



Common Council of the City of Summit

Closed Session Agenda for *Monday, November 16, 2020*

7 : 0 0 p m – 7 : 2 0 p m

Via Video Conference

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

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.

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)
 - Declare Vacancy – Finance Department – Accounting Clerk
 - Declare Vacancy – DCS/DPW - Per Diem Sanitation Worker

ADJOURN CLOSED SESSION



Via Video Conference

Common Council of the City of Summit

Regular Meeting Agenda for Monday, November 16, 2020

7:30 PM

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

ADMINISTRATIVE POLICIES & COMMUNITY RELATIONS COMMITTEE

Tuesday 5:00 pm – 6:00 pm Clerk's Law Library
Naidu, O'Sullivan, Rogers, Licatense

CAPITAL PROJECT & COMMUNITY SERVICES COMMITTEE

Thursday 7:45 am – 8:45 am DCS Conference Room
Little Naidu, Schrager

COMMUNITY PROGRAMS & PARKING SERVICES COMMITTEE

Thursday 8:00 am – 9:00 am Large Conference Room
O'Sullivan, Vartan, McNany, Ozoroski

FINANCE COMMITTEE

Monday 5:00 pm – 6:00 pm Large Conference Room
Vartan, Bowman, Fox, Mayor Radest, Rogers, Baldwin

LAW & LABOR COMMITTEE

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

SAFETY & HEALTH COMMITTEE (Police and Fire)

Wednesday 8:30 am – 9:30 am Police Chief's Conf. Room
9:30 am – 10:30 am Police Chief's Conf. Room
Hairston, Little, Mayor Radest, Rogers, Evers, Bartolotti, Avallone

****Due to current COVID-19 protocols, all meetings shall be conducted via video or teleconferencing, with scheduling as determined by the respective committees.***

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

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 public meeting notice, dated November 12, 2020, which was properly distributed and posted per statutory requirements.

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 HTTV on Comcast 36 and Verizon 33. This meeting is also streaming live through YouTube. To view this meeting via YouTube, please visit the city's website at cityofsummit.org and click on the YouTube icon at the top of the home page.

While this council meeting is being broadcast live and members of the governing body are participating remotely, steps have been put in place to accommodate public input during this meeting through public notice, dated November 12, 2020, which provided information for those wishing to participate during Public Comment periods at this council meeting. The City Clerk's Office also provided, through public notice, instructions on how the public could submit a question or comment via email or regular first-class mail in advance of the meeting. Public comment will be permitted at specified times as outlined in the agenda. Please refrain from commenting until solicited by the Council President.

For those members of the public who wish to make a comment during a designated public comment period, please use the "raise hand" feature and you will be called upon by the Council President.

Unless you are using an electronic device to follow the meeting agenda or need it for professional emergency contact purposes, please turn it off. Lastly, we ask that all participants remain on "mute" unless called upon to speak. 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 November 4, 2020

REPORTS

- Mayor, City Administrator and Council President

PRESENTATION

- Parkline Foundation Engineering Presentation - John Ruschke, Vice President - Mott MacDonald

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. 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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CAPITAL PROJECTS & COMMUNITY SERVICES

(ID # 7502)	AN ORDINANCE TO REPEAL AND REPLACE CHAPTER XXXV OF THE GENERAL CODE OF THE CITY OF SUMMIT TO ESTABLISH THE 2020 DEVELOPMENT REGULATIONS ORDINANCE <i>(Repeal 2019 DRO and Replace with 2020 DRO)</i>	12/1/20
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ADMINISTRATIVE POLICIES & COMMUNITY SERVICES

(ID # 7506)	AN ORDINANCE AMENDING THE CODE, CHAPTER XXXV, DEVELOPMENT REGULATIONS ORDINANCE, ARTICLE 7 – DEFINITIONS, SUBSECTION 35-7.2, TO ADD THE DEFINITION OF “MEDICAL MARIJUANA DISPENSARY” AND ARTICLE 9, “GENERAL PROVISIONS,” SUBSECTION 35-9.2, PROHIBITED USES <i>(Amend DRO – Prohibit Sale, Growth and Distribution of Recreational Marijuana)</i>	12/1/20
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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.)*

ADMINISTRATIVE POLICIES & COMMUNITY SERVICES

(Public comment on the following Committee resolutions will be solicited by the Council President.)

- | | |
|-------------|---|
| (ID # 7534) | 1. Authorize Holiday Displays on Village Green |
| (ID # 7491) | 2. Resolution Establishing Certain Procedures for Remote Public Common Council Meetings |

FINANCE

(Public comment on the following Committee resolutions will be solicited by the Council President.)

- (ID # 7500) 1. Authorize Transfer of Appropriations - Operating Budget (*Roll Call Vote*)
- (ID # 7501) 2. Authorize 2020 Salaries Effective January 1, 2020
- (ID # 7497) 3. Authorize 2021 Financial Services in Excess of \$17,500.00 - Municipal Auditor - Wielkotz & Company, LLC Not to Exceed \$67,200.00
- (ID # 7496) 4. Authorize 2021 Legal Services in Excess of \$17,500.00 - Bond Counsel - Hawkins Delafield & Wood LLP - Not to Exceed \$60,000.00
- (ID # 7493) 5. Award Bid - 2021-2022 On-Call HVAC Maintenance & Repair Services - Not to Exceed \$65,000.00 Per Year
- (ID # 7492) 6. Award Bid - 2021-2022 Walk-In Hardware Supplies- Not to Exceed \$60,000.00 Per Year
- (ID # 7499) 7. Declare Vacancy Account Clerk – Finance Department (*Pending Closed Session discussion*)

LAW & LABOR

(Public comment on the following Committee resolutions will be solicited by the Council President.)

- (ID # 7525) 1. Approve Year 2021 Council Meeting Schedule
- (ID # 7533) 2. Authorize Extension of Current 2020 Sidewalk Cafe Permits
- (ID # 7526) 3. Authorize Extension of Liquor License Agreements

COMMUNITY PROGRAMS & PARKING SERVICES

(Public comment on the following Committee resolutions will be solicited by the Council President.)

- (ID # 7478) 1. Authorize Submission - Recreation Opportunities for Individuals with Disabilities (ROID) 2020-2021 Grant Application and Acceptance
- (ID # 7437) 2. Authorize Contract Termination Effective December 31, 2020 - Broad Street East Valet Parking Concession
- (ID # 7523) 3. Authorize Temporary Use of Broad Street East Lot - Crossfit Veracity

CAPITAL PROJECTS & COMMUNITY SERVICES

(Public comment on the following Committee resolutions will be solicited by the Council President.)

- (ID # 7473) 1. Authorize Expenditure from Affordable Housing Trust Fund for Rehabilitation of Affordable Housing Units - Glen wood Place Development Staircases - \$69,609.07
- (ID # 7504) 2. Adopt City's Traffic Calming Guidelines
- (ID # 7393) 3. Award Bid - 2021-2022 On-Site Vegetative Waste Grinding Services - Not to Exceed \$85,000.00 Per Year

CAPITAL PROJECTS & COMMUNITY SERVICES (cont'd)

- (ID # 7463) 4. Authorize Negotiated Contract - 2020-2021 Snow & Ice Removal Services (Walks & Open Spaces) - Not to Exceed \$25,000.00 Per Year
- (ID # 7498) 5. Declare Vacancy - Per Diem Sanitation Worker - DCS (*Pending Closed Session discussion*)

CONSENT AGENDA

(The Consent Agenda is considered and voted upon as a whole.)

SAFETY & HEALTH

- (ID # 7479) 1. Grant Permission & Set Forth Conditions - Authorize Event Date Change and Add Tree Lighting - 2020 Miracle on Elm Street Event
- (ID # 7480) 2. Grant Permission & Set Forth Conditions - SDI 2020 Event Changes
- (ID # 7538) 3. Grant Permission, Set Forth Conditions - Summit Jewish Community Center - Menorah Lighting

CAPITAL PROJECTS & COMMUNITY SERVICES

- (ID # 7464) 1. Authorize Refund - Road Opening Deposit - 19 Dayton Road
- (ID # 7462) 2. Authorize Refund of Performance Guarantee - 21 Prospect Hill Avenue
- (ID # 7413) 3. Authorize Bid Advertisement - Butler Parkway Improvement Project
- (ID # 7507) 4. Authorize Bid Advertisement - Purchase and Delivery of Odor Control Chemicals

FINANCE

- (ID # 7531) 1. Cancel Outstanding Checks
- (ID # 7484) 2. Authorize Cancellation of an Added Assessment - 2020
- (ID # 7483) 3. Authorize Refund - Overpayment of a Veteran Deduction
- (ID # 7495) 4. Authorize Refunds - Department of Community Programs
- (ID # 6968) 5. Authorize Parking Refunds - Summit SmartCard, Prepaid Parking, and Overnight Parking Permits
- (ID # 6933) 6. Authorizing Payment of Bills - \$931,035.15

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 - Summit Tax Collector, re Tax Sale Held October 29, 2020
2. Purchasing Letter - 2021-2022 Walk-In Hardware Supplies
3. Purchasing Letter - 2021-2022 On-Call HVAC Maintenance & Repair Services
4. Purchasing Letter - 2021-2022 On-Site Vegetative Waste Grinding Services

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.

NOTICES

Chatham Twp - Public Hearing 11-16-20 - Adoption of Open Space Plan Element of the Master Plan

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.

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



ORDINANCE #	(ID # 7502)
Introduction Date:	11/16/2020
Hearing Date:	12/1/2020
Passage Date:	
Effective Date:	

AN ORDINANCE TO REPEAL AND REPLACE CHAPTER XXXV OF THE GENERAL CODE OF THE CITY OF SUMMIT TO ESTABLISH THE 2020 DEVELOPMENT REGULATIONS ORDINANCE (Repeal 2019 DRO and Replace with 2020 DRO)

BE IT ORDAINED by the Common Council of the City of Summit as follows:

SECTION 1. Chapter XXXV - Development Regulations of the General Ordinances of the City of Summit be and are hereby amended as hereinafter set forth. Said Ordinance being in excess of six (6) typed pages of ordinary print is proposed to be enacted without publication in full pursuant to the provisions of N.J.S.A. 40:49-2.1.

SECTION 2. The principal changes effected by said ordinance are as follows:

- The modification of certain definitions, the addition of certain new definitions, modified procedures, new standards and other changes that are either technical or administrative in nature.
- The modification of driveway width requirements for single and two family dwellings, the modification of outdoor dining requirements for seating on private property, revision to the building height calculation, revision to the requirements for unenclosed porches and entranceways, revisions to the requirements for attic dormers on single and two family dwellings, the prohibition of temporary fabric enclosures for the storage of cars or other equipment, a change the boundaries of the existing R-10 Residential District. Clarification of the City's Affordable Housing requirements.
- A recodification of existing development regulations and ordinances adopted by the City in one comprehensive ordinance. This ordinance is a comprehensive revision of the City's existing Development Regulation Ordinance and will supersede the existing Development Regulation Ordinance.

SECTION 3. At least three (3) copies of said full ordinance are on file in the office of the City Clerk for public examination and acquisition. Copies are available for inspection or acquisition during regular weekday working hours and arrangement have been made for the publication of said proposed ordinance and pamphlet or similar form which will be available for purchase from the City Clerk.

SECTION 4. The City Clerk is hereby directed to give notice at least ten (10) days prior to the hearing on the adoption of this ordinance to the Union County Planning Board and to all others entitled thereto pursuant to the provisions of N.J.S.A. 40:55D-15. Upon adoption of this ordinance after public hearing thereon, the City Clerk is further directed to publish notice of the passage thereof and to file a copy of this ordinance as finally adopted with the Union County Planning Board as required by N.J.S.A. 40:55D-16 and with the City Tax Assessor.

Dated:

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

Approved:

Mayor

To view DRO (395-Page document), please click on the following link:

[<https://www.dropbox.com/sh/2lah240yshkb6jt/AABZQ9LjQoJV26YA5ZPD1By5a?dl=0>](https://www.dropbox.com/sh/2lah240yshkb6jt/AABZQ9LjQoJV26YA5ZPD1By5a?dl=0)

THE CITY OF SUMMIT

N E W J E R S E Y

CHRIS NICOLA
LAND USE ASSISTANT
DCS

City Hall 512 Springfield Avenue Summit NJ 07901

Telephone 908 273 - 6407
Fax 908 608 - 1214
cnicola@cityofsummit.org

To: Mayor and Common Council
Rosemary Licatese, City Clerk

From: William Anderson, City Planning Board Chairman

Date: November 9, 2020

Re: Ordinance Repealing and Replacing Chapter 35 (Development Regulations) of the Revised General Ordinances of the City of Summit

On November 5, 2020, at a duly noticed meeting, the Planning Board (the "Board"), having considered the recommendations of the Board Planner, unanimously voted to refer the enclosed proposed amendments to the Development Regulations to the Common Council, for its consideration for introduction and adoption of same.

Thank you.

Christopher Nicola, Secretary

Enclosure

cc: PB Chairman and Members
Michael F. Rogers, City Administrator
Matthew Giacobbe, City Solicitor
Aaron Schrager, City Engineer
Joseph H. Burgis, P.P., City Planner
Tom Behrens, P.P., City Planning Board Planner
Steven K. Warner, City Planning Board Attorney

Attachment: PB letter DRO Repeal Replace Memo 11.9.2020 (7502 : Repeal & Replace 2019 DRO)

RECEIVED
By rlicatese at 2:25 pm, 11/9/20

MEMORANDUM

To: City of Summit Common Council
From: Tom Behrens, P.P., AICP
Subject: 2020 Development Regulations Ordinance (DRO) Amendments
Date: November 9, 2020
BA#: 3301.08

At its November 5, 2020 meeting, the Planning Board recommended several additional adjustments to the DRO version dated October 5, 2020 that was previously introduced by the Common Council. Upon consideration and acceptance of the proposed ordinance amendments enumerated below, the Common Council at its November 16, 2020 public meeting may reintroduce the DRO amended November 9, 2020 as the proposed changes have been determined to be substantive. The Planning Board will then have an opportunity to conduct a master plan consistency review of the ordinance at its November 2020 meeting, after which the Common Council can adopt the ordinance in December 2020.

1. Section 35-7.2. Definition of "Brewery" will be amended to read as follows:

~~"An establishment licensed, under N.J.S.A 33:1-10, to manufacture alcoholic beverages and to sell and distribute the products to licensed wholesalers and retailers. Such uses may manufacture, sell and serve alcoholic beverages to consumers on a licensed premise for consumption on site, but only in connection with a tour of the brewery, or for consumption off the premises."~~

"An establishment licensed under N.J.S.A 33:1-10, or any successor legislation, to manufacture alcoholic beverages and to sell and distribute the products to licensed wholesalers and retailers. Such uses may manufacture, sell and serve alcoholic beverages to consumers on a licensed premise for consumption on site, or for consumption off the premises consistent with State law."

2. Section 35-3.10.B.14. Breweries as a listed permitted principal use will be amended to read as follows:

~~"Breweries, wineries, distilleries and related uses including brew pubs, microbreweries, tasting rooms, wine making and similar activities which allow for public consumption on the premises and have proper licensing as required by New Jersey State Alcohol and Beverage Control. Such uses shall have a maximum gross floor area of 3,000 square feet designated for production activities and a minimum 25% gross floor area designated as a tasting room or seating area for customers located in the front or storefront of the building as can be readily observed from the street."~~

"Breweries, wineries, distilleries and related uses including brew pubs, microbreweries, tasting rooms, wine making and similar activities which allow for public consumption on the premises and have proper licensing as required by New Jersey State Alcohol and Beverage Control. Such uses shall have a maximum gross floor area of 3,000 square feet designated for production activities and a minimum of 15% of the gross floor area designated as common or service areas available to patrons including, but not limited to, tasting rooms, seating areas, restrooms, corridors, etc. distinguished from production areas. Tasting rooms, seating areas and similar spaces shall be located in the front or storefront of the building as can be readily observed from street."

3. The word "commission" will be capitalized in all instances when used in the terms Historic Preservation Commission and Environmental Commission.

4. Section 35-7.2. Definition of "Preservation Easement" will be amended to read as follows:

"A preservation easement is a legal instrument that provides enduring protection for a historic property. Residences, commercial structures, farmsteads, and formal gardens are a few examples of the types of historic properties protected by preservation easements. The historic property should be listed or be eligible for listing on the New Jersey Register of Historic Places or the National Register of Historic Places. A preservation easement is recorded in deed form in the county land records. (Source: New Jersey Historic Trust)"

5. Section 35-9.10.E.2. will be amended as follows:

"Unenclosed porches and entryways, excluding steps, extending not more than six (6) feet into the required front yard and not exceeding more than fifty (50) square feet in area, and not more than three (3) feet into the required side or rear yard and not exceeding more than twenty (20) square feet in area."

6. Section 35-14.2.E.1. referring to dormers on single and two-family dwellings will be amended as follows:

"The cumulative width of attic dormers above the second floor of a dwelling and facing the street or front shall be limited to a maximum of fifty (50%) percent of the width of the floor below which the dormer is situated measured from the same building facade."



ORDINANCE #	(ID # 7506)
Introduction Date:	11/16/2020
Hearing Date:	12/1/2020
Passage Date:	
Effective Date:	

AN ORDINANCE AMENDING THE CODE, CHAPTER XXXV, DEVELOPMENT REGULATIONS ORDINANCE, ARTICLE 7 – DEFINITIONS, SUBSECTION 35-7.2, TO ADD THE DEFINITION OF “MEDICAL MARIJUANA DISPENSARY” AND ARTICLE 9, “GENERAL PROVISIONS,” SUBSECTION 35-9.2, PROHIBITED USES (Amend DRO – Prohibit Sale, Growth and Distribution of Recreational Marijuana)

Ordinance Summary: The purpose of this ordinance is to amend Chapter XXXV, Development Regulations Ordinance, Article VII, “Definitions,” subsection 35-7.2, to add the definition of “Medical Marijuana Dispensary” and Article IX, “General Provisions,” Subsection 35-9.2, “Prohibited Uses,” to prohibit the sale, growth and distribution of recreational marijuana within the City of Summit.

Ordinance Summary: The purpose of this ordinance is to amend Chapter XXXV, Development Regulations Ordinance, Article VII, “Definitions,” subsection 35-7.2, to add the definition of “Medical Marijuana Dispensary” and Article IX, “General Provisions,” Subsection 35-9.2, “Prohibited Uses,” to prohibit the sale, growth and distribution of recreational marijuana within the City of Summit.

WHEREAS, on November 3, 2020 New Jersey voters approved a constitutional amendment to legalize the recreational use of marijuana; and

WHEREAS, pursuant to N.J.S.A. 40:55D-8, the Common Council has determined that the Development Regulations Ordinance shall be amended to prohibit the sale, growth and distribution of recreational marijuana in the interest of public safety and in furtherance of the City’s ongoing efforts to create a drug-free environment for the community.

NOW THEREFORE BE IT ORDAINED by the Common Council of the City of Summit, County of Union, State of New Jersey, as follows:

SECTION 1. That Chapter XXXV, Article VII, Definitions, Subsection 35-7.2, Definitions, of the Code, be and is hereby amended and supplemented to read as follows:

MEDICAL MARIJUANA DISPENSARY – an approved facility or institution, whether public or private, principally engaged in providing registered qualifying patients with usable marijuana and related paraphernalia in accordance with the provisions of the New Jersey Compassionate Use Medical Marijuana Act. N.J.S.A. C.24:6I-1 et. seq. A Medical Marijuana Dispensary shall not include the manufacture or cultivation of marijuana, nor shall it include the retail sale of marijuana for other than medical purposes.

SECTION 2. That Chapter XXXV, Article IX, General Provisions, Subsection 35-9.2, Prohibited Uses, be and is hereby amended and supplemented to read as follows:

Where a use is not specifically permitted in a zone district, it is prohibited.

All uses not expressly permitted in this article are prohibited in all zones, including, but not limited to the cultivation, growing, extraction, manufacturing, processing, laboratory testing, labeling, dispensing, warehousing, distributing and selling of recreational marijuana and/or associated paraphernalia. This provision shall not be construed to limit any privileges or rights of a qualifying patient, primary caregiver, physician, registered dispensary or other person acting in accordance with the New Jersey Compassionate Use Medical Marijuana Act, N.J.S.A. 24:6I-1.

Marijuana plants, products, accessories, and associated paraphernalia contained in any Medical Marijuana Dispensary shall not be visible from a public sidewalk, public street or right-of-way, or any other public place. On-site storage of usable marijuana shall comply with 21 C.F.R. 1301.72. No consumption or smoking of any medical marijuana products shall be allowed or permitted on the premises or adjacent grounds of a Medical Marijuana Dispensary.

SECTION 3. This Ordinance shall be subject to review and recommendation by the City Planning Board in accordance with N.J.S.A. 40:55D-26.

SECTION 4. The County Planning Board shall be provided notice of this proposed ordinance in accordance with N.J.S.A. 40:27-6.10.

SECTION 5. This Ordinance shall amend the current version of the Development Regulations Ordinance and any ordinance that may repeal or replace the current Development Regulations Ordinance.

SECTION 6. **SEVERABILITY.** If any paragraph, section, subsection, sentence, sentence clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court or administrative agency of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision of such holding shall not affect the validity of the remaining paragraphs or sections hereof.

SECTION 7. **INCONSISTENCY.** All ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION 8. **EFFECTIVE DATE.** This Ordinance shall take effect upon final passage and publication according to law and filing with the County Planning Board in accordance with N.J.S.A 40:55D-16.

(Latest additions are indicated by underline, deletions by strikethrough)

Dated:

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

Approved:

Mayor

City Clerk

Resolution (ID # 7534)
November 16, 2020

AUTHORIZE HOLIDAY DISPLAYS ON THE VILLAGE GREEN

WHEREAS, the Common Council of the City of Summit wishes to authorize the display of various holiday decorations on the Village Green to commemorate the upcoming holiday season; and

WHEREAS, the purpose of the displays is to celebrate the diverse cultural heritage of the residents of the City of Summit; and

WHEREAS, in Lynch v. Donnelly and County of Allegheny v. ACLU, the United States Supreme Court held that holiday displays are permissible on public property when the displays include both religious and secular symbols of the holiday season.

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

1. That permission is hereby granted for holiday displays on the Village Green from December 6, 2020 through December 31, 2020.
2. That all displays must conform to the guidelines set forth in Lynch v. Donnelly and County of Allegheny v. ACLU and are subject to the approval of the Department of Community Services.

Dated: November 16, 2020

I, Rosalia M. Licatese, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Monday evening, November 16, 2020.

City Clerk

Resolution (ID # 7491)
November 16, 2020

**RESOLUTION ESTABLISHING CERTAIN PROCEDURES FOR REMOTE PUBLIC
COMMON COUNCIL MEETINGS**

WHEREAS, on September 24, 2020, the New Jersey Department of Community Affairs (“DCA”), Division of Local Government Services, issued Local Finance Notice 2020-21, advising that emergency regulations have been promulgated regarding procedures for remote public meetings, which are codified at N.J.A.C. 5:39-1.1 through 1.7; and,

WHEREAS, for the last several months, in response to the ongoing COVID-19 emergency and the state of emergency that remains in effect throughout New Jersey, the Common Council has been conducting remote public meetings; and,

WHEREAS, for reasons of public health and safety, and given the ongoing community spread of COVID-19, particularly as winter approaches and public health experts are warning of a second wave of the Coronavirus, the Common Council is likely to continue meeting remotely for the foreseeable future; and,

WHEREAS, the Common Council has already engaged in considerable efforts to ensure that the public has notice of and the ability to actively participate in its remote public meetings, and consistent with the regulatory requirements, wishes to formally re-confirm certain of these procedures via this Resolution as required by the DCA’s emergency regulations.

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

1. These procedures are applicable to remote public meetings of the Common Council when it intends to conduct public business during a declared emergency pursuant to N.J.A.C. 5:39-1.2 if the emergency reasonably prevents the Common Council from safely conducting public business at City Hall or some other physical location with members of the public present.
2. The Common Council shall follow the requirements of N.J.A.C. 5:39-1.1 through 1.7 to the extent applicable with respect to any remote public meeting held during a declared public emergency.
3. Members of the public shall have the opportunity to make public comment at any remote public meeting of the Common Council. Consistent with Section 2-2.1 of the Code of the City of Summit, the time period for public comment at a remote public meeting is limited to three (3) minutes per speaker. No person may address the Council more than once during the public comment portion of the meeting. All speakers must identify themselves by their full names and whether or not they are residents of Summit. Speakers are not required to appear on video while making a public comment, but may choose to do so.

4. Additionally, members of the public may submit written comments to be audibly read into the record by the City Clerk during the public comment portion of any remote public meeting of the Common Council. Such comments may be submitted by e-mailing the City Clerk at cityclerk@cityofsummit.org, or via regular mail to the City Clerk at City Hall, 512 Springfield Avenue, Summit, NJ 07901. Such comments must be received by the City Clerk by 12:00 P.M. on the day of the meeting to ensure that they will be read into the record. Any person who speaks during the public comment portion of a remote public meeting may not also have a comment read into the record. The City Clerk will stop reading a written comment into the public record once the three (3) minute limit is reached.
5. The Common Council retains the authority to pass over duplicate written comments, however, each duplicate comment shall be noted for the record with the content summarized, provided, however, that the Common Council shall do so in a fair and reasonable manner so as to ensure all of the various sides of a contentious issue are fairly reflected in the record.
6. The Common Council will not accept text-based public comment received during a remote public meeting held through an electronic communications platform or Internet-accessible technology, even if the platform or technology provides for same.
7. Appropriate decorum should be exercised at all times. After providing an appropriate warning, the Council President or other presiding officer of the meeting shall have the authority to place a disruptive person on mute, precluding the person from making or continuing to make a public comment, or for gross and repeated violations of the demeanor requirements, expulsion from the meeting, as provided for by N.J.A.C. 5:39-1.4(h).
8. The procedures and requirements for making public comment, along with an explanation of the audio muting function of the communications technology being used, shall be announced at the beginning of each remote public meeting.

Dated: November 16, 2020

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Monday evening, November 16, 2020.

City Clerk



LFN 2020-21

September 24, 2020

Contact Information

Director's Office

V. 609.292.6613

F. 609.633.6243

Local Assistance Bureau

V. 609.292.6858

F. 609.633.6243

**Financial Regulation
and Assistance**

V. 609.292.4806

F. 609.984.7388

Local Finance Board

V. 609.292.0479

F. 609.633.6243

Administrative Services Unit

V. 609.292.6126

F. 609.633.6243

Mail and Delivery

101 South Broad St.

PO Box 803

Trenton, New Jersey

08625-0803

www.nj.gov/dca/divisions/dlgs

E-mail: dlgs@dca.nj.gov

Distribution

Municipal Clerks

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Local Finance Notice

Philip D. Murphy
Governor

Lt. Governor Sheila Y. Oliver
Commissioner

Melanie R. Walter
Director

New Emergency Regulations: Remote Public Meetings Held During a Declared Emergency

The COVID-19 pandemic has forced local government entities and boards of education throughout New Jersey to hold public meetings remotely. Due to the restrictions necessitated by COVID-19, the Division of Local Government Services issued remote meeting guidance in March for local government entities, including the conduct of public meetings held by planning boards and zoning boards of adjustment.

Section 8 of newly enacted [P.L. 2020, c. 34](#) authorizes the Division Director to promulgate regulations establishing standard protocols for remote public meetings held by a "local public body" during a Governor-declared emergency, including minimum procedures to be followed to provide reasonable public notice and allowance for public input. Local public bodies are defined in the law as any public body subject to the Open Public Meetings Act (N.J.S.A. 10:4-8 et seq.) with a territorial jurisdiction equal to or less than a county. In addition to counties, municipalities and boards of education, this law encompasses the public bodies of local authorities, fire districts and other local special districts, any boards, commissions, or other entities that are a creature of one or more counties or municipalities. This law does not apply to advisory committees or similar bodies to which the Open Public Meetings Act does not apply.

The Director has promulgated emergency regulations codified as [N.J.A.C. 5:39-1.1 through 1.7](#) that implement the new law. These protocols aim to ensure continuity of government operations and transparency in conducting public business when an emergency requires a governing body meeting to be held remotely.

The emergency regulations are presently in effect and have been concurrently proposed for permanent adoption in the upcoming October 19, 2020 New Jersey Register. Please submit any comments on the regulations no later than November 18, 2020.

Attachment: LFN 2020-21 (7491 : Resolution Establishing Certain Procedures for Remote Public Common Council Meetings)

Remote Public Meetings Held During a Declared Emergency

In-person public meetings where the local public body meets in one location and that members of the public may physically attend remain the default. Even during a declared emergency, public meetings held exclusively by remote means are meant to be held under limited circumstances when the declared emergency prevents a public meeting from safely being held in a physical location. The declared emergency must be a public health emergency pursuant to the "Emergency Health Powers Act," or a state of emergency pursuant to the "Disaster Control Act," or a state of local disaster emergency, that has been declared by the Governor and is in effect.

Remote public meetings are any gathering by means of electronic communication equipment, which is attended by, or open to, all of the members of a public body and held with the intent, on the part of the members of the body present, to discuss or act as a unit upon the specific public business of that body. If a declared emergency requires a local public body to hold a remote public meeting to conduct public business, an electronic communications technology shall be used that is routinely used in academic, business and professional settings, and is widely accessible to the public at no cost. Participant capacity in the meeting room shall be consistent with the reasonable expectation of the public body for public meetings of the type being held. If a remote public meeting is held by audio and video, the public shall also have the opportunity to participate in the meeting by audio and video. Please note that if the local public body meets in person for a meeting, the regulations require members of the public to be able to attend the meeting in person.

If a local public body is holding an in-person meeting in a location where, pursuant to State and/or Federal guidelines meant to mitigate the risk of contagious infection, the declared emergency necessitates capacity restrictions reducing the number of individuals that can be present in the meeting room to an amount below that reasonably expected for the public meeting by the governing body, the local public body must either hold the in-person meeting at another location with adequate socially-distanced capacity for the reasonably expected public attendance, or hold the public meeting both in-person and as a remote public meeting pursuant to N.J.A.C. 5:39-1.1 through 1.7. This requirement seeks to ensure adequate public access. Under other circumstances, nothing prevents a local public body from holding a remote public meeting in conjunction with an in-person meeting as a means of increasing public access and participation.

Technological and Procedural Matters

Remote public meetings may be held by means including, but not limited to, audio-only teleconferencing, electronic communications platforms with video and audio, and Internet-accessible technology such as live-streaming. The method, platform, or application must be in common use among academic, business, and professional settings as well as widely available to the public at no cost. When utilizing an electronic communications platform or Internet-accessible technology to hold a remote public meeting, the local public body shall also provide a telephonic conference line allowing members of public with limited or no internet access to listen and provide public comment. To ensure adequate public access, particularly given the potential for an increase in public participation due to the convenience of viewing a public meeting remotely, participant capacity on the selected technology should be consistent with the reasonable

expectation of the public body for public meetings of the type being held and shall not be limited to fewer than 50 public participants (beyond those persons required to conduct business at the meeting).

Communications technology used for a remote public meeting must allow the local public body to mute the audio of all members of the public and members of the public to mute themselves. Any electronic communications platform or Internet-accessible technology used shall also enable the local public body to regulate participation by individual members of the public such as through an individual muting function. For example, the meeting organizer could accept individuals into a virtual “lobby” with all individuals wishing to speak moved to a main line for the meeting. Although a telephonic audio conference call line does not necessarily have similar capabilities for restricting individual participation, that particular technology must have a queueing or similar function that may be used by a local public body to regulate public comment. For example, [AT&T](#) offers a “question and answer” function as a means of regulating individual public comment on an audio teleconference line.

A local public body holding a remote public meeting shall allow members of the public to make public comment by audio or by audio and video. In advance of the remote public meeting, the local public body shall allow public comments to be submitted by electronic mail and in written letter form to the official responsible for creating the meeting agenda (e.g. municipal clerk, board secretary) by a reasonable deadline. A reasonable deadline should balance the public’s ability to review the meeting agenda while allowing the municipal clerk or similar official sufficient time to prepare public comments to be read at the meeting. The local public body shall have the discretion to accept text-based public comment received during a remote public meeting through an electronic communications platform or internet-accessible technology, such as through Microsoft Teams chat function or by making comments during a Facebook livestream. Public comments submitted through electronic mail or written letter before the remote public meeting shall be read aloud from the beginning, and addressed during the remote public meeting in a manner audible to all meeting participants and the public listening. If the local public body establishes, to the extent permitted by law, a reasonable time limit on public comments at an in-person meeting, the local public body can place a similar time limit on the length of public comments submitted in writing prior to the remote public meeting. For example, if a local public body has established a five-minute limit on each in-person public comment, a similar limitation can be established for written comments that corresponds to the amount of time it would reasonably take to read the comment at the remote public meeting. The local public body may elect to summarize duplicative comments; however, the local public body must not summarize certain duplicative comments while reading other duplicative comments individually.

A local public body may require members of the public to state whether they wish to speak and to identify themselves prior to speaking. Authentication of elected officials appearing by audio only could be performed by means such as an individualized password voiced at the meeting by the elected official.

The local public body shall adopt, by resolution, standard procedures and requirements for public comment made during the meeting along with those written comments submitted in

advance of the meeting. Such procedures and requirements shall include standards of conduct to be followed by members of the public when making comment. The local public body shall facilitate a dialogue with the commenter to the extent permitted by the electronic communications technology. The procedures and requirements for making public comment, along with an explanation of the audio muting function of the communications technology being used, shall be announced at the beginning of the remote public meeting.

If a member of the public becomes disruptive during a remote public meeting, including during any period for public comment, the member of the local public body charged with running the remote public meeting shall mute or keep on mute, or direct appropriate staff to mute or keep on mute, the disruptive member of the public and warn that continued disruption may result in their being prevented from speaking or removed from the remote public meeting. Disruptive conduct includes sustained inappropriate behaviors such as, but not necessarily limited to, shouting, interruption, and use of profanity.

A member of the public continuing to act in a disruptive manner after receiving an initial warning may be muted or kept on mute, with other members of the public allowed to proceed with their questions or comments. If time permits, the disruptive individual shall be allowed to speak after all other members of the public have been given the opportunity to make comment. In the event the individual remains disruptive, the individual may be muted or kept on mute for the remainder of the remote public meeting, or removed altogether from the remote public meeting.

In crafting standard procedures and requirements for public comment, local public bodies are strongly encouraged to consult with their legal counsel to ensure any such restrictions comply with the Open Public Meetings Act and do not infringe upon constitutional rights.

Due process considerations require that all individuals giving sworn testimony be taken by video as well as audio, including during any cross examination. As most land use meetings feature public hearings on development applications, land use board meetings should be held through videoconferencing technology as a default; however, remote land use board meetings shall continue to allow public comment via a telephone conference dial-in number. To ensure maximum transparency and public engagement, the Division strongly encourages local public bodies to use videoconferencing technologies for all remote public meetings.

Any presentations or documents that could be viewed by or made available to members of the public during an in-person public meeting shall either be made visible on a video broadcast of the remote public meeting or made available on the Internet website of the local public body. The link for the public to access documents should, at minimum, be either posted on the meeting notice, or in close proximity to where the meeting notice is posted both on the website and at the building where the meeting would otherwise be held. Local public bodies are also strongly advised to make the link to documents available on or near where the meeting agenda is posted. When hard copies of a document would be available to individual members of the public at an in-person meeting, the document must be provided on the website in advance of the meeting. If the local public body is not a municipality or county and does not have its own website, the presentation or documents must appear on that of the municipality or county responsible for appointing the members of the local public body if those documents are not made visible on video. In the event a municipality or board of education does not have a website, documents that would otherwise be

available to individual members of the public at an in-person meeting shall be available upon request ahead of the meeting and provided through an official social media account if one exists.

A local public body entering an executive or closed session shall ensure that audio or video of the session cannot be accessed except by those individuals that are participating in the session. The clerk or secretary of the local public body should take roll call with each individual affirmatively identifying themselves prior to commencing the closed session. If a closed session is held through a telephonic conference call a separate call-in line should be made available to ensure confidentiality. For closed sessions during remote public meetings held through video conferencing, audio recording should be muted and video recording blocked by a graphic labeled "Executive Session". As with in-person meetings, the local public body shall have read into the record the reason(s) for entering into executive session.

Local public bodies should carefully consider the cybersecurity protections offered by any electronic communications platform or Internet-accessible technology. In limited instances certain local governments have had their remote public meetings hacked and maliciously interfered with. The regulations require Internet-based remote meeting technologies to be hosted on [FedRAMP Moderate Impact Level Authorized](#) dedicated servers or in a FedRAMP Moderate Impact Level Authorized Cloud, unless the host of the dedicated servers or cloud provides annual evidence of satisfactory cybersecurity internal controls is provided through a SOC2 audit report. A SOC2 audit report focuses on a service organization's internal controls as they relate to security, availability, processing integrity, confidentiality, and privacy of a system. FedRAMP authorized services and products can be found on the [FedRAMP Marketplace database](#). Free software should be avoided to ensure data integrity and adequate privacy protections. Please consult with your IT support professionals on how to evaluate the cybersecurity safeguards offered by various platforms and technologies.

The Division recommends that all remote electronic meetings be recorded, at minimum the audio but preferably the video as well. Local public bodies should advise the public at the beginning of a remote public meeting that the meeting is being recorded.

Proper Notice of a Remote Public Meeting

Adequate notice in the context of a remote public meeting must include the time, date, location and, to the extent known, the agenda of the meeting, which notice shall accurately state whether formal action may or may not be taken. With respect to the meeting location, the notice shall state the platform or method (e.g. Microsoft Teams, Facebook Live) by which the remote public meeting is being held, and include the teleconference number along with the web address or means of accessing any remote meeting platform.

In addition to the above-referenced content, adequate notice must also include clear and concise instructions for accessing the remote public meeting, how to make public comment, and where relevant documents, if any, will be made available for the public to view. As discussed previously, such documents shall be displayed by video during the meeting and/or the website on which such documents are posted shall be identified. If a document would be made available to the public in hard copy while physically attending the meeting, the document shall generally be made available for download in advance of the meeting through an internet link at or near the posting of the meeting notice. For public hearings held by a land use board during a remote

public meeting shall also identify where all plans and documents associated with the hearing or hearings may be accessed by the public, and provide clear and concise instructions on accessing the exhibits.

As with an in-person public meeting pursuant to the Open Public Records Act, notice of a remote public meeting shall be transmitted to at least two newspapers. If the declared emergency prevents the local public body from transmitting a public meeting notice to the newspapers by mail, telephone, telegram or hand delivery, e-mailing the public meeting notice to the newspapers shall be sufficient. In addition to transmitting notice to the newspapers, notice must also be posted on:

- on the door of the main public entrance to the building where the public would routinely attend in-person meetings of the local public body, as well as the door for any designated and clearly delineated handicap accessible entrance to said building, such that the notice is viewable from the outside;
- the Internet website or webpage of the local public body or, if the local public body is not a municipality or county and does not have its own website, posted on the website of the municipality or county responsible for appointing the members of the local public body. If a municipality or board of education does not have a website, electronic notice shall be provided on an official social media platform of the municipality or board of education; however, electronic notice is not required if the municipality or board of education does not have an internet presence.

Although not required by the regulations, the Division also recommends distributing notice of the remote meeting by electronic mail, a text messaging system, or any other digital platform that may be used by the entity governed by the local public body, or the entity responsible for appointing the members of the local public body, to disseminate information electronically. Distributing the electronic notice, or a summary thereof with a statement on the link where the full electronic notice may be accessed, through one or more of these mediums provides additional assurance that the public is aware of how to access the remote public meeting.

If a previously scheduled local public body meeting was to allow public attendance without a public health-related capacity restriction, but the local public body intends to hold the same meeting as a remote public meeting due to a declared emergency and the change is not reflected in a revised annual notice, the local public body shall transmit notice of the remote public meeting at least 48 hours in advance to the newspapers and provide electronic notice to the public in the manner discussed above.

Using Solely Electronic Notice for Remote Public Meetings

During a declared emergency, a local public body may issue electronic notice (i.e. the second bullet point referenced above and the third if applicable) at least 48 hours ahead of a remote public meeting in lieu of, rather than in addition to, publishing notice in the newspaper; however, in such instances the local public body shall limit public business discussed or acted upon to matters:

- Necessary for the continuing operation of government and which relate to the emergency declaration connected with the declared emergency; or
- Requiring decision by the local public body due to imminent time constraints.

Emergency Remote Public Meetings without 48-Hour Notice

As with in-person public meetings pursuant to the Open Public Meetings Act, under emergent circumstances a remote public meeting may be held without advance 48-hour notice either to newspapers or through electronic notice upon the affirmative vote of three quarters of the members of the local public body that are present. See N.J.A.C. 5:39-1.5(d) and N.J.S.A. 10:4-9.

Revised Annual Notice for Remote Public Meetings

If the local public body expects to conduct remote public meetings for a series of regularly-scheduled meetings advertised in its annual notice, and the annual notice lists those meetings as in-person, the annual notice shall be revised to contain clear and concise instructions for accessing those remote public meetings, the means for making public comment, and where relevant documents, if any, will be made available.

Pursuant to N.J.S.A. 10:4-18, the revised annual notice shall be mailed to the newspapers and to those requesting notice; however, the revised annual notice may be transmitted via e-mail to newspapers and individual requestors if the declared emergency prevents mailing. The revised annual notice shall be mailed as soon as practicable to those individuals that request notice by mail but do not have e-mail. Similar to the 48-hour electronic notice discussed above, the revised annual notice must also be posted on the Internet website and on the door of the main public entrance to the building where the local public body's regular public meetings are held along with the door for any designated and clearly delineated handicap-accessible entrance. If a municipality or board of education does not have a website, the revised annual notice shall be posted on an official social media platform of the municipality or board of education unless it does not have an internet presence. The revised annual notice should also be distributed by mass e-mail or another digital messaging platform if the entity has the capability.

Statement to be Read at Beginning of Meeting

At the beginning of every remote public meeting of a local public body, the person presiding shall announce publicly for inclusion in the meeting minutes the time, place, and manner in which notice was provided. If the local public body solely provided notice through electronic means without transmittal to the newspapers, the announcement shall also state that discussion of and action on any public business will be limited to only those matters necessary for the continuing operation of government and which relate to the applicable emergency declaration, or matters requiring decision during the remote public meeting due to imminent time constraints. In the event advance 48-hour notice of the remote public meeting was neither transmitted to the newspapers nor provided electronic, a statement compliant with N.J.S.A. 10:4-10 shall be read concerning why the unforeseen need for the meeting and explaining why the local public body could not provide such notice without causing a delay resulting in substantial harm the public interest. As with in-person meetings, when advance 48-hour notice is not provided the remote public meeting must be limited to addressing the urgent matter or matters.

Land Use Board Hearings – Considering the Necessity of an In-Person Meeting

As most land use meetings feature public hearings on development applications, meetings of land use boards should be held through videoconferencing technology as a default; however, remote

land use board meetings shall continue to allow public comment via a telephone conference dial-in number. For public hearings held before a land use board, applicants must submit all exhibits at least two (2) days prior to the remote public hearing. The applicant is responsible for ensuring that all exhibits are converted to an electronic format that can be viewed by the public through the Internet.

Notwithstanding the provisions contained in these regulations to facilitate remote land use board hearings, certain applications may be of such complexity or scale that they require in an in-person public hearing. Before holding a public hearing on an application for development during a remote public meeting, a land use board shall determine whether electronic communication technology can sufficiently facilitate due process of the applicant and any interested party, including the ability to examine exhibits, transcribe testimony and cross-examine witnesses, as well as the ability of the public to comment upon the application. Factors in making this determination shall include, at minimum, the scale of the project, the number of approvals requested, the degree of public interest, and the number of potential objectors. As land use boards must decide pending applications within prescribed timeframes, boards should seek applicant consent to extend decision deadlines to accommodate an in-person public hearing with no health-related capacity restrictions. Boards should consult their legal counsel on how to proceed where an in-person hearing or hearings cannot be held by the decision deadline and the applicant does not consent to an extension.

A local public body such as a municipal governing body that holds a quasi-judicial hearing should use a similar analysis.

Conclusion

Local public bodies have many options available to them to ensure they can continue the operation of government safely, efficiently, and publicly. The emergency regulations establish protocols meant to ensure continuity of government operations and transparency in conducting public business in unusual emergency circumstances. The Division's [March 23, 2020 guidance](#) details the functionality of various remote meeting technologies. Please contact the Division by email at dlgs@dca.nj.gov or by phone at 609-292-6613 with any questions concerning the regulations or this Notice.

Approved: Melanie R. Walter, Director

Document	Internet Address
P.L. 2020, c.34	https://www.njleg.state.nj.us/2020/Bills/PL20/34_.PDF
N.J.A.C. 5:39-1	https://www.nj.gov/dca/divisions/dlgs/resources/rules_docs/5_39/njac_5391.pdf
AT&T Teleconference Queuing Guidance	https://www.teleconference.att.com/resv/help_IPTouchToneMgmt.html
FedRAMP Standards Guide	https://www.fedramp.gov/understanding-baselines-and-impact-levels/
FedRAMP Product Database	https://marketplace.fedramp.gov/#!/products?sort=productName
3/23/2020 DLGS Remote Public Meeting Guidance	https://nj.gov/dca/divisions/dlgs/pdf/GovConnectNotice-NewRemotePublicMeetingsGuidance.pdf

Resolution (ID # 7500)
November 16, 2020

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

WHEREAS, there appears to be a surplus in the following 2020 Operating Accounts over and above the demands to be necessary:

FROM

		Salaries and Wages	Other Expenses
01-28-370-005-100	DCP Full Time	\$14,000.00	
01-50-899-000-002	Reserve for Salary Adjustments	\$31,810.00	
	Total amount transferred from:	\$ 45,810.00	\$

WHEREAS, there appears to be insufficient funds in the following 2020 Operating Accounts to meet the demands thereof;

TO

		Salaries and Wages	Other Expenses
01-28-370-003-102	FAC – Pool Part Time	\$14,000.00	
01-20-100-000-101	A&E Full Time	\$ 3,000.00	
01-20-145-000-101	Tax Collector Full Time	\$ 7,610.00	
01-20-155-000-101	Legal SW	\$ 1,200.00	
01-28-370-005-100	DCP Full Time	\$20,000.00	
	Total amount transferred to:	\$ 45,810.00	\$

Recorded Vote:

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

Dated: November 4, 2020

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

November 4, 2020.

City Clerk

**Finance Committee**

R - Finance

www.cityofsummit.org

Meeting: 11/16/20 07:30 PM

RESOLUTION (ID # 7500)

DOC ID: 7500 A

TO: Mayor and Common Council

FROM: Tammie Baldwin, City Treasurer/CFO

DATE: October 28, 2020

This resolution transfers funds from 2020 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.

AUTHORIZE 2020 SALARIES EFFECTIVE JANUARY 1, 2020

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

That, retroactive to January 1, 2020, or as of the date indicated, the officers of the City be and they are hereby authorized and directed to pay the annual salaries as listed herein.

