	Acting Deputy Court Administrator	66,548
Huertas, Marilyn	Violation Clerk	61,335
Lewis, Gary	UCC Construction Official/Chief Inspector	128,682
Doyle, Anthony	UCC Building Inspector	89,298
Maritato, Ralph	UCC Building Inspector	89,298
Kostrowski, John	UCC P/T Plumbing Inspector	65,113
Delizio, Eric	UCC P/T Electrical Inspector	61,745
Estrin, Lilya	UCC Secretary III	61,335
Ghetti, Donna	UCC Secretary III	57,244
Kolbeck, Karen	UCC Secretary II	57,209
Daniels, William	UCC P/T Building Inspector	42,865
Bove, Sharon	UCC P/T Secretary II	32,691
Priore, Parick	Sewer Utility Operator	75,162
Negri, Joseph	Sewer Utility Maintenance Worker	69,634
McGovern, Ryan	Sewer Utility Driver	69,069
Zotti, Christopher	Sewer Utility Operator	67,895
McNany, Rita	Parking Services Manager	95,842
Rodriguez, Juan	Parking Technician	73,063
Ring, Susan	Parking Administrative Assistant	66,421
Horn, Kathleen	Parking Enforcement Officer	61,786
Fortune, Wanda	Parking Enforcement Office	57,209
Sawicki, Nicole	Parking Secretary II	57,209

Dated: July 5, 2016

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, July 5, 2016.

City Clerk

Resolution (ID # 4343)  
July 5, 2016

**ADVERTISE FOUR ASSESSMENT HEARINGS: 1. ESSEX ROAD CURB AND SIDEWALK IMPROVEMENTS 2. MAGNOLIA PLACE, PRIMROSE PLACE, MONTVIEW ROAD, AND SURREY ROAD CURB AND SIDEWALK IMPROVEMENTS 3. FAIRVIEW AVENUE CURB AND SIDEWALK IMPROVEMENTS 4. FERNWOOD ROAD AND RIDGE ROAD CURB AND SIDEWALK IMPROVEMENTS**

WHEREAS, the City Engineer of the City of Summit has reported in writing the assessment for benefits conferred by the improvement of a portion of various roads in and by the City including:

1. the reconstruction and resurfacing of a portion of Essex Road in and by the City, so as to provide a roadway pavement at least equal in useful life or durability to a roadway pavement of Class B construction (as such term is used or referred to in section 40A:2-22 of said Local Bond Law) and the construction or reconstruction therein of granite block curbs and concrete sidewalks adjacent to those lands designated on the official tax map of the City as Lots 10 and 11 in Block 2306, Lots 1 and 8 in Block 2304, Lots 14 to 17, both inclusive, in Block 2305, Lot 5 in Block 2402, Lots 30 to 32, both inclusive, and 34 in Block 2405, Lots 8 to 16, both inclusive, in Block 2501, Lots 17 to 20, both inclusive, 22 and 23 in Block 2611, including all storm water drainage facilities, milling, inlets, structures, appurtenances, equipment, site work, work and materials necessary therefor or incidental thereto, and prescribed by Ordinance #13-3026, passed on September 3, 2013, and
2. the reconstruction and resurfacing of various roads in and by the City, including, Magnolia Place, Primrose Place, Montview Road and Surrey Road, so as to provide a roadway pavement at least equal in useful life or durability to a roadway pavement of Class B construction (as such term is used or referred to in section 40A:2-22 of said Local Bond Law) and the construction or reconstruction therein of granite block curbs and concrete sidewalks adjacent to those lands designated on the official tax map of the City as Lots 1, 2, 13 and 14 in Block 4801, Lots 2, 3 and 14 to 16, both inclusive, in Block 4802, Lots 8, 9 and 15 in Block 4606, and Lots 1 and 2 in Block 5104, including all storm water drainage facilities, milling, inlets, structures, appurtenances, equipment, site work, work and materials necessary therefor or incidental thereto, and prescribed by Ordinance #13-3027, passed on September 3, 2013, and
3. the reconstruction and resurfacing of Fairview Avenue in and by the City, so as to provide a roadway pavement at least equal in useful life or durability to a roadway pavement of Class B construction (as such term is used or referred to in section 40A:2-22 of said Local Bond Law) and the construction or reconstruction therein of granite block curbs and concrete sidewalks adjacent to those lands designated on the official tax map of the City as Lots 16 to 18, both inclusive, 20 to 24, both inclusive, 26, 27, 29 and 31 to 33, both inclusive, in Block 1703, Lots 12 to 14, both inclusive, and 17 in Block 1802, and Lots 8 to 14, both inclusive, in Block 1801, including all storm water

drainage facilities, milling, inlets, structures, appurtenances, equipment, site work, work and materials necessary therefor or incidental thereto, and prescribed by Ordinance #14-3064, passed on July 29, 2014, and

4. the reconstruction and resurfacing of Fernwood Road and Ridge Road in and by the City, so as to provide a roadway pavement at least equal in useful life or durability to a roadway pavement of Class B construction (as such term is used or referred to in section 40A:2-22 of said Local Bond Law) and the construction or reconstruction therein of granite block curbs and concrete sidewalks adjacent to those lands designated on the official tax map of the City as Lots 9 to 15, both inclusive and 17 in Block 2301, Lots 1, 1.01, 16 to 19, both inclusive, 21 and 24 to 27, both inclusive, in Block 2201, Lots 1 and 32 to 35, both inclusive in Block 2105, Lots 4 and 5 in Block 2103, Lot 11 in Block 2206, Lots 1, 9, 10, 12 and 13 in Block 2204, Lots 1 to 6, both inclusive and 9 in Block 2202, and Lots 1, 2, 3, 5, 6, 7, 9 and 10 in Block 2302, including all storm water drainage facilities, milling, inlets, structures, appurtenances, equipment, site work, work and materials necessary therefor or incidental thereto, and prescribed by Ordinance #14-3065, passed on July 29, 2014,

and did provide for assessment of the cost and expense thereof on the owner or owners of land in front of which said improvement is made.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

That the said report/s be considered by this body at a regular meeting to be held on Tuesday evening, July 26, 2016, at City Hall at 7:30 P.M., and the City Clerk be and she is hereby authorized and directed to give at least two weeks previous notice thereof by advertising the same in the Union County Local Source, a newspaper circulating in the City of Summit, once in each week for two weeks prior to said meeting, and also by mailing a copy of said notice to the owner or owners named in said report, directed to their last known post office address. Said notice briefly to state the object of the meeting with reference to such assessment.

Dated: July 5, 2016

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, July 5, 2016.

City Clerk

# MEMORANDUM

To: Rosemary Licatase, City Clerk  
From: Aaron J. Schrager, City Engineer  
Date: June 10, 2016  
Ecc: Tim O'Connor, Tax Assessor  
RE: Hearing for Special Assessments of Sidewalks and Curbs



In accordance with the City's policy for assessment ordinances, a public hearing was held on June 7, 2016 in the DCS conference room. Three (3) residents came to the hearings and twenty (20) called to discuss their assessments. Changes to the preliminary assessments were made as needed and final costs sheets are attached to this memo. The specific ordinances are as follows:

1. 13-3026 Essex Road
2. 13-3027 Magnolia, Montview, Primrose, Surrey
3. 14-3064 Fairview
4. 14-3065 Fernwood & Ridge

At this time I recommend that the cost sheets for these projects be accepted by Council and to schedule a formal hearing for each ordinance.



# Project Assessment Sheet

Essex Road Curb Cost: \$24.00  
 City of Summit - Engineering Division Per LF  
 908.273.6404  
 DATE: 5.16.2016  
 Checked By: RM 5.26.2016 (noted)

BLOCK	LOT	#	ADDRESS	GRANITE CURB		CONCRETE SIDEWALK 4"		Credit	TOTAL ASSESMENT
				LF	\$24/LF	SY	\$60/SY		
2306	10	112	Essex Road	23	\$ 552.00	0	\$0.00		\$552.00
2306	11	108	Essex Road	30	\$ 720.00	0	\$0.00		\$720.00
2304	1	60	Whittredge Road	175	\$ 4,200.00	0	\$0.00		\$4,200.00
2304	8	62	Essex Road	172	\$ 4,128.00	0	\$0.00		\$4,128.00
2305	14	82	Essex Road	90	\$ 2,160.00	0	\$0.00		\$2,160.00
2305	15	78	Essex Road	100	\$ 2,400.00	0	\$0.00		\$2,400.00
2305	16	74	Essex Road	171	\$ 4,104.00	0	\$0.00		\$4,104.00
2305	17	34	Dogwood Drive	14	\$ 336.00	0	\$0.00		\$336.00
2402	5	109	Essex Road	35	\$ 840.00	0	\$0.00		\$840.00
2405	30	55	Essex Road	257	\$ 6,168.00	0	\$0.00		\$6,168.00
2405	31	65	Essex Road	169	\$ 4,056.00	0	\$0.00		\$4,056.00
2405	32	75	Essex Road	200	\$ 4,800.00	0	\$0.00		\$4,800.00
2405	34	5	Robin Hood Road	112	\$ 2,688.00	0	\$0.00		\$2,688.00
2501	8	3	Essex Road	196	\$ 4,704.00	0	\$0.00		\$4,704.00
2501	9	7	Essex Road	250	\$ 6,000.00	0	\$0.00		\$6,000.00
2501	10	9	Essex Road	125	\$ 3,000.00	0	\$0.00		\$3,000.00
2501	11	11	Essex Road	100	\$ 2,400.00	0	\$0.00		\$2,400.00
2501	12	17	Essex Road	197	\$ 4,728.00	0	\$0.00		\$4,728.00
2501	13	19	Essex Road	200	\$ 4,800.00	3.55	\$213.00		\$5,013.00
2501	14	21	Essex Road	150	\$ 3,600.00	0	\$0.00		\$3,600.00
2501	16	63	Whittredge Road	93	\$ 2,232.00	0	\$0.00		\$2,232.00
2611	17	30	Essex Road	438	\$ 10,512.00	0	\$0.00		\$10,512.00
2611	18	22	Essex Road	204	\$ 4,896.00	0	\$0.00	-\$406.60	\$4,489.40
2611	19	16	Essex Road	150	\$ 3,600.00	0	\$0.00		\$3,600.00
2611	20	14	Essex Road	150	\$ 3,600.00	0	\$0.00		\$3,600.00
2611	22	6	Essex Road	200	\$ 4,800.00	3.55	\$213.00		\$5,013.00
2611	23	2	Essex Road	239	\$ 5,736.00	1.77	\$106.20		\$5,842.20
TOTAL					\$101,760.00		\$532.20	-\$406.60	\$101,885.60



**Project Assessment Sheet**

City of Summit - Engineering Division  
 908.273.6404  
 DATE: 5.16.2016  
 Checked By: RM

BLOCK	LOT	#	ADDRESS	GRANITE CURB		CONCRETE SIDEWALK 4"		TOTAL ASSESMENT
				LF	\$24/LF	SY	\$54/SY	
4606	8	3	Montview Road	75	\$ 1,800.00	0	\$0.00	\$1,800.00
4606	9	9	Montview Road	75	\$ 1,800.00	0	\$0.00	\$1,800.00
4606	10	11	Montview Road	110	\$ 2,640.00	0	\$0.00	\$2,640.00
4606	15	121	Oak Ridge Avenue	0	\$ -	3.56	\$192.24	\$192.24
4802	2	5	Primrose Place	75	\$ 1,800.00	0	\$0.00	\$1,800.00
4802	3	7	Primrose Place	75	\$ 1,800.00	0	\$0.00	\$1,800.00
4801	1	1	Magnolia Place	180	\$ 4,320.00	0	\$0.00	\$4,320.00
4801	2	5	Magnolia Place	100	\$ 2,400.00	0	\$0.00	\$2,400.00
4802	14	161	Oak Ridge Avenue	80	\$ 1,920.00	0	\$0.00	\$1,920.00
4802	15	6	Magnolia Place	100	\$ 2,400.00	0	\$0.00	\$2,400.00
4802	16	162	Mountain Avenue	181	\$ 4,344.00	0	\$0.00	\$4,344.00
4801	13	2	Surrey Road	155	\$ 3,720.00	0	\$0.00	\$3,720.00
5104	1	1	Surrey Road	200	\$ 4,800.00	0	\$0.00	\$4,800.00
5104	2	7	Surrey Road	100	\$ 2,400.00	0	\$0.00	\$2,400.00
TOTAL								\$36,336.24

Attachment: 4 assmt ord memo & cost sheets (4343 : Advertise Four Assessment Hearings - Essex, MMPS, Fairview, and Fernwood & Ridge)



## Project Assessment Sheet

PROJECT: Fairview Avenue Improvements  
 City of Summit - Engineering Division  
 908.273.6404  
 DATE: 5.26.16  
 checked by RM 5/26/2016

Curb Cost: \$20.00 Per LF  
 Sidewalk Cost: \$50.00 Per SY  
 Driveway Cost: \$70.00 Per SY

BLOCK	LOT	#	ADDRESS	CURB		SIDEWALK		DRIVEWAY		Credit	Final Amount
				LF	COST	SY	COST	SY	COST		
1703	16	44	Fairview Avenue	105	\$ 2,100.00	0	\$ -	0	\$ -		\$ 2,100.00
	17	42	Fairview Avenue	55	\$ 1,100.00	0	\$ -	0	\$ -		\$ 1,100.00
	18	40	Fairview Avenue	55	\$ 1,100.00	0	\$ -	0	\$ -		\$ 1,100.00
	19	38	Fairview Avenue	0	\$ -	0	\$ -	0	\$ -		\$ -
	20	36	Fairview Avenue	50	\$ 1,000.00	0	\$ -	0	\$ -		\$ 1,000.00
	21	34	Fairview Avenue	60	\$ 1,200.00	0	\$ -	0	\$ -		\$ 1,200.00
	22	32	Fairview Avenue	50	\$ 1,000.00	0	\$ -	0	\$ -		\$ 1,000.00
	23	30	Fairview Avenue	15	\$ 300.00	0	\$ -	0	\$ -		\$ 300.00
	24	28	Fairview Avenue	50	\$ 1,000.00	0	\$ -	0	\$ -		\$ 1,000.00
	25	24	Fairview Avenue	0	\$ -	0	\$ -	0	\$ -		\$ -
	26	22	Fairview Avenue	50	\$ 1,000.00	0	\$ -	0	\$ -		\$ 1,000.00
	27	20	Fairview Avenue	50	\$ 1,000.00	0	\$ -	0	\$ -		\$ 1,000.00
	28	18	Fairview Avenue	0	\$ -	0	\$ -	0	\$ -		\$ -
29	16	Fairview Avenue	50	\$ 1,000.00	0	\$ -	0	\$ -		\$ 1,000.00	
30	14	Fairview Avenue	0	\$ -	0	\$ -	0	\$ -		\$ -	
31	12	Fairview Avenue	75	\$ 1,500.00	0	\$ -	0	\$ -		\$ 1,500.00	
32	10	Fairview Avenue	0	\$ -	0	\$ -	0	\$ -		\$ -	
33	8	Fairview Avenue	125	\$ 2,500.00	0	\$ -	0	\$ -		\$ 2,500.00	
					\$ -		\$ -		\$ -		\$ -
1802	12	661	Springfield Avenue	106	\$ 2,120.00	0	\$ -	0	\$ -		\$ 2,120.00
	13	7	Fairview Avenue	60	\$ 1,200.00	0	\$ -	0	\$ -		\$ 1,200.00
	14	9	Fairview Avenue	19	\$ 380.00	0	\$ -	0	\$ -		\$ 380.00
	15	11	Fairview Avenue	0	\$ -	0	\$ -	0	\$ -		\$ -
	16	13	Fairview Avenue	0	\$ -	0	\$ -	0	\$ -		\$ -
	17	17	Fairview Avenue	12	\$ 240.00	0	\$ -	0	\$ -		\$ 240.00
					\$ -		\$ -		\$ -		\$ -
1801	8	25	Fairview Avenue	75	\$ 1,500.00	0	\$ -	0	\$ -		\$ 1,500.00
	9	27	Fairview Avenue	40	\$ 800.00	0	\$ -	0	\$ -		\$ 800.00
	10	29	Fairview Avenue	12	\$ 240.00	0	\$ -	0	\$ -		\$ 240.00
	11	31	Fairview Avenue	12	\$ 240.00	0	\$ -	0	\$ -		\$ 240.00
	12	35	Fairview Avenue	22	\$ 440.00	0	\$ -	0	\$ -		\$ 440.00
	13	37	Fairview Avenue	20	\$ 400.00	0	\$ -	0	\$ -		\$ 400.00
	14	39	Fairview Avenue	16	\$ 320.00	0	\$ -	0	\$ -		\$ 320.00
	15	32	Beekman Road	0	\$ -	0	\$ -	0	\$ -		\$ -
<b>TOTAL</b>					<b>\$23,680.00</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ 23,680.00</b>



**Project Assessment Sheet**

PROJECT: Fernwood Road & Ridge Road Improvements  
 City of Summit - Engineering Division  
 908.273.6404  
 DATE: 6.25.14  
 Checked By: INITIALS: AJS

Curb Cost: \$20.00 Per LF  
 Sidewalk Cost: \$75.00 Per SY  
 Driveway Cost: \$75.00 Per SY  
 Granite Block: \$50.00 Per SY

BLOCK	LOT	#	ADDRESS	CURB		SIDEWALK		DRIVEWAY		GRANITE BLOCK APRONS		Credit	Final Amount
				LF	COST	SY	COST	SY	COST	SY	COST		
2301	17	6	Whittridge Road	19	\$ 380.00	9.8	\$ 735.00	8.5	\$ 637.50				\$ 1,752.50
	15	10	Fernwood Road	0	\$ -	4.4	\$ 333.33	0	\$ -				\$ 333.33
	14	14	Fernwood Road	0	\$ -	0	\$ -	0	\$ -				\$ -
	13	18	Fernwood Road	24	\$ 480.00	0	\$ -	5.3	\$ 400.00				\$ 880.00
	12	20	Fernwood Road	20	\$ 400.00	0	\$ -	0	\$ -	7.50	\$ 375.00		\$ 775.00
	11	24	Fernwood Road	17	\$ 340.00	0	\$ -	0	\$ -				\$ 340.00
	10	24	Ridge Road	392	\$ 7,840.00	55.6	\$ 4,166.67	0	\$ -				\$ 12,006.67
	9	26	Ridge Road	309	\$ 6,180.00	1.8	\$ 133.33	0	\$ -	25.40	\$ 1,270.00		\$ 7,583.33
2201	1	39	Ridge Road	137	\$ 2,740.00	0	\$ -	0	\$ -				\$ 2,740.00
	1.01	37	Ridge Road	60	\$ 1,200.00	0	\$ -	0	\$ -				\$ 1,200.00
	27	35	Ridge Road	25	\$ 500.00	0	\$ -	13.9	\$ 1,041.67				\$ 1,541.67
	26	33	Ridge Road	166	\$ 3,320.00	0	\$ -	0	\$ -				\$ 3,320.00
	25	29	Ridge Road	24	\$ 480.00	0	\$ -	12.7	\$ 950.00				\$ 1,430.00
	24	42	Fernwood Road	114	\$ 2,280.00	0	\$ -	0	\$ -				\$ 2,280.00
	21	60	Fernwood Road	3	\$ 60.00	0	\$ -	0	\$ -				\$ 60.00
	19	70	Fernwood Road	2	\$ 40.00	0	\$ -	6.3	\$ 475.00				\$ 515.00
	18	72	Fernwood Road	31	\$ 620.00	0	\$ -	20.2	\$ 1,516.67				\$ 2,136.67
	17	76	Fernwood Road	107	\$ 2,140.00	0	\$ -		\$ -	12.40	\$ 620.00		\$ 2,760.00
	16	55	Oxbow Lane	174	\$ 3,480.00	0	\$ -	0	\$ -				\$ 3,480.00
2105	1	58	Oxbow Lane	106	\$ 2,120.00	0	\$ -	0	\$ -				\$ 2,120.00
	35	92	Fernwood Road	96	\$ 1,920.00	0	\$ -	0	\$ -	12.00	\$ 600.00		\$ 2,520.00
	34	96	Fernwood Road	90	\$ 1,800.00	0	\$ -	0	\$ -				\$ 1,800.00
	33	100	Fernwood Road	3	\$ 60.00	0	\$ -	8.9	\$ 666.67	12.40	\$ 620.00		\$ 1,346.67
	32	165	Hill Crest Avenue	120	\$ 2,400.00	0	\$ -	0	\$ -				\$ 2,400.00
2103	5	166	Hill Crest Ave	330	\$ 6,600.00	0	\$ -	0	\$ -				\$ 6,600.00
	4	126	Fernwood Road	15	\$ 300.00	0	\$ -		\$ -				\$ 300.00
2206	11	117	Fernwood Road	101	\$ 2,020.00	0	\$ -	0	\$ -				\$ 2,020.00
2204	1	107	Fernwood Road	150	\$ 3,000.00	0	\$ -	10	\$ 750.00	14.00	\$ 700.00		\$ 4,450.00
	13	103	Fernwood Road	110	\$ 2,200.00	0	\$ -	0	\$ -				\$ 2,200.00
	12	99	Fernwood Road	180	\$ 3,600.00	0	\$ -	0	\$ -				\$ 3,600.00
	10	91	Fernwood Road	17	\$ 340.00	0	\$ -	0	\$ -				\$ 340.00
	9	87	Fernwood Road	125	\$ 2,500.00	0	\$ -	0	\$ -				\$ 2,500.00
2202	9	65	Fernwood Road	47	\$ 940.00	0	\$ -	0	\$ -	32.00	\$ 1,600.00		\$ 2,540.00
	6	49	Fernwood Road	102	\$ 2,040.00	0	\$ -	0	\$ -				\$ 2,040.00
	5	43	Fernwood Road	104	\$ 2,080.00	0	\$ -	0	\$ -				\$ 2,080.00
	4	19	Ridge Road	465	\$ 9,300.00	0	\$ -	10.9	\$ 816.67				\$ 10,116.67
	3	17	Ridge Road	150	\$ 3,000.00	0	\$ -	0	\$ -				\$ 3,000.00
	2	11	Ridge Road	117	\$ 2,340.00	0	\$ -	0	\$ -	44.00	\$ 2,200.00		\$ 4,540.00
	1	7	Ridge Road	108	\$ 2,160.00	0	\$ -	0	\$ -				\$ 2,160.00
2302	10	130	Hobart Avenue	0	\$ -	8.9	\$ 666.67	0	\$ -				\$ 666.67
	9	25	Fernwood Road	0	\$ -	40.9	\$ 3,066.67	0	\$ -				\$ 3,066.67
	7	21	Fernwood Road	0	\$ -	3.6	\$ 266.67	0	\$ -				\$ 266.67
	6	17	Fernwood Road	0	\$ -	3.6	\$ 266.67	0	\$ -				\$ 266.67
	5	15	Fernwood Road	110	\$ 2,200.00	10.7	\$ 800.00	7.6	\$ 566.67				\$ 3,566.67
	3	9	Fernwood Road	0	\$ -	10.7	\$ 800.00	0	\$ -				\$ 800.00
	2	5	Fernwood Road	0	\$ -	8.9	\$ 666.67	0	\$ -	6.60	\$ 330.00		\$ 996.67
	1	3	Fernwood Road	0	\$ -	7.1	\$ 533.33	0	\$ -				\$ 533.33
<b>TOTAL</b>					\$83,400.00		\$12,435.00		\$ 7,820.83		\$ 8,315.00		\$ 111,970.83

Resolution (ID # 4344)  
July 5, 2016

**AUTHORIZE EXECUTION OF MEMBERSHIP RENEWAL AGREEMENT WITH MORRIS  
COUNTY COOPERATIVE PRICING SYSTEM OCTOBER 1, 2016 THROUGH SEPTEMBER  
30, 2021**

WHEREAS, the Morris County Cooperative Pricing Council (“MCCPC”) was created in 1974 to conduct a voluntary cooperative pricing system with municipalities, boards of education, and other public bodies located in the County of Morris and adjoining counties, and

WHEREAS, the purpose of the MCCPC is to provide substantial savings on various goods and services to its members through the cooperative public bidding process, and

WHEREAS, the City of Summit desires to enter into an Agreement with the MCCPC, which is administered by Randolph Township as Lead Agency to renew its membership in the MCCPC for the period of October 1, 2016 through September 30, 2021.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

1. That the Mayor and City Clerk be and they are hereby authorized to sign a renewal agreement with the Morris County Cooperative Pricing System by the Township of Randolph as Lead Agency pursuant to N.J.S.A. 40A:11-11(5) for a five (5) year period beginning October 1, 2016 to September 30, 2021.
2. The City Clerk is hereby directed to submit a copy of this adopted resolution, along with an executed Agreement, to Randolph Township as Lead Agency of the MCCPC.
3. This resolution shall take effect immediately upon final passage according to law.
4. All appropriate City of Summit officials are authorized and directed to perform all required acts to affect the purpose of this resolution.

Dated: July 5, 2016

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, July 5, 2016.

City Clerk



Community Service Department (DCS)  
R - Finance/Personnel

[www.cityofsummit.org](http://www.cityofsummit.org)

Meeting: 07/05/16 07:30 PM

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**RESOLUTION (ID # 4344)**

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DOC ID: 4344

TO: Mayor and Common Council

FROM: Paul Cascais, Director - Department of Community Services

DATE: June 14, 2016

The City currently participates in several cooperative purchasing systems which provide valuable tax dollars savings to the community. The Morris County Cooperative Pricing Council (MCCPC) is administered through the Township of Randolph and has over 125 participating governmental agencies.

The MCCPC bids various items, products and services from road resurfacing, gasoline and fuel, deicing materials, equipment, automobiles, uniforms, hardware supplies, turf maintenance services, to name a few. The benefits to participating in a cooperative purchasing system is to obtain best value through the power of aggregation and competition, it reduces the administrative burden by saving time and money in contract production.

The City utilizes the MCCPC to purchase various items and contracts for services and products on a routine basis, providing great value to the City. Each participating member is required to pay an annual fee of \$1250.00 as the estimated prorated share of the administrative expenses. The payment through December 31, 2016 has been made. It is my recommendation Council passes a resolution executing the Agreement to renew membership in the MCCPC by the Township of Randolph as Lead Agency. The membership renewal is for a five (5) year period from October 1, 2016 through September 30, 2021.



Morris County Cooperative Pricing Council  
502 Millbrook Avenue, Randolph, NJ 07869-3799  
Tel: (973) 989.7059 • Fax: (973) 989.7076

## MORRIS COUNTY COOPERATIVE PRICING COUNCIL AGREEMENT

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and between

City of Summit

512 Springfield Avenue

Summit, NJ 07901

("Contracting Unit")

and:

**MORRIS COUNTY COOPERATIVE PRICING COUNCIL, by the TOWNSHIP OF RANDOLPH**, a Municipal Corporation of the State of New Jersey 07869-3799, Acting as Lead Agency for the Morris County Cooperative Pricing Council.

("MCCPC")

### WITNESSETH:

**WHEREAS**, N.J.S.A. 40A:11-11(5) authorizes two or more contracting units to enter into a cooperative pricing agreement for the purchase of work, materials and supplies; and

**WHEREAS**, the MCCPC was created in 1974 to conduct a voluntary cooperative pricing system with municipalities, boards of educations, and other public bodies located in the County of Morris and adjoining counties; and

**WHEREAS**, the purpose of the MCCPC is to provide substantial savings on various goods and services to its members through the cooperative public bidding process; and

**WHEREAS**, the Contracting Unit is desirous of entering into said Agreement to join or renew membership in the MCCPC.

**NOW, THEREFORE, IN CONSIDERATION** of the promises and of the covenants, terms and conditions herein set forth, it is mutually agreed as follows:

Attachment: MCCPC Agreement 2016-2021 (4344 : Authorize Execution of Membership Renewal Agreement With Morris County Coop)

1. The term of this Agreement shall be from **OCTOBER 1, 2016** to **SEPTEMBER 30, 2021**, subject to the approval of the Division of Local Government Services. Each Contracting Unit shall execute a separate, identical Agreement with the MCCPC establishing or renewing its membership with the MCCPC. All parties shall have approved the within Agreement by Ordinance or Resolution as appropriate. An executed Agreement and authorizing Ordinance or Resolution shall be submitted to the Lead Agency. Any party to this Agreement shall give written notice to the Lead Agency of its intention to terminate its participation in the MCCPC by August 31<sup>st</sup> of any year during the Agreement term. Said termination shall be effective on October 1<sup>st</sup> following said notice. The withdrawal of any member in the MCCPC shall not invalidate the Agreement.
2. The MCCPC shall be administered by the Lead Agency. The Lead Agency is hereby designated as Randolph Township. The Lead Agency shall prepare bid specifications, advertise for bids, receive and evaluate bids and award contracts pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq.
3. The Lead Agency shall have sufficient funds to enable it to administer the MCCPC.

It is agreed that each member shall pay to the Lead Agency an annual fee of One Thousand Two Hundred Fifty Dollars **(\$1,250.00)** as their estimated prorated share of the administrative expenses. **A DISCOUNT IN THE AMOUNT OF ONE HUNDRED FIFTY DOLLARS (\$150.00) SHALL BE APPLIED TO MEMBERS WHO SUBMIT THEIR PAYMENT EARLY.** A reduced fee of One Thousand One Hundred Dollars **(\$1,100.00)** can be submitted in lieu of the full fee if said payment is received by the Lead Agency within forty-five **(45) days** from the date of the invoice. The full fee is due to the Lead Agency within ninety **(90) days** from receipt of the invoice from the Lead Agency. Failure of any member to submit the annual fee to the Lead Agency within ninety (90) days of the date of the invoice shall result in the termination of membership.

The annual fee is for the administration of the MCCPC and does not cover fees associated with litigation costs.

Members may join or rejoin the MCCPC at any time for a prorated fee to be determined by the Lead Agency.

4. Each member of the MCCPC shall provide the Lead Agency with one contact person. The MCCPC shall provide the designated contact person for each member with all notices and correspondence related to the MCCPC.
5. The Lead Agency shall hold an annual meeting of the members to update the members on the MCCPC activities, provide a forum for the exchange of ideas and to address any concerns.

6. The work, materials or supplies to be bid by the MCCPC may include the following:

<b>Contract</b>	<b>Description</b>
#1	Motor Gasoline
#2	#2 Fuel Oil (Heating)
#3	Rock Salt & Liquid Calcium Chloride
#4	Snow Grits
#5	Paving Materials
#6	Road Resurfacing
#7	Drainage Pipe (Delivered)
#8	Anti-Freeze
#9	Crushed Stone, Gravel & Sand
#10	Lumber, Insulation, Hardware, Paint & Paint Supplies
#11	Motor Oils & Miscellaneous Lubricants
#12	#2 Ultra Low Sulfur Diesel Fuel
#13-A	Fire Equipment Services
#13-B	Fire Water Pumps on Motorized Fire Apparatus (Repair/Rebuilding/Preventive Maintenance Contract)
#14	Catch Basins & Manhole Castings
#15-A	Police Pursuit Vehicles
#15-B	Administrative Passenger Vehicles
#15-C	Utility Vehicles
#15-D	Service/Truck Bodies
#15-E	Hybrid Vehicles
#15-F	Cab/Chassis With Dump Bodies
#16	Office Supplies
#17	Water Treatment Chemicals
#18	Tree Removal, Trimming & Stump Grinding Services
#19	Concrete Blocks & Granite Curb Blocks
#20-A	Sporting Goods (Spring/Summer Sports)
#20-B	Sporting Goods (Fall/Winter Sports)
#21	Oil & Stone Treatment
#22	D.P.W. Uniforms/Work Shoes/Boots
#23	Police Uniforms & Equipment
#24	Bagged Cement & Poured Concrete
#25	Janitorial Supplies
#26	Beam Guide Rail & Safety Ends (Installed)
#27	Traffic Paint
#28	Traffic Sign Materials
#29	Pest Control Services (Buildings)
#30	Office Paper Supplies
#31	Calcium Chloride Bags
#33	Clay for Athletic Fields
#34	Tree Spraying
#35	Light Bulbs

#36	Traffic Striping on Roadways
#37	Traffic Signal Maintenance & Repairs
#38	Preventive Maintenance/Repair of Communications Equipment (Radios)
#39	Furnishing Trophies & Plaques
#40	Personal Protection Items & Equipment for Emergency Personnel
#41	Purchase of Communications Equipment (Radios), No Installation
#42	Landscaping Materials & Supplies
#43	Propane Gas
#44	Welding Supplies
#45	Septic Pumping/Sludge Removal & Disposal Services/ Pump Station Wet Well Pumping/Pump Station Bypass Pumping
#46	Preventive Maintenance & Repairs of Emergency Generators
#47	Water Meters/Data Recorders & Radio Frequency Meter Interface Units
#48	Equipment Parts for Turf Care
#49	Disposal/Recycling of Municipal Road Clean-Up Materials (Street Sweepings/Asphalt/Concrete/Soil/Dirt)
#50	Fire Department Uniforms (Purchase)
#51	Deer Carcass Removal & Disposal
#52	Fire Alarms, Sprinklers, Standpipe Systems, Fire Pumps (Preventive Maintenance Contract)
#53	Fencing Materials & Installation

Contracts may be added or deleted as determined by the Lead Agency to be in the best interests of the MCCPC.

7. During the preparation of the bid specifications, the Lead Agency shall solicit estimated quantities of materials desired from the members for those contracts where appropriate. Said estimated quantities shall be included in the bid specifications. The bid specifications shall clearly provide to all vendors that said estimated quantities are simply estimates and the actual quantity ordered may be more or less. Similarly, members may not rely upon the estimated quantity submitted but instead all orders are subject to availability by the vendor at the time the order is actually placed by the member. Pursuant to N.J.A.C. 5:34-7.12(a), a member of the MCCPC which has not submitted estimated quantities for a contract to the MCCPC prior to the advertisement for bids may participate in the resulting contract only with prior written approval of the MCCPC and the successful bidder.
8. The ordering of materials or services through the MCCPC contracts shall be the individual responsibility of each of the members and the vendor shall bill each of the members directly for the materials or services obtained by that member directly. Each of the members shall be liable only for materials and services ordered by and received by it, and none, by virtue of this Agreement, assures any additional liability. Additionally, the MCCPC and the Lead Agency are not liable for materials or services ordered by and received by the individual members.

- 9. All complaints and/or problems associated with contracts awarded through the MCCPC must be submitted in writing to the Lead Agency. To the extent possible given the limited jurisdiction of the MCCPC, the Lead Agency will attempt to resolve all issues on behalf of its members. Reporting of all issues is also required so that they can be taken into consideration for future contracts.
- 10. Nothing in this Agreement shall prevent any party from bidding, awarding and entering into contracts for the purchase of goods or services individually on its own behalf.
- 11. The purpose of the MCCPC is to cooperatively bid contracts in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., for the purchase of goods and services in an effort to obtain the most competitive prices for the public body members. The MCCPC and Randolph Township as Lead Agency do not accept liability for damages which relate to or arise out of the ordering of, purchasing of or payment for goods or services by members under the MCCPC contracts.
- 12. This Agreement shall be binding upon and endure to the benefit of the successors and Assigns of the respective parties hereto.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their authorized officers the day and year written below.

ATTEST:

\_\_\_\_\_  
City of Summit

\_\_\_\_\_  
Rosalia M. Licatese, City Clerk

\_\_\_\_\_  
Nora Radest, Mayor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

MORRIS COUNTY COOPERATIVE PRICING  
COUNCIL by TOWNSHIP OF RANDOLPH  
as Lead Agency

\_\_\_\_\_  
Jenny Lambert  
Secretary/MCCPC Coordinator

\_\_\_\_\_  
Stephen P. Mountain  
Township Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attachment: MCCPC Agreement 2016-2021 (4344 : Authorize Execution of Membership Renewal Agreement With Morris County Coop)

Resolution (ID # 4345)  
July 5, 2016

**AUTHORIZE 2016-2021 PARTICIPATION IN UNION COUNTY COOPERATIVE PRICING  
SYSTEM**

WHEREAS, the City of Summit currently participates in the Union County Cooperative Pricing System with Union County as the Lead Agency, and

WHEREAS, Union County adopted a resolution to renew the Cooperative Pricing System for five (5) years from 2016 through 2021, and

WHEREAS, the City wishes to renew its participation in the System.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

1. That the City of Summit renews its participation with the Union County Cooperative Pricing System for 2016 through 2021.
2. That, if required by Union County, the Mayor and City Clerk be and they are hereby authorized to sign a renewal agreement with the Union County Cooperative Pricing System for the 2016 through 2021 term.

Dated: July 5, 2016

I, Rosalia M. Licatese, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, July 5, 2016.

City Clerk



Community Service Department (DCS)  
R - Finance/Personnel

[www.cityofsummit.org](http://www.cityofsummit.org)

Meeting: 07/05/16 07:30 PM

## RESOLUTION (ID # 4345)

DOC ID: 4345

TO: Mayor and Common Council

FROM: Paul Cascais, Director - Department of Community Services

DATE: June 14, 2016

The City currently participates in several cooperative purchasing systems which provide valuable tax dollars savings to the community. The Union County Cooperative Pricing System (UCCPS) is administered through the County of Union as the Lead Agency.

The UCCPS bids various items, products and services from, gasoline and fuel oil, de-icing materials, equipment parts and accessories, fuel dispensing units maintenance and repairs, traffic paint, and various services. The benefits to participating in a cooperative purchasing system is to obtain best value through the power of aggregation and competition, it reduces the administrative burden by saving time and money in contract production. The City utilizes the UCCPS to purchase various items and contracts for services and products on a routine basis, providing great value to the City.

The County of Union, as the lead agency, has passed a resolution on May 12, 2016 authorizing membership for system renewal with the Division of Local Government Services for a period not to exceed five (5) years. Attached please resolution # 2016-603 adopted by the Union County Board of Chosen Freeholders.

Therefore, it is my recommendation council passes a resolution renewing membership in the UCCPS by the County of Union as Lead Agency for a period not to exceed five (5) years.



