



## Common Council of the City of Summit

Closed Session Agenda for Tuesday, February 5, 2019

**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)

- Extend Injury Leave With Pay – DPW Employee
- Extend Sick Leave With Pay - Parking Services Agency Employee
- Declare Vacancy - Parking Services Agency - One Part-time Collections Assistant
- Declare Vacancy - Parking Services Agency - Parking Enforcement Officer
  
- Memo - R. Licatese, re Unfilled Appointments
- Mayor's Appointments:  
**(confirmation required)**
  - Arts Committee (2)
  - Community Programs Advisory Board (3)
  - Rent Commission (1 L)
  
- ♦ Council Appointments:
  - \*Economic Development Advisory Committee (1 & \*Chair)
  - Lackawanna Coalition (1)
  - Parking Advisory Committee (1)
  - Recycling Advisory Committee (1)
  - \*Shade Tree Advisory Board (1)
  
- Known for discussion
- \* Known for consideration

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

### ADJOURN CLOSED SESSION



## Common Council of the City of Summit

**Regular Meeting Agenda for Tuesday, February 5, 2019  
7:30 PM**

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

### **COMMITTEE MEETING SCHEDULE** Committee - Time - Attendees - Office

#### **ADMINISTRATIVE POLICIES & COMMUNITY RELATIONS COMMITTEE**

Monday 4:00 pm – 5:00 pm Large Conference Room  
McTernan, Fox, Rogers, Licatiese

#### **CAPITAL PROJECT & COMMUNITY SERVICES COMMITTEE**

Thursday 9:00 am – 10:00 am DCS Conference Room  
Fox, Gould, Cascais

#### **COMMUNITY PROGRAMS & PARKING SERVICES COMMITTEE**

Thursday 8:00 am – 9:00 am DCS Conference Room  
Gould, Vartan, McNany, Leblein Josephs

#### **FINANCE COMMITTEE**

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

#### **LAW & LABOR COMMITTEE**

Tuesday 6:30 pm – 7:00 pm Clerk's Law Library  
Bowman, Little, Rogers, Licatiese, Giacobbe, Kavanagh

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

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

(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 3, 2019, which was properly distributed and posted per statutory requirements.*

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

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

## **ROLL CALL**

## **PLEDGE OF ALLEGIANCE**

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

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

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

*Please be advised that council meetings are broadcast live on Comcast Channel 36 and Verizon Channel 30 and rebroadcast on Thursdays and Saturdays on HomeTowne TV – 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 Meetings of January 15, 2019

## **REPORTS**

- Mayor, City Administrator and Council President

## **PRESENTATIONS**

- John Nicholas - Union County Air Traffic Noise Advisory Board

## **CEREMONIAL AWARD**

Mayoral Proclamation - Area Baby Center 20th Birthday Celebration - 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 INTRODUCTION**

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

<u>Number</u>	<u>Title</u>	<u>Hearing Date</u>
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### **COMMUNITY PROGRAMS & PARKING SERVICES**

(ID # 6229)	<b>AN ORDINANCE AMENDING THE CODE CHAPTER VII, TRAFFIC, SECTION 7-8, PARKING, SUBSECTION 7-8.5, PARKING TIME LIMITED ON CERTAIN STREETS (Springfield Avenue, north – 15-minute express meters)</b>	02/20/19
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## **RESOLUTIONS**

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

### **FINANCE**

(ID # 6262)	1. Appoint Chair - Summit Economic Development Advisory Committee ( <i>Pending Closed Session discussion</i> )
(ID # 6154)	2. Authorize Transfer of Appropriations - Operating Budget
(ID # 6207)	3. Resolution Determining Form and Other Details of \$26,473,000 2019 General Bonds \$26,473,000; Curb and Sidewalk Assessment Bonds - \$535,000; Sewer Bonds - \$1,545,000, Parking Bonds - \$2,280,000 and Special Improvement District Assessment Bonds - \$1,122,000 and Providing for Their Sale.
(ID # 6208)	4. Resolution Providing for the Combination of Certain Issues of Bonds of the City of Summit, in the County of Union, New Jersey, Into a Single Issue of General Bonds Aggregating \$26,473,000 in Principal Amount.

## **FINANCE**

(ID # 6209) 5. Resolution Providing for the Combination of Certain Issues of Bonds of the City of Summit, in the County of Union, New Jersey, into a Single issue of Curb and Sidewalk Assessment Bonds Aggregating \$535,000 in Principal Amount.

(ID # 6210) 6. Resolution Providing for the Combination of Certain Issues of Bonds of the City of Summit, in the County of Union, New Jersey, Into a Single Issue of Sewer Bonds Aggregating \$1,545,000 in Principal Amount.

(ID # 6212) 7. Resolution Providing for the Combination of Certain Issues of Bonds of the City of Summit, in the County of Union, New Jersey, Into a Single Issue of Parking Bonds Aggregating \$2,280,000 in Principal Amount.

