



## Common Council of the City of Summit

**Closed Session Agenda for Monday, November 19, 2018**

**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 and Appointments matters - NJSA 10.4-12.b (8)
  - Appoint Chair - Transfer Station Task Force
  - Appoint Chair – Summit Economic Development Advisory Committee

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 Monday, 11/12/18 and Thursday, 11/29/18.*

### **ADJOURN CLOSED SESSION**



## **Common Council of the City of Summit**

**Regular Meeting Agenda for *Monday*, November 19, 2018  
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**

## **FINANCE and PERSONNEL COMMITTEE**

Monday 5:00 pm – 6:00 pm Large Conference Room  
Little, Ogden, Naidu, Mayor Radest, Rogers, Gerba

## GENERAL SERVICES COMMITTEE

Monday 4:00 pm – 5:00 pm Large Conference Room  
Ogden, Little, McNany, Leblein Josephs

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

## WORKS COMMITTEE

Monday **1:00 pm – 2:00 pm** Dept. of Community Services  
Bowman, Fox, Cascais

## LAW COMMITTEE

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



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

## **CALL TO ORDER**

### **ADEQUATE NOTICE COMPLIANCE STATEMENT**

*Adequate notice of this meeting has been provided by the City Clerk's Office in the preparation of the Council Annual Meeting Notice, dated January 8, 2018, which was properly distributed and posted per statutory requirements.*

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

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

## **ROLL CALL**

## **PLEDGE OF ALLEGIANCE**

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

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

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

*Please be advised that council meetings are broadcast live on Comcast Channel 36 and Verizon Channel 33 and rebroadcast on Thursdays and Saturdays on HomeTowne TV – also on 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 7, 2018

## **REPORTS**

- Mayor, City Administrator and Council President

## **PRESENTATIONS**

1. State of the Reeves Reed Arboretum Report - Frank Juliano, Executive Director
2. Report to Council - Housing Authority - Coalter Pollock, Chair

## **RESOLUTIONS**

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

### **SAFETY**

(ID # 6059) Authorize Promotion of Auxiliary Police Officer to Sergeant  
*(Pending Closed Session discussion)*

### **FINANCE/PERSONNEL**

(ID # 6035) Amend 2018 - 2023 Capital Plan and 2018 Capital Budget (*Roll Call Vote*)

## **SWEARING-IN**

- Auxiliary Officer Danielle Luther - Promotion to Auxiliary Sergeant - Mayor Radest

## **PUBLIC COMMENTS**

*At this point in the meeting Council welcomes comments from any member of the public about issues that are **not** topics on tonight's business agenda. Whenever an audience or Council member reads from a prepared statement, please provide a copy to the City Clerk 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 3 minutes.*

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

*Comments are solicited from Council members and the public.*

<u>Number</u>	<u>Title</u>	<u>Introduction Date</u>
<b><u>FINANCE/PERSONNEL</u></b>		
18-3177	<b>BOND ORDINANCE PROVIDING FOR THE LOCAL UNIT'S ALLOCABLE SHARE OF CAPITAL IMPROVEMENT PROJECTS FOR THE JOINT MEETING OF ESSEX AND UNION COUNTIES, BY AND IN THE CITY OF SUMMIT, IN THE COUNTY OF UNION, STATE OF NEW JERSEY (THE "LOCAL UNIT"); APPROPRIATING \$1,175,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$1,175,000 BONDS OR NOTES TO FINANCE THE COST THEREOF</b> ( <i>Joint Meeting Capital Projects Local Share</i> )	11/7/18 (Wed.)

## **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>
<b><u>FINANCE/PERSONNEL</u></b>		
18-3177	<b>BOND ORDINANCE PROVIDING FOR THE LOCAL UNIT'S ALLOCABLE SHARE OF CAPITAL IMPROVEMENT PROJECTS FOR THE JOINT MEETING OF ESSEX AND UNION COUNTIES, BY AND IN THE CITY OF SUMMIT, IN THE COUNTY OF UNION, STATE OF NEW JERSEY (THE "LOCAL UNIT"); APPROPRIATING \$1,175,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$1,175,000 BONDS OR NOTES TO FINANCE THE COST THEREOF (Joint Meeting Capital Projects Local Share)</b>	11/7/18 (Wed.)

## **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>
<b><u>FINANCE/PERSONNEL</u></b>		
(ID # 5976)	<b>BOND ORDINANCE APPROPRIATING \$1,050,000, AND AUTHORIZING THE ISSUANCE OF \$999,000 BONDS OR NOTES OF THE CITY, FOR VARIOUS IMPROVEMENTS OR PURPOSES AUTHORIZED TO BE UNDERTAKEN BY THE CITY OF SUMMIT, IN THE COUNTY OF UNION, NEW JERSEY. (Pool Resurfacing Project &amp; Fire Department Headquarters Project)</b>	12/4/18

## **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.)*

## **BUILDINGS AND GROUNDS**

(ID # 6057)	Appoint Chairs to Transfer Station Task Force & Summit Economic Development Advisory Committee ( <i>Pending Closed Session discussion</i> )
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## **FINANCE/PERSONNEL**

(ID # 6049) Authorize Transfer of Appropriations - Operating Budget (*Roll Call Vote*)

## **WORKS**

(ID # 6010) Request Agreement with the County of Union to Permit Installation a Rectangular Rapid Flashing Beacon on County Road (Intersection of Morris Avenue & Elm Street)

## **GENERAL SERVICES**

- (ID # 6022) 1. Authorize Holiday Overtime Parking Courtesy Notice Issuance
- (ID # 6053) 2. Authorize Free Saturday Holiday Parking - December 1, 8, 15 and 22, 2018 - 90-Minute Spaces Only
- (ID # 6011) 3. Authorize Contract Execution - Broad Street East Lot Valet Parking Concession - Parking Services Plus, Inc. - \$11,247.50 Per Month
- (ID # 6012) 4. Approve One-Year Contract Extension and Increase Number of Participants - Dynamic Ridesharing Program - Lyft, Inc. - Not to Exceed \$275,000 per contract year
- (ID # 6024) 5. Authorize Submission of Grant Application to NJ Department of Environmental Protection - "It Pay\$ to Plug In" to Fund Electric Vehicle Charging Stations
- (ID # 6047) 6. Authorize Grant Application and Acceptance - CDBG Year 45

## **CONSENT AGENDA**

### **SAFETY**

(ID # 6031) Grant Permission, Set Forth Conditions - Summit Area YMCA - Santa's North Pole Party and Tree Lighting

### **WORKS**

(ID # 5992) Authorize Release Balance of Performance Guarantee - 4-6 Ashwood Avenue PB-12-194

## **FINANCE/PERSONNEL**

- (ID # 6033) 1. Authorize the Adjustment of 2018 Preliminary Taxes
- (ID # 6037) 2. Authorize Refund of Tax Sale Payment
- (ID # 6038) 3. Authorize Zoning Board Escrow Refund
- (ID # 6030) 4. Authorize Refunds - Department of Community Programs
- (ID # 5501) 5. Authorize Parking Refunds - Summit SmartCard, Prepaid Parking, and Overnight Parking Permits
- (ID # 5734) 6. Authorizing Payment of Bills

**COUNCIL MEMBERS' COMMENTS/NEW BUSINESS****ADJOURNMENT REGULAR MEETING****CLOSED SESSION (IF NEEDED AND AUTHORIZED)****EXPLANATORY NOTE REGARDING CORRESPONDENCE, STAFF & LIAISON REPORTS, AND GENERAL INFORMATION ITEMS**

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

**CORRESPONDENCE**

1. Letter - Mayor Radest, re Re-appointment of Emergency Management Coordinator
2. Letter - Mayor Radest, re Emergency Management Council Appointment
3. Letter - Tax Collector, re 2018 Tax Sale on October 30, 2018
4. Letter - Purchasing Agent, re Broad Street East Lot Valet Parking Concession

RECEIVED AND FILED

**GENERAL INFORMATION**

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

**Notices:**

Suburban Municipal JIF - Notice of 2018 Dividend - 11/6/18

**Newsletters:**

1. Joint Meeting Newsletter - Fall 2018
2. NJ League of Municipalities Legislative Bulletin - October 2018

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

Fire Department - August 2018

## **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's Office

**SAFETY (R)**

Resolution (ID # 6059)  
November 19, 2018

**AUTHORIZE PROMOTION OF AUXILIARY POLICE OFFICER TO SERGEANT (PENDING  
CLOSED SESSION DISCUSSION)**

Pending Closed Session discussion.

## **FIN/PERS (R)**

Resolution (ID # 6035)  
November 19, 2018

### **AMEND 2018 - 2023 CAPITAL PLAN AND 2018 CAPITAL BUDGET (ROLL CALL VOTE)**

WHEREAS, the local capital budget for the year 2018 was adopted on the 17<sup>th</sup> day of April, and

WHEREAS, it is desired to amend said adopted capital budget section.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT, COUNTY OF UNION, NEW JERSEY:

That the following amendment(s) to the adopted capital budget section of the 2018 Budget be made:

#### **RECORDED VOTE**

Ayes	(	Nays	(	Abstain	(
	(				
	(			Absent	(
	(				
	(				
	(				

#### **2018 CAPITAL BUDGET**

Municipal Projects	Estimated Cost	Capital Improvement Fund	Debt Authorized
Fire Department Headquarters Design	\$750,000.00	\$37,500.00	\$712,500.00
FAC Pool Resurfacing	\$300,000.00	\$15,000.00	\$285,000.00
Total All Projects	12,947,000.00	\$306,460.00	\$12,640,540.00

#### **6 YEAR CAPITAL PLAN 2018 - 2023**

Municipal Projects:	Estimated Cost	2018	2019	2020	2021	2022	2023
FD Headquarters Design	\$750,000	\$750,000					
FAC Pool Resurfacing	\$300,000	\$300,000					
Total All Projects	\$73,918,320	\$12,947,000	\$10,492,500	\$8,128,320	\$5,396,000	\$6,249,500	\$30,455,000

Be It Further Resolved that two certified copies of this resolution be filed forthwith in the Office of the Director of Local Government Services.

Dated: November 19, 2018

I, Nicole M. Sarna, Deputy 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 19, 2018

Deputy City Clerk



## **RESOLUTION (ID # 6035)**

DOC ID: 6035

**TO:** Mayor and Common Council

**FROM:** Marge Gerba, City Treasurer

**DATE:** October 30, 2018

The 2018 Capital Plan is being amended to include two projects that were not known at the time of budget adoption.

These are:

General Capital:

Fire Headquarters Design

Pool Resurfacing



## CORONADOS POOL PLASTER INC

668 County Line Rd, Telford PA 18969

Phone 215-723-5885 Fax 215-723-5662

### POOL RENOVATION CONTRACT

Date 10/5/2018



#### Contract Submitted To:

Name Jamie Colucci  
 Street 100 Ashwood ave  
 City Summit  
 State NJ Zip 07901  
 Phone 908-591-3227  
 E-mail: jcolucci@cityofsummit.org

#### Work To Be Performed At:

Name \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Description of the work to be performed, including materials and labor for the project

Baby Pool 2,900sqft

Drain pool and remove hydrostatic plugs to protect pool from shifting.

prep Work: We will Chip/Cut below the steel Gutters around all fittings, drains, light fixtures, covers, etc. to ensure a flush finish for the new pool surface. We will Acid wash the entire pool, dilute it, and we'll make sure the acid wash is thoroughly neutralized and disposed. This step is done to prepare the pool for the bonding cement. We will apply Bonding cement ensuring that the application is uniform in thickness and texture.

Plaster Pool: After installing bonding cement, we then pump plaster into pool and trowel until finish sets properly.

Krystalkrete Aggregate Finish Super Blue  
 5 years workmanship 10 years Factory warranty

10% off already included on all the prices

\$36,250.00 ✓

StoneScapes  
 We will plaster the area where the plaster is not always submerge underwater. This is necessary for the longevity of the pool. We will also put a White tile divider in between the pebble and quartz finish 58ft of 2x2 tile. We will return another day to plaster with StoneScapes. plaster that is not submerge underwater and it's not wet all the time. Due to the fact that the heat can crack the plaster 3 years workmanship warranty

Option 2

Krystalkrete Aggregate Finish Super Blue  
 5 years workmanship 10 years Factory warranty

\$34,365.00

We will plaster the entire pool with Super Blue the area that is not wet has no warranty do to the fact that the plaster has to be wet at all time. The heat can crack the plaster if there is no water. use the sprinklers to for 5 days to keep the plaster from drying

Sealant

We will Remove 117ft of sealant between the Gutters and the plaster. Next we will install 117ft of Spacial sealant to seal the joint. 1 year warranty on workmanship note warranty does not include weather and shifting from the ground.

\$1,989.00 ✓

Trim tile 56ft

We will install 56ft of trim tile on each steps

1,680.00 ✓

Zone included

Extra Work

If there is any other extra work to be done while prepping the pool. We will let you know and discuss pricing.

39,919.00 ✓

598.00 ✓

**TOTAL**

A deposit of 20% in the amount of (\$ ) will be required upon execution of this contract for purchases of special order material.

40,517.00 ✓

Payment made as follows:

Owner Initials \_\_\_\_\_

Packet Pg. 12

1. **Copy of Contract** - Owner acknowledges receipt of a copy of this Home Improvement Contract at the time of signing.
2. **Governing laws** - This Contract shall be governed by the laws of the Commonwealth of Pennsylvania, with jurisdiction and venue for any actions pertaining to this agreement being vested in the Court of Common Pleas of Montgomery County Pennsylvania or Magisterial District Court 38-1-24. Owner expressly agrees and consents to jurisdiction and venue and waives any objection thereto.
3. **Home Improvement Contractor Registration Numbers:** PA # 004896 NJ # 13VH04487600
4. **Current Amount of Insurance Maintained:**
  - a. General Liability: \$1,000,000. Automobile Liability: \$1,000,000.
  - b. Workers Compensation & Employers Liability: \$1,000,000.
5. **Bureau of Consumer Protection Toll Free Telephone Number:** 1-888-520-6680
6. **Pool Lights:** Replacing the pool light gasket and light bulb is recommended. Pool light gaskets deteriorate over time and specially when removed from the water to a different temperature causing water to enter the light and a possible shortage. We are not responsible if this happens.
7. **Additional Terms –**
  - a) The contract price listed above covers only products and services specifically mentioned in this contract. All preparations for interior pool and/or spa finishes are based on the existing finish being in sound condition with a strong bond. Any additional work resulting from hollow spots, delaminating surface or surface failure, more than 10% during preparation work, or any other issues related to plaster, tile, coping or other work may result in additional cost which shall be the subject of a written change order signed by the parties. Five linear feet or less of falling tile will be replaced with similar or same tile at no additional cost. This five linear feet free installation is excluded from warranty.
  - b) Additional payments for the contracted work after receipt of the initial deposit and material costs shall be paid by owner as directed by contractor. If payments are not made at the time of crew arrival, contractor may cancel work that day and reschedule after payment is received. Any checks returned for insufficient funds or any other reason will be subject to an additional One Hundred Dollar (\$100.00) fee.
  - c) Owner must provide contractor with adequate access to the worksite in order to permit contractor to perform the work contracted for. Owner shall provide contractor water and electrical services from the home at owner's cost to be used for the renovation process.
  - d) Upon completion of the renovation and/or installation of plaster, owner is responsible for plaster cure, water chemistry and water hauling service recommended for refill of the pool. Owner must brush the pool twice daily for a period of (2) weeks from completion of installation. Contractor will provide instructions for post care. Owner is responsible to refill the pool within twenty four (24) hours of completed plaster installation.

Owner Initials \_\_\_\_\_

e) Contractor shall warrant a workmanship warranty according to the products and services that are specified. The warranty as to plaster does not cover any staining, discoloration, scale, hairline cracks caused by dehydration, or crazing caused by the water chemistry. This warranty excludes any movement in the pool or spa shell that may affect the new finish causing cracks or any existing repair cracks. Contractor is not liable for any defects or damaged caused by the improper maintenance or misuse of the pool by owner or owner's guests. Warranty is not valid until this contract has been paid in full.

f) Tile & Coping Workmanship Warranty – Our Tile & Coping Installation Warranty excludes any issues caused by movement of the pool or movement of the pool deck also excludes grout or mortar bed deteriorated by moisture intrusion. Installed Coping may not be flush with the pool deck if Pool Deck is uneven. Shade variations are a natural characteristic of all fired clay products and are inherent in brick and stone coping products. Owner must be present the day of installation and inspect the coping before installation. Use constitutes acceptance.  
Warranty is not valid until this contract has been paid in full.

Estimated Start Date: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

*Please note that the above dates are estimates only and may be subject to change due to circumstances beyond our control, such as: Deck contractor delays, weather conditions, supply delays or customer crew availability.*

#### ACCEPTANCE OF CONTRACT

This contract is hereby accepted by Contractor and Owner on this date.

Date of Transaction: \_\_\_\_\_

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

On Behalf of Coronado's Pool Plaster, Inc.

Owner: \_\_\_\_\_

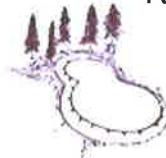
Owner: \_\_\_\_\_

#### RIGHT OF RESCISSION "as required by section 201-7 of the Consumer Protection Law

"You the buyer (Owner), may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See attached notice of cancellation form for an explanation of this right."

**WE ARE MEMBERS IN GOOD STANDING OF THE FOLLOWING ORGANIZATIONS AND ARE COMMITTED TO AN EXCEPTIONAL STANDARD OF CONDUCT, CARE, INTEGRITY, RELIABILITY, AND SAFETY.**





## CORONADOS POOL PLASTER INC

668 County Line Rd, Telford PA 18969

Phone 215-723-5885 Fax 215-723-5662

## POOL RENOVATION CONTRACT

Date 10/4/2018

### Contract Submitted To:

Name Jamie Colucci  
 Street 100 Ashwood ave  
 City Summit  
 State NJ Zip 07901  
 Phone 908-591-3227

E-mail: [jcolucci@cityofsummit.org](mailto:jcolucci@cityofsummit.org)

### Work To Be Performed At:

Name \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Description of the work to be performed, including materials and labor for the project

Pool 14,175

Drain pool and remove hydrostatic plugs to protect pool from shifting.

Racing lanes

We will cut and chip around each racing lanes to feather in the new plaster. We will also clean them and protect each Racing lane  
 8 of 60 ft  
 6 of 65ft  
 8 of 45ft

Crosses 16

We will cut and chip around each crosses to feather in the new plaster. We will also clean them and protect each cross.  
 We will install 1 Cross of 3 ft of tile.

Pool Dashes

We will cut and chip around each 3ft of tile to feather in the new plaster. We will also clean them and protect each line.  
 35 Pool dashes

We will remove 200sqft of tile where the wall divides between ramp and the pool. We will cut below the tile line to feather in the new plaster. We will install 100sqft Blue and 100sqft White tile.

White and Blue Dividers that divides the deep end and the shallow end

We will cut around two rows of 57ft of tile

prep Work: We will Chip/Cut below the steel Gutters around all fittings, drains, light fixtures, covers, etc. to ensure a flush finish for the new pool surface. We will Acid wash the entire pool, dilute it, and we'll make sure the acid wash is thoroughly neutralized and disposed. This step is done to prepare the pool for the bonding cement. We will apply Bonding cement ensuring that the application is uniform in thickness and texture. We will use scaffolds on the deep end to towel the highest point of the pool. We will have to be careful that all the scaffolds are tightly secure.

Plaster Pool: After installing bonding cement, we then pump plaster into pool and trowel until finish sets properly.

Krystalkrete Aggregate Finish Super Blue

5 years workmanship 10years Factory warranty

Sealant

We will Remove 573ft of sealant between the Gutters and the plaster. Next we will install 573ft of Spacial sealant to seal the joint. 1 year warranty on workmanship note warranty does not include weather and shifting from the ground.

Zone included

Extra Work

If there is any other extra work to be done while prepping the pool. We will let you know and discuss pricing.

Dates that will be best to renovate your pool

Start April 1 and finish April 30

Or After July 4

On the pool ramp we recommend when its finish to keep the plaster wet for the first 5 days do to the fact that the plaster is meant to be underwater. Please use sprinklers to keep the plaster wet.

10% off already included on all the prices  
 \$12,900.00

\$3,300.00

\$1,400.00

\$11,900.00

\$1,140.00

\$179,200.00

\$2,402.00

212,242  
 31,836  
 244,078

**TOTAL**

A deposit of 20% in the amount of (\$) will be required upon execution of this contract for purchases of special order material.

Payment made as follows:

Owner Initials \_\_\_\_\_

Packet Pg. 15

1. **Copy of Contract** - Owner acknowledges receipt of a copy of this Home Improvement Contract at the time of signing.
2. **Governing laws** - This Contract shall be governed by the laws of the Commonwealth of Pennsylvania, with jurisdiction and venue for any actions pertaining to this agreement being vested in the Court of Common Pleas of Montgomery County Pennsylvania or Magisterial District Court 38-1-24. Owner expressly agrees and consents to jurisdiction and venue and waives any objection thereto.
3. **Home Improvement Contractor Registration Numbers:** PA # 004896 NJ # 13VH04487600
4. **Current Amount of Insurance Maintained:**
  - a. General Liability: \$1,000,000. Automobile Liability: \$1,000,000.
  - b. Workers Compensation & Employers Liability: \$1,000,000.
5. **Bureau of Consumer Protection Toll Free Telephone Number:** 1-888-520-6680
6. **Pool Lights:** Replacing the pool light gasket and light bulb is recommended. Pool light gaskets deteriorate over time and specially when removed from the water to a different temperature causing water to enter the light and a possible shortage. We are not responsible if this happens.
7. **Additional Terms –**
  - a) The contract price listed above covers only products and services specifically mentioned in this contract. All preparations for interior pool and/or spa finishes are based on the existing finish being in sound condition with a strong bond. Any additional work resulting from hollow spots, delaminating surface or surface failure, more than 10% during preparation work, or any other issues related to plaster, tile, coping or other work may result in additional cost which shall be the subject of a written change order signed by the parties. Five linear feet or less of falling tile will be replaced with similar or same tile at no additional cost. This five linear feet free installation is excluded from warranty.
  - b) Additional payments for the contracted work after receipt of the initial deposit and material costs shall be paid by owner as directed by contractor. If payments are not made at the time of crew arrival, contractor may cancel work that day and reschedule after payment is received. Any checks returned for insufficient funds or any other reason will be subject to an additional One Hundred Dollar (\$100.00) fee.
  - c) Owner must provide contractor with adequate access to the worksite in order to permit contractor to perform the work contracted for. Owner shall provide contractor water and electrical services from the home at owner's cost to be used for the renovation process.
  - d) Upon completion of the renovation and/or installation of plaster, owner is responsible for plaster cure, water chemistry and water hauling service recommended for refill of the pool. Owner must brush the pool twice daily for a period of (2) weeks from completion of installation. Contractor will provide instructions for post care. Owner is responsible to refill the pool within twenty four (24) hours of completed plaster installation.

Owner Initials \_\_\_\_\_

e) Contractor shall warrant a workmanship warranty according to the products and services that are specified. The warranty as to plaster does not cover any staining, discoloration, scale, hairline cracks caused by dehydration, or crazing caused by the water chemistry. This warranty excludes any movement in the pool or spa shell that may affect the new finish causing cracks or any existing repair cracks. Contractor is not liable for any defects or damaged caused by the improper maintenance or misuse of the pool by owner or owner's guests. Warranty is not valid until this contract has been paid in full.

f) Tile & Coping Workmanship Warranty – Our Tile & Coping Installation Warranty excludes any issues caused by movement of the pool or movement of the pool deck also excludes grout or mortar bed deteriorated by moisture intrusion. Installed Coping may not be flush with the pool deck if Pool Deck is uneven. Shade variations are a natural characteristic of all fired clay products and are inherent in brick and stone coping products. Owner must be present the day of installation and inspect the coping before installation. Use constitutes acceptance.  
Warranty is not valid until this contract has been paid in full.

Estimated Start Date: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

*Please note that the above dates are estimates only and may be subject to change due to circumstances beyond our control, such as: Deck contractor delays, weather conditions, supply delays or customer crew availability.*

#### ACCEPTANCE OF CONTRACT

This contract is hereby accepted by Contractor and Owner on this date.

Date of Transaction: \_\_\_\_\_

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

On Behalf of Coronado's Pool Plaster, Inc.

Owner: \_\_\_\_\_

Owner: \_\_\_\_\_

#### RIGHT OF RESCISSION "as required by section 201-7 of the Consumer Protection Law

"You the buyer (Owner), may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See attached notice of cancellation form for an explanation of this right."

**WE ARE MEMBERS IN GOOD STANDING OF THE FOLLOWING ORGANIZATIONS AND ARE COMMITTED TO AN EXCEPTIONAL STANDARD OF CONDUCT, CARE, INTEGRITY, RELIABILITY, AND SAFETY.**





LeMay Erickson Willcox Architects

8/1/2018

11250 Roger Bacon Drive, Site 16  
Reston, Virginia 20190

## CITY OF SUMMIT FIRE DEPARTMENT FEE PROPOSAL

Basic Services	Total	Design Development	Construction Documents	Bidding	Construction Administration	Post Construction
<b>Basic Services Sub-Total:</b>	\$1,040,000.00	\$300,000.00	\$400,000.00	\$30,000.00	\$300,000.00	\$10,000.00
Reimbursables:	\$42,500.00					
<b>Basic Services Total:</b>	<b>\$1,082,500.00</b>	<b>\$300,000.00</b>	<b>\$400,000.00</b>	<b>\$30,000.00</b>	<b>\$300,000.00</b>	<b>\$10,000.00</b>

### Base Fee Clarifications:

#### General:

1. It is our understanding that the City intends to build a two story, approximately 33,000 SF fire station with a training mezzanine. The program includes 4 apparatus bays, associated bay support spaces, and a lobby/museum on the first floor. The second floor contains the kitchen/dining/day room, bunks, shower/lockers, conference room, training room for 24, administrative spaces and access to a rooftop patio.
2. LEWA understands that this project will not be LEED Certified and Design Services associated with LEED Design and Certification have not been included in the fee. If the City chooses to pursue LEED Certification, associated design services can be provided as an additional service.
3. LEWA anticipates that the design for the station alerting system will be provided by a station alerting vendor as selected by the Fire Department. The vendor will prepare and provide design drawings to LEWA for coordination and location of devices and associated junction boxes, providing power, and integrate conduits into the overall design. The vendor will provide all drawings as required for permitting, bidding, and construction.
4. Construction Administration: LEWA anticipates a competent General Contractor will be selected through the bidding process. The construction period assumed to be 15 months from "Notice to Proceed" to "Substantial Completion". LEWA has included 30 field meetings, including one (1) punch list and one (1) final inspection meetings. Additional visits by the Project Manager can be provided at \$1,400.00/visit.



LeMay Erickson Willcox Architects

8/1/2018

11250 Roger Bacon Drive, Site 16  
Reston, Virginia 20190

## CITY OF SUMMIT FIRE DEPARTMENT FEE PROPOSAL

**Base Fee Clarifications:**

**General:**

- 5. The Architect and its consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials or toxic substances in any form at the Project site.
- 6. The Architect understands that the AIA Document B101 - Standard Form of Agreement Between Owner and Architect will be the form of the contract between LEWA and the City.

**Civil Engineering:**

See Attached scope of services

**Structural Engineers:**

- 1. It is Ehlert Bryan's (EB) understanding that the project consists of a new two-story approximate 33,000 SF fire station with two training mezzanines. The building will be a steel-framed structure with load-bearing masonry walls. For the purposes of this proposal, conventional spread and strip footings are assumed.
- 2. Design Development: EB shall prepare drawings consisting of framing and foundation plans with preliminary sizes.
- 3. Design Development: EB shall attend up to two (2) design meetings with the client via conference call.
- 4. Construction Documents: EB shall prepare drawings and structural specifications with submittals at 50%, and 100% (Permit and Bid).
- 5. Bidding: EB shall respond to permit and bid questions, and prepare addenda.
- 6. Construction Administration: EB shall review shop drawings and respond to contractor RFI's during construction.
- 7. Construction Administration: EB shall perform up to 2 (two) site visits and prepare field reports.
- 8. Additional meetings or site visits can be performed as an additional service at a rate of \$1,300.00/per day plus expenses.



LeMay Erickson Willcox Architects

8/1/2018

11250 Roger Bacon Drive, Site 16  
Reston, Virginia 20190

## CITY OF SUMMIT FIRE DEPARTMENT FEE PROPOSAL

**Base Fee Clarifications:**

**Structural  
Exclusions:**

1. Design of deep foundations, mat footings, structural grade slabs, and grade beams due to unforeseen or poor soil conditions
2. Site structures including retaining walls, sign supports, and civil structures
3. Document preparation for alternate bids, segregated contracts, or early foundation or framing packages for Permit or Bid
4. Design related to contractor's equipment (such as tower crane foundations or lifts) or construction methods including, but not limited to temporary shoring and bracing, support of excavations, and underpinning
5. Shop drawing review occasioned by improper or incomplete submittals
6. Drawing revisions inconsistent with instructions previously given by Client, including program or budget adjustments and revisions to the building code
7. Preparation for and appearance as witness or consultant for any public hearing, arbitration, or legal proceedings with respect to this project
8. Preparation or evaluation of detailed opinions of probable cost

**MEP Engineers:**

1. Services will include preparation of the Design Development, Permit, and Construction Documents
  - Services will include coordination with all related disciplines
  - The design will satisfy the facility's program requirements and applicable mechanical, electrical, plumbing, and energy codes
2. The design will include:
  - Normal and emergency power distribution systems to serve the proposed facility
  - Interior and exterior lighting. Interior lighting fixtures will be selected and scheduled. We will design the lighting layout, perform advanced interior lighting design, and verify foot candle levels in all spaces. We will circuit and provide controls for lights and perform the ComCheck code compliance analysis to verify design complies with code. Exterior lighting layout, photometrics, and fixture selection by Pennoni; Brinjac will provide circuiting and pole foundation details. Brinjac will provide lighting design for the fuel station which includes fixture selection, controls, and circuiting.
  - HVAC systems including distribution of ductwork and piping systems, appurtenances, and associated automatic temperature controls based on the selection of the packaged DX gas fired VAV roof top unit as selected in Schematic Design phase.
  - Plumbing systems including domestic water, natural gas, storm water, and sanitary waste and vent systems. Brinjac will design domestic water storm and sanitary systems up to a point of five (5) feet beyond the building envelope. Fire alarm system throughout the facility.
  - Performance based sprinkler system specifications. The performance specifications will be supplemented by Fire Protection Drawings which will include fire service size, fire service layout up to five (5) feet outside the building envelope, and sprinkler system zoning. The Civil Engineer will be responsible for obtaining a hydrant flow test.



LeMay Erickson Willcox Architects

8/1/2018

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Reston, Virginia 20190

## CITY OF SUMMIT FIRE DEPARTMENT FEE PROPOSAL

**Base Fee Clarifications:**

**MEP Engineers:**

2. The design will include:
  - Security system design including parking control will be provided. This will include design of all camera locations, card readers, and access doors and gates.
  - Design of AV and Telecom systems will be provided including layout of IT Closet and site utility coordination for data/voice service providers.
  - Support for the alerting system system will be provided. This will include coordinating location of devices and associated junction boxes, providing power, and integrate conduits into the overall design.
3. Services will include coordination with gas and electric utilities as follows:
  - Submit all required documentation to the local utilities for service request
  - Provide electrical site plan detailing electrical and telecom service design
  - Provide mechanical site plan detailing gas service design
  - Design, specifications, light locations and electrical power/ controls for site lighting within the area of work
  - Services will include review construction cost estimates and provide comments relative to scope, quantities and major equipment costs. Separate reviews are anticipated for the Conceptual Design, Design Development and Construction documents.
4. All drawings will be produced using Revit 2017. Specifications will utilize edited A.I.A. Master Specification sections.
5. One set of original specifications and drawings will be delivered at each project milestone. Reproduction and distribution to other consultants, the Owner, or Construction Manager is not included.
6. Design Development services include:
  - Attend coordination/review meetings via conference call.
  - Perform calculations for HVAC, GAS, Water, Electrical, and size the generator.
  - The Design Development documentation will include floor plans, diagrams, equipment schedules and other information necessary to describe the materials, equipment and systems necessary for the project. The following RFP items will be covered:
    - (a) Typical floor plans with major items of equipment and panel locations shown
    - (b) Preliminary details of major unique conditions, including coordination with civil on utility services
    - (c) Location of all HVAC equipment including exterior air intake/exhaust locations
    - (d) Lighting plans with controls
    - (e) Proposed lighting fixture schedule
    - (f) Power plans with telephone and data
    - (g) Fire protection and fire alarm system
    - (h) Generator, fuel tank, and transform locations



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## CITY OF SUMMIT FIRE DEPARTMENT FEE PROPOSAL

**Base Fee Clarifications:**

**MEP Engineers:**

7. 50% Construction Documents services include:

- Attend coordination/review meetings via conference call
- Refine calculations for HVAC, GAS, Water, Electrical, and generator sizing
- 50% Documents will include floor plans, riser diagrams, equipment schedules, details, control drawings and other information necessary to describe the materials, equipment and systems necessary for the project.
- Perform an internal QA/QC for coordination between disciplines and architectural drawings.
- Submission documents will include: Plans, Calculations, Specifications.
- Review the cost estimate.

8. 95% Construction Documents – Permit Submission services include:

- Attend coordination/review meetings via conference call
- 100% Construction Documents will be complete and ready for permitting
- Perform an internal QA/QC for coordination between disciplines and architectural drawings
- Submission documents will include: Plans, ComCheck and other permit required forms, Specifications
- Review the cost estimate

9. 100% Construction Documents – Bid Submission:

- Final internal QA/QC for coordination between disciplines and architectural drawings
- Submit final 100% drawings and specifications

10. Construction Bidding:

- Respond to bid questions
- Attend the pre-bid conference
- Prepare clarifications and addenda for bid RFIs
- Assist City in evaluating the bids
- Brinjac, if required by the City, shall propose changes to the building design and construction specifications should the lowest qualified construction bid exceed the final approved cost estimate by more than seven percent (7%).

11. Fee does not include Sustainable Development/LEED Specialized Design Services such as Daylighting Analysis, Photovoltaic Panels, Hot Water Solar Panels, Grey Water, System, Geothermal System. If desired, these services can be provided as an additional service.



LeMay Erickson Willcox Architects

8/1/2018

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Reston, Virginia 20190

## CITY OF SUMMIT FIRE DEPARTMENT FEE PROPOSAL

**Base Fee Clarifications:**

**MEP Engineers:**

12. Construction Phase services include:

- Services will be as set forth in the 1997 edition of the AIA Document 201.
- Services will include four site visits: Attendance of two (2) progress meetings, one (1) above ceiling inspection, and one (1) final punch.
- Services will include periodic site visits during construction for the purposes of verifying compliance of work with the Contract Documents. An allowance of two (2) site visits is included for the construction duration.
- We shall respond to RFIs, review PCOs, and issue revisions and clarifications as needed.
- Evaluation of substitutions proposed by the Owner's consultants or contractors and making subsequent revisions to Instruments of Service resulting there from.
- Prior to ceiling close in, we shall perform and above ceiling inspection.
- A final punch shall be performed for all disciplines.
- Review of the O&M manuals.
- Services will include preparation of electronic Record Drawings which will include addendums, bulletins, and mark-ups provided by the contractor. **Surveying for the purpose of preparing "as-built" drawings is not included.**

**MEP Exclusions**

13. The following Engineering services are not included in the scope of services but can be provided as an additional service:

- Engineering services for work not described above
- LEED
- Preparation of Guaranteed Maximum Price Documents (GMP).
- Acoustical or vibration control consultation.
- Programs changes after owner acceptance of Design Development documents.
- Detailed sprinkler design including head layout and sprinkler system pipe sizing.
- Fee(s) associated with obtaining government approvals or permits.
- Meetings or site visits in excess of the amounts stated above.
- Reproduction of documents for distribution to other consultants, the Owner or the Construction Manager.

14. Reimbursables: Brinjac will provide up to three copies of correspondence/reports, first class US Mail, and local telephone. Travel will be billed at \$0.545 per mile. Additional reimbursable expenses shall include printing and reproduction of documents beyond three copies, express mail, special delivery mail and messenger charges, long distance travel and telephone expenses.

**Cost Estimators:**

1. The fee proposal includes one (1) cost estimate at the Design Development phase, two (2) cost estimates during the Construction Documents Phase, and an update to pick up any edits/comments.



LeMay Erickson Willcox Architects

8/1/2018

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## CITY OF SUMMIT FIRE DEPARTMENT FEE PROPOSAL

**Base Fee Clarifications:**

**Cost Estimators:** 2. No meetings have been included in this fee proposal. If needed, meetings can be provided as an additional service for a fee of \$400.00 per meeting.

**Fuel Tank Design**

1. It is Setty's understanding that the fuel tank design will be comprised of a 6,000 gallon diesel tank and dispenser, and a 4,000 gallon gasoline tank and dispenser. The design is modeled after an existing fuel station at an existing site.
2. SETTY's services shall be limited to providing performance specifications and drawing updates as required to allow for Delegated Design of the fuel tank and dispenser systems. The scope regarding demolition shall be limited to update of the existing fuel system demolition drawing. Only Construction Document submissions are included in SETTY's scope. This is delegated design only; Setty will not be responsible for signing and stamping the drawings or specifications.
3. Please note that coordination with the appropriate environment regulatory authority shall be **by the General Contractor (GC)**. The **General Contractor (GC) shall also be responsible for all permitting related to the design and installation of the fuel tank and dispenser systems**.
4. Permit/ Construction Documents (CD):

**Deliverables:**

- a. 50% and 100% CD Drawings
- b. Final edited M/P Specifications will be provided
- e. Permit set documents will be provided in pdf format. If hard copies are necessary, they can be provided as an additional service.

**Meetings:**

- b. Setty will participate in phone conferences as needed during the permit/construction documents phase. In person meetings shall be billed as an additional service.
5. If necessary, site visits during Construction Administration can be provided for a fee of \$800.00 per visit.