Employee Name	Title	Salary
Anderson, Christa	Zoning Officer	\$105,804
Baldwin, Tammie	City Treasurer/CFO	\$158,100
Bartolotti, Andrew	Police Chief (6/1/2020)	\$191,751
Blades, Jin	Assistant Director DCS	\$99,234
DeMassi, John	Municipal Judge P/T	\$40,800
Cascais, Paul	Director DCS	\$170,288
Champney, Megan	Human Resources Manager	\$97,288
Crossan, Lois (Ret 10/1/20)	Tax Assessor Clerk	\$69,104
Doyle, Anthony	Building Inspector	\$96,185
Estrin, Lilya	Secretary III	\$66,065
Evers, Eric	Fire Chief	\$195,247
Fabrizio, Nancy	Office Manager	\$83,550
Fortune, Wanda	Enforcement Officer	\$61,621
Ghetti, Donna	Secretary III	\$66,065
Holenstein, Christopher	Assistant Director DCP	\$110,666
Hughes, Maria	Administrative Assistant	\$83,550
Kolbeck, Karen	Secretary II	\$61,621
Lewis, Gary	Construction Official/Chief Inspecto	\$141,174
Maritato, Ralph	Building Inspector	\$96,185
Matarredona, Jorge	Housing Inspector	\$68,760
Matias, Ricardo	Assistant City Engineer	\$123,964
Mitzner, Michael	Prosecutor P/T	\$37,313
Mauro, Gayle	Registrar Vital Statistics	\$84,470
Nelson, Donald	Deputy Fire Chief	\$176,070
Portine, Leon	Housing Inspector P/T	\$35,362
Proctor, Richard	Police Captain (6/1/2020)	\$159,696
Ring, Susan	Administrative Assistant	\$71,543
Rodriguez, Juan	Technician	\$78,697
Rogers, Michael	Administrator	\$192,683
Ruggiero, Juliet	Tax Collector	\$104,797
Sawicki, Nicole	Secretary II	\$ 66,415
Schrager, Aaron	Deputy Director/City Engineer	\$146,039
Toth, Lori	Assistant Engineer P/T	\$93,637
Zagorski, Steven	Police Captain	\$175,666

Weck, Robert (Ret 6/1/20) Police Chief \$195,247

Dated: November 16, 2020

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Monday evening, November 16, 2020.

City Clerk

**Finance Committee**

R - Finance

www.cityofsummit.org

Meeting: 11/16/20 07:30 PM

RESOLUTION (ID # 7501)

DOC ID: 7501 D

TO: Mayor and Common Council

FROM: Tammie Baldwin, City Treasurer/CFO

DATE: October 28, 2020

These salaries have been adjusted for the Cost Of Living Allowance of 2% provided for in the 2020 Budgets. This increase applies only to non-union employees that have maxed out of their step increases.

Resolution (ID # 7497)
November 16, 2020

**AUTHORIZE 2021 FINANCIAL SERVICES IN EXCESS OF \$17,500.00 - MUNICIPAL
AUDITOR - WIELKOTZ & COMPANY, LLC NOT TO EXCEED \$67,200.00**

WHEREAS, there exists a need for audit services as follows:

- A. 2021 Statutory Audits, \$50,500.00:
 - a. Current Fund, Trust Fund, Capital Fund, Free Public Library, Bond and Interest Accounts, Payroll Accounts, Federal and State Programs, General Fixed Assets Account Group, and various other offices as prescribed by the Division of Local Government Services including review of Unaudited Financial Statement, review of Annual Budget and review of Annual Debt Statement
 - b. Sewer Utility Operating and Capital Funds
 - c. Parking Utility Operating and Capital Funds
- B. Preparation of the Annual Financial Statement and the 2021 Budget on the Financial Automation Submission Tracking (FAST), \$7,500.00
- C. Preparation of Secondary Market Disclosure, \$2,200.00
- D. Additional 2020 audit services that may be required, not to exceed \$7,000.00, and

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

WHEREAS, the maximum total amount of the contract is \$67,200.00 and funds will be certified from the respective Current, Sewer, and Parking 2021 operating budgets in the amounts described above, from the appropriate budget account upon adoption of the 2021 budget or charged directly to capital ordinances included in the respective sales for additional audit services, and

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

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

WHEREAS, the anticipated term of this contract is from the January 1 to December 31, 2021 or until the completion of the scope of services, and

WHEREAS, Wielkottz & Company, LLC, has submitted a proposal dated October 14, 2020, indicating it will provide the above named audit services for a cost not to exceed \$67,200.00 for the 2021 Statutory Audit, Sewer Utility Operating and Capital Funds, Parking Utility Operating and Capital Funds, Preparation of Secondary Market Disclosure, and additional 2021 services as described above, and

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

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

1. That Wielkotz & Company, LLC, 401 Wanaque Avenue, Pompton Lakes, NJ 07442, is hereby appointed Auditor for the City of Summit for the audit services as described herein.
2. That it authorizes the Mayor and City Clerk to enter into a contract with Wielkotz & Company, LLC, 401 Wanaque Avenue, Pompton Lakes, NJ 07442 for audit services as described herein.
3. That the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.
4. This contract is awarded without competitive bidding as a "Professional Service" in accordance with 40A:11-5(l)(a) of the Local Public Contracts Law because it complies with 40A:5-9 & 11 regarding an Annual Audit by a Registered Municipal Accountant.
5. That this contract is awarded subject to Wielkotz & Company, LLC 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.
6. A notice of this action shall be printed once in the Union County Local Source.

Dated: November 16, 2020

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at an organization meeting held on Monday evening, November 16, 2020.

City Clerk



Finance Committee
R - Finance

www.cityofsummit.org

Meeting: 11/16/20 07:30 PM

RESOLUTION (ID # 7497)

DOC ID: 7497 A

TO: Mayor and Common Council

FROM: Tammie Baldwin, City Treasurer/CFO

DATE: October 28, 2020

I recommend authorizing an agreement with Wielkotz & Company for 2020 Audit Services in an amount not to exceed \$67,200.00. This includes a small increase over the 2020 contract amount of \$1,200.00 for the Statutory Audits.

This contract is for services to be rendered during 2021 and the early part of 2022 that are appropriated in the 2021 budget.

Costs for services related to any bond or note sales are additional and will be charged at the hourly rate indicated in the attached proposal. These costs are generally charged directly to the capital ordinances included in the respective sales.

Memo

To: Mayor and Council
From: Michelle Caputo
Date: 11/2/2020
Re: Non-Fair and Open Professional Services Contract Awards

Pursuant to N.J.S.A. 19:44A-20.5, this memo is to hereby certify that the following Professional Services contract to be considered at the November 16, 2020 Council Meeting for award under a non-fair and open process has an anticipated value in excess of \$17,500.00 and therefore the provisions of N.J.S.A. 19:44A-20.4 et seq. (Pay-to-Play) shall apply:

- 2021 Audit Services – Wielkotz & Company, LLC – maximum total subject to appropriation in 2020 Operating Budgets (Current Fund, Parking & Sewer) not to exceed \$67,200.00.

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
 Required Pursuant To N.J.S.A. 19:44A-20.8
CITY OF SUMMIT – 2020

**Part I – Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the *(name of business entity)* WIELKOTZ & COMPANY, LLC has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding *(date of scheduled award)* **DO NOT COMPLETE; TO BE COMPLETED BY CITY** JANUARY 1, 2020, to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the **CITY OF SUMMIT** as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

<ul style="list-style-type: none"> Summit Municipal Democratic Committee (Mayor Nora Radest, Councilmembers Marjorie Fox, Susan Hairston, Beth K. Little, B. David Naidu, Danny O'Sullivan, Gregory Vartan) 	<ul style="list-style-type: none"> Bowman For Summit Council
	<ul style="list-style-type: none"> Fox For Summit Council
	<ul style="list-style-type: none"> Hairston for Council
	<ul style="list-style-type: none"> Naidu for Council
<ul style="list-style-type: none"> Summit Republican City Committee (Councilmember Stephen Bowman) 	<ul style="list-style-type: none"> Vartan for Council
	<ul style="list-style-type: none"> Union County Democratic Committee

Part II – Ownership Disclosure Certification

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

Check the box that represents the type of business entity:

☐ Partnership
 ☐ Corporation
 ☐ Sole Proprietorship
 ☐ Subchapter S Corporation
☐ Limited Partnership
☒ Limited Liability Company
☐ Limited Liability Partnership

Name of Stock or Shareholder	Home Address
STEVEN D. WIELKOTZ	
MATTHEW WIELKOTZ	

Part 3 – Signature and Attestation:

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

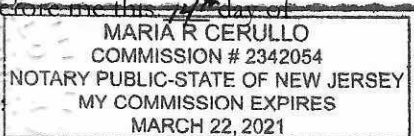
Name of Business Entity: WIELKOTZ & COMPANY, LLC

Signed: *James Cerullo* Title: PARTNER

Print Name: JAMES CERULLO Date: 10/14/20

Subscribed and sworn before me this 14th day of October, 2020

My Commission expires



Maria Cerullo
 (Affiant)
MARIA CERULLO

(Print name & title of affiant) (Corporate Seal)

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the City of Summit no later than 10 days prior to the award of the contract.

RECEIVED

OCT 15 2020

Purchasing Agent
City of Summit, NJ

Part I – Vendor Information

Vendor Name:	WIELKOTZ & COMPANY, LLC		
Address:	401 WANAQUE AVENUE		
City:	POMPTON LAKES	State:	NJ Zip: 07442

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Part II – Contribution Dis

JAMES CERULLO

PARTNER

Signature _____

Printed Name _____

Title

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided .

[illegible]☐ Check here if the information is continued on subsequent page(s)

DOUBLE SIDED DOCUMENT

List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 52:34-25

County Name: Union

State: Governor, and Legislative Leadership Committees

Legislative District #: 21

State Senator and two members of the General Assembly per district.



County:

Freeholders

County Clerk

Sheriff

Surrogate

Municipalities (Mayor and members of governing body, regardless of title):

Berkeley Heights Township
 Clark Township
 Cranford Township
 Elizabeth City
 Fanwood Borough
 Garwood Borough
 Hillside Township

Kenilworth Borough
 Linden City
 Mountainside Borough
 New Providence Borough
 Plainfield City
 Rahway City
 Roselle Borough

Roselle Park Borough
 Scotch Plains Township
 Springfield Township
 Summit City
 Union Township
 Westfield Town
 Winfield Township

Boards of Education (Members of the Board):

Berkeley Heights Township
 Clark Township
 Cranford Township
 Elizabeth City
 Garwood Borough
 Hillside Township
 Kenilworth Borough

Linden City
 Mountainside Borough
 New Providence Borough
 Plainfield City
 Rahway City
 Roselle Borough
 Roselle Park Borough

Scotch Plains-Fanwood Regional
 Springfield Township
 Union Township
 Westfield Town
 Winfield Township

Fire Districts (Board of Fire Commissioners):

None

STOCKHOLDER DISCLOSURE CERTIFICATION



Name of Business: WIELKOTZ & COMPANY, LLC

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

OR

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

Check the box that represents the type of business organization:

☐ Partnership☐ Corporation☐ Sole Proprietorship☐ Limited Partnership☒ Limited Liability Company☐ Limited Liability Partnership☐ Subchapter S Corporation

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

Stockholders:

Name: STEVEN D. WIELKOTZ	Name:
Home Address:	Home Address:
Name: MATTHEW WIELKOTZ	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:

Subscribed and sworn before me this 14th day of October, 2020

Maria Cerullo
(Notary Public)

My Commission expires:

MARIA R CERULLO
 COMMISSION # 2342054
 NOTARY PUBLIC-STATE OF NEW JERSEY
 MY COMMISSION EXPIRES
 MARCH 22, 2021

James Cerullo
(Affiant)

JAMES CERULLO, PARTNER
(Print name & title of affiant)

(Corporate Seal)



WIELKOTZ & COMPANY ^{LLC}

CERTIFIED PUBLIC ACCOUNTANTS

Steven D. Wielkatz, CPA, RMA, PSA
 Matthew B. Wielkatz, CPA, PSA
 Paul J. Cuva, CPA, RMA, PSA
 James J. Cerullo, CPA, RMA, PSA
 Thomas M. Ferry, CPA, RMA, PSA

Headquarters
 401 Wanaque Avenue
 Pompton Lakes, New Jersey 07442
 (973)-835-7900

Newton Off
 100B Main Str
 Newton, New Jersey 077
 (973)-835-79

October 14, 2020

Honorable Members of the City Council
 The City of Summit
 City Hall
 512 Springfield Avenue
 Summit, NJ 07901



We are pleased to confirm our understanding of the services we are to provide for the City of Summit for the year ending December 31, 2021. We will audit the financial statements of the City of Summit as of and for the year ending December 31, 2021. We understand that the financial statements will be presented in accordance with the accounting principles or practices prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. Also, the document we submit to you will include the additional information as required by the Division of Local Government Services, Department of Community Affairs, State of New Jersey that will be subjected to the auditing procedures applied in our audit of the financial statements.

Audit Objectives

The objective of our audit is the expression of an opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with the accounting principles and practices prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the financial statements taken as a whole. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with the provisions of applicable laws, regulations, and grants, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- If applicable, internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with Single Audit Act, and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and N.J. OMB circular 15-08, *Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid*.

October 14, 2020

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The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe (1) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (2) the scope of testing internal control over compliance for major programs and major program compliance, if applicable, and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance, and (3) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance and the Uniform Guidance in considering internal control over compliance and major program compliance, if applicable. The paragraph will also state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with U.S. generally accepted auditing standards; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; audit requirements and accounting practices as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey; if applicable, the Single Audit Act, and Uniform Guidance and N.J. OMB Circular 15-08, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. If our opinions on the financial statements or , if applicable, the Single Audit compliance opinion is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the financial statements and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedules of expenditures of federal awards and state financial assistance in accordance with the requirements of the Uniform Guidance and New Jersey Circular 15-08. As part of the audit, we will assist with preparation of your financial statements, schedules of expenditures of federal awards and state financial assistance, and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements, schedule of expenditures of federal awards and state financial assistance, and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and the schedules of expenditures of federal awards and state financial assistance, and that you have reviewed and approved the financial statements, schedules of expenditures of federal awards and state financial assistance, and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any nonaudit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

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Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; for the fair presentation in the financial statements of the respective financial position of the various funds and account groups of the City of Summit, and the respective changes in financial position in conformity with accounting practices prescribed or permitted by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, and , if applicable, for federal and state award programs compliance with applicable laws and regulations and the provisions of contracts and grant agreements. Management is responsible for the financial statements and all accompanying information as well as all representations contained therein.

You are responsible for management decisions and functions. As part of the audit, we will prepare a draft of your financial statements, schedule of expenditures of federal awards, state financial assistance, and related notes. In accordance with *Government Auditing Standards*, you will be required to review and approve those financial statements prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements. In addition, we will prepare the general ledger trial balance for use during our audit. Our preparation of the trial balance will be limited to formatting information in the City of Summit's general ledger into a working trial balance. Further, you are required to designate a qualified management-level individual to be responsible and accountable for overseeing our services.

Management is also responsible for making all financial records and related information available to us, and for ensuring that management and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has the responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government

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received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report. Additionally, if applicable, as required by the Uniform Guidance and New Jersey Circular 15-08, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review when we commence the audit.

You are responsible for preparation of the schedules of expenditures of federal awards and state financial assistance in conformity with the Uniform Guidance and New Jersey Circular 15-08. You agree to include our report on the schedules of expenditures of federal awards and state financial assistance in any document that contains and indicates that we have reported on the schedules of expenditures of federal awards and state financial assistance. You also agree to include the audited financial statements with any presentation of the schedules of expenditures of federal awards and state financial assistance that includes our report thereon OR to make the audited financial statements readily available to intended users of the schedules of expenditures of federal awards and state financial assistance no later than the date the schedules of expenditures of federal awards and state financial assistance is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedules of expenditures of federal awards and state financial assistance in accordance with the Uniform Guidance and New Jersey Circular 15-08; (2) that you believe the schedules of expenditures of federal awards and state financial assistance, including its form and content, is fairly presented in accordance with the Uniform Guidance and New Jersey Circular 15-08; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishment and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous audits or other engagements or studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, and the timing and format related thereto.

With regard to using the auditors' report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

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Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. If applicable, we will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures - Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

October 14, 2020
Page 6.

If applicable, as required by the Uniform Guidance and N.J. OMB Circular 15-08, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance and N.J. OMB Circular 15-08.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under professional standards, *Government Auditing Standards*, and, if applicable, the Uniform Guidance.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Summit's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

If applicable, the Uniform Guidance and N.J. OMB Circular 15-08 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *Compliance Supplement* and *N.J. OMB Circular 15-08* for the types of compliance requirements that could have a direct and material effect on each of City of Summit's major programs. The purpose of those procedures will be to express an opinion on City of Summit's compliance with requirements applicable to major programs in our report on compliance issued pursuant to the Uniform Guidance and N.J. OMB Circular 15-08.

Audit Administration, Fees, and Other

We understand that your employees will prepare all cash reconciliations, accounts receivable, and accounts payable schedules we request and will assist our personnel in locating records selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections and sign the Data Collection Form (if applicable) that summarizes our audit findings. We will provide copies of our reports to the City of Summit. The Data Collection Form (if applicable) and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

October 14, 2020

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The audit documentation for this engagement are the property of Wielkottz & Company, LLC and constitute confidential information. However, we may be requested to make certain audit documentation available to the Division of Local Government Services, Department of Community Affairs, State of New Jersey and any other agencies, pursuant to authority given to it by law or regulation. If requested, access to such audit documentation will be provided under the supervision of Wielkottz & Company, LLC personnel. Furthermore, upon request, we may provide photocopies of selected audit documentation to the Division of Local Government Services, Department of Community Affairs, State of New Jersey and any other agencies. The Division of Local Government Services, Department of Community Affairs, State of New Jersey and any other agencies may intend, or decide, to distribute the photocopies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the date the auditors' report is issued or for any additional period requested by the Division of Local Government Services, Department of Community Affairs, State of New Jersey and any other agencies. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our fees for this examination including sign off on the preparation of the official budget document are based upon the level of work hours expected to be used during the completion of these tasks. However, circumstances might be encountered or the scope of work increased, which would cause us to modify the following estimates. We will endeavor to notify you of any such circumstances as they are assessed.

- Statutory Audits - \$50,500
- Preparation of the Annual Financial Statement and the 2021 Budget on the Financial Automation Submission Tracking (FAST) - \$7,500
- Preparation of Secondary Market Disclosure - \$2,200
- Additional audit services/hour - Total Not to Exceed \$7,000
 - Member/Partner - \$200/hour
 - Senior Manager - \$175/hour
 - Manager - \$150/hour
 - Senior Associate - \$125/hour
 - Associate- \$100/hour
 - Administrative - \$75/hour

The quoted fee is based on the presumption that the financial records will be complete and in balance and the appropriate assistance will be supplied by the City of Summit. If the accounting records, schedules, etc., are not complete and in balance or should anything unusual or extraordinary come to our attention during the course of the engagement which would require additional work we will immediately advise you and obtain approval before proceeding to extend the scope of our engagement.

October 14, 2020

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Electronic Communications

In the performance of services described in this engagement letter, we may communicate to you and third parties by facsimile or send electronic mail ("e-mail") over the internet. Such communications may include information that is confidential to the City of Summit. Although we will use our best efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, you understand and accept that we have no control over the unauthorized interception of these communications once they have been sent. Unless you issue specific instructions to do otherwise, you are consenting to our use of electronic communications during this engagement as we deem appropriate.

We are pleased to have this opportunity to serve you.

If this letter directly expresses your understanding, please sign the enclosed copy where indicated and return it to us.

Very truly yours,

James Cerullo

James Cerullo, C.P.A.
Registered Municipal Accountant

JC:ms

Approved By: _____

Title: _____

Date: _____

Resolution (ID # 7496)
November 16, 2020

**AUTHORIZE 2021 LEGAL SERVICES IN EXCESS OF \$17,500.00 - BOND COUNSEL -
HAWKINS DELAFIELD & WOOD LLP - NOT TO EXCEED \$60,000.00**

WHEREAS, it is necessary and expedient and in the best interests of the City of Summit to retain attorneys from time to time for the purposes of furnishing legal advice and services and instituting or defending legal actions on behalf of the City and its employees, and

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

WHEREAS, it is the opinion of the Common Council of the City of Summit that the attorney listed below possesses the necessary knowledge and competence in the particular field of responsibility and should be retained for legal services which may be required from time to time by the City and employees, and

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

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

WHEREAS, the anticipated term of this contract is from January 1 through December 31, 2021, and

WHEREAS, Hawkins, Delafield & Wood, LLP has submitted a proposal dated October 8, 2020, indicating the costs of the various services it will provide as Bond Counsel with said costs estimated by the City Treasurer for a cost not to exceed \$60,000.00, and

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

WHEREAS, funds will be certified as provided for in the specific Capital ordinances that are affected.

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

- . That the following attorney be and hereby is appointed to furnish legal services from time to time in the areas of responsibility as indicated:

Hawkins, Delafield & Wood, LLP
(Robert H. Beinfield)
Bond Counsel

- . That the Mayor and City Clerk are hereby authorized and directed to sign an agreement with Hawkins Delafield & Wood LLP, One Gateway Center, 24th Floor, Newark NJ 07102, for legal services as described herein.
- . That the Business Entity Disclosure Certification and the Determination of Value be placed on file with this resolution.
- . That this contract is awarded without competitive bidding as a “Professional Service” contract in accordance with 40A:11-5(1)(a) of the Local Public Contract Law because this professional satisfies the Law as being appropriately licensed.
- . That this contract is awarded subject to the professional 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.
- . That notice of this action shall be printed once in the Union County Local Source.

Dated: November 16, 2020

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said city at a regular meeting held on Monday, November 16, 2020.

City Clerk



Finance Committee
R - Finance

www.cityofsummit.org

Meeting: 11/16/20 07:30 PM

RESOLUTION (ID # 7496)

DOC ID: 7496

TO: Mayor and Common Council

FROM: Tammie Baldwin, City Treasurer/CFO

DATE: October 28, 2020

I recommend authorizing an agreement with Hawkins, Delafield & Wood LLP for 2021 Bond Counsel Services in an amount not to exceed \$60,000.00. These services are needed to properly prepare capital bond ordinances, the financing of same (through the issuance of bonds and notes) and for continuing disclosure requirements and are generally performed by an attorney who specializes in this area. Robert H. Beinfield from Hawkins Delafield & Wood LLP has capably served the City, most recently with a bond sale in March 2019, a note sale in October 2019 and a note sale in October 2020. Bob and his staff are as thorough as they are conscientious, and the City has been well-served.

The term of this professional services agreement is one year, with funding coming from the specific Capital Ordinances that are affected.

Memo

To: Mayor and Council
From: Michelle Caputo, Purchasing Agent
Date: 11/2/2020
Re: Non-Fair and Open Professional Services Contract Awards

Pursuant to N.J.S.A. 19:44A-20.5, this memo is to hereby certify that the following Professional Services contract to be considered at the November 16, 2020 Council Meeting for award under a non-fair and open process has an anticipated value in excess of \$17,500.00 and therefore the provisions of N.J.S.A. 19:44A-20.4 et seq. (Pay-to-Play) shall apply:

- 2021 Bond Counsel – Hawkins, Delafield & Wood (Robert H. Beinfield) – estimated not to exceed \$60,000.00

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
 Required Pursuant To N.J.S.A. 19:44A-20.8
CITY OF SUMMIT - 2020



Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that **Hawkins Delafield & Wood LLP** has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding Nov 16, 2020 to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the **City of Summit, New Jersey**, as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

<ul style="list-style-type: none"> Summit Municipal Democratic Committee (Mayor Nora Radest, Councilmembers Marjorie Fox, Susan Hairston, Beth K. Little, B. David Naidu, Danny O'Sullivan, Gregory Vartan) 	<ul style="list-style-type: none"> Bowman For Summit Council
	<ul style="list-style-type: none"> Fox For Summit Council
	<ul style="list-style-type: none"> Hairston for Council
	<ul style="list-style-type: none"> Naidu for Council
	<ul style="list-style-type: none"> Vartan for Council
<ul style="list-style-type: none"> Summit Republican City Committee (Councilmember Stephen Bowman) 	<ul style="list-style-type: none"> Union County Democratic Committee

Part II – Ownership Disclosure Certification

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

Check the box that represents the type of business entity:


☐ Partnership
 ☐ Corporation
 ☐ Sole Proprietorship
 ☐ Subchapter S Corporation
☐ Limited Partnership
☐ Limited Liability Corporation
☒ Limited Liability Partnership

Name of Stock or Shareholder	Home Address
None	

Part 3 – Signature and Attestation:

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

Name of Business Entity: **Hawkins Delafield & Wood LLP**

Signature of Affiant: 

Printed Name of Affiant: **Robert H. Beinfield**

Title: **Partner**

Date: **October 8, 2020**

Subscribed and sworn before me this **8th** day of **October, 2020**.

My Commission expires:



(witnessed or attested by)

Memo

To: Mayor and Council
From: Michelle Caputo, Purchasing Agent
Date: 11/2/2020
Re: Non-Fair and Open Professional Services Contract Awards

Pursuant to N.J.S.A. 19:44A-20.5, this memo is to hereby certify that the following Professional Services contract to be considered at the November 16, 2020 Council Meeting for award under a non-fair and open process has an anticipated value in excess of \$17,500.00 and therefore the provisions of N.J.S.A. 19:44A-20.4 et seq. (Pay-to-Play) shall apply:

- 2021 Bond Counsel – Hawkins, Delafield & Wood (Robert H. Beinfield) – estimated not to exceed \$60,000.00

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

OCT 13 2020

Purchasing Agent
City of Summit, NJ

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name:	Hawkins Delafield & Wood LLP		
Address:	One Gateway Center, 24th Floor		
City:	Newark	State:	New Jersey
		Zip:	07102

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

R. H. Mill

Signature

Robert H. Beinfield

Printed Name _____

Partner

Title

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

[illegible]☐ Check here if the information is continued on subsequent page(s)

List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 19:44A-20.26

County Name: Union

State: Governor, and Legislative Leadership Committees

Legislative District #s: 20, 21, 22

State Senator and two members of the General Assembly per district.

County:

Freeholders

County Clerk

Sheriff

Surrogate

Municipalities (Mayor and members of governing body, regardless of title):

Berkeley Heights Township

Clark Township

Cranford Township

Elizabeth City

Fanwood Borough

Garwood Borough

Hillside Township

Kenilworth Borough

Linden City

Mountainside Borough

New Providence Borough

Plainfield City

Rahway City

Roselle Borough

Roselle Park Borough

Scotch Plains Township

Springfield Township

Summit City

Union Township

Westfield Town

Winfield Township

Boards of Education (Members of the Board):

Berkeley Heights Township

Clark Township

Cranford Township

Elizabeth City

Garwood Borough

Hillside Township

Kenilworth Borough

Linden City

Mountainside Borough

New Providence Borough

Plainfield City

Rahway City

Roselle Borough

Roselle Park Borough

Scotch Plains-Fanwood Regional

Springfield Township

Union Township

Westfield Town

Winfield Township

Fire Districts (Board of Fire Commissioners):

None

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: Hawkins Delafield & Wood LLP

Organization Address: One Gateway Center, Newark, New Jersey 07102

Part I Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)
- ☐ Partnership ☐ Limited Partnership ☒ Limited Liability Partnership (LLP)
- ☐ Other (be specific): _____

**Part II**

- ☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- ☒ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

668984.17 035339 MRK

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**


Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **City of Summit** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with **City of Summit** to notify the **City of Summit** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **City of Summit** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):	Robert H. Beinfeild	Title:	Partner
Signature:		Date:	October 8, 2020

Hawkins

DELAFIELD & WOOD LLP

A NEW YORK LIMITED LIABILITY PARTNERSHIP

PHONE: 973-642-8584
FAX: 973-642-6773

ONE GATEWAY CENTER, 24TH FLOOR
NEWARK, NJ 07102
WWW.HAWKINS.COM

DIRECT DIAL: (973) 642-1307
E-MAIL: RBEINFELD@HAWKINS.COM

NEW YORK
WASHINGTON
NEWARK
HARTFORD
LOS ANGELES
SACRAMENTO
SAN FRANCISCO
PORTLAND
ANN ARBOR

C. STEVEN DONOVAN
ROBERT H. BEINFELD
ERIC J. SAPIR
CHARLES G. TOTO
KRISTINE L. FLYNN
DAVID S. HANDLER
MICHELLE A. LOUCOPOLOS
MEGAN I. SARTOR
NILES B. MURPHY
DAVID ATLAS*
PARTHESH M. KARNA

*NEW YORK BAR ONLY

October 8, 2020

The City of Summit, in the
County of Union, New Jersey

Ms. Michelle Caputo
Purchasing Agent
City Hall
512 Springfield Avenue
Summit, New Jersey 07901



Dear Michelle:

Thank you very much for your e-mail of October 6, 2020, inviting Hawkins Delafield & Wood LLP to submit a proposed fee schedule for bond counsel services for the year 2021. Set forth in Attachment A is our proposed fee schedule. **Please note that the proposed fee schedule for 2021 contains no increases from our 2020 fee schedule and is identical to the fee schedule that has been in effect for the last several years and to the one established by the City.**

In addition, I am attaching the Business Entity Disclosure Certification, the Chapter 271 Political Contribution Disclosure Form and the Statement of Ownership Disclosure (this form updates and replaces the prior Stockholder Disclosure Certification). Also attached to the e-mail sending this letter is a certificate of insurance.

It has been a pleasure for all of us here to work with you, the City and its officials and professionals over the course of many years and I look forward to doing so again next year. Please do not hesitate to contact me if I can do or provide anything further at this time or if either you or others have any questions with regard to the above.

With best regard, I am

Very truly yours,

Robert H. Beinfield

RHB:sp
Attachments
E-mail only

ATTACHMENT A

Proposed fee schedule for 2021 (identical to the 2020 fee schedule and to the fee schedule previously established by the City)

PAYMENT CONDITIONS AND RATE SCHEDULES

1. The base fee for **2021 Legal Services-Bond Counsel** for approval of general obligations shall be Three Thousand Five Hundred Dollars (\$3,500.00) plus a fee of One Dollar (\$1.00) per every One Thousand Dollars (\$1,000.00) of bonds approved. All issues of bonds shall be charged an additional One Thousand Dollars (\$1,000.00) for each series for an issue with multiple series of bonds. Bond and other capital ordinances shall be billed on the basis of Four Hundred Dollars (\$400.00) per ordinance prepared or reviewed; multipurpose ordinances shall be billed at Seven Hundred Fifty Dollars (\$750.00). Issues for notes in anticipation of the issuance of bonds shall be based on a charge of Fifty Dollars (\$50.00) per One Hundred Thousand Dollars (\$100,000.00) of notes prepared, or fraction thereof, with a minimum of Five Hundred Dollars (\$500.00) for each issue of notes. Responses to inquiries involving research on complicated questions of law, review or preparation of financing documents for special financings, special tax counsel opinions and attendance at meetings would be charged separately at the following hourly rates: One Hundred and Eighty (\$180.00) Dollars for legal services of a partner and One Hundred Twenty-Five Dollars (\$125.00) for legal services performed by associates.
2. Counsel shall be reimbursed at cost for expenses incurred for duplication, filing fees, court reporters and other reasonable out-of-pocket expenses advanced and/or incurred by counsel. Counsel shall be reimbursed for direct charges including disbursements that are actual expenses incurred by the Professional and or/their associated Firm in connection with the services provided, and shall include, but not be limited to:
 - a. Telegrams, faxes and long distance (Out-of-State) telephone calls;
 - b. Payment of filing, application fees, review fees and similar charges;
 - c. Computer expenses including time and proprietary program charges;
 - d. Outside printing, reproduction, binding, collating and other graphic services;
 - e. Messenger service, postage and handling of drawing and specifications, reports, contracts and other bulky items.
3. Monthly invoices shall be submitted detailing all services performed.

Resolution (ID # 7493)
November 16, 2020

AWARD BID - 2021-2022 ON-CALL HVAC MAINTENANCE & REPAIR SERVICES - NOT TO EXCEED \$65,000.00 PER YEAR

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

1. That bids received by the Purchasing Agent on Tuesday, October 27, 2020, shall be awarded as follows:

2021-2022 ON-CALL HVAC MAINTENANCE AND REPAIR SERVICES

Unitemp, Inc.	not to exceed \$65,000.00 per year
26 World's Fair Drive, Suite D	5% mark-up on materials
Somerset, NJ 08873	Vendor agrees to one (1) 2-year extension option

2. That funds will be certified from the appropriate lines in each department's operating budget as purchases are authorized.

Dated: November 16, 2020

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Monday evening, November 16, 2020.

City Clerk

**Purchasing Agent
City of Summit**

Memo

To: Mayor and Common Council
From: Michelle Caputo, QPA
Date: 10/30/2020
Re: Award Bid – 2021-2022 On-Call HVAC Maintenance & Repair Services

Two bids were received on October 27, 2020 for the 2021-2022 On-Call HVAC Maintenance & Repair Services contract for a January 1, 2021 through December 31, 2022 term, with one 2-year extension option January 1, 2023 through December 31, 2024.

A resolution is requested authorizing a contract award to Unitemp, Inc. for an amount not to exceed \$65,000.00 per year. Unitemp, Inc. was the low bidder when comparing hourly rates for various levels of employee including supervisor, mechanic, and laborer. It should also be noted that Unitemp, Inc.'s hourly rates are also lower than the current vendor's rates. Having an on-call contract has been beneficial to the City by allowing all City departments quick access to on-call services at predetermined rates, without the need to obtain quotes each time a service is needed.

Because this contract may be utilized by all City departments, a not-to-exceed amount of \$65,000.00 is established for the contract award based on historical usage, and funds will be certified from the appropriate lines in each department's operating budget as purchases are authorized.

Thank you.

Resolution (ID # 7492)
November 16, 2020

**AWARD BID - 2021-2022 WALK-IN HARDWARE SUPPLIES- NOT TO EXCEED \$60,000.00
PER YEAR**

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

1. That bids received by the Purchasing Agent on Tuesday, October 27, 2020, shall be awarded as follows:

2021-2022 WALK-IN HARDWARE SUPPLIES

Summit Industrial Hardware Inc.	not to exceed \$60,000.00 per year
107 Park Avenue	15% off retail pricing
Summit NJ 07901	Vendor agrees to one (1) 2-year extension option

2. That funds will be certified from the appropriate lines in each department's operating budget as purchases are authorized.

Dated: November 16, 2020

I, Rosalia M. Licatense, 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 16, 2020.

City Clerk
City Clerk

**Purchasing Agent
City of Summit**

Memo

To: Mayor and Common Council
From: Michelle Caputo, QPA
Date: 10/29/2020
Re: Award Bid – 2021-2022 Walk-In Hardware Supplies

Two bids were received on October 27, 2020 for the 2021-2022 Walk-In Hardware Supplies contract for a January 1, 2021 through December 31, 2022 term, with one 2-year extension option January 1, 2023 through December 31, 2024.

The bid from Continental Hardware Inc. must be rejected as non-responsive pursuant to NJSA 40A:11-2(33) because the physical location is more than the maximum 5 miles from the closest City of Summit border, which was established as the maximum travel distance to be considered cost effective for routine/day-to-day purchases.

A resolution is requested authorizing a contract award to Summit Industrial Hardware, Inc. for an amount not to exceed \$60,000.00 per year. Summit Industrial Hardware, Inc. is the vendor for the current Walk-In Hardware Supplies contract which has been beneficial to the City by allowing the City quick access to a variety of products at a convenient, local location without requiring an inventory to be maintained by the City or the need to obtain quotes for these minor purchases.

Because this contract may be utilized by all City departments, a not-to-exceed amount of \$60,000.00 is established for the contract award based on historical usage, and funds will be certified from the appropriate lines in each department's operating budget as purchases are authorized.

Thank you.

Resolution (ID # 7499)
November 16, 2020

DECLARE VACANCY ACCOUNT CLERK (PENDING CLOSED SESSION DISCUSSION)

Pending Closed Session

Resolution (ID # 7525)
November 16, 2020

APPROVE YEAR 2021 COUNCIL MEETING SCHEDULE

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

1. That Regular Council meetings for 2021 shall be held in the Council Chamber, 512 Springfield Avenue, Summit, New Jersey at 7:30 p.m. according to the attached meeting schedule is hereby approved, and
2. That Closed Session meetings for 2021 shall be held in the Large Conference Room, 512 Springfield Avenue, Summit, New Jersey starting as early as 6:00 p.m., or as determined by the Closed Session agenda matters or “extra” presentations to be held at the Regular meeting and, as needed, in the Council Chamber after the Regular Council meeting according to the attached meeting schedule, is hereby approved.
3. The Council reserves the right to hold meetings virtually during a declared emergency pursuant to N.J.A.C. 5:39-1.2 or an emergency that reasonably prevents the Common Council from safely conducting public business at City Hall or some other physical location with members of the public present.

Dated: November 16, 2020

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Monday evening, November 16, 2020.

City Clerk

THE CITY OF SUMMIT

2021 Schedule of Meetings

AGENDA SETTING MEETINGS	COUNCIL MEETINGS
<p><i>(Note: This meeting is for Staff only)</i> (Wednesdays 10:00 am, unless otherwise indicated) <i>(Due to COVID-19, draft will be sent via email, in lieu of in-person meetings, until further notice)</i></p>	<p>(Tuesdays at 7:30 pm unless otherwise indicated) <i>(Due to COVID-19, all meetings will be held virtually, in lieu of in-person meetings, until further notice)</i></p>

-----	-----		
	December 28 (Mon)	January 5 (a*)	January 19
January 13	January 27	February 2	February 17 (Wed) (b)
February 10	February 24	March 2	March 16
March 17	March 31	April 6	April 20
April 14	April 28	May 4	May 18
May 12	May 25 (Tues)	June 1	June 15*
June 16	July 7	July 6	July 27
August 11	September 1	September 1 (Wed) (c)	September 21
September 15	September 29	October 5	October 19
October 13	October 27	November 3 (d) (Wed)	November 15 (Mon)
-----	-----	November 9 (e)	November 30 (e)
November 10	November 22 (Mon)	December 1 (Wed) (f)	December 14

(a) Organization Meeting – 7:30 p.m., via Zoom (**Note: Due to COVID-19, Swearings-in of newly elected officials will take place at 1:00 pm in the City Hall courtyard. The Organization Meeting will be held virtually at its regular time, 7:30 pm*)

(b) Change in schedule due to schools closed.

(c) Change in schedule due to late Labor Day

(d) Change in schedule due to General Election, Nov. 2, 2021

(e) Appointments Meetings – Whitman Community Room 6:00 p.m. (*Closed Sessions, Mayor and Council, City Clerk only*).

(f) Change in schedule due to Appointments meeting on November 30.

**Middle School Graduation 6/15; High School Graduation 6/16*

This is not a notice requiring publication. It is provided in compliance with the Open Public Meetings Act and should be handled at your discretion.

Rosalia M. Licatese, City Clerk

Dated: 11/16/2020

Resolution (ID # 7533)
November 16, 2020

AUTHORIZE EXTENSION OF 2020 SIDEWALK CAFE PERMITS

WHEREAS, Governor Murphy issued Executive Order 150, permitting outdoor dining, effective June 15, 2020, and

WHEREAS, due to the financial impact on local food establishments as a result of the COVID-19 Health Pandemic, it is the Council's desire to assist local businesses during these challenging times by extending the current 2020 Sidewalk Café permits through February 28, 2021, and

WHEREAS, as a result of revisions made to the Sidewalk Café ordinance including the expansion of the permit term to 12 months, the term of the permit is now March 1 through the end of February and it is, therefore, necessary to extend all current Sidewalk Café permits through February 28, 2021.

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

1. That it does hereby extend the current 2020 Sidewalk Café permits through February 28, 2021 to coincide with the new 12-month permit period.
2. That no additional fee is incurred for said extension.

Dated: November 16, 2020

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Monday evening, November 16, 2020.

City Clerk

Resolution (ID # 7526)
November 16, 2020

**AUTHORIZE EXTENSION OF 2020 LIQUOR LICENSE AGREEMENTS FOR SIDEWALK
CAFES**

WHEREAS, Chapter III, Section 3-1.3(c)(2) of the City Code provides for the consumption of alcoholic beverages at licensed sidewalk cafes only upon the City entering into a lease agreement with the local food establishment to lease the appropriate sidewalk area; and

WHEREAS, due to the financial impact on local food establishments as a result of the COVID-19 Health Pandemic, and in an effort to assist local businesses, the Common Council has extended the current 2020 Sidewalk Café permits through February 28, 2021 by Resolution _____; and

WHEREAS, the Council also seeks to extend all Sidewalk Café lease agreements for liquor license holders through February 28, 2021.

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

1. That it hereby extends the current 2020 Sidewalk Café lease agreements for liquor license holders through February 28, 2021.
2. That no additional fee is incurred for said extension.
3. Restaurants and eateries with a liquor license must also have a valid COVID-19 Expansion of Premises Permit as required by the New Jersey Division of Alcoholic Beverage Control.

Dated: November 16, 2020

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Monday evening, November 16, 2020.

City Clerk

Resolution (ID # 7478)
November 16, 2020

**AUTHORIZE SUBMISSION - RECREATION OPPORTUNITIES FOR INDIVIDUALS WITH
DISABILITIES (ROID) 2020-2021 GRANT APPLICATION AND ACCEPTANCE**

WHEREAS, the Department of Community Programs is seeking permission to submit a “Recreation Opportunities for Individuals with Disabilities” grant application to the New Jersey Department of Community Affairs (“DCA”), and

WHEREAS, there is a possible \$18,000 in funding which would fund recreational activities for individuals with special needs with a particular focus on programs that increase inclusion in the Summit community, new virtual programs and programs for individuals over the age of eighteen and certain other program-related expenses for October 1, 2020 through June 30, 2021, and

WHEREAS, there is a required local match share in the ratio of at least one local dollar for every five State dollars, in other words a 20% match, and

WHEREAS, the City of Summit recognizes and accepts that the DCA may offer a lesser or greater amount.

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

1. That the proper City officials be and they are hereby authorized to submit an application for a New Jersey Department of Community Affairs Recreation Opportunities for Individuals with Disabilities Grant.
2. That the City of Summit recognizes and accepts that the New Jersey Department of Community Affairs may offer a lesser or greater amount.
3. That there is a required local match share in the ratio of at least one local dollar for every five State dollars, in other words a 20% match.
4. That, if awarded, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, the Mayor and City Clerk be and they are hereby authorized to sign such a contract and any other documents necessary in connection therewith.
5. That, if awarded, upon receipt of the fully executed agreement from the New Jersey Department of Community Affairs, the proper City officials are further authorized to expend funds pursuant to the terms of the agreement between the City of Summit and the New Jersey Department of Community Affairs.

Dated: November 16, 2020

I, Rosalia M. Licatese, City Clerk of the City of Summit, do hereby certify that the foregoing

resolution was duly adopted by the Common Council of said City at a regular meeting held on Monday evening, November 16, 2020.

City Clerk



Doc ID# 7478

Mtg: 11/16/2020

Memo To: Mayor and Council

From: Mark Ozoroski, DCP Director

Date: November 11, 2020

Re: Recreation Opportunities for Individuals with Disabilities (ROID) 2020-2021

This is to alert you that we will soon be requesting a resolution authorizing the submission of a grant application to the New Jersey Department of Community Affairs, Bureau of Recreation Opportunities for Individuals with Disabilities. The application would be to continue funding support for the Special Needs program within DCP and certain other program related expenses for October 30, 2020-June 30, 2021.

The NJDCA grant has been an important contributor allowing Summit to provide these critical special needs youth programs. In 2010, DCP received the first grant of \$13,500 to help the DCP and TryCAN jump start the program and begin to turn it into the award winning regional program it has become. Since 2010, we have received annual grants totaling \$169,700 for the fiscal June years 2011-2020 combined. We will ask for \$18,000 for the fiscal 2021 year. As in the past, there are no municipal budget allocations tied to this application. The required 20% match from the City of Summit required will come from program registration fees and collaboration membership fees.

These grants have allowed DCP and TryCAN continue to expand program offerings and continue funding for our hourly TryCAN consultants and assistants, Patricia Walsh and Helena Branco, who under the direction of Senior Programmer David Guida will help ensure the success of these programs and our collaboration with other towns through offering guidance in their areas of expertise.

We initially formed the collaboration with New Providence and Berkeley Heights to provide a comprehensive shared program of recreation, leisure and social development programs to serve children with special needs. The organization, TryCAN is parent volunteer and fundraising arm to help support these programs. Due to its success, the collaboration now includes eleven members (including New Providence, Berkeley Heights, Millburn, Mountainside, Maplewood, Springfield, South Orange, Union, Cranford, Clark, North Plainfield, Westfield, and Madison), with members paying an annual fee to DCP. This allows us to continue to expand our capacity as a hub for these programs for families in several nearby counties as well as continue to train a talented pool of teen Peer Mentors who assist our coaches, teachers and students across the programs.

In the spirit of Shared Services and the "pay it forward" attitude of the program, our efforts have been recognized as an example of how neighboring communities can creatively share resources in meeting the needs of special children and their families.

New Jersey Department of Community Affairs

APPLICATION FOR GRANT FUNDS

STANDARD GRANT COVER SHEET

2021-05157-0302

1. DCA Program to Which Applicant is Applying: Recreational Opportunities for Individuals with Disabilities 2021			
2. Name of Applicant Agency Summit City			
3. Street Address 512 Springfield Avenue			
City Summit	State New Jersey	Zip Code 07901-2607	County Union
4. Official Contact Person Ms. Megan Champney		Title Assistant to the City Adm	Phone number (908) 522-3600
5. Program Contact Person Mr. David Guida		Title Program Supervisor	Phone Number (908) 277-2932
6. Proposed Project/Grant Title Rec Opportunities for Individuals with Disabilities 2020			
7 Total Cost of the Project \$59,270	8. Requested Amount \$18,000	9. Funds from Other Sources \$41,270	
10. Project Location (if Different from Applicant Agency) *See Program Component Cover Sheet			
11. Vendor Number 226002329-99	12. Employer ID 226002329	13. Tax Exempt ID 22-6002329	
14. Area(s) Benefiting: *See Program Component Cover Sheet			
15. Briefly describe the project for which you are seeking funds. for recreation programs for individuals w/ disabilities in the Summit & local area, primarily Clark, Scotch Plains, Plainfield, Springfield, Westfield, Madison, Cranford, New Providence, Berkeley Heights, Maplewood, Millburn, Union and South Orange.			

Attachment: ROID 2021 (7478 : Authorize ROID Grant 2020-2021 Grant Application and Acceptance)

16. a. Will any member of the Board of Directors/Trustees receive any direct or indirect personal or monetary gain from the funding of this grant?

☐ Yes ☒ No

b. Does any member of the Board of Directors/Trustees serve on any board, council commission, committee or task force which has regulatory or advising influence on the funding program? ☐ Yes ☒ No

If yes, please describe:

17. Fiscal Contact Person

Ms. Tamarae Baldwin

Title

Chief Financial Officer

Phone Number

(908) 277-9422

21. Agency Fiscal Year

1/1 to 12/31

22. Name of CPA Firm Appointed by Grantee

23. **Certification:** The applicant certifies that to the best of his/her knowledge and belief all data supplied in this application and attachments are true and correct. The document has been duly authorized by the governing body of the applicant and further understands and agrees that any grant received as a result of this application shall be subject to the grant conditions and other policies, regulation, and rules issued by the New Jersey Department of Community Affairs which include provisions described in grant applications instructions.

