

1. 11-14-16 Council Agenda (PDF)

Documents:

[11-14-16 AGENDA APPROVED 1368.PDF](#)

2. 11-14-16 Council Meeting Agenda Packet (PDF)

Documents:

[11-14-16 AGENDA PACKET 1368.PDF](#)



# Common Council of the City of Summit

Closed Session Agenda for Monday, November 14, 2016

**7 : 0 0 p m – 7 : 2 0 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)
5. Contract Negotiations (not collective bargaining) - NJSA 10:4-12.b (7)
6. Personnel matters - NJSA 10.4-12.b (8)
  - Extend Sick Leave with Pay - DCS Employee
  - Appoint Police Sergeant
  - Personnel Policy
7. Appointments - NJSA 10.4-12.b (8)

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.

*At this point in the year only specific, requested and as-needed appointments are made and vacancies filled. The rest are dealt with through the special appointments meetings on 11/10 and 11/22.*

## ADJOURN CLOSED SESSION



**Common Council of the City of Summit**  
**Regular Meeting Agenda for Monday, November 14, 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**

*Thursday*                                      3:30 pm – 4:30 pm                      Dept. of Community Services  
Rubino, Sun, Cascais

**FINANCE and PERSONNEL COMMITTEE**

*Friday*    1:30 pm – 4:30 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**

*Friday*    9:30 am – 10:30 am                      Dept. of Community Services  
Sun, Lizza, Cascais

**LAW COMMITTEE**

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

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## **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 [rlicatese@cityofsummit.org](mailto:rlicatese@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 November 1, 2016

## **REPORTS**

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

## **PRESENTATIONS**

### Mayor's Proclamation

- SAGE Eldercare Meals on Wheels 50<sup>th</sup> Anniversary – Angela Sullivan, Exec. Dir. – SAGE
- Beth Kinney Appreciation Day

## **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**

16-3123	An Ordinance Amending the Code, Chapter IV, General Licensing, Section 4-3, Automatic or Electronic Amusement Games (Pinball, Video Or Arcade Amusement Games), Subsection 4-3.10, Inspections <i>(Correct typographical error)</i>	11/1/16
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### **LAW**

16-3124	An Ordinance Amending the Code, Chapter X Animal Control, Section 10-1 Dogs, Subsection 10-1.17 Licensing of Kennels, Pet Shops and Pounds and Subsection 10-1.18 List of Kennels, Pet Shops, Shelters and Pounds to State Department of Health <i>(Designated Official, License Term, Fees, and Pet Shop Review)</i>	11/1/16
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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**

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**ORDINANCE(S) FOR INTRODUCTION**

*\*Hearings will be at the meeting indicated below, unless otherwise noted*

<u>Number</u>	<u>Title</u>	<u>Hearing Date</u>
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**LAW**

(ID # 4558)	An Ordinance Amending Chapter XXI, "Special Improvement District," Section 21-4.A, District Management Corporation, of The "Revised General Ordinances Of The City Of Summit, County Of Union, New Jersey," ( <i>SDI Trustee Change</i> )	12/6/16
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**SAFETY**

(ID # 4594)	An Ordinance Amending The Code, Chapter VII, Traffic, Section 7-8, Parking, Subsection 7-8.5, Parking Time Limited on Certain Streets ( <i>Bedford Road 2-hour parking</i> )	12/6/16
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**GENERAL SERVICES**

(ID # 4550)	An Ordinance Amending The Code Chapter VII, Traffic, Section 7-8, Parking, Subsection 7-8.5 Parking Time Limited On Certain Streets And Subsection 7-25.2 Municipal Parking Lot Areas. ( <i>Designate Certain Meters On Springfield Avenue To "Employee Prepaid Parking Only," Add And Remove Street Meters And Add New Zone For Handicap Parking, And Add Permanent Parking Holidays</i> )	12/6/16
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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.)*

### **GENERAL SERVICES**

- (ID # 4575) 1. Authorize Contract Execution - Broad Street East Lot Valet Parking Concession
- (ID # 4574) 2. Authorize Contract Execution - Tier Garage Holiday Valet Parking Services Not to Exceed \$15,500.00
- (ID # 4573) 3. Authorize Abandonment of Valet Parking Services Project
- (ID # 4571) 4. Authorize Execution of Union County Kids Recreation Trust Fund 2016 Grant Agreement
- (ID # 4509) 5. Accept Celgene Corporation Furniture Donation to Department of Community Programs and City Hall – Value \$10,125.00
- (ID # 4602) 6. Authorize Execution of Charitable Contribution Agreement with Celgene Corporation - \$300,000
- (ID # 4588) 7. Authorize Grant Application and Acceptance - CD Year 43

### **SAFETY**

- (ID # 4600) 1. Appoint Police Sergeant - Traffic Unit (*Pending Closed Session Discussion*)
- (ID # 4556) 2. Accept Celgene Corporation Donation to Fire Department - Hahn Fire Truck – Value \$25,000

### **FINANCE/PERSONNEL**

- (ID # 4542) 1. Authorize Transfer of Appropriations - Operating Budget
- (ID # 4590) 2. Authorize Extension of Sick Leave With Pay - DCS Employee (*Pending Closed Session discussion*)

### **WORKS**

- (ID # 4576) 1. Authorize Execution of NJDEP LURP Application in Easement - 6 River Road
- (ID # 4570) 2. Authorize Execution "Greening Union County" Grant Agreement - Spring 2017 Tree Supply and Installation
- (ID # 4584) 3. Award Bid - Sanitary Sewer TV Inspection & Cleaning - Various Locations - \$37,760.00
- (ID # 4534) 4. Authorize Execution of Revocable License Agreement to Permit Right-of-Way Encroachment - 168 Beechwood Road Retaining Wall

**WORKS (cont'd)**

- (ID # 4611) 5. Authorize Union County Cooperative Council Purchase - Rock Salt - Not to Exceed \$73,000.00
- (ID # 4614) 6. Authorize State Contract Purchase - Unleaded Gasoline Not to Exceed \$135,000.00

**LAW**

- (ID # 4563) 1. Authorize Extension of 2016 Kennel Licenses through June 30, 2017
- (ID # 4592) 2. Rescind 2016-2017 Liquor License Renewal - License #2018-33-003-005 Pending ABC Approval

**CONSENT AGENDA**

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- (ID # 4572) 1. Authorize Refunds - Department of Community Programs
- (ID # 4582) 2. Authorize Change Order #1 - \$25,564.50 - Tier Garage Structural Repair and Elevator Modernization Project

**BUILDINGS AND GROUNDS**

- (ID # 4587) Authorize Refund of Construction Permit Fee

**WORKS**

- (ID # 4585) Authorize Bid Advertisement - Purchase of One (1) Wheel Loader

**FINANCE/PERSONNEL**

- (ID # 4586) 1. Authorize Zoning Board Escrow Refund
- (ID # 4552) 2. Refund Overpayment of 2014 Taxes - Tax Court Judgment
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- (ID # 4603) 4. Authorize Payment of Bills - \$1,252,418.18

**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**

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## **CORRESPONDENCE**

1. Purchasing Letter - Broad Street East Lot Valet Parking Concession
2. Purchasing Letter - Sanitary Sewer TV Inspection & Cleaning - Various Locations

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*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. Summit Zoning Board Hearing - 11/21/16, re 186 Broad Street
2. Chatham Borough Planning Board Public Hearing, re 2016 Master Plan Reexamination & Update Report
3. Joint Insurance Fund Hearing, re 2017 Proposed Budget

### **Ordinances and Resolutions Other Governing Bodies**

Chatham Township Ordinance, re Change to Zoning District Classification on Official Zoning Map

### **Minutes, Reports, etc. from the following:**

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## **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



# Common Council of the City of Summit

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**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**

Friday 1:30 pm – 4:30 pm Large Conference Room  
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**GENERAL SERVICES COMMITTEE**

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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**

Monday 12:00 pm – 1:00 am 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, Licatase, Cruz

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



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## **ROLL CALL**

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<u>Number</u>	<u>Title</u>	<u>Introduction Date</u>
<b><u>LAW</u></b>		
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### **FINANCE/PERSONNEL**

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### **WORKS**

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**WORKS**

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**COUNCIL MEMBERS' COMMENTS/NEW BUSINESS**

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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: Michelle Caputo, Assistant Deputy Clerk

DATE: October 19, 2016

This ordinance amendment corrects a typo in section 4-3.10.c.

<b>ORDINANCE #</b>	<b>16-3123</b>
Introduction Date:	11/1/2016
Hearing Date:	
Passage Date:	
Effective Date:	

**An Ordinance Amending the Code, Chapter IV, General Licensing, Section 4-3, Automatic or Electronic Amusement Games (Pinball, Video Or Arcade Amusement Games), Subsection 4-3.10, Inspections (Correct typographical error)**

*Ordinance Summary: This Ordinance is a technical correction to Chapter IV, "General Licensing," of the Revised General Ordinances of the City of Summit, to change the cross-reference in Subsection 4-3.10c from 4-2.9 to 4-3.9.*

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT, COUNTY OF UNION, NEW JERSEY, as follows:

Section 1. That Subsection **4-3.10, Inspections**, of the Code be amended and supplemented to read as follows

**4-3.10 Inspections.**

Any of the following inspections shall be made with respect to the operation of any machine as frequently as may be necessary during the term of the license:

- a. By the Construction Official or his designee, to determine if the operation of any machine and the premises on which the machine is being operated continue to comply with the municipal zoning and building code requirements and the provisions of this section.
- b. By the Fire Director-Chief or his designee, to determine if the operation of any machine and the premises on which the machine is being operated continue to comply with the existing fire regulations of the City of Summit.
- c. By the Chief of Police or his designee, to determine if the licensee is operating any machine in such manner as not to be subject to revocation of the license, as provided in subsection 4-2 3.9.

Section 2. All Ordinances or parts of Ordinances inconsistent herewith are hereby repealed.

Section 3. If any provisions of this Ordinance are found to be invalid for any reason, by the final judgment of a Court of competent jurisdiction, the validity of such portions shall not affect the validity of the remaining provisions of this Ordinance, which shall be severed therefrom.

Section 4. This Ordinance shall take effect immediately upon final passage and publication as required by law.

(Latest changes to ordinance are indicated by underline with deletions being shown by ~~strikeouts~~.)

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: Michelle Caputo, Assistant Deputy Clerk

DATE: October 19, 2016

This ordinance amendment revises the City's ordinance to mirror the prevailing statutory language regarding the designated official to license dogs within the City, license term, fees, and pet shop review process. It does not affect the City's ability to discuss potential zoning issues or changes regarding the location of kennels or pet shops within the City.

<b>ORDINANCE #</b>	<b>16-3124</b>
Introduction Date:	11/1/2016
Hearing Date:	11/14/2016
Passage Date:	
Effective Date:	

**An Ordinance Amending the Code, Chapter X Animal Control, Section 10-1 Dogs, Subsection 10-1.17 Licensing of Kennels, Pet Shops and Pounds and Subsection 10-1.18 List of Kennels, Pet Shops, Shelters and Pounds to State Department of Health (Designated Official, License Term, Fees, and Pet Shop Review)**

*Ordinance Summary: This Ordinance amends Subsection 10-1.17, "Licensing of Kennels, Pet Shops and Pounds," of the Revised General Ordinances of the City of Summit, to provide that the City of Summit Clerk is the issuing authority, that licenses for these facilities expire on June 30 annually, provides for suspension or revocation of these licenses and establishes fees for kennels with ten or less dogs at ten (\$10.00) dollars and for more than ten (10) dogs at twenty-five (\$25.00) dollars.*

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT, COUNTY OF UNION, NEW JERSEY, as follows:

Section 1. That Subsection **10-1.17 Licensing of Kennels, Pet Shops and Pounds**, of the Code be amended and supplemented to read as follows:

**10-1.17 Licensing of Kennels, Pet Shops and Pounds.**

- a. Any person who keeps or operates or proposes to establish a kennel, a pet shop, a shelter or a pound shall apply to the ~~Board of Health of the City~~ clerk or other official designated to license dogs in the City of Summit for a license entitling him to keep or operate such establishment. The application shall describe the premises where the establishment is located or is proposed to be located, the purpose or purposes for which it is to be maintained, and shall be accompanied by the written approval of the Health Officer of the Board of Health, showing compliance with the local and State rules and regulations governing location of and sanitation at such establishments.

- b. All licenses issued for a kennel, pet shop, shelter or pound shall state the purpose for which the establishment is maintained and all such licenses shall expire on ~~December 31 annually~~ the last day of June of each year, and be subject to revocation by the Common Council on recommendations of the State Department of Health or the Board of Health of the City for failure to comply with the rules and regulations of the State department or Board of Health of the City governing the same, after the owner has been afforded a hearing by either the State Department or the Board of Health of the City, except as provided in subsection c of this section.
- c. The license for a pet shop shall be subject to review by the City of Summit, upon recommendation by the State Department of Health or Board of Health of the City for failure by the pet shop to comply with the rules and regulations of the State Department of Health or Board of Health of the City or if the pet shop meets the criteria for recommended suspension or revocation provided under subsection c. or d. of section 5 of P.L. 1999, c.336 (C.56:8-96, after the owner of the pet shop has been afforded a hearing pursuant to subsection e. of section 5 of P.L. 1999, c.336 (C.56:8-96).
- ~~e~~ d. Any person holding such licenses shall not be required to secure individual licenses for dogs owned by such licenses and kept at such establishment; such licenses shall not be transferable to another owner or different premises.
- ~~d~~ e. The annual license fee for a kennel providing accommodations for ten or less dogs shall be ten dollars (\$10.00) and for more than ten dogs shall be twenty-five (\$25.00) dollars. The annual fee for a pet shop shall be ten (\$10.00) dollars. No fee shall be charged for a shelter or pound.
- ~~e~~ f. No dog or cat kept in a kennel, pet shop, shelter or pound shall be permitted off such premises, except on leash or in a crate or other safe control.

Section 2. That Subsection **10-1.18 List of Kennels, Pet Shops, Shelters and Pounds to State Department of Health**, of the Code be amended and supplemented to read as follows:

**10-1.18 List of Kennels, Pet Shops, Shelters and Pounds to State Department of Health.**

The ~~Board of Health~~ clerk or other official designated to license dogs in the City of Summit shall forward to the State Department of Health a list of all kennels, pet shops, shelters and pounds licensed, within thirty (30) days after the licenses therefor are issued, which list shall include the name and addresses of the licensee and the kind of license issued.

Section 3. All Ordinances or parts of Ordinances inconsistent herewith are hereby repealed.

Section 4. If any provisions of this Ordinance are found to be invalid for any reason, by the final judgment of a Court of competent jurisdiction, the validity of such portions shall not affect the validity of the remaining provisions of this Ordinance, which shall be severed therefrom.

Section 5. This Ordinance shall take effect immediately upon final passage and publication as required by law.

(Latest changes to ordinance are indicated by underline with deletions being shown by ~~strikeouts~~.)

Dated:

I, Rosalia M. Licatese, 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



TO: Mayor and Common Council  
FROM: Rosemary Licatese, City Clerk  
DATE: October 19, 2016

**SUMMARY**

The Board of Trustees of Summit Downtown Inc. advised of changes it made to its bylaws.

This ordinance amendment reflects the change in the need for a non-designated trustee category.

Other bylaw changes were not contained within the City's Code and, therefore, no other amendments were necessary.

The Law Committee has reviewed SDI's request and supports this ordinance amendment.

*LW(OI) ID# 4558*

<b>Ordinance #:</b>	
Introduction Date:	11/14/16
Hearing Date:	
Passage Date:	
Effective Date:	

**AN ORDINANCE AMENDING CHAPTER XXI, "SPECIAL IMPROVEMENT DISTRICT," SECTION 21-1.4a, DISTRICT MANAGEMENT CORPORATION, OF THE "REVISED GENERAL ORDINANCES OF THE CITY OF SUMMIT, COUNTY OF UNION, NEW JERSEY," (SDI Trustee change)**

*Ordinance Summary: This Ordinance amends Section 21-1.4a of the Revised General Ordinances of the City of Summit by adding a Subsection (e) to provide the Summit Downtown, Inc., greater flexibility by allowing the SDI to select up to two (2) Non-designated Trustees from retail establishment owners or operators, property owners, non-retail businesses within the District or residents-at-large of the City of Summit.*

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT, SUMMIT, COUNTY OF UNION, STATE OF NEW JERSEY, AS FOLLOWS:

Section 1. That Section **21-1.4, DISTRICT MANAGEMENT CORPORATION**, of the above mentioned ordinance, shall be amended and supplemented as follows:

**21-1.4 District Management Corporation.**

For the purposes of this section, Summit Downtown Inc. is hereby designated as the present District Management Corporation and shall assist the City of Summit in planning and promoting economic development and improvement within the SID. Said District Management Corporation is incorporated pursuant to the provisions of Title 15A of the New Jersey Statutes and is hereby designated as eligible to receive the funds collected as assessment within the SID. The designation of the District Management Corporation may be changed at any time or from time to time by ordinance adopted by Common Council. In addition, the District Management Corporation shall:

- a. Have a Board of Trustees consisting of no more than fourteen (14) members, who shall be chosen as follows:
  - 1. Elected Trustees. There shall be ten (10) elected trustees, all of whom must be of legal voting age, who shall be elected as hereinafter provided, who shall be voting members, separated into the following classifications:
    - (a) Property owners (four (4)).
    - (b) Retail establishment owners (three (3) seats).
    - (c) Upper/lower floor businesses (two (2) seats).
    - (d) Residents-at-large of the City of Summit (one (1) seat).

(e) Non-Designated Trustees, to be selected from Retail Establishment Owners or Operators, Property Owners, Non-Retail Business or Residents-at-large (not to

# REVISED 11/10/16

exceed 2 total on the Board) if one of the above classifications cannot be filled after diligent search pursuant to the procedure set forth by the Nominating Committee.

2. Appointed Ex-Officio Trustees. The appointed ex-officio trustees shall be:

Mayor, or Mayor's designee, of the City of Summit, who shall be a voting member (one (1) seat), provided that:

(a) If the Mayor's designee shall be the ex-officio trustee said designee shall be appointed with advice and consent of Common Council.

(b) The Mayor shall not be eligible to be Chairman of Summit Downtown Inc.

Two (2) members of the Common Council, appointed by the Council President for one-year terms, who shall be voting members (two (2) seats).

City Administrator, who shall be a nonvoting member (one (1) seat).

3. Qualifications of Elected Trustees. All elected trustees, with the exception of the resident-at-large trustees, shall be persons who are responsible for payment of any special assessments created under the Special Improvement District, whether they are directly responsible to the City or by "pass through" from their landlord.

Section 2. That all other ordinances or parts of ordinances inconsistent with the provisions of this Ordinance be and the same are hereby repealed except where the context and/or intent requires otherwise

### Section 3. PUBLIC NOTICE.

That at least ten (10) days prior to the date fixed for a public hearing on this Ordinance, a copy hereof and notice of the date, time and place of said hearing shall be mailed by first class mail to all parties with an interest in the lots or parcels of land included in the SID as listed on the tax records of the City of Summit.

### Section 4. EFFECTIVE DATE.

That the effective date of this Ordinance shall be upon final adoption by the City of Summit Common Council, approval by the City of Summit Mayor and publication of notice of final adoption.

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

## STATEMENT OF PURPOSE

Summit Downtown, Inc. (SDI), a non-profit corporation of the State of New Jersey, was incorporated by the Secretary of the State of New Jersey on July 2, 1986. The purpose of the corporation is to encourage the development and improvement of the quality of life in the business community in the center of the City of Summit, New Jersey. To that end, without limiting its overall objectives, the corporation is authorized to act as a District Management Corporation in accordance with the provisions of Chapter 151 of the Laws of 1984 (N.J.S.A 40:56-65 et seq.) as the same may be amended from time to time. In such capacity the corporation shall endeavor to harmonize the residential and business communities of the city, so as to relieve traffic congestion and remove safety hazards to pedestrians and similar emergency services. It is established to maintain municipal tax ratables and to promote economic growth in employment within the business areas of the City of Summit and to encourage and stimulate self-financing special improvement districts. SDI shall at all times conform to its functions to policies that may be established from time to time by the Common Council of the City of Summit.

## BYLAWS

### ARTICLE I – TRUSTEES

#### A. Board of Trustees

There shall be 14 trustees (13 voting) as follows

##### 1. Elected Trustees

There shall be 10 elected trustees, all of whom must be of legal voting age, who shall be elected as hereinafter provided, who shall be voting members, separated into the following classifications:

- Retail Establishment Owners or Operators (3 seats)
- Property Owners (4 seats)
- Non-Retail Businesses (2 seats)
- Resident at large of the City of Summit (1 seat)
- Non-designated Trustee to be selected from Retail Establishment Owners or Operators, Property Owners, Non-Retail Business or Residents (not to exceed 2 total on the Board) if one of the above classifications cannot be filled after diligent search pursuant to the procedure set forth by the Nominating Committee.

##### 2. Appointed Ex-Officio Trustees

The appointed ex-officio trustees shall be:

- The Mayor or the Mayor's designee of the City of Summit, who shall be a voting member (1 seat)

\*If the Mayor's designee shall be the ex-officio trustee said designee shall be appointed with advice and consent of Common Council.

**\*\*The Mayor shall not be eligible to be Chairman of Summit Downtown, Inc...**

- The City Administrator, who shall be a non-voting member (1 seat)
- Two members of the Common Council, appointed by the Council Presidents for one-year terms, who shall be voting members (2 seats)

### 3. Qualifications of Trustees

All elected trustees, with the exception of the resident at large trustee, shall be persons who are responsible for payment of any special assessments created under the Special Improvement District, whether they are directly responsible to the City or by "pass through" from their landlord.

### 4. Terms of Service

Elected trustees shall serve a term of ~~four (4)~~three (3) years commencing January 1, 2016.

No elected trustee shall serve more than three (3) consecutive ~~four~~three-year terms during a period of consecutive service.

Beginning March 1, 2009 no elected trustee shall be permitted to fill the unexpired term of a resigning trustee.

No trustee who has served the maximum time set forth above shall be allowed to return to the board for one year.

Appointed trustees shall serve at the pleasure of their appointing authority.

All trustees shall serve until their successors are elected or appointed, providing the Trustee remains qualified to serve pursuant to the qualifications of Article I. as the case may be, however, any trustee may resign at any time by submitting a letter of resignation to the remaining trustees.

## B. Nominating/Election Committee

1. See Article IV. B.
2. Not less than ~~120~~90 days prior to the Annual Meeting, the last meeting of the year, SDI shall issue a press release to legal newspapers(s) designated by Summit Common Council inviting petitions for nominations to trusteeship of SDI. The release shall state the number of positions available and the qualifications for trusteeship. The release may also be sent to other publications or media that have general circulation in the business community.
3. The release shall state that any petition must be submitted not less than 30 days prior to the Annual Meeting and they must be endorsed by at least five (5) persons who

are themselves eligible for election as trustees of SDI. The Secretary shall provide a form for use by any persons wishing to make a nomination by petition.

4. The Nominating/Election Committee shall put forth for election any names submitted by petition along with any other potential trustees who may come to the committee's attention. In reporting its finding to the Special Improvement District, the Nominating/Election Committee shall report the names of person nominated by petition, along with those it may have recruited.
5. The Nominating/Election Committee shall meet after the election results are certified, and shall serve as the Nominating/Election Committee for officers for the upcoming fiscal year.

### C. Election of Trustees

1. The ~~17-10~~ elected trustees shall be elected by a plurality of the votes cast by eligible voters.
2. Voter Eligibility:
  - a. The following shall be eligible to vote in Summit Downtown, Inc. elections:
    - I. The individual owner or representative of a company or corporation that owns a property in the Special Improvement District as listed by lot and block on the official tax records of the City of Summit.
    - II. The individual owner or representative of a business entity (company, corporation, partnership, etc.) that operates a business within the Special Improvement District.
    - III. A tenant representative of each residential unit within the Special Improvement District.
  - b. Each eligible voter shall have one vote subject to the following restrictions:
    - I. Owners or representatives of multiple properties shall have only one vote.
    - II. Owners or representatives of multiple businesses shall have only one vote
    - III. Anyone who owns a property and a separate business, or businesses, shall have only one vote.
    - IV. Any residential tenant representative who also owns a property or a business shall have only one vote.
    - V. Owners of or tenants in tax-exempt properties shall not be eligible to vote.
3. All eligible voters must be of legal voting age.
4. Nominating/Election Committee:

The Nominating/Election Committee shall conduct the Annual Election.

- a. The Committee shall design a ballot to reflect the nominations in each category eligible for election.
- b. The Committee shall cause a ballot to be mailed to all eligible voters in the SID District as provided above not less than 30 days prior to the annual meeting. The ballot shall be authenticated and contain the names of all candidates recruited by the Nominating/Election Committee as well as all those who have submitted petitions in each category.
- c. The ballot may be cast in advance by signing and mailing the ballot. Only official, authenticated ballots will be counted.
- d. The committee shall be responsible for checking that all returned ballots properly filled out and then counted.

#### **D. Election of Officers**

1. The Nominating/Election Committee shall poll all current trustees as to their desire to seek election to the Executive Board.
2. The Nominating/Election Committee shall present a slate of officers to the Board at the January meeting following the election of the trustees.
3. Additional nominations may be made from the floor by any seated trustee at the January meeting.
4. Election shall be by a plurality of those Trustees voting and shall be held by each office in the following order: Chair, Vice Chair, Treasurer and Secretary. If the election of any of the officers is contested, it shall be determined by a secret ballot.
5. Officers shall take office beginning February 1.

#### **E. Vacancies**

At any meeting, a vacancy in the membership of the Board of Trustees may be filled by a majority vote of the remaining trustees provided that 10 days advance notice shall have been given to all trustees of the intention to fill any such vacancy. Anyone elected to fill a vacancy shall serve only until the natural expiration of that seat being filled.

### **ARTICLE II – POWERS OF THE TRUSTEES**

The trustees shall have all powers granted to the trustees under the New Jersey Non-Profit Corporation Act and Chapter 151 of the Law as of 1984, including, without limitation, the power to enter into contracts on behalf of the corporation, to employ agents and employees, to establish

an office or offices for the conduct of the business of SDI to open and maintain bank accounts at banking institutions and to designate officers who may deposit or withdraw from such accounts.

### **ARTICLE III – OFFICERS**

#### **A. Chairman (Chief Executive Officer)**

There shall be a chairman elected by the Board of Trustees who shall be an elected trustee and shall be the chief executive officer of SDI and shall have any and all powers on behalf of SDI not otherwise limited by the Board of Trustees.

#### **B. Other Officers**

There shall be a Vice Chair, Treasurer, and Secretary. The Board of Trustees shall establish the powers of such other officers.

#### **C. Fiduciary Authority**

The Treasurer shall be responsible for the maintenance of all fiscal records. All checks or other instruments in excess of \$1,000 shall be co-signed by two (2) members of the Executive Committee.

### **ARTICLE IV- COMMITTEES**

Unless otherwise provided, the Chairman shall appoint all chairs and voting members of standing committees of SDI taking into account the preferences of each trustee. All Standing Committees members will have a one-year term. The Chair of all Standing Committees shall be a trustee. Only committee members will have voting rights within the committee.

There shall be an Executive Committee consisting of the following trustees: Chair, Vice Chair, Secretary, Treasurer, and the immediate past Chair. The Executive Committee shall act in absence of the board providing that any such action shall be reported to and confirmed by the Board at its next regular meeting.

The Chairman shall have the right to call together a committee as needed. However, the Standing Committees of SDI with consist of the following:

- A. Finance Committee – The Treasurer of SDI will be the Chairman of the Finance Committee. The Chairman, Vice Chairman and Secretary of SDI will also sit on this committee. This committee will consist of 3 additional Trustees appointed by the Chairman of SDI.

The Finance Committee shall be responsible for the budget process and presenting the yearly budget to the Board of Trustees.

- B. Nominating/Election Committee – The Vice Chairman of SDI will be the Chairman of the Nominating/Election Committee. The Chairman, Secretary, and Treasurer and Events Chairman of SDI will also sit on this committee. This committee shall consist of 2 additional Trustees appointed by the Chairman of SDI.

The Nominating/Election Committee shall conduct the annual Election Process as described in Article 1, B & C.

- C. By-Laws Committee – The Secretary of SDI shall act as Chairman of this committee, which includes the Chairman, Vice Chairman, Treasurer and the Trustee, who is our legal counsel, and other trustees at the discretion of the SDI Chairman. All these members must be voting members.

The By-Laws Committee shall conduct timely reviews by the direction of the Executive Committee proposing by-law changes as appropriate and needed. All proposed amendments will be presented to the full Board of Trustees for a vote.

- ~~D. Marketing Committee – The Chairman of SDI will appoint the chairman/co-chairmen and the additional 4 voting members.~~

~~The Marketing Committee shall be responsible for the planning and execution of a yearly marketing plan upon approval of the Board of Trustees.~~

- ~~E. Events Committee – There shall be a Chairman appointed by the Chairman of SDI as well as 6 voting Trustees.~~

~~The Events Committee shall be responsible for maintaining, developing and execution of all SDI events throughout the year and work in conjunction with the Marketing Committee to support all marketing efforts.~~

- ~~F. Parking Committee shall consist up to six Trustees appointed by the Chairman of SDI. The Chairman of SDI will also appoint liaisons to the Parking Advisory Committee of the City of Summit to represent the interests of the SID.~~

- ~~G. Vision Committee shall have a Chairman appointed by the Chairman of SDI. Five other voting members shall also be appointed by the Chairman of SDI, with trustees representing a simple majority of the committee.~~

~~The Vision Committee will meet as necessary to review the health and welfare of the SID district and bring proposals to the full Board of Trustees for approval.~~

~~H. Business Recruitment & Retention Committee shall have a Chairman Appointed by the Chairman of SDI and shall appoint members as needed.~~

## **ARTICLE V – MEETINGS**

### **A. Annual Meeting, Fiscal Year**

There shall be an Annual Meeting will be the last meeting of the year called by the Board of Trustees at such time and place as the trustees may direct. The fiscal year of SDI shall end on December 31 of each calendar year.

### **B. Special Meetings**

There shall be such other special meetings of the Board of Trustees as may be called from time to time by the Chair or by any three members of Board of Trustees.

### **C. Notice**

Adequate notice shall be given by the Secretary of SDI of all meetings in compliance with the New Jersey Open Public Meetings Act. In addition, individual notice shall be provided by telephone individually or by writing to all members of the Board of Trustees. Minutes and all Financial Statements shall be given to all Trustees of SDI and all requests from any other person should be made in writing to the Office of SDI.

### **D. Attendance at Meetings**

Any trustee, who without a valid reason, does not attend 3 consecutive meetings ~~or 4 meetings~~ in any 12-month period shall be deemed to have voluntarily ceased to be a member, and the chairman shall immediately declare a vacancy with respect to this position.

### **E. Quorum**

A quorum shall consist of a majority of voting trustees then in office, and a majority of the trustees at a meeting can take any action under these By-laws, except the

adoption of a budget which shall require a majority of all voting trustees.

#### **F. Rules of Order**

The conduct of all meetings shall be governed by "Roberts Rules of Order", latest edition.

#### **ARTICLE VI – AMENDMENTS**

These by-laws may be amended in any manner or substituted by new bylaws by a vote of two thirds of the Board of Trustees at any duly called meeting of the Board of Trustees with not less than 10 days' advance notice of the proposed amendments having been given to all trustees.

#### **ARTICLE VII – DISSOLUTION**

In the event of the dissolution of SDI for any reason, any assets remaining in the corporation shall automatically vest to the City of Summit, New Jersey, to be used for general municipal purposes as the Common Council of the City of Summit may determine.

**Originally adopted on April 24, 1996**

**Amended, October 30, 2002**

**Amended and Re-adopted, February 18, 2003**

**Amended and Re-adopted, April 9, 2003**

**Amended, May 28, 2003**

**Amended, August 31, 2005**

**Amended, April 2009**

**Amended, July, 2010**

**Amended, October, 2011**

**Accepted & Approved Summit Common Council December 2011**

**Amended, December, 2014**

**Accepted & Approved Summit Common Council February, 2015**

**Amended, June 29, 2016**

**2/20156/2106**

# THE CITY OF SUMMIT

## N E W J E R S E Y

CITY HALL 512 SPRINGFIELD AVENUE SUMMIT, NJ 07901  
[www.cityofsummit.org](http://www.cityofsummit.org)

Rosemary Licatase  
 City Clerk  
 Secy. to Mayor & Council  
 (908) 273-6400  
[rlicatase@cityofsummit.org](mailto:rlicatase@cityofsummit.org)

Sonia Alves-Viveiros  
 Deputy City Clerk  
 (908) 273-6400  
 Fax (908) 273-2977  
[sviveiros@cityofsummit.org](mailto:sviveiros@cityofsummit.org)

September 1, 2016

Ms. Marin Mixon  
 Executive Director  
 Summit Downtown, Inc.  
 18 Bank Street  
 Summit, NJ 07901

Re: Summit Downtown Inc. By-Law Amendment – Assigned to the Law Committee

Dear Ms. Mixon:

All correspondence received by the City Clerk, which is sent to the attention of the Mayor, Common Council, a Department Head, or other City employee, is processed by the City Clerk/Secretary to the Mayor and Council as follows:

1. The correspondence is copied to the Mayor and Council and to the appropriate Department Head for action by the appropriate Committee.
2. The Committee reviews the correspondence and, if appropriate, provides a recommended course of action to the Common Council.
3. If Council action is recommended, the item will appear on the Council agenda for consideration by the Common Council.

In this case, the matter about which you wrote was referred to the Law Committee. Should you have any questions regarding the status of your correspondence, please feel free to contact me via email: [rlicatase@cityofsummit.org](mailto:rlicatase@cityofsummit.org) or by phone: 908-277-9415.

On behalf of the Mayor and Council, it is hoped that the City will be able to adequately address your request.

Sincerely,



Rosemary Licatase

c: Mayor and Council  
 M. Rogers, City Administrator  
 A. Cruz, City Solicitor

Attachment: SDI By-Law Amendments 9-7-16 (4558 : Amend SDI By-Laws)

To: Rosie Licatese

([RLicatese@cityofsummit.org](mailto:RLicatese@cityofsummit.org))

*Law (DAR)*



From: Marin Mixon, Executive Director, Summit Downtown, Inc.

Date: August 24, 2016

Re: Summit Downtown, Inc. By-Law amendment

Dear Rosie,

To supplement our By-laws revisions approved by the SDI Trustees on June 29, 2016, I include this Memorandum by way of an explanation of the changes approved by the Summit Downtown trustees after discussion and vote on June 29, 2016. The modifications to the Summit Downtown, Inc. By-laws requested are as follows:

- Article I A, 1. The addition is to add a classification of trustees in the event that the Nominating Committee or Board are unable to fill the seats needed out of its specific classifications. As such, a classification is included to set out a non-designated Trustee to be selected from Retail Establishment Owners or Operators, Property Owners, Non-Retail Business or Residents (not to exceed 2 total on the Board) if one of the other classifications cannot be filled after diligent search pursuant to the procedure as set forth by the Nominating Committee.
- Article I A, 4. The change is to the term of service from four to three years. This modification was implemented to attract trustees to serve as Trustees on the Board.
- Article I B, 1. The modification is for the notice period for the annual meeting from 120 days to 90.
- Article I C, 1. This is a housekeeping change to clear up.
- Article IV The change is to the committee list. There were some committees that are no longer staffed or utilized. This update was suggested by the Burgess Report to streamline the Board and make the committee process more effective and eliminate those committees that are no longer necessary.
- Article V. There is a clarification that any trustee who does not attend 3 consecutive meetings in a 12 month period shall be deemed to have voluntarily ceased to be a member. This is a clerical change to remove "or 4 meetings."

Thank you.

STATEMENT OF PURPOSE

Summit Downtown, Inc. (SDI), a non-profit corporation of the State of New Jersey, was incorporated by the Secretary of the State of New Jersey on July 2, 1986. The purpose of the corporation is to encourage the development and improvement of the quality of life in the business community in the center of the City of Summit, New Jersey. To that end, without limiting its overall objectives, the corporation is authorized to act as a District Management Corporation in accordance with the provisions of Chapter 151 of the Laws of 1984 (N.J.S.A 40:56-65 et seq.) as the same may be amended from time to time. In such capacity the corporation shall endeavor to harmonize the residential and business communities of the city, so as to relieve traffic congestion and remove safety hazards to pedestrians and similar emergency services. It is established to maintain municipal tax rates and to promote economic growth in employment within the business areas of the City of Summit and to encourage and stimulate self-financing special improvement districts. SDI shall at all times conform to its functions to policies that may be established from time to time by the Common Council of the City of Summit.

BYLAWS

**ARTICLE I – TRUSTEES**

**A. Board of Trustees**

There shall be 14 trustees as follows

**1. Elected Trustees**

There shall be 10 elected trustees, all of whom must be of legal voting age, who shall be elected as hereinafter provided, who shall be voting members, separated into the following classifications:

- Retail Establishment Owners or Operators (3 seats)
- Property Owners (4 seats)
- Non-Retail Businesses (2 seats)
- Resident at large of the City of Summit (1 seat)

**2. Appointed Ex-Officio Trustees**

The appointed ex-officio trustees shall be:

- The Mayor or the Mayor’s designee of the City of Summit, who shall be a voting member (1 seat)  
\*If the Mayor’s designee shall be the ex-officio trustee said designee shall be appointed with advice and consent of Common Council.  
\*\*The Mayor shall not be eligible to be Chairman of Summit Downtown, Inc...
- The City Administrator, who shall be a non-voting member (1 seat)
- Two members of the Common Council, appointed by the Council Presidents for one-year terms, who shall be voting members (2 seats)

### 3. Qualifications of Trustees

All elected trustees, with the exception of the resident at large trustee, shall be persons who are responsible for payment of any special assessments created under the Special Improvement District, whether they are directly responsible to the City or by "pass through" from their landlord.

### 4. Terms of Service

Elected trustees shall serve a term of four (4) years commencing January 1.

No elected trustee shall serve more than three (3) consecutive four-year terms during a period of consecutive service.

Beginning March 1, 2009 no elected trustee shall be permitted to fill the unexpired term of a resigning trustee.

No trustee who has served the maximum time set forth above shall be allowed to return to the board for one year.

Appointed trustees shall serve at the pleasure of their appointing authority.

All trustees shall serve until their successors are elected or appointed, as the case may be, however, any trustee may resign at any time by submitting a letter of resignation to the remaining trustees.

### B. Nominating/Election Committee

1. See Article IV. B.
2. Not less than 120 days prior to the Annual Meeting, the last meeting of the year, SDI shall issue a press release to legal newspapers(s) designated by Summit Common Council inviting petitions for nominations to trusteeship of SDI. The release shall state the number of positions available and the qualifications for trusteeship. The release may also be sent to other publications or media that have general circulation in the business community.
3. The release shall state that any petition must be submitted not less than 30 days prior to the Annual Meeting and they must be endorsed by at least five (5) persons who are themselves eligible for election as trustees of SDI. The Secretary shall provide a form for use by any persons wishing to make a nomination by petition.
4. The Nominating/Election Committee shall put forth for election any names submitted by petition along with any other potential trustees who may come to the committee's attention. In reporting its finding to the Special Improvement District, the Nominating/Election Committee shall report the names of person nominated by petition, along with those it may have recruited.

5. The Nominating/Election Committee shall meet after the election results are certified, and shall serve as the Nominating/Election Committee for officers for the upcoming fiscal year.

### C. Election of Trustees

1. The 17 elected trustees shall be elected by a plurality of the votes cast by eligible voters.
2. Voter Eligibility:
  - a. The following shall be eligible to vote in Summit Downtown, Inc. elections:
    - I. The individual owner or representative of a company or corporation that owns a property in the Special Improvement District as listed by lot and block on the official tax records of the City of Summit.
    - II. The individual owner or representative of a business entity (company, corporation, partnership, etc.) that operates a business within the Special Improvement District.
    - III. A tenant representative of each residential unit within the Special Improvement District.
  - b. Each eligible voter shall have one vote subject to the following restrictions:
    - I. Owners or representatives of multiple properties shall have only one vote.
    - II. Owners or representatives of multiple businesses shall have only one vote.
    - III. Anyone who owns a property and a separate business, or businesses, shall have only one vote.
    - IV. Any residential tenant representative who also owns a property or a business shall have only one vote.
    - V. Owners of or tenants in tax-exempt properties shall not be eligible to vote.

3. All eligible voters must be of legal voting age.

4. Nominating/Election Committee:

The Nominating/Election Committee shall conduct the Annual Election.

- a. The Committee shall design a ballot to reflect the nominations in each category eligible for election.
- b. The Committee shall cause a ballot to be mailed to all eligible voters in the SID District as provided above not less than 30 days prior to the annual meeting. The ballot shall be authenticated and contain the names of all candidates recruited by the Nominating/Election Committee as well as all those who have submitted petitions in each category.

- c. The ballot may be cast in advance by signing and mailing the ballot. Only official, authenticated ballots will be counted.
- d. The committee shall be responsible for checking that all returned ballots properly filled out and then counted.

#### **D. Election of Officers**

1. The Nominating/Election Committee shall poll all current trustees as to their desire to seek election to the Executive Board.
2. The Nominating/Election Committee shall present a slate of officers to the Board at the January meeting following the election of the trustees.
3. Additional nominations may be made from the floor by any seated trustee at the January meeting.
4. Election shall be by a plurality of those Trustees voting and shall be held by each office in the following order: Chair, Vice Chair, Treasurer and Secretary. If the election of any of the officers is contested, it shall be determined by a secret ballot.
5. Officers shall take office beginning February 1.

#### **E. Vacancies**

At any meeting, a vacancy in the membership of the Board of Trustees may be filled by a majority vote of the remaining trustees provided that 10 days advance notice shall have been given to all trustees of the intention to fill any such vacancy. Anyone elected to fill a vacancy shall serve only until the natural expiration of that seat being filled.

### **ARTICLE II – POWERS OF THE TRUSTEES**

The trustees shall have all powers granted to the trustees under the New Jersey Non-Profit Corporation Act and Chapter 151 of the Law as of 1984, including, without limitation, the power to enter into contracts on behalf of the corporation, to employ agents and employees, to establish an office or offices for the conduct of the business of SDI to open and maintain bank accounts at banking institutions and to designate officers who may deposit or withdraw from such accounts.

### **ARTICLE III – OFFICERS**

#### **A. Chairman (Chief Executive Officer)**

There shall be a chairman elected by the Board of Trustees who shall be an elected trustee and shall be the chief executive officer of SDI and shall have any and all powers on behalf of SDI not otherwise limited by the Board of Trustees.

### B. Other Officers

There shall be a Vice Chair, Treasurer, and Secretary. The Board of Trustees shall establish the powers of such other officers.

### C. Fiduciary Authority

The Treasurer shall be responsible for the maintenance of all fiscal records. All checks or other instruments in excess of \$1,000 shall be co-signed by two (2) members of the Executive Committee.

## ARTICLE IV- COMMITTEES

Unless otherwise provided, the Chairman shall appoint all chairs and voting members of standing committees of SDI taking into account the preferences of each trustee. All Standing Committees members will have a one-year term. The Chair of all Standing Committees shall be a trustee. Only committee members will have voting rights within the committee.

There shall be an Executive Committee consisting of the following trustees: Chair, Vice Chair, Secretary, Treasurer, and the immediate past Chair. The Executive Committee shall act in absence of the board providing that any such action shall be reported to and confirmed by the Board at its next regular meeting.

The Standing Committees of SDI with consist of the following:

- A. Finance Committee – The Treasurer of SDI will be the Chairman of the Finance Committee. The Chairman, Vice Chairman and Secretary of SDI will also sit on this committee. This committee will consist of 3 additional Trustees appointed by the Chairman of SDI.

The Finance Committee shall be responsible for the budget process and presenting the yearly budget to the Board of Trustees.

- B. Nominating/Election Committee – The Vice Chairman of SDI will be the Chairman of the Nominating/Election Committee. The Chairman, Secretary, Treasurer and Events Chairman of SDI will also sit on this committee. This committee shall consist of 2 additional Trustees appointed by the Chairman of SDI.

The Nominating/Election Committee shall conduct the annual Election Process as described in Article 1, B & C.

- C. By-Laws Committee – The Secretary of SDI shall act as Chairman of this committee, which includes the Chairman, Vice Chairman, Treasurer and

the Trustee, who is our legal counsel, and other trustees at the discretion of the SDI Chairman. All these members are voting members.

The By-Laws Committee shall conduct timely reviews by the direction of the Executive Committee proposing by-law changes as appropriate and needed. All proposed amendments will be presented to the full Board of Trustees for a vote.

- D. Marketing Committee - The Chairman of SDI will appoint the chairman/co-chairmen and the additional 4 voting members.

The Marketing Committee shall be responsible for the planning and execution of a yearly marketing plan upon approval of the Board of Trustees.

- E. Events Committee – There shall be a Chairman appointed by the Chairman of SDI as well as 6 voting Trustees.

The Events Committee shall be responsible for maintaining, developing and execution of all SDI events throughout the year and work in conjunction with the Marketing Committee to support all marketing efforts.

- F. Parking Committee shall consist up to six Trustees appointed by the Chairman of SDI. The Chairman of SDI will also appoint liaisons to the Parking Advisory Committee of the City of Summit to represent the interests of the SID.

- G. Vision Committee shall have a Chairman appointed by the Chairman of SDI. Five other voting members shall also be appointed by the Chairman of SDI, with trustees representing a simple majority of the committee.

The Vision Committee will meet as necessary to review the health and welfare of the SID district and bring proposals to the full Board of Trustees for approval.

- H. Business Recruitment & Retention Committee shall have a Chairman Appointed by the Chairman of SDI and shall appoint members as needed.

## ARTICLE V – MEETINGS

### **A. Annual Meeting, Fiscal Year**

There shall be an Annual Meeting will be the last meeting of the year called by the Board of Trustees at such time and place as the trustees may direct. The fiscal year of SDI shall end on December 31 of each calendar year.

### **B. Special Meetings**

There shall be such other special meetings of the Board of Trustees as may be called from time to time by the Chair or by any three members of Board of Trustees.

### **C. Notice**

Adequate notice shall be given by the Secretary of SDI of all meetings in compliance with the New Jersey Open Public Meetings Act. In addition, individual notice shall be provided by telephone individually or by writing to all members of the Board of Trustees. Minutes and all Financial Statements shall be given to all Trustees of SDI and all requests from any other person should be made in writing to the Office of SDI.

### **D. Attendance at Meetings**

Any trustee, who without a valid reason, does not attend 3 consecutive meetings or 4 meetings in any 12-month period shall be deemed to have voluntarily ceased to be a member, and the chairman shall immediately declare a vacancy with respect to this position.

### **E. Quorum**

A quorum shall consist of a majority of voting trustees then in office, and a majority of the trustees at a meeting can take any action under these By-laws, except the adoption of a budget which shall require a majority of all voting trustees.

### **F. Rules of Order**

The conduct of all meetings shall be governed by “Roberts Rules of Order”, latest edition.

## ARTICLE VI – AMENDMENTS

These by-laws may be amended in any manner or substituted by new bylaws by a vote of two thirds of the Board of Trustees at any duly called meeting of the Board of Trustees with not less than 10 days’ advance notice of the proposed amendments having been given to all trustees.

**ARTICLE VII – DISSOLUTION**

In the event of the dissolution of SDI for any reason, any assets remaining in the corporation shall automatically vest to the City of Summit, New Jersey, to be used for general municipal purposes as the Common Council of the City of Summit may determine.

- Originally adopted on April 24, 1996
- Amended, October 30, 2002
- Amended and Re-adopted, February 18, 2003
- Amended and Re-adopted, April 9, 2003
- Amended, May 28, 2003
- Amended, August 31, 2005
- Amended, April 2009
- Amended, July, 2010
- Amended, October, 2011
- Accepted & Approved Summit Common Council December 2011
- Amended, December, 2014
- Accepted & Approved Summit Common Council February, 2015

2/2015

Attachment: SDI By-Law Amendments 9-7-16 (4558 : Amend SDI By-Laws)



<b>ORDINANCE #</b>	<b>(ID # 4594)</b>
Introduction Date:	11/14/2016
Hearing Date:	12/6/2016
Passage Date:	
Effective Date:	

**An Ordinance Amending The Code, Chapter VII, Traffic, Section 7-8, Parking, Subsection 7-8.5, Parking Time Limited on Certain Streets (Bedford Road 2-hour parking)**

*Ordinance Summary: This Ordinance amends Chapter VII, Traffic, Section 7-8, Parking, Subsection 7-8.5, Parking Time Limited, of the Revised General Ordinances of the City of Summit, on both sides and for the entire length of Bedford Road to two (2) hours during 7:00AM to 10:30AM on school days only.*

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.**

a. *Time Limit Parking.*

<i>Name of Street</i>	<i>Sides</i>	<i>Time Limit</i>	<i>Hours</i>	<i>Location</i>
<u>Bedford Road</u>	<u>Both</u>	<u>2 - Hour</u>	<u>7:00 am – 10:30 am</u> <u>School Days only</u>	<u>All both sides</u>

Section 2. 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.

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

Dated:

I, Rosemary Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing ordinance was duly passed by the Common Council

Approved:

of said City at regular meeting held on Tuesday evening,

Mayor

City Clerk



# SUMMIT POLICE DEPARTMENT

## SUPPORT SERVICES DIVISION



### MEMORANDUM

To: Chief Robert K. Weck

From: Lt. David L. Richel

Re: Bedford Road

Date: October 25, 2016

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An ordinance has been created in response to the petition received from the residents of Bedford Road. The residents state that their roadway is narrow and has seen students parking on both sides of the roadway making it impossible for them to exit their driveways and creating a hazard. Creation of a 2 hour zone will limit parking on the street during certain times and will make it easier for the residents.

During the course of the school year we placed temporary emergency no parking signs on Bedford Road near the intersection of Morris Avenue so that vehicles could turn onto Bedford Road and out of Bedford Road with a little more ease. This temporary fix helped residents as Bedford Road is highly traversed during school drop off and pick up.

The Public Safety Committee discussed the parking issues and concurs with the recommendation of a 2 hour zone.

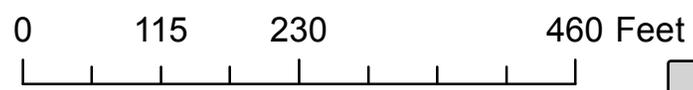
The petition requested 2 hour parking from 7:00 am to 10:30am on school days only. I feel that this will alleviate the issues and concerns brought up by the Bedford Road area residents.

Attachment: Bedford Road Memo (4594 : Amend Chapter VII Traffic/Parking Time Limited on Certain Streets -Bedford 2 Hrs)



Attachment: Bedford Road - Two hour parking Map (4594 : Amend Chapter VII Traffic/Parking Time

BEDFORD ROAD - Two Hour Parking  
City of Summit, New Jersey





<b>ORDINANCE #</b>	<b>(ID # 4550)</b>
Introduction Date:	
Hearing Date:	
Passage Date:	
Effective Date:	

**An Ordinance Amending The Code Chapter VII, Traffic, Section 7-8, Parking, Subsection 7-8.5 Parking Time Limited On Certain Streets And Subsection 7-25.2 Municipal Parking Lot Areas. (Designate Certain Meters On Springfield Avenue To “Employee Prepaid Parking Only,” Add And Remove Street Meters And Add New Zone For Handicap Parking, And Add Permanent Parking Holidays)**

*Ordinance Summary: This Ordinance amends the Revised General Ordinances of the City of Summit, Chapter VII, Traffic, Section 7-8, Parking Time Limits on Certain Streets; namely, portions of Beechwood Road, DeForest Avenue, Springfield Avenue and Union Place; to add a handicapped zone, and to make the Friday and Saturday after Thanksgiving free parking days and Subsection 7-25.2 to increase the maximum time permitted to park in Municipal Parking Lot Areas to 2 hours.*

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:

7-8.5b,2. Parking Time Limited – Metered Zones

b. *Time Limit Parking (Parking Zones).*

2. Parking Zones. The following described streets or parts of streets are hereby designated as parking zones.

(a) No person shall park a vehicle for longer than the time limit shown in this subsection at any time except Sundays between the hours limited in this subsection or parts of streets described in this subsection.

(b) All time limit metered spaces of five (5) hours or less shall be in operation between the hours of 8:00 a.m. and 6:00 p.m., except Sundays and holidays.

(c) All time limit metered spaces of more than five (5) hours shall be in operation between the hours of 6:00 a.m. and 6:00 p.m., except Sundays.