**Excluded Services:**

- Fuel filter design
- Fuel polisher design
- Soil testing
- Any permitting or permits
- Signage design and architectural design
- Stamped and Sealed Drawings and Specifications

2018 Capital Budget Amended 11/19/2018	Requested	Future Years						
PROJECT SUMMARY	2018	2019	2020	2021	2022	2023	Prospective Projects	Total All Years

**Fire Department****Equipment**

All Terrain Vehicle Equipment  
 Modifications to Rescue/Ops  
 Bail Out Safety Equipment  
 Radio Room Modification  
 Replacement of SCBA Breathing Air Packs  
 Firefighter Turnout Gear  
 Replace Engine 4  
 Radio Equipment Replacement  
 Small Equipment Replacement Program  
 Replacement of Fire Hose  
 Rescue Equipment Replacement  
 Replacement of Fire Prevention Vehicle

\$ 0	\$ 7,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 7,000
7,000								7,000
7,000	7,000	7,000	7,000					28,000
8,400								8,400
80,000		80,000		80,000				240,000
	14,500	14,500	15,000	15,000				59,000
	700,000							700,000
	50,000	75,000						125,000
	10,000		10,500					20,500
	17,000	19,000						36,000
		40,000						40,000
		55,000						55,000
<b>\$ 102,400</b>	<b>\$ 805,500</b>	<b>\$ 290,500</b>	<b>\$ 32,500</b>	<b>\$ 95,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 1,325,900</b>

**Fire Equipment Subtotal****Fire Headquarters**

Repalcement of Fire Headquarters  
Fire Headquarters Subtotal

\$ 750,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 9,250,000	\$ 10,000,000
<b>\$ 750,000</b>	<b>\$ 0</b>	<b>\$ 9,250,000</b>	<b>\$ 10,000,000</b>					

**FIRE DEPARTMENT TOTAL**

<b>\$ 852,400</b>	<b>\$ 805,500</b>	<b>\$ 290,500</b>	<b>\$ 32,500</b>	<b>\$ 95,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 9,250,000</b>	<b>\$ 11,325,900</b>
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**Police Department**

Fixed License Plate Reader system  
 In Vehicle Tech Equipment  
 Headquarters Renovations  
 Vehicle Replacement  
 Variable Message Board

**POLICE DEPARTMENT TOTAL**

\$ 63,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 63,000
30,000								30,000
100,000								100,000
100,000	100,000	100,000	100,000	100,000	100,000	100,000		600,000
19,000								19,000
<b>\$ 312,000</b>	<b>\$ 100,000</b>	<b>\$ 0</b>	<b>\$ 812,000</b>					

**MVEC Dispatch Center**

Public Safety Portable Radios  
MVEC DISPATCH CENTER TOTAL

\$ 200,000	\$ 100,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 300,000
<b>\$ 200,000</b>	<b>\$ 100,000</b>	<b>\$ 0</b>	<b>\$ 300,000</b>					

2018 Capital Budget Amended 11/19/2018	Requested	Future Years						
PROJECT SUMMARY	2018	2019	2020	2021	2022	2023	Prospective Projects	Total All Years

**Library**

Computer Hardware  
Replace Library Roof  
Repair Concrete Emergency Staircases  
Duct Cleaning  
Replacement of Reference & Circulaion Desks  
Install Stanchions at Gas Meter & Reconfigure Ramp  
Self-Checkout Units

\$ 0	\$ 19,500	\$ 19,500	\$ 19,500	\$ 19,500	\$ 0	\$ 0	\$ 78,000
20,000	50,000	50,000	50,000	50,000			220,000
10,000							10,000
							-
	60,000						60,000
20,000							20,000
	10,000						10,000
<b>\$ 50,000</b>	<b>\$ 139,500</b>	<b>\$ 69,500</b>	<b>\$ 69,500</b>	<b>\$ 69,500</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 398,000</b>

**Library Total****Administration/Clerk/Finance**

VoIP Telephone Upgrade  
Revaluation

**ADMINISTRATION/CLERK/FINANCE TOTAL**

\$ 25,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 25,000
						1,000,000	1,000,000
<b>\$ 25,000</b>	<b>\$ 0</b>	<b>\$ 1,000,000</b>	<b>\$ 1,025,000</b>				

**Department of Community Programs****Facility Repair/Maintenance**

Memorial Tennis Courts Repairs  
Field House Improvements  
Family Aquatic Center Improvements  
Senior Activity Area and Community Center Park  
Village Green and Magbie Playground  
Tatlock Park Redevelopment  
Cornog Field House Renovations  
Memorial Track Renovations  
Memorial Playground Equipment  
Municipal Golf Course Entrance  
**Subtotal Community Programs Facility Repair/Maintenance**

\$ 40,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 40,000
100,000							100,000
300,000	250,000	250,000					800,000
	250,000						250,000
						500,000	500,000
						2,000,000	2,000,000
						100,000	100,000
						100,000	100,000
						500,000	500,000
						500,000	500,000
<b>\$ 440,000</b>	<b>\$ 500,000</b>	<b>\$ 250,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 3,700,000</b>	<b>\$ 4,890,000</b>

**Community Programs Vehicles & Equipment**

Park Furnishing  
Ford Sedan/Explorer Hybrid or Electric  
Senior Bus Replacement  
**Subtotal Community Programs Vehicles & Equipment**

\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 0	\$ 0	\$ 50,000
27,000							27,000
45,000							45,000
<b>\$ 82,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 122,000</b>

**DEPARTMENT OF COMMUNITY PROGRAMS TOTAL**

<b>\$ 522,000</b>	<b>\$ 510,000</b>	<b>\$ 260,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 0</b>	<b>\$ 3,700,000</b>	<b>\$ 5,012,000</b>
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2018 Capital Budget Amended 11/19/2018	Requested	Future Years						
PROJECT SUMMARY	2018	2019	2020	2021	2022	2023	Prospective Projects	Total All Years

## Department of Community Services

## Infrastructure

Annual Road Program  
 Beacon Road  
 Brainerd & Fay  
 Bryant Parkway & Edison Drive  
 Butler Parkway  
 Canoe Brook Parkway/Wade/Karen/Beverly/Rose  
 Canterbury Lane, Ramsey Drive  
 Clark, Huntley, Dayton & Willow  
 College Roads (Yale, Princeton)  
 Colonial Road  
 Colt Road  
 Cul-de-sac Paving Project  
 Curbing Program  
 Drainage Improvement Projects  
 Edgar Street  
 Greenbriar Avenue  
 Henry & Pearl  
 Hobart Ave Sect 1 (Franklin - Springfield)  
 Hobart Ave Sect 2 (Springfield to Rte 124)  
 Larned/Laurel  
 Linden/Oakland Place  
 Michigan Avenue  
 Micropaving Program  
 New Providence Avenue  
 Open Space Management  
 Park Avenue & Park Place  
 Pedestrian Safety Improvement Project  
 Pine Grove Avenue  
 Prospect Street  
 Public Works Paving Program  
 Regulatory & Warning Sign Replacement  
 Ridgedale Road  
 Sidewalk Infrastructure Project  
 Storm Water Requirements  
 Traffic Calming Measures  
 Traffic Signal Upgrade Program  
 Tulip Street (Mountain to Ashland)  
 Wallace Road Improvements  
 West End Avenue  
Subtotal DCS Infrastructure

\$ 0	\$ 0	\$ 0	\$ 0	\$ 250,000	\$ 500,000	\$ 0	\$ 750,000
		200,000					200,000
			250,000				250,000
				850,000			850,000
		750,000					750,000
				800,000			800,000
			400,000				400,000
	575,000						575,000
				200,000			200,000
		300,000					300,000
				550,000			550,000
			465,000				465,000
		200,000		200,000			400,000
150,000		150,000		150,000			450,000
	250,000						250,000
				325,000			325,000
		200,000					200,000
	225,000						225,000
					350,000		350,000
450,000							450,000
375,000	375,000						750,000
			225,000				225,000
150,000	150,000	150,000	150,000	150,000	150,000		900,000
	250,000						250,000
		30,000		35,000		35,000	100,000
				300,000			300,000
150,000	150,000	150,000	150,000	150,000	150,000		900,000
	250,000						250,000
					500,000		500,000
50,000	125,000	125,000	125,000	125,000	125,000		675,000
15,000	15,000	15,000	15,000	15,000	15,000		90,000
				175,000			175,000
100,000							100,000
5,000	5,000	5,000	5,000	5,000	5,000		30,000
50,000							50,000
50,000			50,000		50,000		150,000
				450,000			450,000
500,000							500,000
		500,000					500,000
<b>\$ 2,270,000</b>	<b>\$ 2,375,000</b>	<b>\$ 2,595,000</b>	<b>\$ 2,745,000</b>	<b>\$ 2,770,000</b>	<b>\$ 2,880,000</b>	<b>\$ 0</b>	<b>\$ 15,635,000</b>

2018 Capital Budget Amended 11/19/2018	Requested	Future Years						
PROJECT SUMMARY	2018	2019	2020	2021	2022	2023	Prospective Projects	Total All Years

**Vehicle/Equipment**

Replace Jeep Wrangler 4WD w/Plow #102 #104  
 Replace Tandem Axle Dump Truck w/Plow #13  
 Replace SA Dump Truck 5-7CY w/Plow #12 #14 #15 #42 #93  
 Replace F550 Traffic Truck w/Bucket #45  
 Replace F450 4WD Mason Dump w/Plow #47 #103  
 Replace F350 4WD Pickup w/Plow #3 #11 #41 #90 #91 #101  
 Replace F450 4WD Rack Body Truck w/Plow #56  
 Replace 2008 Trash Transfer Trailers #78 #79 #81 #82  
 Replace 2007 Volvo Trash Transfer Tractors #71 #72  
 Replace Rear Packer Recycling Truck 20CY #63 #65  
 Replace Rear Packer Garbage Truck 25CY #64 #66 #68  
 Replace Front End Loaders/Backhoes #83 #89 #98  
 Repalce Golf Course Mtn Equip #153 #168 #171 #177 #178 #179  
 Replace Street Sweeper #519  
 Replace 1994 Ingersoll Rand Light Tower #54  
 Replace Salt Spreaders 5-6CY #29 #30 #32 #34  
 Replace Salt Spreader 3CY  
 Replace Salt Brine Applicator  
 Replace Sprayer Turf 175 Gallon w/ Foam #110  
 Replace Asphalt Rollers #20 #21  
 Replace Snow Loader #166  
 Replace Snow Melting Machinery  
 Replace 72" Mower #108 #152 #154 #155  
 Replace Yard Jockey Tractor TS #73  
 Replace Hot Tar Crack Filler, Trailer Mount  
 Replace Brush Chipper #165  
 Replace Tree Stump Grinder #147  
 Replace Turf Tractor 4WD & Implements #148 #151 #158 #160  
 Replace Kubota Sidewalk Snow Tractor w/Plow & Blower #150  
 Replace Turf Utility Vehicle 4WD w/Plow #162  
 Replace Upgrade Fuel Dispensing System City Garage  
 Replace Compost/Topsoil/Sweepings Screener  
 Replace Compost Window Turner  
 Replace Field Line Painter #186 #187  
**Subtotal DCS Vehicles and Equipment**

\$ 0	\$ 0	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 50,000
	170,000	175,000	175,000			180,000		700,000
					150,000			150,000
	60,000	60,000						120,000
	47,000	47,000	48,000	49,000	50,000			241,000
		65,000						65,000
	100,000	100,000	100,000	100,000				400,000
			160,000					160,000
	190,000	205,000		285,000	285,000			395,000
					150,000			855,000
	445,000					150,000		595,000
		66,000	20,000	50,000	25,000			161,000
			255,000					255,000
	35,000							35,000
	60,000					80,000		140,000
	9,300							9,300
		25,000						25,000
			44,168					44,168
	60,000	130,000						190,000
		140,000						140,000
	32,000	32,000	32,000		300,000			300,000
		110,000						110,000
			95,000					95,000
		75,000						75,000
		70,000						70,000
	82,000	75,000	80,000		75,000			312,000
		25,000						25,000
	34,000							34,000
			40,000					40,000
		120,000						120,000
		225,000						225,000
	16,000	16,000						32,000
<b>\$ 475,300</b>	<b>\$ 1,831,000</b>	<b>\$ 1,909,168</b>	<b>\$ 1,054,000</b>	<b>\$ 735,000</b>	<b>\$ 460,000</b>	<b>\$ 0</b>	<b>\$ 6,464,468</b>	

2018 Capital Budget Amended 11/19/2018	Requested	Future Years						
PROJECT SUMMARY	2018	2019	2020	2021	2022	2023	Prospective Projects	Total All Years

DCS Buildings

City Hall Building Maintenance  
 City Hall Electrical Upgrades  
 City Hall Carpet Replacement Program  
 City Hall HVAC (Water Cooling Tower)  
 City Hall HVAC (Internal Upgrades)  
 DPW 41 Chatham Road Building Maintenance  
 DPW 41 Chatham Road Roof Replacement  
 DPW 41 Chatham Road Spreader Rack Upgrade  
 DPW 41 Chatham Road Master Plan  
 DPW 41 Chatham Road Facility Renovation  
 Transfer Station Building Maintenance  
 Transfer Station Packer Upgrade  
 Transfer Station Remediation/Redevelopment  
 Village Green Improvements  
Subtotal DCS Buildings

\$ 70,000	\$ 85,000	\$ 90,000	\$ 90,000	\$ 95,000	\$ 95,000	\$ 0	\$ 525,000
15,000							15,000
25,000		35,000					60,000
90,000							90,000
25,000		25,000		25,000			75,000
30,000	30,000	30,000	30,000	30,000	30,000		180,000
	60,000						60,000
10,000		150,000					160,000
0							0
	100,000			1,500,000			1,600,000
30,000	30,000	30,000	30,000	30,000	30,000		180,000
15,000		15,000		15,000	500,000		545,000
	100,000	750,000					850,000
	400,000						400,000
<b>\$ 310,000</b>	<b>\$ 805,000</b>	<b>\$ 1,125,000</b>	<b>\$ 150,000</b>	<b>\$ 1,695,000</b>	<b>\$ 655,000</b>	<b>\$ 0</b>	<b>\$ 4,740,000</b>

DEPARTMENT OF COMMUNITY SERVICES TOTAL

<b>\$ 3,055,300</b>	<b>\$ 5,011,000</b>	<b>\$ 5,629,168</b>	<b>\$ 3,949,000</b>	<b>\$ 5,200,000</b>	<b>\$ 3,995,000</b>	<b>\$ 0</b>	<b>\$ 26,839,468</b>
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Technology

DCS Software  
 DCS GIS  
 DCS City Hall Building Security Keycard Access  
Subtotal Technology

\$ 5,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 5,000
		50,000			50,000		100,000
17,500	17,500						35,000
<b>\$ 22,500</b>	<b>\$ 17,500</b>	<b>\$ 50,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 50,000</b>	<b>\$ 0</b>	<b>\$ 140,000</b>

TOTAL CITY PROJECTS

<b>\$ 5,039,200</b>	<b>\$ 6,683,500</b>	<b>\$ 6,399,168</b>	<b>\$ 4,161,000</b>	<b>\$ 5,474,500</b>	<b>\$ 4,145,000</b>	<b>\$ 13,950,000</b>	<b>\$ 45,852,368</b>
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UTILITY PROJECTSParking Services Utility

Stackable Parking  
 Broad Street Garage Rehab Project  
 Vehicle Replacement  
 Tier Garage Rehab Project  
 Parking Lot Maintenance  
 Lot Full Sign & Count Equipment  
Parking Services Utility Totals

\$ 0	\$ 2,500,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 10,000,000	\$ 12,500,000
	500,000						500,000
		70,000					70,000
			500,000				500,000
50,000	50,000	50,000	50,000	50,000	50,000		300,000
50,000							50,000
<b>\$ 100,000</b>	<b>\$ 3,050,000</b>	<b>\$ 120,000</b>	<b>\$ 550,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 10,000,000</b>	<b>\$ 13,920,000</b>

2018 Capital Budget Amended 11/19/2018	Requested	Future Years						
PROJECT SUMMARY	2018	2019	2020	2021	2022	2023	Prospective Projects	Total All Years

Sewer UtilityGeneral - Infrastructure

TV Inspection & Line Cleaning Project  
 Sewer Lining  
 Spot Repairs  
 GIS mapping & updates  
 Trunkline Maintenance & Repairs  
 Force Main Valve Upgrades  
 Infiltration & Inflow Projects  
Subtotal General Routine Infrastructure

\$ 150,000	\$ 0	\$ 150,000	\$ 0	\$ 150,000	\$ 0	\$ 0	\$ 450,000
	75,000		75,000		75,000		225,000
50,000	50,000	50,000	50,000	50,000	50,000		300,000
	10,000		10,000		10,000		30,000
50,000		50,000					100,000
25,000	25,000	25,000	25,000				100,000
25,000		25,000		25,000			75,000
<b>\$ 300,000</b>	<b>\$ 160,000</b>	<b>\$ 250,000</b>	<b>\$ 210,000</b>	<b>\$ 225,000</b>	<b>\$ 135,000</b>	<b>\$ 0</b>	<b>\$ 1,280,000</b>

Sewer UtilityCapital Projects

Broad Street Trunk line  
 West End Avenue  
 Division Avenue & Blackburn Road  
 Priority Spot Repairs & Investigation  
 Out year Projects  
Subtotal Sewer Capital Projects

\$ 25,000	\$ 0	\$ 0	\$ 25,000	\$ 0	\$ 0	\$ 0	\$ 50,000
	\$ 350,000						350,000
50,000	50,000	150,000					250,000
100,000		100,000		100,000			300,000
			150,000	300,000	\$ 150,000		600,000
<b>\$ 175,000</b>	<b>\$ 400,000</b>	<b>\$ 250,000</b>	<b>\$ 175,000</b>	<b>\$ 400,000</b>	<b>\$ 150,000</b>	<b>\$ 0</b>	<b>\$ 1,550,000</b>

Equipment

Equipment #41 F350 4WD Oicjou w/plow #41  
 Equipment #43 5CY Dump w/Plow  
 Equipment #210 4x4 Utility Vehicle  
 Equipment #555 Sewer Utility Box Truck  
 Sewer Camera & Setup  
Subtotal Sewer Infrastructure

\$ 0	\$ 49,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 49,000
			175,000				175,000
30,000							30,000
75,000							75,000
		50,000					50,000
<b>\$ 105,000</b>	<b>\$ 49,000</b>	<b>\$ 50,000</b>	<b>\$ 175,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 379,000</b>

Pump Station

Chatham Road  
 Constantine  
 Glen Avenue  
 River Road  
 Grinder Replacement Program  
Subtotal Sewer Pump Stations

\$ 50,000	\$ 150,000	\$ 0	\$ 0	\$ 50,000	\$ 20,000	\$ 0	\$ 270,000
50,000			75,000		25,000		150,000
5,000			25,000		15,000		45,000
5,000			25,000		15,000		45,000
50,000		50,000		50,000			150,000
<b>\$ 160,000</b>	<b>\$ 150,000</b>	<b>\$ 50,000</b>	<b>\$ 125,000</b>	<b>\$ 100,000</b>	<b>\$ 75,000</b>	<b>\$ 0</b>	<b>\$ 660,000</b>

JMEUC - Capital Contribution

Capital Plan  
 Flood Mitigation Program  
Subtotal JMEUC Capital Contribution

\$ 1,175,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 1,175,000
<b>\$ 1,175,000</b>	<b>\$ 0</b>	<b>\$ 1,175,000</b>					

SEWER UTILITY TOTALS

<b>\$ 1,915,000</b>	<b>\$ 759,000</b>	<b>\$ 600,000</b>	<b>\$ 685,000</b>	<b>\$ 725,000</b>	<b>\$ 360,000</b>	<b>\$ 0</b>	<b>\$ 5,044,000</b>
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TOTAL CITY & UTILITY PROJECTS

<b>\$ 7,054,200</b>	<b>\$ 10,492,500</b>	<b>\$ 7,119,168</b>	<b>\$ 5,396,000</b>	<b>\$ 6,249,500</b>	<b>\$ 4,555,000</b>	<b>\$ 23,950,000</b>	<b>\$ 64,816,368</b>
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TOTAL SCHOOL PROJECTS

<b>\$ 0</b>							
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TOTAL CITY, SCHOOL & UTILITY PROJECTS

<b>\$ 7,054,200</b>	<b>\$ 10,492,500</b>	<b>\$ 7,119,168</b>	<b>\$ 5,396,000</b>	<b>\$ 6,249,500</b>	<b>\$ 4,555,000</b>	<b>\$ 23,950,000</b>	<b>\$ 64,816,368</b>
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<b>ORDINANCE #</b>	<b>18-3177</b>
Introduction Date:	11/7/2018
Hearing Date:	11/19/2018
Passage Date:	
Effective Date:	

**Bond Ordinance Providing for the Local Unit's Allocable Share Of Capital Improvement Projects for the Joint Meeting of Essex and Union Counties, by and in the City of Summit, in the County of Union, State of New Jersey (The "Local Unit"); Appropriating \$1,175,000 Therefor and Authorizing the Issuance of \$1,175,000 Bonds or Notes to Finance the Cost Thereof (Joint Meeting Capital Projects Local Share)**

BE IT ORDAINED AND ENACTED BY THE GOVERNING BODY OF THE CITY OF SUMMIT, IN THE COUNTY OF UNION, STATE OF NEW JERSEY (not less than two-thirds of all the members thereof affirmatively concurring), AS FOLLOWS:

SECTION 1. The improvements described in Section 3 of this bond ordinance are hereby authorized to be undertaken by the Joint Meeting of Essex and Union Counties (the "Joint Meeting") on behalf of the City of Summit, in the County of Union, State of New Jersey (the "Local Unit") as general improvements. For the said improvements stated in Section 3, there is hereby appropriated the aggregate sum of \$1,175,000. Pursuant to the provisions of N.J.S.A. 40A:2-11(c) of the Local Bond Law, N.J.S.A. 40A:2-1 et seq., as amended and supplemented (the "Local Bond Law"), no down payment is required as this bond ordinance authorizes obligations for environmental infrastructure projects which are funded by a loan from the New Jersey Infrastructure Bank (the "I-Bank").

SECTION 2. For the financing of said improvements or purposes described in Section 3 hereof and to meet the \$1,175,000 appropriation, negotiable bonds of the Local Unit are hereby authorized to be issued in the principal amount of \$1,175,000 pursuant to and within all limitations prescribed by the Local Bond Law. In anticipation of the issuance of said bonds and to temporarily finance said improvements or purposes, negotiable notes of the Local Unit in a principal amount not exceeding \$1,175,000 are hereby authorized to be issued pursuant to and within the limitations prescribed by said Local Bond Law.

SECTION 3. The improvements hereby authorized and purposes for the financing of which said debt obligations are to be issued are for the Local Unit's allocable share of capital improvement projects being undertaken by the Joint Meeting, including, but not limited to, (i) waste gas burner upgrades consisting of (a) the replacement of waste gas burners at the Digester Building and (b) upgrades to sludge storage tanks with state-of-the-art flares to meet current air emission permitting requirements; (ii) rehabilitation of various structures, including, but not limited to, concrete repairs and/or reconstruction of the Screen House, the Old Chlorine Building, the Chlorination Building, the Aeration Gallery, and the Waste Gas Building, replacement of brick veneer panels and supporting walls in the Dewatering Building, and replacement of the coping and brick façade on the sludge storage tanks; and (iii) replacement and construction of the Tunnel Building along with the replacement of severely corroded piping within the tunnel, including installation of new sludge pumps.

a. All improvements shall include, as applicable, all work, materials, equipment, engineering, design, architectural, environmental consulting work, preparation of plans and specifications, permits, bid documents, conducting and preparation of reports and studies, equipment rental, labor and appurtenances necessary therefor or incidental thereto.

b. The aggregate estimated maximum amount of bonds or notes to be issued by the Local Unit for said improvements or purposes is \$1,175,000.

c. The aggregate estimated cost of said improvements or purposes to be paid by the Local Unit is \$1,175,000.

SECTION 4. In the event the United States of America, the State of New Jersey, and/or the County of Union make a loan, contribution or grant-in-aid to the Local Unit for the improvements authorized hereby and the same shall be received by the Local Unit prior to the issuance of the bonds or notes authorized in Section 2 hereof, then the amount of such bonds or notes to be issued shall be reduced by the amount so received from the United States of America, the State of New Jersey, and/or the County of Union. In the event, however, that any amount so loaned, contributed or granted by the United States of America, the State of New Jersey, and/or the County of Union shall be received by the Local Unit after the issuance of the bonds or notes authorized in Section 2 hereof, then such funds shall be applied to the payment of the bonds or notes so issued and shall be used for no other purpose. This Section 4 shall not apply however, with respect to any contribution or grant in aid received by the Local Unit as a result of using such funds from this bond ordinance as "matching local funds" to receive such contribution or grant in aid.

SECTION 5. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the Chief Financial Officer of the Local Unit, provided that no bond anticipation note shall mature later than one (1) year from its date, unless such bond anticipation notes are permitted to mature at such later date in accordance with the provisions of the New Jersey Infrastructure Trust Act, N.J.S.A. 58:11B-1 (“NJIT Act”). The bond anticipation notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer of the Local Unit shall determine all matters in connection with the bond anticipation notes issued pursuant to this bond ordinance, and the signature of the Chief Financial Officer upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation notes issued hereunder may be renewed from time to time in accordance with the provisions of Section 8.1 of the Local Bond Law and, as applicable, the provisions of the NJIT Act. The Chief Financial Officer is hereby authorized to sell part or all of the bond anticipation notes from time to time at public or private sale at not less than par and to deliver them to the purchaser thereof upon receipt of payment of the purchase price and accrued interest thereon from their dates to the date of delivery thereof. The Chief Financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the bond anticipation notes pursuant to this bond ordinance is made. Such report must include the principal amount, the description, the interest rate, and the maturity schedule of the bond anticipation notes so sold, the price obtained and the name of the purchaser.

SECTION 6. The Local Unit hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Local Unit is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

SECTION 7. The following additional matters are hereby determined, declared, recited and stated:

a. The purposes described in Section 3 of this bond ordinance are not current expenses and are improvements which the Local Unit may lawfully undertake as general improvements, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

b. The average period of usefulness of said improvements is within the limitations of said Local Bond Law, according to the reasonable life thereof computed from the date of the said bonds authorized by this bond ordinance, is 30 years.

c. The supplemental debt statement required by the Local Bond Law has been duly made and filed in the Office of the Clerk of the Local Unit and a complete executed duplicate thereof has been filed in the Office of the Director of the Division of Local Government Services within the Department of Community Affairs of the State of New Jersey, and such statement shows that while the net debt of the Local Unit determined as provided in said Local Bond Law is not increased by the bond ordinance, the gross debt of the Local Unit, as defined in the Local Bond Law, is increased by the authorization of the bonds and notes provided for in this bond ordinance by \$1,175,000 and the said obligations authorized by this bond ordinance will be within all debt limitations prescribed by said Local Bond Law.

d. An aggregate amount not exceeding \$155,000 for items of expense listed in and permitted under section 20 of the Local Bond Law is included in the estimated cost indicated herein for the improvements hereinbefore described.

e. This bond ordinance authorizes obligations of the Local Unit solely for purposes described in N.J.S.A. 40A:2-7(h). The obligations authorized herein are to be issued for purposes that are deemed to be self-liquidating pursuant to N.J.S.A. 40A:2-47(a) and are deductible from gross debt pursuant to N.J.S.A. 40A:2-44(c).

SECTION 8. The full faith and credit of the Local Unit are hereby pledged to the punctual payment of the principal of and the interest on the debt obligations authorized by this bond ordinance. The debt obligations shall be direct, unlimited obligations of the Local Unit, and unless paid from the sewer utility of the Local Unit, the Local Unit shall be obligated to levy ad valorem taxes upon all the taxable property within the Local Unit for the payment of the debt obligations and the interest thereon without limitation as to rate or amount.

SECTION 9. The Local Unit reasonably expects to reimburse any expenditures toward the costs of the improvements or purposes described in Section 3 hereof and paid prior to the issuance of any bonds or notes authorized by this bond ordinance with the proceeds of such bonds or notes. This Section 9 is intended to be and hereby is a declaration of the Local Unit's official intent to reimburse any expenditures toward the costs of the improvements or purposes described in Section 3 hereof to be incurred and paid prior to the issuance of bonds or notes authorized herein in accordance with Treasury Regulations Section 150-2.

SECTION 11. Upon adoption hereof, the Clerk of the Local Unit shall forward certified copies of this bond ordinance to Hawkins Delafield & Wood LLP, bond counsel to the Local Unit, Everett M. Johnson, Esq., Wilentz, Goldman & Spitzer, P.A., bond counsel to the Joint Meeting of Essex and Union Counties, and Richard T. Nolan, Esq., McCarter & English, LLP, bond counsel to the I-Bank.

SECTION 12. This bond ordinance shall take effect twenty (20) days after the first publication hereof after final adoption, as provided by the Local Bond Law.

Dated:

I, Rosalia M. Licatise, City Clerk of the      Approved:  
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

Mayor

City Clerk



ORDINANCE #	(ID # 5976)
Introduction Date:	11/19/2018
Hearing Date:	12/4/2018
Passage Date:	
Effective Date:	

**Bond Ordinance Appropriating \$1,050,000, And Authorizing The Issuance Of \$999,000 Bonds Or Notes Of The City, For Various Improvements Or Purposes Authorized To Be Undertaken By The City Of Summit, In The County Of Union, New Jersey. (Pool Resurfacing Project & Fire Department Headquarters Project)**

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT, IN THE COUNTY OF UNION, NEW JERSEY (not less than two-thirds of all the members thereof affirmatively concurring), AS FOLLOWS:

Section 1. The several improvements described in Section 3 of this bond ordinance are hereby respectively authorized as general improvements to be made or acquired by The City of Summit, New Jersey. For the said several improvements or purposes stated in said Section 3, there are hereby appropriated the respective sums of money therein stated as the appropriations made for said improvements or purposes, said sums being inclusive of all appropriations heretofore made therefor and amounting in the aggregate to \$1,050,000 including the aggregate sum of \$51,000 as the several down payments for said improvements or purposes required by law and more particularly described in said Section 3 and now available therefor by virtue of provision in a previously adopted budget or budgets of the City for down payment or for capital improvement purposes.

Section 2. For the financing of said improvements or purposes and to meet the part of said \$1,050,000 appropriations not provided for by application hereunder of said down payments, negotiable bonds of the City are hereby authorized to be issued in the principal amount of \$999,000 pursuant to the Local Bond Law of New Jersey. In anticipation of the issuance of said bonds and to temporarily finance said improvements or purposes, negotiable notes of the City in a principal amount not exceeding \$999,000 are hereby authorized to be issued pursuant to and within the limitations prescribed by said Local Bond Law.

Section 3. The improvements hereby authorized and the several purposes for the financing of which said obligations are to be issued, the appropriation made for and estimated cost of each such purpose, and the estimated maximum amount of bonds or notes to be issued for each such purpose, are respectively as follows:

<u>IMPROVEMENT OR PURPOSE</u>	<u>APPROPRIATION AND ESTIMATED COST</u>	<u>ESTIMATED MAXIMUM AMOUNT OF BONDS AND NOTES</u>
(a) Improvement of the City-owned swimming pool located at 100 Ashwood Avenue in and by the City, including the renovation, rehabilitation and resurfacing thereof, together with all structures, tiles, equipment work and materials necessary therefor or incidental thereto, all as shown on and in accordance with the plans and specifications therefor on file or to be filed in the office of the City Clerk or the City Engineer and hereby approved	\$300,000	\$285,000
(b) Construction of a new firehouse in and by the City for use by Fire Department of the City to be located in the Brook Street Redevelopment Area, together with all structures, site work, equipment, work and materials necessary therefor or incidental thereto, all as shown on and in accordance with the plans and specifications therefor on file or to be filed in the office of the City Clerk or the City Engineer and hereby approved, the appropriation hereby made therefor being an initial appropriation for the planning and design costs associated with said	<u>750,000</u>	<u>714,000</u>

firehouse		
Totals	\$1,050,000	\$999,000

The excess of the appropriation made for each of the improvements or purposes aforesaid over the estimated maximum amount of bonds or notes to be issued therefor, as above stated, is the amount of the said down payment for said purpose.

Section 3. The following additional matters are hereby determined, declared, recited and stated:

(a) The said purposes described in Section 3 of this bond ordinance are not current expenses and each is a property or improvement which the City may lawfully acquire or make as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

(b) The average period of usefulness of said purposes within the limitations of said Local Bond Law and taking into consideration the respective amounts of the said obligations authorized for the several purposes, according to the reasonable life thereof computed from the date of the said bonds authorized by this bond ordinance, is 25.72 years.

(c) The supplemental debt statement required by said Local Bond Law has been duly made and filed in the office of the City Clerk and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey, and such statement shows that the gross debt of the City as defined in said Local Bond Law is increased by the authorization of the bonds and notes provided for in this bond ordinance by \$999,000, and the said obligations authorized by this bond ordinance will be within all debt limitations prescribed by said Local Bond Law.

(d) Amounts not exceeding \$850,000 in the aggregate for interest on said obligations, costs of issuing said obligations, engineering costs and other items of expense listed in and permitted under Section 40A:2-20 of said Local Bond Law may be included as part of the costs of said improvements and are included in the foregoing estimate thereof.

Section 5. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the Chief Financial Officer, provided that no note shall mature later than one year from its date. The notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer shall determine all matters in connection with the notes issued pursuant to this bond ordinance, and the Chief Financial Officer's signature upon the notes shall be conclusive evidence as to all such determinations. All notes issued hereunder may be renewed from time to time subject to the provisions of N.J.S.A. 40A:2-8. The Chief Financial Officer is hereby authorized to sell part or all of the notes from time to time at public or private sale at not less than par and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the dates of delivery thereof. The Chief Financial Officer is directed to report in writing to the governing body of the City at the meeting next succeeding the date when any sale or delivery of the notes pursuant to this bond ordinance is made. Such report must include the principal amount, interest rate and maturities of the notes sold, the price obtained and the name of the purchaser.

Section 6. The full faith and credit of the City are hereby pledged to the punctual payment of the principal of and interest on the said obligations authorized by this bond ordinance. Said obligations shall be direct, unlimited obligations of the City, and the City shall be obligated to levy ad valorem taxes upon all the taxable property within the City for the payment of said obligations and interest thereon without limitation of rate or amount.

Section 7. The capital budget or temporary capital budget of the City is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith and the resolutions promulgated by the Local Finance Board showing all detail of the amended capital budget or temporary capital budget and capital program as approved by the Director, Division of Local Government Services, are on file with the City Clerk and are available for public inspection.

Section 8. This bond ordinance shall take effect twenty (20) days after the first publication thereof after final adoption, as provided by said Local Bond Law.

Dated:

I, Nicole M. Sarna, Deputy City Clerk of Approved:  
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

Mayor

Deputy City Clerk

Resolution (ID # 6057)  
November 19, 2018

**APPOINT CHAIRS TO TRANSFER STATION TASK FORCE & SUMMIT ECONOMIC  
DEVELOPMENT ADVISORY COMMITTEE (PENDING CLOSED SESSION DISCUSSION)**

Pending Closed Session discussion.

Resolution (ID # 6049)  
November 19, 2018

**AUTHORIZE TRANSFER OF APPROPRIATIONS - OPERATING BUDGET (ROLL CALL VOTE)**

WHEREAS, there appears to be a surplus in the following 2018 Operating Accounts over and above the demands to be necessary:

FROM

		Salaries and Wages	Other Expenses
01-20-100-000-309	A&E Miscellaneous Services		\$120.00
01-50-899-000-002	Reserve for Salary Adjustments		\$17,000.00
01-28-370-003-102	Family Aquatic Center	\$14,900.00	
01-26-300-000-101	Public Works Salary and Wages	\$21,950.00	
01-26-305-000-101	Garbage & Trash Salary and Wages	\$13,900.00	
	<b>Total amount transferred from:</b>		<b>\$67,870.00</b>

WHEREAS, there appears to be insufficient funds in the following 2018 Operating Accounts to meet the demands thereof; viz:

TO

		Salaries and Wages	Other Expenses
01-20-100-005-200	HomeTowne TV Service Agreement		\$120.00
01-20-100-000-100	A&E Salary and Wages	\$4,350.00	
01-20-120-000-100	Clerk Salary and Wages	\$2,250.00	
01-20-155-000-100	Legal Services Salary and Wages	\$1,750.00	
01-20-165-000-100	Engineering Salary and Wages	\$650.00	
01-25-265-000-104	Fire Department Overtime	\$8,000.00	
01-26-306-000-100	Transfer Station Salary and Wages	\$21,950.00	
01-26-310-000-100	Public Buildings & Grounds Salary	\$10,800.00	
01-26-310-000-100	Garage Salary and Wages	\$3,100.00	
01-28-370-005-101	Community Programs Salary & Wages	\$14,900.00	
	<b>Total amount transferred to:</b>		<b>\$67,870.00</b>

Dated: November 19, 2018

I, Nicole M. Sarna, Deputy 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 19, 2018.

Deputy City Clerk

Page 1





**RESOLUTION (ID # 6049)**

DOC ID: 6049

TO: Mayor and Common Council

FROM: Marge Gerba, City Treasurer

DATE: November 7, 2018

This resolution transfers funds from 2018 operating accounts with a balance to operating accounts with insufficient funds. The total amount transferred out must equal the total amount transferred in. These transfers are allowed only during the last two months of a fiscal year and the first three months of the succeeding year.

Resolution (ID # 6010)  
November 19, 2018

**REQUEST AGREEMENT WITH THE COUNTY OF UNION TO PERMIT INSTALLATION A  
RECTANGULAR RAPID FLASHING BEACON ON COUNTY ROAD (INTERSECTION OF  
MORRIS AVENUE & ELM STREET)**

WHEREAS, the City of Summit (“City”) desires to install an additional Rectangular Rapid Flashing Beacon (“RRFB”) at the intersection of Morris Avenue and Elm Street in the City of Summit, New Jersey, in order to improve roadway and pedestrian safety and promote general welfare, and

WHEREAS, the County of Union (“County”) controls and maintains Morris Avenue, which is designated as County Route 651, and

WHEREAS, the City controls and maintains Elm Street, and

WHEREAS, the County, in discharge of its public duties, pursuant to N.J.S.A. 39:4-120.1, desires to permit the City to install RRFBs at the intersection of Morris Avenue and Elm Street; and

WHEREAS, the City has agreed to install the RRFB at the intersection of Morris Avenue and Elm Street and to be responsible for any and all costs or expenses associated with same, and

WHEREAS, the City finds it will be necessary to request an agreement with the County of Union to permit the installation of a rectangular rapid flashing beacon.

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 request an agreement with the County of Union in which the City agrees to install a rectangular rapid flashing beacon at the intersection of Morris Avenue and Elm Street in the City of Summit, County of Union, New Jersey, and to be responsible for any and all costs or expenses associated with same.

Dated: November 19, 2018

I, Nicole M. Sarna, Deputy 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 19, 2018

Deputy City Clerk



## RESOLUTION (ID # 6010)

DOC ID: 6010 A

TO: Mayor and Common Council

FROM: Aaron Schrager, City Engineer/ Deputy DCS Director

DATE: October 15, 2018

### **SUMMARY**

In an effort to increase pedestrian safety, the City desires to install an additional rectangular rapid flashing beacon (RRFB) at the intersection of Morris Avenue and Elm Street. Since this location is along a County Road, an agreement is required with Union County. The County has requested a resolution requesting an agreement to permit this installation. At this time, I am requesting that the City approve a resolution requesting an agreement to permit the installation of an RRFB at the intersection of Elm and Morris. .

Resolution (ID # 6022)  
November 19, 2018

**AUTHORIZE HOLIDAY OVERTIME PARKING COURTESY NOTICE ISSUANCE**

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

That, in an effort to foster the "Holiday Spirit" while realizing one's inability to control the time necessary to purchase item(s), especially during the holiday shopping days, that the Parking Services Manager be and she is hereby authorized to allow the issuance of Holiday Courtesy Notices, during the period beginning Saturday, December 1, 2018 and ending Monday, December 24, 2018, for the first observance of overtime parking.

Dated: November 19, 2018

I, Nicole M. Sarna, Deputy 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 19, 2018.

Deputy 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: October 25, 2018  
 Re: SDI Request for Free Parking - December 9-25, 2018

Summit Downtown Inc (SDI) sent a request to Council for free shopper parking at the 90-minutes meters from December 9 – December 25, 2018. It should be noted that for 2017, Council approved the free parking for December 15 – 22, 2018 which was the first year free parking at the 90-minutes was allowed even though SDI's memo implies that "traditionally, the City of Summit has approved free-on-street metered parking for the holidays." There has not been any contribution from Summit Downtown Inc. for any given year. In addition, SDI's request anticipates 12 days; however, we do enforce this year on Christmas Eve, therefore, their request is for a total of 13 days.

### 2018 – SDI's Request

Free Parking at 90-minute street meters	\$16,900	Dec 9-Dec 24 = 13 days
Thanksgiving Weekend - Permanent	<u>\$16,982</u>	
SDI's Request - total loss of revenue	\$33,882	
All Year - 1/2 Hour DeForest Lots	<u>\$34,155</u>	if charging \$.50 for after 30 minutes
<b>Total Annual Cost of Free Parking</b>	<b>\$68,037</b>	

Street meters assumes 90% of meters used ( $288 \times .90 = 260$ )  $\times \$5$  per day for 13 days

If the DeForest lots offered no free time then the estimated loss of revenue increased to \$117,253 for strictly DeForest and the total annual cost of free parking would increase to \$151,135

### 2018 – General Services Recommendation

Free Parking at 90-minute street meters	\$ 2,600	Dec 15 - Dec 22 = 2 days
Thanksgiving Weekend	<u>\$16,982</u>	
General Services – total loss of revenue	\$19,582	A savings of \$9,330
All Year - 1/2 Hour DeForest Lots	<u>\$34,155</u>	if charging \$.50 for after 30 minutes
<b>Total Annual Cost of Free Parking</b>	<b>\$53,737</b>	

If the DeForest lots offered no free time then the estimated loss of revenue increased to \$117,253 for strictly DeForest and the total annual cost of free parking would increase to \$136,835.

### 2017 – Approved Holiday Free Parking

Free Parking at 90-minute street meters:	\$15,600	Dec 1- Dec 22 = 12 Days
Valet Parking Tier Garage	\$15,225	
Thanksgiving weekend	<u>\$16,982</u>	
Total Estimated Loss of Revenue	\$47,807	
All Year - 1/2 Hour DeForest Lots	<u>\$34,155</u>	if charging \$.50 for after 30 minutes
<b>Total Annual Cost of Free Parking</b>	<b>\$81,962</b>	

For the DeForest lots were no free time then the estimated loss of revenue increased to \$117,253 for strictly DeForest and the total annual cost of free parking would increase to \$165,060

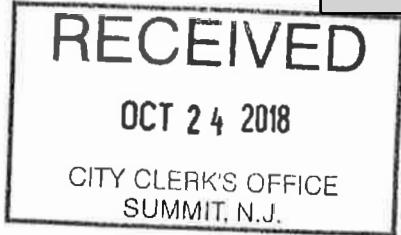
The loss of revenue for paying payments at street meters for this period is estimated as follows:

Street meters assumes 90% of meters used ( $288 \times .90 = 260$ )  $\times \$5$  per day for 12 days

## HISTORY OF FREE PARKING 2016

No free street meter parking – handed out Courtesy Notices	
Thanksgiving Weekend	\$16,982
All Year - 1/2 Hour DeForest Lots	<u>\$34,155</u>
<b>Total Annual Cost of Free Parking</b>	<b>\$53,137</b>

If the Deforest lots offered no free time then the estimated loss of revenue increased to \$117,253 for strictly Deforest and the total annual cost of free parking would increase to \$136,235.



Mayor Radest, Council President Naidu, & Common Council  
City of Summit  
512 Springfield Ave.  
Summit, NJ 07901

October 24, 2018

RE: Free Holiday Parking

Dear Mayor, Council President and Common Council:

On behalf of the Board of Trustees of Summit Downtown, Inc., I am requesting free holiday parking for downtown Summit.

The holiday season accounts for upwards of 30% of annual sales for retailers and a good percentage for other food and service businesses. Traditionally, municipalities grant free downtown parking for a given amount of time to help the businesses that populate their downtowns compete with other shopping areas that have free parking. Competing with big box retailers, malls, and online retailers is a challenge all year long, but at the holidays it is even more challenging and important. That's why SDI makes it a priority to create a festive environment with holiday decorations and music and has committed substantial money to promote the parking this year. It's also why we host events that make the downtown inviting during the holiday season to attract shoppers here.

Summit residents and visitors alike appreciate the free parking during the holiday rush seeing it as "one less thing to worry about" when they shop downtown. Summit Downtown, Inc. asks the City to approve free holiday parking from December 9 – 25. This would be a total of only 12 parking revenue days (if the city is not enforcing on Christmas Eve and Christmas Day). Traditionally, the City of Summit has approved free on-street metered parking for the holidays. Of course, time restrictions will still be enforced in the downtown, and SDI would want it to be in order to control commuters and others from parking all day downtown.

Thanks very much for your consideration. I am available for any questions or conversations as needed.

Best regards,

Nancy

Nancy Adams

Cc: SDI Board of Trustees, Michael Rogers, Rosemary Licatese

18 Bank Street, Suite 108, Summit, NJ 07901 Office: 908.277.6100 Fax: 908.273.9256

summitdowntown.org

**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 Licatese  
City Clerk  
Secy. to Mayor & Council  
(908) 273-6400  
[rlicatese@cityofsummit.org](mailto:rlicatese@cityofsummit.org)

Nicole M. Sarna  
Deputy City Clerk  
(908) 273-6400  
Fax (908) 273-2977  
[nsarna@cityofsummit.org](mailto:nsarna@cityofsummit.org)

October 24, 2018

Ms. Nancy Adams  
Executive Director  
Summit Downtown, Inc.  
18 Bank Street-Suite 108  
Summit, New Jersey 07901

Re: Request for Free Holiday Parking from December 9-25, 2018 – Assigned to the General Services Committee

Dear Ms. Adams:

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 in which you wrote was referred to the General Services Committee, whose contact is Parking Services Manager Rita McNany, who can be reached at 908-522-5100. Please feel free to contact Ms. McNany should you have any questions regarding the status of your correspondence.

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

Sincerely,



Rosemary Licatese

c: Mayor and Council  
M. Rogers, City Administrator  
R. McNany, General Services Committee

Resolution (ID # 6053)  
November 19, 2018

**AUTHORIZE FREE SATURDAY HOLIDAY PARKING - DECEMBER 1, 8, 15 AND 22, 2018 -  
90-MINUTE SPACES ONLY**

WHEREAS, Summit Downtown, Inc. (SDI) has submitted a request asking the City to consider allowing free parking on Saturdays, December 1, 8, 15, and 22, 2018, to encourage more visitors and shopping in the downtown during the 2018 holiday season, and

WHEREAS, SDI feels that by offering customers free parking during the holidays, this effort will benefit both the downtown businesses as well as the customers of the downtown, and

WHEREAS, the Parking Services Manager advises that the effort would require bagging 90-minute meters in the downtown on Saturdays, December 1, 8, 15, and 22, 2018, and

WHEREAS, while the 90-minute meters shall remain covered during the aforementioned period of time, the Parking Services Manager advises that to encourage turnover at these meters, the 90-minute time limit must be strictly enforced, and

WHEREAS, in the spirit of supporting the downtown businesses, the governing body agrees to grant free parking on the aforementioned Saturdays in December 2018, pursuant to a request from SDI.

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

1. That it does hereby authorize free parking at 90-minute meters in the downtown on Saturdays, December 1, 8, 15, and 22, 2018.
2. That in order to encourage turnover, the time limit at the 90-minute meters shall be enforced.
3. That at the completion of the free parking period, the Parking Services Manager shall provide a report to the governing body as to the effectiveness of this effort.

Dated: November 19, 2018

I, Nicole M. Sarna, Deputy 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 19, 2018.

Deputy City Clerk

# PARKING SERVICES AGENCY

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



## MEMORANDUM

To: *Rita* Mayor Radest and Members of Common Council  
 From: Rita M. McNany, Parking Services Manager  
 Date: November 13, 2018  
 Re: Free Shopper Parking - Saturdays, Dec 1, 8, 15, and 22, 2018 - 90-Minute Only Spaces

General Services spoke with the Nancy Adams, Executive Director, of SDI about a contribution from SDI for the cost of the free shopper parking.