Name and Title of Applicant (Print)

Signature of Applicant

Date of Application

New Jersey Department of Community Affairs APPLICATION FOR GRANT FUNDS

PROGRAM COMPONENT COVER SHEET

Program Type			
Municipalities/County: Recreation for special needs			
10. Project Location (if Different from Applicant Agency)			
City of Summit			
Street Address			
100 Morris Avenue			
City	State	Zip	Room Number
Summit	New Jersey	07901-1225	
14. Area(s) Benefiting:			
Somerset County, Essex County, Union County, Morris County, Hudson County,			

Program Type			
10. Project Location (if Different from Applicant Agency)			
Street Address			
City	State	Zip	Room Number
14. Area(s) Benefiting:			

Program Type			
10. Project Location (if Different from Applicant Agency)			
Street Address			
City	State	Zip	Room Number
14. Area(s) Benefiting:			

Attachment: ROID 2021 (7478 : Authorize ROID Grant 2020-2021 Grant Application and Acceptance)

OBJECTIVES

Objective Number: 1

Short Description: Coordination of programs

Detailed Description
<p>The TryCAN/Special Needs Coordinator will be responsible for planning, creating and executing programs offered by the TryCAN collaboration to user groups from collaboration towns (now numbering 13) and other nearby communities.</p>

Methods
<p>The TryCAN/Special Needs Coordinator will execute the current calendar of programs and events as well as meet regularly with members of the collaboration to help develop and monitor the sharing of programs in the collaboration as well as ensuring the availability of the programs are publicized effectively to reach the target group of families.</p>

Evaluation
<p>Success will be evaluated based on quantity and quality of programs offered, and growth in participation from families. Success will also be evaluated based on reduction in program duplication.</p>

Application Program Component: Recreation for special needs

OBJECTIVES

Objective Number: 2

Short Description: Inclusion assistance

Detailed Description
<p>The TryCAN/Special Needs Coordinator will continue identifying opportunities to further include youth in community mainstream activities. These inclusion opportunities will be in addition to inclusive program offerings already provided by the Summit programs.</p>

Methods
<p>The TryCAN/Special Needs Coordinator will monitor opportunities (including soliciting input from caregivers interested in having their youth participate) to further involve special needs youth in community activities that they may normally be excluded from and then assisting (e.g., by providing participant preparation, volunteer support or input to alter activities as needed) to those youth so they can be included. All camp counselors will be trained and aides will be provided when necessary.</p>

Evaluation
<p>Success of this initiative will be evaluated based on successful participation of youth in at least 2 mainstream opportunities. A goal is to continue an inclusion summer camp and expand to also include an afterschool and tutoring inclusion program.</p>

Application Program Component: Recreation for special needs

OBJECTIVES

Objective Number: 3

Short Description: Peer Mentors

Detailed Description

The TryCAN/Special Needs Coordinator will continue to be responsible for coordinating regional training of peer mentors, maintaining the mentor database and a stable of available mentors and coordinating placement of mentors into programs across the collaboration. The Coordinator schedules at least 2 trainings during the year based in Summit and 2 in other municipalities. Also, the Coordinator will develop the leadership ability by developing 2 lead mentors. End of the year banquet will be held.

Methods

The TryCAN/Special Needs Coordinator will schedule dates for trainings that are logical to the needs of the program schedule, arrange for instructors to conduct the training and execute the publicity plan to find and recruit prospects to the seminars. The Coordinator will also work with the instructor to ensure the seminar topics remain relevant. The Coordinator will identify at least 2 "lead mentors" and have them help lead junior mentors during activities. To incentivize work, schedule banquet

Evaluation

The City will evaluate success of recruitment, training and management of mentors by increase in volunteers, adequate availability of mentors, satisfaction of mentors by parents of students, lead mentor assignments. Also, coordination of banquet.

Application Program Component: Recreation for special needs

Attachment: ROID 2021 (7478 : Authorize ROID Grant 2020-2021 Grant Application and Acceptance)

OBJECTIVES

Objective Number: 4

Short Description: Redevelop social skills class w/ skills/education

Detailed Description
<p>Over the last several years all of our social skills classes have been run by a very popular behaviorist. Due to her relocation, we strive to redevelop the programs to ensure continued success and continuity. The direct social skills based classes will continue, but we hope to launch art, music, and technology classes that will help to develop social skills at the same time to develop the whole individual and use their developed social skills.</p>

Methods
<p>The TryCAN/Special Needs Coordinator will follow the plan to hire new talent and recruit experienced professionals. The class curriculum will be carefully developed to enhance the technical skills and educational opportunities while also advancing social skills at the same time. This will make social classes more enticing to our participants. Adding more educational programs may also expand the reach of TryCAN. Publicity will be executed to secure participants to pilot the groups.</p>

Evaluation
<p>Success of this initiative will be evaluated based on completion of a detailed plan and piloting one art, one music and one technology based social skills class with high satisfaction by the parents in the collaboration.</p>

Application Program Component: Recreation for special needs

Attachment: ROID 2021 (7478 : Authorize ROID Grant 2020-2021 Grant Application and Acceptance)

OBJECTIVES

Objective Number: 5

Short Description: Target TWO Collaboration city for development

Detailed Description
<p>The TryCAN/Special Needs Coordinator will be responsible for helping the TryCAN Collaboration town liaisons execute one mentor training session and the rollout of one local program in that town. This objective will help further spread the "TryCAN" formula to begin to further help meet the great need for programming in towns we have noted outside of Summit.</p>

Methods
<p>The TryCAN/Special Needs Coordinator will meet with the collaboration town recreation liaison, identify a class/activity need, implement and publicize the program and coordinate a mentor training local to the collaboration town. Key target towns for 2021 are Maplewood and Plainfield.</p>

Evaluation
<p>The City will evaluate success of this initiative by the successful execution of a mentor training session with participation by teens and pre-teens residing in the collaboration town as well as the execution of one new local recreation program.</p>

Application Program Component: Recreation for special needs

Attachment: ROID 2021 (7478 : Authorize ROID Grant 2020-2021 Grant Application and Acceptance)

OBJECTIVES

Objective Number: 6

Short Description: Expand programs to ages 19-21 and adults

Detailed Description

The TryCAN Collaboration will seek to adding a variety of new programs to serve our population ages 19-21 who are now aging out of our programs that have been in existence. We will add many community outings, classroom setting classes and sports classes in the coming years. We will also slowly expand this to adults as our 19-21 year olds age out of that program. We strive for TryCAN to become a continual service.

Methods

The TryCAN coordinator will work with the assistant coordinators in the development of new classes to be offered to this population. We will utilize the businesses in town to generate important life skills and practice community based instruction. Additionally, we will add classes to keep this population physically active. We will make necessary accommodations to include them in typical programs. When aging out ow 18-21 programs, recreation programs are even more scarce.

Evaluation

Success will be evaluated on the quality of programs and participant satisfaction of the new programs that we will be adding. For 2021, we aim to add at least one classroom based program for adults. For 19-21 we will develop a sports program.

Application Program Component: Recreation for special needs

OBJECTIVES

Objective Number: 7

Short Description: Hold family events for participants

Detailed Description
<p>Executing social skills is extremely important for our TryCAN members. Holding events will allow our participants to use their developing skills. Offering families opportunities to meet and interact is also very important. This can open up communication between other parents and siblings with an individual with special needs in their family. The goal is to develop a community amongst our members and their families.</p>

Methods
<p>Events will be held at least quarterly where the TryCAN participants, siblings and families can get together and interact with one another. These events will take multiple forms including speakers, activities, concerts, programs and more geared towards all.</p>

Evaluation
<p>In 2021, we hope to hold a concert that will be sponsored by other funding geared towards our population, continue our TryCAN Thanksgiving Dinner, and develop a speakers series for parents and siblings. This was put on hold in 2020 due to COVID.</p>

Application Program Component: Recreation for special needs

OBJECTIVES

Objective Number: 8

Short Description: Develop training to include digital mentoring

Detailed Description
<p>In these COVID times, it is important to be able to offer programs digitally, we want to continue to allow mentors to engage our participants</p>

Methods
<p>Redevelop training. Work with our behaviorist and parents on developing a robust system of ways in which we can train our teen mentors to more effectively work with the participants through digital platforms.</p>

Evaluation
<p>Success will be based on ability to provide a training and receive satisfactory feedback from parents and participants on ability to mentor through different platforms.</p>

Application Program Component: Recreation for special needs

Scope of Services

For fiscal year 2021, The City of Summit is proposing to continue and expand its program offerings to special needs youth through our collaboration with other "TryCAN" communities. The City will provide a full time Program Coordinator to allow for the oversight of TryCAN for day-to-day coordination and administration of the collaboration. The TryCAN/Special Needs Coordinator is responsible for is responsible for:

- Planning, coordinating and administering existing special needs programs, events and other experiences,
- Helping to develop and administer new special needs programs and experiences,
- Recruiting and coordinating Peer Mentors for trainings and use in programs, which help us to provide more effective inclusion experiences to our special youth,
- Maintain the Peer Mentor database and available pool of Mentors,
- Planning and coordinating special events and outings,
- Assisting in recruiting of instructors and coaches for the programs,
- Working with contacts in other municipalities in connection with the collaboration,
- Managing external communication with parents and other parties,
- Compiling educational materials for parents, community leaders and mentors,
- Managing the email and social media content and contacts with participants, parents and volunteers to list programs available in the Collaboration and other information of interest,
- Researching potential grants, corporate sponsors and other donors,
- Developing a resource group to be open to caregivers, siblings and parents
- On occasion, being an advisory resource for other municipalities or groups seeking to provide special needs recreational programming using a blueprint similar to ours, so we can contribute to more youth receiving competent programming.

The Collaboration and effectiveness of its special needs programs also rely on the use of excellent instructors and coaches for the programs, necessary to achieve consistent learning and integration with peers. The City of Summit is proposing to continue using experienced instructors to lead each program. The instructors, with input from the Coordinator, will develop and follow the curriculum for their respective programs. The instructors will have requisite experience in the sports or subjects being taught as well as experience working with special needs children and sensitivity to issues concerning performance of special needs children in the program setting.

Our teen mentors are perhaps even more critical to the program as their participation (in all our programs/events) allows our special needs students to have more regular experiences interacting with typically developing peers. However, it is not enough to just expose special needs kids to peers. The peers have to be trained to bring out the skills in our kids and respond to situations appropriately. Therefore, we propose continuing the mentor training sessions led by a behaviorist and social skills expert to ensure our mentors are trained and ready to provide successful experiences.

The Collaboration has continued to growth, and families locally and now more regularly beyond the local area have come to rely on this critical programming for their children. The City of Summit will continue to lead the TryCAN Collaboration in expanding existing offerings. We expect that our expansion will come from developing or new offerings or continuing programs piloted last year. Newer programs include or will include "Game Club," "Community Based Instruction," "Teen Summer Nights," "Martial Arts,". Community outings (to supplement regular programs) will continue to be undertaken to ensure even more inclusion in the community. The program will be expanded to hold a more robust offering over the summer months. A redevelopment of the social skills classes will also be launched to allow for new skills based classes to be held. Finally, we hope to have a side by side summer camp run as an inclusion option for our students. For the 2021 year, we hope to also continue to offer more art, science, and practical and community based programs. Expanding out inclusion program will also be key in 2021 to build on the momentum that we gained with the roll out of our summer camp in 2020. Creating an afterschool and tutoring inclusion program are key factors in achieving this.

Scope of Services

Therefore, for fiscal 20201, the City of Summit respectfully seeks this critical funding from the NJDCA Recreation Opportunities for Individuals with Disabilities program to continue expanding this very successful program while providing unique recreational opportunities to its residents and neighboring communities' youth, and even begin to expand services to adults. During the grant period, Summit will continue to prepare to rely less on this grant funding by working to secure other sources such as grants, increased program enrollment fees, fees from other municipalities in the collaboration, and funding when appropriate.

Budget Detail

Municipalities/County: Recreation for special needs

Summit City

[illegible]

Attachment: ROID 2021 (7478 : Authorize ROID Grant 2020-2021 Grant Application and Acceptance)

Budget Summary
Municipalities/County: Recreation for special needs
Summit City

[illegible]

DESCRIPTION OF TARGET POPULATION & HOURS

Proposed Project: TryCAN October 2020-June 2021

DESCRIPTION OF TARGET POPULATION – Describe the population to be served by **this specific program/project**.

Anticipate the number of individuals you plan to enroll in this proposed project by their age.

AGE/TYPE of Disability	Children (18 & under)	Young Adults (19-23)	Adults (24-64)	Senior Citizens (65 & older)	Total
Developmentally Disabled	20	15	5	0	40
Physically Disabled	5	1	1	0	7
Autistic	60	20	10	0	90
Learning Disabled	20	5	0	0	25
Multiply Disabled	25	5	0	0	30
Other Disabling Condition	0	0	0	0	0
Total Participants with Disabilities	130	46	16	0	192
Total Participants who are non-disabled	130	10	60	5	205

SERVICE HOURS	# of Participants	# of hours of service per week	# of weeks	Total Service Hours
With Disabilities	205	1	20	4100
Non-Disabilities	195	1	20	3900

Projected # <u>unduplicated</u> people participating in grant programs	150
Projected # of <u>activities/project</u> during grant program	175
Projected # of <u>total service hours</u> during grant period	3000

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ASSESSMENT OF NEED(S)

LIST THE NEED(S) WHICH ILLUSTRATE THE REASON FOR THE PROJECT.

Summit continues proudly serving youth with special needs with recreation activities. Now including Berkeley Heights, New Providence, Millburn, Maplewood, Mountainside, Springfield, South Orange, Union, Cranford, Plainfield, Clark, Westfield and Madison, all towns in the area have noted the impact of TryCAN, become a member for a small fee, are in the collaboration and can publicize our programs to their residents, which helps Summit reduce the financial burden from hosting the collaboration. This year, Scotch Plains who was in from 2013-2018 rejoined recognizing the void in their offerings. This year we focus on the below needs:

Need 1: 18-21 programs, as well as adult programs particularly with sporting programs

Need 2: revamped mentor training, including online portion

Need 3: inclusion style programs expanded from summer camp to daily afterschool and tutoring programs

Need 4: Increased art and practical programming (focus from social skills to teaching social skills through instruction)

Need 5: provide programs in other communities beyond Summit

Programs are and continued to be offered in Summit, New Providence, Springfield, Union and Clark. Eliminating residency boundaries, we began to see kids enroll from other towns with our enrollment now touching multiple counties. We are in the process of adding new programs in Maplewood and Plainfield.

The variety of programs reflects the interests of participants and need for social interaction and recreation. Programs include social skills, movement, and sports. Sports skills programs run a few weeks prior to when regular leagues start, allowing pre-teaching which has helped some students get onto mainstream leagues. Several of our kids have "graduated" fully to mainstream activities (in sports and non-sports). Historically, sports programs are offered for solely the elementary level. Having increased requests, this year we plan to redevelop our sports programming for middle school, high school and adult participants and one area of need

We solicit family feedback and adjust programs when sensible (increasing number of times a year a program run; adding programs; dropping unpopular programs). In 2021, we plan to add programs for a group of children between the ages of 19 to 21 and beyond. This was a goal for 2020, but COVID drastically impacted this. This is a population that many parents have approached us about adding classes for. While gym and classroom style programs remain important, in 2020 we will implement social skills classes that are 100% based in the community and based around outings to allow for real world exposure and interactions. We will rework our social skills classes to be themed around acting, technology, music and art. One area of need that is not met in social skills, movement and sports classes is more practical and artistic classes. Adding classes in the areas of arts and life skills will be an additional focus area going into this next fiscal year.

Our Peer Mentors continue to be critical to our success. To date, more than 1,500 teens have attended our behaviorist facilitated two-hour training. Many become regular mentors and to date our mentors have now volunteered more than 15,000 hours. We seek to pair kids up with mentors close in age to create a real buddy experience. Mentors themselves learn about diversity and accepting differences. Several kids requesting specific mentors (and mentors request kids too!) but at times though we mix up pairings to teach our kids to adapt to new peers. This was on full display during the camp launched in summer 2020. The mentor and student bonds fostered were amazing. Seeing how well this model worked in the camp setting we want to build on our inclusion model in two key ways to continue to foster important mentor/student relationships. Parents of our full TryCAN camp have asked what other programs that are less structured we offer. We would like to bring this inclusion model to our daily afterschool program to allow for 1:1 aides beginning in January of 2021 and then to our tutoring program in 2021 as well.

New this year, we will table the challenge of adding a segment in the mentor training on how we can assist individuals with disabilities through online programming – something that has not been thought about prior to 2021.

There is still a great need for our efforts. To ensure continued success, Summit with support of several other towns respectfully requests funding for \$18,000 from the NJ Department of Community Affairs. Some families continue to comment about the lack of programs in their communities. We move closer to our goal of becoming self-sustaining (through enrollment fees, local grants, and use of volunteer coaches when possible).

Recreational Opportunities for Individuals with Disabilities 2021
AGENCY CAPACITY

DESCRIBE YOUR AGENCY'S CAPACITY TO SUCCESSFULLY EXECUTE THE PROJECT.

The City of Summit has proven capability to successfully execute this project. A few short years ago, Summit offered no public recreation programs for unique youth and had little experience helping children who wanted to participate with their typical peers, and families felt left out. A few Summit parents with special needs children stepped in to help. They formed a parent group called SummitCAN and joined forces with a similar group in Montville, NJ called Pathways for Exceptional Children (which already had experience providing programs with peer mentor involvement). The vision of SummitCAN was to provide recreation experiences to children with special needs, with the assistance of trained "peer mentors" to allow the kids inclusive experiences. SummitCAN approached the City of Summit's recreation department and Summit agreed to offer two programs (art and baseball) for 10-15 kids, so in the first year Summit offered only a few hours of this special needs programming. Since then, the initiative has grown and now annually reaches dozens of families in and out of Summit, with approximately more than 1500 hours of programming for fiscal 2019.

In those years, Summit, with SummitCAN (now called TryCAN) has learned a great deal and developed expertise in running effective programming for children with special needs and pairing these children with typically developing peers who we train as well. Our TryCAN Coordinator, behaviorist, instructors, mentors, and parents continue to learn and provide valuable input to improve our service. In 2019, we had an overhaul with the management of TryCAN. The City of Summit, recognizing the importance of the role of the TryCAN Coordinator and the consistency within this role absorbed the program into a full time, budgeted position. This model has been successful and results in closer monitoring of the programs and infusion of inclusion in all programs. The new organizational structure has proven effective in fostering more inclusivity in all recreational programs. We have now run several of programs, including social skills, dance, music, baseball, basketball, lacrosse, football, tennis, soccer, and golf. Each type of program gives us insight for the next program. We realized we needed to add community outings to help our kids learn how to adapt in community settings, enhancing inclusion for our kids. We would now like to find ways to make these programs more inclusive. Over the years we have gone from the peer mentor model in self contained programs and begun to shift our focus to fostering inclusivity in all programs. We have been working in increase our inclusion of individuals with disabilities into our mainstream programs. Including this years inclusion program within our mainstream camp program, which went extremely well - and and maximum capacity event through COVID.

More examples of our capacity are available:

- Parents enroll their kids in multiple programs and many return each year. Word has spread, and we now have kids from several towns and counties with parents often telling us about the lack of programming in their towns. Some parents plan their child's schedule around our programs.
- 13 municipalities are part of the "TryCAN Collaboration", allowing those towns to formally publicize and send their residents to our programs. So we can now also learn and benefit from input from recreation leaders from other municipalities.
- Our Peer Mentors are critical to program success, and through our training sessions and supervision of mentors each week, we have learned a lot about facilitating the interactions of our kids with their more "typical" peers.
- Our collaboration continues to be recognized by the community. This past year, we were awarded a grant by the Junior League of Summit to convert an unused office into a sensory friendly room for individuals with disabilities
- We challenge ourselves to build further capacity and develop expertise to be successful for our kids. For instance in the past we added community outings to complement our indoor programs. In addition to our long standing events like Basbeall under the lights, which is now fully supported through corporate partners - showing the appeal and ability to become sustainable, we continue to add brand new events like the Thanksgiving Social Skills dinner.
- With the position being absorbed into the full-time program coordinators job, this has allowed for extreme growth and making many strides in advancing the inclusion in the mainstream programs that the program coordinator over sees. Inclusion has been a major push for the collaboration this year and will maintain as one. Additionally, the coordinator has many business ties within Summit and we hope to expand the program offerings in 2021. We believe we have demonstrated the experience and capacity and respectfully ask the NJDCA to continue to allow us to provide this valuable service to execute this project as we expand inclusion and age range.

Recreational Opportunities for Individuals with Disabilities 2021

Program Component	Program Type: New, Continuing, Expanded	Announcement Date for Program (MM/DD/YY)	Program Time Frame Start Date (MM/DD/YY)	Program Time Frame End Date (MM/DD/YY)	Program Hours	Staff Identified for Program (MM/DD/YY)	Location
Yoga Dance and Movement	Expanded	11/1/2020					
Social Skills - Learning with Tech (2020 revamp)	New	11/1/2020					
Social Skills - Chat Club (2020 revamp)	New	11/1/2020					
Social Skills - Theatre Tales (2020 revamp)	New	11/1/2020					
Social Skills - Travel the Town (2020 revamp)	New	11/1/2020					
Social Skills - Art and Design (2020 revamp)	New	11/1/2020					
Social Skills - Girls Group (2020 revamp)	New	11/1/2020					
Social Skills - Boys Group (2020 revamp)	New						
Social Skills - Music Makers Studio (2020 revamp)	New						
Social Skills - Engineering Explorers (2020 revamp)	New						

OTHER SOURCES OF FUNDING RELATED TO THIS APPLICATION

Source	Amount	Code
Registration Fees	\$21,000.00	(TP)
Corporate Sponsors	\$2,000.00	(PF)
Event/Outing In Kind Donations	\$2,000.00	(PF)
City of Summit Salary	\$3,850.00	(L)
Collaboration Fees	\$10,000.00	(L)
Fundraising	\$2,420.00	(PF)
Total Funds From Other Sources Related To This Application Only		\$41,270.00

Attachment: ROID 2021 (7478 : Authorize ROID Grant 2020-2021 Grant Application and Acceptance)

Recreational Opportunities for Individuals with Disabilities 2021
SCHEDULE A: PERSONNEL

Name of Employee: Various

Position/Title: Inclusion Aides

New Position: Yes x No

Vacant Position: Yes x No

Annual Salary: \$6,000.00

Annual Salary
Requested from State: \$4,000.00

Standard Weekly Work Hours: 1

Weekly Hours on this Project: 1

% of Hours on this Project: 100

% of salary from State: 66.67

Responsibilities/Duties:

Assist in coordinating programs and events. Budget detail spreadsheet is included in attachment (certification section - other attachments).

Expand the inclusion of the summer camp, tutoring program and after school program.

320759-232503-roid - inclusion aides.doc

Attachment: ROID 2021 (7478 : Authorize ROID Grant 2020-2021 Grant Application and Acceptance)

Recreational Opportunities for Individuals with Disabilities 2021
SCHEDULE A: PERSONNEL

Name of Employee: Jennifer Bie

Position/Title: Instructor - Social Skills, Study Skills, Run

New Position: Yes ☒ No

Vacant Position: Yes ☒ No

Annual Salary: \$10,000.00

Annual Salary
Requested from State: \$0.00

Standard Weekly Work Hours: 4

Weekly Hours on this Project: 4

% of Hours on this Project: 100

% of salary from State: 0

Responsibilities/Duties:

Direct instruction of social skills programs (let's pretend, digital drama, play and learn, teen friendship), as well as study skills, runners club, girls having fun club. Includes curriculum development or updates. Budget detail spreadsheet is included in attachment (certification section - other attachments).

294635-232503-bie_je~2.docx

Attachment: ROID 2021 (7478 : Authorize ROID Grant 2020-2021 Grant Application and Acceptance)

Recreational Opportunities for Individuals with Disabilities 2021
SCHEDULE A: PERSONNEL

Name of Employee: Jaquetta Perry

Position/Title: CommuniPlay Teacher

New Position: ☒ Yes ☐ No

Vacant Position: ☐ Yes ☒ No

Annual Salary: \$4,500.00

Annual Salary
Requested from State: \$1,000.00

Standard Weekly Work Hours: 1

Weekly Hours on this Project: 1

% of Hours on this Project: 100

% of salary from State: 22.22

Responsibilities/Duties:

Teacher for the CommuniPlay program. This is being expanded for theatre and acting. Developing arts and music programs. See weekly hourly breakdown in the Budget description.

294819-232503-jaquetta perry new resume.docx

Attachment: ROID 2021 (7478 : Authorize ROID Grant 2020-2021 Grant Application and Acceptance)

Recreational Opportunities for Individuals with Disabilities 2021
SCHEDULE A: PERSONNEL

Name of Employee: Heather Keith

Position/Title: Reading Teacher

New Position: ☒ Yes ☐ No

Vacant Position: ☐ Yes ☒ No

Annual Salary: \$5,000.00

Annual Salary
Requested from State: \$0.00

Standard Weekly Work Hours: 3

Weekly Hours on this Project: 3

% of Hours on this Project: 100

% of salary from State: 0

Responsibilities/Duties:

See specific details in detail budget sheet. Teacher of the difference reading classes

294818-232503-heather keith - resume - 2019.d

Attachment: ROID 2021 (7478 : Authorize ROID Grant 2020-2021 Grant Application and Acceptance)

Recreational Opportunities for Individuals with Disabilities 2021
SCHEDULE A: PERSONNEL

Name of Employee: Michele Goldin/Melissa Hayek/Luz Paez

Position/Title: Dance and Movement instructor; Mini Yoga inst

New Position: Yes ☒ No

Vacant Position: Yes ☒ No

Annual Salary: \$6,000.00

Annual Salary
Requested from State: \$1,000.00

Standard Weekly Work Hours: 1

Weekly Hours on this Project: 1

% of Hours on this Project: 100

% of salary from State: 16.67

Responsibilities/Duties:

Direct instruction of dance and movement program and mini-yoga program, including curriculum development or updates. Budget detail spreadsheet is included in attachment (certification section - other attachments).
Multiple Instructors used based on availability.

273853-232503-resume and relevant experience_

Attachment: ROID 2021 (7478 : Authorize ROID Grant 2020-2021 Grant Application and Acceptance)

Recreational Opportunities for Individuals with Disabilities 2021
SCHEDULE A: PERSONNEL

Name of Employee: Helena Branco

Position/Title: Mentor Training instructor, Social Skills and

New Position: Yes ☒ No

Vacant Position: Yes ☒ No

Annual Salary: \$5,000.00

Annual Salary
Requested from State: \$2,500.00

Standard Weekly Work Hours: 1

Weekly Hours on this Project: 1

% of Hours on this Project: 100

% of salary from State: 50

Responsibilities/Duties:

Instructor for mentor trainings for our peer mentors.
Serving as interim in 18+ development. Budget detail spreadsheet is included in attachment (certification section - other attachments).

320767-232503-branco-resume .pdf

Attachment: ROID 2021 (7478 : Authorize ROID Grant 2020-2021 Grant Application and Acceptance)

Recreational Opportunities for Individuals with Disabilities 2021
SCHEDULE A: PERSONNEL

Name of Employee: David Guida

Position/Title: Special Needs Coordinator

New Position: Yes ☒ No

Vacant Position: Yes ☒ No

Annual Salary: \$3,850.00

Annual Salary
Requested from State: \$0.00

Standard Weekly Work Hours: 10

Weekly Hours on this Project: 10

% of Hours on this Project: 100

% of salary from State: 0

Responsibilities/Duties:

Includes planning and coordination of programs and events, coordinating mentor training, managing the mentor assignments, handling external communication and publicity, compiling and distributing educational materials, researching potential alternate funding sources. Budget detail spreadsheet is included in attachment (certification section - other attachments).

294629-232503-guida resume for rutgers.pdf

Attachment: ROID 2021 (7478 : Authorize ROID Grant 2020-2021 Grant Application and Acceptance)

Recreational Opportunities for Individuals with Disabilities 2021
SCHEDULE A: PERSONNEL

Name of Employee: Various instructors - Brendan O'Reilly and Ch

Position/Title: Instructor

New Position: ☒ Yes ☐ No

Vacant Position: ☒ Yes ☐ No

Annual Salary: \$13,920.00

Annual Salary
Requested from State: \$9,500.00

Standard Weekly Work Hours: 1

Weekly Hours on this Project: 1

% of Hours on this Project: 100

% of salary from State: 68.25

Responsibilities/Duties:

Direct instruction related to several future individual programs, including curriculum development and updates. Budget detail spreadsheet is included in attachment (certification section - other attachments).

Brendan O'Reilly is 18+ Sports Instructor

Christy Di Iorio is Arts, Cooking, Sports and Transition Instructor

320769-232503-roid - programs.xlsx

Attachment: ROID 2021 (7478 : Authorize ROID Grant 2020-2021 Grant Application and Acceptance)

CERTIFICATION SHEETS

<i>If your Agency type is not required to answer any of the questions below, click the N/A radio button</i>			
1.	I certify that this agency is not delinquent on any Federal or State debt.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
2.	I understand that payments from NJDCA will depend on our submission of all required grant reports.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
3.	I certify that neither members of our organization's governing body nor members of their families will receive any direct or indirect personal or monetary gain from the funding of this grant.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
4.	I certify that our organization's Certification of System for Award Management(SAM) is valid and current.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
5.	I certify that neither members of our organization's governing body nor members of their families serve on any board, council, commission, committee, or task force that has regulatory authority or advising influence on the funding program.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
	If no, please explain:		
Non-government Agencies only—			
6.	If our agency has not received funds from NJDCA for the current State Fiscal Year, I will submit our organization's most recent audit.	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
7.	The information contained in the Board of Directors list in our Agency Information is adequate and up-to-date at the time of this application.	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> N/A

CERTIFICATION SHEETS

ATTACHMENTS			
Certification Regarding Debarment and Suspension - Schedule G			
I will upload this attachment <input checked="" type="checkbox"/>	Not applicable <input type="checkbox"/>	320755-314711-roid - schedule g.pdf	
Certification Regarding Lobbying - Schedule H			
I will upload this attachment <input checked="" type="checkbox"/>	Not applicable <input type="checkbox"/>	320755-314713-roid - schedule h.pdf	
Resolution - Schedule I Or Local Match Only - Schedule I			
I will upload this attachment <input checked="" type="checkbox"/>	Not applicable <input type="checkbox"/>	320755-314715-roid - resolution.pdf	
IRS Determination Letter (New Applicants, Non-profit, Non-government only)			
I will upload this attachment <input type="checkbox"/>	Not applicable <input checked="" type="checkbox"/>		
Organizational Chart (Non-government only)			
I will upload this attachment <input type="checkbox"/>	Not applicable <input checked="" type="checkbox"/>		
Application Cover Page			
I will upload this attachment <input checked="" type="checkbox"/>	Not applicable <input type="checkbox"/>	320755-314717-roid - cover page.pdf	
Please upload any third party agreement(s) that may be pertinent to this grant. (see application instructions for specific details)			
320755-314696-roid - support.pdf			

Resolution (ID # 7437)
November 16, 2020

**AUTHORIZE CONTRACT TERMINATION EFFECTIVE DECEMBER 31, 2020 - BROAD
STREET EAST VALET PARKING CONCESSION**

WHEREAS, on November 19, 2018, Common Council adopted resolution #34164 authorizing Contract #19-3440P (“Contract”) with Parking Services Plus, Inc. for \$11,247.50 per month for the Broad Street East Valet Parking Concession for a term of January 1, 2019 through December 31, 2019 with four (4) one-year extension options, and

WHEREAS, on October 15, 2019, Common Council adopted resolution #39044 authorizing the first one-year extension of the Contract from January 1, 2020 through December 31, 2020, and

WHEREAS, due to the COVID-19 pandemic and various Executive Orders issued by the State of New Jersey beginning in March 2020, many commuters began working from home and not utilizing parking for commuting purposes, and

WHEREAS, due to this lack of parking usage, on April 14, 2020, July 8, 2020, and October 20, 2020, Common Council authorized incremental suspensions of the Contract through a Contract Suspension Agreement which included a provision to allow corresponding Contract extensions for an amount of time equal to the suspension period, with the current suspension effective through December 31, 2020 and contract extension to August 31, 2021, resulting in an \$89,980.00 savings for the City, and

WHEREAS, the Parking Services Manager advises that due to a continued significant decrease in parking usage, there is no need for a valet service at a cost to the City of \$11,247.50 per month and recommends termination of the Contract effective December 31, 2020, with 30-days written notice of termination as provided for in the original Request for Proposal dated October 2018, Section X, Termination of Contract, Item H.

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

That Contract #19-3440P with Parking Services Plus, Inc., 28 Fourth Street, Valley Stream, NY 11581, for the Broad Street East Valet Parking Concession be terminated effective December 31, 2020 as described above.

Dated: November 16, 2020

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said city at a regular meeting held on Monday evening, November 16, 2020.

City Clerk

PARKING SERVICES AGENCY

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



MEMORANDUM

To: Mayor Radest and Members of Common Council
 cc: City Administrator, CFO, and City Clerk
 Date: *Rita* November 2, 2020
 From: Rita M. McNany, Parking Services Director
 Re: **Cancel Broad Street East Valet Contract - Parking Services Plus, Inc. -- Effective December 31, 2020**

On April 14, Common Council suspended the valet contract for the Broad Street East Lot with Parking Services Plus, Inc. for May, June, and July, 2020 due to COVID-19 and various Executive Orders issued by the State of New Jersey. On July 8, Common Council suspended the valet contract an additional three months for August, September and October, 2020. On October 6, 2020 Common Council suspended the valet contract an additional two months for November and December, 2020. The suspension of this contract saved the City \$89,980.

Many commuters are still working from home and not utilizing parking for commuting purposes. Currently the City is only averaging 10 non-residents cars being parked each day and there is still no need for a valet service.

The City pays Parking Services Plus a flat fee of \$11,247.50 per month for this service. Therefore, the City is seeking to cancel the contract with Parking Services Plus as of December 31, 2020. The contract allows for either party to cancel the contract with 30-days written notice.

With the cancellation of this contract, the expense will not be included in the 2021 Parking Utility Budget. If a valet operation is needed in the future, the City will go out to bid in 2021.

Thank you for your consideration.

Resolution (ID # 7523)
November 16, 2020

AUTHORIZE TEMPORARY USE OF BROAD STREET EAST LOT - CROSSFIT VERACITY

WHEREAS, the City has received an application for temporary use of public property for non-dining outdoor activities from Crossfit Veracity (“the Applicant”), to utilize a section of the Broad Street East Lot for outdoor classes.

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

1. It does hereby approve the use in the proposed location within the Broad Street East Lot as depicted in the plan submitted by the Applicant, from 5:00am to 8:00pm.
2. The Applicant shall coordinate placement of the storage container for storage fitness equipment (provided by the Applicant), adjacent to the pay station. Placement shall be authorized and supervised by the Parking Services Director.
3. Use of a section of the Broad Street East Lot shall not extend beyond June 19, 2021 and may be terminated earlier at the discretion of the City.
4. Use of the section of the Broad Street East Lot by the Applicant shall not commence until a permit is issued by the Office of the City Clerk.
5. The Applicant shall comply with the requirements of the Americans with Disabilities Act (“ADA”) with respect to its use of the area.
6. Permission for use of the Broad Street East Lot as requested, and placement of the storage container is subject to receiving a Certificate of Insurance, as required in the City’s property use ordinance, naming the City of Summit as an additional insured, and approval, as to form, of the City’s Risk Manager.
7. That the Parking Services Director shall be responsible for securing a signed affirmation from the establishment affirming that it will be responsible for the daily maintenance of the approved area.
8. The Applicant shall be in compliance with all federal, state and local directives regarding the Coronavirus pandemic, including, but not limited to, social distancing and the wearing of masks.

Dated: November 16, 2020

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a special meeting held on Monday evening, November 16, 2020.

City Clerk

PARKING SERVICES AGENCY

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



MEMORANDUM

To: Mayor Radest and Members of Common Council
 cc: City Administrator, CFO, and City Clerk
 Date: *Rita* November 2, 2020
 From: Rita M. McNany, Parking Services Director
 Re: **Approve Parklet - CrossFit Veracity - Use of Broad Street East Lot**

Attached is a property use application for a parklet from CrossFit Veracity for use of a section of the Broad Street East Lot. Please see the attached diagram.

Since the parking lot is currently not being utilized by commuters due to COVID-19, Parking Services has no objection to CrossFit Veracity utilizing the parking lot.

Thank you for your consideration.

Attachment: Memo - Approve Parklet (7523 : Authorize Use of Broad Street East Lot - Crossfit Veracity)

Application Requirements/Checklist:

- ☒ Completed Outdoor plan – This is a description of the type of service/activity your business will be providing. The description should include:
- Number of days per week
 - Hours of operation
 - Type of activity or service being provided
 - Number of participants expected, including any instructors.
 - Any use of music or sound amplification.
 - Any proposed use of tents – must include the size and number of tents.
 - Use of any equipment – must include type, the number of pieces, and plan for set up and removal and storage of same.
- ☒ Sign Affirmations (Page 5):
- Compliance with Americans with Disabilities Act requirements pertaining to pedestrian sidewalk access and passage
 - Compliance with City regulations and insurance requirements for use of public property.
 - Compliance with State social distancing requirements as set forth by the State of New Jersey.
- ☒ Sketch, to scale, showing the proposed social distancing plan using state-imposed social distancing guidelines. Please indicate location and size of all proposed tables, mats, chairs and distance from other such equipment and any other structures such as a host podium. Please note that any use of canopies, including the size and count must be indicated on your sketch.
- ☒ Insurance Certificate, Signed Hold Harmless Agreement and Property Use Restoration Agreement – In addition to coverage for use of public property for a sidewalk café, your insurance certificate must indicate coverage of outdoor dining location(s) on other public property. You are also required to sign the Hold Harmless & Property Use Restoration Agreements which must be submitted with this application.

**APPLICATION
FOR USE OF
TEMPORARY USE OF PUBLIC PROPERTY
FOR NON-OUTDOOR DINING ACTIVITIES**

Establishment Name: CrossFit Veracity / Veracity Athletics

Name: Leonardo Muñoz

Address: 308 Broad St

Phone: _____

Email Address: _____

Contact Person, if other than Applicant:

Name _____

Phone: _____

Email Address: _____

Emergency Contact Person:

Name Amanda Ryan

Mobile Phone: _____

1. What are you applying for (Please check all that apply):

- ☒ Outdoor activity (public property) ☐ Temporary Parklet
(Proceed to either a, b, and/or c below, depending on what is selected)

- a. Outdoor Plan, please provide the physical address or describe the proposed area. Attach photos as well as a sketch of the plan showing any accessories, i.e: the number of tables/pieces of equipment, chairs, canopies, host podium, number/type of barriers being used, if applicable using social distancing guidelines.

Broad Street East Lot

Attachment: Memo - Approve Parklet (7523 : Authorize Use of Broad Street East Lot - Crossfit Veracity)

☒ Social Distancing Plan (label and attach to application, include all accessories listed above)

☒ Photos (label and attach to application)

- b. Temporary Parklet - Please indicate your proposed parklet location where you wish to operate from. Attach photos as well as a sketch of the plan showing any accessories, i.e: the number of tables/pieces of equipment, chairs, canopies, host podium, number/type of barriers being used, if applicable using social distancing guidelines.

☐ Social Distancing Plan (label and attach to application)

☐ Photos (label and attach to application)

2. Describe the type of service to be provided. _____

Group Fitness Classes

3. Days and Hours of operation varies (see addendum)

4. Explain how you will secure the area during off hours.

All equipment to be stored in storage shed/container

Addendum

9.D.3.a

- Met with Rita McNamy, Parking Services Director on site Tues, Oct 6 at 10:30A.
- We gratefully accepted a total of ten (10) parking spaces for group classes along Broad St and two (2) parking spaces for storage shed/container adjacent to the pay station/garage.
- We had a discussion about revisiting the number of parking spaces as well as use in the spring of 2021. Both were preemptively OK.
- The DPW will provide traffic barriers to separate & protect class participants from the limited vehicles using the drive aisle.
- No tent/canopy currently proposed. We understand if we choose that option in the future, it would be subject to review.
- Respectfully requesting use of Broad St East Lot through spring 2021 for various class times (60 min) ranging from 5:00 AM through 8:00 PM with limited portable P.A. system/bluetooth speaker

Attachment: Memo - Approve Parklet (7523 : Authorize Use of Broad Street East Lot - Crossfit Veracity)



Broad Street East Lot
 Sketch for Group Classes
 for CrossFit Veracity /
 Veracity Athletics

AFFIRMATIONS

Please sign the following affirmations for use of outdoor seating on public and/or private property:

Americans with Disabilities Act Compliance:

The proposed outdoor seating plan, attached hereto, complies with all federal ADA requirements

Signature

Leonardo Muñoz

10/29/2020

Print Name, Date

City Regulations Compliance:

The proposed outdoor seating plan, attached hereto, complies with all city requirements/regulations pertaining to safety, zoning, parking, fire, police and insurance.

Signature

Leonardo Muñoz

10/29/2020

Print Name, Date

Attachment: Memo - Approve Parklet (7523 : Authorize Use of Broad Street East Lot - Crossfit Veracity)

PUBLIC PROPERTY RESTORATION AGREEMENT

THIS AGREEMENT made this _____ day of _____ 20____ by and between _____, a non-profit corporation of the State of New Jersey or individual, having its address at _____ (the "Applicant"), and THE CITY OF SUMMIT DEPARTMENT OF COMMUNITY PROGRAMS, a municipal corporation of the State of New Jersey, having its place of business at 100 Morris Avenue, Summit, NJ 07901 (the "Department of Community Programs")

RECITALS

1. Pursuant to Title 31 of the Revised Ordinance of the City, entitled "Establish Rules and Regulations for the Use of Public Property" (the "Ordinance"), Applicant has requested that it be permitted to use public property owned by the City, or one of its Departments, and located at _____ (the "Property").
2. The Ordinance sets forth as one of its requirements in connection with Applicant's request to use the Property that Applicant enter into an agreement with the City in the form hereof.

NOW, THEREFORE, it is agreed by and between the Applicant and the City of Summit Department of Community Programs 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 Director, Applicant shall pay to the City of Summit Department of Community Programs in cash, bank or certified check an amount required to reimburse the City of Summit Department of Community Programs for the cost of furnishing municipal labor, services and material beyond those normally provided by the Department of Community Programs, and resulting from or caused by Applicant's user of the Property, which shall include an administrative surcharge of fifteen per cent (15%) of such amount.

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

ATTEST:

ATTEST:

Witness Signature


ORGANIZATION OR PERSON IN CHARGE

 Leonardo Munoz, OWNER

DEPARTMENT OF COMMUNITY PROGRAMS

Mark Ozoroski, Director

Attachment: Memo - Approve Parklet (7523 : Authorize Use of Broad Street East Lot - Crossfit Veracity)

(a) Individual _____ OR
 (b) Individual  on behalf of Elevated Fitness, LLC OR
 (organization)
 (c) Individual _____ Title _____ on behalf of _____
 (corporation)

Address of Individual, Organization or Corporation: _____

Home phone: _____ Work Phone _____ Cell _____

Signature of Person on behalf of the City of Summit, Department of Community Programs.

(Signature)

(Title)

EXPLANATION OF HOLD HARMLESS AGREEMENT

"I" or "me" shall mean the individual, organization, or corporation set forth below.

I hereby acknowledge that I have been requested to sign an agreement which states that I will be responsible to make the City of Summit whole from any claim, lawsuit, settlement, or judgment, including all attorneys' fees, together with all costs, fees, and interest, that arises in or out of the use of municipal property by myself, my guests, invitees, licensees, visitors, or other person(s) present on the premises of the municipality in order to participate in, organize, assist, enjoy, supervise, or in any other way, further the activity to be held.

I have also indicated that I will not serve, or allow to be served, alcoholic beverages or that, if I do, in fact allow them to be consumed, then I will comply with Paragraphs 6(a), 6(b), 6(c) and 6(d) of the Hold Harmless Agreement which places the sole responsibility for any claim or lawsuit wholly upon me.

Name: Leonardo Muñoz Organization: Elevated Fitness, LLC
 Title: Owner Dated: 9/4/2020

IF A CORPORATION, CORPORATE ACKNOWLEDGEMENT IS TO BE ATTACHED HERETO.

CORPORATE ACKNOWLEDGEMENT

STATE OF NEW JERSEY, COUNTY OF _____

SS: _____

I CERTIFY that on _____, 20____.

Personally came before me and this person acknowledged under oath, to my satisfaction, that:

- a) this person is the _____ of _____, 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.

Signature

Signed and sworn to before me

on _____, 20____

HOLD HARMLESS AGREEMENT

9.D.3.a

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

AN INDIVIDUAL: Name: _____ OR

ORGANIZATION: Name: Elevated Fitness, LLC OR

CORPORATION: 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 _____ Site 308 Broad St- Sidewalk along Frontage

Hours site is needed _____ AM/PM to _____ AM/PM. (VARIES)

Activity to be held (describe in detail)

Group Fitness Classes

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 the activity listed above will include 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 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. 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 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.

Attachment: Memo - Approve Parklet (7523 : Authorize Use of Broad Street East Lot - Crossfit Veracity)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/11/2020

9.D.3.a

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 Nexo Insurance Services, Inc. 111 N. Sepulveda Blvd. Suite 326 Manhattan Beach, CA 90266	CONTACT NAME: Christine Galligan PHONE (A/C, No, Ext): (310) 937-2007 E-MAIL: staff@crossfitrg.com ADDRESS:	FAX (A/C, No): (310) 937-1127
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: CrossFit Risk Retention Group, Inc		13720
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THE 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	ADD'L SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
X	COMMERCIAL GENERAL LIABILITY					
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		AF561313	06/11/2020	06/11/2021	EACH OCCURRENCE \$1,000,000
A	<input checked="" type="checkbox"/> Professional Liability Insurance	X				DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					MED EXP (Any one person) \$5,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC					PERSONAL & ADV INJURY \$2,000,000
	OTHER:					GENERAL AGGREGATE \$2,000,000
						PRODUCTS - COMP/OP AGG \$1,000,000
						Professional Liability \$1,000,000
						COMBINED SINGLE LIMIT (Ea accident) \$ included
	AUTOMOBILE LIABILITY		AF561313	06/11/2020	06/11/2021	BODILY INJURY (Per person) \$
A	ANY AUTO OWNED AUTOS ONLY					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY	X				PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY					\$
	UMBRELLA LIAB					EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	DED RETENTIONS					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER STATUTE OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A			E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Premises address: [398 Broad Street, Summit, NJ 07901]. Certificate holder is named as additional insured where required by written contract with respects to general liability arising out of operations of the named insured. Sexual Abuse and Molestation Limit \$100,000.

CERTIFICATE HOLDER

CANCELLATION

The City of Summit Department of Community Programs

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED ACCORDANCE WITH THE POLICY PROVISIONS.

100 Morris Ave.
Summit, NJ 07901

AUTHORIZED REPRESENTATIVE

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Resolution (ID # 7473)
November 16, 2020

**AUTHORIZE EXPENDITURE FROM AFFORDABLE HOUSING TRUST FUND FOR
REHABILITATION OF AFFORDABLE HOUSING UNITS - GLEN WOOD PLACE
DEVELOPMENT STAIRCASES - \$69,609.07**

WHEREAS, in a memo dated October 27, 2020 the Director of the Department of Community Services advised that the Executive Director of the Summit Housing Authority has requested a reimbursement of the costs associated with the replacement of deteriorated staircases at the Summit Housing Authority's Glenwood Place Development, in the amount of \$69,607.07, which is a partial payment of the original allocation of \$400,000.00, approved by Common Council via Resolution #38631, adopted on December 4, 2018, and

WHEREAS, the requested reimbursement can be drawn from the City's Affordable Housing Trust Fund, which will be reckoned toward the City's rehabilitation obligation in the adopted Affordable Housing Spending Plan, and

WHEREAS, it is, therefore, the recommendation of the Department of Community Services Director that the governing body authorize the expenditure from the City's Affordable Housing Trust Fund in the amount of \$69,607.07, as partial payment for the replacement of deteriorated staircases at the Glenwood Place Development.