<i>Name of Street</i>	<i>Side</i>	<i>Time Limit</i>	<i>Location</i>	<i>Parking Zone Rate</i>
Beechwood Road	<del>West</del> <u>Both</u>	<del>1 hr.</del> <u>1 ½ hr.</u>	Between Springfield Avenue and Union Place. <u>Meters #1-13</u>	A
<del>DeForest Avenue</del>	<del>South</del>	<del>5 hr.</del>	<del>Beginning at a point 35 feet from the westerly curblin<u>e</u> of Beechwood Road to a point 170 feet east of the easterly curblin<u>e</u> of Maple Street.</del>	<del>E</del>
<del>DeForest Avenue</del>	<del>North</del>	<del>5 hr.</del>	<del>Beginning at a point 35 feet from the westerly curblin<u>e</u> of Beechwood Road to a point 125 feet east of the easterly curblin<u>e</u> of Maple Street.</del>	<del>E</del>
<del>DeForest Avenue</del>	<del>Both</del>	<del>5 hr.</del>	<del>Beginning at <u>Woodland Avenue</u> to <u>Summit Avenue</u>. <u>Meters # 9-14, 16-35</u>. a point 205 feet west of the westerly curblin<u>e</u> of Maple Street to a point 125 feet east of the easterly curblin<u>e</u> of <u>Woodland Avenue</u>.</del>	<del>E</del>
<del>DeForest Avenue</del>	<del>South</del>	<del>1 ½ hr.</del>	<del>From a point 80 feet east of the easterly curblin<u>e</u> of Kent Place Boulevard to a point <u>Norwood Avenue</u>. <u>Meters #1-8</u>. <u>260 feet</u> easterly therefrom.</del>	<del>E</del>
<del>DeForest Avenue</del>	<del>South</del>	<del>15 minutes</del>	<del>Meter #15</del>	<del>C</del>
Springfield Avenue	<del>Both</del>	<del>1 hr.</del> <u>1 ½ hr.</u>	Between Kent Place Boulevard and Irving Place. <u>Meters # 5-37, 54-102</u>	A
Springfield Avenue	<u>Both</u> <del>South</del>	<del>12 hr.</del>	Between Irving Place and Hobart Avenue. <u>Meters # 38-53</u>	<del>A</del> <u>G</u>
<del>Springfield Avenue</del>	<del>Both</del>	<del>12 hr.</del>	<del>Between <u>Waldron Avenue</u> and <u>Ruthven Place</u>. <u>Meters #37, 38, 39, 40, 51 and 52.</u></del>	<del>A</del>
<del>Springfield Avenue (Ord. No. 2015-3079)</del>	<del>North</del>	<del>1 1/2 hr.</del>	<del>Between <u>Waldron Avenue</u> and <u>DeBary Place</u> <u>Meter # 48, 49 and 50</u></del>	<del>A</del>
Springfield Avenue	South	15 min.	Between Kent Place Boulevard and Woodland Avenue. Meters # <u>1, 2, and 3</u> , and <u>4</u> .	C
<u>Springfield</u>	<u>South</u>	<u>Handicap</u>	By <u>Norwood Avenue</u> – <u>Meter #4</u> .	<u>J</u>

<u>Avenue</u>				
<i>Name of Street</i>	<i>Side</i>	<i>Time Limit</i>	<i>Location</i>	<i>Parking Zone Rate</i>
Union Place	North	15 minutes	Meters #18-20, 34-39, and 51-53. <del>15-17, 31-33, 35 &amp; 36, 48-49.</del>	C
Union Place	Both	<del>90 minutes</del> 1 ½ hr.	Meters #1-5, 9-17, 21-33, 41-50. <del>1-14, 19-30, 37-47.</del>	A
<u>Union Place</u>	<u>Both</u>	<u>Handicap</u>	<u>Meters #6-8, 37, 54</u>	<u>J</u>

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:

<b>7-8.5b,3 Parking Time Limited – Metered Zones</b>		
b, 3. Types of Zones; Fees; Times of Legal Operation		
<i>Zone</i>	<i>Time</i>	<i>Fee</i>
<u>J</u>	<u>Handicap</u>	<u>Handicap space</u>
<del>J</del> – K	Reserved	

(c) *Days of Operation.*

(2) Parking and electronic multi-space meters located in the public parking lots whose time limit is more than five (5) hours shall be in operation between the hours of 6:00 a.m. and 6:00 p.m., Monday through Saturday.

(d) Parking and electronic multi-space meters will be in operation except on Sundays and the following ~~Bank~~ Holidays known as:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- July 4th
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Friday and Saturday immediately following Thanksgiving Day
- Christmas Day

Section 2. 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 – shall be amended and supplements as follows:

<b>7-25.2 Municipal Parking Lot Areas</b>					
<i>Lot/#/ Location</i>	<i>Maximum Time</i>	<i>Time Period</i>	<i>Fees</i>	<i>Identifi- cation</i>	<i>Restricted/ Special Uses</i>
p. Lot #16 - Library Lot	<u>2 hrs.</u>	From 8:00 a.m. – 6:00 p.m.	Prepay with any combination of quarters, dollar coins, dollar	None	No Overnight parking permitted

<p>On the westerly side of Maple Street between the property of the YMCA and that of the Free Public Library and between Maple Street and Cedar Street</p>		<p>Payments are accepted starting at 7 a.m.</p>	<p>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 time limit fees below:</p> <p>40 minutes for each twenty-five (\$.25) cents; 80 minutes for each fifty (\$.50) cents; 120 minutes for each seventy-five (\$.75) cents.</p>		
<p>Spaces #1–13, 24–27, 30–109</p>	<p>30 minutes</p>	<p>From 8:00 a.m. – 6:00 p.m.</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 time limit fees below:</p>	<p>None</p>	<p>No Overnight parking permitted</p>
<p>Spaces #14–23</p>		<p>Payments are accepted starting at 7 a.m.</p>	<p>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 time limit fees below:</p>		

			Twenty-five (\$ .25) cents.		
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Section 3. All ordinances or parts of ordinances inconsistent herewith are hereby repealed and this ordinance shall take effect upon certification by the City Engineer and after final passage and publication as provided by law and upon approval of the Union County Board of Freeholders.

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

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

# PARKING SERVICES AGENCY

CITY HALL, 512 SPRINGFIELD AVENUE, SUMMIT, NJ 07901  
 P: 908.522.5100 F: 908.277.2977  
 PARKING@CITYOFSUMMIT.ORG  
 WWW.CITYOFSUMMIT.ORG



## MEMORANDUM

To: Mayor Radest and Members of Common Council  
 cc: Summit Parking Advisory Committee  
 From: Rita M. McNany, Parking Services Manager  
 Date: November 6, 2016  
 Re: **Ordinance for Introduction - Change Meters to Prepaid Employee Parking Only, Add/Remove Street meters, add new Zone for handicap, and Correct omission.**

Attached is an ordinance for introductions that covers three areas for change:

- Change Springfield Avenue street meters from 90-minute meters to Prepaid Employee Parking only. On November 1, 2016, Council approved the change of 12 street meters on Springfield Avenue this ordinance will permanently effectuate this change.  
 The meter numbers have slightly changed due to the new numbering mentioned below.  
     Original numbers      37, 38, 39, 40, 41, 42, 43, 48, 49, 50, 51, and 52.  
     New numbers            38, 39, 40, 41, 42, 43, 44, 49, 50, 51, 52, and 53
- Through the downtown improvement project, Engineering analyzed the use of all spaces downtown and with engineering and the restriping of certain spaces, they were able to add 14 new spaces of which four (4) are handicap. Since the meter number is sequential and some spaces are added mid blocks, I am renumbering all the spaces where new spaces were added or those previously removed.

<b>Springfield Avenue</b>	Original	1-95	90-minute meters
	New	1-3	15-Minute Express meters
		4	Handicap Space
		5-37	90-minutes meters
		38-53	Employee Prepaid Only
		54-102	90-minute meters
<b>DeForest Avenue</b>	Original	1-38	Various (90-minute & 5-hour)
	New	1-8	90-minute meters
		9-14, 16-35	5-hour meters
		15	15 Minute Express meters
<b>Beechwood Rd</b>	Original	1-16	90-minute meters
	New	1-13	90-minute meters
<b>Union Place</b>	Original	1-5, 6-46	90-minute meters
		15-17, 31-36, 47-49	15-Minute Express meters
	New	1-5, 9-17, 21-33, 41-50	90-minute meters
		6-8, 37, 54	Handicap
		18-20, 34-39, 51-53	15-Minute Express meters

To clarify the handicap parking spaces on street a new sub-section (J) is being added for handicap spaces.

-2-

3. When the last codification happened for lot 16 Library/YMCA Lot, the time limit was omitted, therefore, we are simply correcting this omission.

Thank you for your consideration.

# PARKING SERVICES AGENCY

CITY HALL, 512 SPRINGFIELD AVENUE, SUMMIT, NJ 07901  
 P: 908.522.5100 F: 908.277.2977  
 PARKING@CITYOFSUMMIT.ORG  
 WWW.CITYOFSUMMIT.ORG



## MEMORANDUM

To: Mayor Radest and Members of Common Council  
 cc: Summit Parking Advisory Committee  
 From: Rita M. McNany, Parking Services Manager  
 Date: November 6, 1016

Re: *Rita* Ordinance for Introduction - Make the Friday and Saturday after Thanksgiving permanent parking holidays.

Attached is an ordinance for introductions that covers the making of the Friday and Saturday after Thanksgiving permanent parking holidays.

For many years while it is not a Federal holiday, city holidays have always included the Friday after Thanksgiving as a parking holiday.

In recent years (three), request from SDI (Summit Downtown Inc.) in conjunction with the nationally celebrated *Small Business Saturday*, Council has approved each year the Saturday after Thanksgiving as a parking holiday.

The attached ordinance allows the City to permanently make the Friday and Saturday after Thanksgiving each year as parking holiday whereby fees or permits are not required and no enforcement will take place.

(b) *Parking Beyond Fixed Time Periods.*

(1) The parking of any vehicle in any of these zones beyond the time period fixed in the above schedule is prohibited irrespective of whether or not the parking meter for the vehicle was activated. Each vehicle parking beyond the time period fixed in the above schedule for an additional successive time period, that is the same as the initial legal maximum parking time period in such zone, shall be deemed a separate violation of this paragraph (b)(1).

(2) The parking of any vehicle at any meter or meters in Zone A for more than a total of ninety (90) minutes, as set forth in paragraph (c), *Days of Operation*, shall be deemed a separate violation of paragraph (b)(1) of this section.

(c) *Days of Operation.*

(1) Parking meters whose time limit is less than five (5) hours shall be in operation between the hours of 8:00 a.m. and 6:00 p.m., Monday through Saturday.

(2) Parking and electronic multi-space meters located in the public parking lots whose time limit is more than five (5) hours shall be in operation between the hours of 6:00 a.m. and 6:00 p.m., Monday through Saturday.

(d) Parking and electronic multi-space meters will be in operation except on Sundays and the following Bank Holidays known as:

New Year's Day  
Martin Luther King Day  
Presidents' Day  
Memorial Day  
July 4th  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day  
Christmas Day

(e) The following days will be recognized as Parking Holidays; whereby no permits or payments are required at street meters or multi-space meters and whereby no enforcement will take place:

Friday after Thanksgiving  
Saturday after Thanksgiving



Resolution (ID # 4575)  
November 14, 2016

**AUTHORIZE CONTRACT EXECUTION - BROAD STREET EAST LOT VALET PARKING  
CONCESSION**

WHEREAS, under the procedures for Competitive Contracting pursuant to N.J.S.A. 40A:11-4.1 et seq., the City of Summit received proposals for Broad Street East Lot Valet Parking Concession on May 24, 2016, for the July 1, 2016 through June 30, 2017 term with consideration of one year extensions for a total contract term not to exceed five (5) years, and

WHEREAS, the City extended the current contract originally set to expire on June 30, 2016, from July 1, 2016 to December 31, 2016 to wait for the results of the Parking Assessment Report, which does not recommend eliminating non-resident parking, and

WHEREAS, in a memo dated November 7, 2016, the Parking Services Manager, upon evaluation of the proposals, recommends that awarding the contract to Park Plus Valet Services, Inc., for 6-115 cars per car: \$9.00/City, \$1.00/Vendor; 116+ cars per car: \$5.50/City, \$4.50/Vendor, for an amended one year term January 1, 2017 through December 31, 2017, with consideration of one year extensions for a total contract term not to exceed five (5) years.

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

- . That the Mayor and the City Clerk are hereby authorized and directed to execute an agreement with Park Plus Valet Services, Inc., 408 US Highway Route 1 & 9 So., Newark, NJ 07114.
- . That this contract is awarded, without competitive bidding as Competitive Contracting in accordance with N.J.S.A. 40A:11-4.1 et seq.
- . That Park Plus Valet Services, Inc. shall be subject to meeting 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.
- . A notice of this action shall be printed in the Union County Local Source.

Dated: November 14, 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 Monday evening, November 14, 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: November 7, 2016  
 Re: Award Competitive Contract to Park Plus Valet for Non-Resident Valet Parking

In April, 2016 Parking Services put out a RFP for Valet Parking Services for the Broad Street East parking lot for valeting of non-resident commuter vehicles since the current contract expires June 30, 2016. The Council determined to extend the current contract from July 1, 2016 to December 31, 2016 waiting for the Parking Assessment Report. The draft report does not recommend eliminating non-resident parking.

Therefore, we need to award the new contract that would begin January 1, 2017 to December 31, 2017. This new contract will be a one year contract with one-year renewals up to a total of five (5) years.

The RFP was advertised on the City's website for proposals to be received by May 24, 2016. The City received only one response which is from the current vendor, Park Plus Valet, Inc. We received an inquiry from another vendor on the day responses were due and was clearly too late to submit a response.

The Broad Street East lot operates as follows:

1. There are a total of 180 surface spaces within the Broad Street East Lot.
2. Sixty (60) surface spaces are reserved for residents and employees.
3. Five (5) surface spaces are reserved for NJ Transit's 24/7 emergency access to the track lines.
4. That leaves 115 physical surfaces spaces for non-resident commuters to park.
5. The valet company valets cars within the rest of non-resident section up to an additional 70 vehicles per day.

The contract is based upon a revenue split between the City and the Contractor. The Contractor receives all revenues and submits a monthly report of parked vehicles and a check based upon the following revenue split:

1. Vehicles parking in surface spaces 06-115 the revenue split is:
  - a. The City receives \$9 per vehicle
  - b. The Contractor receives \$1 per vehicle
2. Vehicles valeted vehicles (116+) the revenue split is:
  - a. The City receives \$5.50 per vehicle or 55% of revenue
  - b. The Contractor receives \$4.50 per vehicle or 45% of revenue

The pricing is the same as the current contract; however, built into the RFP/Contract is a stipulation that if the City were to increase the daily \$10 fee, the revenue split will be the same percentage (%) stipulated in the RFP response and throughout the life of the contract up to five years. Therefore, as an example, if the City were to raise the daily fee to \$12 the revenue split would be:

1. Vehicles parking in surface spaces 06-115 the revenue split is
  - a. The City receives \$11 per vehicle – increase of \$2.00 per vehicle
  - b. The Contractor receives \$1 per vehicle – same revenue.

2. Vehicles valet 116+ vehicles the revenue split is:
  - a. The City receives \$6.60 per vehicle or 55% of the revenue which equates to an increase of \$1.10 per vehicle.
  - b. The Contractor received \$5.40 per vehicle or 45% of the revenue which equates to an increase of \$ .90 per vehicle.

Attached are revenue calculations for both the current contract at \$10/day per vehicle and for a rate increase of \$12/day per vehicle.

Council could determine to increase the daily rate and then an ordinance would need to be passed. General Services will continue to discuss the possibility of a rate increase through the budget process.

Please approve the attached resolution for a competitive contract with Park Plus Valet Service, Inc., 408 U.S. Highway Route 1 & 9 South, Newark, NJ 07114.

Non-Resident Parking Revenue Revenue Split - ParkPlus Valet(PP) and the City of Summit (City) 2017 Rate Increase - \$12/Day												
Days	Under 115		Over 115		PP		PP Total Revenue	Total # of Vehicles	Daily Average Vehicles	City Total	Revenue Grand Total	
	Vehicles	City Amount	Vehicles	City Amount	Under 115 Total	Over 115 Total						
Jan '16	15	1,840	\$20,240	792	\$5,227	\$1,840	\$4,277	\$6,117	2,632	175	\$25,467	\$25,467
Feb '16	19	2,185	\$24,035	843	\$6,070	\$2,185	\$4,552	\$6,737	3,028	159	\$30,105	\$30,105
Mar '16	22	2,530	\$27,830	984	\$6,494	\$2,530	\$5,314	\$7,844	3,514	160	\$34,324	\$34,324
Apr '16	21	2,408	\$26,488	926	\$6,112	\$2,408	\$5,000	\$7,408	3,334	159	\$32,600	\$32,600
May '16	21	2,415	\$26,565	1,121	\$8,071	\$2,415	\$6,053	\$8,468	3,536	168	\$34,636	\$34,636
Jun '16	22	2,530	\$27,830	1,208	\$7,973	\$2,530	\$6,523	\$9,053	3,738	170	\$35,803	\$35,803
Jul '16	20	2,291	\$25,201	1,019	\$7,337	\$2,291	\$5,503	\$7,794	3,310	166	\$32,538	\$40,331
Aug '16	23	2,618	\$28,798	712	\$4,699	\$2,618	\$3,845	\$6,463	3,330	145	\$33,497	\$39,960
Sep '16	20	2,374	\$26,114	916	\$6,046	\$2,374	\$4,946	\$7,320	3,290	165	\$32,160	\$39,480
* Oct '16	22	2,530	\$27,830	1,000	\$6,600	\$2,530	\$5,400	\$7,930	3,530	160	\$34,430	\$42,360
* Nov '16	16	1,840	\$20,240	1,000	\$6,600	\$1,840	\$5,400	\$7,240	2,840	178	\$26,840	\$34,080
* Dec '16	19	2,185	\$24,035	1,000	\$6,600	\$2,185	\$5,400	\$7,585	3,185	168	\$30,635	\$38,220
<b>Total</b>		<b>27,746</b>	<b>\$305,206</b>	<b>11,521</b>	<b>\$77,828</b>	<b>\$27,746</b>	<b>\$62,213</b>	<b>\$89,959</b>	<b>39,267</b>		<b>\$383,034</b>	<b>\$427,366</b>

Vehicles are valeted and parked in the Broad Street East Lot for non-resident commuting purposes.  
The revenue split is as follows:

\* Estimated at a 1,000 cars for rest of 2016

	Current Contract \$10/Day Rate		\$12/Day Rate	
	City	PP	City	PP
All vehicles under 115	\$9.00	\$1.00	\$11.00	\$1.00
All vehicles over 115	\$5.50	\$4.50	\$6.60	\$5.40

Cars	= total number of vehicles parked	Total Revenue	Additional Revenue
City	the Revenue the City receives	City	PP
PP	the Revenue ParkPlus Valet retains	\$383,034	\$89,959
		\$13,135	\$10,369

Non-Resident Parking Revenue Revenue Split - ParkPlus Valet(PP) and the City of Summit (City) 2017 Rate Increase - \$10/Day												
Days	Under 115		Over 115		PP		PP Total Revenue	Total # of Vehicles	Daily Average Vehicles	City Total	Revenue Grand Total	
	Vehicles	City Amount	Vehicles	City Amount	Under 115 Total	Over 115 Total						
Jan '16	15	1,840	\$16,560	792	\$4,356	\$1,840	\$3,564	\$5,404	2,632	175	\$20,916	\$20,916
Feb '16	19	2,185	\$19,665	843	\$4,637	\$2,185	\$3,794	\$5,979	3,028	159	\$24,302	\$24,302
Mar '16	22	2,530	\$22,770	984	\$5,412	\$2,530	\$4,428	\$6,958	3,514	160	\$28,182	\$28,182
Apr '16	21	2,408	\$21,672	926	\$5,093	\$2,408	\$4,167	\$6,575	3,334	159	\$26,765	\$26,765
May '16	21	2,415	\$21,735	1,121	\$6,166	\$2,415	\$5,045	\$7,460	3,536	168	\$27,901	\$27,901
Jun '16	22	2,530	\$22,770	1,208	\$6,644	\$2,530	\$5,436	\$7,966	3,738	170	\$29,414	\$29,414
Jul '16	20	2,291	\$20,619	1,019	\$5,605	\$2,291	\$4,586	\$6,877	3,310	166	\$26,224	\$33,100
Aug '16	23	2,618	\$23,562	712	\$3,916	\$2,618	\$3,204	\$5,822	3,330	145	\$27,478	\$33,300
Sep '16	20	2,374	\$21,366	916	\$5,038	\$2,374	\$4,122	\$6,496	3,290	165	\$26,404	\$32,900
* Oct '16	22	2,530	\$22,770	1,000	\$5,500	\$2,530	\$4,500	\$7,030	3,530	160	\$28,270	\$35,300
* Nov '16	16	1,840	\$16,560	1,000	\$5,500	\$1,840	\$4,500	\$6,340	2,840	178	\$22,060	\$28,400
* Dec '16	19	2,185	\$19,665	1,000	\$5,500	\$2,185	\$4,500	\$6,685	3,185	168	\$25,165	\$31,850
<b>Total</b>		<b>27,746</b>	<b>\$249,714</b>	<b>11,521</b>	<b>\$63,366</b>	<b>\$27,746</b>	<b>\$51,845</b>	<b>\$79,591</b>	<b>39,267</b>		<b>\$313,080</b>	<b>\$352,329</b>

Vehicles are valeted and parked in the Broad Street East Lot for non-resident commuting purposes.  
The revenue split is as follows:

\* Estimated at a 1,000 cars for rest of 2016

	Current Contract \$10/Day Rate	
	City	PP
All vehicles under 115	\$9.00	\$1.00
All vehicles over 115	\$5.50	\$4.50

Cars	= total number of vehicles parked	Total Revenue
City	the Revenue the City receives	City
PP	the Revenue ParkPlus Valet retains	\$313,080
		\$79,591

Attachment: memo-award contract Park Plus Valet-BSE (4575 : Authorize Contract Execution - Broad Street East Lot Valet Parking Concession)

Resolution (ID # 4574)  
November 14, 2016

**AUTHORIZE CONTRACT EXECUTION - TIER GARAGE HOLIDAY VALET PARKING  
SERVICES NOT TO EXCEED \$15,500.00**

WHEREAS, Park Plus Valet Services, Inc., has submitted a proposal received November 4, 2016 to perform Valet Parking Services in the Tier Garage from November 28, 2016 through December 23, 2016, and

WHEREAS, in a memo dated November 2, 2016, the Parking Services Manager recommends authorizing an agreement with Park Plus Valet Services, Inc., for this service for a total cost not to exceed \$15,500.00, and

WHEREAS, the cost of said service is not to exceed \$15,500.00 and funds have been certified by the Assistant City Treasurer in account #6-09-55-512-000-000, attached hereto.

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

1. That the Mayor and the City Clerk are hereby authorized and directed to sign an agreement with Park Plus Valet Services, Inc., 408 Route 1 & 9 South, Newark NJ 07114, for Tier Garage Valet Parking Services described above.
2. That this contract is awarded, without competitive bidding in accordance with N.J.S.A. 40A:11-6.1(a) of the Local Public Contracts law because it is under the current bid threshold.
3. That this contract is awarded subject to Park Plus Valet Services, Inc. meeting the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. (Affirmative Action), and N.J.S.A. 52:32-44 (Business Registration) and the City's normal insurance requirements.

Dated: November 14, 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 Monday evening, November 14, 2016.

City Clerk

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: November 14, 2016  
Resolution Doc Id: 4574

Vendor: Park Plus Valet Service  
408 Route 1 & 9  
Newark, NJ 07114

Purchase Order Number: 16-03678

Account Number	Amount	Account Description
6-09-55-512-000-000	\$15,500.00	Parking Capital Outlay

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

*Melissa Berger*  
Assistant City Treasurer

Attachment: Certification of Availability of Park Plus Valet Services (4574 : Authorize Contract Execution - Tier Garage Holiday Valet Parking

# PARKING SERVICES AGENCY

CITY HALL, 512 SPRINGFIELD AVENUE, SUMMIT, NJ 07901  
 P: 908.522.5100 F: 908.277.2977  
 PARKING@CITYOFSUMMIT.ORG  
 WWW.CITYOFSUMMIT.ORG



## MEMORANDUM

To: Mayor Radest and Members of Common Council  
 cc: Summit Parking Advisory Committee  
 From: Rita M. McNany, Parking Services Manager  
 Date: November 2, 2016  
 Re: **Two Resolutions - Valet Services for Holiday Season = November 14<sup>th</sup> Council Meeting**

On September 26, 2016 the city went out to bid for Valet Services; however, no bids were received on October 13, 2016. The intent was to provide valet services beginning November 1 through the end of January, 2017 with the ability to extend the service on a month to month basis up to 24 months.

The first resolution is to abandon this valet parking services according to N.J.S.A. 40A:11-13.2C since we received no bids and we are pursuing another avenue not subject to bidding.

Since there is a need for additional employee parking an option is to provide valet services for downtown employees during the holiday season for simply November 28<sup>th</sup> through December 23<sup>rd</sup>.

Quotations were sought for strictly valet services for the Tier Garage during the holiday season. The costs for these services would be under the bid threshold which is within the legal boundaries for contracts such as this.

I reached out to three valet parking providers and to date we only received the following quote from Park Plus Valet Services.

Valet Parking available	Monday, November 28, 2016 through December 23, 2017
Hours of Operation:	9 AM - 7 PM
Number of Attendants	3
Hourly rate	\$19.50 per hour

It may be deemed necessary to work till 9 or 10 PM so additional staff hour are worked into the overall cost of this contract. This will not be determined until the valet services are in operation.

Therefore, the second resolution for consideration is the approval of a contract for temporary Valet Parking Services for the Springfield Avenue Tier Garage not to exceed \$15,500 through Park Plus Valet Services, Inc., 408 Route 1 & 9 South, Newark, NJ 07114. The monies for this are currently unfunded for the 2016 Budget; however, there should be sufficient funds within the operating budget to cover these new expenses.

Outlined on the next page, is the tentative operational plan for the valet services.

**Valet Parking Services Operational Plan**  
 Springfield Avenue Tier Garage  
 November 28 - December 23, 2016  
 9AM - 7PM  
 Monday - Friday (except holidays)

On the first level (above the ground level) three valet attendants will be stationed in the mornings beginning at 9 AM .

1. One attendant will:
  - a. Record the license plate, make and model of vehicle in a database.
  - b. Give the driver a valet ticket.
  - c. Confirm if the vehicle has a required permit and if prepaid.
  - d. If not prepaid, the attendant will instruct the driver on how to pay either at pay stations on ground level or through Parkmobile. Space numbers are being added to the machines and Parkmobile to accommodate payments for additional spaces.
2. The other attendants will take the cars and park them starting at the top level and working their way down. Cars will only be parked on one side on the straight aisles not on any turns.
3. Keys will be held in a locked cabinet.
4. Attendants will be on hand after the morning rush - one on the 1<sup>st</sup> level to speak to any customer who needs a vehicle retrieved and two on the top levels to move vehicles if anyone needs their vehicles.
5. In the evenings as employees leave the spaces, valet vehicles will be put into open spaces.
6. A mobile phone number will be established for employee to text an attendant to retrieve their vehicles so as not to wait long periods during retrieval of vehicles.

Attached are the proposal with the necessary insurance coverage and hold harmless indemnification.

Therefore, please approved the 2<sup>nd</sup> attached resolution to award a valet parking contract to Park Plus Valet, 408 Rout 1 & 9 South, Newark, NJ 07114. Contract may be forwarded to the Anthony Preza, President.



Park Plus Valet Service  
408 Route 1 & 9 South  
Newark, New Jersey 07114  
V. 973-273-0099 F. 973-273-0027

TRAFFIC CONTROL AND DIRECTED VALET PARKING  
SERVICE AGREEMENT

“VENDOR”:  
Park Plus Valet Service, Inc.  
408 Route 1 & 9 South  
Newark, New Jersey 07114

“CONTRACTOR”:  
City of Summit  
ATTN: Rita McNany  
512 Springfield Avenue  
Summit, New Jersey 07901



SERVICE DATES: NOVEMBER 28 – DECEMBER 23, 20016

1. SERVICES TO BE PROVIDED: VENDOR proposes to provide a first-class, professionally operated vehicle traffic control, stacked valet parking, and valet parking for clients of the Springfield Avenue Tiered Garage on Mondays through Fridays, exclusive of legal holidays, on a starting date to be determined by mutual agreement.

Service Hours: Monday through Friday: 9:00 am – 7:00 pm  
Service Dates: November 28, 2016 - December 23, 2016 Exclusive of Holidays

VENDOR will supply and maintain the following:

- a. Parking/Traffic Control Staff Uniforms.
- b. Locking Valet Podiums to secure vehicle keys.
- c. Cones, flashlights, directional signage as deemed necessary.

2. VEHICLE TRAFFIC CONTROL AND VALET PARKING PROCEDURES: VENDOR will ensure and include the following:

- a. Directional parking procedures will guide vehicles to marked parking spaces in an efficient manner until all spaces are occupied.
- b. Manager will be on site to monitor staff and traffic; he will modify traffic procedures and convert to a stacked valet operation once all marked spaces are full.
- c. Vehicles will be stacked beginning at the top level and preceding down. As vehicles parked in marked spaces exit stacked vehicles will be relocated to these spaces.
- d. After vehicles are moved to marked spaces, keys will be locked in vehicles, as per previous notification to vehicle owner.

Attachment: memo-valet services (4574 : Authorize Contract Execution - Tier Garage Holiday Valet Parking Services Not to Exceed \$15,500.00)

- e. Park Plus will collect cell phone contact on every vehicle that enters and valets.
- f. Any handicapped or challenged clients of garage will be given the option of full valet service at the garage entrance as a service amenity.
- g. Collection of any parking fees, whether monthly or hourly will be handled directly by the City of Summit, via direct billing, internet or phone app. Park Plus will not be responsible for the collection of any parking fees.
- h. All employees are well trained and highly motivated, and shall wear appropriate uniforms and, when on the premises, will conduct themselves in a manner consistent with the standards, quality and image of the city.

VENDOR is not responsible for the following: any items that are left inside an auto under any conditions, vandalism to vehicles parked in the designed areas, any type of mechanical failure of a vehicle, or any damage sustained to a vehicle while parked/parking, unless directly attributed to negligence by a representative of Park Plus. Also, any and all claims must be made to an authorized employee of VENDOR before leaving the premises.

VENDOR maintains the legally required worker's compensation insurance for all employees

3. COST OF SERVICES:

- (1) Staffing is estimated at 3 personnel to begin and may be modified based on location needs and demands to provide an efficient level of service as requested by Contractor.
- (2) Operation fees to be \$19.50 per attendant, per hour. Initial estimate requires 3 attendants to operate, but this may be increased or decreased based on operational requirements, by mutual agreement.

---

**City of Summit:**

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Park Plus Valet Service:**

  
\_\_\_\_\_  
Anthony Preza  
Signature of Authorized Representative

  
\_\_\_\_\_  
Date

Attachment: memo-valet services (4574 : Authorize Contract Execution - Tier Garage Holiday Valet Parking Services Not to Exceed \$15,500.00)

**INSURANCE CERTIFICATE REQUIREMENTS**

*(Must be provided on insurance certificate)*

- a. "The certificate holder, City of Summit, is included as an additional insured as respects losses arising solely from Tier garage Valet Service (project name)."

**HOLD HARMLESS CLAUSE**

(may be provided by signature of authorized company representative on this document or provided on insurance certificate)

- b. (Company name) Park Plus Valet Service, Inc. shall indemnify and hold harmless the City of Summit, its officers, agents, and employees, from all claims, suits or actions and damages or costs of every name and description to which the City of Summit may be subjected or put by reason of injury to the person or property of another, or the property of the City of Summit, resulting from negligent acts or omissions on the part of the contractor, its agents, servants or subcontractors in the delivery of goods and services, or in the performance of the work under this contract.

[Signature]  
Signature of authorized representative

President  
Title

Park Plus valet service, Inc.  
Company Name

11/3/16  
Date

Sworn and subscribed to  
before me this 3rd  
day of November, 2016.

[Signature]

**NICHOLAS TRAINA**  
Notary Public  
State of New Jersey  
My Comm. Exp. 3/11/19



Attachment: memo-valet services (4574 : Authorize Contract Execution - Tier Garage Holiday Valet Parking Services Not to Exceed \$15,500.00)

Client#: 31716

PARKPLUS

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/02/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER (C) Wharton/Atlantic, 615 Hope Road, Bldg. 2, Eatontown, NJ 07724, 732 531-3003. CONTACT NAME: Susan Yigiter, PHONE: 732-686-7009, FAX: 973-992-6660, E-MAIL ADDRESS: syigiter@whartoninsurance.com. INSURER(S) AFFORDING COVERAGE: INSURER A: Maxum Indemnity Company (NAIC # 26743), INSURER B: Scottsdale Insurance Company (NAIC # 41297).

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR INSR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include General Liability (Policy # PRO009172301), Automobile Liability (Policy # PRO009172301), Umbrella Liability (Policy # XLS0099263), Workers Compensation, and Garagekeepers (Policy # PRO009172301).

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) Tier Garage is listed as additional insured for general liability per policy form E1223 07/14 as required by written contract with respects to valet parking operations



CERTIFICATE HOLDER: Tier Garage, 444 Springfield Avenue, Summit, NJ 07901. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: Robert L. Alesso.

Attachment: memo-valet services (4574 : Authorize Contract Execution - Tier Garage Holiday Valet Parking Services Not to Exceed \$15,500.00)

**McNany, Rita**

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**From:** McNany, Rita  
**Sent:** Tuesday, October 18, 2016 9:33 AM  
**To:** 'srose@countryclubservices.com'  
**Subject:** Quote for Valet Services

Steve

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Could you supply us with a quote for valet services at a per hourly rate?

Looking forward to hearing from you  
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*Rita M. McNany, Parking Services Manager*  
**PARKING SERVICES AGENCY**  
 City of Summit - 1<sup>st</sup> Floor  
 512 Springfield Avenue, Summit, NJ 07901

---

Main	908-522-5100	Email	<a href="mailto:rmcnany@cityofsummit.org">rmcnany@cityofsummit.org</a>
Direct	908-522-5115	Web	<a href="http://www.cityofsummit.org">www.cityofsummit.org</a>
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**Subject:** Valet Parking Services - Holiday Season in Summit

**Importance:** High

To all  
The City of Summit is looking to provide valet parking services in one of our parking garages for holiday season. We have very limited available parking for downtown employees in our vibrant downtown and we are seeking to add valet parking services from November 28 to December 23 in the Springfield Avenue Tier Garage.

After the new year may go out to bid again for these services but we are simply seeking a proposal based upon the attached scope of services

The fee for this contract will be an hourly fee per attendant.

Attached are the scope of services. I am seeking to award a contract by November 14 and there for need the proposal as quickly as possible. If you are not interested in providing a proposal please inform me of that as well.

Regards,  
Rita McNany  
Parking Services Manager

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Rita M. McNany, Parking Services Manager  
PARKING SERVICES AGENCY  
City of Summit - 1<sup>st</sup> Floor  
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Attachment: memo-valet services (4574 : Authorize Contract Execution - Tier Garage Holiday Valet Parking Services Not to Exceed \$15,500.00)

Resolution (ID # 4573)  
November 14, 2016

**AUTHORIZE ABANDONMENT OF VALET PARKING SERVICES PROJECT**

WHEREAS, no bids were received at the Purchasing meeting October 13, 2016 for the Valet Parking Services Project, and

WHEREAS, the Parking Services Manager, in a memo dated November 2, 2016, advises that Parking Services will be pursuing another avenue not subject to bidding and is abandoning this project.

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

That the Valet Parking Services Project, as advertised on September 29, 2016, be and it is hereby abandoned pursuant to NJSA 40A:11-13.2.c.

Dated: November 14, 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 Monday evening, November 14, 2016.

City Clerk

# PARKING SERVICES AGENCY

CITY HALL, 512 SPRINGFIELD AVENUE, SUMMIT, NJ 07901

P: 908.522.5100 F: 908.277.2977

PARKING@CITYOFSUMMIT.ORG

WWW.CITYOFSUMMIT.ORG



## MEMORANDUM

To: Mayor Radest and Members of Common Council  
 cc: Summit Parking Advisory Committee  
 From: Rita M. McNany, Parking Services Manager  
 Date: November 2, 2016  
 Re: **Two Resolutions - Valet Services for Holiday Season = November 14<sup>th</sup> Council Meeting**

On September 26, 2016 the city went out to bid for Valet Services; however, no bids were received on October 13, 2016. The intent was to provide valet services beginning November 1 through the end of January, 2017 with the ability to extend the service on a month to month basis up to 24 months.

The first resolution is to abandon this valet parking services according to N.J.S.A. 40A:11-13.2C since we received no bids and we are pursuing another avenue not subject to bidding.

Since there is a need for additional employee parking an option is to provide valet services for downtown employees during the holiday season for simply November 28<sup>th</sup> through December 23<sup>rd</sup>.

Quotations were sought for strictly valet services for the Tier Garage during the holiday season. The costs for these services would be under the bid threshold which is within the legal boundaries for contracts such as this.

I reached out to three valet parking providers and to date we only received the following quote from Park Plus Valet Services.

Valet Parking available	Monday, November 28, 2016 through December 23, 2017
Hours of Operation:	9 AM - 7 PM
Number of Attendants	3
Hourly rate	\$19.50 per hour

It may be deemed necessary to work till 9 or 10 PM so additional staff hour are worked into the overall cost of this contract. This will not be determined until the valet services are in operation.

Therefore, the second resolution for consideration is the approval of a contract for temporary Valet Parking Services for the Springfield Avenue Tier Garage not to exceed \$15,500 through Park Plus Valet Services, Inc., 408 Route 1 & 9 South, Newark, NJ 07114. The monies for this are currently unfunded for the 2016 Budget; however, there should be sufficient funds within the operating budget to cover these new expenses.

Outlined on the next page, is the tentative operational plan for the valet services.

Attachment: memo-valet services (4573 : Authorize Abandonment of Valet Parking Services Project)

**Valet Parking Services Operational Plan**  
 Springfield Avenue Tier Garage  
 November 28 - December 23, 2016  
 9AM - 7PM  
 Monday - Friday (except holidays)

On the first level (above the ground level) three valet attendants will be stationed in the mornings beginning at 9 AM .

1. One attendant will:
  - a. Record the license plate, make and model of vehicle in a database.
  - b. Give the driver a valet ticket.
  - c. Confirm if the vehicle has a required permit and if prepaid.
  - d. If not prepaid, the attendant will instruct the driver on how to pay either at pay stations on ground level or through Parkmobile. Space numbers are being added to the machines and Parkmobile to accommodate payments for additional spaces.
2. The other attendants will take the cars and park them starting at the top level and working their way down. Cars will only be parked on one side on the straight aisles not on any turns.
3. Keys will be held in a locked cabinet.
4. Attendants will be on hand after the morning rush - one on the 1<sup>st</sup> level to speak to any customer who needs a vehicle retrieved and two on the top levels to move vehicles if anyone needs their vehicles.
5. In the evenings as employees leave the spaces, valet vehicles will be put into open spaces.
6. A mobile phone number will be established for employee to text an attendant to retrieve their vehicles so as not to wait long periods during retrieval of vehicles.

Attached are the proposal with the necessary insurance coverage and hold harmless indemnification.

Therefore, please approved the 2<sup>nd</sup> attached resolution to award a valet parking contract to Park Plus Valet, 408 Rout 1 & 9 South, Newark, NJ 07114. Contract may be forwarded to the Anthony Preza, President.



Park Plus Valet Service  
408 Route 1 & 9 South  
Newark, New Jersey 07114  
V. 973-273-0099 F. 973-273-0027

TRAFFIC CONTROL AND DIRECTED VALET PARKING  
SERVICE AGREEMENT

“VENDOR”:  
Park Plus Valet Service, Inc.  
408 Route 1 & 9 South  
Newark, New Jersey 07114

“CONTRACTOR”:  
City of Summit  
ATTN: Rita McNany  
512 Springfield Avenue  
Summit, New Jersey 07901



SERVICE DATES: NOVEMBER 28 – DECEMBER 23, 20016

1. SERVICES TO BE PROVIDED: VENDOR proposes to provide a first-class, professionally operated vehicle traffic control, stacked valet parking, and valet parking for clients of the Springfield Avenue Tiered Garage on Mondays through Fridays, exclusive of legal holidays, on a starting date to be determined by mutual agreement.

Service Hours: Monday through Friday: 9:00 am – 7:00 pm  
Service Dates: November 28, 2016 - December 23, 2016 Exclusive of Holidays

VENDOR will supply and maintain the following:

- a. Parking/Traffic Control Staff Uniforms.
- b. Locking Valet Podiums to secure vehicle keys.
- c. Cones, flashlights, directional signage as deemed necessary.

2. VEHICLE TRAFFIC CONTROL AND VALET PARKING PROCEDURES: VENDOR will ensure and include the following:

- a. Directional parking procedures will guide vehicles to marked parking spaces in an efficient manner until all spaces are occupied.
- b. Manager will be on site to monitor staff and traffic; he will modify traffic procedures and convert to a stacked valet operation once all marked spaces are full.
- c. Vehicles will be stacked beginning at the top level and preceding down. As vehicles parked in marked spaces exit stacked vehicles will be relocated to these spaces.
- d. After vehicles are moved to marked spaces, keys will be locked in vehicles, as per previous notification to vehicle owner.

Attachment: memo-valet services (4573 : Authorize Abandonment of Valet Parking Services Project)

- e. Park Plus will collect cell phone contact on every vehicle that enters and valets.
- f. Any handicapped or challenged clients of garage will be given the option of full valet service at the garage entrance as a service amenity.
- g. Collection of any parking fees, whether monthly or hourly will be handled directly by the City of Summit, via direct billing, internet or phone app. Park Plus will not be responsible for the collection of any parking fees.
- h. All employees are well trained and highly motivated, and shall wear appropriate uniforms and, when on the premises, will conduct themselves in a manner consistent with the standards, quality and image of the city.

VENDOR is not responsible for the following: any items that are left inside an auto under any conditions, vandalism to vehicles parked in the designed areas, any type of mechanical failure of a vehicle, or any damage sustained to a vehicle while parked/parking, unless directly attributed to negligence by a representative of Park Plus. Also, any and all claims must be made to an authorized employee of VENDOR before leaving the premises.

VENDOR maintains the legally required worker's compensation insurance for all employees

3. COST OF SERVICES:

- (1) Staffing is estimated at 3 personnel to begin and may be modified based on location needs and demands to provide an efficient level of service as requested by Contractor.
- (2) Operation fees to be \$19.50 per attendant, per hour. Initial estimate requires 3 attendants to operate, but this may be increased or decreased based on operational requirements, by mutual agreement.

---

**City of Summit:**

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Park Plus Valet Service:**



\_\_\_\_\_  
Anthony Preza

Signature of Authorized Representative



\_\_\_\_\_  
Date

Attachment: memo-valet services (4573 : Authorize Abandonment of Valet Parking Services Project)

**INSURANCE CERTIFICATE REQUIREMENTS**

*(Must be provided on insurance certificate)*

- a. "The certificate holder, City of Summit, is included as an additional insured as respects losses arising solely from Tier garage Valet Service (project name)."

**HOLD HARMLESS CLAUSE**

(may be provided by signature of authorized company representative on this document or provided on insurance certificate)

- b. (Company name) Park Plus Valet Service, Inc. shall indemnify and hold harmless the City of Summit, its officers, agents, and employees, from all claims, suits or actions and damages or costs of every name and description to which the City of Summit may be subjected or put by reason of injury to the person or property of another, or the property of the City of Summit, resulting from negligent acts or omissions on the part of the contractor, its agents, servants or subcontractors in the delivery of goods and services, or in the performance of the work under this contract.

[Signature]  
Signature of authorized representative

President  
Title

Park Plus valet service, Inc.  
Company Name

11/3/16  
Date

Sworn and subscribed to  
before me this 3rd  
day of November, 2016.

[Signature]

**NICHOLAS TRAINA**  
Notary Public  
State of New Jersey  
My Comm. Exp. 3/11/19



Attachment: memo-valet services (4573 : Authorize Abandonment of Valet Parking Services Project)

Client#: 31716

PARKPLUS

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/02/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>(C) Wharton/Atlantic</b> 615 Hope Road, Bldg. 2 Eatontown, NJ 07724 732 531-3003	CONTACT NAME: <b>Susan Yigiter</b>
	PHONE (A/C, No, Ext): <b>732-686-7009</b>
	FAX (A/C, No): <b>973-992-6660</b>
	E-MAIL ADDRESS: <b>syigiter@whartoninsurance.com</b>
	INSURER(S) AFFORDING COVERAGE
	INSURER A : <b>Maxum Indemnity Company</b>
	INSURER B : <b>Scottsdale Insurance Company</b>
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :
INSURED <b>Park Plus Valet Service, Inc</b> 408 Route 1 & 9 South Newark, NJ 07114	NAIC # <b>26743</b> <b>41297</b>

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> BI/PD Ded: 15,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			PRO009172301	04/01/2016	04/01/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$0 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			PRO009172301	04/01/2016	04/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE DED RETENTION \$			XLS0099263	04/01/2016	04/01/2017	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Garagekeepers			PRO009172301	04/01/2016	04/01/2017	\$350,000 per vehicle \$1,000,000 per location

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 Tier Garage is listed as additional insured for general liability per policy form E1223 07/14 as required by written contract with respects to valet parking operations



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 Parking Services Manager

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 City of Summit - 1<sup>st</sup> Floor  
 512 Springfield Avenue, Summit, NJ 07901

Main 908-522-5100 Email [rmcnany@cityofsummit.org](mailto:rmcnany@cityofsummit.org)  
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Resolution (ID # 4571)  
November 14, 2016

**AUTHORIZE EXECUTION OF UNION COUNTY KIDS RECREATION TRUST FUND 2016  
GRANT AGREEMENT**

WHEREAS, resolution #37471 dated July 26, 2016 authorized submission of a Union County Kids Recreation Trust Fund 2016 Grant application for a \$100,000.00 matching grant for Investors Bank Field Investors Bank Field Bleachers and Press Box Replacement, and

WHEREAS, Union County has advised that the City has been awarded a grant for \$50,000.00 towards recreational improvements, and

WHEREAS, in a memo dated October 24, 2016, the Director of Community Programs recommends accepting the \$50,000.00 grant to be used for the Investors Bank Field Bleachers and Press Box Replacement.

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

That the Mayor and City Clerk be and they are hereby authorized to execute the aforementioned Union County Kids Recreation Trust Fund 2016 Grant Agreement with the grant monies to be applied to the project described above.

Dated: November 14, 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 Monday evening, November 14, 2016.

City Clerk



Department of Community Programs  
CA - General Services

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

Meeting: 11/14/16 07:30 PM

## RESOLUTION (ID # 4571)

DOC ID: 4571

TO: Mayor and Common Council

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

DATE: October 24, 2016

### SUMMARY

On July 26, 2016, the City of Summit Common Council authorized the execution of the 2016 Kids Recreation Trust Fund Grant application in resolution #37471. In that application, the City requested the following:

- Investors Bank Field Bleachers and Press Box Replacement Project- \$100,000 Matching Grant Request

We have been notified of the award of a matching grant of \$50,000 for improvements to Investors Bank Field Bleachers and Press Box through the Union County Kids Recreation Trust Fund Grant Program for 2016.

The project is currently funded through the Capital Budget and is scheduled for completion in 2017. The match of \$50,000 will help to fund the improvements.

We ask for a resolution of Common Council authorizing the execution of the grant agreement for 2016 with the Union County Kids Recreation Trust Fund.



# UNION COUNTY



OPEN SPACE, RECREATION &  
HISTORIC PRESERVATION TRUST FUND



NRJ

FREEHOLDER TRUST FUND  
STANDING COMMITTEE

October 14, 2016

BETTE JANE KOWALSKI  
*Chairman*

SERGIO GRANADOS  
*Freeholder*

MOHAMED S. JALLOH  
*Freeholder*

ALEXANDER MIRABELLA  
*Freeholder*

PUBLIC ADVISORY  
COMMITTEE

HON. ROSE CHECCHIO

MICHAEL DEL SORDI

CHARLES EKE

ARTHUR KOBITZ

JIM MCMANUS

EDWARD O'MALLEY

LISA PALIN

JANICE SIEGEL

MIKE YESENKO

ALFRED J. FAELLA  
*County Manager*

VICTORIA DURBIN DRAKE  
*Trust Fund Administrator*

Mayor Nora G. Radest  
City of Summit  
512 Springfield Avenue  
Summit, NJ 07901

RE: Kids Recreation Trust Fund 2016

Dear Mayor Radest,

On behalf of the Union County Board of Chosen Freeholders, we are pleased to announce the awarding of nearly 1 million dollars in grant allocations to ensure the expansion of recreational opportunities for our children countywide. We are pleased to inform you that your municipality has been awarded **\$50,000.00** towards recreational improvements.

As we formalize our partnership in the Kids Recreation Trust Grant Program, please find three (3) original agreements for your execution with regard to the above-mentioned program. Kindly sign where indicated with the municipality seal affix and return all three to the undersigned below.

Upon receipt of your signed contracts, the County will process payments in coordination with the progress of the project pursuant to the contract.

We thank you for your participation and enthusiastically anticipate the completion of your project.

Sincerely,

Victoria Durbin Drake  
Trust Fund Administrator

CC: Business Administrators  
Recreation Directors  
ADMINISTRATION BUILDING

Attachment: Kids Recreation Trust Fund 10-21-16 (4571) : Authorize Execution of Union County Kids Recreation Trust Fund 2016 Grant

## KIDS RECREATIONAL TRUST AGREEMENT

**THIS AGREEMENT** made and entered into this **14th day of October 2016** by and between the **COUNTY OF UNION**, a Body Politic of the State of New Jersey, having its principal place of Business at Union County Administration Building, Elizabethtown Plaza, Elizabeth, New Jersey 07207 ( hereinafter the “**COUNTY**”), and the **City of Summit** (hereinafter the “**MUNICIPALITY**“); **512 Springfield Avenue, Summit, New Jersey 07901**

**WHEREAS**, the Board of Chosen Freeholders of the County of Union desires to implement a program known as the Kids Recreation Trust Grant Program (hereinafter the “**PROGRAM**”); and

**WHEREAS**, the **PROGRAM** consist of two components: (1) recreational scholarships; and (2) field/recreational improvements; and

**WHEREAS**, **MUNICIPALITY** has applied for (Grant for Recreational Improvements/Equipment Grant) in accordance with **PROGRAM** requirements; and

**WHEREAS**, the parties hereby desire to set forth the terms and conditions under which the parties will participate in the **PROGRAM**:

**NOW**, in consideration of the mutual covenants and agreements contained herein, the parties hereby agree as follows: **(GRANT:\$50,000.00)**

### I. APPLICATION CONTENTS AND REPRESENTATIONS

(a.) **MUNICIPALITY** hereby acknowledges that the **PROGRAM** application by **MUNICIPALITY**, attached hereby and made a part hereof as Appendix 1 is true and accurate and represents the intended use of the funds to be given to them should this application be approved. Based upon that representation, and in reliance thereon, the application has been submitted, reviewed and approved by the **COUNTY**.

(b.) The parties further acknowledge that should this application require a matching funds contributions by the **MUNICIPALITY** (Equipment Grants only), the matching contribution of the **MUNICIPALITY** has been/will be satisfied by in kind services and/or cash. All matching funds must be specifically related to the proposed **PROGRAM**.

(c.) Should the application be for Recreational Improvements, **MUNICIPALITY** acknowledges that the request set forth in its application does not exceed fifty percent (50%) of the total **PROJECT** cost.

(d.) **MUNICIPALITY** acknowledges and agrees to comply with the Guidelines of each and all components of the **PROGRAM**, which Guidelines are incorporated herein by reference.

## Conditions of Award

1. All recipients of grant dollars will be required to post signage indicating "Kids Recreation Trust Fund" Grant Program, A Service of the Union County Board of Chosen Freeholders. "Your Trust Fund Dollars at Work for You!" Signage will be designed and installed by Union County's Bureau of Traffic and Maintenance.
2. Joint applications must be fully executed between each party for a stipulated time frame designated in the grant application and approved by the Public Advisory Committee as well as the Freeholder Standing Committee. Copies of the agreement between parties must be provided to the Trust Fund Administrator upon awarding of grant dollars.
3. All recipients will be subject to monitoring visits by the Office of the Trust Fund staff.
4. All grant recipients shall be required to enter into an agreement prepared by the Union County Law Department. Said agreement shall provide that all funding provided through this grant shall be dedicated to the creation, enhancement and/or replacement of recreational opportunities, and must be consistent with New Jersey Department of Environmental Protection, Green Acres program rules and regulations as well as local and state building codes and ordinances.

Should it be determined by the County that the funds granted pursuant to this agreement are not being so dedicated by the applicant, and then in that event, the County will require reimbursement of all amounts so granted. This provision applies to any present or future violations.

### Submission:

**Victoria DurbinDrake, Trust Fund Administrator  
Office of the Trust Fund  
"Kids Recreation Trust Fund"  
Union County Administration Building  
Elizabethtown Plaza, 6<sup>th</sup> Floor  
Elizabeth, New Jersey 07207**

**Please Return No Later than August 19, 2016**

As the representative of the City of Summit (municipality), I hereby authorize the project submitted for this proposed "Kids Recreation Trust" Grant Program.

\_\_\_\_\_  
Signature

7/26/16

Date

**Judith Leblein Josephs, Director of Community Programs, CPRP, RA**

Name & Title (print)

Requested Grant Amount: **\$100,000**

Matching Dollar Amount **\$100,000**

Total Project Costs **\$650,000**

Project description and summary (you may attach additional pages):

Investors Bank Field is located at Tatlock Park on Butler Parkway in Summit. It is the home of Summit High School Football, Lacrosse, Soccer and Track & Field. In addition, it is the home field for Summit Junior Football and the Summit Lacrosse and Soccer Clubs. Investors Bank Field is used daily from after school to dark and all day long on weekends. In the course of one week, hundreds of high school athletes, recreation level athletes and citizens use this field, bleachers and press box. It is also the site of major special events for the City of Summit and the Summit Board of Education including graduation ceremonies and the Summit Relays.

The bleachers and press box at Investors Bank Field have been identified as being out of compliance and confirmed in a completed report filed by the firm of Premiere Product Development of Moorestown, NJ. Although the bleachers have had a structural inspection and are structurally sound, they are in violation of several codes that apply to bleacher safety. Structural Integrity Testing was done in 2014 and a professional unbiased study of the conditions was conducted. Premiere Product Development worked closely with Gianforcaro Architects and Engineers of Chester, NJ. The report and recommendations were reviewed with the Department of Community Programs Advisory Board and Staff with input from the Board of Education Athletic Director Bob Lockhart.

The results were submitted in a comprehensive report dated March 23, 2014 (attached). The results stated that the bleachers are structurally sound but out of compliance on numerous counts from the risk of falls, non-compliance with many of the applicable codes and the Americans with Disabilities Act. The study showed that retrofit of the existing structures would be approximately the same price as a new installation of both home and away bleachers with press box. There was reluctance by the contractors contacted for the report to retrofit the bleachers because of their age, liability associated with a retro-fit and the comparable costs. The cost for the retrofit or the total new replacement was estimated at \$650,000.

The entire park system of Summit was the subject of an accessibility study by the firm of Recreation Accessibility Consultants, LLC of Hoffman Estates, Illinois. Their findings are also attached to this document.

The relationship between the City of Summit and the Summit High School Athletic Program is a unique story that shows team work between the BOE, Summit Community Services and Summit Community Programs. Scheduling of the fields is maintained in the Department of Community Programs with the maintenance found within the Department of Community Services. This unique relationship makes this facility a well-used and highly recognized asset to the residents of Summit, Union County and the visiting teams.