Through those discussions a compromised was reached that the City will provide free shopper parking on four (4) Saturday for December 1, 8, 15, and 22, 2018 at the 90-minute only spaces.

The cost for each Saturday is  $\$2,209 \times 4 = \$8,836$  whereby Nancy Adams will seek approval from the SDI Board of Directors to reimburse the City of Summit Parking Services Agency for the loss of revenue. At this time, I do not know how much SDI is willing to contribute.

Therefore, attached is a resolution for Council's consideration for the four (4) free parking Saturdays at the 90-minutes only. The kiosks and street meters in the 90-minute zone will be covered for each Saturday.

Thank you.

# 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: October 25, 2018  
 Re: SDI Request for Free Parking - December 9-25, 2018

Summit Downtown Inc (SDI) sent a request to Council for free shopper parking at the 90-minutes meters from December 9 – December 25, 2018. It should be noted that for 2017, Council approved the free parking for December 15 – 22, 2018 which was the first year free parking at the 90-minutes was allowed even though SDI's memo implies that "traditionally, the City of Summit has approved free-on-street metered parking for the holidays." There has not been any contribution from Summit Downtown Inc. for any given year. In addition, SDI's request anticipates 12 days; however, we do enforce this year on Christmas Eve, therefore, their request is for a total of 13 days.

### 2018 – SDI's Request

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SDI's Request – total loss of revenue	\$33,882	
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Total Annual Cost of Free Parking	\$68,037	

Street meters assumes 90% of meters used ( $288 \times .90 = 260$ )  $\times \$5$  per day for 13 days  
 If the DeForest lots offered no free time then the estimated loss of revenue increased to \$117,253 for strictly DeForest and the total annual cost of free parking would increase to \$151,135

### 2018 – General Services Recommendation

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## HISTORY OF FREE PARKING 2016

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Total Annual Cost of Free Parking	\$63,137

If the DeForest lots offered no free time then the estimated loss of revenue increased to \$117,253 for strictly DeForest and the total annual cost of free parking would increase to \$136,235.



RECEIVED

OCT 24 2018

CITY CLERK'S OFFICE  
SUMMIT, N.J.

Mayor Radest, Council President Naidu, & Common Council  
 City of Summit  
 512 Springfield Ave.  
 Summit, NJ 07901

October 24, 2018

RE: Free Holiday Parking

Dear Mayor, Council President and Common Council:

On behalf of the Board of Trustees of Summit Downtown, Inc., I am requesting free holiday parking for downtown Summit.

The holiday season accounts for upwards of 30% of annual sales for retailers and a good percentage for other food and service businesses. Traditionally, municipalities grant free downtown parking for a given amount of time to help the businesses that populate their downtowns compete with other shopping areas that have free parking. Competing with big box retailers, malls, and online retailers is a challenge all year long, but at the holidays it is even more challenging and important. That's why SDI makes it a priority to create a festive environment with holiday decorations and music and has committed substantial money to promote the parking this year. It's also why we host events that make the downtown inviting during the holiday season to attract shoppers here.

Summit residents and visitors alike appreciate the free parking during the holiday rush seeing it as "one less thing to worry about" when they shop downtown. Summit Downtown, Inc. asks the City to approve free holiday parking from December 9 – 25. This would be a total of only 12 parking revenue days (if the city is not enforcing on Christmas Eve and Christmas Day). Traditionally, the City of Summit has approved free on-street metered parking for the holidays. Of course, time restrictions will still be enforced in the downtown, and SDI would want it to be in order to control commuters and others from parking all day downtown.

Thanks very much for your consideration. I am available for any questions or conversations as needed.

Best regards,

Nancy

Nancy Adams

Cc: SDI Board of Trustees, Michael Rogers, Rosemary Licatese

18 Bank Street, Suite 108, Summit, NJ 07901 Office: 908.277.6100 Fax: 908.273.9256

[summitdowntown.org](http://summitdowntown.org)

GS  
(JAR)

**THE CITY OF SUMMIT**  
**N E W J E R S E Y**  
 CITY HALL 512 SPRINGFIELD AVENUE SUMMIT, NJ 07901  
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 Fax (908) 273-2977  
[nsama@cityofsummit.org](mailto:nsama@cityofsummit.org)

October 24, 2018

Ms. Nancy Adams  
 Executive Director  
 Summit Downtown, Inc.  
 18 Bank Street-Suite 108  
 Summit, New Jersey 07901

**Re: Request for Free Holiday Parking from December 9-25, 2018 – Assigned to the General Services Committee**

Dear Ms. Adams:

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 in which you wrote was referred to the General Services Committee, whose contact is Parking Services Manager Rita McNany, who can be reached at 908-522-5100. Please feel free to contact Ms. McNany should you have any questions regarding the status of your correspondence.

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

Sincerely,



Rosemary Licatese

c: Mayor and Council  
 M. Rogers, City Administrator  
 R. McNany, General Services Committee

Resolution (ID # 6011)  
November 19, 2018

**AUTHORIZE CONTRACT EXECUTION - BROAD STREET EAST LOT VALET PARKING CONCESSION - PARKING SERVICES PLUS, INC. - \$11,247.50 PER MONTH**

**PENDING RECEIPT OF NJ BRC**

left message w vendor 2:25 pm Mon 11/12/18

WHEREAS, on November 1, 2018 under the procedures for Competitive Contracting pursuant to N.J.S.A. 40A:11-4.1 et seq., the City of Summit received one proposal for Broad Street East Lot Valet Parking Concession for the January 1, 2019 through December 31, 2019 term from Parking Services Plus, Inc. for a Monthly Revenue Fee of \$11,247.50, and

WHEREAS, Parking Services Plus, Inc. agreed to consideration of four (4) one-year extensions for a total contract term not to exceed five (5) years, but took exception to maintaining the monthly fee at the time of award through any extensions, and

WHEREAS, the Parking Services Manager, upon evaluation of the proposal, recommends awarding the contract to Parking Services Plus, Inc., for a Monthly Revenue Fee of \$11,247.50 per month, and consideration of four (4) one-year extensions for a total contract term not to exceed five (5) years, and

WHEREAS, funds for this service will be certified upon inclusion in and adoption of the 2019 Parking Services budget.

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 Parking Services Plus, Inc., 28 Fourth Street, Valley Stream, NY 11581.
- 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 Parking Services, Plus, 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 19, 2018

I, Nicole M. Sarna, Deputy 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 19, 2018.

Deputy City Clerk



**Parking Services Agency**  
R - General Services

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

Meeting: 11/19/18 07:30 PM

## **RESOLUTION (ID # 6011)**

DOC ID: 6011

TO: Mayor and Common Council  
FROM: Rita McNany, Parking Services Manager  
DATE: October 31, 2018

### **SUMMARY**

# 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* Rita M. McNany, Parking Services Manager  
 Date: November 12, 2018  
 Re: Award Professional Services Contract – Valet Services – Broad Street East – Jan 1, 2019 to Dec 31, 2019

The City recently went out for Requests for Proposals since the current valet service provider wanted to change the payment arrangements of the contract. The current contract is a revenue split and the provider wanted a set monthly fee for services. If the City was unwilling to change the payment arrangements, the current provider would not renew the contract as of December 31, 2018. The City attorney decision's is this change be a major change to the contract under the NJ State contracts laws; therefore, the City needed to go out for new proposals for valet services.

The requests were due November 1, 2018 and the City only received one proposal from:

Parking Services Plus, Inc.  
 28 Fourth Street  
 Valley Stream, NY 11581

The new contract is for a monthly flat fee of \$11,247.50 totaling \$134,970 for the 2019 year.

Therefore, attached is a resolution to award a one-year contract to Parking Services Plus, Inc. for valet parking services at the Broad Street East Lot at 301 Broad Street, Summit, NJ 07901 beginning January 1, 2019 through December 31, 2019.

Thank you.

**APPROVE ONE-YEAR CONTRACT EXTENSION AND INCREASE NUMBER OF  
PARTICIPANTS - DYNAMIC RIDESHARING PROGRAM - LYFT, INC. - NOT TO EXCEED  
\$275,000 PER CONTRACT YEAR**

WHEREAS, Resolution #38410 dated November 13, 2017 authorized City of Summit agreement #18-3387P with Lyft, Inc. for the Dynamic Ridesharing Program with a December 4, 2017 through December 3, 2018 term, and for an amount not to exceed \$275,000.00 per contract year, and

WHEREAS, N.J.S.A. 40A:11-15 states, in part, that any contract which is for three years or less may include provisions for no more than one two-year, or two one-year, extensions, subject to the following limitations: a. The contract shall be awarded by resolution of the governing body upon a finding by the governing body that the services are being performed in an effective and efficient manner; b. No contract shall be extended so that it runs for more than a total of five consecutive years; c. Any price change included as part of an extension shall be based upon the price of the original contract as cumulatively adjusted pursuant to any previous adjustment or extension and shall not exceed the change in the index rate for the 12 months preceding the most recent quarterly calculation available at the time the contract is renewed; and d. The terms and conditions of the contract remain substantially the same, and

WHEREAS, under the procedures for Competitive Contracting pursuant to N.J.S.A. 40A:11-4.1 et seq., the City received proposals for the Dynamic Ridesharing Program on August 31, 2017, for the December 4, 2017 through December 3, 2018 term with the option of two (2) 1-year extensions, and

WHEREAS, the Parking Services Manager advises that the service has proven successful and recommends exercising a 1-year extension option for December 4, 2018 through December 3, 2019, with the same terms and conditions of the original contract, and

WHEREAS, the cost of the service for December 4, 2018 through December 3, 2019 is not to exceed \$275,000.00 per contract year, and

WHEREAS, funds for this service will be certified upon inclusion in and adoption of the 2019 Parking Services budget, and

WHEREAS, Resolution #39343 dated April 3, 2018 authorized an increase the number of participants in the program from 200 to 250, and

WHEREAS, based on increases in the number of rides per month and number of participants over the course of the agreement, the Parking Services manager recommends increasing the number of participants to 300.

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

1. That agreement #18-3387P with Lyft, Inc., 185 Berry Street, Suite 5000, San Francisco, CA 94107, for the Dynamic Ridesharing Program be extended for a one year term of December 4, 2018 through December 3, 2019, with the same terms and conditions of the original contract at a cost not to exceed \$275,000.00 per contract year.

2. That the number of participants in the Dynamic Ridesharing Program be increased to 300.

Dated: November 19, 2018

I, Nicole M. Sarna, Deputy 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, November 19, 2018.

Deputy City Clerk



**Parking Services Agency**  
R - General Services

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

Meeting: 11/19/18 07:30 PM

## **RESOLUTION (ID # 6012)**

DOC ID: 6012

TO: Mayor and Common Council

FROM: Rita McNany, Parking Services Manager

DATE: October 31, 2018

### **SUMMARY**

# PARKING SERVICES AGENCY

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



## MEMORANDUM

To: *Rita* Mayor Radest and Members of Common Council  
 From: Rita M. McNany, Parking Services Manager  
 Date: November 8, 2018  
 Re: Request to Renew Dynamic Ridesharing Program for Dec. 4, 2018 – Dec 3, 2019

The current Dynamic Rideshare Program with LYFT, Inc. is set to expire on December 3, 2018. Current participation is at 249 participants and we would like to increase the ridership to 300 participants.

Below depicts summary data for the rideshare program with Uber and LYFT. The total cost projected for 2018 is \$118,329.

Month	Period	Pre-Paid Trips	Daily Trips	Pre-Paid Dwtn Trips	Daily Dwtn Trips	Total Trips	Average Daily Morning Trips	Total Amount	Daily Rider Charges	City Cost	Avg. \$ per Ride
<b>2016 Totals</b>	<b>Uber</b>	<b>395</b>	<b>2,410</b>	<b>0</b>	<b>Dwtn Trips</b>	<b>0</b>	<b>2,805</b>	<b>0</b>	<b>\$19,133</b>	<b>\$4,820</b>	<b>\$14,313</b>
December	Uber	4	24			28		\$209	\$48	\$161	\$7.47
December	LYFT	102	790			892		\$6,921	\$1,580	\$5,341	\$7.76
<b>2017 Totals</b>		<b>1,386</b>	<b>9,709</b>	<b>0</b>	<b>0</b>	<b>11,095</b>	<b>0</b>	<b>\$87,490</b>	<b>\$19,418</b>	<b>\$68,072</b>	<b>\$7.85</b>
January	2018	150	1,237			1,387		\$10,096	\$2,474	\$7,622	\$7.28
February		117	1,184			1,301		\$9,267	\$2,368	\$6,899	\$7.12
March		154	1,306			1,460	36	\$10,507	\$2,612	\$7,895	\$7.20
April		148	1,199	0	0	1,347	34	\$8,684	\$2,403	\$6,280	\$6.45
May		156	1,447	28	0	1,631	40	\$10,838	\$2,916	\$7,922	\$6.65
June		126	1,399	32	47	1,604	40	\$12,012	\$3,080	\$8,932	\$7.49
July		181	1,465	5	66	1,717	43	\$12,496	\$3,062	\$9,434	\$7.28
Aug		198	1,547	0	66	1,811	42	\$13,288	\$3,222	\$10,066	\$7.34
Sept		200	1,445	0	43	1,688	43	\$12,509	\$2,974	\$9,535	\$7.41
Oct		283	1,937	0	32	2,252	54	\$15,677	\$3,938	\$13,744	\$6.96
Nov						0				\$15,000	
Dec						0				\$15,000	
<b>2018 Totals</b>		<b>1,713</b>	<b>14,166</b>	<b>65</b>	<b>254</b>	<b>16,198</b>	<b>332</b>	<b>\$115,374</b>	<b>\$29,050</b>	<b>\$118,329</b>	<b>\$7.12</b>
<b>TOTALS</b>		<b>3,494</b>	<b>26,285</b>	<b>65</b>	<b>254</b>	<b>30,098</b>	<b>332</b>	<b>\$221,997</b>	<b>\$53,288</b>	<b>\$200,714</b>	

Note: Nov and Dec of 2018 are estimated

LYFT has provided the city with the following statistical data:

1. Program initially for resident commuters and now includes residents who work in the downtown.
2. The program provides roughly ~450 rides per week.
3. The partnership continues to grow with the number of rides per month growing by 258% while active participant count has grown by 173%.
4. The availability of drivers has increased by 176% while the average estimated time of arrival (time from ride request to driver arrival) has fallen by 24% since the beginning of the program.

5. Most rides occur in the morning commute which peaks between 7 and 8 AM.
6. Patterns of trips beginning and ending in Summit are mainly to and from the Summit train station with a concentration of rides around Tremont Park.
7. Many Summit residents utilize LYFT for out of town transportation needs which a significant number of rides beginning in Summit and ending the in New York City area and airport. This provides an opportunity for LYFT and Summit to partner for additional initiatives such as:
  - a. Smart rides partnerships (aim to reduce DWI's)
  - b. Corporate travel and university partners
  - c. Logistics partner for city-sponsored events
  - d. City-sponsored restaurant/nightlife partnerships
  - e. Rides to the polls
  - f. Senior housing and commercial real estate efforts
  - g. Custom venue-mapping to improve experience.
8. Additional marketing efforts are recommended with onsite marketing at the train station, email engagement with Summit residents, partner with local entities to spur economic development. The City of Summit will continue discussions with LYFT to potentially provide additional services.

Therefore, attached is a resolution authorizing a one-year extension of the Dynamic Ridesharing Program effective December 4, 2018 through December 3, 2019, with an increase in participation not to exceed 300 participants.

## 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 19, 2018  
Resolution Doc Id: 6012

Vendor: Lyft  
185 Berry Street  
Suite 500  
San Francisco, CA 94107

Purchase Order Number: 18-03383

Account Number	Amount	Account Description
8-09-55-502-001-310	\$22,900.00	Parking Electronic Costs

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

*Margaret V. Gerba*  
City Treasurer/CFO

Resolution (ID # 6024)  
November 19, 2018

**AUTHORIZE SUBMISSION OF GRANT APPLICATION TO NJ DEPARTMENT OF ENVIRONMENTAL PROTECTION - "IT PAY\$ TO PLUG IN" TO FUND ELECTRIC VEHICLE CHARGING STATIONS**

WHEREAS, in a memo dated November 9, 2018, the Parking Services Manager advises that the New Jersey Department of Environmental Protection (NJ DEP) is offering a "It Pay\$ to Plug In" Grant Program which would provide funding to offset the cost of purchasing and installing electric vehicle charging stations ("EV charging stations), and

WHEREAS, if awarded, the grant would provide up to \$6,000 in funding for a dual port Level 2 electric vehicle charging station, and

WHEREAS, it has been determined that DeForest Avenue would be an acceptable location due to its close proximity to major highway arteries, and

WHEREAS, during the DeForest Avenue improvement project, blank conduits were placed in the concrete in the hopes of installing EV charging stations, and

WHEREAS, the Parking Services Manager requests authorization to submit a "It Pay\$ to Plug In" grant application to the New Jersey Department of Environmental Protection to partially fund the purchase of a Level 2 EV Charging Station, and

WHEREAS, the grant does not require any matching funds.

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

That the appropriate City officials be and they are hereby authorized to execute a "It Pay\$ to Plug In" grant application to the New Jersey Department of Environmental Protection.

Dated: November 19, 2018

I, Nicole M. Sarna, Deputy 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 19, 2018.

Deputy City Clerk

# PARKING SERVICES AGENCY

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



## MEMORANDUM

To: *Rita* Mayor Radest and Members of Common Council  
 From: Rita M. McNany, Parking Services Manager  
 Date: November 9, 2018  
 Re: Request to Apply for a Grant - It Pay\$ to Plug In - EV Charging Stations

Attached is a grant application from the State of New Jersey, Department of Environmental Protection, Bureau of Mobile Sources known as the **The Pay\$ to Plug In** grant. The grant application was formalized by Norah Hatch of Millennium Strategies.

**The Pay\$ to Plug In** grant provides funding to offset the cost of purchasing and installing electric vehicle charging stations. The program is to expand New Jersey's growing network of electric vehicle infrastructure, allowing residents, businesses, and government agencies to purchase and drive electric vehicles.

EV Charging station on Government-owned property allow for 100% up to the maximum of reimbursement thresholds. Summit would like to apply for a dual-port Level 2 charging station. The grant, **The Pay\$ to Plug In**, if awarded, would provide \$6,000 in funding.

Attached is a quote from **chargepoint** who is one of the leading producers in the EV Charging Stations whereby the cost to purchase, shipping, install, and maintenance agreement for a total of \$8,148. Parking Services will provide the additional funds of \$2,148 if Summit is awarded the grant.

When engineering improved Deforest Avenue, engineering placed blank conduit in the concrete in the hopes of installing EV Charging stations. As that time, Council decided to wait. Once again, I am seeking the approval of Council to apply for the **The Pay\$ to Plug In** grant. If we were unsuccessful in obtaining the grant, Parking Services Agency will still request Council's approval of the purchase of a dual charging station because it is important for Summit to support environmental initiatives. EV Charging station also qualify for points for the Sustainable New Jersey program.

Deforest Avenue is a great location since it is within close proximity of major highway arteries such as Route 78, 24, Morris Avenue and Broad Street. More importantly, someone can visit Summit's vibrant downtown while they are charging their vehicle. The idea would be to place the dual station in two spaces in the Deforest Lot #1 close to Deforest Avenue with proper signage for electric vehicles for charging only. The parker would simply pay for parking just as any other vehicle within the lot.

As the City continues with its redevelopment efforts we will seek to add more EV charging stations. During that time, the City can investigate revenue sharing capabilities with additional charging station strategically placed around our downtown.

Therefore, I request the approval to apply for the **The Pay\$ to Plug In** grant.

**chargepoint**



CT4021



# Quotation

**ChargePoint, Inc.**  
Driving a Better Way™  
chargepoint.com

**Sales Representative:** Ryan Bakley  
**E-Mail:** ryan.bakley@chargepoint.com  
**Telephone:** 201-274-4131

**Quote Number:** Q-03718-1  
**Date:** 9/28/2018  
**Expires On:** 11/30/2018

**Primary Contact:**

**Bill To Address**

City of Summit  
512 Springfield Ave  
Summit NJ 07901  
US

**Ship To Address**

City of Summit  
512 Springfield Ave  
Summit NJ 07901  
US

Product Name	Product Description	Qty	List Price	Disc%	Unit Price	Total Price
CT4021-GW1	Dual Output Gateway Option USA, Bollard Unit - 208/240V @30A with Cord Management	1	USD 7,210	20	USD 5,768	USD 5,768
CT4001-CCM	CT4000 Bollard Concrete Mounting Kit. Bolts: 5/8 - 11 x 9" F1554 Grade 55 hot-dipped galvanized threaded bolts - 3 ea. Nuts: 5/8 - Heavy Galvanized Hex Nuts (DH Rated) - 12 ea. Washers: Galvanized Washers (ASTM F436) - 9 ea. Plastic Template - 1 ea	1	USD 95	0	USD 95	USD 95
CPCLD-COMMERCIAL-1	1yr Prepaid Commercial Cloud Plan. Includes Secure Network Connection, On-going Station Software updates, Station Inventory, 24x7 Driver Support, Host Support, Session Data and Analytics, Fleet Vehicle Management and Integration, Fleet Access Control, Valet Dashboard, Power Management (Circuit, Panel, Site Sharing), Scheduled Charging, Driver Access Control, Pricing and Automatic Funds Collection, Waitlist, Videos (on supported hardware).	2	USD 280	0	USD 280	USD 560



Product Name	Product Description	Qty	List Price	Disc%	Unit Price	Total Price
CPSUPPORT-ACTIVE	Initial Station Activation & Configuration Service includes activation of cloud services and configuration of radio groups, custom groups, connections, access control, visibility control, pricing, reports and alerts. One time initial service per station.	1	USD 349	0	USD 349	USD 349
CT4000-INSTALLVALID	Customer works with their own contractor to perform the all construction to the point where the stations can be bolted down and connected. ChargePoint will engage one of their O&M Partners to install the station on the prepared site and validation of electrical capacity, transformers, panels, breakers, wiring, cellular coverage and that station installation meets all ChargePoint published requirements and local codes. CT4000-INSTALLVALID is priced per CT4000 station. A successful Site Validation is a prerequisite to purchase ChargePoint Assure.	1	USD 1,200	0	USD 1,200	USD 1,200

**Quote Total:** USD 7,972.00

**Shipping and Handling:** USD 176.00

**Grand Total:** USD 8,148.00

**Sales tax in applicable states (AZ, CA, FL, GA, MA, NY, PA, TX, WA) and shipping fees will be applied to invoice.**



### Quote Acceptance

- All pricing is confidential between Customer and ChargePoint.
- All prices are FCA ChargePoint warehouse(s).
- Customer to be invoiced at time of shipment.
- All invoices are Net 30 days. Credit checks are required for new customers.
- Pricing does not include installation or mounting services unless specifically quoted above.
- Additional Purchase Terms and Conditions can be found at <http://www.chargepoint.com/termsandconditions>
- Purchaser confirms that the shipping and billing information provided in the Quotation is accurate for ChargePoint's shipping and invoicing purposes.

**By signing this quote I hereby acknowledge that I have the authority to purchase the product detailed on this document on behalf of my organization. Furthermore, I agree to the above terms and conditions and that this signed quote shall act as a purchase order.**

**Signature :**

**Title :**

**Name (Print) :**

**Date :**

**Company Name :**

**Requested Ship Date :**

**AP Contact Name :**

**AP Contact E-Mail :**



for each application approved, reimbursement will occur only after the work has been completed in a manner that satisfies the NJDEP grant criteria and the charging station has been placed in service.

**All fields are required to be completed. Failure to include required information may delay processing of your grant application or denial of a grant.** If you have questions, please call the Bureau of Mobile Sources at 609 292-7953 or email [DriveGreen@dep.nj.gov](mailto:DriveGreen@dep.nj.gov).

### It Pay\$ to Plug In: Application Form

#### APPLICANT INFORMATION

Applicant: <b>City of Summit</b> (Check One)	<input checked="" type="checkbox"/> Municipality, County, Other Local Government	<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Liability Company	Application Date: 11/20/2018
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Employer Name for workplace charging projects (If different): **Not applicable**

Mailing Address: <b>512 Springfield Avenue</b>	City: <b>Summit</b>	State: <b>NJ</b>	Zip: <b>07901</b>
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Contact Person: <b>Rita McNany</b>	Phone: <b>908-522-5100</b>	Email: <b>rmcnany@cityofsummit.org</b>
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Application Preparer (If different than applicant): <b>Norah Hatch</b>	Phone: <b>972-226-3329</b>	Email: <b>nhatch@m-strat.com</b>
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Vendor ID Number: (Obtain from <a href="#">NJStart</a> )	DUNS Number: (Obtain from <a href="#">here</a> ) <b>102565715</b>
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Financial Officer's Name: <b>Marge Gerba</b>	Title: <b>City Treasurer/Chief Financial Officer</b>
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Grant Executor's Name: <b>Nora G. Radest</b> (Person authorized to sign the grant agreement on behalf of the applicant)	Title: <b>Mayor</b>
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Resolution Certifier's Name: <b>Rosemary Licatese</b>	Title: <b>City Clerk</b>
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(Person that will sign to certify that the resolution to accept the funding was passed. This person **cannot** be the same as the Grant Executor.)

Type of Governing Body: <b>Mayor and Common Council</b> (eg. Mayor and Council, Township Committee, Board of Commissioners, Board of Freeholders, etc.)
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Accounting Method: <input type="checkbox"/> Cash	<input type="checkbox"/> Modified Accrual	<input checked="" type="checkbox"/> Accrual	<input type="checkbox"/> Other	Date Fiscal Year Ends: <b>12/31</b>
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Insurance: The Grantee maintains and must continue to maintain the required insurance coverages as follows: (Check your coverage)	<p>1. Comprehensive general liability</p> <p><input type="radio"/> Insurance</p> <p><input checked="" type="radio"/> Self-insurance</p> <p><input type="radio"/> Not required</p> <p>2. Automotive liability</p> <p><input type="radio"/> Insurance</p> <p><input checked="" type="radio"/> Self-insurance</p> <p><input type="radio"/> Not required</p>	<p>3. Worker's compensation</p> <p><input type="radio"/> Insurance</p> <p><input checked="" type="radio"/> Self-insurance</p> <p><input type="radio"/> Not required</p> <p>4. Employer's liability</p> <p><input type="radio"/> Insurance</p> <p><input checked="" type="radio"/> Self-insurance</p> <p><input type="radio"/> Not required</p>
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Certificates of insurance or documentation of self-insurance:	<p><input checked="" type="checkbox"/> Are on file with the Department.</p> <p><input type="checkbox"/> Will be forthcoming within 30 days after the effective date of the agreement.</p> <p><input type="checkbox"/> Other (explain)</p>
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The Applicant is:

Local Government agency  
 New Jersey Corporation  
 Out-of-State Corporation

Limited Liability Company  
 Individual  
 Partnership

\* If the Grantee is a corporation incorporated outside of New Jersey, the Grantee must obtain a certificate of authority to do business in New Jersey from the [Department of Treasury](#) and file a copy with the Grant Officer.

Mayor Nora G. Radest

Name

11/20/2018

Date

Signature

### Definitions

<sup>1</sup>“Charging station” or electric vehicle supply equipment (EVSE) means the physical location your employee will plug in and charge his/her vehicle. It includes all hardware and software required to connect an electric vehicle to a suitable electrical supply. A typical charging station consists of a console wired into the electrical supply and a cable and connector to plug into the electric vehicle. Optionally, the charging station may include metering and monitoring capabilities.

<sup>2</sup>“Government” means a federal, state or local government agency (including a school district, municipality, city, county, special district, transit district, joint powers authority, or port authority, owning fleets purchased with government funds), and a tribal government or native village.

<sup>3</sup>“Multi-Unit Dwelling” means multi-family residences, including apartments, condominiums, and townhouses. There must be a minimum of 4 units.

<sup>4</sup>“Level 1” charging means a 120 Volt AC 15 Amp electrical outlet. Electric vehicles are typically connected to the charging station via a cable supplied by the vehicle manufacturer that consists of an SAE J1772 connector on one end and a regular 3-prong plug on the other end.

<sup>5</sup>“Level 2” charging means a 240 Volt AC circuit supplying between 20 and 80 Amps. Most commonly, level 2 charging is at 30 to 40 Amps. This requires a charging station that connects to the electrical service via a dedicated line. It delivers energy to the electric vehicle through a cable terminated in an SAE J1772 connector.



**It Pay\$ to Plug In:  
NJ's Electric Vehicle Charging Grant Program  
Project Information Form**

**Project Information**

Proposed Charging Station(s) Location (one facility or parking lot per form):	Street Address: 40 Deforest Avenue City: Summit State: NJ	County: Union Zip Code: 07901
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**Please check the box that best describes the location of your project:**

<b>Workplace:</b>	<b>Public Places:</b>	<b>Multi-Unit Dwelling:</b>
<input type="checkbox"/> Employee Use	<input checked="" type="checkbox"/> Downtown Area	<input type="checkbox"/> Apartments
<input type="checkbox"/> Fleet Use	<input type="checkbox"/> Leisure Destination	<input type="checkbox"/> Condominiums
<input type="checkbox"/> Car share Program	<input type="checkbox"/> College or University	<input type="checkbox"/> Townhouses
	<input checked="" type="checkbox"/> Public Parking Lot or Garage	<input type="checkbox"/> Car Share Program
	<input type="checkbox"/> Car Share Program	
	<input type="checkbox"/> Other (explain):	

**Charging stations being installed**

Please provide the number of each type of charging station you propose to install as well as the make and model or other relevant information to describe the charging station(s).

Level 1 Charging Stations	Description
Number:	Make: Model:
Level 2 Charging Stations, single-port	Description
Number:	Make: Model:
Level 2 Charging Stations, dual-port	Description
Number: CT402 +	Make: charge point Model: Dual Output Gateway Option USA Bollard Unit - 208/240V @30A

**Grant Requested: \$6,000.00**



Mayor Nora G. Radest

Name

11/20/2018

Date

Signature

**FOR NJDEP USE ONLY**

Funding Source:

Application Complete Date:

Processed By:

Approval Status:



**It Pay\$ to Plug In:**  
**NJ's Electric Vehicle Charging Grant Program**  
**Application Form and Instructions**

**Overview**

It Pay\$ to Plug In provides grants to offset the cost to purchase, install and maintain electric vehicle charging stations<sup>1</sup>. This program is designed to expand New Jersey's growing network of electric vehicle infrastructure, allowing residents, businesses, organizations and government<sup>2</sup> agencies to purchase and drive electric vehicles. EVs reduce greenhouse gases and other pollutants and improve air quality.

**Grant Eligibility Criteria**

- The program is open to businesses, government entities, non-profit organizations, educational institutions, and multi-unit dwellings<sup>3</sup> (apartments, condominiums and townhouses). Private residential dwellings other than multi-unit dwellings are not eligible for grants.
- Only Level 1<sup>4</sup> and Level 2<sup>5</sup> charging stations are eligible for grant funding. DC fast chargers, also known as Level 3 chargers, are not eligible at this time.
- Eligible projects include:
  - Workplaces: Charging stations for employees who drive electric vehicles. Examples include chargers for employees who drive electric vehicles to work, and chargers for fleet vehicles.
  - Public Places: Charging stations that are available to the public. Examples include, but are not limited to, charging stations in downtown areas, public parking lots and garages, hotels, transit centers, destinations and attractions, colleges and universities, retail parking areas, and public parks.
  - Multi-Unit Dwellings: Charging stations for multi-family residences, including apartments, condominiums, and townhouses. There must be a minimum of 4 units.
- We will consider applications for charging stations associated with EV car-sharing programs.
- Each charging station must be located at a parking space that is designated for electric vehicles only, marked with appropriate signage and/or floor paint. A dual-port charging station must have two EV-only parking spaces.
- The charging stations must be installed in New Jersey.
- Charging stations must be owned by the applicant (not leased).
- The applicant must comply with the requirements in the [Certification Checklist](#) and the [Deadlines Acknowledgement Form](#).
- The applicant may be asked to provide access to the charging stations for site visits by program staff to verify installation.
- **To ensure reimbursement under this program, do not purchase or begin installing a charging station until NJDEP has approved this application and has finalized a grant agreement between NJDEP and the applicant.**

**Additional Guidance**

- An applicant may choose to charge a reasonable fee for use of a charging station. A reasonable fee could include the actual cost of electricity and a minor administrative cost.
- For workplace charging, we recommend (but do not require) that employers with more than 50 employees use an employee survey (sample provided in "[Plug-In Electric Vehicle Handbook for Workplace Charging Hosts](#)") to determine the number of Level 1 and Level 2 charging stations that may be needed to satisfy demand.
- Resources for charging stations hosts are available at [www.drivegreen.nj.gov/charging.html](http://www.drivegreen.nj.gov/charging.html)



### Reimbursement Amounts and Eligible Costs

Eligible costs include purchase and installation of charging stations, and a maintenance agreement of up to three years. Signage and painting specific to the electric vehicle parking spots are eligible installation costs. The following are not eligible costs: purchase or rental of real-estate; other capital costs (e.g., construction of buildings, parking facilities, etc.) or general maintenance (i.e., maintenance other than of the charging equipment).

Upon completion of work in accordance with the eligibility criteria, NJDEP will reimburse each applicant for a percentage of eligible costs, up to a maximum of:

- \$750 per Level 1 charging station;
- \$5,000 per single-port Level 2 charging station;
- \$6,000 per dual-port Level 2 charging station.

Location	Charging station available to the general public	Charging station on government-owned property	Charging station on non-government-owned property
Public place	Yes	100% up to maximum	80% up to maximum
Workplace	No	60% up to maximum	60% up to maximum
Multi-unit dwelling	No	60% up to maximum	60% up to maximum

Reimbursement will not exceed payment receipts.

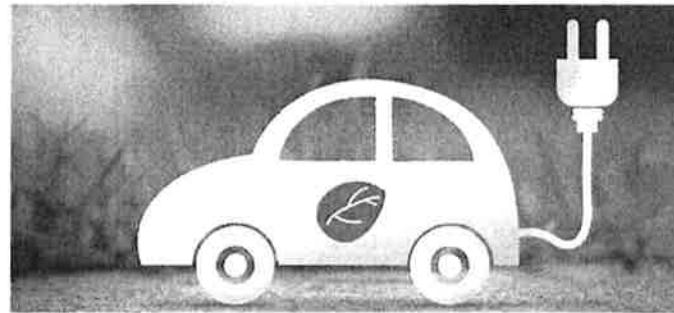
***Reimbursement is contingent upon availability of funding.*** Applicants will be considered on a first-come, first-served basis, and funds will be allocated to approved projects until depleted. The NJDEP reserves the right to limit the number of approved charging stations per applicant.

### Procedure

1. Complete this application, including signed [Project Information Form](#), [Certification Checklist](#), [Deadlines Acknowledgement Form](#), and [W-9 form](#) and submit to NJDEP Bureau of Mobile Sources at [DriveGreen@dep.nj.gov](mailto:DriveGreen@dep.nj.gov). Also, you must register your organization for [NJStart](#) if you have not already done so.
2. NJDEP will review the information submitted and notify the applicant as to whether or not the proposed charging station(s) is approved. For those projects that qualify, NJDEP will provide and execute a grant agreement (DEP-069MG or DEP-069G) with the applicant. The applicant will be required to sign and must meet all requirements of the grant agreement and attachments included. To ensure reimbursement under this program, do not purchase or begin installing a charging station until this agreement is finalized.
3. Installation of the charging stations must be completed within nine months of NJDEP grant execution.
4. After installation, the applicant will submit the [Reimbursement Request Form](#) and attach invoice(s) and proof of payment for the electric vehicle charging station equipment and/or installation costs to NJDEP Bureau of Mobile Sources at [DriveGreen@dep.nj.gov](mailto:DriveGreen@dep.nj.gov). The NJDEP will review these invoices to determine if costs are appropriate to the agreed upon project, and if so, issue a check for the approved grant amount not to exceed payment receipts. Although the NJDEP will reserve funding



## It Pay\$ to Plug In



### Drive Green NJ

- [DriveGreen Home](#)
- [AQES Home](#)
- [DAQ Home](#)
- [Electric Vehicles Basics](#)
- [Charging](#)
- [Affordability](#)
- [Tools](#)
- [Useful Links](#)
- [Programs](#)

### Stop the Soot

- [Home](#)
- [Emission Repair Technician Certification \(ERT\)](#)
- [NJ Clean Construction](#)
- [Clean Vehicles](#)
- [Mandatory Retrofit Program](#)
- [Motor Vehicle Inspections](#)
- [Ports](#)
- [Voluntary and Demonstration Projects](#)

### Information

- [Can I See Soot?](#)
- [Fact Sheets and Brochures](#)
- [Related Web Sites](#)
- [Reporting Smoking Vehicles](#)
- [Reports](#)
- [Rules](#)
- [What You Can Do](#)

### Idling

- [Idling Restrictions](#)
- [Order No-Idling Signs](#)
- [School Bus No-Idling Pledge](#)

### Contact Us

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### It Pay\$ to Plug In: NJ's Electric Vehicle Charging Grants

**It Pay\$ to Plug In** provides grants to offset the cost of purchasing and installing electric vehicle charging stations. The program is designed to expand New Jersey's growing network of electric vehicle infrastructure, allowing residents, businesses, and government agencies to purchase and drive electric vehicles. EVs dramatically reduce vehicle emissions and improve air quality for everyone.

We are accepting applications for our waitlist in anticipation of funding becoming available!

#### Eligible Projects

1. **Workplaces:** Charging stations for employees who drive electric vehicles. Examples include workplace chargers for employees who drive electric vehicles to work, and chargers for fleet vehicles.
2. **Public Places:** Charging stations that are open to the public. Examples include charging stations in downtown areas, public parking lots and garages, hotels, transit centers, leisure destinations, colleges and universities, retail parking areas, and public parks.
3. **Multi-Unit Dwellings:** Charging stations for multi-family residences, including apartments, condominiums and townhouses.

For more information, see the [Flyer](#), [Frequently Asked Questions](#), and [Application Form and Instructions](#).

Still have questions? Email us at [Drivegreen@dep.nj.gov](mailto:Drivegreen@dep.nj.gov) or call (609)292-7953.



#### Eligible Applicants

Private residential dwellings other than multi-unit dwellings are not eligible for grants.

The program is open to all other applicants: Businesses, governments, non-profit organizations, and educational institutions.

#### Reimbursement Amounts

Upon completion of work in accordance with the eligibility criteria, NJDEP will reimburse each applicant for a percentage of eligible costs, up to a maximum of:

- \$750 per Level 1 charging station;
- \$5,000 per single-port Level 2 charging station;
- \$6,000 per dual-port Level 2 charging station.

Location	Charging station available to the general public	Charging station on government-owned property	Charging station on non-government-owned property
Public place	Yes	100% up to maximum	80% up to maximum
Workplace	No	60% up to maximum	60% up to maximum
Multi-unit dwelling	No	60% up to maximum	60% up to maximum

#### How to apply for a Charging Grant

**Step 1:** Complete the Application Form, Project Information Form, Certification Checklist, Deadlines Acknowledgement Form, W-9 Form, and sign your business up for [NJStart](#) if you haven't already. Visit the [It Pays to Plug In FAQ](#) for answers to the most frequently asked questions.

**Step 2:** Submit to NJDEP Bureau of Mobile Sources at [DriveGreen@dep.nj.gov](mailto:DriveGreen@dep.nj.gov).

**Step 3:** If the grant application is approved, NJDEP will provide and execute a grant agreement with the applicant.

**Step 4:** Install charging station(s) within 9 months of NJDEP grant execution. **Do not purchase or install equipment before your grant has been executed. Completed projects are not eligible.**



**DRIVE CHANGE**  
DRIVE ELECTRIC

**Step 5:** Complete and submit the [Reimbursement Request Form](#) along with paid invoices to NJDEP Bureau of Mobile Sources at [DriveGreen@dep.nj.gov](mailto:DriveGreen@dep.nj.gov).

**Step 6:** After NJDEP review and approval of provided invoices, grant funds will be disbursed.

[Contact DEP](#) | [Privacy Notice](#) | [Legal Statement & Disclaimers](#) | [Accessibility Statement](#) 

Bureau of Mobile Sources: [Stopthesoot.org](#) | [Contact Us](#)  
 Department: [NJDEP Home](#) | [About DEP](#) | [Index by Topic](#) | [Programs/Units](#) | [DEP Online](#)  
 Statewide: [NJ Home](#) | [Services A to Z](#) | [Departments/Agencies](#) | [FAQs](#)

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Last Updated: August 27, 2018

Resolution (ID # 6047)  
November 19, 2018

**AUTHORIZE GRANT APPLICATION AND ACCEPTANCE - CDBG YEAR 45**

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

1. That the proper City Officials are hereby authorized to execute Year 45 Community Development Block 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 \$ 7,000.00

Facilities/Public Improvements (1)

---

- Summit Housing Authority  
Bathtub Conversions for Accessibility @ 12 Chestnut Avenue \$73,000.00

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 19, 2018

I, Nicole M. Sarna, Deputy 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 19, 2018.