### UNION COUNTY BOARD OF CHOSEN FREEHOLDERS

RESOLUTION: 2016-403

MAY 12, 2016

CHAIRMAN BRUCE H. BERGEN

**WHEREAS**, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements; and

**WHEREAS**, the County of Union, by way of Ordinance No. 414, adopted March 28, 1996, established the Union County Cooperative Pricing System, ID# 8UCCP; and

**WHEREAS**, pursuant to N.J.A.C. 5:34-7.1, *et seq.*, the County of Union, as the lead agency of the system, registered the Cooperative Pricing System with the State of New Jersey, Division of Local Government Services and obtained the approval of the Director of that division; and

**WHEREAS**, the Board of Chosen Freeholders of the County of Union authorized the County Manager to renew registration of the Union County Cooperative Pricing System by way of Resolution No. 2011-195 dated February 24, 2011; and

**WHEREAS**, pursuant to N.J.A.C. 5:34-7.5(f), the approval received from the Director of the Division of Local Government Services shall be for a period not to exceed five (5) years and that period has now expired; and

**WHEREAS**, N.J.A.C. 5:34-7.8 requires the County of Union to renew the registration of the Cooperative Pricing System with the Director of Local Government Services, upon the expiration of the previous registration and said renewal must be authorized by a resolution from the Board of Chosen Freeholders:

**NOW, THEREFORE, BE IT RESOLVED** that Board of Chosen Freeholder of the County of Union hereby authorizes the County Manager to renew the registration for the Union County Cooperative Pricing System, ID# 8UCCP; and

**BE IT FURTHER RESOLVED** that the Board of Chosen Freeholders further authorizes the County Manager on behalf of the County of Union, as the lead agency for the system, to apply to the Director of the Division of Local Government Services, on behalf of its membership for system renewal for a period not to exceed five (5) years.

No Sufficiency of Funds Required :

Approved as to Form:

Certifying as to an Original Resolution:

Certified as to a True Copy:

*Erich Meira*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

✓ Vote Record - Resolution 7283		Yes/Aye	No/Nay	Abstain	Absent
✓ Adopted	Bruce H. Bergen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Adopted as Amended	Angel G. Estrada	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Defeated	Sergio Granados	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tabled	Christopher Hudak	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Withdrawn	Bette Jane Kowalski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Alexander Mirabella	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Vernell Wright	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Linda Carter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Mohamed S. Jalloh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Resolution (ID # 4356)  
July 5, 2016

**GRANT EXTENSION OF INJURY LEAVE WITH PAY - DIVISION OF PUBLIC WORKS -  
ROADS UNIT EMPLOYEE (PENDING CLOSED SESSION DISCUSSION)**

Pending closed session discussion

Resolution (ID # 4355)  
July 5, 2016

**AUTHORIZE SUBMISSION OF LETTER OF INTEREST TO UNION COUNTY FOR THE  
SENIORS IN MOTION INITIATIVE**

WHEREAS, Union County is inviting municipalities to participate in a Seniors in Motion Initiative, through which Union County will provide a 15-passenger vehicle for local transportation of seniors, and

WHEREAS, participating municipalities will be responsible for the provision of insurance, vehicle maintenance and qualified drivers, and

WHEREAS, in order to participate in the Seniors in Motion Initiative, the City must submit a letter of interest to Union County by July 18, 2016, and

WHEREAS, the Community Programs Director recommends submitting a letter of interest for this program to provide an additional vehicle for the Senior Connection Bus program.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

1. That the Mayor be and she is hereby authorized to submit a Letter of Interest to Union County Seniors in Motion Initiative.
2. That the Mayor and City Clerk be and they are hereby authorized to execute a memorandum of agreement and any other required documents to facilitate acceptance of a vehicle from the Union County Seniors in Motion Initiative.

Dated: July 5, 2016

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, July 5, 2016.

City Clerk



Department of Community Programs  
R - General Services

[www.cityofsummit.org](http://www.cityofsummit.org)

Meeting: 07/05/16 07:30 PM

## RESOLUTION (ID # 4355)

DOC ID: 4355

TO: Mayor and Common Council

FROM: Judith Leblein-Josephs, Director - Department of Community Programs

DATE: June 17, 2016

On behalf of the Senior Citizen Program here in Summit, Mayor Nora Radest and I are seeking Common Council support for participation in the “Union County Seniors in Motion Initiative”, which is part of the “One County, One Community” Union County agenda for 2016. This initiative recognizes the critical need for additional transportation options for seniors and the disabled near their homes.

Through this initiative, Union County will provide a 15 passenger vehicle custom fitted with grab bars and low step access to insure safe and easy entry and exit of the vehicle. The vehicle will not have a “lift” but will be senior friendly.

Participating municipalities will be responsible for insurance, vehicle maintenance and qualified drivers.

This vehicle will provide Summit’s seniors and the Senior Connection Bus LLC with several exciting possibilities:

- Serve as a back- up vehicle when the Senior Connection Bus is out for service.
- Allow for possible expansion of Summit’s Senior Transportation Program to include out of town service for doctor appointments through grants or partnerships
- Allow for smaller senior local and regional trips and travel such as The Arboretum, area museums and events of interest, without taking the Senior Bus off the route.
- Allow for Senior shuttle service for City events on weekends and evenings

The City’s obligations would be as follows:

- Provide insurance as a City Fleet vehicle

- Provide maintenance as a City Fleet vehicle
- Provide CDL drivers (Available through DCP)
- Any future hourly salary obligations would be provided through grants, fees and partnerships to cover bus/van driver expenses
- Be operated through the Department of Community Programs in concert with Senior Connections LLC

The Senior Connections Bus is over 10 years old and maintenance needs have increased. As we fundraise and seek out grants for the purchase of a new bus, this vehicle holds an even greater importance.

Judith Josephs, Director of Community Programs will be in attendance at the July 5, 2016 meeting should you have additional questions. This will also be discussed with the General Services Committee on Friday, July 1, 2016. Mayor Nora Radest will also be available for input.



RECEIVED  
JUN 27 2016  
CITY CLERK'S OFFICE  
SUMMIT, N.J.

# COUNTY OF UNION

OFFICE OF BRUCE H. BERGEN  
Freeholder Chairman

June 23, 2016

**BOARD OF  
CHOSEN FREEHOLDERS**

BRUCE H. BERGEN  
*Chairman*

SERGIO GRANADOS  
*Vice Chairman*

LINDA CARTER

ANGEL G. ESTRADA

CHRISTOPHER HUDAK

MOHAMED S. JALLOH

BETTE JANE KOWALSKI

ALEXANDER MIRABELLA

VERNELL WRIGHT

ALFRED J. FAELLA  
*County Manager*

ROBERT E. BARRY, ESQ.  
*County Counsel*

JAMES E. PELLETTIERE, RMC  
*Clerk of the Board*

Dear Mayor Radest:

As Chairman of the Union County Board of Chosen Freeholders I am pleased to invite you to participate in my "Seniors in Motion" initiative, part of my "One County/One Community" agenda for 2016. This initiative recognizes the critical need for additional transportation options for seniors and the disabled near their homes. Through this initiative, Union County will provide a 15-passenger vehicle custom fitted with grab bars and low step access to insure safe and easy entry and exit of the vehicle. The Union County logo and related signage will appear on each vehicle and each municipality may add their own signage as desired. Union County will purchase the vehicle for you so that you can offer local transportation for seniors.

Participating municipalities will be responsible for the provision of insurance, vehicle maintenance and qualified drivers who hold a Commercial Drivers' License (CDL). Union County's existing Paratransit system will continue to provide rides, at minimal cost, for transportation to medical treatments and other related activities. The Paratransit fleet can accommodate those in wheelchairs and walkers and makes regularly scheduled trips to the Lyons VA Medical Center and the East Orange VA Medical Center.

If you would like to participate in the "Seniors in Motion" initiative, please send me a letter of interest by July 18<sup>th</sup>. Please mail to:

Union County Administration Building  
Attn: D. Saba, Office of the Director  
Union County Department of Human Services, 2<sup>nd</sup> floor  
10 Elizabethtown Plaza  
Elizabeth, NJ 07207

Include the name and telephone number of your designated contact person. Following receipt and review of letters, staff from the Union County Department of Human Services will contact your designee to finalize all details through a written memorandum of agreement (MOA). If you have

**ADMINISTRATION BUILDING**

Attachment: UC Van (4355 : Authorize Submission of Letter of Interest to Union County for the Seniors in Motion Initiative)

any questions, please contact the Office of the Director, Department of Human Services, at (908) 527-4808.

On behalf of the Board of Chosen Freeholders, thank you for your consideration of this transportation initiative to help our senior population.

Sincerely,



Bruce H. Bergen, Chairman  
Union County Board of Chosen Freeholders

Attachment/Picture of van

cc: James E. Pellettiere, Clerk of the Board  
Alfred J. Faella, County Manager  
Frank Guzzo, Director of Human Services



Colors Interiors Wheels Bodystyle Trims

INTRO DESIGN SAFETY PERFORMANCE TECHNOLOGY BUSINESS

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## A Place For Everyone

Your passengers want to travel in comfort and safety. The 2016 Express Passenger Van has spacious seating for 12 (15 available) and a long list of available safety features. For 2016, the OnStar Basic Plan<sup>†</sup> is included for five years. There's no doubt this full-size van is the right choice for you and your travelers.

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[Download Commercial Catalog](#)

## Accommodating design, inside and out

A customizable exterior and an impressively spacious interior combine to provide versatile accommodations for you and your passengers.

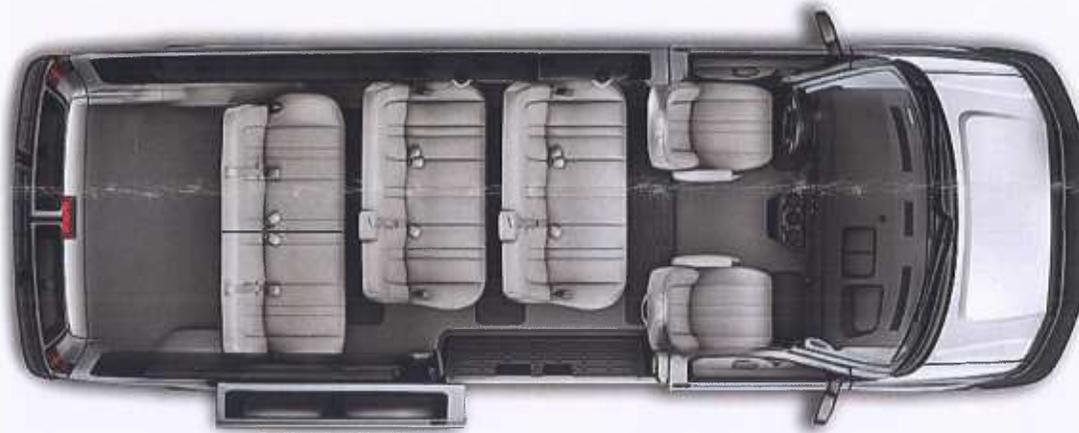
Extra space outside

Room for everyone

Comfort features

Attachment: UC Van (4355 : Authorize Submission of Letter of Interest to Union County for the Seniors in Motion Initiative)

- The **Chevrolet Accessory Hitch-Mount Container** is the perfect place to store equipment, luggage or anything else you need to take along
- Express is completely customizable on the outside with a number of available Chevrolet Accessories
- Seating for 12 is standard on all Full-Size Passenger Van models
- Seating for 15 is available when you opt for the extended wheelbase
- Passenger doors and rear swing-out doors come standard for easy loading, unloading, exit or entry
- Power windows and door locks are standard on all models
- Rear passenger air conditioning is standard on all LT models and available on LS models



TWELVE PASSENGER



FIFTEEN PASSENGER

## Safe Travels

Advanced engineering and safety technologies like the StabiliTrak® Electronic Stability Control System, standard on every Express Passenger Van, help the vehicle stay on course and prevent a crash.

With auto grade braking, standard on Express Full-Size Passenger Van 2500/3500 models, the 6-speed heavy-duty transmission downshifts automatically to help slow the vehicle when you apply the brakes while descending long, steep grades. And Trailer Sway Control, working in conjunction with the StabiliTrak® Electronic Stability Control System, helps you stay on track.

Express Passenger Vans come standard with head-curtain side-impact air bags and new seat-mounted thoracic air bags<sup>†</sup>. Also standard is Enhanced Technology Glass, which provides an added safety feature as it protects passengers from exiting the vehicle on impact. These are just some of the ways we're committed to helping keep you safe.

OnStar® Automatic Crash Response<sup>†</sup> standard for six months on full-size vans, means built-in sensors can alert an OnStar Advisor that you've been in crash, whether or not the air bags<sup>†</sup> deploy. Visit [onstar.com](http://onstar.com) to see the amazing ways OnStar can help keep you safe.

## Built to perform

The capability you'll find inside and out of the 2016 Express Passenger Van is matched by the powerful performance of our Vortec V8 engines and available Duramax® diesel.

On behalf of the Senior Citizen Program here in Summit, Mayor Nora Radest and I are seeking Common Council support for participation in the “Union County Seniors in Motion Initiative”, which is part of the “One County, One Community” Union County agenda for 2016. This initiative recognizes the critical need for additional transportation options for seniors and the disabled near their homes.

Through this initiative, Union County will provide a 15 passenger vehicle custom fitted with grab bars and low step access to insure safe and easy entry and exit of the vehicle. The vehicle will not have a “lift” but will be senior friendly.

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This vehicle will provide Summit’s seniors and the Senior Connection Bus LLC with several exciting possibilities:

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The City’s obligations would be as follows:

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- Any future hourly salary obligations would be provided through grants, fees and partnerships to cover bus/van driver expenses
- Be operated through the Department of Community Programs in concert with Senior Connections LLC

The Senior Connections Bus is over 10 years old and maintenance needs have increased. As we fundraise and seek out grants for the purchase of a new bus, this vehicle holds an even greater importance.

Judith Josephs, Director of Community Programs will be in attendance at the July 5, 2016 meeting should you have additional questions. This will also be discussed with the General Services Committee on Friday, July 1, 2016. Mayor Nora Radest will also be available for input.

Resolution (ID # 4291)  
July 5, 2016

**AUTHORIZE PROFESSIONAL SERVICES AGREEMENT IN EXCESS OF \$17,500.00 - 2016  
SOCIAL SERVICES - \$34,587.91**

WHEREAS, the City of Summit has a need to acquire social services for our senior citizen population as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5, and

WHEREAS, SAGE Eldercare, Inc. has submitted a proposal and fee schedule dated June 15, 2016, indicating it will provide social services for senior citizens for January 1 to December 31, 2016 for \$34,587.91, and

WHEREAS, although the cost of the contract exceeds the \$17,500.00 Pay-to-Play threshold, NJSA 19:44A-20.1 et seq. (Pay-to-Play) provides that non- or not-for-profit organizations are not required to submit a Business Entity Disclosure Certification or Political Contribution Disclosure when awarded a contract by a government contracting entity, and

WHEREAS, the cost for said services is not to exceed \$34,587.91 and funds have been certified by the City Treasurer in Account #6-01-27-350-000-200, attached hereto, and

WHEREAS, the revised contract represents changes to the indemnification clause which have been reviewed and approved by the City Solicitor, and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A: 11-1 et seq.) requires that the resolution authorizing the award contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

- . That the Mayor and City Clerk are hereby authorized and directed to sign a contract with SAGE Eldercare, Inc., 290 Broad Street Summit, New Jersey, 07901 to provide 2016 social work/case management services.
- . This contract is contract is awarded without competitive bidding as a "Professional Service", in accordance with City Solicitor Osmun opinion dated January 12, 2001, referencing N.J.S.A. 40 A:11-2(6) and 40A: 11-5(1) (a) of the Local Public Contracts Law, because social workers are subject to licensing and regulatory requirements.
- . That SAGE Eldercare, Inc. shall comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 (Affirmative Action), N.J.S.A. 52:32-44 (Business Registration) and meeting the City's insurance requirements.
- . A notice of this action shall be published in the Union County Local Source.

Dated: July 5, 2016

I, Rosalia M. Licatese, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, July 5, 2016.

City Clerk



Department of Community Programs  
R - General Services

[www.cityofsummit.org](http://www.cityofsummit.org)

Meeting: 07/05/16 07:30 PM

## RESOLUTION (ID # 4291)

DOC ID: 4291 A

TO: Mayor and Common Council

FROM: Judith Leblein-Josephs, Director - Department of Community Programs

DATE: May 17, 2016

### Revised: June 17, 2016

Attached you will find a proposal for 2016 with SAGE ELDERCARE, Inc. to provide Senior Citizen Social Services to the City's residents in need. They have also provided a narrative that describes their activity for 2015 on behalf of the City of Summit.

I am seeking your support of a resolution authorizing the continuation of this service contract between SAGE and the City of Summit on behalf of our senior population.

SAGE is an exceptional partner in providing comprehensive Senior Adult Social Services which we could not duplicate at this contract rate. This is a modest increase in their contract over 2015. (1.5%)

SAGE's important role with the City of Summit has been demonstrated time and time again from personal emergencies to working with the Public Safety Departments.

As you can see from their proposal, they provide a great deal of in-kind services to the Senior Community as well. This contract does not adequately reflect the actual time spent by their Social Work and Support Team.

Total cost for these services for 2016 would be \$34,587.91. This represents an increase of \$511.00 over the 2015 contract fee.

This contract has been thoroughly discussed with the General Service Committee. I will be in attendance at the July 5, 2016 Council meeting, should questions arise.

NOTE: This is a revised contract representing changes on the Indemnification Clause from an earlier submission. Changes were accepted by City Solicitor Albert Cruz.

Certification of Availability of Funds

-----

This is to certify to the Mayor and Common Council of the City of Summit that funds for the following resolution are available:

Resolution Date: June 8, 2016  
Resolution Doc Id: 4291  
  
Vendor: SAGE Eldercare Inc.  
290 Broad Street  
Summit, NJ 07901

Purchase Order Number: 16-02021

Account Number	Amount	Account Description
6-01-27-350-000-200	\$34,587.91	Social Services – Elderly Program

Only amounts for the current Budget Year have been certified.  
Amounts for future years are contingent upon sufficient funds being appropriated.

Margaret V. Gerba  
City Treasurer/CFO

Attachment: Certification of Availability of Funds SAGE Eldercare (4291 : Authorize Professional Services Agreement in Excess of \$17,500.00 -

## AGREEMENT

### THE CITY OF SUMMIT and SAGE ELDERCARE, INC. (Revised June 15, 2016)

#### Background

Please accept this Agreement between the City of Summit ("Summit") and SAGE Eldercare, Inc. ("SAGE") for the provision of Social Work Services by SAGE to meet the needs of older adults and their caregivers in Summit.

#### Term

This Agreement will be effective for one year beginning January 1, 2016 and ending on December 31, 2016.

#### Description of Services

Services proposed under this Agreement, through SAGE's InfoCare Program, include providing interventions that identify need, coordinate services and help develop appropriate plans for aging adults, particularly those who are frail and isolated. Clinical assessments may also be provided by a SAGE registered nurse and other SAGE program staff will be consulted when needed.

The types of assistance that may be included are described by the following activities, though not limited to this list:

#### SAGE InfoCare Program services

The InfoCare Program at SAGE is staffed by a licensed clinical social worker. Its purpose is to assist older adults and their families navigate the resources available to support the aging population. Through phone, office, and in-home consultations their needs are assessed, and information, direction, and follow-up is provided to such services as:

- Meals on Wheels, Home Health Care, Adult Day Programs, etc.
- Range of living options for seniors, and guidance regarding what questions to ask to assist with making the best decision. For example, providing assistance and referrals to senior housing, shared housing, assisted living, retirement communities and nursing homes
- Transportation and medical transport options
- Elder law attorneys and county, state, and federal financial and legal programs for seniors
- Medical and psycho-social health screenings
- Organizations providing health insurance and medical bill payment counseling
- AARP Foundation Tax-Aide tax preparation assistance program for free professional tax preparation on-site at SAGE Eldercare

- Information about social activities, physical activity programs, and educational opportunities to encourage socialization and stimulation for seniors
- Connect older adults and caregivers to SAGE'S Caregiver, Bereavement, and Alzheimer's Association support groups
- Intervention with clients and their families to provide counsel and direction in an immediate crisis.

### **Township Services**

- SAGE social worker will collaborate with First Responders (police, first aid, fire department) to identify isolated older adults and connect them with appropriate services.
- SAGE social worker can offer educational programs in coordination with Summit's Director of Community Programs. Other SAGE staff can also present when appropriate.
- Attendance at Township health fairs and other agreed upon appropriate social gatherings.

### **Disclosure of Protected Information**

Summit and SAGE agree not to use or disclose Protected Health Information or any other protected information other than as permitted or required by this Agreement or as required by applicable law. Summit and SAGE agree to use appropriate safeguards to prevent use or disclosure of the Protected Health Information and to mitigate, to the extent practicable, any harmful effect that is known of a use or disclosure of Protected Health Information.

### **Indemnity**

Summit agrees to indemnify SAGE or its representatives for any third party claims or actions made against SAGE in connection with the provision of services under this Agreement, including the assumption of any defense to the claim or action and indemnify SAGE or its representatives for any fees, expenses, judgments, settlements or amount reasonably incurred, except for 1) such claims or actions alleged solely against SAGE, or 2) such claims or actions where SAGE is found to be the sole responsible party. This indemnity does not apply to any criminal claims. The signers to this Agreement represent that they have authority to bind their respective entities.

### **Entire Agreement/Notice**

This Agreement includes the entire agreement between us. No part of this Agreement can be changed, modified, amended or supplemented, except in a written document signed by both of us which specifically states that the document is being signed for the purposes of this Agreement.

**Governing Law**

This Letter Agreement shall be interpreted in accordance with the laws of the State of New Jersey. In the event that any one or more provisions of the Agreement shall be found to be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions in this agreement shall not be affected or impaired.

**Payment**

Summit agrees to provide a total payment of \$34,587.91 (budget attached). SAGE will submit a monthly invoice in the amount of \$2,882.33 to the City of Summit in return for the services stated in this Agreement. SAGE agrees to provide the services described in this Agreement and to prepare an annual report describing the qualitative and quantitative parameters of services provided under this contract.

\_\_\_\_\_  
(City of Summit Representative)



\_\_\_\_\_  
(SAGE ElderCare Representative)

\_\_\_\_\_  
(Date)



\_\_\_\_\_  
(Date)

Attachment: Revised 2016 SAGE Contract and 2015 Report (4291 : Authorize Professional Services Agreement in Excess of \$17,500.00 - 2016

## ANNUAL REPORT

SAGE Eldercare offers comprehensive support to older adults, their family members, and caregivers in Morris, Somerset, Union and Essex Counties. For 62 years, the organization has offered a broad range of services to help frail, disabled older adults remain living safely in their homes. SAGE's programs improve the health and functioning of healthy seniors through a wide range of educational programs, workshops, health screenings, clinics, informational services, social work services and support groups. For those seniors who need more intensive support to live independently, we offer a broad range of health, social and support services.

The ability to support older adults and their families, especially during periods of change and turmoil, is critical to their health and central to SAGE's mission. As the eldest segment of the older adult community and a tandem population of caregivers grow to an all-time high, SAGE continues to be called upon to serve increasingly demanding and pervasive issues for older adults.

SAGE Eldercare's support of the older adults in Summit reaches beyond the basic provision of referrals and telephone outreach to provide personalized stewardship of each individual and their caregiver. Many of the older residents of Summit are frail, living in isolation and facing complex ongoing challenges. SAGE's professionals are often their only source for continuing support of their wishes to live well in their own homes for as long as possible.

The population of vulnerable older adults in the community is growing along with the severity of presenting problems and needs. SAGE's professionals are finding that greater follow-up time and case management is required in order to ensure the long-term well-being of each client and the resolution of complicated needs. Many situations require full family involvement and some present a strong resistance to outside assistance. SAGE staff must sometimes make multiple attempts to engage a client who is in obvious need of support and presenting both personal and public risks. Only the most extreme cases have incorporated Adult Protective Services or the Health Department; SAGE strives to gain the trust of each isolated older adult in order to prevent such traumatic interventions.

SAGE has been the ideal partner for the City of Summit with the ability to support older adults with a full range of services. On many occasions, professionals in SAGE's GPS (Guidance, Planning and Support) Services have conducted consultations, assessments and ongoing follow-up to those in need of further psychosocial and/or medical assistance. Through GPS, a registered nurse provides thorough care planning at home with clients and their family members, and connects them to the resources and social networks available nearby. Summit clients have also received assistance from SAGE's HomeCare Certified Home Health Aides, the Spend-A-Day Adult Day Health Center, Meals on Wheels, Grocery Shopping and Errands, the Caregiver and Alzheimer's Association caregiver support groups, and Public Education. These services also reciprocate as case-finding sources for SAGE's Social Worker: all staff and volunteers maintain ongoing communication regarding each client's welfare in order to prevent crises and ensure his or her general well-being and safety.

SAGE Eldercare plays an active role in the Summit community to maintain awareness of the Township's older adults. Those concerned about an older resident's well-being contact SAGE for assistance, such as family members, neighbors and friends, employees of the City of Summit, the Fire and Police Departments, discharge planners from local hospitals, rehabilitation centers, elder law attorneys, the First Aid Squad, Assisted Living Facilities, the Health Department, geriatric care managers, houses of worship and those living at a distance from their loved ones.

During 2015, SAGE Eldercare had approximately 325 encounters with older adults in Summit for social work and medical assistance. There were about 270 calls made to the social worker from Summit residents and/or their caregivers. Many of these individuals required follow-up and/or ongoing support. Approximately 10 calls were made to the social worker by the Summit Police Department or First Aid Squad. In addition, about 45 in-office or in-home consultations were conducted. The social worker met with the Director of Community Programs for the City of Summit and with members of the Summit Volunteer First Aid Squad. In addition, she assisted with Memory Screening at Overlook Hospital and met with social workers and case managers for Summit Medical Group. Many who are satisfied with their initial contact return to SAGE for further assistance over time, and others utilize referrals to other SAGE programs to meet their needs. SAGE continues to promote this service to Summit residents through health fair presentations and rigorous communication with the community's gatekeepers.

### Case Example

In November 2015, a woman telephoned SAGE Infocare for direction to help her assist her 79 year old uncle. She reported that Mr. F. had been asked by his landlord to move out of the room he had been renting in a Summit rooming house for five years. The niece was not sure why this request was made. The landlord made comments about the room being a mess, along with the possibility that Mr. F had problems with incontinence. During this initial call, the niece did not feel the need to confront the landlord, because she was in the process of going to see a room that was available in a different Summit location. She was calling for general information about entitlements for seniors, because her uncle has limited financial resources. A follow-up phone call was planned to provide the answers to all of her questions.

Within two days, Mr. F's situation became more urgent, and additional details were revealed. During the second conversation with the niece, she was distressed that the possible option of a new rental fell through. She said her uncle has always been someone who is not responsible with his finances. She described him as a man who never married, worked different jobs as a laborer, and spent his money. She did not believe he was addicted to drugs, alcohol, gambling, or had mental health issues. She said he had always been "different," but had the ability to present himself well as a member of the choir at a local church. After his brother died, the niece and her brother would help him as needed with some of his finances, but their relationship with him was not close. She was frustrated with the situation, and was hoping SAGE could help direct her to community resources and housing options, and we agreed.

Within a few hours, a call came in from a secretary from the church where Mr. F attends. She said the Parish was concerned about an older member of their choir who had come to church on Sunday looking disheveled. He told them he was now homeless and living in the Summit train station. He said he had bugs and sores on his legs. She said they had known him for years. She said he was always a "bit odd," but not like this. She said he was not confused. The SAGE social worker told the secretary that she was helping a woman who had an uncle in their church choir to find housing, but the niece had not mentioned the train station or the bugs. The secretary was told we would keep her informed, and we would immediately call the niece.

The niece said she had not been able to reach her uncle for a couple of days. He had been staying with some cousins in East Orange, and had been asked to leave. She was aware of the possibility of bed bugs. Previously, the niece had mentioned that her brother had taken the uncle to the doctor at times. The niece was advised that the family needed to reach out to the uncle and immediately get him examined by a doctor to get the appropriate care. Before the family took action, Mr. F told a Summit Police officer about his problem, and he was taken to the Overlook Emergency Room. He spent the night at Overlook, and he and his clothes were thoroughly cleaned, and medical attention was provided.

Mr. F then secured a room in a motel that his cousin had found for him. It soon became clear that the niece no longer wished to assist her uncle with his problem. Mr. F called the SAGE social worker at his niece's suggestion, and also came to the SAGE office to meet in person. His presentation was pleasant, but his judgement was limited. The motel arrangement was safe, but too costly for his limited finances. Mr. F mentioned that he has been in touch with a male cousin who lives in Mountainside. He asked the SAGE social worker to reach out to the cousin. This turned out to be the helpful family contact that SAGE needed. Mr. F could help SAGE to help him up to a point. There were many missing pieces that required the assistance of someone who knows Mr. F's history. The cousin was a retired businessman who is active in social service organizations in Union County. He was more than willing to work with the SAGE social worker and his cousin to follow-up on possible housing options. Mr. F appreciated any outreach the SAGE social worker could make on his behalf to the various organizations in the Summit area. The social worker contacted the Summit Director of Community Programs who offered further contacts to help widen our search for an appropriate placement.

The initial call from Mr. F's family to SAGE came in late November 2015. By the first week of January 2016, Mr. F was placed in transitional housing located at Lyons Veterans Administration Hospital. He is able to stay there for two years and receive the professional assistance he will need to make a permanent plan. This solution was the result of Mr. F's own initiative shortly after he was evicted from his room. He had the ability to take the train by himself to Lyons VA, and knocked on their door. He was given the appropriate forms to follow-up with the process for placement. With the help of his cousin and the SAGE social worker, the next steps that were difficult for Mr. F were followed through. The VA saw the necessity to move quickly due to Mr. F's age and his homeless status. This was a clear example of how a solution was found based on the joint efforts of the client, his cousin, SAGE, and the VA. The part we each played was necessary, and we each helped to keep the process moving toward a successful solution.

Resolution (ID # 4311)  
July 5, 2016

**AUTHORIZE PROFESSIONAL SERVICES AGREEMENT IN EXCESS OF \$17,500 - CORNOG  
FIELD HOUSE ROOF REPLACEMENT ARCHITECTURAL SERVICES - NOT TO EXCEED  
\$42,475.00**

WHEREAS, the City of Summit has a need to acquire architectural services for the Cornog Field House Roof Replacement Project as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5, and

WHEREAS, the Purchasing Agent has determined and certified in writing that the value of the acquisition will exceed \$17,500.00, and

WHEREAS, the anticipated term of this contract is from the date of the fully executed agreement until the City's acceptance of the completion of the scope of services not to exceed 12 months, and

WHEREAS, Potter Architects, LLC, has submitted a proposal dated June 1, 2016, indicating it will provide the architectural services for the Cornog Field House Roof Replacement Project for a cost not to exceed \$42,475.00, and

WHEREAS, Potter Architects, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Potter Architects, LLC has not made any reportable contributions to a political or candidate committee in the City of Summit in the previous one year, and that the contract will prohibit Potter Architects, LLC from making any reportable contributions to a political or candidate committee in the City of Summit through the term of the contract, and

WHEREAS, the cost of said services is not to exceed \$42,475.00 and funds are available in account #C-04-30-066-00A-063 and have been certified by the Assistant City Treasurer, attached hereto, and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection, and

WHEREAS, the Director of Community Programs has, in a memo dated June 2, 2016, advised that this contract award complies with the Local Public Contracts Law.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

1. That the Mayor and City Clerk are hereby authorized and directed to sign an agreement with Potter Architects, LLC, 410 Colonial Avenue, Union NJ 07083, as described herein.

2. That the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.
3. This contract is awarded without competitive bidding as a “Professional Service” in accordance with N.J.S.A. 40A:11-5(1)(a)(i) of the Local Public Contracts Law Potter Architects, LLC is a professional company that employs a person licensed by the State of New Jersey to perform architectural services.
4. That Potter Architects, LLC shall comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 (Affirmative Action), N.J.S.A. 52:32-44 (Business Registration), and the City’s insurance requirements.
5. A notice of this action shall be published in the Union County Local Source.

Dated: July 5, 2016

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, July 5, 2016.

City Clerk



Department of Community Programs  
R - General Services

[www.cityofsummit.org](http://www.cityofsummit.org)

Meeting: 07/05/16 07:30 PM

## RESOLUTION (ID # 4311)

DOC ID: 4311

TO: Mayor and Common Council

FROM: Judith Leblein-Josephs, Director - Department of Community Programs

DATE: June 2, 2016

### SUMMARY

The City of Summit has been working with Potter Architects of Union, NJ on an Architectural Feasibility Study for the Cornog Field House. This work has resulted in a schematic design and building redevelopment plan for the future of the building. In addition, they provided the plans, specifications and construction management for necessary immediate repairs to the chimney done in 2014 and a new ADA Restroom, soon to be added to the facility. We have been extremely impressed with the work done to date with Potter Architects and we are ready to propose the next priority improvement to be done with current available Capital Improvement Funding.

The next highest priority that we can accomplish with available Capital Improvement Funding is the roof, gutters and gable windows. I recommend that we continue with Potter Architects on the next phase of this project and enter into a contract for **Architectural Services with Potter Architects** for a **Not to Exceed price of \$42,475.00.**

In addition to the roof, gutters and gable windows this contract would also provide design for the alternates of lighting protection, entry doors and the windows for the building. These items will be bid as alternates and if pricing does not allow for all the alternates, the design of these items will be ready for the final phase of the project to be funded in a future Capital Budget.

The cost of the roof, gutters and gable window project is estimated from a low of \$175,000 to a high of \$225,000. The total should all alternates be considered will add a low of \$75,000 to a high of \$125,000.

Total cost of the project, should all alternates be chosen is estimated at a low of \$250,000 to a high of \$350,000. These roofing and window repairs are necessary to protect the building from further decay. The redevelopment and possible lease potential of spaces within the Cornog Field House as revenue to fund these Capital Improvements will be discussed as a part of the proposed 2017 Capital Budget.

This contract includes the following services:

- Pre-design
- Preliminary Design
- Construction Documents
- Bidding Prep
- Construction Administration

Funds are available for this contract in: **C-04-30-066-00A-063**

Certification of Availability of Funds

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This is to certify to the Mayor and Common Council of the City of Summit that funds for the following resolution are available:

Resolution Date: July 5, 2016  
Resolution Doc Id: 4311

Vendor: Potter Architects of Union, NJ  
410 COLONIAL AVENUE  
UNION, NJ 07083

Purchase Order Number: 16-02335

Account Number	Amount	Account Description
C-04-30-066-00A-063	\$42,475.00	3066 Cornog Field House Upgrade

Only amounts for the current Budget Year have been certified.  
Amounts for future years are contingent upon sufficient funds being appropriated.

Melissa S. Berger  
Assistant City Treasurer

Attachment: Certification of Availability of Funds Potter Architects [Revision 1] (4311 : Authorize Prof Svcs Agreement >\$17,500 - Cornog Field



# Potter Architects

Architecture and Planning L.L.C.  
410 Colonial Avenue • Union, NJ 07083-7347

MEMBER OF  
AMERICAN INSTITUTE OF ARCHITECTS  
NEWARK AND SUBURBAN CHAPTER  
NATIONAL COUNCIL OF ARCHITECTURAL REG. BOARDS  
B.O.C.A. INTERNATIONAL  
REG. NJ, NY, PA, CT

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## Project Program Description

### Slate Roof Repairs - Summit Cornog Field House

5 Myrtle Avenue  
Summit, NJ

Proposal No. P2016055

June 01, 2016

#### I. SCOPE OF WORK AND BUDGET:

It is our understanding that the City of Summit (The City) wishes to partially repair and restore the existing slate roof, dormers, flat roof areas, etc. on the Summit Cornog Field at Soldiers Memorial Field, in accordance with Potter Architects LLC (PA) feasibility study report recommendations. This will include the replacement of partial roofing surfaces, roofing insulation, and associated appurtenances as described below.

1. Evaluate existing slate for individual replacement (damaged/badly weathered)
2. Specify new low slope roofing for (2) rear portions of building (to include future HVAC roofing provisions)
3. Detail renovations for (6) dormers with new copper, slate, and flashing details; specify new windows for dormers.
4. Specify and detail new siding/trim (maintenance free with historic appearance) for the gable walls above gutter line.
5. Specify and detail all new gutter and leaders around entire building for all roofs; coordinate metal selections.
6. Specify and detail all new copper work, to include new flashings, valleys, and chimney cricket.
7. Specify and detail all new windows for balance of building (alternate).
8. Specify and detail new main entrance door (alternate).
9. Specify and detail a new lightning protection system (alternate).
10. Budget - Total budget for above items (not included alternates) is \$175,000 - \$225,000.  
Total budget for alternates will add additional \$75,000 - \$125,000.  
Grand total budget with alternates is \$250,000 - \$350,000.

#### II. PROFESSIONAL SERVICES:

Please note that this proposal provides all the needed architectural design services, printing, as well as all construction oversight services. There will be no need for a construction manager on this project. The following is the detail on the phases of our work:

##### Phase 1 Predesign:

We will be revisiting the site for detailed as-built conditions of the slate roofing, including all details and survey for areas of deterioration, examination of the existing roof surfaces with a slate roofing manufacturer and Garland representative, and review of the existing drainage pattern and future HVAC units. This will be for the purpose of providing highly accurate backdrop for the creating of the actual construction drawings. We will also at this time create the exact scoping of the proposed renovation and repair work.

##### Phase 2 Preliminary Design:

We will create the preliminary drawings to delineate the actual repair and renovation work, and present drawings for acceptance by the City. We will also prepare a design plan for the future HVAC units in order to design the roof curbs. Please note that in addition to the pre-approved maximum budget of \$225,000, we will also be preparing "alternates" to incorporate potentially the inclusion of all new windows for the balance of the building, a new main entrance door, and a new lightning protection system. These alternates will increase the maximum budget to \$350,000.