This project was one of the projects approved through the 2015 Union County Kids Recreation Trust Fund application along with the Investors Bank Field Artificial Turf Replacement Project. The Investors Bank Artificial Turf Replacement Project is now underway with the financial help from the Union County Kids Recreation Trust Fund. That project will be completed by August 15, 2016.

Assisting us with funding for the Investors Bank Field Bleacher Project will help to complete the bleacher and press box project in 2017. Investors Bank Field will now not only meet all the required codes and make it accessible to all, it will also create a place of great pride for the residents of Summit and all of the visiting teams from around the state and country. The bleachers and press box are also used by Summit High School Track and Field Program which also invites premiere teams from around the state to compete in the Summit Relays.

With successful funding of this third major piece of Tatlock Park, we will see the difference that the Union County Kids Recreation Trust Fund Grant Program can make in a community. The Bleacher and Press Box Project, along with the previously funded Tatlock Park Tennis Courts and the Investors Bank Field Artificial Turf Replacement Project will get us closer to a goal of a full redevelopment of this great park.

## II. COMPLIANCE WITH LAWS AND REGULATIONS

MUNICIPALITY acknowledges and agrees to comply with all relevant requirements of the Local Fiscal Law, Local Public Contracts Law and the Local Unit Pay to Play Law, together with all relevant rules and regulations. The MUNICIPALITY shall assure that any vendor performing work on the PROGRAM, or any ancillary work, is not listed on the New Jersey Department of Labor Department List for failing to pay prevailing wages. The MUNICIPALITY shall assure vendor complies with all requirements of the Prevailing Wage Law.

## III. REPORTING REQUIREMENTS, TIMELINE FOR COMPLETION AND ADDITIONAL GRANTS

(a.) Upon execution of this Agreement, the MUNICIPALITY consents to adhere to the proposed PROGRAM timelines. Upon execution of this Agreement the grant period shall commence. The grant period may be extended if done so pursuant to a written request of the MUNICIPALITY.

(b.) On a bi-annual basis the MUNICIPALITY shall provide the COUNTY with Fiscal Report/Analysis of all its expenditures as to this PROGRAM.

(c.) Upon the execution of this Agreement, the MUNICIPALITY should contact the Trust Fund office to arrange a funding schedule.  
have

(d.) The MUNICIPALITY shall have a period of **24 months** from the time of the award of the Grant to complete the project which is the subject of this Grant. This timeline may be extended where, in the sole determination of the Trust Fund Administrator, extenuating and/or unforeseen circumstances exist which have prohibited completion of the project within the 24 month period.

(e.) Application for additional Grants by the MUNICIPALITY shall be prohibited where the monies provided by the COUNTY in this Grant remain unused.

## IV. DISPOSITION OF PROPERTY BY MUNICIPALITY

(Applies to Recreational Improvements only)

In the event the MUNICIPALITY determines not to move the PROGRAM to completion, it shall notify the COUNTY which reserves the right to request a return of the grant funding paid by the COUNTY. Further, should the MUNICIPALITY breach any of the terms of this Agreement, or seek to dispose of the property which is the situs for the PROJECT during the useful life of the property, then in that event all monies paid by the COUNTY to the MUNICIPALITY shall be refunded at the COUNTY's request.

## V. MISCELLANEOUS PROVISIONS

- (a.) Upon execution of this Agreement the MUNICIPALITY consents to the placement of a sign that reads, "Kids Recreation Trust Grant Program, A service of the Union County Board of Chosen Freeholders, Your Trust Fund Dollars at Work!" Signage shall be designated and installed by Union County's Bureau of Traffic and Maintenance.
- (b.) The MUNICIPALITY consents and submits to monitoring visits by the Office of the Trust Fund Staff as well as the COUNTY's Compliance Officer.
- (c.) At completion of the PROGRAM, the COUNTY reserves the right to examine the PROGRAM to determine its overall conformance with the application submitted and approved.

## VI. INDEPENDENT CONTRACTORS

The MUNICIPALITY, as a grantee, and its employees, agents, representatives, contractors, subcontractors, vendors and suppliers are, for all purposes arising out of the Agreement, independent parties and non-COUNTY employees. It is expressly understood and agreed that the MUNICIPALITY, as a grantee, and its employees, agents, representatives, contractors, subcontractors, vendors and suppliers shall in no event, as a result of their Agreement, be entitled to any benefit to which COUNTY employees are entitled, including but not limited to overtime, retirement benefits, worker's compensation benefits and injury leave or other leave benefits, and are not to be considered employees of the COUNTY.

## VII. NON-WAIVER

No term or provision of the Agreement shall be deemed waived and no breach consented to unless such waiver or consent shall be put in writing and signed by the party claimed to have waived or consented. The waiver of any such provision shall not be neither a waiver of the provision itself nor a waiver or consent to any subsequent breach.

## VIII. ENTIRE AGREEMENT

It is expressly agreed that the provisions set forth in the MUNICIPALITY'S PROGRAM application, and this Agreement constitute the entire understanding and agreement between the parties. Any prior agreements, promises, negotiations, or representations not expressly set forth here or in the PROGRAM application are of no force and effect.

## IX. NOTICES

Any notice required or permitted to be given hereunder shall be in writing and may be given by personal delivery or by certified mail, and if given by mail, shall be deemed sufficiently given if addressed at the address noted below:

If to COUNTY

UNION COUNTY/NEW JERSEY  
Elizabethtown Plaza  
Elizabeth, New Jersey 07207  
Attention: Alfred J. Faella, County Manager

With a Copy to:  
Offices of the Union County Counsel  
Elizabethtown Plaza  
Elizabeth, New Jersey 07207

If to MUNICIPALITY:

Attention:

With a Copy To:

IN WITNESS WHEREOF, the parties set their hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Witness:

COUNTY OF UNION

\_\_\_\_\_  
James Pelletiere  
Clerk of the Board

by \_\_\_\_\_  
Alfred J. Faella  
County Manager

Approved as to form only:

\_\_\_\_\_  
Robert Barry  
Union County Counsel

(City of Summit)

Witness:

by \_\_\_\_\_

s/Bzitomer/Kids Recreation Trust Agreement

Resolution (ID # 4509)  
November 14, 2016

**ACCEPT CELGENE CORPORATION FURNITURE DONATION TO DCP AND CITY HALL**

WHEREAS, in a memo dated September 28, 2016, the Department of Community Programs Director advises that Celgene Corporation has generously donated several pieces of furniture, which will be used by the Department of Community Programs and other City Hall offices, and

WHEREAS, the following list of donated equipment has a total estimated value of \$10,125.00.00:

- (2) Steelcase 6'x6' cubes \$1,800
- (2) Rolling desk chairs \$400
- 5 drawer filing cabinet \$100
- 5 drawer horizontal file cabinets \$500
- "U" shaped executive desk w/ cabinets \$1900
- 42" round conference table \$350
- (5) Rolling conference chairs \$625
- 42" wide bookcase / filing cabinet \$250
- 36" wide bookcase \$300
- (24) Stacking cafeteria chairs \$2400
- 36" round conference table \$250
- Rolling conference chairs \$500
- (6) Side chairs \$750

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

The City of Summit does hereby accept the aforementioned donation, which has a total estimated value of \$10,125.00 in the form of various pieces of furniture as listed above which will be used by the Department of Community Programs and other City Hall offices.

Dated: November 14, 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 Monday evening, November 14, 2016.

City Clerk



Department of Community Programs  
R - General Services

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

Meeting: 11/14/16 07:30 PM

## RESOLUTION (ID # 4509)

DOC ID: 4509 A

TO: Mayor and Common Council

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

DATE: September 28, 2016

### SUMMARY

The Department of Community Programs is seeking a resolution of the Common Council to accept a donation of gently used furniture from the Celgene Corporation and to thank them for their generosity.

The list of furniture items is listed below. The furniture found grateful homes in the Department of Community Programs offices in the Community Center as well as several other offices in City Hall. The value of the donation is estimated at \$10,000. This estimate is based on comparable pricing through a used office furniture site.

This is just another example of Celgene's generosity to the City and in particular their neighbors at the Summit Community Center.

- (2) Steelcase 6'x6' cubes \$1,800
- (2) Rolling desk chairs \$400
- (1) 5 drawer filing cabinet \$100
- (2) 5 drawer horizontal file cabinets \$500
- (1) "U" shaped executive desk w/ cabinets \$1900
- (1) 42" round conference table \$350
- (5) Rolling conference chairs \$625
- (1) 42" wide bookcase / filing cabinet \$250
- (2) 36" wide bookcase \$300
- (24) Stacking cafeteria chairs \$2400
- (1) 36" round conference table \$250
- (4) Rolling conference chairs \$500
- (6) Side chairs \$750

Total Estimated Value: \$10,125.00\*

(\*Values Established through Second Hand Pricing)



Celgene Corporation  
86 Morris Ave  
Summit, NJ 07901

The Department of Community Programs is seeking a resolution of the Common Council to accept a donation of gently used furniture from the Celgene Corporation and to thank them for their generosity.

The list of furniture items is listed below. The furniture found grateful homes in the Department of Community Programs offices in the Community Center as well as several other offices in City Hall. The value of the donation is estimated at \$10,000. This estimate is based on comparable pricing through a used office furniture site.

This is just another example of Celgene’s generosity to the City and in particular their neighbors at the Summit Community Center.

- (2) Steelcase 6’x6’ cubes \$1,800
- (2) Rolling desk chairs \$400
- (1) 5 drawer filing cabinet \$100
- (2) 5 drawer horizontal file cabinets \$500
- (1) “U” shaped executive desk w/ cabinets \$1900
- (1) 42” round conference table \$350
- (5) Rolling conference chairs \$625
- (1) 42” wide bookcase / filing cabinet \$250
- (2) 36” wide bookcase \$300
- (24) Stacking cafeteria chairs \$2400
- (1) 36” round conference table \$250
- (4) Rolling conference chairs \$500
- (6) Side chairs \$750

Total Estimated Value: \$10,125.00\*

(\*Values Established through Second Hand Website Pricing)

Signed by:

Joel Beetsch, VP – Patient Advocacy

Attachment: Donation\_signed letter (4509 : Accept Celgene Corporation Furniture Donation to DCP and City Hall)

Resolution (ID # 4602)  
November 14, 2016

**AUTHORIZE EXECUTION OF CHARITABLE CONTRIBUTION AGREEMENT WITH  
CELGENE CORPORATION \$300,000**

WHEREAS, in a letter dated September 21, 2016, the Mayor advises that Celgene Corporation has generously donated funds in the amount of \$300,000.00, and

WHEREAS, it is the wish of the donor that the funds be allocated towards the renovation and expansion of the Summit Community Center, and

WHEREAS, Celgene Corporation has provided a Charitable Contribution Agreement to formalize the amount and purpose of the donation, and

WHEREAS, the City wishes to accept the donation from Celgene Corporation for the terms set in the agreement.

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

1. The City of Summit does hereby accept the aforementioned donation in the amount of \$300,000.00 for the purpose of renovating and expanding the Summit Community Center.
2. That the Mayor and City Clerk be and they are hereby authorized to sign said agreement between the City of Summit and Celgene Corporation.

Dated: November 14, 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 Monday evening, November 14, 2016.

City Clerk

**CHARITABLE CONTRIBUTION AGREEMENT**

This Charitable Contribution Agreement (the **“Agreement”**) is entered into this **26<sup>th</sup> day of October 2016** between **CELGENE CORPORATION**, with its principal place of business at 86 Morris Avenue, Summit, New Jersey 07901 (the **“Company”**) and **City of Summit** with a business address of 512 Springfield Avenue, Summit, NJ 07901 (**“Recipient”**), a 501c3 tax exempt not for profit organization) and a tax ID# 22-6002329 to set forth the purposes, terms and conditions for which a charitable contribution by Company for use by Recipient.

1. Company wishes to provide a donation of **\$300,000.00** for use solely by Recipient in its support of *the Expansion of Summit Community Center* as described more fully in Exhibit A annexed hereto. The donation will not promote the Company’s proprietary business interests, directly or indirectly. Company contribution provided under this agreement and Recipient’s acceptance thereof, is not linked, directly or indirectly, to any agreement to use, prescribe, recommend or refer to Company’s products or services. The contribution provided by the Company does not and will not underwrite any operating expenses of the Recipient. If and when appropriate, the Recipient will ensure meaningful disclosure, of Company support.

2. Recipient acknowledges that the Celgene corporate name and logo (the **“Marks”**) are registered trademarks of Celgene. Recipient will not use the Marks except as previously approved by Company in advance.

3. In performance of this Agreement and in connection with the donation, the Recipient and the Company agree to comply with all applicable laws, regulations, and industry guidance.

**AGREED TO BY AUTHORIZED REPRESENTATIVES**

**CELGENE CORPORATION  
(COMPANY)**

**CITY OF SUMMIT  
(RECIPIENT)**

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Print  
Name:** \_\_\_\_\_

**Print  
Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

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

Attachment: Charitable Contribution Agreement Celgene 1 (4602 : Authorize Execution of Celgene Charitable Contribution Agreement)

# CITY OF SUMMIT

N E W J E R S E Y

CITY HALL 512 SPRINGFIELD AVENUE SUMMIT, NJ 07901  
[www.cityofsummit.org](http://www.cityofsummit.org)

Nora G. Radest, Mayor  
[nradest@cityofsummit.org](mailto:nradest@cityofsummit.org)

908-277-9420  
Fax 908-273-2977

September 21, 2016

Mr. Joe Hand  
Vice President, Chief of Staff  
Celgene Corporation

Dear Mr. Hand:

On behalf of the Summit Community Center Fundraising Committee, please accept this letter as an acknowledgement of the Celgene Corporation’s pledge of \$300,000 toward the renovation and expansion of the Summit Community Center. In recognition of this very generous donation, the Summit Community Center Fundraising Committee agrees to adjust the proposed Senior Lounge to the name Celgene Senior Lounge. This name will remain for the duration of the life of the building.

The Celgene Senior Lounge will provide Summit’s seniors with the opportunity for education, recreation, social activities, exercise and health screenings. We strongly believe that this new, improved and dedicated space will enable the Department of Community Programs to better serve our senior residents, enhance their lives and keep them thriving here in the community. It will truly make this Community Center all inclusive, accessible and will bring all generations of Summit residents together.

We will work with you to plan a press conference and senior reception this fall to announce this pledge that completes our corporate fundraising campaign. Your pledge will certainly inspire others to create an endowment for future improvements. The name Celgene Senior Lounge will be a fitting legacy to one of Summit’s most responsible corporate citizens.

Following the press conference, all donations will be officially accepted and recognized at a meeting of the City of Summit Common Council.

Sincerely,



Mayor Nora Radest

For the Summit Community Center Fundraising Committee

Attachment: Charitable Contribution Agreement Celgene 1 (4602 : Authorize Execution of Celgene Charitable Contribution Agreement)

Summit Community Center PRELIMINARY COST ESTIMATE  
 Wednesday, October 19, 2016

Div	Total	Alt 1	Alt 2	Alt 3	Alt 4	Alt 5
1 General Conditions	\$ 352,400.00					
2 Allowance	\$ 250,000.00					
2 Demolition	\$ 65,000.00					
Sitework	\$ 505,510.00					
Site Concrete	\$ 66,860.00					
Paving	\$ 39,529.00					
Landscaping	\$ 36,900.00					
3 Concrete	\$ 343,567.91					\$ 648,799.00
4 Masonry	\$ 411,768.00					
5 Pre Fab Building	\$ 247,000.00					
Pre Fab Install	\$ 68,000.00					
Structural Steel	\$ 125,000.00					
6 Rough Carpentry	\$ 47,000.00					
Architectural Woodwork	\$ 68,000.00					
Waterproofing	\$ 5,000.00					
Building Insulation	\$ 90,000.00					
Metal Wall Panels	\$ 90,000.00					
Composite Wall Panels	None					
7 Roofing	\$ 288,200.00					
Joint Sealers	\$ 90,000.00					
Expansion Control	\$ 5,000.00					
8 Door Hardware	\$ 37,500.00					
Access Doors	\$ 3,000.00					
8 Windows	\$ 126,500.00					
9 Drywall	\$ 28,640.00					
9 Ceramic Tile	\$ 22,400.00					
9 Flooring	\$ 24,000.00					
9 Interior Painting	\$ 70,000.00					
Signage	\$ 10,000.00					
10 Toilet Acceseries/Partitions	\$ 12,500.00					
10 Fire Extinguishers & Cabinets	\$ 2,500.00					
Window Shades	\$ 5,000.00					
11 Millwork	\$ 15,000.00					
Floor Mats	\$ 3,500.00					
Gym Equipment	\$ 125,000.00					
New Gym Floor	\$ 100,000.00					
Re-finish Gym Floor	\$ 30,000.00					

Renovate Existing areas	\$	150,000.00	
Exterior Awning	\$	45,000.00	
Cameras	\$	15,000.00	
10 Fire Suppression		No Price	VERIFY
22 Plumbing	\$	215,000.00	
23 HVAC existing	\$	125,000.00	
HVAC New Gym	\$	205,000.00	
26 Electric	\$	283,700.00	
Fire Alarm	\$	34,000.00	

P & O 20%	\$	4,792,974.91
Grand Total	\$	958,594.98
	\$	5,751,569.89
Less sitework	\$	5,102,770.89

**CELGENE SENIOR LOUNGE/SENIOR AREA BREAKDOWN**

New Addition Total Cost	\$	4,082,216.71	15,220 SF
New Addition Avg. Cost/SF	\$	268.21	
Celgene New Addition SF	1,565		(includes Senior Lounge, Senior Office, Senior Entrance, Senior Lobby, Game Room)
Celgene New Addition Cost	\$	419,754.87	
Renovation Total Cost	\$	1,020,554.18	6840 SF
Renovation Cost/SF	\$	149.20	
Celgene Reno Area SF	1,645		(includes Senior Lounge, Program Space B, Part of Lobby, Senior Bus Drop/Roof Canopy)
Celgene Reno Cost	\$	245,440.30	
Celgene Total Cost	\$	665,195.17	

**AUTHORIZE GRANT APPLICATION AND ACCEPTANCE - CD YEAR 43**

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

1. That the proper City Officials are hereby authorized to execute Year 43 Community Development Grant Applications, identified as follows:

Social Service Proposals:

---

- Project Independence Social Worker - Summit Housing Authority \$15,000.00
- Senior Connection Bus - Summit Community Programs \$ 6,000.00
- Share the Fun Club - Summit Community Programs \$ 6,000.00

Facilities/Public Improvements (1)

---

- Summit Community Center Renovation - Senior Lounge \$100,000.00

2. That the City of Summit recognizes and accepts that the grant award may be of a lesser or greater amount.
3. That, if awarded, upon receipt of the grant agreement(s), the Mayor and City Clerk are authorized to sign said agreement(s) and any other documents necessary in connection therewith.

Dated: November 14, 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 Monday evening, November 14, 2016.

City Clerk

# HOUSING AUTHORITY of the CITY OF SUMMIT

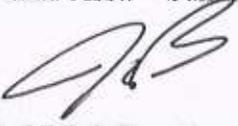
## Office of the Executive Director

### MEMORANDUM



**Date:** 11/7/2016

**To:** Michelle Caputo, Admin. Asst. – Summit City Clerk

**From:** Joseph M. Billy, Jr. 

**Re:** Year 43 (2017-2018) CDBG Funding Applications

Attached please find (4) original CDBG funding applications for Year 43 as follows:

Social Service Proposals (3):

- |   |                  |
|---|------------------|
| 1) Project Independence Social Worker - Housing Authority | Request \$15,000 |
| 2) Senior Connection Bus - Summit Community Programs      | Request \$ 6,000 |
| 3) Share the Fun Club - Summit Community Programs         | Request \$ 6,000 |

Facilities/Public Improvements (1):

- |   |                   |
|---|-------------------|
| 1) Summit Community Center Renovation – Senior Lounge | Request \$100,000 |
|---|-------------------|

Also attached are the minutes of the public hearing which was held on November 7, 2016 which provides a description of each proposal.

Please include a resolution on the November 14<sup>th</sup> Common Council meeting requesting approval to submit these applications to the Union County Department of Community Development, as well as, approval to execute the agreements with the County for any and all applications that are approved. Once the resolution is approved, each application must be signed by Mayor Radest and attested.

I am sending a copy of all to Rita McNany for use at the next General Services Committee meeting for their review and approval.

The county's application submission deadline is 10:00am on Friday, December 2, 2016. I would appreciate if you could expedite the signing of these applications once approved and contact me upon completion so I may pick them up from your office and hand deliver them to the county. I would prefer to do so no later than Wednesday, November 30<sup>th</sup>.

Attachment: CD 43 memo (4588 : Authorize Grant Application and Acceptance - CD Year 43)

## Facilities/Public Improvements: (1)

1. Summit Community Center Renovations - Senior Lounge: Request \$100,000  
 The Summit Community Center will be expanded and renovated to create a 1,500 S.F. area for the dedicated Senior Lounge. It will be comprised of a Game Room, Separate Entrance & Lobby and Senior Bus Drop Off Area. Seniors/Disabled residents will frequent the facility for education, exercise, networking, social events, bocce ball and social interaction. The program expects to expand community participation above the 300+ it currently serves.

There were no public comments.

At the end of the meeting, Mr. Billy and the member agencies prioritized the proposals as follows:

### Social Services

- First: Project Independence-Social Worker at 12 Chestnut
- Second: Senior Connections Bus Services
- Third: Summit Youth Programs – Share the Fun Club

### Public Facilities

- First: Summit Community Center Renovation – Senior Lounge

PUBLIC NOTICE

ized Resolution are on file in the Office of the Board of Adjustment Administrator, Annex Building, 20 North Trivett Avenue, Township of Springfield, NJ and are available for public inspection.

Jennifer Amend Law
Board Administrator
U46008 OBS October 27, 2016 (\$12.74)

SPRINGFIELD

Take notice that the following decision was made at the regular meeting of the Board of Adjustment held on Tuesday October 18th, 2016 at Springfield Town Hall, 100 Mountain Avenue, Springfield, NJ:

Applicant: # 2016-17
Applicant: Kenneth Tighe
Site Location: 150 New Brook Lane
Block: 3002 Lot: 2
For: Side Yard Variance
Was Approved

All documents and plans related to this application, including but not limited to the memorialized Resolution are on file in the Office of the Board of Adjustment Administrator, Annex Building, 20 North Trivett Avenue, Township of Springfield, NJ and are available for public inspection.

Jennifer Amend Law
Board Administrator
U46010 OBS October 27, 2016 (\$12.74)

SPRINGFIELD

PUBLIC NOTICE

Take notice that on the 29th day of November at 6:30pm a hearing will be held before The Springfield Board Of Adjustment at the Municipal Building, 100 Mountain Ave, Springfield, NJ on application # 2016-24.

For a variance or variances for Bulk Variance and any other variances that may be necessary as evidenced by the plans now on file or as may be modified at the request of the Board Of Adjustment so as to permit A Commercial vehicle in Driveway. Applicant's name: Jason Schwanborg this application is made for premises located at: 104 Adams terrace, Springfield NJ known as Block: 3503 and Lot: 7 on the Township Springfield Tax Map.

You may appear whether in person or by agent or Attorney, and present any objection which you may have to the granting of this application. All papers pertaining to the application may be seen in the office of the Administrative Officer of The Board Of Adjustment Of The Township Of Springfield Located in the Annex Building, 20 North Trivett Avenue, Springfield, NJ. U45882 OBS October 27, 2016 (\$14.21)

SUMMIT

SHERIFF'S SALE

Sheriff's File Number: CH-16004524
Division: CHANCERY
Docket Number: F00620716
County: Union
Plaintiff: WILMINGTON SAVINGS FUND SOCIETY, FSB D/B/A CHRISTIANA TRUST, NOT IN ITS INDIVIDUAL CAPACITY BUT SOLELY AS TRUSTEE FOR THE RMAC TRUST, SERIES 2015-ST

VS
Defendant: DOROTHY SIMPSON AND ANDERSON SIMPSON, HUSBAND AND WIFE, WILLIE J. BEAMON, SUMMIT MEDICAL GROUP
Sale Date: 11/16/2016
Writ of Execution: 07/21/2016

By virtue of the above-stated writ of execution to me directed I shall expose for sale by public venue, at the UNION COUNTY ADMINISTRATION BUILDING, 1ST FLOOR, 10 ELIZABETH TOWN PLAZA, Elizabeth, N.J., on WEDNESDAY, at two o'clock in the afternoon of said day. All successful bidders must have 20% of their bid available in cash or certified check at the conclusion of the sales.

PROPERTY TO BE SOLD IS LOCATED IN: City of Summit County of Union, in the State of New Jersey

PREMISES COMMONLY KNOWN AS

146 Broad Street
Summit, NJ 07901

TAX LOT 21, BLOCK 4009
APPROXIMATED DIMENSIONS: .143 AC
NEAREST CROSS STREET: Orchard Street

\*Taxes - at the time of inquiry taxes paid through 3rd quarter 2016;

\*Sewer - at the time of inquiry sewer open in the basic amount of \$458.00 and due on 9/1/16;

\*Water - Private account; verification of same prohibited without authorization of record properly owner;

\*Also subject to subsequent taxes, water and sewer plus interest through date of payoff.

Surplus Money: If after the sale and satisfaction of the mortgage debt, including costs and expenses, there remains any surplus money, the money will be deposited into the Superior Court Trust Fund and any person claiming the surplus, or any part thereof, may file a motion pursuant to Court Rules 4:64-3 and 4:57-2 stating the nature and extent of that person's claim and asking for

PUBLIC NOTICE

Hundred Forty-Three Thousand Seven Hundred Sixty-Three and 95/100\*\*\*

Attorney: ROMANO GARUBO & ARGENTIERI COUNSELORS AT LAW LLC
52 NEWTON AVENUE
P.O. BOX 456
WOODBURY NJ 08096
856-384-1515

Sheriff: Joseph Cryan
A full legal description can be found at the Union County Sheriff's Office

Total Upset: \$250,520.75\*\*\*Two Hundred Fifty Thousand Five Hundred Twenty and 75/100\*\*\*
October 20, 27, November 3, 10, 2016
U45791 OBS (\$158.76)

SUMMIT

PUBLIC HEARING
CITY OF SUMMIT
2017-2018 CDBG FUNDING REQUESTS

Be advised that the Housing Authority of the City of Summit acting as the administrative agent for the City of Summit Community Development Block Grant requests to the County of Union will be conducting a public hearing on Monday, November 7, 2016 at 2:00pm (prevailing time) in the Large Conference Room of Summit City Hall, 512 Springfield Avenue, Summit, NJ. The purpose of this hearing is to receive public comments concerning the local projects and social service agency funding requests that will be recommended for consideration by the Summit Common Council and thereafter submitted to the County of Union. Any local organizations interested in submitting funding applications for consideration can obtain an application for 2017-2018 CDBG grants by contacting Ms. Jackie Roundtree at the Summit Housing Authority at (908) 273-6413. Applications must be received in the Housing Authority offices no later than 12:00pm (noon) on Friday, November 4, 2016. All interested citizens and organization representatives are encouraged to attend the public hearing to communicate their opinions to the City of Summit regarding applications for the 2017-2018 CDBG grants.

By: Joseph M. Billy, Jr
Executive Director
10/21/2016
U46073 OBS October 27, 2016 (\$18.62)

SUMMIT

PUBLIC NOTICE OF DECISION

The Zoning Board of Adjustment held a meeting on Monday, October 17, 2016, and memorialized and approved the following resolution:

PUBLIC NOTICE

ROSELLE

SUMMARY OR SYNOPSIS OF 2015 AUDIT REPORT
OF BOROUGH OF ROSELLE AS REQUIRED BY N.J.S.A. 40A:5-7
COMBINED COMPARATIVE BALANCE SHEETS-REGULATORY BASIS

Table with columns: ASSETS, DECEMBER 31, 2015, DECEMBER 31, 2014. Rows include Cash and Investments, Taxes, Assessments and Liens Receivable, Property Acquired for Taxes - Assessed Value, Accounts Receivable, Deferred Charges to Future Taxation-General Capital, Deferred Charges to Revenue of Succeeding Years, General Fixed Assets, Fixed Capital - Utility.

LIABILITIES, RESERVES AND FUND BALANCE

Table with columns: BOND, DECEMBER 31, 2015, DECEMBER 31, 2014. Rows include Bonds, Loans and Notes Payable, Improvement Authorizations, Other Liabilities and Special Funds, Amortization of Debt of Fixed Capital, Acquired or Authorized Reserve for Certain Assets Receivable, Investment in General Fixed Assets, Fund Balance.

COMPARATIVE STATEMENTS OF OPERATIONS AND CHANGE IN FUND BALANCE - CURRENT FUND

Table with columns: REVENUE AND OTHER INCOME REALIZED, YEAR ENDED DECEMBER 31, 2015, YEAR ENDED DECEMBER 31, 2014. Rows include Fund Balance Utilized, Miscellaneous-From Other Than Local, Property Tax Levies, Collection of Current Tax Levy, Collection of Delinquent Taxes and Tax Title Liens.

EXPENDITURES

Table with columns: EXPENDITURES, YEAR ENDED DECEMBER 31, 2015, YEAR ENDED DECEMBER 31, 2014. Rows include Budget Expenditures: Municipal Purposes, County Taxes, Local School Taxes, Other Expenditures.

TOTAL EXPENDITURES

Table with columns: TOTAL EXPENDITURES, YEAR ENDED DECEMBER 31, 2015, YEAR ENDED DECEMBER 31, 2014. Rows include Excess in Revenue.

Table with columns: Adjustments to Income Before Surplus: Expenditures Included Above Which are by Statute, Deferred Charges to Budget of Succeeding Year.

Table with columns: Statutory Excess to Fund Balance, YEAR ENDED DECEMBER 31, 2015, YEAR ENDED DECEMBER 31, 2014.

Table with columns: Fund Balance, January 1, YEAR ENDED DECEMBER 31, 2015, YEAR ENDED DECEMBER 31, 2014.

Table with columns: Less: Utilization as Anticipated Revenue, YEAR ENDED DECEMBER 31, 2015, YEAR ENDED DECEMBER 31, 2014.

PUBLIC NOTICE

1. Chester & Cheryl
24 Friar Tuck Circle
Block 3501 Lot 52
ZB-16-1820 (c) varia
bance

DATED: October 18,
U45887 OBS October

PUBLIC NOTICE

The Planning Board I
day, October 13, 201
approved the following

1. PB 16-247
160 Oak Ridge A
BL 4803 L 10
Minor Subdivision to
with (c) variances for fr
ing house and lot area

Cyndi Kiefer
Planning Board Secret
Dated October 17, 201
U45864 OBS October

PUBLIC NOTICE

Fund Balance Utili
Collection of Rent
Miscellaneous - Fr

TOTAL INCOME

EXPENDITURE

Budget Expenditur
Operating
Deferred Charges
Debt Service

TOTAL EXPENSE

Excess in Revenue

Statutory Excess to

Fund Balance, Janu

Decreased by:

Utilized as Revenue

Fund Balance, Dec

\*That the Municipal
\*Reconcile the
puter system or
\*That fines and
ner.

\*Investigate an
That receipts b
\*That the Net Payr
ly basis.

\*That the Borough's
es be in accordance
Notice 2003-15.

\*That an analysis of
erly maintained.

\*That pension withh
\*That the lack of se
\*That the balance i
with the records ma

\*That all Borough D
\*Either Deposit
N.J.S.A. 40A:5-
\*Maintain adequ
reconciled with

\*That a complete a
accordance with

\*That opening grant
to prior year audit
That the General L
sidary tax and appr

\*That 1099's be prop
\*That written approv
ices be obtained for

\*That all grant recei
sible, collection, ca
\*That a detailed an
account.

\*That a reconciliator
Public Library to a
Library be maintaine
That delinquent bal.

\*That a complete a
with N.J.A.C. 5:30-5
\*That sufficient appropr
iate expenditure of funds.

\*That the Borough obtain

Attachment: CD 43 memo (4588) : Authorize Grant Application and Acceptance - CD Year 43

**County of Union  
Community Development Block Grant  
Program Year 43**

**September 1, 2017 to August 31, 2018**

**Proposal  
Submission  
Application**



**Application Deadline**

**December 2, 2016**

**10:00AM**

**Please submit One (1) Original and Four (4) Copies**

**County of Union  
Department of Economic Development  
Bureau of Community Development  
Administration Building, 3<sup>rd</sup> Floor  
Elizabeth, New Jersey 07207**

Alfred J. Faella  
County Manager

Amy Wagner  
Director, Economic Development

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

## Disclaimer

By using this fill-able word document you agree not to modify any text within the actual application. You also agree that if the application is altered or modified, it may disqualify the application.

## Document Instructions

All boxes with a light gray background are fill-able. You can adjust the font size within the boxes if needed. Fields with just a bottom line are fields that are required to be handwritten in.

## Submission Instructions

Please return one original (1) and four (4) copies of your completed applications to:

County of Union  
Department of Economic Development  
Bureau of Community Development  
Administration Building, 3<sup>rd</sup> Floor  
10 Elizabethtown Plaza  
Elizabeth, New Jersey 07207  
Attn: Thomas E. Connell  
Bureau Chief  
Community Development

**COUNTY OF UNION  
COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION  
FISCAL PROGRAM YEAR 2017 – 2018 (YEAR 43)**

**I - Project Name**

Project Name

Project Address  Amount Requested

Census Tract(s)  Block Group(s)

Contact Person  Title

E-mail Address

Phone Number  Fax Number

**II – Name of Applicant**

Name of Applicant  DUNS #

Applicant Address

Contact Person:

Email Address:

Phone Number  Fax Number

**III - Person Preparing Drawdowns**

Contact Person:

Address:

Email Address:

Phone Number  Fax Number

**IV - Person Preparing Progress Reports / Final Reports**

Contact Person

Applicant Address

Email Address:

Phone Number  Fax Number

## V. CDBG Eligibility

### National Objective

Check one

- Benefit Low/Mod Income Persons
- Prevent/Eliminate Slums or Blight
- Urgent need

### Type of Project

Check One

- Facility/Public Improvement  
Complete page 9 + 10
  - Housing  
Complete page 11 + 12
  - Social Services  
Complete page 13
  - Administrative & Planning  
Attach separate description
- \*\*NOTE: All applicants must complete pages 14-17.**

### Activity Category

Check One

- Acquisition
- Public Facilities & Improvements
- Social Services
- ADA Improvements
- Housing Rehabilitation
- Planning & Administration

### Certification of Eligibility

- 310 Number of Persons benefiting from the project
- 282 Number of Low/Mod Income Persons Benefitting from Project (per HUD Sections 8 Income Limits)
- 91% Percentage of Low/Mod Income Persons Benefitting from Project (Must be at least 51% of total)

### Data Source

Check one

- Low/ Mod Job Creation
- Limited Clientele
- Census Tract
- Section 8

## VI. Performance Measures

### A. Objective of Project

1. Identify which objective will be addressed by the activity proposed in this application.  
 Choose only one objective:

X	<b>Suitable Living Environment</b> - This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.
	<b>Decent Affordable Housing</b> - This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort.
	<b>Creating Economic Opportunities</b> - This objective applies to the types of activities related to economic commercial revitalization or job creation.

### B. Expected Outcome of Project

2. Identify which outcome category best reflects what you are seeking to achieve (the results) in funding this particular activity.

Choose only one outcome:

X	<b>Availability / Accessibility</b> - This outcome category applies to activities that make services, infrastructure, housing, or shelter available or accessible to low and moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low and moderate income people.
	<b>Affordability</b> - This outcome category applies to activities that provide affordability in a variety of ways in the lives of low and moderate income people. It can include the creation of maintenances of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
	<b>Sustainability: Promoting Livable or Viable Communities</b> - This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefits to persons of low and moderate income, or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

## VII. Budget Information/Project Funding

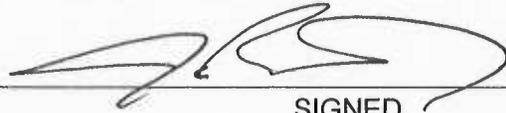
Complete budget pages

### VIII. Prior CD Funds Received

CD / Year 42	\$ 5,000
CD / Year 41	\$ 5,000
CD / Year 40	\$ 5,000

### VIII. Certification

I hereby certify that all information included in this application is correct to the best of my knowledge.



SIGNED

**PROJECT INDEPENDENCE – S.H.A.**

AGENCY

**NOVEMBER 7, 2016**

Date the application has been discussed at a local public meeting

MAYOR'S SIGNATURE

Attest:

Rosalia M. Licatase, City Clerk

DATE

**\*Please Note: Certain types of proposals can be combined. For example, if requesting funding for a senior social service program and a senior bus program, one application can be submitted. Also, if an application is for performing several improvements to a senior center, it is okay to one application that includes all the activities rather than submitting separate applications.**

**\*IMPORTANT: ALL APPLICANTS MUST SUBMIT THEIR DUNS NUMBER. NON-PROFITS MUST INCLUDE THEIR 501 (C )(3) DOCUMENTATION, A LISTING OF THE MEMBERS OF THEIR BOARD OF DIRECTORS OR EQUIVALENT, AND A COPY OF THEIR LAST AUDIT.**

Attachment: CD 43 Project Independence (4588 : Authorize Grant Application and Acceptance - CD Year 43)

# Facilities / Public Improvements

**1. Project Description:** Describe very specifically what you would want to use CD funds for in one or two sentences in space below. (i.e. resurface Main Street; install services on Main Street; construct ADA improvements; install new roof on building; etc.) (DO NOT SAY "See Attached")

**2. Determine Service Area:** Detail location of project. Specify the geographic location of the people who will benefit from these funds (i.e. census tract, block groups, neighborhood boundaries, etc.) **You must identify the boundaries of the service area. Please use the maps available at [www.ucnj.org](http://www.ucnj.org) to indicate the boundaries. Indicate street addresses including house numbers.**

**3. Is this project located in a primarily residential area?** (please check one)

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

**4. Will the project have a significant negative impact on the environment?** (please check one)

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

**IF YES, PLEASE EXPLAIN:**

**5. Describe the impact of the project on the Community**

6. Supply appropriate documentation to support the degree of need. Examples of documentation may include planning and/or engineering studies, letters from State of N.J., other public agencies, and newspaper articles.

7. Do the improvements require approval by the municipal planning board or zoning board?

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

If yes, what is the date of proposed or actual submission?

If yes, what is the date of approval?

8. Project how all Community Development funds will be spent within the 12 month contract period.

- a. Plans & Specifications Completion Date:
- b. Estimated Bid Date:
- c. Estimated Project Start Date:
- d. Estimated Finish Date:


9. Site Control? Check one.

Owned	<input type="checkbox"/>
Option	<input type="checkbox"/>
Lease	<input type="checkbox"/>
Other	<input type="checkbox"/>

If Leased, what is the termination date?

If Option, what is the expiration date?

**\*IMPORTANT: ALL APPLICANTS MUST SUBMIT THEIR DUNS NUMBER. NON-PROFITS MUST INCLUDE THEIR 501 (C )(3) DOCUMENTATION, A LISTING OF THE MEMBERS OF THEIR BOARD OF DIRECTORS OR EQUIVALENT, AND A COPY OF THEIR LAST AUDIT.**

# Housing

**1. Project Description:** Describe the entire project and specifically detail the use for the requested funds (i.e., rehabilitation of owner-occupied, low income homes; perform code enforcement activities, etc.)

**2. What is the documented need for the project? (i.e., COAH obligation, waiting lists, surveys)?**

**3. For acquisition, site improvements, and/or demolition describe the site (i.e., vacant, wooded, wetlands, structures)**

**4. Will the project require relocation?** (please check one)

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

**5. Site Information (not applicable for housing rehabilitation):**

a. Size	<input type="checkbox"/>			
b. Site Control	<input type="checkbox"/> Owned	<input type="checkbox"/> Option	<input type="checkbox"/> Lease	<input type="checkbox"/> Other
c. Is approval by the municipal planning/zoning board required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
d. Are other approvals (state, County, etc.) necessary ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

6. Describe the status of the architectural and engineering plans (not applicable for housing rehabilitation).

7. Document how all Community Development funds will be spent within the 12 month contract period.

8. Will this project have a significant impact on the environment? See page \_\_\_


YES

NO

IF YES, PLEASE EXPLAIN:

**\*IMPORTANT: ALL APPLICANTS MUST SUBMIT THEIR DUNS NUMBER. NON-PROFITS MUST INCLUDE THEIR 501 (C )(3) DOCUMENTATION, A LISTING OF THE MEMBERS OF THEIR BOARD OF DIRECTORS OR EQUIVALENT, AND A COPY OF THEIR LAST AUDIT.**

# Social Services

**1. Project Description: Describe very specifically what you would want to use CD funds for below. (i.e. pay salary of senior bus driver; pay salaries of after school instructors; purchase food to provide free meals to seniors; pay fees/salaries for classes for seniors; etc.) (DO NOT SAY "See Attached")**

Partial Salary for a Social Worker who provides bi-lingual assistance, intervention with children in crisis and senior/disabled persons in crisis. Makes referrals to PAAD, Food Stamps, LAHEAP, Medicaid, doctors/hospitals and conducts individual counseling as needed.

**2. Specific Anticipated Accomplishments: (i.e. number of clients to be served, classes to be held, etc.)**

The need for our social worker services expands every year due to the increased low income population & aging of our population. These services will assist an estimated 300+ persons of low income and/or senior/disabled persons.

3. a. Type of Service       New       Continued       Increased       Decreased

b. Project Level of unduplicated clients		Month		Year
c. This CD level of service unduplicated clients		Month		Year

**4. Sub-grantee Organization and Social Service capability** (Give a brief history of your organization, a brief description of previous efforts in similar activity, and a description of the organization's capability in undertaking the proposed activity). Explain how your project would function should CD funding cease.

These social work services have been offered to our low income & senior/disabled population at the Housing Authority for over 15 years. Due to the continued reductions in federal operating subsidies for PHA's these services could not continue without CDBG funding.

**5. Document how all Community Development funds will be spent within the 12 month contract period.**

Partial Salary for the Social Worker.

**\*IMPORTANT: ALL APPLICANTS MUST SUBMIT THEIR DUNS NUMBER. NON-PROFITS MUST INCLUDE THEIR 501 (C )(3) DOCUMENTATION, A LISTING OF THE MEMBERS OF THEIR BOARD OF DIRECTORS OR EQUIVALENT, AND A COPY OF THEIR LAST AUDIT.**

# Budget Information & Project Funding

Total Cost of Project \$ 15,000.

Grant Amount Requested \$ 15,000.

Percentage Total 100 %

Total of Other Funding -0-

## Other Agencies Applied to for Funds

Name	Amount	Status (Check)		
		Pending	Approved	Declined
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			

## Proposed Budget

Budget Category	Amount	Description
Project Cost	\$	
Project Salary	\$ 15,000.	Social Worker Partial Salary
Project Fringe	\$	
Architect / Engineer	\$	
Consultant	\$	
	\$ 15,000.	<b>Total Budget Request</b>

## Matching Funds

Budget Category	Community Development Share	Agency / Municipal Share	Other Federal & State Funds	Other Source Share	Total Program Budget
Project Cost	\$	\$	\$	\$	\$
Project Salary	\$ 15,000.	\$	\$	\$	\$ 15,000.
Project Fringe	\$	\$	\$	\$	\$
Architect / Engineer	\$	\$	\$	\$	\$
Consultant	\$	\$	\$	\$	\$
Total	\$ 15,000.	\$	\$	\$	\$ 15,000.

# Project Activity Timetable

Government Agency	County of Union
Date (Month and Year)	Fiscal Year 2017 – 2018; September 1, 2017 to August 31, 2018
Project	Project Independence – Summit Housing Authority

Project Activities	First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Social Worker Services	X	X	X	X	X	X	X	X	X	X	X	X

Attachment: CD 43 Project Independence (4588 : Authorize Grant Application and Acceptance - CD Year 43)

# Application Check List

Please review the checklist to insure all the necessary steps have been taken to submit a completed application.

✓	Item
X	Is the project eligible for funding? (See Criteria for Eligibility)
X	Does the project meet a National Objective?
X	Does your Organization have records to document low income eligibility? (i.e. Housing and Social Services need to meet Section 8 Income Limits (copy enclosed) and must obtain information pertaining to family size and income. Public Improvements/Facilities need to show service area and include eligible low income census tracts.)
X	Did you conduct a public hearing and include the public notice ad and minutes of that meeting with the application?
X	Did you include Priority Listing of projects submitted?
X	Is the application signed by the Mayor of your municipality?
X	Is the application and FOUR copies being submitted in a sealed envelope with the label firmly attached? (If submitting more than application, each application and copies must be in separate envelopes)
X	For non-profit agency: Did you include a copy of 501(C)(3) IRS designation letter, listing of your Board of Trustees, and copy of latest audit?
X	Did you include your agency's DUNS number?
X	Did you clearly describe the project in detail (Question #1 "Project Description" pages of application depending on the category of request)?

# Listing of Applicable Statutes and Regulations by Area of Compliance

## **Historic Properties**

- National Historic Preservation Act of 1966, Section 106 (16 U.S.C. 470f)
- Preservation of Historic and Archaeological Data Act of 1974 (16 U.S.C. 469-469c)
- Executive Order 11593, Protection and Enhancement of Cultural Environment

## **Floodplain**

- Flood Disaster Protection Act of 1973 (42 U.S.C. 4001 et. seq.) and Implementary Regulations
- Title 24, Chapter X, Subchapter B, Nation Flood Insurance Program (44 CFR 59-79)
- Executive Order 11988 and HUD Procedure for Floodplain Management (24 CFR Part 55) (When Issued)

## **Wetlands**

- Executive Order 11990, Protection of Wetlands and Applicable State Legislation or Regulations. Also 24 CFR Part 55 (When Issued)

## **Noise**

- HUD Regulations (24 CFR Part 51, Subpart B)

## **Air Quality\***

- Clean Air Act of 1970 as Amended (42 U.S.C. 7401- 7742)
- EPA Regulation 40 CFR Part 50, and Partially)
- 40 CFR Part 51, 52, 61.

## **Man-Made Hazards**

- HUD Regulation (24 CFR Part 51, Subpart C)
- HUD Notice 79-33) Indefinite Notice, September 10, 1979.
- HUD Regulation 24 (CFR part 51 Subpart D)

## **Water Quality\***

- Federal Water Pollution Control Act, as Amended (33 U.S.C.1251-1376)
- Safe Drinking Water Act of 1974 (42 U.S.C. 300f-300j-10) as Amended
- U.S. Environmental Protection Agency (EPA) Implementing
- Regulations 40 CFR Parts 100-149

## **Solid Waste Disposal\***

- Solid Waste Disposal Act as Amended by the Resource
- Conservation and Recovery Act of 1976 (42 U.S.C. 6901-6987)
- U.S. Environmental Protection Agency (EPA) Implementing
- Regulations 40 CFR Parts 240-265

## **Coastal Areas**

- Coastal Zone Management Act of 1972 as Amended (16 U.S.C.1451-1464)
- Coastal Barrier Resources Act of 1982 (16 U.S.C. 3501 et. seq.)

## **Endangered Species**

- Endangered Species Act of 1973 as Amended (16 U.S.C. 1531-1543)

## **Farmlands Protection**

- Farmlands Protection Policy Act of 1981 (U.S.C. 4201 et. seq.) Implementing Regulations 7 CFR Part 658

## **Wild and Scenic Rivers**

- Wild and Scenic Rivers Act of 1968 as Amended (16 U.S.C.1271 et. seq.)

*\* Environmental laws that have permit, license or other forms of compliance usually implemented through a State agency are also listed here.*

**End of Application**

**COUNTY OF UNION  
COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION  
FISCAL PROGRAM YEAR 2017 – 2018 (YEAR 43)**

**I - Project Name**

Project Name

Project Address  Amount Requested

Census Tract(s)  Block Group(s)

Contact Person  Title

E-mail Address

Phone Number  Fax Number

**II – Name of Applicant**

Name of Applicant  DUNS #

Applicant Address

Contact Person:

Email Address:

Phone Number  Fax Number

**III - Person Preparing Drawdowns**

Contact Person:

Address:

Email Address:

Phone Number  Fax Number

**IV - Person Preparing Progress Reports / Final Reports**

Contact Person

Applicant Address

Email Address:

Phone Number 908-277-2932

Fax Number 908-277-2978

### V. CDBG Eligibility

#### National Objective

Check one

- Benefit Low/Mod Income Persons
- Prevent/Eliminate Slums or Blight
- Urgent need

#### Type of Project

Check One

- Facility/Public Improvement  
Complete page 9 + 10
  - Housing  
Complete page 11 + 12
  - Social Services  
Complete page 13
  - Administrative & Planning  
Attach separate description
- \*\*NOTE: All applicants must complete pages 14-17.**

#### Activity Category

Check One

- Acquisition
- Public Facilities & Improvements
- Social Services
- ADA Improvements
- Housing Rehabilitation
- Planning & Administration

#### Certification of Eligibility

- 300 Number of Persons benefiting from the project
- 200 Number of Low/Mod Income Persons Benefitting from Project (per HUD Sections 8 Income Limits)
- 66% Percentage of Low/Mod Income Persons Benefitting from Project (Must be at least 51% of total)

#### Data Source

Check one

- Low/ Mod Job Creation
- Limited Clientele
- Census Tract
- Section 8

Attachment: CD 43 Senior Bus (4588 : Authorize Grant Application and Acceptance - CD Year 43)

## VI. Performance Measures

### A. Objective of Project

1. Identify which objective will be addressed by the activity proposed in this application.  
 Choose only one objective:

x	<b>Suitable Living Environment</b> - This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.
	<b>Decent Affordable Housing</b> - This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort.
	<b>Creating Economic Opportunities</b> - This objective applies to the types of activities related to economic commercial revitalization or job creation.

### B. Expected Outcome of Project

2. Identify which outcome category best reflects what you are seeking to achieve (the results) in funding this particular activity.

Choose only one outcome:

x	<b>Availability / Accessibility</b> - This outcome category applies to activities that make services, infrastructure, housing, or shelter available or accessible to low and moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low and moderate income people.
	<b>Affordability</b> - This outcome category applies to activities that provide affordability in a variety of ways in the lives of low and moderate income people. It can include the creation of maintenances of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
	<b>Sustainability: Promoting Livable or Viable Communities</b> - This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefits to persons of low and moderate income, or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

## VII. Budget Information/Project Funding

Complete budget pages

### VIII. Prior CD Funds Received

CD / Year 42 \$ 2,850

CD / Year 41 \$ 2,850

CD / Year 40 \$ 2,880

**VIII. Certification**

I hereby certify that all information included in this application is correct to the best of my knowledge.

SIGNED

**Summit Community Programs with Senior Connections Bus LLC**

AGENCY

**November 7, 2016**

Date the application has been discussed at a local public meeting

MAYOR'S SIGNATURE

Attest:

Rosalia M. Licatese, CityClerk

DATE

**\*Please Note: Certain types of proposals can be combined. For example, if requesting funding for a senior social service program and a senior bus program, one application can be submitted. Also, if an application is for performing several improvements to a senior center, it is okay to one application that includes all the activities rather than submitting separate applications.**

**\*IMPORTANT: ALL APPLICANTS MUST SUBMIT THEIR DUNS NUMBER. NON-PROFITS MUST INCLUDE THEIR 501 (C )(3) DOCUMENTATION, A LISTING OF THE MEMBERS OF THEIR BOARD OF DIRECTORS OR EQUIVALENT, AND A COPY OF THEIR LAST AUDIT.**

Attachment: CD 43 Senior Bus (4588 : Authorize Grant Application and Acceptance - CD Year 43)

# Facilities / Public Improvements

**1. Project Description:** Describe very specifically what you would want to use CD funds for in one or two sentences in space below. (i.e. resurface Main Street; install services on Main Street; construct ADA improvements; install new roof on building; etc.) (DO NOT SAY "See Attached")

**2. Determine Service Area:** Detail location of project. Specify the geographic location of the people who will benefit from these funds (i.e. census tract, block groups, neighborhood boundaries, etc.) **You must identify the boundaries of the service area. Please use the maps available at [www.ucnj.org](http://www.ucnj.org) to indicate the boundaries. Indicate street addresses including house numbers.**

**3. Is this project located in a primarily residential area?** (please check one)

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

**4. Will the project have a significant negative impact on the environment?** (please check one)

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

**IF YES, PLEASE EXPLAIN:**

**5. Describe the impact of the project on the Community**

6. Supply appropriate documentation to support the degree of need. Examples of documentation may include planning and/or engineering studies, letters from State of N.J., other public agencies, and newspaper articles.

7. Do the improvements require approval by the municipal planning board or zoning board?

	YES
x	NO

If yes, what is the date of proposed or actual submission?

If yes, what is the date of approval?

8. Project how all Community Development funds will be spent within the 12 month contract period.

- a. Plans & Specifications Completion Date:
- b. Estimated Bid Date:
- c. Estimated Project Start Date:
- d. Estimated Finish Date:


9. Site Control? Check one.

Owned	<input type="checkbox"/>
Option	<input type="checkbox"/>
Lease	<input type="checkbox"/>
Other	<input type="checkbox"/>

If Leased, what is the termination date?

If Option, what is the expiration date?

**\*IMPORTANT: ALL APPLICANTS MUST SUBMIT THEIR DUNS NUMBER. NON-PROFITS MUST INCLUDE THEIR 501 (C )(3) DOCUMENTATION, A LISTING OF THE MEMBERS OF THEIR BOARD OF DIRECTORS OR EQUIVALENT, AND A COPY OF THEIR LAST AUDIT.**

# Housing

**1. Project Description:** Describe the entire project and specifically detail the use for the requested funds (i.e., rehabilitation of owner-occupied, low income homes; perform code enforcement activities, etc.)