Deputy City Clerk

**COUNTY OF UNION**  
**COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION**  
**FISCAL PROGRAM YEAR 2019 – 2020 (YEAR 45)**

**I - Project Name**

Project Name	Bathtub Conversions for Accessibility – Senior/Disabled Residents		
Project Address	12 Chestnut Avenue	Amount Requested	\$ 73,000
Census Tract(s)	377	Block Group(s)	380
Contact Person	Joseph M. Billy, Jr.	Title	Exec. Director
E-mail Address	jmbillyjr@summitnjha.org		
Phone Number	908-273-6413	Fax Number	908-273-3618

**I – Name of Applicant**

Name of Applicant	Summit Housing Authority	DUNS #	782088900
Applicant Address	512 Springfield Avenue, Summit, N.J. 07901		
Contact Person:	Joseph M. Billy, Jr. – Executive Director		
Email Address:	jmbillyjr@summitnjha.org		
Phone Number	908-273-6413	Fax Number	908-273-3618

**III - Person Preparing Drawdowns**

Contact Person:	Joseph M. Billy, Jr.		
Address:	512 Springfield Avenue, Summit, N.J. 07901		
Email Address:	jmbillyjr@summitnjha.org		
Phone Number	908-273-6413	Fax Number	908-273-3618

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

Contact Person	Joseph M. Billy, Jr. – Executive Director		
Applicant Address	512 Springfield Avenue, Summit, N.J. 07901		
Email Address:	jmbillyjr@summitnjha.org		
Phone Number	908-273-6413	Fax Number	908-273-3618

## V. CDBG Eligibility

<p><b>National Objective</b> <i>Check one</i></p> <table border="1" style="width: 100%;"> <tr><td style="text-align: center; padding: 5px;"><input checked="" type="checkbox"/></td><td style="padding: 5px;">Benefit Low/Mod Income Persons</td></tr> <tr><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td><td style="padding: 5px;">Prevent/Eliminate Slums or Blight</td></tr> <tr><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td><td style="padding: 5px;">Urgent need</td></tr> </table>	<input checked="" type="checkbox"/>	Benefit Low/Mod Income Persons	<input type="checkbox"/>	Prevent/Eliminate Slums or Blight	<input type="checkbox"/>	Urgent need	<p><b>Type of Project</b> <i>Check One</i></p> <table border="1" style="width: 100%;"> <tr><td style="text-align: center; padding: 5px;"><input checked="" type="checkbox"/></td><td style="padding: 5px;">Facility/Public Improvement Complete page 9 + 10</td></tr> <tr><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td><td style="padding: 5px;">Housing Complete page 11 + 12</td></tr> <tr><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td><td style="padding: 5px;">Social Services Complete page 13</td></tr> <tr><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td><td style="padding: 5px;">Administrative &amp; Planning Attach separate description</td></tr> </table> <p><b>**NOTE:</b> All applicants must complete pages 14-17.</p>	<input checked="" type="checkbox"/>	Facility/Public Improvement Complete page 9 + 10	<input type="checkbox"/>	Housing Complete page 11 + 12	<input type="checkbox"/>	Social Services Complete page 13	<input type="checkbox"/>	Administrative & Planning Attach separate description												
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<p><b>Activity Category</b> <i>Check One</i></p> <table border="1" style="width: 100%;"> <tr><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td><td style="padding: 5px;">Acquisition</td></tr> <tr><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td><td style="padding: 5px;">Public Facilities &amp; Improvements</td></tr> <tr><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td><td style="padding: 5px;">Social Services</td></tr> <tr><td style="text-align: center; padding: 5px;"><input checked="" type="checkbox"/></td><td style="padding: 5px;">ADA Improvements</td></tr> <tr><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td><td style="padding: 5px;">Housing Rehabilitation</td></tr> <tr><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td><td style="padding: 5px;">Planning &amp; Administration</td></tr> </table>	<input type="checkbox"/>	Acquisition	<input type="checkbox"/>	Public Facilities & Improvements	<input type="checkbox"/>	Social Services	<input checked="" type="checkbox"/>	ADA Improvements	<input type="checkbox"/>	Housing Rehabilitation	<input type="checkbox"/>	Planning & Administration	<p><b>Certification of Eligibility</b></p> <table border="1" style="width: 100%;"> <tr><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td><td style="padding: 5px;">30 Number of Persons benefiting from the project</td></tr> <tr><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td><td style="padding: 5px;">30 Number of Low/Mod Income Persons Benefitting from Project (per HUD Sections 8 Income Limits)</td></tr> <tr><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td><td style="padding: 5px;">100% Percentage of Low/Mod Income Persons Benefiting from Project (Must be at least 51% of total)</td></tr> </table> <p><b>Data Source</b> <i>Check one</i></p> <table border="1" style="width: 100%;"> <tr><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td><td style="padding: 5px;">Low/ Mod Job Creation</td></tr> <tr><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td><td style="padding: 5px;">Limited Clientele</td></tr> <tr><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td><td style="padding: 5px;">Census Tract</td></tr> <tr><td style="text-align: center; padding: 5px;"><input checked="" type="checkbox"/></td><td style="padding: 5px;">Section 8</td></tr> </table>	<input type="checkbox"/>	30 Number of Persons benefiting from the project	<input type="checkbox"/>	30 Number of Low/Mod Income Persons Benefitting from Project (per HUD Sections 8 Income Limits)	<input type="checkbox"/>	100% Percentage of Low/Mod Income Persons Benefiting from Project (Must be at least 51% of total)	<input type="checkbox"/>	Low/ Mod Job Creation	<input type="checkbox"/>	Limited Clientele	<input type="checkbox"/>	Census Tract	<input checked="" type="checkbox"/>	Section 8
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<input type="checkbox"/>	Limited Clientele																										
<input type="checkbox"/>	Census Tract																										
<input checked="" type="checkbox"/>	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:*

<input checked="" type="checkbox"/>	<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.
<input type="checkbox"/>	<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.
<input type="checkbox"/>	<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:*

<input checked="" type="checkbox"/>	<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.
<input type="checkbox"/>	<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.
<input type="checkbox"/>	<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 44

CD / Year 43

CD / Year 42

## VIII. Certification

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



SIGNED

**SUMMIT HOUSING AUTHORITY**

AGENCY

**NOVEMBER 5, 2018**

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.**

## 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")

Convert Existing Bathtubs in Senior/Disabled Residents Apartment Units to Walk-In Showers for Enhanced Accessibility

**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.

12 Chestnut Avenue, Summit, NJ is a 125 unit five story high-rise low income public housing development for occupancy by senior citizens & permanently disabled residents

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

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

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

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

IF YES, PLEASE EXPLAIN:

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

This project will increase the mobility and accessibility of the senior/disabled population by converting their existing bathtubs in their apartment to walk-in showers.

**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 Housing Authority conducted a survey of residents of its senior/disabled high-rise after numerous requests at community meetings requesting bathtub conversions to walk-in showers for increased mobility and accessibility. We completed converting 30 units in April 2018 with the assistance of a Year 42 CDBG grant. This grant funding will allow us to convert an additional 30 units from our wait list.

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

	YES
<input checked="" 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:

October 2019
December 2019
January 2020
April 2020

**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.**

## Budget Information & Project Funding

Total Cost of Project \$ 156,000

Grant Amount Requested \$ 73,000

Percentage Total 46.8%

Total of Other Funding \$ 83,000

## Other Agencies Applied to for Funds

Name	Amount	Status (Check)
Summit Housing Authority	\$ 83,000	<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
	\$	<input type="checkbox"/> Pending
	\$	<input type="checkbox"/> Approved
	\$	<input type="checkbox"/> Declined

## Proposed Budget

Budget Category	Amount	Description
Project Cost	\$ 146,000	
Project Salary	\$	
Project Fringe	\$	
Architect / Engineer	\$ 10,000	
Consultant	\$	
	\$ 156,000	<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	\$ 73,000	\$ 73,000	\$	\$	\$ 146,000
Project Salary	\$	\$	\$	\$	\$
Project Fringe	\$	\$	\$	\$	\$
Architect / Engineer	\$	\$ 10,000	\$	\$	\$ 10,000
Consultant	\$	\$	\$	\$	\$
Total	\$ 73,000	\$ 83,000	\$	\$	\$ 156,000

# Project Activity Timetable

Government Agency	County of Union
Date (Month and Year)	Fiscal Year 2019 – 2020; September 1, 2019 to August 31, 2020
Project	Bathtub Conversions for Accessibility – Senior/Disabled Residents

Project Activities	First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Plans & Specifications		X										
Bid Due Date				X								
Project Start Date					X							
Project Completion								X				

## 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**

## HOUSING AUTHORITY of the CITY OF SUMMIT 2018 COMMISSIONERS LISTING

<u>COMMISSIONERS:</u>	<u>CONTACT</u>	<u>TERM EXPIRES</u>
R. Coalter Pollock, CHAIR 25 Knob Hill Drive Summit, NJ 07901	908-918-9550 Home 914-672-8297 Cell <a href="mailto:Coalter@donladjpliner.com">Coalter@donladjpliner.com</a> <a href="mailto:RCoalter65@gmail.com">RCoalter65@gmail.com</a>	12/31/20
Nancy Galietti, VICE CHAIR 18 DeBary Place Summit, NJ 07901	908-400-5288 Cell <a href="mailto:nagalietti@gmail.com">nagalietti@gmail.com</a>	12/31/21 (Unexpired Chang)
Daniel Coates, Commissioner 83 Mountain Avenue Summit, NJ 07901	347-489-7085 Cell <a href="mailto:Daniel.rhyne@gmail.com">Daniel.rhyne@gmail.com</a>	12/31/2022
Jeffrey Halverstadt, Commissioner 34 Westend Avenue Summit, NJ 07901	908-217-1345 Cell <a href="mailto:jhalverstadt@tworiverbank.com">jhalverstadt@tworiverbank.com</a>	12/31/19
Peter Kane, Commissioner (DCA) 3 Iris Road Summit, N.J. 07901	609-278-7683 <a href="mailto:pkane@njhmfa.gov">pkane@njhmfa.gov</a> <a href="mailto:pgkane30@comcast.net">pgkane30@comcast.net</a>	12/12/2019
Dennis White, Commissioner 137 Tulip Street Summit, NJ 07901	908-598-1764 Home 212-578-3368 Cell <a href="mailto:adenniswhite@gmail.com">adenniswhite@gmail.com</a>	12/31/18 (Unexpired Poole)
Mary Zimmermann, Commissioner (Mayor) 29 Edgewood Road Summit, NJ 07901	908-277-3589 908-447-3476 Cell <a href="mailto:Zimmary@aol.com">Zimmary@aol.com</a>	12/31/20
Joseph M. Billy Jr., Executive Director 10 West Parkway Clifton, NJ 07014	973-390-2909 Cell 908-273-3618 Fax <a href="mailto:jmbillyjr@summitnjha.org">jmbillyjr@summitnjha.org</a>	
William Katchen, Fee Accountant 596 Anderson Ave., Suite 303 Cliffside park, NJ 07010	201-370-6847 Cell 201-943-4449 Fax 201-943-5099 <a href="mailto:Bill@katchencpa.com">Bill@katchencpa.com</a>	
William R. Connelly, Attorney 61 West Main Street Mendham, NJ 07945	973-543-5301 Office 973-543-5140 Fax <a href="mailto:wconnelly@connellylaw.net">wconnelly@connellylaw.net</a>	
Beth Little, Council Liaison	908-516-0979 Cell <a href="mailto:blittle@cityofsummit.org">blittle@cityofsummit.org</a>	12/31/2018

(JMB 10/11/2018)

## Periodic Estimate for Partial Payment

**U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing**

OMB Approval 13.D.6.a

Submit original and one copy to the Public Housing Agency.  
Complete instructions are on the back of this form.

Public reporting burden for this collection of information is estimated to average 3.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. This information is required under the Paperwork Reduction Act of 1995.

This information is collected under the authority of Section 6(c) of the U.S. Housing Act of 1937 and HUD regulations. HAs are responsible for contract administration and summaries on payments, change orders, and schedule of materials stored for the project. The information will be used to ensure that the total development costs, identified in the ACC, are kept as low as possible and consistent with HUD construction requirements. Responses to the collection are necessary to a benefit. The information requested does not lend itself to confidentiality.

**Name of Public Housing Agency**

## Summit Housing Authority

**Periodic Estimate Number**

8

From (02/22/2018) To (03/21/2018)

---

**Location of Project**

12 Chestnut Ave, Summit, New Jersey

3

---

**Name of Contractor**

## **Geocon Industries Inc.**

Project Number

**Contract Number**

Item Number (1)	Description of Item (2)	Completed to Date (3)
1	Bond and Insurance	\$
2	Submittal	\$4,800.00
3	Mobilization	\$2,500.00
4	Install Shower mock up apartment	\$3,000.00
5	Install Shower Apt no. 511B, 543 E, 434 D, 440E, 400A, 404A, 430D, 333D, 300A, 301A, 302A, 311B, 315B, 343E, 340E 313 B, 314B, 215B, 207A, 211B, 230D, 237D, 231D, 134D 130D, 102A, 104A, 111B, 105A	\$5,200.00
	29 Units @ 4,500.00	\$130,500.00

**Value of Contract Work Completed to Date (Transfer this total to line 5 on back of this page)**

146,000.00

Dankbarkeit - neue PE - 510001.m

**Instructions**

**Headings.** Enter all identifying data required. Periodic estimates must be numbered in sequence beginning with the number 1.

**Columns 1 and 2.** The "Item Number" and "Description of Item" must correspond to the number and descriptive title assigned to each principal division of work in the "Schedule of Amounts for Contract Payments", form HUD-51000.

**Column 3.** Enter the accumulated value of each principal division of work completed as of the closing date of the periodic estimate. Enter the total in the space provided.

**Certifications.** The certification of the contractor includes the analysis of amounts used to determine the net balance due. In the first paragraph, enter the name of the Public Housing Agency, the contractor, and the date of the contract. Enter the calculations used in arriving at the "Balance Due This Payment" on lines 1 through 16.

Enter the contractor's name and signature in the certification following line 16. The latter portion of this certification relating to payment of legal rates of wages, is required by the contract before any payment may be made. However, if the contractor does not choose to certify on behalf of his/her subcontractors to wage payments made by them, he/she may modify the language to cover only himself /herself and attach a list of all subcontractors who employed labor on the site during the period covered by the Periodic Estimate, together with the individual certifications of each.

**Certification of the Contractor or Duly Authorized Representative**

According to the best of my knowledge and belief, I certify that all items and amounts shown on the other side of this form are correct; that all work has been performed and material supplied in full accordance with the items and conditions of the contract between the (name of owner) Summit Housing Authority and (contractor) Geocon Industries Inc.

dated (mm/dd/yyyy) 06/09/2017, and duly authorized deviations, substitutions, alterations, and additions; that the following is a true and correct statement of the Contract Account up to and including the last day of the period covered by this estimate, and that no part of the "Balance Due This Payment" has been received.

## 1. Original Contract Amount

Approved Change Orders: \$ 146,000 -

2. Additions (Total from Col. 3, form HUD-51002) \$ —

3. Deductions (Total from Col. 5, form HUD-51002) \$ —

4. Current Adjusted Contract Amount (line 1 plus or minus net) (net) \$ —

\$ 146,000 -

**Computation of Balance Due this Payment**

5. Value of Original Contract work completed to date (from other side of this form) \$ 146,000 -

**Completed Under Approved Change Orders**

6. Additions (from Col. 4, form HUD-51002) \$ —

7. Deductions (from Col. 5, form HUD-51002) \$ —

8. Total Value of Work in Place (line 5 plus or minus net line 7) (net) \$ —

\$ 146,000 -

9. Less: Retainage, 10 % \$ 14,600 -

\$ 146,000 -

10. Net amount earned to date (line 8 less line 9) \$ 131,400 -

\$ 146,000 -

11. Less: Previously earned (line 10, last Periodic Estimate) \$ 74,700 -

\$ 131,400 -

12. Net amount due, work in place (line 10 less line 11) \$ 56,700 -

\$ 74,700 -

Value of Materials Properly Stored

13. At close of this period (from form HUD-51004) \$ —

14. Less: Allowed last period \$ —

15. Increase (decrease) from amount allowed last period \$ —

16. Balance Due This Payment \$ 56,700 -

I further certify that all just and lawful bills against the undersigned and his/her subcontractors for labor, material, and equipment employed in the performance of this contract have been paid in full in accordance with the terms and conditions of this contract, and that the undersigned and his/her subcontractors have complied with, or that there is an honest dispute with respect to, the labor provisions of this contract.

Name of Contractor

Geocon Industries Inc.

Signature of Authorized Representative

Pijnen Sr

Title President

Date (mm/dd/yyyy)

03/23/2018

**Certificate of Authorized Project Representative and of Contracting Officer**

Each of us certifies that he/she has checked and verified this Periodic Estimate No. 3; that to the best of his/her knowledge and belief it is a true statement of the value of work performed and material supplied by the contractor; that all work and material included in this estimate has been inspected by him/her or by his/her authorized assistants; and that such work has been performed or supplied in full accordance with the drawings and specifications, the terms and conditions of the contract, and duly authorized deviations, substitutions, alterations, and additions, all of which have been duly approved. We, therefore, approve as the "Balance Due this Payment" the amount of \$ 56,700 -.

Authorized Project Representative

Kirchner F. F. Inc.

Date (mm/dd/yyyy)

3/29/2018

Contracting Officer

J. M. K.

Date (mm/dd/yyyy)

4/19/18

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

# Schedule of Amounts for Contract Payments

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 13.D.6.a  
(Exp. 12/31/2011)

No progress payments shall be made to the contractor unless a schedule of amounts for contract payments in accordance with the construction contract is received.

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Construction practices and HUD administrative requirements establish the need that HAs maintain certain records or submit certain documents in conjunction with the oversight of the award of construction contracts for the construction of new low-income housing developments or modernization of existing developments. These forms are used by HAs to provide information on the construction progress schedule and schedule of amounts for contract payment. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

Project Name and Location	Project Number
<b>Replacement of bathtubs with barrier free showers, Vito A Gallo Building Summit Housing Authority, Summit, NJ</b>	

Name, Address, and Zip Code of Contractor

**GEOCON INDUSTRIES INC., 137 S. Broadway, South Amboy, NJ 08879**

Nature of Contract	Contract Number
<b>Replacement of bathtubs with barrier free showers</b>	
Approved for Contractor by	Date (mm/dd/yyyy)
<i>Pitresca</i>	<b>10/26/2017</b>

Approved for Architect by	Title	Date (mm/dd/yyyy)
<i>James A. Flavin Jr.</i>	<b>Project coordinator</b>	<b>10/26/2017</b>

Approved for Owner by	Title	Date (mm/dd/yyyy)

Item No. (1)	Description of Item (2)	Quantity (3)	Unit of Measure (4)	Unit Price in Place (5)	Amount of Sub-Item (6)	Amount of Principal Item (7)
1	<b>Bond and Insurance</b>	(1)	LS	4,800.00	4,800.00	4,800.00
2	<b>Submittal</b>	(1)	LS	2,500.00	2,500.00	2,500.00
3	<b>Mobilization</b>	(1)	LS	3,000.00	3,000.00	3,000.00
4	<b>Install shower at mock up apartment</b>	(1)	LS	5,200.00	5,200.00	5,200.00
5	<b>Install shower</b>	(29)	LS	4,500.00	130,500.00	130,500.00

Total Amount of Contract or Carried Forward	\$ 146,000.00
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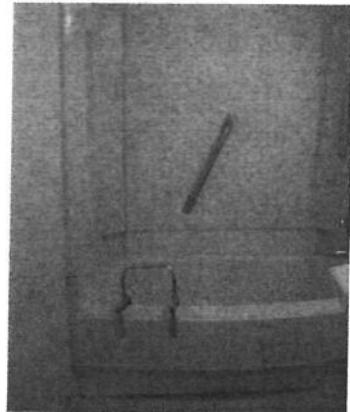
To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)
--

Signature of authorized representative	Date signed (mm/dd/yyyy)
--	--------------------------

SUMMIT HOUSING AUTHORITY

# DESIGN DEVELOPMENT REPORT

SHOWER/BATH CONVERSION  
AT  
NJ 017-3, VITO A GALLO BUILDING



FINAL REPORT  
FEBRUARY 2017

PREPARED BY



APARRI ENGINEERING, LLC

*Commitment to Quality*

131 MAIN STREET, SUITE 180  
HACKENSACK, NEW JERSEY 07601

# DESIGN DEVELOPMENT REPORT

SHOWER/BATH CONVERSION  
AT  
NJ 017-3, VITO A GALLO BUILDING

**SUMMIT HOUSING AUTHORITY**

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- A. General
- B. Scope of Services

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- B. Site Visit: December 30, 2016

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- A. Design Requirements
- B. Manufacturers

### IV. PHOTOGRAPHS

### V. APPENDIX

- A. Product Data Sheets

## I. INTRODUCTION

### A. General

The Summit Housing Authority requested Aparri Engineering LLC to prepare contract documents for the replacement of the existing tub/shower units and associated plumbing at the NJ017-3, Vito A. Gallo Building. Replacements will be needed in a total of 30 apartments. The specific apartment numbers will be provided by the Authority at a later date. AELLC will provide a procedure in the bid breakdown by which the Authority can add or remove units as necessary.

### A. Scope of Services

The Scope of Services includes the following:

Perform all basic services described in the “Model Form of Agreement between Owner and Design Professional”, (Form HUD-52915) including, but not limited to, the following for each project:

1. Site investigation;
2. Prepare design and engineering plans and specifications;
3. Provide a detailed cost estimate of construction work;
4. Attend pre-bid meeting and provide clarifications to bidders, as needed;
5. Assist in the evaluation of bids, including the review of the qualifications of all contractors and subcontractors, and making a recommendation for award;
6. Attend a pre-construction meeting;
7. Conduct construction inspections;
8. Review all technical and administrative submittals made by contractor(s), including but not limited to: shop drawings, product data, inspection reports and certifications, work schedules, maintenance and operating instructions, guarantees and bonds;
9. Approve contractor periodic requests for payments;
10. Prepare/review change orders as needed;
11. Prepare a punch list of incomplete or defective work and perform final inspection to close out the project;
12. Certify, prior to the final acceptance and payment for work, that the work complies in all respects to the contract plans and specifications;

\*\*\*\*\*

## II. INVESTIGATIONS

### A. General

This section presents investigations performed to develop this Design Development Report. The investigations were conducted to survey existing conditions to determine a new replacement system.

### B. Site Visit: December 30, 2016

On December 30, 2016, Ms. Grant and Mr. Canlas from AELLC visited Apartment 301A in the Vito A. Gallo Building to survey the existing conditions of a typical bathroom.

Existing components were observed as follows:

1. The bathroom measures 5'-3" x 7'- 10-1/2" with an 8'- 0" ceiling height.
2. The bathroom is comprised of a toilet, sink, and a fiberglass tub/shower unit.
3. The bathroom has a 2" x 2" ceramic tile floor and 4" x 4" wall base.
4. Existing items to remain are:
  - a) Toilet and toilet paper holder
  - b) Towel bar above toilet and on wall opposite toilet
  - c) Grab bar above toilet paper holder
  - d) Sink and all associated plumbing
  - e) Recessed cubby above sink
  - f) Mirror above sink
  - g) Light fixture above mirror
  - h) Recessed wall mounted heater across from toilet
  - i) Exhaust fan in tub/shower area
5. Existing items to be removed:
  - a) Fiberglass tub/shower unit and (2) grab bars
  - b) Tub and shower faucets, accessories and trim

### C. Site Visit: February 16, 2017

1. On February 16, 2017, Mr. Rashan Womack, Maintenance Supervisor for the Authority, showed Ms. Wajda and Ms. Grant from AELLC Apartment 106A in the Vito A. Gallo Building to survey the existing conditions of another typical bathroom. Observations were as follows:
  - a. The wall with shower fixtures was on the opposite side of the tub area from the plumbing chase wall in the bathroom. Mr. Womack told AELLC that some tubs in the building were ordered with drains on the incorrect side. To get around that, a plumbing line was run from the chase wall under the tub and up the opposite wall. (See photo 1 and 2). AELLC will note in the contract documents that the Contractor will be responsible to determine the correct drain location for each unit.

2. Ms. Wajda and Ms. Grant also visited Apartment 422C to observe a shower/tub conversion that was designed by AELLC using Best Bath Systems, Inc. and installed in 2002. AELLC spoke with the tenant, Sue, who said she is pleased with the shower and there have been no issues with it.

\*\*\*\*\*

### III. BASIS FOR DESIGN

#### A. Design Requirements

1. Replacement of the existing tub/shower unit with a barrier free sectional shower and provision of the shower faucet and valve, drain, and grab bars. It also includes the provision of a semi-permanent threshold, a water stopper, a hand-held shower and slide bar, fold down seat, shower curtain rod and shower curtain.
2. The existing exhaust fan in the shower location is to remain. The toilet, sink, mirror, lighting and all other fixtures and bath accessories outside the shower area are to remain.
3. The existing ceramic tile floor is to remain.
4. The selection of materials, colors and design of the shower unit will be made by the Authority. AELLC will provide samples and data sheets.

#### B. Manufacturer on New Shower System

##### 1. Best Bath Systems, Inc.

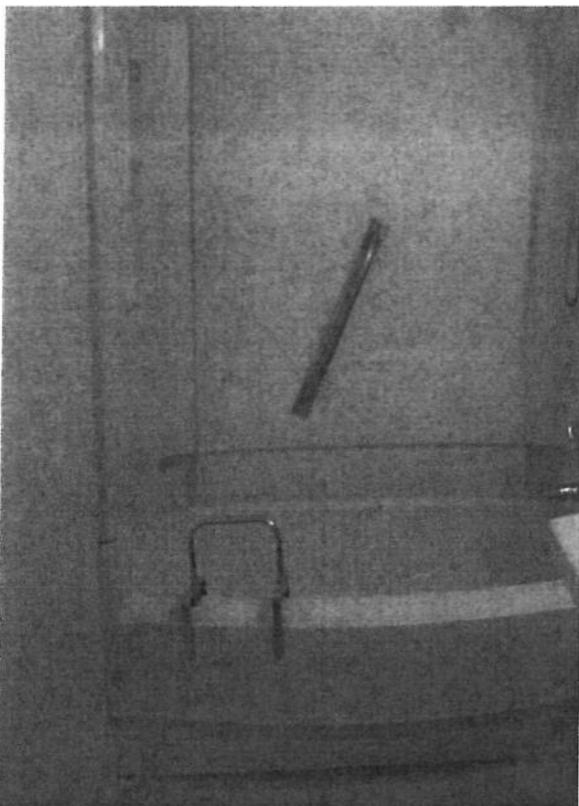
723 Garber Street  
Caldwell, Idaho 83605  
800-727-9907

Recommended bath replacement components are as follows:

- a. 5-piece subway tile barrier free shower system with 1" beveled threshold and end drain.  
Material: constructed of gelcoat/fiberglass with full integral plywood backing.
- b. Valve system kit with Symmons valve, 30" stainless steel grab/glide bar, hand shower, slider and 60" hose
- c. 24" stainless steel grab bar
- d. 42" stainless steel grab bar
- e. 22"x16" phenolic one-piece rectangular seat with stainless steel swing down legs and adjustable rubber feet
- f. Oatey drain
- g. Gel coat fiberglass semi-permanent threshold
- h. 5 foot gray water stopper kit with both large and small radius end caps
- i. Curtain rod kit which includes curtain rod and brackets
- j. 66"x74" heavy duty white vinyl shower curtain kit with rings
- k. Warranty for Best Bath is 30 years

\*\*\*\*\*

#### IV. PHOTOGRAPHS



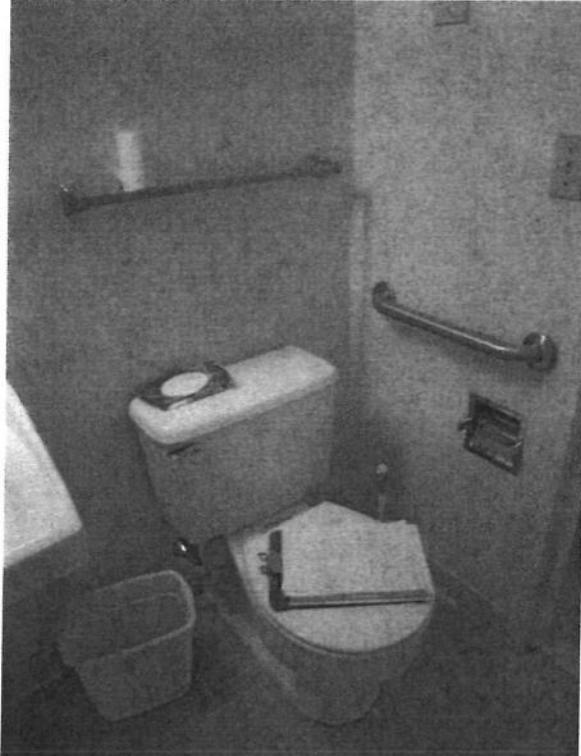
**PHOTO 1:** Fiberglass tub/shower – Apt. 301A



**PHOTO 2:** Tub faucet – Apt. 301A

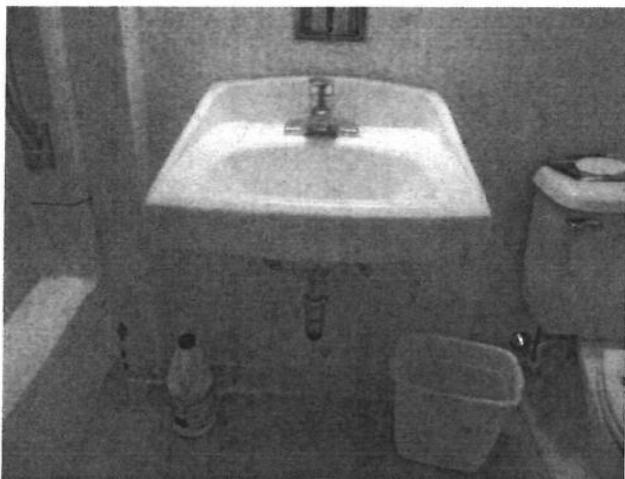


**PHOTO 3:** Fixed position hand held shower  
Apt. 301A



**PHOTO 4:** Existing Toilet – Apt. 301A

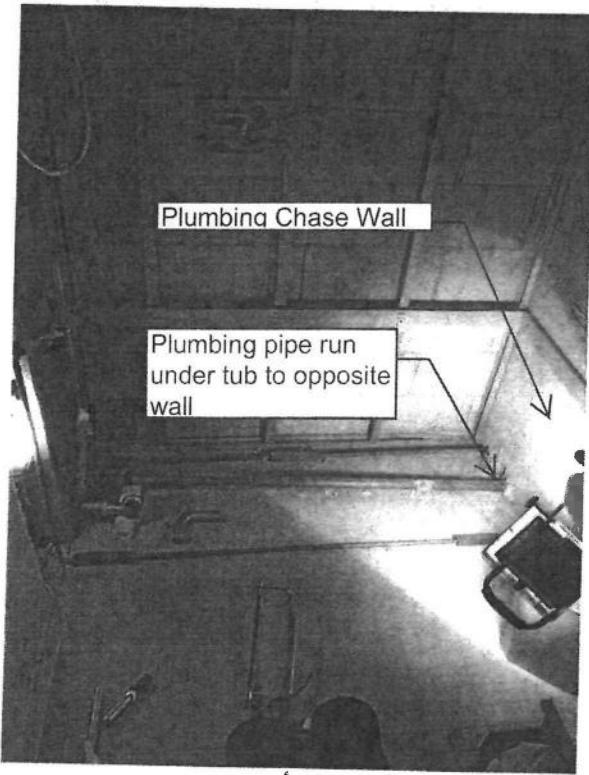
## IV. PHOTOGRAPHS



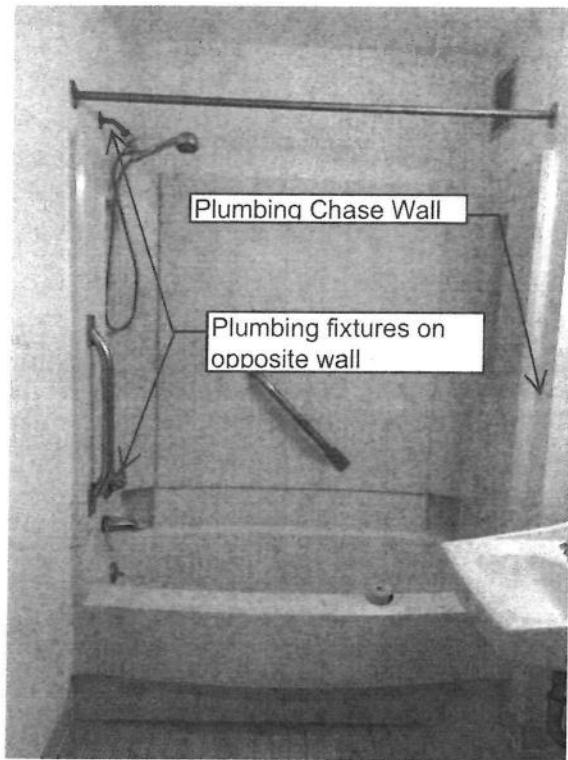
**PHOTO 5:** Existing Sink Apt. 301A



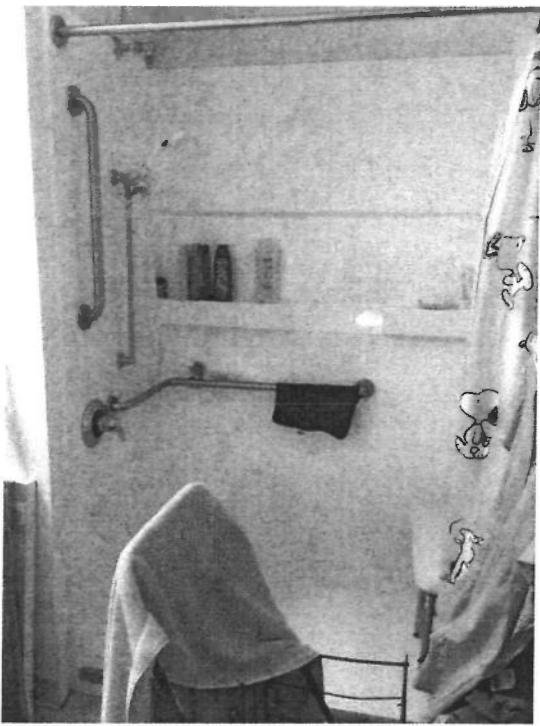
**PHOTO 6:** Existing 2x2 Floor Tile - Apt. 301A



**PHOTO 7:** Plumbing pipe run under tub



**PHOTO 8:** Fiberglass tub/shower – Apt. 106A

**IV. PHOTOGRAPHS**

**PHOTO 9:** Best Bath shower installed in  
Apt. 422C in 2002

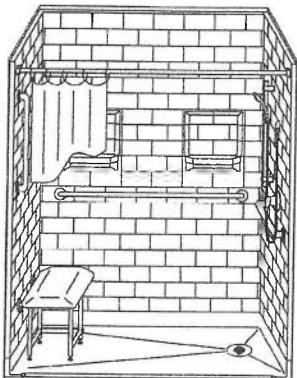
## V. APPENDIX – DATA SHEETS

# MODEL: 5LBS6030E75B\*

ALL ACCESSORIES OPTIONAL

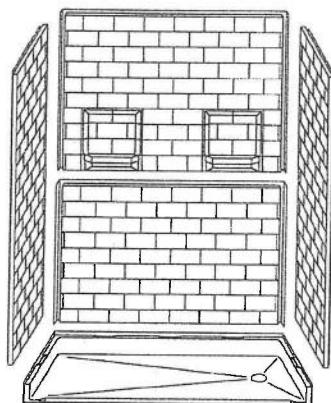
**BARRIER  
FREE**

13.D.6.a

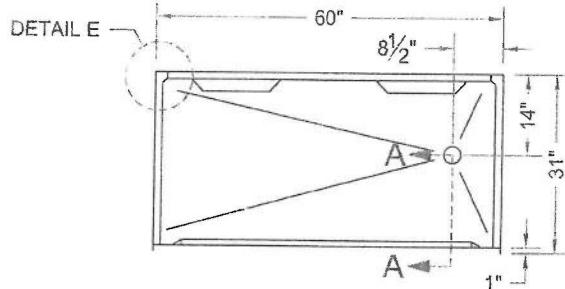


PERSPECTIVE VIEW - N.T.S.  
MODEL SHOWN HERE AS:

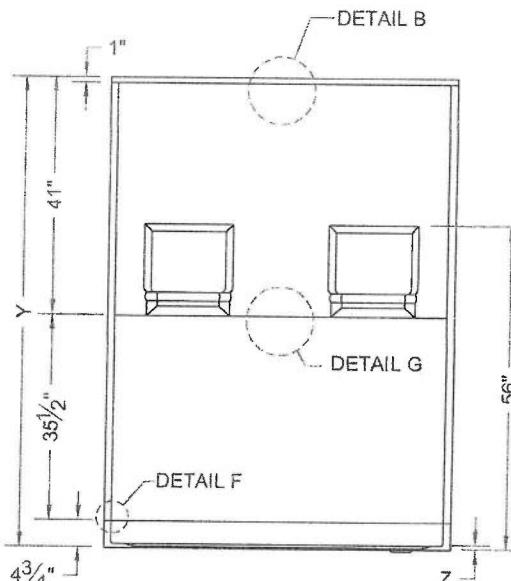
RIGHT PLUMBING  
LEFT SEAT  
RIGHT DRAIN



ASSEMBLY VIEW - N.T.S.



TOP VIEW - SCALE  $\frac{3}{8}$ " = 1'-0"



FRONT ELEVATION - SCALE:  $\frac{3}{8}$ " = 1'-0"

**SEE  
OVER**

## Features:

- Molded, 5 piece gelcoat/fiberglass barrier free shower module
- Available in various threshold heights
- "Subway Tile", 4" x 8" simulated tile wall finish, white (standard)
- Integral full wood backing for strength and unlimited accessory placement
- On all threshold heights 1-1/2" or taller, no mud set is required
- On all threshold heights 1-1/4" or shorter, no mud set is required and an anchoring adhesive kit is supplied

MODEL #	UNIT HEIGHT	THRESHOLD HEIGHT
5LBS6030E75B	81-1/4"	3/4" MIN.
5LBS6030E2B	82-1/2"	2" MAX.

\* - SEE BACK FOR DETAIL SECTIONS

## PRODUCT SPECIFICATIONS:

- Multi piece shower module shall be constructed of gelcoat/fiberglass with full integral plywood backing
- Rough-In: Stud opening +1/4" -0" Nominal Dimensions.

C.S.I. FORMAT SPECIFICATION TEXT AVAILABLE

## PRODUCT INFORMATION:

- Accessories: Polished chrome/satin stainless standard, others available.
- Colors: White as standard, others to match any major fixture manufacturer, also available with sprayable solid surface in many colors
- Custom curb heights, other than shown, are available (between min. and max.)

## ACCESSORIES:

### INSTALLED BY OTHERS:

- Grab bar
- Seat, folding
- Mixing valve, pressure balanced, lever handle, preplumbed tree to supply elbow
- Soap dish
- Curtain and rod
- T-Shaped Rubber WaterStopper Kit
- Semi-permanent Threshold Adaptor
- Caulkless drain

## CODES:

Designed and manufactured in compliance with the following standards and codes:

- A.N.S.I. Z124.2 Standards for Plastic Showers
- I.P.C. International Plumbing Code
- U.P.C. Uniform Plumbing Code

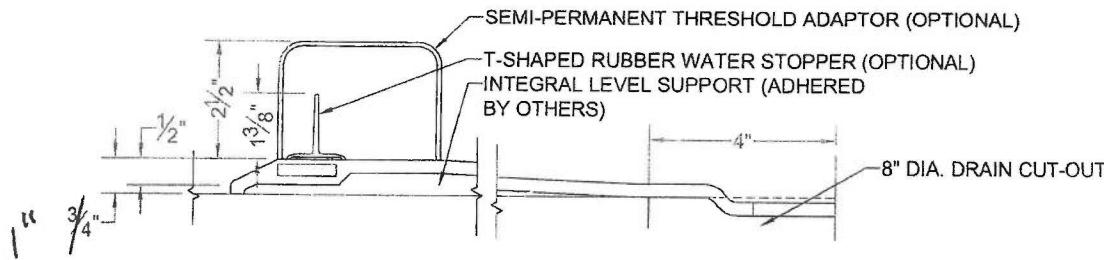
## NOTICE OF LIMITATION:

- Adhere to floor as required



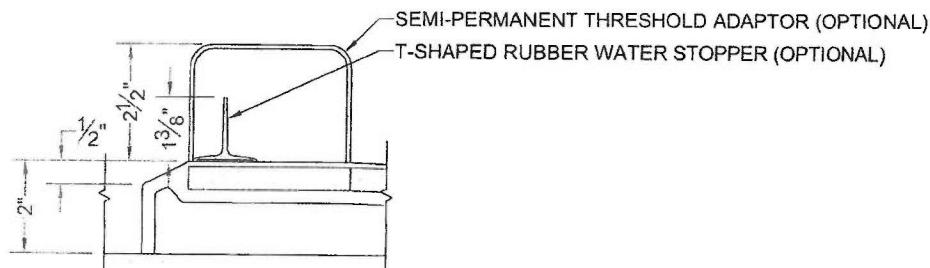
*We reserve the right to make revisions without notice in the design of fixtures or in packaging unless this right has specifically been waived at the time the order is accepted.*

page 1 of 2



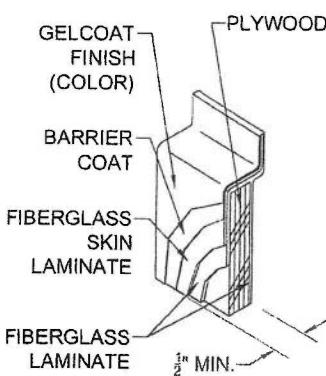
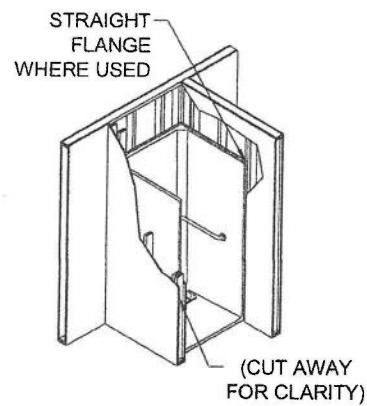
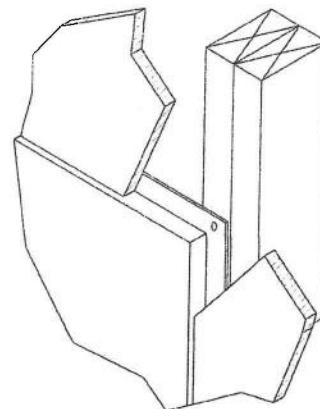
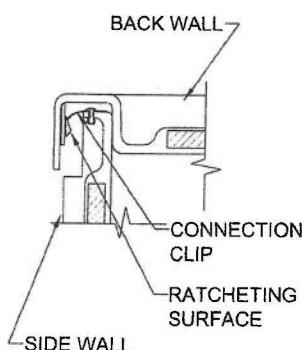
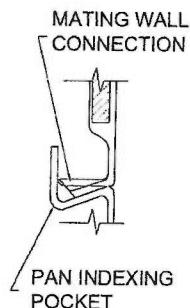
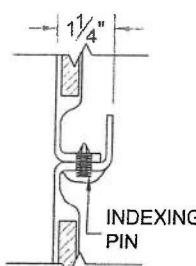
SECTION A-A - SCALE: 3" = 1'-0"

5LBS6030E2B



SECTION A-A - SCALE: 3" = 1'-0"

## \*\*OTHER THRESHOLD HEIGHTS AVAILABLE UPON REQUEST\*\*

DETAIL B - SCALE: 3" = 1'-0"  
WALL SECTION DETAILDETAIL C - SCALE: NTS  
TYPICAL FRAMINGDETAIL D - SCALE: NTS  
TYPICAL DRYWALLDETAIL E - SCALE: 3" = 1'-0"  
WALL JOINT DETAILDETAIL F - SCALE: 3" = 1'-0"  
PAN JOINT DETAILDETAIL G - SCALE: 3" = 1'-0"  
BACK WALL JOINT DETAIL



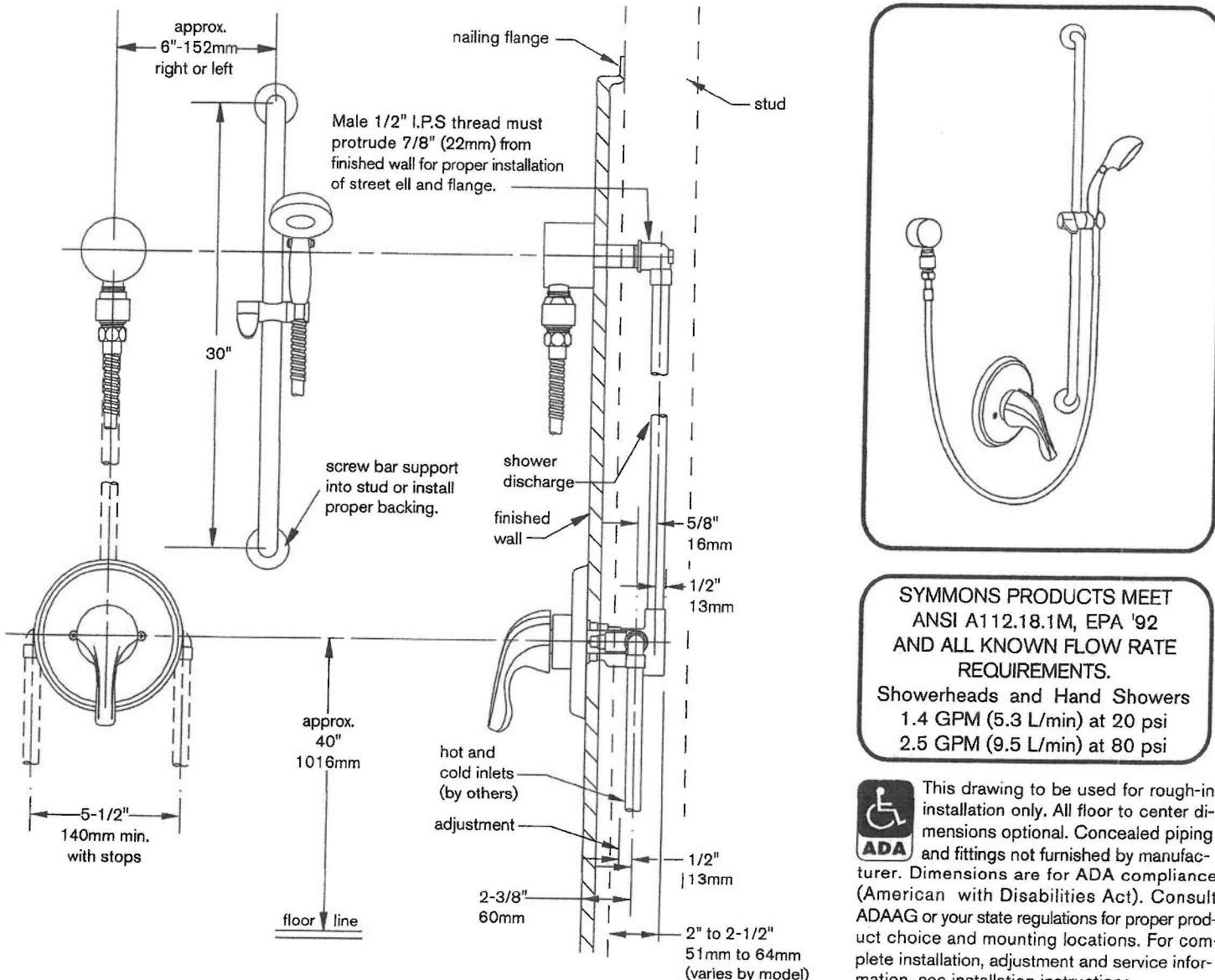
## Specifications

# Shower Valve Package with 30" Grab Bar/Glide Bar

Valve and hand shower assembly with 30" grab bar/glide bar. Includes Symmons pressure-balancing mixing valve 9600-PLR-X with service stops and adjustable stop screw to limit handle turn, 30" x 1-1/4" stainless steel grab/glide bar with slider, standard hand shower with non-positive shut-off, supply elbow, vacuum breaker, and 60" flex hose.