Continued...

potter@potterarchitects.com (908) 686-2547 Fax (908) 686-8430

Attachment: Roofing Design (4311) : Authorize Prof Svcs Agreement >\$17,500 - Cornog Field House Roof Replacement Architectural Services

Slate Roof Repairs  
 Summit Cornog Field House  
 June 1, 2016  
 Page Two

**Phase 3 Construction Documents:**

A bid package will be prepared, after observation of the above elements. We will establish appropriate alternates in order to accommodate target budgets. Our work for this project will include visual observation, as well as interviews with maintenance personnel. Also, during our initial investigation, we may be making recommendations for destructive investigation, as well as testing, the costs of which will be the responsibility of the Owner. There may also be some unit pricing applicable to this project, since some of the corrective work may be hidden. We may recommend an additional bid package be set up at a later date to cover above-budget/alternate items. This would also include a separate masonry restoration program, for example. We will create highly detailed plans and sections and details for the actual construction bids. We will also prepare the detailed specifications at this time. The construction budget will be revisited and confirmed.

We will specify a slate roofing repairs and a low slope roofing replacement system, location of roof gutters and drains, and future HVAC unit curbing/dunnage. The low slope roofing replacement will be based on a Garland Modified Bitumen built up system with an aluminized surface. This will include a twenty (20) year NDL warranty, with (10) year renewal option at year (20). Restoration details for the various associated visibly deteriorated items, within budget limits. We will specify additional corrective work associated with the roof, including copper flashings, valley, ridges and chimney cricket within the limits of the City-provided project budget. We assume that there are no structural deficiencies in the existing roof structure, as none have been reported or observed during our visits. Structural engineering of structural roof deficiencies is not part of the budget or scope of work.

Asbestos/hazardous material investigation will be required by the Owner's hazmat consultant. Any ACM's associated with the roofing work will be removed by the roofing contractor during the old roofing tear-off, in accordance with applicable laws.

**Phase 4 Bidding:**

We will provide complete services for the advertising and public bidding of the project.

**Phase 5 Construction Administration:**

We will provide all needed services for the administration of the contract, including the tracking of all start up paperwork, bonds, insurance, and contract preparation. We will then provide review of all submittals, applications for payment, and site visits. We will review all requests for changes in the scope. We will prepare a punch list, collect all close out paperwork, and close out the project.

**III. ADDITIONAL INFORMATION:**

- a. The Owner represents that the project has been adequately funded.
- b. The project is to be submitted and reviewed locally for permits.
- c. This project will be bid as a lump sum/combined bid for all of the work required.
- d. The project is to be bid out as soon as possible.
- e. Owner will be responsible for the identification and design of all hazmat abatement associated with this project. The roofing materials will be removed with the roofing work package, even if containing asbestos.
- f. Fees, services and conditions listed in this proposal shall be performed under AIA B141.
- g. Our project contact will be Judith L. Josephs, CPRP, Director.



# Potter Architects

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9.D.3.b

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## Estimated Fee Schedule

**Slate Roof Repairs - Summit Cornog Field House**  
5 Myrtle Avenue  
Summit, NJ

Proposal No. P2016055  
June 01, 2016

<b>Predesign Services</b>	8.38%	<b>\$3,560.00</b>
Coordination of Owner supplied data; Development of existing building plans and elevations.		

<b>Preliminary Design</b>	11.25%	<b>\$4,780.00</b>
Development of Preliminary Design; Construction assemblies and building materials research; Building code research, review & interpretations; Provide Preliminary documents for review and approval.		

<b>Construction Documents</b>	35.12%	<b>\$14,920.00</b>
Final Roof plans, Construction details & notes; Project Manual, Bid documents & specifications; Signed & Sealed documents for permit filing.		

<b>Bidding or Negotiations</b>	6.10%	<b>\$2,595.00</b>
Assist the Owner in establishing a list of bidders; Provide copies of construction documents for contractor bidding; Contractor bidding and distribution of addenda; Review and evaluation of bids received; Analysis of alternates and/or substitutions; provide recommendation on bid award..		

<b>Construction Administration</b>	39.12%	<b>\$16,620.00</b>
Project construction schedule monitoring; Review of submittals, substitutions, shop drawings, etc.; Review of change orders, certificates of payment, etc.; Creation of punch list at Substantial Completion; Review of final close-out documents.		

<b>Estimated Professional Services Total</b>	100.00%	<b>\$42,475.00</b>
The compensation schedule establishes a maximum fixed fee for each phase of the project. Compensation for services shall not exceed the stipulated sum unless agreed upon in advance by both parties (see schedule for breakdown).		

Stipulated fees shall be valid for not more than 90 days from the date noted unless an agreement is reached.

potter@potterarchitects.com (908) 686-2547 Fax (908) 686-8430

Attachment: Roofing Design (4311 : Authorize Prof Svcs Agreement >\$17,500 - Cornog Field House Roof Replacement Architectural Services)



# Potter Architects

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## Hourly Compensation Rates

**Slate Roof Repairs - Summit Cornog Field House**  
**5 Myrtle Avenue**  
**Summit, NJ**

**Proposal No. P2016055**

June 01, 2016

Principal/Partner	\$225.00 /Hr.
Project Manager/Associate	\$190.00 /Hr.
Project Architect	\$155.00 /Hr.
Staff Architect	\$145.00 /Hr.
Intern Architect	\$135.00 /Hr.
Interior Designer	\$125.00 /Hr.
Draftsperson (Level II)	\$125.00 /Hr.
Draftsperson (Level I)	\$110.00 /Hr.
Administrative/Clerical	\$80.00 /Hr.
Non technical Staff	\$65.00 /Hr.

Requests for services that require personnel to provide overtime will be established prior to performing the work. Hourly compensation rates for services that require personnel to work overtime shall be 1.5 times the compensation rates listed above.

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Attachment: Roofing Design (4311 : Authorize Prof Svcs Agreement >\$17,500 - Cornog Field House Roof Replacement Architectural Services)

# Attachments

9.D.3.b

## Slate Roof Repairs - Summit Cornog Field House 5 Myrtle Avenue Summit, NJ

Proposal No. P2016055

June 01, 2016

### GENERAL CONDITIONS OF SERVICES:

**SCOPE OF SERVICES** - The services to be provided by PA have been set forth in the Proposal / Project Program Description and shall remain valid for a period of 60 days from the date of the Proposal, after which PA may elect to withdraw or renegotiate this Proposal. All services not specifically identified are excluded from PA's scope and will only be performed in accordance with a written amendment to the Proposal outlining the exact services and the associated fees. Once signed, the rates and fees quoted in this proposal will be valid for 180 days from the date of acceptance. Terms and fees are subject to modification beyond that time frame.

**COMPLETION OF SERVICES** - The architectural services contained within this proposal shall be deemed "complete" upon the occurrence of the following milestone: Upon delivery of Certificate of Substantial Completion and Punch List. Please note that any extension of services beyond above milestone shall be deemed "Additional Services" and billed in accordance with Hourly Rates as listed in Contract.

**EXECUTION OF CONTRACT** - The individuals executing this Contract (signator), if acting on behalf of partnership, corporation, funding agency or public entity represent that they have the authority to do so, and to bind the entity to this Agreement. The scope of services can only be adjusted or revised with a typewritten, signed change order or scope modification agreement. The signator will also be responsible for payment and for authorizing additional services, if applicable.

**RIGHT TO ADVERTISE** - PA shall have the right to furnish and display a temporary sign at the jobsite during the construction time period; the Architect may utilize project drawings/photographs for promotional use.

**ASSIGNMENT** - This Contract is not assignable except with the prior written consent of PA, and no assignment shall relieve the signatory of any obligations under this Contract.

**FEE** - The total fee, when stated as a lump sum, shall be based upon Scope of Services, and shall not be exceeded without written approval of the Client. Where the fee arrangement is to be on an hourly basis, the rates shall be those that prevail at the time services are rendered.

**BILLINGS / PAYMENTS** - Please note that payment is due upon completion of each phase of the work. Final Construction Drawings will not be released until final payment is made. Invoices will be submitted monthly for services and are due when rendered. A monthly service charge of 1.5% of the unpaid balance will be added to PAST DUE accounts. In the event any portion or all of an account remains unpaid 15 days after billing, the client shall pay cost of collection, including reasonable attorney fees. If collection agency is needed to collect unpaid fees, client will be responsible for all collection agency fees plus interest, in addition to payment of unpaid invoices. Use of instruments of service is contingent upon payment for services in full.

**SUSPENSION/TERMINATION OF SERVICES** - This Agreement may be terminated or suspended for convenience by either party by thirty (30) days written notice, or in the event of substantial failure to perform in accordance with the terms of the Agreement by the other party through no fault of the terminating party by ten (10) days written notice. If this Agreement is terminated, it is agreed that PA shall be paid the total charges for labor and material performed to the termination notice date, plus reimbursable charges. Failure to meet the payment schedule outlined in this Agreement may result in termination of project. Fees for projects terminated by Owner are to be based on the hourly rate for all time expended to point of termination. Invoices shall be considered PAST DUE if not paid per terms of the Contract, and PA may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of service. PA reserves the right to stop work until invoices are paid in full. Client agrees that any delays, claims or losses associated with stopping of work under these circumstances will not be the responsibility of PA. PA has no duty to perform services or to allow use of instruments of service on delinquent accounts. If services are suspended due to non-payment, Architect will restart services when account is restored to good standing.

**PHASING** - Phasing of the project and/or splitting the drawings into two or more phases or separate projects, for any reason, requires additional resources and effort. Therefore, if at any point the client requests same, this will be considered a change in scope and additional fees will apply in accordance with this agreement.

**STANDARD OF CARE** - Services performed by PA under this agreement will be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, expressed or implied, and no warranty or guarantee or fiduciary responsibility is included or intended in this agreement, or in any report, opinion, document or otherwise. Unless otherwise specified in this Proposal, the services performed by PA will not include an independent analysis of work conducted, or information provided, by independent laboratories or other independent contractors retained by PA.

**HIDDEN CONDITIONS** - PA shall not be responsible for hidden conditions of the existing structure or site. Hidden conditions are conditions which are not readily visible to the human eye.

**ZONING INTERPRETATIONS** - Please note that we will make every attempt possible to successfully interpret the zoning regulations in order to properly design your project within the guidelines of your township zoning ordinances. This may also include meeting with township officials to get interpretations of township zoning regulations pertaining to your specific project. If changes to the plans are required as a result of misinformation or inaccurate information conveyed to PA by township zoning officials during the preliminary phase of your project, and result in any revisions to the final construction documents after township submission, additional fees and charges may be incurred by Client.

**INFERRED CONDITIONS** - Conditions may vary from those which are visibly observed at the locations of open structure or other such visible conditions. PA will base interpretations, recommendations and design upon conditions inferred from the conditions observed. Client recognizes that any future determination of conditions different than those which were encountered at the observable locations may significantly impact the interpretation, recommendations and design provided by PA. Any such variation of conditions should be brought to the prompt attention of PA to assess the impact of the variations on the previously provided interpretations, recommendations and design. PA will take no responsibility for any interpretation or recommendation others may make. Fees for additional analysis or investigation shall be paid by the Client. Failure of Client to agree to and pay for additional analysis shall be deemed as substantial failure to perform in accordance with the terms of this Agreement.

**STANDARDS AND CODES** - If the work under the Contract is to be performed in accordance with, or where the deliverables and instruments of service resulting from our work will be reviewed against codes, standards and regulations, the edition or revision of said codes, standards and regulations in effect as of the date of this Agreement will apply. Any revisions to documents or other additional work caused by the application of a more recent code, standard or regulation shall be considered a Changed Condition under this Agreement. In addition, any revisions or additional work required by regulatory agencies which are not explicitly outlined in applicable

Attachment Page A 1

Attachment: Roofing Design (4311 : Authorize Prof Svcs Agreement >\$17,500 - Cornog Field House Roof Replacement Architectural Services)

codes, standards or regulations will also be considered a Changed condition under this Agreement.

**RIGHT OF ENTRY** - The Client shall provide for right of entry for all PA personnel and equipment necessary to perform the intended scope of services.

**UTILITIES** - PA will take reasonable precautions to avoid damage or injury to any visible subsurface utilities or structures. PA shall not be held responsible for damage to any underground utility or structure which has not been properly marked out by the respective owner of said utility or structure prior to the commencement of our work. Owner is responsible to order all mark-outs. If location of underground utilities is included under the Scope of Services, These locations will be based upon visible identification marks left by the respective utility companies or upon locations that can be visually identified from the ground surface. Unless other contractual agreements are made, this Proposal does not include testing, opening or entering manholes, inlets, trenches, or other utility access ways for the purpose of measuring, identifying, or location said utilities.

**CHANGED CONDITIONS** - If PA discovers conditions or circumstances that it had not contemplated at the commencement of this Agreement ("Changed Conditions"), PA will notify client in writing of the Changed Conditions. Client and PA agree that they will then renegotiate in good faith the terms and conditions of this Agreement. If PA and Client cannot agree upon amended terms and conditions within 30 days after notice, PA may terminate this Agreement and be compensated as set forth in "Termination and Suspension".

**CERTIFICATIONS** - Client agrees NOT to require that PA execute any certification with regard to Services performed or Work tested and/or observed under this Agreement unless: 1) PA believes that it has performed sufficient Services to provide a sufficient basis to issue the certification; 2) PA believes that the Services performed or Work tested and/or observed meets the criteria of the certification; and 3) PA has reviewed and approved in writing the exact form of such certification prior to execution of this Agreement and has included certification(s) in the Scope of Services. Any certification by PA is limited to an expression of professional opinion based upon the Services performed by PA, and does not constitute a warranty or guaranty, either expressed or implied.

**ENERGY EFFICIENT DESIGN** - PA will exercise reasonable efforts to design and specify products and/or systems that achieve energy performance expectations or LEED Certification expectations that are expressly called for in this Contract, if any. PA does not, however, provide assurances that those performance or certification expectations will be met.

**RISK ALLOCATION** - Client agrees that PA's total liability to the Client, for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this Agreement, from any cause or causes, shall not exceed the total amount of PA's fee.

**INDEMNIFICATION** - The Client shall indemnify and hold harmless PA and all of its personnel from and against any and all claims, damages, losses and expenses (including reasonable attorney fees) arising out of or resulting from the performance of PA, to the extent that any such claims, damage, loss or expense is caused in whole or in part by the negligent act or omission, and/or strict liability of the Client, anyone directly or indirectly employed by the Client (except PA, or anyone for whose acts any of them may be liable).

**NO SPECIAL OR CONSEQUENTIAL DAMAGES** - Client and PA agree that PA shall not be liable to Client for any special, indirect or consequential damages whatsoever, whether caused by PA's negligence, errors, omissions, strict liability, breach of contract, breach of warranty or other cause or causes whatsoever.

**OWNERSHIP OF DOCUMENTS** - The plans as articles of service are, and will remain, the property of Potter Architects, L.L.C. (PA). Plans and/or services for this project may not be used for another building or project without PA's prior written consent. Client may use the documents for the project or purposes contemplated by this Agreement, providing that plans and/or services have been paid for in full or per agreement. Client may not reuse, reprint or electronically distribute the documents for this project or for any extension of the project or other project without PA's prior written consent. Any unauthorized use, reuse or extension of PA's work will be considered a violation, and is at Client's sole risk and without liability to PA, and Client will indemnify, defend, and hold PA harmless from all claims or damages arising from any unauthorized use, reuse or extension of PA's work. Potter Architects, L.L.C. (PA) expressly reserves its commonlaw copyright and other property rights in these plans and/or services. These plans are not to be reproduced, changed or copied in any manner whatsoever, nor are they to be assigned any third party, without first obtaining the express written permission and consent of PA. PA reserves the right to withdraw plans from permitting agencies in the event of non-payment in full or per agreement for plans and/or services.

**ALTERNATIVE DISPUTES RESOLUTION (ADR)** - All claims, disputes, and other matters in controversy between PA and Client arising out of or in any way related to this Agreement will be submitted to mediation before and as a condition precedent to other remedies provided by law. If a dispute at law arises related to the services provided under this Agreement and that dispute requires litigation instead of ADR as provided above, then 1) Client assents to personal jurisdiction in the state of PA's principal place of business; 2) The claim will be litigated and tried in judicial jurisdiction of the court of the county where PA's principal place of business is located and Client waives the right to remove the action to any other county or judicial jurisdiction; and 3) If PA prevails, PA will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorney's fees, and other claim related expenses.

**SAFETY AND CONSTRUCTION SCHEDULE** - PA is not responsible for the implementation, discharge, or monitoring of construction safety standards or practices. These items are explicitly excluded from our Scope. PA shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the work, since these are solely the Contractor's responsibility CONSTRUCTING the project. PA shall not be responsible for the Contractor's schedules or failure to carry out the Work in accordance with the Contract Documents. This proposal is based upon the owner hiring a properly insured and NJ Licensed General Contractor to construct the entire project. PA shall not have control over or charge of acts or omissions of the General Contractor, Subcontractors, or their employees, or of any other person performing any portion of the work.

**SITE VISITS / OBSERVATION** - In the event PA is retained to provide site visits/observation, PA as a representative of the Owner, upon request, shall visit the site at intervals appropriate to the stage of construction (limited to the number of visits stated in the allowances), to become generally familiar with and to keep the Owner informed about the progress and quality of the Work completed, to endeavor to guard the Owner against defects and deficiencies in the Work, and to determine in general if the Work is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, PA shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work.

**SAMPLES AND TESTING** - In the event PA is retained to provide laboratory testing or analytic services, PA will preserve such test materials or other sample as it deems necessary for the Project, but no longer than 45 days after issuance of any documents that include the data obtained from these samples. Client will promptly pay and be responsible for the removal and lawful disposal of all samples, contaminated samples, cuttings, hazardous materials, and other hazardous substances. Client will take custody of all testing portals and/or probes installed during any testing or investigation by PA, and will take any and all necessary steps for the proper maintenance, repair or closure of such testing portals and/or probes at Client's expense.

**DISCOVERY OF UNANTICIPATED POLLUTANT RISKS** - Hazardous materials or certain types of hazardous materials may exist at a site. The Architect and his consultants shall have no responsibility for the discovery, presence, handling, removal, or disposal of, or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, PCB, fuel products and/or storage tanks, mold or other toxic substances. Unless PA's Scope of Services specifically includes Environmental Services, PA will not be responsible for the identification, delineation, evaluation, treatment or removal of any hazardous substance. Should such substance be encountered and identified by others, PA will take action to protect the health and welfare of their personnel, and will notify the Client for direction. The conditions of this section are superseded to the extent that the Scope of Services specifically includes the identification, delineation, evaluation and treatment of hazardous materials.

**BIOLOGICAL POLLUTANTS** - PA's Scope of Work does not include the investigation or detection of the presence of any biological pollutants in or around any

structure. Client agrees that PA will have no liability for any claim regarding bodily injury or property damage alleged to arise from or be caused by the presence of or exposure to any biological pollutants in or around any structure. In addition, Client will defend, indemnify, and hold harmless PA from any third party claim for damages alleged to arise from or be caused by the presence of or exposure to any biological pollutants in or around any structure. The term "biological pollutants" includes, but is not limited to, molds, fungi, spores, bacteria, and viruses, and the byproducts of any such biological organisms. Unless PA's Scope of Services specifically includes Environmental Services, PA will not be responsible for the identification, delineation, evaluation, treatment or removal of any hazardous substance.

ENTIRE AGREEMENT - This Proposal / Project Program Description / Fee Schedule / Hourly Rates / General Conditions constitute the entire Agreement between Client and PA.

BUSINESS HOURS - Regular business hours of Potter Architects are Monday through Friday, 7:30a to 4:30p.

THE FOLLOWING SERVICES ARE NOT BEING PROVIDED IN THIS AGREEMENT and shall be considered Additional Services and compensated for as provided in applicable subparagraphs of this contract agreement, or provided by Owner.

Exterior Building Signage Design.

Model or professional rendering of proposed project design.

Detailed construction cost estimate of proposed project design.

Site / Civil engineering and/or landscape design/consultations.

Structural engineering and/or consultations.

Soil / Hydrogeological / Geotechnical engineering, tests, reports, etc.

Surveying services.

Foundation Plan.

Preliminary designs beyond basic services allowance of two (2) schemes; Changes to design that are requested by the Owner after completion of Design

Development phase.

(The proposal includes two opportunities for Owner to review and approve drawings prior to final construction drawings. This review process is normally sufficient.

Any further preliminary design work or changes to final drawings requested by Owner will be billed out at our hourly rates. When Potter Architects, L.L.C. (PA) is ready

to prepare your final construction documents with your final changes, we will require your acceptance in writing to proceed with your final construction documents.

Changes to architectural plans required by the local construction department for the purpose of issuing construction permits will be the Architect's responsibility.)

Preparations, submissions and appearances for zoning, planning or any other board or agency.

On-site representation beyond basic services allowance of (6) site visits.

Printing beyond allowance of (4) sets of preliminary plans and (8) sets of final plans and project manuals.

Travel expense beyond allowance of (120) miles.

Postage/delivery expense beyond allowance of (\$100)

Testing services; hazmat consulting or abatement.

Special inspections for materials and work as may be required by codes and/or municipal code enforcement.

Legal review of bid documents and legal, accounting, and insurance counseling services.

Construction management.

Preparation of as-built drawings (post-construction).

Coordination of separate contractors.

Review fees, permit fees, etc.

Leeds Certification / Accreditation.

M/E/P Building Modeling /Commissioning.

Mechanical, electrical, plumbing, HVAC, sprinkler & fire alarm, information technology/computer wiring and hardware, engineering and/or consultations.

# Memo

**To:** Mayor and Council  
**From:** Marge Gerba  
**Date:** 6/24/16  
**Re:** Non-Fair and Open Professional Services Contract Awards

Pursuant to N.J.S.A. 19:44A-20.5, this memo is to hereby certify that the following Professional Services contracts to be considered at the July 5, 2016 Council Meeting for award under a non-fair and open process each have an anticipated value in excess of \$17,500.00 and therefore the provisions of N.J.S.A. 19:44A-20.4 et seq. (Pay-to-Play) shall apply:

- Cornog Field House Roof Replacement Architectural Services – Potter Architects, LLC – not to exceed \$42,475.00

**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**FOR NON-FAIR AND OPEN CONTRACTS**  
 Required Pursuant To N.J.S.A. 19:44A-20.8  
**CITY OF SUMMIT – 2016**

9.D.3.c

**Part I – Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the (name of business entity) POTTER ARCHITECTS, L.L.C. has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding (date of scheduled award by the governing body) TO BE COMPLETED BY CITY 7/5/16, 2016, to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the **CITY OF SUMMIT** as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

<ul style="list-style-type: none"> <li>Summit Municipal Democratic Committee (Mayor Nora Radest, Council members B. David Naidu, Richard Sun)</li> </ul>	<ul style="list-style-type: none"> <li>Nora Radest for Mayor</li> </ul>
	<ul style="list-style-type: none"> <li>McTernan for Council</li> </ul>
	<ul style="list-style-type: none"> <li>New Jersey State Democratic Committee</li> </ul>
<ul style="list-style-type: none"> <li>Summit Republican City Committee (Council members Patrick Hurley, Sandra Lizza, Mike McTernan, Mary Ogden, Robert Rubino)</li> </ul>	<ul style="list-style-type: none"> <li>Naidu for Council</li> </ul>
	<ul style="list-style-type: none"> <li>Dickson, Smith, Dill and Ogden</li> </ul>
	<ul style="list-style-type: none"> <li>Rubino for Council</li> </ul>
	<ul style="list-style-type: none"> <li>Sun for Summit Council</li> </ul>

**RECEIVED**  
 JUN - 2 2016  
 CITY CLERK'S OFFICE  
 SUMMIT, N.J.

**Part II – Ownership Disclosure Certification**

I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned. N/A – COMPANY HAS NO STOCK.

Check the box that represents the type of business entity:

- Partnership   
  Corporation   
  Sole Proprietorship   
  Subchapter S Corporation  
 Limited Partnership   
 Limited Liability Company   
 Limited Liability Partnership

Name of Stock or Shareholder	Home Address

**Part 3 – Signature and Attestation:**

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: POTTER ARCHITECTS, L.L.C.  
 Signed: [Signature] Title: Member, L.L.C.  
 Print Name: Thomas R. Potter Date: 5/23/16

Subscribed and sworn before me this 23 day of May, 2016

My Commission expires: 11/12/19  
[Signature]

[Signature]  
 (Affiant)  
Thomas R. Potter, Member, L.L.C.  
 (Print name & title of affiant) (Corporate Seal)

Attachment: Potter-Cornog roof p2p (4311 : Authorize Prof Svcs Agreement >\$17,500 - Cornog Field House Roof Replacement Architectural



STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business: POTTER ARCHITECTS, L.L.C.

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.



Check the box that represents the type of business organization:

- Partnership, Corporation, Sole Proprietorship, Limited Partnership, Limited Liability Company, Limited Liability Partnership, Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders: N/A - COMPANY HAS NO STOCK.

Table with 3 rows and 2 columns for Name and Home Address.

Subscribed and sworn before me this 23 day of May, 2016

Notary Public: Mary E. Bartell, My Commission expires: 11/12/19

Affiant signature: Thomas R. Potter, Member, L.L.C.

(Corporate Seal)

Attachment: Potter-Cornog roof p2p (4311 : Authorize Prof Svcs Agreement >\$17,500 - Cornog Field House Roof Replacement Architectural

Resolution (ID # 4316)  
July 5, 2016

**REJECT BIDS AND AUTHORIZE RE-ADVERTISEMENT - PURCHASE AND  
INSTALLATION OF SOUND SYSTEM - INVESTORS BANK FIELD AT TATLOCK PARK**

WHEREAS, two bids were received for the Purchase and Installation of Sound System for Investors Bank Field at Tatlock Park on June 7, 2016, and

WHEREAS, the Community Programs Director advises that the lowest bid of \$21,800.00 from Coskey's TV & Radio Sales & Service must be rejected for failure to provide the required Bid Bond and Consent of Surety pursuant to N.J.S.A. 40A:11-21 and N.J.S.A. 40A:11-22, respectively, and

WHEREAS, the Director also advises that the lowest responsive bid of \$63,823.00 from Cypreco Industries, Inc. must be rejected because it exceeds the cost estimate of \$50,000.00 for the project pursuant to N.J.S.A. 40A:11-13.2.a, and

WHEREAS, in the same memo, the Director requests authorization to re-advertise with bids to be received on July 19, 2016, and

WHEREAS, the attached Purchasing Letter summarizes the bids received.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

1. That the apparent low bid of \$21,800.00 for the Purchase and Installation of Sound System for Investors Bank Field at Tatlock Park received by the Purchasing Agent on June 7, 2016 from Coskey's TV & Radio Sales & Services be and it is hereby rejected for failure to provide the required Bid Bond and Consent of Surety pursuant to N.J.S.A. 40A:11-21 and N.J.S.A. 40A:11-22, respectively.
2. That the lowest responsive bid of \$63,823.00 for the Purchase and Installation of Sound System for Investors Bank Field at Tatlock Park received by the Purchasing Agent on June 7, 2016 from Cypreco Industries, Inc. be and it is hereby rejected because it exceeds the cost estimate of \$50,000.00 for the project pursuant to N.J.S.A. 40A:11-13.2.a.
3. That the proper City officials be and they are hereby authorized and directed to readvertise for bids for the Purchase and Installation of Sound System for Investors Bank Field at Tatlock Park, with said bids to be advertised in the Union County Local Source on Thursday, July 7, 2016 and received by the Purchasing Agent on Tuesday, July 19, 2016, in the Council Chamber, City Hall, 512 Springfield Avenue, Summit, New Jersey at 11:00 a.m.

Dated: July 5, 2016

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, July 5, 2016.

City Clerk



Department of Community Programs  
R - General Services

[www.cityofsummit.org](http://www.cityofsummit.org)

Meeting: 07/05/16 07:30 PM

## RESOLUTION (ID # 4316)

DOC ID: 4316

TO: Mayor and Common Council

FROM: Judith Leblein-Josephs, Director - Department of Community Programs

DATE: June 1, 2016

The City of Summit received two bids for the Investors Bank Field at Tatlock Park Sound System Project.

We strongly recommend that the bid be rejected and re-advertised for the following reasons:

1. The lowest responsible bidder must be rejected as they failed to provide their bid bond as required by law.
2. The lowest responsive bidder's price substantially exceeded the cost estimates for the goods and services. Per N.J.S.A: 11-13.2a

We believe that re-bidding the project will result in a successful outcome.

The lowest bid was \$21,800.00 with the highest bid at \$63,823.00. The estimated cost was set at a high of \$50,000.

The re-advertising and bid schedule is as follows:

- Bid advertisement on July 7, 2016
- Receive bids on July 19, 2016

- Award bid on July 26, 2016

# THE CITY OF SUMMIT

N E W J E R S E Y

CITY HALL 512 SPRINGFIELD AVENUE SUMMIT, NJ 07901

June 21, 2016

The Honorable Mayor and  
Members of Common Council  
City Hall  
Summit, New Jersey

Ladies and Gentlemen:

On Tuesday, June 7, 2016, at 11:00 a.m., bids were received by the Purchasing Agent as advertised in the Union County Local Source on May 26, 2016 and referred to the Community Programs Director. Results are as follows:

**PURCHASE AND INSTALLATION OF SOUND SYSTEM – INVESTORS BANK FIELD AT TATLOCK PARK**

	Base Bid	
	(\$)	
Coskey’s TV & Radio Sales & Service 656 Georges Road North Brunswick, NJ 08902	21,800.00	Reject, failure to provide the required Bid Bond and Consent of Surety pursuant to N.J.S.A. 40A:11-21 and N.J.S.A. 40A:11-22, respectively
Cypreco Industries, Inc. PO Box 822/1420 9 <sup>th</sup> Avenue Neptune, NJ 07754	(bid bond) 63,823.00	Reject, exceeds the cost estimate of \$50,000.00 for the project pursuant to N.J.S.A. 40A:11-13.2.a

The Purchasing Agent, upon the review, evaluation and recommendation in a memo dated June 21, 2016, from the Community Programs Director, makes the following recommendation to the General Services Committee:

**PURCHASE AND INSTALLATION OF SOUND SYSTEM – INVESTORS BANK FIELD AT TATLOCK PARK**

Reject bids received as described above; authorize re-advertisement on Thursday, July 7, 2016, with bids to be received by the Purchasing Agent at 11:00 a.m. on Tuesday, July 19, 2016.

Sincerely,

*Margaret Gerba*

Margaret Gerba, Purchasing Agent

Attachment: Purch Itr Rej re-ad Tatlock Sound System 6-21-16 (4316 : Reject Bids & Authorize Re-ad-Purchase & Installation of Sound System-Investors

Resolution (ID # 4335)  
July 5, 2016

**AUTHORIZE SPECIAL EVENT PARKING FEE - OVERFLOW PGA PARKING (SUBJECT TO  
PASSAGE OF ORD. 16-3117)**

WHEREAS, the Professional Golfers' Association (PGA) Championship will be held from July 25 through August 1, 2016 at the Baltusrol Country Club in Springfield, New Jersey, and

WHEREAS, due to the size of the event and the PGA's plan to use shuttle buses to transport people from Summit to and from the event, which<sup>it</sup> will affect the safety and welfare of the citizens of Summit, and

WHEREAS, in a memo, dated June 27, 2016, the Parking Services Manager advises that because of the size of the event, it is necessary to have paid Parking and Public Works staff assist in facilitating parking flow during the event week, for which there will be no reimbursement by the PGA for funding the labor and materials which will be used, and

WHEREAS, the City has established a Special Event Parking Fee through Ordinance No. 16-3117, which could be implemented for the PGA event to cover the expenses incurred.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

1. That the fee for Special Event Parking for the PGA event be and is hereby set at \$\_\_\_\_\_ per parking space.
2. That said Special Event Parking fee shall be in effective for the duration of the PGA event from July 26 through August 1, 2016.
3. That Summit residents who have a valid City-issued parking permit in place shall only pay the normal \$4.00 parking fee during the week and shall not pay for weekend parking in the approved lots listed below.
4. That the approved lots, where the Special Event Parking fee shall be charged, are listed as follows:
 

Broad Street Garage	Broad Street East Lot
Post Office Lot	Chestnut Lot
Elm Street Lot	Sampson Lot
5. That the Special Event Parking fee shall be collected through payment kiosks at each of the above mentioned lots and through the City's pay-by-cell payment app, and that cash payments shall not be accepted.

Dated: July 5, 2016

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, July 5, 2016.

City Clerk

# PARKING SERVICES AGENCY

CITY HALL, 512 SPRINGFIELD AVENUE SUMMIT, NJ 07901  
 908-522-5100  
 PARKING@CITYOFSUMMIT.ORG  
 WWW.CITYOFSUMMIT.ORG



## MEMORANDUM

To: Mayor Radest and Members of Common Council  
 From: Rita M. McNany, Parking Services Manager  
 Date: June 27, 2016  
 Re: Resolution for PGA Special Event Parking Fee

If Council approves the ordinance establishing Special Event Parking Fees then the next step would be to approve a Special Event Parking Fee for the 2016 PGA by the attached resolution. Council will also need to decide on the parking fee which could range in the upwards of \$20 or \$30 per vehicle for non-resident vehicles parking for the PGA from Monday through Sunday. Summit residents will only pay the \$4 parking fee with the proper permit during the week and will not be charged on the weekend.

1. The upcoming PGA tournament is on July 25 through August 1, 2016 hosted in nearby Springfield where event goers are asked to take mass transit to Summit and then board a bus to be brought to Springfield's Baltusrol Golf Course. While we do not advertise any PGA parking in Summit and ask that all event goers use mass transportation to Summit, inevitably some event goers drive to Summit to park their vehicles here to access the busses to Springfield.
2. Parking Services (along with public works personnel paid by Parking Services) staffs this large event to protect Summit's parking first for resident commuters, downtown employees and our vibrant downtown shoppers and visitors. Only if and when there is open availability in any commuter and employee parking areas will the City consider letting PGA goers park in our facilities. This is approved by the Chief of Police on a daily basis throughout the PGA.

The overtime (labor) and expenses (signs, barricades, uniforms and supplies), costs Parking Services close to \$18,000. The PGA is not reimbursing Parking Services for these expenses.

To cover these overtime costs, a Special Event Parking Fee could be charged for \$25-\$30 per parker. Summit residents will only be charged the \$4/daily fee. In order to facilitate the Special Event Parking Fee, Council would need to establish this ordinance and if passed on July 5, then the Council would need to approve the required resolution establishing this Special Event Parking Fee for the PGA at the July 5<sup>th</sup> meeting.

As stipulated, the payment kiosks will be programmed for this event to accept a credit card payment at the kiosk or through the City's pay-by-cell payment app, if applicable.

Attachment: Memo-PGA Special Event Parking Fee (4335 : Authorize Special Event Parking Fee - Overflow PGA Parking)

A Special Event is classified as:

1. A definition of Special Events

A Special Event is defined as an event occurring when municipal parking lot areas are not necessary for daily resident commuters, downtown employee parking and visitors/shoppers and which require additional City of Summit Parking Service's staff.

2. Establishment of Special Event Parking Fees by Resolution

Special Event Parking Fees shall be established by resolution of the Common Council prior to the Special Event, which said resolution shall be posted in a conspicuous place at the municipal parking areas and on the City's website.

3. Range of Special Event Fees

Special Parking Fees shall be within a range of \$5.00 to \$30.00 for each vehicle parked for a defined period, including a one-time Special Event Daily Parking Fee, Special Event Overnight Parking Fee and/or a Special Event Weekend Parking Fee.

4. Payment Method

Payment shall be made at the electronic pay station located in the municipal parking lot. The machine shall be programmed for each Special Event. Use of the City's cell phone parking payment app provided will be used if applicable. No cash shall be accepted.

5. Ability to issue violations and/or towing of vehicles

Those vehicles that remain in the municipal parking lot after the authorized period of the Special Event are subject to a violation and/or being towed at the vehicle owner's expense.

The only lots/garages that are considered at this time to allow for Special Event parking are:

- Broad Street Garage
- Broad Street East Lot
- PO Lot
- Chestnut Lot
- Elm Street Lot
- Sampson Lot

No Special Event Parking Fees will be charged unless the prior approval is sought by resolution of the Common Council. I appreciate your consideration in this matter.

Attachment: Memo-PGA Special Event Parking Fee (4335 : Authorize Special Event Parking Fee - Overflow PGA Parking)

Resolution (ID # 4317)  
July 5, 2016

**AUTHORIZE EXECUTION OF 2016 GREENING UNION COUNTY GRANT APPLICATION -  
SPRING 2017 TREE SUPPLY AND INSTALLATION**

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

1. That the proper City officials be and they are hereby authorized to execute a 2016 Greening Union County grant application, which requires a 50% matching planting program in conjunction with the City's Spring 2017 tree supply and installation efforts.
2. That if the grant is awarded, funds for the required cash match in the amount of the potential \$7,250.00 grant will be certified upon inclusion in and adoption of the 2017 operating budget.

Dated: July 5, 2016

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, July 7, 2015.

City Clerk



Community Service Department (DCS)  
R - Works

[www.cityofsummit.org](http://www.cityofsummit.org)

Meeting: 07/05/16 07:30 PM

## RESOLUTION (ID # 4317)

DOC ID: 4317

TO: Mayor and Common Council

FROM: Paul Cascais, Director - Department of Community Services

DATE: June 14, 2016

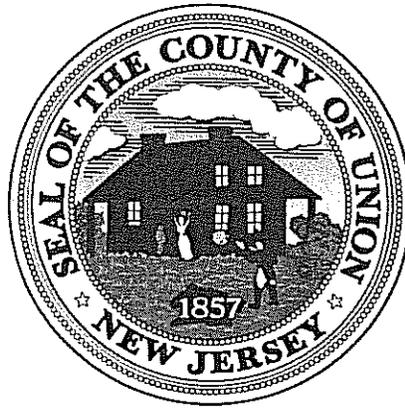
The City received an application for the Greening Union County Grant offered through the Union County Open Space, Recreation & Historic Preservation Trust Fund. The grant initiative is a matching grant, whereas the County of Union will match tree for tree including supply and planting for fall 2016 or spring 2017 planting cycle.