**2. What is the documented need for the project? (i.e., COAH obligation, waiting lists, surveys)?**

**3. For acquisition, site improvements, and/or demolition describe the site (i.e., vacant, wooded, wetlands, structures)**

**4. Will the project require relocation?** (please check one)

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

**5. Site Information (not applicable for housing rehabilitation):**

a. Size

b. Site Control  Owned  Option  Lease  Other

c. Is approval by the municipal planning/zoning board required?  Yes  No

d. Are other approvals (state, County, etc.) necessary?  Yes  No

6. Describe the status of the architectural and engineering plans (not applicable for housing rehabilitation).

7. Document how all Community Development funds will be spent within the 12 month contract period.

8. Will this project have a significant impact on the environment? See page \_\_

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

IF YES, PLEASE EXPLAIN:

**\*IMPORTANT: ALL APPLICANTS MUST SUBMIT THEIR DUNS NUMBER. NON-PROFITS MUST INCLUDE THEIR 501 (C )(3) DOCUMENTATION, A LISTING OF THE MEMBERS OF THEIR BOARD OF DIRECTORS OR EQUIVALENT, AND A COPY OF THEIR LAST AUDIT.**

# Social Services

**1. Project Description: Describe very specifically what you would want to use CD funds for below. (i.e. pay salary of senior bus driver; pay salaries of after school instructors; purchase food to provide free meals to seniors; pay fees/salaries for classes for seniors; etc.) (DO NOT SAY "See Attached")**

To help financially support the Senior Connections Bus that provides free transportation for Summit's Seniors in particular those in Senior Housing. The bus is supported through grants and donations as it has been for over 25 years. This request of \$6,000 will help to pay for the required insurance coverage for the program. Serves the Seniors of Summit, NJ. Operates both a route and an on demand transportation system that includes food shopping, mall shopping, transportation to and from locations in the City.

**2. Specific Anticipated Accomplishments: (i.e. number of clients to be served, classes to be held, etc.)**

It keeps the Summit Seniors connected to the community. Many use it as a means to also visit the Community Center, Family Aquatic Center, Library and Downtown. By providing free public transportation for Summit's Seniors we help to maintain their quality of life and keep seniors living in the community. We provide assistance to their families as well since many of them are working and unable to provide transportation on a daily basis for their parents. By keeping them actively connected to the community activities and programs such as the YMCA, Connection, Library and Community Center they live a healthier life and it reduces the possibility of accident and injury. The service serves 300 seniors with 200 of those seniors residing in Senior Housing.

3. a. Type of Service       New       Continued       Increased       Decreased

b. Project Level of unduplicated clients	<input type="text"/>	Month	<input type="text"/>	Year
c. This CD level of service unduplicated clients	<input type="text"/>	Month	<input type="text"/>	Year

**4. Sub-grantee Organization and Social Service capability** (Give a brief history of your organization, a brief description of previous efforts in similar activity, and a description of the organization's capability in undertaking the proposed activity). Explain how your project would function should CD funding cease.

The Summit Connections Bus has a long history of being run through volunteer efforts, grants and donations. Since the Junior League of Summit abandoned the project in 2011, the Department of Community Programs and the Senior Connections LLC Board took on the project and continues to operate it today. Without the CDBG funding, we will have to cut back on the services provided until other support could be found.

**5. Document how all Community Development funds will be spent within the 12 month contract period.**

Provide financial assistance to pay salaries of the drivers.

**\*IMPORTANT: ALL APPLICANTS MUST SUBMIT THEIR DUNS NUMBER. NON-PROFITS MUST INCLUDE THEIR 501 (C )(3) DOCUMENTATION, A LISTING OF THE MEMBERS OF THEIR BOARD OF DIRECTORS OR EQUIVALENT, AND A COPY OF THEIR LAST AUDIT.**

## Budget Information & Project Funding

Total Cost of Project

Grant Amount Requested

Percentage Total

Total of Other Funding

## Other Agencies Applied to for Funds

Name	Amount	Status (Check)
Luminary Fund	\$ 14,000	<input checked="" type="checkbox"/> Pending
		<input type="checkbox"/> Approved
		<input type="checkbox"/> Declined
City of Summit	\$ 14,200	<input checked="" type="checkbox"/> Pending
		<input type="checkbox"/> Approved
		<input type="checkbox"/> Declined
Solicitation by mail	\$ 3,000	<input checked="" type="checkbox"/> Pending
		<input type="checkbox"/> Approved
		<input type="checkbox"/> Declined
	\$	<input type="checkbox"/> Pending
		<input type="checkbox"/> Approved
		<input type="checkbox"/> Declined
	\$	<input type="checkbox"/> Pending
		<input type="checkbox"/> Approved
		<input type="checkbox"/> Declined
	\$	<input type="checkbox"/> Pending
		<input type="checkbox"/> Approved
		<input type="checkbox"/> Declined
	\$	<input type="checkbox"/> Pending
		<input type="checkbox"/> Approved
		<input type="checkbox"/> Declined
	\$	<input type="checkbox"/> Pending
		<input type="checkbox"/> Approved
		<input type="checkbox"/> Declined

Attachment: CD 43 Senior Bus (4588 : Authorize Grant Application and Acceptance - CD Year 43)

## Proposed Budget

Budget Category	Amount	Description
Project Cost	\$ 6,000	
Project Salary	\$ 6,000	Bus Driver Salaries
Project Fringe	\$ 0	
Architect / Engineer	\$ 0	
Consultant	\$ 0	
	\$ 6,000	<b>Total Budget Request</b>

## Matching Funds

Budget Category	Community Development Share	Agency / Municipal Share	Other Federal & State Funds	Other Source Share	Total Program Budget
Project Cost	\$ 6,000	\$	\$	\$	\$ 6,000
Project Salary	\$	\$	\$	\$	\$
Project Fringe	\$	\$	\$	\$	\$
Architect / Engineer	\$	\$	\$	\$	\$
Consultant	\$	\$	\$	\$	\$
Total	\$ 6,000	\$	\$	\$	\$ 6,000

# Project Activity Timetable

Government Agency	County of Union
Date (Month and Year)	Fiscal Year 2017 – 2018; September 1, 2017 to August 31, 2018
Project	Senior Connection Bus LLC

Project Activities	First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Operate Senior Bus Service	x	x	x	x	x	x	x	x	x	x	x	x

Attachment: CD 43 Senior Bus (4588 : Authorize Grant Application and Acceptance - CD Year 43)

## Application Check List

Please review the checklist to insure all the necessary steps have been taken to submit a completed application.

✓	Item
x	Is the project eligible for funding? (See Criteria for Eligibility)
x	Does the project meet a National Objective?
x	Does your Organization have records to document low income eligibility? (i.e. Housing and Social Services need to meet Section 8 Income Limits (copy enclosed) and must obtain information pertaining to family size and income. Public Improvements/Facilities need to show service area and include eligible low income census tracts.)
x	Did you conduct a public hearing and include the public notice ad and minutes of that meeting with the application?
x	Did you include Priority Listing of projects submitted?
x	Is the application signed by the Mayor of your municipality?
x	Is the application and FOUR copies being submitted in a sealed envelope with the label firmly attached? (If submitting more than application, each application and copies must be in separate envelopes)
x	For non-profit agency: Did you include a copy of 501(C)(3) IRS designation letter, listing of your Board of Trustees, and copy of latest audit?
x	Did you include your agency's DUNS number?
x	Did you clearly describe the project in detail (Question #1 "Project Description" pages of application depending on the category of request)?

# Listing of Applicable Statutes and Regulations by Area of Compliance

## **Historic Properties**

- National Historic Preservation Act of 1966, Section 106 (16 U.S.C. 470f)
- Preservation of Historic and Archaeological Data Act of 1974 (16 U.S.C. 469-469c)
- Executive Order 11593, Protection and Enhancement of Cultural Environment

## **Floodplain**

- Flood Disaster Protection Act of 1973 (42 U.S.C. 4001 et. seq.) and Implementary Regulations
- Title 24, Chapter X, Subchapter B, Nation Flood Insurance Program (44 CFR 59-79)
- Executive Order 11988 and HUD Procedure for Floodplain Management (24 CFR Part 55) (When Issued)

## **Wetlands**

- Executive Order 11990, Protection of Wetlands and Applicable State Legislation or Regulations. Also 24 CFR Part 55 (When Issued)

## **Noise**

- HUD Regulations (24 CFR Part 51, Subpart B)

## **Air Quality\***

- Clean Air Act of 1970 as Amended (42 U.S.C. 7401- 7742)
- EPA Regulation 40 CFR Part 50, and Partially)
- 40 CFR Part 51, 52, 61.

## **Man-Made Hazards**

- HUD Regulation (24 CFR Part 51, Subpart C)
- HUD Notice 79-33) Indefinite Notice, September 10, 1979.
- HUD Regulation 24 (CFR part 51 Subpart D)

## **Water Quality\***

- Federal Water Pollution Control Act, as Amended (33 U.S.C.1251-1376)
- Safe Drinking Water Act of 1974 (42 U.S.C. 300f-300j-10) as Amended
- U.S. Environmental Protection Agency (EPA) Implementing
- Regulations 40 CFR Parts 100-149

## **Solid Waste Disposal\***

- Solid Waste Disposal Act as Amended by the Resource
- Conservation and Recovery Act of 1976 (42 U.S.C. 6901-6987)
- U.S. Environmental Protection Agency (EPA) Implementing
- Regulations 40 CFR Parts 240-265

## **Coastal Areas**

- Coastal Zone Management Act of 1972 as Amended (16 U.S.C.1451-1464)
- Coastal Barrier Resources Act of 1982 (16 U.S.C. 3501 et. seq.)

## **Endangered Species**

- Endangered Species Act of 1973 as Amended (16 U.S.C. 1531-1543)

## **Farmlands Protection**

- Farmlands Protection Policy Act of 1981 (U.S.C. 4201 et. seq.) Implementing Regulations 7 CFR Part 658

## **Wild and Scenic Rivers**

- Wild and Scenic Rivers Act of 1968 as Amended (16 U.S.C.1271 et. seq.)

*\* Environmental laws that have permit, license or other forms of compliance usually implemented through a State agency are also listed here.*

*End of Application*

Attachment: CD 43 Senior Bus (4588 : Authorize Grant Application and Acceptance - CD Year 43)



Senior Connections, Inc.  
Status Report: November 2016

Senior Connections is a not-for-profit corporation providing free, safe, and comfortable transportation for able-bodied elderly persons residing in Summit, NJ. Founded in 1985, Senior Connections operates a single twenty two passenger bus that transports Summit seniors to local shops, food stores, malls, and the Summit Community Center. Activities at SAGE Eldercare are included in the list of destinations. In its transportation mission the bus also provides important social opportunities for its riders.

Since August of 2011, the service has been operated by a volunteer corporate executive board consisting of dedicated members of the Summit Department of Community Programs Advisory Board. The details of daily operations are handled under a municipal service agreement by a staff member of the Department of Community Programs. The Corporation compensates the City for this service on an hourly basis.

In the normal course of operation, two professionally certified drivers share the driving during the five day week. They are part time hourly employees of SCI, and are covered by Workman's Compensation. The Corporation provides a few days of vacation each year, but does not offer other employment benefits. The wages of the drivers constitute the major portion of the annual budget of the service.

As of 2015, the City Common Council approved a subsidy of \$14,200.00 for gas and professional services to help lighten the obligation of the fundraising efforts for operations. The bus is currently 10 years old and is continually in need of repairs. There is still no allocation for the ultimate replacement of the bus which is a major concern to the Board.

The Senior Connections Bus relies solely on donations, grants and partial compensation from the City to help keep this vital service running for Summit's seniors.

SENIOR CONNECTIONS BUS

	06/01/15 - 05/31/16	Budget	Actual	06/01/16 - 05/31/17	Budget	Actual
<b>Income</b>				<b>Income</b>		
Solicitation/Fundraising	\$5,000.00	\$3,400.00	\$3,400.00	Solicitation/Fundraising	\$2,400.00	
Luminary Fund	\$14,000.00	\$13,000.00	\$13,000.00	Luminary Fund	\$13,000.00	
Comm Dev Block Grant	\$2,880.00	\$2,850.00	\$2,850.00	Comm Dev Block Grant	\$2,850.00	
City Contribution (Gas & Prof Services)	\$14,200.00	\$14,200.00	\$14,200.00	City Contribution (Gas & Prof Services)	\$14,200.00	
<b>Subtotal</b>	<b>\$36,080.00</b>	<b>\$33,450.00</b>	<b>\$33,450.00</b>	<b>Subtotal</b>	<b>\$32,450.00</b>	
<b>Expenses</b>				<b>Expenses</b>		
Payroll	\$22,000.00	\$25,453.00	\$25,453.00	Payroll	\$26,000.00	
Paychex Fees/Taxes	\$7,500.00	\$9,255.00	\$9,255.00	Paychex Fees/Taxes	\$9,500.00	
Insurance	\$6,000.00	\$6,039.00	\$6,039.00	Insurance	\$6,100.00	
Gas	\$7,000.00	\$0.00	\$0.00	Gas	\$0.00	
Professional Services	\$7,200.00	\$0.00	\$0.00	Professional Services	\$0.00	
Repairs	\$2,500.00	\$1,650.00	\$1,650.00	Repairs	\$8,000.00*	
Verizon	\$625.00	\$590.00	\$590.00	Verizon	\$600.00	
Nextel	\$180.00	\$180.00	\$180.00	Nextel	\$180.00	
Solicitation Campaign	\$4,769.00	\$4,149.00	\$4,149.00	Solicitation Campaign	\$1,000.00	
<b>Subtotal</b>	<b>\$57,774.00</b>	<b>\$47,316.00</b>	<b>\$47,316.00</b>	<b>Subtotal</b>	<b>\$51,380.00</b>	
<b>Total</b>	<b>(\$21,694.00)</b>	<b>(\$13,866.00)</b>	<b>(\$13,866.00)</b>	<b>Total</b>	<b>(\$18,930.00)</b>	

\* Projected Average-\$2000 in repairs this fiscal year to date

## RIDERSHIP DATA

- Ridership remains steady at approximately 55 riders per week.
- Thursday Shoprite run has the most riders at an average of 75 per week.
- Monday Shoprite run has the second highest ridership at an average of 57 per week.
- We recently added special Tuesday trips to stores such as Walmart, Target and Trader Joe's. These proved to be very successful averaging 31 riders per week.
- Several seniors recently requested a trip to the New Providence Farmers Market which currently draws about 23 riders since its addition each Friday.
- The Short Hills/Livingston Mall remains popular (especially around the holidays) at 28 riders on Wednesday.

**COUNTY OF UNION  
COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION  
FISCAL PROGRAM YEAR 2017 – 2018 (YEAR 43)**

**I - Project Name**

Project Name

Project Address  Amount Requested

Census Tract(s)  Block Group(s)

Contact Person  Title

E-mail Address

Phone Number  Fax Number

**II – Name of Applicant**

Name of Applicant  DUNS #

Applicant Address

Contact Person:

Email Address:

Phone Number  Fax Number

**III - Person Preparing Drawdowns**

Contact Person:

Address:

Email Address:

Phone Number  Fax Number

**IV - Person Preparing Progress Reports / Final Reports**

Contact Person

Applicant Address

Email Address:

Phone Number

Fax Number

**V. CDBG Eligibility**

**National Objective**

*Check one*

- Benefit Low/Mod Income Persons
- Prevent/Eliminate Slums or Blight
- Urgent need

**Type of Project**

*Check One*

- Facility/Public Improvement**  
Complete page 9 + 10
  - Housing**  
Complete page 11 + 12
  - Social Services**  
Complete page 13
  - Administrative & Planning**  
Attach separate description
- \*\*NOTE: All applicants must complete pages 14-17.**

**Activity Category**

*Check One*

- Acquisition
- Public Facilities & Improvements
- Social Services
- ADA Improvements
- Housing Rehabilitation
- Planning & Administration

**Certification of Eligibility**

- Number of Persons benefiting from the project**
- Number of Low/Mod Income Persons Benefitting from Project**  
(per HUD Sections 8 Income Limits)
- Percentage of Low/Mod Income Persons Benefitting from Project**  
(Must be at least 51% of total)

**Data Source**

*Check one*

- Low/ Mod Job Creation
- Limited Clientele
- Census Tract
- Section 8

Attachment: CD 43 Share the Fun Club (4588 : Authorize Grant Application and Acceptance - CD Year 43)

## VI. Performance Measures

### A. Objective of Project

1. Identify which objective will be addressed by the activity proposed in this application.  
*Choose only one objective:*

x	<b>Suitable Living Environment</b> - This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.
	<b>Decent Affordable Housing</b> - This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort.
	<b>Creating Economic Opportunities</b> - This objective applies to the types of activities related to economic commercial revitalization or job creation.

### B. Expected Outcome of Project

2. Identify which outcome category best reflects what you are seeking to achieve (the results) in funding this particular activity.

*Choose only one outcome:*

x	<b>Availability / Accessibility</b> - This outcome category applies to activities that make services, infrastructure, housing, or shelter available or accessible to low and moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low and moderate income people.
	<b>Affordability</b> - This outcome category applies to activities that provide affordability in a variety of ways in the lives of low and moderate income people. It can include the creation of maintenances of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
	<b>Sustainability: Promoting Livable or Viable Communities</b> - This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefits to persons of low and moderate income, or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

## VII. Budget Information/Project Funding

**Complete budget pages**

### VIII. Prior CD Funds Received

CD / Year 42

CD / Year 41

CD / Year 40

### VIII. Certification

I hereby certify that all information included in this application is correct to the best of my knowledge.

SIGNED

Summit Community Programs

AGENCY

November 7, 2016

Date the application has been discussed at a local public meeting

MAYOR'S SIGNATURE

Attest: Rosalia M. Licatese, City Clerk

DATE

**\*Please Note: Certain types of proposals can be combined. For example, if requesting funding for a senior social service program and a senior bus program, one application can be submitted. Also, if an application is for performing several improvements to a senior center, it is okay to one application that includes all the activities rather than submitting separate applications.**

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Attachment: CD 43 Share the Fun Club (4588 : Authorize Grant Application and Acceptance - CD Year 43)

# Facilities / Public Improvements

**1. Project Description:** Describe very specifically what you would want to use CD funds for in one or two sentences in space below. (i.e. resurface Main Street; install services on Main Street; construct ADA improvements; install new roof on building; etc.) (DO NOT SAY "See Attached")

**2. Determine Service Area:** Detail location of project. Specify the geographic location of the people who will benefit from these funds (i.e. census tract, block groups, neighborhood boundaries, etc.) **You must identify the boundaries of the service area. Please use the maps available at [www.ucnj.org](http://www.ucnj.org) to indicate the boundaries. Indicate street addresses including house numbers.**

**3. Is this project located in a primarily residential area?** (please check one)

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

**4. Will the project have a significant negative impact on the environment?** (please check one)

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

**IF YES, PLEASE EXPLAIN:**

**5. Describe the impact of the project on the Community**

6. Supply appropriate documentation to support the degree of need. Examples of documentation may include planning and/or engineering studies, letters from State of N.J., other public agencies, and newspaper articles.

7. Do the improvements require approval by the municipal planning board or zoning board?

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

If yes, what is the date of proposed or actual submission?

If yes, what is the date of approval?

8. Project how all Community Development funds will be spent within the 12 month contract period.

- a. Plans & Specifications Completion Date:
- b. Estimated Bid Date:
- c. Estimated Project Start Date:
- d. Estimated Finish Date:


9. Site Control? Check one.

Owned	<input type="checkbox"/>
Option	<input type="checkbox"/>
Lease	<input type="checkbox"/>
Other	<input type="checkbox"/>

If Leased, what is the termination date?

If Option, what is the expiration date?

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# Housing

**1. Project Description:** Describe the entire project and specifically detail the use for the requested funds (i.e., rehabilitation of owner-occupied, low income homes; perform code enforcement activities, etc.)

**2. What is the documented need for the project? (i.e., COAH obligation, waiting lists, surveys)?**

**3. For acquisition, site improvements, and/or demolition describe the site (i.e., vacant, wooded, wetlands, structures)**

**4. Will the project require relocation?** (please check one)

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

**5. Site Information (not applicable for housing rehabilitation):**

a. Size

b. Site Control  Owned  Option  Lease  Other

c. Is approval by the municipal planning/zoning board required?  Yes  No

d. Are other approvals (state, County, etc.) necessary ?  Yes  No

6. Describe the status of the architectural and engineering plans (not applicable for housing rehabilitation).

7. Document how all Community Development funds will be spent within the 12 month contract period.

8. Will this project have a significant impact on the environment? See page \_\_\_

	YES
	NO

IF YES, PLEASE EXPLAIN:

**\*IMPORTANT: ALL APPLICANTS MUST SUBMIT THEIR DUNS NUMBER. NON-PROFITS MUST INCLUDE THEIR 501 (C )(3) DOCUMENTATION, A LISTING OF THE MEMBERS OF THEIR BOARD OF DIRECTORS OR EQUIVALENT, AND A COPY OF THEIR LAST AUDIT.**

# Social Services

**1. Project Description: Describe very specifically what you would want to use CD funds for below. (i.e. pay salary of senior bus driver; pay salaries of after school instructors; purchase food to provide free meals to seniors; pay fees/salaries for classes for seniors; etc.) (DO NOT SAY "See Attached")**

The City of Summit Youth Center known as the After School Share the Fun Club! Is an afterschool care and enrichment program that provides a safe and nurturing environment for the City's youth in grades 3-8. It is a drop in program that runs daily from 3-4:30 PM. It includes physical activity, homework help, snacks, crafts and special events. Since the close of the former Youth Center, this is the only place for youth to drop in and have supervised activities and positive influence in the City.

**2. Specific Anticipated Accomplishments: (i.e. number of clients to be served, classes to be held, etc.)**

The group of children that utilize this program on a daily basis come from homes that cannot afford formal after school child care of are of the age that would be "at risk" if home alone. We hope to curtail them developing risky behaviors and lack of physical exercise. It also provides an opportunity for homework help, social interaction and guidance. We serve over 100 children annually however we see 70 unduplicated kids on a regular basis. Friday afternoons has our highest attendance.

3. a. Type of Service     New     Continued     Increased     Decreased

b. Project Level of unduplicated clients	70	Month	100+	Year
c. This CD level of service unduplicated clients	70	Month	100 +	Year

**4. Sub-grantee Organization and Social Service capability** (Give a brief history of your organization, a brief description of previous efforts in similar activity, and a description of the organization's capability in undertaking the proposed activity). Explain how your project would function should CD funding cease.

Should we not get CDBG funding, we would have to reduce our hours of operation or discontinue the program on 1/2 days. We currently run at a deficit even with our CDBG funding. This group of children does not have available funds to pay for the service. We would also have to continue to seek out other grants and donations.

**5. Document how all Community Development funds will be spent within the 12 month contract period.**

The requested grant will help us to subsidize the cost of the adult staff that supervises the program.

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Attachment: CD 43 Share the Fun Club (4588 : Authorize Grant Application and Acceptance - CD Year 43)

# Budget Information & Project Funding

Total Cost of Project

Grant Amount Requested

Percentage Total

Total of Other Funding

## Other Agencies Applied to for Funds

Name	Amount	Status (Check)	
		<input type="checkbox"/>	<input type="checkbox"/>
City of Summit	\$ 5,000	<input checked="" type="checkbox"/>	Pending
		<input type="checkbox"/>	Approved
		<input type="checkbox"/>	Declined
Overlook Medical Center Nutrition Grant	\$ 4,000	<input checked="" type="checkbox"/>	Pending
		<input type="checkbox"/>	Approved
		<input type="checkbox"/>	Declined
	\$	<input type="checkbox"/>	Pending
		<input type="checkbox"/>	Approved
		<input type="checkbox"/>	Declined
	\$	<input type="checkbox"/>	Pending
		<input type="checkbox"/>	Approved
		<input type="checkbox"/>	Declined
	\$	<input type="checkbox"/>	Pending
		<input type="checkbox"/>	Approved
		<input type="checkbox"/>	Declined
	\$	<input type="checkbox"/>	Pending
		<input type="checkbox"/>	Approved
		<input type="checkbox"/>	Declined
	\$	<input type="checkbox"/>	Pending
		<input type="checkbox"/>	Approved
		<input type="checkbox"/>	Declined

Attachment: CD 43 Share the Fun Club (4588 : Authorize Grant Application and Acceptance - CD Year 43)

## Proposed Budget

Budget Category	Amount	Description
Project Cost	\$ 6,000	Salaries
Project Salary	\$ 6,000	Salaries
Project Fringe	\$ 0	
Architect / Engineer	\$ 0	
Consultant	\$ 0	
	\$ 6,000	<b>Total Budget Request</b>

## Matching Funds

Budget Category	Community Development Share	Agency / Municipal Share	Other Federal & State Funds	Other Source Share	Total Program Budget
Project Cost	\$6,000	\$	\$	\$	\$
Project Salary	\$	\$	\$	\$	\$
Project Fringe	\$	\$	\$	\$	\$
Architect / Engineer	\$	\$	\$	\$	\$
Consultant	\$	\$	\$	\$	\$
Total	\$6,000	\$	\$	\$	\$ 6,000

# Project Activity Timetable

Government Agency	County of Union
Date (Month and Year)	Fiscal Year 2017 – 2018; September 1, 2017 to August 31, 2018
Project	Summit Youth Center- Summit Community Programs

Project Activities	First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Summit Youth Center	x	x	x	x	x	x	x	x	x	x		

Attachment: CD 43 Share the Fun Club (4588 : Authorize Grant Application and Acceptance - CD Year 43)

## Application Check List

Please review the checklist to insure all the necessary steps have been taken to submit a completed application.

✓	Item
x	Is the project eligible for funding? (See Criteria for Eligibility)
x	Does the project meet a National Objective?
x	Does your Organization have records to document low income eligibility? (i.e. Housing and Social Services need to meet Section 8 Income Limits (copy enclosed) and must obtain information pertaining to family size and income. Public Improvements/Facilities need to show service area and include eligible low income census tracts.)
x	Did you conduct a public hearing and include the public notice ad and minutes of that meeting with the application?
x	Did you include Priority Listing of projects submitted?
x	Is the application signed by the Mayor of your municipality?
x	Is the application and FOUR copies being submitted in a sealed envelope with the label firmly attached? (If submitting more than application, each application and copies must be in separate envelopes)
x	For non-profit agency: Did you include a copy of 501(C)(3) IRS designation letter, listing of your Board of Trustees, and copy of latest audit?
x	Did you include your agency's DUNS number?
x	Did you clearly describe the project in detail (Question #1 "Project Description" pages of application depending on the category of request)?

# Listing of Applicable Statutes and Regulations by Area of Compliance

## Historic Properties

- National Historic Preservation Act of 1966, Section 106 (16 U.S.C. 470f)
- Preservation of Historic and Archaeological Data Act of 1974 (16 U.S.C. 469-469c)
- Executive Order 11593, Protection and Enhancement of Cultural Environment

## Floodplain

- Flood Disaster Protection Act of 1973 (42 U.S.C. 4001 et. seq.) and Implementary Regulations
- Title 24, Chapter X, Subchapter B, Nation Flood Insurance Program (44 CFR 59-79)
- Executive Order 11988 and HUD Procedure for Floodplain Management (24 CFR Part 55) (When Issued)

## Wetlands

- Executive Order 11990, Protection of Wetlands and Applicable State Legislation or Regulations. Also 24 CFR Part 55 (When Issued)

## Noise

- HUD Regulations (24 CFR Part 51, Subpart B)

## Air Quality\*

- Clean Air Act of 1970 as Amended (42 U.S.C. 7401- 7742)
- EPA Regulation 40 CFR Part 50, and Partially)
- 40 CFR Part 51, 52, 61.

## Man-Made Hazards

- HUD Regulation (24 CFR Part 51, Subpart C)
- HUD Notice 79-33) Indefinite Notice, September 10, 1979.
- HUD Regulation 24 (CFR part 51 Subpart D)

## Water Quality\*

- Federal Water Pollution Control Act, as Amended (33 U.S.C.1251-1376)
- Safe Drinking Water Act of 1974 (42 U.S.C. 300f-300j-10) as Amended
- U.S. Environmental Protection Agency (EPA) Implementing
- Regulations 40 CFR Parts 100-149

## Solid Waste Disposal\*

- Solid Waste Disposal Act as Amended by the Resource
- Conservation and Recovery Act of 1976 (42 U.S.C. 6901-6987)
- U.S. Environmental Protection Agency (EPA) Implementing
- Regulations 40 CFR Parts 240-265

## Coastal Areas

- Coastal Zone Management Act of 1972 as Amended (16 U.S.C.1451-1464)
- Coastal Barrier Resources Act of 1982 (16 U.S.C. 3501 et. seq.)

## Endangered Species

- Endangered Species Act of 1973 as Amended (16 U.S.C. 1531-1543)

## Farmlands Protection

- Farmlands Protection Policy Act of 1981 (U.S.C. 4201 et. seq.) Implementing Regulations 7 CFR Part 658

## Wild and Scenic Rivers

- Wild and Scenic Rivers Act of 1968 as Amended (16 U.S.C.1271 et. seq.)

*\* Environmental laws that have permit, license or other forms of compliance usually implemented through a State agency are also listed here.*

**End of Application**

### Summit Youth Center – After School Share the Fun! Club

The City of Summit is an extremely diverse community that has been committed to serving their young residents, most in need through a long history of Youth Center initiatives. For years, a stand-alone Youth Center provided Youth Services through a City Youth Services Commission at a Youth Center located at 2 Walnut Street. Over the years, the Youth Services Commission operated the Youth Center with a Director and Part Time Staff. With budgetary concerns and concerns about the effectiveness of the program, the Youth Center was then operated under a contract with the Summit Area YMCA.

In 2006, a restructuring of the Recreation Commission into a Department of Community Programs eliminated the Youth Services Commission and incorporated the responsibility of Youth Services to the new Department. Under the Department of Community Programs, the Youth Center continued to operate through a contract with the Summit Area YMCA.

In 2013, a decision was made to sell the property at 2 Walnut Street and keep the revenue of that sale in trust to be dedicated to the proposed improvements to the Summit Community Center located at 100 Morris Avenue. In anticipation of this action, all Youth Center activities transferred to the Community Center and have shared the facility with other programming for children, seniors, youth and families. A dedicated space was allocated for the Youth Center program every day from 3:00 PM – 4:30 PM and became known as the Share the Fun! Youth Center Program to match the branding of the department. This was done to create a seamless delivery system for after school youth center drop in programming.

The program continues to thrive at the Community Center and serves the youth grades 3-8 on a daily basis with older teens joining in on a “drop in” basis on school holidays and vacation weeks.

Throughout this history of the Summit Youth Center, db. Share the Fun! Afterschool Club the grant funding from the Community Development Block Grant Program has been critical for its survival. The program depends on the

CDBG grants, other grants such as the Summit Junior League and the Overlook Foundation to continue to provide quality programming including healthier snacks through the Overlook Foundation and most recently a more comprehensive Homework Help Program to include a PT Coordinator and Volunteer Tutors. A stipend of \$ 5,000 is provided by the City of Summit to help to defray the costs of the program.

Without the assistance of the CDBG funding, the programs hours of operation would be curtailed. In the early years of the Youth Center, grants were awarded to the City of Summit Youth Services Commission, then to the Summit Area YMCA and over the past several years to the City of Summit for this program.

More than half of the participants of the After School Share the Fun! Club are on the Federal Free or Reduced Lunch Program or are residents of Public Housing. The registration for the program averages 85-100 youth per year with additional drop in visitors throughout the year.

Summit's After School Share the Fun! Club is an afterschool care and enrichment program that provides a safe and nurturing environment for the City's youth in grades 3-8. It is a drop in program that runs daily from 3:00 – 4:30 PM. The program requires registration, however no fee is charged. The program has a monthly calendar of activities including physical activity, homework help, healthy snacks, crafts and special events. Since the close of the former Summit Youth Center, this is the only place in Summit for youth to drop in and have supervised activities and positive influences.

The youth that utilize this program on a daily basis come from homes that cannot afford formal after school child care, even if provided scholarship aid. Many of the youth are at the age that they are too old for organized after school care, but are at risk if left alone after school. Left to their own devices, they could be at risk for injury or develop risky behaviors. On average we have served over 100 children annually however we see 70 unduplicated kids on a regular basis. Friday afternoons have the highest attendance, as there tends to be no school based activities and provides an opportunity to get some exercise and eliminate the stresses of the school week.

**Budget – Program Year 2017-2018 \***

<b><u>Expenses</u></b>	
Salaries	\$ 11,000
Supplies	\$ 4,800
Homework Help Program Costs	\$ 3,000
<b>Total</b>	<b>\$ 18,800</b>
<b><u>Revenue</u></b>	
CDBG Grant	\$6,000
City of Summit	\$5,000
<b>Total **</b>	<b>\$11,800</b>

\* Homework Help Expense and Grant were added since the time of application of Year 43.

\*\* Deficit of \$11,800 will have to be sought through donations or budget and schedule cuts.

# SHARE THE FUN CLUB

## Monday - Friday

### 3:00-4:30 PM



**FREE and SUPERVISED**  
**SUMMIT RESIDENTS GRADES 3-8**

### Open Gym Daily - Activities - Snacks

- Foosball
- Cooking
- Air Hockey
- Board Games
- Arts and Crafts
- Volleyball
- Soccer
- Basketball



**Held Daily**  
at

**Summit Community Center**  
**100 Morris Avenue**



@SummitNJDCP Summit Community Programs (908) 277-2932 cityofsummit.org/recreation

Attachment: CD 43 Share the Fun Club (4588 : Authorize Grant Application and Acceptance - CD Year 43)



Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12 First Day	13	14	15	16	17
18	19	20 Smoothie Cooking Day	21 Pipe Cleaner Fall Finger Puppets	22 Basketball with Officer Daly	23 Strawberry Chocolate Chip Muffin Cooking	24
25	26 Paper 3D Pumpkin Craft	27 Peanut Butter Ball Cooking	28 Tie Dye Tee-Shirt Day	29	30	

Attachment: CD 43 Share the Fun Club (4588 : Authorize Grant Application and Acceptance - CD Year 43)



Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 <b>No Share The Fun</b> Unsupervised Open Gym 1:00-4:30	4 Jack O Lantern Craft	5 Pizza Making	6	7 Smoothie Making	8
9	10 <b>No Share The Fun</b> Community Center Closed	11 Vampire Mask Craft	12 <b>No Share The Fun</b> Unsupervised Open Gym 1:00-4:30	13	14 Smoothie Making	15
16	17	18 Chain Decoration Craft	19 Salsa Making (with Chips)	20	21 Smoothie Making	22
23	24 Candy Corn Craft	25 Basketball with Officer Matt	26 Pumpkin Bar Baking	27	28 Open Gym 12:30-4:30	29
30	31 Halloween Party					

Attachment: CD 43 Share the Fun Club (4588 : Authorize Grant Application and Acceptance - CD Year 43)

# NOVEMBER

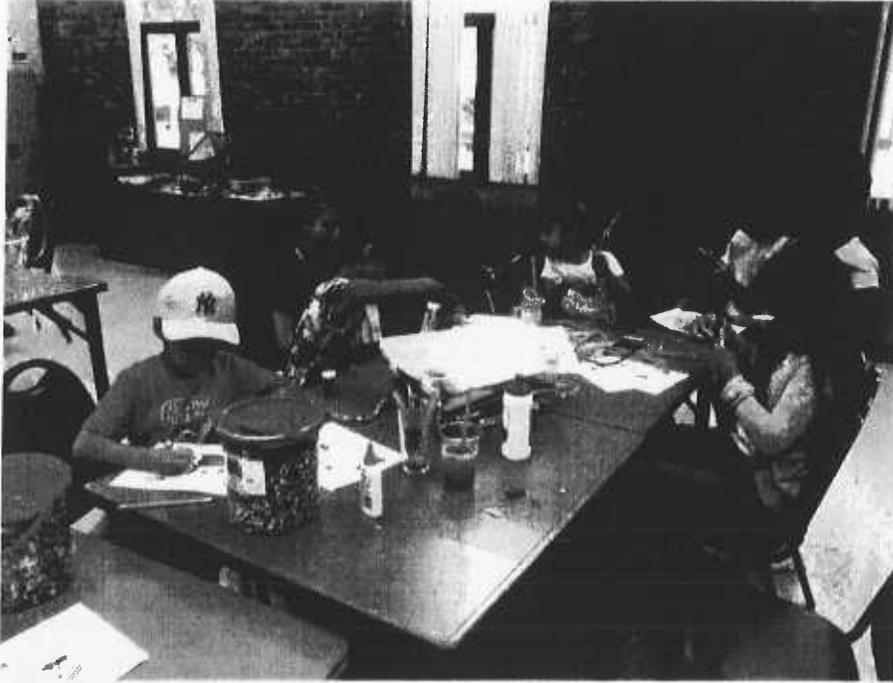


Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	
6	7 Schools Half Day Unsupervised Open Gym 1:00-4:30	8 No School No Share The Fun Community Center Used for Election Day	9 Schools Half Day Unsupervised Open Gym 1:00-4:30	10 No School No Share The Fun Unsupervised Open Gym 1:00-4:30	11 No School No Share The Fun Unsupervised Open Gym 1:00-4:30	12
13	14 Open Cabinet Crafts	15 Pizza Making	16 Salsa Making	17 Thanksgiving Special "Thankful" Craft	18 Smoothie Making	19
20	21 Open Cabinet Craft	22 Thanksgiving Activities	23 No Share The Fun Unsupervised Open Gym Until Closing	24 No Share The Fun Community Center Closed	25 No Share The Fun Community Center Closed	26
27	28 Open Cabinet Craft	29	30			

Attachment: CD 43 Share the Fun Club (4588 : Authorize Grant Application and Acceptance - CD Year 43)



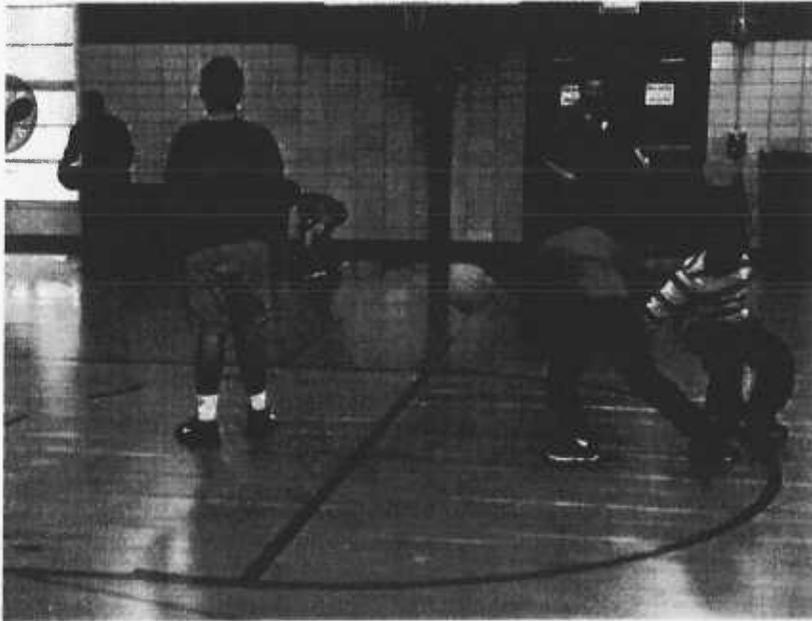
Attachment: CD 43 Share the Fun Club (4588 : Authorize Grant Application and Acceptance - CD Year 43)



Attachment: CD 43 Share the Fun Club (4588 : Authorize Grant Application and Acceptance - CD Year 43)



Attachment: CD 43 Share the Fun Club (4588 : Authorize Grant Application and Acceptance - CD Year 43)



Attachment: CD 43 Share the Fun Club (4588 : Authorize Grant Application and Acceptance - CD Year 43)

**COUNTY OF UNION  
COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION  
FISCAL PROGRAM YEAR 2017 – 2018 (YEAR 43)**

**I - Project Name**

Project Name

Project Address  Amount Requested

Census Tract(s)  Block Group(s)

Contact Person  Title

E-mail Address

Phone Number  Fax Number

**II – Name of Applicant**

Name of Applicant  DUNS #

Applicant Address

Contact Person:

Email Address:

Phone Number  Fax Number

**III - Person Preparing Drawdowns**

Contact Person:

Address:

Email Address:

Phone Number  Fax Number

**IV - Person Preparing Progress Reports / Final Reports**

Contact Person

Applicant Address

Email Address:

Phone Number  Fax Number

## V. CDBG Eligibility

### National Objective

Check one

- Benefit Low/Mod Income Persons
- Prevent/Eliminate Slums or Blight
- Urgent need

### Type of Project

Check One

- Facility/Public Improvement**  
Complete page 9 + 10
  - Housing**  
Complete page 11 + 12
  - Social Services**  
Complete page 13
  - Administrative & Planning**  
Attach separate description
- \*\*NOTE: All applicants must complete pages 14-17.**

### Activity Category

Check One

- Acquisition
- Public Facilities & Improvements
- Social Services
- ADA Improvements
- Housing Rehabilitation
- Planning & Administration

### Certification of Eligibility

- 300 Number of Persons benefiting from the project
- 200 Number of Low/Mod Income Persons Benefitting from Project (per HUD Sections 8 Income Limits)
- 66% Percentage of Low/Mod Income Persons Benefitting from Project (Must be at least 51% of total)

### Data Source

Check one

- Low/ Mod Job Creation
- Limited Clientele
- Census Tract
- Section 8

## VI. Performance Measures

### A. Objective of Project

1. Identify which objective will be addressed by the activity proposed in this application.  
 Choose only one objective:

x	<b>Suitable Living Environment</b> - This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.
	<b>Decent Affordable Housing</b> - This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort.
	<b>Creating Economic Opportunities</b> - This objective applies to the types of activities related to economic commercial revitalization or job creation.

### B. Expected Outcome of Project

2. Identify which outcome category best reflects what you are seeking to achieve (the results) in funding this particular activity.

Choose only one outcome:

x	<b>Availability / Accessibility</b> - This outcome category applies to activities that make services, infrastructure, housing, or shelter available or accessible to low and moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low and moderate income people.
	<b>Affordability</b> - This outcome category applies to activities that provide affordability in a variety of ways in the lives of low and moderate income people. It can include the creation of maintenances of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
	<b>Sustainability: Promoting Livable or Viable Communities</b> - This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefits to persons of low and moderate income, or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

## VII. Budget Information/Project Funding

Complete budget pages

### VIII. Prior CD Funds Received

CD / Year 42

CD / Year 41

CD / Year 40

VIII. Certification

I hereby certify that all information included in this application is correct to the best of my knowledge.

SIGNED

Summit Community Programs

AGENCY

Attest:

Rosalia M. Licatese, City Clerk

November 7, 2016

Date the application has been discussed at a local public meeting

MAYOR'S SIGNATURE

DATE

\*Please Note: Certain types of proposals can be combined. For example, if requesting funding for a senior social service program and a senior bus program, one application can be submitted. Also, if an application is for performing several improvements to a senior center, it is okay to one application that includes all the activities rather than submitting separate applications.

\*IMPORTANT: ALL APPLICANTS MUST SUBMIT THEIR DUNS NUMBER. NON-PROFITS MUST INCLUDE THEIR 501 (C )(3) DOCUMENTATION, A LISTING OF THE MEMBERS OF THEIR BOARD OF DIRECTORS OR EQUIVALENT, AND A COPY OF THEIR LAST AUDIT.

Attachment: CD 43 Senior Lounge (4588 : Authorize Grant Application and Acceptance - CD Year 43)

# Facilities / Public Improvements

**1. Project Description:** Describe very specifically what you would want to use CD funds for in one or two sentences in space below. (i.e. resurface Main Street; install services on Main Street; construct ADA improvements; install new roof on building; etc.) (DO NOT SAY "See Attached")

The Summit Community Center will be expanded and renovated to create a 1,500 sf. Area for the dedicated Senior Lounge, Game Room, Entrance, Lobby and Senior Bus Drop Off Area. The building was built in 1954 and has had very few improvements to date. Seniors who frequent the facility for exercise, education, networking, special events, bocce ball and social interaction are limited in the spaces that can be used. They must exit when the children and youth arrive at 3 PM.

**2. Determine Service Area:** Detail location of project. Specify the geographic location of the people who will benefit from these funds (i.e. census tract, block groups, neighborhood boundaries, etc.) **You must identify the boundaries of the service area. Please use the maps available at [www.ucnj.org](http://www.ucnj.org) to indicate the boundaries. Indicate street addresses including house numbers.**

The Summit Community Center Senior programs currently serves 300 + senior adults who live in Summit, Summit Senior Housing and Union County. Programs for Summit Seniors are supported through the City budget as well as grants and sponsorships. Union County Seniors participate in college level classes through Union County College here at the Summit Community Center. 200 of the Seniors who frequent the Community Center are residents of Summit Senior Housing. Non Resident Seniors can pay a nominal annual fee of \$50 to have complete access to Senior Programs and events.

**3. Is this project located in a primarily residential area?** (please check one)

x	YES
	NO

**4. Will the project have a significant negative impact on the environment?** (please check one)

	YES
x	NO

**IF YES, PLEASE EXPLAIN:**

**5. Describe the impact of the project on the Community**

The Summit Community Center will now be available to Summit's Seniors for more hours daily. There will be evening opportunities as well and more comfortable spaces for programs and events. The Senior Lounge will have a "home" feel complete with comfortable seating, a fire place and television. The Senior Lounge will have a free coffee bar where seniors can gather to meet with friends, visit before and after programs and drop in for cards, social interaction and education. The adjacent Senior Office will be home to a Senior Public Health Nurse for health screenings. The game room will be available for social interaction and enable Seniors to have a place to meet others and reduce any isolation. We hope to attract and reach Seniors who have not felt welcome in the current, more institutional environment with time limits and conditions. This "Senior Lounge" will function as a Senior Center but still provide interaction with children and families as we "Share the Fun!"

**6. Supply appropriate documentation to support the degree of need. Examples of documentation may include planning and/or engineering studies, letters from State of N.J., other public agencies, and newspaper articles.**

The building is currently out of compliance for the Americans with Disabilities Act in some areas. The building will be more environmentally friendly as we bring natural gas into the building, provide better HVAC to heat and cool areas of the building that seasonally cannot be used by the Seniors due to high or low temperatures. We will attach additional information to this issue. The design for this project is the result of over 2 years of citizen involvement, schematic plan reviews and senior citizen support.

**7. Do the improvements require approval by the municipal planning board or zoning board?**

<input checked="" type="checkbox"/>	YES
<input type="checkbox"/>	NO

If yes, what is the date of proposed or actual submission?

The Planning Board will conduct a courtesy review in January 2017.

If yes, what is the date of approval?

The total bonding will take place in the first quarter of 2017 with construction starting in June 2017.

**8. Project how all Community Development funds will be spent within the 12 month contract period.**

a. Plans & Specifications Completion Date:	January 2017
b. Estimated Bid Date:	April 2017
c. Estimated Project Start Date:	June 2017
d. Estimated Finish Date:	December 2018

**9. Site Control? Check one.**

Owned	<input checked="" type="checkbox"/>
Option	<input type="checkbox"/>
Lease	<input type="checkbox"/>
Other	<input type="checkbox"/>

If Leased, what is the termination date?

If Option, what is the expiration date?

**\*IMPORTANT: ALL APPLICANTS MUST SUBMIT THEIR DUNS NUMBER. NON-PROFITS MUST INCLUDE THEIR 501 (C )(3) DOCUMENTATION, A LISTING OF THE MEMBERS OF THEIR BOARD OF DIRECTORS OR EQUIVALENT, AND A COPY OF THEIR LAST AUDIT.**

# Housing

**1. Project Description:** Describe the entire project and specifically detail the use for the requested funds (i.e., rehabilitation of owner-occupied, low income homes; perform code enforcement activities, etc.)

**2. What is the documented need for the project? (i.e., COAH obligation, waiting lists, surveys)?**

**3. For acquisition, site improvements, and/or demolition describe the site (i.e., vacant, wooded, wetlands, structures)**

**4. Will the project require relocation?** (please check one)

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

**5. Site Information (not applicable for housing rehabilitation):**

a. Size

b. Site Control  Owned  Option  Lease  Other

c. Is approval by the municipal planning/zoning board required?  Yes  No

d. Are other approvals (state, County, etc.) necessary ?  Yes  No

6. Describe the status of the architectural and engineering plans (not applicable for housing rehabilitation).

7. Document how all Community Development funds will be spent within the 12 month contract period.

8. Will this project have a significant impact on the environment? See page \_\_

YES

NO

IF YES, PLEASE EXPLAIN:

**\*IMPORTANT: ALL APPLICANTS MUST SUBMIT THEIR DUNS NUMBER. NON-PROFITS MUST INCLUDE THEIR 501 (C )(3) DOCUMENTATION, A LISTING OF THE MEMBERS OF THEIR BOARD OF DIRECTORS OR EQUIVALENT, AND A COPY OF THEIR LAST AUDIT.**

# Social Services

1. **Project Description:** Describe very specifically what you would want to use CD funds for below. (i.e. pay salary of senior bus driver; pay salaries of after school instructors; purchase food to provide free meals to seniors; pay fees/salaries for classes for seniors; etc.) (DO NOT SAY "See Attached")

2. **Specific Anticipated Accomplishments:** (i.e. number of clients to be served, classes to be held, etc.)

3. a. Type of Service     New     Continued     Increased     Decreased

b. Project Level of unduplicated clients		Month		Year
c. This CD level of service unduplicated clients		Month		Year

4. **Sub-grantee Organization and Social Service capability** (Give a brief history of your organization, a brief description of previous efforts in similar activity, and a description of the organization's capability in undertaking the proposed activity). Explain how your project would function should CD funding cease.

5. Document how all Community Development funds will be spent within the 12 month contract period.

**\*IMPORTANT: ALL APPLICANTS MUST SUBMIT THEIR DUNS NUMBER. NON-PROFITS MUST INCLUDE THEIR 501 (C )(3) DOCUMENTATION, A LISTING OF THE MEMBERS OF THEIR BOARD OF DIRECTORS OR EQUIVALENT, AND A COPY OF THEIR LAST AUDIT.**

# Budget Information & Project Funding

Total Cost of Project \$ 5.7 million dollars excluding soft costs (\$500,000)

Grant Amount Requested \$ 100,000.00 – Senior Lounge/Game Room & Senior Entrance – Area Cost Estimate \$650,000.

Percentage Total .02%

Total of Other Funding \$ 5.6 million dollars

## Other Agencies Applied to for Funds

Name	Amount	Status (Check)
Community Center Fundraising Campaign	\$ 1.2 million dollars to date- private and corporate funds	Pending
		<input checked="" type="checkbox"/> Approved
		Declined
Summit Area Public Foundation	\$ 50,000	<input checked="" type="checkbox"/> Pending
		Approved
		Declined
Summit Area Public Foundation	\$ 30,000	Pending
		<input checked="" type="checkbox"/> Approved
		Declined
Union County Senior Initiative	\$ 25,000	<input checked="" type="checkbox"/> Pending
		Approved
		Declined
	\$	Pending
		Approved
		Declined
	\$	Pending
		Approved
		Declined
	\$	Pending
		Approved
		Declined
	\$	Pending
		Approved
		Declined

Attachment: CD 43 Senior Lounge (4588 : Authorize Grant Application and Acceptance - CD Year 43)

## Proposed Budget

Budget Category	Amount	Description
Project Cost	\$ 5,700,000	11,600 sf new addition/8,000 sf renovation Senior Lounge Area 1,500 sf of above
Project Salary	\$ 0	
Project Fringe	\$ 0	
Architect / Engineer	\$ 500,000	Soft costs including design, bid, construction administration, legal, soil borings/testing: all project related only
Consultant	\$	
	\$	<b>Total Budget Request</b>

## Matching Funds

Budget Category	Community Development Share	Agency / Municipal Share	Other Federal & State Funds	Other Source Share	Total Program Budget
Project Cost	\$ 100,000	\$ 5.7	\$	\$ 1,200,000	\$ 5,700,000
Project Salary	\$0	\$	\$	\$0	\$
Project Fringe	\$0	\$	\$	\$0	\$
Architect / Engineer	\$0	\$ 500,000 soft costs	\$	\$0	\$
Consultant	\$0	\$	\$	\$0	\$
Total	\$ 100,000	\$ 6,200,000	\$	\$1,200,000	\$ 5,700,000

# Project Activity Timetable

Government Agency	County of Union
Date (Month and Year)	Fiscal Year 2017 – 2018; September 1, 2017 to August 31, 2018
Project	Summit Community Center – Senior Lounge

Project Activities	First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Project Under Construction	x	x	x	x	x	x	x	x	x	x	x	x

Attachment: CD 43 Senior Lounge (4588 : Authorize Grant Application and Acceptance - CD Year 43)

## Application Check List

Please review the checklist to insure all the necessary steps have been taken to submit a completed application.

✓	Item
x	Is the project eligible for funding? (See Criteria for Eligibility)
x	Does the project meet a National Objective?
x	Does your Organization have records to document low income eligibility? (i.e. Housing and Social Services need to meet Section 8 Income Limits (copy enclosed) and must obtain information pertaining to family size and income. Public Improvements/Facilities need to show service area and include eligible low income census tracts.)
x	Did you conduct a public hearing and include the public notice ad and minutes of that meeting with the application?
x	Did you include Priority Listing of projects submitted?
x	Is the application signed by the Mayor of your municipality?
x	Is the application and FOUR copies being submitted in a sealed envelope with the label firmly attached? (If submitting more than application, each application and copies must be in separate envelopes)
	For non-profit agency: Did you include a copy of 501(C)(3) IRS designation letter, listing of your Board of Trustees, and copy of latest audit?
x	Did you include your agency's DUNS number?
x	Did you clearly describe the project in detail (Question #1 "Project Description" pages of application depending on the category of request)?

# Listing of Applicable Statutes and Regulations by Area of Compliance

## **Historic Properties**

- National Historic Preservation Act of 1966, Section 106 (16 U.S.C. 470f)
- Preservation of Historic and Archaeological Data Act of 1974 (16 U.S.C. 469-469c)
- Executive Order 11593, Protection and Enhancement of Cultural Environment

## **Floodplain**

- Flood Disaster Protection Act of 1973 (42 U.S.C. 4001 et. seq.) and Implementary Regulations
- Title 24, Chapter X, Subchapter B, Nation Flood Insurance Program (44 CFR 59-79)
- Executive Order 11988 and HUD Procedure for Floodplain Management (24 CFR Part 55) (When Issued)

## **Wetlands**

- Executive Order 11990, Protection of Wetlands and Applicable State Legislation or Regulations. Also 24 CFR Part 55 (When Issued)

## **Noise**

- HUD Regulations (24 CFR Part 51, Subpart B)

## **Air Quality\***

- Clean Air Act of 1970 as Amended (42 U.S.C. 7401- 7742)
- EPA Regulation 40 CFR Part 50, and Partially)
- 40 CFR Part 51, 52, 61.