**Package Description:**

	Part Number:
<input type="checkbox"/> Symmons 9600-PLR-X 4-Port Valve, Stainless Steel 30" x 1-1/4" Grab/Glide Bar and Chrome Hand Shower	KGB30QSS9600
<input type="checkbox"/> Symmons 9600-PLR-X 4-Port Valve, Stainless Steel 30" x 1-1/4" Grab/Glide Bar and Chrome Hand Shower (70" hose to replace 60" hose)	KGB30QSS9600-70
<input type="checkbox"/> Symmons 9600-PLR-X 4-Port Valve, Stainless Steel 30" x 1-1/2" Grab/Glide Bar and Chrome Hand Shower	KGB30HSS9600
<input type="checkbox"/> Symmons 9600-PLR-X 4-Port Valve, Polished Chrome 30" x 1-1/4" Grab/Glide Bar and Hand Shower	KGB30QPC9600
<input type="checkbox"/> Symmons 9600-PLR-X 4-Port Valve, Polished Chrome 30" x 1-1/4" Grab/Glide Bar and Hand Shower (70" hose to replace 60" hose)	KGB30QPC9600-70
<input type="checkbox"/> Symmons 9600-PLR-X 4-Port Valve, Polished Chrome 30" x 1-1/2" Grab/Glide Bar and Hand Shower	KGB30HPC9600
<input type="checkbox"/> Symmons 9600-PLR-X 4-Port Valve, Powder Coated White 30" x 1-1/4" Grab/Glide Bar and Chrome Hand Shower	KGB30QSSW9600
<input type="checkbox"/> Symmons 9600-PLR-X 4-Port Valve, Powder Coated White 30" x 1-1/4" Grab/Glide Bar and Chrome Hand Shower (70" hose to replace 60" hose)	KGB30QSSW9600-70
<input type="checkbox"/> Symmons 9600-PLR-X 4-Port Valve, Powder Coated White 30" x 1-1/2" Grab/Glide Bar and Chrome Hand Shower	KGB30HSSW9600



Location:

# SYMMONS® Origins™

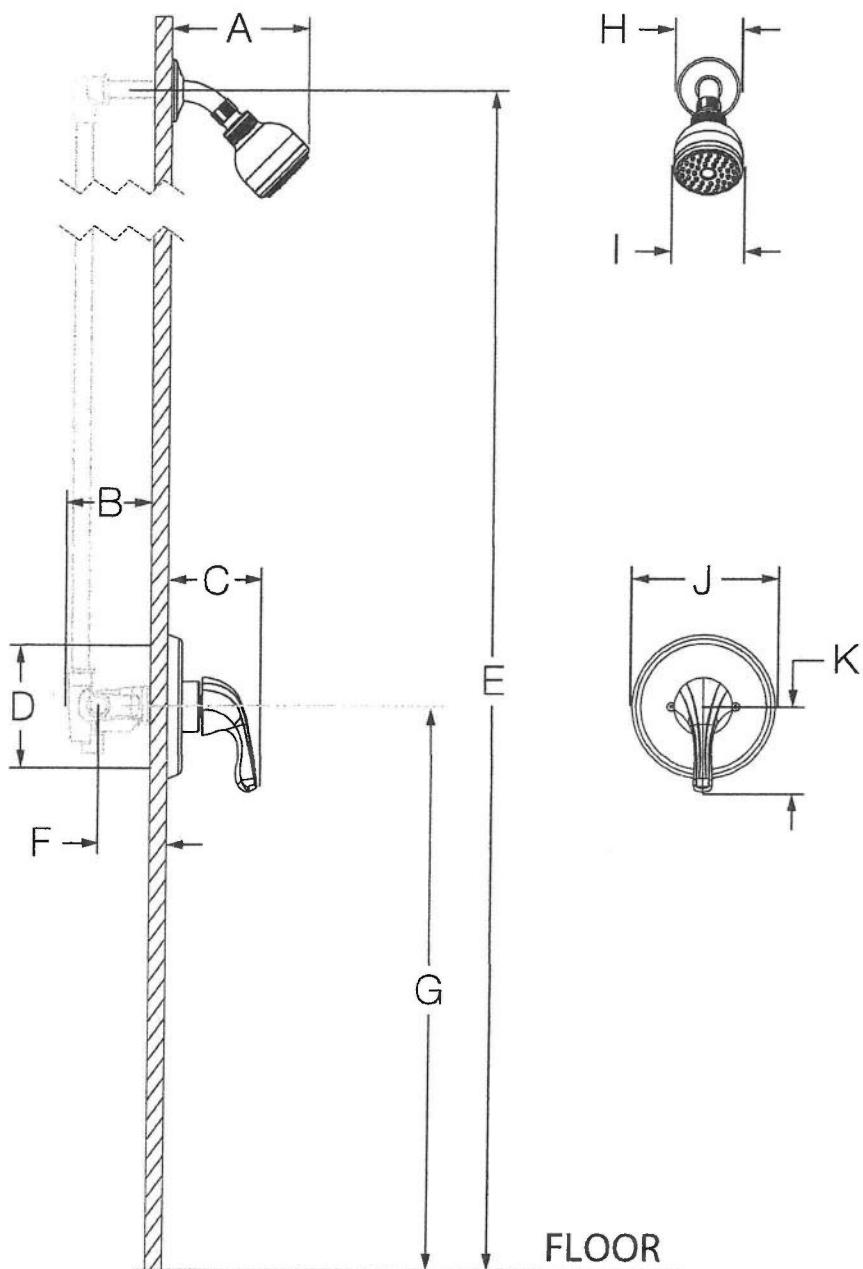
## 9601-PLR Shower System Specification Submittal



Model Numbers	Specification
<input type="checkbox"/> <b>9601-PLR</b> <i>Origins Shower System</i>	Shower system powered by the Temptrol® Pressure Balancing valve. Features 1 mode showerhead with easy to clean rubber nozzles and standard 2.5 gpm (9.5 L/min) flow restrictor. Components made from metal and nonmetallic materials plated in standard polished chrome finish.
Modifications	Compliance
<input type="checkbox"/> <b>-1.5</b> <i>1.5 gpm (5.7 L/min) flow restrictor</i> <input type="checkbox"/> <b>-2.0</b> <i>2.0 gpm (7.6 L/min) flow restrictor</i> <input type="checkbox"/> <b>-231</b> <i>Super showerhead in place of Clear-Flo</i> <input type="checkbox"/> <b>-295</b> <i>Institutional showerhead in place of Clear-Flo</i> <input type="checkbox"/> <b>-X</b> <i>Integral service stops</i> <input type="checkbox"/> <b>-CHKS</b> <i>Integral check stops</i> <input type="checkbox"/> <b>-IPS</b> <i>1/2" female IPS connections</i> <input type="checkbox"/> <b>-REV</b> <i>Reverse coring for back to back installations</i> <input type="checkbox"/> <b>-LP</b> <i>Loop handle</i> <input type="checkbox"/> <b>-B</b> <i>Chrome brass escutcheon</i> <input type="checkbox"/> <b>-D</b> <i>Chrome brass dome cover</i> <input type="checkbox"/> <b>-VP</b> <i>Vandal proof escutcheon screws</i> <input type="checkbox"/> <b>-OP</b> <i>13" oval plate</i> <input type="checkbox"/> <b>-L/HD</b> <i>Less showerhead</i> <input type="checkbox"/> <b>-TRM</b> <i>Trim only, valve not included</i> <input type="checkbox"/> <b>-STN</b> <i>Satin Nickel finish</i>	  <b>ASME A112.18.1/CSA B125.1</b> <b>-WaterSense 1.5 gpm (5.7 L/min)</b> <b>2.0 gpm (7.6 L/min)</b> (Compliance pending)
	Warranty
	<b>Limited Lifetime</b> - to the original end purchaser in consumer/residential installations. <b>5 Years</b> - for industrial/commercial installations. Refer to <a href="http://www.symmons.com/warranty">www.symmons.com/warranty</a> for complete warranty information.

**Note:** Append appropriate -suffix to model number.

## Dimensions



Measurements	
A	6 3/8", 162 mm
B	3 1/2", 89 mm
C	3 5/8", 92 mm
D	Shower Valve Hole Size Min. Ø 3", 76 mm Max. Ø 4", 102 mm
E	Ref. 77", 1956 mm
F	Rough-in $2\frac{3}{8}'' \pm \frac{1}{2}''$ , 60 mm $\pm$ 13 mm
G	Ref. 42", 1067 mm
H	$\varnothing 2\frac{1}{2}''$ , 64 mm
I	$\varnothing 2\frac{3}{4}''$ , 70 mm
J	$\varnothing 5\frac{3}{4}''$ , 146 mm
K	3 3/8", 86 mm

## Notes:

- 1) All dimensions measured from nominal rough-in (see F as reference).
- 2) Dimensions subject to change without notice.



## Specifications

## Semi-Permanent FRP Threshold Adaptor - TAS

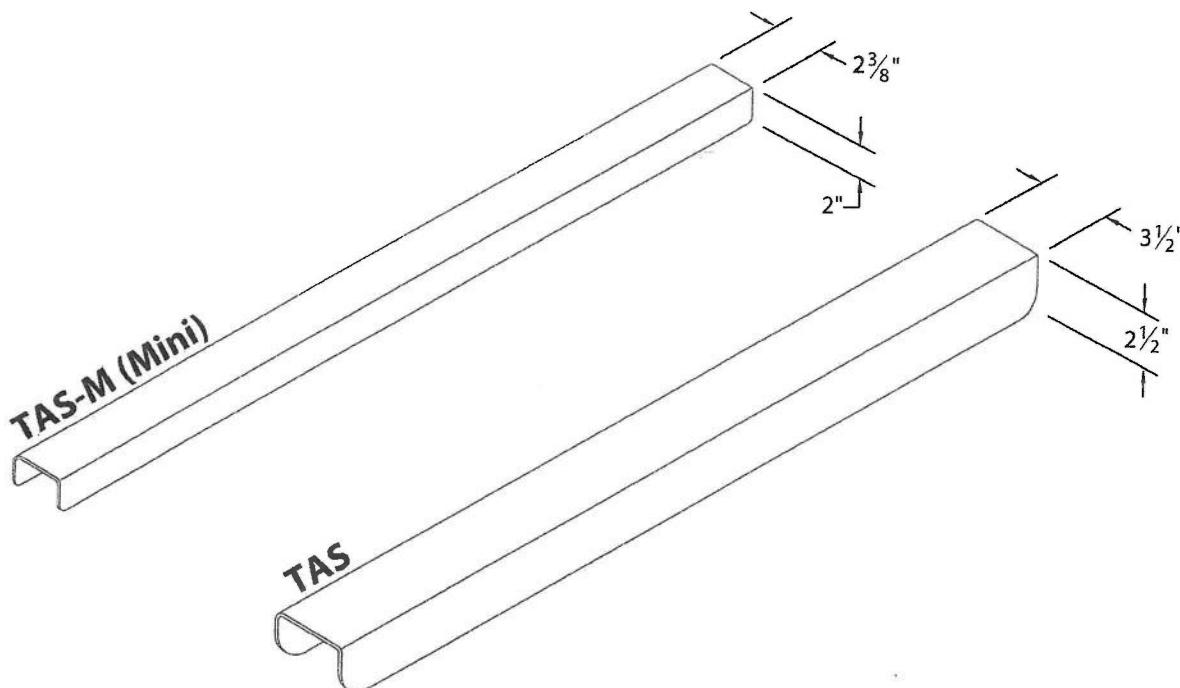
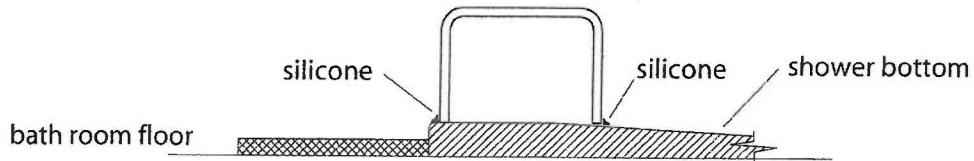
## "The solution to wet floors"

**Material:** Gelcoat fiberglass, 3/16-1/4" thick.

**Finish:** Color: color-matching gelcoat, White standard. Special colors available.

**Dimensions:** Made to fit on any ADA or Barrier Free model offered by Best Bath Systems.

Blanks available for other brands, but color-match may vary between manufacturers.



Trimmed to fit for Best Bath Systems showers  
(to be field trimmed by installer for other brands)

## TOOLS/SUPPLIES NEEDED

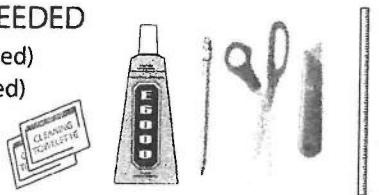
(2) Alcohol Wipes (included)

E-6000 Adhesive (included)

Pencil

Scissors or Razor Knife

Straight Edge



# WATERSTOPPER

## INSTALLATION INSTRUCTIONS

Make sure the surface is clean and dry.

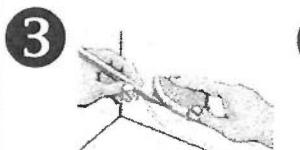
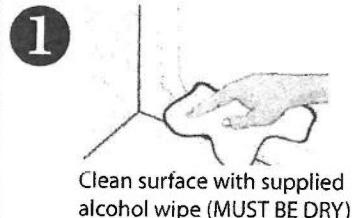
**NOTE:** Adhesion may be poor on surfaces (tile) treated with silicone based sealers. Test by peeling back about 1" of liner, press adhesive area to surface it will be installed on and leave overnight. Test adhesion by pushing sideways as shown.



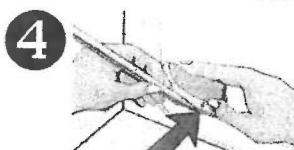
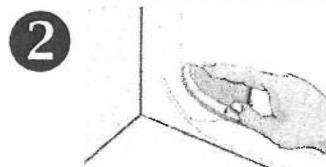
Apply some silicone in grout gap first as needed.

If adhesion is satisfactory, pull straight up and proceed with the installation.

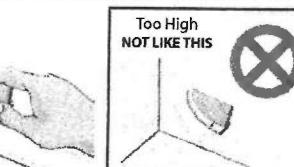
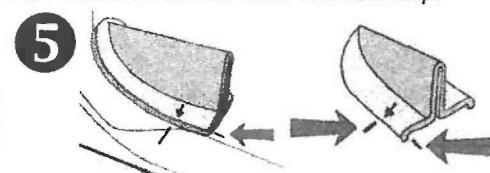
If not, surface preparation auto body wax and grease remover will be necessary.



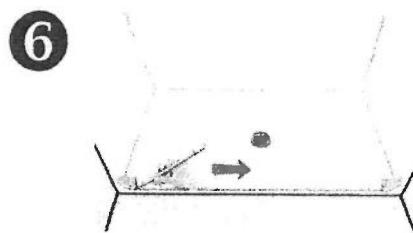
Draw the outline of the endcap on shower.



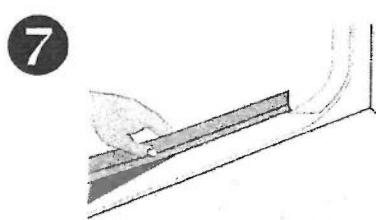
Mark on the floor at the embossed arrow.

Without removing adhesive liner, place endcap LEVEL at the curb edge and inside the shower front.  
Note the distance from the front of the shower for second endcap.

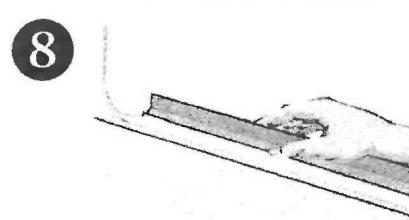
Mark on the floor at the edge of the underside indent at the open end of the endcap.

**Repeat steps 2 through 5 with the second endcap at the other side of the shower**

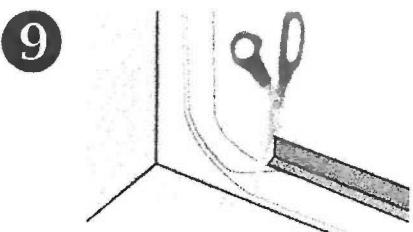
Draw a line with a straight edge that connects the two marks from step 6.



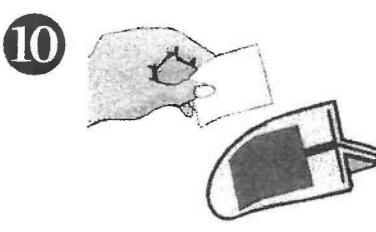
Peel off about 4 inches of the adhesive backing and stick the corner at the two intersecting marks.



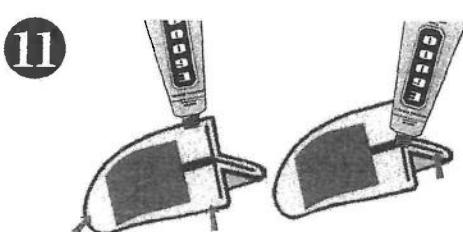
Using the line as your guide, continue to peel the liner as you gently stretch the material and stick the WaterStopper along the line.



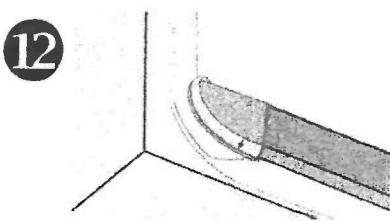
When you reach the arrow mark at the other end, cut off any excess material and firmly press the end to the floor.

**Move along the length pressing firmly down on both sides of the WaterStopper.**

Peel the liner off the self-adhesive tape on the endcaps.

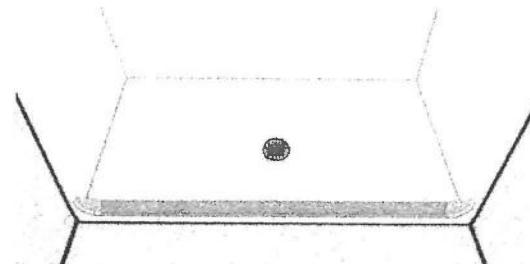


Apply E-6000 adhesive on the edge around the bottom and inside the front slot.



Stick the endcaps inside the the drawn outline. Make sure the upright rubber is slotted properly in the endcap.

Wipe off any excess E-6000 adhesive and pencil marks with the other alcohol wipe

The WaterStopper will be ready for use after four hours.  
The WaterStopper used with a heavy duty, weighted curtain offers the best water retention system available.

**Best Bath**  
SYSTEMS  
[www.best-bath.com](http://www.best-bath.com)



4545 Enterprise Street Boise, ID 83705  
ph.: 800-727-9907 fax: 800-627-0929 www.best-bath.com

## Specifications

### Rubber WaterStopper Kit

TWS

### "THE SOLUTION TO WET FLOORS"

#### - Material:

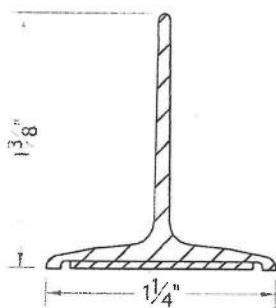
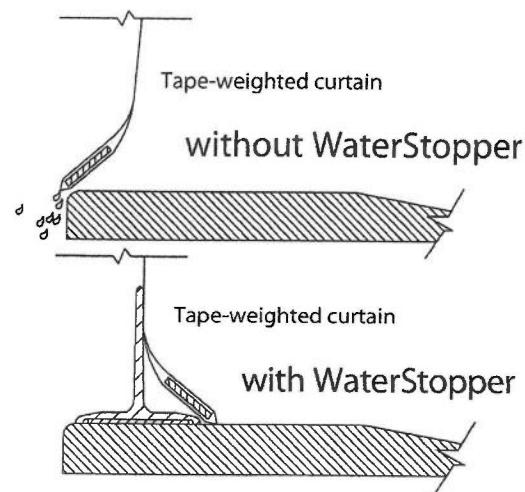
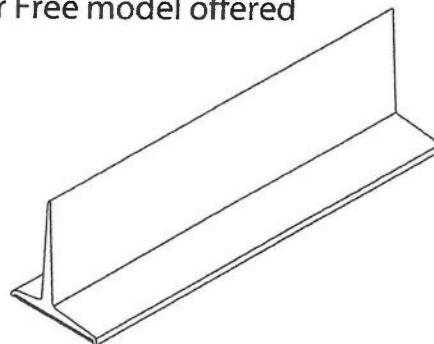
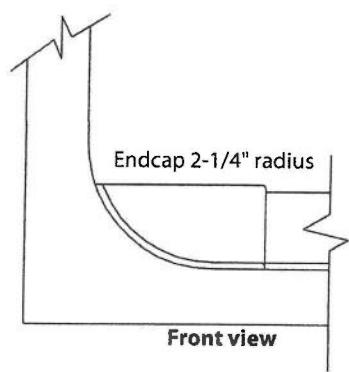
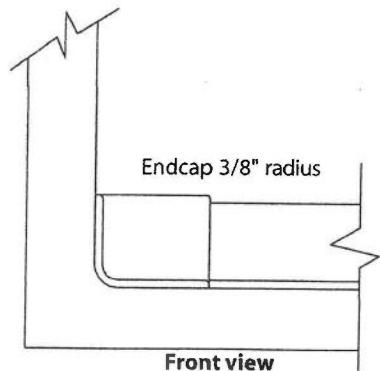
T-shaped Strip: Grey or Beige EPDM Rubber, 50 Durometer

Endcaps: injection molded Vyram rubber, matching color

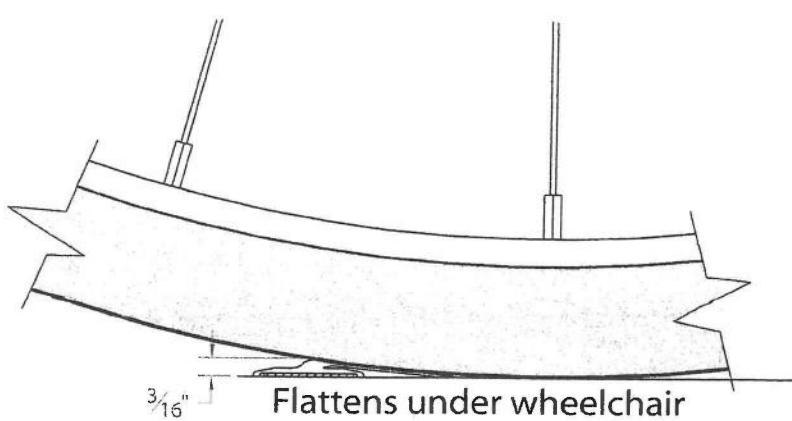
#### - Dimensions: Will fit on any Access ADA or Barrier Free model offered

#### - Available for other Brands

#### - Installation: Self-Adhesive



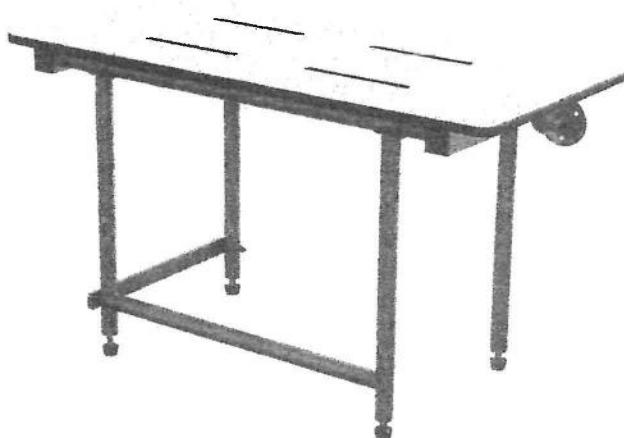
**Cross Section**  
**Scale 1:1**





## Specifications

### Rectangular Shower Seats Folding, Phenolic or Padded



PHENOLIC W/ LEGS



PADDED W/ LEGS

#### Specifications :

Seats meet Fed Spec. WW-P-541/8b, Amendment 1.16 April, 1990, ANSI A117.1 and ADA 2010. When properly installed, exceeds all applicable federal load specifications. Folding seat with swing down legs has adjustable rubber feet and friction in the fasteners of the S.S. cross member holds seat in upright position. Folding seat without swing down legs has a wall mounted bracket to guide "U" shaped yoke and is automatically held in upright position by a positive stop friction spring.

#### Load Capacity:

When properly installed, a wall mounted seat has a load capacity of 250 lbs.

When properly installed, a fold down seat with legs has a load capacity of 900 lbs.

#### Dimensions Available:

22" x 15"

28" x 15"

32" x 15"

(18" high)

#### Construction:

Frame: Type 304 (18-8) S.S. tubing, 1-1/4" (32mm) x 18 ga. (1.2mm) square main frame with 1" (25mm) x 18 ga. (1.2mm) round cross members.

Wall flanges: Type 304 (18-8) S.S. 10 ga. (3.4 mm) x 3" (76mm) diameter, heliarc welded to 1" (25mm) supports, and to 1-1/4" (32mm) round x 12 ga. (2.7mm) frame hinge couplings. Three mounting holes per flange.

Seat Surface: Seat surfaces are attached with stainless steel screws.

Phenolic, solid white 1/2" (13mm) thick with rounded edges.

Padded, 2" (51mm) white naugahyde encapsulating marine plywood and foam padding.

#### Installation:

All shower seats must only be installed using sufficient in-wall backing material.



division of Fiberglass Systems, Inc.  
4545 Enterprise Street Boise, ID 83705  
ph.: 800-727-9907 fax: 800-627-0929 www.best-bath.com

## Specification

### Grab Bar Stainless Steel Straight

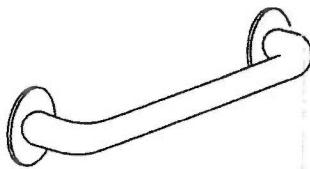
**Tubing material:** Type 304 (18-8) stainless steel

**Tubing size:** 1-1/4" O.D. x .049" (18 ga.) wall thickness

**Tubing size:** 1-1/2" O.D. x .049" (18 ga.) wall thickness

#### Flange style:

Mounting flanges are constructed of Type 304 (18-8) stainless steel, heliarc welded to the bar to form a single structural unit.  
Concealed, 14 ga. x 3" dia.



#### Finish:

Standard - satin stainless

Optional Powder coating (P.C.) in various colors

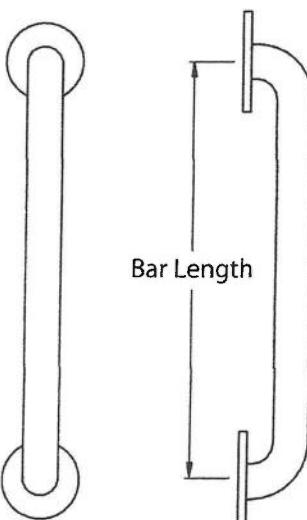
Epoxy type DuPont #ELW-505-S9

Adhesion per ASTM D3359 Method B

Accelerated aging per ASTM G26 Method A

Gloss per ASTM D 523

Flexibility per ASTM D 522 Method A



#### Meets:

-ADA Guidelines section 4.26

-ASTM F 466-85 (re-approved 1990): Standard Consumer Safety Specification for Grab Bars and Accessories installed in the Bathing Area

-Federal Specification WW-P 541-8b, amendment 1 4-16-1990

-ANSI 117.1 1998: Buildings and Facilities providing Accessibility and Usability

-F.H.A., V.A. and HUD requirements

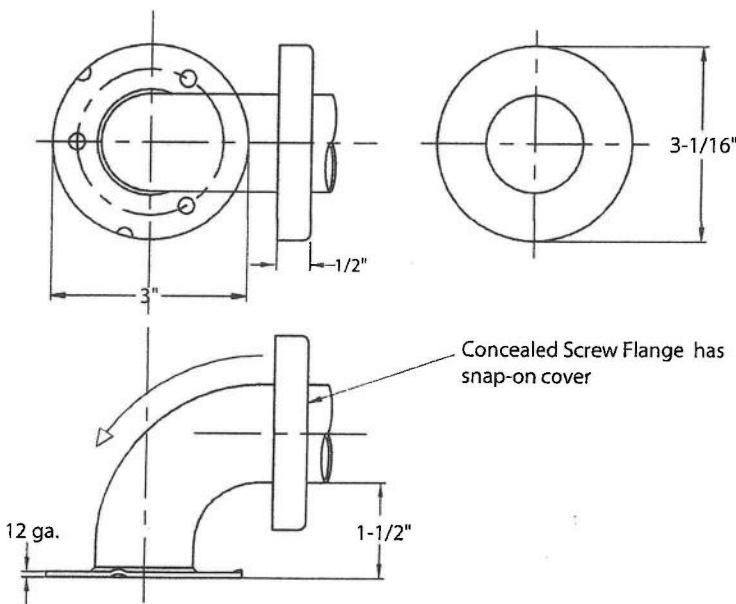
-Commonwealth of Massachusetts Architectural Access Board

-California Building Code

-City of Los Angeles

#### Installation:

Factory Installed with #10x1-1/4" stainless TEK screws in integral plywood backing.





**COUNTY OF UNION**  
**COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION**  
**FISCAL PROGRAM YEAR 2019 – 2020 (YEAR 45)**

**I - Project Name**

Project Name	PROJECT INDEPENDENCE – SUMMIT HOUSING AUTHORITY		
Project Address	12 CHESTNUT AVENUE	Amount Requested	\$15,000
Census Tract(s)	377	Block Group(s)	380
Contact Person	Joseph M. Billy, Jr.	Title	Exec. Dir.
E-mail Address	jmbillyjr@summitnjha.org		
Phone Number	908-273-6413	Fax Number	908-273-3618

**II – Name of Applicant**

Name of Applicant	SUMMIT HOUSING AUTHORITY	DUNS #	782088900
Applicant Address	512 Springfield Avenue , Summit, N.J. 07901		
Contact Person:	Joseph M. Billy, Jr. Executive Director		
Email Address:	jmbillyjr@summitnjha.org		
Phone Number	908-273-6413	Fax Number	908-273-3618

**III - Person Preparing Drawdowns**

Contact Person:	Joseph M. Billy, Jr. - Executive Director		
Address:	512 Springfield Avenue, Summit, N.J. 07901		
Email Address:	jmbillyjr@summitnjha.org		
Phone Number	908-273-6413	Fax Number	908-273-3618

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

Contact Person	Joseph M. Billy, Jr. - Executive Director		
Applicant Address	512 Springfield Avenue, Summit, N.J. 07901		
Email Address:	jmbillyjr@summitnjha.org		
Phone Number	908-273-6413	Fax Number	908-273-3618

## V. CDBG Eligibility

### National Objective Check one

<input checked="" type="checkbox"/>	Benefit Low/Mod Income Persons
<input type="checkbox"/>	Prevent/Eliminate Slums or Blight
<input type="checkbox"/>	Urgent need

### Type of Project Check One

<input type="checkbox"/>	Facility/Public Improvement Complete page 9 + 10
<input type="checkbox"/>	Housing Complete page 11 + 12
<input checked="" type="checkbox"/>	Social Services Complete page 13
<input type="checkbox"/>	Administrative & Planning Attach separate description

\*\*NOTE: All applicants must complete pages 14-17.

### Activity Category Check One

<input type="checkbox"/>	Acquisition
<input type="checkbox"/>	Public Facilities & Improvements
<input checked="" type="checkbox"/>	Social Services
<input type="checkbox"/>	ADA Improvements
<input type="checkbox"/>	Housing Rehabilitation
<input type="checkbox"/>	Planning & Administration

### Certification of Eligibility

300	Number of Persons benefiting from the project
264	Number of Low/Mod Income Persons Benefitting from Project (per HUD Sections 8 Income Limits)
88%	Percentage of Low/Mod Income Persons Benefiting from Project (Must be at least 51% of total)

### Data Source

Check one

<input type="checkbox"/>	Low/ Mod Job Creation
<input type="checkbox"/>	Limited Clientele
<input type="checkbox"/>	Census Tract
<input checked="" type="checkbox"/>	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:*

<input checked="" type="checkbox"/>	<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.
<input type="checkbox"/>	<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.
<input type="checkbox"/>	<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:*

<input checked="" type="checkbox"/>	<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.
<input type="checkbox"/>	<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.
<input type="checkbox"/>	<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 44

CD / Year 43

CD / Year 42

## VIII. Certification

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



SIGNED

### Project Independence – Summit Housing Authority

AGENCY

November 5, 2018

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.**

## 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 Reimbursement for a Social Worker who provides bi-lingual assistance, Intervention with Senior/Disabled persons in crisis and children in crisis. Makes referrals to PAAD, Food Stamps, LAHEAP, Medicaid, Framer's Market, 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.)

Our need for a Social Worker increases every year due to the expanded diversity of the population we serve & the aging in place of our existing residents. 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.

The services of the social worker have been offered to our low-income family & senior/disabled residents of the Housing Authority for over 20 years now. Due to the continued reductions in HUD funding these services could not continue without CDBG dollars.

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

Partial Salary Reimbursement 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   
 Grant Amount Requested   
 Percentage Total   
 Total of Other Funding

## Other Agencies Applied to for Funds

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

## Proposed Budget

Budget Category	Amount	Description
Project Cost	\$	
Project Salary	\$ 15,000	Partial Salary Reimbursement for the Social Worker
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 2019 – 2020; September 1, 2019 to August 31, 2020
Project	

## Application Check List

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

✓	Item
X	<b>Is the project eligible for funding? (See Criteria for Eligibility)</b>
X	<b>Does the project meet a National Objective?</b>
X	<b>Does your Organization have records to document low income eligibility?</b> (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	<b>Did you conduct a public hearing and include the public notice ad and minutes of that meeting with the application?</b>
X	<b>Did you include Priority Listing of projects submitted?</b>
X	<b>Is the application signed by the Mayor of your municipality?</b>
X	<b>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)</b>
X	<b>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?</b>
X	<b>Did you include your agency's DUNS number?</b>
X	<b>Did you clearly describe the project in detail (Question #1 "Project Description" pages of application depending on the category of request)?</b>

# **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***

## HOUSING AUTHORITY of the CITY OF SUMMIT 2018 COMMISSIONERS LISTING

COMMISSIONERS:	CONTACT	TERM EXPIRES
R. Coalter Pollock, CHAIR 25 Knob Hill Drive Summit, NJ 07901	908-918-9550 Home 914-672-8297 Cell <a href="mailto:Coalter@donladpliner.com">Coalter@donladpliner.com</a> <a href="mailto:RCoalter65@gmail.com">RCoalter65@gmail.com</a>	12/31/20
Nancy Galiotti, VICE CHAIR 18 DeBarry Place Summit, NJ 07901	908-400-5288 Cell <a href="mailto:nagaliotti@gmail.com">nagaliotti@gmail.com</a>	12/31/21 (Unexpired Chang)
Daniel Coates, Commissioner 83 Mountain Avenue Summit, NJ 07901	347-489-7085 Cell <a href="mailto:Daniel.rhyne@gmail.com">Daniel.rhyne@gmail.com</a>	12/31/2022
Jeffrey Halverstadt, Commissioner 34 Westend Avenue Summit, NJ 07901	908-217-1345 Cell <a href="mailto:jhalverstadt@tworiverbank.com">jhalverstadt@tworiverbank.com</a>	12/31/19
Peter Kane, Commissioner (DCA) 3 Iris Road Summit, N.J. 07901	609-278-7683 <a href="mailto:pkane@njhmf.gov">pkane@njhmf.gov</a> <a href="mailto:pgkane30@comcast.net">pgkane30@comcast.net</a>	12/12/2019
Dennis White, Commissioner 137 Tulip Street Summit, NJ 07901	908-598-1764 Home 212-578-3368 Cell <a href="mailto:adenniswhite@gmail.com">adenniswhite@gmail.com</a>	12/31/18 (Unexpired Poole)
Mary Zimmermann, Commissioner (Mayor) 29 Edgewood Road Summit, NJ 07901	908-277-3589 908-447-3476 Cell <a href="mailto:Zimmmmary@aol.com">Zimmmmary@aol.com</a>	12/31/20
Joseph M. Billy Jr., Executive Director 10 West Parkway Clifton, NJ 07014	973-390-2909 Cell 908-273-3618 Fax <a href="mailto:jmbillyjr@summitnjha.org">jmbillyjr@summitnjha.org</a>	
William Katchen, Fee Accountant 596 Anderson Ave., Suite 303 Cliffside park, NJ 07010	201-370-6847 Cell 201-943-4449 Fax 201-943-5099 <a href="mailto:Bill@katchencpa.com">Bill@katchencpa.com</a>	
William R. Connelly, Attorney 61 West Main Street Mendham, NJ 07945	973-543-5301 Office 973-543-5140 Fax <a href="mailto:wconnelly@connellylaw.net">wconnelly@connellylaw.net</a>	
Beth Little, Council Liaison	908-516-0979 Cell <a href="mailto:blittle@cityofsummit.org">blittle@cityofsummit.org</a>	12/31/2018

(JMB 10/11/2018)

**COUNTY OF UNION**  
**COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION**  
**FISCAL PROGRAM YEAR 2019 – 2020 (YEAR 45)**

**I - Project Name**

Project Name	Senior Connections Bus Service-Summit DCP & Senior Connections	
Project Address	5 Myrtle Avenue, Summit, NJ 07901	Amount Requested \$6,000
Census Tract(s)	377	Block Group(s) 380
Contact Person	Judith L. Josephs	Title Director
E-mail Address	jljosephs@cityofsummit.org	
Phone Number	908-277-2932	Fax Number 908-277-2978

**II – Name of Applicant**

Name of Applicant	City of Summit with Senior Connections Bus LLC 501c3	DUNS # 5278467
Applicant Address	5 Myrtle Avenue, Summit, NJ 07901	
Contact Person:	Judith L. Josephs	
Email Address:	jljosephs@cityofsummit.org	
Phone Number	908-277-2932	Fax Number 908-277-2978

**III - Person Preparing Drawdowns**

Contact Person:	Joanne McGhee, Office Manager	
Address:	5 Myrtle Avenue, Summit, NJ 07901	
Email Address:	jmcghee@cityofsummit.org	
Phone Number	908-277-2932	Fax Number 908-277-2978

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

Contact Person	Judith L. Josephs	
Applicant Address	5 Myrtle Avenue, Summit, NJ 07901	
Email Address:	jljosephs@cityofsummit.org	
Phone Number	908-277-2932	Fax Number 908-277-2978

## V. CDBG Eligibility

### National Objective

*Check one*

<input checked="" type="checkbox"/>	Benefit Low/Mod Income Persons
<input type="checkbox"/>	Prevent/Eliminate Slums or Blight
<input type="checkbox"/>	Urgent need

### Type of Project

*Check One*

<input type="checkbox"/>	Facility/Public Improvement Complete page 9 + 10
<input type="checkbox"/>	Housing Complete page 11 + 12
<input checked="" type="checkbox"/>	Social Services Complete page 13
<input type="checkbox"/>	Administrative & Planning Attach separate description

**\*\*NOTE: All applicants must complete pages 14-17.**

### Activity Category

*Check One*

<input type="checkbox"/>	Acquisition
<input type="checkbox"/>	Public Facilities & Improvements
<input checked="" type="checkbox"/>	Social Services
<input type="checkbox"/>	ADA Improvements
<input type="checkbox"/>	Housing Rehabilitation
<input type="checkbox"/>	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 Benefiting from Project (Must be at least 51% of total)

### Data Source

*Check one*

<input type="checkbox"/>	Low/ Mod Job Creation
<input type="checkbox"/>	Limited Clientele
<input type="checkbox"/>	Census Tract
<input checked="" type="checkbox"/>	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:*

<input checked="" type="checkbox"/>	<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.
<input type="checkbox"/>	<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.
<input type="checkbox"/>	<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:*

<input checked="" type="checkbox"/>	<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.
<input type="checkbox"/>	<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.
<input type="checkbox"/>	<b>Sustainability</b> : Promoting Livable or Viable Communities - 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 44  \$3,000

CD / Year 43  \$2850

CD / Year 42  \$2850

## VIII. Certification

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



Judith Leblanc Josephs  
SIGNED

Summit Community Programs/Senior Connections  
LLC

AGENCY

Monday, November 5, 2018

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.**

## 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 Senior Connections bus is supported through grants, donations and some financial assistance and professional support. This service provides free transportation for Summit's seniors who are no longer able to drive, particularly those who live in Senior Housing. It not only allows seniors to remain independent through weekly shopping trips, it also offers socialization and keeps them connected to the community. It also allows the Department of Community Programs to identify seniors in need of other services. This grant is to subsidize

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

While bi-weekly grocery shopping trips remain the most utilized, the bus also serves to keep the seniors connected to the Summit community with on demand trips to the Library, Summit Family Aquatic Center, Summit Community Center and the Summit Downtown. Most recently, we have added monthly "Lunch Bunch" trips where groups of seniors visit local restaurants to lunch together. This continues to grow in popularity to fill the entire bus 22 passengers. The bus also serves as transportation for Summit senior residents who attend senior day care at SAGE Elder Care Spend a Day. The bus serves 300 seniors with 200 of those served living in subsidized Senior Housing.