The City has applied and participated in the grant initiative for the past several years, it has proven to be of value to the city's annual tree planting program. The City applied for and will be receiving grant funds in the amount \$6875. for its participation in the 2015/2016 Greening Union County Grant Program. Over the past three (3) years, the City has received grant funding through this program in the amount of \$20375.

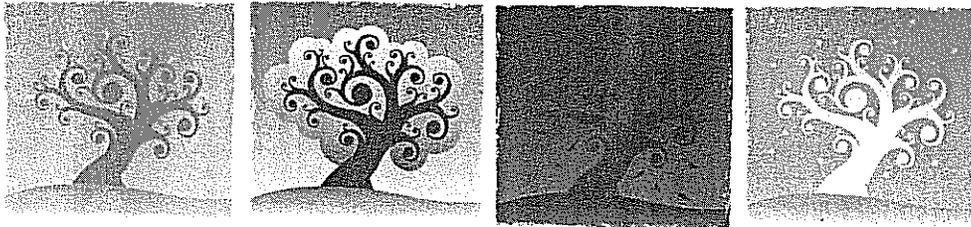
City Forester, John Linson and I recommend the city participate in the program through Option 2. Option 2 would permit the city to be reimbursed for 50% of the cost for the supply and installation of trees purchased directly by the city.

This round of the grant process we are recommending to plant fifty (50) trees in the spring 2017. This would require the city to encumber 50% of the allowable reimbursement cost for the supply and installation for spring 2017. I am anticipating the value of the grant to be \$7250. If the grant is awarded, the matching funds would be certified upon inclusion in and adoption of the 2017 operating budget. City Treasurer, Marge Gerba will be required to certify the matching funds as a requirement with the program. The deadline to submit a grant application is August 19, 2016. Attached please find the completed grant application form.

Therefore, I am recommending council pass a resolution authorizing the submittal of the Greening Union County Grant Application.



**"Greening Union County"  
2016  
Grant Application**



**A Service of the Union County  
Board of Chosen Freeholders**

Bruce H. Bergen, Chairman  
Sergio Granados, Vice Chairman  
Linda Carter  
Angel G. Estrada  
Christopher Hudak  
Mohamed S. Jalloh  
Bette Jane Kowalski  
Alexander Mirabella  
Vernell Wright

**May 27, 2016**  
Phone (908) 558-2277  
Fax (908) 527-4704

***Your Trust Fund Dollars at Work for You!***

## Union County Open Space, Recreation & Historic Preservation Trust Fund

### 2016 Freeholder Standing Committee

Bette Jane Kowalski, Chair  
Sergio Granados  
Mohamed S. Jalloh  
Alexander Mirabella

### Public Advisory Committee Members:

Pete Corvelli, Jr.  
Arthur Kobitz  
Jim McManus  
Edward O'Malley  
Ralph Salermo  
Anthony Terrezza  
Mike Yesenko

Bette Jane Kowalski, Chair Freeholder Standing Committee  
Alfred J. Faella, County Manager  
Ronald Zuber, Director, Parks and Recreation  
Joseph A. Graziano Sr., Director, Public Works and Facilities Management

### Administration

Alfred J. Faella, County Manager  
Victoria Durbin Drake, Trust Fund Administrator  
Edith Maree, Administrative Assistant  
Judith Biniaris, Coordinator  
Robert E. Barry, Esq., County Counsel  
Kevin Campbell, Esq., Trust Fund Counsel

### Program Objective

Through the Greening Union County grant initiative, every tree purchased by your community will be matched by Union County, tree for tree, complete with installation by forestry professionals with a one-year maintenance guarantee.

Our countywide tree-planting program, available to each of the 21 municipalities, will be administered through the Union County Open Space, Recreation & Historic Preservation Trust Fund.

This **Greening Union County** grant will help improve the environment of this county through lowering air pollution, improving the air that we breathe and improving the overall quality of life.

### Program Guidelines

The County of Union has bid specifications for the purchase and installation of the trees. Copies are available upon request. Individual municipalities who chose not to participate in the County cooperative bid process may still participate in this program.

Each municipality will be responsible for payment to the vendor for their municipality's tree planting program in full. Municipalities may participate in one of two ways:

\*Option 1. If the municipality participates in the county cooperative bid, the County will reimburse the municipality 50% of the total cost of the purchase of trees, as indicated in the award letter. Individual contracts must be formulated by the municipality with the awarded vendor, and stated contracts must be forwarded to the Open Space, Recreation and Historic Preservation Trust Fund. Proof of payment and contract is required for reimbursement.

\*Option 2. Each municipality may use their own vendor as long as specifications, installation and one-year maintenance criteria are met.

The municipality is subject to a site visits by the Trust Fund office personnel.

*Copies of signed vouchers and verification of payment must be mailed to the Office of the Trust Fund for reimbursements.*

*Please remember that this is a matching grant and you will be reimbursed for half of the amount of the bills based on your award that you submit.*

## Program Requirements

1. Completed application, along with original signatures on the Certification of Matching Funds form.
2. Copy of Resolution authorizing the municipality to participate in the County of Union's "Greening Union County" tree planting program.
3. Provide town map depicting the location of installation of requested trees. (Narrative description of locations may be accepted with prior approval.)
4. Trees must be planted during the 2016 fall planting cycle, or the 2017 spring planting cycle.

Please note that although the Office of the Trust Fund realizes that it does take time to obtain vouchers from certain vendors, we ask you to please be considerate and submit your bills for your tree planting reimbursement before December 31, 2017.

### PART A: Municipal Information

Municipality City of Summit

Address: 512 Springfield Avenue Summit, N.J. 07901-2667

#### Project Manager Information

Contact Name and Title: Aaron Schragar Dep. Director / City Engineer

Contact Number: 908-273-6404

Fax Number: 908-608-1214

Contact Address: City of Summit Department of Community Services  
512 Springfield Avenue  
Summit, N.J. 07901-2667

## PART B: Tree Request

Option 1:

- 1) Number of trees requested from County \_\_\_\_\_
- 2) Number of trees matched by Municipality \_\_\_\_\_
- 3) Total Number of Trees to be planted throughout the municipality: \_\_\_\_\_
- 4) Total Funds Requested: \$ \_\_\_\_\_

Option 2:

- 1) Total amount of funds requested from County \$ 9,000
- 2) Total amount of funds matched by Municipality \$ 9,000
- 3) Total Number of Trees to be planted throughout the municipality: 60

List specific *genus species* and *quantity* intended for planting, and indicate Fall 2016 or Spring 2017 planting:

<u>Genus</u>	<u>Quantity</u>	<u>Fall2016/Spring 2017</u>
1. <u>Quercus robur 'Regal Prince'</u>	<u>10</u>	<u>Spring 2017</u>
2. <u>Ulmus parvifolia</u>	<u>10</u>	<u>" "</u>
3. <u>Prunus serrulata 'kwanzan'</u>	<u>10</u>	<u>" "</u>
4. <u>Halesia tetrapetala</u>	<u>5</u>	<u>" "</u>
5. <u>Cornus florida</u>	<u>5</u>	<u>" "</u>
6. <u>Celastris kentuckea</u>	<u>5</u>	<u>" "</u>
7. <u>Ostrya virginiana</u>	<u>5</u>	<u>" "</u>
8. <u>Aesculus x carnea 'Briotii'</u>	<u>10</u>	<u>" "</u>
9. _____	_____	_____
10. _____	_____	_____
	<u>60</u>	

**Part C: Certification of Matching Funds**

I, Marge Gerba, the Chief Financial Officer  
for the City of Summit (municipality) certify  
available matching funds in the amount of \$ 9,000 .00  
in compliance with the Union County "Greening Union County" grant  
program.

\_\_\_\_\_  
Signature of CFO or Equivalent

\_\_\_\_\_  
Date

**CFO Information:**

Marge Gerba  
Name (Please Print)  
908-522-3601 908-273-2911  
Phone/fax

**PART D: Certification of Application**

I, \_\_\_\_\_ (name of authorized official\*)  
hereby certify that the information provided within this application form is  
complete and true to the best of my knowledge.

\* Mayor or Business Administrator only

## PART E: Applications

Complete in full and submit with attachments to:

Victoria Durbin Drake, Trust Fund Administrator  
Office of the Trust Fund/ "Greening Union County"  
Union County Administration Building, 6<sup>TH</sup> Floor  
10 Elizabethtown Plaza  
Elizabeth, New Jersey 07207

**Deadline for all applications is August 19, 2016.**

Resolution (ID # 4333)  
July 5, 2016

**AUTHORIZE PROFESSIONAL SERVICES AGREEMENT IN EXCESS OF \$17,500 - CITY  
FORESTER - NOT TO EXCEED \$28,500.00**

WHEREAS, the City of Summit has a need to acquire professional forestry services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5, and

WHEREAS, the Purchasing Agent has determined and certified in writing that the value of the acquisition will exceed \$17,500.00, and

WHEREAS, the anticipated term of this contract is from the April 2, 2016 to December 31, 2016, and

WHEREAS, John Linson, t/a The Shade Tree Department LLC, has submitted a proposal dated June 13, 2016, indicating he will provide professional forestry services for \$85.00 per hour plus approved reimbursable expenses not to exceed \$28,500.00, and

WHEREAS, John Linson, t/a The Shade Tree Department LLC, has completed and submitted a Business Entity Disclosure Certification which certifies that John Linson, t/a The Shade Tree Department LLC, has not made any reportable contributions to a political or candidate committee in the City of Summit in the previous one year, and that the contract will prohibit John Linson, t/a The Shade Tree Department LLC, from making any reportable contributions through the term of the contract, and

WHEREAS, the cost of said service is not to exceed \$28,500.00, and funds have been certified by the City Treasurer in account #6-01-28-375-000-515, attached hereto, and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection, and

WHEREAS, the City Engineer/Deputy DCS Director, in a memo dated June 14, 2016, advised that this contract award complies with the Local Public Contracts Law, and

WHEREAS, the City Engineer/Deputy DCS Director, in the same memo, also advises that the insurance coverage information provided in the proposal meets the City's requirements for professional services agreements.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

- . That the Mayor and City Clerk are hereby authorized and directed to sign an agreement with John Linson, t/a The Shade Tree Department LLC, PO Box 6089, West Orange, NJ 07052, as described herein.
- . That the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.
- . This contract is awarded without competitive bidding as a “Professional Service” in accordance with N.J.S.A. 40A:11-5(1)(a)(i) of the Local Public Contracts Law because John Linson is a licensed professional Certified Tree Expert.
- . That John Linson, t/a The Shade Tree LLC, shall comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 (Affirmative Action), and N.J.S.A. 52:32-44 (Business Registration).
- . That the insurance coverage information provided in the proposal meets the City’s requirements for professional services agreements.
- . A notice of this action shall be published in the Union County Local Source.

Dated: July 5, 2016

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, July 5, 2016.

City Clerk



DCS - Engineering Division  
R - Works

[www.cityofsummit.org](http://www.cityofsummit.org)

Meeting: 07/05/16 07:30 PM

**RESOLUTION (ID # 4333)**

DOC ID: 4333

TO: Mayor and Common Council

FROM: Aaron Schrager, City Engineer/ Deputy DCS Director

DATE: June 14, 2016

**SUMMARY**

The City retains professional forestry services through John Linson's company, The Shade Tree LLC. John is scheduled seven hours per week reviewing planning and zoning board applications, performs the city's annual hazardous tree survey along with various forestry related tasks.

Attached please find the agreement for professional forestry services retroactive to April 2, 2016 and terminating on December 31, 2016. This agreement outlines John's responsibilities along with his professional service credential information. His hourly rates and mileage charges are outlined in this agreement, the hourly rate for forestry services will not change from the prior contract period. The insurance coverage information provided meets the City's requirements for professional service agreements.

Professional Forestry Services is funded through the Division of Public Works, Recreation Parks and Shade Tree Unit, operating budget account 6-01-28-375-000-515

In order for the City to continue with its forestry services to the community and affiliated boards, Council would need to pass a resolution authorizing the contract renewal not to exceed \$28,500.00.

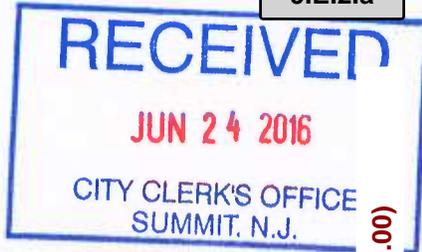
It is my recommendation that Council pass a resolution authorizing the contract for Professional Forestry Service's to The Shade Tree, LLC.

# Memo

**To:** Mayor and Council  
**From:** Marge Gerba  
**Date:** 6/27/16  
**Re:** Non-Fair and Open Professional Services Contract Awards

Pursuant to N.J.S.A. 19:44A-20.5, this memo is to hereby certify that the following Professional Services contracts to be considered at the July 5, 2016 Council Meeting for award under a non-fair and open process each have an anticipated value in excess of \$17,500.00 and therefore the provisions of N.J.S.A. 19:44A-20.4 et seq. (Pay-to-Play) shall apply:

- City Forester 4/2/16 through 12/31/16 – John Linson, t/a The Shade Tree Department LLC – not to exceed \$28,500.00



**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
FOR NON-FAIR AND OPEN CONTRACTS  
Required Pursuant To N.J.S.A. 19:44A-20.8  
CITY OF SUMMIT – 2016

**Part I – Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the (name of business entity) Shade Tree Department LLC has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding (date of scheduled award by the governing body) **TO BE COMPLETED BY CITY** 7/15/16, 2016, to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the **CITY OF SUMMIT** as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

<ul style="list-style-type: none"> <li>Summit Municipal Democratic Committee (Mayor Nora Radest, Council members B. David Naidu, Richard Sun)</li> </ul>	<ul style="list-style-type: none"> <li>Nora Radest for Mayor</li> <li>McTernan for Council</li> <li>New Jersey State Democratic Committee</li> </ul>
<ul style="list-style-type: none"> <li>Summit Republican City Committee (Council members Patrick Hurley, Sandra Lizza, Mike McTernan, Mary Ogden, Robert Rubino)</li> </ul>	<ul style="list-style-type: none"> <li>Naidu for Council</li> <li>Dickson, Smith, Dill and Ogden</li> <li>Rubino for Council</li> <li>Sun for Summit Council</li> </ul>

**Part II – Ownership Disclosure Certification**

I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

- Partnership    
 Corporation    
 Sole Proprietorship    
 Subchapter S Corporation  
 Limited Partnership    
 Limited Liability Company    
 Limited Liability Partnership

Name of Stock or Shareholder	Home Address
John Linson	52 Ricker Rd Kinnelon, NJ 07405

**Part 3 – Signature and Attestation:**

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: The Shade Tree Department LLC  
Signed: John Linson Title: sole proprietor  
Print Name: John Linson Date: 6/24/16

Subscribed and sworn before me this 24 day of June, 2016 Nichelle Caputo

My Commission expires: **MICHELLE CAPUTO**  
**NOTARY PUBLIC OF NEW JERSEY**  
My Commission Expires 10/2/2020

John D. Linson  
(Affiant)  
John D. Linson  
(Print name & title of affiant) (Corporate Seal)

Attachment: City Forester p2p (4333 : Authorize Professional Services Agreement - City Forester - Not to Exceed \$28,500.00)



STOCKHOLDER DISCLOSURE CERTIFICATION



Name of Business:

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

- Partnership
- Corporation
- Sole Proprietorship
- Limited Partnership
- Limited Liability Company
- Limited Liability Partnership
- Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: <u>John Linson</u>	Name:
Home Address: <u>52 Ricker Road</u> <u>Kinnelon, N.J. 07405</u>	Home Address:
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:

Subscribed and sworn before me this 24<sup>th</sup> day of June, 2016

(Notary Public) Michelle Caputo

My Commission expires:

**MICHELLE CAPUTO**  
NOTARY PUBLIC OF NEW JERSEY  
My Commission Expires 10/2/2020

John Linson  
(Affiant)  
John Linson sole proprietor  
(Print name & title of affiant)

(Corporate Seal)

Attachment: City Forester p2p (4333 : Authorize Professional Services Agreement - City Forester - Not to Exceed \$28,500.00)

Certification of Availability of Funds

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This is to certify to the Mayor and Common Council of the City of Summit that funds for the following resolution are available:

Resolution Date: July 5, 2016  
Resolution Doc Id: 4333

Vendor: The Shade Tree Department LLC  
John Linson, Forester  
PO Box 6089 WOB  
West Orange, NJ 07052

Purchase Order Number: 16-02419

Account Number	Amount	Account Description
6-01-28-375-000-515	\$28,500.00	Parks & Shade Trees Contracted Forester Services

Only amounts for the current Budget Year have been certified.  
Amounts for future years are contingent upon sufficient funds being appropriated.

Margaret V. Gerba  
City Treasurer/CFO

Attachment: Certification of Availability of Funds Shade Tree 2016 (4333 : Authorize Professional Services Agreement - City Forester - Not to

# The Shade Tree Department LLC

June 13, 2016

City of Summit  
Att: Michelle Caputo, Clerks Office  
512 Springfield Avenue  
Summit, NJ 07901-2667

## RE: Proposal for 2016 Professional Forestry Services

Dear Ms. Caputo:

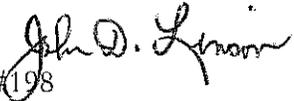
The Shade Tree Department LLC proposes to furnish the City of Summit with Professional Forestry Services for the period of April 1, 2016 through December 31, 2016 for \$85.00 per hour plus mileage re-imbusement at the 2016 IRS business mileage rate.

Attached please find the Business Disclosure Entity Certification, proof of motor vehicle, workers compensation, personal and professional business insurance.

Respectively submitted,

*John D. Linson*

John D. Linson  
NJ Certified Tree Expert #198



**The Shade Tree Department LLC**  
**PO Box 6089**  
**West Orange, NJ 07052**  
[theshadetreedepartment@live.com](mailto:theshadetreedepartment@live.com)  
(973) 766-2143

Att: Business Disclosure Entity Certification  
Proof of Motor Vehicle  
Workers Compensation  
Personal and Professional Business Insurance.

**AUTHORIZE REFUNDS - DEPARTMENT OF COMMUNITY PROGRAMS**

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

That the proper officers of the City be and they are hereby authorized and directed to draw check(s) in the amount(s) indicated below for the payment(s) of refund associated with recreation program fees associated with the Department of Community Programs:

Name/Address	Program	Refund Amount
Brennan Collins 64 Templar Way, Summit, NJ 07901	2016 U-14 Boys Soccer	\$125.00
Arthur Hardisty 851 Springfield Ave Apt 212 Summit, NJ	Pool Membership	\$75.00
Lauren Ruggiero 267 Kent Place Blvd. Summit, NJ 07901	Pool Membership	\$395.00
Edward Kaes 70 Glenside Avenue Summit, NJ 07901	Dance & Movement	\$45.00
Colleen Donnelly 24 Baltusrol Place Summit, NJ 07901	Swim Lessons	\$55.00
Leanne Ivory 205 Delacy Drive North Plainfield, NJ 07060	Pool Membership	\$160.00

Dated: July 5, 2016

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, July 5, 2016.

City Clerk

**AUTHORIZE CHANGE ORDER NO. 1 - DESIGN AND INSTALLATION OF SCADA SYSTEM  
- \$14,262.00**

WHEREAS, due to unforeseen conditions at the existing panel boxes at the Glen Avenue and River Road Pump Stations, the panels need to be fully dismantled and replaced with a larger panel box to accommodate all the required components, and the City Engineer/Deputy DCS Director, in a memo dated June 14, 2016, recommends Change Order No. 1 increasing the original contract with Advantech Corporation by \$14,262.00, which in the aggregate does not exceed 20% of the net contract amount.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

- . That funds in the total amount of \$14,262.00 are available in Account No. C-06-28-012-000-000 and have been certified by the City Treasurer, attached hereto.
- . That the City Treasurer be and she is hereby authorized to issue Change Order No. 1 to Advantech Corporation, 24 Just Road, Fairfield, NJ 07004-3419, for \$14,262.00 for the above mentioned work.

Dated: July 5, 2016

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, July 5, 2016.

City Clerk



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**RESOLUTION (ID # 4328)**

---

DOC ID: 4328

TO: Mayor and Common Council  
FROM: Aaron Schrager, City Engineer/ Deputy DCS Director  
DATE: June 14, 2016

**SUMMARY**

Attached, please find Change Order No. 1 for the SCADA Installation Project. During installation, the Contractor encountered unforeseen conditions at the existing panel boxes at the Glen Avenue and River Road Pump Stations. Therefore, the panels need to be fully dismantled and replaced with a larger panel box to accommodate all the required components. The cost has been verified by the City's sanitary sewer consultant and sewer operator who take no exception to Change Order No. 1. Change Order No. 1 increases the contract by \$14,262.00 or 13.7%.

Advantech was awarded the contract in the amount of \$104,250.00. The amended contract amount, including Change Order No. 1 is \$118,512.00.

Based on the above information, I recommend Common Council approve Change Order No. 1 for the SCADA Installation Project which increases the contract to \$118,512.00. Funding can be certified against C-06-28-012-000-000.

If you have any questions, please contact me at your earliest convenience

# Project Change Order

## The City of Summit

No. 1

**Project:** Installation of SCADA System at Pumping Stations

**Contractor:** Advantech Corporation  
26 Just Road, Suite 120  
Fairfield, NJ 07004-3419

The following changes are authorized to this contract:

**A** Itemized Changes

Item	Purpose	Unit Price	Quantity	Amount [Add; (deduct)]
1X	Upgrade to Panel Boxes at River Road and Glen Avenue Pump Station	\$14,262.00	1	\$14,262.00

<b>B</b>	Net change to contract:			\$14,262.00
<b>C</b>	Original contract sum:			\$ 104,250.00
<b>D</b>	20% of original contract sum =			\$ 20,850.00
<b>E</b>	Total of all previous change orders:			\$ -
<b>F</b>	Total of all C.O.s (NOT TO EXCEED LINE D)			\$14,262.00
<b>G</b>	New contract total:			\$118,512.00

Recommended by:  
 Signed: [Signature]  
 Department Head  
 Date: June 13, 2016

Authorized by:  
 Signed: \_\_\_\_\_  
 Purchasing Agent  
 Date: \_\_\_\_\_

Accepted by contractor's agent:  
 Signed: [Signature]  
 Firm: ADVANTECH CORPORATION  
 Date: 6/27/16

Approved by Council Resolution:  
 Date: \_\_\_\_\_  
 Certified: \_\_\_\_\_  
 City Clerk

Attachment: SCADA co (4328 : Authorize Change Order No. 1 - Design and Installation of SCADA System - \$14,262.00)

Certification of Availability of Funds

-----

This is to certify to the Mayor and Common Council of the City of Summit that funds for the following resolution are available:

Resolution Date: July 5, 2016  
Resolution Doc Id: 4328

Vendor: ADVANTECH CORPORATION  
20 JUST ROAD SUITE 120  
FAIRFIELD, NJ 07004-3419

Purchase Order Number: 15-03174 Change Order 1

Account Number	Amount	Account Description
C-06-28-012-000-000	\$ 14,262.00	2812 Improvement of Sanitary Sewerage System
Contract Total including Change Order 1	\$118,512.00	

Only amounts for the current Budget Year have been certified.  
Amounts for future years are contingent upon sufficient funds being appropriated.

Margaret V. Gerba  
City Treasurer/CFO

Attachment: Certification of Availability of Funds ADVANTECH-c1 (4328 : Authorize Change Order No. 1 - Design and Installation of SCADA

Resolution (ID # 4283)  
July 5, 2016

**PAY JOINT MEETING QUARTERLY ASSESSMENT - \$489,082.94**

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

That the proper officers of the City be and they are hereby authorized and directed to draw the necessary third quarter assessment check and issue the same to the Joint Meeting of Essex & Hudson Counties in the amount of \$489,082.94 for use of Section 1 of the Joint Outlet Sewer, Treatment Plant, Sludge Dewatering and Sludge Drying Facilities.

Dated: July 5, 2016

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, July 5, 2016.

City Clerk

Resolution (ID # 4331)  
July 5, 2016

**REFUND OVERPAYMENT OF 2014 TAXES - TAX COURT JUDGMENT**

WHEREAS, the Collector of Taxes has received a Tax Court Judgment from the Tax Court of New Jersey reducing the assessment on the following properties for 2014.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT;

That the proper City officers be and they are hereby authorized and directed to issue a check(s) as follows:

Block	Lot	Name	Amount
3706	6	JRP Realty 42-44 Middle Ave  2014 Original Assessment: 1,500,000 = \$61,620.00 Per Tax Court, Assessment: 800,000= \$ 32,864.00  <b>Total to be Refunded</b>  Check Payable to: JRP Realty and Daniel KeoughTrustee  Mail to: Ventura, Miesowitz, Keough & Warner 783 Springfield Ave. Summit, NJ 07901	\$28,756.00

Dated: July 5, 2016

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, July 5, 2016.

City Clerk

Resolution (ID # 4347)  
July 5, 2016

**AUTHORIZE REDEMPTION - TAX SALE CERTIFICATE #15-1**

WHEREAS, at the municipal tax sale held on December 8, 2015 a tax lien was sold for 2014 delinquent tax and sewer, and

WHEREAS, the lien was sold to John Venutolo at a 0% bid rate with a premium, and

WHEREAS, Tax Sale Certificate #15-1 has been redeemed and the monies collected.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT;

That the proper City officers be and they are hereby authorized and directed to issue a check(s) as follows:

Block	Lot	Name	Amount
1302	54	19 Edgar Street, LLC. 19 Edgar St.  Premium:  Check payable and mail to:  John Venutolo 25 Hughes Place Summit NJ 07901  1099-int 3,463.16	\$37,866.36  \$58,000.00

Dated: July 5, 2016

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, July 5, 2016.

City Clerk

Resolution (ID # 4261)  
July 5, 2016

**AUTHORIZE PARKING REFUNDS - SUMMIT SMARTCARD, PREPAID PARKING, AND  
OVERNIGHT PARKING PERMITS**

WHEREAS, Summit SmartCards, which have been previously purchased from the City through the Parking Utility Account, have been returned because of a lack of need for the cards or due to a malfunction of said cards, and

WHEREAS, individuals who have purchased prepaid parking and no longer require parking in Summit, and

WHEREAS, individuals who have purchased overnight parking permits that have moved or acquired other off-street parking and no longer require such permit.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

That the City Treasurer be and is hereby authorized to issue checks to reimburse Summit SmartCard and prepaid parking and users of overnight permits in the amount(s) on the attached list.

Dated: July 5, 2016

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Wednesday evening, July 5, 2016.

City Clerk

SUMMIT SMARTCARD, PREPAID PARKING, AND OVERNIGHT PARKING PERMITS REFUNDS  
COUNCIL MEETING DATE: July 5, 2016

NAME	ADDRESS	TYPE	REASON	REFUND AMOUNT
Tom Getzendanner	141 Beechwood Rd., Summit, NJ 07901	SmartCard #00026	No longer needs	\$95.00
				\$95.00

Attachment: Refunds July 5, 2016 (4261 : Authorize Parking Refunds - Summit SmartCard, Prepaid

Resolution (ID # 4346)  
July 5, 2016

**AUTHORIZE PAYMENT OF BILLS - \$1,184,225.48**

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT:

That the proper officers of the City be and they are hereby authorized and directed to draw checks for a total of **\$1,184,225.48** for the payment of the itemized bills listed on the following Schedule "A" which have been approved by several committees and the President of the Common Council and which are made a part of the minutes of this meeting.

Dated: July 5, 2016

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, July 5, 2016.

City Clerk

# BILL LIST

## REGULAR MEETING

JULY 5<sup>TH</sup> 2016

Rcvd Batch Id Range: First		to Last		Rcvd Date Start: 0		End: 06/24/16		Report Format: Condensed	
Rcvd Date	Batch Id	PO #	Description	Vendor		Amount	Contract		
06/24/16	ANIMAL	16-01784	ANIMAL CONTROL CHARGES	ANIMALCS	ANIMAL CONTROL SOLUTIONS LLC	150.00			
06/24/16	ANIMAL	16-02369	POSTAGE CAT/DOG MAILING 6/22	CITYOF81	CITY OF SUMMIT TREASURERS ACCT	550.95			
06/24/16	ANIMAL	16-00339	OFFICE SUPPLIES, LICENSE TAGS	MGLFOR50	MGL PRINTING SOLUTIONS	476.50			
06/24/16	ANIMAL	16-00384	RABIES REIMB. OR EUTHANASIA	SUMMIT23	SUMMIT DOG AND CAT HOSPITAL	465.00			
					Total for Batch: ANIMAL	1,642.45			
06/24/16	CAPITAL	16-01933	AC REPAIRS AT OLD CITY HALL	AIRGROUP	AIR GROUP, LLC	16,840.20			
06/24/16	CAPITAL	16-00838	SIGN REPLACEMENT PROGRAM	AMERIC64	AMERICAN TRAFFIC & STREET SIGN	15,450.00			
06/24/16	CAPITAL	16-01930	Outpost Display Board	BENSHA50	BEN SHAFFER RECREATION INC	753.00			
06/24/16	CAPITAL	16-01521	WoodCarpet for SFAC Playground	BOYCEA50	BOYCE ASSOCIATES	1,950.00			
06/24/16	CAPITAL	15-03758	TATLOCK TENNIS COURT IMPROVEMT	CLASSICT	CLASSIC TURF COMPANY	16,903.50			
06/24/16	CAPITAL	16-01525	Installation of Playground	MASTERSC	MASTERS CONSTRUCTION CO, INC	16,210.00			
06/24/16	CAPITAL	16-02234	DPW New Vehicle Accessories	NORTHECO	NORTHEAST COMMUNICATIONS INC	1,020.00			
06/24/16	CAPITAL	16-00550	Microsoft 365 Licensing	PLANE005	PLANET TECHNOLOGIES, INC	15,456.00			
06/24/16	CAPITAL	15-01426	2015 Road Improvement Program	REIVA005	REIVAX CONTRACTING CORP.	29,021.40			
					Total for Batch: CAPITAL	113,604.10			
06/24/16	COMMDEV	16-02224	CDBG SUMMIT EARLY CHILDHOOD	THELEA50	THE LEARNING CIRCLE	2,500.00			
					Total for Batch: COMMDEV	2,500.00			
06/24/16	DCP	16-00254	Carbon Dioxide Blanket PO	AIRGASNC	AIRGAS NATIONAL CARBONATION	504.75			
06/24/16	DCP	16-02160	Replaced Gas Valve for fyer	ARGENT50	ARGENT CONTRACTING CO INC	220.00			
06/24/16	DCP	16-01868	Chlorine BPO	CLEARW66	CLEARWATER POOL & SPA PLACE	2,287.50			
06/24/16	DCP	16-01615	Building Supplies BPO	COLLIN33	COLLINE BROS LOCK & SAFE CO.,	18.36			
06/24/16	DCP	16-02185	114532 Rekey Pool House &	COLLIN33	COLLINE BROS LOCK & SAFE CO.,	916.31			
06/24/16	DCP	16-02374	488296 - SFAC playground open	GUIDAD50	GUIDA, DAVID	8.56			
06/24/16	DCP	16-01627	Geese Control	HUDSONVW	HUDSON VALLEY WILD GOOSE	1,000.00			
06/24/16	DCP	16-01599	Supplies BPO	IFITSW50	IF IT'S WATER, INC.	144.71			
06/24/16	DCP	16-00252	Website Maintenance	JAMESCO	JAMES COLUCCI ENTERPRISES LLC	200.00			
06/24/16	DCP	16-01730	water for Golf Course BPO	NESTLERR	READYREFRESH BY NESTLE	18.90			
06/24/16	DCP	16-02154	75822184 Black/Green Valve	SITEONEL	SITEONE LANSCAPE SUPPLY LLC	91.97			
06/24/16	DCP	16-00369	Office Supplies BPO	STAPLESR	STAPLES ADVANTAGE CREDIT SRVCS	157.32			
06/24/16	DCP	16-01601	Building Supplies BPO	STAPLESR	STAPLES ADVANTAGE CREDIT SRVCS	313.49			
06/24/16	DCP	16-01238	Equipment Maint. & Parts BPO	STORRT50	STORR TRACTOR CO	50.53			
06/24/16	DCP	16-01602	Supplies BPO	SUMMIT40	SUMMIT IND. HARDWARE #365	10.19			
06/24/16	DCP	16-02167	Signs for SFAC BPO	THESIG50	THE SIGN CENTER	431.77			
06/24/16	DCP	16-02161	S172699 Ball Valve for water	WABIRD50	W A BIRDSALL & CO	31.11			
06/24/16	DCP	16-01414	Lifeguard Attire and Supplies	WATERS	WATER SAFETY PROUDCTS, INC.	3,410.60			
					Total for Batch: DCP	9,816.07			
06/24/16	FINANCE	16-00372	PHYSICALS CONSULTATIONS REFERS	AHSHOS75	AHS HOSPITAL CORPORATION	1,104.00			
06/24/16	FINANCE	16-02155	Misc. Technology-related Items	AMAZON50	AMAZON.COM LLC	735.30			
06/24/16	FINANCE	16-00170	MADISON IT SERVICES 2016	BOROUGHM	BOROUGH OF MADISON	49,967.26			
06/24/16	FINANCE	16-02235	PLAN ADMINISTRATION FEE BLANKT	BPA	BENEFIT PLANS ADMINISTRATORS	1,405.00			
06/24/16	FINANCE	16-02355	Lunch Reimbursement	CHAMPN50	CHAMPNEY, MEGAN	26.39			
06/24/16	FINANCE	16-02260	INV #16-0603 INV Date 6/7/2016	CIRKIEL	CIRKIEL ACTURIAL CONSULTING	3,500.00			
06/24/16	FINANCE	16-02342	LABOR SERVICES COUNSEL 2016	CLEAR005	CLEARY GIACOBBE ALFIERI &	2,012.18			
06/24/16	FINANCE	16-00835	2016 TAX APPEALS	DIFRA005	DIFRANCESCO BATEMAN KUNZMAN	2,662.30			
06/24/16	FINANCE	16-00932	CITY SOLICITOR 2016 CONTRACT	DIFRA005	DIFRANCESCO BATEMAN KUNZMAN	990.00			
06/24/16	FINANCE	16-02263	CERTIFIED MAIL FORMS	JERSEYMA	JERSEY MAIL SYSTEMS, LLC	314.20			
06/24/16	FINANCE	16-02353	How To Be Ethical Seminar	JPMONZOM	JPMONZO MUNICIPAL CONSULTING	30.00			
06/24/16	FINANCE	16-02338	reimbursement mileage tolls	KEATIN50	KEATING, EILEEN	176.16			

Attachment: Bill List 7-5-16 (4346 : Authorize Payment of Bills - \$1,184,225.48)