(ID # 6253) 8. Resolution Determining Form and Other Details of Local Unit's Allocable Share of Capital Improvement Projects for Joint Meeting of Essex and Union Counties and Providing for Sale of Note - \$1,175,000

## **CAPITAL PROJECTS & COMMUNITY SERVICES**

(ID # 6172) 1. Authorize Acceptance of Donation - Hometown Heroes

(ID # 6233) 2. Appoint Shade Tree Advisory Committee Member (*Pending Closed Session discussion*)

(ID # 6222) 3. Authorize Amendment to Free Market Center Construction and Use Agreement - To Include Grant Monies Received

(ID # 6218) 4. Authorize Renewal of Summit City Commodity Resale System #240SCCRS

(ID # 6231) 5. Authorize National Cooperative Purchase - Sourcewell - Purchase of Heavy Duty Roll-off Trailer- \$81,544.00

(ID # 5962) 6. Award Bid - Village Green Phase II Improvement Project - \$261,355.00

(ID # 6184) 7. Authorize Professional Services Agreement in Excess of \$17,500.00 - 2019 City Planner - Burgis Associates, Inc. Not to Exceed \$45,000.00

(ID # 6163) 8. Authorize 2019 Special Consultant Engineering Services - LSRP, Survey and General - Mott MacDonald - Not to Exceed \$200,000.00

(ID # 6164) 9. Authorize 2019 Special Consultant Engineering Services - Sanitary Sewer, Survey and General - Neglia Engineering Associates - Not to Exceed \$100,000.00

## **CAPITAL PROJECTS & COMMUNITY SERVICES**

(ID # 6165) 10. Authorize 2019 Special Consultant Engineering Services - Traffic, Survey and General - Maser Consulting, PA Not To Exceed \$100,000.00

(ID # 6162) 11. Authorize 2019 Special Consultant Engineering Services - Design, Survey, and Inspection - Harold E. Pellow & Associates, Inc. - Not to Exceed \$50,000.00

(ID # 6161) 12. Authorize 2019 Special Consultant Engineering Services - Design, Survey, and Inspection - Boswell Engineering - Not to Exceed \$250,000.00

## **LAW & LABOR**

(ID # 6228) 1. Declare Vacancy - Parking Services Agency - One Part-time Collections Assistant (*Pending Closed Session discussion*)

(ID # 6214) 2. Declare Vacancies - Parking Enforcement Officer (*Pending Closed Session discussion*)

(ID # 6215) 3. Extend Sick Leave With Pay - Parking Services Agency Employee (*Pending Closed Session discussion*)

(ID # 6256) 4. Extension of Injury Leave With Pay - DCS Division of Public Works Employee (*Pending Closed Session discussion*)

## **CONSENT AGENDA**

### **CAPITAL PROJECTS & COMMUNITY SERVICES**

(ID # 6206) 1. Grant Permission and Set Forth Conditions - Promotional Sign on Village Green - Summit High School Theater Production

(ID # 6234) 2. Grant Permission, Set Forth Conditions - Our House Foundation - 20th Annual Our House Our Run

### **COMMUNITY PROGRAMS & PARKING SERVICES**

(ID # 6230) 1. Authorize Conference Attendance - International Parking Conference and Exposition (IPI)

(ID # 6252) 2. Authorize Conference Attendance - New Jersey Recreation & Park Association (NJRPA)

### **SAFETY & HEALTH**

(ID # 6260) Authorize Fire Department Fundraiser for United States Coast Guard

## **FINANCE**

(ID # 6203)	1. Cancel Improvement Authorization Funds - Capital Accounts
(ID # 6213)	2. Authorize Payments - Union County Purpose Tax and Open Space, Recreation and Historic Preservation Taxes - 2019 First and Second Quarters
(ID # 6171)	3. Authorize Refund Overpayment of 2018 Taxes
(ID # 6169)	4. Authorize Refunds - Department of Community Programs
(ID # 6176)	5. Authorize Parking Refunds - Summit SmartCard, Prepaid Parking, and Overnight Parking Permits
(ID # 6223)	6. Authorizing Payment of Bills

## **ITEMS FOR DISCUSSION, ACTION OR REFERRAL**

*(Comments are solicited from Council members and the public. Staff reports are attached as appropriate. Items are listed according to Council Committees, those in italics indicate secondary committee reference.)*

## **CAPITAL PROJECT & COMMUNITY SERVICES**

(ID # 6254)	Report – P. Cascais, DCS Director, re Affordable Housing
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## **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 - J. Ruggiero, Tax Collector, re Statement of 2018 Taxes
2. Letter - M. Caputo, Purchasing Agent, re Village Green Phase II Improvement Project

## **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:**

Union County Freeholder Board - 2019 Annual Meeting Notice

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

Resolution - Union Township, re Urging Legislation to allow a grace period for tax payments for federal workers during government shutdown

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

Transportation Advisory Board, Union County - 11/7/18

## **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