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

1. That, per the request of the Executive Director of the Summit Housing Authority and the recommendation of the Director of the Department of Community Services, a reimbursement in the amount of \$69,607.07 for replacement of deteriorated staircases at the Glenwood Place Development be and is hereby authorized, and the payment shall be drawn from the Affordable Housing Trust Fund.
2. That said approval shall be subject to the expenditure qualifying for rehabilitation credit and approval by the Court Master.

Dated: November 16, 2020

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Monday evening, November 16, 2020.

City Clerk



Community Service Department (DCS)
R - Capital Projects & Community Services

www.cityofsummit.org

Meeting: 11/16/20 07:30 PM

RESOLUTION (ID # 7473)

DOC ID: 7473

TO: Mayor and Common Council

FROM: Paul Cascais, Director - Department of Community Services

DATE: October 27, 2020

Attached is a request from Joseph Billy, Executive Director of the Summit Housing Authority (SHA) for the reimbursement of costs associated with the replacement of deteriorated staircases at the SHA, Glenwood Place Development.

This request is for the reimbursement in the amount of \$69,607.07, a partial payment of the original council approved (resolution, dated December 4, 2018) allocation of \$400,000. The requested reimbursement can be drawn from the City's Affordable Housing Trust Fund, which will be reckoned toward the City's rehabilitation obligation, in the adopted Affordable Housing Spending Plan.

It is my recommendation a resolution be passed authorizing the expenditure from the City's Affordable Housing Trust Fund in the amount of \$69,607.07, as partial payment for the replacement of deteriorated staircases at Glenwood Place Development.

HOUSING AUTHORITY of the CITY OF SUMMIT

Office of the Executive Director

MEMORANDUM

Date: 10/5/2020

To: Paul Cascais - City of Summit
Director of Community Services

From: Joseph M. Billy, Jr. 

Re: Affordable Housing Trust Fund - Rehabilitation Funding
Request for Reimbursement #3
Replacement of Staircases at Glenwood Place Development

As you are aware, the Common Council approved by resolution the allocation of \$400,000 to the Summit Housing Authority from the rehabilitation funding obligation of the city's Affordable Housing Trust Fund for several capital improvement projects at our Glenwood Place Development. Expenditure of these funds was also approved by the appointed COAH Court Master, Philip Caton.

We have made another payment to the contractor for the Replacement of the Deteriorated Staircases. We processed periodic payment #4 on 8/26/2020 in the amount of \$ 69,607.07 and are requesting reimbursement in the same amount from the rehabilitation funding. The appropriate supporting documentation is attached.

Our account summary as of this date is as follows:

Original Allocation:	\$ 400,000.00
Payments made to date:	(\$ 109,328.85)
This request:	(\$ 69,607.07)

Remaining Balance	\$ 221,064.08
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Should you have any questions in this regard, or require any additional documentation, please do not hesitate to contact me at any time.

Thanks So Much and Stay Safe.

Attachment: 20201103155507 (7473 : Authorize Affordable Housing Trust Fund expenditure for rehabilitation)

Image Report



ABA Number	021205376
Account Number	664402332
Serial Number	2661
Amount	\$69,607.07
Paid Date	08/31/2020

Front

ORIGINAL DOCUMENT PRINTED ON CHEMICAL REACTIVE PAPER WITH MICROPRINTED BORDER

2661

THE HOUSING AUTHORITY OF THE CITY OF SUMMIT
GENERAL FUND ACCOUNT
512 SPRINGFIELD AVENUE
SUMMIT, NJ 07901-2607

Lakeland Bank

55-537/212

PAY TO THE ORDER OF

Memo:

Sixty-Nine Thousand Six Hundred Seven and 07/100 Dollars

M&M Construction Tech Inc.
1 Camner Avenue
SOMERSET, NJ 08873

2661

Aug 26, 2020

***\$69,607.07

My M. Z.

AUTHORIZED SIGNATURES

VOID

VOID

Back

<p>ENDORSE HERE</p> <p><i>John Construction Team</i></p> <p><i>John</i></p>		<p>Seq: 20</p> <p>Batch: 094381</p> <p>Date: 08/28/20</p>
<p><input type="checkbox"/> CHECK HERE AFTER MOBILE OR REMOTE DEPOSIT DATE</p>		<p>DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE RESERVED FOR FINANCIAL INSTITUTION USE</p>
<p>SECURITY FEATURES:</p> <p>The security features listed below, as well as those not listed, exceed industry guidelines.</p> <p>Microprint Border:</p> <p>Warning Band:</p> <p>Security Screen Backing:</p> <p>Colored Background:</p> <p>Chemically Sensitive Paper:</p> <p>Heat Sensitive Ink:</p>		

Attachment: 20201103155507 (7473 : Authorize Affordable Housing Trust Fund expenditure for rehabilitation)

**APARRI ENGINEERING, LLC**

131 Main Street, Suite #180
 Hackensack, New Jersey 07601
 Tel: 201 343 7747
 Fax: 201 343 7242

TRANSMITTAL LETTER: Payment# 4

From:
Aparri Engineering, LLC
 131 Main Street Suite 180
 Hackensack, NJ 07601

To: Mr. Joseph Billy, Jr.
 Executive Director
 Summit Housing Authority
 Summit, NJ

Transmittal Date:
 August 18, 2020

Project Name: **Replacement of Exterior Stairs at
 Glenwood Place**

WE ARE SENDING YOU ☒ Attached
☐ Under separate cover via _____ the following items:

☐ Shop Drawings ☐ Prints ☐ Plans ☐ Samples ☐ Specifications

☐ Copy of Letter ☐ Change Order ☒ Others Payment# 4

COPIES	DATE	NO.	DESCRIPTION
1 set	8/18/2020		1 set of Payment# 4

THESE ARE TRANSMITTED as checked below:

☒ For approval
☐ For your use
☐ As requested
☐ Rejected
☐ For Review and comment

☐ Furnished as submitted
☐ Furnished as noted
☐ Return for correction

☐ Resubmit
☐ Submit
☐ Return

☐ Copies for approval
☐ Copies for distribution
☐ Corrected prints

REMARKS:

1. Payment# 4 – March 6, 2020 to Aug. 8, 2020.
2. For approval.

Received By: *JS*

Account #:

EXTRAORD. MAINT.

Voucher Approved By: *JS* 8/25/20

SIGNED: Jude Anthony Estiva

Attachment: 20201103155507 (7473 : Authorize Affordable Housing Trust Fund expenditure for rehabilitation)

69, 607. ⁰⁷—

NJ DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

PAYROLL CERTIFICATION FOR PUBLIC WORKS PROJECT

K&D UNGARINI IRONWORKS LLC

SUMMIT HOUSING AUTHORITY

WEEKS WITH NO WORK:

JUL 19 – JUL 25: NO WORK



CERTIFIED BY DANIEL FEDEJKO, OWNER

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE OF PAGES 1

TO (OWNER) Summit Housing Authority
512 Springfield Avenue
Summit, NJ 07901

PURCHASE ORDER #
APPLICATION NO.: SHA-4
APPLICATION DATE: 08-12-20
PERIOD TO: 08-08-20
RESOLUTION # 19-24-7-3
CONTRACT DATE: 07/22/2019
VENDOR #

Distribution to:
☒ OWNER
☒ ARCHITECT
☐ CONTRACTOR
☐ INSPECTOR

FROM (CONTRACTOR):
M & M Construction Technology Inc.
1 Camner Avenue, Somerset, NJ 08873

CONTRACT FOR: Replacement of Exterior Stairs in Building NOS 3, 4, and 6, Glenwood Place Development

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown, in connection with the contract. Continuation

CHANGE ORDER SUMMARY

Change order summary in previous months by Owner		ADDITIONS	DEDUCTIONS
TOTAL			
Approved this Month			
Number	Date Approved		
1	June 26, 2020	24,000.00	
TOTALS		24,000.00	
Net change by change orders			
		24,000.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for payment has been completed in accordance with the Contract Documents, that all previous Certificates for Payment were issued and payments received from Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: [Signature] Date: 8-12-20

State of: NEW JERSEY

County of: SOMERSET

Subscribed and sworn to before me this 12 day of Aug, 2020

Notary Public: [Signature]

My commission expires: 08-21-22

MUSBARAH BIBI
A Notary Public of New Jersey
Notary Public ID# 2466981
My Commission Expires August 21, 2022

Sheet, AIA Document G702, is attached.

1.	ORIGINAL CONTRACT SUM	\$	397,786.00
2.	Net change by change orders	\$	24,000.00
3.	CONTRACT SUM TO DATE (Line 1+2)	\$	421,786.00
4.	TOTAL COMPLETED AND STORED TO DATE (Column G on G702)	\$	182,817.85
5.	RETAINAGE		
a.	10% of Completed Work	18281.79	
	(Column D+E)		
b.	% of Stored Material	-0-	
	(Column F on G703)		
	Total Retainage (Line 5a+5b or Total in Column 1 of G702)	\$	18,281.79
6.	TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$	164,536.06
7.	LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	94,928.85
8.	CURRENT PAYMENT DUE	\$	69,607.22
9.	BALANCE TO FINISH, PLUS RETAINAGE (Line 8 less Line 6)	\$	222,968.15

CERTIFICATE FOR PAYMENT

In accordance with the contract Documents, based on on-site observations and the data comprising the above application, the Architect/Inspector certifies to the Owner that to the best of his/her knowledge, information and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to the payment of the AMOUNT CERTIFIED

Inspector: _____ Date: _____

Project Manager: _____ Date: _____
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AMOUNT CERTIFIED: _____
(Attach explanation if amount differs from the amount applied for.)

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 1

OF

PAGES 1

AIA Documents G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed Certification is attached.

In Tabulations below, amounts are stated to the nearest dollar.

Use Column 1 on Contracts where variable retainage for line items may apply

PURCHASE ORDER:

APPLICATION NUMBER:

SHA-4

APPLICATION DATE:

8/12/20

PERIOD TO:

8/8/20

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D FROM PREVIOUS APPLICATION	E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G/C)	I BALANCE TO FINISH (C-G)	J RETAINAGE 10%
1	Bonds and Insurance	15,000.00							
2	Division 1-General Conditions/General Requirements	25,000.00		5,000.00		15,000.00	100.00%	-	1,500.00
4	Division 2-Existing Conditions-Demolition	50,000.00	5,500.00	16,000.00		20,000.00	80.00%	5,000.00	2,000.00
5	Division 3-Concrete-Stairs 1-Bldg 3	10,000.00		8,500.00		16,500.00	65.00%	17,500.00	1,650.00
6	Division 3-Concrete-Stairs 2-Bldg 3	10,000.00		8,500.00		10,000.00	100.00%	-	1,000.00
7	Division 3-Concrete-Stairs 3-Bldg 3	10,000.00		8,500.00		10,000.00	100.00%	-	1,000.00
8	Division 3-Concrete-Stairs 4-Bldg 3	10,000.00				1,500.00	15.00%	8,500.00	150.00
9	Division 3-Concrete-Stairs 5-Bldg 4	10,000.00				1,500.00	15.00%	8,500.00	150.00
10	Division 3-Concrete-Stairs 6-Bldg 6	10,000.00	8,500.00			1,500.00	15.00%	8,500.00	150.00
11	Division 3-Concrete-Stairs 7-Bldg 6	10,000.00				10,000.00	100.00%	-	1,000.00
12	Division 3-Concrete-Stairs 8-Bldg 6	10,000.00				1,500.00	15.00%	8,500.00	150.00
13	Division 3-Concrete-Stairs 9-Bldg 6	10,000.00				1,500.00	15.00%	8,500.00	150.00
14	Division 5-Metals-Stairs 1-Bldg 3	20,000.00	19,000.00	1,000.00		1,500.00	15.00%	8,500.00	150.00
15	Division 5-Metals-Stairs 2-Bldg 3	21,833.00		20,741.35		20,000.00	100.00%	-	2,000.00
16	Division 5-Metals-Stairs 3-Bldg 3	23,000.00		9,200.00		20,741.35	95.00%	1,091.65	2,074.14
17	Division 5-Metals-Stairs 4-Bldg 3	21,000.00				9,200.00	40.00%	13,800.00	920.00
18	Division 5-Metals-Stairs 5-Bldg 4	25,000.00						21,000.00	
19	Division 5-Metals-Stairs 6-Bldg 6	20,000.00	18,000.00					25,000.00	
20	Division 5-Metals-Stairs 7-Bldg 6	20,000.00				20,000.00	100.00%	-	2,000.00
21	Division 5-Metals-Stairs 8-Bldg 6	19,000.00						20,000.00	
22	Division 5-Metals-Stairs 9-Bldg 6	27,953.00						19,000.00	
23	Division 9-Finishes-Repair damaged surfaces (All Stairs)	5,000.00				13,976.50	50.00%	13,976.50	1,397.65
24	Allowance for unforeseen conditions	10,000.00						5,000.00	
25	Punch List	4,000.00						10,000.00	
26	Close out	1,000.00						4,000.00	
27	Change Order-01	24,000.00		8,400.00		8,400.00	35.00%	1,000.00	840.00
	Total	421,786.00	43,000.00	77,341.35		182,817.05		222,968.15	18,281.79

**APARRI ENGINEERING, LLC**

131 Main Street, Suite #180
Hackensack, New Jersey 07601
Tel: 201 343 7747

CHANGE ORDER# 1

From:

Aparri Engineering, LLC
131 Main Street Suite 180
Hackensack, NJ 07601

To: M&M Construction Technology, Inc.
1 Camner Avenue
Somerset, NJ 08873

ATTN: Mr. Ali Malik, Project Manager

Transmittal Date:

July 16, 2020

Project Name: **Replacement of Exterior
Stairs at Glenwood Place**

WE ARE SENDING YOU ☒ Attached

QUANTITY	DATE	DESCRIPTION
1 set	7/16/2020	Change Order# 1 (Approval from Summit HA Board of Commissioners)
1 set	7/16/2020	Drawings for CO# 1

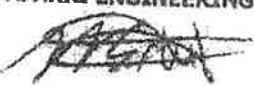
THESE ARE TRANSMITTED for your signature.

1. The Summit Housing Authority Board of Commissioners approved on June 24, 2020 the following changes to your contract:
 - a. The new total contract amount is \$ 421,786.00;
 - b. The project completion date was extended to September 15, 2020;
 - c. The lump sum amount for Change Order# 1 is \$24,000 for four (4) stairs comprising of the following:
 - i. Stair# 9, Building 6
 - ii. Stair# 8, Building 6
 - iii. Stair# 4, Building 3
 - iv. Stair# 3, Building 3
2. The scope of work is as shown in the drawings (attached), letter from the Executive Director (attached), Summit HA Board of Commissioners approval (attached).


REMARKS:

1. In accordance with paragraph 1.07 of Section 01 26 00 of the Project Manual, Change Order# 1 needs contractor's signature.
2. Contractor to proceed with CO# 1 in accordance with Board approval, contract drawings, project manual and other contract documents.

Recommended by:
APARRI ENGINEERING LLC


Jude Anthony Estiva, PE

Accepted by:
M&M CONSTRUCTION TECHNOLOGY INC.

Signature: 
Name: Ali Malik
Position: Project Manager
Date: 7/29/20

Approved by:
SUMMIT HOUSING
AUTHORITY
(See attached Board of
Commissioners
approval)

Attachment: 20201103155507 (7473 : Authorize Affordable Housing Trust Fund expenditure for rehabilitation)

NJ Department of Labor & Workforce Development

Payroll Certification for Public Works Projects

for Contractor and Subcontractor's Weekly and Final Certification

Other (specify) _____

[illegible]☐ Check if additional sheets used

I, the undersigned, do hereby state and certify:

(1) That I pay or supervise the payment of the persons employed by
K&D LINGARINI IRONWORKS LLC
(Contractor or Subcontractor)
on the SUMMIT HOUSING
(Project Name & Location)
that during the payroll period beginning on (date) 06/28/20 and
ending on (date) 07/14/20, all persons employed on said project
have been paid the full weekly wages earned, that no rebates have
been or will be made either directly or indirectly to or on behalf of the
afornamed Contractor or Subcontractor from the full weekly wages
earned by any person and that no deductions have been made either
directly or indirectly from the full wages earned by any person, other
than permissible deductions as defined in the New Jersey Prevailing
Wage Act, N.J.S.A. 34:11-56.25 et seq. and Regulation N.J.A.C.
12:60 et seq. and the Payment of Wages Law, N.J.S.A. 34:11-4.1 et
seq.

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered with the United States Department of Labor, Bureau of Apprenticeship and Training and enrolled in a certified apprenticeship program.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS

In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above-referenced payroll, payments of fringe benefits have been or will be made when due to appropriate programs for the benefit of such employees, as noted in Section 4(c) at right.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

☒ Each laborer or mechanic listed in the above-referenced payroll has been paid as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) at right.

(5) N.J.S.A. 12:60-2.1 and 5.1 – The Public Works employers shall submit to the public body or lessor a certified payroll record each pay period within 10 days of the payment of wages.

☒ By checking this box and typing my name below, I am electronically signing this application. I understand that an electronic signature has the same legal effect as a written signature.

Name **DANIEL FEDEJKO**

Title **OWNER**

Date Rec'd: 07/17/20

THE FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION.
- N.J.A.C. 17:27-58.25 ET SEQ. AND N.J.A.C. 17:27-58.26 ET SEQ. AND N.J.A.C. 17:27-58.27 ET SEQ.

4(c) Benefit Program Information in AMOUNT CONTRIBUTED PER HOUR (Must be completed if 4(a) is checked)
To calculate the cost per hour, divide 2,000 hours into the benefit cost per year per employee.

[illegible]

NJ Department of Labor & Workforce Development

Payroll Certification for Public Works Projects

for Contractor and Subcontractor's Weekly and Final Certification

Name of <input type="checkbox"/> Contractor or <input checked="" type="checkbox"/> Subcontractor		Business Address	Project Name	Other (specify)																				
K&D UNGARINI IRONWORKS LLC		56 NORTH LOGAN AVE	SUMMIT HOUSING AUTHORITY																					
FE.E.N. 02-0567079		Project Location:	Contract I.D. or Project I.D.																					
Payroll No. 9		Week Ending Date 07/11/2020 or <input type="checkbox"/> Final Certification	Contractor Registration # 13VH01507500	SUBMIT form by email: equalpayact@doj.nj.gov IMPORTANT: For purposes of law, you must also submit this form to the appropriate public body or lesser.																				
1. Employer Name and Address	2. Work Job Title <i>e.g., apprentice, journeyman, foreman</i>	Work Classification/ Occupational Category <i>e.g., carpenter, mason, plumber</i>	3. Demographics		4. Day and Date							5. Total Hours	6. Hourly Rate of Pay	7. Gross Amt. Earned				8. Deductions					9. Total Wages Paid for Week	10. Total Benefit Contributions
			Sex <i>Male or Female</i>	Race <i>See Key</i>	SU	MO	TU	WE	TH	FR	SA			This Project	This Week	FICA	Federal Tax	State Tax	Other (specify)					
KRYSZTOF JAKACKI 179 ANSLEM ROAD RICHBORO, PA 18940	STRUCTURAL FOREMAN	IRON WORKER	M		5	0	4	6	8	8	0	0	40.00	91.58	20,951.12	\$3,763.20	0.00	\$0.00	0.00	0.00	0.00	\$0.00	\$3,783.20	\$47.12
DANIEL FEDEJKO 14 BLUEBELL CT NEWTOWN, PA 18954	STRUCTURAL JOURNEYMAN	IRON WORKER	M		5	0	8	8	8	8	0	40.00	91.58	20,956.44	\$3,662.40	0.00	\$0.00	0.00	0.00	0.00	\$0.00	\$3,662.40	\$47.12	
LUKASZ DABROWSKI 247 ASPEN ROAD YARDLEY, PA 1067	STRUCTURAL JOURNEYMAN	IRON WORKER	M		5	0	8	8	8	8	0	40.00	91.58	20,956.44	\$3,662.40	0.00	\$0.00	0.00	0.00	0.00	\$0.00	\$3,662.40	\$47.12	
SALVINO ANTONES 140 JACKSON ST NEWARK, NJ 07105	STRUCTURAL JOURNEYMAN	IRON WORKER	M		5	0	8	8	8	8	0	40.00	91.58	20,956.44	\$3,662.40	0.00	\$0.00	0.00	0.00	0.00	\$0.00	\$3,662.40	\$47.12	
					5	0	8	8	8	8	0	40.00	91.58	20,956.44	\$3,662.40	0.00	\$0.00	0.00	0.00	0.00	\$0.00	\$3,662.40	\$47.12	
					5	0	8	8	8	8	0	40.00	91.58	20,956.44	\$3,662.40	0.00	\$0.00	0.00	0.00	0.00	\$0.00	\$3,662.40	\$47.12	
					5	0	8	8	8	8	0	40.00	91.58	20,956.44	\$3,662.40	0.00	\$0.00	0.00	0.00	0.00	\$0.00	\$3,662.40	\$47.12	
					5	0	8	8	8	8	0	40.00	91.58	20,956.44	\$3,662.40	0.00	\$0.00	0.00	0.00	0.00	\$0.00	\$3,662.40	\$47.12	
					5	0	8	8	8	8	0	40.00	91.58	20,956.44	\$3,662.40	0.00	\$0.00	0.00	0.00	0.00	\$0.00	\$3,662.40	\$47.12	
					5	0	8	8	8	8	0	40.00	91.58	20,956.44	\$3,662.40	0.00	\$0.00	0.00	0.00	0.00	\$0.00	\$3,662.40	\$47.12	
					5	0	8	8	8	8	0	40.00	91.58	20,956.44	\$3,662.40	0.00	\$0.00	0.00	0.00	0.00	\$0.00	\$3,662.40	\$47.12	
					5	0	8	8	8	8	0	40.00	91.58	20,956.44	\$3,662.40	0.00	\$0.00	0.00	0.00	0.00	\$0.00	\$3,662.40	\$47.12	
					5	0	8	8	8	8	0	40.00	91.58	20,956.44	\$3,662.40	0.00	\$0.00	0.00	0.00	0.00	\$0.00	\$3,662.40	\$47.12	
					5	0	8	8	8	8	0	40.00	91.58	20,956.44	\$3,662.40	0.00	\$0.00	0.00	0.00	0.00	\$0.00	\$3,662.40	\$47.12	
					5	0	8	8	8	8	0	40.00	91.58	20,956.44	\$3,662.40	0.00	\$0.0							

☐ Check if additional sheets used

THE FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. - N.J.S.A. 34:11-25 ET SEQ. AND N.J.A.C. 12:60 ET SEQ. AND N.J.S.A. 34:11-2.1 ET SEQ.

[illegible]

NJ Department of Labor & Workforce Development

Payroll Certification for Public Works Projects for Contractor and Subcontractor's Weekly and Final Certification

Other (specify):

[illegible]☐ Check if additional sheets used

MW-562 (9/19)

NJ Department of Labor & Workforce Development

Payroll Certification for Public Works Projects

for Contractor and Subcontractor's Weekly and Final Certification

Other (specify) _____

Name of <input type="checkbox"/> Contractor or <input checked="" type="checkbox"/> Subcontractor K&D UNGARINI IRONWORKS LLC		Business Address 56 NORTH LOGAN AVE		Project Name SUMMIT HOUSING AUTHORITY Contract I.D. or Project I.D.		SUBMIT form by email: equalpayact@dol.nj.gov	
F.E.I.N. 02-0567079		Payroll No. 11		Date Wages Due & Paid (month/year) 08/11/2020		Week Ending Date 08/01/2020 or <input type="checkbox"/> Final Certification	
		Project Location SUMMIT HOUSING AUTHORITY GLENWOOD PLACE #50 SUMMIT, NJ		Contractor Registration # 13VHO1507500		IMPORTANT: For purposes of law, you must also submit this form to the appropriate public body or lessor.	

1. Employer Name and Address	2. Work		3. Demographics		4. Day and Date SU MO TU WE TH FR SA 07/20 07/21 07/22 07/23 07/24 07/25 07/26 Hours worked each day	5. Total Hours	6. Hourly Rate of Pay	7. Gross Pmt. Earned		8. Deductions					9. Net Wages Paid for Week	10. Fringe Benefit Cost/Hour	
	Job Title e.g., apprentice, journeyman, foreman	Work Classification/ Occupational Category e.g., carpenter, mason, plumber	Sex M=Male F=Female	Race See Key				This Project	This Week	FICA	Federal Tax	State Tax	Other (specify)	Total Deductions			
KRYSZTOF JAKACKI 179 ANSLEM ROAD RICHBORO, PA 18940	STRUCTURAL FOREMAN	IRON WORKER	M		S O	16.00	\$4.34	22,464.44	\$1,513.28	0.00	\$0.00	0.00	0.00	0.00	\$0.00	\$1,513.28	\$47.12
DANIEL FEDEJKO 14 BLUEBELL CT NEWTOWN, PA 18954	STRUCTURAL JOURNEYMAN	IRON WORKER	M		S O	16.00	\$1.56	22,423.40	\$1,464.96	0.00	\$0.00	0.00	0.00	\$0.00	\$1,464.96	\$47.12	
LUKASZ DABROWSKI 247 ASPEN ROAD YARDLEY, PA 1067	STRUCTURAL JOURNEYMAN	IRON WORKER	M		S O	16.00	\$1.56	10,587.20	\$0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$0.00	\$47.12	
SALVINO ANTONES 140 JACKSON ST NEWARK, NJ 07105	STRUCTURAL JOURNEYMAN	IRON WORKER	M		S O	16.00	\$1.56	3,000.12	\$0.00	0.00	\$0.00	0.00	0.00	\$0.00	\$0.00	\$47.12	
MARCIN WIESZCZEK 7018 N RADCLIFFE ST BENSEALEM, PA 19007	STRUCTURAL JOURNEYMAN	IRON WORKER	M		S O	16.00	\$1.56	1,064.00	\$1,064.94	115.00	\$100.92	26.71	9.41	2.55	\$263.17	\$1,701.64	\$47.12
					S O												
					O												
					S												
					O												
					S												
					O												
					S												
					O												

KEY: W= White; B= Black or African American;

☐ Check if additional sheets used

I, the undersigned, do hereby state and certify:

- (1) That I pay or supervise the payment of the persons employed by
K&D UNGARINI IRONWORKS LLC
 (Contractor or Subcontractor)
 on the SUMMIT HOUSING
 (Project Name & Location)
 that during the payroll period beginning on (date) 07/26/20 and
 ending on (date) 08/01/20, all persons employed on said project
 have been paid the full weekly wages earned; that no rebates have
 been or will be made either directly or indirectly to or on behalf of the
 aforementioned Contractor or Subcontractor from the full weekly wages
 earned by any person and that no deductions have been made either
 directly or indirectly from the full wages earned by any person, other
 than permissible deductions as defined in the New Jersey Prevailing
 Wage Act, N.J.S.A. 34:11-56.25 et seq. and Regulation N.J.A.C.
 12:60 et seq. and the Payment of Wages Law, N.J.S.A. 34:11-4.1 et
 seq.

- (2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

- (3) That any apprentices employed in the above period are duly registered with the United States Department of Labor, Bureau of Apprenticeship and Training and enrolled in a certified apprenticeship program.

- (4) That:

- (a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS.

- ☐ In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above-referenced payroll, payments of fringe benefits have been or will be made when due to appropriate programs for the benefit of such employ ees, as noted in Section 4(c) at right.

- (b) WHERE FRINGE BENEFITS ARE PAID IN CASH

- ☒ Each laborer or mechanic listed in the above referenced payroll has been paid as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) at right

- (5) N.J.S.A. 12:60-2.1 and 5.1 - The Public Works employers shall submit to the public body or lessor a certified payroll record each pay period within 10 days of the payment of wages.

- ☒ By checking this box and typing my name below, I am electronically signing this application. I understand that an electronic signature has the same legal effect as a written signature.

Name **DANIEL FEDEJKO**

Title OWNER

Date 08/11/20

THE FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION.
- N.J.S.A. 34:11-56.25 ET SEQ. AND N.J.A.C. 17:20 ET SEQ. AND N.J.S.A. 34:11-1 ET SEQ.

- 4(c) **Benefit Program Information in AMOUNT CONTRIBUTED PER HOUR** (Must be completed if 4(a) is checked)
To calculate the cost per hour, divide 2,000 hours into the benefit cost per year per employee.

[illegible]

NJ Department of Labor & Workforce Development

Payroll Certification for Public Works Projects for Contractor and Subcontractor's Weekly and Final Certification

Other (specify)

Name of ☐ Contractor or ☒ Subcontractor
K&D UNGARINI IRONWORKS LLC

Business Address
56 NORTH LOGAN AVE

Project Name
SUMMIT HOUSING AUTHORITY
Contract I.D. or Project I.D.

SUBMIT form by
email: equaipayact@dol.nj.gov

F.E.I.N. **02-0567079**

Payroll No.
12

Date Wages Due
& Paid (must be weekly)
08/11/2020

Week Ending Date
08/08/2020
or ☐ Final Certification

Project Location
**SUMMIT HOUSING AUTHORITY
GLENWOOD PLACE #50 SUMMIT, NJ**

Contractor Registration #
13VH01507500

IMPORTANT: For purposes of law,
you must also submit this form to
the appropriate public body or lessor.

1. Employee Name and Address	2. Work Job Title e.g., apprentice, journeyman, foreman	3. Demographics Work Classification/ Occupational Category e.g., carpenter, mason, plumber Sex M=Male F=Female O=Other design Race See Key	4. Day and Date SU MO TU WE TH FR SA 08/02 08/03 08/04 08/05 08/06 08/07 08/08 Future's working each day	5. Total Hours	6. Hourly Rate of Pay	7. Gross Amt. Earned		8. Deductions				9. Net Wages Paid for Week	10. Total Fringe Benefit Cost/ Hour	
						This Project	Other Work	FICA	Federal Tax	State Tax	Other (specify)			Total Deductions
KRYSZTOF JAKACKI 179 ANSLEM ROAD RICHBORO, PA 18940	STRUCTURAL FOREMAN	IRON WORKER M	1 0 0 0 0 0 0	16.00	94.58									
DANIEL FEDEJKO 14 BLUEBELL CT NEWTOWN, PA 18954	STRUCTURAL JOURNEYMAN	IRON WORKER M	5 0 0 0 0 0 0	16.00	21.56									
LUKASZ DABROWSKI 247 ASPEN ROAD YARDLEY, PA 1067	STRUCTURAL JOURNEYMAN	IRON WORKER M	5 0 0 0 0 0 0	16.00	91.56									
SALVINO ANTONES 140 JACKSON ST NEWARK, NJ 07105	STRUCTURAL JOURNEYMAN	IRON WORKER M	5 0 0 0 0 0 0	16.00	89.26									
MARCIN WIESZCZEK 7018 N RADCLIFFE ST BENSALEM, PA 19007	STRUCTURAL JOURNEYMAN	IRON WORKER M	5 0 0 0 0 0 0	16.00	81.56									
			0 0 0 0 0 0 0											
			0 0 0 0 0 0 0											
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			0 0 0 0 0 0 0											
			0 0 0 0 0 0 0											
			0 0 0 0 0 0 0											
			0 0 0 0 0 0 0											

KEY W= White; B= Black or African American;
A= Asian; N= American Indian or Native Alaskan;
I= Native Hawaiian or Pacific Islander; M= 2 or More

☐ Check if additional sheets used

MW-562 (9/19)

APPLICATION AND CERTIFICATION FOR PAYMENT

TO (OWNER):
 Summit Housing Authority
 512 Springfield Avenue
 Summit, NJ 07901

FROM (CONTRACTOR):
 M & M Construction Technology Inc.
 1 Carner Avenue, Somerset, NJ 08871

CONTRACT JOB: Replacement of Exterior Stairs Building N05, E4, and b, Glenwood Place Development

DATE OF ORDER: 5/16/11
 APPLICATION DATE: 08/12/11
 PERIOD 10 OR GE 24
 RESOLUTION: 11/24/11
 CONTRACT DATE: 11/22/11
 VENDOR:

DATE: 08/12/11
 OWNER:
 ADDRESS:
 CONTRACTOR:
 INVOICE:

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY

Change order summary in previous months by Owner:

Approved this Month		ADDITIONS	DEDUCTIONS
Number	Date Approved		
1	June 26, 2010	24,000.00	
TOTAL:		24,000.00	

NOT FOR THE MONTH OF:

The undersigned Contractor certifies that to the best of the Contractor's knowledge and belief, the work covered by this Application for Payment is in accordance with the contract documents, that all previous payments have been made in full, and that the work covered by this Application for Payment is in accordance with the contract documents.

CONTRACTOR:

Signature of Contractor:

Signature of Owner:

Notary Public:

My commission expires:

MUBBARAH DRI
 A Notary Public of New Jersey
 Notary Public ID# 2466981
 My Commission Expires August 21, 2012

Approved for Payment by Owner or by Architect on behalf of the Owner:

That 40% of the amount is retained:

ORIGINAL CONTRACT SUM

Net change by change orders
 CONTRACT SUM TO DATE: 142,175.00
 TOTAL COMPLETED AND STORED TO DATE:
 Retention (12%)

142,175.00
 17,061.00

125,114.00
 125,114.00

125,114.00
 125,114.00

125,114.00
 125,114.00

125,114.00
 125,114.00

125,114.00
 125,114.00

125,114.00
 125,114.00

CERTIFICATE FOR PAYMENT

I hereby certify that the work covered by this Application for Payment is in accordance with the contract documents, that all previous payments have been made in full, and that the work covered by this Application for Payment is in accordance with the contract documents.

I hereby certify that the work covered by this Application for Payment is in accordance with the contract documents, that all previous payments have been made in full, and that the work covered by this Application for Payment is in accordance with the contract documents.

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I hereby certify that the work covered by this Application for Payment is in accordance with the contract documents, that all previous payments have been made in full, and that the work covered by this Application for Payment is in accordance with the contract documents.

I hereby certify that the work covered by this Application for Payment is in accordance with the contract documents, that all previous payments have been made in full, and that the work covered by this Application for Payment is in accordance with the contract documents.

CONTINUATION SHEET

ATA Documents 0702 APPLICATION AND SUBMITTAL FOR PAYMENT containing
Contractor's signed Certification is attached
in Tabulations below, amounts are stated to the nearest cent.
Use Column 1 on Contracts where variable retainage 1, 1 line item may apply.

1. SUMMARY ORDER
APPLICATION NUMBER: 20201103155507
APPLICATION DATE: 8/12/20
PROJECT TO: 7473

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D FROM PREVIOUS APPLICATION	E THIS PERIOD	F MAINTENANCE PREVIOUSLY STATED UNDER OTHER ITEMS	G TOTAL COMPLETED AND STORED TODATE	H P.C.	I BALANCE TO FINISH (C.G.)	J RETAINAGE 10%
1	Bonds and Insurance	15,000.00				15,000.00	100.00%		
2	Division 1-General Conditions-General Requirements	25,000.00				25,000.00	100.00%		
3	Division 2 Existing Conditions-Demolition	50,000.00	5,500.00	5,000.00		30,000.00	60.00%	5,000.00	1,500.00
4	Division 3-Concrete-Stairs 1-Bldg 3	10,000.00		5,500.00		16,500.00	65.00%	17,500.00	1,650.00
5	Division 3-Concrete-Stairs 2-Bldg 3	10,000.00		5,500.00		10,000.00	100.00%		
6	Division 3-Concrete-Stairs 3-Bldg 3	10,000.00		5,500.00		10,000.00	100.00%		
7	Division 3-Concrete-Stairs 4-Bldg 3	10,000.00				10,000.00	100.00%		
8	Division 3-Concrete-Stairs 5-Bldg 3	10,000.00				10,000.00	100.00%		
9	Division 3-Concrete-Stairs 6-Bldg 3	10,000.00				10,000.00	100.00%		
10	Division 3-Concrete-Stairs 7-Bldg 3	10,000.00				10,000.00	100.00%		
11	Division 3-Concrete-Stairs 8-Bldg 3	10,000.00				10,000.00	100.00%		
12	Division 3-Concrete-Stairs 9-Bldg 3	10,000.00				10,000.00	100.00%		
13	Division 5-Metals-Stairs 1-Bldg 3	20,000.00	5,000.00	1,000.00		20,000.00	100.00%		
14	Division 5-Metals-Stairs 2-Bldg 3	20,000.00				20,000.00	100.00%		
15	Division 5-Metals-Stairs 3-Bldg 3	20,000.00				20,000.00	100.00%		
16	Division 5-Metals-Stairs 4-Bldg 3	20,000.00				20,000.00	100.00%		
17	Division 5-Metals-Stairs 5-Bldg 3	20,000.00				20,000.00	100.00%		
18	Division 5-Metals-Stairs 6-Bldg 3	20,000.00				20,000.00	100.00%		
19	Division 5-Metals-Stairs 7-Bldg 3	20,000.00				20,000.00	100.00%		
20	Division 5-Metals-Stairs 8-Bldg 3	20,000.00				20,000.00	100.00%		
21	Division 5-Metals-Stairs 9-Bldg 3	20,000.00				20,000.00	100.00%		
22	Division 5-Metals-Stairs 10-Bldg 3	20,000.00				20,000.00	100.00%		
23	Division 5-Metals-Stairs 11-Bldg 3	20,000.00				20,000.00	100.00%		
24	Allowance for unforeseen conditions	10,000.00				10,000.00	100.00%		
25	Punch List	10,000.00				10,000.00	100.00%		
26	Close out	1,000.00				1,000.00	100.00%		
27	Change Order 01	1,000.00				1,000.00	100.00%		
	Total	42,000.00	10,500.00	7,500.00		34,000.00	100.00%	1,500.00	1,500.00

APPLICATION AND CERTIFICATION FOR PARTIAL

AIA DOCUMENT C-302

PAGE OF PAGES 1

TO (OWNER) Summit Housing Authority
512 Springfield Avenue
Summit, NJ 07901

PURCHASE ORDER #
 APPLICATION NO.: SHA-8
 APPLICATION DATE: 03/09/20
 PERIOD TO: 03/06/20
 RESOLUTION # 19-247-3
 CONTRACT DATE: 07/22/2019
 VENDOR #

Distribution to:

<u> X </u>	OWNER
<u> X </u>	ARCHITECT
<u> </u>	CONTRACTOR
<u> </u>	INSPECTOR

FROM (CONTRACTOR):

M & M Construction Technology Inc.
1 Camner Avenue, Somerset, NJ 08873

CONTRACT FOR: Replacement of Exterior Stairs in Building NOS 3, 4, and 6, Glenwood Place Development

CONTRACTOR'S APPLICATION FOR

PAYMENT

CHANGE ORDER SUMMARY

Change order summary in previous months by Owner		ADDITIONS	DEDUCTIONS
TOTAL			
Approved this Month			
Number	Date Approved		
TOTALS			

Net change by change orders

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for payment has been completed in accordance with the Contract Documents, that all previous Certificates for Payment were issued and payments received from Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: _____ Date: 2/1/2014

State of: NEW JERSEY County of: SOMERSET

Subscribed and sworn to before me this 17 day of July, 2019

Notary Public: _____

My commission expires: 11/30/2011

My Commission Expires August 21, 2002

Application is made for payment, as above, in connection with the contract. Continuation

Sheet, AIA Document G702, is attached.

- | | | | | |
|----|---|----------|----|------------|
| 1. | ORIGINAL CONTRACT SUM | | \$ | 397,786.00 |
| 2. | Net change by change orders | | \$ | - |
| 3. | CONTRACT SUM TO DATE (Line 1+2) | | \$ | 397,786.00 |
| 4. | TOTAL COMPLETED AND STORED TO DATE | | \$ | 121,476.65 |
| | (Column G on G702) | | | |
| 5. | RETAINAGE | | | |
| a. | 10% of Completed Work | 12147.65 | | |
| | (Column D+E) | | | |
| b. | % of Stored Material | -0- | | |
| | (Column F on G703) | | | |
| | Total Retainage (Line 5a+5b or | | | |
| | Total in Column 1 of G702 | | \$ | 12,147.65 |
| 6. | TOTAL EARNED LESS RETAINAGE | | \$ | 109,329.00 |
| | (Line 4 less Line 5 Total) | | | |
| 7. | LESS PREVIOUS CERTIFICATES FOR | | | |
| | PAYMENT (Line 6 from prior Certificate) | | \$ | 70,628.85 |
| 8. | CURRENT PAYMENT DUE | | \$ | 38,700.00 |
| 9. | BALANCE TO FINISH, PLUS RETAINAGE | | \$ | 288,457.35 |
| | (Line 3 less Line 6) | | | |

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect/Inspector certifies to the Owner that to the best of his/her knowledge, information and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to the payment of the AMOUNT CERTIFIED.

Inspector: TEAM JUDGE ESTER Date: MARCH 17, 2010
Project Manager: TEAM JUDGE ESTER Date: MARCH 17, 2010

Project Manager: John J. Smith Date: March 1971
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AMOUNT CERTIFIED \$ 100,000.00
(Attach explanation if amount differs from the amount applied for.)

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 1

OF

PAGES 1

AIA Documents G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed Certification is attached.

In Tabulations below, amounts are stated to the nearest dollar.

Use Column 1 on Contracts where variable retainage for line items may apply

PURCHASE ORDER:

APPLICATION NUMBER: SHA-2

APPLICATION DATE: 3/9/2020

PERIOD TO: 3/6/2020

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D FROM PREVIOUS APPLICATION	E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G/C)	I BALANCE TO FINISH (C-G)	J RETAINAGE 10%
1	Bonds and Insurance	15,000.00	15,000.00			15,000.00	100.00%	-	1,500.00
2	Division 1-General Conditions/General Requirements	25,000.00	15,000.00			15,000.00	60.00%	10,000.00	1,500.00
4	Division 2-Existing Conditions-Demolition	50,000.00	11,000.00	5,500.00		16,500.00	72.00%	33,500.00	1,650.00
5	Division 3-Concrete-Stairs 1-Bldg 3	10,000.00	1,500.00			1,500.00	15.00%	8,500.00	150.00
6	Division 3-Concrete-Stairs 2-Bldg 3	10,000.00	1,500.00			1,500.00	15.00%	8,500.00	150.00
7	Division 3-Concrete-Stairs 3-Bldg 3	10,000.00	1,500.00			1,500.00	15.00%	8,500.00	150.00
8	Division 3-Concrete-Stairs 4-Bldg 3	10,000.00	1,500.00			1,500.00	15.00%	8,500.00	150.00
9	Division 3-Concrete-Stairs 5-Bldg 4	10,000.00	1,500.00			1,500.00	15.00%	8,500.00	150.00
10	Division 3-Concrete-Stairs 6-Bldg 6	10,000.00	1,500.00	2,500.00		10,000.00	100.00%	-	1,000.00
11	Division 3-Concrete-Stairs 7-Bldg 6	10,000.00	1,500.00			1,500.00	15.00%	8,500.00	150.00
12	Division 3-Concrete-Stairs 8-Bldg 6	10,000.00	1,500.00			1,500.00	15.00%	8,500.00	150.00
13	Division 3-Concrete-Stairs 9-Bldg 6	10,000.00	1,500.00			1,500.00	15.00%	8,500.00	150.00
14	Division 5-Metals-Stairs 1-Bldg 3	20,000.00		10,000.00		10,000.00	50.00%	10,000.00	1,000.00
15	Division 5-Metals-Stairs 2-Bldg 3	21,833.00						21,833.00	
16	Division 5-Metals-Stairs 3-Bldg 3	23,000.00						23,000.00	
17	Division 5-Metals-Stairs 4-Bldg 3	21,000.00						21,000.00	
18	Division 5-Metals-Stairs 5-Bldg 4	25,000.00						25,000.00	
19	Division 5-Metals-Stairs 6-Bldg 6	20,000.00	10,000.00	10,000.00		20,000.00	100.00%	-	2,000.00
20	Division 5-Metals-Stairs 7-Bldg 6	20,000.00						20,000.00	
21	Division 5-Metals-Stairs 8-Bldg 6	19,000.00						19,000.00	
22	Division 5-Metals-Stairs 9-Bldg 6	27,953.00	13,976.50			13,976.50	50.00%	13,976.50	1,397.65
23	Division 9-Finishes-Repair damaged surfaces (All Stairs)	5,000.00						5,000.00	
	Allowance for unforeseen conditions	10,000.00						10,000.00	
	Punch List	4,000.00						4,000.00	
	Close out	1,000.00						1,000.00	
	Total	397,786.00	76,476.50	43,000.00		121,476.50		276,309.50	12,147.65

288,457.15

Resolution (ID # 7504)
November 16, 2020

ADOPT CITY'S TRAFFIC CALMING GUIDELINES

WHEREAS, the Acting Director of the Department of Community Services ("Acting Director") advises that for the last several years, the Engineering Division and Police Department have received an increase in the number of requests for traffic calming measures to be installed or considered on municipally-owned roads, and

WHEREAS, typically, traffic calming is approached by utilizing the three (3) E's -- Engineering, Enforcement and Education, and as a result of these requests, and in addition to increased Education and Enforcement, the City implemented its first speed hump installation, added striping on certain roads, and reduced pavement widths and added bump outs, and

WHEREAS, the Acting Director further advises that these measures follow appropriate and approved standards, but the Division recognizes that many different types of traffic calming measures and strategies exist and should be utilized as part of the toolkit for traffic calming, and

WHEREAS, as a result, the Engineering Division has created "Traffic Calming Guidelines" to assist in the process of selecting appropriate measures as needed and to provide a defined means for residents to request traffic calming measures and to provide guidance to the City during the selection process, and

WHEREAS, said guidelines have been reviewed by the Capital Projects and Community Services Committee ("CAP") and Safety & Health Committee ("SH").

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

1. That it does hereby adopt the proposed "Traffic Calming Guidelines" as submitted by the Acting Director.
2. That upon adoption, said guidelines shall be posted on the City's website.
3. That said guidelines shall be used in the process of determining the need for traffic calming measures.

Dated: November 16, 2020

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Monday evening, November 16, 2020.

City Clerk



DCS - Engineering Division
R - Capital Projects & Community Services

www.cityofsummit.org

Meeting: 11/16/20 07:30 PM

RESOLUTION (ID # 7504)

DOC ID: 7504

TO: Mayor and Common Council

FROM: Aaron Schrager, City Engineer/ Deputy DCS Director

DATE:

SUMMARY

Over the last few years, the Engineering Division and Police Department have received an increase in requests for traffic calming measures to be installed or considered on municipally-owned roads. Typically, traffic calming is approached by utilizing the three (3) E's which are Engineering, Enforcement and Education. As a result of these requests and in addition to increased Education and Enforcement, the City has implemented its first speed hump installation, added striping on certain roads, and reduced pavement widths and added bumpouts. These measures follow appropriate and approved standards, but the Division recognizes that many different types of traffic calming measures and strategies exist and should be utilized as part of the toolkit for traffic calming.

The Engineering Division has created "Traffic Calming Guidelines" to assist in the process of selecting appropriate measures as needed and to provide a define means for residents to request traffic calming measures and provide guidance to the City during the selection process. The guidelines were previously reviewed by the Capital Projects and Safety Committees. If formally adopted, these guidelines will be posted to the City's website and utilized moving forward.