Rcvd Date	Batch Id	PO #	Description	Vendor	Amount	Contract
06/24/16	FINANCE	16-02182	interpreting services	PINTOR50 PINTO, RAUL M.	150.00	
06/24/16	FINANCE	16-01445	Inv.14299 AntiSpam/Fortressing	RIVERI50 RIVER INTERNET COMMUNICATIONS	750.00	
06/24/16	FINANCE	16-02261	2015 Tax Counsel Services	SKOLOF50 SKOLOFF & WOLFE, P.C.	137,832.81	
06/24/16	FINANCE	16-02278	Inv.5/31/16 Acct. 201591	SWIFTRCH SWIFTREACH NETWORKS INC	5,995.00	
06/24/16	FINANCE	16-00344	OFFDUTY SHS TRAFFIC	UNIONC43 UNION COUNTY POLICE	80.00	
06/24/16	FINANCE	16-01476	Paper & Binders for budget	VILLAG25 VILLAGE OFFICE SUPPLY	374.67	
06/24/16	FINANCE	16-00003	BLANKET SUPPLY ORDERS	WBMASON W.B. MASON CO, INC	1,134.85	
				Total for Batch: FINANCE	209,240.12	
06/24/16	HEALTH	16-01694	OFFICE SUPPLIES	STAPLESR STAPLES ADVANTAGE CREDIT SRVCS	615.15	
				Total for Batch: HEALTH	615.15	
06/24/16	PARKCAP	16-02156	Belkin Cat6 Cabling - Parking	AMAZON50 AMAZON.COM LLC	1,243.62	
06/24/16	PARKCAP	16-01715	Feeder Cable to Generator PSA	CARNEY CARNEY ELECTRIC	5,500.00	
06/24/16	PARKCAP	16-01716	Proposal#2309D116 PHONES	COLLECT COLLECTIVE INFRASTRUCTURE	4,056.41	
06/24/16	PARKCAP	16-01510	Carpet PSA New Space	COVEDISC COVE DISCOUNT CARPETS INC	5,211.50	
06/24/16	PARKCAP	16-01286	QT#JC12654-01 PSA ACCESS SYSTM	DETERR50 DETERRENT TECHNOLOGIES	23,210.23	
06/24/16	PARKCAP	16-01871	TIER GARAGE & ELEVATOR REHAB	SOUTHSHR SOUTH SHORE CONSTRUCTION, LLC	70,569.80	
				Total for Batch: PARKCAP	109,791.56	
06/24/16	PARKING	16-02321	Inv#129793 Freight	AMANOMCG AMANO MCGANN INC	250.00	
06/24/16	PARKING	15-04492	CASH REGISTER DATASYM 651	ANDYBE50 ANDY BEDNAR'S P.O.S. SYSTEMS	3,906.00	
06/24/16	PARKING	16-01720	QT#233950 STAFF FURNITURE	BFI00050 BFI	15,882.00	
06/24/16	PARKING	16-02243	IN#625276 62LB PAIL JNT COMPND	DREYER50 DREYER'S LUMBER & HARDWARE CO.	35.98	
06/24/16	PARKING	16-02251	HVAC MATERIALS FOR PARKING	DUNPHEYS DUNPHEY SMITH CO	141.52	
06/24/16	PARKING	16-02118	IN#S27545 BSG -Call Box Repair	FIRECO66 FIRE CONTROL ELECTRICAL SYSTEM	210.00	
06/24/16	PARKING	16-02386	PARKING REFUND	GETZEN50 GETZENDANNER, THOMAS	95.00	
06/24/16	PARKING	16-02028	COMPACT INKBERRY HOLLY ILEX	LPSTAT50 L.P. STATILE, INC.	750.00	
06/24/16	PARKING	16-00995	BLANKET PROC FEES	PAYMENTP PAYMENT PROCESSING, INC.	100.00	
06/24/16	PARKING	16-02247	IN#562106 Dodge filter	QUALIT25 QUALITY AUTOMOTIVE CO.	6.19	
06/24/16	PARKING	16-02248	MPS-222356 DEFOREST FM SIGN	SMARTSIG SMARTSIGN	328.27	
06/24/16	PARKING	16-02246	IN#23594 TIER GARAGE LIGHTS	SUMMIT25 SUMMIT ELECTRICAL SUPPLY CO	1,959.86	
06/24/16	PARKING	16-02316	IN#544417/544735/544776/545141	SUMMIT40 SUMMIT IND. HARDWARE #365	85.35	
06/24/16	PARKING	16-02317	#545516 clr pack tape/40' carp	SUMMIT40 SUMMIT IND. HARDWARE #365	28.85	
06/24/16	PARKING	16-02245	IN#283448/283448-01 BERGMAN	UNIUNI UNIVERSAL UNIFORM SALES CO INC	470.79	
06/24/16	PARKING	16-02127	Prop#7258 kitchen/Counter	VITILLOS DIVERSIFIED FIXTURE	12,065.00	
				Total for Batch: PARKING	36,314.81	
06/24/16	SAFETY	16-00082	FD CLEANING SUPPLIES 2015	AMERIC38 AMERICAN PAPER TOWEL CO	812.26	
06/24/16	SAFETY	16-02073	FD INV I1165525 - ANS4614	APPROV33 APPROVED FIRE PROTECTION CO	225.00	
06/24/16	SAFETY	16-02239	FD INV I2166249 LIQ SYS INSP	APPROV33 APPROVED FIRE PROTECTION CO	170.80	
06/24/16	SAFETY	16-02225	FD INV 28194 - TRANSMISSION OI	BAUERA50 BAUER AUTOMOTIVE SERVICE INC.	78.00	
06/24/16	SAFETY	16-02221	PD- Impound/Recovered Vehicles	BROOKS75 BROOKSIDE TOWING	455.00	
06/24/16	SAFETY	16-02140	PD- Vehicle Maintenance	BUY-WI50 BUY-WISE	35.33	
06/24/16	SAFETY	16-01938	FD COPIER MAINTENANCE	CANONUSA CANON USA INC (FD)	102.54	
06/24/16	SAFETY	16-02286	FD A/C 8702 VEH MAINT ITEMS	CHATHAM8 CHATHAM NAPA	282.44	
06/24/16	SAFETY	16-02250	PD- Job Listing (Officer)	COURIE50 COURIER NEWS	445.20	
06/24/16	SAFETY	16-02249	PD- FBI Steak Out	FBI FBINAA-NJ	130.00	
06/24/16	SAFETY	16-01297	PD- Vehicle Maintenance	GARDEN90 GARDEN STATE VINYL DESIGNS LLC	970.00	
06/24/16	SAFETY	16-02220	PD- Uniform Patch Replacement	HILLCI33 HILL CITY CLEANERS	40.50	
06/24/16	SAFETY	16-02328	PD- Tuition Reimbursement	LUDENAHE LUDENA, HENRY	4,068.00	
06/24/16	SAFETY	16-01947	FD MEETING BLANKET	NATALE50 NATALES BAKERY	28.20	
06/24/16	SAFETY	16-01701	FD QUOTE # 3998 REP ISG CAMERA	NEWJER36 NEW JERSEY FIRE EQUIPMENT COMP	700.00	
06/24/16	SAFETY	16-02141	PD- Vehicle Maintenance	QUALIT25 QUALITY AUTOMOTIVE CO.	58.59	

Attachment: Bill List 7-5-16 (4346 : Authorize Payment of Bills - \$1,184,225.48)

Rcvd Date	Batch Id	PO #	Description	Vendor	Amount	Contract
06/24/16	SAFETY	16-02190	PD- Vehicle Maintenance	QUALIT25 QUALITY AUTOMOTIVE CO.	662.89	
06/24/16	SAFETY	16-00224	FD GASOLINE 2016 #74869570	RIGGINS RIGGINS, INC.	2,571.95	
06/24/16	SAFETY	16-02228	FD INV 216003459 EMERG GENERAT	RJCONT50 R & J CONTROL INC	674.35	
06/24/16	SAFETY	16-02237	PD- Service Awards	STEWAR25 STEWART MORRIS INC	120.00	
06/24/16	SAFETY	16-02171	PD- Vehicle Maintenance- wash	SUMMIT16 SUMMIT CAR WASH	650.00	
06/24/16	SAFETY	16-02226	A/C 345 (5/10 TO 5/21/16)	SUMMIT40 SUMMIT IND. HARDWARE #365	543.65	
06/24/16	SAFETY	16-02170	PD- Contract Services, DB	TRANSUNR TRANSUNION RISK & ALTERNATIVE	221.00	
06/24/16	SAFETY	16-02216	PD- UCPCA Training	UNIONC44 UNION COUNTY POLICE CHIEFS ASC	350.00	
06/24/16	SAFETY	16-02106	FD MEETINGS BLANKET	ZAPP1A50 ZAPP1A'S	249.75	
				Total for Batch: SAFETY	14,645.45	
06/24/16	SEWCAP	16-01559	ASHWOOD SEWER CLEANING AND TV	OSWALD50 OSWALD ENTERPRISES, INC.	5,826.60	
				Total for Batch: SEWCAP	5,826.60	
06/24/16	SEWER	16-00166	JOINT MEETING ASSESSMENT 2016	JOINTM50 JOINT MEETING OF ESSEX & UNION	489,082.94	
06/24/16	SEWER	16-00403	Vehicle/Equipment Maintenance	QUALIT25 QUALITY AUTOMOTIVE CO.	27.95	
				Total for Batch: SEWER	489,110.89	
06/24/16	TRUST	16-02218	2471 - Flags	APOLLO02 APOLLO FLAGS, LLC	87.25	
06/24/16	TRUST	16-01584	Football Accident Ins. BPO	BOLLIN50 GALLAGHER BOLLINGER INSURANCE	2,660.00	
06/24/16	TRUST	16-02142	PD- DARE Supplies	CREATPRO CREATIVE PRODUCT SOURCING, INC	934.18	
06/24/16	TRUST	16-02266	PD- DARE Pool Party Supplies	DALYCH50 DALY, CHARLES	418.77	
06/24/16	TRUST	16-01613	Reimbursements SFAC	JOSEPH5J JOSEPHS, JUDITH L	445.00	
06/24/16	TRUST	16-00737	Summer Concerts BPO	LAGUAR50 LAGUARDIA & ASSOCIATES	4,500.00	
06/24/16	TRUST	16-02282	Refund 4-Mile Run Prop Use	OURHOU50 OUR HOUSE, INC.	500.00	
06/24/16	TRUST	16-02088	Planning Board Escrow Fees	PRECISRS PRECISION REPORTING SERVICE	1,264.00	
06/24/16	TRUST	16-02013	ZONING ESCROW FEE BLANKET	ROSEN55 ROSENBERG & ASSOCIATES	1,021.50	
06/24/16	TRUST	16-02272	200 - June Time and Attendance	SMALLWOO SMALLWOOD FINANCIAL GROUP LLC	557.75	
06/24/16	TRUST	16-02258	8251389471 - Fourth Signs	STAPLESR STAPLES ADVANTAGE CREDIT SRVCS	15.50	
06/24/16	TRUST	16-00877	Screen on the Green Movie Pack	SUMMIT50 SUMMIT SOUNDZ ENTERTAINMENT	1,250.00	
06/24/16	TRUST	16-01645	DJ Package Summer Camp BPO	SUMMIT50 SUMMIT SOUNDZ ENTERTAINMENT	250.00	
06/24/16	TRUST	16-02268	PD- DARE Graduation Poster	THEPRINT THE PRINTER'S PLACE A NEW	90.00	
06/24/16	TRUST	16-02089	PB & ZB Escrow Fees	THESHA50 THE SHADE TREE DEPARTMENT LLC	446.25	
06/24/16	TRUST	16-02280	PD- Youth Academy Uniforms	THETE50G THE TEE BAG	125.00	
06/24/16	TRUST	16-00014	Supplies for Share the Fun	VILLAG50 VILLAGE SUPERMARKETS	49.94	
06/24/16	TRUST	16-02168	Supplies for Memorial Day	VILLAG50 VILLAGE SUPERMARKETS	37.32	
06/24/16	TRUST	16-02273	330788-1	ZAPP1ASB ZAPP1A'S BRICK OVEN LLC	53.96	
				Total for Batch: TRUST	14,706.42	
06/24/16	UCC	16-02294	Salary & wages	CONTARDO CONTARDO, RAPLH	300.00	
06/24/16	UCC	16-02293	Salary & wages	OLINGE50 OLINGER, WILLIAM	300.00	
				Total for Batch: UCC	600.00	
06/24/16	WORKS	16-02047	ZONING CERT OF OCCUPANCY FEE	450SPRIN 450 SPRINGFIELD AVE SUMMIT LLC	150.00	
06/24/16	WORKS	16-02135	DPW DOOR MAINTENANCE	ALLMAR50 ALLMARK DOOR COMPANY LLC	2,670.50	
06/24/16	WORKS	16-02134	VEHICLE MAINTENANCE	APOLLO50 APOLLO BATTERY & TIRE	1,158.00	
06/24/16	WORKS	16-01752	BLDGS & GROUNDS MAINTENANCE	ARGENT50 ARGENT CONTRACTING CO INC	289.15	
06/24/16	WORKS	16-01189	DCS COPIER CONTRACT 2016	ARMPCO50 ARMPCO OFFICE MACHINES, INC.	65.97	
06/24/16	WORKS	16-01515	SPRING 2016 CITY TREE SUPPLY	BARTON25 BARTON NURSERY	7,870.00	
06/24/16	WORKS	16-01308	MISC EQUIPMENT - SURVEYING ROD	BENMEADO BEN MEADOWS	241.88	
06/24/16	WORKS	16-02295	REIMBURSE HOTEL - SNOW CONF	CAPUTO70 CAPUTO, RICHARD	342.70	
06/24/16	WORKS	16-00388	Vehicle/Equipment Maintenance	CHATHAM8 CHATHAM NAPA	11.48	
06/24/16	WORKS	16-01002	Vehicle/Equipment Maintenance	CHATHAM8 CHATHAM NAPA	17.98	
06/24/16	WORKS	16-02003	ZONING AFFORDABLE HOUSING BLNK	CLARKE33 CLARKE CATON HINTZ PC	1,375.00	

Attachment: Bill List 7-5-16 (4346 : Authorize Payment of Bills - \$1,184,225.48)

Rcvd Date	Batch Id	PO #	Description	Vendor	Amount	Contract
06/24/16	WORKS	16-01856	VEHICLE MAINTENANCE	CUSTOM25 CUSTOM BANDAG INC	1,742.94	
06/24/16	WORKS	16-02223	Shop Supplies/Materials	DAVIDW50 DAVID WEBER OIL CO.	2,392.24	
06/24/16	WORKS	16-00695	DISPOSAL OF PALLETS/LUMBER	ENVIRO44 ENVIRONMENTAL RENEWAL, L.L.C.	112.50	
06/24/16	WORKS	16-01187	2016 SCHEDULED CLEANING SRVCS	EXCELBSC EXCELLENT BUILDING SRVCS CORP	10,542.00	
06/24/16	WORKS	16-00922	ROAD REPAIR AND MAINTENANCE	FANWOO50 FANWOOD CRUSHED STONE	486.72	
06/24/16	WORKS	16-00011	DCS Diesel Fuel	FINCHFUE FINCH FUEL OIL CO INC	1,664.82	
06/24/16	WORKS	16-01682	Grounds Maintenance	FUSCOB50 FUSCO BROS INC	105.10	
06/24/16	WORKS	16-01852	BLDGS & GROUNDS MAINT/SUPPLIES	HANOVE66 HANOVER SUPPLY CO.	97.02	
06/24/16	WORKS	16-01743	VEHICLE MAINTENANCE	INDUST42 INDUSTRIAL RUBBER CO	1,770.61	
06/24/16	WORKS	16-01516	2016 CITY TREE INSTALLATION	JAMATTEN JAMATT ENTERPRISES, INC	2,976.00	
06/24/16	WORKS	16-02086	Trash/Recycle Bins	JEDSTOCK JEDSTOCK, INC.	291.00	
06/24/16	WORKS	16-02313	REIMBURSEMENT FOR SAFETY SHOES	LIBERATS LIBERATO, SALVATORE	155.14	
06/24/16	WORKS	16-01697	Oil Disposal	LORCOP50 LORCO PETROLEUM	80.00	
06/24/16	WORKS	16-01093	Vehicle/Equipment Maintenance	MID-AT50 MID-ATLANTIC INTERNATIONAL	441.56	
06/24/16	WORKS	16-02213	Street Sweeping Tickets	NEWJER53 NJSEA (STREET SWEEPING)	2,640.00	
06/24/16	WORKS	16-01939	Ground Maintenance	PETERS24 PETERSCAPE TREE SERVICE INC	1,190.00	
06/24/16	WORKS	16-02087	Legal Services	PRECISRS PRECISION REPORTING SERVICE	275.50	
06/24/16	WORKS	16-00389	Vehicle Maintenance	QUALIT25 QUALITY AUTOMOTIVE CO.	516.11	
06/24/16	WORKS	16-02236	Building Maintenance	RICCIA RICCIARDI BROTHERS, INC.	290.93	
06/24/16	WORKS	16-02298	REIMBURSE MEALS - SNOW CONF	RILLOD50 RILLO, DOUG	121.10	
06/24/16	WORKS	16-02013	ZONING ESCROW FEE BLANKET	ROSEN85 ROSENBERG & ASSOCIATES	93.50	
06/24/16	WORKS	16-01050	Continuin Education G. Binetti	RUTGDIV RUTGERS, THE STATE UNIVERSITY	732.00	
06/24/16	WORKS	16-01858		SANITA50 SANITATION EQUIPMENT CORP	641.28	
06/24/16	WORKS	16-02297	Conferences & Meetings	SCHRAGER SCHRAGER, AARON	472.34	
06/24/16	WORKS	16-01998	Supplies/Materials	SOSGAS50 SOS GASES INC.	238.80	
06/24/16	WORKS	16-00395	Fuel Oil/Building Mainenance	STEPHE42 STEPHENS MILLER-MITCHELL SUPRE	794.06	
06/24/16	WORKS	16-01999	Vehicle/Equipment Maintenance	STORRT50 STORR TRACTOR CO	232.44	
06/24/16	WORKS	16-00399	Buildings/Grounds Maintenance	SUMMIT25 SUMMIT ELECTRICAL SUPPLY CO	388.58	
06/24/16	WORKS	16-00397	Building/Grounds Maintenance	SUMMIT40 SUMMIT IND. HARDWARE #365	1,207.58	
06/24/16	WORKS	16-00627	DEP Licensing 2016 blanket	TREASU25 TREASURER, STATE OF NEW JERSEY	2,708.00	
06/24/16	WORKS	16-01186	Roads Maintenance	WELDON25 WELDON ASPHALT CO	13,391.44	
06/24/16	WORKS	16-02019	Roads Materials	WELDON50 WELDON CONCRETE CO	956.60	
Total for Batch: WORKS					63,940.57	

Total for Date: 06/24/16      Total for All Batches: 1,072,354.19

Attachment: Bill List 7-5-16 (4346 : Authorize Payment of Bills - \$1,184,225.48)

*\* No Received PO Batch Listing By PO Number \**

Batch Id: JMOORE Batch Type: C Batch Date: 06/23/16 Checking Account: TRUST-OTHER G/L Credit: Budget G/L Credit  
Generate Direct Deposit: N

Check No. PO #	Check Date Enc Date	Vendor # Name Item Description	Payment Amt	Street 1 of Address to be printed on Check Charge Account Description	Account Type	Status	Seq	Acct
16-01922	05/12/16	06/23/16 BLIGH BLIGH, VICTORIA 1 Refund Golf Clinic	105.00	28 GREENBRIAR DRIVE 6-28-71-300-GLF-CLN RT-RAP Golf Clinics	Budget	Aprv	4	1
			<u>105.00</u>					
16-01865	05/10/16	06/23/16 LIUNI LIU, NI 1 Refund Summer Camp	305.00	582 SPRINGFIELD AVE 6-28-71-300-SUM-CAM RT-RAP Summer Camp	Budget	Aprv	3	1
			<u>305.00</u>					
16-01828	05/05/16	06/23/16 NELSONME NELSON, MELISSA 1 Refund Flag Football	100.00	154 COLONIAL WAY 6-28-71-300-FLG-FTB RT-RAP Flag Football	Budget	Aprv	1	1
16-01828	05/05/16	2 Refund Field User Fee	20.00	6-28-72-200-FUF-REF RT-Field User Fees Refunds	Budget	Aprv	2	1
			<u>120.00</u>					

checks:            Count    Line Items            Amount  
                              3                    4                            530.00

There are NO errors or warnings in this listing.

Attachment: Bill List 7-5-16 (4346 : Authorize Payment of Bills - \$1,184,225.48)

Rcvd Batch Id Range: First to Last Rcvd Date Start: 0 End: 06/23/16 Report Format: Condensed

Rcvd Date	Batch Id	PO #	Description	Vendor	Amount	Contract
06/23/16	DCP	16-00093	DCP 8499 050329 0168806 BLANKT	COMCAS69 COMCAST	105.90	
06/23/16	DCP	16-00155	100004273908 5 MYRTLE BLANKET	JERSEY24 JERSEY CENTRAL POWER AND LIGHT	183.95	
06/23/16	DCP	16-00156	100005244296 AUBREY&LEWIS BLKT	JERSEY24 JERSEY CENTRAL POWER AND LIGHT	18.73	
06/23/16	DCP	16-00157	100005244346 26 BUTLER BLANKET	JERSEY24 JERSEY CENTRAL POWER AND LIGHT	318.21	
06/23/16	DCP	16-00158	100005244403 25 BUTLER BLANKET	JERSEY24 JERSEY CENTRAL POWER AND LIGHT	112.44	
06/23/16	DCP	16-00159	100005244528 BUTLER BLANKET	JERSEY24 JERSEY CENTRAL POWER AND LIGHT	20.95	
06/23/16	DCP	16-00160	100005441132 189 RIVER BLANKET	JERSEY24 JERSEY CENTRAL POWER AND LIGHT	474.30	
06/23/16	DCP	16-00161	100006271546 697 SPRNGFLD BLKT	JERSEY24 JERSEY CENTRAL POWER AND LIGHT	145.56	
06/23/16	DCP	16-00162	100006894180 100 MORRIS BLANKT	JERSEY24 JERSEY CENTRAL POWER AND LIGHT	807.29	
06/23/16	DCP	16-00163	100077504148 5 MYRTLE BLANKET	JERSEY24 JERSEY CENTRAL POWER AND LIGHT	2.96	
06/23/16	DCP	16-00164	100084439627 100 ASHWOOD BLNKT	JERSEY24 JERSEY CENTRAL POWER AND LIGHT	560.45	
06/23/16	DCP	16-00165	100084442050 110 ASHWOOD BLNKT	JERSEY24 JERSEY CENTRAL POWER AND LIGHT	432.90	
06/23/16	DCP	16-00176	1018-210023002769 4 MORRIS CT	NJ-AME50 NJ-AMERICAN WATER CO.	129.39	
06/23/16	DCP	16-00177	1018-210023341891 100 MORRIS	NJ-AME50 NJ-AMERICAN WATER CO.	99.20	
06/23/16	DCP	16-00184	1018-210023343187 85 LARNED RD	NJ-AME50 NJ-AMERICAN WATER CO.	169.39	
06/23/16	DCP	16-00187	1018-210023344029 80 BUTLER	NJ-AME50 NJ-AMERICAN WATER CO.	187.32	
06/23/16	DCP	16-00188	1018-210023344104 RIVER RD	NJ-AME50 NJ-AMERICAN WATER CO.	13.60	
06/23/16	DCP	16-00194	1018-210023345862 HILLVIEW TER	NJ-AME50 NJ-AMERICAN WATER CO.	40.67	
06/23/16	DCP	16-00197	1018-210024652549 85 LARNED IR	NJ-AME50 NJ-AMERICAN WATER CO.	116.06	
06/23/16	DCP	16-00203	1018-210027063599 683 SPRNGFLD	NJ-AME50 NJ-AMERICAN WATER CO.	115.47	
Total for Batch: DCP					4,054.74	
06/23/16	FINANCE	16-00084	030 361 4837 001	AT105068 AT&T	68.62	
06/23/16	FINANCE	16-00088	WATER DCP 100 MORRIS	BALBOA BALBOA CAPITAL	378.95	
06/23/16	FINANCE	16-00097	614008/614449 512 SPRINGFIELD	DIRECTE DIRECT ENERGY	50.39	
06/23/16	FINANCE	16-00098	614008/614450 41 CHATHAM RD	DIRECTE DIRECT ENERGY	3.62	
06/23/16	FINANCE	16-00099	614008/614451 41 CHATHAM RD	DIRECTE DIRECT ENERGY	113.54	
06/23/16	FINANCE	16-00100	614008/614452 41 CHATHAM RD	DIRECTE DIRECT ENERGY	21.83	
06/23/16	FINANCE	16-00101	614008/614454 75 MAPLE STREET	DIRECTE DIRECT ENERGY	30.34	
06/23/16	FINANCE	16-00102	614008/614455 RIVER RD GENERAT	DIRECTE DIRECT ENERGY	0.63	
06/23/16	FINANCE	16-00103	614008/614456 BUTLER PARKWAY	DIRECTE DIRECT ENERGY	40.68	
06/23/16	FINANCE	16-00105	614008/614458 384 BROAD STREET	DIRECTE DIRECT ENERGY	46.20	
06/23/16	FINANCE	16-00106	1064-9271-9 FEDEX SERVICES	FEDEX050 FEDEX	49.35	
06/23/16	FINANCE	16-00107	100 004 835 532 NEW PROVIDENCE	JCPL0050 JCP&L	710.34	
06/23/16	FINANCE	16-00110	100005845241 CITY HALL	JCPL0050 JCP&L	803.53	
06/23/16	FINANCE	16-00111	1000005845282 CITY HALL	JCPL0050 JCP&L	10,161.70	
06/23/16	FINANCE	16-00112	100005845316 CITY HALL	JCPL0050 JCP&L	1,539.33	
06/23/16	FINANCE	16-00113	100005845548/CITY HALL/BD/CHES	JCPL0050 JCP&L	36.96	
06/23/16	FINANCE	16-00114	100 005 954 571 512 SPRINGFLD	JCPL0050 JCP&L	14,704.95	
06/23/16	FINANCE	16-00115	100 006 720 377 PHONE BOOTH	JCPL0050 JCP&L	7.78	
06/23/16	FINANCE	16-00117	100 034 766 905 UNION AVE	JCPL0050 JCP&L	390.96	
06/23/16	FINANCE	16-00118	100 034 766 954 BANK ST	JCPL0050 JCP&L	233.86	
06/23/16	FINANCE	16-00119	100 034 766 962 SPRINGFLD AVE	JCPL0050 JCP&L	233.51	
06/23/16	FINANCE	16-00120	100 037 556 253 SPRINGFLD AVE	JCPL0050 JCP&L	38.48	
06/23/16	FINANCE	16-00121	100047563711 BRYANT PK	JCPL0050 JCP&L	10.60	
06/23/16	FINANCE	16-00122	100 048 610 792 41 CHATHAM RD	JCPL0050 JCP&L	6,371.90	
06/23/16	FINANCE	16-00123	100 050 758 117 BROAD ST	JCPL0050 JCP&L	36.85	
06/23/16	FINANCE	16-00125	100052171673 CITY HALL	JCPL0050 JCP&L	15.79	
06/23/16	FINANCE	16-00127	100 062 732 993 BUS SHELTER	JCPL0050 JCP&L	62.77	
06/23/16	FINANCE	16-00129	100 064 737 081 MORRIS&LAFAYET	JCPL0050 JCP&L	36.48	
06/23/16	FINANCE	16-00130	100 064 737 099 MORRIS&KENT PL	JCPL0050 JCP&L	53.17	
06/23/16	FINANCE	16-00131	100 064 738 881 MORRIS&RIVER	JCPL0050 JCP&L	34.74	

Attachment: Bill List 7-5-16 (4346 : Authorize Payment of Bills - \$1,184,225.48)

Rcvd Date	Batch Id	PO #	Description	Vendor	Amount	Contract
06/23/16	FINANCE	16-00132	100 064 738 923 GLENSIDE&BALTS	JCPL0050 JCP&L	36.33	
06/23/16	FINANCE	16-00134	100 064 738 915 MORRIS&GLENSDE	JCPL0050 JCP&L	35.72	
06/23/16	FINANCE	16-00135	100 064 741 042 MORRIS&BROAD	JCPL0050 JCP&L	42.45	
06/23/16	FINANCE	16-00136	100 064 741 059 MORRIS&PROSP	JCPL0050 JCP&L	43.82	
06/23/16	FINANCE	16-00137	100 064 741 067 MORRIS & MAPLE	JCPL0050 JCP&L	13.31	
06/23/16	FINANCE	16-00138	100 064 741 075 MORRIS& SUMMIT	JCPL0050 JCP&L	41.83	
06/23/16	FINANCE	16-00140	100 071 387 649 MORRIS&MTN	JCPL0050 JCP&L	36.97	
06/23/16	FINANCE	16-00141	100 081 217 810 CLAREMONT CORP	JCPL0050 JCP&L	45.70	
06/23/16	FINANCE	16-00142	100 081 908 319 41 CHATHAM RD	JCPL0050 JCP&L	3.45	
06/23/16	FINANCE	16-00147	100 103 385 231 5 Myrtle	JCPL0050 JCP&L	6.48	
06/23/16	FINANCE	16-00168	ACCT 12760	LINESY33 LINE SYSTEMS, INC.	801.46	
06/23/16	FINANCE	16-00179	1018-210023342191 GLEN AVE	NJ-AME50 NJ-AMERICAN WATER CO.	42.94	
06/23/16	FINANCE	16-00181	1018-210023342696 25 ELM ST	NJ-AME50 NJ-AMERICAN WATER CO.	21.76	
06/23/16	FINANCE	16-00182	1018-210023342788 25 ELM ST	NJ-AME50 NJ-AMERICAN WATER CO.	14.51	
06/23/16	FINANCE	16-00185	1018-210023343828 396 BROAD	NJ-AME50 NJ-AMERICAN WATER CO.	141.32	
06/23/16	FINANCE	16-00186	1018-210023343910 512 TFS	NJ-AME50 NJ-AMERICAN WATER CO.	322.10	
06/23/16	FINANCE	16-00189	1018-210023345237 37 CHATHAM	NJ-AME50 NJ-AMERICAN WATER CO.	13.60	
06/23/16	FINANCE	16-00190	1018-210023345336 41 CHATHAM	NJ-AME50 NJ-AMERICAN WATER CO.	87.33	
06/23/16	FINANCE	16-00192	1018-210023345565 NEW PROV	NJ-AME50 NJ-AMERICAN WATER CO.	108.80	
06/23/16	FINANCE	16-00193	1018-210023345664 13 NEW PROV	NJ-AME50 NJ-AMERICAN WATER CO.	128.80	
06/23/16	FINANCE	16-00195	BANK ST 1018-210024595189 BLNK	NJ-AME50 NJ-AMERICAN WATER CO.	13.60	
06/23/16	FINANCE	16-00198	UNION PL 1018-210024718968 BKT	NJ-AME50 NJ-AMERICAN WATER CO.	13.60	
06/23/16	FINANCE	16-00199	1018-210025651051 DCKFS 6	NJ-AME50 NJ-AMERICAN WATER CO.	179.46	
06/23/16	FINANCE	16-00202	1018-210026964873 41 CHATHAM	NJ-AME50 NJ-AMERICAN WATER CO.	79.76	
06/23/16	FINANCE	16-00205	1018-210028692600 TFS POLICE	NJ-AME50 NJ-AMERICAN WATER CO.	615.39	
06/23/16	FINANCE	16-00215	65 671 139 01 41 CHATHAM RD	PSEG1444 PSE&G	13.49	
06/23/16	FINANCE	16-00216	6583966700 10-A GLEN AVE PUMP	PSEG1444 PSE&G	11.59	
06/23/16	FINANCE	16-00223	70 304 372 09 41 CHATHAM REAR	PSEG1444 PSE&G	23.90	
06/23/16	FINANCE	16-00227	ADMIN TELEPHONES 2016 - 338922	SPECT005 SPECTROTEL HOLDING COMPANY LLC	7,777.31	
06/23/16	FINANCE	16-00331	682164944-00001	VERIZ408 VERIZON WIRELESS	2,844.41	
06/23/16	FINANCE	16-00335	908 522 3628 908 38Y	VERIZ008 VERIZON	108.04	
06/23/16	FINANCE	16-00514	FD High Sp Internet 8749010059	VER92004 VERIZON	75.99	
06/23/16	FINANCE	16-00829	100 113 540 429 N ENGLND BLK 3	JCPL0050 JCP&L	33.04	
06/23/16	FINANCE	16-01739	DATA PAC CURVE POSTAGE SYSTEM	GREATAME GREATAMERICA FINANCIAL	395.00	
06/23/16	FINANCE	16-02364	PERMIT P1-1349 1CLASS PRESORT	POSTM005 POSTMASTER	430.00	
06/23/16	FINANCE	16-02387	POSTAGE FOR AC - COS 1846377	USPSD005 USPS DATA-PAC	20,000.00	
Total for Batch: FINANCE					70,891.11	
06/23/16	LIBRARY	16-00096	LIBRARY #8499 05 329 0008432	COMCAS69 COMCAST	249.85	
06/23/16	LIBRARY	16-00183	LIBRARY 1018-210023342887	NJ-AME50 NJ-AMERICAN WATER CO.	136.26	
06/23/16	LIBRARY	16-00204	LIBRARY 1018-210027119614	NJ-AME50 NJ-AMERICAN WATER CO.	79.76	
06/23/16	LIBRARY	16-00337	LIBRARY ACCT #240533	WESTER33 WESTERN PEST SERVICE	80.50	
06/23/16	LIBRARY	16-00360	LIBRARY ACCT 100 007 700 097	JCPL0050 JCP&L	4,817.44	
Total for Batch: LIBRARY					5,363.81	
06/23/16	PARKING	16-00108	NJ DOT LOT 100005180201 BLNKT	JCPL0050 JCP&L	89.40	
06/23/16	PARKING	16-00116	301 BROAD 100007664368 BLNKT	JCPL0050 JCP&L	1,904.50	
06/23/16	PARKING	16-00124	100 051 492 492 MORRIS AVE LOT	JCPL0050 JCP&L	99.86	
06/23/16	PARKING	16-00126	CEDAR ST 100060906920 BLNKT	JCPL0050 JCP&L	4.88	
06/23/16	PARKING	16-00143	40 DEFOREST 100099194688 BLNKT	JCPL0050 JCP&L	60.27	
06/23/16	PARKING	16-00144	22 DEFOREST 100099194696 BLNKT	JCPL0050 JCP&L	76.29	
06/23/16	PARKING	16-00145	4 DEFOREST 100099194704 BLNKT	JCPL0050 JCP&L	66.14	
06/23/16	PARKING	16-00150	100112084254 PRKING 4 DEFOREST	JCPL0050 JCP&L	68.96	
06/23/16	PARKING	16-00151	100115346619 PRKING 22 DEFORST	JCPL0050 JCP&L	72.98	

Attachment: Bill List 7-5-16 (4346 : Authorize Payment of Bills - \$1,184,225.48)

Rcvd Date	Batch Id	PO #	Description	Vendor	Amount	Contract
06/23/16	PARKING	16-00196	1018-210024638345 BROAD ST	NJ-AME50 NJ-AMERICAN WATER CO.	21.18	
				Total for Batch: PARKING	2,464.46	
06/23/16	SEWER	16-00200	1018-210025811013 CONSTANTINE	NJ-AME50 NJ-AMERICAN WATER CO.	34.00	
				Total for Batch: SEWER	34.00	
Total for Date: 06/23/16					Total for All Batches:	82,808.12

Attachment: Bill List 7-5-16 (4346 : Authorize Payment of Bills - \$1,184,225.48)

June 14, 2016  
09:13 AM

City of Summit  
Received P.O. Batch Listing By Vendor Id

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Rcvd Batch Id Range: First	to Last	Rcvd Date Start: 0	End: 06/14/16	Report Format: Condensed		
Rcvd Date	Batch Id	PO #	Description	Vendor	Amount	Contract
06/14/16	PARKCAP	16-02033	Qte#8045703 Cherry Veneer Door	KUIKENBR KUIKEN BROTHERS COMPANY INC	841.36	
				Total for Batch: PARKCAP	841.36	
			Total for Date: 06/14/16	Total for All Batches:	841.36	

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Attachment: Bill List 7-5-16 (4346 : Authorize Payment of Bills - \$1,184,225.48)

June 13, 2016  
11:15 AM

City of Summit  
Received P.O. Batch Listing By Vendor Id

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Rcvd Batch Id Range: First		to Last		Rcvd Date Start: 0	End: 06/13/16	Report Format: Condensed	
Rcvd Date	Batch Id	PO #	Description	Vendor	Amount	Contract	
06/13/16	PARKCAP	16-01981	Prop#105634 48"x48" WINDOW	SABICUSH SABIC US HOLDINGS LP	2,500.00		
					Total for Batch: PARKCAP	2,500.00	
Total for Date: 06/13/16					Total for All Batches:	2,500.00	

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Attachment: Bill List 7-5-16 (4346 : Authorize Payment of Bills - \$1,184,225.48)

Rcvd Batch Id Range: First to Last Rcvd Date Start: 0 End: 06/13/16 Report Format: Condensed

Rcvd Date	Batch Id	PO #	Description	Vendor	Amount	Contract
06/13/16	DCP	16-00155	100004273908 5 MYRTLE BLANKET	JERSEY24 JERSEY CENTRAL POWER AND LIGHT	208.33	
06/13/16	DCP	16-00156	100005244296 AUBREY&LEWIS BLKT	JERSEY24 JERSEY CENTRAL POWER AND LIGHT	18.73	
06/13/16	DCP	16-00157	100005244346 26 BUTLER BLANKET	JERSEY24 JERSEY CENTRAL POWER AND LIGHT	286.95	
06/13/16	DCP	16-00158	100005244403 25 BUTLER BLANKET	JERSEY24 JERSEY CENTRAL POWER AND LIGHT	112.29	
06/13/16	DCP	16-00159	100005244528 BUTLER BLANKET	JERSEY24 JERSEY CENTRAL POWER AND LIGHT	142.28	
06/13/16	DCP	16-00160	100005441132 189 RIVER BLANKET	JERSEY24 JERSEY CENTRAL POWER AND LIGHT	507.49	
06/13/16	DCP	16-00161	100006271546 697 SPRNGFLD BLKT	JERSEY24 JERSEY CENTRAL POWER AND LIGHT	194.19	
06/13/16	DCP	16-00162	100006894180 100 MORRIS BLANKT	JERSEY24 JERSEY CENTRAL POWER AND LIGHT	1,058.93	
06/13/16	DCP	16-00163	100077504148 5 MYRTLE BLANKET	JERSEY24 JERSEY CENTRAL POWER AND LIGHT	3.73	
06/13/16	DCP	16-00164	100084439627 100 ASHWOOD BLNKT	JERSEY24 JERSEY CENTRAL POWER AND LIGHT	315.36	
06/13/16	DCP	16-00165	100084442050 110 ASHWOOD BLNKT	JERSEY24 JERSEY CENTRAL POWER AND LIGHT	284.76	
Total for Batch: DCP					3,133.04	
06/13/16	FINANCE	16-00086	287015068548 FAN02998928 BLNKT	ATTMOBIL AT&T MOBILITY	80.91	
06/13/16	FINANCE	16-00612	908-277-6828 393 BLANKET 2016	BROADV BROADVIEW NETWORKS	70.95	
06/13/16	FINANCE	16-00095	8499 05 329 0172121 (444sprfd)	COMCA840 COMCAST	150.90	
06/13/16	FINANCE	16-00513	8499 05 329 0181395	COMCA840 COMCAST	233.76	
06/13/16	FINANCE	16-00133	100 064 738 899 MORRIS&ORCHARD	JCPL0050 JCP&L	40.49	
06/13/16	FINANCE	16-00146	100 101 541 801 - 0 Springfld	JCPL0050 JCP&L	38.26	
06/13/16	FINANCE	16-00148	100 105 977 803 59-63 Broad	JCPL0050 JCP&L	12.34	
06/13/16	FINANCE	16-00149	100111640320 80 Butler Shack	JCPL0050 JCP&L	5.80	
06/13/16	FINANCE	16-00180	1018-210023342498 422 SPRGFLD	NJ-AME50 NJ-AMERICAN WATER CO.	40.26	
06/13/16	FINANCE	16-00201	1018-210025885632 HYDTS	NJ-AME50 NJ-AMERICAN WATER CO.	23,316.70	
06/13/16	FINANCE	16-00328	8018009698	VER92004 VERIZON	179.99	
06/13/16	FINANCE	16-00330	VER 8298011956 BLANKET	VERC9200 VERIZON COMMUNICATIONS	264.99	
06/13/16	FINANCE	16-00336	201 M55-5284 082	VERIZO16 VERIZON	522.46	
Total for Batch: FINANCE					24,957.81	
06/13/16	TRUST	16-00267	Phone Service BPO	NEXTEL75 NEXTEL COMMUNICATIONS, INC	132.00	
Total for Batch: TRUST					132.00	
Total for Date: 06/13/16					28,222.85	
Total for All Batches:					28,222.85	

Attachment: Bill List 7-5-16 (4346 : Authorize Payment of Bills - \$1,184,225.48)

# THE CITY OF SUMMIT

N E W J E R S E Y

CITY HALL 512 SPRINGFIELD AVENUE SUMMIT, NJ 07901

June 21, 2016

The Honorable Mayor and  
Members of Common Council  
City Hall  
Summit, New Jersey

Ladies and Gentlemen:

On Tuesday, June 7, 2016, at 11:00 a.m., bids were received by the Purchasing Agent as advertised in the Union County Local Source on May 26, 2016 and referred to the Community Programs Director. Results are as follows:

## PURCHASE AND INSTALLATION OF SOUND SYSTEM – INVESTORS BANK FIELD AT TATLOCK PARK

	Base Bid (\$)	
Coskey's TV & Radio Sales & Service 656 Georges Road North Brunswick, NJ 08902	21,800.00	Reject, failure to provide the required Bid Bond and Consent of Surety pursuant to N.J.S.A. 40A:11-21 and N.J.S.A. 40A:11-22, respectively
Cypreco Industries, Inc. PO Box 822/1420 9 <sup>th</sup> Avenue Neptune, NJ 07754	(bid bond) 63,823.00	Reject, exceeds the cost estimate of \$50,000.00 for the project pursuant to N.J.S.A. 40A:11-13.2.a

The Purchasing Agent, upon the review, evaluation and recommendation in a memo dated June 21, 2016, from the Community Programs Director, makes the following recommendation to the General Services Committee:

## PURCHASE AND INSTALLATION OF SOUND SYSTEM – INVESTORS BANK FIELD AT TATLOCK PARK

Reject bids received as described above; authorize re-advertisement on Thursday, July 7, 2016, with bids to be received by the Purchasing Agent at 11:00 a.m. on Tuesday, July 19, 2016.