3. a. Type of Service       New       Continued       Increased       Decreased

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

The Senior Connections Bus had a long history of being run by volunteer efforts, grants and donations. Since the Summit Department of Community Programs took over the program in 2011, we have been able make the operation more financially efficient yet still continue to be dependent on grants and donations as this is a free service. The majority of the seniors we serve come from the subsidized housing provided in Summit.

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

The funds will be used to supplement the salary expenses of the 2 bus 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)		
City of Summit	\$ 28,200	<input checked="" type="checkbox"/>	Pending	
			Approved	
			Declined	
The Luminary Fund	\$ 15,000	<input checked="" type="checkbox"/>	Pending	
			Approved	
			Declined	
Mail Solicitation	\$ 500	<input checked="" type="checkbox"/>	Pending	
			Approved	
			Declined	
	\$		Pending	
			Approved	
			Declined	
	\$		Pending	
			Approved	
			Declined	
	\$		Pending	
			Approved	
			Declined	
	\$		Pending	
			Approved	
			Declined	
	\$		Pending	
			Approved	
			Declined	
	\$		Pending	
			Approved	
			Declined	

## Proposed Budget

Budget Category	Amount	Description
Project Cost	\$ 6,000	
Project Salary	\$6,000	Bus Driver Salaries
Project Fringe	\$	
Architect / Engineer	\$	
Consultant	\$	
	\$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 2019 – 2020; September 1, 2019 to August 31, 2020
Project	Senior Connections Bus Service

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

Summit Senior Connections Bus

To operate the Bus on an annual basis, it takes:

\$30,500 Salaries, Taxes and Fees
\$6,000 Insurance
\$3,000 Repairs
\$10,000 Capitol Improvement
Total \$49,000

Sponsors & Donors

Without the generosity of the following organizations and groups, the Senior Connections Bus would not be able to continue to operate.

The Luminary Fund

Summit Area Public Foundation

City of Summit

Community Development Block Grant

Private Citizens

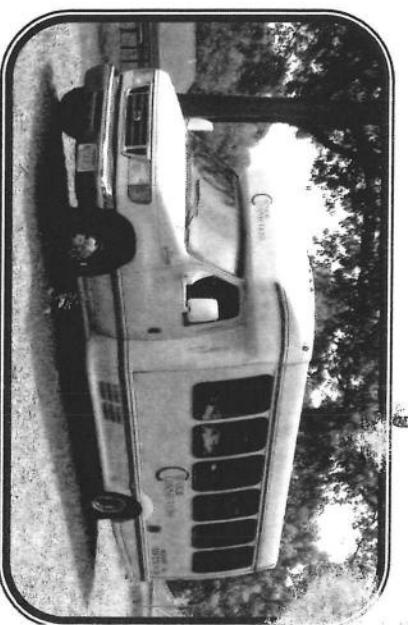
City of Summit

Thank You!

We hope you will consider making a tax deductible donation to the Senior Connections Bus to help maintain this vital service to many of Summit's seniors. Make checks payable to "Senior Connections, Inc." and mail to 5 Myrtle Avenue, Summit, NJ 07901 or [summitcommunityprograms.com](http://summitcommunityprograms.com).

Your Donation Will

- Keep Summit's seniors connected with the greater community
- Maintain a safe and reliable method of transportation
- Provide Summit's seniors the chance to live independently
- Make Summit a great place to retire
- Maintain a service which plays a vital role in keeping Summit's seniors safe during emergency situations
- Create an antidote to the potential isolation and loneliness felt by seniors who lack transportation



**Call 908-273-0088  
by 8:00 AM to schedule  
a pick up**

**Office: 908-277-2932  
5 Myrtle Avenue  
Summit, NJ 07901**

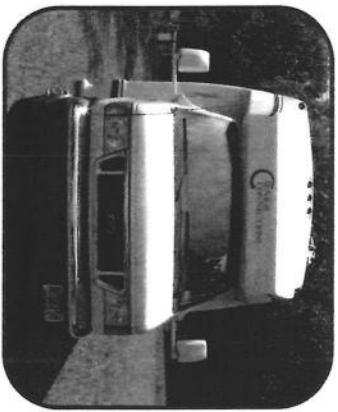
**SENIOR  
CONNECTIONS**

For over 25 years, the Senior Connections Bus has been giving seniors in Summit a way to get out and about in the community. Senior Connections, Inc. is a non-profit corporation providing safe, comfortable and reliable transportation for Summit's seniors at no charge to them.

The Senior Connections Bus started in 1987, initially funded by a grant from the Junior League of Summit, Novartis and the City of Summit. Over the years, operations have been solely supported by private donations, grants and several annual fundraising efforts. In 2011, the Department of Community Programs was asked to manage the operations. The Senior Connections Bus continues to rely on the generosity of residents and charitable organizations to keep the bus rolling, along with a contribution from the City of Summit to cover gas and professional services to manage the bus on a daily basis.

The Senior Connections Bus operates Monday through Friday throughout the year. It is not an "on demand" service, but runs on a set schedule each day. However, if your request works into the schedule, accommodations can be made. Fridays are best to arrange transportation off the normal schedule.

Please contact the Department of Community Programs if you have any questions at 908-277-2932.



**Call 908-273-0088 by  
8:00 AM to schedule a pick up on  
the day you wish to ride the Bus**

**We appreciate your cooperation!**

**PLEASE NOTE:** The Senior Connections Bus will not be in service on New Year's Day, MLK Day, President's Day, Memorial Day, July 4th, Labor Day, Columbus Day, Thanksgiving, day after Thanksgiving, Christmas or when public schools are closed due to snow. When a holiday falls on a Monday, the next Tuesday becomes a Shoprite/Kings run.

- ◆ Bus runs from 9:45 AM to 12:00 PM daily
- ◆ All times are approximate
- ◆ Transportation is available on a first come, first served basis
- ◆ Smoking, drinking or eating is not permitted on the bus
- ◆ Inappropriate behavior may result in loss of transportation privileges
- ◆ Only service animals allowed
- ◆ Passengers are responsible for carrying all their packages to their homes
- ◆ Three bag limit per shopping trip
- ◆ Be considerate of your fellow riders
- ◆ Please remember we are a shared ride service that is not able to meet the needs of all residents at all times

Mondays: Shoprite & Kings  
Pick up 9:30 - 10:00 AM  
Return trip 11:15 AM

Tuesdays: Downtown & Monthly Special Trips\*  
Pick up 9:30 - 10:00 AM  
Trips include Target, Walmart, Christmas Tree Shop and Trader Joe's. One location per week.

Call the Bus for more information.  
Return trip 11:30 AM

Wednesdays: Short Hills & Livingston Malls  
Pick up 9:30 - 10:00 AM  
Return trip 11:15 (SHM) /11:25 (LM)

Thursdays: Shoprite & Kings  
Pick up 9:30 - 10:00 AM  
Return trip 11:15 AM

Friday: Downtown & NP Farmer's Market  
Pick up 9:30 - 10:00 AM  
Return trip 11:15 AM

**COUNTY OF UNION**  
**COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION**  
**FISCAL PROGRAM YEAR 2019 – 2020 (YEAR 45)**

**I - Project Name**

Project Name	Summit Youth Center- After School Fun Club		
Project Address	100 Morris Avenue	Amount Requested	\$7,000
Census Tract(s)	380	Block Group(s)	509
Contact Person	Judith Leblein Josephs	Title	Director
E-mail Address	jljosephs@cityofsummit.org		
Phone Number	908-277-2932	Fax Number	908-277-2978

**II – Name of Applicant**

Name of Applicant	City of Summit Department of Community Programs	DUNS #	5271864
Applicant Address	5 Myrtle Avenue, Summit, NJ 07901		
Contact Person:	Judith Leblein Josephs		
Email Address:	jljosephs@cityofsummit.org		
Phone Number	908-277-2932	Fax Number	908-277-2978

**III - Person Preparing Drawdowns**

Contact Person:	Joanne McGhee, Office Manager- Summit Community Programs		
Address:	5 Myrtle Avenue		
Email Address:	jmcmchee@cityofsummit.org		
Phone Number	908-277-2932	Fax Number	908-277-2978

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

Contact Person	Judith Leblein Josephs		
Applicant Address	5 Myrtle Avenue, Summit, NJ 07901		
Email Address:	jljosephs@cityofsummit.org		
Phone Number	908-277-2932	Fax Number	908-277-2978

## V. CDBG Eligibility

### National Objective

*Check one*

<input checked="" type="checkbox"/>	Benefit Low/Mod Income Persons
<input type="checkbox"/>	Prevent/Eliminate Slums or Blight
<input type="checkbox"/>	Urgent need

### Type of Project

*Check One*

<input type="checkbox"/>	Facility/Public Improvement Complete page 9 + 10
<input type="checkbox"/>	Housing Complete page 11 + 12
<input checked="" type="checkbox"/>	Social Services Complete page 13
<input type="checkbox"/>	Administrative & Planning Attach separate description

**\*\*NOTE: All applicants must complete pages 14-17.**

### Activity Category

*Check One*

<input type="checkbox"/>	Acquisition
<input type="checkbox"/>	Public Facilities & Improvements
<input checked="" type="checkbox"/>	Social Services
<input type="checkbox"/>	ADA Improvements
<input type="checkbox"/>	Housing Rehabilitation
<input type="checkbox"/>	Planning & Administration

### Certification of Eligibility

112	Number of Persons benefiting from the project
108	Number of Low/Mod Income Persons Benefitting from Project (per HUD Sections 8 Income Limits)
96%	Percentage of Low/Mod Income Persons Benefiting from Project (Must be at least 51% of total)

### Data Source

*Check one*

<input type="checkbox"/>	Low/ Mod Job Creation
<input type="checkbox"/>	Limited Clientele
<input checked="" type="checkbox"/>	Census Tract
<input checked="" type="checkbox"/>	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:*

<input checked="" type="checkbox"/>	<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.
<input type="checkbox"/>	<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.
<input type="checkbox"/>	<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:*

<input checked="" type="checkbox"/>	<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.
<input type="checkbox"/>	<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.
<input type="checkbox"/>	<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 44    \$3,000

CD / Year 43    \$3,000

CD / Year 42    \$4,000

## VIII. Certification

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



SIGNED

City of Summit, Department of Community  
Programs

AGENCY

November 5, 2018

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.**

## 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 after school 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 currently runs daily from 3-4:30 PM. It includes physical activity, daily homework help, snacks, crafts, mindfulness activities 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.

In Year 45, The Summit Youth Center, known as the After School Share the Fun Club will be housed back at the new and expanded Summit Community Center. Since September 2018, we had to relocate the program to two locations rented in Summit houses of worship. With the completion of the Community Center project slated for January 2019, the program will return.

For the 2017-2018 Program Year, the City of Summit had allocated \$15,000 in the budget for program supervisors to lead activities for the children. This is projected to only cover program supervisors and not additional instructors for special activities and classes offered as a part of the program. We have requested the same allocation for 2018-2019, however the budget process is just underway at this time.

In CDBG Year 45, we anticipate a large increase in enrollment as we will be in the new Community Center which will provide a new game room, additional meeting space and gym time.

With the additional space available, the Share the Fun Club will likely be expanded to run later in the day until 5 PM. This will further add to staffing and program costs. To accommodate late work schedules so children will not be going home to empty houses, it will be advantageous for Summit's youth to have the program hours expanded, leading to an increase in supply, programming and staff costs. The CDBG money will be used to cover subject specific instructors to lead activities as well as supplies for the program.

**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 or are of the age that would be "at risk" if home alone. We hope to curtail them from 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. We see 70 unduplicated kinds on a regular basis.

The program has four main components.

- (1) Physical free play with activities such as soccer, basketball, dodge ball and four square.
- (2) Free daily healthy snack.
- (3) Daily homework help and tutoring.
- (4) Arts and crafts activities.
- (5) Special feature programs and enrichment.

**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	70	Month	100+	Year
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**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 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.

Throughout this history of the Summit Youth Center, dba. 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.

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.

Should we not receive CDBG funding, we would have to reduce the days that the program is offered and we would not be able to extend the program hours in the new Community Center as hoped.

The group of children who attend this program do not have the funds to pay for this service. We will also continue to seek out other grants and donations to sustain the program.

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

-\$2000 for supplies for the program – snacks, art and crafts, homework help, and physical activity supplies  
-\$5000 for special program instructions (once per week yoga, karate and special enrichment activities)

**\*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)
City of Summit	\$ 15,000	<input checked="" type="checkbox"/> Pending <input type="checkbox"/> Approved <input type="checkbox"/> Declined
Overlook Medical Center	\$ 3,000	<input checked="" type="checkbox"/> Pending <input type="checkbox"/> Approved <input type="checkbox"/> Declined
Junior League of Summit	\$ 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
	\$	<input type="checkbox"/> Pending <input type="checkbox"/> Approved <input type="checkbox"/> Declined

## Proposed Budget

Budget Category	Amount	Description
Project Cost	\$ 2,000	Program Supplies
Project Salary	\$5,000	Salaries for Instructors
Project Fringe	\$	
Architect / Engineer	\$	
Consultant	\$	
	\$7,000	<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	\$ 2,000	\$	\$	\$	\$
Project Salary	\$ 5,000	\$	\$	\$	\$
Project Fringe	\$	\$	\$	\$	\$
Architect / Engineer	\$	\$	\$	\$	\$
Consultant	\$	\$	\$	\$	\$
Total	\$ 7,000	\$	\$	\$	\$

## Project Activity Timetable

Government Agency	County of Union
Date (Month and Year)	Fiscal Year 2019 – 2020; September 1, 2019 to August 31, 2020
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-Share the Fun Club	x	x	x	x	x	x	x	x	x	x		

# SHARE THE FUN CLUB

## FREE DAILY AFTER SCHOOL PROGRAM

**Pilgrim Baptist Church  
77 Morris Ave  
Monday - Friday  
3:00-5:00 PM**

The "Share the Fun Club" is a FREE drop in after school program for all Summit children in grades 1-8. Open to children from all elementary schools, this program offers different activities every day. Daily activities include snack, arts/crafts, games, dodge ball, four square, homework help and more!

*New weekly drop in programs...*

**FRIDAYS      FREE ZUMBA**

**ZUMBA IS FROM 4:00-4:50. JOIN US BEFORE CLASS FOR FREE OPEN GYM, HOMEWORK HELP AND SNACKS**

On most of the half days observed by the Summit Public Schools, the Share the Fun Club will begin at 12:30 PM. We will order pizza at \$2.50 per slice. We will play games, watch a movie, offer homework help and more until 5:00 PM, our normal end time!

**FULLY SUPERVISED  
AND FREE PROGRAM**



Questions? Contact the Summit Department of Community Programs  
908-277-2932      [www.summitcommunityprograms.com](http://www.summitcommunityprograms.com)

MINUTES- NOVEMBER 5, 2018

CITY OF SUMMIT LOCAL PUBLIC HEARING

Year 45 (2019-2020) COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATIONS

Large Conference Room in SUMMIT CITY HALL , 512 Springfield Avenue, Summit, NJ

Call to Order- 11:00 AM by S.H.A. Exec. Dir.- Joseph M. Billy, Jr.

In Attendance:

Joseph M. Billy, Jr., Executive Director SHA

Jackie Roundtree, Office Administrator SHA

Judith Leblein Josephs, Director- Summit Dept. of Community Programs

An explanation and description of each of the following programs was presented by the agency representatives in attendance:

### Social Services Proposals: (3)

**1. Project Independence - Summit Housing Authority — Request \$15,000**

The Social Worker from Overlook Hospital assists the general low-income population of the Housing Authority with bilingual assistance, intervention w/children in crisis and seniors in crisis. The social worker also makes referrals to PAAD, Food Stamps, LA HEAP, Medicaid, Doctors and Individual counseling as required.

**2. Senior Connections Bus-Summit Community Programs w/ Senior Connections, Inc.:**

**Request \$6,000**

This bus services the low and moderate-income senior populations of Summit. The majority of our ridership comes from the Senior Housing Building located at 12 Chestnut Avenue, HUD's low income senior property in Summit. This service provides most needed transportation to grocery shopping, medical, educational, and social programs for seniors.

**3. Summit Youth Program- Share the Fun Club! - Request \$7,000**

The City of Summit Youth Program, known also the "Share the Fun!" Club is an afterschool care and enrichment program that provides a safe and nurturing environment for the City's youth grades 3-8. This program runs five days per week from 3-4:30 PM and includes games, activities, crafts special events, homework help and a new tutor coming from Seton Hall.

## Facilities/Public Improvements: (1)

### 1. Summit Housing Authority

**Bathtub Conversions for Accessibility –** **Request \$ 73,000**

#### **Senior/Disabled Residents**

Conversions of the existing bathtubs in the resident's apartments to walk-in showers to increase mobility and accessibility for our senior/disabled residents at 12 Chestnut Avenue.

There were no public comments. The public portion concluded at 11:30 AM

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

#### Social Services

First: Senior Connection Bus Services

Second: Summit Youth Programs – Share the Fun Club

Third: Project Independence Social Worker –  
Summit Housing Authority

#### Public Facilities

First: Summit Housing Authority  
Bathtub Conversions for Accessibility

# HOUSING AUTHORITY of the CITY OF SUMMIT

## *Office of the Executive Director*

### **MEMORANDUM**

**Date:** 11/5/2018

**To:** Nicole Sarna, Deputy City Clerk, City of Summit

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

**Re:** Year 45 (2019-2020) CDBG Funding Applications

Attached please find (4) original CDBG funding applications for Year 45 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 \$ 7,000

Facilities/Public Improvements (1):

1) Summit Housing Authority Bathtub Conversions for Accessibility @ 12 Chestnut Avenue	Request \$73,000
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Also attached are the minutes of the public hearing which was held on November 5, 2018 which provides a description of each proposal.

Please include a resolution on the November 19<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 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 9:00am on Friday, December 7, 2018. I would appreciate if you could expedite the signing of the 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 Thursday, November 29<sup>th</sup>.

Should you have any questions in this regard, or require any additional information, please do not hesitate to contact me at any time.

Thanks Much.

Cc: R. Licatese, City Clerk – w/o enclosures  
R. McNany, General Services Committee- w/ enclosures  
M. Rogers, City Administrator – w/o enclosures  
M. Gerba, City Treasurer – w/o enclosures

## SAFETY (CA)

Resolution (ID # 6031)  
November 19, 2018

### GRANT PERMISSION, SET FORTH CONDITIONS - SUMMIT AREA YMCA - SANTA'S NORTH POLE PARTY AND TREE LIGHTING

WHEREAS, the YMCA ("the Applicant") has submitted a property use application for use of the Village Green for a Santa's North Pole Party and Tree Lighting Ceremony, and in addition to meeting all the conditions of Section 12-1, Rules and Regulations for Use of Public Property, of the Code, the Applicant requires additional permissions for this event, to be held on Saturday, December 1, 2018, from 5:30 to 7:00 pm.

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

That in conjunction with the aforementioned activities, the following permission(s) are granted and/or condition(s) imposed on the YMCA:

**Event: Santa's North Pole Party & Tree Lighting Ceremony and Related Activities, Saturday, December 1, 2018 – 5:30 pm – 7:00 pm (Set-up/Cleanup 5:00 pm through 7:30 pm) – Village Green, corner of Broad Street and Maple Street**

Permissions:

1. With the assistance of the Summit Fire Department, Santa will arrive by Fire Engine from the YMCA, 67 Maple Street.
2. Placement of Santa's chair and house on the Village Green for the event.
3. Use of the Village Green for the tree lighting ceremony.
4. Use of the Village Green for Summit PAL trailer.
5. Use of the City's lighting equipment on the Village Green.
6. Use of the sidewalk in front of the YMCA for decorations
7. Use of Maple Street for activities by non-profit organizations: Summit PAL, Summit Visual Arts Center, Bridges, Summit Department of Community Programs, Reeves Reed Arboretum and the Summit Free Public Library.
8. Temporary closure of the entrance to the Library Lot, closest to the YMCA, from 4:30 pm to 8:00 pm.
9. Temporary closure of Maple Street, from Broad Street to the first entrance to the parking lot between the YMCA and the Public Library from 4:30 pm to 8:00 pm.
10. Placement of barricades, to be provided by the Division of Public Works and the Parking Services Agency, at the corner of Broad Street and Maple Street, near the first entrance to the parking lot by the Summit Free Public Library.

Conditions:

1. The Applicant shall, at least two weeks prior to the event, submit a request to the Parking Services Manager, advising of the number of barricades needed for the event.

2. The Applicant shall at least two weeks in advance of the event, arrange with the Parking Services Agency Manager to have the meters on Maple Street bagged.
3. The Applicant shall, at least two weeks in advance of the event, arrange with the Police Department to have two (2) off-duty police officers assigned to the event (Santa's arrival) starting at 5:00 p.m. to 7:30 p.m., for which the Applicant shall be invoiced.
4. The Applicant shall, at least two weeks in advance of the event, arrange with the Public Works Manager to have two (2) DPW workers assigned to the event from 5:30 pm to 7:30 pm to operate the City's lighting equipment, coordinate the placement of recycling and waste receptacles and troubleshoot any problems related to the event, for which the Applicant shall be invoiced.
5. That the Applicant shall, at least two weeks before the event, confirm all details pertaining to the coordination of the Fire Department's role in transporting Santa to the event and providing additional lighting for the event, for which the Applicant shall be invoiced for overtime for Fire Department personnel.
6. Permission for staging decorations and activities on the sidewalk in front of the YMCA shall be subject to the Applicant securing and submitting to the City of Summit a Certificate of Insurance from each of the participants which are not covered by the City of Summit, namely – The Summit PAL, The Visual Arts Center and Bridges, etc., meeting the City's requirements, as set forth in the ordinance and application.
7. At least two weeks in advance of the date of the event, the Applicant shall submit a certificate of insurance, as required by the City, naming the City as an additional insured, with appropriate wording confirming that policies include Waiver of Subrogation in favor of the City of Summit, along with a signed Hold Harmless Agreement.
8. At least two weeks in advance of the date of the event, in addition to the Applicant's certificate of insurance, all vendors participating in the event, including but not limited to deejays, food vendors, carnival game vendors, inflatable ride vendors, shall each submit a certificate of insurance, as required by the City, naming the City as an additional insured, with appropriate wording confirming that policies include Waiver of Subrogation in favor of the City of Summit, along with a signed Hold Harmless Agreement.
9. At least two weeks before the date of the event, Applicant shall provide to the Chief of Police and the City Clerk's Office the name and phone number of the person(s) in charge and present during the event, in case of an emergency.

**Dated: November 19, 2018**

I, Nicole M. Sarna, Deputy 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 19, 2018.

Deputy City Clerk



**SUMMIT**  
NEW JERSEY

512 Springfield Avenue Summit,  
NJ 07901  
Tel. (908) 273-6400 □ Fax (908) 273-2977

## **REQUEST FOR USE OF PUBLIC PROPERTY (SPECIAL EVENTS APPLICATION)**

**NOTE:**

*(This application must be submitted at least three (3) months in advance of event or three months in advance of a Council Meeting if Council approval is required. (See City website [www.cityofsummit.org](http://www.cityofsummit.org) for current Council meeting schedule.)*

### **CHECKLIST**

**CHECK IF APPLICABLE:**

- Completed Checklist
- Completed and signed property use application
- Fees, if applicable
- Escrow deposit for each event - \$500.00 check payable to "City of Summit". (The City may require a larger deposit at its discretion.)
- Insurance Certificate for Organization and each vendor involved in the event with the following requirements:
  - \$1 million General Liability
  - Insurance Certificate\* naming City of Summit as additional insured
  - Banners, if used, must be covered under Insurance Certificate

(\*Said insurance shall be written with a company maintaining a rating of at least "A-", according to A.M. Bests. See sample insurance certificate attached to the application.)
- Hold Harmless Agreement executed by organization and each vendor
- Completed and executed copy of "Property Restoration Agreement"
- Additional permits by other City of Summit departments, (circle all that apply.) (Dept. of Community Services, Police Dept., Fire Dept., Health Dept., Parking Services Agency, Dept. of Community Programs)
 

Note: The applicant is responsible for obtaining any additional permits required by the City in conjunction with this event. Contact individual departments to obtain applications.
- IRS Determination Letter (for non-profit and civic events only.)
- List of Vendors participating in the event, if applicable, with contact information.
- Proposed Route, Map and Narrative of Event, if applicable

<b>PROPERTY USE APPLICATION</b>		
Name of Organization: <b>Summit Area YMCA</b>		
Organization's Address: <b>67 Maple Street</b>		
Organization's Telephone:	908-273-3330(Fax)	(Email)
<b>sue.fieseler@thesay.org</b>		
Organization's Representative Contact Information		
First & Last Name: <b>Sue Fieseler</b>	Telephone: <b>908-273-3330 ext 1167</b>	
Email: <b>sue.fieseler@thesay.org</b>	Fax:	
Emergency contact name and phone number on day of event: <b>Sue Fieseler 908-273-3330 ext 1167</b>		
Is the organization a non-profit? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b><u>Event &amp; Property Being Used</u></b>		
Date of Event: <b>December 1, 2018</b>	Name of Event: <b>Santa 's North Pole Party and Tree Lighting</b>	
Rain Date: <b>none</b>	Location: <b>Village Green, corner Broad St and Maple St</b>	
Time of Event:	Start: <b>5:30 pm</b>	Finish: <b>7 pm</b>
Time on Site:  <small>(include set-up and clean-up time)</small>	Start:  <b>5:30 pm</b>	Finish:  <b>7 pm</b>
Total Number of Anticipated Attendees: <b>500</b>		
Proposed streets to be closed (if applicable): <b>Maple Street from the Broad Street light to the first entrance to the Library lot between the Y and the library</b>		
Purpose:  <b>Santa and his elves will arrive at 5:30 opm. The Summit PAL will be distributing hot chocolate for children on the Village Green near the tree.</b>		
Use additional sheets if necessary.		

**Detailed Description of Planned Use of Property: Tables, bandstand, demonstration, etc. (Attach sketch)**

Maple Street will be closed from the traffic light on the corner of Broad St and Maple to the first entrance to the library lot. There will be tables set up in front of the Y for some local non-profits to set up for craft making for the children. The PAL will set up on the Village Green near the tree distributing hot chocolate.

Use additional sheets if necessary.

***Note: City Ordinance prohibits alcohol beverage consumption on public property. If a large group of people is anticipated, you may be responsible for garbage consolidation to one area and removal.***

**Attention Civic Organizations:** Provide a detailed statement regarding use of the property and how its use will be of the general benefit to the residents of Summit. (Attach additional pages if necessary.)

**Attention Fundraisers:** Provide a detailed statement demonstrating 12-1b 1,(a) (2) regarding use of proceeds and how they will be of the general benefit to the residents of Summit. (Attach additional pages if necessary.)

**Check boxes below which apply to your event** (See attached ordinance for applicable sections.):

**Peddlers to be used for event (food vendors, ice cream truck, etc.) (See Section 12-1.2 (b)(2)(b) of ordinance.)**

Note: If non-Summit licensed peddler(s) is(are) to be used, NJ Sales Tax Certificate of Authority must be secured from peddler(s) and peddler(s) must comply with all Board of Health requirements, including payment of \$25 fee to same. Please ask the City Clerk's office for the most current list of licensed food vendors, regarding right of first refusal.

**List vendors used for the event:** \_\_\_\_\_

**Streets to be closed** – which street(s)? If closing for a walk or race, **provide 12 copies of route(s)**. (See section 12-1.2 (b.)(4) of ordinance – written approval to be provided for each event) Note: Street closing requires formal Council action at a regular meeting. See attached Property Use Application Deadlines.

**Banners to be displayed**. See Section 12-1.2 (b.)(5) of ordinance – written approval from the Department of Community Services to be provided for each event/location.) (Provide as an attachment – size/dimensions and proposed wording of banner.) Additional insurance required.

**Sound amplification to be used**, i.e. DJ, loudspeakers, Showmobile, radio, band and estimated decibel level . (See Section 12-1.2 (b.)(6) of ordinance.) Describe power source.  
A DJ will be set up on the steps of the YMCA at 67 Maple Street. The speakers will be directed away from any residences.

**CITY OF SUMMIT & DEPARTMENTS INVOLVEMENT REQUIRED FOR THE EVENT:** Please check all that apply and permits anticipated for the event. (Permits must be obtained in advance.)

- City Clerk – i.e. Peddlers, Games of Chances, Insurance questions, etc.
- Department of Community Services - hiring of DPW employees for assistance
- Police Department – i.e. Hiring of Police Officers and Auxiliary assistance
- Fire Department – i.e. Permits for fire, inflatables, tents, inspections, etc.
- Health Department – i.e. Permits for food vendors
- Parking Services Agency – i.e. use of parking lots, meters, etc.

A meeting of the Property Use Committee is mandatory. Therefore, please have all possible issues and questions answered and information provided with the application. Otherwise a particular department may wish to delay the Committee meeting until specific information is received. You are encouraged to call the departments to determine what they will require in order to approve your application.

City Clerk's Office	(908) 273-6400
Department of Community Services	(908) 273-6404
Police Department	(908) 273-0051
Fire Department	(908) 277-1033
Health Department (when food is involved)	(908) 277-6464
Parking Services Agency	(908) 522-5100
Department of Community Programs (formerly Recreation Department as referenced in the attached ordinance) – apply directly to Dept. of Community Programs for use of Showmobile.	(908) 277-2932

**SIGNATURE REQUIRED – ACKNOWLEDGEMENT OF APPLICATION**Signature: Paul KeePrint Name: PAUL KEEAffiliation with Applicant: PRESIDENT + CEODate: 10/26/18**RETURN APPLICATION TO:**

City Clerk  
 City of Summit  
 512 Springfield Avenue  
 Summit, NJ 07901

**PUBLIC PROPERTY RESTORATION AGREEMENT**

This agreement, made this 26<sup>th</sup> day of October, 2018, by and between  
Summit Area YMCA, a non-profit corporation of the State of New Jersey, having its address at  
67 Maple Street, Summit, NJ 07901 (the "Applicant"), 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 (the "City").

**RECITALS**

1. Pursuant to Chapter 12, of the Code, Parks, Public Areas, Recreation Facilities, Applicant has requested that it be permitted to use public property owned by the City, or one of its Boards, and located at \_\_\_\_\_ the Village Green corner of Broad Street and Maple Street \_\_\_\_\_ (the "Property").
2. The Ordinance sets forth as one of its requirements in connection with the use of the property that the Applicant enter into an agreement with the City in the form hereof.

NOW, THEREFORE, it is agreed by and between Applicant and the City as follows:

1. Following its use, Applicant shall restore the Property to the condition in which it existed prior to the use by Applicant, including without limitation, the removal of debris, emptying of trash receptacles and correction of temporary changes to the Property.
2. If requested by the City Clerk, Applicant shall pay to the city in cash, bank or certified check an amount certified by the Chief of Police and Director of Community Services as required to reimburse the City for the cost of furnishing municipal labor, services and material beyond those normally provided by the City and resulting from or caused by Applicant's use of the Property, which shall include an administrative surcharge of fifteen percent (15%) of such amount.

IN WITNESS WHEREOF, Applicant and the City have caused this Agreement to be signed the day and year first written above.



ATTEST:



By \_\_\_\_\_

ATTEST:

THE CITY OF SUMMIT

Clerk \_\_\_\_\_  
City \_\_\_\_\_

Mayor \_\_\_\_\_

\summit005\home\Clerks\FORMS\Property Use Application.doc

5

Attachment: summit ymca -santa north pole tree lighting (6031 : Grant Permission, Set Forth Conditions - Summit Area YMCA - Santa's North



CITY OF SUMMIT  
HOLD-HARMLESS AGREEMENT

1. "I/we me/my" shall mean one of the following:

AN INDIVIDUAL: Name: \_\_\_\_\_  
or

ORGANIZATION: Name: \_\_\_\_\_ Summit YMCA \_\_\_\_\_  
or

AN INDIVIDUAL: Name: \_\_\_\_\_

2. "You/Your" shall mean the municipal corporation known as THE CITY OF SUMMIT, its agents, servants, employees, or contractors.

3. GENERAL INFORMATION

Date \_\_\_\_\_ Saturday 12/1/2018 \_\_\_\_\_

Site \_\_\_\_\_ Village Green/Maple Street \_\_\_\_\_

HOURS SITE IS NEEDED \_\_\_\_\_ 5 \_\_\_\_\_ p.m. to \_\_\_\_\_ 7:30 \_\_\_\_\_ p.m.

ACTIVITY TO BE HELD (describe in detail) Santa's North Pole Party and Tree Lighting

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4. I sign this Hold - Harmless as my voluntary act and by this act agree to hold you harmless and indemnify you from any claims, suits, or other actions arising from, caused by, or which are the alleged result of any act or omission of any organization, corporation, guest, invitee, licensee, visitor or other person present on the premises listed above in order to participate in, organize, assist, enjoy, supervise or in any other way further the activity to be held (as described above) on the dates listed above.

5. I state that the activity listed above will not include the consumption of alcoholic beverages but should any person described in paragraph 4 consume alcohol or allow or permit others to consume alcohol then I agree to be bound by the terms of paragraph 6 below.

6. I state that if the activity listed above includes the consumption of alcoholic beverages and that because of such consumption I have the following additional duties to You related to the use of the site listed above:

a) that I am solely responsible for the dispensing and consumption of alcohol, including the prudent and responsible dispensing and consumption of alcohol by all persons involved in the activity described above, including but not limited to those persons described in paragraph 4 above;

b) to acknowledge by the signing of this Hold-Harmless that You have no authority, control, or participation in the dispensation or consumption of alcohol on the site and date listed above and that I Will take no step, action, or measure to convey the idea that You in any way have promoted, assisted, or participated in the dispensing and consumption of alcoholic beverages on the site and date listed above;

c) that I will not allow persons under the age of 21 to dispense or consume alcohol at the site during the activity to be held on Your property;

d) to comply with all municipal Ordinances relating to the consumption of alcoholic beverages, including but not limited to obtaining any necessary permits.

7. I also agree that where the municipal officer signing this Hold - Harmless on your behalf feels I should provide to You a "Certificate of Insurance" and proof of "Special Events Insurance" that I shall provide same to that municipal officer as soon as practicable and not less than five (5) business days before the date of the planned activity. The appropriate municipal officer will check below if this paragraph is applicable to the activity listed above. Said Insurance shall be written with a company maintaining a rating of at least "A-", according to A.M. Bests. Said policy shall be in an amount of not less than



one million dollars (\$1,000,000) per occurrence (\$3,000,000 per occurrence if liquor is being served). It is understood You will be listed as an additional insured on the policy and Certificate of Insurance.

Applicable  Not Applicable \_\_\_\_\_

In the event said certificate of insurance is not provided as set forth above, I recognize the event must be canceled and not be held as scheduled.

8. (Applicable to Corporations Only) I also agree that I am obligated to reimburse You for all reasonable attorney's fees incurred by You to enforce the terms of this Hold-Harmless or to defend Yourself against any claim, suit, demand for subrogation, or other action which a court of competent jurisdiction later determines by final order or judgment should have been defended by Me at My sole cost and expense pursuant to this Hold-Harmless.

9. **LEGAL SIGNATURE**

a) Individual \_\_\_\_\_

or

b) Individual Paul on behalf

Of \_\_\_\_\_  
(organization)

or

c) Individual Paul Kiser Title PRESIDENT + CEO

On behalf of SUMMIT AREA YMCA (Corporation)

Address of Individual, Organization or Corporation:

\_\_\_\_\_

Home phone: \_\_\_\_\_ - Work Phone \_\_\_\_\_

And

Signature of Person on behalf of the CITY OF SUMMIT:

\_\_\_\_\_ (signature) \_\_\_\_\_ (title)



FOR USE WITH CORPORATIONS ONLY  
Hold-Harmless Agreement

CORPORATE ACKNOWLEDGMENT

STATE OF NEW JERSEY, COUNTY OF SS.:

I CERTIFY that on October 26, 2018

Bul Kieltyka personally came before me and this person acknowledged under oath, to my satisfaction, that:

- a) this person is the CEO / President of Summit Area YMCA the corporation named in the attached document;
- b) this person is the attesting witness to the signing of this document by the proper corporate officer who is \_\_\_\_\_, the \_\_\_\_\_ of the corporation;
- c) this document was signed and delivered by the corporation as its voluntary act duly authorized by a proper resolution of its Board of Directors;
- d) this person knows the proper seal of the corporation which was affixed to this document; and
- e) this person signed this proof to attest to the truth of these facts.

Signed and sworn to before me

on Oct. 26, 2018

Nicole M. Sarra

NICOLE M. SARNA  
NOTARY PUBLIC OF NEW JERSEY  
Comm. # 50090234  
My Commission Expires 9/14/2023





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/19/2018

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 have ADDITIONAL INSURED provisions or 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  
Arthur J. Gallagher Risk Management Services, Inc.  
200 Jefferson Park  
Whippany NJ 07981

CONTACT: Colleen Zukowski  
PHONE (A/C, No, Ext): 800-350-8005 FAX (A/C, No): 973-921-2876  
E-MAIL: Colleen\_zukowski@ajg.com

INSURED  
Summit Area YMCA, Inc.  
490 Morris Ave  
Summit, NJ 07901

INSURER(S) AFFORDING COVERAGE  
INSURER A: United States Fire Insurance Company 21113  
INSURER B: New Jersey Manufacturers Insurance Co 12122  
INSURER C:  
INSURER D:  
INSURER E:  
INSURER F:

## COVERAGES

CERTIFICATE NUMBER: 1429796064

## 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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	X COMMERCIAL GENERAL LIABILITY  CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		5068942443	7/1/2018	7/1/2019	EACH OCCURRENCE	\$ 1,000,000	
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000	
						MED EXP (Any one person)	\$ 10,000	
						PERSONAL & ADV INJURY	\$ 1,000,000	
						GENERAL AGGREGATE	\$ 3,000,000	
						PRODUCTS - COMP/OP AGG	\$ 1,000,000	
							\$	
	GEN'L AGGREGATE LIMIT APPLIES PER:  POLICY <input type="checkbox"/> PRO- JECT <input checked="" type="checkbox"/> LOC							
	OTHER:							
A	AUTOMOBILE LIABILITY  X ANY AUTO OWNED AUTOS ONLY Hired AUTOS ONLY		5068942443	7/1/2018	7/1/2019	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	
						BODILY INJURY (Per person)	\$	
						BODILY INJURY (Per accident)	\$	
						PROPERTY DAMAGE (Per accident)	\$	
							\$	
A	X UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR  EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE		5821105806	7/1/2018	7/1/2019	EACH OCCURRENCE	\$ 11,000,000	
						AGGREGATE	\$ 11,000,000	
							\$	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY  ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/> N/A	W380352-18	1/1/2018	1/1/2019	X PER STATUTE  E.L. EACH ACCIDENT	OTH- ER  \$ 1,000,000	
						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000	
						E.L. DISEASE - POLICY LIMIT	\$ 1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
RE: Santa's North Pole Party & Tree Lighting, Village Green/Maple Street on December 1, 2018.

## CERTIFICATE HOLDER

## CANCELLATION

City of Summit Attn: Nicole Sarna 512 Springfield Avenue Summit NJ 07901 USA	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 

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# WORKS (CA)

Resolution (ID # 5992)  
November 19, 2018

## **AUTHORIZE RELEASE BALANCE OF PERFORMANCE GUARANTEE - 4-6 ASHWOOD AVENUE PB-12-194**

WHEREAS, in a memo dated October 24, 2018, the City Engineer/Deputy DCS Director (“City Engineer”) advises that Carlfatti, LLC, (“The Applicant”) has requested a full release of the performance guarantee associated with the Planning Board Application PB-12-194 in conjunction with the property located at 4-6 Ashwood Avenue, and

WHEREAS, the Applicant initially posted a performance bond which was partially reduced to \$39,317.40, in a resolution adopted on January 17, 2017, and

WHEREAS, the Planning Board Engineer, in a memo dated October 8, 2018, advises that the work has been satisfactorily completed and has no objection to the full release of the balance of the performance bond.

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

That, in accordance with the City Engineer’s recommendation, the Applicant has satisfactorily completed all work in conjunction with the property located at 4-6 Ashwood Avenue, and the City Treasurer be and she is hereby authorized to release the following to Carlfatti, LLC, 41 Orchard Street., Summit, NJ 07901.

Balance of Performance Guarantee:	\$39,427.38 (as of October 11, 2018)
Cash Portion of Performance Guarantee:	\$8,389.20
	Plus any additional accrued interest

Dated: November 19, 2018

I, Nicole M. Sarna, Deputy 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 19, 2018.

Deputy City Clerk



## RESOLUTION (ID # 5992)

DOC ID: 5992

TO: Mayor and Common Council  
FROM: Aaron Schrager, City Engineer/ Deputy DCS Director  
DATE: October 24, 2018

### **SUMMARY**

The applicant for the development at 4-6 Ashwood Road has requested a release of their performance bond for this project. A partial release of the performance bond was granted in January 2017, that the performance guarantee be reduced to \$39,317.40. At this time the Board's professionals agree that the project is completed and all remaining funding can be released.

Balance of Performance Guarantee:	\$39,427.38 (as of Oct. 11, 2018)
Cash Portion of Performance Guarantee:	\$8,389.20
	Plus any additional accrued interest

Refund should be sent to:

Carlfatti,	LLC
Attn.	Dasilva
41	St
Summit, NJ 07901	
Carlos	
Orchard	

# MEMORANDUM

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**To:** Aaron Schrager, City Engineer, Deputy DCS Director

**cc:** Christopher Nicola, Land Use Assistant  
Christa Anderson, Zoning Officer

**From:** Andrew R. Hipolit, P.E.   
Board Engineer

**Date:** October 8, 2018

**Re:** 4-6 Ashwood Avenue  
Block 4006, Lot 2  
Summit File No. PB-12-194

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I have reviewed the request for the release of the remaining Performance Guarantee for the referenced project at the corner of Ashwood Avenue and Broad Street. Based on our review of the approved plans and site inspections, we find that these improvements have been constructed in conformance with the approved plans.

Our office therefore takes no exception to the release of the remaining Performance Guarantee subject to approvals from other City departments.

If you have any questions or require anything further, please contact me.