## **Man-Made Hazards**

- HUD Regulation (24 CFR Part 51, Subpart C)
- HUD Notice 79-33) Indefinite Notice, September 10, 1979.
- HUD Regulation 24 (CFR part 51 Subpart D)

## **Water Quality\***

- Federal Water Pollution Control Act, as Amended (33 U.S.C. 1251-1376)
- Safe Drinking Water Act of 1974 (42 U.S.C. 300f-300j-10) as Amended
- U.S. Environmental Protection Agency (EPA) Implementing
- Regulations 40 CFR Parts 100-149

## **Solid Waste Disposal\***

- Solid Waste Disposal Act as Amended by the Resource
- Conservation and Recovery Act of 1976 (42 U.S.C. 6901-6987)
- U.S. Environmental Protection Agency (EPA) Implementing
- Regulations 40 CFR Parts 240-265

## **Coastal Areas**

- Coastal Zone Management Act of 1972 as Amended (16 U.S.C. 1451-1464)
- Coastal Barrier Resources Act of 1982 (16 U.S.C. 3501 et. seq.)

## **Endangered Species**

- Endangered Species Act of 1973 as Amended (16 U.S.C. 1531-1543)

## **Farmlands Protection**

- Farmlands Protection Policy Act of 1981 (U.S.C. 4201 et. seq.) Implementing Regulations 7 CFR Part 658

## **Wild and Scenic Rivers**

- Wild and Scenic Rivers Act of 1968 as Amended (16 U.S.C. 1271 et. seq.)

*\* Environmental laws that have permit, license or other forms of compliance usually implemented through a State agency are also listed here.*

***End of Application***



# SUMMIT COMMUNITY CENTER Improvement Project

## ► A Public - Private Partnership

### Our Vision:

The Summit Community Center has served the residents of Summit well since 1954. The Center, located at 100 Morris Avenue has consistently been the place that has touched the lives of thousands of families. There is no other public facility in Summit that has served such a diverse group of residents. The proposed renovation and expansion of this community treasure will serve to enhance the programs and services offered and truly make it the place "Where Community Thrives".



The renovations and additions to the Community Center will expand the existing space by 11,600 square feet and improve the quality and availability of the services offered there by the Department of Community Programs. From children with special needs to our treasured Senior Citizens, children, families, volunteers, and athletes; all will have a sense of ownership and pride in the new Community Center. The new facility will include these featured additions:

- 1) New Programming Space for Children with Special Needs
- 2) New Senior Lounge for drop in and scheduled programming
- 3) New Full Size Gymnasium for all ages and activities

Currently, the Community Center houses 50 different programs servicing between 900-1500 residents per week. This includes 700 children in youth basketball, 250 summer campers, 200 seniors, and 150 children with special needs.

Once known as "The Edison Rec", the Summit Community Center was built for that purpose and has played an important role in so many lives. Even today, college kids return home to the Summit Community Center to reconnect with their hometown. Residents who have left the City come back often to "The Rec" to revisit childhood memories. This legacy building must be expanded, improved, and protected

### The Project

Since 2011, public meetings, focus groups with stakeholders and other workshops resulted in a public review of a total of 9 scenarios. The concept accepted by the Summit Common Council called for an addition of 11,600 sqft and improvements to the current facility's existing 8,000 sqft. The centerpiece of the new addition is a full sized gymnasium but also features restrooms, meeting spaces, a senior lounge, teen area, kitchen and more. Parking, HVAC and accessibility improvements are a large part of the project with sustainability and energy efficiency at its core.

### The Public Private Partnership

The residents of Summit have been challenged to raise \$1 million dollars to complement the City's commitment \$4.7 million dollar appropriation. This Public-Private Partnership and Fundraising effort hopes to exceed the \$1 million dollar challenge to ensure that the facility is furnished and completed at a level that will serve the City of Summit for generations to come.

Residents Drew Maldonado and Jude Avelino will lead this effort on behalf of the City's residents. They are committed to ensuring that the goal is met and the vision is realized.

Become a part of this legacy project today.

Drew Maldonado  
drewmaldonado@verizon.net

Jude Avelino  
judeavelino@gmail.com

Judith L. Josephs - Director, Summit DCP  
jjosephs@cityofsummit.org  
908-277-2932

Attachment: CD 43 Senior Lounge (4588 : Authorize Grant Application and Acceptance - CD Year 43)

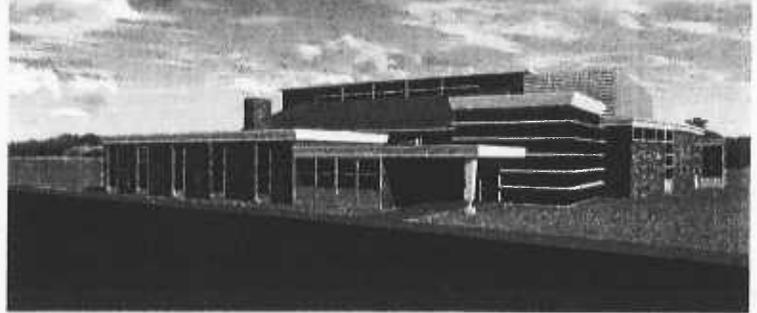


## SUMMIT COMMUNITY CENTER Improvement Project

### ► A Public - Private Partnership

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#### The Project:

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#### The Public-Private Partnership:

The residents of Summit have been challenged to raise \$1.2 million dollars to complement the City's commitment \$4.5 million dollar appropriation. This Public-Private Partnership and Fundraising effort hopes to exceed the \$1.2 million dollar challenge to ensure that the facility is furnished and completed at a level that will serve the City of Summit for generations to come.

#### Your Commitment:

**Donation types:** Cash or Stock (via Summit Area Public Foundation)

**Time Frame:** One to three year period

**Naming Rights:** Gymnasium/Basketball Floor/Senior Lounge/Meeting Rooms

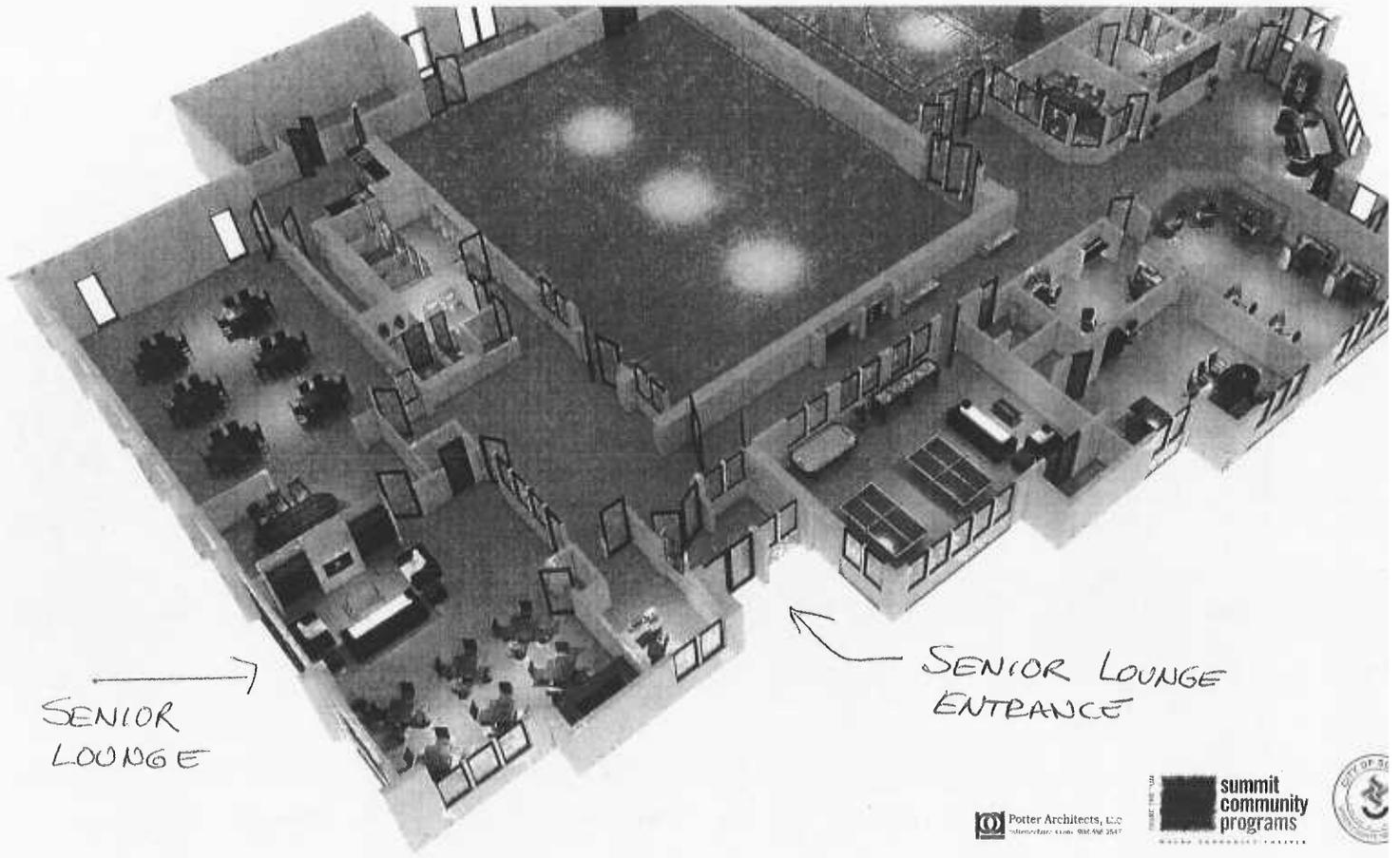
**Participation Levels: Corporate** (\$500,000)/(\$250,000)/(\$100,000)

**Participation Levels: Individual** (\$100,000)/(\$75,000)/(\$50,000)/(\$25,000)

Drew Maldonado  
drewmaldonado@verizon.net

Jude Avelino  
judeavelino@gmail.com

Judith L. Josephs  
jljosephs@cityofsummit.org



SENIOR LOUNGE

SENIOR LOUNGE ENTRANCE

Potter Architects, LLC  
interior design • 908.496.2547

summit community programs





PROPOSED  
SUMMIT COMMUNITY  
CENTER

Resolution (ID # 4600)  
November 14, 2016

**APPOINT POLICE SERGEANT - TRAFFIC UNIT (PENDING CLOSED SESSION  
DISCUSSION)**

Resolution Pending Closed Session Discussion

Resolution (ID # 4556)  
November 14, 2016

**ACCEPT CELGENE CORPORATION DONATION TO FIRE DEPARTMENT - HAHN FIRE TRUCK**

WHEREAS, in a memo dated October 19, 2016, the Fire Chief advises that Celgene Corporation has generously donated a vehicle to the Summit Fire Department for its exclusive use and business, and

WHEREAS, the following donated equipment has a total estimated value of \$25,000.00:

- 1987 Hahn Fire Truck, Model HCP 12 S/N HCP 12 22712287

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

The City of Summit does hereby accept the aforementioned donation, which has a total estimated value of \$25,000.00 in the form of a vehicle as listed above for the exclusive use and business of the Summit Fire Department.

Dated: November 14, 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 Monday evening, November 14, 2016.

City Clerk



**CITY OF SUMMIT  
FIRE DEPARTMENT**

**MEMO**

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

**FROM:** CHIEF ERIC EVERS

**RE:** ACCEPT DONATION OF EQUIPMENT FROM CELGENE CORPORATION

**DATE:** OCTOBER 19, 2016

**COPY:** MICHAEL ROGERS, CITY ADMINISTRATOR  
ROSEMARY LICATESE, CITY CLERK

---

A resolution is requested at the November 1, 2016 meeting of Common Council, authorizing the acceptance of a 1987 Hahn Fire Truck, with an estimated value of \$25,000.00.

Celgene Corporation agrees to transfer ownership and donate this fire truck to the Summit Fire Department of Summit NJ for our exclusive use and business.

Thank you for your consideration in this matter.



**CITY OF SUMMIT  
FIRE DEPARTMENT**

**MEMO**

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

**FROM:** CHIEF ERIC EVERS

**RE:** ACCEPT DONATION OF EQUIPMENT FROM CELGENE CORPORATION

**DATE:** OCTOBER 19, 2016

**COPY:** MICHAEL ROGERS, CITY ADMINISTRATOR  
ROSEMARY LICATESE, CITY CLERK

---

A resolution is requested at the November 14, 2016 meeting of Common Council, authorizing the acceptance of a 1987 Hahn Fire Truck, with an estimated value of \$25,000.00.

Celgene Corporation agrees to transfer ownership and donate this fire truck to the Summit Fire Department of Summit NJ for our exclusive use and business.

Thank you for your consideration in this matter.

Attachment: Donation of Equipment - Celgene (4556 : Resolution of Accept Donation of Equipment from Celgene Corp)

**AUTHORIZE TRANSFER OF APPROPRIATIONS - OPERATING BUDGET**

WHEREAS, there appears to be a surplus in the following 2016 Operating Accounts over and above the demands to be necessary; viz:

FROM

		Salaries and Wages	Other Expenses
20-100-000	Administrative and Executive		\$2,950.00
25-240-001	Crossing Guards	\$1,500.00	
50-899-000	Reserve for Salary Adjustments	\$58,700.00	
	<b>Total</b>	<b>\$60,200.00</b>	<b>\$2,950.00</b>
	<b>Total amount transferred from:</b>	<b>\$63,150.00</b>	

WHEREAS, there appears to be insufficient funds in the following 2016 Operating Accounts to meet the demands thereof; viz:

TO

		Salaries and Wages	Other Expenses
20-100-005	Hometown TV Service Agreement		\$2,950.00
25-240-001	Crossing Guards		\$1,500.00
25-240-000	Police	\$6,600.00	
26-300-000	Public Works	\$25,300.00	
26-306-000	Transfer Station	\$17,800.00	
26-307-000	Compost	\$4,700.00	
28-370-005	Community Programs	\$4,300.00	
	<b>Total</b>	<b>\$58,700.00</b>	<b>\$4,450.00</b>
	<b>Total amount transferred to:</b>	<b>\$63,150.00</b>	

Dated: November 14, 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 Monday evening, November 14, 2016.

City Clerk



Finance and Personnel Committee  
R - Finance/Personnel

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

Meeting: 11/14/16 07:30 PM

---

**RESOLUTION (ID # 4542)**

DOC ID: 4542

---

TO: Mayor and Common Council

FROM: Marge Gerba, City Treasurer

DATE:

**SUMMARY**

Transfer of funds from operating accounts with a surplus to operating accounts with insufficient funds due to unexpected and/or rising costs.

Resolution (ID # 4590)  
November 14, 2016

**AUTHORIZE EXTENSION OF SICK LEAVE WITH PAY - DCS EMPLOYEE (PENDING CS  
DISCUSSION)**

Pending Closed Session Discussion

Resolution (ID # 4576)  
November 14, 2016

**AUTHORIZE EXECUTION OF NJDEP LAND USE REGULATION PERMIT (LURP)  
APPLICATION IN EASEMENT - 6 RIVER ROAD**

WHEREAS, in a memo dated November 7, 2016, the City Engineer advises that the property owner of 6 River Road is seeking to redevelop their property, and

WHEREAS, the proposed development requires a permit from the NJ Department of Environmental Protection (NJDEP) due to its close proximity to the Passaic River and the corresponding flood plain, and

WHEREAS, as part of the application, the applicant must state whether any work will be performed in an easement and if so, the easement owner must also sign the application, and

WHEREAS, although the bridge is owned and maintained by Union County, the City is legal owner to a maintenance and construction easement on this property, and

WHEREAS, the proposed improvements will ultimately need Union County approval, and

WHEREAS, the City Engineer further advises that the improvements will not impact the integrity or access to the existing bridge.

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

1. That the property City officers are hereby authorized to sign this NJDEP application as the legal owner of the easement.
2. That signing the aforementioned application this will not constitute an approval of any site plan.
3. That the project shall be subject to all applicable reviews and approvals.

Dated: November 14, 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 Monday evening, November 14, 2016

City Clerk



DCS - Engineering Division  
R - Works

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

Meeting: 11/14/16 07:30 PM

---

**RESOLUTION (ID # 4576)**

---

DOC ID: 4576

TO: Mayor and Common Council

FROM: Aaron Schrager, City Engineer/ Deputy DCS Director

DATE:

**SUMMARY**

The property owner of 6 River Road is seeking to redevelop their property. The proposed development requires a permit from NJDEP due to its close proximity to the Passaic River and the corresponding flood plain. As part of the application, the applicant must state whether any work will be performed in an easement and if so, the easement owner must also sign the application. Although the bridge is owned and maintained by Union County, the City is legal owner to a maintenance and construction easement on this property.

The proposed improvements will ultimately need Union County approval and not impact the integrity or access to the existing bridge. Therefore, at this time I am requesting a resolution authorizing the City to sign this NJDEP application as the legal owner of the easement. This will not constitute an approval of any site plan and the project will still be subject to all applicable reviews and approvals.

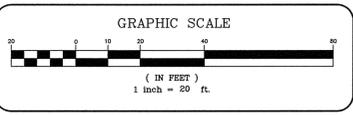
1 TITLE INFORMATION

THE TITLE COMMITMENT WAS PREPARED BY CHICAGO TITLE INSURANCE COMPANY, TITLE NO. 2012-20275, EFFECTIVE DATE APRIL 18, 2012.

2 SURVEYOR CERTIFICATION

TO ALL ENTERPRISES, LLC, CHICAGO TITLE INSURANCE COMPANY, CAPITAL ONE NATIONAL ASSOCIATION, A NATIONAL BANKING ASSOCIATION, ITS SUCCESSORS AND/OR ASSIGNS, AS THEIR INTERESTS MAY APPEAR, CORNER 8 ROAD, 100 WILLIAMSBURG, WILMINGTON, DELAWARE, DE 19804.

3 SCALE



4 CLIENT INFORMATION BOX

ALL ENTERPRISES, LLC

5 LEGEND

SYMBOL LEGEND: CONCRETE MONUMENT FOUND, IRON PIPE FOUND, WETLAND PLANT, etc.

6 SQ. FOOTAGE OF BUILDINGS

BUILDING A 1,663 SF  
BUILDING B 42 SF  
TOTAL 1,705 SF

7 GROSS FLOOR AREA OF BUILDINGS

1,706 SF

8 SURVEYOR'S NOTES

- GENERAL NOTES: FIELD SURVEY PERFORMED ON FEBRUARY 5, 2010, FEBRUARY 17, 2010, FEBRUARY 24, 2010 AND MAY 17, 2010.

9 LAND AREA

27,901 SF  
0.6405 AC

10 SCHEDULE 'B' SECTION II EXCEPTIONS

- SCHEDULE B - SECTION II EXCEPTIONS CHICAGO TITLE INSURANCE COMPANY TITLE NO. 2012-20275

11 BASIS OF BEARING

THE BEARING S 09°00'00" E BEING THE EASTERLY LINE OF LOT 12 BLOCK 201, CITY OF SUMMIT, BEING THE SIXTH COURSE IN DB 3762 PG 552.

12 FLOOD INFORMATION

PROPERTY IS LOCATED PARTIALLY IN ZONE X (AREAS DETERMINED TO BE OUTSIDE THE 1% ANNUAL CHANCE FLOODPLAIN, ZONE X AREAS OF 0.2% ANNUAL CHANCE FLOOD AREAS OF 1% ANNUAL CHANCE FLOOD WITH AVERAGE DEPTHS OF LESS THAN 1 FOOT OR WITH DRAINAGE AREAS LESS THAN 1 SQUARE MILE, AND AREAS PROTECTED BY LEASES FROM 1% ANNUAL CHANCE FLOOD, AND ZONE AE (AREAS FLOOD INSURANCE DETERMINED) PER MAP ENTITLED "FIRM FLOOD INSURANCE RATE MAP, UNION COUNTY, NEW JERSEY ALL JURISDICTIONS, PANEL 1, OF 10, MAP NUMBER 54002000F, EFFECTIVE DATE SEPTEMBER 20, 2006.

13 ZONING TABLE

Table with columns: ZONE REQUIREMENT, LI ZONE, GAS SERVICE STATION CONDITIONAL USE REQUIREMENTS (FOR REFERENCE ONLY), EXISTING

14 POSSIBLE ENCROACHMENTS

- A OVERHEAD WIRES CROSS SOUTHWESTERLY CORNER OF PROPERTY 9.5'

15A METES & BOUNDS DESCRIPTION

BEGINNING AT A POINT ON THE NORTHERLY SIDELINE OF RIVER ROAD AS ESTABLISHED IN DEED BOOK 5281 AT PAGE 140, ALSO KNOWN AS COUNTY ROUTE 649, WIDTH VARIES, WHERE THE SAME IS INTERSECTED BY THE DIVISION LINE BETWEEN LANDS HEREBY DESCRIBED AND LANDS NOW OR FORMERLY OF MAZCO REAL ESTATE, INC., DESCRIBED IN DEED BOOK 3586 AT PAGE 78, AND RUNS THENCE:

15B RECORD DESCRIPTION

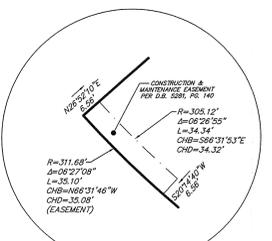
- BEGINNING AT AN IRON PIPE ON THE NORTHERLY LINE OF RIVER ROAD, (VARIABLE WITH RIGHT OF WAY) WHERE THE SAME IS INTERSECTED BY THE DIVIDING LINE BETWEEN LOT 12, BLOCK 201 AND LOT 11, BLOCK 201 AND RUNNING FROM SAID POINT OF BEGINNING, THENCE:

Table with columns: FLOOD HAZARD AREA #1, FLOOD HAZARD AREA #2, FLOOD HAZARD AREA #3. Includes length and direction for various lines.

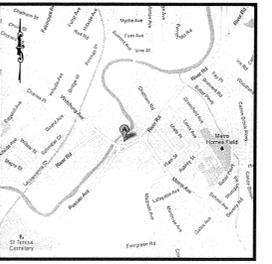
THE FLOOD HAZARD ELEVATION LINE AND FLOOD HAZARD AREA OF THE PASSAIC RIVER WAS DETERMINED BY THE DEPARTMENT DELINEATION METHOD (DEM10D) AS PER NCA 71A.5.

KEY TO ALTA-SURVEY

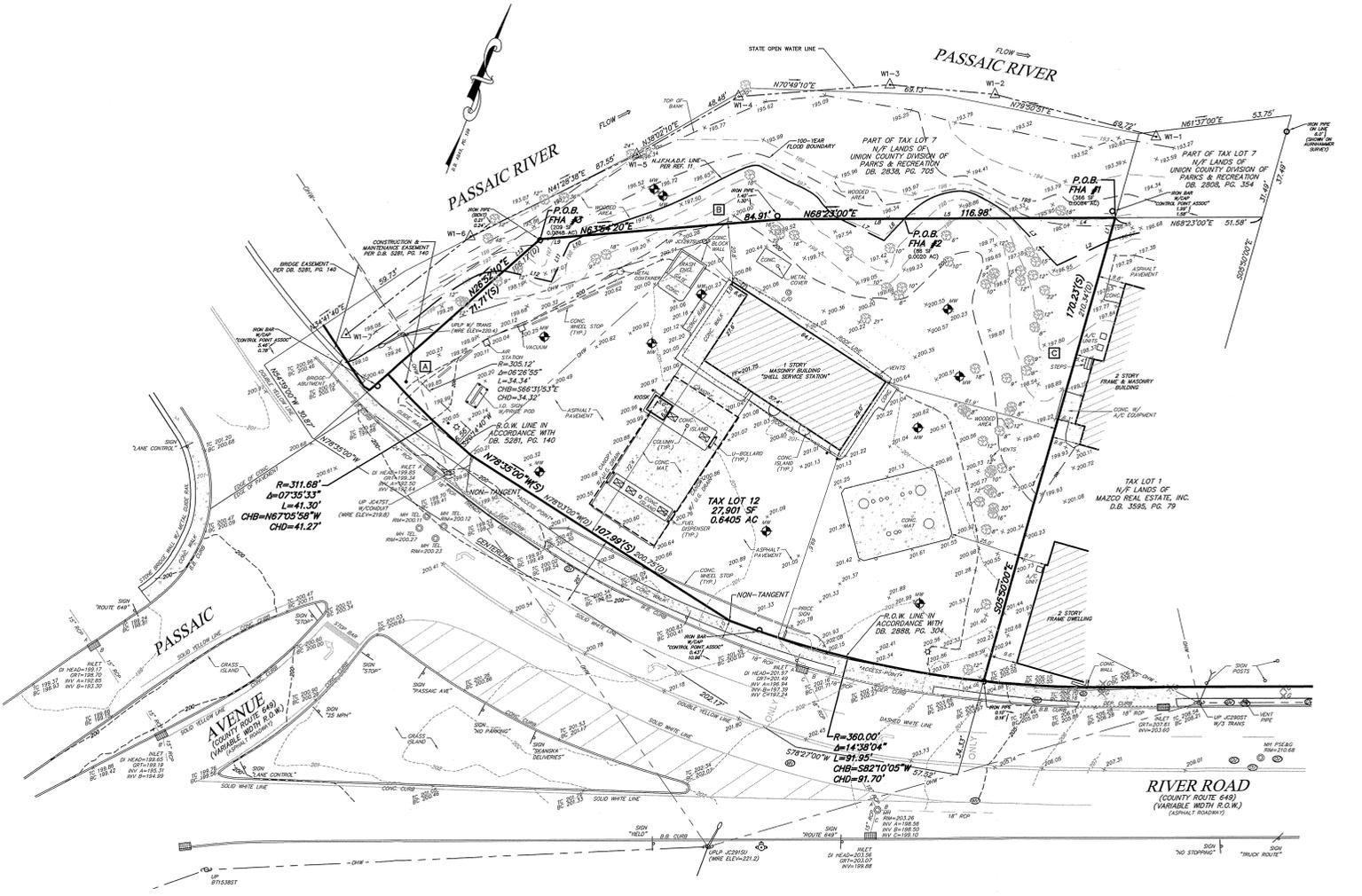
- 1 TITLE INFORMATION, 2 SURVEYOR CERTIFICATION, 3 SCALE, 4 CLIENT INFORMATION BOX, 5 LEGEND, 6 SQ. FOOTAGE OF BUILDINGS, 7 GROSS FLOOR AREA OF BUILDINGS, 8 SURVEYOR'S NOTES, 9 LAND AREA, 10 SCHEDULE 'B' ITEMS, 11 BASIS OF BEARING, 12 FLOOD INFORMATION, 13 ZONING TABLE, 14 POSSIBLE ENCROACHMENTS, 15 METES & BOUNDS DESCRIPTION, 16 OBSERVED UTILITY SERVICES, 17 MAP REFERENCES, 18 VICINITY MAP



EASEMENT DETAIL N.T.S.



18 VICINITY MAP SCALE: N.T.S.



Professional Land Surveyor information, DPK CONSULTING logo, drawing file name (10-4233ALTA06), sheet number (1), project number (10-4233), and revision (6).



State of New Jersey  
Department of Environmental Protection

Division of Land Use Regulation

Application Form for Permit(s)/Authorization(s)

501 E. State Street Mail Code 501-02A P.O. Box 420

Trenton, NJ 08625-0420

Phone #: (609) 777-0454 Web: www.nj.gov/dep/landuse



Please print legibly or type the following: Complete all sections and pages unless otherwise noted. Is this project Superstorm Sandy Related Yes  No

1. Applicant Name: Mr./Ms./Mrs. Ali Enterprises LLC E-Mail: waseemshel@aol.com  
Address: 98 Main Street Daytime Phone: (973) 615-2032  
City/State: Madison, NJ Zip Code 07940 Cell Phone: \_\_\_\_\_

2. Agent Name: Mr./Ms./Mrs. John A. Palus, PE, PP, LEED  
Firm Name: Dynamic Engineering Consultants, PC E-Mail: jpalus@dynamiccec.com  
Address: 1904 Main Street Daytime Phone: (732) 974-0198 Ext. \_\_\_\_\_  
City/State: Lake Como, NJ Zip Code 07719 Cell Phone: \_\_\_\_\_

3. Property Owner: Mr./Ms./Mrs. (Same as Applicant) E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Ext. \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip Code \_\_\_\_\_ Cell Phone: \_\_\_\_\_

4. Project Name: Proposed Automobile Service Station and Convenience Store Address/Location: 6 River Road (CR 649)  
Municipality: City of Summit County: Union County Zip Code 07901  
Block(s): 201 Lot(s): 12

N.A.D. 1983 State Plane Coordinates (feet) E (x): 525 817.52 N (y): 690 536.93 Not Longitude/Latitude

Watershed: Passaic River (Upper) Subwatershed: Upper Passaic, Whippany, d  
Nearest Waterway: Passaic River Rockaway.

5. Project Description: The proposed development consists of a 2,500 SF retail store, canopy, parking, walkways, driveways, stormwater, landscaping, lighting and other associated amenities. This application is for a FHA verification permit.

Provide if applicable: Previous LUR File # (s): \_\_\_\_\_ Waiver request ID # (s): \_\_\_\_\_

A. SIGNATURE OF APPLICANT (required):

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining and preparing the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for knowingly submitting false information, including the possibility of fine and imprisonment. If the applicant is an organization such as a corporation, municipal entity, home-owners association etc., the party responsible for the application shall sign on behalf of the organization.

Amjad - A - Tabbassum  
Signature of Applicant

8/25/2016  
Date

Amjad - A - Tabbassum  
Print Name

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Attachment: 2016-08-30 NJDEP LURP form (SIGNED & COMPLETED) (4576 : Authorize Execution of NJDEP LURP Application in Easement - 6

**B. PROPERTY OWNER'S CERTIFICATION**

I hereby certify that the undersigned is the **owner of the property** upon which the proposed work is to be done. This endorsement is certification that the owner/easement holder grants permission for the conduct of the proposed activity. In addition, written consent is hereby given to allow access to the site by representatives or agents of the Department for the purpose of conducting a site inspection(s) or survey(s) of the property in question.

In addition, the undersigned property owner hereby certifies:

- 1. Whether any work is to be done within an easement? Yes  No   
(If answer is "Yes" – Signature/title of responsible party is required below)
- 2. Whether any part of the entire project will be located within property belonging to the State of New Jersey? Yes  No
- 3. Whether any work is to be done on any property owned by any public agency that would be encumbered by Green Acres? Yes  No
- 4. Whether this project requires a Section 106 (National Register of Historic Places) Determination as part of a federal approval? Yes  No

Amjad Tabbsum  
 Signature of Owner  
8/25/2016  
 Date  
Amjad A. Tabbsum  
 Print Name

\_\_\_\_\_  
 Signature of Owner/Easement Holder  
 \_\_\_\_\_  
 Date  
 \_\_\_\_\_  
 Print Name/Title

**C. APPLICANT'S AGENT**

I Amjad Tabbsum, the Applicant/Owner and \_\_\_\_\_, co-Applicant/Owner authorize to act as my agent/representative in all matters pertaining to my application the following person:

John A. Palus, PE, PP, LEED  
 Name of Agent  
Professional Engineer  
 Occupation/Profession of Agent

Amjad Tabbsum  
 Signature of Applicant/Owner  
 \_\_\_\_\_  
 Signature of co-Applicant/Owner  
Kirit C. Patel  
 8/25/16

**AGENT'S CERTIFICATION:**

I agree to serve as agent for the above-referenced applicant:

[Signature]  
 Signature of Agent

**NOTARY:**

**KIRIT C. PATEL**

ID # 2276895

Sworn to me, this day of: NOTARY PUBLIC, 2016

**STATE OF NEW JERSEY**

My Commission Expires July 16, 2021

Notary Public

**D. STATEMENT OF PREPARER OF PLANS, SPECIFICATIONS, SURVEYOR'S OR ENGINEER'S REPORT**

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining and preparing the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for knowingly submitting false information, including the possibility of fine and imprisonment.

[Signature]  
 Signature  
John A. Palus, PE, PP, LEED  
 Print Name  
Co-Owner, Dynamic Engineering consultants, PC  
 Position & Name of Firm  
41975 8/25/16  
 Professional License # Date

**E. STATEMENT OF PREPARER OF APPLICATION, REPORTS AND/OR SUPPORTING DOCUMENTS (other than engineering)**

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining and preparing the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for knowingly submitting false information, including the possibility of fine and imprisonment.

[Signature]  
 Signature  
John A. Palus, PE, PP, LEED  
 Print Name  
Co-Owner, Dynamic Engineering consultants, PC  
 Position & Name of Firm  
41975 8/25/16  
 Professional License # Date  
 (If Applicable)



Received & Recorded Deed-1  
 Union County, NJ Inst# 109051  
 6/18/2002 15:20 Pgs-5  
 Joanne Rajoppi Consider. .00  
 County Clerk RT Fee .00  
 Operator  
 PEREZ



Prepared By:  
  
 Barry A. Gsmun

**DEED OF DEDICATION**

THIS DEED OF DEDICATION, made on April 10, <sup>2002</sup>~~2001~~, between MOTIVA ENTERPRISES, LLC, a Delaware limited liability company, having an office at 1100 Louisiana, Houston, Texas 77002 (referred to as the "Grantor"), and

THE CITY OF SUMMIT, a municipal corporation of the State of New Jersey, having its City Hall at 512 Springfield Avenue, Summit, New Jersey 07901 (referred to as the "Grantee").

The words "Grantor" and "Grantee" shall mean all Grantors and Grantees listed above.

Transfer of Ownership. Grantor grants and conveys (transfers ownership of) to the Grantee the property described on EXHIBIT A annexed hereto, and as shown as Parcel R9 on the drawing entitled "Detail of Parcels R9, RE9A and RE9B", prepared by Goodkind & O'Dea, Inc., dated June 2000, and annexed hereto as EXHIBIT B, said property being a part of Block 201, Lot 12 on the Municipal Tax Map of the City of Summit. This transfer is made for the sum of FIVE THOUSAND NINE HUNDRED TWENTY DOLLARS (\$5,920.00), and other good and valuable consideration, for the purpose of dedicating to public use the property described on EXHIBIT A for the widening of River Road in the City of Summit in connection with the replacement to be undertaken by the Counties of Union and Morris, New Jersey, of the existing bridge located on River Road within the City of Summit, Union County, New Jersey, and extending across the Passaic River to Watchung Avenue in the Borough of Chatham, Morris County, New Jersey, and known as Morris County Bridge 515/Union County Bridge SU8.

Type of Deed. The Deed is called a "Deed of Dedication". The Grantor promises that the Grantor has done no act to encumber the property. This promise means that the Grantor has

085281-0140

not allowed anyone else to obtain any legal rights which affect the property (such as by making a mortgage or allowing a judgment to be entered against the Grantor).

Signatures. The Grantor signs this Deed of Dedication as of the date at the top of the first page.

WITNESS:

*Gladie B. Thompson*

*KSL*

MOTIVA ENTERPRISES, LLC

By *[Signature]*  
Charles T. Badnick  
Attorney-In-Fact

Attachment: Bridge Easement DB 5281, PG 140 (4576 : Authorize Execution of NJDEP LURP Application in Easement - 6 River Road)

085281-0141

**EXHIBIT A**

All that tract or parcel of land, situate, lying and being in the City of Summit, in the County of Union, State of New Jersey, more particularly designated as follows:

Beginning at a point formed by the intersection of the northeasterly existing right of way line of River Road and the dividing line of Block 201, Lot 7 and Block 201, Lot 12; thence

1. From point of beginning, along the said dividing line North 26 degrees 52 minutes 10 seconds East 10.51 feet (3.204 meters), more or less, to a point on a curve; thence
2. Along said curve to the left, having a radius of 311.68 feet (95.000 meters) and an arc length of 55.77 feet (17.000 meters), more or less, to a point; thence
3. Along said existing right of way line North 78 degrees 35 minutes 00 seconds West 59.90 feet (18.256 meters), more or less, to the point and place of Beginning.

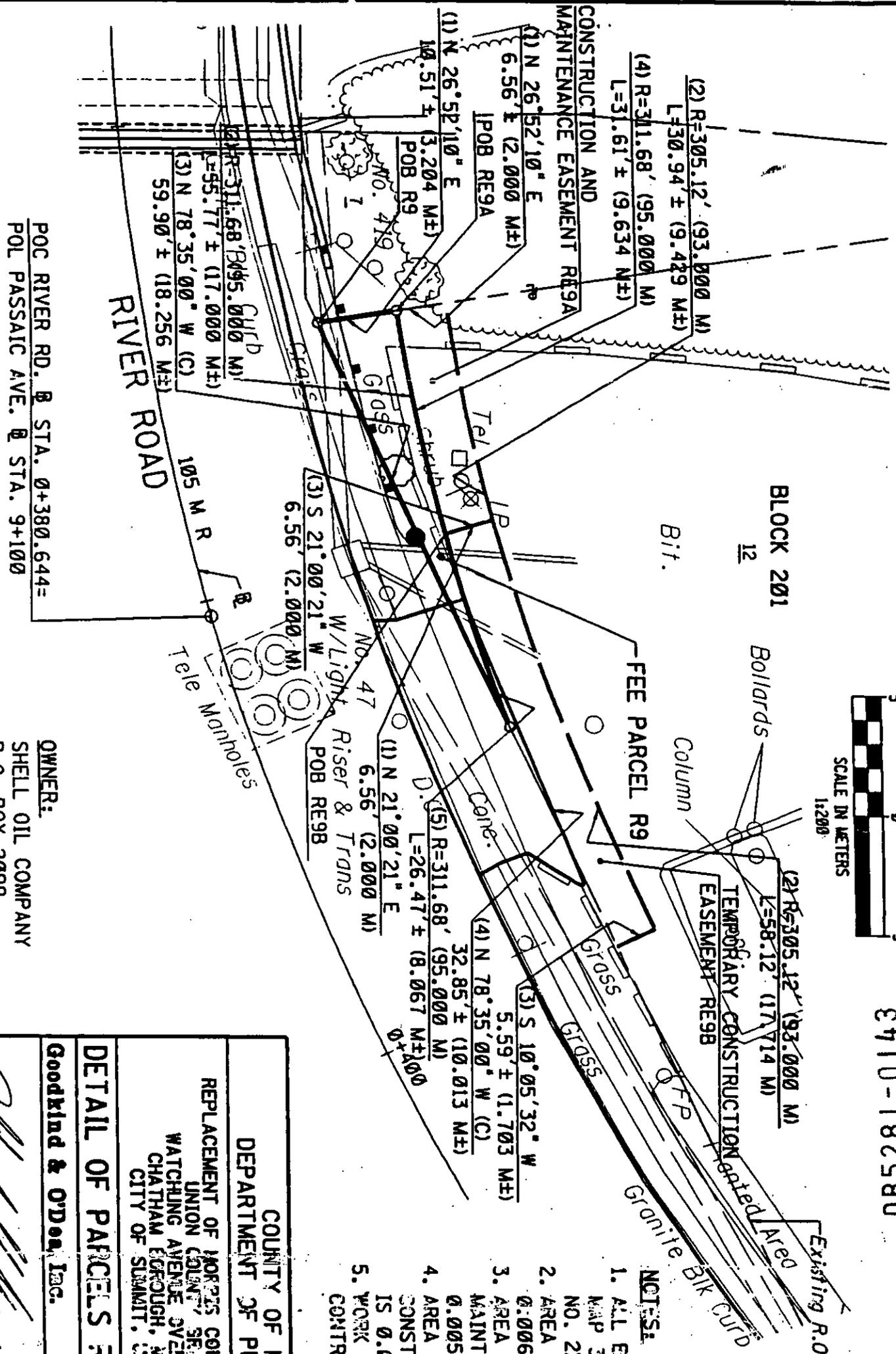
Containing 0.006 acre, more or less (23.3 square meters, more or less).

Said description being in accordance with a location survey entitled "Survey at, City of Summit, Union Co., NJ, prepared by John Edmund Lafferty, L.S. on September 23, 1966.

Designated as Fee Parcel R9 on a drawing entitled "Detail of Parcels R9, RE9A and RE9B", prepared by Goodkind & O'Dea, Inc., dated June 2000.

BEING a portion of the same premises conveyed to Motiva Enterprises, LLC by deed of Shell Oil Company, dated September 14, 1998, recorded July 19, 1999 in the Union County Register's Office in Book 4843 of Deeds for said County at page 129 &c.

0: C:\VCADD\1996\DOM\RD\CEPAR9.DGN  
 85 JUL 28 08  
 88:48:13



2410-182580

Attachment: Bridge Easement DB 5281, PG 041 PG, NJDEP URP Application in Easement - 6 River Road

**NOTES:**

1. ALL BEARINGS ARE PER REF. MAP 3 (SEE CONTRACT DWG. NO. 2).
2. AREA OF FEE PARCEL IS 0.006 AC ± (23.3 S.M. ±).
3. AREA OF CONSTRUCTION AND MAINTENANCE EASEMENT IS 0.005 AC ± (19.1 S.M. ±).
4. AREA OF TEMPORARY CONSTRUCTION EASEMENT IS 0.008 AC ± (33.4 S.M. ±).
5. WORK THIS DWG. WITH CONTRACT DWG. NO. 4.

**COUNTY OF MORRIS**  
**DEPARTMENT OF PUBLIC WORKS**

REPLACEMENT OF MORRIS COUNTY BRIDGE NO. 515/  
 UNION COUNTY, SEUGE N. SUB  
 WATCHUNG AVENUE OVER PASSAIC RIVER  
 CHATHAM BOROUG, MORRIS COUNTY  
 CITY OF SUMMIT, UNION COUNTY

**DETAIL OF PARCELS R9, RE9A & RE9B**

**Goodkind & O'Dea, Inc.**

Rutherford, New Jersey

POC RIVER RD. @ STA. 0+380.644=  
 POL PASSAIC AVE. @ STA. 9+100

**OWNER:**  
 SHELL OIL COMPANY  
 P.O. BOX 2099  
 HOUSTON, TX. 77001

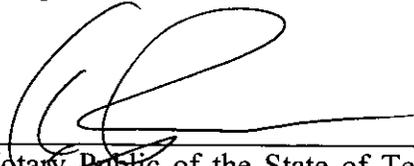
ARTHUR J. SCHAPPELL JR. NEW JERSEY LICENCE NO. 31279	DATE 4/29/2008	SCALE 1:200	DATE JUNE, 2008
---	-------------------	----------------	--------------------

STATE OF TEXAS )  
 )  
COUNTY OF Harris ) ss.:

I certify that on April 10, <sup>2002</sup>~~2001~~, Charles T. Badrick,

personally came before me and acknowledged under oath, to me satisfaction that:

- (a) he is an Attorney-In-Fact of Motiva Enterprises, LLC, the Grantor named in this Deed of Dedication; and
- (b) he signed, sealed and delivered this Deed of Dedication as and for his act and deed and the act and deed of Motiva Enterprises, LLC.

  
 \_\_\_\_\_  
 Notary Public of the State of Texas in and  
 for the County of Harris, in  
 the State of Texas.  
 My Commission Expires:



CUYLER BURK LLP  
4 CENTURY DRIVE

PARSIPPANY

Deed

NJ 07054  
Recording Fee  
RT Fee

Inst. #  
1 09051

Paid  
45.00  
.00

Resolution (ID # 4570)  
November 14, 2016

**AUTHORIZE EXECUTION "GREENING UNION COUNTY" GRANT AGREEMENT -  
SPRING 2017 TREE SUPPLY AND INSTALLATION**

WHEREAS, Resolution #37450 dated July 5, 2016, authorized submission of a grant application to Union County for the "Greening Union County" grant program for Spring 2017 Tree Supply and Installation, and

WHEREAS, the aforementioned grant is a tree-for-tree matching grant which will allow reimbursement for 50% of monies expended for the project, and

WHEREAS, funds in the amount of \$7,000.00 for the matching portion of the grant will be certified from account #6-01-28-375-000-226 upon inclusion in and adoption of the 2017 operating budget.

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

That the proper city officials be and they are hereby authorized to execute a "Greening Union County" grant agreement, for a tree for tree matching grant for the Spring 2017 Tree Supply and Installation.

Dated: November 14, 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 Monday evening, November 14, 2016.

City Clerk



DCS - Engineering Division

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

Meeting: 11/14/16 07:30 PM

**RESOLUTION (ID # 4570)**

DOC ID: 4570

---

TO: Mayor and Common Council

FROM: Aaron Schrager, City Engineer/ Deputy DCS Director

DATE:

On July 5, 2016, the Department of Community Services requested authorization from the governing body for the submittal of the Greening Union County Grant application. The application submitted, requested the supply of 60 trees with an approximate grant value of \$9000, to be planted in the spring 2017. The grant award in the amount of \$7000 will fund the 50% share of the supply and planting of approximately 50 trees, therefore, the City Forester will purchase the appropriate supply of trees in accordance with the grant funding.

On October 14, 2016 the City received three (3) original agreements for the execution for the grant program from Victoria Durbin Drake, Trust Fund Administrator, Union County Open Space Recreation and Historic Preservation Trust Fund. The value of the grant is \$7000, the funds for the City's match of \$7000, is certified from account 6-01-28-375-000-226, upon adoption and inclusion in the 2017 Operating Budget.

It is my recommendation that Council pass a resolution authorizing the execution of the Greening Union County Grant Program Agreement.



# UNION COUNTY



OPEN SPACE, RECREATION &  
HISTORIC PRESERVATION TRUST FUND

**RECEIVED**  
OCT 20 2016  
CITY CLERK'S OFFICE  
SUMMIT, N.J.

NRJ

FREEHOLDER TRUST FUND  
STANDING COMMITTEE

October 14, 2016

BETTE JANE KOWALSKI  
*Chairman*

Mayor Nora G. Radest  
City of Summit  
512 Springfield Avenue  
Summit, NJ 07901

SERGIO GRANADOS  
*Freeholder*

MOHAMED S. JALLOH  
*Freeholder*

ALEXANDER MIRABELLA  
*Freeholder*

RE: Greening Union County Grant 2016

PUBLIC ADVISORY  
COMMITTEE

Dear Mayor Radest,

HON. ROSE CHECCHIO

On behalf of the Union County Board of Chosen Freeholders, we are pleased to forward the enclosed documents to you as we formalize our partnership in the Greening Union County Grant Program. We are eager to inform you that your 2016 grant application has been approved in the amount of **\$7,000.00** as a matching grant.

MICHAEL DEL SORDI

CHARLES EKE

ARTHUR KOBITZ

JIM McMANUS

EDWARD O'MALLEY

LISA PALIN

JANICE SIEGEL

MIKE YESENKO

As we formalize our partnership in the Greening Union County Grant Program, enclosed please find three (3) original agreements for your execution with regard to the above-mentioned program. Kindly sign where indicated with the municipality seal affix and return all three to the undersigned below.

ALFRED J. FAELLA  
*County Manager*

Upon receipt of your signed contract, the County will process payments in coordination with the progress of the project pursuant to the contract.

VICTORIA DURBIN DRAKE  
*Trust Fund Administrator*

We thank you for your participation and enthusiastically anticipate the completion of your project.

Sincerely,

Victoria Durbin Drake  
Trust Fund Administrator

Cc: Business Administrators  
Public Works Directors

Enclosure

ADMINISTRATION BUILDING

Elizabethtown Plaza Elizabeth, NJ 07207 (908) 558-2278 fax (908) 527-4704 www.ucnj.org

We're Connected to You

Attachment: Greening UC Grant Agreement 10-21-16 (4570 : Authorize Execution "Greening Union County" Grant Agreement - Spring 2017 Tree

**GREENING OF UNION COUNTY GRANT AGREEMENT**

**THIS AGREEMENT** made this **14th day of October, 2016**, by and between the County of Union, a body politic of the State of New Jersey, with principle offices at 10 Elizabethtown Plaza, Elizabeth, New Jersey, hereafter the “County” and;

City of Summit, a body politic of the State of New Jersey, with principle offices located at 512 Springfield Avenue, Summit, New Jersey, hereafter referred to as the “Municipality”, collectively “Parties”;

**WHEREAS**, pursuant to legal authority given the County under N.J.S.A 40:12-15.1 *et seq*, the County has embarked upon a program to assist Municipalities in improving their natural environment and air quality by providing a matching grant to be used towards the purchase of trees to be planted within the Municipalities participating in the program, and;

**WHEREAS**, the Parties, by this agreement, seek to memorialize the terms and conditions under which each will participate in the “Greening of Union County” grant program.

**WHEREFORE, IN CONSIDERATION OF THE PROMISES CONTAINED HEREIN**, as well as other good and valuable consideration, the Parties agree as follows:

**I. APPLICATION FOR GRANT APPROVAL-**

The Municipality has completed an Application for grant approval under the “Greening of Union County” program.

The Municipality is aware that the County has relied upon its Application, and the information and representations contained therein, as the underlying basis for approval of the grant to the Municipality. The Municipality represents that said information is true to the best of its knowledge and belief.

Said Application is attached hereto, made a part hereof and designated as EXHIBIT A.

# EXHIBIT A

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 'Royal 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>Hamamelis tetraaptera</u>	<u>5</u>	<u>" "</u>
5. <u>Cornus florida</u>	<u>5</u>	<u>" "</u>
6. <u>Cladrastis kentuckea</u>	<u>5</u>	<u>" "</u>
7. <u>Astrya virginiana</u>	<u>5</u>	<u>" "</u>
8. <u>Aesculus x carnea 'Briotii'</u>	<u>10</u>	<u>" "</u>
9. _____	_____	_____
10. _____	_____	_____
	<u>60</u>	

Page Two---

## **II. GRANT AMOUNT AND PAYMENT-**

The County shall provide the Municipality with a "Greening of Union County" grant in the amount of **\$7,000.00**, subject to the terms of this agreement. The Municipality is responsible for payment in full to the Vendor supplying the trees which are the subject of the grant program. The County shall reimburse the Municipality for 50% of the amount paid by the Municipality up to, but not in excess of, the amount of the grant upon the Municipality providing proof of payment to the County.

Those municipalities choosing to do so may purchase trees from the Cooperative Purchasing Consortium in which the County participates. In such a case, the County will match, tree for tree, the number of trees purchased by the Municipality. Installation shall be done by the Municipality through direct contract with the Vendor of the Cooperative. In the case where the Municipality wishes to purchase the trees from a source other than the Cooperative, then in that event the County's responsibility shall only be to pay the amount of the grant as set forth in this agreement. The Municipality shall be required to provide a one year maintenance program per the criteria established in the guidelines for the program.

## **III. TERM OF AGREEMENT-**

The term of this agreement shall be for 12 months commencing from the date of the award unless extended by the County. All planting and miscellaneous work required pursuant to the guidelines for this grant program is subject to supervision by the County through its appropriate representatives.

Failure to complete the work called for under this grant within the time set forth above, or as may be extended, shall constitute a default on the part of the Municipality giving the County the right to exercise its legal remedies, including but not limited to seeking a return of any and all monies paid. The program guidelines are attached hereto, made a part hereof and designated as EXHIBIT B.

## **IV. COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS-**

The Municipality shall be responsible for complying with all applicable laws and regulations governing this agreement. The Municipality shall be solely responsible for

## EXHIBIT B

### 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 \_\_\_\_\_

Address: \_\_\_\_\_

**Project Manager Information**

Contact Name and Title: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Contact Address: \_\_\_\_\_

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

Page Three---

the obtaining of any and all permits necessary to complete the work required under this grant program.

**V. NOT EMPLOYEES-**

No party performing work under this agreement shall at any time be considered an employee of the County, but shall be considered to have the status of Independent Contractor.

**VI. CONTRACTORS/VENDORS PERFORMING WORK-**

The Municipality shall not engage the services of a Contractor/Vendor without first ascertaining that said Contractor is not on the Department of the Treasury's list of debarred contractors.

Further, the Municipality shall be responsible for ascertaining that any such Contractor/Vendor is complying with the requirements of the Prevailing Wage Law.

**VII. INSURANCE-**

The Municipality/Organization shall, prior to the commencement of the project, provide the County with a Certificate of Insurance on an ACORD form. The Certificate shall name the County of Union as an additional insured. Said insurance shall be for the following types of coverage and in the following amounts:

- Comprehensive General Liability Insurance in the amount of \$3 million per occurrence for bodily injury and property damage.
- Automobile Liability coverage in an amount not less than \$1 million combined single limit for bodily injury and property damage.
- Workers Compensation per statute.

The policies as well as the Certificate shall contain a provision that same may not be cancelled without 30 days prior written notice to both the insured and the County.

Page Four---

### **VIII. SIGNAGE-**

By execution this agreement, the Municipality consents to the County's placement of a sign at the site which shall contain the following language:

“GREENING UNION COUNTY—A SERVICE OF THE UNION  
COUNTY BOARD OF CHOSEN FREEHOLDERS---YOUR  
TRUST FUND DOLLARS AT WORK FOR YOU.”

### **IX. MISCELLANEOUS-**

- a.) Simultaneously with the execution of this agreement, the Municipality will provide the County with a certified copy of the Resolution authorizing the acceptance of the grant and participation in the program.
- b.) The Municipality shall use the funds only for the purposes outlined in its application and for which the grant was approved.
- c.) The site of the project will be designated by the Municipality in a site map which will be provided to and approved by the County through its Open Space, Recreation and Historic Preservation Trust Fund Administrator, Victoria Durbin-Drake. No work is to be commenced until such time as approval is forthcoming from the County as set forth above. Further, the Municipality shall provide a one year maintenance program pursuant to the requirements of the program guidelines.
- d.) It is understood and agreed by the Parties hereto that this agreement and all attachments to same constitute the entire agreement between the parties. Any prior understandings, negotiations or agreements are void and of no effect.

Page Five---

**IN WITNESS WHEREOF**, the Parties hereto have set their hands and seals . The date upon which the last signatory affixes their name shall be considered the date of this agreement.