Sincerely,

*Margaret Gerba*

Margaret Gerba, Purchasing Agent

Communication: Purchasing Letter - Purchase and Installation of Sound System - Investors Bank Field at Tatlock Park (Correspondence)



NEW JERSEY GENERAL ASSEMBLY

C: m/c, R, A  
Cascia  
(congress)

NANCY F. MUÑOZ  
DEPUTY REPUBLICAN CONFERENCE LEADER  
ASSEMBLYWOMAN, 21ST DISTRICT  
MORRIS, SOMERSET AND UNION COUNTIES  
EMAIL: AswMuñoz@njleg.org

- COMMITTEES
- ASSEMBLY HEALTH AND SENIOR SERVICES
- ASSEMBLY COMMERCE AND ECONOMIC DEVELOPMENT
- ASSEMBLY WOMEN & CHILDREN
- NEW JERSEY TASK FORCE ON CHILD ABUSE AND NEGLECT



June 20, 2016

Ms. Rosalia M. Licatase  
The City of Summit  
512 Springfield Avenue  
Summit, NJ 07901

Dear Ms. Licatase,

Thank you for providing me with the City of Summit's Resolution No. 37405 which supports the adoption of S2254/A3821 clarifying municipal affordable housing obligations.

As you know, the Senate Bill S2254 and Assembly Bill A3821 are important legislative remedies designed to clarify existing law and preclude significant unfair impacts on municipalities. It is for this reason; I support their passage and have become a co-sponsor of these measures.

Thank you again for sharing the Common Council's views on this matter of mutual concern. Please do not hesitate to contact me on this, or any other matter of importance to the City of Summit.

Sincerely,

Nancy F. Muñoz  
Assemblywoman

/crv

Communication: Letter from Assemblywoman Nancy F. Muñoz, NJ General Assembly re Senate Bill S2254 and Assembly Bill A3821

Post  
GI 7/5/16

RECEIVED

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JUN 23 2016

CITY CLERK'S OFFICE  
SUMMIT, N.J.

## PUBLIC HEARING NOTICE

The County of Union Department of Human Services Paratransit System will be holding a Public Hearing on Tuesday July 26, 2016 at 7:00 p.m. at the Union County, Administration Building, 10 Elizabethtown Plaza, 6<sup>th</sup> Floor Freeholders Meeting Room, Elizabeth, NJ. This hearing is held every year in order to gather information and comments from interested parties concerning funding received by the County of Union from New Jersey Transit. SCDRTAP (Senior Citizen and Disabled Resident Transportation Assistance Program) funding comes from Casino Revenue and is used to transport seniors (60+), persons with disabilities and/or economically disadvantaged county residents to medical, education, employment, nutrition, shopping and recreational facilities.

The public is invited to attend and participate. For those residents unable to attend the Hearing, please know that written comments and/or testimony will be accepted through July 15th. Please send correspondence to Kathleen E. Carmello, Director, Union County Paratransit System 79 W. Grand Street, Elizabeth, NJ 07202

Communication: Union County Department of Human Services Paratransit System Public Hearing - July 26, 2016 (Notices)



June 22, 2016

GI-7/a  
Post

17.A.2

300 Madison Avenue  
P. O. Box 1911  
Morristown, NJ 07962-1911



TO: Each Municipal Clerk and County Executive or Administrator of the Municipalities and Counties of New Jersey Served by Jersey Central Power & Light Company

RE: In the Matter of the Verified Petition of **Jersey Central Power & Light Company** Constituting Its Annual Filing With Respect to the Non-Utility Generation Charge Clause of Its Filed Tariff ("2014 NGC Filing") BPU Docket No. ER15080960

Dear Sir/Madam:

We herewith serve upon you a copy of a Notice of Public Hearing for Jersey Central Power & Light Company's ("JCP&L") proposed increase in the Company's Rider NGC - Non-Utility Generation Charge.

**PLEASE TAKE NOTICE** that the BPU has scheduled public hearings on this matter at the times and places set forth in the enclosed Public Notice.

Copies of the Verified Petition, together with supporting attachments, are available for inspection at the Company's regional headquarters at 300 Madison Avenue, Morristown, New Jersey 07962 and 331 Newman Springs Road, Building 3, Red Bank, New Jersey 07701, on the Company's website at [https://www.firstenergycorp.com/jersey\\_central\\_power\\_light/regulatory.html](https://www.firstenergycorp.com/jersey_central_power_light/regulatory.html), and at the New Jersey Board of Public Utilities, 44 South Clinton Avenue, 3<sup>rd</sup> Floor, Suite 314, P.O. Box 350, Trenton, New Jersey 08625-0350.

We will be pleased to furnish you with any assistance or additional information that you might reasonably require.

Sincerely,

*Mark A. Mader* (Signature)

Mark A. Mader  
Director  
Rates & Regulatory Affairs-NJ

Enclosure  
u:/rates/public hearings/2016/RRC

{40639838:1}

Communication: JCPL Notice of Hearing - July 12, 2016 (Notices)

# PUBLIC NOTICE

## JERSEY CENTRAL POWER & LIGHT COMPANY

### NOTICE OF PROPOSED INCREASE IN NON-UTILITY GENERATION CHARGE AND NOTICE OF PUBLIC HEARINGS THEREON

**TO OUR CUSTOMERS:** On August 14, 2015, Jersey Central Power & Light Company ("JCP&L" or the "Company") filed a Verified Petition with the New Jersey Board of Public Utilities (the "Board") under BPU Docket No. ER15080960, together with supporting attachments.

The Verified Petition provides for a reconciliation of the actual costs and revenues during calendar year 2014 under the Company's Non-utility Generation Charge ("NGC") Tariff Rider. The Verified Petition also provides for an assessment of the anticipated future level of expenses to be recovered through the Rider NGC and the need for changes after 2015 in the level of revenues thereunder. In the Verified Petition, JCP&L is requesting to increase revenues under Rider NGC, which funds certain non-utility generation costs, by approximately \$26.265 million annually. The change in rates was proposed to become effective on January 1, 2016 or on such date as the Board may determine.

The annual percentage change in rates, if any, applicable to specific customers will vary according to the applicable rate schedule and the level of the customer's usage. Copies of the Verified Petition, together with supporting attachments, are available for inspection at the Company's regional headquarters at 300 Madison Avenue, Morristown, New Jersey 07962 and 331 Newman Springs Road, Building 3, Red Bank, New Jersey 07701, on the Company's website at [https://www.firstenergycorp.com/jersey\\_central\\_power\\_light/regulatory.html](https://www.firstenergycorp.com/jersey_central_power_light/regulatory.html), and at the New Jersey Board of Public Utilities, 44 South Clinton Avenue, 7th Floor, Trenton, New Jersey 08625-0350.

The following comparisons of present and proposed rates will permit customers to determine the approximate net effect upon them of the proposed increase in charges of \$26.265 million annually. Any assistance required by customers in this regard will be furnished by the Company upon request.

<b>Residential Average Bill (Includes 7% Sales and Use Tax)</b>			
	Current Monthly Bill (1)	Proposed Monthly Bill (2)	Proposed Monthly Increase
<b>Residential (RS)</b>			
500 kWh average monthly usage	\$69.04	\$69.72	\$0.68
1000 kWh average monthly usage	\$142.95	\$144.31	\$1.36
1500 kWh average monthly usage	\$218.57	\$220.61	\$2.04
<b>Residential Time-of-Day (RT)</b>			
500 kWh average monthly usage	\$74.42	\$75.10	\$0.68
1000 kWh average monthly usage	\$144.25	\$145.61	\$1.36
1500 kWh average monthly usage	\$214.08	\$216.12	\$2.04
<b>Overall Class Average Per Customer (Includes 7% Sales and Use Tax)</b>			
Rate Class	Current Monthly Bill (1)	Proposed Monthly Bill (2)	Proposed % Increase
Residential (RS)	\$114.06	\$115.14	0.9%
Residential Time of Day (RT)	\$158.60	\$160.11	1.0%
General Service – Secondary (GS)	\$645.14	\$651.39	1.0%
General Service – Secondary Time of Day (GST)	\$27,851.31	\$28,171.44	1.1%
General Service – Primary (GP)	\$39,257.37	\$39,753.85	1.3%
General Service – Transmission (GT)	\$119,872.50	\$121,376.45	1.3%
Lighting (Average Per Fixture)	\$11.02	\$11.08	0.5%

(1) Rates effective 6/1/2016 (2) Proposed rates effective TBD

Please note that the Board in its discretion may apply all or any portion of whatever rate adjustment the Board may ultimately allow to other rate schedules or in a different manner than what JCP&L has proposed in its filing. Accordingly, the final rates and charges to be determined by the Board in these proceedings may be different from what JCP&L has described herein.

Notice of this filing together with a statement of the effect thereof on customers are being served upon the clerk, executive or administrator of each municipality and county within the Company's service areas. Such notice has also been served, together with the supporting attachments, upon the Director of the Division of Rate Counsel, who will represent the interests of ratepayers in these proceedings.

PLEASE TAKE NOTICE that the Board has scheduled public hearings on the Verified Petition under BPU Docket No. ER15080960, at the following times and places:

**July 12, 2016, 1:30 p.m.**  
**Morris County Administration & Records Building**  
**Public Meeting Room, 5th Floor**  
**10 Court Street**  
**Morristown, New Jersey 07963**

**July 12, 2016, 5:30 p.m.**  
**Freehold Township Municipal Building**  
**One Municipal Plaza**  
**(Schanck Road at Stillwells Corner Road)**  
**Freehold, New Jersey 07728**

Members of the public will have an opportunity to be heard and/or to submit written comments or statements at each or either of the public hearings if they wish to do so. Persons requiring special accommodations because of disability should contact the Office of the Secretary of the Board at (609) 777-3300 at least 48 hours prior to the scheduled hearing so that appropriate arrangements can be made. Written comments or statements may also be submitted directly to the Board of Public Utilities at 44 South Clinton Avenue, 3rd Floor, Suite 314, P.O. Box 350, Trenton, New Jersey 08625-0350, Attn: Irene K. Asbury, Secretary of the Board.



# EAB PREPARATION CHECKLIST FOR NEW JERSEY MUNICIPALITIES

Emerald Ash Borer (EAB) is a tree-killing non-native pest that was first detected in New Jersey in 2014. Although initial findings occurred in Somerset, Mercer, and Burlington Counties, it is expected to spread throughout the state in coming years. This checklist helps municipalities prepare.

## 1. Collaborate & Plan



## 2. Take Action



## 3. Decide



## 4. Educate

- FORM AN EAB WORKING GROUP**  
Bring together key players in your municipality such as Shade Tree Commissions, Environmental Commissions, Parks and Recreation, Planning, Township Forester, and Department of Public Works, Green Teams. The group will define roles and responsibilities for EAB preparedness. Identify someone to be a “champion” to keep momentum going.
- DEVELOP AN EAB PLAN**  
Your Community Forestry Management Plan (CFMP) should address EAB mitigation or amend a current CFMP to address EAB mitigation. Contact NJ State Forest Service’s Community Forestry Program for more information on CFMPs 609-633-2320 [www.communityforestry.nj.gov](http://www.communityforestry.nj.gov) View list of Approved Foresters [www.forestry.nj.gov](http://www.forestry.nj.gov)
- DETERMINE YOUR EAB MANAGEMENT ZONE**  
Visit [emeraldashborer.nj.gov](http://emeraldashborer.nj.gov) to find your EAB Management Zone and review recommendations. There are three management zones in New Jersey. Your zone depends on how close you are to a known infestation. Recommendations for woodlot owners and homeowners have been developed for each zone.
- COMPLETE AN INVENTORY**  
To plan effectively, know how many ash trees are present and their size, location, and condition. There are several ways to inventory. While surveying, affix ash ID tags to ash trees with high foot traffic.
- SURVEY FOR EAB**  
A late winter windshield survey is an efficient way to look for infestations, when bark flecking (evidence of woodpecker activity), is visible at the tops of the trees. In the summer, look for signs of crown dieback, bark cracks, and epicormic branches at the base and trunk.
- NOTIFY WOODLAND OWNERS**  
Residents who have more than five acres of woodland should work with an approved forester to develop a forest management plan that specifically addresses EAB, Wetlands and Flood Hazard Areas, and mitigation. View a list of foresters at [www.forestry.nj.gov](http://www.forestry.nj.gov)

- TREAT OR REMOVE ASH**  
Identify high-value ash trees to preserve through chemical treatment, as well as trees that will need to be removed. You may be able to complete this step during your inventory. View a list of wood utilizers at [www.forestry.nj.gov](http://www.forestry.nj.gov)
- BUDGET FOR THE FUTURE**  
Consider treatment, removal, and replacement costs. Use the EAB Cost Calculator to help estimate these costs <http://extension.entm.purdue.edu/treecomputer/>
- DON'T PLANT EAB HOST TREES**  
Every host tree you plant now will need to be treated or removed when EAB arrives in your municipality. Currently known host trees include ash and white fringetree. Replant host trees removed with non-host species minimally at a 1:1 ratio.

- HOLD A PUBLIC EDUCATION PROGRAM**  
Everyone will be affected when EAB arrives. Residents, homeowners, and woodland owners should know what to expect and the options available. View a list Certified Tree Experts that serve your municipality that residents can hire at [www.njtreeexperts.org](http://www.njtreeexperts.org)
- HOLD A FIELD TRAINING EXERCISE**  
Involve municipal staff as well as others who manage trees. Go over ash identification and signs of EAB, especially bark flecking caused by woodpecker activity.
- MAKE EAB INFORMATION AVAILABLE**  
Provide a link to [www.emeraldashborer.nj.gov](http://www.emeraldashborer.nj.gov) on the municipal website, in the municipal newsletter, and on municipal social media accounts. Download printable fact sheets from and make available at the municipal office.

### More information:

[www.emeraldashborer.nj.gov](http://www.emeraldashborer.nj.gov)

This document was adapted from a UNHCE (University of New Hampshire Cooperative Extension) document, Emerald Ash Borer Preparation Checklist for New Hampshire Towns and Cities 2015. NJ EAB Task Force oversaw and approved all updates and changes.

Emerald Ash Borer Task Force





# DEP NEWS RELEASE

New Jersey Department of Environmental Protection

Chris Christie, Governor  
Kim Guadagno, Lt. Governor  
Bob Martin, Commissioner



## IMMEDIATE RELEASE

June 23, 2016

**Contact:** Lawrence Hajna (609) 984-1795  
Bob Considine (609) 292-2994  
Caryn Shinske (609) 984-1795

### DEP, MONTCLAIR STATE UNIVERSITY TO CONDUCT STUDY OF CLINGING JELLYFISH IN MONMOUTH AND OCEAN COUNTY RIVERS AND BAYS *STUDY AIMS TO DETERMINE PREVALENCE OF TINY JELLYFISH WITH POTENT STING*

**(16/P62) TRENTON** – The Department of Environmental Protection has authorized a study in partnership with Montclair State University to determine the distribution and prevalence of clinging jellyfish, a dime-to-quarter sized and invasive jellyfish that packs a powerful sting that has been reported mostly in the Shrewsbury River in recent weeks.

The jellyfish, a native to the Pacific Ocean, is very difficult to spot in the water. A sting can produce severe pain and other localized symptoms and, in some cases can result in the need for hospitalization.

Multiple specimens have been observed and collected in the Shrewsbury River, while a single clinging jellyfish has been confirmed in the Manasquan River. The studies will be conducted in these waterways, as well as northern portions of Barnegat Bay – where the jellyfish has not, as yet, been observed.



No clinging jellyfish have been found on coastal beaches, nor are they anticipated, as they prefer to cling to vegetation found in sheltered bay and estuarine waters.

“The DEP, working in partnership with Montclair State University, will initially focus on areas where clinging jellyfish have been observed and reported, as well as other bay and river locations where they could conceivably thrive,” DEP

Commissioner Martin said. “While the marine environment is one of change, we hope this important study will help us increase our understanding of the presence of clinging jellyfish in these areas and to ultimately better inform the public.”

“These jellyfish have been found in waters of Massachusetts and the eastern tip of Long Island, but have never been reported in noticeable numbers in New Jersey until this year,” said Dr. Gary Buchanan, Director of the DEP’s Division of Science, Research and Environmental Health.

“Consequently, we do not know if these recent reports of clinging jellyfish are isolated or if they

are becoming established in areas of the state.”

The DEP has authorized a 30-day study that will involve systematic trawling of the water to collect any jellyfish that may be present, as well deployment of artificial sea grass mats to see if they attract clinging jellyfish, and genetic analysis. The DEP will release its findings to the public after the study is concluded.

Depending on the results of the initial study, the DEP will evaluate whether to authorize a second phase of work.

The study will be launched within the next week. Beach seines will be used in shallow waters and crews on boats will also be using zooplankton seines in open water in an effort to capture adult jellyfish, known as medusa.

“Given that this species has not been recorded in New Jersey, we need to understand the distribution and life history to establish a baseline,” said Dr. Paul Bologna, an associate professor of biology at Montclair. “This will support the development of public education and management strategies.”

“The genetic analysis of these organisms may permit us to assess their geographic origins as well as the genetic diversity and stability of these populations,” added Montclair Associate Professor John Gaynor. “These DNA breeding tools may also permit us to monitor other waterways and determine if they are present elsewhere.”

Areas of focus for the study will include locations that have submerged vegetation, creek mouths and marinas. Any specimens that are collected will be sent to a laboratory for positive identification.

The clinging jellyfish (*Gonionemus vertens*), is not known to inhabit ocean beaches or other sandy areas, but tends to attach itself to submerged aquatic vegetation and algae in back bays and rivers, areas not heavily used for swimming.

According to the Woods Hole Oceanographic Institution, the clinging jellyfish has a red, orange or violet cross across its middle. Each jellyfish can trail 60 to 90 tentacles that uncoil like sharp threads and emit painful neurotoxins. Clinging jellyfish primarily feed on zooplankton.

Both the adult (medusa) and polyp stages of the clinging jellyfish are capable of stinging, a mechanism they use to stun prey and to defend against predators.

DEP encourages the public to exercise common sense and caution in areas where the jellyfish have been discovered for recreation. Anyone wading through these areas, especially near aquatic vegetation should take precautions, such as wearing waders to protect themselves.

If stung by a clinging jellyfish:

- Apply white vinegar to the affected area to immobilize any remaining stinging cells.

- Rinse the area with salt water and remove any remaining tentacle materials using gloves or a thick towel.
- A hot compress can then be applied to alleviate pain.
- If symptoms persist or pain increases instead of subsiding, seek prompt medical attention.

For more information on the clinging jellyfish, visit:

[www.njbeaches.org/news/75](http://www.njbeaches.org/news/75)

###

**Sonia Viveiros**

**From:** postmaster <Postmaster@dep.nj.gov>  
**Sent:** Wednesday, June 22, 2016 1:47 PM  
**To:** postmaster  
**Subject:** DEP Release: Christie Administration Celebrates Official Reopening of Iconic Terminal Building at Liberty State Park



**IMMEDIATE RELEASE**  
June 22, 2016

**Contact:** Lawrence Hajna (609) 984-1795  
Bob Considine (609) 292-2994  
Caryn Shinske (609) 984-1795

**CHRISTIE ADMINISTRATION CELEBRATES OFFICIAL REOPENING OF ICONIC TERMINAL BUILDING AT LIBERTY STATE PARK**  
*RESTORATION WORK MARKS MAJOR MILESTONE IN POST-SANDY RECOVERY OF NEW JERSEY'S MOST VISITED PARK*

**(16/P61) TRENTON** – The Christie Administration today celebrated the official reopening of the Central Railroad of New Jersey Terminal at Liberty State Park following extensive repairs and renovations made necessary when Superstorm Sandy slammed the iconic building along the Hudson River in Jersey City.



“The reopening of this historic terminal, through which millions of immigrants passed as they embarked on new lives in the United States, is indeed a momentous occasion,” said Department of Environmental Protection Commissioner Bob Martin during ceremonies at the terminal building.

“The efforts that went into restoring this landmark are nothing short of miraculous and are testimony to our state’s resolve to rebuild from Superstorm Sandy. Today, the Central Railroad of New Jersey Terminal again takes its rightful place beside the Statue of Liberty and Ellis Island as America’s symbols of immigration, opportunity, national growth – and

freedom.”

Communication: NJDEP - Re-opening of Iconic Terminal Building at Liberty State Park (Newsletters)

The nearly \$20 million restoration of the building marks the next-to-last component of the park’s recovery, and has easily been the most complex, involving restoration of a unique piece of architecture that is more than 120 years old.

“One of the great privileges of our work at DEP is to be able to preserve and restore buildings and sites such as this that are inextricably entwined with the ideals of America,” said Assistant Commissioner for Natural and Historic Resources Richard Boornazian. “Liberty State Park and the terminal bring an important storyline in the nation’s history to life – that of the and determination of people from world seeking a better life for and their children. Preserving this our solemn responsibility to future generations.”

*The efforts that went into restoring this landmark are nothing short of miraculous and are testimony to our state’s resolve to rebuild from Superstorm Sandy. Today, the Central Railroad of New Jersey Terminal again takes its rightful place beside the Statue of Liberty and Ellis Island as America’s symbols of immigration, opportunity, national growth – and freedom.*

*– DEP Commissioner Bob Martin*

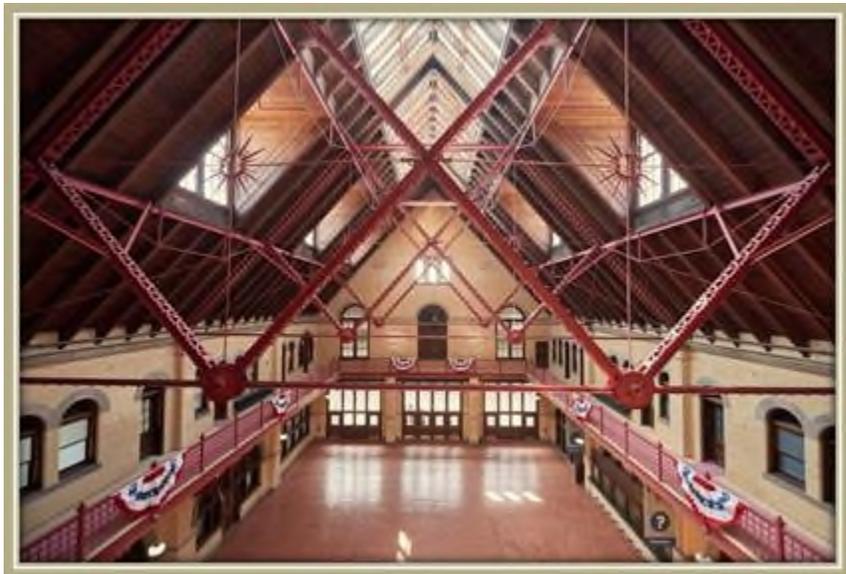
fortitude around the themselves heritage is

“To see this building restored is inspiring and moving,” said Mark Director of the DEP’s Division of Forestry. “We are performing our history by honoring the millions of immigrants, many arriving nearly who made our nation the great melting pot of the world.”

truly Texel, Parks and duty to brave penniless,

The state’s Corporate Business Tax funded \$11.3 million of the work, and an insurance policy funded nearly \$5 million. A National Park Service Sandy Disaster Relief grant provided \$2 million and the Federal Emergency Management Agency provided \$1 million. The park’s operating fund kicked in \$576,000.

Sandy’s record storm surge caused extensive water, electrical and structural damage. Mechanical and electrical equipment were elevated to avert future damage. The interior of the terminal, which briefly reopened in 2014 for the annual memorial observance of victims of the 9/11 terror attacks, was subsequently closed to allow for the additional interior work. Skylights, doors, windows, roofing and the structure’s distinctive cupola were repaired or replaced as part of exterior restoration. This phase was completed in 2014.



“After Sandy hit, I didn’t know whether to cry or scream, we were so demoralized,” said Park Superintendent Rob Rodriguez.

“It was like a giant washing machine went through – everything tossed about, equipment and artifacts all over the floors, and doors, windows and drywall blown out. But one day at a time, one piece of debris at a time, we’ve worked to reach this important milestone. Today, the building is fully accessible. The public can come and admire its unique Romanesque-style architecture and take a step back in time – and perhaps even walk in the footsteps of their grandparents or great-grandparents.”

From 1892 to 1954, the Central Railroad of New Jersey Terminal served as the largest rail hub in the New York metropolitan area. Of the 12 million to 17 million immigrants who passed through Ellis Island during those

years, approximately two-thirds embarked on their new lives on trains departing from the terminal. As many as 50,000 people per day used ferries and trains served by the terminal.

More than four million people per year visit Liberty State Park, which encompasses some 1,200 acres. It is the most popular destination in the state park system and, with the terminal reopening, has made a nearly full comeback from Sandy. Work still needs to be done on the interpretive center.

Liberty State Park offers a two-mile waterfront walkway known as Liberty Walk, the 9/11 Memorial and Grove of Remembrance, the Liberty Landing Marina, the Green Park playground, nature trails, wildlife habitats and other recreational amenities.

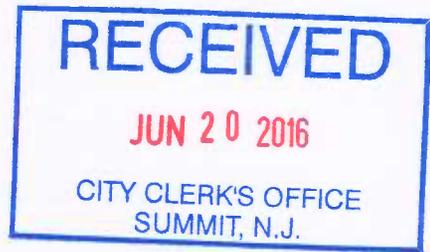
Hundreds of thousands of people use the ferries at the terminal to access Liberty Island, Ellis Island and Manhattan's Battery Park. The park is celebrating its 40<sup>th</sup> anniversary. It was dedicated on Flag Day, June 14, 1976.

For more information on Liberty State Park visit: [www.nj.gov/dep/parksandforests/parks/liberty.html](http://www.nj.gov/dep/parksandforests/parks/liberty.html)

**PHOTOS/Top: Gladys Giron; Bottom: Ralph V. Oswald III**

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GI  
7/5/16



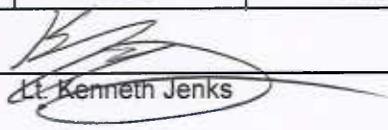
## Summit Fire Department Monthly Fire Activity Response Report April 2016

Fires	Apr-16	Apr-15	2016 To Date	2015 To Date
Fires Inside Structures	7	5	21	27
Fires Outside Structures				
Vehicle Fires	2	2	5	9
Tree/Brush/Grass/Refuse Fires	3	10	5	14
All Other Types of Fires	2	1	5	1
Mutual Aid Task Force Responses				
<b>Total Fires</b>	<b>14</b>	<b>18</b>	<b>36</b>	<b>51</b>

Emergencies	Apr-16	Apr-15	2016 To Date	2015 To Date
Hazardous Conditions	10	14	44	58
Electrical Hazards	23	10	69	48
Motor Vehicle Accidents	5	4	10	15
Mutual Aid Station Coverage		2	2	4
Service Calls (Lock-Outs, Water Removal, etc.)	21	27	111	135
Good Intent Calls	15	13	81	71
Miscellaneous Calls (Assist Police, Stand-By, Special Services)	15	8	50	36
CO Detector Activations	1	2	7	10
<b>Total Emergencies</b>	<b>90</b>	<b>80</b>	<b>374</b>	<b>377</b>

Rescues	Apr-16	Apr-15	2016 To Date	2015 To Date
Motor Vehicle Extrications		1	2	9
Elevator Emergencies, Searches, etc.	1	2	4	5
Emergency Medical Calls	27	30	143	147
<b>Total Rescues</b>	<b>28</b>	<b>33</b>	<b>149</b>	<b>161</b>

Alarm Activations	Apr-16	Apr-15	2016 To Date	2015 To Date
Malicious False Alarms			1	4
Accidental, Malfunctions, Honest Mistakes	40	44	176	178
<b>Total Alarm Activations</b>	<b>40</b>	<b>44</b>	<b>177</b>	<b>182</b>
<b>Total Number of Responses</b>	<b>172</b>	<b>175</b>	<b>736</b>	<b>771</b>

Prepared by   
Lt. Kenneth Jenks



## Summit Fire Department Monthly Fire Prevention Inspection Report April 2016

<b>FIRE INSPECTIONS</b>	Life Hazard	In-Service	Construction	Premits	Fire Drills	Apr-16	Apr-15	Year to Date 2016	Year to Date 2015
Theaters & Auditoriums				1		1	3	12	11
Nightclubs & Clubs	1		1	1		3	5	39	36
Restaurants	11	21		6		38	34	140	102
Churches		1	4			5	8	42	37
Professional Services	8	9	22	6		45	26	118	73
Florists/Laundries	4					4	7	7	3
School Day Care (*2 1/2 yr +)	16		1	1		18	11	85	67
Fabrication		6		1		7		8	1
Industrial Labs	3		12			15	8	31	16
A & D Centers								14	14
Hospitals			1			1	18	19	18
Child Care (Infants)	2					2		14	12
Jails, Retail, Gas Stations	3			1		4	42	40	36
Hotels/Motels								6	6
Rooming Houses								9	9
Multi-family apartments		4	4			8	8	56	48
One & Two family units		1	29			30	34	125	95
Storage, auto repair & lumber yds.	18					18	1	35	17
Metals, low storage & food products								6	6
<b>TOTAL ALL INSPECTIONS</b>	<b>66</b>	<b>42</b>	<b>74</b>	<b>17</b>	<b>-</b>	<b>199</b>	<b>205</b>	<b>806</b>	<b>607</b>

<b>FIRE EDUCATION PROGRAMS</b>	Apr-16	Apr-15	2016	2015
			Year to Date	Year to Date
Fire Prev. Programs off-site	2	2	4	2
Fire Prev. Programs in-station				
Fire Extinguisher Training				
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>2</b>

<b>PLAN REVIEWS</b>	Apr-16	Apr-15	2016	2015
			Year to Date	Year to Date
Total Plans Reviewed	36	26	133	97
Total Site Plans Reviewed	10	5	35	25

  
 Prepared by Deputy Chief and Fire Official, Eric P. Evers



RECEIVED  
JUN 20 2016  
CITY CLERK'S OFFICE  
SUMMIT, N.J.

MEMORANDUM

TO: Cynthia Brown, City Clerk, East Orange  
 Lorraine Messiah, Deputy Clerk, Hillside  
 Harold E. Wiener, Township Clerk, Irvington  
 Elizabeth J. Fritzen, Township Clerk, Maplewood  
 Christine Gatti, Township Clerk, Millburn  
 Kenneth Louis, City Clerk, Newark  
 Doreen Cali, Borough Clerk, Roselle Park  
 Shinell V. Smith, Acting Village Clerk, South Orange  
 Rosemary Licatese, City Clerk, Summit  
 Eileen Birch, Township Clerk, Union  
 Karen J. Carnevale, Township Clerk, West Orange  
 Yolanda M. Roberts, City Clerk, Elizabeth

FROM: Samuel T. McGhee, Executive Director

SUBJ: Annual Audit Report

DATE: June 20, 2016

In accordance with N.J.S.A. 40A:5A-15 and N.J.A.C. 5:31-7.6 enclosed you will find a certificate duplicate copy of the annual audit report for the fiscal year ended December 31, 2015 by Suplee, Clooney & Company.

Direct any questions that you have regarding this report to Anthony L. Terrezza, Director of Administration & Finance.

STM:gq  
Enclosure

cc: Anthony L. Terrezza, Director of Admin. & Finance  
Division of Local Government Services, w/encls.

Communication: Joint Meeting of Essex and Union Counties - Annual Audit Report (Minutes, Reports, Etc. from the Following)

**RESOLUTION NO. 076/16**

**RESOLUTION OF THE JOINT MEETING OF  
ESSEX AND UNION COUNTIES CERTIFYING TO  
THE LOCAL FINANCE BOARD ITS COMPLIANCE  
REGARDING ANNUAL 2015 AUDIT PURSUANT TO  
N.J.S.A. 40A:5A-17**

**WHEREAS**, the Joint Meeting of Essex and Union Counties (“Joint Meeting”) is organized and exists pursuant to the provisions of N.J.S.A. 40:63-68 et seq., and constitutes a public body corporate and politic of the State of New Jersey; and

**WHEREAS**, N.J.S.A. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

**WHEREAS**, N.J.S.A. 40A:5-4 and N.J.S.A. 40A:5A-15 require every local unit to employ a registered municipal accountant or certified public accountant of New Jersey and to cause an annual audit of its accounts to be made and completed **within four months** after the close of the fiscal year in conformance with state law and regulations, to include, but not be limited to compliance with N.J.A.C. 5:31-7.6; and

**WHEREAS**, N.J.S.A. 40A:5A-15 and N.J.A.C. 5:31-7.6 require that a certified duplicate copy thereof be filed with the municipal clerks for the eleven member municipal bodies having created the authority and with the Director of the Division of Local Government Services in the Department of Community Affairs **within five days** after the original report is filed with the Joint Meeting; and

**WHEREAS**, the annual audit report for the fiscal year ended December 31, 2015 by Suplee, Clooney & Company and having been filed with the Director of the Division of Local Government Services and with the Municipal Clerks for East Orange, Hillside, Irvington, Maplewood, Millburn, Newark, Roselle Park, South Orange, Summit, Union, and West Orange; and

**WHEREAS**, N.J.S.A. 40A:5A-17 requires Joint Meeting to **within 45 days** of receipt of the annual audit, certify by resolution to the Local Finance Board that each member of its Board has personally reviewed the aforementioned audit report, and specifically the sections of the audit report entitled “General Comments” and “Recommendations”, if any, and has evidenced the same by group affidavit signed by a majority of the full membership in the form prescribed by the Local Finance Board; and

**WHEREAS**, the members of the Joint Meeting Board have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit entitled “General Comments” and “Recommendations”, if any, in accordance with N.J.S.A. 40A:5A-17 as evidenced by the attached affidavit(s);

**WHEREAS**, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

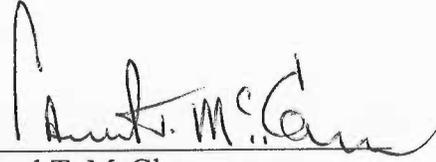
R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

**NOW THEREFORE BE IT RESOLVED**, by the Joint Meeting Board that:

1. That the Board hereby certifies to the Local Finance Board of the State of New Jersey that each member of the governing body has personally reviewed the annual audit report for the fiscal year ended December 31, 2015, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.
2. That the Joint Meeting's secretary, Mayor Carl Hokanson is hereby directed to promptly submit to the Local Finance Board a sealed and certified copy of this Resolution, the signed Group Affidavit to:
 

Bureau of Financial Regulation and Assistance  
Division of Local Government Services  
P. O. Box 803  
Trenton, New Jersey 08625
3. The Chairman shall have a synopsis of the audit and recommendations prepared and published in The Home News Tribune and The Star Ledger in accordance with N.J.S.A. 40A:5A-16. A copy of the publications shall be filed with the Director of the Division of Local Government Services **within ten days** after publication;
4. The Corrective Action Plan must be completed and filed with the Municipal Clerks for East Orange, Hillside, Irvington, Maplewood, Millburn, Newark, Roselle Park, South Orange, Summit, Union, and West Orange **within 60 days** from the date the audit was received by the local unit. The Plan shall also be filed with the Division of Local Government Services at the same time.

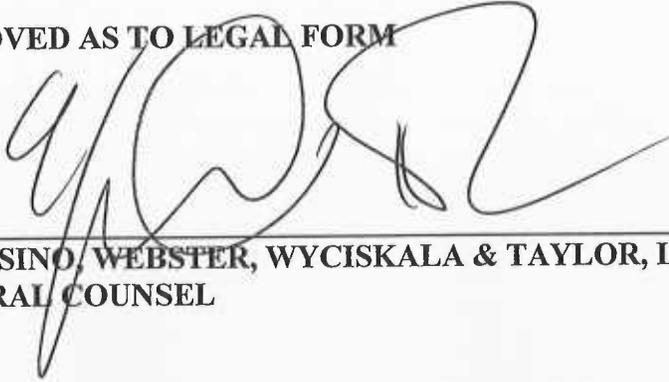
5. No further action of the Board shall be required.