City of Summit

Traffic Calming Guidelines

Department of

Community Services

Division of Engineering

February 10, 2020

Aaron Schrager, City Engineer/DCS

Deputy Director

Rick Matias, Assistant City Engineer

Lori Toth, Assistant Engineer

Attachment: Traffic Calming Guidelines - Summit Rev 2.10.2020 (7504 : Adopt City's Traffic Calming Guidelines)

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INTRODUCTION

PURPOSE

The purpose of the City of Summit Traffic Calming Guidelines is to provide direction on the selection and implementation of traffic calming measures on City streets where the operational jurisdiction falls upon the City. This document shall be utilized as a guide to determine the viability of certain City-approved measures as well as to detail the process by which they can be requested, evaluated, installed, maintained and/or removed. Various traffic calming measures have unique eligibility requirements that govern their usage and these must be considered in each individual case.

It is important to highlight that traffic calming measures do not only include physical improvements to the roadway to change the behavior of drivers. The Three "E's", Education, Enforcement, and Engineering, are important to the proper planning and design of all pedestrian and vehicular facilities and are essential to their effective use and operation. This applies to all aspects of the various modes of transportation available within the City of Summit. The Three E's play a significant and crucial role within the City in increasing the safety of drivers, pedestrians and bicyclists alike. The three E's more specifically include:

Education: The intent of the Education portion of the Three E's is to remind drivers of the rules of the road, the proper speeds at which they should be traveling, and to be continually aware of their surroundings.

Enforcement: Second of the Three E's, Enforcement Involves an increased role of local law enforcement agencies, typically the local police, by issuing warnings or citations to drivers and pedestrians when they are observed in violation of rules and regulations.

Engineering: The last of the Three E's, Engineering includes various physical improvements to the hardscape of the right-of-way to alter the behavior of drivers, bicyclists, and/or pedestrians.

DEFINITIONS

Traffic Calming: Traffic Calming is the use of physical measures that reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for non-motorized street users to enhance safety.

<u>FHWA</u> :	Federal Highway Administration
<u>MUTCD</u> :	Manual on Uniform Transportation Control Devices
<u>NJAC</u> :	New Jersey Administrative Code
<u>Traffic Control</u> :	Techniques that promote highway safety and efficiency by providing for the orderly movement of all road users on streets, highways, bikeways and roads open to public travel
<u>Warrant</u> :	Refers to a transportation engineering condition that must be met for a traffic signal, lite or signed, to be installed

ELIGIBILITY

Only streets that fall under the jurisdictional responsibility of the City shall be considered for traffic calming measures, i.e. streets that are within the boundaries of the City of Summit and not under the jurisdiction of Union County, New Jersey Department of Transportation or any private entities. Streets that fall outside of the City jurisdiction will be discussed with Summit Common Council's Safety and Health Committee to determine if a formal request to the appropriate entity is warranted.

EXCLUSIONS

The following are not considered traffic calming measures and are not included as part of this guide:

- Stop signs (multi-way or individual) – Stop signs are considered a traffic control device, not a traffic calming device, and the FHWA's MUTCD specifically states that "stop signs should not be used for speed control". The intent of stops signs is to provide the proper right of way to drivers approaching an intersection.
- Speed limit reductions – Reductions require a formal engineering study and set based on roadway geometrics and the 85th percentile speed. Roads are designed for a specific speed and adjusting the speed to a lower limit may only accentuate the problem. They typically are not effective even if warranted by the study.
- New crosswalk installations – The placement of crosswalks where they do not exist by state law are not to be used as traffic calming devices. They are only to be used in accordance with state law to safely convey pedestrians across a travelled way.

- Traffic signal installations – Traffic signals may only be installed when they meet certain warrants outlined in the FHWA's MUTCD.
- Rectangular Rapid Flashing Beacons – RRFB's are used to highlight pedestrian crossings, enhancing pedestrian visibility and improving the pedestrian's safety as they cross the travelled way. Their installation must follow federal guidelines and shall not be considered a traffic calming measure.

Additionally, it is important to note that streets that are currently being utilized as a cut-through or as a detour due to a road closure that is in place for over one week, are not eligible for any permanent traffic calming measures.

GOALS

The primary goals of traffic calming measures within the City and of this document are:

- To increase safety for the uses of all City streets.
- Reduce excessive motor vehicle speeds on residential streets and areas of high pedestrian/vehicle interaction.
- To promote that City streets are equitable for all users.
- Reduce problematic neighborhood cut-through traffic.
- Control of traffic.
- Ensure that that installation of calming measures have minimal impact to emergency services.
- Reduce negative impacts to property owners within a study area.

PROCESS

REQUESTS FOR TRAFFIC CALMING MEASURES

A request for traffic calming measures shall be made in writing to the attention of the City Clerk using the appropriate form included in this document. Once received by the City Clerk, the request form is to be distributed to the Chief of Police, Director of Community Services, City Engineer, and the Common Council's Safety and Health Committee. All requests will be channeled to the Safety and Health Committee for discussion and consideration with input from the various City departments as necessary. Requests that require additional consideration will be reviewed and analyzed using approved and known traffic study methods. The City may request third party analysis from professionals when deemed necessary by Staff. Results of the analysis, with recommendations, will be provided to the Safety and Health Committee.

Requests for traffic calming measures, reports of a speeding situations or allegations of a street being utilized as a cut through should always be treated equitably. The actions taken to rectify the complaint must not only be justified to satisfy the perceived issue by the complainant or neighborhood, but must also be documented to be substantive. In order for traffic calming strategies to be effective, traffic data collection and analysis must first validate that the calming needs are legitimate. These traffic studies may include but are not limited to:

- Speed studies,
- Vehicle and pedestrian counts,
- Turning movement counts,
- Through-traffic surveys,
- Crash history,
- And intersection capacity analysis.

A comprehensive analysis will ensure that the most effective traffic calming strategy is used for the specified problem and will avoid inadvertently diverting the issue to surrounding areas and streets.

IMPLEMENTATION OF TRAFFIC CALMING MEASURES

The review of the various studies above for a given request may trigger several actions by the City on how to best address the concern. It is important to note that any traffic calming measure proposed

to resolve a concern can be categorized in any one of the Three E's. Each of the Three E's include an array of solutions that can assist the City in adjusting the driver behavior. Education can be as simple as promoting safe driving practices via social media platforms to placing digital messaging boards. Enforcement includes a varying degree of strict enforcement measures on those violating local and state law. Engineering includes the widest array of solutions from simple signage or striping to road alignment and reconstruction at problem areas.

As noted above, it is important to treat all requests equitably; however, it is also important to note that each solution has a cost that must be budgeted for accordingly. The Three E's noted should be used in an escalating fashion always beginning with simply educating the public on society's expectations of drivers and pedestrians. If the noted problem persists with little to no improvement then enforcement must increase in the area of question. If education, enforcement are attempted and additional further analysis conclude that a traffic calming measure may be warranted, the third E, engineering, may be utilized to determine if the implementation of any physical measures are appropriate.

The devised concept of a physical engineering change is to then be provided to the Safety and Health Committee for discussion and agreement to proceed. If agreed upon unanimously by those present, the proposed concept will be sent to the impacted property owners in an effort to obtain support and agreement. The City Engineer will determine the extent of the impacted property owners who are to be notified and those property owners whose feedback is required. If the feedback exceeds 66% in support, the measure will then be designed in detail for construction and installed when funding is available or specifically appropriated. A non-response by notified residents when requested will be considered to be in support of the proposal. No public or political support will be sought or required for education or enforcement measures taken by the City at any time.

Often, complaints are received or traffic calming measures are requested for streets that are listed on the City's adopted capital plan. At any time that an engineering solution is to be considered to calm traffic on a specific street that is already included in the current five (5) year capital plan, the anticipated traffic calming measure shall be included as part of the overall capital improvement project.

APPROVED TRAFFIC CALMING MEASURES

All traffic calming measures shall be implemented and installed in conformance with the FHWA, NJDOT, NJDOT Roadway Design Manual and any relevant police regulations related to enforcement.

EDUCATION BASED MEASURES:

The education element of the Three E's entails that drivers must be educated on society's expectation of their driving performance. Certain conditions may also warrant City staff taking specific measures to increase the drivers' awareness. Below are outlined several tools that can be used to further this awareness through education:

- General Education and Awareness Campaigns such as posts on social media, flyers, mailers and poster boards displayed in high visibility areas alerting the public to the concern.
- Targeted Education and Awareness Campaigns such as posts on social media directed towards specific neighborhoods or users of a specific street, poster boards displayed in the areas of concern and traffic warning stops by local enforcement officers.
- Placement of the Digital Messaging Board along areas of concern.
- Public service announcement on TV 36 and Common Council meetings.
- Speed awareness radar signs alerting drivers of their current speed.
- Replacement of existing traffic enforcement signs with higher visibility versions.

ENFORCEMENT BASED MEASURES:

The enforcement element of the Three E's is singular in nature as it is solely controlled by the local law enforcement agency. Police Departments nationwide have their own ways of stepping up police enforcement such as ticket blitz campaigns, placement of off-duty officers to increase their presence or setting up a surveillance mechanism just to name a few. The City shall request two types of enforcement-based measures that may be enacted by the Police Department as they see fit.

- General enforcement measures include the increased presence of police along routes of concerns to issue citations as deemed necessary to those drivers or pedestrians not in conformance with the law.

- Targeted enforcement measures include the designation of a police detail, for a period of time at an area of concern to continuously issues citations as deemed necessary to those drivers or pedestrians not in conformance with the law.

ENGINEERING BASED MEASURES:

Engineering based measures are the most costly measure as they often include physical changes to the existing roadway and often take the longest to install. They require proper consideration, design by a professional, capital funding for construction, temporary disruption during construction, and ongoing maintenance commitments. Engineering based measures to be considered for traffic calming measures within the City are:

- Refreshing of existing striping along the roadway to enhance visibility
- Addition of signs and road markings, including rumble markings and shoulder stripes
- Colored or textured pavements
- Roadway lane reconfigurations (Drive lanes, parking lanes, bus lanes, bicycle lanes, etc.)
- Roundabouts
- Traffic Islands
- Forced turning islands
- Vertical Raised Speed Tables (Raised intersection, tables and speed humps)
- Vertically Raised Crosswalks
- Chicanes
- Re-alignment of intersections
- Roadway chokers

The above engineering based measures can be used in conjunction with each other or with continued use of the previously attempted measures at education and enforcement. Many of the measures have components that require certification by the City Engineer or other City staff, but also require strict conformance to Federal and State regulations and guidelines. Liability is a key factor when these measures are being considered for use as their haphazard installation may have unfavorable legal results to the City. For all traffic calming measures, an engineered solution will only be considered for an 85th percentile speed that exceeds 33mph.

SPEED HUMPS

In recent years speed humps have become culturally popular in the United States as the preferred deterrent to speeding. However, speeds humps are considered a vertical speed table style type of traffic calming measure and as noted above should only be considered as part of the Engineering

phase of traffic calming after Education and Enforcement measures have been attempted without success.

Additionally, speed humps tend to have several undesirable features that tend to be forgotten when residents call for their installation. Speed humps can add to the surrounding noise pollution, may not necessarily reduce speeds in the area before and past the hump, are costly to install and may become maintenance issues for municipalities that must plow snow during the winter months.

The use of Speed humps as a common traffic calming method forced the state of New Jersey to amend Title 39 of the NJAC to govern their installation (see NJAC 39:4-8.10). The law adopts the engineering practices recommended for speed humps by the Institute of Transportation Engineers (ITE) as the applicable design standard and practice for speed humps on municipal roads. The criteria for consideration of the implementation of a speed humps within the City are as follows:

- The roadway must be a two lane residential street or a one way residential street
- The speed limit must be 30 MPH or less
- The ADT volume must be 2,500 vehicles or less
- May only be installed of roadway slopes of 5% or less
- Acceptance of a majority of the property owners within 100' of the proposed location in each direction
- Signed in accordance with MUTCD
- Roadway has an 85th percentile speed of 33 mph or greater
- Written agreement from Summit Fire Department, Summit Police Department, Summit Emergency Services for the proposed location

The City's standards meet or exceed both the NJDOT and ITE for speed hump installation.

EVALUATION, MODIFICATION OR REMOVAL

Once traffic calming measures have been in place for a minimum of twelve (12) months, City Staff shall prepare an evaluation of the post-effects of the traffic calming measure. The evaluation is to be reviewed by City staff and the Safety and Health Committee and may include recommendations to install additional traffic calming measures, to maintain the status quo, or to modify or remove the traffic calming measures that were installed.

City of Summit

Traffic Calming Request Form

CONTACT INFORMATION

Name: _____

Address: _____

Phone: _____

Email: _____

LOCATION INFORMATION

Street: _____

Intersection: _____

Describe the concern: _____

Submit this form along with any pertinent documentation, photos or data to:

City of Summit
City Clerk
Traffic Calming Request Form
512 Springfield Avenue
Summit NJ 07901

Resolution (ID # 7393)
November 16, 2020

**AWARD BID - 2021-2022 ON-SITE VEGETATIVE WASTE GRINDING SERVICES - NOT TO
EXCEED \$85,000.00 PER YEAR**

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

1. That bids received by the Purchasing Agent on Tuesday, October 27, 2020, shall be awarded as follows:

2021-2022 ON-SITE VEGETATIVE WASTE GRINDING SERVICES

The Firewood Farm Inc.
325 Bergen St.
South Plainfield NJ 07080

Full Day Rate \$4,000.00

Half Day Rate \$3,000.00

Vendor agrees to one (1) 2-year extension option

2. That funds will be certified from the account for disposal fees subject to inclusion in and adoption of each of the contract years' operating budget not to exceed \$85,000.00 per year.

Dated: November 16, 2020

I, Rosalia M. Licatense, 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 16, 2020.

City Clerk



DCS - Public Works Division
R - Capital Projects & Community Services

www.cityofsummit.org

Meeting: 11/16/20 07:30 PM

RESOLUTION (ID # 7393)

DOC ID: 7393

TO: Mayor and Common Council

FROM: Aaron Schrager, City Engineer/ Deputy DCS Director

DATE: October 15, 2020

SUMMARY

The City regularly utilizes on-site vegetative waste grinding services throughout the year. This process, also known as tub grinding, is utilized to grind branch, brush and leaf debris that is collected by the City as well as vegetative debris that is brought to the transfer station by residents and commercial landscapers. Additional tub grinding may be required after storm events. The City's current two (2) year contract is expiring and the Department bid this service out instead of extending the current contract. Five (5) bids were received on Tuesday, October 27, 2020. The lowest bidder, The Firewood Farm of South Plainfield, offered a half day rate of \$3,000 per day and a full day rate of \$4,000 per day. These rates are less than the City is currently contracted for. The proposed contract would include on-call services as needed, based on fixed daily and half-day rates. The contract will run a two-year term, January 2021 through December 2022, and include an option for one (1) two-year extension if the services provided under the contract are found acceptable.

Based on the above referenced information, I request that Council award a not to exceed contract for \$85,000 to The Firewood Farm, Inc. of 325 Bergen Street, South Plainfield, NJ 07080 for On-Site Vegetative Waste Grinding Services.

Funding for this service will be subject to inclusion in and adoption of each applicable contract year's operating budget in line item 1-01-26-308-000-000 "Disposal Charges".

2021-2022 ON-SITE VEGETATIVE WASTE GRINDING
SUMMARY OF BIDS AS SUBMITTED ON 10/27/2020
Subject to Attorney/Staff Review

	The Firewood Farm Inc. 325 Bergen St. South Plainfield NJ 07080	JH Reid On-Site Recycling Inc. 172 Baekeland Ave. Middlesex NJ 08846	Environmental Renewal LLC 27 Andrews Dr. Woodland Park NJ 07424	Nature's Choice Corporation 1106 Millstone River Rd. Hillsborough NJ 08844	Britton Industries Inc. 227 Bakers Basin Rd. Lawrenceville NJ 08648
Full Day Rate	\$4,000.00	\$4,100.00	\$4,890.00	\$5,350.00	\$7,500.00
Half Day Rate	\$3,000.00	\$3,900.00	\$3,890.00	\$4,000.00	\$7,500.00
Agree to Contract Extension Option 1/1/23-12/31/24	Yes	Yes	No	Yes	Yes

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: 11/16/2020
Resolution Doc Id: 7393

Vendor: The Firewood Farm Inc.
325 Bergen Street
South Plainfield, NJ 07080

Purchase Order: 2021 to be determined upon adoption of 2021 Budget
2022 to be determined upon inclusion in and adoption of the 2022 Budget

Account Number	Amount	Account Description
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1-01-26-308-000-000	\$85,000.00	Disposal Charges
---------------------	-------------	------------------

Contract Total \$ 85,000.00

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

Tammie L. Baldwin
City Treasurer/CFO

**AUTHORIZE NEGOTIATED CONTRACT - 2020-2021 SNOW & ICE REMOVAL SERVICES
(WALKS & OPEN SPACES) - NOT TO EXCEED \$25,000.00 PER YEAR**

WHEREAS, no bids were received for 2020-2021 Snow and Ice Removal Services (Walks and Open Spaces) with one (1) two-year extension option January 1, 2022 through December 31, 2023 on September 24, 2019 (“Services”), and

WHEREAS, one bid was received for \$320.00 per hour for the Services on November 7, 2019 which was rejected pursuant to N.J.S.A. 40A:11-13.2.a because it substantially exceeds the cost estimate for the project based on a projected 10% increase over the hourly rate of services provided in the previous year, and

WHEREAS, Common Council adopted resolution #39100 dated December 3, 2019, which authorized negotiations for this project pursuant to NJSA 40A:11-5(3), and

WHEREAS, the rejected bidder did not respond to a request for negotiated terms of the Services, and

WHEREAS, the Acting DCS Director advises that ALS Inc. t/a Adam Scheppe Landscaping has provided a proposal to perform services at a rate of \$225.00 per hour in response to a request for negotiated terms of the Services, and

WHEREAS, the Acting DCS Director recommends awarding the 2020-2021 Snow and Ice Removal Services (Walks and Open Spaces) with one (1) two-year extension option January 1, 2022 through December 31, 2023 to ALS Inc. t/z Adam Scheppe Landscaping in an amount not to exceed \$25,000.00 per contract year, and

WHEREAS, the cost of said service is not to exceed \$25,000.00 per contract year and \$15,000.00 for the remainder of 2020 is available in account #0-01-26-290-000-407, and have been certified by the City Treasurer, attached hereto, and

WHEREAS, funds for subsequent contract years will be certified subject to inclusion in and adoption of the respective years’ operating budgets.

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

- . That the Mayor and City Clerk are hereby authorized and directed to sign an agreement with ALS, Inc. t/a Adam Scheppe Landscaping, PO Box 594, New Providence, NJ 07974, as described herein.
- . This contract is awarded without competitive bidding as exception in accordance with N.J.S.A. 40A:11-5(3) of the Local Public Contracts Law because it has been advertised unsuccessfully on two occasions.
- . That ALS, Inc. t/a Adam Scheppe Landscaping shall comply all terms and conditions of the 2020-2021 Snow and Ice Removal Services (Walks and Open Spaces) bid received November 7, 2019, including but not limited to one (1) two-year extension option January 1, 2022 through December 31, 2020, and 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.

Dated: November 16, 2020

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Monday evening, November 16, 2020.

City Clerk



Community Service Department (DCS)
R - Capital Projects & Community Services

www.cityofsummit.org

Meeting: 11/16/20 07:30 PM

RESOLUTION (ID # 7463)

DOC ID: 7463

TO: Mayor and Common Council

FROM: Aaron Schrager, City Engineer/ Deputy DCS Director

DATE: October 27, 2020

SUMMARY

The Division of Public Works will utilize outside consultants to assist with snow removal operations for City-owned open spaces and walkways. The opportunity was bid unsuccessfully twice in 2019 at which time the City negotiated a price of \$225 per hour with Adam Scheppe Landscaping. Scheppe has provided this service for the City in the past and has familiarity with the City and the Public Works management team. As in the past and to reduce costs, the City will only utilize the contractor for significant snow events and they will report directly to the RPST Foreman. Funding for this contract is available in the operating budget for contracted snow removal services. 01-26-290-000-407

The dollar value of the contract should not exceed \$15,000 for 2020 and \$25,000 in 2021. At this time I am requesting a contract be executed with Adam Scheppe Landscaping for the 2020-2021 Snow and Ice Removal Services (Walks and Open Spaces) with the option for a two (2) year extension.

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: 11/16/2020
Resolution Doc Id: 7463

Vendor: Adam Scheppe Landscaping
P.O. Box 594
New Providence, NJ 07974

Purchase Order: 2020 encumbered in PO #20-01561 and PO#20-00913
2021 to be determined upon inclusion in and adoption of the 2021 Budget

Account Number	Amount	Account Description
0-01-26-290-000-407	\$ 15,000.00	RRM – Snow Removal Services
1-01-26-290-000-407	<u>\$ 25,000.00</u>	RRM – Snow Removal Services
Contract Total	\$40,000.00	

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

Tammie L. Baldwin
City Treasurer/CFO

Resolution (ID # 7498)
November 16, 2020

**DECLARE VACANCY - PER DIEM SANITATION WORKER - DCS (PENDING CLOSED
SESSION DISCUSSION)**

Pending Closed Session discussion.

Resolution (ID # 7479)
November 16, 2020

**GRANT PERMISSION & SET FORTH CONDITIONS - AUTHORIZE EVENT DATE CHANGE
AND ADD TREE LIGHTING - 2020 MIRACLE ON ELM STREET EVENT**

WHEREAS, the Department of Community Programs (“DCP”) coordinates a variety of events for the City of Summit, and

WHEREAS, due to the COVID-19 Global Health Pandemic, the DCP has requested some modifications to its Miracle on Elm Street event to change the date of the event and to add a tree lighting activity as part of the festivities.

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

That the following modifications be and they are hereby authorized:

1. Change event date to Sunday, December 6, 2020 (Rain Date based on availability)
2. Addition of a tree lighting activity.

FURTHER RESOLVED, that in addition to the permissions and conditions set forth in Resolution #39254, adopted on March 10, 2020, the following additional permissions and conditions be and they are hereby authorized and imposed:

Event: **Miracle on Elm Street Ice Skating Event and Tree Lighting**
Village Green and Elm Street Parking Lot - Sunday, December 6, 19, 2020 -
12:00pm – 7:30 pm (Set-up at 7:00am, breakdown 11:30pm) (Rain Date:
Sunday, December 20, 2020 based on availability)

Additional Permissions:

1. With assistance of the Summit Fire Department, Santa will arrive by Fire Engine.
2. Temporary closure of Maple Street, from Broad Street to the first parking lot from 4:30pm to 8:00pm.
3. Use of the City’s lighting equipment.

Conditions:

1. The Applicant shall, at least two weeks before the event, arrange with the Superintendent of Public Works to address troubleshooting of any lighting issues.
2. The Applicant shall, at least two weeks before the event, confirm all details with the Fire Department and Santa, pertaining to the coordination of the Fire Department’s role in transporting Santa to the event.

3. In accordance with Section 3, Noise Restrictions, subsection 3-8.1 b. (7), of the Code, it is hereby determined that any additional use of a sound amplification system for this additional activity is appropriate for said event(s), and will not adversely affect the safety and general welfare of the public.
4. A copy of this resolution shall be provided to the members of the Property Use Committee and the Joint Dispatch.

Dated: November 16, 2020

I, Rosalia M. Licatese, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Monday evening, November 16, 2020.

City Clerk

39254

**GRANT PERMISSION AND SET FORTH CONDITIONS
2020 DEPARTMENT OF COMMUNITY PROGRAMS COORDINATED EVENTS**

March 10, 2020

WHEREAS, throughout the year, the Department of Community Programs (DCP) coordinates a variety of events on behalf of the Mayor's July 4th Celebration Committee, the Police Athletic League (PAL), the Summit Police Department as well as for the City of Summit, and

WHEREAS, the DCP has provided a list of community events for 2020 on behalf of the aforementioned organizations, as shown below, and

WHEREAS, in addition to meeting all the conditions of Section 12-1, Rules and Regulations For Use of Public Property of the Code, the 2020 DCP-coordinated events require additional permissions for all proposed events for 2020 as follows:

Event: **PAL Egg Hunt – Village Green – Saturday, April 4, 2020 (Rain Date: Sunday, April 5, 2020) - 1:00 pm – 3:00 pm (Set-up 10:00 am, break-down 4:00 pm).**

Permission:

1. Placement of the Showmobile on the Village Green is hereby authorized.
2. Placement of DCP Farm Wagon on the Village Green is hereby authorized.
3. Block a portion of Elm Street, from Broad Street including the first entrance of the Elm Street lot, from 10 a.m. to 5 p.m.

Conditions:

1. Event is subject to receiving the insurance certificate from the PAL as required in the property use ordinance or by the City's Risk Manager.
2. At least one week prior to the event date, a request shall be submitted to the Parking Services Manager for the number of barricades needed for the event.

Event: **"Leveling the Playing Field" Sports Equipment Drive – Saturday, May 2, 2020 rain or shine – 8:00 am – 4:00 pm – Soldier's Memorial Field**

Permission:

- The Department of Community Programs is authorized to hold a drive to collect used sporting good equipment to benefit underprivileged young athletes through a national non-profit organization called "Leveling the Playing Field."

Event: **PAL Pet Show - – Village Green – Saturday, May 2, 2020 (Rain Date: Sunday, May 3, 2020) – 1:00 pm – 3:00 pm (Set-up 11:00 am, breakdown 5:00 pm).**

Permission:

1. Placement of the Showmobile on the Village Green is hereby authorized.
2. Placement of DCP Farm Wagon on the Village Green is hereby authorized.

Conditions:

1. Event is subject to receiving the insurance certificate from the PAL, as required in the property use ordinance or by the City's Risk Manager.

2. A request shall be submitted to the Parking Services Manager for the number of barricades needed for the event.

Event: **Memorial Day Parade - Mayor's Fourth of July Celebration Committee – Village Green – Monday, May 25, 2020 – 10:00 am – 12:00 pm (no rain date) (Set-up 8:00 am, breakdown 2:00 pm).**

Permission:

1. Parade route starting at 10:00 a.m. from the Bouras parking lot to Beechwood Road, right onto Springfield Avenue, left onto Maple Street, left onto Broad Street, right onto Elm Street ending at the Village Green.
2. Placement of the Showmobile on the Village Green is hereby authorized.
3. Placement of DCP Farm Wagon on the Village Green is hereby authorized.

Conditions:

1. Event is subject to receiving the insurance certificate from the Mayor's Fourth of July Celebration Committee, as required in the property use ordinance and by the City's Risk Manager.
2. Event use of roadways or sidewalks is subject to supervision of the Police Chief.
3. Block a portion of Elm Street, from Broad Street to the first entrance of the Elm Street lot, for display of emergency vehicles.

Event: **Summit has Pride and 5K Color Run – Village Green – Saturday, June 6, 2020 (Rain Date: Sunday, June 7, 2020) - 5:00 pm to 10:00 pm (Set-up 2:00 pm, breakdown 11:00 pm).**

Permission:

1. Placement of the Showmobile on the Village Green is hereby authorized.
2. Placement of an inflatable movie screen on the Village Green is hereby authorized.
3. Placement of informational tables on the Village Green is hereby authorized and 10 x 10 tents on the Village Green is hereby authorized, subject to the approval of the Fire Inspector.
4. Trash and Recycling cans shall be provided by the Division of Public Works.
5. Light tower shall be provided by the Division of Public Works.

Conditions:

1. At least two weeks in advance, DCP shall be responsible for ensuring that food vendors obtain all required permits and approvals from the Board of Health and the Fire Department.
2. Portable toilets to be located as per the Director of the Department of Community Services, delivered no earlier than Saturday morning, locked until needed for race and removed no later than Monday morning.
3. That between 7:30 a.m. and 1:30 p.m., at the discretion of the Police Chief, the following city roads be closed:
 - The section of Elm Street between Broad Street and north end of the Elm Street parking lot for a short race with approximately 500 participants.\
4. In accordance with Section 3, Noise Restrictions, subsection 3-8.1 b. (7), of the Code, it is hereby determined that the proposed use of an amplification

system is appropriate for the purpose for which the DCP is using the Village Green and will not adversely affect the safety and general welfare of the public.

5. Per the request of the Police Department, at the discretion of the Police Chief, and subject to route change requirements, that for safety and security at the event, the DCP Director shall coordinate with the Police Department, at least two weeks in advance, for police coverage, which shall be subject to the approval of the Chief of Police.
6. Event is subject to the receiving and approval of the Certificate of Insurance and signed Hold Harmless agreements from each participating vendor required in the property use ordinance or by the City's Risk Manager.
7. Parking by event attendees is prohibited in the Chestnut and Library municipal parking lots.

Event: Mayor's Fourth of July Celebration Committee – Soldiers Memorial Field, Memorial Soccer Fields/Cornog Field House and Baseball Fields- Saturday, July 4, 2020 (Rain Date: Sunday, July 5, 2020 – 9:30 am – 11:00 pm (Set-up 5:00am, breakdown 12:00am) - Fireworks Display (at dusk) (In case rain date is needed on Sunday, July 5, activities will consist of fireworks display and musical entertainment only)

Permission:

1. Use of mechanical rides is hereby authorized.
2. Sale of food and the like is hereby authorized.
3. Soliciting of contributions specific to this public event pursuant to N.J.A.C. 5:34-9.4 (c).
4. Use of such amplification as may be necessary to announce specific events and aerial fireworks is hereby authorized.
5. Closing portions of Ashland Road and Myrtle Avenue, Larned Road, Clearview Avenue, Watchung Avenue and Parkview Terrace from 6:00 p.m. to 10:00 p.m. as determined by the Police Department.
6. Conducting a concert starting 7:00 p.m.
7. Conducting fireworks between 9:00 p.m. and 10:00 p.m. (rain date of Sunday, July 5, will consist of fireworks display and entertainment only).
8. Waiver of the New Jersey Prevention Bureau Fee.

Conditions:

- That permission to hold said event is subject to receiving the insurance certificates as required in the property use ordinance.
- At least two weeks in advance, DCP shall be responsible for ensuring that food vendors obtain all required permits and approvals from the Board of Health and the Fire Department.

Event: Hot Summit Nights Concert Series – DCP – Village Green – Tuesdays July 7, 14, 21 July 28 and August 11, 2020 – 7:00 pm – 8:30 pm (Set-up 4:00 pm, breakdown 11:00pm) (Rain Date: July 8, 15, 22 July 29 and August 12, 2020 subject to availability of Village Green and talent)

Permission:

1. Placement of the Showmobile, bands, tables, and 10 x10 tents on the Village Green is hereby authorized, subject to approval by the Fire Inspector.
2. That DCP shall be responsible for obtaining approval from the Department of Community Services regarding the appropriate size and wording of any promotional signs and/or banners to be displayed at the Village Green and other City owned properties.
3. That the installation of said promotional signs or banners at the Village Green, shall be displayed no more than 2 weeks prior to the first scheduled event and shall be removed on the Monday following the last scheduled event.
4. For Community Night only:
 - a. No parking on Elm Street after the Elm Street Parking Lot and before Broad Street.
 - b. No parking on Broad Street between Maple and Elm Street.
5. Trash and Recycling cans shall be provided by the Division of Public Works.
6. Light tower shall be provided by the Division of Public Works.

Conditions:

1. At least one week prior to the event date, a request shall be submitted to the Parking Services Manager for the number of barricades needed for the event.
2. At least one week prior to the event dates, a request shall be submitted to the Parking Services manager for bagging of meters on the Maple Street border to the Village Green and on the Elm Street border to the Village Green.
3. That permission to hold said event is subject to receiving the insurance certificates as required in the property use ordinance.
4. At least two weeks in advance, DCP shall be responsible for ensuring that food vendors obtain all required permits and approvals from the Board of Health and the Fire Department.

Event:

Screen on the Green Movie Series and Scream on the Green – Village Green – Thursdays, July 23 and 30, August 6 and 13, 2020 7:00 pm – 10:30 pm and Scream on the Green Friday, October 16, 2020 - 6:00 pm – 9:30 pm (Set-up 4:00pm, breakdown 10:00pm) (Rain Dates: July 27, August 3, August 10, August 17 and Friday, October 23, 2020).

Permission:

1. Placement of an inflatable movie screen, DJ music, information tables and 10x10 tents on the Village Green is hereby authorized, subject to the approval of the Fire Inspector.
2. Set-up of a bonfire, the DCP Director, shall, at least two weeks in advance of the event, advise the Fire Department and obtain any required permits for same and shall coordinate any required fire inspections with the Fire Department, which shall be subject to the approval of the Fire Inspector. *(For Scream on the Green only)*
3. Placement of DCP Farm Wagon on the Village Green is hereby authorized. *(For Scream on the Green only)*

4. That DCP shall be responsible for obtaining approval from the Department of Community Services regarding the appropriate size and wording of any promotional signs and/or banners to be displayed at the Village Green.
5. That the installation of said promotional signs or banners at the Village Green, shall be displayed no more than 2 weeks prior to the first scheduled event and shall be removed on the Monday following the last scheduled event.

Conditions:

- At least one week prior to the event date, a request shall be submitted to the Parking Services Manager for the number of barricades needed for the event.
- A request shall be submitted to the Director of Community Services, at least two weeks in advance of the event, to arrange for the placement of trash and recycle cans, light tower and cinder blocks (*For Scream on the Green only*).
- At least two weeks in advance, DCP shall be responsible for ensuring that food vendors obtain all required permits and approvals from the Board of Health and the Fire Department.

Event: National Night Out – Summit Police Department – Village Green – Tuesday, August 4, 2020 - 6:00pm – 9:00pm (Set-up 3:00pm, breakdown 11:00pm) (Rain Date: Wednesday, August 5, 2020)

Permission:

1. Placement of the Showmobile on the Village Green is hereby authorized.
2. Placement of DCP Farm Wagon on the Village Green is hereby authorized.
3. Display of various City, County and State vehicles and demonstrations.
4. Closure of Elm Street is hereby authorized.
5. That permission is granted to display “National Night Out” Banners at the Village Green and on the Mayor’s Balcony at City Hall.

Conditions:

- At least one week prior to the event date, a request shall be submitted to the Parking Services Manager for the number of barricades needed for the event.
- A request shall be submitted to the Director of Community Services, at least two weeks in advance of the event, to arrange for the placement of trash and recycle cans and light tower.
- At least two weeks in advance, DCP shall be responsible for ensuring that food vendors obtain all required permits and approvals from the Board of Health and the Fire Department.

Event: Fiesta Latina - Village Green – Friday, September 18, 2020 - 7:00pm - 9:30pm (Set-up 4:00pm, breakdown 10:00pm) (Rain Date: Friday, September 25, 2020)

Permission:

1. Placement of the Showmobile on the Village Green is hereby authorized.
2. Placement of DCP Farm Wagon on the Village Green is hereby authorized.
3. Dance floor is hereby authorized.
4. Cultural entertainers are hereby authorized.

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Conditions:

- At least one week prior to the event date, a request shall be submitted to the Parking Services Manager for the number of barricades needed for the event.
- A request shall be submitted to the Director of Community Services, at least two weeks in advance of the event, to arrange for the placement of trash and recycle cans and light tower.
- At least two weeks in advance, DCP shall be responsible for ensuring that food vendors obtain all required permits and approvals from the Board of Health and the Fire Department.

Event: **Haunted Hike – Martin’s Brook Park – Saturday, October 10, 2020 (Rain Date: Saturday, October 17, 2020) - 6:00 pm – 8:00 pm (Set-up 2:00 pm, break-down 9:00 pm).**

Permission:

1. Placement of decorations at Martin’s Brook Park.
2. Placement of informational tables and 10 x 10 tents is hereby authorized, subject to the approval of the Fire Inspector.
3. Use of the Carter House for story time provided by the Summit Public Library.
4. Use of generators to provide lighting along the trail.
5. Cider and donuts to be provided to participants free of charge.

Conditions:

1. Participants shall sign a hold harmless waiver as approved by the City’s Risk Manager.
3. At least two weeks in advance, the Applicant shall be responsible for ensuring that all food vendors obtain all required permits and approvals from the Board of Health and the Fire Department.
4. The Applicant shall coordinate with the Police Department, at least two weeks in advance, to obtain at least one (1) police officer for the duration of the event, which shall be subject to the approval of the Chief of Police.
5. The Applicant shall coordinate with the Department of Community Services, at least two weeks in advance, to obtain two (2) light towers along with trash cans for the duration of the event.
6. The Applicant shall be responsible for the set-up and clean-up of the event.
7. At the discretion of the Police Chief, partial or full road closure of Butler Parkway for safety and security at the event.
8. At least two weeks in advance of the event, the Applicant shall provide to the City Clerk’s Office and the Chief of Police, emergency contact information of DCP staff members who will be present for the duration of the event.

Event: **PAL Halloween Parade – Village Green – Saturday, October 24, 2020 - 3:00 pm - 5:00 pm (Set-up at 12:00pm, breakdown 7:00pm) (Rain Date: Sunday, October 25, 2019)**

Permission:

1. Parade route starting at 2:45pm. from the 25 DeForest Avenue parking lot to Beechwood Road, right onto Springfield Avenue, left onto Maple Street, left onto Broad Street, right onto Elm Street ending at the Village Green.
2. Placement of the Showmobile on the Village Green is hereby authorized.
3. Placement of DCP Farm Wagon on the Village Green is hereby authorized.

Conditions:

1. Event is subject to receiving the insurance certificate from the PAL as required in the property use ordinance or by the City's Risk Manager.
2. A request shall be submitted to the Director of Community Services, at least two weeks in advance of the event, to arrange for the placement of trash and recycle cans and light tower.
3. Event use of roadways or sidewalks is subject to supervision of the Police Chief.
4. At least one week prior to the event date, a request shall be submitted to the Parking Services Manager for the number of barricades needed for the event.

Event: **Miracle on Elm Street Ice Skating Event - Village Green and Elm Street Parking Lot - Saturday, December 19, 2020 - 2:00pm – 6:00 pm (Set-up at 10:00am, breakdown 11:00pm) (Rain Date: Sunday, December 20, 2019)**

Permission:

1. Placement of DCP Farm Wagon on the Village Green is hereby authorized.
2. Temporary installation of a synthetic ice skating rink in the Elm Street Lot, as well as the conduct of related activities on the Village Green is hereby authorized.
3. Set-up of a bonfire in the Elm Street Parking Lot, the DCP Director, shall, at least two weeks in advance of the event, advise the Fire Department and obtain any required permits for same and shall coordinate any required fire inspections with the Fire Department, which shall be subject to the approval of the Fire Inspector.
4. Closure of Elm Street is hereby authorized.

Conditions:

1. Proper installation of the synthetic ice skating rink shall be coordinated and supervised by the DCP Director or his designee(s).
2. All landscape areas to be protected by fence barriers where appropriate.
3. At least one week prior to the event date, a request shall be submitted to the Parking Services Manager for the number of barricades needed for the event.
4. At least one week prior to the event date, a request shall be submitted to the Parking Services Manager to properly display "No Parking after 12:00PM" signs at the Elm Street Lot.

5. That any use of tents, propane or open flame apparatus, the DCP Director, shall, at least two weeks in advance of the event, advise the Fire Department and obtain any required permits for same and the applicant shall coordinate any required fire inspections with the Fire Department, which shall be subject to the approval of the Fire Inspector.
6. At least two weeks in advance, DCP shall be responsible for ensuring that food vendors obtain all required permits and approvals from the Board of Health and the Fire Department.
7. That for safety and security at the event, the DCP Director shall coordinate with the Police Department, at least two weeks in advance, for off-duty police coverage, which shall be subject to the approval of the Chief of Police.
8. DCP shall coordinate the use of trash and recycling bins with the Division of Public Works.
9. Permission for the event and related activities is subject to receiving the insurance certificate and Hold Harmless Agreement from the ice skating rink vendor.
10. Emergency contact information for the ice skating rink vendor and DCP staff members who will be present at the event shall be submitted to the City Clerk's Office and the Chief of Police.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT that the following conditions shall apply to all events:

1. That whenever peddlers are included in any of the aforementioned events, that those holding valid peddler's licenses from the City of Summit shall be given the right of first refusal to peddle at said events.
2. That Property Restoration escrow deposits be and they are hereby waived.
3. That for all events requiring off-duty police officers for safety and security, the DCP Director, on behalf of the organization, shall coordinate same with Police Department, which shall be subject to the approval of the Chief of Police.
4. That for all events using tents over 10' x 10', grills, propane or open flame apparatus, the DCP Director, on behalf of the organization, shall advise the Fire Department and obtain any required permits for same and the applicant shall coordinate any required fire inspections with the Fire Department, which shall be subject to the approval of the Fire Inspector.
5. That for all events offering food and refreshments the DCP Director, on behalf of the organization, shall advise the Health Department so that if health permits and/or inspections are deemed required, the applicant shall coordinate same with the Health Department.
6. That for all events requiring workers from the Division of Public Works for maintenance and clean-up services the DCP Director, on behalf of the organization, shall coordinate same with the Public Works Manager.
8. In accordance with Section 3, Noise Restrictions, subsection 3-8.1 b. (7), of the Code, it is hereby determined that the proposed use of a sound amplification system is appropriate for said event(s), and will not adversely affect the safety and general welfare of the public.

9. Each participating musician or deejay shall provide their own power source for each event, where applicable.
10. In the event of an emergency and/or unsafe weather conditions, the DCP Director may alter the time and/or date of an event given that proper written notification is provided to the Police Chief and the City Clerk.
11. A copy of this resolution shall be provided to the members of the Property Use Committee and the Joint Dispatch.

FURTHER RESOLVED, that the Applicant shall provide the following to the Police Department and City Clerk at least two weeks in advance of the first event date for each event:

1. A complete list of all participating vendors, which shall include the vendor business name, name of person responsible in case of emergency, business mailing address, emergency contact cell number, email address and date of receipt of Hold Harmless Agreement, Certificate of Insurance and as applicable, proof of state certifications.
2. The Applicant shall obtain from all participating vendors, sponsors, musicians, deejays etc., for every event, a signed Hold Harmless Agreement, Certificate of Insurance, proof of State Certification, if applicable, etc., per requirements as set forth in the City's Code and approval from the Risk Manager.

Dated: March 10, 2020

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Tuesday evening, March 10, 2020.



City Clerk

Resolution (ID # 7480)
November 16, 2020

GRANT PERMISSION & SET FORTH CONDITIONS - SDI 2020 EVENT CHANGES

WHEREAS, in order to encourage a variety of activities in the downtown area, Summit Downtown, Inc. (SDI) has proposed several promotional events for 2020, and

WHEREAS, pursuant to Resolution 39235, adopted on February 19, 2020, the Common Council authorized permissions and set forth conditions for 2020 Summit Downtown Inc. Events, and

WHEREAS, due to the public health emergency, certain events require changes, and

WHEREAS, in addition to meeting all the conditions of Section 12-1, Rules and Regulations For Use of Public Property, of the Code, SDI requires additional permissions for all proposed events for 2020 as follows.

Event: Celebrate in Summit - Various Locations in Downtown Summit, Lyric Park and the Promenade - ~~Friday, December 4, 2020, 5:00 pm – 8:00 pm (Set-up 4:00 pm, breakdown 8:30 pm).~~

New Date: Saturday, December 19, 2020, 1:00pm - 4:00pm

Permissions:

1. Horse and Carriage Rides from ~~5:00 pm to 8:00 pm~~ 1:00pm to 4:00pm, subject to driver(s) and riders wear masks and practice social distancing in compliance with state guidelines.
2. Ice sculptor at the Promenade from 12:00pm to 4:00pm.

Event: Carriage and Carolers – Throughout Downtown Summit - Saturdays, December 5, 12 and 19, 2020, 1:00 pm – 4:00 pm (Set-up 12:00 pm, breakdown 4:30 pm).

Added Event Date: Saturday, November 28, 2020

Permissions:

3. Horse and Carriage Rides from 1:00 pm to 4:00 pm, subject to driver(s) and riders wear masks and practice social distancing in compliance with state guidelines.

FURTHER RESOLVED, that the Applicant shall provide the following to the Police Department and City Clerk at least two weeks in advance of the first event date for each event:

1. A complete list of all participating vendors, which shall include the vendor business name, name of person responsible in case of emergency, business mailing address, emergency contact cell number, email address and date of receipt of Hold Harmless Agreement, Certificate of Insurance and as applicable, proof of state certifications.

2. SDI shall obtain from all participating vendors, sponsors, musicians, deejays etc., for every event, a signed Hold Harmless Agreement, Certificate of Insurance, proof of State Certification, if applicable, etc., per requirements as set forth in the City's Code and approval from the Risk Manager.
3. A copy of this resolution shall be provided to the members of the Property Use Committee and the Joint Dispatch.

Dated: November 16, 2020

I, Rosalia M. Licatense, 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 16, 2020.

City Clerk

Resolution (ID # 7538)
November 16, 2020

**GRANT PERMISSION, SET FORTH CONDITIONS - SUMMIT JEWISH COMMUNITY
CENTER - MENORAH LIGHTING**

WHEREAS, the Summit Jewish Community Center – Congregation Ohr Shalom. (“the Applicant”) has requested permission to hold a Menorah Lighting in the City of Summit, on the Village Green, and

WHEREAS, in addition to meeting all the conditions of Section 12-1, Rules and Regulations for Use of Public Property, of the Code, the Summit Jewish Community Center – Congregation Ohr Shalom requires additional permissions for its Menorah Lighting event as follows:

Event: Summit Jewish Community Center – Congregation Ohr Shalom. – Menorah Lighting - Village Green - Sunday, December 13, 2020 (No Rain Date) – 5:30pm to 6:30pm (Set-up 4:30pm, breakdown 7:00pm):

Permissions:

1. Placement of a Menorah on the Village Green for the event from December 6, through December 31, 2020.
2. Use of the Village Green for the Menorah lighting ceremony on December 13, 2020.

Conditions:

1. Placement of the Menorah shall be coordinated by the Superintendent of Public Works.
2. 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.
2. In accordance with Section 3, Noise Restrictions, subsection 3-8.1 b. (7), of the Code, it is hereby determined that the proposed use of an amplification system is appropriate for the purpose for which the Applicant is using the Village Green and will not adversely affect the safety and general welfare of the public.
3. Permission to hold said event is subject to receiving the hold harmless agreement and insurance certificate meeting the City’s requirements, as set forth in the ordinance or by the City’s Risk Manager.
13. The Applicant shall provide to the City Clerk and the Chief of Police, at least two weeks in advance of the event, the name and phone number of the person(s) in charge and who shall be present for the duration of the event, in case of an emergency.
14. The Applicant shall be required to submit an escrow check in the amount of \$500.00 to assure above, which shall be refunded if no expenses are incurred.

Dated: November 16, 2020

I, Rosalia M. Licatese, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Monday evening, November 16, 2020.

City Clerk

Resolution (ID # 7464)
November 16, 2020

AUTHORIZE REFUND - ROAD OPENING DEPOSIT - 19 DAYTON ROAD

WHEREAS, the Assistant Engineer advises that work was performed under permit #03-061, and

WHEREAS, a deposit of \$500.00 was taken at the time for road opening, and

WHEREAS, the Assistant Engineer further advises, the applicant never contacted the City to request the refund and conduct a final inspection of the road patch, to ensure there has been no settlement, and

WHEREAS, the road has since been paved, and, therefore, an inspection is not necessary and the deposit associated with the permit may now be released.

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 refund the following amount to the individual or entity listed below:

<u>Name</u>	<u>File</u>	<u>Refund Amount</u>
Ray Koziteck 19 Dayton Road Summit, New Jersey 07940	#03-061	\$500.00

Dated: November 16, 2020

I, Rosalia M. Licatense, 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 Monday evening, November 16, 2020.