ATTEST

COUNTY OF UNION

\_\_\_\_\_  
James E. Pelletiere  
Clerk of the Board

\_\_\_\_\_  
ALFRED J. FAELLA  
County Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
Robert E. Barry, Esq.  
COUNTY COUNSEL

Witness:

(City of Summit)

\_\_\_\_\_

\_\_\_\_\_

Resolution (ID # 4584)  
November 14, 2016

**AWARD BID - SANITARY SEWER TV INSPECTION & CLEANING - VARIOUS LOCATIONS  
- \$37,760.00**

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

That, in accordance with the Assistant City Treasurer’s certification of availability of funds in Account # C-06-31-013-100-110, a copy of which is hereto attached and made a part of this resolution, bids received at the Purchasing Department meeting of October 25, 2016, be awarded as follows:

**SANITARY SEWER TV INSPECTION AND CLEANING - VARIOUS LOCATIONS**

National Water Main Cleaning Co.	\$37,760.00
1806 Newark Turnpike	
Kearny, NJ 07032	

FURTHER RESOLVED that Contracts/Purchase Orders shall be in the form approved by the City Solicitor.

Dated: November 14, 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 Monday evening, November 14, 2016.

City Clerk



DCS - Engineering Division  
R - Works

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

Meeting: 11/14/16 07:30 PM

---

**RESOLUTION (ID # 4584)**

---

DOC ID: 4584

TO: Mayor and Common Council

FROM: Aaron Schrager, City Engineer/ Deputy DCS Director

DATE:

Six (6) bids were received and opened for the Various Street Sewer Clean and Inspection Project at City Hall, Tuesday, October 25, 2016 at 11:00 AM.

Based on a review of the submitted documents and a bid summary for the project, the low bidder for this project was National Water Main Cleaning Co. Of 1806 Newark - Jersey City Turnpike, Kearny NJ. Their total bid price was \$37,760.00. This was less than the Engineer's estimate. Funding for this project is available in the follow capital ordinances:

C-06-31-013-100-110

Based on the above, I recommend award of a contract to National Water Main Cleaning Co in the amount of \$37,760.00 for the Various Streets Sewer Clean and Inspect Project.

**Various Streets Sewer Clean and Inspect**

**BID SUMMARY**

*Preliminary - Subject to Attorney Review*

**BASE BID**

10/25/2016

National Water Main Cleaning 1806 Nwk-JC TPK Kearny NJ 07032		Russell Reid Waste Hauling PO Box 130 Kearny NJ 08832		Fast Pipelining East 503 Walthen Road Newark, NJ 19702		Oswald Enterprises 161 E Rd. Belford NJ 07718		North American Pipeline 210 Belmont Road Freehold NJ 07728		Allstate Power Vac 928 E Hazelwood Ave Rahway NJ 07065		
Unit Price	Cost	Unit Price	Cost	Unit Price	Cost	Unit Price	Cost	Unit Price	Cost	Unit Price	Cost	
	\$10.00	\$10.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$6,100.00	\$6,100.00	\$1,020.00	\$1,020.00
	\$1,000.00	\$1,000.00	\$5,000.00	\$5,000.00	\$2,000.00	\$2,000.00	\$5,000.00	\$5,000.00	\$6,100.00	\$6,100.00	\$1,020.00	\$1,020.00
	\$2.45	\$24,500.00	\$2.51	\$25,100.00	\$3.00	\$30,000.00	\$3.00	\$30,000.00	\$7.50	\$75,000.00	\$11.22	\$112,200.00
	\$2.45	\$12,250.00	\$3.85	\$19,250.00	\$5.00	\$25,000.00	\$5.00	\$25,000.00	\$32.00	\$160,000.00	\$27.48	\$137,400.00
	\$37,760.00		\$49,350.00		\$59,000.00		\$61,000.00		\$247,200.00		\$251,640.00	

Attachment: Various Streets Sewer Clean and Inspect Bid Estimate 10.25.2016 (4584 : Award Bid -

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: NOVEMBER 14, 2016  
Resolution Doc Id: 4584

Vendor: NATIONAL WATER MAIN CLEANING COMPANY  
1806 NEWARK TURNPIKE  
KEARNY, NJ 07032-4314

Purchase Order Number: 16-03666

Account Number	Amount	Account Description
C-06-31-013-100-110	\$37,760.00	3113 Sewer TV Inspection & Line Cleaning

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

*Melissa Berger*  
Assistant City Treasurer

Attachment: Certification of Availability of Funds NATIONAL WATER MAIN2016 (4584 : Award Bid - Sanitary Sewer TV Inspection & Cleaning -

Resolution (ID # 4534)  
November 14, 2016

**AUTHORIZE EXECUTION OF REVOCABLE LICENSE AGREEMENT TO PERMIT RIGHT-OF-WAY ENCROACHMENT - 168 BEECHWOOD ROAD RETAINING WALL**

WHEREAS, in a memo dated October 12, 2016, the Assistant Engineer advises that an application for 168 Beechwood Road was approved by the City's Zoning Board of Adjustment to construct an addition, enclose a porch, and widen the driveway which requires the demolition of an existing retaining wall and construction of a new retaining wall that will extend into the City's right-of-way, and

WHEREAS, the Zoning Board Engineer recommended that the City enter into an agreement with the applicant for this work and for the permanent obstruction into the right-of-way, and

WHEREAS, the City Solicitor has recommended and prepared a "Revocable License Agreement" to be put in place to facilitate the right-of-way encroachment at 168 Beechwood Road and that the agreement be recorded on the deed through the Union County Clerk's office.

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 execute a Revocable License Agreement between the City and the Property Owner of 168 Beechwood Road, as recommended and prepared by the City Solicitor, in conjunction with the granting of the above mentioned right-of-way encroachment.
2. That the Revocable License Agreement shall be sent to the Union County Clerk's Office for recording.

Dated: November 14, 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 Monday evening, November 14, 2016.

City Clerk



DCS - Engineering Division  
R - Works

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

Meeting: 11/14/16 07:30 PM

## RESOLUTION (ID # 4534)

DOC ID: 4534 C

TO: Mayor and Common Council

FROM: Lori Toth, Assistant Engineer

DATE: October 12, 2016

In June of this year, the Zoning Board of Adjustment memorialized its approval of Application # 16-1802. The applicant was Mr. Jonathan Flax of 168 Beechwood Road and the application involved several zoning variances to construct a 2<sup>nd</sup> story addition and enclose an existing porch. Part of Mr. Flax's proposal was to also widen his driveway, which requires the demolition of the existing railroad tie wall along the left side of the driveway and the construction of a new modular block retaining wall 2'-5' further to the left (see Exhibit A). The end of the wall will extend into the City's right-of-way along Beechwood Road and the Board Engineer recommended the City enter into an agreement with the applicant for this work and for the permanent obstruction into the right-of-way. Council approval is requested of this agreement.

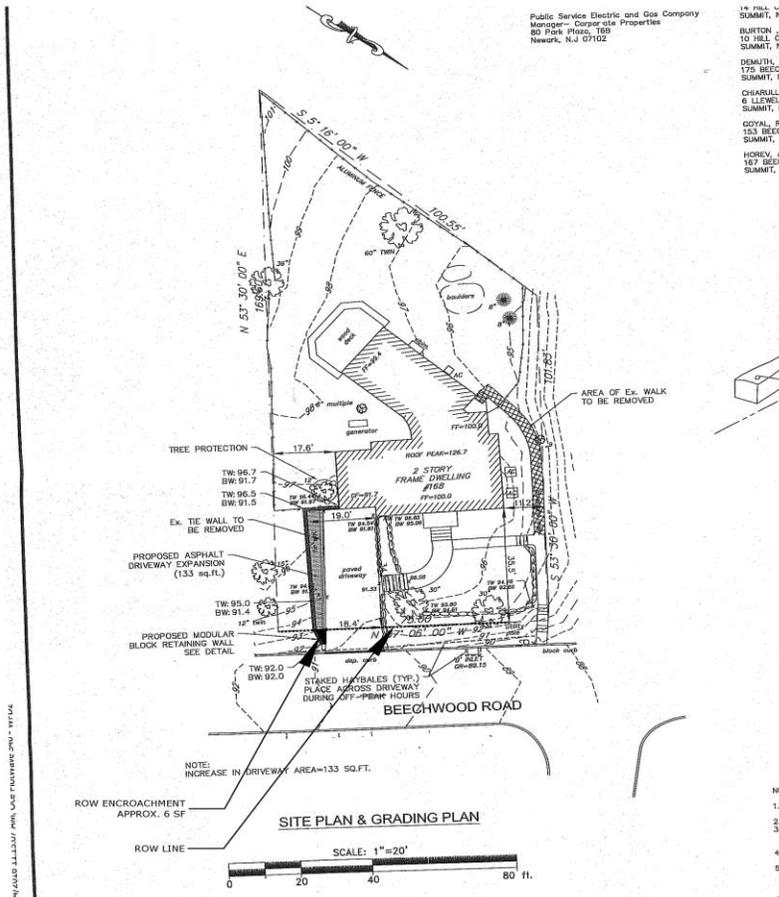
11/2/16 In furtherance



Provided above is a current street view photo of the driveway at 168 Beechwood Road, showing the existing railroad tie wall. It is this wall that is proposed to be removed and a new wall built a few feet back so as to widen the driveway (approximately represented by the heavy green line).

The plan indicates that the new wall height will be at a 5' maximum next to the house and will gradually taper down to 0' at the street. The maximum wall height within the right-of-way will be less than 2' and the wall will end further back behind the street curb than the current wall. The dashed line indicates the approximate location of the right-of-way line of Beechwood Road.

The drawing below is the applicant's engineer's plan view. We highlighted the right-of-way line and show the encroachment of approximately 6 square feet.



There is no sidewalk in the area and this proposal will not interfere with pedestrian or vehicular traffic as there is no interference currently with the existing wall. Council approval of the hold harmless agreement is recommended.

**RESOLUTION OF APPROVAL  
JON FLAX  
APPLICATION #ZB-16-1802**

IN THE MATTER OF JON FLAX	: ZONING BOARD OF ADJUSTMENT : CITY OF SUMMIT : VARIANCE APP. #ZB-16-1802 : BLOCK 1202, LOT 2 : 168 BEECHWOOD ROAD
------------------------------	--

**WHEREAS**, Jon Flax, has requested variances pursuant to N.J.S.A. 40:55D-70(c)(1), (c)(2) and (d)(4) to construct a second story addition to their property and enclose an existing porch on the property located at Block 1202, Lot 2 on the tax map of the City of Summit, being commonly known as 168 Beechwood Road, Summit, New Jersey, and said premises being in the R-25 Zone; and

**WHEREAS**, the Board held a public hearing on said application on May 2, 2016; and

**WHEREAS**, the applicant has provided adequate notice of the application and the hearing in accordance with N.J.S.A 40:55D-12; and

**WHEREAS**, the applicant was not represented by Counsel; and

**WHEREAS**, the Board has heard the testimony and the evidence presented by the applicant and having received comments from the public.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Adjustment of the City of Summit, County of Union, and State of New Jersey, on the 2<sup>nd</sup> day of May, 2016, made the following findings of fact:

1. The Board found the application complete.
2. **According to the application, the applicant is requesting the following variances:**
  - A. For proposed right side yard setback of 15 feet, whereas 17 feet is required.
  - B. For proposed rear yard setback of 35.6 feet (at kitchen expansion), whereas 45 feet is required.

- C. For proposed total side yard percentage of 38.4% (at proposed second story addition), whereas 40% is required.
- D. For proposed lot coverage of 30.7%, whereas 30% is the maximum permitted.
- E. For proposed FAR of 27.37%, whereas 25% is the maximum permitted.

Pre-existing Non-conforming Conditions:

- F. For pre-existing left side yard setback of 11 feet, whereas 17 feet is required.
  - G. For pre-existing building coverage of 19.7%, whereas 14% is the maximum permitted.
  - H. For pre-existing driveway width of 15 feet and proposed driveway width of 19 feet, whereas 12 feet is the maximum permitted.
  - I. For 2 pre-existing air conditioning condensers with right side yard setbacks of 7 feet, whereas mechanical equipment is permitted to encroach into the required side yard by not more than 3 feet.
  - J. For pre-existing spotlights located above the garage, whereas exterior lights are required to be shielded and aimed down such that no light source is visible and no light is spilled over any property line.
3. Based upon the sworn testimony of the applicant, Jon Flax, the Board made the following findings of fact:
- A. The applicant purchased the home in December 2014.
  - B. The applicant is seeking to create a play space for his two small children.
  - C. To achieve this goal, the applicant is proposing to construct a second floor addition for the relocation of the first floor home office.

- D. The applicant is also proposing to replace the roof, which experiences minor leaking, with a new pitched roof.
  - E. The kitchen will be relocated and opened up to the existing family room.
  - F. The applicant wishes to widen the driveway, to create room for a second car.
  - G. The previous owners of the home had done renovations to the property, which created the preexisting nonconforming conditions.
4. Based upon the sworn and qualified testimony of the applicant's Professional Architect, Cindy Boerner-Lay, the Board made the following findings of fact:
- A. Many of the variances needed are due to preexisting nonconforming conditions created by previous renovations to the home.
  - B. The existing open porch has three walls and a roof, and the applicant is proposing to enclose it with a fourth wall to include it in the living space. There will be no change to the visual bulk of the home as a result of this change. In 2001, a variance was granted to allow a similar but larger addition over the balcony which was never constructed.
  - C. The addition will be very well screened from the neighboring property with both deciduous and evergreen trees.
  - D. The property is oddly shaped, which drives the variance relief needed for the rear yard setback.
  - E. An addition was previously constructed to the rear of the home, which at the time, was conforming within the rear yard setbacks.
  - F. The driveway is proposed to be expanded 133 square feet. However, in exchange the applicant will remove 162 square feet of the existing blue stone walkway path, which will result in a net reduction of 29 square feet.

- G. The expansion of the driveway will allow for a safer means of ingress and egress into the property, due to the property's location on a bend in the road.
  - H. The site can accommodate the increase in FAR, given that the front area of the property located in the city right-of-way is extensive. If that area could be included in the total lot size, the FAR would be compliant.
  - I. This proposal will enhance the overall appearance of the property, and will not have a negative impact on neighboring properties as the renovations are *de minimis*.
- 5. Leo Paytis, 164 Beechwood Road, expressed concern about the potential damage of the existing trees between his and the applicant's property as a result of the construction of the driveway. Mr. Flax promised to preserve the integrity of these trees and to take all actions necessary to protect them during construction.
  - 6. Robert Delaney, 25 Hillcrest Road, expressed support for the application in that the proposed changes to the property will have a positive impact on the neighborhood.
  - 7. The Board determined that the site can accommodate the increase in floor area ratio, given that the increase will be *de minimis* in nature and will not increase the massing of the home.
  - 8. The Board finds the proposed renovations to be attractive, that will add value to the housing stock of the City of Summit.
  - 9. The Board found that the topography of the site, namely the city right-of-way being located on the property, creates a hardship for development and drives many of the preexisting nonconformities and variance relief needed.
  - 10. There are no substantial negative impacts arising from this proposal that will impinge on the light, air, or privacy of the surrounding property owners.
  - 11. The benefits of this proposal outweigh its detriments.

**CONCLUSIONS OF LAW:**

**WHEREAS**, after careful deliberation, the Board determined that this application has met the requirements of N.J.S.A. 40:55D-70 (c)(1) because the Board determined that the size of usable space on the property is severely compromised because of the property being located in the city right-of-way, creating a hardship for development; and

**WHEREAS**, the Board determined that this application has met the requirements of N.J.S.A. 40:55D-70 (c)(2) because the Board determined that the renovations to the home will be visual improvements the home consistent with the character of the neighborhood, making the home more attractive as described in N.J.S.A. 40:55D-2 (i) "To promote a desirable visual environment through creative development techniques and good civic design and arrangement;"

**WHEREAS**, the Board determined that this application has met the requirements of N.J.S.A. 40:55D-70 (d)(4) because the Board has determined that the site can accommodate the increase in floor area ratio, as there will not be any increase in the massing of the home; and

**WHEREAS**, the Board has determined that the relief sought can be granted without a substantial negative impact, because the proposal will not impinge on the light, air, or privacy of the surrounding property owners; and

**WHEREAS**, the Board has determined that the relief sought does not impair the intent and purpose of the Master Plan or Zoning Ordinance of the City of Summit.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Adjustment of the City of Summit, in the County of Union, and State of New Jersey, on the 2<sup>nd</sup> day of May, 2016, upon a motion made by Mark Hurrell and seconded by Nick Cohron that the application of Jon Flax, be granted, subject to the following terms and conditions:

1. The applicant shall be bound by all exhibits introduced, all representations made and all testimony given before the Board at its meeting of May 2, 2016.
2. The applicant shall provide all required Site Performance Bond and Inspection Fees in accordance with the Municipal Ordinance.
3. The applicant shall be responsible for obtaining any other approvals or permits from other governmental agencies, as

may be required by law, including but not limited to the Municipality's and State's affordable housing regulations; and the applicant shall comply with any requirements or conditions of such approvals or permits.

4. The applicant must comply with the Development Fee Ordinance of the City of Summit, if applicable, which Ordinance is intended to generate revenue to facilitate the provision of affordable housing.
5. The applicant has one (1) year from the date of this Resolution to obtain a building permit.
6. The applicant is to comply with the City Engineer's letter of April 14, 2016, which is incorporated herein and attached as Exhibit "A".
7. The air conditioning unit screening is to be maintained.
8. The Board reserves landscape jurisdiction for a period of two (2) years from the issuance of the Certificate of Occupancy.
9. The applicant agreed to preserve the integrity of the existing trees bordering 164 Beechwood Road, in accordance with the Bartlet Tree Expert's recommendations.
10. Publication of a notice of this decision will be published in one of the City's officially designated newspapers, by the Department of Community Services, at the cost of the applicant.

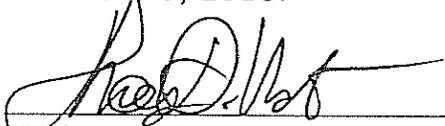
VOTE ON ROLL CALL:

IN FAVOR: Mark Hurrell; David Trone; Nick Cohron; Stephen Bowman;  
Michael Lisowski; Chris Dunn; Thomas Ucko

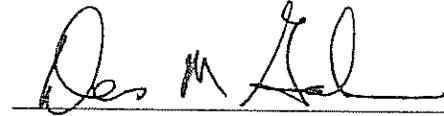
OPPOSED: None

**CERTIFICATION**

It is hereby certified the attached is a true copy of the Resolution for Application #ZB-16-1802, approved May 2, 2016 and duly adopted as to form by the Zoning Board and memorialized at its regular meeting on the June 6, 2016.



THOMAS UCKO  
Chairman  
City of Summit  
Zoning Board of Adjustment



DENNIS M. GALVIN, ESQ.  
Secretary and Counsel  
City of Summit  
Zoning Board of Adjustment

Exhibit "A"

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**To:** Zoning Board  
**From:** Andrew R. Hipolit, P.E.   
Board Engineer  
**Date:** April 14, 2016  
**Re:** 168 Beechwood Road  
Block 1202, Lot 2  
**Summit File No. ZB-16-1802**

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I have reviewed the application prepared by Jonathan Flax. The Applicant submitted the following for review:

- a. Plans entitled "Addition and Renovation To The Flax Residence, 168 Beechwood Road, Summit, NJ", prepared by Boerner-Lay Design LLC., consisting of eight (8) sheets, dated 12-02-15, last revised 03-15-16;
- b. Plan entitled "Grading Plan For The Flax Residence, 168 Beechwood Road, Block 145, Lot 8, City of Summit, Union County, New Jersey", prepared by DJ Egarian & Associates, Inc., consisting of one (1) sheet, dated 03.03.16;
- c. Plan entitled "Plan Of Survey, Jonathan Flax, Situated In City of Summit, Union County, New Jersey, Block 1202, Lot 2", prepared by Control Layouts, Inc., Land Surveyors, consisting of one (1) sheet, dated 10/24/14, last revised 11/05/14;
- d. Plan entitled "Topographic Survey Of Property Situated At 168 Beechwood Road (Lot 2 In Block 1202), City of Summit, Union County, New Jersey", prepared by Solstice Surveying, consisting of one (1) sheet, dated 02/13/16;
- e. Application to Zoning Board of Adjustment of Summit, New Jersey, dated March 14th, 2016; and
- f. Application for a Certified List of Property Owners within 200 feet, dated 3-3-16.

Based on our review of the above-referenced documents, this office offers the following comments:

1. The property is within the R-25 Zone and is surrounded by properties in the R-25 Zone.
2. The Applicant is proposing to construct a second story addition to their property and enclose an existing porch. The Applicant is removing the blue stone walkway associated with this entranceway.

3. The Applicant is proposing to widen the driveway, which requires the demolition of the existing "railroad" tie wall and the installation of a new modular block retaining wall.
4. The Applicant is proposing to decrease the impervious area by 29 SF +/- . The applicant is not proposing any stormwater management measures.
5. The Applicant shall provide a copy of the structural report and calculation referenced in note #3 in the gravity wall details, Sheet 1 prepared by D.J. Egarian & Associates, Inc.
6. The Applicant shall provide a hold harmless agreement for the construction of the wall within the City right-of-way.
7. While the Applicant has provided a silt fence detail on Sheet 1 (D.J. Egarian), no location for the silt fence is shown on the plans. It is our recommendation that the Applicant install soil erosion and sediment control measures at the catch basin located on Beechwood Road at the front of the property. We also recommend that the Applicant install hay bale sediment filters in the driveway during off hours to prevent any sediment from leaving the site. The details shall be added to the plan.
8. The Applicant shall be aware of their responsibility to repair any damage to improvements within the City Right-of-Way including, but not limited to, curb and asphalt caused by construction activities associated with the installation of the improvements on the subject lot.
9. The Applicant shall remove all excavated and excess soil from the site.
10. As a condition of approval, signed digital plans shall be transferred to the City of Summit for use in updating the GIS database for the property. Coordination with the City's Engineering Department shall be the responsibility of the Applicant after the application is approved by the City and prior to the issuance of a Certificate of Occupancy.

The referenced application and plans provided satisfy the engineering requirements for this variance application with the revisions noted above. **If the Board grants approval to the project, the approval should be subject to the issuance of a grading permit (Chapter 35, Article 8) and the conditions listed above.** The grading permit will not be issued until all requirements of the resolution of approval are satisfied.

If you have any questions or require anything further, please contact me.

ARH/tva

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(Revised October 25, 2016)

REVOCABLE LICENSE AGREEMENT

**THIS REVOCABLE LICENSE AGREEMENT** ("License" or "Agreement") made this \_\_\_\_ day of \_\_\_\_\_, 2016,

By and between:

**THE CITY OF SUMMIT**, a municipal corporation of the State of New Jersey, County of Union, State of New Jersey, having its principal offices at 512 Springfield Avenue, Summit, New Jersey 07901 ("City");

And,

**JONATHAN FLAX**, having an address at 168 Beechwood Road, Summit, New Jersey 07901 ("Flax").

**WITNESSETH:**

**WHEREAS**, the City has a right-of-way along Beechwood Road, including 168 Beechwood Road ("Property"), known as Block 1202, Lot 2 on the City of Summit Tax Map, as depicted on Exhibit A ("Right-of-Way Area"); and

**WHEREAS**, Flax received approval from the City's Zoning Board of Adjustment ("Board") to reconstruct a retaining wall within the Right-of-Way Area; and

**WHEREAS**, a true copy of Board Resolution for Application #ZB-16-1802, memorializing the Board's approval, dated June 6, 2016, is attached as Exhibit B; and

**WHEREAS**, that approval included the removal and reinstallation of a modular block wall within the Right-of-Way Area; and

**WHEREAS**, the City believes that it is in the best interests of the residents of the City to enter into this Agreement with Flax and allow a modular block wall within the Right-of-Way Area.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements of the parties set forth herein, and other good and valuable consideration, the parties hereto agree as follows:

1. Premises. The City hereby agrees to grant a revocable license to Flax, and Flax hereby accepts a revocable license from the City for the use of the Right-of-Way Area.

2. Purpose. The purpose of this Agreement is to establish the rights and responsibilities for the use of the Right-of-Way Area by Flax.

3. Supervision and Control. Except as otherwise provided in this Agreement, it is agreed that all maintenance of the Right-of-Way Area shall be the responsibility of Flax, including, but not limited to, repairing any damage to improvements within the Right-of-Way Area, such as the curb and asphalt, caused by construction activities associated with the installation of the improvements authorized by the Board.

4. Insurance. Flax shall maintain general liability insurance coverage in the amount of \$1,000,000 per person and \$3,000,000 for all persons affected by a single occurrence and property insurance in an amount not less than \$1,000,000. Flax shall name the City as an additional insured on said policies of insurance and certificate(s) of insurance reflecting such coverage and requirements shall be provided to the City Clerk.

5. Right to Enter. The City and its representatives, employees, officials and/or designees shall have the right to enter the Right-of-Way Area at any time for the purposes of inspecting, maintaining, repairing or performing any work therein.

6. Assignment. Flax shall not assign this Agreement.

7. Hold Harmless and Indemnification. Flax shall indemnify and hold harmless the City, its officials, employees, agents or volunteers, against any liability, loss or claim arising out of injury to person or damage to property occurring in or about the Right-of-Way Area as a result of or associated with Flax's use of the Right-of-Way Area, including if such liability, loss or claim is caused solely by the negligence of the City or any of its employees or agents.

8. Removal of Modular Block Wall. The City Engineering Division in its sole and absolute discretion may either, upon ten (10) days notice, demand that Flax remove the modular block walls from the Right-of-Way Area, within ten (10) days of the notice or, in the event of an emergency, the City may remove the modular block wall without notice and at Flax's sole cost and expense. The City's cost and expense shall be a lien on the

Property upon certification of the City Common Council. In either event, if the modular block walls are removed by Flax at the direction of the City Engineering Division or removed by the City, the City will have no obligation or responsibility to repair, replace, restore or maintain the modular block walls.

9. Utilities within the Right-of-Way. This Agreement is not to be construed as the City granting Flax the exclusive right to place a structure above the infrastructure of utilities located within the Right-of-Way. As to those utilities, Flax uses the Right-of-Way at his own risk and expense and this Agreement is subject to the rights of utilities using the Right-of-Way.

10. Amendment. This Agreement may not be amended except upon the written consent of both Flax and the City.

11. Revocable License. This Agreement is a Revocable License granted at the pleasure of the City and may be terminated by the City at its option.

12. Entire Agreement. This Agreement and the documents referred to herein set forth all of the promises, agreements, conditions and understandings between the City and Flax with regard to the Right-of-Way Area referred to herein, and there is no promise, agreement, understanding or condition, either oral or in writing, between the parties relating to the Right-of-Way Area other than as described in this Agreement.

**IN WITNESS WHEREOF,** and intending to be bound hereby, the parties hereto have set their hands and seals, or caused this Revocable License Agreement to be duly executed, effective as of the day and year first above written.

**ATTEST:**

**LICENSOR: CITY OF SUMMIT**

By: \_\_\_\_\_  
Rosemary Licatese, Clerk

By: \_\_\_\_\_  
Nora Radest, Mayor

**ATTEST:**

**LICENSEE: JONATHAN FLAX**

By: \_\_\_\_\_

By: \_\_\_\_\_  
Jonathan Flax

STATE OF NEW JERSEY )  
 ) **ss:**  
COUNTY OF UNION )

I CERTIFY that on \_\_\_\_\_, 2016, Rosemary Licatase personally came before me and acknowledged under oath, to my satisfaction, that:

- a. she is the Clerk of the City of Summit, the municipal corporation named in the attached document;
- b. she is the attesting witness to the signing of this document by the proper municipal officer who is Nora Radest, the Mayor of the municipal corporation;
- c. this document was signed and delivered by the municipal corporation as its voluntary act duly authorized by a proper Resolution of the City of Summit Common Council;
- d. she knows the proper seal of the municipal corporation which was affixed to this document; and
- e. she signed this proof to attest to the truth of these facts.

\_\_\_\_\_  
Rosemary Licatase, Clerk

Signed and sworn to before me on  
this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Name:  
Title:

STATE OF NEW JERSEY            )  
  ) **ss:**  
COUNTY OF UNION                )

I CERTIFY that on \_\_\_\_\_, 2016, Jonathan Flax personally came before me and acknowledged under oath, to my satisfaction, that:

- a. he is named in and personally signed the attached document; and
- b. he signed, sealed and delivered the same as his voluntary act and deed.

\_\_\_\_\_  
Jonathan Flax

Signed and sworn to before me on  
this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Notary Public

Resolution (ID # 4611)  
November 14, 2016

**AUTHORIZE UNION COUNTY COOPERATIVE COUNCIL PURCHASE - ROCK SALT - NOT  
TO EXCEED \$73,000.00**

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

That, in accordance with the Assistant City Treasurer's certification of the availability of funds in account #6-01-26-290-000-408, a copy of which is attached hereto and made a part of this resolution, and pursuant to Union County Cooperative Pricing Council Contract #BA55-2015, the purchase of rock salt through Atlantic Salt, Inc., 134 Middle St. Ste 201, Lowell, MA 01852, at a total cost of \$69.90 per ton not to exceed \$73,000.00, be and is hereby authorized.

Dated: November 14, 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 Monday evening, November 14, 2016.

City Clerk



Community Service Department (DCS)  
R - Works

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

Meeting: 11/14/16 07:30 PM

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**RESOLUTION (ID # 4611)**

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DOC ID: 4611

TO: Mayor and Common Council

FROM: Paul Cascais, Director - Department of Community Services

DATE: November 8, 2016

This memo is requesting council pass a resolution for the purchase of de-icing materials-rock salt, through the Union County Cooperative Pricing System (UCCPS), contract # BA55-2015, exceeding the threshold of \$17500 for 2016 year, for an estimated cost not to exceed \$73,000.00.

The vendor awarded the contract for the supply of rock salt is Atlantic Salt, Lowell, Massachusetts, at a price of \$69.90. per ton. Attached find the pricing sheet associated with this contract. The expiration date of the contract is October 28, 2017.

The funding for the purchase of de-icing materials is through the Division of Public Works Operating Budget, road unit, # 6-01-26-290-000-408.

Rock Salt – Public Works

**BIDDER SIGNATURE PAGE**

Rev. 9/20/05

- 1. If doing business under a trade name, partnership or a sole proprietorship, you must submit the bid under exact title of the trade name, partnership, or proprietorship, and the bid must be signed by either the owner or a partner and witnessed by a notary public.
- 2. If a Corporation, the bid must be signed by the President or Vice President and witnessed by Corporate Secretary, (Corporate title must be exact) and affix corporate seal.
- 3. Other persons authorized by Corporate Resolution to execute agreements in its behalf may also sign the bid documents (pages).
- 4. The Person who signs this bid form must also sign the Non-Collusion Affidavit.
- 5. You cannot witness your own signature.

Donna G. Capillo  
 SIGNATURE  
 CORPORATE SECRETARY

Donna G. Capillo  
 PRINT NAME AND TITLE  
 CORPORATE SECRETARY

Atlantic Salt, Inc.  
 NAME OF BIDDER

134 Middle St., Ste 210  
 ADDRESS OF BIDDER

Lowell, MA 01852

TELEPHONE: (978) 453-4911

FAX: (978) 251-8244

EMAIL: info@Easternminerals.com

BY: Shelagh E. Mahoney  
 SIGNATURE  
 Shelagh E. Mahoney, President

September 8, 2015  
 DATE

**AFFIX CORPORATE SEAL**

Shelagh E. Mahoney, President  
 PRINT OR TYPE NAME AND TITLE

**WARNING:** FAILURE TO FULLY, ACCURATELY, AND COMPLETELY SUPPLY THE INFORMATION REQUESTED ON THIS PAGE MAY RESULT IN THE REJECTION OF YOUR BID AS NON-RESPONSIVE

BID FORM PAGE  
(Page 2 of 2)

NOTE: PLEASE BE AWARE THAT IN ACCORDANCE WITH N.J.A.C. 5:34-7.9(H) AND 7.10(A)(1), NO PRICE FOR THE SAME ITEM CAN VARY EITHER BETWEEN THE COUNTY AND ANY COOPERATIVE MEMBER OR BETWEEN COOPERATIVE MEMBERS, HOWEVER EVEN THOUGH THE PRICING IS IDENTICAL, THE LAW REQUIRES A SEPARATE BID PAGE FOR EACH.

COOPERATIVE MEMBERS

	<u>QUANTITY</u> <u>(MORE OR LESS)</u>		<u>UNIT PRICE</u>	=	<u>GRAND</u> <u>TOTAL</u>
LINE 1	20,140 TONS	X	\$ <u>69.90</u>	=	\$ <u>1,407,786.00</u> (NOT TO EXCEED)
LINE 2	BIDDER CONSENT ADDITIONAL 12 MONTHS (SEE PAGE 10)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO		

LOCATION OF PLANT: 184 Marsh Street, Newark, NJ 07114  
561 Richmond Terrace, Staten Island, NY 10301

\* Note: To place orders for deliveries, please contact the salt terminal in Staten Island, NY at 718-816-7200.

[ X ] CHECK HERE IF WILLING TO PROVIDE THE GOODS AND SERVICES HEREIN BID UPON TO REGISTERED MEMBERS OF THE UNION COUNTY COOPERATIVE PRICING SYSTEM, IDENTIFIER #8-UCCP WHO HAVE SUBMITTED ESTIMATES, WITHOUT SUBSTITUTION OR DEVIATION FROM SPECIFICATIONS, SIZE, FEATURES, QUALITY, PRICE OR AVAILABILITY AS HEREIN SET FORTH. IT IS UNDERSTOOD THAT ORDERS WILL BE PLACED DIRECTLY BY THE REGISTERED MEMBERS IDENTIFIED HEREIN BY SEPARATE CONTRACT, SUBJECT TO THE OVERALL TERMS OF THE MASTER CONTRACT TO BE AWARDED BY THE COUNTY OF UNION, AND THAT NO ADDITIONAL SERVICES OR DELIVERY CHARGES WILL BE ALLOWED EXCEPT AS PERMITTED BY THESE SPECIFICATIONS.

[ ] CHECK HERE IF NOT WILLING TO EXTEND PRICES TO REGISTERED MEMBERS OF UNION COUNTY COOPERATIVE PRICING SYSTEM, IDENTIFIER #8-UCCP WHO HAVE SUBMITTED ESTIMATES AS DESCRIBED IN THE SPECIFICATIONS. IT IS UNDERSTOOD THAT THIS WILL NOT ADVERSELY AFFECT CONSIDERATION OF THIS BID WITH RESPECT TO THE NEEDS OF THE COUNTY OF UNION.

IN THE EVENT THAT THE LOWEST RESPONSIBLE BIDDER DECLINES TO EXTEND PRICES TO THE REGISTERED MEMBERS WHO SUBMITTED ESTIMATES THE FOLLOWING PROCEDURE WILL BE FOLLOWED AS REQUIRED BY N.J.A.C. 5:34-7.10(A): THE CONTRACT FOR THE NEEDS OF THE LEAD AGENCY WILL BE AWARDED TO THE LOWEST RESPONSIBLE BIDDER, AND A MASTER CONTRACT FOR THE REGISTERED MEMBERS WHO HAVE SUBMITTED ESTIMATES WILL BE AWARDED TO THE NEXT LOWEST BIDDER WHOSE BID AGREES TO EXTEND.

  
Initial

NAME OF BIDDER: Atlantic Salt, Inc.

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: November 14, 2016  
Resolution Doc Id: 4611

Vendor: Atlantic Salt Inc.  
134 Middle Street  
Suite 210  
Lowell, MA 01852

Purchase Order Number: 16-03698

Account Number	Amount	Account Description
6-01-26-290-000-408	\$73,000.00	RRM Snow Removal Materials

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: 0Certification of Availability of Funds Atlantic Salt Inc (4611 : Authorize Union County Cooperative Council Purchase - Rock Salt -

Resolution (ID # 4614)  
November 14, 2016

**AUTHORIZE STATE CONTRACT PURCHASE - UNLEADED GASOLINE NOT TO EXCEED  
\$135,000.00**

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

That, in accordance with the Assistant City Treasurer's certification of the availability of funds in Account #6-01-31-460-000-000, a copy of which is attached hereto and made a part of this resolution, and the memo dated November 8, 2016 from the Director of the Department of Community Programs, pursuant to State Contract #80909, Contract #T0083, from Riggins Inc., 3938 S. Main Street, Vineland, NJ 08360, purchase of unleaded gasoline for 2016, at a cost of \$0.032 fixed mark-up plus the most current pricing figure from the Division of Local Government web site for a total cost not to exceed \$135,000.00, be and is hereby authorized.

Dated: November 14, 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 Monday evening, November 14, 2016.

City Clerk



Community Service Department (DCS)  
R - Works

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

Meeting: 11/14/16 07:30 PM

---

**RESOLUTION (ID # 4614)**

---

DOC ID: 4614

TO: Mayor and Common Council

FROM: Paul Cascais, Director - Department of Community Services

DATE: November 8, 2016

This memo is requesting council pass a resolution for the purchase of fuel, unleaded gas, through New Jersey State Contract, contract # 80909, exceeding the threshold of \$17,500.00 for 2016 year, for an estimated cost not to exceed \$135,000.00. The contracted vendor for the supply of unleaded gas is Riggins Inc., Vineland, NJ, for 0.032 fixed mark-up plus the most current pricing figure from the Division of Local Government web site.

The funding for this request is through the 2016 Operating Budget, account # 6-01-31-460-000-000

<b>Vendor Name &amp; Address:</b>	RIGGINS INC 3938 S MAIN ROAD VINELAND, NJ 08360
<b>Contact Person:</b>	RICHARD PAUL RIGGINS
<b>Contact Phone:</b>	856-825-7600
<b>Order Fax:</b>	856-825-2270
<b>Contract#:</b>	80909
<b>Expiration Date:</b>	02/28/17
<b>Terms:</b>	NONE
<b>Delivery:</b>	2 DAYS ARO
<b>Small Business Enterprise:</b>	NO
<b>Minority Business Enterprise:</b>	NO
<b>Women Business Enterprise:</b>	NO
<b>Cooperative Purchasing *:</b>	YES
<b>* WILL VENDOR EXTEND CONTRACT PRICES TO COOPERATIVE PURCHASING PARTICIPANTS?</b>	

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: November 14, 2016  
Resolution Doc Id: 4614

Vendor: Riggins Inc.  
3938 S. Main Street  
Vineland, NJ 08360

Purchase Order Number: 16-00224 and 16-00225

Account Number	Amount	Account Description
6-01-31-460-000-000	\$135,000.00	Gasoline

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: 0Certification of Availability of Funds Riggins Inc (4614 : Authorize State Contract Purchase - Unleaded Gasoline Not to Exceed

Resolution (ID # 4563)  
November 14, 2016

**AUTHORIZE EXTENSION OF 2016 KENNEL LICENSES THROUGH JUNE 30, 2017**

WHEREAS, there are two kennels currently licensed in the City for the January 1, 2016 through December 31, 2016 license year, and

WHEREAS, with the adoption of Ordinance #16-3124, the license year will become July 1 through June 30 annually to be in compliance with the prevailing statute, and

WHEREAS, extending the two current 2016 licenses through June 30, 2017 to bring them in line with the new license term will have no negative financial impact since licenses will still be required going forward for the July 1, 2017 through June 30, 2018 license year.

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

That the two kennel licenses issued for the January 1, 2016 through December 31, 2016 license year be and they are hereby extended through June 30, 2017.

Dated: November 14, 2016

I, Rosalia M. Licatase, Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at an organization meeting held on Monday evening, November 14, 2016.



City Clerk's Office  
R - LAW

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

Meeting: 11/14/16 07:30 PM

---

**RESOLUTION (ID # 4563)**

---

DOC ID: 4563

TO: Mayor and Common Council  
FROM: Michelle Caputo, Assistant Deputy Clerk  
DATE: October 19, 2016

With the passage of Ordinance #16-3124, the term of a kennel license in the City will be July 1 to June 30 each year to be in compliance with the statute. Two City kennel licenses were issued for the then current license term of January 1 to December 31, 2016. Since licenses will still be required going forward for July 1, 2017 through June 30, 2018 and there would be no negative financial impact since license fees will still be applied within each budget year, please consider extending the two 2016 existing licenses through June 30, 2017.

Resolution (ID # 4592)  
November 14, 2016

**RESCIND 2016-2017 LIQUOR LICENSE RENEWAL - LICENSE #2018-33-003-005 PENDING  
ABC APPROVAL**

WHEREAS, Resolution #37404, adopted June 8, 2016, authorized the renewal of several City of Summit liquor licenses for the July 1, 2016 to June 30, 2017 license year, including Plenary Retail Distribution License #2018-33-003-005 issued to All My Friends, LLC for the premises located at 395 Springfield Avenue, and

WHEREAS, the second previous owner of this license, DIR Corp., deactivated this license effective April 1, 2014, and

WHEREAS, N.J.S.A. 33:1-12.39 requires that the owner of any license that remains inactive for two consecutive license years must apply to the Director of the New Jersey Division of Alcoholic Beverage Control (ABC) to grant a Special Ruling for one or more renewal terms, and

WHEREAS, the City Clerk's Office was notified by ABC by phone on October 31, 2016, that the inactive status remains with the license from its original date regardless of any subsequent person-to-person and/or place-to-place transfers, and that for an unknown reason, the ABC "POSSE" online renewal system did not flag this license as requiring this Special Ruling and allowed the licensee to complete the online renewal, and

WHEREAS, ABC advised that the City must rescind this license renewal, the licensee must apply for the required Special Ruling, and if approved, the City will be advised by ABC and can then reauthorize the renewal of this license by resolution upon receipt of ABC approval.

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

1. That the renewal of inactive Plenary Retail Distribution License #2018-33-003-005 issued to All My Friends, LLC for the premises located at 395 Springfield Avenue for the July 1, 2016 to June 30, 2017 license year previously granted by Resolution #37404 adopted June 8, 2016, be and it is hereby rescinded.
2. That a copy of this resolution shall be sent to ABC and to All My Friends, LLC.

Dated: November 14, 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 Monday evening, November 14, 2016.

City Clerk





City Clerk's Office  
R - LAW

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

Meeting: 11/14/16 07:30 PM

---

**RESOLUTION (ID # 4592)**

---

DOC ID: 4592

TO: Mayor and Common Council

FROM: Michelle Caputo, Assistant Deputy Clerk

DATE: November 1, 2016

On October 31, 2016, the City Clerk's Office received a call from the New Jersey Division of Alcoholic Beverage Control (ABC) advising that the City must rescind the renewal granted by resolution on 6/8/16 to Plenary Retail Consumption License #2018-33-003-005 for the July 1, 2016 to June 30, 2017 license year because the license was deactivated by the second previous owner effective April 1, 2014, which is more than two license years/renewals ago. Per N.J.S.A. 33:1-12.39, the owner of a license that has been inactive through two license renewals must apply for a "Special Ruling" from the Director of the Division of ABC before the municipality can consider another renewal.

ABC advised that the inactive status applies to and stays with the license regardless of any transfers, and does not know why this license did not get flagged in its POSSE online renewal system as needing this Special Ruling and did not catch it until now.

The licensee was advised of the issue and provided with the instructions to apply for the required Special Ruling. Once ABC approves the Special Ruling, the City will be notified directly and can put another resolution on the next available Council meeting agenda to re-renew the license.



Monday evening, November 14, 2016.

City Clerk

Resolution (ID # 4582)  
November 14, 2016

**AUTHORIZE CHANGE ORDER #1 - \$25,564.50 - TIER GARAGE STRUCTURAL REPAIR  
AND ELEVATOR MODERNIZATION PROJECT**

WHEREAS, in a memo dated November 2, 2016, the Parking Services Manager advises that additional concrete repairs were required for the Tier Garage Structural Repair and Elevator Modernization Project, and recommends Change Order #1 and final, increasing the original contract with South Shore Contracting, Inc. by \$25,564.50, 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 amount of \$25,564.50 are available in Account No. C-08-30-058-002-001 and have been certified by the Assistant City Treasurer, attached hereto.
- . That the Assistant City Treasurer be and she is hereby authorized to issue Change Order #1 to South Shore Contracting, Inc., 3 Convery Boulevard, Suite 100, Woodbridge, NJ 07095, for \$25,564.50 for the above mentioned work.

Dated: November 14, 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 Monday evening, November 14, 2016.

City Clerk

# PARKING SERVICES AGENCY

CITY HALL, 512 SPRINGFIELD AVENUE SUMMIT, NJ 07901

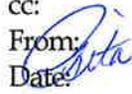
908-522-5100

PARKING@CITYOFSUMMIT.ORG

WWW.CITYOFSUMMIT.ORG



## MEMORANDUM

To: Mayor Radest and Members of Common Council  
 cc: City Administrator Rogers, City Clerk Licatese, City Engineer Schragger  
 From:  Rita M. McNany, Parking Services Manager  
 Date: November 2, 2016  
 Re: **Change Order #1 (Final) - 2016 Springfield Avenue Tier Garage Structural Repair Project - South Shore Contracting, Inc. - \$25,564.50**

Pleased to announce all structural repairs have been completed to the Springfield Avenue Tier Garage. When the top coating was removed additional concrete areas were found which required necessary repairs than originally forecasted. Attached is the Change Order #1 and the final contract amount is \$22,162.81 less than originally projected.

Original Approved Contact	\$993,500.50
Less Reduction	(\$ 21,580.00)
Plus Increases	<u>\$ 47,144.50</u>
NEW CONTRACT AMOUNT	\$1,019,065.00
Net Total Increase for Change Order #1	\$ 25,564.50

Attached, please find a memo and photos from Boswell Engineering in support of the additional work that was required. Therefore, please approve attached Change Order #1(FINAL) resolution.

The funding will be paid out of Capital Account C-08-058-002-001.

Thank you!

Change Order No. 1  
 Date 10/19/16  
 Job No. SU-101

**CHANGE ORDER**

**BOSWELL McCLAVE ENGINEERING**  
 330 PHILLIPS AVENUE  
 SOUTH HACKENSACK, NJ 07606  
 (201) 641-0770

South Shore Construction, LLC  
 CONTRACTOR  
3 Convery Boulevard ,Suite 100 Woodbridge, NJ 07095  
 ADDRESS

Springfield Ave. Tier Garage-Structural  
Maintance Repair and Elevator  
 PROJECT  
City of Summit / Union County  
 OWNER/COUNTY

Gentlemen:

In accordance with the provisions of the specifications for the above project, you are hereby advised of the following changes in the contract quantities or in the case of Supplementary work, you agree to its performance by your firm at the prices stated.

Location of Proposed Change:

As-Built / Level 4 & 5

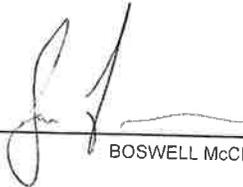
Nature and Reason of Change:

Unforeseen delaminated concrete after existig water proofing coating was removed.

ITEM NO.	ITEM	PAY UNIT	QUANTITY (+/-)	UNIT PRICE	TOTAL
3	Repair of Concrete Deck, Type A	SF	953	\$36.50	\$34,784.50
6	Repair of Concrete, Type 1	SF	-16	\$97.50	-\$1,560.00
7	Repair of Concrete, Type 2	SF	103	\$120.00	\$12,360.00
8	Crack Sealing	LF	-150	\$70.00	-\$10,500.00
17	Railing Cable	Unit	-1	\$5,600.00	-\$5,600.00
18	Chain-Link Fence	LF	-18	\$140.00	-\$2,520.00
19	Pavement Reconstruction	SF	-25	\$56.00	-\$1,400.00

Amount of Original Contract	<u>\$993,500.50</u>	Supplemental	<u>0</u>
Change Order No. 1	<u>\$25,564.50</u>	Extra	<u>\$47,144.50</u>
Adjusted Contract Amount	<u>\$1,019,065.00</u>	Reduction	<u>-\$21,580.00</u>
		Net Amount	<u>\$25,564.50</u>

Recommended for Approval

  
 BOSWELL McCLAVE ENGINEERING

10/20/16  
 DATE

Approved

  
 OWNER  
 CONTRACTOR  
 Scott Barziewski, Vice President

DATE  
10/25/16  
 DATE

Accepted

**ESTIMATE CERTIFICATE**  
**FOR WORK PERFORMED AND MATERIAL FURNISHED IN THE CONSTRUCTION OF:**  
**SPRINGFIELD AVENUE TIER GARAGE -**  
**STRUCTURAL MAINTENANCE REPAIRS AND ELEVATOR MODERNIZATION**

CITY OF SUMMIT  
 UNION COUNTY, NEW JERSEY  
 OUR FILE NO. SU-101

Estimate Number: 6

ITEM	DESCRIPTION	UNIT	UNIT PRICE	ORIGINAL CONTRACT QUANTITY	AMENDED CONTRACT QUANTITY	QUANTITY PREV. ALLOWED	QUANTITY ALLOWED THIS ESTIMATE	QUANTITY ALLOWED TO DATE	TOTAL AMT. ALLOWED TO DATE	AMOUNT DUE THIS ESTIMATE
1	Mobilization	L.S.	\$ 29,970.00	1	1	1.00	0.00	1.00	\$29,970.00	\$0.00
2	Clearing Site	L.S.	\$ 5,000.00	1	1	1.00	0.00	1.00	\$5,000.00	\$0.00
3	Repair of Concrete Deck, Type A	S.F.	\$ 36.50	200	1,153	200.00	953	1,153.00	\$42,084.50	\$34,784.50
4	Repair of Concrete Deck, Type B	S.F.	\$ 41.00	50	50	50.00	0	50.00	\$2,050.00	\$0.00
5	Repair of Concrete Deck, Type C	S.F.	\$ 150.00	50	50	50.00	0	50.00	\$7,500.00	\$0.00
6	Repair of Concrete, Type 1	S.F.	\$ 97.50	20	4	20.00	-16	4.00	\$390.00	(\$1,560.00)
7	Repair of Concrete, Type 2	S.F.	\$ 120.00	20	123	20.00	103	123.00	\$14,760.00	\$12,360.00
8	Crack Sealing	L.F.	\$ 70.00	150	-150	150.00	-150	0.00	\$0.00	(\$10,500.00)
9	Replacement of Deck Joints, Type A	L.F.	\$ 10.00	1,665	1,665	1,665.00	0	1,665.00	\$16,650.00	\$0.00
10	Replacement of Deck Joints, Type B	L.F.	\$ 77.00	112	112	112.00	0	112.00	\$8,624.00	\$0.00
11	Replacement of Wall Joints	L.F.	\$ 8.50	5,560	5,560	5,560.00	0	5,560.00	\$47,260.00	\$0.00
12	Waterproofing Protecting Coat System - Re-Coat	S.Y.	\$ 18.30	9,240	9,240	9,240.00	0	9,240.00	\$169,092.00	\$0.00
13	Waterproofing Protecting Coat System	S.Y.	\$ 39.70	3,635	3,635	3,635.00	0	3,635.00	\$144,309.50	\$0.00
14	Removal of Existing Coating	S.Y.	\$ 25.00	3,635	3,635	3,635.00	0	3,635.00	\$90,875.00	\$0.00
15	Replacement of Stair Nosing	L.F.	\$ 70.00	580	580	580.00	0	580.00	\$40,600.00	\$0.00
16	Parking Stripes and Markings (Concrete)	L.S.	\$ 24,775.00	1	1	1.00	0.00	1.00	\$24,775.00	\$0.00
17	Railing Cable	UNIT	\$ 5,600.00	1.0	-1	0.00	-1.0	-1.00	-\$5,600.00	(\$5,600.00)
18	Chain-Link Fence	L.F.	\$ 140.00	18	-18	0.00	-18	-18.00	-\$2,520.00	(\$2,520.00)
19	Pavement Reconstruction	S.F.	\$ 56.00	25	-25	0.00	-25	-25.00	-\$1,400.00	(\$1,400.00)
20	Roof Replacement	L.S.	\$ 22,680.00	1	1	1.00	0	1.00	\$22,680.00	\$0.00
21	Elevator Modernization	L.S.	\$ 352,445.00	1		0.12	0.00	0.12	\$42,293.40	\$0.00
								<b>TOTAL</b>	<b>\$699,393.40</b>	<b>\$25,564.50</b>

Attachment: Memo-Change Order #1 (4582 : Authorize Change Order #1-\$25,564.50-Tier Garage Structural Repair & Elevator Modernization


**BOSWELL ENGINEERING**

ENGINEERS ■ SURVEYORS ■ PLANNERS ■ SCIENTISTS

330 Phillips Avenue • P.O. Box 3152 • South Hackensack, N.J. 07606-1722 • (201) 641-0770 • Fax (201) 641-1831

October 27, 2016

Parking Services Agency  
 City of Summit  
 512 Springfield Avenue  
 Summit, NJ 07901



Attention: Ms. Rita M. McNany, Parking Services Manager

Re: Springfield Avenue Tier Garage Structure Maintenance  
 Repair and Elevator Repair and Elevator Modernization  
**Extra Repair of Concrete**  
 City of Summit  
 Union County, New Jersey  
 Our File No. SU-101

Dear Rita:

As previously discussed, the contract documents had an estimated quantity for the various bid items for the concrete spall repairs. These quantities were estimated during the design phase by sounding and visual inspections performed on the garage. During the construction phase, the contractor removed the existing waterproofing coating on levels 4 & 5 so the decks could be sounded so the actual repair areas can be identified. This operation can only be performed during construction phase because it needs to be performed by a contractor. After the coating was removed and the areas that were in need of repairs were identified on levels 4 & 5 additional areas were identified. The waterproofing membrane masks some of the repair areas because the membrane holds any loose material in place which could potentially require additional repairs. The estimated quantity during the design phase is typically increased by 20% over the field identified amount to cover this scenario.

Attachment: Memo-Change Order #1 (4582 : Authorize Change Order #1-\$25,564.50-Tier Garage Structural Repair &amp; Elevator Modernization

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Due to the extensive repairs that were needed, the contract quantity was required to be increased by \$22,186.71 to make the repairs to additional areas identified in addition to the repair areas that needed to be enlarged due to soft areas that were identified during the sounding of the garage. See attached pictures for supporting documentation for the additional repair areas that were required. If you have any questions or require any additional information, please do not hesitate to contact me.

Very truly yours,

BOSWELL McCLAVE ENGINEERING

*Joe Francisco*

Joe Francisco, R.E.