Samuel T. McGhee  
Executive Director

JUNE 16, 2016

**APPROVED AS TO LEGAL FORM**



**INGLESINO, WEBSTER, WYCISKALA & TAYLOR, LLC**  
**GENERAL COUNSEL**

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION  
PASSED AT THE MEETING HELD ON JUNE 16, 2016.



Carl Hokanson, Secretary

LOCAL AUTHORITIES  
GROUP AFFIDAVIT  
PRESCRIBED BY  
THE NEW JERSEY LOCAL FINANCE BOARD  
AUDIT REVIEW CERTIFICATION  
(NO PHOTO COPIES OF SIGNATURES)

STATE OF NEW JERSEY  
COUNTY OF ESSEX

We, the Board Members of the Joint Meeting of Essex & Union Counties (“Joint Meeting”), in the County of Essex, each being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the Joint Meeting in the Counties of Essex or Union, as the case may be;
2. In the performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves with the contents of the Annual Municipal Audit filed with the Clerks of our respective municipalities pursuant to N.J.S.A. 40A:5-6 for the 2015 year;
3. Pursuant to N.J.S.A. 40A:5A-17, we certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled “Comments and Recommendations”, if any.

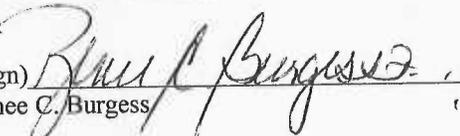
East Orange Representative

(Sign)   
Quilla E. Talmadge

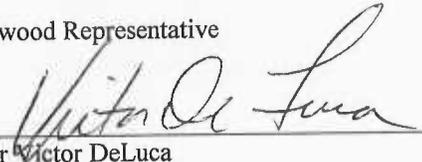
Hillside Representative

(Sign)   
Sip T. Whitaker

Irvington Representative

(Sign)   
Renee C. Burgess

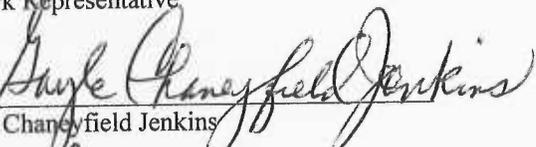
Maplewood Representative

(Sign)   
Mayor Victor DeLuca

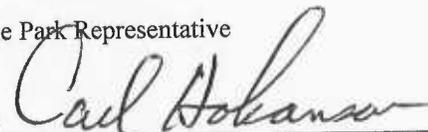
Millburn Representative

(Sign)   
Robert J. Tillotson

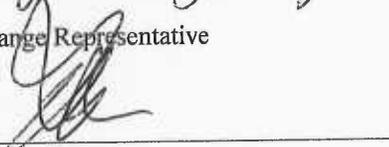
Newark Representative

(Sign)   
Gayle Chaneyfield Jenkins

Roselle Park Representative

(Sign)   
Mayor Carl Hokanson

South Orange Representative

(Sign)   
Howard Levison

Communication: Joint Meeting of Essex and Union Counties - Annual Audit Report (Minutes, Reports, Etc. from the Following)

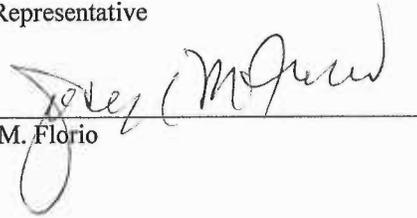
Summit Representative

(Sign)  
Richard Sun



Union Representative

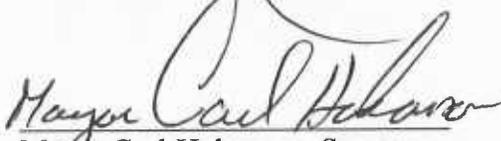
(Sign)  
Joseph M. Florio



West Orange Representative

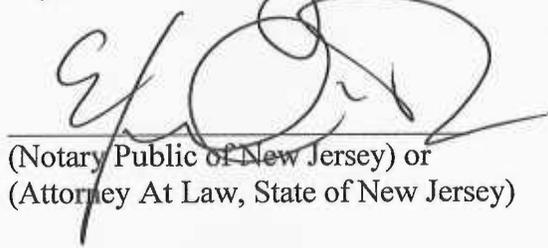
(Sign)  
Victor Cirilo

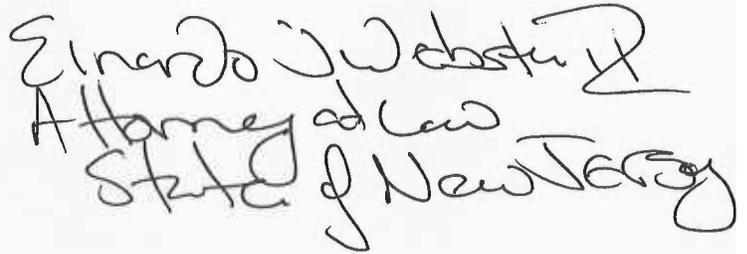


  
Mayor Carl Hokanson, Secretary

Sworn to and subscribed before me this

16 Day of June

  
(Notary Public of New Jersey) or  
(Attorney At Law, State of New Jersey)

  
Ernesto J. Webster  
Attorney at Law  
State of New Jersey

The Secretary shall set forth the reason for the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be sent to the Bureau of Financial Regulation and Assistance, Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625.

Communication: Joint Meeting of Essex and Union Counties - Annual Audit Report (Minutes, Reports, Etc. from the Following)

RECEIVED

JUN 20 2016

CITY CLERK'S OFFICE  
SUMMIT, N.J.

*Report of Audit*  
*on the*  
*Financial Statements*  
*of the*  
*Joint Meeting of Essex &*  
*Union Counties*  
*for the*  
*Years Ended*  
*December 31, 2015 and 2014*

Communication: Joint Meeting of Essex and Union Counties - Annual Audit Report (Minutes, Reports, Etc. from the Following)



SUPLEE, CLOONEY & COMPANY  
CERTIFIED PUBLIC ACCOUNTANTS

**Annual  
Financial Report**

of the

**Joint Meeting of Essex &  
Union Counties**

for the Years Ended

December 31, 2015 and 2014

Prepared by

Joint Meeting of Essex & Union Counties

Finance Department

JOINT MEETING OF ESSEX & UNION COUNTIESINDEX

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**SUPLEE, CLOONEY & COMPANY**  
 CERTIFIED PUBLIC ACCOUNTANTS

308 East Broad Street, Westfield, New Jersey 07090-2122

Telephone 908-789-9300

Fax 908-789-8535

E-mail info@scnco.com

**INDEPENDENT AUDITOR'S REPORT**

Members of the Board  
 Joint Meeting of Essex & Union Counties  
 500 South First Street  
 Elizabeth, New Jersey 07202

***Report on the Financial Statements***

We have audited the accompanying financial statements of the Joint Meeting of Essex & Union Counties("Joint Meeting:), as of and for the years ended December 31, 2015 and 2014, and the related notes to the financial statements, which collectively comprise the Joint Meeting's basic financial statements as listed in the table of contents.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

## SUPLEE, CLOONEY & COMPANY

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Joint Meeting of Essex & Union Counties, as of December 31, 2015 and 2014, and the changes in its financial position and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### **Emphasis of Matter**

#### *Change in Accounting Principle*

As discussed in Note 8 to the basic financial statements, in 2015, the Joint Meeting adopted Governmental Accounting Standards Board Statement No. 68, Accounting and Financial Reporting for Pensions and Statement No. 71, Pension Transition for Contributions Made Subsequent to the Measurement Date (an amendment of GASB Statement 68). Our opinions are not modified with respect to this matter.

### **Other Matters**

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the *management's discussion and analysis* and the schedules related to accounting and reporting for pensions in Schedule R-1 through R-3 identified in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

## SUPLEE, CLOONEY & COMPANY

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Joint Meeting's basic financial statements. The supplemental data schedules and schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The supplemental data schedules and schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplemental data schedules and schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated June 2, 2016 on our consideration of the Joint Meeting's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Joint Meeting's internal control over financial reporting and compliance.

June 2, 2016



MANAGEMENT'S DISCUSSION AND ANALYSIS

Management's Discussion and Analysis (MDA) serves as an important tool for providing information about the financial condition, performance and liquidity of the County.

BACKGROUND

The history of the County's MDA dates back to the early 1990s. At that time, the County was required to provide a MDA as part of its annual budget process. The MDA was initially prepared by the County's Finance Department and was primarily focused on financial information. Over the years, the MDA has evolved to include a broader range of information, including operational and strategic information.

MANAGEMENT DISCUSSION AND ANALYSIS

The MDA is a key component of the County's financial reporting process. It provides a detailed overview of the County's financial performance and is an essential tool for management and the public. The MDA is prepared by the County's Finance Department and is reviewed by the County Board of Supervisors.

The MDA is prepared in accordance with the County's MDA Policy. The policy sets forth the objectives and content requirements for the MDA. The MDA is prepared on a quarterly basis and is available to the public. The MDA is an important tool for management and the public to understand the County's financial performance.

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**MANAGEMENT’S DISCUSSION AND ANALYSIS**  
**FOR THE YEAR ENDED DECEMBER 31, 2015 (UNAUDITED)**

Management’s Discussion and Analysis (MD&A) serves as an introduction to, and should be read in conjunction with, the basic audited financial statements and supplementary information.

**BACKGROUND**

Joint Meeting of Essex and Union Counties (JMEUC) was the first municipal cooperative enterprise in New Jersey established for the purpose of building a sewage disposal system. The disposal system is a trunk sewer system and wastewater treatment facility that was designed to handle 120 million gallons of flow per day from an area of approximately 64 square miles. The local municipalities own and are responsible for all sewer systems which connect to Joint Meeting’s trunk sewer line.

Each of the eleven (11) owner municipalities that are serviced by Joint Meeting appoints a Representative from their respective councilpersons. The Representatives meet once a month to set policies and approve all spending.

Pursuant to the Federal Water Pollution Control Act Amendments of 1972, PL 92-500 and a requirement of Joint Meeting’s Construction Grant for the expansion in Secondary Treatment, a “User Charge System” is used to apportion the operation and maintenance costs. During the year 1978, a User Charge System was prepared and adopted by the member municipalities in the form of a Sewer Use Ordinance. The eleven (11) member municipalities compute actual dwelling units for each of their respective towns in accordance with the schedule included in their respective Sewer Use Ordinance. The total assessment is then distributed based on the percentages determined from the Equivalent Dwelling Units (EDU’s) submitted from each town.

The City of Elizabeth is not represented on the Board of the JMEUC. The methodology used to assess the City of Elizabeth is based on quantity and strength of sewage as measured at the Trenton Avenue Pumping Station, plus the Equivalent Dwelling Units (EDU’s) tributary to the gravity Joint Meeting sewer through the Elmora Avenue area in Elizabeth, plus the tributary area from the City of Linden.

In this section of the audit report, management of the JMEUC presents a narrative discussion and analysis of the JMEUC’s financial activities for the years ended December 31, 2015 and 2014. This section of the report should be read in conjunction with the JMEUC’s audited financial statements and supplementary information for the years ended December 31, 2015 and 2014. The JMEUC’s audited financial statements are presented in conformity with U.S. generally accepted accounting principles.

The Management’s Discussion and Analysis is an element of a reporting model adopted by the Governmental Accounting Standards Board (GASB) in their Statement, *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*.

**Audit Assurance**

The unmodified opinion of our independent auditors, Suplee Clooney & Company is included in this report.

## CAPITAL IMPROVEMENT PLAN

The Board of Directors approved a rolling ten (10) year, \$50 million dollar capital improvement plan in 1997. The plan is funded through direct assessments to the eleven (11) municipalities and the City of Elizabeth. The plan is funded through approximately \$15 million dollar assessments on a 3 or 4 year cycle. The percentage each participant will pay is determined by calculating the five (5) year average of each of their contributions to the annual operating budget for the years preceding the date of the capital assessment. Four previous assessments have already been collected. The next anticipated assessment is projected to be due in July 2017. These assessments are held in a Capital Improvement fund. Costs of the plant improvements are charged directly against the Fund and have no impact on annual operating expenses.

## FINANCIAL REVIEW

Assessments for the 2015 calendar year amounted to \$26,832,868 which was an increase of \$1,125,555 over the 2014 calendar year. Assessments for the 2014 calendar year amounted to \$25,707,313. In 2014 the Joint Meeting had a capital assessment in the amount of \$15,138,244.

Actual operating expenses for the year ending 2015 were \$26,523,284 compared to operating expenses totaling \$25,729,966 for 2014 and \$26,881,672 for 2013.

Budgeted operating expenses for 2015 were \$30,562,105. Actual operating expenses for 2015 were \$27,788,284 resulting in an under-expenditure of \$2,773,821.

With constant plant upgrades and various cost controls it is expected that Joint Meeting will continue to provide wastewater services to the contributing communities at a cost within a reasonable range for the foreseeable future.

Our treatment cost per "Equivalent dwelling unit" remains one of the lowest in the State at approximately \$131 per household per year as detailed in the 2016 Assessment Report.

Total net position as of December 31, 2015 amounted to \$133,972,240, a \$3,579,908 decrease over the prior year net position of \$137,552,148. Net position as of December 31, 2013 was \$146,076,132.

## UPGRADES THAT MAY HAVE A FINANCIAL IMPACT

### 1. SCADA

The plans and specifications for the Supervisory Control and Data Acquisition (SCADA) project have been developed to be installed in two phases. This project will enable Joint Meeting to monitor operations and actuate designated controls from a Central Control Center. Increased operational reliability will result by reducing the reliance on manual controls and human observations. Reducing hands-on operations will result in reduced costs. Phase I of the SCADA Project has been completed allowing remote controls and monitoring capabilities at various facilities within the Treatment Plant. These include: Co-generation, Gravity Thickener Belts, Disinfection, Dechlorination and Main Sewage Pumps.

Components of the system are installed and connected to the SCADA “backbone” as upgrades proceed and are commissioned in the various facilities.

## 2. **Digester No. 1 Cleaning and Modification**

This project began in 2015. The first part of this project was the cleaning and disposal of all material within Digester No. 1. The sludge and digester gas piping was replaced following internal inspection. Rehabilitation of the floor of the floating cover is expected to be completed during 2016. Modifications to the gas dome housing and gas flow monitoring were incorporated into the design. This will result in continued improvements to methane gas production increasing the available fuel for Co-generation and the Boilers thereby decreasing the quantity of natural gas to be purchased and reduce the quantity of solids to be removed from the facility as they are degraded in the volatilization process in the digesters.

## 3. **Aeration Equipment Upgrade Phase 1**

This project was awarded and will replace one half of the aeration equipment and the electrical systems serving the equipment. These systems were installed in the 1970’s and have outlived their useful life expectancy. The design is incorporating high efficiency motors and devices so as to also realize energy cost savings. The project began in the Fall of 2015 and is nearing completion.

## 4. **Stormwater System Isolation**

This project is in design phase to isolate portions on the site stormwater system to prevent flooding on the site during extreme storms and excessive tidal impoundments. FEMA has requested additional information which is being prepared by JM Consultants in order to qualify for funding.

## 5. **Thickener Facility Upgrades**

This project is in design phase and is intended to replace component equipment and drives in the Thickener facility which have been in continuous service since 1978.

## 6. **Dewatering Facility Upgrades**

This project will upgrade the 25 year old components of the facility including centrifuges, programmable logic controllers, polymer mixing and feed systems as well as building and roof rehabilitation. It is scheduled to be completed in 2017.

## 7. **Digested Sludge Conditioning**

This project has been awarded and began in late 2015. It is intended to improve the quality of biosolids for land application.

## 8. **Engineered Food Waste Handling**

JM Consultants and staff have preparing information to prepare for the reception of food wastes as an additional potential revenue source and increase methane gas production.

9. 4160 Volt Feeder Replacement

The replacement of these major electrical distribution cables, originally installed in 1978, will improve the reliability of the electrical network.

Several other projects yet on the discussion and development level are being reviewed by staff, JM consultants, NJ Energy Resiliency Bank and FEMA to further protect the Joint Meeting physical assets and treatment facilities including installation of additional co-generation units and power distribution from co-gen to the Dewatering Facility to harden the facility against power failures.

## PHYSICAL PLANT

### SECONDARY TREATMENT

The Secondary Treatment System construction commenced in the mid 1970's to upgrade the Primary Treatment Facility which began operation in 1937. U.S. Public Law 92-500 passed in 1972 required improved level of wastewater treatment and provided for funding to accomplish the upgrades. Secondary treatment included the construction of aeration tanks, secondary clarifiers, chlorination and disinfection and digestion facilities. The completed secondary facility came on line in 1978.

In 1998 de-chlorination by sodium bisulfite was begun as a result in NJDEP Permit requirements. In 2003, at the disinfection facility extraordinary hazardous gaseous chlorine was removed and replaced with much safer sodium hypochlorite.

In 1981, a cogeneration facility to provide a portion of the electrical and heating needs was constructed since it was determined that the methane gas production in the digestion facility would support the fuel needs of the generators and would compete favorably with the cost of purchased energy. Continuing upgrades and rehabilitation efforts in the digestion facility improved the production of methane gas significantly.

In 2009 a new cogeneration facility was placed into service capable of providing for approximately 80% of the total plant electrical needs at significant savings amount to over \$2.6 million in 2015. The cogen facility enabled the treatment plant to remain online in the aftermath of Superstorm Sandy to continue to treat wastewater in the absence of utility power for about one week. Future electrical improvements will connect the Dewatering Facility to the cogen power grid.

### BIOSOLIDS FACILITY

In 1989 construction began on the Biosolids Facility. The facility was designed to reduce the water content in the sludge so that a product could be produced for beneficial re-use. This is accomplished by reducing the water content of the stabilized sludge to approximately 75% and adding lime. Lime addition has ceased as the biosolids product is utilized in composting facilities in preparation for land application resulting in reduced processing and transportation costs

A Sludge Drying Facility was constructed in 1994 to further reduce the water content to approximately 5% for the purpose of making the biosolids pellets available as a marketable product for land application. Presently the economics of fuel costs and pelletization of the product do not favor the processing the biosolids to that level.

## TRUNK SEWER LINE

Joint Meeting is responsible for 43 miles of sewer lines. Joint Meeting employs a full time engineer to assess condition and capacity of the trunk sewer line and process Treatment Work Approvals, connection requests and flow conditions. A two person team is continually in the field monitoring the trunk sewer line, responding to markout requests, addressing resident complaints and information requests. This team has the capability to visually inspect the sewer line with video equipment. Joint Meeting considers its trunk sewer line to be in “good” condition.

In 2015 NJ Department of Environmental Protection (NJDEP) issued a modified operating permit to Joint Meeting concurrently with the issuance of a permit to the City of Elizabeth related to the operation of and discharges from Combined Sewer Overflows (CSOs). While Joint Meeting does not own or operate any CSOs, the City of Elizabeth owns and operates 29 CSOs. The Permits are “conjoined” insofar as the requirements to plan for the ultimate reduction of CSO discharges and the resulting increases in flows to the Joint Meeting must be completed in five years. The plan, called the Long Term Control Plan (LTCP) will result in significant costs related to expansion of collection and treatment system facilities as well as major reduction in Inflow and Infiltration in the local systems of the 11 owner municipalities. These LTCPs and similar permits are also impacting Passaic Valley Sewerage Commission, Bergen County Utilities Authority, Middlesex County Utilities Authority, Bayonne MUA, Camden County MUA, North Hudson SA, North Bergen among others for a total of 9 Treatment Facilities, 16 towns incorporating 213 CSO discharge points.

## OVERVIEW OF ANNUAL FINANCIAL REPORT

Management’s Discussion and Analysis is an integral part of the basic financial statements and supplementary information. The MD&A is management’s appraisal of the general condition of the institution as it is related to its financial condition. This analysis is the basis for the Joint Meeting’s strategic capital plan and budget.

The financial statements reflect an ongoing commitment to high performance goals within the constraints of applicable laws and regulations. The financial statements are prepared in accordance with Government Accounting Standards Board (GASB) Statement Number 34 and are reported as an Enterprise Fund. The financial statements include a Statement of Net Position, a Statement of Revenues, Expenses and Changes in Net Position; a Statement of Cash Flows; and notes to the financial statements.

The Statement of Net Position provides information on the Joint Meeting’s assets and liabilities on an accrual historical cost basis. The difference between assets and liabilities is the “Net Position”. Fixed assets are capitalized at the time of purchase. Depreciation is determined on a straight-line basis over various economic lives, which are fixed by management. The fluctuation from year to year in the “Net Position” is an indicator of the financial health of the institution. “Net Position” should maintain its relative value from year to year as evidence that the institution is maintaining and replacing fixed assets at a level which will support optimum operational performance.

The Statement of Revenues, Expenses and Changes to Net Position demonstrates the financial dynamics that account for the ongoing business activities of the enterprise as well as the commitment of funds that caused changes to the Net Position. Funds that are not consumed at year end (Surplus) are returned to the communities and appear on the Statement of Net Position as “Due to Municipalities”. Each municipality may receive its portion of the surplus directly or have it credited against future assessment.

The Statement of Cash Flows is an indicator of the adequacy of cash when compared to the longer term capital needs and the immediate business activities of the Joint Meeting. This detail in the Statement of Cash Flows can provide for this analysis. The detail identifies cash sources and depletions caused by operating activities, investments in capital and financing activities.

In 2015 the Government Accounting Standards Board (GASB) Statement 68 requires state and local governmental entities to disclose their unfunded pension liabilities. The Joint Meeting participates in the pension plan sponsored by the State of New Jersey, which has a much publicized large unfunded liability. Although the Joint Meeting is not responsible for making pension payments to employees when they retire, GASB 68 dictates that the pro-rata share represented by Joint Meeting employees participating in PERS (Public Employee Retirement System) be reported in the audited financial statements to promote better financial clarity. Understandably, the net pension liability of \$21,189,038 – shown within liabilities – is a significant number at December 31, 2015. Footnotes 2 and 6 explain the pension plan accounting in greater detail.

## FINANCIAL ANALYSIS

The following condensed financial statements serve as key financial data and indicators for monitoring and future planning:

### Contacting the Joint Meeting Management

Any questions about the JMEUC’s report or if additional information is needed, please contact the Executive Director of the Joint Meeting of Essex and Union Counties, 500 South First Street, Elizabeth, New Jersey 07202.

**Condensed Financial Statements****Condensed Statement of Net Position**

	2015	2014	Net Change	%	2013
<b>Assets and Deferred Outflows of Resources</b>					
Cash and Cash Equivalents	\$ 16,392,700	\$ 17,210,505	\$ (817,805)	-4.8%	\$ 17,632,234
Current Assets	11,274,128	13,961,188	(2,687,060)	-19.2%	1,350,986
Property, Plant and Equipment - Net	134,653,301	134,124,211	529,090	0.4%	133,709,984
Other Assets	220,817	218,600	2,217	1.0%	221,500
Deferred Outflows of Resources	5,140,417	732,905	4,407,512	601.4%	-
<b>Total Assets and Deferred Outflow of Resources</b>	<b>\$ 167,681,363</b>	<b>\$ 166,247,409</b>	<b>\$ 1,433,954</b>	<b>0.9%</b>	<b>\$ 152,914,704</b>
<b>Liabilities</b>					
Current Liabilities	\$ 2,193,497	\$ 3,267,019	\$ (1,073,522)	-32.9%	\$ 3,756,896
Due to Municipalities	3,580,392	2,976,452	603,940	20.3%	3,081,676
Net Pension Liability	27,493,196	21,189,038	6,304,158	29.8%	-
<b>Total Liabilities</b>	<b>33,267,085</b>	<b>27,432,509</b>	<b>5,834,576</b>	<b>21.3%</b>	<b>6,838,572</b>
<b>Deferred Inflows of Resources</b>					
Pension Related	442,038	1,262,752	(820,714)	-65.0%	-
<b>Net Position</b>					
Invested in Capital Assets	134,653,301	134,124,211	529,090	0.4%	133,709,984
Restricted	16,462,444	20,003,318	(3,540,874)	-17.7%	7,222,644
Unrestricted	(17,143,505)	(16,575,381)	(568,124)	3.4%	5,143,504
<b>Total Net Position</b>	<b>133,972,240</b>	<b>137,552,148</b>	<b>(3,579,908)</b>	<b>-2.6%</b>	<b>146,076,132</b>
<b>Total Liabilities, Deferred Inflows of Resources and Net Position</b>	<b>\$ 167,681,363</b>	<b>\$ 166,247,409</b>	<b>\$ 1,433,954</b>	<b>0.9%</b>	<b>\$ 152,914,704</b>

**Condensed Statement of Revenue, Expenses, and Changes in Net Position**

	2015	2014	Net Change	%	2013
<b>Operating Revenues</b>					
Municipal Assessments	\$ 26,832,868	\$ 25,707,313	\$ 1,125,555	4.4%	\$ 28,669,828
Other	1,177,773	1,869,837	(692,064)	-37.0%	1,141,421
<b>Total Operating Revenues</b>	<b>28,010,641</b>	<b>27,577,150</b>	<b>433,491</b>	<b>1.6%</b>	<b>29,811,249</b>
<b>Operating Expenses</b>					
Operating and Maintenance	26,523,284	25,729,966	793,318	3.1%	26,881,672
Depreciation	3,706,399	3,861,440	(155,041)	-4.0%	3,851,886
<b>Total Operating Expenses</b>	<b>30,229,683</b>	<b>29,591,406</b>	<b>638,277</b>	<b>2.2%</b>	<b>30,733,558</b>
<b>Net Operating Income (Loss)</b>	<b>(2,219,042)</b>	<b>(2,014,256)</b>	<b>(204,786)</b>	<b>10.2%</b>	<b>(922,309)</b>
<b>Non Operating Revenues (Expense)</b>	<b>(1,360,866)</b>	<b>15,209,157</b>	<b>(16,570,023)</b>	<b>-108.9%</b>	<b>(7,302)</b>
<b>Change in Net Position</b>	<b>(3,579,908)</b>	<b>13,194,901</b>	<b>(16,774,809)</b>	<b>-127.1%</b>	<b>(929,611)</b>
<b>Net Position, Beginning of Year</b>	<b>137,552,148</b>	<b>146,076,132</b>	<b>(8,523,984)</b>	<b>-5.8%</b>	<b>147,005,743</b>
Restatement		(21,718,885)			
<b>Net Position, Beginning of Year - Restated</b>		<b>124,357,247</b>			
<b>Net Position, End of Year</b>	<b>\$ 133,972,240</b>	<b>\$ 137,552,148</b>	<b>\$ (25,298,793)</b>	<b>-18.4%</b>	<b>\$ 146,076,132</b>

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## EXHIBIT "A"

## JOINT MEETING OF ESSEX &amp; UNION COUNTIES

STATEMENT OF NET POSITION  
DECEMBER 31, 2015 AND 2014

<u>ASSETS</u>	<u>2015</u>	<u>2014</u>
Cash and Cash Equivalents	\$ 16,392,700	\$ 17,210,505
Accounts Receivable	1,398,843	1,350,986
Capital Assessment Receivable	9,875,285	12,610,202
Prepaid Expense	220,817	218,600
Property, Plant and Equipment - Net of Depreciation	<u>134,653,301</u>	<u>134,124,211</u>
<b>TOTAL ASSETS</b>	<b>\$ 162,540,946</b>	<b>\$ 165,514,504</b>
 <u>DEFERRED OUTFLOWS OF RESOURCES</u>		
Pension Related	<u>5,140,417</u>	<u>732,905</u>
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	<b>\$ 5,140,417</b>	<b>\$ 732,905</b>
 <u>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</u>	 <u><u>\$ 167,681,363</u></u>	 <u><u>\$ 166,247,409</u></u>
 <u>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION</u>		
Current Liabilities:		
Accounts Payable	\$ 935,908	\$ 1,285,723
Accrued Expenses	1,257,589	1,981,296
Due to Municipalities	<u>3,580,392</u>	<u>2,976,452</u>
<b>Total Current Liabilities</b>	<b>\$ 5,773,889</b>	<b>\$ 6,243,471</b>
Noncurrent Liabilities:		
Net Pension Liability	<u>27,493,196</u>	<u>21,189,038</u>
<b>Total Noncurrent Liabilities</b>	<b>\$ 27,493,196</b>	<b>\$ 21,189,038</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 33,267,085</b>	<b>\$ 27,432,509</b>
Deferred Inflows of Resources:		
Pension Related	<u>\$ 442,038</u>	<u>\$ 1,262,752</u>
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<b>\$ 442,038</b>	<b>\$ 1,262,752</b>
Net Position:		
Net Investment in Capital Assets	\$ 134,653,301	\$ 134,124,211
Restricted for:		
Industrial Pretreatment	1,366,831	1,142,689
Unemployment	104,336	104,496
Capital Improvement	14,332,166	18,098,667
Sewer Rehabilitation	659,111	657,466
Unrestricted Encumbrances	1,075,368	914,946
Unrestricted Net Position	<u>(18,218,873)</u>	<u>(17,490,327)</u>
<b>TOTAL NET POSITION</b>	<b>\$ 133,972,240</b>	<b>\$ 137,552,148</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION</b>	<b>\$ 167,681,363</b>	<b>\$ 166,247,409</b>

The accompanying Notes are an integral part of these financial statements.

## EXHIBIT "B"

JOINT MEETING OF ESSEX & UNION COUNTIES  
STATEMENT OF REVENUE, EXPENSES AND  
CHANGES IN NET POSITION  
FOR THE YEARS ENDED DECEMBER 31, 2015 AND 2014

	<u>2015</u>	<u>2014</u>
Operating Revenues:		
Municipal Assessments - Net of Refund	\$ 26,832,868	\$ 25,707,313
Crossing Assessment	-	402,881
Permit Fees	69,930	58,665
Fines	166,460	99,650
Miscellaneous Income	941,383	1,308,641
	<u>\$ 28,010,641</u>	<u>\$ 27,577,150</u>
<u>Total Operating Revenues</u>		
Operating Expenses:		
Operating and Maintenance	\$ 26,523,284	\$ 25,729,966
Depreciation	3,706,399	3,861,440
	<u>\$ 30,229,683</u>	<u>\$ 29,591,406</u>
<u>Total Operating Expenses</u>		
<u>Operating Income (Loss)</u>	<u>\$ (2,219,042)</u>	<u>\$ (2,014,256)</u>
Non-Operating Revenue (Expense):		
Interest Income - Reserves	\$ 71,606	\$ 85,073
Interest Income	14,033	14,012
Capital Assessment	-	15,138,244
Other Revenue (Expense)	(1,446,505)	(28,172)
	<u>\$ (1,360,866)</u>	<u>\$ 15,209,157</u>
<u>Net Income (Loss)</u>	<u>\$ (3,579,908)</u>	<u>\$ 13,194,901</u>
Net Position, Beginning of Year	137,552,148	<u>146,076,132</u>
Restatement to Include Net Pension Liability		<u>\$ (21,718,885)</u>
Net Position, Beginning of Year - Restated		<u>124,357,247</u>
Net Position, End of Year	<u>\$ 133,972,240</u>	<u>\$ 137,552,148</u>

The accompanying Notes are an integral part of these financial statements.

EXHIBIT "C"

JOINT MEETING OF ESSEX & UNION COUNTIES  
STATEMENT OF CASH FLOWS  
FOR THE YEARS ENDED DECEMBER 31, 2015 AND 2014

<u>Cash Flow from Operating Activities:</u>	<u>2015</u>	<u>2014</u>
Receipts from Customers and Users	\$ 27,388,951	\$ 25,602,089
Miscellaneous Receipts	1,177,773	1,466,956
Crossing Assessment		402,881
Payments to Suppliers	(18,286,197)	(16,441,490)
Payments to Employees	(9,683,401)	(9,205,989)
<u>Net Cash Provided By (Used) By Operating Activities</u>	<u>597,126</u>	<u>1,824,447</u>
<u>Cash Flow from Capital and Related Financing Activities</u>		
Capital Assessment	2,734,917	1,930,406
Purchase and Cost of Facilities	(4,235,487)	(4,275,667)
<u>Net Cash Provided By (Used In) Financing Activities</u>	<u>(1,500,570)</u>	<u>(2,345,261)</u>
<u>Cash Flow from Investing Activities:</u>		
Interest Received	85,639	99,085
<u>Net Cash Provided By (Used In) Investing Activities</u>	<u>85,639</u>	<u>99,085</u>
Net Increase (Decrease) in Cash and Cash Equivalents	(817,805)	(421,729)
Cash and Cash Equivalents, Beginning of Year	17,210,505	17,632,234
Cash and Cash Equivalents, End of Year	<u>\$ 16,392,700</u>	<u>\$ 17,210,505</u>
Reconciliation of operating income/(loss) to net cash provided by (used by) operating activities:		
Operating Income/(Loss)	\$ (2,219,042)	\$ (2,014,256)
Depreciation	3,706,399	3,861,440
Non-Operating Expense	(370,575)	(28,172)
Changes in operating assets and liabilities:		
Accounts Receivable	(47,857)	
Prepaid Expenses	(2,217)	2,900
Accounts Payable	(349,815)	(265,573)
Accrued Expenses	(723,707)	373,332
Due to Municipalities	603,940	(105,224)
<u>Net Cash Provided by Operating Activities</u>	<u>\$ 597,126</u>	<u>\$ 1,824,447</u>

The accompanying Notes are an integral part of these financial statements.

JOINT MEETING OF ESSEX & UNION COUNTIESNOTES TO FINANCIAL STATEMENTSDECEMBER 31, 2015 AND 2014(1) GENERAL

The Joint Meeting of Essex & Union Counties (the "Joint Meeting") is organized and exists under an Act of the Legislature of the State of New Jersey approved March 15, 1899, and the acts amendatory thereof or supplemental thereto and now known as N.J.S.A. 40:63-68 to 40:63-138 allowing for two or more municipalities to jointly provide for sewerage treatment and disposal, and was created by virtue of parallel ordinances adopted by the respective governing bodies of the participants as follows:

The City of East Orange  
 The Township of Hillside  
 The Township of Irvington  
 The Township of Maplewood  
 The Township of Millburn  
 The City of Newark  
 The Borough of Roselle Park  
 The Township of South Orange Village  
 The City of Summit  
 The Township of Union  
 The Township of West Orange

The Joint Meeting owns and operates a sanitary sewer system, which collects sewerage from various municipalities in Essex and Union Counties, New Jersey. The Joint Meeting also owns and operates a wastewater treatment facility which is located in Elizabeth, New Jersey.

Revenue is provided primarily from service charges collected from the municipalities using the system, based on a predetermined formula.

The Joint Meeting also provides wastewater treatment to the City of Elizabeth under an agreement dated January 16, 1930.

(2) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Joint Meeting have been prepared in conformity with U.S. generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The most significant of the GASB's accounting policies are described below.

JOINT MEETING OF ESSEX & UNION COUNTIES

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015 AND 2014

(2) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Reporting Entity

The Joint Meeting's financial statements include the operations of the wastewater collection and waste-water treatment system for which the Board Members of the Joint Meeting exercise financial accountability. The Board members are appointed to one-year terms by their respective municipalities. The Joint Meeting is considered a joint venture of the participating governments. There are no additional entities required to be included in the reporting entity and the Joint Meeting is not included in any other reporting entity.

Budgetary Procedures

The Joint Meeting follows these procedures in establishing the Operating Fund budget:

The annual budget for each fiscal year of the Joint Meeting is introduced by resolution passed by not less than a majority of the governing body.

Public hearings are conducted to obtain citizen comments on the proposed budget.

Operating expense appropriations lapse at the close of the fiscal year to the extent that they have not been expended.

The level at which expenditures cannot exceed the budget is at the total budget level.

Basis of Accounting

The accounting policies of the Joint Meeting conform to accounting principles generally accepted in the United States of America as applicable to government entities. The Governmental Accounting Standards Board ("GASB") is the accepted standard setting body for establishing governmental accounting and financial reporting principles. As permitted by accounting principles generally accepted in the United States of America, the Authority has elected to apply only Financial Accounting Standards Board ("FASB") Statements and Interpretations issued on or before November 30, 1989.

All activities of the Joint Meeting are accounted for within a single proprietary (enterprise) fund. Proprietary funds are used to account for operations that are (a) financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the cost (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

JOINT MEETING OF ESSEX & UNION COUNTIES

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015 AND 2014

(2) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Basis of Accounting (Continued)

The accounting and financial reporting applied by the Joint Meeting is determined by its measurement focus. The financial statements are reported using the economic measurement focus and the accrual basis of accounting. The transactions of the Authority are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operations are included on the Statement of Net Position. Net Position (totals assets and deferred outflows net of total liabilities and deferred inflows) are segregated into investment in capital assets, restricted and unrestricted components.

Operating revenue is derived from municipal assessments.

Non-operating revenues and expenses are those revenues and expenses generated that are not directly associated with the normal business of wastewater collection and treatment. Non-operating revenues mainly consist of investment income and miscellaneous income. Non-operating expenses mainly consist of miscellaneous costs.

Accounting and Financial Reporting for Pensions

In fiscal year 2015, the Authority implemented GASB 68. This Statement amends GASB Statement No. 27. It improves accounting and financial reporting by state and local governments for pensions. It also improves information provided by state and local government employers about financial support for pensions that is provided by other entities. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for pensions with regard to providing decision useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency. This Statement replaces the requirement of Statement No. 27, *Accounting for Pension by State and Local Governmental Employers*, as well as the requirements of Statement No. 50, *Pension Disclosures*, as they relate to pensions that are provided through pension plans administered as trusts or equivalent arrangements that meet certain criteria. The requirements of Statements 27 and 50 remain applicable for pensions that are not covered by the scope of this Statement. This statement is effective for periods beginning after June 15, 2014.