City Clerk



DCS - Engineering Division
CA - Capital Projects & Community Services

www.cityofsummit.org

Meeting: 11/16/20 07:30 PM

RESOLUTION (ID # 7464)

DOC ID: 7464

TO: Mayor and Common Council

FROM: Lori Toth, Assistant Engineer

DATE: October 15, 2020

Permit 03-061 was issued 17 years ago for a road opening and a deposit of \$500.00 was taken at the time. The applicant never contacted us to request the refund and conduct a final inspection of the road patch, which we normally do a minimum of 6 months later, to ensure there has been no settlement. For this reason, a refund was never done as part of that. He has recently contacted the City Engineer for that refund. The road has since been paved so no inspection is necessary and the refund of \$500.00 should be made to:

Ray Koziteck
19 Dayton Road
Summit NJ 07901

Resolution (ID # 7462)
November 16, 2020

AUTHORIZE REFUND OF PERFORMANCE GUARANTEE - 21 PROSPECT HILL AVENUE

WHEREAS, the Assistant Engineer advises that work was performed at 21 Prospect Hill Avenue under Engineering permit #16-044, and

WHEREAS, in order to obtain a Temporary Certificate of Occupancy in 2017, the contractor posted a guarantee in the amount of \$4,800.00 for work that was yet to be completed, and

WHEREAS, the Assistant Engineer further advises the work has been completed and approved.

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 refund the following amount to the individual or entity listed below:

<u>Name</u>	<u>File</u>	<u>Refund Amount</u>
Orchard Hills Design & Construction 332 Springfield Avenue Summit NJ 07901	Permit #16-044	\$4,800.00

Dated: November 16, 2020

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held Monday evening, November 16, 2020.

City Clerk



DCS - Engineering Division
CA - Capital Projects & Community Services

www.cityofsummit.org

Meeting: 11/16/20 07:30 PM

RESOLUTION (ID # 7462)

DOC ID: 7462

TO: Mayor and Common Council

FROM: Lori Toth, Assistant Engineer

DATE: October 15, 2020

Work was done at 21 Prospect Hill Avenue under Engineering permit #16-044. In order to obtain a Temporary Certificate of Occupancy in 2017, the contractor posted a guarantee in the amount of \$4,800.00 for work that was yet to be completed. The work was later completed and approved and the permit was closed out late last year without the refund being made. It is appropriate to now make the full refund of \$4,800.00 to:

Orchard Hills Design & Construction
332 Springfield Avenue
Summit NJ 07901

Resolution (ID # 7413)
November 16, 2020

AUTHORIZE BID ADVERTISEMENT - BUTLER PARKWAY IMPROVEMENT PROJECT

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

That the proper City Officers be and they are hereby authorized and directed to advertise for bids for the Butler Parkway Improvement Project, with said bids to be advertised in the Union County Local Source on or about Thursday, January 7, 2021, and received by the Purchasing Agent on or about Tuesday, January 26, 2021, in the Council Chamber, or a public location on site to be determined related to COVID-19 restrictions if any, City Hall, 512 Springfield Avenue, Summit, New Jersey at 11:00 a.m.

Dated: November 16, 2020

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Monday evening, November 16, 2020.

City Clerk



DCS - Engineering Division
CA - Capital Projects & Community Services

www.cityofsummit.org

Meeting: 11/16/20 07:30 PM

RESOLUTION (ID # 7413)

DOC ID: 7413

TO: Mayor and Common Council

FROM: Rick Matias, Assistant Engineer

DATE: October 27, 2020

The Engineering Division is in the process of finalizing the construction plans and bid specifications of the Butler Parkway Improvement Project. This project includes the repaving and sidewalk installation along the entire length Butler Parkway from Morris Avenue to River Road totaling 3,500 linear feet.

In addition to the milling, paving and sidewalk installation, the project will also include the repair of curing along the west side, repair of all drainage inlets along with the addition of others, repairs to manholes, striping two raised intersection and the upgrade of the existing pedestrian flasher.

The project is being bid using alternate bids in the specifications so that a proper award can be made based on the actual prices received. The base bid will include the construction of the curb and road. The subsequent alternate bids will includes, the sidewalk installation (a), raised intersection installation (b) and the flashing beacon upgrade (c). Once the bids are received and costs reviewed a proper recommendation will be made for the award. The project has been setup in a manner that if the sidewalk alternate bid is not awarded the base bid accommodates its installation in the future.

Due to the ongoing health crisis a formal in person public meeting was not held. Instead, the Engineering Division created a presentation describing and outlining the project and posted it on the City's website. All resident were notified of the presentations and were allowed to comment, ask questions, make requests, or meet individually while following all proper health guidelines. Additionally a teleconference meeting was held with residents to receive comments and questions.

This project will be partially funded by a NJDOT municipal aid grant totaling \$450,000. 75% of that grant will be paid to the City once the project is award to the lowest responsible bidder. The remaining 25% will be paid once the project is formally closed out.

Based on the above referenced information, I request that Council authorize the advertisement of bids. The following is the TENTATIVE project schedule that is subject to change:

- * Advertise for Public Bid - January 7, 2021
- * Receive Bids - January 26, 2021
- * Award Project - February 2, 2021
- * Begin Construction - April 2021
- * End Construction - August 2021

Funding for this project has been established in the following accounts and should be used for certification at time of award:

C-04-32-013-00E-000 City Portion Local Improvements

BID NOTICE
CITY OF SUMMIT

PROJECT: BUTLER PARKWAY IMPROVEMENT PROJECT
DEPARTMENT: DEPARTMENT OF COMMUNITY SERVICES

Sealed bids will be received by the Purchasing Agent of the City of Summit, Union County, New Jersey no later than 11:00 A.M. prevailing time, TUESDAY, JANUARY 26, 2021 in the Council Chamber, First Floor, City Hall, 512 Springfield Avenue, Summit, New Jersey, subject to modification related to COVID-19 restrictions, if any, for:

BUTLER PARKWAY IMPROVEMENT PROJECT

in accordance with the specifications and proposal forms for same which may be obtained by contacting the Department of Community Services, 908-273-6404, during regular business hours, 8:30 am – 4:30 pm, Monday – Friday

All bids shall be **addressed to PURCHASING AGENT, CITY OF SUMMIT, 512 SPRINGFIELD AVENUE, SUMMIT, NJ 07901.** Bids, along with bid securities, must be enclosed in a properly SEALED envelope bearing on the outside the name of the bidder and the **NATURE OF THE BID CONTAINED THEREIN.**

A Bid Security is required in the amount of ten percent (10%) of the total bid, not to exceed \$20,000.00, in the form of a bid bond, certified check or cashier's check, made payable to the City of Summit.

Bidders are required to comply with the requirements of any and all applicable Federal, State and local laws, regulations and requirements, including but not limited to: N.J.S.A. 34:11-56.25 et seq. (Prevailing Wage Act); N.J.S.A. 52:25-24.2 (Statement of Ownership Disclosure); N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. (Affirmative Action); N.J.S.A. 52:32-44 (Business Registration), and the City's adopted minimum standard insurance requirements.

The Common Council reserves the right to reject all bids or proposals, waive any minor defects, and consider bids for sixty (60) days after their receipt pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.

No charge shall be made or recovery had for publishing any official advertising unaccompanied by such statement of price. All work must be completed by August 15, 2021. The major construction items of this project are:

BASE BID ITEM 16 – GRANITE CURB	3,700 LF
BASE BID ITEM 25 – HOT MIX ASPHALT 12.5M64 SURFACE COURSE	2,000 TONS
ALTERNATE BID 1 ITEM 18A – CONCRETE SIDEWALK, 4" THICK	1,650 SY

Purchasing Agent

Dated: 11/16/2020
U.C.L.S.: 1/7/2021

Attachment: Butler Parkway BID NOTICE (7413 : Authorize Bid Advertisement - Butler Parkway Improvement Project)

Resolution (ID # 7507)
November 16, 2020

**AUTHORIZE BID ADVERTISEMENT - PURCHASE AND DELIVERY OF ODOR CONTROL
CHEMICALS**

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

That the proper City Officers be and they are hereby authorized and directed to advertise for bids for the Purchase and Delivery of Odor Control Chemicals, with said bids to be advertised in the Union County Local Source on or about Wednesday, November 25, 2020, and received by the Purchasing Agent on or about Tuesday, December 8, 2020, in the Council Chamber, or a public location on site to be determined related to COVID-19 restrictions if any, City Hall, 512 Springfield Avenue, Summit, New Jersey at 11:00 a.m.

Dated: November 16, 2020

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Monday evening, November 16, 2020.

City Clerk



DCS - Public Works Division
CA - Capital Projects & Community Services

www.cityofsummit.org

Meeting: 11/16/20 07:30 PM

RESOLUTION (ID # 7507)

DOC ID: 7507

TO: Mayor and Common Council

FROM: Aaron Schrager, City Engineer/ Deputy DCS Director

DATE: October 29, 2020

SUMMARY

The Engineering Division has finalized the preparation of the bid specifications for the Purchase and Delivery of Odor Control Chemicals. The City receives periodic complaints of sewer odors particularly along the Broad Street corridor which is a result of the creation of hydrogen sulfide as part of the natural decomposing of sewage materials within the sanitary sewer mains. Over the last 5 months, the City completed a demonstration of a product, Bioxide, which yielded great results for odor control. Since the annual cost of the Bioxide will exceed the bidding threshold, the project is being put out to bid.

Based on the above referenced information, I request that Council authorize the advertisement of bids. The following is the TENTATIVE project schedule that is subject to change:

- * Advertise for Public Bid - November 25, 2020
- * Receive Bids - December 8, 2020
- * Award Project - December 15, 2020

Funding for this project will come directly from the City's Sewer Utility. X-07-55-502-004-491

Resolution (ID # 7531)
November 16, 2020

CANCEL OUTSTANDING CHECKS

WHEREAS, several outstanding checks exist on the reconciliation of the following Fund, and

WHEREAS, the checks have been investigated and it has been determined that they should be canceled.

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

That the following outstanding checks, in the total amount of **\$696.71**, are hereby canceled:

Account	Check Date	Check No.	Check Amount
Parking Operating	02/04/2020	4646	3.00
Parking Operating	02/19/2020	4651	93.20
Sub Total			\$96.20
Recreation Trust	02/19/2020	1173	105.00
Recreation Trust	05/12/2020	1244	247.80
Sub Total			\$352.80
Trust-Other	02/04/2020	3517	247.71
Sub Total			\$247.71
Total			\$696.71

Dated: November 16, 2020

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Monday evening, November 16, 2020.

City Clerk



Finance Committee
CA - Finance

www.cityofsummit.org

Meeting: 11/16/20 07:30 PM

RESOLUTION (ID # 7531)

DOC ID: 7531

TO: Mayor and Common Council

FROM: Melissa Berger, Assistant City Treasurer

DATE: November 5, 2020

This resolution requests the approval to cancel the listed Account Payable checks.

Upon approval the reissue process will begin as follows:

- Notify the bank to stop payment
- Sent letters and reissue forms to the payees
- Reprocess purchase orders to issue new checks.

Resolution (ID # 7484)
November 16, 2020

AUTHORIZE CANCELLATION OF AN ADDED ASSESSMENT - 2020

WHEREAS, the Collector of Taxes has received a County Board Assessor Petition Judgment adjusting the added assessment on the following property for 2020.

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 cancel the following:

Block	Lot	Name	Amount
2001	14	Beveridge, Thor & Cynthia 42 Shadyside Ave.	
		2020 Current Year	
		Original Assessment: 4, 200 prorated for 11 mos.	\$167.86
		Per Tax Court, Assm't: 0.00 prorated for 0 mos.	<u>0.00</u>
		Amount to Be Adjusted	\$167.86
		Preliminary Taxes:	
		1Q Cancel \$45.78	
		2Q Cancel \$45.78	

Dated: November 16, 2020

I, Rosalia M. Licatase Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Monday evening, November 16, 2020.

City Clerk

Resolution (ID # 7483)
November 16, 2020

AUTHORIZE REFUND - OVERPAYMENT OF A VETERAN DEDUCTION

WHEREAS, the Tax Assessor's office has erroneously removed a Veteran Deduction for the year 2020 and

WHEREAS, the account is satisfied in full.

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

That the proper City officers be and they are hereby authorized and directed to issue a check(s) or credit as follows:

Block	Lot	Name	Amount
3001	15	Stephanie Meiseles 22 Valley View Ave Amount to be Refunded Check Payable to and Mailing Address: Stephanie Meiseles 22 Valley View Ave Summit NJ 07901	\$250.00

Dated: November 16, 2020

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Monday evening, November 16, 2020.

City Clerk

Resolution (ID # 7495)
November 16, 2020

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 refunds associated with recreation program fees associated with the Department of Community Programs:

Name/Address	Program	Refund Amount
Orabell Burgess 217 East Lane Clark, NJ 07066	TryCAN Teen Friendship 0-28-71-300-ESS	\$160.00

Dated: November 16, 2020

I, Rosalia M. Licatese, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Monday, evening, November 16, 2020.

City Clerk

Resolution (ID # 6968)
November 16, 2020

**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 have made an overpayment when paying for their dial parking in Summit, 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 16, 2020

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Monday evening, November 16, 2020.

City Clerk

SUMMIT SMARTCARD, PREPAID PARKING, AND OVERNIGHT PARKING PERMITS REFUNDS
COUNCIL MEETING DATE: November 16, 2020

NAME	ADDRESS	TYPE	REASON	REFUND AMOUNT
Eric Horn	12 Cayuga Ct., Springfield, NJ 07081	Deforest PS3	Change Due	\$18.00
Ann Marie Gallo	100 Cross Rd., Basking Ridge, NJ 07920	Deforest PS3	Change Due	\$9.00
				\$27.00

Attachment: Refunds November 16 (6968 : Authorize Parking Refunds - Summit SmartCard, Prepaid

Please scroll down to the next page to
view the resolution and bills list.

FIN (CA) #6

Resolution (ID # 6933)
November 16, 2020

AUTHORIZING PAYMENT OF BILLS -

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 ----- 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 16, 2020

I, Rosalia M. Licatese, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Monday evening, November 16, 2020.

City Clerk

AUTHORIZING PAYMENT OF BILLS -

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 **\$931,035.15** 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 16, 2020

I, Rosalia M. Licatase, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Monday evening, November 16, 2020.

City Clerk

Rcvd Batch Id Range: First			to Last	Rcvd Date Start: 0	End: 11/16/20	Report Format: Detail	
Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
01/21/20	WORKS	19-02493	HOMED33 HOME DEPOT CREDIT SRVCS (DCS) 24 WALL BASE ADHESIVE	10.64	9-01-26-310-000-201 PB&G Supplies and Materials	9174254	
01/21/20	WORKS	19-02493	26 PLUMBING SUPPLIES	44.85	9-01-26-310-000-201 PB&G Supplies and Materials	2642272	
P.O. Total:				55.49			
Total for Batch: WORKS				55.49			
Total for Date: 01/21/20		Total for All Batches:		55.49			
10/20/20	SAFETY	20-00219	CAMPBE40 CAMPBELL SUPPLY CO LLC 13 ENG 2-REMOVE & REPAIR RADIATOR	6,104.94	0-01-25-265-000-705 Fire Trucks (Vehicle Maintenance)	R101011938:01	
Total for Batch: SAFETY				6,104.94			
Total for Date: 10/20/20		Total for All Batches:		6,104.94			
11/16/20	ADMIN	20-01887	AMAZON50 AMAZON.COM LLC 1 UPS Battery Back-up - Fire Dpt	99.99	0-01-25-265-000-201 Fire Supplies and Materials	588978879374	
11/16/20	ADMIN	20-02117	AMAZON50 AMAZON.COM LLC 1 Mesh Equip Bags	405.00	0-28-71-300-FTB-PGM RT-RAP Football Programs	893435666596	
11/16/20	ADMIN	20-02117	2 Flag Football Set	459.77	0-28-71-300-FTB-PGM RT-RAP Football Programs	893435666596	
11/16/20	ADMIN	20-02117	3 Shipping	22.47	0-28-71-300-FTB-PGM RT-RAP Football Programs	893435666596	
P.O. Total:				887.24			
11/16/20	ADMIN	20-02162	AMAZON50 AMAZON.COM LLC 1 Sanitary Bins- Men's Rooms	267.37	0-01-25-240-000-201 POL Supplies and Materials	495994695346	
11/16/20	ADMIN	20-02163	AMAZON50 AMAZON.COM LLC 1 TK-400 Toilet Kart	341.60	0-01-26-310-000-201 PB&G Supplies and Materials	754854699963	
11/16/20	ADMIN	20-02164	AMAZON50 AMAZON.COM LLC 1 Drum Wrench	20.03	0-01-26-310-000-201 PB&G Supplies and Materials	463487366984	
11/16/20	ADMIN	20-02168	AMAZON50 AMAZON.COM LLC 1 So You Want To Talk About Race	10.19	0-01-20-100-000-201	649693459999	

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
11/16/20	ADMIN	20-02168	2 How To Be Anti-Racist	13.37	A&E Supplies and Materials 0-01-20-100-000-201	649693459999	
11/16/20	ADMIN	20-02168	3 Shipping & Handling	5.99	A&E Supplies and Materials 0-01-20-100-000-201	649693459999	
P.O. Total:				29.55	A&E Supplies and Materials		
11/16/20	ADMIN	20-02249	AMAZON50 AMAZON.COM LLC 1 10" Selfie Ring Light	49.99	0-01-20-100-000-201	988464766684	
11/16/20	ADMIN	20-02249	2 Ipad Tripod Stand	34.99	A&E Supplies and Materials 0-01-20-100-000-201	988464766684	
P.O. Total:				84.98	A&E Supplies and Materials		
11/16/20	ADMIN	20-02321	AMAZON50 AMAZON.COM LLC 1 25 ft. Extension Cable Cords	49.95	C-04-31-041-00E-140 3141E DCS Pedestrian Safety Improve Prjt	473884386966	
11/16/20	ADMIN	20-00541	ATMMOBIL AT&T MOBILITY 11 CELL PHONE BILL M. CHAMPNEY	82.52	0-01-31-440-000-000 TELEPHONE	287015068548	
11/16/20	ADMIN	20-00859	BOROUGHM BOROUGH OF MADISON 13 Monthly Base Charge-August2020	551.41	0-01-20-100-004-210	COS-AUG20	
11/16/20	ADMIN	20-00859	14 Hourly Rate	3,218.50	0-01-20-100-004-210	COS-AUG20	
11/16/20	ADMIN	20-00859	15 Evening/Weekend Hrly Rate	1,760.00	0-01-20-100-004-210	COS-AUG20	
11/16/20	ADMIN	20-00859	16 Monthly Base Charge-Sept 2020	551.41	0-01-20-100-004-210	COS-SEP20	
11/16/20	ADMIN	20-00859	17 Hourly Rate	4,660.88	0-01-20-100-004-210	COS-SEP20	
11/16/20	ADMIN	20-00859	18 Evening/Weekend Hrly Rate	2,805.00	0-01-20-100-004-210	COS-SEP20	
P.O. Total:				13,547.20	Technology Operation Support - Madison		
11/16/20	ADMIN	20-01171	CDW-G050 CDW-GOVERNMENT, INC. 1 In-Car Computer Replacement	4,069.25	T-13-56-800-020-010 Self Insurance 2020 Admin -JIF	ZHL4695 /ZGF402	
11/16/20	ADMIN	20-00652	CLEAR005 CLEARY GIACOBBE ALFIERI & 36 SUMMIT/GAG. VS ZB THRU 10/2020	1,657.20	0-01-20-155-000-500 LS Contract Services	87087	
11/16/20	ADMIN	20-00709	FEDEX050 FEDEX 7 FEDEX EXPRESS SERVICES	55.85	0-01-20-100-002-204 Postage Fedex	7-167-89452	

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
11/16/20	ADMIN	20-02369	SCHROT25 SCHROTH & LORENSEN JEWELER INC 1 Volunteer Appreciation Bowls	1,615.00	0-01-20-120-000-201 City Clerk Supplies and Materials	115531	
11/16/20	ADMIN	20-02369	2 Engraving of Summit Logo	255.00	0-01-20-120-000-201 City Clerk Supplies and Materials	115531	
			P.O. Total:	1,870.00			
11/16/20	ADMIN	20-02413	STORAGEE STORAGE ENGINE INC 1 Laserfiche Annual Support	2,756.00	0-01-20-120-000-403 City Clerk Equipment Svc	INV7773718	
11/16/20	ADMIN	20-02160	TRINIT50 TRINITAS PHYSICIANS PRACTICE 3 April - June 2020	1,400.00	0-01-20-100-001-200 Employee Assistance Program - OE	APRIL-JUNE2020	
11/16/20	ADMIN	20-02160	4 July-September 2020	1,400.00	0-01-20-100-001-200 Employee Assistance Program - OE	APRIL-JUNE2020	
			P.O. Total:	2,800.00			
11/16/20	ADMIN	20-00379	WORRAL33 WORRALL COMMUNITY NEWSPAPERS 43 Pending Ordinance 20-3223	97.32	0-01-20-120-000-210 City Clerk Advertising	217199	
			Total for Batch: ADMIN	28,716.05			
11/16/20	FINANCE	20-00140	ADVANC50 ADVANCED VIDEO SURVEILLNC INC 5 Quarterly CCTV service contrac	462.00	0-01-29-390-000-415 Library Plant Operation & Maintenance	ADV-111111	
11/16/20	FINANCE	20-00148	ALLIAN33 ALLIANCE ENTERTAINMENT LLC 9 Oct adult A/V DVDs,blurays,CDS	126.73	0-01-29-390-000-219 Library Audio Visual	PLS49201724	
11/16/20	FINANCE	20-00119	BAKERT50 BAKER & TAYLOR, INC 9 October replacement books,proc	638.42	0-01-55-271-000-003 Library Fines Account	OCTOBER BOOKS	
11/16/20	FINANCE	20-00121	BAKERT50 BAKER & TAYLOR, INC 17 October books	9,448.54	0-01-29-390-000-217 Library Books	5016453749	
11/16/20	FINANCE	20-00121	18 October books processing	686.44	0-01-29-390-000-222 Library Operations	5016453749	
			P.O. Total:	10,134.98			
11/16/20	FINANCE	20-00710	BOROU66 BOROUGH OF NEW PROVIDENCE 46 OCTOBER SALARY	14,482.51	0-01-43-490-000-502 Shared Court Agreement	10/2020	
11/16/20	FINANCE	20-00710	47 OCTOBER FICA-ER	1,025.70	0-01-43-490-000-502 Shared Court Agreement	10/2020	
11/16/20	FINANCE	20-00710	48 OCTOBER PERS	1,982.65	0-01-43-490-000-502	10/2020	

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
11/16/20	FINANCE	20-00710	49 OCTOBER MEDICAL	3,808.22	Shared Court Agreement 0-01-43-490-000-502	10/2020	
11/16/20	FINANCE	20-00710	50 OCTOBER RENT	2,040.00	Shared Court Agreement 0-01-43-490-000-502	10/2020	
P.O. Total:				23,339.08	Shared Court Agreement		
11/16/20	FINANCE	20-00690	BPA BENEFIT PLANS ADMINISTRATORS 9 RABBI TRUST CONTRIBUTIONS (PD)	8,000.00	0-01-25-240-000-141 Police Rabbi Trust Contribution	DEMETRO	
11/16/20	FINANCE	20-02409	CDW-G050 CDW-GOVERNMENT, INC. 1 staff files server HPEDL360	2,521.69	0-01-29-390-000-517 Library Computer Costs	1C35MNC	
11/16/20	FINANCE	20-00150	CLEANM CLEAN MAT SERVICES LLC 9 November entry floor mats	44.00	0-01-29-390-000-415 Library Plant Operation & Maintenance	240341	
11/16/20	FINANCE	20-00151	COMCAS69 COMCAST 12 8499 05 329 0185248 11/10-12/9	305.84	0-01-29-390-000-222 Library Operations	11/08/2020	
11/16/20	FINANCE	20-02466	CORELOGI CORELOGIC REAL ESTATE TAX SERV 1 Ref Overpymt 4Q 2020 Taxes	90,012.03	0-01-55-205-000-000 Tax Overpayments	REFUND RES#7536	
11/16/20	FINANCE	20-00152	DEMCOI50 DEMCO INC 6 TP supplies,Labels, Polyfit	263.10	0-01-29-390-000-222 Library Operations	6865512	
11/16/20	FINANCE	20-00153	FINDAW50 FINDAWAY WORLD LLC 17 Adult, J, YA playaways	740.62	0-01-29-390-000-219 Library Audio Visual	330635	
11/16/20	FINANCE	20-00153	18 Adult, J, YA playaway locks	10.89	0-01-29-390-000-219 Library Audio Visual	330635	
P.O. Total:				751.51			
11/16/20	FINANCE	20-00363	GREATAME GREATAMERICA FINANCIAL 12 DATA PAC CURVE POSTAGE SYSTEM	500.00	0-01-20-100-002-203 Postage Machine Lease	28048548	
11/16/20	FINANCE	20-02454	GROWINGM GROWING MINDS MEDIA LLC 1 New Muzzy club online spanish	850.00	0-01-29-390-000-221 Library Machine Electronic	33038-USD	
11/16/20	FINANCE	20-02423	INFORM75 INFORMATION TODAY INC 1 Literary Market Place adult bo	436.53	0-01-29-390-000-217 Library Books	1721948-B1	
11/16/20	FINANCE	20-02423	2 Shipping & Handling	28.00	0-01-29-390-000-222	1721948-B1	

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
P.O. Total: <u>464.53</u>					Library Operations		
11/16/20	FINANCE	20-00155	JCPL0050 JCP&L 11 100 007 700 097 10/5-11/4/2020	2,505.81	0-01-29-390-000-415 Library Plant Operation & Maintenance	11/10/2020	
11/16/20	FINANCE	20-00516	JCPL0050 JCP&L 11 10007387649 MORRIS & MOUNTAIN	57.55	0-01-31-430-000-100 Electricity	11/23/2020	
11/16/20	FINANCE	20-00519	JCPL0050 JCP&L 12 100062732993 BUS SHELTER	59.10	0-01-31-430-000-100 Electricity	95766022798	
11/16/20	FINANCE	20-00533	JCPL0050 JCP&L 11 100137747752 SUMMIT BLK LT 00	582.48	0-01-31-430-000-100 Electricity	95785949641	
11/16/20	FINANCE	20-00820	JCPL0050 JCP&L 10 100137747729 HOBART AVE	565.25	0-01-31-430-000-100 Electricity	95756048710	
11/16/20	FINANCE	20-00824	JCPL0050 JCP&L 10 100137747737 RIVER ROAD	565.25	0-01-31-430-000-100 Electricity	95756048711	
11/16/20	FINANCE	20-00825	JCPL0050 JCP&L 10 100137747711 BROAD ST	565.33	0-01-31-430-000-100 Electricity	95756048709	
11/16/20	FINANCE	20-02425	KRYST033 KRYSTON'S HARWARE LTD 1 Janitorial supplies October	84.29	0-01-29-390-000-415 Library Plant Operation & Maintenance	5258498/5758823	
11/16/20	FINANCE	20-02467	LERETA50 LERETA, LLC 1 REF OVPYMT 4TH QTR 2020 TAXES	2,258.33	0-01-55-205-000-000 Tax Overpayments	REFUND RES#7536	
11/16/20	FINANCE	20-00544	LINESY33 LINE SYSTEMS, INC. 11 ACCOUNT 12760 LINE SYSTEMS	747.06	0-01-31-440-000-000 TELEPHONE	13817446	
11/16/20	FINANCE	20-00157	MIDWES50 MIDWEST TAPE LLC 9 Sept,Oct A/V DVDs,Blurays,ACD	946.15	0-01-29-390-000-219 Library Audio Visual	99436375/994689	
11/16/20	FINANCE	20-00158	NJ-AME50 NJ-AMERICAN WATER CO. 12 1018 210027119614 10/1-10/31	79.84	0-01-29-390-000-415 Library Plant Operation & Maintenance	10/02/2020	

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
11/16/20	FINANCE	20-00160	NJ-AME50 NJ-AMERICAN WATER CO. 12 1018-210023342887 10/1-10/31/2	103.36	0-01-29-390-000-415 Library Plant Operation & Maintenance	11/04/2020	
11/16/20	FINANCE	20-00467	NJ-AME50 NJ-AMERICAN WATER CO. 10 1018-210023342498 422 SPGFLD	53.26	0-01-31-445-000-100 Water	10/30/20	
11/16/20	FINANCE	20-00468	NJ-AME50 NJ-AMERICAN WATER CO. 11 BANK ST 1018-210024595189	20.20	0-01-31-445-000-100 Water	10/30/20	
11/16/20	FINANCE	20-00469	NJ-AME50 NJ-AMERICAN WATER CO. 11 UNION PL 1018-210024718968	26.81	0-01-31-445-000-100 Water	10/30/20	
11/16/20	FINANCE	20-00471	NJ-AME50 NJ-AMERICAN WATER CO. 11 1018-210023345237 37 CHATHAM	26.81	0-01-31-445-000-100 Water	11/04/2020	
11/16/20	FINANCE	20-00472	NJ-AME50 NJ-AMERICAN WATER CO. 11 1018-210023345664-13 NEW PROV	260.76	0-01-31-445-000-100 Water	11/4/2020	
11/16/20	FINANCE	20-00473	NJ-AME50 NJ-AMERICAN WATER CO. 9 1018-210023345862 HILLVIEW TER	50.47	0-01-31-445-000-100 Water	11/4/2020	
11/16/20	FINANCE	20-00475	NJ-AME50 NJ-AMERICAN WATER CO. 11 1018-210023343910- 512 TFS	280.59	0-01-31-445-000-100 Water	11/4/2020	
11/16/20	FINANCE	20-00478	NJ-AME50 NJ-AMERICAN WATER CO. 11 1018-210028692600 TFS POLICE	505.40	0-01-31-445-000-100 Water	11/04/2020	
11/16/20	FINANCE	20-00479	NJ-AME50 NJ-AMERICAN WATER CO. 11 1018-210023345459 CHATHAM RD	168.19	0-01-31-445-000-100 Water	11/04/2020	
11/16/20	FINANCE	20-00480	NJ-AME50 NJ-AMERICAN WATER CO. 11 1018-210023345336 - 41 CHATHAM	90.14	0-01-31-445-000-100 Water	11/04/2020	
11/16/20	FINANCE	20-00481	NJ-AME50 NJ-AMERICAN WATER CO. 11 1018-210025885632 HYDTS	23,920.00	0-01-25-265-002-000 FIRE HYDRANT SERVICE	10/30/2020	
11/16/20	FINANCE	20-00482	NJ-AME50 NJ-AMERICAN WATER CO. 11 1018-210023342191 GLEN AVE	57.08	0-01-31-445-000-100 Water	11/04/2020	

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11/16/20	FINANCE	20-00483	NJ-AME50 NJ-AMERICAN WATER CO. 11 1018-210023343828 396 BROAD	173.77	0-01-31-445-000-100 Water	11/04/2020	
11/16/20	FINANCE	20-00701	NJ-AME50 NJ-AMERICAN WATER CO. 11 1018-210023342696 - 25 ELM ST	30.32	0-01-31-445-000-100 Water	11/4/2020	
11/16/20	FINANCE	20-00702	NJ-AME50 NJ-AMERICAN WATER CO. 11 1018-210023345565 REFUSE TRAS	161.58	0-01-31-445-000-100 Water	11/04/2020	
11/16/20	FINANCE	20-00704	NJ-AME50 NJ-AMERICAN WATER CO. 11 1018-210023342788 - 25 ELM ST	20.20	0-01-31-445-000-100 Water	11/04/2020	
11/16/20	FINANCE	20-00705	NJ-AME50 NJ-AMERICAN WATER CO. 11 1018-210024652549 85 LARNED IR	174.80	0-01-31-445-000-100 Water	11/4/2020	
11/16/20	FINANCE	20-02346	NJLEAG50 NJ STATE LEAGUE OF 1 Staff Assessor Classified Ad	115.00	0-01-20-150-000-809 TA Assessor Conference	DB14162	
11/16/20	FINANCE	20-00007	NPSMEMER NPSM EMERGENCY SRVS COMMUN CTR 5 JOINT DISPATCH CENTER 4TH QTR	303,439.50	0-01-25-265-003-500 NPSM Emergency Services Dispatch Center	2020-SUMMIT-Q4	
11/16/20	FINANCE	20-00161	PITNEY75 PITNEY BOWES GLOBAL FINANCIAL 5 lease postagemachine9/30-12/29	313.05	0-01-29-390-000-222 Library Operations	3312328295	
11/16/20	FINANCE	20-02418	SLING SLING INC 1 scheduling software annual	1,684.80	0-01-29-390-000-221 Library Machine Electronic	001	
11/16/20	FINANCE	20-02297	STAPLE75 STAPLES CREDIT PLAN (Library) 1 HP toners big format printer	223.07	0-01-55-271-000-004 Library Copy/Printing	2663133711/2664	
11/16/20	FINANCE	20-02312	STAPLE75 STAPLES CREDIT PLAN (Library) 1 Eva foam sheets kids crafts	41.38	0-01-29-390-000-227 Library Programming	9822882408	
11/16/20	FINANCE	20-02356	STAPLE75 STAPLES CREDIT PLAN (Library) 1 colored paper, red sharpie	179.10	0-01-29-390-000-222 Library Operations	2674599371	
11/16/20	FINANCE	20-02419	STAPLE75 STAPLES CREDIT PLAN (Library) 1 30 cases of white copy paper	1,215.99	0-01-29-390-000-222 Library Operations	2679076091	

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
11/16/20	FINANCE	20-01371	SUMMIT24 SUMMIT DOWNTOWN INC 5 SDI QUARTERLY PAYMENTS 4TH QTR	66,969.50	0-01-55-209-000-000 Special Improvement District Taxes	4TH QTR	
11/16/20	FINANCE	20-02440	SUMMIT65 LIBRARY PETTY CASH ACCOUNT 1 Reimburse Amazon DVD purchase	22.93	0-01-55-271-000-003 Library Fines Account	REIMB PETTY CAS	
11/16/20	FINANCE	20-02441	SUMMIT65 LIBRARY PETTY CASH ACCOUNT 1 November Programming	145.37	0-01-29-390-000-227 Library Programming	PETTY CASH	
11/16/20	FINANCE	20-02441	2 Computer related Amazon Purcha	19.99	0-01-29-390-000-517 Library Computer Costs	PETTY CASH	
11/16/20	FINANCE	20-02441	3 Other expenses ALA, Fingerprin	217.25	0-01-29-390-000-222 Library Operations	PETTY CASH	
P.O. Total:				382.61			
11/16/20	FINANCE	20-00166	THYSSE50 THYSSENKRUPP ELEVATOR CORP. 5 elevator maintenance11/1-1/31	738.94	0-01-29-390-000-415 Library Plant Operation & Maintenance	3005574144	
11/16/20	FINANCE	20-00543	TOUCHTON TOUCHTONE COMMUNICATIONS, INC. 11 PHONE SERVICES 1000050048	423.78	0-01-31-440-000-000 TELEPHONE	1085439	
11/16/20	FINANCE	20-00538	VERIZON16 VERIZON 10 201 M55-5284 082	835.09	0-01-31-440-000-000 TELEPHONE	M55528408220299	
11/16/20	FINANCE	20-00536	VERIZON1 VERIZON 11 155 620 595 0001 99	109.99	0-01-31-440-000-000 TELEPHONE	11/1/20	
11/16/20	FINANCE	20-00537	VERIZON1 VERIZON 11 452 053 634 0001 39	189.99	0-01-31-440-000-000 TELEPHONE	10/27/20	
11/16/20	FINANCE	20-00539	VERIZON1 VERIZON 11 654 793 893 0001 16	109.99	0-01-31-440-000-000 TELEPHONE	10/24/20	
11/16/20	FINANCE	20-00540	VERIZON1 VERIZON 11 151 907 182 0001 93	124.99	0-01-31-440-000-000 TELEPHONE	10/24/20	
11/16/20	FINANCE	20-02448	WBMASON W.B. MASON CO, INC 1 HP 26a black	411.52	0-01-20-100-006-202 Municipal Purchasing Copier Paper/Toner	215293691	
11/16/20	FINANCE	20-02448	2 HP 655a cf450a black	218.99	0-01-20-100-006-202 Municipal Purchasing Copier Paper/Toner	215293691	
11/16/20	FINANCE	20-02448	3 HP 655a cf451a cyan	545.98	0-01-20-100-006-202 Municipal Purchasing Copier Paper/Toner	215293691	

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
11/16/20	FINANCE	20-02448	4 HP 655a cf452a yellow	272.99	Municipal Purchasing Copier Paper/Toner 0-01-20-100-006-202	215293691	
11/16/20	FINANCE	20-02448	5 HP 655a cf453a magenta	272.99	Municipal Purchasing Copier Paper/Toner 0-01-20-100-006-202	215293691	
11/16/20	FINANCE	20-02448	6 shredder bags 9 gal FEL36053	32.12	Municipal Purchasing Copier Paper/Toner 0-01-20-100-006-201	215293691	
11/16/20	FINANCE	20-02448	7 can liners 16 gal WBWHD2431	15.31	Municipal Purchasing Office Supplies 0-01-20-100-006-201	215293691	
			P.O. Total:	1,769.90			
11/16/20	FINANCE	20-02468	WELLSF50 WELLS FARGO R.E. TAX SERVICE 1 REF OVRPYMT 4TH QTR 2020 TAXES	1,417.84	0-01-55-205-000-000 Tax Overpayments	REFUND RES#7536	
11/16/20	FINANCE	20-00169	WESTER33 WESTERN PEST SERVICE 10 November pest control	97.50	0-01-29-390-000-415 Library Plant Operation & Maintenance	IN-2004914	
11/16/20	FINANCE	20-01530	WIELKOTZ WIELKOTZ & COMPANY LLC 9 JOINT MEETING SEWER BOND ORD	350.00	0-01-20-130-000-505 FA Additional Financial Services	20-212-00589	
11/16/20	FINANCE	20-02410	WORRAL33 WORRALL COMMUNITY NEWSPAPERS 1 Public Notes 2020 tax sale	314.88	0-01-20-145-000-300 CTaxes Printing Costs	216350	
			Total for Batch: FINANCE	554,623.91			
11/16/20	PARKDCP	20-02412	BEAKESAM BEAKE, SAMANTHA JANE 1 2020 Soccer Ref Payment	175.00	0-28-71-300-SOC-PGM RT-RAP Soccer	102920	
11/16/20	PARKDCP	20-02403	BURGESSO BURGESS, ORABELL 1 REFUND TRYCAN TEEN FRIENDSHIP	160.00	0-28-71-300-ESS RT-RAP TryCAN Enrichment & Social Skills	10282020	
11/16/20	PARKDCP	20-01948	CFMCON50 CFM CONSTRUCTION 7 App. #3 SFAC Pool Resurfacing	1,337.45	C-04-31-078-001-010 3178 DCP Pool Resurfacing	#3	
11/16/20	PARKDCP	20-01948	8 App. #3 SFAC Pool Resurfacing	170,009.67	C-04-32-013-00A-500 3213A DCP Family Aquatic Ctr Improvement	#3	
			P.O. Total:	171,347.12			
11/16/20	PARKDCP	20-00778	CHATNAPA CHATHAM NAPA 1 Fuel Filter	4.47	0-01-28-370-002-203 Golf Equipment Maintenance Supplies	793866	
11/16/20	PARKDCP	20-00074	CSITECHN CSI TECHNOLOGY GROUP 5 3rd Qtr E-Ticketing Fees	2,725.50	0-09-55-502-001-403	00806	

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
					Parking Equipment Maintenance		
11/16/20	PARKDCP	20-02326	CUSTOM25 CUSTOM BANDAG INC 1 Tire for golf course sprayer	88.21	0-01-28-370-002-203 Golf Equipment Maintenance Supplies	60184546	
11/16/20	PARKDCP	20-02465	GALLOANN GALLO, ANN MARIE 1 DEFOREST PS3 REFUND	9.00	0-09-08-503-000 Parking Revenues (Refunds)	11/16/20	
11/16/20	PARKDCP	20-02034	GRAINGER GRAINGER, MARC 1 REFUND FOOTBALL PROGRAM	90.00	0-28-71-300-FTB RT-RAP Football Programs	09022020	
11/16/20	PARKDCP	20-02012	HANSSLER HANSSLER, SEAN 1 REFUND POOL MEMBERSHIP	37.50	0-01-08-118-000 FAC Pool Revenue	09022020	
11/16/20	PARKDCP	20-02198	HENKTHOM HENK, THOMAS P 1 2020 Soccer Referee Payment	120.00	0-28-71-300-SOC-PGM RT-RAP Soccer	09282020	
11/16/20	PARKDCP	20-02290	HOMEDE66 HOME DEPOT CREDIT SERVICE 1 Washer	764.00	G-02-28-841-019-010 2019 Community Grant Community Center	6903694	
11/16/20	PARKDCP	20-02290	2 Dryer and Power Cord	652.98	G-02-28-841-019-010 2019 Community Grant Community Center	6903694	
11/16/20	PARKDCP	20-02290	3 Dryer and Power Cord	24.99	G-02-28-841-019-010 2019 Community Grant Community Center	6903694	
P.O. Total:				1,441.97			
11/16/20	PARKDCP	20-02389	HOMEDE66 HOME DEPOT CREDIT SERVICE 1 Duraflame Fire Starter	29.97	0-01-28-370-005-201 CP Supplies and Materials	10232020	
11/16/20	PARKDCP	20-02389	2 Firewood	44.22	0-01-28-370-005-201 CP Supplies and Materials	10232020	
11/16/20	PARKDCP	20-02389	3 Firepit	54.00	0-01-28-370-005-201 CP Supplies and Materials	10232020	
P.O. Total:				128.19			
11/16/20	PARKDCP	20-02464	HORNERIC HORN, ERIC 1 DEFOREST PS3 REFUND	18.00	0-09-08-503-000 Parking Revenues (Refunds)	11/16/20	
11/16/20	PARKDCP	20-00076	HUDSONVW HUDSON VALLEY WILD GOOSE 4 3378 Goose Control August	1,000.00	0-01-28-370-002-500 Golf Contract Services	3378	
11/16/20	PARKDCP	20-00076	5 3379 Goose Control September	1,000.00	0-01-28-370-002-500 Golf Contract Services	3379	
11/16/20	PARKDCP	20-00076	6 3380 Goose Control October	1,000.00	0-01-28-370-002-500	3380	

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
P.O. Total: <u>3,000.00</u>					Golf Contract Services		
11/16/20	PARKDCP	20-00077	INTEGRTS INTEGRATED TECHNICAL SYSTEMS 10 October Digital Iris Fees	4,140.00	0-09-55-502-001-310 Parking Electronic Costs	IN30258	
11/16/20	PARKDCP	20-00806	INTEGRTS INTEGRATED TECHNICAL SYSTEMS 5 Extend by Phone August	27.75	0-09-55-502-001-310 Parking Electronic Costs	YP311	
11/16/20	PARKDCP	20-02105	INTEGRTS INTEGRATED TECHNICAL SYSTEMS 1 Remove/Remount Kiosk Pedestal	1,449.00	0-09-55-502-001-403 Parking Equipment Maintenance	Y2003	
11/16/20	PARKDCP	20-00501	JCPL0050 JCP&L 11 DCP MASTER INVOICE 95007110000	2,750.03	0-01-31-430-000-100 Electricity	95008832225	
11/16/20	PARKDCP	20-00518	JCPL0050 JCP&L 10 100005180201 NJ DOT LOT	155.74	0-09-55-502-001-520 Parking Electricity	95596327742	
11/16/20	PARKDCP	20-00531	JCPL0050 JCP&L 11 100099194696 22 DEFOREST	169.37	0-09-55-502-001-204 Parking Supplies - DeForest Avenue	95756048659	
11/16/20	PARKDCP	20-00013	KARENAVW KARENA V WALKER LLC 11 347 Yoga Instructor	440.00	0-28-71-200-SEN-PGM RT-RAP Senior Programs	347	
11/16/20	PARKDCP	20-01851	MCCORM MCCORMICK, KEVIN 1 REFUND POOL MEMBERSHIP	160.00	0-01-08-118-000 FAC Pool Revenue	08072020	
11/16/20	PARKDCP	20-02400	MORRISB MORRIS & BERGEN COUNTY IRRIG. 1 REPLACE RAISED HEADS FOR IRRIG	3,504.24	0-28-72-400-FUF-EXP Field User Fees Expenditures	320454	
11/16/20	PARKDCP	20-02400	2 REPLACE RAISED HEADS FOR IRRIG	766.31	0-28-72-400-FUF-EXP Field User Fees Expenditures	320455	
P.O. Total: <u>4,270.55</u>							
11/16/20	PARKDCP	20-00359	NJ-AME50 NJ-AMERICAN WATER CO. 11 1018-210023343187 85 LARNED RD	181.41	0-01-31-445-000-100 Water	11/04/2020	
11/16/20	PARKDCP	20-00477	NJ-AME50 NJ-AMERICAN WATER CO. 11 1018-210024638345 BROAD ST	46.65	0-09-55-502-001-523 Parking Water	11/04/2020	

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11/16/20	PARKDCP	20-00484	NJ-AME50 NJ-AMERICAN WATER CO. 12 100 MORRIS AVE	188.03	0-01-31-445-000-100 Water	11/04/2020	
11/16/20	PARKDCP	20-00548	NJ-AME50 NJ-AMERICAN WATER CO. 10 1018220021694169 189 River Rd	120.87	0-01-31-445-000-GLF Water - Golf Course	10/20	
11/16/20	PARKDCP	20-00700	NJ-AME50 NJ-AMERICAN WATER CO. 11 1018-210027063599 683 SPRNGFLD	174.80	0-01-31-445-000-100 Water	11/04/2020	
11/16/20	PARKDCP	20-00703	NJ-AME50 NJ-AMERICAN WATER CO. 12 1018-210025811013 3 CONSTANTIN	50.47	0-07-55-502-004-605 Sewer Operating Water	11/04/2020	
11/16/20	PARKDCP	20-00706	NJ-AME50 NJ-AMERICAN WATER CO. 11 1018-210023002769 4 MORRIS CT	518.62	0-01-31-445-000-100 Water	11/04/2020	
11/16/20	PARKDCP	20-02200	OMNICHEE OMNI CHEER 1 Classic Black Shorts	195.27	0-28-71-300-CHR-LDG RT-RAP Cheerleading	2020000090851	
11/16/20	PARKDCP	20-00084	PARKMOBI PARKMOBILE USA INC 10 August End User Fees	3,106.50	0-09-55-502-001-310 Parking Electronic Costs	INV17842	
11/16/20	PARKDCP	20-00084	11 End User Fees September	4,331.00	0-09-55-502-001-310 Parking Electronic Costs	INV18233	
P.O. Total:				7,437.50			
11/16/20	PARKDCP	20-02411	QUALIT75 QUALITY REFRIGERATION 1 D0510 Repair Steal Hose Ice	162.95	0-01-28-370-003-203 FAC Equipment Maintenance Supplies	D0510	
11/16/20	PARKDCP	20-02023	RAMACHAN RAMACHANDRAN, JAYANTH 1 REFUND POOL MEMBERSHIP	37.50	0-01-08-118-000 FAC Pool Revenue	09022020	
11/16/20	PARKDCP	20-02172	RIDDEL RIDDELL - ALL AMERICAN 1 Augusta M Converge Polo	170.00	0-28-71-300-FTB-PGM RT-RAP Football Programs	951276761	
11/16/20	PARKDCP	20-02172	2 Augusta M Converge Polo	787.50	0-28-71-300-FTB-PGM RT-RAP Football Programs	951276761	
11/16/20	PARKDCP	20-02172	3 Helmet	333.25	0-28-71-300-FTB-PGM RT-RAP Football Programs	951276761	
11/16/20	PARKDCP	20-02172	4 Freight	31.35	0-28-71-300-FTB-PGM RT-RAP Football Programs	951276761	
P.O. Total:				1,322.10			