P:\SUP\SUP-669\Letters\OUT\181008\_arh\_Schrager\_4-6AshwoodAve\_Summit\_SUP669.docx

**AUTHORIZE PARTIAL RELEASE OF PERFORMANCE GUARANTEE  
- 4-6 ASHWOOD AVENUE**

January 17, 2017

WHEREAS, in a memo dated January 3, 2017, the City Engineer/Deputy DCS Director (City Engineer) advises that the applicant for the work performed at 4-6 Ashwood Avenue, has requested a partial release of their performance bond for this project, and

WHEREAS, the City Engineer further advises that since significant work still remains, only the actual bond should be reduced for this project, and

WHEREAS, per the Board Engineer, the performance bond should be reduced to \$39,317.40 and all cash deposited should remain with the City.

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

That, in accordance with the City Engineer's recommendation in the aforementioned memo dated January 3, 2017, that the Performance Guarantee for the construction project at 4-6 Ashwood Avenue be reduced to \$39,317.40.

FURTHER RESOLVED that all cash deposited should remain with the City until such time as the City Engineer advises that the site work has been and completed and inspected.

Dated: January 17, 2017

I, Rosalia M. Licatese, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, January 17, 2017.



City Clerk

**FIN/PERS (CA) #1**

Resolution (ID # 6033)  
November 19, 2018

**AUTHORIZE THE ADJUSTMENT OF 2018 PRELIMINARY TAXES**

WHEREAS, the Collector of Taxes has received County Board Judgments adjusting the added assessments on the following properties for 2018 and 2019

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:

<b>Block</b>	<b>Lot</b>	<b>Name</b>	<b>Amount</b>
306	31	Du, Wei & Lew Katherine 83 Butler Pkwy  2018 Current Yr. Original Assessment: 175,083 prorated for 5 mos. Per Tax Court, Assm't: 174,708 prorated for 5 mos. <b>Subtotal</b>	\$7,593.35 <u>7,577.09</u> \$16.26
		2019 Preliminary Original Assessment: 175,083 prorated for 12 mos. Per Tax Court, Assm't: 174,708 prorated for 12 mos. <b>Subtotal</b>	\$9,112.04 <u>9,092.53</u> \$19.51
		<b>No Refund Required</b>	
701	32	Taylor, Thomas P 10 Madison Ave  2018 Current Yr. Original Assessment: 37,000 prorated for 5 mos. Per Tax Court, Assm't: 20,167 prorated for 5 mos. <b>Subtotal</b>	\$1,604.69 <u>874.65</u> \$730.04
		2019 Preliminary Original Assessment: 37,000 prorated for 12 mos. Per Tax Court, Assm't: 20,167 prorated for 12 mos. <b>Subtotal</b>	\$1,925.63 <u>1,049.56</u> \$876.07
		<b>No Refund Required</b>	

Dated: November 19, 2018

I, Nicole M. Sarna, Deputy 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 19, 2018.

Deputy City Clerk

Resolution (ID # 6037)  
November 19, 2018

**AUTHORIZE REFUND OF TAX SALE PAYMENT**

WHEREAS, After the tax sale was concluded GP25 LLC presented funds to redeem lien within 10 days,

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:

<b>Block</b>	<b>Lot</b>	<b>Name</b>	<b>Amount</b>
1302	57	GP25 LLC 25 Edgar St	4,509.01
		Taxes	
		Premium	26,000.00
		Check Payable to: Phoenix Funding Inc.	
		Mail to: Phoenix Funding Inc. 1148 Springfield Ave Mountainside NJ 070792	

Dated: November 19, 2018

I, Nicole M. Sarna, Deputy 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 19, 2018.

Deputy City Clerk

Resolution (ID # 6038)  
November 19, 2018

**AUTHORIZE ZONING BOARD ESCROW REFUND**

WHEREAS, the Planning Board 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 he 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 she is hereby authorized to release the balance of escrow funds, as indicated below, associated with the Zoning Board application(s) listed below:

The following Zoning Escrows are due to be refunded to the applicants. All outstanding invoices have been paid and there will be no more activity on these applications.

<u>Name/Address</u>	<u>Zoning Application #</u>	<u>Refund Amount</u>
Cheng Yuan Zhang 10 Colony Court, Summit, NJ 07901	ZB-18-1924	\$287.49
John Mayer 46 Edgewood Road, Summit, NJ 07901	ZB-17-1868	\$47.75
James & Carol Gordon 33 Mountain Avenue, Summit, NJ 07901	ZB-14-1705	\$723.34
Debra & Todd Mcgarity 53 West End Avenue, Summit, NJ 07901	ZB-18-1914	\$263.71
James & Patti Stanek 16 Dorset Lane, Summit, NJ 07901	ZB-18-1922	\$47.72
Hermant & Neeraja Kairam 42 Oak Ridge Avenue, Summit, NJ 07901	ZB-18-1923	\$386.46
Kevin M. Loftus 9 Argyle Court, Summit, NJ 07901	ZB-16-1796	\$331.44
Craig & Shannon Louiselle 36 Glen Oaks Ave. Summit, NJ 07901	ZB-16-1797	\$313.72
Charles & Jennifer Salzman	ZB-16-1784	\$335.78

6 Essex Road, Summit, NJ 07901

Robert & Ann Rowe 78 Blackburn Ave. Summit, NJ 07901	ZB-16-1790	\$502.54
Avi & Abigail Horev 167 Beechwood Road, Summit, NJ 07901	ZB-16-1798	\$371.67
Jonathan Flax 168 Beechwood Road, Summit, NJ 07901	ZB-16-1802	\$17.42
Michael Walsh and Lisa Coohill 20 Baltusrol Place, Summit, NJ 07901	ZB-16-1805	\$100.68
David & Renee Yozzi 82 Valley View Ave. Summit, NJ 07901	ZB-16-1806	\$296.44
Richard Apostolik 28 Edgemont Ave. Summit, NJ 07901	ZB-16-1810	\$79.31
Stacy Donck 30 Park View Terrace, Summit, NJ 07901	ZB-16-1812	\$439.12
MRY Euclid LLC 387 Springfield Avenue, Summit, NJ 07901	ZB-16-1818	\$142.75
Adam and Lauren Decker 19 Linden Place, Summit, NJ 07901	ZB-16-1819	\$311.01
Ash Prithipaul 22 Sherman Avenue, Summit, NJ 07901	ZB-16-1828	\$42.12
Michael & Patrice Gordon 12 Dorset Lane, Summit, NJ 07901	ZB-16-1829	\$393.00
Chuck Price/Cheryl Costa-Price 16 Hickory Road, Summit, NJ 07901	ZB-16-1830	\$436.96
Alec C. & Danielle S. Serban 153 Colonial Road, Summit, NJ 07901	ZB-16-1833	\$119.94
Joanne Peotter/Peotter's Auto Body 186 Broad Street, Summit, NJ 07901	ZB-16-1837	\$1824.42
Michael J. Shea 226 Hobart Ave. Summit, NJ 07901	ZB-16-1839	\$131.41
Damien Zoubek	ZB-16-1843	\$85.47

24 Hobart Ave. Summit, NJ 07901

Jay & Natalie Flamme 3 Lorraine Road, Summit, NJ 07901	ZB-16-1844	\$18
Karen Fusaro 25 Ashland Road, Summit, NJ 07901	ZB-16-1845	\$21.43
Nelson Espeland 4 Watchung Place, Summit, NJ 07901	ZB-16-1846	\$301.09
Mathew Bazley 116 Mountain Avenue, Summit, NJ 07901	ZB-16-1848	\$65.18
Lynn & Verjean Busath 21 Little Wolf Road, Summit, NJ 07901	ZB-16-1849	\$194.56
Jodi Huckabee 69 Elm Street, Summit, NJ 07901	ZB-16-1852	\$310.49
Robert Delaney & Pamela Craig 25 Hill Crest Ave. Summit, NJ 07901	ZB-16-1853	\$336.68

Dated: November 19, 2018

I, Nicole M. Sarna, Deputy 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 19, 2018.

Deputy City Clerk



## **RESOLUTION (ID # 6038)**

DOC ID: 6038 A

TO: Mayor and Common Council

FROM: Christopher Nicola, Planning Board Secretary

DATE: October 31, 2018

### **SUMMARY**

The following Zoning Escrows are due to be refunded to the applicants. All outstanding invoices have been paid and there will be no more activity on these applications.

Cheng Yuan Zhang                    ZB-18-1924                    \$287.49  
10 Colony Court, Summit, NJ 07901

John Mayer                            ZB-17-1868                    \$47.75  
46 Edgewood Road, Summit, NJ 07901

James & Carol Gordon                    ZB-14-1705                    \$723.34  
33 Mountain Avenue, Summit, NJ 07901

Debra & Todd McGarity                    ZB-18-1914                    \$263.71  
53 West End Avenue, Summit, NJ 07901

James & Patti Stanek                    ZB-18-1922                    \$47.72  
16 Dorset Lane, Summit, NJ 07901

Hermant & Neeraja Kairam                    ZB-18-1923                    \$386.46  
42 Oak Ridge Avenue, Summit, NJ 07901

Kevin M. Loftus                            ZB-16-1796                    \$331.44  
9 Argyle Court, Summit, NJ 07901

Craig & Shannon Louiselle                    ZB-16-1797                    \$313.72

36 Glen Oaks Ave. Summit, NJ 07901

Charles & Jennifer Salzman ZB-16-1784 \$335.78  
6 Essex Road, Summit, NJ 07901

Robert & Ann Rowe ZB-16-1790 \$502.54  
78 Blackburn Ave. Summit, NJ 07901

Avi & Abigail Horev ZB-16-1798 \$371.67  
167 Beechwood Road, Summit, NJ 07901

Jonathan Flax ZB-16-1802 \$17.42  
168 Beechwood Road, Summit, NJ 07901

Michael Walsh and Lisa Coohill ZB-16-1805 \$100.68  
20 Baltusrol Place, Summit, NJ 07901

David & Renee Yozzi ZB-16-1806 \$296.44  
82 Valley View Ave. Summit, NJ 07901

Richard Apostolik ZB-16-1810 \$79.31  
28 Edgemont Ave. Summit, NJ 07901

Stacy Donck ZB-16-1812 \$439.12  
30 Park View Terrace, Summit, NJ 07901

MRY Euclid LLC ZB-16-1818 \$142.75  
387 Springfield Avenue, Summit, NJ 07901

Adam and Lauren Decker ZB-16-1819 \$311.01  
19 Linden Place, Summit, NJ 07901

Ash Prithipaul ZB-16-1828 \$42.12  
22 Sherman Avenue, Summit, NJ 07901

Michael & Patrice Gordon ZB-16-1829 \$393.00  
12 Dorset Lane, Summit, NJ 07901

Chuck Price/Cheryl Costa-Price ZB-16-1830 \$ 436.96  
16 Hickory Road, Summit, NJ 07901

Alec C. & Danielle S. Serban ZB-16-1833 \$119.94

153 Colonial Road, Summit, NJ 07901

Joanne Peotter/Peotter's Auto Body ZB-16-1837 \$1824.42  
186 Broad Street, Summit, NJ 07901

Michael J. Shea ZB-16-1839 \$131.41  
226 Hobart Ave. Summit, NJ 07901

Damien Zoubek ZB-16-1843 \$85.47  
24 Hobart Ave. Summit, NJ 07901

Jay & Natalie Flamme ZB-16-1844 \$.18  
3 Lorraine Road, Summit, NJ 07901

Karen Fusaro ZB-16-1845 \$21.43  
25 Ashland Road, Summit, NJ 07901

Nelson Espeland ZB-16-1846 \$301.09  
4 Watchung Place, Summit, NJ 07901

Mathew Bazley ZB-16-1848 \$65.18  
116 Mountain Avenue, Summit, NJ 07901

Lynn & Verjean Busath ZB-16-1849 \$194.56  
21 Little Wolf Road, Summit, NJ 07901

Jodi Huckabee ZB-16-1852 \$310.49  
69 Elm Street, Summit, NJ 07901

Robert Delaney & Pamela Craig ZB-16-1853 \$336.68  
25 Hill Crest Ave. Summit, NJ 07901

Resolution (ID # 6030)  
November 19, 2018

**AUTHORIZE REFUNDS - DEPARTMENT OF COMMUNITY PROGRAMS**

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

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

Name/Address	Program	Refund Amount
Marc Dietrich 193 Blackburn Road Summit, NJ 07901	Wrestling 8-28-71-300-WRE	\$150.00
Susanne Neilan 15 Laurel Avenue Summit, NJ 07901	Women's Golf Clinic 8-28-71-300-GLL	\$120.00
Andrea Bragagnolo 15 Meadowbrook Court Summit, NJ 07901	Basketball 8-28-71-300-BKT	\$105.00
Kerry Dillon 16 Myrtle Avenue Summit, NJ 07901	Jr. Engineering 8-28-71-300-LEG	\$161.00
Rachel Levine 20 Sheridan Road Summit, NJ 07901	Jr. Engineering 8-28-71-300-LEG	\$161.00
Dawn Borrero 42 Broad Street Summit, NJ 07901	Chess 8-28-71-300-SCI	\$101.00
Kathryn Curran 123 Blackburn Road Summit, NJ 07901	Basketball 8-28-71-300-BKT	\$105.00
Tara Flynn 50 Edgewood Avenue Summit, NJ 07901	Chess 8-28-71-300-SCI	\$101.00

Dated: November 19, 2018

I, Nicole M. Sarna, Deputy 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 19, 2018.

Deputy City Clerk

Resolution (ID # 5501)  
November 19, 2018

**AUTHORIZE PARKING REFUNDS - SUMMIT SMARTCARD, PREPAID PARKING, AND  
OVERNIGHT PARKING PERMITS**

WHEREAS, Summit SmartCards, which have been previously purchased from the City through the Parking Utility Account, have been returned because of a lack of need for the cards or due to a malfunction of said cards, and

WHEREAS, individuals who have purchased prepaid parking and no longer require parking in Summit, and

WHEREAS, individuals who have purchased overnight parking permits that have moved or acquired other off-street parking and no longer require such permit.

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

That the City Treasurer be and is hereby authorized to issue checks to reimburse Summit SmartCard and prepaid parking and users of overnight permits in the amount(s) on the attached list.

Dated: November 19, 2018

I, Nicole M. Sarna, Deputy 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 19, 2018.

Deputy City Clerk

SUMMIT SMARTCARD, PREPAID PARKING, AND OVERNIGHT PARKING PERMITS REFUNDS  
COUNCIL MEETING DATE: November 19, 2018

# CA F/P # 6

## AUTHORIZING PAYMENT OF BILLS

November 19, 2018

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 **\$1,319,840.20** 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 19, 2018

I, Nicole M. Sarna 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 19, 2018.

Deputy City Clerk

November 9, 2018  
02:42 PM

City of Summit  
Received P.O. Batch Listing By Vendor Id

Page No: 1

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Rcvd Batch Id Range: First to Last      Rcvd Date Start: 0      End: 11/09/18      Report Format: Condensed

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Rcvd Date	Batch Id	PO #	Description	Vendor	Amount	Contract
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11/09/18	WORKS	18-00105	JOINT MEETING ASSESSMENT 2018	JOINTM50 JOINT MEETING OF ESSEX & UNION	516,931.25	
				Total for Batch: WORKS	516,931.25	

Total for Date: 11/09/18	Total for All Batches:	516,931.25
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November 13, 2018  
01:27 PM

City of Summit  
Received P.O. Batch Listing By Vendor Id

Page No: 1

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Rcvd Batch Id Range: First to Last      Rcvd Date Start: 0      End: 11/13/18      Report Format: Detail

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Rcvd Date	Batch Id	PO #	Vendor	Item Description	Amount	Charge Account Description	Invoice Number	Contract
11/13/18	FINANCE	18-02901	SHERAT16	SHERATON ATLANTIC CITY 1 Hotel Reservations NJLM 2018	2,840.00	8-01-20-120-000-809 City Clerk Conf & Meetings	53063	
				Total for Batch: FINANCE	2,840.00			
				Total for Date: 11/13/18	Total for All Batches:	2,840.00		

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Rcvd Batch Id Range: First to Last      Rcvd Date Start: 0      End: 11/19/18      Report Format: Condensed

Rcvd Date	Batch Id	PO #	Description	Vendor	Amount	Contract
11/19/18	BANDG	18-00717	PB & ZB AND ESCROW LEGAL ADS	WORRAL33 WORRALL COMMUNITY NEWSPAPERS	82.73	
				Total for Batch: BANDG	82.73	
11/19/18	FINANCE	18-00312	Quarterly CCTV service contrac	ADVANC50 ADVANCED VIDEO SURVEILLNC INC	462.00	
11/19/18	FINANCE	18-01213	purchase DVDS, Blurays	ALLIAN33 ALLIANCE ENTERTAINMENT LLC	716.60	
11/19/18	FINANCE	18-03165	network consultation 1/18-9/18	ANTUNE33 ANTUNES, EURICO	4,020.00	
11/19/18	FINANCE	18-00646	287015068548 2018 BLANKET	ATTMOBIL AT& MOBILITY	81.50	
11/19/18	FINANCE	18-01218	purchase books, processing	BAKERT50 BAKER & TAYLOR, INC	574.22	
11/19/18	FINANCE	18-01241	purchase library books	BAKERT50 BAKER & TAYLOR, INC	13,946.23	
11/19/18	FINANCE	18-01098	MADISON IT SERVICES 2018	BOROUGHM BOROUGH OF MADISON	7,498.67	
11/19/18	FINANCE	18-03391	REFUND CHESS	BORREOD BORRERO, DAWN	101.00	
11/19/18	FINANCE	18-03388	REFUND BASKETBALL	BRAGAGNA BRAGAGNOLO, ANDREA	105.00	
11/19/18	FINANCE	18-03193	PROPERTY ESCROW RFD 5K EVENT	BRIDGESO BRIDGES OUTREACH, INC	500.00	
11/19/18	FINANCE	18-03081	POAA CLERK NEW PROVIDENCE	CHIRI005 CHIRICO, NICOLE	1,087.50	
11/19/18	FINANCE	18-00313	Monthly door mats in the lobby	CLEANM CLEAN MAT SERVICES LLC	44.00	
11/19/18	FINANCE	18-03187	attorney services thro 9/30/18	CLEAR005 CLEARY GIACOBBE ALFIERI &	252.00	
11/19/18	FINANCE	18-00565	8499 05 329 0189117 BLANKET	COMCA840 COMCAST CABLE COMMUNICATIONS	125.84	
11/19/18	FINANCE	18-00314	8499 05 329 0185248 LIBRARY	COMCAS69 COMCAST	255.84	
11/19/18	FINANCE	18-03133	REFUND POOL MEMBERSHIP	COOPERJO COOPER, JOHANNA	15.00	
11/19/18	FINANCE	18-03392	REFUND BASKETBALL	CURRAN CURRAN, KATHRYN	105.00	
11/19/18	FINANCE	18-03293	CD/DVD Overlay tags TP supplie	DEMCO150 DEMCO INC	1,019.96	
11/19/18	FINANCE	18-03386	REFUND WRESTLING	DIETRI DIETRICH, MARC	150.00	
11/19/18	FINANCE	18-03389	REFUND JR ENGINEERING	DILLONK DILLON, KERRY	161.00	
11/19/18	FINANCE	18-01214	purchase adult, J playaways	FINDAW50 FINDAWAY WORLD LLC	3,208.51	
11/19/18	FINANCE	18-03393	REFUND CHESS	FLYNNNTAR FLYNN, TARA	101.00	
11/19/18	FINANCE	18-00861	DATA PAC CURVE POSTAGE SYSTEM	GREATAME GREATAMERICA FINANCIAL	500.00	
11/19/18	FINANCE	18-03294	Muzzy Club Online Subscription	GROWINGM GROWING MINDS, LLC	850.00	
11/19/18	FINANCE	18-03377	Union Co. East renewal	INFOGROU INFOGROUP INC	426.00	
11/19/18	FINANCE	18-03258	Swinging & singing 12/9/18	JACKSONC JACKSON, CARRIE	350.00	
11/19/18	FINANCE	18-00379	100005954571 512 SPRINGFIELD	JCPL0050 JCP&L	16,228.67	
11/19/18	FINANCE	18-00383	100034766905 905 UNION AVE	JCPL0050 JCP&L	230.37	
11/19/18	FINANCE	18-00384	100034766954 BANK STREET	JCPL0050 JCP&L	233.32	
11/19/18	FINANCE	18-00385	100034766962 SPRINGFIELD AVE	JCPL0050 JCP&L	268.98	
11/19/18	FINANCE	18-00386	100037556253 SPRINGFIELD AVE	JCPL0050 JCP&L	84.78	
11/19/18	FINANCE	18-00388	100048610792 41 CHATHAM	JCPL0050 JCP&L	5,381.41	
11/19/18	FINANCE	18-00389	100050758117 BROAD STREET	JCPL0050 JCP&L	38.13	
11/19/18	FINANCE	18-00393	100062732993 BUS SHELTER	JCPL0050 JCP&L	71.35	
11/19/18	FINANCE	18-00394	100064737081 MORRIS & LAFAYET	JCPL0050 JCP&L	35.55	
11/19/18	FINANCE	18-00395	100064737099 MORRIS & KENT	JCPL0050 JCP&L	45.13	
11/19/18	FINANCE	18-00396	100064738881 MORRIS & RIVER	JCPL0050 JCP&L	33.97	
11/19/18	FINANCE	18-00398	100064738915 MORRIS & GLEN SIDE	JCPL0050 JCP&L	33.95	
11/19/18	FINANCE	18-00399	100064738923 GLEN SIDE & BALTUS	JCPL0050 JCP&L	36.52	
11/19/18	FINANCE	18-00400	100064741042 MORRIS & BROAD	JCPL0050 JCP&L	43.41	
11/19/18	FINANCE	18-00401	100064741059 MORRIS & PROSPECT	JCPL0050 JCP&L	46.84	
11/19/18	FINANCE	18-00402	100064741067 MORRIS & MAPLE	JCPL0050 JCP&L	15.01	
11/19/18	FINANCE	18-00405	10007387649 MORRIS & MOUNTAIN	JCPL0050 JCP&L	58.03	
11/19/18	FINANCE	18-00407	100081217810 CLAREMONT CORP	JCPL0050 JCP&L	68.97	
11/19/18	FINANCE	18-00408	100081908319 41 CHATHAM	JCPL0050 JCP&L	4.35	
11/19/18	FINANCE	18-00414	100101541801 0 SPRINGFIELD	JCPL0050 JCP&L	43.66	
11/19/18	FINANCE	18-00415	100103385231 5 MYRTLE	JCPL0050 JCP&L	6.80	
11/19/18	FINANCE	18-00416	100105977803 59-63 BROAD	JCPL0050 JCP&L	14.12	
11/19/18	FINANCE	18-00417	100111640320 80 BUTLER SHACK	JCPL0050 JCP&L	8.29	

Rcvd Date	Batch Id	PO #	Description	Vendor	Amount	Contract
11/19/18	FINANCE	18-00419	100113540429 NEW ENGLAND	JCPL0050 JCP&L	34.85	
11/19/18	FINANCE	18-00420	100114917170 SHUNPIKE ROAD	JCPL0050 JCP&L	42.31	
11/19/18	FINANCE	18-02017	100 124 583 210 40 NEW PROV RD	JCPL0050 JCP&L	7.07	
11/19/18	FINANCE	18-03250	PostBase Pro Ink Cartridge	JERSEYMA JERSEY MAIL SYSTEMS, LLC	199.95	
11/19/18	FINANCE	18-03390	REFUND JR ENGINEERING	LEVINGER LEVINE, RACHEL	161.00	
11/19/18	FINANCE	18-00544	Membership Subscription 2018	LEXISN50 LEXISNEXIS BUSINESS &	390.00	
11/19/18	FINANCE	18-03360	SUPPLIES FOR UC CLERKS ASSOC.	LICATE50 LICATESE, ROSEMARY	62.17	
11/19/18	FINANCE	18-03232	elibrary NJ access, content fee	LMXAC LMXAC	8,941.00	
11/19/18	FINANCE	18-03295	PARCC Online study Grade 3-8	LUMOSLEA LUMOS LEARNING	2,685.09	
11/19/18	FINANCE	18-01215	purchase A/V, ACD, ADB	MIDWES50 MIDWEST TAPE EXCHANGE	2,498.05	
11/19/18	FINANCE	18-01217	purchase DVDs, Blurays, A/V	MIDWES50 MIDWEST TAPE EXCHANGE	900.34	
11/19/18	FINANCE	18-01100	GRANT WRITING SERVICES	MILLSTRA MILLENNIUM STRATEGIES, LLC	3,500.00	
11/19/18	FINANCE	18-03387	REFUND WOMEN'S GOLF CLINIC	NEILANSU NEILAN, SUSANNE AND JOHN	120.00	
11/19/18	FINANCE	18-00632	BANK ST 1018-210024595189 BLNK	NJ-AME50 NJ-AMERICAN WATER CO.	17.32	
11/19/18	FINANCE	18-00635	UNION PL 1018-210024718968 BKT	NJ-AME50 NJ-AMERICAN WATER CO.	24.29	
11/19/18	FINANCE	18-03347	METRO NJ CHAPTER CONFERENCE	OCONNORT O'CONNOR, TIMOTHY J	200.00	
11/19/18	FINANCE	18-03262	REDEMPTION W/IN 10DYS 1302/57	PHOENIX PHOENIX FUNDING INC	30,509.01	
11/19/18	FINANCE	18-00323	Quarterly lease postage meter	PITNEY75 PITNEY BOWES GLOBAL FINANCIAL	270.81	
11/19/18	FINANCE	18-03185	size 10 logo envelopes	PRINTME PRINT MEDIA LLC	140.00	
11/19/18	FINANCE	18-00501	5 MYRTLE AVE 73 349 238 04	PSEG1444 PSEG&G	251.23	
11/19/18	FINANCE	18-00502	70 304 372 09 41 CHATHAM REAR	PSEG1444 PSEG&G	440.56	
11/19/18	FINANCE	18-00503	6583966700 10-A GLEN AVE PUMP	PSEG1444 PSEG&G	12.23	
11/19/18	FINANCE	18-00504	65 671 139 01 41 CHATHAM RD	PSEG1444 PSEG&G	277.29	
11/19/18	FINANCE	18-03361	DESSERT FOR UC CLERKS ASSOC	SARNANIC SARNA, NICOLE	40.90	
11/19/18	FINANCE	18-03379	purchase LED fixtures	SUMMIT25 SUMMIT ELECTRICAL SUPPLY CO	1,250.85	
11/19/18	FINANCE	18-03380	purchase electrical supplies	SUMMIT25 SUMMIT ELECTRICAL SUPPLY CO	356.42	
11/19/18	FINANCE	18-03375	Nov Petty Cash reimbursement	SUMMIT65 LIBRARY PETTY CASH ACCOUNT	623.66	
11/19/18	FINANCE	18-03376	Nov Fines reimbursement	SUMMIT65 LIBRARY PETTY CASH ACCOUNT	370.87	
11/19/18	FINANCE	18-03188	alarm turning off on its own	SYSTEM66 RED HAWK FIRE & SECURITY LLC	750.00	
11/19/18	FINANCE	18-03378	fire alarm annual maintenance	SYSTEM66 RED HAWK FIRE & SECURITY LLC	1,745.00	
11/19/18	FINANCE	18-03296	Fax cards for patron use	TELEVEND TELEVENDE SERVICES INC	134.05	
11/19/18	FINANCE	18-00324	Quarterly elevator maintenance	THYSSE50 THYSSENKRUPP ELEVATOR CORP.	690.27	
11/19/18	FINANCE	18-00860	PHONE SERVICES 1000050048	TOUCHTON TOUCHTONE COMMUNICATIONS, INC.	423.78	
11/19/18	FINANCE	18-03313	unemployment 226-002-329-000	TREASU35 TREASURER, STATE OF NEW JERSEY	26,849.00	
11/19/18	FINANCE	18-02042	EAP SERVICES 2018	TRINIT50 TRINITAS HOSPITAL	1,400.00	
11/19/18	FINANCE	18-00547	UC POLICE OFF DUTY PROJECTS	UNIONC43 UNION COUNTY POLICE	3,300.00	
11/19/18	FINANCE	18-00560	201 M55-5284 082 BLANKET	VERIZ016 VERIZON	721.95	
11/19/18	FINANCE	18-00430	452 053 634 0001 39	VERIZON1 VERIZON	179.99	
11/19/18	FINANCE	18-00431	151 907 182 0001 93	VERIZON1 VERIZON	114.99	
11/19/18	FINANCE	18-00436	155 620 595 0001 99	VERIZON1 VERIZON	84.99	
11/19/18	FINANCE	18-01286	155 678 232 0001 05	VERIZON1 VERIZON	79.99	
11/19/18	FINANCE	18-03011	Office Coffee	WBMASON W.B. MASON CO, INC	115.92	
11/19/18	FINANCE	18-03297	Printer toners	WBMASON W.B. MASON CO, INC	171.40	
11/19/18	FINANCE	18-01021	LEGAL ADVERTISING BLANKET C1k	WORRAL33 WORRALL COMMUNITY NEWSPAPERS	34.60	
				Total for Batch: FINANCE	150,811.68	
11/19/18	GSERVICE	18-03249	Excavator rental - Long Field	ADAMSC50 ADAM SCHEPPE LANDSCAPING	2,250.00	
11/19/18	GSERVICE	18-03259	On call landscape services	ADAMSC50 ADAM SCHEPPE LANDSCAPING	795.00	
11/19/18	GSERVICE	18-02972	paystation keys	AMANOMCG AMANO MCGANN INC	180.40	
11/19/18	GSERVICE	18-03139	Ribbon for Ticket/Card Reader	AMANOMCG AMANO MCGANN INC	612.00	
11/19/18	GSERVICE	18-00163	ANIMAL CONTROL SERVICES	ANIMALCS ANIMAL CONTROL SOLUTIONS LLC	3,395.00	
11/19/18	GSERVICE	18-03222	Pet Waste Station/Bags	BENSHA50 BEN SHAFFER RECREATION INC	3,476.78	
11/19/18	GSERVICE	18-03292	Senior Program Adm Fee	CITYOF29 CITY OF SUMMIT (DCP)	385.00	
11/19/18	GSERVICE	18-03372	Replenish Petty Cash	CITYOF55 CITY OF SUMMIT PETTYCASH/CHANG	120.00	

Rcvd Date	Batch Id	PO #	Description	Vendor	Amount	Contract
11/19/18	GSERVICE	18-03357	MULTIPLE REIMBURSEMENTS	COLUCCI J COLUCCI, JAMES	1,569.17	
11/19/18	GSERVICE	18-01475	WATER COOLER 2018	CRYSTALS CRYSTAL SPRINGS	16.47	
11/19/18	GSERVICE	18-01501	E-TICKETING FEES 2018	CSITECHN CSI TECHNOLOGY GROUP	3,261.00	
11/19/18	GSERVICE	18-03339	Ice Skating Rink Rental	FANTASYW FANTASY WORLD ENTERTAINMENT	5,250.00	
11/19/18	GSERVICE	18-03290	Railroad ties/sand	FUSCOB50 FUSCO BROS INC	448.40	
11/19/18	GSERVICE	18-01876	Grounds Maintenance BPO	GRASSR50 GRASS ROOTS, TURF PRODUCTS INC	4,300.00	
11/19/18	GSERVICE	18-03340	Chess Class	HILLSIDE HILLSIDE VENTURES LLC	1,600.00	
11/19/18	GSERVICE	18-03394	PARKING SMARTCARD REFUND	HODGESCA HODGES, CATHY	96.25	
11/19/18	GSERVICE	18-03257	Park Bldg Materials & Supplies	HOMEDE66 HOME DEPOT CREDIT SERVICE	270.81	
11/19/18	GSERVICE	18-03260	Supplies & Materials - Various	HOMEDE66 HOME DEPOT CREDIT SERVICE	177.35	
11/19/18	GSERVICE	18-03303	Building supplies various	HOMEDE66 HOME DEPOT CREDIT SERVICE	243.60	
11/19/18	GSERVICE	18-03382	Supplies & Materials - Various	HOMEDE66 HOME DEPOT CREDIT SERVICE	1,290.54	
11/19/18	GSERVICE	17-02242	DCP COMMUNITY CENTER PROJECT	HSCONSTR H&S CONSTRUCTION & MECHANICAL	340,991.00	
11/19/18	GSERVICE	18-01375	Goose Control Service - Golf	HUDSONVW HUDSON VALLEY WILD GOOSE	1,000.00	
11/19/18	GSERVICE	18-02694	BOSS Keys -Digital Paystations	INTEGRITS INTEGRATED TECHNICAL SYSTEMS	177.00	
11/19/18	GSERVICE	18-00368	100005180201 NJ DOT LOT	JCPL0050 JCP&L	168.98	
11/19/18	GSERVICE	18-00373	100005441132 DCP 189 RIVER	JCPL0050 JCP&L	237.21	
11/19/18	GSERVICE	18-00382	100007664368 301 BROAD	JCPL0050 JCP&L	2,712.40	
11/19/18	GSERVICE	18-00390	1000051492492 MORRIS AVE LOT	JCPL0050 JCP&L	170.89	
11/19/18	GSERVICE	18-00392	100060906920 CEDAR STREET	JCPL0050 JCP&L	5.84	
11/19/18	GSERVICE	18-00409	100084439627 DCP 100 ASHWOOD	JCPL0050 JCP&L	688.52	
11/19/18	GSERVICE	18-00411	100099194688 40 DEFOREST	JCPL0050 JCP&L	76.94	
11/19/18	GSERVICE	18-00412	100099194696 22 DEFOREST	JCPL0050 JCP&L	172.57	
11/19/18	GSERVICE	18-00413	100099194704 4 DEFOREST	JCPL0050 JCP&L	61.23	
11/19/18	GSERVICE	18-00418	100112084254 4 DEFOREST	JCPL0050 JCP&L	84.57	
11/19/18	GSERVICE	18-00421	100115346619 22 DEFOREST	JCPL0050 JCP&L	84.57	
11/19/18	GSERVICE	18-00707	DCP MASTER INVOICE 95007110000	JCPL0050 JCP&L	2,963.57	
11/19/18	GSERVICE	18-03351	WORLD WATER PARK ASSN. CONF	JOSEPHSJ JOSEPHS, JUDITH L	1,421.60	
11/19/18	GSERVICE	18-00671	Instructor Senior Yoga BPO	KARENAVW KARENA V WALKER LLC	330.00	
11/19/18	GSERVICE	18-03248	Cornog Ext. Bath Materials	LOWESCOM LOWE'S HOME CENTERS, LLC	273.88	
11/19/18	GSERVICE	18-03256	Material & Supplies Various	MCMASTER MCMASTER-CARR SUPPLY COMPANY	384.32	
11/19/18	GSERVICE	18-03395	EMPLOYEE PRO RATED REFUND	MORGANTO MORGAN, TOM	65.52	
11/19/18	GSERVICE	18-03291	293875028-195 August-October	NEXTEL50 NEXTEL COMMUNICATIONS OF THE	292.00	
11/19/18	GSERVICE	18-00327	1018220021694169 189 River Rd.	NJ-AME50 NJ-AMERICAN WATER CO.	100.35	
11/19/18	GSERVICE	18-00633	1018-210024638345 BROAD ST	NJ-AME50 NJ-AMERICAN WATER CO.	29.81	
11/19/18	GSERVICE	18-00215	Bathroom Interior Renovation	POTTERAR POTTER ARCHITECTS LLC	873.25	
11/19/18	GSERVICE	18-03243	Pool pump and motor repair	PRECISEM PRECISION ELECTRIC MOTOR WORKS	4,670.00	
11/19/18	GSERVICE	18-03253	Bocce ADA Plan Check	RECREACC THE W-T GROUP, LLC	750.00	
11/19/18	GSERVICE	18-03336	Membership 2019-Reg/Dep/Alt.	REGIST50 REGISTRAR'S ASSOCIATION OF NJ	75.00	
11/19/18	GSERVICE	18-02240	5-Man Youth Mod Sled	ROGERSAT ROGERS ATHLETIC COMPANY	3,100.00	
11/19/18	GSERVICE	18-03206	Vital Statistics safety paper	RRDONNEL RR DONNELLEY	1,176.00	
11/19/18	GSERVICE	18-03152	Hay and Pumpkin Decor	SCHEPPEG SCHEPPE GARDENS, LLC	471.50	
11/19/18	GSERVICE	18-01472	ELEVATOR MAINTENANCE 2018	STANDELE STANDARD ELEVATOR CORPORATION	435.00	
11/19/18	GSERVICE	18-03362	PARTS FOR EQUIP. REPAIR	STORRT50 STORR TRACTOR CO	23.73	
11/19/18	GSERVICE	18-03200	6ft bird spikes	SUMMIT40 SUMMIT IND. HARDWARE	25.49	
11/19/18	GSERVICE	18-02855	Dance floor for concert	TAYLOR20 TAYLOR RENTAL CENTER	500.00	
11/19/18	GSERVICE	18-03365	TENT RENTAL CENTER	TAYLOR20 TAYLOR RENTAL CENTER	500.00	
11/19/18	GSERVICE	18-01456	2018 FIELD MNTN CONTRACT BPO	TRUGRE50 TRUGREEN LIMITED PARTNERSHIP	2,530.00	
11/19/18	GSERVICE	18-01521	CELL PHONES / TABLETS	VERIZ408 VERIZON WIRELESS	1,105.43	
11/19/18	GSERVICE	18-03247	02620420556 Supplies for	VILLAGES VILLAGE SUPER MARKET, INC.	122.70	
11/19/18	GSERVICE	18-00537	Jan. 2018 base chg.#091991915	XEROXC33 XEROX CORPORATION	131.99	
11/19/18	GSERVICE	18-03341	Drawing Class	YOUNGREM YOUNG REMBRANDTS, INC	869.00	

Total for Batch: GSERVICE 399,589.63

Rcvd Date	Batch Id	PO #	Description	Vendor	Amount	Contract
11/19/18	SAFETY	18-03277	BLS HEALTHCARE PROV CLASS CARD	ATLANT70 ATLANTIC TRAINING CENTER	60.00	
11/19/18	SAFETY	18-03121	EST # 58900 PRESS TEST CAR 3	BROOKSID BROOKSIDE FRIENDLY SERVICE	126.50	
11/19/18	SAFETY	18-03122	EST 58909 CAR 5 BATT CHECK &	BROOKSID BROOKSIDE FRIENDLY SERVICE	220.00	
11/19/18	SAFETY	18-03168	IMPOUND OF CHEVY CRUZE	BROOKSID BROOKSIDE FRIENDLY SERVICE	202.00	
11/19/18	SAFETY	18-01763	EST SERVICE ON ENGINE 2	CAMPBE40 CAMPBELL SUPPLY CO LLC	5,739.00	
11/19/18	SAFETY	18-02937	SERV EST DC077158/213003	CAMPBE40 CAMPBELL SUPPLY CO LLC	1,733.71	
11/19/18	SAFETY	18-01930	COPIER USAGE FEE	CANONUSA CANON USA INC (FD)	96.79	
11/19/18	SAFETY	18-03169	VEHICLE CALIBRATIONS	CERTIF75 CERTIFIED SPEEDOMETER SERVICE	304.00	
11/19/18	SAFETY	18-03308	3RD QUARTERLY CO ALLOWANCE	CHEMIC50 CHEMICAL ENGINE COMPANY	125.00	
11/19/18	SAFETY	18-03283	SERVICE - NOV 2018	CONVERGE CONVERGEONE, INC	225.20	
11/19/18	SAFETY	18-03275	PD- Cover for Motorcycle	HDPHARLE H.D.P. HARLEY, LLC	99.95	
11/19/18	SAFETY	18-03174	CONST MATS FOR RENO PROJ IN PD	HOMED33 HOME DEPOT CREDIT SRVCS (DCS)	168.67	
11/19/18	SAFETY	18-03274	8-31-18 FD BOTTLED WATER	HOMED66 HOME DEPOT CREDIT SERVICE	90.56	
11/19/18	SAFETY	18-03309	3RD QTR CO ALLOW	HOOKLA50 HOOK & LADDER COMPANY	125.00	
11/19/18	SAFETY	18-03311	3RD QTR CO ALLOW	HOSEC050 HOSE COMPANY 2	125.00	
11/19/18	SAFETY	18-00397	100064738899 MORRIS & ORCHARD	JCPL0050 JCP&L	42.19	
11/19/18	SAFETY	18-00403	100064741075 MORRIS & SUMMIT	JCPL0050 JCP&L	44.14	
11/19/18	SAFETY	18-00422	100120325970 DEFOREST & WOODLD	JCPL0050 JCP&L	67.18	
11/19/18	SAFETY	18-00423	100120395478 DEFOREST & MAPLE	JCPL0050 JCP&L	37.41	
11/19/18	SAFETY	18-03335	PD- SPD Notecards	LYNN LYNN CARD COMPANY	128.00	
11/19/18	SAFETY	18-03159	PD- CPU Giveaways	MANSHELM MANSHEL MARKETING LLC	1,998.00	
11/19/18	SAFETY	18-03306	7/16" OSB 4x8	MORRILSC MORRISTOWN LUMBER & SUPPLY CO	438.46	
11/19/18	SAFETY	18-03270	PD- Email/Domain	NPSMEMR NPSM EMERGENCY SRVS COMMUN CTR	2,500.00	
11/19/18	SAFETY	18-02942	COURSE ENROLLMENT EW0208CL19	RUTGER70 RUTGERS STATE UNIVERSITY 102	280.00	
11/19/18	SAFETY	18-03023	SERVICE ON HURST & POWER TOOLS	STATEL50 STATE LINE FIRE & SAFETY INC	4,720.50	
11/19/18	SAFETY	18-03272	ACCT 345 BLDG MAINT ITEMS	SUMMIT40 SUMMIT IND. HARDWARE	336.43	
11/19/18	SAFETY	18-03310	3RD QTR CO ALLOW	UNIONH50 UNION HOSE COMPANY 1	125.00	
11/19/18	SAFETY	18-02480	PD- Verizon Account	VERIZON1 VERIZON	500.00	
Total for Batch: SAFETY					20,658.69	
11/19/18	WORKS	18-01257	Engineering Printing	ACEREP50 ACE REPROGRAPHIC SERVICE, INC.	271.30	
11/19/18	WORKS	18-03301	CONTRACTED GROUND MAINTENANCE	ADAMSC50 ADAM SCHEPPE LANDSCAPING	4,320.00	
11/19/18	WORKS	18-02085	Repairs Police Dept. Locker Rm	ALLCOU66 ALL COUNTY SEWER & DRAIN SRVC	800.00	
11/19/18	WORKS	18-03252	PB&G REPAIRS	APPROV33 APPROVED FIRE PROTECTION CO	565.90	
11/19/18	WORKS	18-03009	Downtown Pedestrian Safety	BARCOP33 BARCO PRODUCTS	671.02	
11/19/18	WORKS	18-00967	GARAGE RRM VEHICLE MAINT	BEYERFRD BEYER FORD	44.61	
11/19/18	WORKS	17-01780	SEWER CAPITAL BLANKET	BOROUG66 BOROUGH OF NEW PROVIDENCE	5,650.00	
11/19/18	WORKS	18-01423	Additional Sewer Services	BOROUG66 BOROUGH OF NEW PROVIDENCE	4,370.00	
11/19/18	WORKS	18-03231	Testing Backflow Devices 3rd q	BOROUG66 BOROUGH OF NEW PROVIDENCE	640.00	
11/19/18	WORKS	18-01852	Inspection Servics Plymouth Rd	BOSWEL50 BOSWELL ENGINEERING	1,270.00	
11/19/18	WORKS	18-02087	Inspection Srvs 2018 Roads	BOSWEL50 BOSWELL ENGINEERING	21,120.00	
11/19/18	WORKS	18-02422	Survey, Design and Inspections	BOSWEL50 BOSWELL ENGINEERING	23,630.00	
11/19/18	WORKS	18-03038	Sewer Upgrade	BRASUSAC BRASUSA CONSTRUCTION, INC	6,200.00	
11/19/18	WORKS	18-02943	DPW Plow Blades / Snow Season	BRIST066 BRISTOL-DONALD CO INC	8,640.00	
11/19/18	WORKS	18-00878	DCS 2018	CANONB66 CANON BUSINESS SOLUTIONS-EAST	54.40	
11/19/18	WORKS	18-03195	DCS - SEWER UTILITY 2018	CHATHA40 CHATHAM LAWNMOWER SERVICE, INC	45.00	
11/19/18	WORKS	18-03237	DCS - ROAD REPAIR & MAINT 2018	CHATNAPA CHATHAM NAPA	103.99	
11/19/18	WORKS	18-00767	Eng. Computer Equipment	DELLC050 DELL MARKETING LLP	1,101.99	
11/19/18	WORKS	18-02162	DCS - PARKS & SHADE TREES 2018	DONOF D'ONOFRIO & SON INC	4,920.00	
11/19/18	WORKS	18-03147	DCS - PUBLIC WORKS MAINT 2018	DREYER50 DREYER'S LUMBER & HARDWARE INC	129.42	
11/19/18	WORKS	18-03325	UCC Apperal	EMBROIDM EMBROIDME	287.00	
11/19/18	WORKS	18-00883	DCS - GARAGE 2018	FOLEYI50 FOLEY INCORPORATED	126.68	
11/19/18	WORKS	18-00895	DCS - GARAGE 2018	FOLEYI50 FOLEY INCORPORATED	43.28	
11/19/18	WORKS	18-02031	DCS - SEWER OPER EQUIP MAINT	FOLEYI50 FOLEY INCORPORATED	62.33	