JOINT MEETING OF ESSEX & UNION COUNTIES

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015 AND 2014

(2) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Accounting and Financial Reporting for Pensions (Continued)

The Authority has also implemented GASB Statement 71, Pension Transition for Contributions made Subsequent to the Measurement Date, an amendment to GASB No. 68. The objective of this Statement is to address an issue regarding application of the transition provisions of Statement No. 68, Accounting and Financial Reporting for Pensions. The issue relates to amounts associated with contributions, if any, made by a state or local government employer or non-employer contributing entity to a defined benefit pension plan after the measurement date of the government's beginning net pension liability. Statement 68 requires a state or local government employer (or non-employer contributing entity in a special funding situation) to recognize a net pension liability measured as of a date (the measurement date) no earlier than the end of its prior fiscal year. If a state or local government employer or non-employer contributing entity makes a contribution to a defined benefit pension plan between the measurement date of the reported net pension liability and the end of the government's reporting period, Statement 68 requires that the government recognize its contribution as a deferred outflow of resources.

In addition, Statement 68 requires recognition of deferred outflows of resources and deferred inflows of resources for changes in the net pension liability of a state or local government employer or non-employer contributing entity that arise from other types of events. At transition to Statement 68, if it is not practical for an employer or non-employer contributing entity to determine the amounts of all deferred outflows of resources and deferred inflows of resources related to pensions, paragraph 137 of Statement 68 required that beginning balances for deferred outflows of resources and deferred inflows of resources not be reported. Consequently, if it is not practical to determine the amounts of all deferred outflows of resources and deferred inflows of resources related to pensions, contributions made after the measurement date of the beginning net pension liability could not have been reported as deferred outflows of resources at transition. This could have resulted in a significant understatement of an employer or non-employer contributing entity's beginning net position and expense in the initial period of implementation.

This Statement amends paragraph 137 of Statement 68 to require that, at transition, a government recognize a beginning deferred outflow of resources for its pension contributions, if any, made subsequent to the measurement date of the beginning net pension liability. Statement 68, as amended, continues to require that beginning balances for other deferred outflows of resources and deferred inflows of resources related to pensions be reported at transition only if it is practical to determine all such amounts.

JOINT MEETING OF ESSEX & UNION COUNTIES

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015 AND 2014

(2) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. Currently, the Authority has only one item that qualifies for reporting in this category, deferred amounts related to pensions.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Authority has one item that qualifies in this category, deferred amounts related to pension.

Reserves

The Joint Meeting maintains the following reserves:

Sewer Rehabilitation - This reserve was established to accumulate funds for the repair of sewer lines.

Industrial Pretreatment - This reserve was established to receive all revenue and to pay various expenses relating to the industrial pretreatment program. Interest earnings remain with the reserve.

Unemployment - This reserve was established to pay unemployment claims.

Capital Improvement - This reserve was established to pay for various capital projects and was funded by the member municipalities through a special capital assessment.

Operating and Maintenance Fund Balance

All revenue received in excess of operating expenses is returned to the municipalities at year end. No fund balance or surpluses are retained in the operating and maintenance fund.

JOINT MEETING OF ESSEX & UNION COUNTIES

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015 AND 2014

(2) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Net Position

Equity is classified as net position and displayed in three components:

- 1) Net Investment in Capital Assets - consists of capital assets, net of accumulated depreciation and reduced by the outstanding balances of any debt that are attributable to the acquisition, construction, or improvement of those assets.
- 2) Restricted - when constraints placed on net position are either a) externally imposed by creditors (such as the bond resolution), grantors, or laws or regulations of other governments or b) imposed by law.
- 3) Unrestricted - any other net position that does not meet the definition of "restricted" or "net investment in capital assets."

Fund Accounting

The operations of the Joint Meeting are reported as an Enterprise Fund. The Joint Meeting established the following Special Funds which are reflected in the Enterprise Fund:

Operating Maintenance - This fund represents resources obtained from annual assessments and miscellaneous income which are used currently for the operation of the sewer collection system and wastewater treatment plant.

Construction - This fund represents resources, which are restricted by Board action and are to be used for various capital projects.

Cash and Cash Equivalents

Cash equivalents are stated at cost which approximates market. The Joint Meeting considers investments with maturities of three months or less to be cash equivalents.

Investments

Investments in marketable securities and debt securities are valued at their fair values based on quoted market prices or prices which are provided by investment managers in the statement of financial position. Realized and unrealized gains and losses are included in the statement of activities.

JOINT MEETING OF ESSEX & UNION COUNTIES

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015 AND 2014

(2) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Accounts Receivable

The Joint Meeting considers all receivables to be fully collectible. If amounts become uncollectible, they will be charged to operations when that determination is made.

Inventory

Inventory of supplies, estimated to be immaterial at year end, is recorded as an expense when purchased and accordingly, is not included in the statements of net position.

Land

Land is stated at cost. The parcel of land cost was \$928,004 for the years ended December 31, 2015 and 2014, respectively.

Property, Plant and Equipment

Property, plant and equipment are stated at cost which includes direct construction costs and other expenditures related to construction.

System construction costs are charged to construction in progress until such time as given segments of the system are completed and put into operation.

Depreciation is determined on a straight-line basis for all plant and equipment. Depreciation is provided over the following estimated useful lives:

Building and improvements	30-35 years
Sewer mains, tanks	100-200 years
Other equipment	5-20 years
Vehicles	7 years

JOINT MEETING OF ESSEX & UNION COUNTIESNOTES TO FINANCIAL STATEMENTSDECEMBER 31, 2015 AND 2014(2) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)Property, Plant and Equipment (Continued)

Details of property, plant and equipment as of December 31 are as follows:

	<u>2015</u>	<u>2014</u>
Land	\$ 928,004	\$ 928,004
Sewer	12,369,837	12,369,837
Primary	2,617,626	2,617,626
Secondary	114,161,509	114,161,509
Dewatering	26,227,854	26,227,854
Dryer	27,462,733	27,462,733
Co-Gen/Powerhouse	17,801,691	17,801,691
Vehicles	302,688	302,688
I/I Study	6,208,323	6,208,323
Laboratory Equipment	680,900	680,900
Construction in Progress	<u>24,095,025</u>	<u>19,859,536</u>
	232,856,190	228,620,701
Less: Accumulated Depreciation	<u>98,202,889</u>	<u>94,496,490</u>
Net Property, Plant and Equipment	<u>\$134,653,301</u>	<u>\$134,124,211</u>

Income Taxes

No provision for income taxes has been made as the Joint Meeting is exempt from Federal and State income taxes.

Use of Estimates

The process of preparing financial statements in conformity with generally accepted accounting principles requires the use of estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Compensated Absences

The Joint Meeting permits employees to accrue unused sick pay, which may be taken at a later date as sick time off or paid at a later date at current rates of pay. Payments for accumulated sick time are limited to a maximum dollar amount at retirement.

JOINT MEETING OF ESSEX & UNION COUNTIES

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015 AND 2014

(3) CASH AND CASH EQUIVALENTS

The Joint Meeting had the following cash and cash equivalents at December 31:

	<u>2015</u>	<u>2014</u>
Checking and Savings Accounts	\$ <u>16,392,700</u>	\$ <u>17,210,505</u>

New Jersey statutes permit the deposit of public funds in institutions located in New Jersey which are insured by the Federal Deposit Insurance Corporation (FDIC), the Savings Association Insurance Fund (SAIF), or by any other agencies of the United States that insures deposits or the State of New Jersey Cash Management Fund. New Jersey statutes permit the deposit of public funds only in banks which meet the requirements of the Governmental Unit Deposit Protection Act or the State of New Jersey Cash Management Fund. This Act, commonly referred to as "GUDPA", requires that banks which accept public funds to be a public depository. The statutes require public depositories to maintain collateral for deposits of public funds that exceed insurance limits.

All collateral must be deposited with the Federal Reserve Bank, the Federal Home Loan Bank Board or a banking institution that is a member of the Federal Reserve System and has capital funds of not less than \$25,000,000.

(4) POST-RETIREMENT HEALTH BENEFITS

The Joint Meeting provides post-retirement health benefits to employees who retire with 25 years or more of service within the system. Employees with ten (10) or more years of service may also qualify for benefits under the Disability Retirement Provisions of the Plan. There are currently twenty-five (25) retirees who meet this requirement and are receiving benefits. In addition, there are three (3) current employees who are eligible upon their retirement.

Plan Description. The Joint Meeting contributes to the State Health Benefits Program (SHBP) a cost-sharing, multiple-employer defined benefit post-employment healthcare plan administered by the State of New Jersey Division of Pensions and Benefits. SHBP was established in 1961 under N.J.S.A. 52:14-17.25 et seq. to provide health benefits to State employees, retirees, and their dependents. The SHBP was extended to employees, retirees, and dependents of participating local public employers in 1964. Local employers must adopt a resolution to participate in the SHBP. Rules governing the operation and administration of the program are found in Title 17, Chapter 9 of the New Jersey Administrative Code. SHBP provides medical, prescription drugs, mental health/substance abuse, and Medicare Part B reimbursement to retirees and their covered dependents. The State Health Benefits Commission is the executive body established by statute to be responsible for the operation of the SHBP. The State of New Jersey Division of Pensions and Benefits issues a publicly available financial report that includes financial statements and required supplementary information for the SHBP.

Communication: Joint Meeting of Essex and Union Counties - Annual Audit Report (Minutes, Reports, Etc. from the Following)

JOINT MEETING OF ESSEX & UNION COUNTIES

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015 AND 2014

(4) POST-RETIREMENT HEALTH BENEFITS (CONTINUED)

That report may be obtained by writing to: State of New Jersey Division of Pensions and Benefits, P.O. Box 295, Trenton, NJ 08625-0295 or by visiting their website at <http://www.state.nj.us/treasury/pensions>.

Funding Policy. Contributions to pay for the health premiums of participating employees in the SHBP are billed to the Authority on a monthly basis. Participating employers are contractually required to contribute based on the amount of premiums attributable to their retirees. In accordance with Chapter 62, P.L. 1994, post-retirement medical benefits have been funded on a pay-as-you-go basis since 1994. Prior to 1994, medical benefits were funded on an actuarial basis. The Joint Meeting's contributions to SHBP for the years ended December 31, 2015 and 2014 was \$3,130,842 and \$2,922,456, respectively.

(5) PROPERTY PLANT & EQUIPMENT

Property Plant and Equipment is summarized as follows:

	<u>Balance</u> <u>Dec. 31, 2014</u>	<u>Increase</u>	<u>Balance</u> <u>Dec. 31, 2015</u>
Land	\$ 928,004		\$ 928,004
Sewer	12,369,837		12,369,837
Primary	2,617,626		2,617,626
Secondary	114,161,509		114,161,509
Dewatering	26,227,854		26,227,854
Dryer	27,462,733		27,462,733
Co-Gen/Powerhouse	17,801,691		17,801,691
Vehicles	302,688		302,688
I/I Study	6,208,323		6,208,323
Laboratory Equipment	680,900		680,900
Construction in Progress	<u>19,859,536</u>	<u>\$4,235,489</u>	<u>24,095,025</u>
Total	228,620,701	4,235,489	232,856,190
Less: Accum. Depreciation	<u>94,496,490</u>	<u>3,706,399</u>	<u>98,202,889</u>
Net Property, Plant & Equip	<u>\$134,124,211</u>	<u>\$ 529,090</u>	<u>\$134,653,301</u>

JOINT MEETING OF ESSEX & UNION COUNTIES

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015 AND 2014

(6) ACCOUNTING AND FINANCIAL REPORTING FOR PENSION - GASB 68

Public Employees Retirement System (PERS)

At December 31, 2015, the Authority reported a liability of \$27,493,196 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2015, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Authority's proportion of the net pension liability was based on a projection of the Authority's long-term share of contributions to the pension plan relative to the projected contributions of all participating local units, actuarially determined. At June 30, 2015, the Authority's proportion was 0.1224750550 percent, which was an increase of 0.009302284 percent from its proportion measured as of June 30, 2014.

For the year ended December 31, 2015, the Authority recognized pension expense of \$395,131. At December 31, 2015, the Authority reported deferred outflows of resources and deferred inflows of resources related to PERS from the following sources:

	<u>Deferred Inflow of Resources</u>	<u>Deferred Outflow of Resources</u>
Changes of assumptions	--	\$2,952,550
Net difference between projected and actual earnings on pension plan investments	\$442,038	655,891
Changes in proportion and differences between Authority contributions and proportionate share of contributions	--	1,531,976
Authority contributions subsequent to the measurement date	--	--
	<u>\$442,038</u>	<u>\$5,140,417</u>

JOINT MEETING OF ESSEX & UNION COUNTIESNOTES TO FINANCIAL STATEMENTSDECEMBER 31, 2015 AND 2014(6) ACCOUNTING AND FINANCIAL REPORTING FOR PENSION - GASB 68  
(CONTINUED)Public Employees Retirement System (PERS) (Continued)

The \$5,140,417 reported as deferred outflows of resources related to pensions resulting from Authority contributions subsequent to the measurement date (i.e. for the period ending June 30, 2015, the plan measurement date is June 30, 2014) will be recognized as a reduction of the net pension liability in the year ended December 31, 2016. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended	
<u>June 30</u>	<u>Amount</u>
2016	\$1,087,593
2017	1,087,593
2018	1,087,593
2019	1,087,593
2020	790,045

Additional Information

Collective balances at June 30, 2015 and 2014 are as follows:

	<u>6/30/2015</u>	<u>6/30/2014</u>
Collective deferred outflows of resources	\$ 5,086,138,484	\$ 1,032,618,058
Collective deferred inflows of resources	478,031,236	1,726,631,532
Collective net pension liability	22,447,996,119	18,722,735,003
Authority's Proportion	0.122475055%	0.1131727709%

JOINT MEETING OF ESSEX & UNION COUNTIESNOTES TO FINANCIAL STATEMENTSDECEMBER 31, 2015 AND 2014(6) ACCOUNTING AND FINANCIAL REPORTING FOR PENSION - GASB 68  
(CONTINUED)Public Employees Retirement System (PERS) (Continued)Actuarial Assumptions

The total pension liability for the June 30, 2015 measurement date was determined by an actuarial valuation as of July 1, 2014, which rolled forward to June 30, 2015. The total pension liability for the June 30, 2014 measurement date was determined by an actuarial valuation as of July 1, 2013. These actuarial valuations used the following assumptions, applied to all periods in the measurement.

	<u>6/30/2015</u>	<u>6/30/2014</u>
Inflation	3.04 Percent	3.01 Percent
Salary Increases (based on age):		
2012-2021	2.15-4.40 Percent	2.15-4.40 Percent
Thereafter	3.15-5.40 Percent	3.15-5.40 Percent
Investment Rate of Return	7.90 Percent	7.90 Percent

The actuarial assumptions used were based on the results of an actuarial experience study for the period July 1, 2008 to June 30, 2011. It is likely that future experience will not exactly conform to these assumptions. To the extent that actual experience deviates from these assumptions, the emerging liabilities may be higher or lower than anticipated. The more that the experience deviates the larger the impact on future financial statements.

Mortality Rates

Mortality rates were based on the RP-2000 Combined Healthy Male and Female Mortality Tables (setback 1 year for males and females) for service retirement and beneficiaries of former members with adjustments for mortality improvements from the base year of 2012 based on Projection Scale AA. The RP-2000 Disabled Mortality Tables (setback 3 years for males and setback 1 year for females) are used to value disabled retirees.

JOINT MEETING OF ESSEX & UNION COUNTIES

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015 AND 2014

(6) ACCOUNTING AND FINANCIAL REPORTING FOR PENSION - GASB 68  
(CONTINUED)

Public Employees Retirement System (PERS) (Continued)

Actuarial Assumptions (Continued)

Long-Term Rate of Return

In accordance with State statute, the long-term expected rate of return on plan investments is determined by the State Treasurer, after consultation with the Directors of the Division of Investments and Division of Pensions and Benefits, the board of trustees and the actuaries. Best estimates of arithmetic real rates of return for each major asset class included in PERS's target asset allocation as of June 30, 2015 and 2014 are summarized in the following table:

<u>Asset Class</u>	<u>6/30/2015</u>		<u>6/30/2014</u>	
	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Cash	5.00%	1.04%	6.00%	0.80%
Core Bond			1.00%	2.49%
Intermediate Term Bonds			11.20%	2.26%
Mortgages	2.10%	1.62%	2.50%	2.17%
High Yield Bonds	2.00%	4.03%	5.50%	4.82%
Inflation Indexed Bonds	1.50%	3.25%	2.50%	3.51%
Broad U.S. Equities	27.25%	8.52%	25.90%	8.22%
Developed Foreign Markets	12.00%	6.88%	12.70%	8.12%
Emerging Market Equities	6.40%	10.00%	6.50%	9.91%
Private Equity	9.25%	12.41%	8.25%	13.02%
Hedge Funds/Absolute Returns	12.00%	4.72%	12.25%	4.92%
Real Estate (Property)	2.00%	6.83%	3.20%	5.80%
Commodities	1.00%	5.32%	2.50%	5.35%
U.S. Treasuries	1.75%	1.64%		
Investment Grade Credit	10.00%	1.79%		
Global Debt ex US	3.50%	(0.40)%		
REIT	4.25%	5.12%		
	<u>100.00%</u>		<u>100.00%</u>	

JOINT MEETING OF ESSEX & UNION COUNTIES

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015 AND 2014

(6) ACCOUNTING AND FINANCIAL REPORTING FOR PENSION - GASB 68  
(CONTINUED)

Public Employees Retirement System (PERS) (Continued)

Actuarial Assumptions (Continued)

Discount Rate

The discount rate used to measure the total pension liability was 4.90% and 5.39% as of June 30, 2015 and 2014, respectively. This single blended discount rate was based on the long-term expected rate of return on pension plan investments of 7.9%, and a municipal bond rate of 4.30% and 4.29% as of June 30, 2015 and 2014, respectively, based on the Bond Buyer Go 20-Bond Municipal Bond Index which includes tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made based on the average of the last five years of contributions made in relation to the last five years of recommended contributions. Based on those assumptions, the plan's fiduciary net position was projected to be available to make projected future benefit payments of current plan members through 2033. Therefore, the long-term expected rate of return on plan investments was applied to projected benefit payments through 2033, and the municipal bond rate was applied to projected benefit payments after that date in determining the total pension liability.

Sensitivity of the collective net pension liability to changes in the discount rate.

The following presents the collective net pension liability of the participating employers as of June 30, 2015 calculated using the discount rate as disclosed above as well as what the collective net pension liability would be if it was calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	June 30, 2015		
	1% Decrease <u>3.90%</u>	At Current Discount Rate <u>4.90%</u>	1% Increase <u>5.90%</u>
Authority's proportionate share of the pension liability	\$34,710,678	\$27,493,196	\$21,894,842

Pension plan fiduciary net position

Detailed information about the pension plan's fiduciary net position is available in the separately issued Financial Report for the State of New Jersey Public Employees Retirement System (PERS).

JOINT MEETING OF ESSEX & UNION COUNTIES

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015 AND 2014

(7) RESTATEMENT

As stated in Note 6, in 2015, the Authority implemented GASB 68. As a result the Authority's Net Position at December 31, 2014 was restated as follows:

	<u>Governmental Activities</u>
Beginning Net Position 12/31/2014	\$ 146,076,132
Adjustments:	
Recognition of Net Pension Liability (Measurement Date)	<u>(21,718,885)</u>
Beginning Net Position 12/31/14 (as Restated)	\$ <u>124,357,247</u>

The Unrestricted Net Asset balance was restated to properly reflect the Authority's Net Position under GASB 68.

(8) NET POSITION

The components of net position are as follows:

	<u>December 31,</u>	
	<u>2015</u>	<u>2014</u>
Net Position:		
Net Investment in Capital Assets	\$134,653,301	\$134,124,211
Restricted for:		
Industrial Pretreatment	1,366,831	1,142,689
Unemployment	104,336	104,496
Capital Improvement	14,332,166	18,098,667
Sewer Rehabilitation	659,111	657,466
Unrestricted Encumbrances	1,075,368	914,946
Unrestricted Net Position	4,575,944	4,228,558
Net Pension Liability	<u>(22,794,817)</u>	<u>(21,718,885)</u>
Total Net Position	\$ <u>133,972,240</u>	\$ <u>137,552,148</u>

JOINT MEETING OF ESSEX & UNION COUNTIESNOTES TO FINANCIAL STATEMENTSDECEMBER 31, 2015 AND 2014(9) SUBSEQUENT EVENTS

The Joint Meeting has evaluated subsequent events occurring after the financial statement date through June 2, 2016, which is the date the financial statements were available to be issued. Based on this evaluation, the Joint Meeting has determined that no subsequent events have occurred which require disclosure in the financial statements.

(10) LITIGATION, CLAIMS AND CONTINGENT LIABILITIES

In the ordinary conduct of its business, the Joint Meeting may be a party to litigation. At December 31, 2015, in the opinion of management based upon consultation with legal counsel, there were no matters pending or threatened which would have a material adverse effect on the financial position of the Joint Meeting.

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**SUPPLEMENTARY INFORMATION**

SCHEDULE 1

JOINT MEETING OF ESSEX & UNION COUNTIES

BALANCE SHEET  
DECEMBER 31, 2015

	OPERATING AND MAINTENANCE FUND	CONSTRUCTION FUND	TOTAL
<u>ASSETS</u>			
Cash and Cash Equivalents	\$ 7,069,931	\$ 9,322,769	\$ 16,392,700
Accounts Receivable	1,398,843		1,398,843
Capital Assessment Receivable		9,875,285	9,875,285
Prepaid Expense	220,817		220,817
Property, Plant and Equipment - Net of Depreciation		134,653,301	134,653,301
Interfund	289,944		289,944
	<u>8,979,535</u>	<u>153,851,355</u>	<u>162,830,890</u>
<u>TOTAL ASSETS</u>			
<u>LIABILITIES, RESERVES AND FUND BALANCES</u>			
Liabilities:			
Accounts Payable	\$ 935,908	\$	\$ 935,908
Accrued Expenses	2,332,957		2,332,957
Due to Municipalities	3,580,392		3,580,392
Interfund		289,944	289,944
	<u>6,849,257</u>	<u>289,944</u>	<u>7,139,201</u>
Reserves:			
Industrial Pretreatment	1,366,831		1,366,831
Unemployment	104,336		104,336
Sewer Rehabilitation	659,111		659,111
Capital Improvement		14,332,166	14,332,166
	<u>2,130,278</u>	<u>14,332,166</u>	<u>16,462,444</u>
Fund Balances:			
Municipal Assessments		54,585,418	54,585,418
Contributed Capital-Grants		49,712,219	49,712,219
Capital Assets		34,931,608	34,931,608
		<u>139,229,245</u>	<u>139,229,245</u>
<u>TOTAL LIABILITIES, RESERVES AND FUND BALANCES</u>	<u>\$ 8,979,535</u>	<u>\$ 153,851,355</u>	<u>\$ 162,830,890</u>

Communication: Joint Meeting of Essex and Union Counties - Annual Audit Report (Minutes, Reports, Etc. from the Following)

SCHEDULE 2

JOINT MEETING OF ESSEX & UNION COUNTIES

STATEMENT OF REVENUE, EXPENSES AND  
CHANGES IN FUND BALANCE  
FOR THE YEAR ENDED DECEMBER 31, 2015

	<u>OPERATING AND MAINTENANCE FUND</u>	<u>CONSTRUCTION FUND</u>	<u>TOTAL</u>
<u>Revenue</u>			
Municipal Assessments	\$ 30,413,260	\$	\$ 30,413,260
Interest Income	14,033		14,033
Miscellaneous Income	941,383		941,383
Fixed Assets		4,235,487	4,235,487
<u>Total Revenue</u>	<u>31,368,676</u>	<u>4,235,487</u>	<u>35,604,163</u>
<u>Expenses</u>			
Operating and Maintenance	27,788,284		27,788,284
Depreciation		3,706,399	3,706,399
<u>Total Expenses</u>	<u>27,788,284</u>	<u>3,706,399</u>	<u>31,494,683</u>
Net Income/(Loss)	3,580,392	529,088	4,109,480
Less: Refund to Municipalities	3,580,392		3,580,392
Net Increase (Decrease)	- 0 -	529,088	529,088
Fund Balance, January 1	- 0 -	34,402,520	34,402,520
Fund Balance, December 31	<u>\$ - 0 -</u>	<u>\$ 34,931,608</u>	<u>\$ 34,931,608</u>

Communication: Joint Meeting of Essex and Union Counties - Annual Audit Report (Minutes, Reports, Etc. from the Following)

SCHEDULE 3

JOINT MEETING OF ESSEX & UNION COUNTIES

SCHEDULE OF RESERVES  
FOR THE YEAR ENDED DECEMBER 31, 2015

	<u>SEWER REHABILITATION</u>	<u>CAPITAL IMPROVEMENT</u>	<u>INDUSTRIAL PRETREATMENT</u>	<u>UNEMPLOYMENT</u>
Balance, January 1, 2015	\$ 657,466	\$ 18,098,667	\$ 1,142,689	\$ 104,496
Increased by Receipts:				
Budget Transfer		1,250,000		15,000
Capital Assessment				
Crossing Assessment				
Permit Fees			69,930	
Fines			166,460	
Interest Income	1,645	66,644	3,093	223
	<u>1,645</u>	<u>1,316,644</u>	<u>239,483</u>	<u>15,223</u>
Decreased by Disbursements:				
Project Costs		5,083,145		
Other			15,341	15,383
		<u>5,083,145</u>	<u>15,341</u>	<u>15,383</u>
Balance, December 31, 2015	<u>\$ 659,111</u>	<u>\$ 14,332,166</u>	<u>\$ 1,366,831</u>	<u>\$ 104,336</u>

Communication: Joint Meeting of Essex and Union Counties - Annual Audit Report (Minutes, Reports, Etc. from the Following)

## SCHEDULE 4

JOINT MEETING OF ESSEX & UNION COUNTIES

SCHEDULE OF OPERATING AND MAINTENANCE EXPENSE  
 COMPARED TO BUDGET  
 FOR THE YEAR ENDED DECEMBER 31, 2015

	<u>2015</u> <u>BUDGET</u>	<u>2015</u> <u>ACTUAL</u>	<u>(OVER)</u> <u>UNDER</u> <u>BUDGET</u>
Vehicles	\$ 82,500	\$ 102,163	\$ (19,663)
Equipment Rental	300,000	186,675	113,325
Insurance	767,979	668,019	99,960
Water Service	238,500	111,140	127,360
Electric Service	1,245,000	881,069	363,931
Gas Service	825,200	576,920	248,280
Fuel, Oil and Kerosene	489,000	77,942	411,058
Sewer Maintenance	60,000	-	60,000
Meter Repairs	317,000	-	317,000
Major Equipment	484,000	-	484,000
Chemicals	2,969,400	1,979,275	990,125
Sludge Disposal	2,171,808	2,300,945	(129,137)
Salaries and Wages	3,204,541	1,959,163	1,245,378
Technical and Professional Services	877,500	1,113,474	(235,974)
Labor	6,584,097	7,650,937	(1,066,840)
Printing/Stationery	24,000	6,199	17,801
Miscellaneous Expenses	385,000	424,000	(39,000)
General Maintenance (Supplies)	1,718,000	2,300,465	(582,465)
Reserve Contingencies Fund	125,000	-	125,000
Building and Grounds	70,000	81,888	(11,888)
Pension Fund	1,031,211	1,053,927	(22,716)
Social Security & Medicare	765,219	701,362	63,857
Hospital Plan	2,973,279	3,130,842	(157,563)
Uniform/Safety Shoes/Security	100,000	106,981	(6,981)
Screening Disposal	160,000	183,517	(23,517)
State Unemployment/Disability	49,126	27,748	21,378
Executive Committee	89,220	74,351	14,869
Counsel Fees	300,000	205,482	94,518
Administrative Group Plan	260,825	78,191	182,634
Union Welfare Fund	76,000	71,775	4,225
Replacement Fund	1,250,000	1,250,000	-
NJPDES Permit	568,700	479,878	88,822
Miscellaneous Permits/Fees	-	3,956	(3,956)
<b>TOTAL</b>	<b>\$ 30,562,105</b>	<b>\$ 27,788,284</b>	<b>\$ 2,773,821</b>

Communication: Joint Meeting of Essex and Union Counties - Annual Audit Report (Minutes, Reports, Etc. from the Following)

SCHEDULE 5

JOINT MEETING OF ESSEX & UNION COUNTIES

SCHEDULE OF ALLOCATION OF SURPLUS  
DECEMBER 31, 2015

Member Municipalities Assessments		\$	21,510,962
Operating Expenditures Chargeable to Member Municipalities			<u>19,646,857</u>
Operating Surplus			1,864,105
Sewer Income			-
Other Revenue Allocated to Member Municipalities			<u>671,729</u>
Funds Available for Allocation to Member Municipalities			2,535,834
Assessments City of Elizabeth - Net	\$	8,902,298	
Operating Expenditures Chargeable to City of Elizabeth		<u>8,141,427</u>	
Operating Surplus - City of Elizabeth		760,871	
Other Revenue Allocated to City of Elizabeth	\$	<u>283,687</u>	
Funds Available for Allocation to City of Elizabeth			<u>1,044,558</u>
<u>TOTAL FUNDS DUE TO MUNICIPALITIES</u>			<u>\$ 3,580,392</u>

Other Revenue:			
Interest Income	\$	14,033	
Miscellaneous Income		<u>941,383</u>	
			<u>\$ 955,416</u>

Other Revenue Allocated:			
City of Elizabeth (29.69%)	\$	283,687	
Member Municipalities (70.31%)		<u>671,729</u>	
			<u>\$ 955,416</u>

Communication: Joint Meeting of Essex and Union Counties - Annual Audit Report (Minutes, Reports, Etc. from the Following)

SCHEDULE 6

JOINT MEETING OF ESSEX & UNION COUNTIES

SCHEDULE OF ASSESSMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2015

	<u>2015</u> <u>ASSESSMENT</u>	<u>2015</u> <u>ASSESSMENT</u> <u>RATIO</u>	<u>ALLOCATION</u> <u>OF SURPLUS</u> <u>(DUE TO</u> <u>MUNICIPALITIES)</u>
East Orange	\$ 896,619.94	4.1682%	\$ 105,698.63
Hillside	1,478,964.71	6.8754%	174,348.73
Irvington	4,416,265.12	20.5303%	520,614.33
Maplewood	1,262,844.07	5.8707%	148,871.21
Millburn	1,287,732.26	5.9864%	151,805.17
Newark	2,207,476.48	10.2621%	260,229.82
Roselle Park	627,087.58	2.9152%	73,924.63
South Orange	1,033,193.04	4.8031%	121,798.64
Summit	1,882,037.13	8.7492%	221,865.19
Union	3,784,595.71	17.5938%	446,149.56
West Orange	2,634,146.42	12.2456%	310,528.09
	<u>21,510,962.45</u>	<u>100.0000%</u>	<u>2,535,834.00</u>
Elizabeth	9,051,142.58		1,044,558.00
	<u>30,562,105.03</u>		
Elizabeth Quarterly Adjustments	(148,844.93)		
	<u>\$ 30,413,260.10</u>		<u>\$ 3,580,392.00</u>

Communication: Joint Meeting of Essex and Union Counties - Annual Audit Report (Minutes, Reports, Etc. from the Following)

SCHEDULE "R-3"

JOINT MEETING OF ESSEX AND UNION COUNTIES  
SCHEDULES RELATED TO ACCOUNTING AND REPORTING FOR PENSION (GASB 68)  
NOTE TO RSI III  
FOR THE YEAR ENDED DECEMBER 31, 2015

PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)

Change in benefit terms

None

Change in assumptions

The calculation of the discount rate used to measure the total pension liability is dependent upon the long-term expected rate of return, and the municipal bond index rate. There was a change in the municipal bond index rate from the prior measurement date (4.29%) to the current measurement date (3.80%), resulting in a change in the discount rate from 5.39% to 4.90%. This change in the discount rate is considered to be a change in actuarial assumptions under GASB No. 68.

**SOBRIER, O'CONNOR & COMPANY**

2010

INDEPENDENT AUDITOR'S REPORT ON  
INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN ASSESSMENT OF FINANCIAL  
STATEMENTS PREPARED IN ACCORDANCE WITH  
DISCLOSURE AND FINANCIAL STANDARDS

**SINGLE AUDIT SECTION**

We have audited the accompanying financial statements of Essex County, Vermont, for the year ended December 31, 2010, and the related notes to the financial statements, which collectively comprise Essex County's financial statements, and have issued our report thereon dated June 2, 2011.

In auditing the accompanying financial statements, we performed the audit of Essex County's financial statements in accordance with the standards of the Council on Governmental Accounting (COGA) issued by the Governmental Accounting Standards Board (GASB). The audit was conducted in accordance with the standards of the Council on Governmental Accounting (COGA) issued by the Governmental Accounting Standards Board (GASB).

A deficiency in internal control was identified which could result in a material misstatement of the financial statements. The deficiency was identified during the audit of the financial statements for the year ended December 31, 2010. The deficiency was identified during the audit of the financial statements for the year ended December 31, 2010.

Communication: Joint Meeting of Essex and Union Counties - Annual Audit Report (Minutes, Reports, Etc. from the Following)



**SUPLEE, CLOONEY & COMPANY**  
**CERTIFIED PUBLIC ACCOUNTANTS**

308 East Broad Street, Westfield, New Jersey 07090-2122

Telephone 908-789-9300

Fax 908-789-8535

E-mail info@scnco.com

**INDEPENDENT AUDITOR'S REPORT ON  
 INTERNAL CONTROL OVER FINANCIAL REPORTING  
 AND ON COMPLIANCE AND OTHER MATTERS  
 BASED ON AN AUDIT OF BASIC FINANCIAL  
 STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

Members of the Board  
 Joint Meeting of Essex & Union Counties  
 500 South First Street  
 Elizabeth, New Jersey 07202

We have audited, in accordance with the auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Joint Meeting of Essex & Union Counties as of and for the year ended December 31, 2015, and the related notes to the financial statements, which collectively comprise the Joint Meeting of Essex & Union Counties' financial statements, and have issued our report thereon dated June 2, 2016.

***Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the Joint Meeting of Essex & Union Counties' internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements but not for the purpose of expressing an opinion on the effectiveness of the Joint Meeting of Essex & Union Counties' internal control. Accordingly, we do not express an opinion on the effectiveness of the Joint Meeting of Essex & Union Counties' internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

# SUPLEE, CLOONEY & COMPANY

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

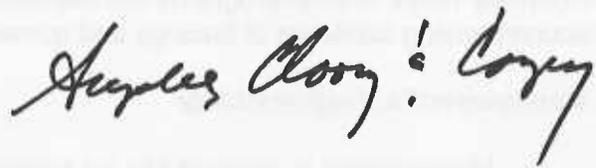
### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Joint Meeting of Essex & Union Counties' financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

June 2, 2016



Communication: Joint Meeting of Essex and Union Counties - Annual Audit Report (Minutes, Reports, Etc. from the Following)



# SUPLEE, CLOONEY & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

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## INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Members of the Board  
Joint Meeting of Essex & Union Counties  
500 South First Street  
Elizabeth, New Jersey 07202

### ***Report on Compliance for Each Major Federal Program***

We have audited the Joint Meeting of Essex & Union Counties' compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Joint Meeting of Essex & Union Counties' major federal programs for the year ended December 31, 2015. The Joint Meeting of Essex & Union Counties' major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

### ***Management's Responsibility***

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of the Joint Meeting of Essex & Union Counties' major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Joint Meeting of Essex & Union Counties' compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

## SUPLEE, CLOONEY & COMPANY

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Joint Meeting of Essex & Union Counties' compliance.

### **Opinion on Each Major Federal Program**

In our opinion, the Joint Meeting of Essex & Union Counties complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2015.

### **Report on Internal Control Over Compliance**

Management of the Joint Meeting of Essex & Union Counties is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Joint Meeting of Essex & Union Counties' internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Joint Meeting of Essex & Union Counties' internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



June 2, 2016

JOINT MEETING OF ESSEX & UNION COUNTIES  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED DECEMBER 31, 2015

**Section I - Summary of Auditor's Results**

**Financial Statements**

- (1) Type of Auditor's Report Issued: Unmodified
- (2) Internal Control Over Financial Reporting:
  - (a) Material weaknesses identified? No
  - (b) Significant deficiencies identified that are not considered to be material weaknesses? No
- (3) Noncompliance material to the basic financial statements noted? No

**Federal Program(s)**

- (1) Internal Control Over Major Federal Programs:
  - (a) Material weaknesses identified? No
  - (b) Significant deficiencies identified that are not considered to be material weaknesses? No
- (2) Type of Auditor's Report issued on compliance for major federal program(s)? Unmodified
- (3) Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance? No

(4) Identification of Major Federal Program(s):

<u>Program</u>	<u>Amounts Expended</u>
Department of Environmental Protection Agency; Passed Thru NJ Department of Environmental Protection	\$5,232,632

- (5) Program Threshold Determination:
  - Type A Federal Program Threshold  $\geq$  \$750,000.00
  - Type B Federal Program Threshold  $<$  \$750,000.00
- (6) Auditee qualified as a low-risk auditee under OMB Circular A-133? No

Communication: Joint Meeting of Essex and Union Counties - Annual Audit Report (Minutes, Reports, Etc. from the Following)

JOINT MEETING OF ESSEX & UNION COUNTIES  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED DECEMBER 31, 2015

**Section II - Financial Statement Audit - Reported Findings Under Government Auditing Standards**

**Internal Control Findings**

None Reported

**Compliance Findings**

None Reported

**Section III - Findings and Questioned Costs Relative to Major Federal Programs**

Federal Programs - None Reported

JOINT MEETING OF ESSEX & UNION COUNTIES  
SCHEDULE OF PRIOR AUDIT FINDINGS  
FOR THE YEAR ENDED DECEMBER 31, 2015

Federal Programs - None Reported

Communication: Joint Meeting of Essex and Union Counties - Annual Audit Report (Minutes, Reports, Etc. from the Following)