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
11/16/20	PARKDCP	20-00069	SMALLWOOD SMALLWOOD FINANCIAL GROUP LLC 11 1159 Time & Attendance Sept.	273.50	0-01-28-370-003-500 FAC Contract Services	1159	
11/16/20	PARKDCP	20-01950	SOUTHSHR SOUTH SHORE CONSTRUCTION, LLC 4 BSG Repair Project Est.3&final	6,143.65	C-08-32-014-100-010 3214 Broad St Parking Garage Improvement	EST3&FINAL	
11/16/20	PARKDCP	20-01344	SUMMIT25 SUMMIT ELECTRICAL SUPPLY CO 1 Part for Tatlock Bathroom	51.00	0-01-28-370-005-402 CP Building Maintenance	7363501	
11/16/20	PARKDCP	20-00101	VERIZ408 VERIZON WIRELESS 11 DIGITAL PAYSTATION MODEMS	2,539.64	0-09-55-502-001-310 Parking Electronic Costs	9865592622	
11/16/20	PARKDCP	20-00117	VERIZ408 VERIZON WIRELESS 21 PEO Tablets	458.14	0-09-55-502-001-403 Parking Equipment Maintenance	9864033925	
11/16/20	PARKDCP	20-00117	22 PEO cell phones	571.15	0-09-55-502-001-521 Parking Telephone Cell Phone	9864033925	
P.O. Total:				1,029.29			
11/16/20	PARKDCP	20-02296	VILLAG50 VILLAGE SUPER MARKET OF NJ LP 1 Event Supplies	91.62	0-01-28-370-005-808 CP Personal Expenses	47104954130	
11/16/20	PARKDCP	20-00012	VILLAGES VILLAGE SUPER MARKET, INC. 14 02940205007 Supplies-TryCAN	24.21	0-28-71-300-TRY-OPE RT-RAP TryCAN Operations	02940205007	
11/16/20	PARKDCP	20-00012	15 02940200911 Food Social Skills	65.33	0-28-71-300-TRY-ESS RT-RAP TryCAN Enrichment & Social Skills	02940200911	
P.O. Total:				89.54			
11/16/20	PARKDCP	20-01833	VONBISCH VONBISCHOFFSAUSEN, WILLIAM 1 REFUND POOL MEMBERSHIP	60.00	0-01-08-118-000 FAC Pool Revenue	08072020	
11/16/20	PARKDCP	20-00102	WBMASON W.B. MASON CO, INC 48 toner black	117.46	0-09-55-502-001-201 Parking Supplies and Materials	213863156	
11/16/20	PARKDCP	20-00102	49 toner cyan	199.27	0-09-55-502-001-201 Parking Supplies and Materials	213863156	
11/16/20	PARKDCP	20-00102	50 duster 10oz cns	8.85	0-09-55-502-001-201 Parking Supplies and Materials	213863156	
11/16/20	PARKDCP	20-00102	51 paper plates	26.05	0-09-55-502-001-201 Parking Supplies and Materials	213863156	
11/16/20	PARKDCP	20-00102	52 aleve	30.19	0-09-55-502-001-201 Parking Supplies and Materials	213863156	
11/16/20	PARKDCP	20-00102	56 toner magenta	106.98	0-09-55-502-001-201 Parking Supplies and Materials	S107748322	

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11/16/20	PARKDCP	20-00102	57 kcup coffe pods	38.97	Parking Supplies and Materials 0-09-55-502-001-201	214262361	
11/16/20	PARKDCP	20-00102	58 view binders	26.64	Parking Supplies and Materials 0-09-55-502-001-201	214262361	
11/16/20	PARKDCP	20-00102	59 prism plus legal pads	39.68	Parking Supplies and Materials 0-09-55-502-001-201	214262361	
11/16/20	PARKDCP	20-00102	60 round stic blk pens	3.39	Parking Supplies and Materials 0-09-55-502-001-201	214262361	
11/16/20	PARKDCP	20-00102	61 G2 gel ink pen blue	11.26	Parking Supplies and Materials 0-09-55-502-001-201	214262361	
11/16/20	PARKDCP	20-00102	62 sugar	7.89	Parking Supplies and Materials 0-09-55-502-001-201	S108113274	
11/16/20	PARKDCP	20-00102	63 paper towels	28.59	Parking Supplies and Materials 0-09-55-502-001-201	S108113274	
P.O. Total:				645.22			
11/16/20	PARKDCP	20-02293	WBMASON W.B. MASON CO, INC 1 White Paper	60.70	0-01-28-370-005-201 CP Supplies and Materials	214612166	
11/16/20	PARKDCP	20-02293	2 Pens	4.08	0-01-28-370-005-201 CP Supplies and Materials	214612166	
11/16/20	PARKDCP	20-02293	3 Post-it-Notes	35.14	0-01-28-370-005-201 CP Supplies and Materials	214612166	
P.O. Total:				99.92			
11/16/20	PARKDCP	20-02300	WBMASON W.B. MASON CO, INC 1 Face Masks	75.00	0-01-28-370-005-201 CP Supplies and Materials	214612641	
11/16/20	PARKDCP	20-02363	WBMASON W.B. MASON CO, INC 1 Projector Screen and Pens	381.97	0-01-28-370-005-201 CP Supplies and Materials	215066921	
11/16/20	PARKDCP	20-02416	WBMASON W.B. MASON CO, INC 1 Manilla File Folders	8.00	0-01-28-370-005-201 CP Supplies and Materials	215112397	
11/16/20	PARKDCP	20-02416	2 Assorted File Folders	22.99	0-01-28-370-005-201 CP Supplies and Materials	215112397	
11/16/20	PARKDCP	20-02416	3 White Envelopes	43.35	0-01-28-370-005-201 CP Supplies and Materials	215112397	
11/16/20	PARKDCP	20-02416	4 Yellow Ink Cartridge	25.90	0-01-28-370-005-301 CP Printing	215112397	
11/16/20	PARKDCP	20-02416	5 Cyan Ink Cartridge	25.90	0-01-28-370-005-301 CP Printing	215112397	
11/16/20	PARKDCP	20-02416	6 Magenta Ink Cartridge	25.90	0-01-28-370-005-301 CP Printing	215112397	
11/16/20	PARKDCP	20-02416	7 Black Ink Cartridge	31.90	0-01-28-370-005-301 CP Printing	215112397	
11/16/20	PARKDCP	20-02416	8 HP Designjet Large Format Pap.	69.99	0-01-28-370-005-301	215112397	

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
P.O. Total:				253.93	CP Printing		
11/16/20	PARKDCP	20-02428	WBMASON W.B. MASON CO, INC 1 Laminator	243.42	0-01-28-370-003-201 FAC Supplies and Materials	215284498	
11/16/20	PARKDCP	20-02428	2 Laminating Sheets	76.77	0-01-28-370-003-201 FAC Supplies and Materials	215284498	
P.O. Total:				320.19			
Total for Batch: PARKDCP				215,398.04			
11/16/20	SAFETY	20-02286	AJC A.J. CELIANO, INC. 1 2 DEFECTIVE CONDENSERS REPAIR	1,769.18	0-01-25-265-000-500 Fire Contract Services	71721	
11/16/20	SAFETY	20-00011	ANIMALCS ANIMAL CONTROL SOLUTIONS LLC 12 November 2020 monthly fee	4,000.00	T-12-56-800-000-001 Animal Control	2854	
11/16/20	SAFETY	20-00229	BH BH SECURITY 6 801566 - MONITORING ALARM SYS	180.00	0-01-25-265-000-500 Fire Contract Services	6243227	
11/16/20	SAFETY	20-00292	BUY-WI50 BUY-WISE AUTO PARTS 16 Car 15 & Car 2	217.53	0-01-25-240-000-703 POL Vehicle Maintenance	10H01467	
11/16/20	SAFETY	20-00292	17 Vehicle Maintenance- Car 5	166.82	0-01-25-240-000-703 POL Vehicle Maintenance	10ID4419	
11/16/20	SAFETY	20-00292	18 Vehicle Maintenance (11,15,17)	82.10	0-01-25-240-000-703 POL Vehicle Maintenance	10IB7389	
11/16/20	SAFETY	20-00292	19 Vehicle Maintenance	611.66	0-01-25-240-000-703 POL Vehicle Maintenance	10IE5613	
P.O. Total:				1,078.11			
11/16/20	SAFETY	20-00273	CHATNAPA CHATHAM NAPA 21 battery cable	24.98	0-01-25-265-000-705 Fire Trucks (Vehicle Maintenance)	810049	
11/16/20	SAFETY	20-00273	22 dielect silicone comp	8.99	0-01-25-265-000-705 Fire Trucks (Vehicle Maintenance)	810049	
11/16/20	SAFETY	20-00273	23 IND HAND CLEANER W ABR	63.58	0-01-25-265-000-705 Fire Trucks (Vehicle Maintenance)	810814	
P.O. Total:				97.55			
11/16/20	SAFETY	20-00283	COMCA840 COMCAST BUSINESS 6 Comcast Services	150.00	0-01-25-240-000-500 POL Contract Svcs	10/16/23020	

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
11/16/20	SAFETY	20-02459	EVERSE EVERS, ERIC 1 FLOOR LINERS FOR FD VEHICLE	349.57	C-04-32-013-00c-100 3213C FD Replace Fire Prevention Vehicle	9/29/20	
11/16/20	SAFETY	20-02289	FIRE ONE FIREFIGHTER ONE LLC 1 100' 5" HOSE	13,464.00	C-04-32-013-00B-120 3213B FD Fire Hose Replacement	SI-00508073	
11/16/20	SAFETY	20-02289	2 50' 5" HOSE - RED	3,234.00	C-04-32-013-00B-120 3213B FD Fire Hose Replacement	SI-00508073	
11/16/20	SAFETY	20-02289	3 25' 5" HOSE	802.00	C-04-32-013-00B-120 3213B FD Fire Hose Replacement	SI-00508073	
P.O. Total:				17,500.00			
11/16/20	SAFETY	20-02398	GRIFFITN GRIFFITHS, NICOLE 1 NOTARY OATH	30.00	0-01-25-240-000-804 POL Training & Seminars	REIMBURSEMENT	
11/16/20	SAFETY	20-02399	LUTHER LUTHER, DANIELLE 1 NOTARY OATH	15.00	0-01-25-240-000-804 POL Training & Seminars	10/6/20	
11/16/20	SAFETY	20-02245	LYNNPE50 LYNN PEAVEY COMPANY 1 Evidence Bags- DB	267.52	0-01-25-240-000-225 POL Detective Bureau/Photo Equip	374426	
11/16/20	SAFETY	20-02245	2 Evidence Rolls	188.43	0-01-25-240-000-201 POL Supplies and Materials	374426	
P.O. Total:				455.95			
11/16/20	SAFETY	20-02385	MAFFEYSS MAFFEY'S LOCK & SAFE COMPANY 1 Security Camera Upgrades	3,600.00	0-01-25-240-000-500 POL Contract Svcs	20-239625	
11/16/20	SAFETY	20-02180	MOTOROLS MOTOROLA SOLUTIONS INC 1 TRI BAND RADIO ANTENNA - CAR 1	180.00	C-04-32-013-00c-100 3213C FD Replace Fire Prevention Vehicle	16124112	
11/16/20	SAFETY	20-00044	NATIONFU NATIONAL FUEL OIL INC 17 TICKET 47007 GAS DELIVERY	2,642.24	0-01-31-460-000-000 GASOLINE	47077	
11/16/20	SAFETY	20-00044	18 TICKET 47349 GAS DELIVERY	1,790.94	0-01-31-460-000-000 GASOLINE	47349	
11/16/20	SAFETY	20-00044	19 TICKET 47796 GASOLINE DELIV	1,716.00	0-01-31-460-000-000 GASOLINE	47796	
P.O. Total:				6,149.18			
11/16/20	SAFETY	20-02402	NELSON66 NELSON, DONALD 1 STAFFERS RETIREMENT GIFT	111.30	0-01-25-265-000-808 Fire Personal Expenses	10/2/20	

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11/16/20	SAFETY	20-02322	READSAUT READ'S AUTO PARTS CO INC 1 3.5 ERASER WHEEL	15.00	0-01-25-265-000-705 Fire Trucks (Vehicle Maintenance)	809499	
11/16/20	SAFETY	20-02322	2 MULTI USE FOOD GR GRS	27.98	0-01-25-265-000-402 Fire Building Maintenance	809499	
			P.O. Total:	42.98			
11/16/20	SAFETY	20-00459	SUMMIT40 SUMMIT IND. HARDWARE 101 9" 8T MTL RECIP BLADE	56.07	0-01-25-265-000-700 Fire Equipment	742171	
11/16/20	SAFETY	20-00459	102 SWSALL BLADES 6"	38.22	0-01-25-265-000-700 Fire Equipment	742171	
11/16/20	SAFETY	20-00459	103 L110R SAWZAL BLADES	11.88	0-01-25-265-000-700 Fire Equipment	742171	
			P.O. Total:	106.17			
11/16/20	SAFETY	20-02333	WBMASON W.B. MASON CO, INC 1 Dispatcher Printer- Toner	269.96	0-01-25-240-000-201 POL Supplies and Materials	214776501	
11/16/20	SAFETY	20-02427	WBMASON W.B. MASON CO, INC 1 Office supplies	337.41	0-01-27-330-000-300 BOH Office Services	215205910	
			Total for Batch: SAFETY	36,422.36			
11/16/20	WORKS	20-02251	ACEREP50 ACE REPROGRAPHIC SERVICE, INC. 1 Trnsfr Stn Flyer Printng	145.00	G-02-26-801-016-000 2016 Recycling Tonnage Grant	69752	
11/16/20	WORKS	20-02394	ACEREP50 ACE REPROGRAPHIC SERVICE, INC. 1 PAPER SUPPLIES	90.20	0-01-20-165-000-505 Eng Printing Services	66447	
11/16/20	WORKS	20-02357	ARGENT50 ARGENT CONTRACTING CO INC 1 SNAKE & CAMERA SEWER	619.04	0-01-26-310-000-419 PB&G Repairs - 5 Myrtle Ave Cornog Bldg	I20473	
11/16/20	WORKS	20-02395	ARGENT50 ARGENT CONTRACTING CO INC 1 CLEAR MAINLINE STOPPAGE 100FT	928.58	0-01-26-310-000-418 PB&G Repairs - 100 Morris Ave Comm Cntr	25150	
11/16/20	WORKS	20-01479	BURGIS BURGIS ASSOCIATES, INC. 2 PB Escrow Fees PB-19-250	1,192.50	T-03-56-286-000-085 Reserved for Planning Board Escrow Fees	36783	
11/16/20	WORKS	20-01479	3 PB Escrow Fees PB-19-251	1,097.50	T-03-56-286-000-085 Reserved for Planning Board Escrow Fees	36845	
11/16/20	WORKS	20-01479	4 PB Escrow Fees PB-19-251	250.00	T-03-56-286-000-085 Reserved for Planning Board Escrow Fees	37437	
11/16/20	WORKS	20-01479	5 PB Escrow Fees PB-20-252	1,843.75	T-03-56-286-000-085 Reserved for Planning Board Escrow Fees	37577	

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
11/16/20	WORKS	20-01479	6 PB Escrow Fees PB-20-252	435.00	Reserved for Planning Board Escrow Fees T-03-56-286-000-085	37726	
			P.O. Total:	4,818.75	Reserved for Planning Board Escrow Fees		
11/16/20	WORKS	20-01529	BURGIS BURGIS ASSOCIATES, INC. 6 2020 City Planner Svcs July	5,218.75	0-01-21-180-000-510 MLU Planner Services	37439	
11/16/20	WORKS	20-01529	7 2020 City Planner Svcs June	4,625.00	0-01-21-180-000-510 MLU Planner Services	37558	
11/16/20	WORKS	20-01529	8 2020 City Planner Svcs August	5,375.00	0-01-21-180-000-510 MLU Planner Services	37576	
			P.O. Total:	15,218.75			
11/16/20	WORKS	20-01637	BUY-WI50 BUY-WISE AUTO PARTS 269 Pronto 5w20 Syn#310	14.88	0-01-20-165-000-405 Eng Vehicle Maintenance	10HS9435	
11/16/20	WORKS	20-01637	270 Wix spin on lube filter #310	7.25	0-01-20-165-000-405 Eng Vehicle Maintenance	10HS9435	
11/16/20	WORKS	20-01637	271 22" Trico ice winter #210	16.98	0-01-20-165-000-405 Eng Vehicle Maintenance	10HS9467	
11/16/20	WORKS	20-01637	272 Pronto 5w20 Synth #210	12.40	0-01-20-165-000-405 Eng Vehicle Maintenance	10HS9467	
11/16/20	WORKS	20-01637	273 Zeco windshield wash	2.49	0-01-22-195-000-405 CE Vehicle Maint	10HS9437	
11/16/20	WORKS	20-01637	274 Wix spin on lube filter	6.54	0-01-22-195-000-405 CE Vehicle Maint	10HS9437	
11/16/20	WORKS	20-01637	275 Kit element&gasket #204	2.59	0-01-22-195-000-405 CE Vehicle Maint	10IB7413	
11/16/20	WORKS	20-01637	276 Kit element & gasket	2.59	0-01-22-195-000-405 CE Vehicle Maint	10IB7413	
11/16/20	WORKS	20-01637	277 Pronto 5w20 Synth	12.40	0-01-22-195-000-405 CE Vehicle Maint	10IB7413	
11/16/20	WORKS	20-01637	278 Kit element & gasket	2.59	0-01-22-195-000-405 CE Vehicle Maint	10IB7411	
11/16/20	WORKS	20-01637	279 Pronto 5w20 Synth	12.40	0-01-22-195-000-405 CE Vehicle Maint	10IB7411	
11/16/20	WORKS	20-01637	280 Wix spin on lube filter	7.25	0-01-22-195-000-405 CE Vehicle Maint	10IB7400	
11/16/20	WORKS	20-01637	281 Permatex #26 HI temp RTV	9.98	0-01-26-315-000-201 Garage Supplies and Materials	10HZ4599	
11/16/20	WORKS	20-01637	282 650 lumen recharge	71.00	0-01-26-315-000-205 Garage Tools	10F01547	
11/16/20	WORKS	20-01637	283 Prime guard DEF 2.5 #18	8.99	0-01-26-315-000-601 Garage RRM Equipment Maintenance	10H01517	
11/16/20	WORKS	20-01637	284 Wix air filter#19	52.40	0-01-26-315-000-601 Garage RRM Equipment Maintenance	10HN4918	
11/16/20	WORKS	20-01637	285 Prime guard DEF 2.5 #18	8.99	0-01-26-315-000-601 Garage RRM Equipment Maintenance	10H01515	
11/16/20	WORKS	20-01637	286 Prime guard DEF 2.5	8.99	0-01-26-315-000-601	10HS9429	

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
11/16/20	WORKS	20-01637	287 Prime guard DEF 2.5 #18	8.99	Garage RRM Equipment Maintenance 0-01-26-315-000-601	10IB7401	
11/16/20	WORKS	20-01637	288 Prime guard DEF 2.5 #18	8.99	Garage RRM Equipment Maintenance 0-01-26-315-000-601	10IB7403	
11/16/20	WORKS	20-01637	289 Wix spin on lube filter#18	57.91	Garage RRM Equipment Maintenance 0-01-26-315-000-601	10IB7393	
11/16/20	WORKS	20-01637	290 20" Trico ice winter	8.49	Garage RRM Equipment Maintenance 0-01-26-315-000-601	10IB7414	
11/16/20	WORKS	20-01637	291 Wix fuel #113	3.74	Garage RRM Equipment Maintenance 0-01-26-315-000-602	10IB7394	
11/16/20	WORKS	20-01637	292 Wix Corrugated Style	87.39	Garage PW Equipment Maintenance 0-01-26-315-000-609	10IB7385	
11/16/20	WORKS	20-01637	293 Wix air filter round	54.61	Garage RPST Equipment Maintenance 0-01-26-315-000-609	10IB7385	
11/16/20	WORKS	20-01637	294 Wix air filter #16	20.22	Garage RPST Equipment Maintenance 0-01-26-315-000-611	10H01448	
11/16/20	WORKS	20-01637	295 JHN non-chlor brake#16	3.70	Garage RRM Vehicle Maintenance 0-01-26-315-000-611	10H01489	
11/16/20	WORKS	20-01637	296 Emergency Lighting #13	65.17	Garage RRM Vehicle Maintenance 0-01-26-315-000-611	10HN4886	
11/16/20	WORKS	20-01637	297 3-wire #13	2.66	Garage RRM Vehicle Maintenance 0-01-26-315-000-611	10H01429	
11/16/20	WORKS	20-01637	298 Prime guard DEF 2.5	8.99	Garage RRM Vehicle Maintenance 0-01-26-315-000-612	10H01519	
11/16/20	WORKS	20-01637	299 Vacuum tubing conn #45	2.46	Garage PW Vehicle Maintenance 0-01-26-315-000-612	10HM6801	
11/16/20	WORKS	20-01637	300 Battery	109.48	Garage PW Vehicle Maintenance 0-01-26-315-000-612	10GN1689	
11/16/20	WORKS	20-01637	301 Wix spin on lube filter #68	57.91	Garage PW Vehicle Maintenance 0-01-26-315-000-613	10H01458	
11/16/20	WORKS	20-01637	302 Sealed beam #64	14.20	Garage G&T Vehicle Maintenance 0-01-26-315-000-613	10H01531	
11/16/20	WORKS	20-01637	303 Wix spin on lube filter #64	57.91	Garage G&T Vehicle Maintenance 0-01-26-315-000-613	10HS9440	
11/16/20	WORKS	20-01637	304 22" Trico ice winter #64	16.98	Garage G&T Vehicle Maintenance 0-01-26-315-000-613	10IB7410	
11/16/20	WORKS	20-01637	305 Wix cabin air panel #64	20.50	Garage G&T Vehicle Maintenance 0-01-26-315-000-613	10IB7410	
11/16/20	WORKS	20-01637	306 Prime guard DEF 2.5 #67	8.99	Garage G&T Vehicle Maintenance 0-01-26-315-000-614	10H01498	
11/16/20	WORKS	20-01637	307 Prime guard DEF 2.5 #67	8.99	Garage RECYCLING Vehicle Maintenance 0-01-26-315-000-614	10HS9453	
11/16/20	WORKS	20-01637	308 Prime guard DEF 2.5 #67	8.99	Garage RECYCLING Vehicle Maintenance 0-01-26-315-000-614	10FH8855	
11/16/20	WORKS	20-01637	309 Prime guard DEF 2.5 #85	8.99	Garage RECYCLING Vehicle Maintenance 0-01-26-315-000-616	10HS9449	
11/16/20	WORKS	20-01637	310 Wix radial seal outer air#89	89.31	Garage COMPOST Vehicle Maintenance 0-01-26-315-000-616	10HS9501	
11/16/20	WORKS	20-01637	311 Wix radial seal inner air#89	96.43	Garage COMPOST Vehicle Maintenance 0-01-26-315-000-616	10HS9501	
11/16/20	WORKS	20-01637	312 Wix cabin air panel #89	59.66	Garage COMPOST Vehicle Maintenance 0-01-26-315-000-616	10HS9499	

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11/16/20	WORKS	20-01637	313 Wix cabin air panel #89	63.14	Garage COMPOST Vehicle Maintenance 0-01-26-315-000-616	10HS9499	
11/16/20	WORKS	20-01637	314 Battery#546	136.49	Garage COMPOST Vehicle Maintenance 0-01-26-315-000-617	10HN4981	
11/16/20	WORKS	20-01637	315 Returned Battery#546	16.00-	Garage PB&G Vehicle Maintenance 0-01-26-315-000-617	10HN4981	
11/16/20	WORKS	20-01637	316 Standard capsule	7.53	Garage PB&G Vehicle Maintenance 0-01-26-315-000-618	10IB7390	
11/16/20	WORKS	20-01637	317 Connector, LP-COR #501	16.94	Garage GARAGE Vehicle Maintenance 0-01-26-315-000-618	10HT9227	
11/16/20	WORKS	20-01637	318 Wix air filter panel	20.22	Garage GARAGE Vehicle Maintenance 0-01-26-315-000-619	10HO1440	
11/16/20	WORKS	20-01637	319 Wix air filter panel #90	7.16	Garage RPST Vehicle Maintenance 0-01-26-315-000-619	10HO1440	
11/16/20	WORKS	20-01637	320 Wix corrugated style #95	83.27	Garage RPST Vehicle Maintenance 0-01-26-315-000-619	10HO1536	
11/16/20	WORKS	20-01637	321 Wix cabin air panel #95	22.06	Garage RPST Vehicle Maintenance 0-01-26-315-000-619	10HO1536	
11/16/20	WORKS	20-01637	322 Wix spin on fuel water #95	46.30	Garage RPST Vehicle Maintenance 0-01-26-315-000-619	10HN4883	
11/16/20	WORKS	20-01637	323 Prime guard DEF 2.5 #95	8.99	Garage RPST Vehicle Maintenance 0-01-26-315-000-619	10HO1522	
11/16/20	WORKS	20-01637	324 Prime guard DEF 2.5 #94	8.99	Garage RPST Vehicle Maintenance 0-01-26-315-000-619	10HO1537	
11/16/20	WORKS	20-01637	325 Prime guard DEF 2.5 #94	8.99	Garage RPST Vehicle Maintenance 0-01-26-315-000-619	10HS9455	
11/16/20	WORKS	20-01637	326 Wix spin on lube filter#94	6.54	Garage RPST Vehicle Maintenance 0-01-26-315-000-619	10HS9445	
11/16/20	WORKS	20-01637	327 Wix spin on lube filter#94	15.52	Garage RPST Vehicle Maintenance 0-01-26-315-000-619	10HS9445	
11/16/20	WORKS	20-01637	328 Prime guard DEF 2.5	8.99	Garage RPST Vehicle Maintenance 0-01-26-315-000-619	10IB7402	
11/16/20	WORKS	20-01637	329 Wix spon on lube filter#105	7.16	Garage RPST Vehicle Maintenance 0-01-26-315-000-619	10IB7396	
11/16/20	WORKS	20-01637	330 Prime guard DEF 2.5	8.99	Garage RPST Vehicle Maintenance 0-07-55-502-004-403	10HO1529	
11/16/20	WORKS	20-01637	331 Wix radial seal inner air#549	26.86	Sewer Operating Equipment Maintenance 0-07-55-502-004-403	10IB7379	
11/16/20	WORKS	20-01637	332 Wix radial seal outer air#549	46.08	Sewer Operating Equipment Maintenance 0-07-55-502-004-403	10IB7392	
P.O. Total:				1,686.59	Sewer Operating Equipment Maintenance		
11/16/20	WORKS	20-00048	CHATHA40 CHATHAM LAWNMOWER SERVICE, INC 24 BATTERIES	1,052.80	0-01-28-375-000-205 P&ST Tools	191218	
11/16/20	WORKS	20-00450	CITYOF46 CITY OF SUMMIT OFF DUTY 9 Traffic Control Job# 4452 6/25	1,338.24	C-04-31-095-100-010 3195 City Portion Local Improvements	3669	

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
11/16/20	WORKS	20-02070	COOPEREL COOPER ELECTRIC SUPPLY CO 1 ELECTRICAL TAPE/CODING TAPE	95.04	0-01-26-300-000-201 PW Supplies	S041661068	
11/16/20	WORKS	20-01776	CRYSTALS CRYSTAL SPRINGS 7 5 Gallon Water Bottles	24.00	0-01-32-465-000-201 CS Supplies and Materials	20622866	102120
11/16/20	WORKS	20-01776	8 Water Cooler Rental Fee	1.99	0-01-32-465-000-201 CS Supplies and Materials	20622866	102120
P.O. Total:				25.99			
11/16/20	WORKS	20-00922	DAVISON DAVISON, EASTMAN, MUNOZ, 23 ZB Escrow Fees ZB-16-1822	60.00	T-03-56-286-000-084 Reserved for Zoning Board	377593	Escrow Fees
11/16/20	WORKS	20-00922	24 ZB Escrow Fees ZB-19-1960-2	405.00	T-03-56-286-000-084 Reserved for Zoning Board	377594	Escrow Fees
11/16/20	WORKS	20-00922	25 ZB Escrow Fees ZB-20-2010	150.00	T-03-56-286-000-084 Reserved for Zoning Board	377596	Escrow Fees
11/16/20	WORKS	20-00922	26 ZB Escrow Fees ZB-20-2009	300.00	T-03-56-286-000-084 Reserved for Zoning Board	377597	Escrow Fees
11/16/20	WORKS	20-00922	27 ZB Escrow Fees ZB-17-1890	150.00	T-03-56-286-000-084 Reserved for Zoning Board	377629	Escrow Fees
11/16/20	WORKS	20-00922	28 ZB Escrow Fees ZB-19-1960-2	450.00	T-03-56-286-000-084 Reserved for Zoning Board	378235	Escrow Fees
11/16/20	WORKS	20-00922	29 ZB Escrow Fees ZB-20-2007	150.00	T-03-56-286-000-084 Reserved for Zoning Board	378237	Escrow Fees
11/16/20	WORKS	20-00922	30 ZB Escrow Fees ZB-20-2012	150.00	T-03-56-286-000-084 Reserved for Zoning Board	378238	Escrow Fees
11/16/20	WORKS	20-00922	31 ZB Escrow Fees ZB-19-1986	540.00	T-03-56-286-000-084 Reserved for Zoning Board	378910	Escrow Fees
11/16/20	WORKS	20-00922	32 ZB Escrow Fees ZB-20-2011	150.00	T-03-56-286-000-084 Reserved for Zoning Board	378911	Escrow Fees
11/16/20	WORKS	20-00922	33 ZB Escrow Fees ZB-19-2000	105.00	T-03-56-286-000-084 Reserved for Zoning Board	378912	Escrow Fees
11/16/20	WORKS	20-00922	34 ZB Escrow Fees ZB-20-2014	150.00	T-03-56-286-000-084 Reserved for Zoning Board	378913	Escrow Fees
11/16/20	WORKS	20-00922	35 ZB Escrow Fees ZB-20-2013	150.00	T-03-56-286-000-084 Reserved for Zoning Board	378914	Escrow Fees
P.O. Total:				2,910.00			
11/16/20	WORKS	20-00923	DAVISON DAVISON, EASTMAN, MUNOZ, 7 Zoning Board Mtg Fees June	1,400.00	0-01-21-185-000-500 BOA Contract Svcs	377634	
11/16/20	WORKS	20-00923	8 Zoning Board Mtg Fees July	1,400.00	0-01-21-185-000-500 BOA Contract Svcs	378234	
11/16/20	WORKS	20-00923	9 Zoning Board Mtg Fees August	1,400.00	0-01-21-185-000-500 BOA Contract Svcs	378908	
P.O. Total:				4,200.00			

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11/16/20	WORKS	20-02396	DILAURIM DILAURI, MATTHEW 1 EMPLOYMENT ADVERTISEMENT	330.00	0-01-32-465-000-202 CS Marketing & Advertising	394320585	
11/16/20	WORKS	20-00115	DONOF D'ONOFRIO & SON INC 8 LANDSCAPE MAINT	6,100.00	0-01-28-375-000-504 P&ST Contracted Grounds Maintenance	30064	
11/16/20	WORKS	20-02349	FINGERSR FINGER'S RADIATOR HOSPITAL INC 1 CLEAN & REPAIR RADIATOR	228.50	0-01-26-315-000-601 Garage RRM Equipment Maintenance	25575	
11/16/20	WORKS	20-02307	FUSCOB50 FUSCO BROS INC 1 RIVER STONE	38.60	C-04-31-091-00A-580 3191A DCS Transfer Stat Remed/Redev LSRP	301622	
11/16/20	WORKS	20-01875	GLOBALEQ GLOBAL EQUIPMENT COMPANY INC 1 WATER FOUNTAIN	1,050.00	C-04-32-013-00A-600 3213A DCS City Hall Building Maintenance	116418074	
11/16/20	WORKS	20-01875	2 FILTERS	125.90	C-04-32-013-00A-600 3213A DCS City Hall Building Maintenance	116418074	
11/16/20	WORKS	20-01875	3 SHIPPING	36.85	C-04-32-013-00A-600 3213A DCS City Hall Building Maintenance	116418074	
P.O. Total:				1,212.75			
11/16/20	WORKS	20-01639	HOMED33 HOME DEPOT CREDIT SRVCS (DCS) 19 SHELVES	33.88	C-04-31-091-00A-580 3191A DCS Transfer Stat Remed/Redev LSRP	5045888	
11/16/20	WORKS	20-02421	HORIZON HORIZON INDUSTRIES INC. 1 Repmnt Cord Channel Monstr #2	970.00	0-07-55-502-004-403 Sewer Operating Equipment Maintenance	QUOTE	
11/16/20	WORKS	20-01615	JACKDOHE JACK DOHENY COMPANIES INC 1 10' WHIP HOSE	135.00	0-07-55-502-004-405 Sewer Operating Vehicle Maintenance	C43461	
11/16/20	WORKS	20-01825	JACKDOHE JACK DOHENY COMPANIES INC 1 HOSE REEL CHAN/MASTER LKS #448	51.36	0-07-55-502-004-405 Sewer Operating Vehicle Maintenance	C44503	
11/16/20	WORKS	20-02131	JACKDOHE JACK DOHENY COMPANIES INC 1 QUICK CLAMP	83.16	0-07-55-502-004-201 Sewer Operating Supplies	103981	
11/16/20	WORKS	20-02364	JESCOI50 JESCO INC 1 THERMOSTAT & GASKET	27.83	0-01-26-315-000-601 Garage RRM Equipment Maintenance	JB8009	
11/16/20	WORKS	20-02383	JESCOI50 JESCO INC 1 O RING KIT #23	54.06	0-01-26-315-000-601	JB8190, JB8189	

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
11/16/20	WORKS	20-02383	2 WATER PUMP & GASKET KIT #23	425.11	Garage RRM Equipment Maintenance 0-01-26-315-000-601	JB8190, JB8189	
			P.O. Total:	479.17	Garage RRM Equipment Maintenance		
11/16/20	WORKS	20-02387	JESCOI50 JESCO INC 1 INSIDE WATER PUMP PRESSURE	82.38	0-01-26-315-000-601	JB8221	
					Garage RRM Equipment Maintenance		
11/16/20	WORKS	20-02407	LUBENETL LUBENET, LLC 1 ANTIFREEZE, MOTOR OIL & CHASSI	823.00	0-01-26-315-000-214	63169	
					Garage Vehicle Supplies		
11/16/20	WORKS	20-00346	MASERC50 MASER CONSULTING PA 54 Inspection Fees PB-19-248	362.50	T-03-56-286-000-086	589879	
					Reserved for Engineering Inspection Fees		
11/16/20	WORKS	20-00346	55 Inspection Fees ZB-16-1822	1,305.00	T-03-56-286-000-086	589863	
					Reserved for Engineering Inspection Fees		
11/16/20	WORKS	20-00346	56 Inspection Fees ZB-17-1909	507.50	T-03-56-286-000-086	589882	
					Reserved for Engineering Inspection Fees		
11/16/20	WORKS	20-00346	57 Inspection Fees ZB-18-1927	1,142.50	T-03-56-286-000-086	589868	
					Reserved for Engineering Inspection Fees		
11/16/20	WORKS	20-00346	58 Inspection Fees ZB-18-1941-2	72.50	T-03-56-286-000-086	589871	
					Reserved for Engineering Inspection Fees		
11/16/20	WORKS	20-00346	59 Inspection Fees PB-19-248	181.25	T-03-56-286-000-086	594681	
					Reserved for Engineering Inspection Fees		
11/16/20	WORKS	20-00346	60 Inspection Fees ZB-16-1822	680.00	T-03-56-286-000-086	594669	
					Reserved for Engineering Inspection Fees		
11/16/20	WORKS	20-00346	61 Inspection Fees ZB-17-1909	345.00	T-03-56-286-000-086	594683	
					Reserved for Engineering Inspection Fees		
11/16/20	WORKS	20-00346	62 Inspection Fees ZB-18-1927	217.50	T-03-56-286-000-086	594677	
					Reserved for Engineering Inspection Fees		
11/16/20	WORKS	20-00346	63 Inspection Fees ZB-18-1941-2	230.00	T-03-56-286-000-086	594678	
					Reserved for Engineering Inspection Fees		
11/16/20	WORKS	20-00346	64 Inspection Fees PB-19-248	115.00	T-03-56-286-000-086	596424	
					Reserved for Engineering Inspection Fees		
11/16/20	WORKS	20-00346	65 Inspection Fees PB-18-245	115.00	T-03-56-286-000-086	596426	
					Reserved for Engineering Inspection Fees		
11/16/20	WORKS	20-00346	66 Inspection Fees ZB-17-1909	115.00	T-03-56-286-000-086	596427	
					Reserved for Engineering Inspection Fees		
11/16/20	WORKS	20-00346	67 Inspection Fees ZB-18-1927	115.00	T-03-56-286-000-086	596421	
					Reserved for Engineering Inspection Fees		
11/16/20	WORKS	20-00346	68 Inspection Fees ZB-18-1941-2	1,567.50	T-03-56-286-000-086	596423	
					Reserved for Engineering Inspection Fees		
11/16/20	WORKS	20-00346	69 Inspection Fees PB-18-242	108.75	T-03-56-286-000-086	599881	
					Reserved for Engineering Inspection Fees		
11/16/20	WORKS	20-00346	70 Inspection Fees PB-18-245	230.00	T-03-56-286-000-086	599887	
					Reserved for Engineering Inspection Fees		
11/16/20	WORKS	20-00346	71 Inspection Fees ZB-17-1876	575.00	T-03-56-286-000-086	599878	
					Reserved for Engineering Inspection Fees		
11/16/20	WORKS	20-00346	72 Inspection Fees ZB-18-1927	720.00	T-03-56-286-000-086	599883	

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
11/16/20	WORKS	20-00346	73 Inspection Fees ZB-18-1941-2	490.00	Reserved for Engineering Inspection Fees T-03-56-286-000-086	599884	
			P.O. Total:	9,195.00	Reserved for Engineering Inspection Fees		
11/16/20	WORKS	20-02455	NJAFM NJ ASSC FLOODPLAIN MANAGEMENT 1 A. Schrager 2021 Membership	30.00	0-01-20-165-000-809 Eng Conferences Meetings and Training	2021 MEMBERSHIP	
11/16/20	WORKS	20-02449	NJLEAG50 NJ STATE LEAGUE OF 1 Professional Dev. Webinar	45.00	0-01-21-185-000-809 BOA Conf & Meetings	DECEMBER 2,2020	
11/16/20	WORKS	20-02388	NJSOCI50 NJ SOCIETY OF MUNICIPAL ENGINE 1 2020 Membership Dues #49719010	150.00	0-01-20-165-000-809 Eng Conferences Meetings and Training	49719010	
11/16/20	WORKS	20-02388	2 2020 Membership Dues #49719008	110.00	0-01-20-165-000-809 Eng Conferences Meetings and Training	49719008	
11/16/20	WORKS	20-02388	3 2020 Membership Dues #49719009	110.00	0-01-20-165-000-809 Eng Conferences Meetings and Training	49719009	
			P.O. Total:	370.00			
11/16/20	WORKS	20-00950	PERFORMA PERFORMANCE CONCRETE CUTTING 1 Glen Ave. Pmp Stn-Cncrete Cut	1,800.00	C-06-31-013-300-120 3113 Sewer Pump Station Glen Avenue	922731	
11/16/20	WORKS	20-00950	2 Glen Ave. Pmp Stn-Cncrete Cut	500.00	C-06-30-085-00A-010 3085 Sanitary Sewer System Improvements	922731	
11/16/20	WORKS	20-00950	3 Glen Ave. Pmp Stn-Cncrete Cut	1,100.00	C-06-31-067-00A-034 3167A Sewer Pump Station Glen Ave	922731	
			P.O. Total:	3,400.00			
11/16/20	WORKS	20-02463	POPOLOJ POPOLO, JOSEPH 1 SUB COVERAGE FOR FIRE INSPECTR	675.00	0-18-00-701-000-104 UCC Overtime	11/3 11/5	
11/16/20	WORKS	20-02444	RILLOD50 RILLO, DOUG 1 COMMERCIAL DRIVERS LICENSE	20.00	0-01-32-465-000-812 CS Licenses and Certifications	10/21/20	
11/16/20	WORKS	20-00184	SANITA50 SANITATION EQUIPMENT CORP 23 PTO hot shift #62	2,090.27	0-01-26-315-000-614 Garage RECYCLING Vehicle Maintenance	56011	
11/16/20	WORKS	20-00644	SENLLC SURENIAN EDWARDS & NOLAN LLC 8 2020 Affordable Housing Counsl	581.00	T-19-56-800-000-001 Affordable Housing Trust Fund	JULY20	
11/16/20	WORKS	20-00644	9 2020 Affordable Housing Counsl	427.50	T-19-56-800-000-001 Affordable Housing Trust Fund	AUG20	
11/16/20	WORKS	20-00644	10 2020 Affordable Housing Counsl	34.00	T-19-56-800-000-001	SEPT20	

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
P.O. Total:				1,042.50	Affordable Housing Trust Fund		
11/16/20	WORKS	20-00202	SOSGAS50 SOS GASES INC 19 Cylinder Rental	32.00	0-01-26-306-000-402 TS Building Maintenance	143703-R	
11/16/20	WORKS	20-00202	20 Cylinder Rental- Surcharge	3.50	0-01-26-306-000-402 TS Building Maintenance	143703-R	
P.O. Total:				35.50			
11/16/20	WORKS	20-00209	SPRINT SPRINT SPECTRUM, LP 11 UCC Monthly Phone Sept/Oct. 20	297.16	0-18-00-701-000-607 UCC Telephone	645042119-231	
11/16/20	WORKS	20-00206	TMBRENN T.M. BRENNAN CONTRACTORS, INC. 18 Community Center RTU fix	272.50	0-01-26-310-000-410 PB&G Repairs - 71 Summit Avenue	5979	
11/16/20	WORKS	20-00449	UNIONC43 UNION COUNTY POLICE 2 8/17/20 Broad/Summit #2013805	376.38	C-04-31-095-100-010 3195 City Portion Local Improvements	2013805	
11/16/20	WORKS	20-00449	3 8/10/20 Broad/Summit #2013812	669.12	C-04-31-095-100-010 3195 City Portion Local Improvements	2013812	
11/16/20	WORKS	20-00449	4 8/19/20 Maple Str. # 2013812	752.76	C-04-31-095-100-010 3195 City Portion Local Improvements	2013812	
P.O. Total:				1,798.26			
11/16/20	WORKS	20-01098	VENTURA VENTURA MIESOWITZ KEOUGH & 3 Planning Board Attorney Fees	1,450.00	0-01-21-180-000-199 Municipal Land Use - Attorney (clearing)	23269	
11/16/20	WORKS	20-01098	4 Planning Board Attorney Fees	225.00	0-01-21-180-000-199 Municipal Land Use - Attorney (clearing)	23366	
11/16/20	WORKS	20-01098	5 Planning Board Attorney Fees	525.00	0-01-21-180-000-199 Municipal Land Use - Attorney (clearing)	23455	
11/16/20	WORKS	20-01098	6 Planning Board Attorney Fees	3,675.00	0-01-21-180-000-199 Municipal Land Use - Attorney (clearing)	23521	
P.O. Total:				5,875.00			
11/16/20	WORKS	20-01629	VENTURA VENTURA MIESOWITZ KEOUGH & 2 PB Escrow Fees PB-19-251	375.00	T-03-56-286-000-085 Reserved for Planning Board Escrow Fees	23273	
11/16/20	WORKS	20-01629	3 PB Escrow Fees PB-19-250	375.00	T-03-56-286-000-085 Reserved for Planning Board Escrow Fees	23270	
11/16/20	WORKS	20-01629	4 PB Escrow Fees PB-19-251	300.00	T-03-56-286-000-085 Reserved for Planning Board Escrow Fees	23365	
11/16/20	WORKS	20-01629	5 PB Escrow Fees PB-19-251	675.00	T-03-56-286-000-085 Reserved for Planning Board Escrow Fees	23454	
11/16/20	WORKS	20-01629	6 PB Escrow Fees PB-19-251	105.00	T-03-56-286-000-085 Reserved for Planning Board Escrow Fees	23520	

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
11/16/20	WORKS	20-01629	7 PB Escrow Fees PB-20-252	900.00	Reserved for Planning Board Escrow Fees T-03-56-286-000-085	23522	
			P.O. Total:	2,730.00	Reserved for Planning Board Escrow Fees		
11/16/20	WORKS	20-00535	VERIZ408 VERIZON WIRELESS 21 442088740-00001	765.94	0-01-31-440-000-000 TELEPHONE	9865561980	
11/16/20	WORKS	20-00535	22 442088740-00001 (sewer utility)	191.49	0-07-55-502-004-509 Sewer Operating Mobile Devices	985561980	
			P.O. Total:	957.43			
11/16/20	WORKS	20-02347	WALDENCO WALDEN CONSTRUCTION LLC 1 REFUND ENG PERMIT #15-122	4,900.00	T-03-56-286-000-116 Reserved Monitor Fees	REFUND	
11/16/20	WORKS	20-01641	WBMASON W.B. MASON CO, INC 74 CUSTODIAL CARTS/TOOLS	292.94	0-01-26-310-000-201 PB&G Supplies and Materials	214940197	
11/16/20	WORKS	20-01641	77 ARMS, FIXED HEIGHT, BK	48.97	0-01-32-465-000-201 CS Supplies and Materials	214305593	
11/16/20	WORKS	20-01641	78 ARMS, FIXED HEIGHT, BK	48.97	0-01-32-465-000-201 CS Supplies and Materials	CR8447096	
11/16/20	WORKS	20-01641	79 DESK TOP STAPLER	27.68	0-01-32-465-000-701 CS Equipment	215204750	
11/16/20	WORKS	20-01641	80 POWDER FREE GLOVES	27.98	0-01-32-465-000-701 CS Equipment	215204750	
11/16/20	WORKS	20-01641	81 AA ALKALINE BATTERIES	19.93	0-01-32-465-000-701 CS Equipment	215204750	
11/16/20	WORKS	20-01641	82 HAND SANITIZER	119.80	0-01-32-465-000-701 CS Equipment	215204750	
11/16/20	WORKS	20-01641	83 POWDER FREE GLOVES	65.85	0-01-32-465-000-701 CS Equipment	215204750	
11/16/20	WORKS	20-01641	84 POWDER FREE GLOVES MEDIUM	109.75	0-01-32-465-000-701 CS Equipment	215204750	
11/16/20	WORKS	20-01641	85 DISPOSABLE FACE MASK	125.00	0-01-32-465-000-701 CS Equipment	215204750	
11/16/20	WORKS	20-01641	86 DISINFECTING WIPES	67.72	0-01-32-465-000-701 CS Equipment	215204750	
11/16/20	WORKS	20-01641	87 INFRARED FOREHEAD THERMOMETER	499.90	0-01-32-465-000-701 CS Equipment	215204750	
11/16/20	WORKS	20-01641	88 COMFORT GRIP PEN BLUE	3.82	0-01-32-465-000-701 CS Equipment	215204750	
11/16/20	WORKS	20-01641	89 POP-UP NOTES 3X3	7.84	0-01-32-465-000-701 CS Equipment	215204750	
11/16/20	WORKS	20-01641	90 INFARED FOREHEAD THERMOMETER	299.94	0-01-32-465-000-701 CS Equipment	215252314	
			P.O. Total:	1,668.15			

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
WELDON25 WELDON ASPHALT DIVISION							
11/16/20	WORKS	20-01642	18 I-5 FABC	895.35	0-01-26-290-000-211 RRM Road Materials	3071369	
11/16/20	WORKS	20-01642	19 I-5 FABC - New Contrct Price	6,207.32	0-01-26-290-000-211 RRM Road Materials	3071369	
11/16/20	WORKS	20-01642	20 ESC	77.11	0-01-26-290-000-211 RRM Road Materials	3071369	
11/16/20	WORKS	20-01642	21 TAK-KOTE Pail	110.00	0-01-26-290-000-211 RRM Road Materials	3071369	
11/16/20	WORKS	20-01642	22 RAP Single Axle	500.00	0-01-26-290-000-211 RRM Road Materials	3071369	
11/16/20	WORKS	20-01642	23 RAP Single Axle	1,000.00	0-01-26-308-000-200 Disposal Charges	3071369	
11/16/20	WORKS	20-01642	24 CONCRETE Single Axle	1,000.00	0-01-26-308-000-200 Disposal Charges	3071369	
P.O. Total:				9,789.78			
WURTHUSA WURTH USA INC							
11/16/20	WORKS	20-01874	1 Cabinet restock	414.45	0-01-26-315-000-214 Garage Vehicle Supplies	96770161	
WURTHUSA WURTH USA INC							
11/16/20	WORKS	20-02252	1 HX Nut 8.8 ZN 12x1.75x19	15.70	0-01-26-315-000-201 Garage Supplies and Materials	96814231	
11/16/20	WORKS	20-02252	2 HX Nut 8.8 ZN 10x1.5x15	15.00	0-01-26-315-000-201 Garage Supplies and Materials	96814231	
11/16/20	WORKS	20-02252	3 Bolt M10x70x1.5x17WR ZINC	17.05	0-01-26-315-000-201 Garage Supplies and Materials	96814231	
P.O. Total:				47.75			
ZAPPPIA50 ZAPPPIA'S							
11/16/20	WORKS	20-00409	7 DCS Lunch Meeting	286.00	0-01-32-465-000-701 CS Equipment	7440, 746	
11/16/20	WORKS	20-00409	8 DCS Meeting Refreshments	50.00	0-01-32-465-000-701 CS Equipment	7452, 746	
P.O. Total:				336.00			
Total for Batch: WORKS				89,714.36			
Total for Date: 11/16/20				Total for All Batches:	924,874.72		


Batch Id		Batch Total
Total for Batch: ADMIN		28,716.05
Total for Batch: FINANCE		554,623.91
Total for Batch: PARKDCP		215,398.04
Total for Batch: SAFETY		42,527.30
Total for Batch: WORKS		89,769.85
Total of All Batches:		<u>931,035.15</u>

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
Current Fund	0-01	661,362.24	295.00	0.00	661,657.24
Sewer Operating	0-07	1,563.41	0.00	0.00	1,563.41
Parking Operating	0-09	20,365.66	27.00	0.00	20,392.66
Uniform Construction Code	0-18	972.16	0.00	0.00	972.16
Recreation Trust	0-28	7,499.70	250.00	0.00	7,749.70
Year Total:		691,763.17	572.00	0.00	692,335.17
Current Fund	9-01	55.49	0.00	0.00	55.49
General Captial	C-04	193,848.37	0.00	0.00	193,848.37
Sewer Capital	C-06	3,400.00	0.00	0.00	3,400.00
Parking Capital	C-08	6,143.65	0.00	0.00	6,143.65
Year Total:		203,392.02	0.00	0.00	203,392.02
Grant Fund	G-02	1,586.97	0.00	0.00	1,586.97
Trust - Other	T-03	24,553.75	0.00	0.00	24,553.75
Animal Control	T-12	4,000.00	0.00	0.00	4,000.00
Self Insurance Trust	T-13	4,069.25	0.00	0.00	4,069.25
Affordable Housing	T-19	1,042.50	0.00	0.00	1,042.50
Year Total:		33,665.50	0.00	0.00	33,665.50
Total of All Funds:		930,463.15	572.00	0.00	931,035.15

City of Summit Tax Office

Memo



To: Mayor and Council
From: Juliet Ruggiero, Tax Collector 
Copy: Michael F. Rogers, Administrator
Tammie L. Baldwin, Treasurer
Date: October 29, 2020
Subject: 2020 Tax Sale

Six Parcels went to tax sale:	\$39,730.59
Six parcels were sold to an Outside Lienholder:	\$39,730.59
Total Amount of Premium:	\$166,600.00

Communication: Letter - Summit Tax Collector, re Tax Sale Held October 29, 2020 (Correspondence)

THE CITY OF SUMMIT

N E W J E R S E Y

CITY HALL 512 SPRINGFIELD AVENUE SUMMIT, NJ 07901

CORRESP

October 29, 2020

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

Ladies and Gentlemen:

On Tuesday, October 27, 2020, at 11:00 a.m., bids were received by the Purchasing Agent as advertised in the Union County Local Source on October 15, 2020 and referred to the Purchasing Agent. Results are as follows:

2021-2022 WALK-IN HARDWARE SUPPLIES

	% Discount	# miles from closest City border (max 5)	Available for emergencies	Agree to extension
Summit Industrial Hardware Inc. 107 Park Avenue Summit NJ 07901	15	(located in Summit) 0	Yes	Yes
Continental Hardware Inc. 400 Delancy Street Newark NJ 07105	18	12 Reject, NJSA 40A:11-2(33) non-responsive – vendor located outside maximum travel area	Yes	Yes

The Purchasing Agent, makes the following bid award recommendation to the Finance Committee:

PURCHASE OF WALK-IN HARDWARE SUPPLIES

Award to Summit Industrial Hardware Inc. not to exceed \$60,000.00 per calendar year.