November 15, 2018  
01:27 PM

City of Summit  
Received P.O. Batch Listing By Vendor Id

Page No: 5

Rcvd Date	Batch Id	PO #	Description	Vendor	Amount	Contract
11/19/18	WORKS	18-03196	DCS - PUBLIC WORKS MAINT 2018	FUSCOB50 FUSCO BROS INC	81.50	
11/19/18	WORKS	18-03266	MAINTENANCE MATERIALS	GRASSR50 GRASS ROOTS, TURF PRODUCTS INC	532.00	
11/19/18	WORKS	18-01072	2018 AFFORDABLE HOUSING COUNSL	JEFFRE75 JEFFREY R SURENIAN & ASSOC LLC	1,252.17	
11/19/18	WORKS	18-00901	DCS - PW MAINT 2018	JENEL JEN ELECTRIC, INC.	2,182.60	
11/19/18	WORKS	18-03349	ACCOMADATIONS FOR NJAFM CONF	MATIAS50 MATIAS, RICK	242.44	
11/19/18	WORKS	18-03233	DCS - SEWER UTILITY 2018	METROH50 METRO HYDRAULIC JACK CO OF NJ	456.00	
11/19/18	WORKS	18-00968	ROAD REPAIR MAINTENANCE	MORTONSA MORTON SALT INC	5,583.76	
11/19/18	WORKS	17-03620	Downtown Sewers-Cleaning & Inv	MOTTMACD MOTT MACDONALD LLC	5,667.50	
11/19/18	WORKS	18-00187	MISC SURVEYS ON CAP ROAD PROJ	MOTTMACD MOTT MACDONALD LLC	362.50	
11/19/18	WORKS	18-00194	WKND OVERSIGHT ON TS SLAB SEAL	MOTTMACD MOTT MACDONALD LLC	342.00	
11/19/18	WORKS	18-01325	Various Surveying Projects	MOTTMACD MOTT MACDONALD LLC	7,980.00	
11/19/18	WORKS	18-02292	Wallace Road Survey	MOTTMACD MOTT MACDONALD LLC	9,647.50	
11/19/18	WORKS	18-01420	Various Sanitary Sewer Project	NEGLIA50 NEGLIA ENGINEERING ASSOCIATES	2,263.38	
11/19/18	WORKS	18-02556	DCS New Vehicle Registration	NJMOTO38 NJ MOTOR VEHICLE COMMISSION	60.00	
11/19/18	WORKS	18-02557	UCC New Vehicle Registration	NJMOTO38 NJ MOTOR VEHICLE COMMISSION	60.00	
11/19/18	WORKS	18-03286	2019 Membership Dues	NJSOCI50 NJ SOCIETY OF MUNICIPAL ENGINE	370.00	
11/19/18	WORKS	18-03287	SUB. COVERAGE FOR PLUMBING INS	OLINGE50 OLINGER, WILLIAM	900.00	
11/19/18	WORKS	18-00934	DCS - GARAGE 2018	QUALIT25 QUALITY AUTOMOTIVE CO.	995.06	
11/19/18	WORKS	18-01425	Code Enfr. Vehicle Maintenance	QUALIT25 QUALITY AUTOMOTIVE CO.	114.94	
11/19/18	WORKS	18-03229	Bldg/eqpt Maint	RAPIDP50 RAPID PUMP & METER SERVICE CO.	136.00	
11/19/18	WORKS	18-01585	DCS - BLDGS DPW 41 CHATHAM	RICCIA RICCIARDI BROTHERS, INC.	370.90	
11/19/18	WORKS	18-02189	UCC Vehicle to replace veh#204	ROUTE23A ROUTE 23 AUTOMALL, LLC	22,947.00	
11/19/18	WORKS	18-02322	Engineering Vehicle	ROUTE23A ROUTE 23 AUTOMALL, LLC	22,817.00	
11/19/18	WORKS	18-02921	Recycling Containers	SANITA75 SANITATION TRUCK REPAIRS INC	25,093.00	
11/19/18	WORKS	18-03348	ACCOMADATIONS AND MEAL NJAFM	SCHRAGER SCHRAGER, AARON	293.48	
11/19/18	WORKS	18-00200	UCC INSPECTOR CELL PHONES	SPRINT SPRINT SPECTRUM, LP	260.33	
11/19/18	WORKS	18-01255	DPW Supplies/Materials	SUMMIT25 SUMMIT ELECTRICAL SUPPLY CO	1,342.98	
11/19/18	WORKS	18-00965	SEWER UTILITY - ACCT 365	SUMMIT40 SUMMIT IND. HARDWARE	1,428.23	
11/19/18	WORKS	18-00555	682164944-00001	VERIZ408 VERIZON WIRELESS	881.30	
11/19/18	WORKS	18-03205	PW STORM SEWER MATERIALS	WABIRD50 W A BIRDSALL & CO	51.59	
11/19/18	WORKS	18-00228	Office Supplies & Materials	WBMASON W.B. MASON CO, INC	91.16	
11/19/18	WORKS	18-01645	DCS Office Supplies - BLANKET	WBMASON W.B. MASON CO, INC	252.98	
11/19/18	WORKS	18-02529	Speed Hump Installation	ZUCCAROI ZUCCARO INC	28,800.00	
				Total for Batch: WORKS	228,926.22	

Total for Date: 11/19/18      Total for All Batches: 800,068.95

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
Current Fund	8-01	160,853.29	15.00	0.00	160,868.29
Sewer Operating	8-07	8,254.87	0.00	0.00	8,254.87
Parking Operating	8-09	9,380.59	281.77	0.00	9,662.36
Uniform Construction Code	8-18	24,454.33	0.00	0.00	24,454.33
Recreation Trust	8-28	11,064.00	1,004.00	0.00	12,068.00
	Year Total:	214,007.08	1,300.77	0.00	215,307.85
General Capital	C-04	450,004.92	0.00	0.00	450,004.92
Sewer Capital	C-06	34,194.50	0.00	0.00	34,194.50
	Year Total:	484,199.42	0.00	0.00	484,199.42
Grant Fund	G-02	29,080.58	0.00	0.00	29,080.58
Trust - Other	T-03	39,984.93	0.00	0.00	39,984.93
Animal Control	T-12	3,395.00	0.00	0.00	3,395.00
Unemployment Insurance	T-15	26,849.00	0.00	0.00	26,849.00
Afforable Housing	T-19	1,252.17	0.00	0.00	1,252.17
	Year Total:	71,481.10	0.00	0.00	71,481.10
Total of All Funds:		798,768.18	1,300.77	0.00	800,068.95

# THE CITY OF SUMMIT

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## NEW JERSEY

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CITY HALL 512 SPRINGFIELD AVENUE SUMMIT, NJ 07901

November 7, 2018

The Common Council  
City Hall  
Summit, NJ 07901

Dear Members of Common Council:

The following appointment, effective July 1, 2018, does not require your confirmation, but is respectfully provided for your information:

**EMERGENCY**

Donald Nelson

**MANAGEMENT**3-year term –  
(*re-appointment*)**COORDINATOR***(term expires 3 years  
from date of original  
appointment)*      Expires 06/ 30/ 21

Sincerely,



Nora G. Radest  
Mayor

## THE CITY OF SUMMIT

N E W J E R S E Y

CITY HALL 512 SPRINGFIELD AVENUE SUMMIT, NJ 07901

Corresp 11/19

November 5, 2018

The Common Council  
City Hall  
Summit, NJ 07901

Dear Members of Council:

The following appointment, effective October 31, 2018, does not require your confirmation; however, it is being provided for your information:

**Emergency Management Council**

Lt. Dave Richel	<i>Newly appointed</i> (unexp. Colucci)	2 years	12/31/2018
Annex Coordinator - Evacuation			

Sincerely,



Nora G. Radest, Mayor

**City of Summit Tax Office**

# Memo

*Corresp 11/19/18*

DATE: October 30, 2018



From: Juliet Ruggiero. Tax Collector *JR*

To: Mayor Nora Radest &  
Common Council

Re: 2018 Tax Sale October 30, 2018

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Seven Parcels went to tax sale: \$48,917.75

Seven Parcels were sold to Outside Lienholders \$48,917.75

Total Amount of Premium \$115,900.00

## AFFIDAVIT OF MAILING, ADVERTISING, AND POSTING OF NOTICE

I, Juliet B. Ruggiero, Summit City Tax Collector hereby certify that I advertised 10 properties with delinquent 2016/2017 tax and sewer in connection with a Tax Sale held on October 30, 2018 in the Union County Local Source issues on September 27, October 4, 11, and 18.

I further certify that I mailed notices connected with said sale on September 10, 2018. I further certify that on September 27, 2018, I posted tax sale notices in the following locations:

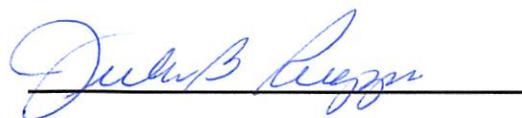
Municipal Public Board

Housing Department

Recreation department

Summit Public library

Fire Department



Juliet B. Ruggiero, Tax Collector

State of New Jersey

Union County

Be it remembered, that on this October 30 2018, before me a Notary Public of N.J. personally appeared Juliet B. Ruggiero, collector of the taxing district of the City of Summit who, I am satisfied, is the individual described herein, and who executed the above affidavit: and I having made know to her the contents of thereof. She thereupon acknowledged me that she signed, sealed, and delivered the same as her voluntary act and deed, for the uses and purposes there in expressed.



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

# THE CITY OF SUMMIT

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## NEW JERSEY

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CITY HALL 512 SPRINGFIELD AVENUE SUMMIT, NJ 07901

November 12, 2018

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

Ladies and Gentlemen:

On Tuesday, November 1, 2018, 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 October 11, 2018 and referred to the Parking Services Manager. Results are as follows:

### **COMPETITIVE CONTRACTING – BROAD STREET EAST LOT VALET PARKING CONCESSION**

Parking Services Plus, Inc.	(bid bond)	<u>Monthly Revenue Fee</u>
28 Fourth Street		\$11,247.50
Valley Stream NY 11581		Agrees to consideration of four (4) one-year extensions
		Takes exception to maintain monthly fee at time of
		award through extensions

The Purchasing Agent, upon the review, evaluation and recommendation in a memo from the Parking Services Manager, makes the following award recommendation to the General Services Committee:

### **COMPETITIVE CONTRACTING – BROAD STREET EAST LOT VALET PARKING CONCESSION**

Parking Services Plus, Inc., for \$11,247.50 per month.

Sincerely,

*Michelle Caputo*

Michelle Caputo  
Purchasing Agent

**Suburban Municipal Joint Insurance Fund**  
9 Campus Drive, Suite 216  
Parsippany, NJ 07054  
Telephone (201) 881-7632 Fax (201) 881-7633

November 6, 2018

RECEIVED

NOV 9 - 2018

CITY CLERK'S OFFICE  
SUMMIT, N.J.

GT 11/19/

Memo To: Honorable Mayor & Council  
SUBURBAN MUNICIPAL JOINT INSURANCE FUND

From: PERMA Risk Management Services

Re: **2018 Dividend**

We are pleased to announce that the Suburban Municipal Joint Insurance Fund will be issuing a dividend totaling \$70,000 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 30, 2018. 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.*

<b>SUBURBAN MUNICIPAL JOINT INSURANCE FUND</b>		
<b>2018 DIVIDENDS</b>		
BEDMINSTER	\$	3,928.92
BERNARDSVILLE	\$	4,624.41
FAR HILLS	\$	683.50
HARDING	\$	823.75
MOUNTAININSIDE	\$	3,926.65
SCOTCH PLAINS	\$	9,971.12
SUMMIT	\$	16,682.17
WATCHUNG	\$	4,032.06
WESTFIELD	\$	15,940.01
BERNARDS	\$	9,261.68
FANWOOD	\$	125.73
<b>Total</b>	<b>\$</b>	<b>70,000.00</b>

Would like \$ \_\_\_\_\_ as check

Would like \$ \_\_\_\_\_ as credit against first installment for 2019

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Municipality (Please print)

CC: Sent via email to Fund Commissioners & Risk Managers

# JOINT MEETING NEWS

INSIDE THIS ISSUE  
 Employee News  
 Bonacorso recognized by WEF  
 Perfect attendance winners  
 Employees' service milestones  
 New appointment to Board

VOLUME 23, ISSUE 2  
 FALL 2018



Ci Msc  
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A newsletter of the Joint Meeting of Essex and Union Counties, a wastewater treatment plant serving eleven member municipalities:

East Orange  
 Hillside  
 Irvington  
 Maplewood  
 Millburn  
 Newark  
 Roselle Park  
 South Orange  
 Summit  
 Union  
 West Orange

Also serving:

Elizabeth  
 Livingston  
 New Providence  
 Orange

## 2018 Joint Meeting Board of Directors

### Officers

Mayor Victor DeLuca  
*Chairperson, Maplewood*  
 Joseph Florio  
*Vice Chair/Secretary, Union*  
 Jacquelyn Johnson  
*Treasurer, East Orange*

### Members

Christopher Mobley, *Hillside*  
 Renee C. Burgess, *Irvington*  
 Samuel Levy, *Millburn*  
 Anibal Ramos Jr., *Newark*  
 William Fahoury, *Roselle Park*  
 Howard Levison, *South Orange*  
 Stephen Bowman, *Summit*  
 Gerard Guarino, *West Orange*

### Executive Director

Samuel T. McGhee

## Another Friend Moves On

We send our thoughts and best wishes to **Ralph Scott**, another friend beginning a new phase of his life. Ralph began his career with Joint Meeting in August 1991 as a Maintenance Mechanic. From the very beginning, his contributions were noted and lauded. In 1992, within the first year of his employment, Ralph was acknowledged for his help in resolving a problem during the Dewatering Facility drier testing process. During the testing, a problem arose with the Centrate Pipeline for which his input and ideas assisted in bringing the process to a successful conclusion.

Throughout his career at Joint Meeting, Ralph's knowledge and input on a daily basis prevented problems from occurring and effectively managed changing conditions which could have resulted in operational concerns.

Ralph understood a basic premise of success at work: the importance of being at one's job. Ralph has been cited for his Perfect Attendance on numerous occasions throughout his career. Pictured above are Executive Director **Samuel McGhee**, on the left, and **Ralph Scott**, on the right.

## Upcoming Events

**November 13-15, 2018.** 103rd Annual New Jersey League of Municipalities Conference at the Atlantic City Convention Center, Atlantic City, NJ.

**November 13-14, 2018.** New Jersey Association of Environmental Authorities (AEA) at Bally's, Atlantic City, NJ.

# Employee News

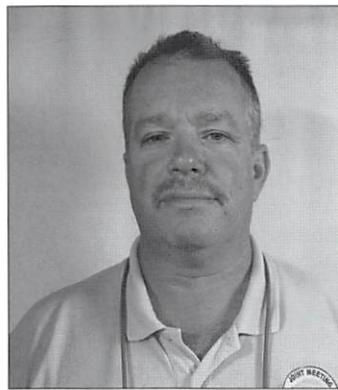
## Nomination

Congratulations to **Michelle DeFrancis** on her nomination to the 2018 League of Municipalities Conference Resolutions Committee. The committee reviews resolutions submitted by various municipal governments. Michelle is also the current President of the Governmental Purchasing Association of NJ.

## Promotions

**Glen Schoenig**, below left, has been promoted from his position as Mechanical Maintenance Supervisor to the position of Assistant Maintenance Manager. Glen began his career at Joint Meeting in 1984 as an Operator Trainee. After working as an Operator, he then transitioned into the Boiler Department. In 1996, Glen went into Mechanical Maintenance, and in 2011 he was promoted to Boiler Supervisor. In 2012 Glen was then promoted to Mechanical Maintenance Supervisor.

**Mike Maffia**, below right, has been promoted to Mechanical Maintenance Supervisor. Mike began his career with Joint Meeting in 1994 as a Site Services Worker. After a year in Site Services, he transitioned into the Operations Department as a Wastewater Operator. After Operations, Mike spent some time in the Security Department and then moved into Mechanical Maintenance. After several years in Mechanical Maintenance, he was promoted to Site Services Supervisor.



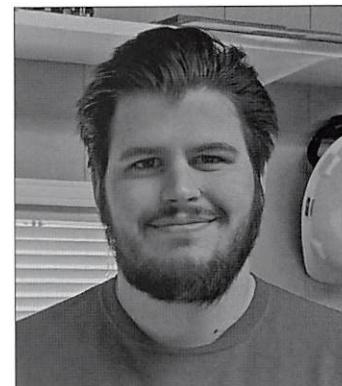
**Eugene Rivera** has been promoted to the position of Site Services Supervisor. Eugene began his career in May 2005 with Joint Meeting as a Wastewater Operator. He then moved to the Site Services department where he worked for six years before transferring to his most recent position as Maintenance Mechanic.



From left to right are Executive Director **Samuel McGhee**, **Eugene Rivera**, **Joseph Wiewiorksi**, **Andres Gallego Sanchez**, and Superintendent **Steve Dowhan**.

**Joseph Wiewiorksi** has been promoted to Operations Shift Supervisor. Joe began with Joint Meeting in July 2015 as a Wastewater Operator. Since joining Joint Meeting, he has completed the Advanced Wastewater Operations course parts one and two, as well as obtaining his S-1 License.

**Andres Gallego Sanchez** has been promoted to the position of Collections System Supervisor. Andres started with Joint Meeting in July 2017 as a Wastewater Operator. He has completed the Advanced Wastewater Operations course parts one and two, as well as possessing his S2 and C2 licenses.



**Miriam Ledee**, above left, will be transitioning from her duties as the Joint Meeting receptionist to new and additional responsibilities in the Accounts Payable section. Miriam has been with Joint Meeting for 15 years. We wish her well in her new position.

**Zachary Liming**, above right, has been hired as a full-time permanent employee in the Projects Department. Zach will be assuming the duties of the newly created position of Project Technician. He has been working for Joint Meeting as a Summer Intern for the past four years while attending school at Rowan University. Zach graduated with a Bachelor of Science degree with a major in Business Management.

## New Employees



Some of Joint Meeting's new employees are, front row left to right, **Altarek Cummings**, **James Mulroony**, and **Andre Williams**; and, rear row left to right, **Arkadiusz Plonski**, **Brian Hernandez**, **Liam Campbell**, and **Kevin Meyers**.

**Liam Campbell**, Wastewater Operator in Training, comes to Joint Meeting after spending several years in the service industry with national restaurant chains. Liam resides in Parlin, NJ.

**Brian Hernandez**, Wastewater Operator in Training, begins his career at Joint Meeting after working for Amazon Direct, Thruway Direct, and Pool Perfection. Brian lives in Rahway, NJ.

**Kevin Meyers**, Wastewater Operator in Training, joins us after working for the City of Linden for the last nine years where he was assigned to the Department of Public Works. Kevin lives in Linden, NJ.

**James Mulroony**, Wastewater Operator in Training, has previously worked for the City of Clifton's Boys & Girls Club as a counselor and for the Borough of Woodland Park, also as a camp counselor. James is a resident of Woodland Park, NJ.

**Arkadiusz Plonski**, Wastewater Operator in Training, begins his career at Joint Meeting after working as an accountant for a public accounting firm and an office manager for a graphics company. Eric earned his B.S. Degree in Accounting from Caldwell University. He resides in Florham Park, NJ.

**Andre Williams**, Wastewater Operator in Training, spent several years with the Stanley Steemer organization as a lead technician. Andre resides in Newark, NJ.

**Altarek Cummings**, Wastewater Operator in Training, comes to Joint Meeting after working for several years as the Warehouse Supervisor for Prime Meat in Newark, NJ. Prime Meat is one of

the largest suppliers of Kosher meat in the tri-state area. Prior to this, Altarek was employed for 14 years by Aramark Uniform Service. He resides in Newark, NJ with his family.

**Giovannie Cruz**, Security Officer, below left, spent several years as a client relations representative in Florida working in the Hospitality Industry for Universal Studios as well as in the Property Management Industry. Giovannie resides in Elizabeth, NJ.

**Susan Serrano**, below right, is the newest member of our Administrative staff. Prior to coming to Joint Meeting, Susan worked for several years as a Secretary for Bethsaida Church in Newark, NJ. Susan and her family reside in Newark.



## Transfers

We want to congratulate the following employees for their new positions.

**Chris Stafford** will be transferring from his position in the Industrial Pretreatment Department to the Collections Department.

**Paul Hunt** and **John Petito** will be transferring from the Operations Department to the Industrial Pretreatment Department.

*We wish all the employees success in their new positions.*



New transfers pictured from left to right are **John Petito**, **Chris Stafford** and **Paul Hunt**.

## Joseph Bonaccorso Receives Fellow from Water Environment Federation

The Water Environment Federation (WEF) has announced its 2018 WEF Fellows selected from distinguished WEF members. This prestigious designation recognizes members' achievements, stature, and contributions in the water profession. Former Joint Meeting Superintendent **Joseph Bonaccorso**, representing the New Jersey Water Environment Association, is one of this year's recipients.

"The impressive accomplishments of this year's WEF Fellows have made a profound impact in the water profession," said WEF Executive Director Eileen O'Neill. "We are honored to recognize their efforts to preserve and enhance the global water environment."

The WEF Fellows Recognition Program underscores WEF's role as a valuable water quality resource, which is due in large part to the expertise of its diverse membership. WEF Fellows are recognized in various areas of expertise including, but not limited to design, education, operations, regulation, research, utility management and leadership.

The 2018 WEF Fellows were recognized during WEFTEC® 2018, WEF's 91st annual technical exhibition and conference, which took place from September 29 to October 3 in New Orleans. For more information, visit <http://www.wef.org/weffellowsprogram/>.

The Water Environment Federation (WEF) is a not-for-profit technical and educational organization of 34,000 individual members and 75 affiliated Member Associations representing water quality professionals around the world. Since 1928, WEF and its members have protected public health and the environment. As a global water sector leader, its mission is to connect water professionals; enrich the expertise of water professionals; increase the awareness of the impact and value of water; and provide a platform for water sector innovation. To learn more, visit [www.wef.org](http://www.wef.org).



Columbia High School students at Joint Meeting tour.



Students from Hillside tour Joint Meeting.

## Students Tour Joint Meeting

Joint Meeting once again opened its doors to the youth of America by providing a tour of the facility for the students of Columbia High School in Maplewood, NJ and Hillside High School in Hillside, NJ. The staff providing the tour included Assistant Superintendent of Operations and Maintenance, **Francis Bonaccorso**, pictured far right, in both photos.

## Get Well

We would like to extend our best wishes to AVA Consultant **Ralph LaMendola**. Ralph suffered an injury when he fell at home and is expected to be out of the office for a few months. On the positive side, Ralph is on the phone and utilizing email with the office on a daily basis. We look forward to seeing Ralph in person very soon.

## Perfect Attendance

Ten employees have achieved a perfect attendance record for the 2nd Quarter of 2018. Those individuals achieving a record of no lateness, no sick time and no absences are:

**William Cobb**, Boiler Department  
**Shelton Colbert**, Operations  
**Jan Dmytrach**, Mechanical Maintenance  
**Marlon Echeverria**, Operations  
**Yuval Ghitelman**, Operations  
**Harby Guerrero**, Operations  
**Djavana Menter**, Laboratory  
**John Petito**, Operations  
**Rupert Pineda**, Operations  
**Andres Gallego Sanchez**, Collections Department

Eight employees have achieved a perfect attendance record for the 3rd Quarter of 2018. Those individuals achieving a record of no lateness, no sick time and no absences are:

**Tim Brown**, Maintenance  
**Julio Cabrera**, Laboratory  
**William Cobb**, Boiler  
**Marlon Echeverria**, Operations  
**Yuval Ghitelman**, Operations  
**Harby Guerrero**, Operations  
**Manisha Patel**, Laboratory  
**Hector Reveron**, Maintenance

Congratulations to all of the above listed employees for their excellent attendance records.

## Help is Available

Joint Meeting maintains an Employee Assistance Program administered by Barnabas Health. The program provides assistance to employees and their families. The program is called ONESOURCE and can be reached at 1-800-300-0628. The service is confidential and is available 24 hours, seven days per week, 365 days a year. The clinicians offer referral, counseling and crisis intervention. Employees needing assistance obtaining these services may also contact Human Resources.

## Celebrating Milestone Years of Service

Congratulations to the following dedicated employees for their years of hard work and for reaching service milestones.

### 15 YEARS

**Miriam Ledee**, Administration  
**Beatriz Rubio**, Administration

### 10 YEARS

**Shawn Kaciupski**, Operations

### 5 YEARS

**Darius Mayes**, Operations  
**William Negron**, Boiler Department  
**Hector Reveron**, Mechanical Maintenance  
**Raymond Tango**, Site Services Department

## A Special Visit from Summit

Recently, **Stephen Bowman**, Joint Meeting's Board Member from the City of Summit, along with Summit's Mayor **Nora Radest** visited Joint Meeting. The Mayor and Mr. Bowman took a tour of the facility to learn more about its operation.



Pictured left to right are **Stephen Bowman**, Joint Meeting Executive Director **Samuel McGhee**, Summit Mayor **Nora Radest**, and Joint Meeting Superintendent **Steve Dowhan**.

# Joint Meeting Welcomes a New Board Member

The Joint Meeting Board of Directors announced that one new member has joined the Board.

Joint Meeting is pleased to welcome **Anibal Ramos Jr.** from Newark to the Board of Directors. Mr. Ramos replaces **Gayle Chaneyfield Jenkins**. We thank Ms. Chaneyfield Jenkins for her service to the Board of Directors.

## Nationwide Retirement Solutions

Nationwide Retirement Solutions now offers a **457 Deferred Compensation Plan** to our employees. A 457 Deferred Compensation Plan is a supplemental retirement-savings program that offers a tax-advantaged way to invest for additional retirement income.

Contributions are made pre-tax of federal income tax. In addition, employees who may be reaching the point in their career when retirement is close may make a pre-tax contribution of unused sick or vacation days at the time of retirement. Enrollment and changes can take place throughout the year at any time. If there are any questions, please contact Human Resources Director Robert Barry.

[www.jmeuc.com](http://www.jmeuc.com)

### Joint Meeting of Essex and Union Counties

Wastewater Treatment Plant & Administrative Offices  
500 South First Street  
Elizabeth, NJ 07202  
(908) 353-1313  
FAX (908) 353-7925

### Joint Meeting Administrative Staff

*Executive Director*  
Samuel T. McGhee

*Deputy Executive Director/Chief Engineer*  
Position Vacant

*Superintendent*  
Stephen Dowhan

*Director of Admin. and Finance*  
Stacey Shultz

*Director of Human Resources*  
Robert Barry

*Industrial Pretreatment Manager*  
Michael Phillips

*Project Manager*  
Jason Kohlhepp

*Purchasing Officer*  
Michelle DeFrancis

*Asst. Board Secr./Financial Asst.*  
Position Vacant

*Asst. Superintendent Operations/Maint.*  
Francis Bonaccorso

*Asst. Superintendent Collection System*  
Jim Paluch

*Operations Manager*  
Roger Marques

*Maintenance Manager*  
Roman Wisniewski

*Safety Officer*  
Richard Stafford

*Administrative Office Manager*  
Grace Quintero

*IT Manager*  
Ray Jimenez

### Board Committees 2018

The Board of Directors committee assignments for the 2nd half of 2018 are:

#### Operations Committee

*Chair:* Gerard Guarino  
Renee C. Burgess  
Samuel D. Levy  
Christopher D. Mobley

#### Public Relations Committee

*Chair:* Renee C. Burgess  
William Fahoury  
Samuel D. Levy  
Anibal Ramos Jr.

#### Finance and Budget Committee

*Chair:* Joseph M. Florio  
Stephen Bowman  
Gerard Guarino  
Jacquelyn E. Johnson

#### Personnel and Procurement Committee

*Chair:* Jacquelyn E. Johnson  
Renee C. Burgess  
Joseph M. Florio  
Howard Levison





New Jersey State League  
of Municipalities

Michael J. Darcy, CAE  
Executive Director

# Legislative Bulletin

October 2018

No. 4

2018-2019 Legislative Session

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CITY CLERK'S OFFICE  
SUMMIT, NJ

## THE FOLLOWING BILLS WERE ENACTED AS THE PUBLIC LAWS OF 2018:

**Chapter 56** **S-122** **7/3/2018**

Provides corporation business tax and gross income tax credit for certain expenses incurred for production of certain films and digital media content; designated as Garden State Film and Digital Media Jobs Act.

**Chapter 64** **S-2534** **7/20/2018**

Revises "New Jersey Smoke-Free Air Act" to prohibit smoking at public beaches and parks.

**Chapter 67** **S-2** **7/24/2018**

Modifies school funding law to eliminate adjustment aid and State aid growth limit; allows adjustment to tax levy growth limitation for certain school districts.

**Chapter 68** **A-4163** **7/24/2018**

Allows municipality with population over 200,000 to impose employer payroll tax; requires employer payroll tax revenues to be paid to school district in certain circumstances.

**Chapter 69** **A-4225** **7/26/2018**

Revises effective dates of various provisions of P.L.2017, c.331 concerning animal cruelty law enforcement.

**Chapter 72** **S-647** **8/10/2018**

Permits registered voters to receive mail-in ballots automatically for all elections under certain conditions.

**Chapter 74** **S-1247** **8/10/2018**

Authorizes certain local government utilities to impose additional connection fees; requires certain new credits and reductions for these fees.

**Chapter 75** **S-2645** **8/10/2018**

Makes various changes to New Jersey Infrastructure Bank's enabling act.

**Chapter 76** **S-2763** **8/10/2018**

Revises special charter for City of Plainfield.

**Chapter 77** **A-837** **8/10/2018**

Requires public utility to charge veterans' organization residential rate for service delivered to property at which veterans' organization primarily operates.

**Chapter 79** **A-2178** **8/10/2018**

Permits conduct of raffles at large sporting venues.

**Chapter 88** **A-4228** **8/10/2018**

Requires SHBP and SEHBP to establish and contract for Medicare Primary Assignment and Audit Program ensuring that all persons in SHBP and SEHBP eligible for Medicare have Medicare as primary provider.

Copies of bills can be obtained on the internet at [www.njleg.state.nj.us](http://www.njleg.state.nj.us) or by calling the League at (609) 695-3481 x114

New Jersey  
State League of  
Municipalities

222 West State Street  
Trenton, NJ 08608

Phone: 609-695-3481

Fax: 609-695-0151

[www.njslom.com](http://www.njslom.com)

A = Approved By the League  
 O = Opposed By the League

BILL NO. AND SPONSOR	BILL SUMMARY	CURRENT STATUS	LEAGUE POSITION
<b>A-3736/S-2473</b>  DePhillips, Christopher Rooney, Kevin Corrado, Kristin	Revises and updates public utility franchise process; allows State's political subdivisions to revoke franchises; increases certain penalties.  <i>Removes incentives for utilities to invest; could increase taxpayers costs.</i>	Assembly Telecommunications and Utilities Committee/Senate Economic Growth Committee	<b>O</b>
<b>A-3766/S-2595</b>  Armato, John Houghtaling, Eric Murphy, Carol Jones, Patricia Egan Corrado, Kristin	Requires public officer or employee to forfeit pension upon conviction for corruption of public resources, sexual contact, lewdness, or sexual assault when offense involves or touches upon public office or employment.	Assembly Floor Amendment Passed/Senate State Government, Wagering, Tourism & Historic Preservation Committee	<b>A</b>
<b>A-4104</b>  Jones, Patricia Egan Benson, Daniel Barclay, Arthur	Requires "no turn on red" sign to be placed next to or below signal head.  <i>This is better addressed through DOT rulemaking.</i>	Assembly Appropriations Committee	<b>O</b>
<b>A-4149/S-2741</b>  Lampitt, Pamela Reynolds-Jackson, Verlina Timberlake, Britnee Ruiz, Teresa Corrado, Kristin	Establishes two-year pilot program requiring certain law enforcement agencies to coordinate with local school districts to identify and assist at-risk youths.  <i>The concept is great but funding should be from the state.</i>	Assembly Appropriations Committee/Senate Law and Public Safety Committee	<b>O</b>
<b>A-4192</b>  Rooney, Kevin	Prohibits use of schools as polling places.  <i>In some municipalities there are no alternative locations.</i>	Assembly State and Local Government Committee	<b>O</b>
<b>A-4197</b>  Jimenez, Angelica Mejia, Pedro	Allows local contracting unit to accept bid up to five percent more than lowest responsible bid under certain circumstances.  <i>Could lead to costly litigation.</i>	Assembly State and Local Government Committee	<b>O</b>
<b>A-4247</b>  Lopez, Yvonne Vainieri Huttle, Valerie	Concerns information security standards and guidelines for State and local government.  <i>Unfunded mandate. Could lead to cookie-cutter requirements.</i>	Assembly State and Local Government Committee	<b>O</b>
<b>A-4269</b>  Lopez, Yvonne Downey, Joann	Prohibits forced arbitration for resolution of employment-related sexual harassment disputes.	Assembly Labor Committee	<b>A</b>

BILL NO. AND SPONSOR	BILL SUMMARY	CURRENT STATUS	LEAGUE POSITION
<b>A-4274</b> Conaway, Herb	Requires construction of all new residential properties to include solar panels.  <i>Not practical. Too costly, especially for low income.</i>	Assembly Housing and Community Development Committee	<b>O</b>
<b>A-4281/S-2790</b> Swain, Lisa Tully, Christopher Benson, Daniel Sacco, Nicholas Lagana, Joseph	Requires school bus driver's complete motor vehicle driving record be shared with board of education or school bus contractor and local police.	Assembly Transportation and Independent Authorities Committee/Senate Transportation Committee	<b>A</b>
<b>A-4291</b> Houghtaling, Eric DeAngelo, Wayne Egan, Joseph Downey, Joann	Expands circumstances under which prevailing wage must be paid.  <i>Expansion of prevailing wage which will increase cost of projects.</i>	Assembly Labor Committee, 2nd Reading	<b>O</b>
<b>A-4308</b> Freiman, Roy	Limits municipal and county expenditures during fourth quarter of fiscal year; requires portion of unexpended municipal and county appropriations to be reimbursed to taxpayers.	Assembly State and Local Government Committee	<b>O</b>
<b>S-410/A-2201</b> Pennacchio, Joseph Bucco, Anthony Oroho, Steven Webber, Jay Jones, Patricia Egan Bucco, Anthony	Concerns baked goods sold at farm markets.	Passed by the Senate/Assembly Agriculture and Natural Resources Committee	<b>A</b>
<b>S-2631/A-3937</b> Turner, Shirley DeAngelo, Wayne Reynolds-Jackson, Verlina	Allows local government water system employees to reside in all municipalities served by water system.  <i>Municipalities already may grant waivers even to residents.</i>	Senate Community and Urban Affairs Committee/Passed by the Assembly	<b>O</b>
<b>S-2717/A-4144</b> Bucco, Anthony Rooney, Kevin Burzichelli, John Murphy, Carol	Exempts law enforcement and certain other emergency personnel from liability for breaking into motor vehicle to rescue animal under certain circumstances.	Senate Environment and Energy Committee/Assembly Agriculture and Natural Resources Committee	<b>A</b>

BILL NO. AND SPONSOR	BILL SUMMARY	CURRENT STATUS	LEAGUE POSITION
<b>S-2736/A-4236</b>  Singleton, Troy Murphy, Carol Houghtaling, Eric	Exempts handwritten signature from public disclosure; requires redaction when posted on Internet.  <i>Impractical for municipalities to redact all signatures that are required.</i>	Senate State Government, Wagering, Tourism & Historic Preservation Committee/Assembly State and Local Government Committee	<b>O</b>
<b>S-2737/A-4177</b>  Singleton, Troy Ruiz, Teresa Pintor Marin, Eliana Mukherji, Raj Downey, Joann	Allows county homelessness trust funds to be used for code blue emergency shelter services.	Senate Community and Urban Affairs Committee/Assembly Human Services Committee	<b>A</b>
<b>S-2760</b>  Singleton, Troy	Concerns stop construction orders.  <i>Unnecessary. Municipalities already have this authority.</i>	Senate Community and Urban Affairs Committee	<b>O</b>
<b>S-2818/A-4297</b>  O'Scanlon, Declan Oroho, Steven Bramnick, Jon Bucco, Anthony DeCroce, BettyLou	Requires transportation capital project and infrastructure safety inspections to continue if emergency is declared due to failure to enact general appropriation law as prescribed by State Constitution.	Senate Transportation Committee/ Assembly Transportation and Independent Authorities Committee	<b>A</b>
<b>S-2858/A-4389</b>  Gopal, Vin Diegnan, Patrick Houghtaling, Eric Downey, Joann	Prohibits issuance of certain badges to NJT board members, PANYNJ commissioners, and local and State elected officials.	Senate Transportation Committee, 2nd Reading/ Assembly State and Local Government Committee	<b>A</b>
<b>S-2863</b>  Sarlo, Paul A. Sweeney, Stephen	Revises requirements for grant recipients of Transportation Trust Fund Authority local aid program.  <i>State is unable to meet review deadlines, therefore it will be impossible to meet deadlines imposed by S-2863.</i>	Senate Transportation Committee	<b>O</b>
<b>S-2880</b>  Diegnan, Patrick	Eliminates pre-lawsuit, notice of claim requirements for suits filed against any State or local public entity or public employee under the "New Jersey Tort Claims Act" or "New Jersey Contractual Liability Act."  <i>Opens the door for additional claims against municipalities and public employees.</i>	Senate Judiciary Committee	<b>O</b>



# Summit Fire Department Monthly Fire Prevention Inspection Report

## August 2018

GT  
11/19/18

FIRE INSPECTIONS	Life Hazard	In-Service	Construction	Permits	Fire Drills	Aug-18	Aug-17	Year to Date 2018	Year to Date 2017
Theaters & Auditoriums	2					2	1	8	11
Nightclubs & Clubs		1	2			3	3	26	20
Restaurants	12	11				23	6	145	155
Churches	2	2	2	2		8	26	56	51
Professional Services	5	14	21	15	1	56	29	222	186
Florists/Laundries	1	3				4	3	5	10
School Day Care (*2 1/2 yr +)	4	5	8			17	7	51	99
Fabrication	1	1				2	3	2	
Industrial Labs			11	1		12	23	112	117
A & D Centers	4	1				5	2	11	
Hospitals	6		3			9	3	23	7
Child Care (Infants)	4					4	2	22	8
Jails, Retail, Gas Stations	10	20	6			36	4	89	79
Hotels/Motels	2					2		8	
Rooming Houses	2					2	7	12	20
Multi-family apartments	3	1	5			9	11	110	72
One & Two family units		1	27			28	33	197	217
Storage, auto repair & lumber yds.	7	6				13	3	38	39
Metals, low storage & food products							1	1	8
<b>Total All Inspections</b>	<b>65</b>	<b>66</b>	<b>85</b>	<b>18</b>	<b>1</b>	<b>235</b>	<b>167</b>	<b>1,138</b>	<b>1,099</b>

FIRE EDUCATION PROGRAMS	Aug-18	Aug-17	2018	2017
			Year to Date	Year to Date
Fire Prev. Programs off-site	3		23	20
Fire Prev. Programs in-station		1	11	5
Fire Extinguisher Training				
<b>Total</b>	<b>3</b>	<b>1</b>	<b>34</b>	<b>25</b>

PLAN REVIEWS	Aug-18	Aug-17	2018	2017
			Year to Date	Year to Date
Total Plans Reviewed	35	37	316	281
Total Site Plans Reviewed	12	9	55	43

Prepared by Chief & Fire Official, Eric P. Evers





## Summit Fire Department Monthly Fire Activity Response Report

### August 2018

#### Fires

	Aug-18	Aug-17	2018 To Date	2017 To Date
Fires Inside Structures	2	6	35	60
Fires Outside Structures				
Vehicle Fires		3	10	17
Tree/Brush/Grass/Refuse Fires			4	12
All Other Types of Fires		1	5	5
Mutual Aid Task Force Responses				
<b>Total Fires</b>	<b>2</b>	<b>10</b>	<b>54</b>	<b>94</b>

#### Emergencies

Hazardous Conditions	8	19	263	91
Electrical Hazards	19	6	327	100
Motor Vehicle Accidents	1		15	12
Mutual Aid Station Coverage	2	1	16	15
Service / Misc. Calls (Lock-Outs, Water Removal, etc.)	39	43	326	292
Good Intent Calls	20	32	162	183
CO Detector Activations	2	2	20	11
<b>Total Emergencies</b>	<b>91</b>	<b>103</b>	<b>1129</b>	<b>704</b>

#### Special Operations

Rescues (Conf. space; Trench, Ice, Water, Elevator, MVA-Extrications)	3	3	30	23
Aircraft Standbys	11	8	54	77
Confined Space Standbys		1	4	19
Emergency Medical Calls	27	30	306	274
<b>Total Rescues</b>	<b>41</b>	<b>42</b>	<b>394</b>	<b>393</b>

#### Alarm Activations

Malicious False Alarms			1	7
Accidental, Malfunctions, Honest Mistakes	63	49	371	339
<b>Total Alarm Activations</b>	<b>63</b>	<b>49</b>	<b>372</b>	<b>346</b>
<b>Total Number of Responses</b>	<b>197</b>	<b>204</b>	<b>1949</b>	<b>1537</b>

Prepared by



Lt. Kenneth Jenks