Enclosures

cc: Pete Pannucci Jr., PE  
South Shore Construction

Attachment: Memo-Change Order #1 (4582 : Authorize Change Order #1-\$25,564.50-Tier Garage Structural Repair & Elevator Modernization



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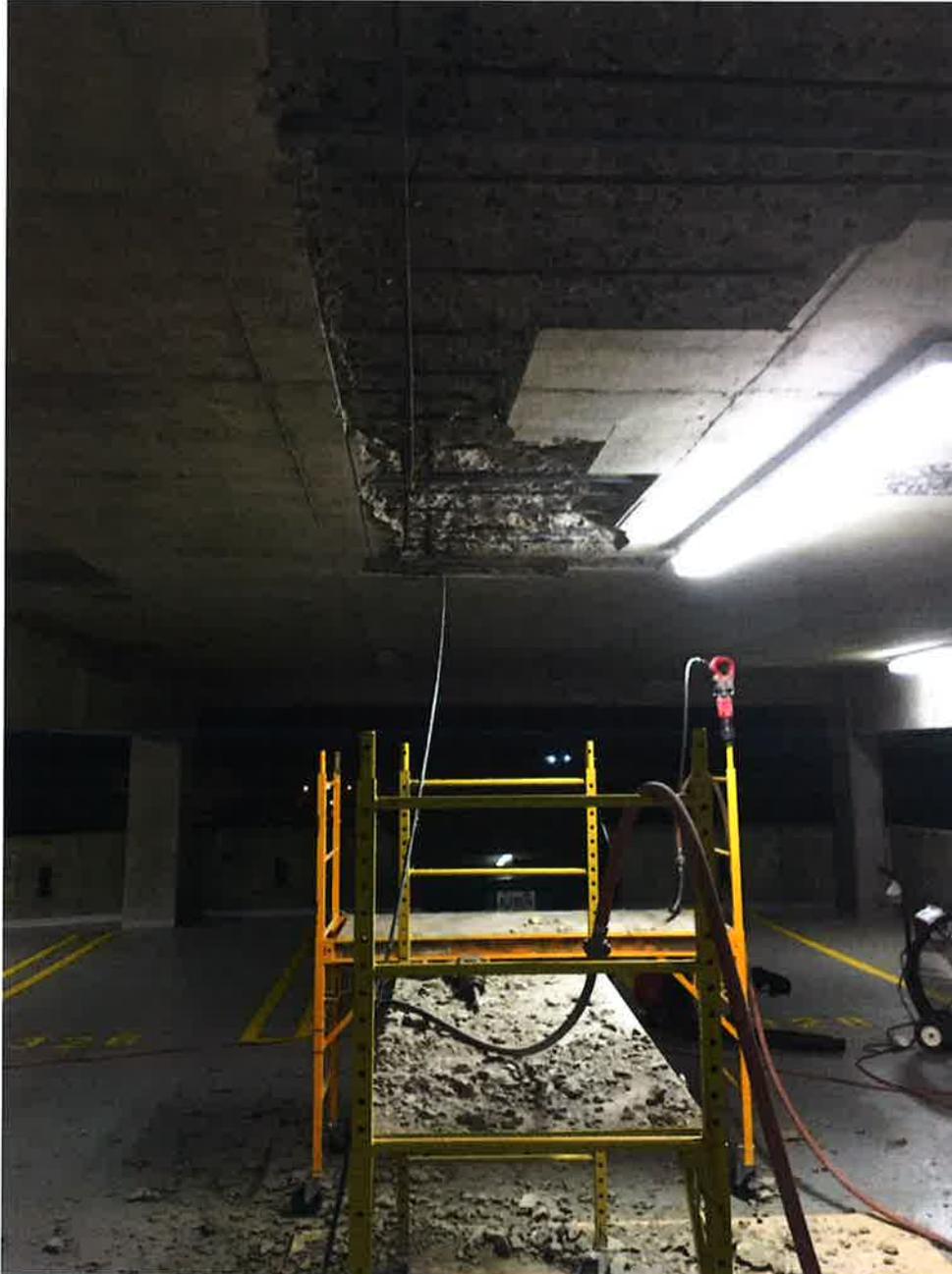
Attachment: Memo-Change Order #1 (4582 : Authorize Change Order #1-\$25,564.50-Tier Garage Structural Repair & Elevator Modernization



# BOSWELL ENGINEERING

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Attachment: Memo-Change Order #1 (4582 : Authorize Change Order #1-\$25,564.50-Tier Garage Structural Repair & Elevator Modernization



# BOSWELL ENGINEERING

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Attachment: Memo-Change Order #1 (4582 : Authorize Change Order #1-\$25,564.50-Tier Garage Structural Repair & Elevator Modernization

**Project Change Order**  
**The City of Summit**

**No. 1 & Final**

12.A.2.b

**Project:** Springfield Ave. Tier Garage Structural Maintenance Repair and Elevator Upgrade

**Contractor:** South Shore Construction LLC  
 3 Convery Blvd, Suite 100  
 Woodbridge, NJ 07095

The following changes are authorized to this contract:

**A** Itemized Changes

Item	Purpose	Unit Price	Quantity	Amount [Add; (deduct)]
3	Repair of Concrete Deck, Type A	\$36.50	953 SF	\$34,784.50
6	Repair of Concrete Deck, Type 1	\$97.50	-16 SF	(\$1,560.00)
7	Repair of Concrete Deck, Type 2	\$120.00	103 SF	\$12,360.00
8	Crack Sealing	\$70.00	-150 LF	(\$10,500.00)
17	Railing Cable	\$5,800.00	-1 Unit	(\$5,600.00)
18	Chain-Link Fence	\$140.00	-18 LF	(\$2,520.00)
19	Pavement Reconstruction	\$56.00	-25 SF	(\$1,400.00)
				\$0.00

<b>B</b>	Net change to contract:	\$25,564.50
<b>C</b>	Original contract sum:	\$ 993,500.50
<b>D</b>	20% of original contract sum =	\$ 198,700.10
<b>E</b>	Total of all previous change orders:	\$ -
<b>F</b>	Total of all C.O.s (NOT TO EXCEED LINE D )	\$25,564.50
<b>G</b>	New contract total:	\$1,019,065.00

Recommended by: *Eric M. Nagy*  
 Signed: \_\_\_\_\_  
 Department Head  
 Date: 11/3/16

Authorized by:  
 Signed: \_\_\_\_\_  
 Purchasing Agent  
 Date: \_\_\_\_\_

Accepted by contractor's agent:  
 Signed: *[Signature]*  
 Firm: South Shore Construction LLC  
 Date: 11/3/16

Approved by Council Resolution:  
 Date: \_\_\_\_\_  
 Certified: \_\_\_\_\_  
 City Clerk

Attachment: change order #1 and final (4582 : Authorize Change Order #1-\$25,564.50-Tier Garage Structural Repair & Elevator Modernization

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: November 14, 2016  
Resolution Doc Id: 4582

Vendor: South Shore Contracting Inc.  
3 Convey Boulevard, Suite 100  
Woodbridge, NJ 07095

Purchase Order Number: 16-01871

Account Number	Amount	Account Description
C-08-30-058002-001	\$25,564.50	3103 Parking Garage Improvements Structure Repairs Change Order #1

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

Melissa Berger  
Assistant City Treasurer

Attachment: Certification of Availability of Funds South Shore-2Change Order1 (4582 : Authorize Change Order #1-\$25,564.50-Tier Garage

**AUTHORIZE REFUND OF CONSTRUCTION PERMIT FEE**

WHEREAS, in a memo dated October 27, 2016, the Construction Official advises that Permit #16-65933 was filed and paid for, for work to be performed at 32 Hobart Avenue, but that the work applied for has already received a construction permit and this was simply a change of contractor

WHEREAS, the Construction Official recommends a refund of 80% of the permit fee for Permit #16-65933, not including the state permit fee surcharge previous remitted to Trenton, pursuant to state regulation, and

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

That a refund be drawn against the Uniform Construction Code Trust Account in the amount listed below, made payable to the individuals listed below:

<b>Permit Number</b>	<b>Name Address</b>	<b>Refund Amount</b>
2016-65933	Catherine Cook (owner) 32 Hobart Ave, Summit NJ 07901	\$1,388.00

Dated: November 14, 2016

I, Rosalia 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, November 14, 2016.

City Clerk

## Community Services

# Memo

**To:** Paul Cascais, DCS Director  
**From:** Gary Lewis, Construction Official  
**Page:** 1 of 1  
**Re:** Construction Permit Refunds  
**Date:** October 27, 2016

---

I respectfully request a refund be issued from the Uniform Construction Code Trust Account for the following permit wherein a second permit was applied for and issued in lieu of a no-fee change of contractor. Pursuant to ordinance, the construction permit is refunded at eighty (80%) of the fee, minus the state surcharge, which is due Trenton regardless.

Permit Number	Name Address	Refund Amount
2016-65933	Catherine Cook (owner) 32 Hobart Avenue, Summit NJ 07901	\$1,388.00

Please advise if you need any further information. The permits have been voided.

Regards

GL

Attachment: 32HobartAve permit refund (4587 : Refund Construction Permit)

**AUTHORIZE BID ADVERTISEMENT - PURCHASE OF ONE (1) WHEEL LOADER**

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 advertise for bids for the Purchase of One (1) Wheel Loader, with said bids to be advertised in the Union County Local Source on Thursday, November 23, 2016, and received by the Purchasing Agent on Tuesday, December 13, 2016, in the Council Chamber, City Hall, 512 Springfield Avenue, Summit, New Jersey at 11:00 a.m.

Dated: November 14, 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 Monday evening, November 14, 2016.

City Clerk



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**RESOLUTION (ID # 4585)**

---

DOC ID: 4585

TO: Mayor and Common Council

FROM: Aaron Schrager, City Engineer/ Deputy DCS Director

DATE: October 26, 2016

**SUMMARY**

The DCS 2016 Capital Budget provided funding for the purchase of a tractor to replace DPW Unit #156, a 1985 Ford 2910 tractor. The existing unit supports division functions of park maintenance and snow removal. A new unit is recommended to provide increased versatility and enhanced efficiency through the use of interchangeable implements, increased horsepower and greater maneuverability. Available implements such as a snow blower, snow plow, pallet forks, mulch bucket, and salt spreader will increase the range of functions over the current unit, and improve the division's capability to respond to major winter storm events. An articulated design will improve maneuverability and allow increased uses such as crosswalk snow clearing and mulch installation in landscape beds and playgrounds.

The funding for this purchase is provided in Capital Ordinance #16-3114, Account #C-04-31-014-00C-032 (2016) in the amount of \$75,000.

I request authorization to advertise for competitive bids for this purchase. The anticipated timeline for this project is to advertise on 11/23/16, to receive bids on 12/13/16, and to award the contract 1/17/17.



## WHEEL LOADER TRACTOR #156



### To Be Replaced: FORD 2910 Tractor

Purchased: 1985

Original Price: \$15,200.00

Hours meter: 3031

Use: Recreation, Parks, Shade Tree Unit  
Park Maintenance Mowing

Recent Repair Issues: Engine, Transmission, PTO  
Gear Box, PTO Shaft, Hydraulic Pump, Steering Box,  
Clutch, Wheels

Estimated Repair Costs: Engine - \$2,000  
Clutch - \$1,200  
Transmission - \$4,000  
Hydraulics - \$2,500.  
TOTAL = \$9,700

### Proposed Wheel Loader Tractor (or equivalent)

Budgeted Cost: \$75,000

2017 Wacker Neuson WL32 Loader

w/ Adjustable V-snow plow, snow blower, mulch  
bucket, salt spreader attachments.

(Note: Exact cost, implements, make and model  
subject to competitive bidding process.)



Attachment: Wheel Loader Tractor #156 (4585 : Authorize Bid Advertisement - Wheel Loader)

Resolution (ID # 4586)  
November 14, 2016

**AUTHORIZE ZONING BOARD ESCROW REFUND**

WHEREAS, in a memo received October 27, 2016, the Zoning Board Office Secretary advises that the below listed have requested a refund of unused escrow funds and further advises that there are no outstanding bills for the applicants listed below and that she does hereby request that refunds be issued for unused escrow funds in conjunction with the Zoning Board applications listed.

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

That the City Treasurer be and he is hereby authorized to release the balance of escrow funds, as indicated for the Zoning Board applications listed below:

<u>Name &amp; ZB Application #</u>	<u>Name/Address</u>	<u>Amount</u>
YMCA ZB-10-1510	95 & 99 Morris Avenue Block 4009 Los 8 & 41	\$407.15

Dated: November 14, 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, November 14, 2016.

City Clerk



DCS - Code Administration Division  
CA - Finance/Personnel

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

Meeting: 11/14/16 07:30 PM

**RESOLUTION (ID # 4586)**

DOC ID: 4586 A

TO: Mayor and Common Council

FROM: Cynthia Kiefer, Planning Board Secretary

DATE: October 27, 2016

SUBJECT: Zoning Board Escrow Refund

The applicant referenced below is requesting a refund of all unused escrow funds. The Engineering Division and The Shade Tree Department have stated there are no outstanding bills for this applicant and the monies may be refunded. I respectfully request Council's authorization for the refunds.

YMCA  
95 & 99 Morris Avenue  
Block 4009 Lots 8 & 41

ZB-10-1510

TOTAL \$407.15

### Applicant Review Account Status

Application No : ZB-10-1510

Chart of Acct series

Chart of Acct#:

Date: 12/21/10

Att:

Name: YMCA

Home:

Work: 9082734270

Address: 95 & 99 Morris Avenue

Project:

City/St/Zip: Summit NJ 07901

Location:

City/St/Zip:

Block #: 4009

Lot #: 8 & 41

Qual #:

Bank Account #:

Receipts: \$4,512.50

B.T.D.

App Int: \$0.00

Engineer: \$2,145.00

Total: \$4,512.50

Planner: \$611.25

B.T.D.: \$4,105.35

Traffic: \$0.00

Encumb. Bal: \$407.15

Attorney: \$215.00

Disbursed: \$4,105.35

Other: \$1,134.10

Cash Bal: \$407.15

Employee: \$0.00

Mun Int: \$0.00

Closeout Refund: \$0.00

Total Int: \$0.00

Account Status: OPEN

Receipts

Check #	ChK Date	Dep Date	Note	Check Amt
43986	12/14/10	12/21/10		\$4,512.50
<b>Grand Total:</b>				<b>\$4,512.50</b>

### Applicant Review Account Status

Application No : ZB-10-1510

Vendor Name	<u>Bills Against the Account</u>		Amount
	P.O.#	Date	
<b>Engineering</b>			
MASER CONSULTING	168319	08/14/11	\$180.00
MASER CONSULTING	171789	10/23/11	\$300.00
MASER CONSULTING	172991	11/13/11	\$240.00
MASER CONSULTING	158173	01/30/11	\$750.00
MASER CONSULTING	159717	02/27/11	\$675.00
	<b>Sub Total Engineering:</b>		<b>\$2145.00</b>
<b>Legal</b>			
GALVIN & ASSOCIATES	11-0034	01/13/11	\$65.00
GALVIN & ASSOCIATES	11-0246	06/10/11	\$150.00
	<b>Sub Total Legal:</b>		<b>\$215.00</b>
<b>Other</b>			
THE SHADE TREE DEPARTMENT, LLC	11-0061	01/04/11	\$85.00
THE SHADE TREE DEPARTMENT, LLC	11-0098	02/08/11	\$21.25
THE SHADE TREE DEPARTMENT, LLC	11-0141	03/01/11	\$42.50
VANTASSEL CT REPORTING	11-0199	05/02/11	\$976.83
SUMMIT HERALD	11-0273	06/16/11	\$8.52
	<b>Sub Total Other:</b>		<b>\$1134.10</b>
<b>Planning</b>			
BURGIS ASSOCIATES, INC.	11-0112	02/08/11	\$506.25
BURGIS ASSOCIATES, INC.	11-0119	03/10/11	\$67.50
BURGIS ASSOCIATES, INC.	24949	04/10/11	\$37.50
	<b>Sub Total Planning:</b>		<b>\$611.25</b>
	<b>Grand Total:</b>		<b>\$4,105.35</b>

Employee Time Billed Against this Account

Employee #	Purpose	Date	Time	Cost/Hour	Total
					<b>Grand Total:</b>

**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
2103	12	Haas, Ruth 38 Woodmere Dr.  2014 Original Assessment:       685,400 = \$28,156.24 Per Tax Court, Assessment: 610,000 = \$25,058.80  <b>Total to be Refunded</b>  Check Payable to: Ruth Haas and Stanley Turteltaub Esq.  Mail to: Stanley Turteltaub Esq. 526 Broadway Bayonne, NJ 07002	\$3,097.44
2703	9	450 Springfield Ave. Summit, LLC 446-456 Springfield Ave  2014 Original Assessment:       1,466,900 = \$62,387.26 Per Tax Court, Assessment: 1,274,100 = \$54,187.48  <b>Total to be Refunded</b>  Check Payable to:	\$8,199.78

	450 Springfield Ave Summit, LLC and Daniel Keough Trustee  Mail to: Daniel Keough, Esq. Ventura, Miesowitz, Keough & Warner, PC 783 Springfield Ave. Summit NJ 07901	
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Dated: November 14, 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, November 14, 2016.

City Clerk

**REFUND OVERPAYMENT OF 2015 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 2015.

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) or credit as follows:

2703	9	<p>450 Springfield Ave. Summit, LLC 446-456 Springfield Ave</p> <p>2015 Original Assessment: 1,466,900 = \$64,015.52 Per Tax Court, Assessment: 1,230,400 = \$53,694.66</p> <p><b>Total to be Refunded</b></p> <p>Check Payable to:</p> <p>450 Springfield Ave Summit, LLC and Daniel Keough Trustee</p> <p>Mail to: Daniel Keough, Esq. Ventura, Miesowitz, Keough &amp; Warner, PC 783 Springfield Ave. Summit NJ 07901</p>	\$10,320.86
2104	12	<p>Wong, Raymond &amp; Nora 138 Hill Crest Ave.</p> <p>2015 Original Assessment: 1,206,000 = \$50,857.02 Per Tax Court, Assessment: 1,050,000 = \$44,278.50</p> <p><b>Total to be Refunded</b></p>	\$6,578.52

		Check Payable to:  Raymond Wong and Paff Law Firm  Mail to: Paff Law Firm PO Box 6767 495 N. Bridge St. Bridgewater NJ 08807	
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Dated: November 14, 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, November 14, 2016.

City Clerk

Resolution (ID # 4603)  
November 14, 2016

**AUTHORIZE PAYMENT OF BILLS - \$1,252,418.18**

**AUTHORIZE PAYMENT OF BILLS**

November 14, 2016

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 \$1,252,418.18 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: November 14, 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 Monday evening, November 14, 2016.

City Clerk



Finance and Personnel Committee  
CA - Finance/Personnel

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

Meeting: 11/14/16 07:30 PM

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**RESOLUTION (ID # 4603)**

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DOC ID: 4603

TO: Mayor and Common Council

FROM: Greg Goode, Account Clerk

DATE: November 4, 2016

Authorize Payment of Bills - \$1,252,418.18

**BILL LIST**

**REGULAR MEETING**

**NOVEMBER 14<sup>TH</sup> 2016**

Attachment: Bill List 11-14-16 (4603 : Authorize Payment of Bills - \$1,252,418.18)

Rcvd Batch Id Range: First to Last Rcvd Date Start: 0 End: 11/04/16 Report Format: Condensed

Rcvd Date	Batch Id	PO #	Description	Vendor	Amount	Contract
11/04/16	AFFHOUSE	15-04073	2016 AFFORDABLE HOUSING COUNSL	JEFFRE75 JEFFREY R SURENIAN & ASSOC LLC	5,018.00	
				Total for Batch: AFFHOUSE	5,018.00	
11/04/16	CAPITAL	16-03458	Kidkraft puzzle book shelf	AMAZON50 AMAZON.COM LLC	99.99	
11/04/16	CAPITAL	16-03098	2016 MICRO SURFACING PROJECT	ASPHAL50 ASPHALT PAVING SYSTEMS, INC.	114,648.69	
11/04/16	CAPITAL	16-02420	HVAC REPLACEMENT/UPGRADE DSGN	ASSOCIAT ASSOCIATED TECHNOLOGY, INC.	4,750.00	
11/04/16	CAPITAL	16-02232	ENGINEERING DESIGN SERVICES	BOSWEL50 BOSWELL ENGINEERING	11,830.00	
11/04/16	CAPITAL	16-03588	MS GSA win SVR std core	CDW-G050 CDW-GOVERNMENT, INC.	598.00	
11/04/16	CAPITAL	16-03589	HPE SB proliant DL 360 server	CDW-G050 CDW-GOVERNMENT, INC.	5,202.66	
11/04/16	CAPITAL	15-02268	DOWNTOWN RDS & BEAUTIFICATION	CIFELL50 CIFELLI & SON GENERAL CONTRACT	314,834.53	
11/04/16	CAPITAL	16-01813	ASHWOOD ROADWAY IMPROVEMENTS	CIFELL50 CIFELLI & SON GENERAL CONTRACT	28,591.50	
11/04/16	CAPITAL	16-03488	Shades for makerspace	COMMERCI COMMERCIAL INTERIORS DIRECT	1,123.76	
11/04/16	CAPITAL	16-03031	PD VEHICLE LEASE PAYMENTS	FORDMOTO FORD MOTOR CREDIT COMPANY LLC	19,065.14	
11/04/16	CAPITAL	15-04062	DOWNTOWN WAYFINDING SIGNS	FORMANSI FORMAN SIGN COMPANY INC	39,624.00	
11/04/16	CAPITAL	16-01852	BLDGS & GROUNDS MAINT/SUPPLIES	HANOVE66 HANOVER SUPPLY CO.	180.45	
11/04/16	CAPITAL	13-00727	DEFOREST TRAF SIGNAL UPGRD INS	HAROLDEP HAROLD E PELLOW & ASSOCIATES	9,388.20	
11/04/16	CAPITAL	16-00512	DPW SITE REMEDITION TASK 1&2	HATCHMOT MOTT MACDONALD	28,765.75	
11/04/16	CAPITAL	16-03439	Black Dollies	KRUEGERI KRUEGER INTERNATIONAL, LLC	447.70	
11/04/16	CAPITAL	16-02366	CRBD PARKING SIGN REPLACEMENTS	LOUMARCS LOUMARC SIGNS	9,636.00	
11/04/16	CAPITAL	16-03324	FD QER092016 PARTS & INSTALL	PINNAC PINNACLE WIRELESS USA INC	1,518.00	
11/04/16	CAPITAL	16-02368	VARIOUS OFF DUTY POL PROJECTS	UNIONC57 UNION COUNTY SHERIFF'S OFFICE	4,940.00	
				Total for Batch: CAPITAL	595,244.37	
11/04/16	DCP	16-03486	Score Cards	ACEREP50 ACE REPROGRAPHIC SERVICE, INC.	512.50	
11/04/16	DCP	16-01874	Support Jan-Deceber 2017 BPO	CAPTUR50 CAPTUREPOINT.com	1,000.00	
11/04/16	DCP	16-03445	SR4220-11 Support for Jan-Dec	CAPTUR50 CAPTUREPOINT.com	1,000.00	
11/04/16	DCP	16-01867	Pool startup/winterization BPO	CFMCON50 CFM CONSTRUCTION	5,700.00	
11/04/16	DCP	16-03564	REPAIRS TO PUMPS, MOTORS, ETC	CFMCON50 CFM CONSTRUCTION	11,529.20	
11/04/16	DCP	16-03577	Reimb. Supplies for Meeting	JOSEPHSJ JOSEPHS, JUDITH L	7.42	
11/04/16	DCP	16-03461	6879 Paint & Supplies	RICCIA RICCIARDI BROTHERS, INC.	101.91	
11/04/16	DCP	16-00369	Office Supplies BPO	STAPLESR STAPLES ADVANTAGE CREDIT SRVCS	148.90	
11/04/16	DCP	16-01547	Office Suppiles BPO	STAPLESR STAPLES ADVANTAGE CREDIT SRVCS	18.79	
11/04/16	DCP	16-03574	Okidate Ink Toners	STAPLESR STAPLES ADVANTAGE CREDIT SRVCS	739.21	
11/04/16	DCP	16-01193	Building Maintenance Supplies	SUMMIT40 SUMMIT IND. HARDWARE #365	65.43	
11/04/16	DCP	16-01731	Equipment Maint. BPO	SUMMIT40 SUMMIT IND. HARDWARE #365	1.50	
11/04/16	DCP	16-03349	2678 DJ for Bubble Soccer	SUMMITSO SUMMIT SOUNDZ ENTERTAINMENT	250.00	
11/04/16	DCP	16-00253	Meeting Supplies Blanket PO	VILLAG50 VILLAGE SUPERMARKETS	24.00	
11/04/16	DCP	16-03538	02940311260 supplies	VILLAG50 VILLAGE SUPERMARKETS	36.98	
				Total for Batch: DCP	21,135.84	
11/04/16	FINANCE	16-03465	Ref o/p 2014 & 2015 TCJ 2703/9	450SP005 450 Springifeld Ave Summit,LLC	18,520.64	
11/04/16	FINANCE	16-00080	MINUTETRAQ SUBSCRIPTION 2016	ACCELA01 ACCELA INC	3,570.00	
11/04/16	FINANCE	16-03149	Boards and Comm -July/Aug 2016	ACCELA01 ACCELA INC	816.00	
11/04/16	FINANCE	16-03258	Boards & Comms - Sept 2016	ACCELA01 ACCELA INC	408.00	
11/04/16	FINANCE	16-03570	Legislative Manage. Oct. 2016	ACCELA01 ACCELA INC	408.00	
11/04/16	FINANCE	16-03437	FD RESCUE VEHICLE REPAIRS	BAUERA50 BAUER AUTOMOTIVE SERVICE INC.	10,384.08	
11/04/16	FINANCE	16-01847	PLANNING SERVICES 7/1-12/31/16	BURGIS BURGIS ASSOCIATES, INC.	8,800.00	
11/04/16	FINANCE	16-03615	VARIOUS MEDICAL SUPPLIES FOR C	CINTASCO CINTAS CORPORATION NO. 2	353.00	
11/04/16	FINANCE	16-03549	2016 Codification Blanket	CODEDS50 CODED SYSTEMS LLC	5,610.00	
11/04/16	FINANCE	16-00835	2016 TAX APPEALS	DIFRA005 DIFRANCESCO BATEMAN KUNZMAN	3,173.32	
11/04/16	FINANCE	16-03257	Resolution & Minute Binder	MGLFOR50 MGL PRINTING SOLUTIONS	1,148.00	
11/04/16	FINANCE	16-02011	PLANNING CONF & MEETING BLNKT	NJPLANS0 NJ PLANNING OFFICALS	226.00	

Attachment: Bill List 11-14-16 (4603 : Authorize Payment of Bills - \$1,252,418.18)

Rcvd Date	Batch Id	PO #	Description	Vendor	Amount	Contract
11/04/16	FINANCE	16-03421	ZONING CONFERENCE/MEETING BLKT	NJPLAN50 NJ PLANNING OFFICALS	114.00	
11/04/16	FINANCE	16-03466	Ref overpymt 2015 TCJ 2104/12	RAYMO005 Raymond Wong and Paff Law Firm	6,578.52	
11/04/16	FINANCE	16-03243	Elections Database	SAINTER SAI ENTERPRISES INC	3,750.00	
11/04/16	FINANCE	16-03246	Open/Close Polls General 2016	STJOHN50 ST. JOHN'S EVANGELICAL LUTHERA	400.00	
11/04/16	FINANCE	16-03494	printer cartridges	UNIVER16 UNIVERSAL COMPUTING SERVICES I	404.00	
11/04/16	FINANCE	16-03443	Tax Office Supplies #C2019362	WBMAS005 W.B. Mason	1,058.63	
11/04/16	FINANCE	16-03462	Assessment Supplies	WBMASON W.B. MASON CO, INC	759.50	
11/04/16	FINANCE	16-03442	Legal Ad for 2016 Tax Sale	WORRAL33 WORRALL COMMUNITY NEWSPAPERS	250.20	
11/04/16	FINANCE	16-03530	Legal Ads Ordinances Blanket	WORRAL33 WORRALL COMMUNITY NEWSPAPERS	93.51	
Total for Batch: FINANCE					66,825.40	
11/04/16	HEALTH	16-03547	Mileage Reimbursement 10/06/16	MAUROG50 MAURO, GAYLE	30.97	
Total for Batch: HEALTH					30.97	
11/04/16	LIBRARY	16-03637	purchase DVDs, Blurays	ALLIAN33 ALLIANCE ENTERTAINMENT LLC	264.46	
11/04/16	LIBRARY	16-03543	final draft of CWA contract	APRUZZ50 APRUZZESE MCDERMOTT MASTRO ETC	148.00	
11/04/16	LIBRARY	16-03645	October books purchases	BAKERT50 BAKER & TAYLOR, INC	12,286.32	
11/04/16	LIBRARY	16-03489	Annual maintenance security	BIBLIOTH BIBLIOTHECA, LLC	1,978.20	
11/04/16	LIBRARY	16-00006	Floor Mat Services	CLEANM CLEAN MAT SERVICES LLC	44.00	
11/04/16	LIBRARY	16-03595	email plus 501-2500 contacts	CONSTANT CONSTANT CONTACT INC	312.00	
11/04/16	LIBRARY	16-03487	Library Aware 10/1/16-12/31/16	EBSCOS50 EBSCO INFORMATION SERVICES	174.00	
11/04/16	LIBRARY	16-03646	purchase J, YA playaways	FINDAW50 FINDAWAY WORLD LLC	2,113.90	
11/04/16	LIBRARY	16-03638	purchase DVDs	MIDWES50 MIDWEST TAPE EXCHANGE	819.87	
11/04/16	LIBRARY	16-03647	reimburse October expenses	PERMAHOS PERMAHOS, SUSAN	43.88	
11/04/16	LIBRARY	16-03582	Conversational Spanish class	SCHENKMA SCHENKMAN, JOYCE	180.00	
11/04/16	LIBRARY	16-03635	Petty cash reimbursement	SUMMIT65 LIBRARY PETTY CASH ACCOUNT	373.54	
11/04/16	LIBRARY	16-03636	petty cash reimbursement	SUMMIT65 LIBRARY PETTY CASH ACCOUNT	166.48	
11/04/16	LIBRARY	16-03650	J books	THEPENWO THE PENWORTHY COMPANY	332.75	
11/04/16	LIBRARY	16-03639	Quarterly elevator maintenance	THYSSE50 THYSSENKRUPP ELEVATOR CORP.	645.00	
11/04/16	LIBRARY	16-03544	purchase toners	W B MASO W.B. MASON CO., INC.	635.02	
11/04/16	LIBRARY	16-03648	online advance ref pkg library	WORLDBOO WORLD BOOK, INC	230.00	
Total for Batch: LIBRARY					20,747.42	
11/04/16	PARKCAP	16-01563	TIER GARAGE ENGINEERING SERVS	BOSWEL50 BOSWELL ENGINEERING	64,564.25	
11/04/16	PARKCAP	16-01871	TIER GARAGE REHABILITATION	SOUTHSHR SOUTH SHORE CONSTRUCTION, LLC	125,030.27	
Total for Batch: PARKCAP					189,594.52	
11/04/16	PARKING	16-03516	#135867/Ribbon Ticket/Crd Readr	AMANOMCG AMANO MCGANN INC	610.00	
11/04/16	PARKING	16-03509	#115275 MORTISE LOCK	COLLIN33 COLLINE BROS LOCK & SAFE CO.,	212.50	
11/04/16	PARKING	16-03511	#626044/626006 NEW OFFICE SUPP	DREYER50 DREYER'S LUMBER & HARDWARE CO.	68.68	
11/04/16	PARKING	16-03510	#9072 TEMPERED GLASS-NEW OFFIC	GLASSWRK GLASSWORKS OF SUMMIT LLC	48.15	
11/04/16	PARKING	16-03503	YE2089/YE2169 Digital Iris Fee	INTEGRTS INTEGRATED TECHNICAL SYSTEMS	2,040.00	
11/04/16	PARKING	16-03506	YP124 June Extend by Phone	INTEGRTS INTEGRATED TECHNICAL SYSTEMS	6.25	
11/04/16	PARKING	16-03504	5132365 Cable Ties	KRYSTO33 KRYSTON'S HARWARE	23.78	
11/04/16	PARKING	16-03502	#so-20160718-6355040 SS POLO'S	LANDSE50 LANDS' END BUSINESS OUTFITTERS	810.85	
11/04/16	PARKING	16-01864	PARKING SRV UTILITY ASSESSMENT	LEVELGAS LEVEL G ASSOCIATES, LLC	4,500.00	
11/04/16	PARKING	16-03471	#140119 Sign & Return Labels	MGLFOR50 MGL PRINTING SOLUTIONS	61.00	
11/04/16	PARKING	16-00206	2016 END USER FEES BLANKET	PARKMOBI PARKMOBILE USA INC	6,624.50	
11/04/16	PARKING	16-03518	#7387 BSG STAIR WELLS	RICCIA RICCIARDI BROTHERS, INC.	146.35	
11/04/16	PARKING	16-03515	TIME & ATTENDANCE September	SMALLWOO SMALLWOOD FINANCIAL GROUP LLC	156.50	
11/04/16	PARKING	16-03513	#5177633/5178798/5180079 Cory	SNELLING SNELLING 10139	1,816.91	
11/04/16	PARKING	16-03514	#5181339/5182632 ANDREA MOORE	SNELLING SNELLING 10139	997.50	
11/04/16	PARKING	16-03517	#87945 OCTOBER SERVICE TIER.	STANDELE STANDARD ELEVATOR CORPORATION	225.00	
11/04/16	PARKING	16-03508	#5024/5029 Buisness Cards	STHPRIN STH PRINTING, LLC	960.00	

Attachment: Bill List 11-14-16 (4603 : Authorize Payment of Bills - \$1,252,418.18)

Rcvd Date	Batch Id	PO #	Description	Vendor	Amount	Contract
11/04/16	PARKING	16-03609	IN#558690/561042 BSG	SUMMIT40 SUMMIT IND. HARDWARE #365	207.57	
11/04/16	PARKING	16-03610	#562064 LOT 1 ARROW PAINTING	SUMMIT40 SUMMIT IND. HARDWARE #365	15.75	
11/04/16	PARKING	16-03500	Inv#49747/49796 Pking Signs	THEPRINT THE PRINTER'S PLACE A NEW	390.00	
11/04/16	PARKING	16-03507	0044584 PSA LOGO	THOMPS32 THOMPSON SPORTING GOODS INC	40.00	
11/04/16	PARKING	16-03501	#I38370062 OFFICE SUPPLIES ORD	WBMASON W.B. MASON CO, INC	252.51	
11/04/16	PARKING	16-03505	#I37307300 TAPE	WBMASON W.B. MASON CO, INC	52.44	
Total for Batch: PARKING					20,266.24	
11/04/16	SAFETY	16-03253	PD- Crime Prevention Seminar	AMERCRIM AMERICAN CRIME PREVENTION INST	550.00	
11/04/16	SAFETY	16-03417	PD- Vehicle Maintenance	APOLLO50 APOLLO BATTERY & TIRE	704.52	
11/04/16	SAFETY	16-02719	BH SECURITY BLANKET	BH BH SECURITY	180.00	
11/04/16	SAFETY	16-01938	FD COPIER MAINTENANCE	CANONUSA CANON USA INC (FD)	103.15	
11/04/16	SAFETY	16-03367	FD INV 4045 - PREMIER W/LOGO	CREATI80 CREATIVE WONDERS	50.00	
11/04/16	SAFETY	16-03369	INV 4043 DEVON & JONES POLO	CREATI80 CREATIVE WONDERS	756.00	
11/04/16	SAFETY	16-03413	PD- Police Contracts	DETERR50 DETERRENT TECHNOLOGIES	2,325.00	
11/04/16	SAFETY	16-03433	FD EMERG MGMT PROJ REIM REGIST	DORKOC50 DORKO, CHRISTOPHER	500.00	
11/04/16	SAFETY	16-03365	FD VISION BASIC 0-05 FOR YR	EMERGE64 EMERGENCY REPORTING	495.00	
11/04/16	SAFETY	16-03434	FD REIMB FOR SEMINAR	ESPOSITC ESPOSITO, CHRISTOPHER	150.00	
11/04/16	SAFETY	16-03366	FD FIREFIGHTER SERVICE PINS	FITRITE FIT-RITE UNIFORM COMPANY INC	86.00	
11/04/16	SAFETY	16-03273	PD- ALPR Maintenance	GENERA70 GENERAL SALES ADMINISTRATION	1,520.00	
11/04/16	SAFETY	16-03416	PD- E-Ticket Contract	GOLDTYPE GOLD TYPE BUSINESS MACHINE INC	6,282.36	
11/04/16	SAFETY	16-03254	PD- 2017 Schedule Calendars	MYRONC50 MYRON CORP.	229.44	
11/04/16	SAFETY	16-01947	FD MEETING BLANKET	NATALES50 NATALES BAKERY	17.45	
11/04/16	SAFETY	16-03452	FD INV 51907 - REPAIR CE2170RS	NEWJER36 NEW JERSEY FIRE EQUIPMENT COMP	70.00	
11/04/16	SAFETY	16-03451	FD INV 10083 BUSINESS PORTRAIT	PETERW50 PETER WALLBURG STUDIO	500.00	
11/04/16	SAFETY	16-03247	PD- Vehicle Maintenance	QUALIT25 QUALITY AUTOMOTIVE CO.	23.44	
11/04/16	SAFETY	16-03269	PD- Vehicle Maintenance	QUALIT25 QUALITY AUTOMOTIVE CO.	235.53	
11/04/16	SAFETY	16-03335	PD- Vehicle Maintenance	QUALIT25 QUALITY AUTOMOTIVE CO.	703.16	
11/04/16	SAFETY	16-03419	PD- Vehicle Maintenance	QUALIT25 QUALITY AUTOMOTIVE CO.	319.86	
11/04/16	SAFETY	16-00224	FD GASOLINE 2016 #74869570	RIGGINS RIGGINS, INC.	4,977.07	
11/04/16	SAFETY	16-03373	FD REIMB BKGRD CHECK CHARGES	SOCCODAT SOCCODATO, JAMES P.	55.45	
11/04/16	SAFETY	16-03172	PD- Toxicology Test (New Hire)	STATETOX STATE TOXICOLOGY LABORATORY	90.00	
11/04/16	SAFETY	16-03432	FD INV 5062 - PATIENT RPT FORM	STHPRIN STH PRINTING, LLC	295.00	
11/04/16	SAFETY	16-03450	FD S1756316 SUPPORT TEL EQUIP	STRATPRD STRATEGIC PRODUCTS & SERVICES	460.24	
11/04/16	SAFETY	16-03414	PD- Contract Services (DB)	TRANSUNR TRANSUNION RISK & ALTERNATIVE	330.00	
11/04/16	SAFETY	16-03251	PD- Juvenile Officers Assoc.	UNIONC32 UNION COUNTY JUVENILE OFFICERS	100.00	
11/04/16	SAFETY	16-03368	FD INV 15540 BOOTS, HOODS &	UNIONF50 UNION FIRE EQUIPMENT	1,229.58	
11/04/16	SAFETY	16-03587	PD- IACP 2016 Conference	WECKRO50 WECK, ROBERT	204.00	
Total for Batch: SAFETY					23,542.25	
11/04/16	SELFINS	16-03556	Dental HMO 11-1-16	FLAGSH50 FLAGSHIP DENTAL PLANS	806.38	
11/04/16	SELFINS	16-03622	Health & Accident Ins. 11/2016	PRUDENTI The Prudential Insurance	291.43	
Total for Batch: SELFINS					1,097.81	
11/04/16	SEWCAP	15-03027	PUMP 3 IMPELLER UPGRADES	RAPIDP50 RAPID PUMP & METER SERVICE CO.	18,625.00	
11/04/16	SEWCAP	16-03571	Bid Sanitary Sewer Insp/Clean	WORRAL33 WORRALL COMMUNITY NEWSPAPERS	51.26	
Total for Batch: SEWCAP					18,676.26	
11/04/16	SEWER	16-01853	WASTEWATER OPS & MNTN CONTRACT	BOROU66 BOROUGH OF NEW PROVIDENCE	34,609.40	
11/04/16	SEWER	16-01854	WASTEWATER ADDITIONAL SVCS	BOROU66 BOROUGH OF NEW PROVIDENCE	4,980.00	
11/04/16	SEWER	16-03311	SEWER VEHICLE MAINTENANCE	CUSTOM25 CUSTOM BANDAG INC	587.97	
11/04/16	SEWER	16-00403	Vehicle/Equipment Maintenance	QUALIT25 QUALITY AUTOMOTIVE CO.	462.15	
11/04/16	SEWER	16-02772	SEWER OPERATING PUMP MAINT	RAPIDP50 RAPID PUMP & METER SERVICE CO.	1,892.60	
11/04/16	SEWER	16-02309	SEWER OPERATING EQUIPMT MAINT	RJCONT50 R & J CONTROL INC	1,076.00	

Attachment: Bill List 11-14-16 (4603 : Authorize Payment of Bills - \$1,252,418.18)

Rcvd Date	Batch Id	PO #	Description	Vendor	Amount	Contract
Total for Batch: SEWER					43,608.12	
11/04/16	TRUST	16-02001	PLANNING ESCROW BLANKET	BURGIS BURGIS ASSOCIATES, INC.	1,401.25	
11/04/16	TRUST	16-02002	ZONING ESCROW BLANKET	BURGIS BURGIS ASSOCIATES, INC.	2,901.25	
11/04/16	TRUST	16-00257	Copier Maintenance BPO	CANONB66 CANON BUSINESS SOLUTIONS-EAST	298.64	
11/04/16	TRUST	16-03447	SR4220-11-Support Jan-Dec.	CAPTUR50 CAPTUREPOINT.com	4,749.00	
11/04/16	TRUST	16-00258	Inst. Fee TryCAN Dance BPO	DANCEMOV DANCE MOVE PLAY LLC	675.00	
11/04/16	TRUST	16-03470	813881 Field Maint. Upper Mem.	GRASSR50 GRASS ROOTS, TURF PRODUCTS INC	5,592.00	
11/04/16	TRUST	16-03576	Reimb. Movie for Scream on the	JOSEPHSJ JOSEPHS, JUDITH L	49.99	
11/04/16	TRUST	16-00262	Inst. Fee Senior Yoga BPO	KARENAVW KARENA V WALKER LLC	440.00	
11/04/16	TRUST	16-03592	Instructor's Fee Field Hockey	KILLEENK KILLEEN, KIERAN	2,000.00	
11/04/16	TRUST	16-02008	PLANNING ESCROW BLANKET	MASERC50 MASER CONSULTING PA	245.00	
11/04/16	TRUST	16-02009	INSPECTION FEES ESCROW BLANKET	MASERC50 MASER CONSULTING PA	3,167.50	
11/04/16	TRUST	16-03428	2196 PreEmployment Screening	NATSEC50 NATIONAL SECURITY ASSURANCE CO	513.00	
11/04/16	TRUST	16-02013	ZONING ESCROW FEE BLANKET	ROSENBS5 ROSENBERG & ASSOCIATES	2,826.75	
11/04/16	TRUST	16-03593	Instructor's Fee Field Hockey	SCHWARZJ SCHWARZENBEK, JENNIFER	4,160.00	
11/04/16	TRUST	16-03449	28768 Repairs at Glenside	SPORTS SPORTS CARE SYNTHETIC FIELD	800.00	
11/04/16	TRUST	16-03479	Name Labels	STAPLESR STAPLES ADVANTAGE CREDIT SRVCS	8.88	
11/04/16	TRUST	16-03596	561320 Supplies for Football	SUMMIT40 SUMMIT IND. HARDWARE #365	46.08	
11/04/16	TRUST	16-03591	Movie Rental for Scream on the	SWANK SWANK MOTION PICTURES, INC.	353.00	
11/04/16	TRUST	16-02014	ZONING/PLANNING ESCROW BLANKET	THESHA50 THE SHADE TREE DEPARTMENT LLC	488.75	
11/04/16	TRUST	16-01712	Various Field Maint. BPO	TRUGRE50 TRUGREEN CHEMLAWN	26,684.50	
11/04/16	TRUST	16-00014	Supplies for Share the Fun	VILLAG50 VILLAGE SUPERMARKETS	113.24	
11/04/16	TRUST	16-00276	Supplies BPO	VILLAG50 VILLAGE SUPERMARKETS	13.32	
11/04/16	TRUST	16-03426	02940206450 supplies for Youth	VILLAG50 VILLAGE SUPERMARKETS	31.01	
11/04/16	TRUST	16-03539	02940311260 supplies for	VILLAG50 VILLAGE SUPERMARKETS	53.20	
11/04/16	TRUST	16-03528	2016 Soccer Referee Fees	VLAS VLASS, KEN	200.00	
11/04/16	TRUST	16-02015	ZONING/PLANNING ESCROW BLANKET	WORRAL33 WORRALL COMMUNITY NEWSPAPERS	29.70	
11/04/16	TRUST	16-03529	2016 Soccer Referee Fees	WRIGHTNI WRIGHT, NICHOLAS J. & SALLY A.	150.00	
Total for Batch: TRUST					57,991.06	
11/04/16	UCC	16-03532	Slaries & wages	BELLROBE BELL, ROBERT B	350.00	
11/04/16	UCC	16-03441	Rfd Const Permit # 15-63989	DILLONCH CHIP AND MARGARET DILLON	384.00	
11/04/16	UCC	16-03533	Slaries & wages	GALLELLA GALLELLI, ALDO	350.00	
11/04/16	UCC	16-03534	Salaries & wages	GINGER50 GINGERELLI, ROBERT	175.00	
11/04/16	UCC	16-02575	UCC OFFICE SUPPLIES	KAYPRI50 KAY PRINTING & ENVELOPE CO INC	838.00	
11/04/16	UCC	16-02434	UCC VEHICLE MAINTENANCE BLANKT	QUALIT25 QUALITY AUTOMOTIVE CO.	32.94	
11/04/16	UCC	16-03403	OFFICE SUPPLIES UCC/DCS	WBMASON W.B. MASON CO, INC	82.59	
Total for Batch: UCC					2,212.53	
11/04/16	WORKS	16-02643	DPW SAFETY SUPPLIES	AIRGAS38 AIRGAS USA LLC	788.69	
11/04/16	WORKS	16-02134	VEHICLE MAINTENANCE	APOLLO50 APOLLO BATTERY & TIRE	1,040.00	
11/04/16	WORKS	16-01189	DCS COPIER CONTRACT 2016	ARMPCO50 ARMPCO OFFICE MACHINES, INC.	42.50	
11/04/16	WORKS	16-03145	Reimb - Meeting Attended	CAPUTO28 CAPUTO, MICHAEL	1,279.98	
11/04/16	WORKS	16-02905	BLDGS & GROUNDS MAINTENANCE	CARNEY CARNEY ELECTRIC	4,250.00	
11/04/16	WORKS	16-02101	BLDG & GROUNDS MAINT	COLLIN33 COLLINE BROS LOCK & SAFE CO.,	314.94	
11/04/16	WORKS	16-01856	VEHICLE MAINTENANCE	CUSTOM25 CUSTOM BANDAG INC	379.07	
11/04/16	WORKS	16-02223	Shop Supplies/Materials	DAVIDW50 DAVID WEBER OIL CO.	2,366.20	
11/04/16	WORKS	16-00011	DCS Diesel Fuel	FINCHFUE FINCH FUEL OIL CO INC	5,383.25	
11/04/16	WORKS	16-01852	BLDGS & GROUNDS MAINT/SUPPLIES	HANOVE66 HANOVER SUPPLY CO.	966.40	
11/04/16	WORKS	16-02024	BLDGS & GROUNDS/DPW SUPPLIES	HOMED33 HOME DEPOT CREDIT SERVICES	129.64	
11/04/16	WORKS	16-01696	VEHICLE MAINTENANCE	HUDSON66 HUDSON COUNTY MOTORS, INC.	169.20	
11/04/16	WORKS	16-02397	BLDGS & GROUNDS MAINTENANCE	INDUST28 INDUSTRIAL COOLING CORPORATION	795.00	
11/04/16	WORKS	16-03550	LEAD TESTING SERVICES	KARLASSO KARL & ASSOCIATES	4,224.00	

Attachment: Bill List 11-14-16 (4603 : Authorize Payment of Bills - \$1,252,418.18)

November 4, 2016  
11:28 AM

City of Summit  
Received P.O. Batch Listing By Vendor Id

Rcvd Date	Batch Id	PO #	Description	Vendor	Amount	Contract
11/04/16	WORKS	16-02307	BLDGS & GROUNDS MAINTENANCE	MALONE50 MALONE SPRINKLER CORPORATION	250.00	
11/04/16	WORKS	16-00171	MAT RENTALS CITY HALL BLANKET	METROMOP METROPOLITAN MOP & MAT RENTAL	378.85	
11/04/16	WORKS	16-02303	VEHICLE MAINTENANCE	MJMAUTO BJ&M AUTO INC	665.00	
11/04/16	WORKS	16-02687	Field Maintenance	MORRISB MORRIS & BERGEN COUNTY IRRIG.	631.18	
11/04/16	WORKS	16-03386	BLDGS & GROUNDS MAINTENANCE	NATION03 NATIONAL AIR FILTER	728.56	
11/04/16	WORKS	16-00389	Vehicle Maintenance	QUALIT25 QUALITY AUTOMOTIVE CO.	708.70	
11/04/16	WORKS	16-01855	BLDGS & GROUNDS MAINT	RJCONT50 R & J CONTROL INC	343.00	
11/04/16	WORKS	16-02013	ZONING ESCROW FEE BLANKET	ROSEN55 ROSENBERG & ASSOCIATES	192.50	
11/04/16	WORKS	16-03519		TAYLOR20 TAYLOR RENTAL	70.50	
11/04/16	WORKS	16-02419	PROF'L FORESTRY SERVICES 2016	THESHA50 THE SHADE TREE DEPARTMENT LLC	6,389.22	
11/04/16	WORKS	16-02593	REDEVELOPMENT CONTRACT 2016	TOPOLOGY TOPOLOGY NJ LLC	600.00	
11/04/16	WORKS	16-00327	TIPPING FEES 2016	UNIONC64 UNION COUNTY UTILITES AUTHORIT	54,806.51	
11/04/16	WORKS	16-01186	Roads Maintenance	WELDON25 WELDON ASPHALT CO	9,365.02	
Total for Batch: WORKS					97,257.91	
			Total for Date: 11/04/16	Total for All Batches:	1,163,248.70	

Attachment: Bill List 11-14-16 (4603 : Authorize Payment of Bills - \$1,252,418.18)

November 3, 2016  
11:36 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: 11/03/16    Report Format: Condensed

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Rcvd Date	Batch Id	PO #	Description	Vendor	Amount	Contract
11/03/16	PARKING	16-03664	Petty Cash Reimbursement	CITYOF55 CITY OF SUMMIT PARK PETTY CASH	10,000.00	
				Total for Batch: PARKING	10,000.00	
			Total for Date: 11/03/16	Total for All Batches:	10,000.00	

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Attachment: Bill List 11-14-16 (4603 : Authorize Payment of Bills - \$1,252,418.18)

November 1, 2016  
10:22 AM

City of Summit  
Received P.O. Batch Listing By P.O. Number

12.D.4.a

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Rcvd Batch Id Range: FINANCE to FINANCE      Rcvd Date Start: 0    End: 11/01/16    Report Format: Condensed

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Rcvd Date	Batch Id	PO #	Description	Vendor	Amount	Contract
11/01/16	FINANCE	16-03621	0-226-002-329/000-00 3rd qtr16	TREASU35 TREASURER, STATE OF NEW JERSEY	<u>25,610.82</u>	
				Total for Batch: FINANCE	25,610.82	
				Total for Date: 11/01/16		
				Total for All Batches:	25,610.82	

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Attachment: Bill List 11-14-16 (4603 : Authorize Payment of Bills - \$1,252,418.18)

Rcvd Batch Id Range: First to Last Rcvd Date Start: 0 End: 10/27/16 Report Format: Condensed

Rcvd Date	Batch Id	PO #	Description	Vendor	Amount	Contract
10/27/16	DCP	16-00093	DCP 8499 050329 0168806 BLANKT	COMCAS69 COMCAST	105.90	
10/27/16	DCP	16-00178	1018-210023341990 100 ASHWOOD	NJ-AME50 NJ-AMERICAN WATER CO.	142.72	
Total for Batch: DCP					248.62	
10/27/16	FINANCE	16-00086	287015068548 FAN02998928 BLNKT	ATTMOBIL AT&T MOBILITY	80.93	
10/27/16	FINANCE	16-00612	908-277-6828 393 BLANKET 2016	BROADV BROADVIEW NETWORKS INC	70.92	
10/27/16	FINANCE	16-00095	8499 05 329 0172121 (444Sprfd)	COMCA840 COMCAST	303.76	
10/27/16	FINANCE	16-00513	8499 05 329 0181395	COMCA840 COMCAST	468.43	
10/27/16	FINANCE	16-00097	614008/614449 512 SPRINGFIELD	DIRECTE DIRECT ENERGY	42.52	
10/27/16	FINANCE	16-00099	614008/614451 41 CHATHAM RD	DIRECTE DIRECT ENERGY	20.63	
10/27/16	FINANCE	16-00100	614008/614452 41 CHATHAM RD	DIRECTE DIRECT ENERGY	4.83	
10/27/16	FINANCE	16-00101	614008/614454 75 MAPLE STREET	DIRECTE DIRECT ENERGY	16.38	
10/27/16	FINANCE	16-00102	614008/614455 RIVER RD GENERAT	DIRECTE DIRECT ENERGY	0.57	
10/27/16	FINANCE	16-00103	614008/614456 BUTLER PARKWAY	DIRECTE DIRECT ENERGY	42.52	
10/27/16	FINANCE	16-00104	614008/614457 10 GLEN AVE PUMP	DIRECTE DIRECT ENERGY	0.57	
10/27/16	FINANCE	16-00105	614008/614458 384 BROAD STREET	DIRECTE DIRECT ENERGY	59.53	
10/27/16	FINANCE	16-00106	1064-9271-9 FEDEX SERVICES	FEDEX050 FEDEX	25.78	
10/27/16	FINANCE	16-00110	100005845241 CITY HALL	JCPL0050 JCP&L	811.32	
10/27/16	FINANCE	16-00111	1000005845282 CITY HALL	JCPL0050 JCP&L	10,307.85	
10/27/16	FINANCE	16-00112	100005845316 CITY HALL	JCPL0050 JCP&L	1,586.40	
10/27/16	FINANCE	16-00113	100005845548/CITY HALL/BD/CHES	JCPL0050 JCP&L	37.78	
10/27/16	FINANCE	16-00117	100 034 766 905 UNION AVE	JCPL0050 JCP&L	254.84	
10/27/16	FINANCE	16-00118	100 034 766 954 BANK ST	JCPL0050 JCP&L	229.17	
10/27/16	FINANCE	16-00119	100 034 766 962 SPRINGFLD AVE	JCPL0050 JCP&L	262.97	
10/27/16	FINANCE	16-00120	100 037 556 253 SPRINGFLD AVE	JCPL0050 JCP&L	75.71	
10/27/16	FINANCE	16-00121	100047563711 BRYANT PK	JCPL0050 JCP&L	8.42	
10/27/16	FINANCE	16-00122	100 048 610 792 41 CHATHAM RD	JCPL0050 JCP&L	5,957.28	
10/27/16	FINANCE	16-00123	100 050 758 117 BROAD ST	JCPL0050 JCP&L	40.30	
10/27/16	FINANCE	16-00125	100052171673 CITY HALL	JCPL0050 JCP&L	10.41	
10/27/16	FINANCE	16-00127	100 062 732 993 BUS SHELTER	JCPL0050 JCP&L	71.99	
10/27/16	FINANCE	16-00128	100 064 738 923 GLENSIDE&BALTS	JCPL0050 JCP&L	36.05	
10/27/16	FINANCE	16-00129	100 064 737 081 MORRIS&LAFAYET	JCPL0050 JCP&L	35.88	
10/27/16	FINANCE	16-00130	100 064 737 099 MORRIS&KENT PL	JCPL0050 JCP&L	46.96	
10/27/16	FINANCE	16-00131	100 064 738 881 MORRIS&RIVER	JCPL0050 JCP&L	34.04	
10/27/16	FINANCE	16-00133	100 064 738 899 MORRIS&ORCHARD	JCPL0050 JCP&L	44.70	
10/27/16	FINANCE	16-00134	100 064 738 915 MORRIS&GLENSDE	JCPL0050 JCP&L	36.05	
10/27/16	FINANCE	16-00135	100 064 741 042 MORRIS&BROAD	JCPL0050 JCP&L	41.43	
10/27/16	FINANCE	16-00136	100 064 741 059 MORRIS&PROSP	JCPL0050 JCP&L	46.59	
10/27/16	FINANCE	16-00137	100 064 741 067 MORRIS & MAPLE	JCPL0050 JCP&L	13.31	
10/27/16	FINANCE	16-00138	100 064 741 075 MORRIS& SUMMIT	JCPL0050 JCP&L	44.82	
10/27/16	FINANCE	16-00140	100 071 387 649 MORRIS&MTN	JCPL0050 JCP&L	38.92	
10/27/16	FINANCE	16-00141	100 081 217 810 CLAREMONT CORP	JCPL0050 JCP&L	62.97	
10/27/16	FINANCE	16-00142	100 081 908 319 41 CHATHAM RD	JCPL0050 JCP&L	3.29	
10/27/16	FINANCE	16-00146	100 101 541 801 - 0 Springfld	JCPL0050 JCP&L	42.95	
10/27/16	FINANCE	16-00147	100 103 385 231 5 Myrtle	JCPL0050 JCP&L	6.58	
10/27/16	FINANCE	16-00148	100 105 977 803 59-63 Broad	JCPL0050 JCP&L	15.12	
10/27/16	FINANCE	16-00149	100111640320 80 Butler Shack	JCPL0050 JCP&L	7.23	
10/27/16	FINANCE	16-00828	SHUNPIKE RD BLK LT 00	JCPL0050 JCP&L	41.56	
10/27/16	FINANCE	16-00829	100 113 540 429 N ENGLND BLK 3	JCPL0050 JCP&L	35.62	
10/27/16	FINANCE	16-00155	100004273908 5 MYRTLE BLANKET	JERSEY24 JERSEY CENTRAL POWER AND LIGHT	228.09	
10/27/16	FINANCE	16-00156	100005244296 AUBREY&LEWIS BLKT	JERSEY24 JERSEY CENTRAL POWER AND LIGHT	92.15	
10/27/16	FINANCE	16-00157	100005244346 26 BUTLER BLANKET	JERSEY24 JERSEY CENTRAL POWER AND LIGHT	342.57	

Attachment: Bill List 11-14-16 (4603 : Authorize Payment of Bills - \$1,252,418.18)

Rcvd Date	Batch Id	PO #	Description	Vendor	Amount	Contract
10/27/16	FINANCE	16-00158	100005244403 25 BUTLER BLANKET	JERSEY24 JERSEY CENTRAL POWER AND LIGHT	127.88	
10/27/16	FINANCE	16-00159	100005244528 BUTLER BLANKET	JERSEY24 JERSEY CENTRAL POWER AND LIGHT	32.24	
10/27/16	FINANCE	16-00160	100005441132 189 RIVER BLANKET	JERSEY24 JERSEY CENTRAL POWER AND LIGHT	236.65	
10/27/16	FINANCE	16-00161	100006271546 697 SPRNGFLD BLKT	JERSEY24 JERSEY CENTRAL POWER AND LIGHT	37.67	
10/27/16	FINANCE	16-00162	100006894180 100 MORRIS BLANKT	JERSEY24 JERSEY CENTRAL POWER AND LIGHT	1,008.14	
10/27/16	FINANCE	16-00163	100077504148 5 MYRTLE BLANKET	JERSEY24 JERSEY CENTRAL POWER AND LIGHT	3.11	
10/27/16	FINANCE	16-00164	100084439627 100 ASHWOOD BLNKT	JERSEY24 JERSEY CENTRAL POWER AND LIGHT	3,344.86	
10/27/16	FINANCE	16-00165	100084442050 110 ASHWOOD BLNKT	JERSEY24 JERSEY CENTRAL POWER AND LIGHT	127.90	
10/27/16	FINANCE	16-00168	ACCT 12760	LINESY33 LINE SYSTEMS, INC.	797.56	
10/27/16	FINANCE	16-00169	503956 WATER SYSTEM BLANKET	MARLINLE MARLIN LEASING	139.95	
10/27/16	FINANCE	16-00209	0017660366 BOTT WTR PD	NESTLERR READYREFRESH BY NESTLE	306.67	
10/27/16	FINANCE	16-00210	0425994928 BOTT WTR DCS	NESTLERR READYREFRESH BY NESTLE	153.33	
10/27/16	FINANCE	16-00176	1018-210023002769 4 MORRIS CT	NJ-AME50 NJ-AMERICAN WATER CO.	385.44	
10/27/16	FINANCE	16-00177	1018-210023341891 100 MORRIS	NJ-AME50 NJ-AMERICAN WATER CO.	198.41	
10/27/16	FINANCE	16-00184	1018-210023343187 85 LARNED RD	NJ-AME50 NJ-AMERICAN WATER CO.	438.76	
10/27/16	FINANCE	16-00187	1018-210023344029 80 BUTLER	NJ-AME50 NJ-AMERICAN WATER CO.	292.52	
10/27/16	FINANCE	16-00194	1018-210023345862 HILLVIEW TER	NJ-AME50 NJ-AMERICAN WATER CO.	79.21	
10/27/16	FINANCE	16-00195	BANK ST 1018-210024595189 BLNK	NJ-AME50 NJ-AMERICAN WATER CO.	14.55	
10/27/16	FINANCE	16-00197	1018-210024652549 85 LARNED IR	NJ-AME50 NJ-AMERICAN WATER CO.	2,238.49	
10/27/16	FINANCE	16-00198	UNION PL 1018-210024718968 BKT	NJ-AME50 NJ-AMERICAN WATER CO.	21.28	
10/27/16	FINANCE	16-00199	1018-210025651051 DCKFS 6	NJ-AME50 NJ-AMERICAN WATER CO.	179.46	
10/27/16	FINANCE	16-00202	1018-210026964873 41 CHATHAM	NJ-AME50 NJ-AMERICAN WATER CO.	82.76	
10/27/16	FINANCE	16-00203	1018-210027063599 683 SPRNGFLD	NJ-AME50 NJ-AMERICAN WATER CO.	1,838.56	
10/27/16	FINANCE	16-00215	65 671 139 01 41 CHATHAM RD	PSEG1444 PSE&G	12.16	
10/27/16	FINANCE	16-00216	6583966700 10-A GLEN AVE PUMP	PSEG1444 PSE&G	12.49	
10/27/16	FINANCE	16-00223	70 304 372 09 41 CHATHAM REAR	PSEG1444 PSE&G	12.16	
10/27/16	FINANCE	16-03224	NJSLOM2016 Room Reservation	SHERAT16 SHERATON ATLANTIC CITY	280.00	
10/27/16	FINANCE	16-00229	WEBUS SUPPORT	TELVUE TELVUE CORPORATION	450.00	
10/27/16	FINANCE	16-00328	8018009698	VER92004 VERIZON	179.99	
10/27/16	FINANCE	16-00329	VER 151-907-182-0001-93	VER92004 VERIZON	89.99	
10/27/16	FINANCE	16-00330	VER 8298011956 BLANKET	VERC9200 VERIZON COMMUNICATIONS	264.99	
10/27/16	FINANCE	16-00331	682164944-00001	VERIZ408 VERIZON WIRELESS	2,842.33	
10/27/16	FINANCE	16-01740	682164944-00001	VERIZ408 VERIZON WIRELESS	422.96	
10/27/16	FINANCE	16-00335	908 522 3628 908 38Y	VERIZO08 VERIZON	112.00	
10/27/16	FINANCE	16-00336	201 M55-5284 082	VERIZO16 VERIZON	540.57	
Total for Batch: FINANCE					39,393.73	
10/27/16	LIBRARY	16-00096	LIBRARY #8499 05 329 0008432	COMCAS69 COMCAST	235.90	
10/27/16	LIBRARY	16-00360	LIBRARY ACCT 100 007 700 097	JCPL0050 JCP&L	4,275.64	
10/27/16	LIBRARY	16-00183	LIBRARY 1018-210023342887	NJ-AME50 NJ-AMERICAN WATER CO.	202.92	
10/27/16	LIBRARY	16-00204	LIBRARY 1018-210027119614	NJ-AME50 NJ-AMERICAN WATER CO.	79.76	
10/27/16	LIBRARY	16-00337	LIBRARY ACCT #240533	WESTER33 WESTERN PEST SERVICE	80.50	
Total for Batch: LIBRARY					4,874.72	
10/27/16	PARKING	16-00108	NJ DOT LOT 100005180201 BLNKT	JCPL0050 JCP&L	144.52	
10/27/16	PARKING	16-00116	301 BROAD 100007664368 BLNKT	JCPL0050 JCP&L	2,503.67	
10/27/16	PARKING	16-00124	100 051 492 492 MORRIS AVE LOT	JCPL0050 JCP&L	98.73	
10/27/16	PARKING	16-00126	CEDAR ST 100060906920 BLNKT	JCPL0050 JCP&L	5.43	
10/27/16	PARKING	16-00143	40 DEFOREST 100099194688 BLNKT	JCPL0050 JCP&L	61.54	
10/27/16	PARKING	16-00145	4 DEFOREST 100099194704 BLNKT	JCPL0050 JCP&L	62.19	
10/27/16	PARKING	16-00150	100112084254 PRKING 4 DEFOREST	JCPL0050 JCP&L	67.27	
10/27/16	PARKING	16-00151	100115346619 PRKING 22 DEFORST	JCPL0050 JCP&L	73.51	
10/27/16	PARKING	16-00196	1018-210024638345 BROAD ST	NJ-AME50 NJ-AMERICAN WATER CO.	14.55	
Total for Batch: PARKING					3,031.41	

Attachment: Bill List 11-14-16 (4603 : Authorize Payment of Bills - \$1,252,418.18)

October 27, 2016  
12:49 PM

City of Summit  
Received P.O. Batch Listing By Vendor Id

Rcvd Date	Batch Id	PO #	Description	Vendor	Amount	Contract
10/27/16	SEWER	16-00109	CONSTANTINE 100005626567	BLNKT JCPL0050 JCP&L	4,099.24	
10/27/16	SEWER	16-01740	682164944-00001	VERIZ408 VERIZON WIRELESS	105.74	
				Total for Batch: SEWER	4,204.98	
10/27/16	TRUST	16-03359	Refund Women's Golf League	BITTINGM BITTING, MARY	60.00	
10/27/16	TRUST	16-03204	Refund Mult-Sport Camps	DANIELWI DANIELS, WILLIAM	410.00	
10/27/16	TRUST	16-03195	Refund Football	EASTONJE EASTON, JENNIFER	100.00	
10/27/16	TRUST	16-03306	Refund Basketball	ELKISTON ELKIS, TONY	65.00	
10/27/16	TRUST	16-03220	Refund Flag Football/FUF	FARIDANG FARID, ANGIE	240.00	
10/27/16	TRUST	16-03316	Refund Mini Yoga	HARJONVE HARJONO, VELINDA	60.00	
10/27/16	TRUST	16-00267	Phone Service BPO	NEXTEL75 NEXTEL COMMUNICATIONS, INC	125.20	
10/27/16	TRUST	16-03221	Refund Football	OCONNELL O'CONNELL, MARNIE	380.00	
10/27/16	TRUST	16-03348	Refund Volleyball	WAUTERSK WAUTERS, KAREN	155.00	
10/27/16	TRUST	16-03219	Refund Soccer/FUF	WHITECHA WHITE, CHARLES	145.00	
10/27/16	TRUST	16-03210	Refund Basketball	YOUNGLEE YOUNG LEE, SOPHIE	65.00	
				Total for Batch: TRUST	1,805.20	
Total for Date: 10/27/16					Total for All Batches:	53,558.66

Attachment: Bill List 11-14-16 (4603 : Authorize Payment of Bills - \$1,252,418.18)

# THE CITY OF SUMMIT

N E W J E R S E Y

CITY HALL 512 SPRINGFIELD AVENUE SUMMIT, NJ 07901

November 7, 2016

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

Ladies and Gentlemen:

On Tuesday, May 24, 2016, at 11:00 a.m., proposals pursuant to N.J.S.A. 40A:11-4.1.j were received by the Purchasing Agent as advertised in the Union County Local Source on April 28, 2016 and referred to the Parking Services Manager. Results are as follows:

**COMPETITIVE CONTRACTING – BROAD STREET EAST LOT VALET PARKING CONCESSION**

		<u>6 – 115 cars per car</u>		<u>116+ cars per car</u>	
		(based on current \$10 per day per car valet parking fee)			
		City	Vendor	City	Vendor
Park Plus Valet Services Inc.	(bid bond)	\$9.00	\$1.00	55%	45%
408 US Highway Rt. 1 & 9 So.					
Newark, NJ 07114					

The Purchasing Agent, upon the review, evaluation and recommendation in a memo dated November 7, 2016 from the Parking Services Manager, makes the following award recommendation to the General Services Committee:

**COMPETITIVE CONTRACTING – BROAD STREET EAST LOT VALET PARKING CONCESSION**

Park Plus Valet Services Inc., for 6-115 cars per car: \$9.00/City, \$1.00/Vendor; 116+ cars per car: 55%/City, 45%/Vendor.

Sincerely,

*Margaret Gerba*

Margaret Gerba, Purchasing Agent

Communication: Purchasing Letter - Broad Street East Lot Valet Parking Concession (Correspondence)

# THE CITY OF SUMMIT

## N E W J E R S E Y

CITY HALL 512 SPRINGFIELD AVENUE SUMMIT, NJ 07901

November 3, 2016

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

Ladies and Gentlemen:

On Tuesday, October 25, 2016, at 11:00 a.m., bids were received by the Purchasing Agent as advertised in the Union County Local Source on October 13, 2016 and referred to the City Engineer/Deputy DCS Director. Results are as follows:

### SANITARY SEWER TV INSPECTION AND CLEANING – VARIOUS LOCATIONS

		Base Bid (\$)
National Water Main Cleaning Co., Inc. 1806 Newark Turnpike Kearny NJ 07032	(bid bond)	37,760.00
Russel Reid Waste Hauling and Disposal Service Co., Inc. 200 Smith St., PO Box 130 Keasbey NJ 08832	(bid bond)	49,350.00 Reject, N.J.S.A. 52:32-58, incomplete Disclosure of Investment Activities in Iran
Fast Pipe Lining East Inc. 593 Walthen Road Newark NJ 19702	(bid bond)	59,000.00
Oswald Enterprises, Inc. 151 East Road, PO Box 126 Bedford NJ 07718	(bid bond)	61,000.00
North American Pipeline Services LLC 210 Bennett Road Freehold NJ 07728	(bid bond)	247,200.00
Allstate Power Vac, Inc. 928 E. Hazelwood Avenue Rahway NJ 07065	(bid bond)	251,640.00

The Purchasing Agent, upon the review, evaluation and recommendation in a memo received November 3, 2016, from the City Engineer/Deputy DCS Director makes the following bid award recommendation to the Works Committee:

### SANITARY SEWER TV INSPECTION AND CLEANING – VARIOUS LOCATIONS

National Water Main Cleaning Co., Inc., for a low net base bid of \$37,760.00.

Sincerely,

*Margaret Gerba*

Margaret Gerba, Purchasing Agent

Communication: Purchasing Letter - Sanitary Sewer TV Inspection & Cleaning - Various Locations (Correspondence)

Post ✓  
GI - 11/14/16**RECEIVED****NOV - 7 2016**CITY CLERK'S OFFICE  
SUMMIT, N.J.**NOTICE OF HEARING**

DATE: November 3, 2016

To: **All Persons Within 200 Feet of the Property and Other  
Entities/Persons Required by Law to be Given Notice****SUMMIT, NEW JERSEY  
ZONING BOARD OF ADJUSTMENT APPLICATION # ZB-16-1837**

**YOU ARE HEREBY NOTIFIED**, as provided in the New Jersey Municipal Land Use Law, that the Zoning Board of Adjustment of the City of Summit, New Jersey, will hold a hearing on November 21, 2016, at 7:30 p.m. in the City Hall Council Chambers, 512 Springfield Avenue, Summit, New Jersey, to consider an application affecting the property whose street address is known as 186 Broad Street, Summit, New Jersey and designated as Block 4009, Lot 5 on the Summit Tax Map.

The conditions affecting this property and the reasons for the application being heard are as follows:

The Applicant seeks approval of existing conditions that have been there for years. The Property has been used as an automobile body shop repair business for years. The Applicant seeks preliminary and final major site plan approval. Specifically, the Applicant seeks approval of improvements to the work and prep area that were made many years ago. The improvements to the prep area are integral to the auto body shop repair business. The Applicant seeks the following variances:

1. Building coverage required is 30% whereas applicant proposes 38.1%. This is a c-2 variance as per N.J.S.A. 40:55D(c-2). Note: A variance was granted in 2003 for a building coverage of 31.4%. The new increase in coverage is due to the prep area building.
2. Floor Area Ratio required is 75%, whereas applicant proposes 87.5%. This is a d(4) variance as per N.J.S.A. 40:55D-d(4). Note: A variance was granted in 2003 for a floor area ratio of 81%. The new increase in Floor Area Ratio is due to the prep area building.
3. No single building on a lot shall contain more than 10,000 sq. ft. of gross floor area.  
Note: Variance needed as building, including prep area, building contains 10,825 sq. ft.
4. The roof pitch on all new buildings and on existing buildings where a second floor is added or created shall be a minimum of 4:12.  
Note: Variance needed as pitch on prep area building is less than 4:12.
5. A 5 foot landscaped buffer shall be required along the rear property line. If parking is to be located in the rear, this buffer shall be in addition to the requirements of 35-4.3-12E, 8. below.  
Note: Variance needed as prep area building infringes into 5 ft. buffer.

6. Parking areas shall be screened from view of adjacent residential zones by landscaping, fencing, or a combination thereof to create a buffer at least 5 feet wide and at least 5 feet tall, and shall provide screening of vehicles in all seasons.

Note: Variance needed as existing parking area infringes into 5 ft. buffer.

7. Lighting shall be located no closer than 8 ft. from an adjoining residential district and shall not exceed 8 ft. in height. Lighting shall be designed to avoid up-lighting or halo effect with fixtures incorporating shielding/cut-offs to prevent spillage off-site and on adjacent residential properties.

Note: Existing non-conformities, no change proposed. All other non-conformities that exist are not changing.

8. A variance for expansion of a non-conforming use.
9. A parking variance as two approved parking spaces have been eliminated by the construction of the room in the rear of the property.

The relief sought is more specifically set forth and in more detail in the in the documents on file with the Summit Zoning Office/Department of Community Services.

Applicant requests any other waivers or variances or such other relief as may be required by the Board or its professionals at the time of the hearing.

The application forms and supporting documents are on file in the Department of Community Services, 512 Springfield Avenue, Summit, New Jersey, and may be inspected on any workday during business hours, 8:00 a.m. to 4:00 p.m. Any interested party may appear at the hearing and participate therein, subject to the rules of the Board.

/s/ John J. DeLaney, Jr., Esq.

Applicant's Signature  
 Joanne Peotter, LLC  
 c/o John J. DeLaney, Jr., Esq.  
 Lindabury, McCormick, Estabrook & Cooper, P.C.  
 53 Cardinal Drive, P.O. Box 2369  
 Westfield, NJ 07091-2369 (908) 233-6800 Ext. 2417



Incorporated 1897

# Borough of Chatham

BOROUGH HALL  
54 FAIRMOUNT AVENUE  
CHATHAM, NEW JERSEY 07928

Tel: 973-635-0674 • ChathamBorough.org

Post

18.A.2

GJ  
11/14/16

C. P. Cascio

October 25, 2016

Via Certified Mail

To: City of Summit, City Clerk  
Borough of Madison, Borough Clerk  
Borough of Florham Park, Borough Clerk  
Township of Chatham, Township Clerk  
Township of Millburn, Township Clerk  
Morris County Planning Board, Planning Director (with enclosure)

Re: **NOTICE OF PUBLIC HEARING**  
**2016 MASTER PLAN REEXAMINATION & UPDATE REPORT**

**PLEASE TAKE NOTICE** that in accordance with the Municipal Land Use Law, N.J.S.A. 40:55D-13, the Borough of Chatham Planning Board will conduct a public hearing on Wednesday, November 16, 2016 at 7:30 p.m., in Borough Hall, Council Chambers, upper level, 54 Fairmount Avenue, Chatham, NJ, to consider the Borough of Chatham's 2016 Master Plan Reexamination & Update Report. A Master Plan is a Borough-wide policy document that outlines the vision for the community's growth, development, and preservation. Under New Jersey law, municipalities are required to re-examine their master plans every 10 years.

**PLEASE BE ADVISED** that any interested party may attend such public hearing and will be afforded the opportunity to be heard. A copy of the subject 2016 Master Plan Reexamination & Update Report is available for public inspection in the Borough's Clerk's Office located at 54 Fairmount Avenue, Chatham, New Jersey 07928 during regular business hours Monday through Friday, and is available at ChathamBorough.org under the heading "Master Plan Update."

Formal action may be taken following the public hearing.

On behalf of the Borough of Chatham Planning Board

Robin R. Kline, MAS, RMC, CMR  
Borough Clerk



Morris County Planning Board, Planning Director (w/ enclosed 2016 Master Plan Reexamination & Update Report )

Communication: Chatham Borough Planning Board Public Hearing, re 2016 Master Plan Reexamination & Update Report (Notices)

**IN ACCORDANCE WITH THE OPEN PUBLIC MEETINGS ACT, A COPY OF THIS NOTICE SHOULD BE POSTED ON THE PUBLIC BULLETIN BOARD WITHIN THE MUNICIPALITY.**

October 25, 2016

**Memo to:** Honorable Mayor & Council  
Suburban Municipal Joint Insurance Fund

**Subject:** PUBLIC HEARINGS - 2017 PROPOSED BUDGETS

**From:** PERMA Risk Management Services

Please find enclosed for review, the 2017 Proposed Budget for the Suburban Municipal Joint Insurance Fund, as introduced at the Public Meeting of the Fund held October 13, 2016.

A Public Hearing on the 2017 Budget has been scheduled for November 10, 2016 at **8:00 am** in the **SCOTCH PLAINS TOWNSHIP MUNICIPAL BUILDING**, Scotch Plains, NJ.

Also included is the 2017 Proposed Budget for the Municipal Excess Liability Joint Insurance Fund (MEL). The 2017 Budget for the Environmental Joint Insurance Fund (E-JIF) was adopted at the Board's October 19, 2016 meeting. The 2016 Amended and 2017 Budgets for the Residual Claims Fund (RCF) were adopted at their October 19, 2016 meeting

The Public Hearings for these budgets are scheduled as follows:

**SUBURBAN MUNICIPAL JOINT INSURANCE FUND**

Date: Thursday, November 10, 2016  
Time: 8:00 AM  
Location: SCOTCH PLAINS TOWNSHIP MUNICIPAL BUILDING  
430 Park Avenue  
Scotch Plains, NJ 07076

**MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND (MEL)**

Date: Wednesday, November 16, 2016  
Time: 5:00 PM  
Location: Atlantic City Convention Center Room 305  
Atlantic City, New Jersey  
(League of Municipalities Convention)

**NEW JERSEY ENVIRONMENTAL RISK MANAGEMENT FUND (E-JIF)**

Adopted on October 19, 2016

**RESIDUAL CLAIMS FUND (RCF)**

Adopted on October 19, 2016

In accordance with the Open Public Meetings Act, we ask that you post a copy of this notice on your public bulletin board.

As always, should you have any questions regarding these budgets or meeting dates, please don't hesitate to contact the Fund office.

**Suburban Municipal Joint Insurance Fund**

9 Campus Drive, Suite 216

Parsippany, NJ 07054

Telephone (201) 881-7632 Fax (201) 881-7633

C: M/C, R



Commp 11/14/16

October 27, 2016

Memo To: Honorable Mayor & Council  
SUBURBAN MUNICIPAL JOINT INSURANCE FUND

From: PERMA Risk Management Services

Re: **2016 Dividend**

We are pleased to announce that the Suburban Municipal Joint Insurance Fund will be issuing a dividend totaling \$60,000 pending approval by the Department of Banking and Insurance and the Department of Community Affairs.

Each municipality has the choice of receiving its dividend (see below for amount per municipality) in the form of a check or a credit towards next year's first assessment installment.

Indicate your municipality's choice below. Please execute with a signature and the name of your municipality. Return this form to PERMA no later than November 18, 2016. You may fax your response to **856-830-1451** or email to Nancy Ghani at [nancyg@permainc.com](mailto:nancyg@permainc.com).

*If we do not hear from you by that date, you will receive the entire amount of the dividend in the form of a check.*

**SUBURBAN MUNICIPAL JOINT INSURANCE FUND**

**2016 Dividends**

BEDMINSTER	\$	2,801.65
BERNARDS	\$	8,707.59
BERNARDSVILLE	\$	3,761.86
FAR HILLS	\$	540.61
HARDING	\$	-
MOUNTAINSIDE	\$	3,399.26
SCOTCH PLAINS	\$	8,852.69
SUMMIT	\$	15,560.48
WATCHUNG	\$	3,140.93
WESTFIELD	\$	12,781.42
FANWOOD	\$	453.51
<b>Total</b>	<b>\$</b>	<b>60,000.00</b>

Would like \$\_\_\_\_\_ as check

Would like \$\_\_\_\_\_ as credit against first installment for 2017

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Municipality (Please print)

Communication: Joint Insurance Fund Hearing, re 2017 Proposed Budget (Notices)

SUBURBAN MUNICIPAL JOINT INSURANCE FUND					
2017 PROPOSED BUDGET Retrospective Premium Option Minimum using Loss Pics equalized at 2% over budget					
Print Date:					
APPROPRIATIONS	Annualized Core Members	Projected Core Members	Core Members	Core Members	
			\$	%	
I. Claims and Excess Insurance			CHANGE	CHANGE	
Claims					
1	Property	121,109	148,643	27,533	22.7%
2	Liability	193,500	176,655	(16,845)	-8.7%
3	Auto	39,948	26,068	(13,880)	-34.7%
4	Workers' Comp.	922,212	792,037	(130,175)	-14.1%
5	MEL Aggregate XS LFC	60,365	49,255	(11,110)	-18.4%
6	<b>Subtotal - Claims</b>	<b>1,337,135</b>	<b>1,192,658</b>	<b>(144,477)</b>	<b>-10.8%</b>
7 Premiums					
8	Crime	3,551	3,583	32	0.9%
9	Environmental Fund	93,439	94,409	971	1.0%
10	EJIF Dividend	(14,933)	(14,465)	467	-3.1%
11	Aggregate Ex LFC	10,038	10,003	(35)	-0.3%
12	POL/EPL Premium	303,374	305,900	2,526	0.8%
13	Vol Directors & Officers	3,658	3,658	0	0.0%
14	MEL	641,678	623,072	(18,607)	-2.9%
15	MEL Property	202,179	211,624	9,445	4.7%
16	<b>SubTotal Premiums</b>	<b>1,242,984</b>	<b>1,237,784</b>	<b>(5,200)</b>	<b>-0.4%</b>
17	<b>Total Loss Fund</b>	<b>2,580,119</b>	<b>2,430,442</b>	<b>(149,677)</b>	<b>-5.8%</b>
18					
19 II. Expenses, Fees & Contingency					
20					
21	Claims Adjustment	187,601	191,348	3,747	2.0%
22	Safety Director	37,530	38,277	747	2.0%
23	Safety Incentive Program	11,041	11,041	0	0.0%
24	MEL Safety Institute	14,566	16,439	1,873	12.9%
25	Administration	157,856	168,308	10,453	6.6%
26	Actuary	30,324	30,931	606	2.0%
27	Auditor	12,204	12,449	244	2.0%
28	Attorney	57,313	58,458	1,145	2.0%
29	Treasurer	17,699	18,053	354	2.0%
30	Internal Auditor	6,047	6,168	120	2.0%
31	Underwriting Manager	72,318	73,764	1,446	2.0%
32	Property Appraisal	5,110	5,110	0	0.0%
33					
34	Misc. Expense & Contingency	(162,808)	25,000	187,808	-115.4%
35					
36	<b>Total Fund Exp &amp; Contingency</b>	<b>446,802</b>	<b>655,345</b>	<b>208,543</b>	<b>46.7%</b>
37	Risk Managers	193,208	197,953	4,745	2.5%
38					
39	<b>Total JIF Disbursements</b>	<b>3,220,129</b>	<b>3,283,741</b>	<b>63,612</b>	<b>2.0%</b>

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND					
2017 BUDGET FOR RATE DEVELOPMENT					
MUNICIPALITIES ONLY - CURRENT DATA					
		A	B	B-A	B-A
		BUDGET	BUDGET		
APPROPRIATIONS		2016 RATES	2017 RATES	\$	%
I. CLAIMS AND EXCESS INSURANCE PREMIUMS		MUNIS ONLY	MUNIS ONLY	CHANGE	CHANGE
<b>CLAIMS</b>					
	Excess Liability				
1	To 500K	2,523,640	2,523,640	0	0.0%
2	1.25MIL Ex 500K	3,332,119	3,332,119	(0)	0.0%
3	Excess WC	7,869,811	7,279,575	(590,236)	-7.5%
4	Excess Property to 500K*	2,098,448	2,395,680	297,234	12.7%
5	Aggregate Excess LFC	15,435	15,435	-	0.0%
6	JIF Faithful Performance Bond	181,884	181,884	-	0.0%
7	Statutory Bonds	283,000	283,000	-	0.0%
8	Sub Total	16,304,335	15,981,333	(323,002)	-2.0%
<b>PREMIUMS</b>					
10	3.25MIL ex 1.75 MIL	4,780,635	4,876,248	95,613	2.0%
11	Optional Excess Liability	1,653,189	1,653,189	(0)	0.0%
12	Optional Excess POL/EPL	838,099	838,099	0	0.0%
13	Excess WC	2,527,306	2,464,124	(63,183)	-2.5%
14	Excess Property	6,458,631	6,725,632	267,001	4.1%
15	Boiler and Machinery	562,926	562,926	-	0.0%
16	Loss Fund Contingency	397,510	397,510	-	0.0%
17	Sub Total	17,218,297	17,517,728	299,431	1.7%
18	Total Claims & Premiums	33,522,632	33,499,061	(23,571)	-0.1%
<b>II. EXPENSES</b>					
21	Claims Adjustment	990,422	1,010,231	19,808	2.0%
22	Property Adjustment	160,000	163,200	3,200	2.0%
23	Administration	982,676	1,002,330	19,654	2.0%
24	Loss Fund Management	147,900	150,858	2,958	2.0%
25	Actuary	48,170	49,133	963	2.0%
26	Attorney	43,352	44,219	867	2.0%
27	Deputy Attorney	1,446	1,475	29	2.0%
28	Attorney - OPRA	16,320	16,046	(274)	-1.7%
29	Auditor	27,625	28,178	553	2.0%
30	Treasurer	24,424	24,912	488	2.0%
31	Underwriting Manager	508,472	518,641	10,169	2.0%
32	Reinsurance Manager	293,622	299,494	5,872	2.0%
33	Safety and Education Committee	194,275	194,275	-	0.0%
34	Computer Services	138,010	138,010	-	0.0%
35	Legislative Committee	26,409	26,409	-	0.0%
36	Internal Audit Committee	57,856	57,856	-	0.0%
37	Strategic Planning Committee	28,928	28,928	-	0.0%
38	Coverage Committee	38,318	38,318	-	0.0%
39	Communications Committee	119,079	119,079	-	0.0%
40	Misc Expense	(347,915)	(147,915)	200,000	57.5%
41	Subtotal	3,499,389	3,764,278	264,889	8%
42					
43	MEL Safety Institute	902,123	902,123	-	0.0%
44	Total Appropriations	37,924,144	38,165,461	241,318	0.6%

Communication: Joint Insurance Fund Hearing, re 2017 Proposed Budget (Notices)

MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND			
2016 AMENDED BUDGET			
	2016 BUDGET	2016 Revised Budget	\$ CHANGE
<b>APPROPRIATIONS</b>			
MEL	281,965	12,529,816	12,247,851
BMEL	0	0	0
ATLANTIC	44,299	1,396,177	1,351,878
BERGEN	12,375	189,923	177,548
BURLCO	18,530	493,737	475,207
CAMDEN	21,307	772,357	751,050
MONMOUTH	24,436	719,181	694,745
MORRIS	18,593	1,339,560	1,320,967
NJUA	15,267	402,799	387,532
OCEAN (incl Brick) incremental inr	74,929	1,692,036	1,617,107
PMM	7,681	206,565	198,884
SOUTH BERGEN	19,870	1,178,155	1,158,285
SUBURBAN ESSEX	19,345	293,839	274,494
TRICO	27,747	762,865	735,118
SUBURBAN MUNICIPAL	3,134	194,386	191,252
CENTRAL JERSEY	60,774	1,983,177	1,922,403
NJPHA	14,747	481,825	467,078
<b>TOTAL</b>	<b>665,000</b>	<b>24,636,399</b>	<b>23,971,399</b>
<b>MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND</b>			
<b>2016 AMENDED BUDGET</b>			
	2016 PROPOSED BUDGET	2016 Revised Budget	
<b>APPROPRIATIONS</b>			
CLAIMS	0	23,361,399	23,361,399
REINSURANCE PREMIUMS	65,000	65,000	0
LOSS FUND CONTINGENCY	0	610,000	610,000
<b>SUBTOTAL LOSS FUND</b>	<b>65,000</b>	<b>24,036,399</b>	<b>23,971,399</b>
<b>EXPENSES</b>			
ADMINISTRATOR	190,167	190,167	0
DEPUTY ADMINISTRATOR	64,688	64,688	0
ATTORNEY	39,370	39,370	0
CLAIMS SUPERVISION & AUDIT	56,912	56,912	0
TREASURER	36,963	36,963	0
AUDITOR	21,835	21,835	0
ACTUARY	38,981	38,981	0
MISCELLANEOUS	22,813	22,813	0
<b>SUBTOTAL</b>	<b>471,729</b>	<b>471,729</b>	<b>0</b>
EXPENSE CONTINGENCY	128,271	128,271	0
<b>SUBTOTAL EXPENSES</b>	<b>600,000</b>	<b>600,000</b>	<b>0</b>
<b>TOTAL BUDGET</b>	<b>665,000</b>	<b>24,636,399</b>	<b>23,971,399</b>

Communication: Joint Insurance Fund Hearing, re 2017 Proposed Budget (Notices)

MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND				
2017 ADOPTED BUDGET				
	2016 ANNUALIZED	2017 PROPOSED	\$	%
	BUDGET	BUDGET	CHANGE	CHANGE
<b>APPROPRIATIONS</b>				
CLAIMS	0	0	0	
REINSURANCE PREMIUMS	65,000	78,000	13,000	20%
LOSS FUND CONTINGENCY	0	0		
<b>SUBTOTAL LOSS FUND</b>	<b>65,000</b>	<b>78,000</b>	<b>13,000</b>	<b>20%</b>
<b>EXPENSES</b>				
ADMINISTRATOR	190,167	193,970	3,803	2%
DEPUTY ADMINISTRATOR	64,688	65,982	1,294	2%
ATTORNEY	39,370	40,157	787	2%
CLAIMS SUPERVISION & AUDIT	56,912	58,050	1,138	2%
TREASURER	36,963	37,702	739	2%
AUDITOR	21,835	22,272	437	2%
ACTUARY	38,981	39,761	780	2%
MISCELLANEOUS	22,813	23,835	1,022	4%
<b>SUBTOTAL</b>	<b>471,729</b>	<b>481,729</b>	<b>10,000</b>	<b>2%</b>
EXPENSE CONTINGENCY	128,271	128,271	0	0%
<b>SUBTOTAL EXPENSES</b>	<b>600,000</b>	<b>610,000</b>	<b>10,000</b>	<b>2%</b>
<b>TOTAL BUDGET</b>	<b>665,000</b>	<b>688,000</b>	<b>23,000</b>	<b>3.5%</b>

NEW JERSEY MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND					
2017 BUDGET BASED ON 2010 CENSUS					
10/19/2016 14:11					
	2016	2017	CHANGE	CHANGE	
	TOTAL	TOTAL	\$	%	
<b>I. Claims and Excess Insurance</b>					
Claims					
1	Non-Site Specific	385,675	341,896	(43,779)	-11.4%
2	Site Specific	336,967	376,604	39,637	11.8%
3	Legal Defense	1,135,151	1,130,967	(4,184)	-0.4%
4	Superfund Buyout	648,372	652,758	4,386	0.7%
5	LFC	14,569	14,569	-	0.0%
6	<b>Total Loss Fund</b>	<b>2,520,733</b>	<b>2,516,794</b>	<b>(3,939)</b>	<b>-0.2%</b>
7					
<b>II. Expenses, Fees &amp; Contingency</b>					
Professional Services					
10	Actuary	61,702	61,702	-	0.0%
11	Attorney	72,828	74,285	1,457	2.0%
12	Auditor	15,339	15,646	307	2.0%
13	Executive Director	249,332	254,318	4,987	2.0%
14	Treasurer	18,919	19,297	378	2.0%
15	Lobbyist	45,000	45,000	-	0.0%
16	Underwriting Managers	212,969	217,229	4,259	2.0%
17	Environmental Services	408,790	416,965	8,176	2.0%
18	Claims Administration	25,168	25,671	503	2.0%
19					
20	<b>Subtotal - Contracted Prof Svcs</b>	<b>1,110,046</b>	<b>1,130,113</b>	<b>20,067</b>	<b>1.8%</b>
21					
Non-Contracted Services					
23	Postage	5,473	5,473	-	0.0%
24	Printing	4,250	4,250	-	0.0%
25	Telephone	2,423	2,423	-	0.0%
26	Expenses contingency	15,834	15,834	-	0.0%
27	Member Testing	8,233	8,233	-	0.0%
28					
29	<b>Subtotal - Non-contracted svcs</b>	<b>36,213</b>	<b>36,213</b>	<b>-</b>	<b>0.0%</b>
30					
31	<b>Subtotal-Contracted/Non-contra</b>	<b>1,146,259</b>	<b>1,166,326</b>	<b>20,067</b>	<b>1.8%</b>
32					
33	Excess Aggregate Insurance	530,235	551,444	21,209	4.0%
34					
35	General Contingency	72,310	73,756	1,446	2.0%
36					
37	<b>Total Exp, Fees &amp; Contingency</b>	<b>1,748,804</b>	<b>1,791,526</b>	<b>42,722</b>	<b>2.4%</b>
38					
39	<b>TOTAL JIF APPROPRIATIONS</b>	<b>4,269,537</b>	<b>4,308,320</b>	<b>38,783</b>	<b>0.9%</b>



## Municipal Excess Liability Joint Insurance Fund

9 Campus Drive – Suite 216  
 Parsippany, NJ 07054  
 Tel (201) 881-7632  
 Fax (201) 881-7633

October 27, 2016

Memo to: Member Municipalities & Authorities  
 Municipal Excess Liability Joint Insurance Fund

From: David N. Grubb, Executive Director

Re: Elected Officials' Training Seminars at the 2016 League of Municipalities Conference

This year's elected officials training program will focus on **Ethics for Local Government Officials**.

As in the past, the MEL will reduce each member's 2017 workers' compensation claims premium by \$250 for each municipal elected official and authority commissioner who completes the course by May 1, 2017. The credit will continue to be extended to the member's CEO (i.e. municipal manager/administrator or authority executive director). The maximum credit is 25% of the member's workers' compensation claims fund.

Below are the two Elected Official's training seminars to be held at the 2016 League of Municipalities convention. We will continue to add classes throughout the fall and winter throughout the state. Please visit our web-site [www.njmcl.org](http://www.njmcl.org) for updates.

### **2016/2017 ELECTED/APPOINTED OFFICIALS LIABILITY SEMINARS** **Atlantic City-NJ**

**November 15, 2016**– Tuesday, 3:45 PM, Palladium C - Caesars, Atlantic City

**November 16, 2016** –Wednesday, 3:45 PM Atlantic City Convention Center Room 302  
 (Title of course is *Annual Risk Management Seminar*)

**Pre-registration is not required.**

### REGISTRATION FORM

Course Date/Location:

**November 15, 2016** Tuesday, 3:45 PM, Palladium C - Caesars, Atlantic City

**November 16, 2016** Wednesday, 3:45 PM, Atlantic City Convention Center Room 302

Name	Title

Municipality or Authority: \_\_\_\_\_

Contact (in case of cancellation) \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Forward the completed form one of two ways:**

**Fax:** (201) 881-7633

**Email:** [jainet@permainc.com](mailto:jainet@permainc.com)

Communication: Joint Insurance Fund Hearing, re 2017 Proposed Budget (Notices)



# TOWNSHIP OF CHATHAM

58 Meyersville Road  
Chatham, New Jersey 07928  
(973) 635-4600  
Fax (973) 635-2644



C: f. Cascia  
2 original received  
1 dist-PC

Memo To: Long Hill Township Clerk  
Chatham Borough Clerk  
New Providence Borough Clerk  
City of Summit Clerk  
Harding Township Clerk  
Morris Township Clerk  
Township of Berkeley Heights Clerk  
Borough of Madison Clerk  
Morris County Planning Board  
Chatham Township Planning Board

From: Gregory J. LaConte  
Municipal Clerk

Date: October 31, 2016

Subject: Ordinance 2016-19

**AN ORDINANCE OF THE TOWNSHIP OF CHATHAM, COUNTY OF MORRIS, STATE OF NEW JERSEY, TO AMEND SUBSECTION 30-75.2 TITLED "MAP AND SCHEDULE" OF CHAPTER XXX, TITLED "LAND DEVELOPMENT" OF THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF CHATHAM TO CHANGE THE ZONING DISTRICT CLASSIFICATION ON THE OFFICIAL ZONING MAP FROM R-3 RESIDENCE DISTRICT TO R-4 RESIDENCE DISTRICT FOR THE FOLLOWING PROPERTIES: BLOCK 54, LOTS 10, 11.01, 11.02, 12, 13, 14 AND 15 FRONTING ON CHESTNUT ROAD NEAR ITS INTERSECTION WITH FAIRMONT AVENUE**

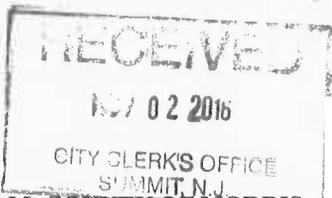
Attached please find a copy of the above referenced Ordinance that was introduced by the Township Committee on October 27, 2016.

A public hearing will be held at a Township Committee meeting beginning at 7:30 PM on Thursday, December 1, 2016.

The meeting will be held at the Township Municipal Building, 58 Meyersville Road, Chatham, New Jersey.

Attachment – Ordinance 2016-19

Communication: Chatham Twp Ordinance, re Change Zoning District Classification on Official Zoning Map (Ordinances and Resolutions Other



**ORDINANCE 2016-19**

**AN ORDINANCE OF THE TOWNSHIP OF CHATHAM, COUNTY OF MORRIS, STATE OF NEW JERSEY, TO AMEND SUBSECTION 30-75.2 TITLED "MAP AND SCHEDULE" OF CHAPTER XXX, TITLED "LAND DEVELOPMENT" OF THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF CHATHAM TO CHANGE THE ZONING DISTRICT CLASSIFICATION ON THE OFFICIAL ZONING MAP FROM R-3 RESIDENCE DISTRICT TO R-4 RESIDENCE DISTRICT FOR THE FOLLOWING PROPERTIES: BLOCK 54, LOTS 10, 11.01, 11.02, 12, 13, 14 AND 15 FRONTING ON CHESTNUT ROAD NEAR ITS INTERSECTION WITH FAIRMONT AVENUE**

**BE IT ORDAINED** by the Mayor and Township Committee of the Township of Chatham, in the County of Morris and State of New Jersey as follows:

**SECTION 1.** Subsection 30-75.2 titled "Map and Schedule" of Section 30-75 titled "Zone Districts and Enforcement" of Chapter XXX titled "Land Development" of the Revised General Ordinances of the Township of Chatham is hereby amended as follows:

A. Change the zoning district classification on the official zoning map from the R-3 Residence District to R-4 Residence District for the following properties:

- Block 54, Lot 10
- Block 54, Lot 11.01
- Block 54, Lot 11.02
- Block 54, Lot 12
- Block 54, Lot 13
- Block 54, Lot 14
- Block 54, Lot 15.

B. The "Official Zoning Map, Township of Chatham, Morris County, New Jersey", dated March, 1999, is hereby replaced by the "Official Zoning Map, Township of Chatham, Morris County, New Jersey", dated March, 1999, revised as of October 2016, and is hereby adopted, and the Schedule of Requirements which is part of Chapter XXX remains as shown in Appendix I, "Schedule of Zoning Requirements."

**SECTION 2.** All other Ordinances, part of Ordinances, or other local requirements that are inconsistent or in conflict with this Ordinance are hereby repealed to the extent of any inconsistency or conflict, and the provisions of this Ordinance apply.

**SECTION 3.** Notwithstanding that any provision of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, all remaining provisions of the Ordinance shall continue to be of full force and effect.

**SECTION 4.** This Ordinance shall take effect immediately upon (1) adoption; (2) publication in accordance with the laws of the State of New Jersey; and (3) filing of the final

Communication: Chatham Twp Ordinance, re Change Zoning District Classification on Official Zoning Map (Ordinances and Resolutions Other

form of adopted Ordinance by the Clerk with the Morris County Planning Board pursuant to N.J.S.A. 40:55D-16.

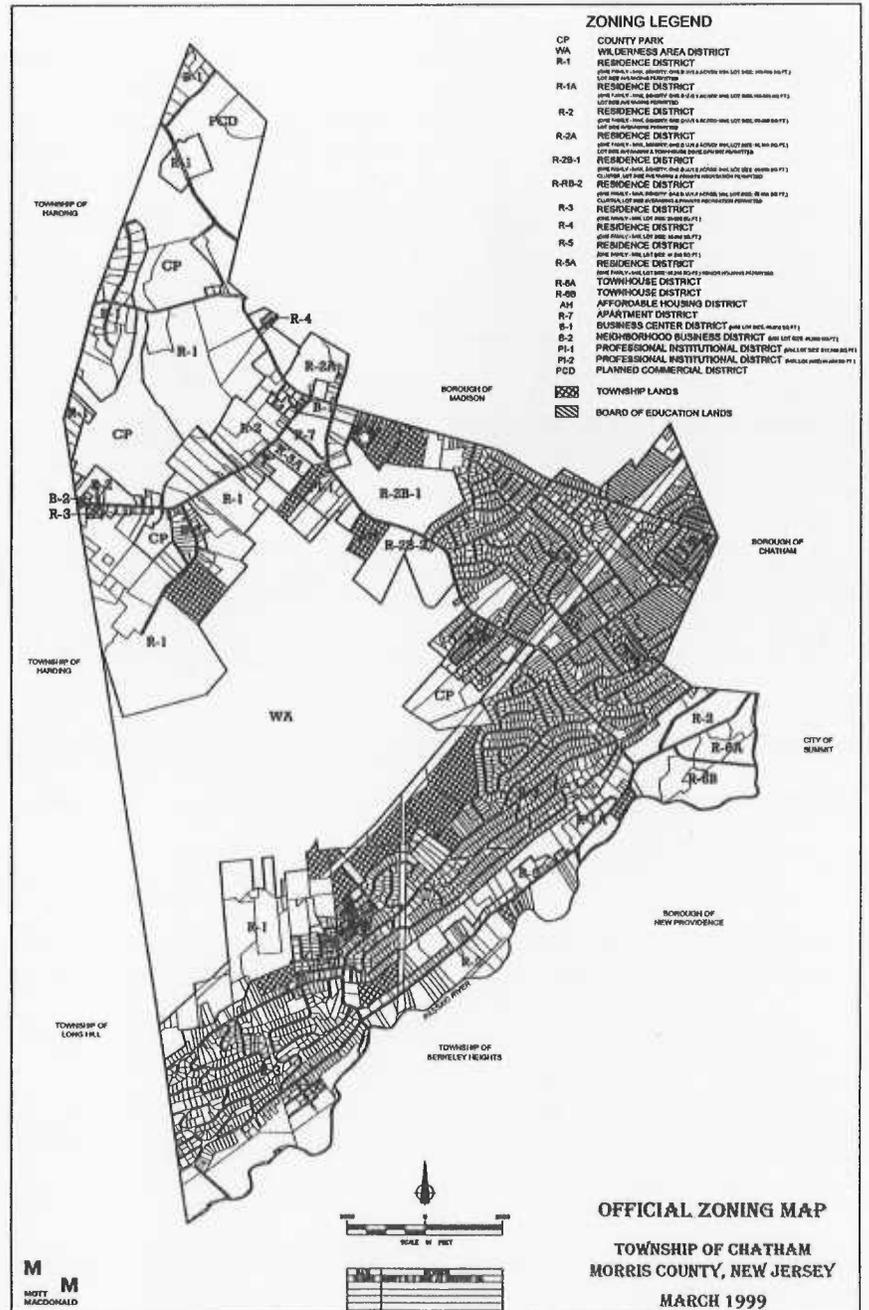
Introduced: October 27, 2016

TOWNSHIP OF CHATHAM, COUNTY OF MORRIS, STATE OF NEW JERSEY

Adopted:  
Attest:

BY: \_\_\_\_\_  
Curt Ritter, Mayor

\_\_\_\_\_  
Gregory J. LaConte, Clerk



Communication: Chatham Twp Ordinance, re Change Zoning District Classification on Official Zoning Map (Ordinances and Resolutions Other

GI 11-14-16



## Summit Fire Department Monthly Fire Activity Response Report September 2016

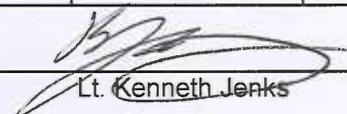
<b>Fires</b>	<b>Sep-16</b>	<b>Sep-15</b>	<b>2016 To Date</b>	<b>2015 To Date</b>
Fires Inside Structures	2	9	49	64
Fires Outside Structures				
Vehicle Fires	1	2	12	17
Tree/Brush/Grass/Refuse Fires		4	19	24
All Other Types of Fires	1		9	2
Mutual Aid Task Force Responses				
<b>Total Fires</b>	<b>4</b>	<b>15</b>	<b>89</b>	<b>107</b>

<b>Emergencies</b>	<b>Sep-16</b>	<b>Sep-15</b>	<b>2016 To Date</b>	<b>2015 To Date</b>
Hazardous Conditions	11	16	97	138
Electrical Hazards	14	16	134	116
Motor Vehicle Accidents	2	1	46	29
Mutual Aid Station Coverage	1	2	14	8
Service Calls (Lock-Outs, Water Removal, etc.)	22	19	224	253
Good Intent Calls	25	17	194	182
Miscellaneous Calls (Assist Police, Stand-By, Special Services)	14	5	113	85
CO Detector Activations	1	2	12	20
<b>Total Emergencies</b>	<b>90</b>	<b>78</b>	<b>834</b>	<b>831</b>

<b>Rescues</b>	<b>Sep-16</b>	<b>Sep-15</b>	<b>2016 To Date</b>	<b>2015 To Date</b>
Motor Vehicle Extrications	2		10	30
Elevator Emergencies, Searches, etc.		1	9	10
Emergency Medical Calls	28	37	295	325
<b>Total Rescues</b>	<b>30</b>	<b>38</b>	<b>314</b>	<b>365</b>

<b>Alarm Activations</b>	<b>Sep-16</b>	<b>Sep-15</b>	<b>2016 To Date</b>	<b>2015 To Date</b>
Malicious False Alarms	1		4	4
Accidental, Malfunctions, Honest Mistakes	48	43	413	443
<b>Total Alarm Activations</b>	<b>49</b>	<b>43</b>	<b>417</b>	<b>447</b>
<b>Total Number of Responses</b>	<b>173</b>	<b>174</b>	<b>1654</b>	<b>1750</b>



Prepared by  Lt. Kenneth Jenks

Communication: Summit Fire Department Report - September 2016 (Minutes, Reports, Etc. from the



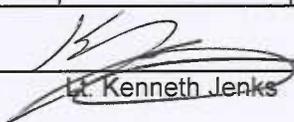
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Prepared by  Kenneth Jenks