Sincerely,

Michelle Caputo

Michelle Caputo
Purchasing Agent

Communication: Purchasing Letter - 2021-2022 Walk-In Hardware Supplies (Correspondence)

THE CITY OF SUMMIT

NEW JERSEY

CITY HALL 512 SPRINGFIELD AVENUE SUMMIT, NJ 07901

CORRESP

October 29, 2020

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

Ladies and Gentlemen:

On Tuesday, October 27, 2020, at 11:00 a.m., bids were received by the Purchasing Agent as advertised in the Union County Local Source on October 15, 2020 and referred to the Purchasing Agent. Results are as follows:

2021-2022 ON-CALL HVAC MAINTENANCE & REPAIR SERVICES SUMMARY OF BIDS AS SUBMITTED ON 10/27/2020 Subject to Attorney/Staff Review	Unitemp, Inc. 26 Worlds Fair Drive, Unit D Somerset, NJ 08873	Binsky & Snyder Service LLC 281 Centennial Avenue Piscataway, NJ 08854
Hourly Rate routine 7am-5pm M-F (holidays excepted)	\$	
Supervisor/Foreman	90.00	110.00
Mechanic	85.00	110.00
Skilled Laborer	80.00	100.00
Laborer	77.00	95.00
Other:	87.00	N/A
Hourly Rate After Hours/Emergency (all other times)		
Supervisor/Foreman	135.00	165.00
Mechanic	127.50	165.00
Skilled Laborer	120.00	150.00
Laborer	115.50	142.50
Other:	130.50	N/A
"Assessment Visit" Flat Rate	130.00	110.00
Material Cost – Discount or Markup	+5.0%	+5%
Location within 1 hour travel time to Summit	34 mins	33 mins
Agree to Contract Extension Option 1/1/23-12/31/24	Yes	Yes

The Purchasing Agent, makes the following bid award recommendation to the Finance Committee:

2021-2022 ON-CALL HVAC MAINTENANCE AND REPAIR SERVICES

Award to Unitemp, Inc. not to exceed \$65,000.00 per calendar year.

Sincerely,



Michelle Caputo
Purchasing Agent

Communication: Purchasing Letter - 2021-2022 On-Call HVAC Maintenance & Repair Services (Correspondence)

THE CITY OF SUMMIT

N E W J E R S E Y

CITY HALL 512 SPRINGFIELD AVENUE SUMMIT, NJ 07901

CORRESP

November 9, 2020

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

Ladies and Gentlemen:

On Tuesday, October 27, 2020, at 11:00 a.m., bids were received by the Purchasing Agent as advertised in the Union County Local Source on October 15, 2020 and referred to the Acting DCS Director. Results are as follows:

2021-2022 ON-SITE VEGETATIVE WASTE GRINDING SERVICES

	Full Day Rate	Half Day Rate	Agrees to consider one (1) 2-year extension
The Firewood Farm Inc. 325 Bergen St. South Plainfield NJ 07080	\$4,000.00	\$3,000.00	Yes
JH Reid On-Site Recycling, Inc. 172 Baekeland Ave. Middlesex NJ 08846	\$4,100.00	\$3,900.00	Yes
Environmental Renewal LLC 27 Andrews Dr. Woodland Park NJ 07424	\$4,890.00	\$3,890.00	No
Nature's Choice Corporation 1106 Millstone River Rd. Hillsborough NJ 08844	\$5,350.00	\$4,000.00	Yes
Britton Industries Inc. 227 Bakers Basin Rd. Lawrenceville NJ 08648	\$7,500.00	\$7,500.00	Yes

The Purchasing Agent, upon the review, evaluation and recommendation in a memo from the Acting DCS Director, makes the following recommendation to the Capital Projects & Community Services Committee:

2021-2022 ON-SITE VEGETATIVE WASTE GRINDING SERVICES

Award to The Firewood Farm Inc. for a low net base bid Full Day Rate of \$4,000.00 and Half Day Rate of \$3,000.00, not to exceed \$85,000.00 per contract year.

Sincerely,

Michelle Caputo

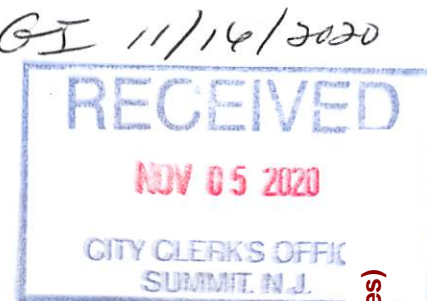
Michelle Caputo
Purchasing Agent

Communication: Purchasing Letter - 2021-2022 On-Site Vegetative Waste Grinding Services (Correspondence)



TOWNSHIP OF CHATHAM

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NOTICE

NOTICE IS HEREBY GIVEN that the Planning Board of the Township of Chatham will be conducting a virtual Public Hearing on the adoption of the Open Space Plan Element of the Township's Master Plan, on November 16, 2020 at 7:30 PM. To participate in the meeting:

Please go to the following link: <https://us02web.zoom.us/j/86990298979>

Or iPhone one-tap:

US: +19294362866,,86990298979# or +13017158592,,86990298979#

Or Telephone, Dial:

US: +1 312 626 6799 or +1 929 436 2866 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782

Webinar ID: 869 9029 8979

For Phone Users, to Raise Hand during Public Hearing, press *9.

Any interested party may attend the hearing and will be given an opportunity to be heard. The Planning Board may take action with regard to the Open Space Plan Element at that hearing. Copies of the Open Space Plan Element are available at <https://www.chathamtownship-nj.gov/>. If you cannot access same, said documents can be obtained by contacting: Board Manager Kathleen DeRosa – kderosa@chathamtownship.org or Township Clerk Greg LaConte – glaconte@chathamtownship.org or by calling 973-635-3202, during business hours 8:30 am - 4:30 pm.

TOWNSHIP OF CHATHAM
PLANNING BOARD

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OPEN SPACE PLAN ELEMENT

(MASTER PLAN REVISION)

TOWNSHIP OF CHATHAM

Adopted by Chatham Township Planning Board

2020

PREPARED BY THE

TOWNSHIP OF CHATHAM OPEN SPACE ADVISORY COMMITTEE

FOR THE

CHATHAM TOWNSHIP PLANNING BOARD

ASSISTED BY

MOTT MCDONALD

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*“A town is saved, not more by
the righteous men in it than by
the woods and swamps that surround it...”*

- Henry David Thoreau

EXECUTIVE SUMMARY

The Chatham Township Open Space Element is a key part of the Township Master Plan. The element provides a framework for preserving open space in the Township. It is intended as a guide for the decisions being made about the preservation of open space in the Township. The element identifies the type of lands that should be preserved and recommends the methods to be used for the acquisition and/or preservation of such lands. It recognizes Chatham Township's central position in the headwaters of its own water supplies. It also recommends the development of trails and paths to enhance the ability to enjoy our natural surroundings and to improve our ability to traverse through the Township without the use of a motorized vehicle. The element also serves to protect ecologically sensitive flora and wildlife in Chatham Township. Most importantly, it pulls these various elements together into an overall open space system of interconnected green space (called greenways) with the objective of enhancing the quality of life for Township residents.

The Open Space Committee has chosen the concept of a greenway for Chatham Township because of the advantages it provides to the community. It will provide a pathway that connects the existing parks, recreational areas and public buildings. Its location will allow access to the pathway from the many neighborhoods in the community, providing a unifying factor for the community as a whole. It also serves as a link to our neighboring communities, thus tying Chatham Township into the region.

DEFINITIONS

Open Space. For the purposes of this element, the definition of open space is that used in the Morris County Open Space and Farmland Preservation Trust Fund Rules and Regulations. That definition is as follows:

“Land or water areas to be retained in a largely natural or undeveloped state, for purposes of, among other things, providing park land or green spaces, protecting ecologically sensitive areas, preserving flora and wildlife, or protecting areas of scenic, historic and cultural value, while at the same time affording, whenever practical, public outdoor recreational opportunities for residents.”

Greenway. Keeping Our Garden State Green: A Local Government Guide for Greenway and Open Space Planning, by Linda Howe of the Association of NJ Environmental Commissions (ANJEC) defines a Greenway as follows:

“A Greenway is a linear corridor of undeveloped land. The corridor may be miles wide or as narrow as a footpath. A Greenway may be publicly-owned or it may be privately owned but protected by conservation easements. A Greenway may be created solely for conservation purposes - focusing on stream corridors and floodplains, a forested ridgeline, or animal migration routes. In other instances, a Greenway may link existing parks, preserves, or cultural features and focus on opportunities for various specific recreation activities such as biking, walking, and cross-country skiing. It may simply provide an opportunity to move through a natural landscape or tree lined cityscape in a pedestrian environment from one historic or cultural point of interest to another. Most Greenways address a combination of goals. No two Greenways are exactly alike.”

SCOPE OF OPEN SPACE ELEMENT

The element (also referred to herein as “the plan”) considers all parcels of undeveloped vacant lands, all farmland and all developed residential properties of greater than 5 acres in the assessment and prioritization of parcels for township open space consideration. To provide a balanced assessment, the plan evaluates the current mix of land uses and notes the future demand for land and the impacts to the Township if current undeveloped properties are developed according to allowable zoning regulations. A key result of the plan is the concept and definition of the Township Open Space System and how it will enhance the quality of life for the Township residents. It is expected that this open space system will guide the Chatham Township Planning Board in decisions concerning new development. In addition, the plan identifies methods of acquisition and preservation that can be implemented by the Township Committee in permanently preserving open space.

CHATHAM TOWNSHIP OPEN SPACE COMMITTEE AND MISSION STATEMENT

In 1996, by a 71% majority vote, Chatham Township approved the establishment of an open space tax of \$0.01 per \$100 assessed valuation. Ordinance 97-012 was approved establishing a nine-person Open Space Advisory Committee “whose purpose it is to review and recommend parcels of land to be included in an Open Space Plan for acquisition and

preservation of lands within the Township of Chatham”. One of the duties of the committee is to “submit an Open Space Plan consisting of identification of undeveloped private land parcels.” The committee was formed in June 1997.

The Mission of the Open Space Committee is as follows:

“The Chatham Township Open Space Committee is dedicated to identifying, evaluating and facilitating the preservation of undeveloped lands within our town, subsequently increasing our parks, recreational areas, and greenways. Through these activities, we seek to conserve our environment and enhance the quality of life for all Chatham Township residents.”

OPEN SPACE PRINCIPLES, GOALS AND OBJECTIVES

The purpose of the Open Space Plan can be identified with the following five principles:

1. To enhance the quality of life for all Chatham Township and local area residents,
2. To preserve lands that connect existing public lands,
3. To protect the environmentally sensitive lands and natural resources of the Township including, but not limited to:
 - stream corridors, flood plains, wetlands and hydric soils;
 - steep slopes and areas of shallow depth to bedrock;
 - recharge areas for aquifers;
 - farmland, forested areas and wildlife habitats,
4. To expand recreational opportunities,
5. To preserve scenic vistas.

The principles are supported by the following goals and objectives:

1. Provide open space in balance with other land uses in the Township. Meet current and future recreational needs.
2. Recommend strategies for acquiring and preserving undeveloped lands.
3. Preserve properties that are ecologically important due to their natural features and resources, particularly water supply sources, and/or historic attributes.
4. Provide linkages between elements of the open space system, enhancing the safety and pleasure of pedestrian and bicycle travel throughout the township.

ECONOMIC VALUE OF OPEN SPACE

Conservation of open space is a necessary element to local economic growth.

Communities that conserve land make an investment in future economic development in the following ways: by attracting current and prospective companies to an area that is desirable for their employees, by raising local property resale values, by creating a destination that nearby residents want to visit, by reducing the need for increased infrastructure and services spending, by preventing storm water damage, by protecting local water quality and supplies, and by purifying the air. In recent years, research increasingly points to the cognitive and behavioral benefits for both children and adults of living near and enjoying open space. These benefits, among many others, are a necessary part of promoting sustainable development and smart growth in a town such as Chatham Township. The benefits of open space should be considered alongside the benefits of other proposed land uses in the community's ongoing dialogue about the appropriate level of investment in open space. For more information and documentation on the economic value of open space see Attachment A.

OPEN SPACE NEEDS

Active Recreation

Open space needs are determined by local members of the public and are not dictated by rules or national standards.

Among the few nationwide “standards” available, The National Recreation and Park Association (NRPA) concluded in 2018 that there are 10.8 acres of developed recreational park lands per 1,000 population in participating municipalities with 20,000 or fewer residents. The NRPA also recommends standards for the development of various recreational facilities. These standards can be considered as guidelines for communities identifying their own recreational needs.

Currently Chatham Township has 57.8 acres of municipal land dedicated to active recreational use. The Township population is approximately 10,500. This results in 5.5 acres per 1,000 residents, placing it below the NRPA standard.

However, adding the Board of Education properties as well as the Morris County properties of Loantaka Brook Reservation, Great Swamp Outdoor Education Center and an accessible portion of Passaic River Park, greatly increases the amount of open space accessible to the public.

Undeveloped Open Space and Passive Recreation

The national ratios do not include guidelines for conservation of undeveloped open space. These are based on local preferences and desired environmental conditions, such as clean water, air and the desire for a healthful and enriching overall feeling in the community. The amount of undeveloped open space needed to enhance the suburban and semi-rural atmosphere of our community and preserve our environment is a matter of discussion. It is better that we identify and purchase those areas we wish to retain as open vistas and preserve for passive recreation and environmental factors and do not look to national percentages for guidelines.

CURRENT OPEN SPACE INVENTORY

To identify open space in Chatham Township, the Plan considers lots or parcels of land owned publicly, privately or commercially which either contain no habitable dwelling, or which may be sub-dividable even though they contain a habitable dwelling. The Open Space Map for Chatham Township is in Attachment D.

Public Lands

U. S. Government - The Great Swamp National Wildlife Refuge is the largest single holding of contiguous parcels of vacant land in Chatham Township. With almost 7,800 acres under its management, 1,397 acres exist within Township boundaries. The Great Swamp is fed by two brooks in Chatham Township, Loantaka and Black Brooks, as well as Primrose, Great and Mill Brooks in Harding Township.

Morris County Park Commission – The Park Commission owns 798.0 acres within Chatham Township’s borders. We include the 101-acre Giralda Farms Preserve in this number, despite Chatham Township’s primary ownership (and the County’s 8.0882% undivided interest in the parcel) because it is managed and marketed as part of the County’s Loantaka Brook Reservation.

Loantaka Brook Reservation is located in sections of Chatham, Harding and Morris Townships. 615.4 acres are in Chatham, including approximately four miles of hiking trails. (See ATTACHMENT E)

The Passaic River Park is located in Chatham and Long Hill Townships. 141.3 acres are in Chatham Township, including a ballfield and access to fishing along the river.

The Great Swamp Outdoor Education Center is 41.1 acres and is located off Southern Boulevard at the eastern end of the Great Swamp. It provides extensive programs for school children during the week and for the public on weekends and evenings. It contains a comprehensive nature library and exhibits. A boardwalk trail extends about one mile into the Great Swamp through areas rich with flora and fauna.

Municipal Lands - The Township-owned lands are broken out into the categories of Township parks and recreational lands, and other municipal-owned open space.

Municipal Parks and Recreational Facilities at the following locations total 85.3 acres, of which 59.8 are active recreation lands:

Shunpike Field and Recreational Area (15.35 acres) on Shunpike Road contains four (4) playing fields for football, baseball and soccer, and basketball and a large playground area.

Nash Field (14.4 acres) is located on Southern Boulevard. It has Little League baseball diamonds, basketball courts, a tot lot, and two natural ice skating rinks.

Esternay Field (14.0 acres) is off Fairmount Avenue near River Road. It has one soccer field with bleachers, one practice field, and a playground.

Colony Pool and Recreational Area (4.9 acres) is located on Spring and School

Streets. It contains swimming, playground and tennis facilities.

Gates Avenue property (0.2 acres) is a small pocket park playground.

Green Village Park (0.2 acres) is a small park in the heart of Green Village.

Hillside Avenue Trail (19.5 acres) has received a grant to extend and improve the existing walking trail in the woods, just steps from the Chatham Glen Community along River Road.

Municipal Complex (10.43 acres total, of which 2.34 acres are devoted to recreation) on Meyersville Road has a ball field and playground. Also on this property are the Township Municipal Building and the Senior Citizen Center of the Chathams. The facility is also used for indoor recreation and outdoor community events.

Woodland Road land - shared with Chatham Borough (6.3 acres) which contains the Community Garden of the Chathams.

Other Municipal-owned open space may not be appropriate for active recreation but may be appropriate for passive recreation due to the nature of their slope or wetlands. These properties total 254.6 acres. They are as follows:

Green Village Rd properties	46.0 ac.	B 48.17 L 137.01, 139, 130.01 B144 L39, 19.01
Hillside Avenue property	19.5 ac.	B67 L21
Long Hill Road properties	48.1 ac.	B48 57,58,65,74,77 B16 L71
Nash Field Extension	6.2 ac.	B48.16 L123
Passaic Street property	15.8 ac.	B64 L1, 2
River Road properties	31.6 ac.	B63 L12, 13, 21.01
Shunpike Road property	42.2 ac.	B144 L21, 23
Southern Blvd properties	9.0 ac.	B 48.16 L 119, B 62 L93, 94
Spring Street property	0.9	B106 L10
Tanglewood Lane properties	32.7 ac.	B17 L86, 87, 88, 89

Wilson Ave property (contains pumping station) 2.5 ac. B43 L7

Two of the Green Village Road properties contain a 1-mile public hiking trail marked by a kiosk and several foot bridges, and the Hillside Avenue property contains a one-third mile figure-eight

trail also marked by a kiosk. Both trails are maintained primarily by volunteers.

The figures above exclude the privately-owned, conservation easement lands at the corner of Shunpike Avenue and Loantaka Way, and other land along Loantaka Way totaling 41.3 acres.

Board of Education

Totaling 40.2 acres, Board of Education property within the Township dedicated to active recreation is at the following properties:

High School and Lafayette School offer 10 acres dedicated to active recreation.

Southern Boulevard School offers 1.1 acres devoted to active recreation.

Cougar Field is 29.1 acres, mostly devoted to active recreation

Non-Profit Lands

Totaling 66.6 acres, these lands include 16.2 acres owned by St. Hubert's Giralda, 3.3 acres owned by the Great Swamp Watershed Association, 4.7 acres owned by the Chatham Township Fire Department and 36.2 acres owned by the Green Village Fire Departments, and 6.2 acres owned by the Passaic River Coalition.

Private Recreational Lands

A total of 185.7 acres of open space are held privately for recreational purposes. The sites that make up this acreage are the Fairmount Country Club, the Noe Pond Club, Oak Knoll School Fields, The Chatham Club, and a small section of the Madison Golf Course.

Streets, Utilities and Commercial Lands

Streets, utilities and commercial properties total approximately 450 acres. These properties include the utility rights-of-way. Examples of utility rights-of-ways are the power lines that traverse the Township.

Private Open Lands without conservation easements

Approximately 620 acres of land currently in private ownership may be appropriate for consideration as future open space. To arrive at this acreage, the plan considered all parcels of vacant land and all parcels of land that are currently in private ownership with consideration to their zoning and current uses. While some of these properties may be small, they may be in a strategic location, such as adjoining existing open space or recreational property, or part of stream corridors. Of particular interest are about 200 acres of private property that are contiguous to preserved lands or along the Heritage Greenway.

NATURAL, HISTORIC AND RECREATIONAL RESOURCES OF SIGNIFICANCE IN CHATHAM TOWNSHIP AND THE REGION

A broad natural and geographic analysis of Chatham Township is provided by the Chatham Township Conservation Plan of June 2005, prepared by the Chatham Township Planning Board.

The Great Swamp National Wildlife Refuge is the most significant natural resource in the region. The Refuge was created by an Act of Congress in 1964 following a public outcry to defeat the Port Authority of New York and New Jersey's proposal for a jetport on this site.

The Wildlife Refuge is operated by the Department of the Interior's US Fish and Wildlife Refuge System. The Great Swamp is a geologic depression formed approximately 19,000 years ago by the Wisconsin Glacier. Water, melted from the glacier, flowed into the basin behind a natural dam to form Lake Passaic - a giant lake, 30 miles long and 10 miles wide. It is surrounded by the hills of the Second Watchung Ridge and serves as a flood plain and natural retention basin for areas downstream in the Passaic River basin. Natural conservation of this area is vitally important to preserving Chatham Township's water quality, since New Jersey American Water's primary intake pipes from the Passaic River are downstream of Chatham and serve 99% of Chatham Township residents' water supply. In addition, this environmental wonderland provides a nesting and resting place for local and migrating birds, a sanctuary for animal species and an educational environment for the people of New Jersey and beyond. As of 2019, a pair of bald eagles could be seen nesting and breeding in the center of the Great Swamp.

The Morris County Park Commission provides a number of recreational opportunities as noted above both in Chatham Township and the surrounding area. One of the walking trails travels alongside the Gibbons Barn in Chatham Township, a National and New Jersey Historic Site.

Historic resources in the Township are well documented by the Chatham Township Historic Society, which has erected plaques identifying 15 historic landmarks. In 2018, an Eagle Scout created a "Tour Chatham Township" app for smartphones, guiding residents through these landmarks. In addition, a portion of Giralda Farms Preserve has revealed Revolutionary War-era artifacts.

OPEN SPACE RESOURCE ASSESSMENT

The Heritage Greenway

The Chatham Township Heritage Greenway is proposed to be a multi-use trail connecting the passive and active recreational areas within Chatham Township. For some segments of the greenway, due to the geographic limitations of the land, the use of the trail will be limited to pedestrian use only.

The purpose of the Greenway is to provide a recreational pathway for the residents. It would provide an educational trail for the study of the environment, a recreational trail off the main roads, a jogging or running trail for short or long distance runners, and serve as a connector between home and public places for all residents.

Chatham Township geographically resembles a wide “U” of upland areas spread around the expansive wetlands found in the Great Swamp National Wildlife Refuge. The Greenway provides a linkage connecting the various neighborhoods to Township parks, recreational fields and open lands. It links Chatham Township to Chatham Borough, Madison, Long Hill and Harding Townships and their respective greenways. It also supports the Morris County Park Commission Greenway plans and the Morris County Planning and Development Department’s walk and bikeway plans.

The end points of the sections of the Heritage Greenway are noted on the Open Space Map in Attachment D. On this map, an attempt was made to indicate the connecting areas between the end points; the shadings are not meant to depict precise connection routes. The greenway plan is as follows:

Section 1. From Giralda Farms(A), across Woodland Road to Loantaka Brook Reservation(B) trails and on to the Green Village Post Office(C). The Morris County Park Commission is interested in connecting Loantaka Brook Reservation Trails to the Traction Line Trail in Madison. The Traction Line goes out to Morristown and ends close to the Patriot’s Path. This linkage would connect our Greenway eventually to Patriot’s Path.

Section 2. From the Green Village Post Office(C), across Green Village Road to Nash Field(D); and from Loantaka Reservation to the eastern edge of Chatham Township to the Great Swamp National Wildlife Refuge (C1).

Section 3. From Nash Field(D) to the Great Swamp Outdoor Education Center(E).

Section 4. From the Outdoor Education Center(E) to the Colony Recreation Center(L) and Cougar Field(F); and from the Outdoor Education Center(E) to the Municipal Building(K) and the boundary with the Township of Long Hill(G).

Section 5. From the Outdoor Education Center(E) to Esternay Field(H)

Section 6. Passaic River Park(I) along River Road to Township property at the foot of Southern Blvd(J).

Section 7. From the Colony Recreational Center(L) to Shunpike Field(M).

This proposed greenway provides linkages between the various communities and points of interest in the Township as well as linking our current and proposed passive and active recreational facilities. It provides linkage to our neighboring townships and also supports the county plans for a Greenway from the Passaic River Park to the Traction Line Path and Patriot's Path.

The Hickory Tree Greenbelt

The Open Space Plan supports the development of a town center for the township, located in the area of the intersection of Southern Blvd., Shunpike Road and Green Village Road. As the town center is developed, the Open Space Committee recommends the creation of The Hickory Tree Greenbelt around it. The greenbelt would provide a clear delineation between the town center with its commercial buildings and the residential areas outside the greenbelt, as well as safeguard the beauty and value of this area

The Open Space Plan also supports the creation of bike lanes and sidewalks along Southern Blvd., Shunpike Road, Green Village Road and River Road to allow alternate safe methods of travel to the town center for its residents.

Proposed Bikeways

Currently the residents of Chatham Township are predominantly dependent on the automobile for transportation in and around the community. There have been improvements to connect recreational areas to the town center by bicycle, but further progress is needed. To improve the quality of life in the community and encourage adults and children alike to enjoy the sport of biking, the Township needs to work with the county in the establishment of bike trails and bike lanes. The residents at the 1998 Open Space Public Forum identified bike lanes

and paths as the highest priority. Understanding that bike lanes may not be feasible on all major roads in the Township, the Open Space Committee recommends establishing marked bicycle corridors along the major roads in the Township, where possible.

To ensure the safety of the bike lanes, the remainder of the storm drains need to be converted to “biker friendly” grates.

Additionally, the greenway trail is designated for multiple uses, allowing off-road cycling along its distance except in areas of steep slope or sensitive soils.

Bikeways are given more detailed attention in the Walkway/Bikeway Element of the Master Plan.

Trail Easements

Several public right-of-way easements on private land in the Township exist for recreational purposes or to facilitate pedestrian connections to schools and between neighborhoods. These easements exist to unite parts of the community, ease children’s passage to school, remove unnecessary car traffic from the roads, enhance safety for all residents, and increase the enjoyment of the outdoors. The Open Space Committee recommends the continued use of such easements, and the planning of new ones, especially in areas that are being newly developed or re-developed. The Committee also recommends proper care be taken to avoid and control erosion risks within easements, and trail areas more generally as well.

POTENTIAL OPEN SPACE AND GREENWAY LANDS

Identification Criteria

The criteria for selecting parcels for preservation are documented in Chatham Township Ordinance 97-012. This ordinance created an Open Space Advisory Committee. The Criteria for selection are as follows:

- Lands that connect existing public land
- Lands that include environmentally sensitive areas, streams, wetlands, floodplains, steep slopes, and aquifer recharge areas
- Lands that provide active and/or passive recreational uses
- Lands that preserve scenic vistas.

Prioritization Schema

To prioritize the parcels, the committee took two approaches. An Open Space Public Forum was held. The purpose of this forum was to gain information from the township

residents as to (1) parcels of land they wanted to preserve and (2) projects, such as walking trails and bike paths they wanted to create. Residents offered opinions concerning future development in the Township. The residents proposed and prioritized 29 parcels and projects.

With the above mentioned suggestions, planning areas were evaluated using prioritization schemas developed by (1) the Great Swamp Watershed Association for use in Saving Space, The Great Swamp Watershed Greenway and Open Space Plan and (2) The Trust for Public Lands. These criteria are listed in Attachments B and C.

Prioritization Results

The Open Space Committee used the results from the Open Space Public Forum. Analysis was performed and geographic planning areas were identified. Each planning area contains one or more of the projects and parcels. These planning areas were evaluated using the criteria in Attachments B and C. Available parcels within the planning areas are identified and discussions will be held with property owners as appropriate.

Although the plan addresses specific areas of the township, it does not identify or target individual properties for acquisition or other specific forms of preservation action. Rather, the plan is more conceptual in nature and, in that regard, it is more a policy statement or statement of goals and objectives towards which future implementation actions should be directed. Moreover, it has been concluded that identification of specific properties for acquisition could prove counterproductive to the interests of both the landowner and the township in negotiating the most appropriate means of preservation.

GUIDELINES FOR STREAM AND RIVER BUFFERS

One of the principles upon which the Open Space Plan is founded is the preservation of ecologically important natural resources, especially water supply sources. With such a large part of the Great Swamp within the boundaries of Chatham Township, residents must take their role seriously as conservators of the swamp. This also holds true for the Passaic River valley which defines the southeastern boundary of the Township and flows downstream to the NJ American Water intake pipes along the Passaic River, which provides the source water to 99% of Township residents. To this end we need to preserve and protect the lands that border the swamp and the river and the water sources that drain into them. This preservation takes the form of guidelines for stream and river corridors. Protecting Our Streams, published by ANJEC, defines corridors as “the areas of wetlands, floodplains, woodlands, forests and steep slopes associated with streams, through which most of the water drained from upland surfaces flows”. An important aspect of the Open Space Plan is to ensure that water entering the stream

or river has sufficient land and plant and animal life to minimize pollution.

These principles are based on the Riparian Zone Model Ordinance published by the NJ DEP, Division of Watershed Management in 2008. The importance of the principles has only increased in the last 10 years, with the increasing pressures on our water quality. For the Passaic River and the major stem of streams feeding the Great Swamp, 150 foot corridors are recommended for both sides of rivers and streams. For small feeder streams flowing into a major stem, corridors of at least 25 feet are recommended for both sides. In addition to each of these basic corridor widths, all adjacent wetlands, floodplains and steep slopes must be included as part of the corridor. Chatham Township ordinance 2017-20, titled “Great Swamp Watershed Overlay District Stormwater Management Ordinance,” also provides protections consistent with the Open Space Element.

ESTABLISHMENT OF GREENWAYS AND OPEN SPACE

Acquisition Methods

A number of acquisition tools are available to township planners. These tools include:

Purchase in Fee Simple - The purchase of land at fair market value, where the purchaser (in this case Chatham Township, other Government agency or land trust) possesses all rights to the land, unencumbered by any restriction.

Conservation Easement - The land remains in private ownership, but the government agency or land trust acquires certain appropriate rights, such as development rights. These are called easements. This preserves private ownership while promoting a public goal. A conservation easement is a legal document and is affixed to the deed, placing permanent limits on building on the property. The easement can be tailored specifically to the property. Placing conservation easements on lands can reduce the value of the property, thus reducing local property taxes and the value of the property for estate purposes.

Bargain Sale - The sale (or purchase) of land or development rights at below appraised market value. The difference between the sale price and the fair market price can be considered a charitable contribution by the seller and is deductible from federal taxes.

Financial Tools

There are a number of financial tools available to the Township Committee for the purchase of properties in fee simple, or the purchase of conservation easements (e.g., purchase

of the development rights for the property). These tools are:

Donations - Receiving donations of land or easements is more desirable than purchasing it outright. During subdivision and site plan review, local government can encourage applicants to donate land or conservation easements on wetland area designated in the greenway or stream corridor plans.

Purchase - Tools that support the ability to purchase land or development rights are:

Open Space Trust Fund. Monies collected through the Open Space Tax on assessed real property. In 2005, Township voter approved a \$0.02 collection per \$100 of assessed valuation. In 2009, the Township Committee established that the Open Space Tax would revert to \$0.02 in the beginning of each calendar year, in the absence of an ordinance in that year. In 2009 and 2010 the rate was set at \$0.01 per \$100 by ordinance, and 2011-2017 it was \$0.005 per \$100 by ordinance. In 2018, the rate of \$0.01 per \$100 resumed by resolution.

Issuance of a bond. The issuance of a bond by the Township, specifically designated for the purchase of open space, would allow for the purchase of a significant amount of land, more than would be possible with the Open Space Trust Fund. It is recommended that, when necessary, the Township float such a bond and use the proceeds of the Open Space Tax to repay the bond.

Grants from Morris County. The process starts each year, in the July time frame, with an application to the Morris County Open Space and Farmland Preservation Trust Fund Committee. The process takes about six months and awards are given based on the merit of the request. For some projects, grants from the Morris County Park Commission and the Morris County Municipal Utilities Authority may also be available.

Grants from the State of New Jersey. With the approval of the Chatham Township Open Space Plan, the Township is able to request funding from the New Jersey Green Acres program for the acquisition of open space. Green Acres grants provide 50% of the appraised evaluation.

Grants from non-profit organizations.

Transfer of development rights. In certain cases, corporations or other entities that receive special permission to develop sensitive natural areas are required to preserve nearby land of equal

value.

U. S. Fish and Wildlife funding. For properties that lie within the USFW Acquisition Boundary surrounding the Great Swamp, the Township has and will continue to work with the USFW Agency to acquire parcels or conservation easements.

Regulatory Tools

The Municipal Land Use Law authorizes municipalities to implement land use regulations that establish standards for subdivision and site plan review that can promote open space preservation. The following ordinances are especially helpful:

Critical areas ordinances. These ordinances regulate and provide design standards for environmentally sensitive areas. It is important that such ordinances state their purposes clearly; define the critical areas such as steep slopes, floodplains, streams, and aquifer recharge areas; and set up specific techniques to protect them, such as large lot zoning, useable land calculations and buffers. Chatham Township regulates critical areas through subdivision and site plan standards and lot grading plan requirements.

Open space/cluster ordinances. These enable municipalities to require that a certain percentage of a site be preserved as open space to provide desirable aesthetics and protect natural resources such as wetlands. The concept involves establishing a certain amount of dedicated open space and allowing development on smaller lots than provided under conventional zoning. The number of units on the site remains the same as could be obtained under the standard zoning. Preservation of the open space in perpetuity can be assured by including such a provision in a deed restriction. § 30-64.1 f regulates residential cluster design.

Lot size averaging ordinances. These enable municipalities to provide design flexibility for subdivision layout to promote resource protection. The concept allows the Planning Board to approve some lots in a subdivision to be less than the standard minimum lot size, providing that other lots are larger than the minimum and conform to the overall intent of the zoning. § 30-64.1 g regulates residential lot averaging design.

Overlay zoning ordinances. These enable municipalities to protect natural, cultural and other resources in more than one zone by establishing protection standards for specific resources that apply in more than one zone. For example, an overlay stream corridor protection zone establishes buffer requirements that could include setbacks of a certain distance

no matter what zone district the stream flows through. Chatham Township's two environmental protection overlays are found at § 30-83.2 Protection of Great Swamp Watershed Overlay District and at § 30-83.3 Protection of Upper Passaic River Watershed Overlay District.

Flood plain protection ordinances. These can limit development in floodplains to protect residents from flood damage. Activities can be restricted to uses such as recreational hiking, hunting and/or fishing. § Section 30-117{17} contains Chatham Township's Flood Plain Management Regulations.

Stream corridor protection ordinances. These require buffer areas along streams that go beyond the floodplain and can be especially effective when combined with stream corridor or greenway plans as part of the master plan. § 30-64.3b{9} Environmentally Critical Areas includes stream corridor protection but "stream corridor" is not defined in the Code.

Non-contiguous development. This provision of the Municipal Land Use Law allows planned development, either commercial or residential, and residential cluster development, on an area of minimum non-contiguous acreage to be developed as a single entity. For example, an ordinance may require a minimum of ten acres for a cluster development on lands that are not contiguous to each other. The ordinance could regulate the size of acreage where the development would take place. If the zoning was one unit per acre with a cluster option, ten acres could yield ten units. Under a non-contiguous provision, the ten units could be located on a minimum of five acres with the remaining five acres protected as open space. The Chatham Township Code does not address non-contiguous development.

Useable yard area ordinance. These provisions ensure that residents on newly created lots have yard areas where the use and enjoyment of their property is not limited. The ordinances define yards, lot areas and minimum area requirements and require contiguous yard areas outside of floodways, wetlands and other environmentally critical areas. The Chatham Township Code requires that all single-family residential lots within the R-1, R-1A, R-2, R-2A, R-2B-1, R-2B-2, R-3, R-5 and R-5A Zones that are created in a subdivision shall have a minimum usable lot area of 7,000 square feet in which the dwelling and other permitted structures shall be constructed.

ACTION PLANS

On a yearly basis the Open Space Committee establishes a four-year action plan of projects it considers essential to the furthering of Chatham Township's open space mission.

This four-year action plan is an outline of the goals and objectives to be achieved by the members of the Open Space Committee, the town residents, the Planning Board, Township Committee and our township administration and employees. The success of these action plans depends on the cooperation of all the people and groups involved.

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The following documents were used as sources of information and for this document:

Township of Chatham Master Plan

Morris County Open Space, Farmland, Floodplain Protection and Historic Preservation Trust Fund, November 2018

Chatham Township Conservation Plan, June 2005

Morris County Master Plan, Open Space Element, October 6, 1988

Keeping our Garden State Green by Linda Howe, ANJEC

Freshwater Wetlands Protection in New Jersey, A Manual for Local Officials, by Abigail H. Fair, ANJEC.

A Handbook for Public Financing of Open Space in New Jersey, ANJEC, 2001

Saving Space; The Great Swamp Watershed Greenway and Open Space Plan by Karen Parrish and Anthony Walmsley

Greenway and Open Space Plan for Harding Township

Open Space and Recreational Plan, Township of Morris

Randolph Township Open Space Plan: An Amendment to the Township Master Plan

Protecting Our Streams, ANJEC

The Great Swamp of New Jersey website

ATTACHMENT A

There are countless independent academic and government studies supporting the economic value of open space. A major 2007 study by the NJ DEP, titled Valuing New Jersey's Natural Capital: An Assessment of the Economic Value of the State's Natural Resources, identified significant accrual of the dollar-value benefits of open space. In 2010, the State of New York Office of the Comptroller published a report with similar findings (title: Economic Benefits of Open Space Preservation). A lengthy 2017 study in Pennsylvania made the same conclusions (title: Economic Impact of Local Parks, Recreation and Open Space). Hundreds of other independent reports are linked at https://conservationtools.org/library_items/topic/132-Economic-Benefits-of-Open-Space, and in the Trust for Public Land's link-library of independent research.

Among the most important findings by numerous studies, property values are generally higher and increase at a faster rate when they are near permanently preserved open space. In one of the earlier broad studies of this effect, a National Park Service publication (Economic Impacts of Protecting Rivers, Trails, and Greenway Corridors, 1995) reviewed dozens of studies on the economic effects of open space and found: "Property value increases are likely to be highest near those greenways that: highlight open space rather than highly developed facilities; have limited vehicular access, but some recreational access; have effective maintenance and security." Another broad study of research literature, titled "An Investment that Pays – The Economic Benefits of Parks and Open Space," concluded in 2009: "Parks and preserved lands boost land values and property taxes, attract residents and businesses, encourage economic development, boost the economy of surrounding areas, save money over some types of development, preserve ecosystem services, and reduce health care costs." Research referenced by the NJ Keep It Green coalition indicates property values to be 5%-70% higher in areas near open spaces.

In New Jersey, the "ratables chase" at the expense of open space can prove elusive. Studies show that for every \$1.00 collected in taxes in New Jersey, residential development costs between \$1.04 to \$1.67 in services, according to numerous research reports summarized by ANJEC (Association of NJ Environmental Commissions) (Open Space is a Good Investment, 2004). These service costs continue forever, while the cost of the open space is limited to the acquisition cost and very minimal ongoing costs. Among the municipalities whose research reports were summarized was Mendham, where the study of one proposed project found an outright economic advantage for preserving open space over development after the debt service

period ended in year 20. In Washington Township here in Morris County, a study of a proposed project showed a payback period to be just 15 years, with benefits accruing each year thereafter. Perhaps the broadest single study in New Jersey was a 1994 report by the Pinelands Commission comparing local taxes in 13 towns within the Pinelands Protection Area, where there is substantial farmland and preserved public open space, with 13 similar towns outside the Pinelands. The results showed that living inside the Pinelands area costs the residents less. The average per capita tax increase from 1970 to 1990 was 42% lower in Pinelands towns than in non-Pinelands towns. Pinelands residents paid 6.0% of their income on local taxes while non-Pinelands residents paid 6.9%. Studies have extended to commercial development, where it has been found that municipalities sometimes underestimate the long-term costs to taxpayers. Importantly, these studies did not calculate the support for nearby property values that open space provides.

Two of the broader bibliographies of the economic benefits of open space can be found in The Trust for Public Land's report titled, The Economic Benefits of Land Conservation (2007), and in a continually updated website titled "Economic Benefits of Land Conservation" by the State of Pennsylvania, along with many other studies and bibliographies.

Finally, recent research about the economic benefits of open space cannot discount the health benefits of living in proximity to open space, especially since healthcare costs consume a high and rising percentage of people's incomes. The annual rates of 15 out of 24 major physical diseases were significantly lower among those living within a one kilometer radius of open space, according to an article published in 2009 by the Journal of Epidemiology and Community Health (Issue 63, pages 967-973). The relationship was strongest for children under age 12. In the past ten years, many scientific publications have revealed the psychological and behavioral benefits of access to open space, for both children and adults.

ATTACHMENT B

GSWA Greenway and Open Space Plan Inventory of Critical Properties/Parcels

Township/Municipality: _____
Block/Lot: _____ Name: _____
Location: _____
Size (acres): _____ Ownership (P/Semi/Private) _____
Public Road (Y/N) _____ Road Type (U/L/CD/A/X): _____
Use: _____ Zoning: _____
% Bldg Coverage: _____ % Impervious: _____
Possibility of _____ change (Perm/SemiP/STchng/LTchng): _____
Development Activity (UC/PS/PP/None): _____

NATURAL FACTORS:

1. ___ Steep slopes (2X if >15%): _____
2. ___ Geologic features (X if yes): _____
3. ___ Critical Soils: (X if <10%, XX if 10-33%, XXX if > 33%): _____
4. ___ Lakes (1X for each lake/pond): _____
5. ___ Stream Corridors (2X per stream): _____
6. ___ Headwaters of a tributary (2X if yes): _____
7. ___ In flood plain (X if <10%, XX if 10-33%, XXX if > 33%): _____
8. ___ Wetlands (X if <10%, XX if 10-33%, XXX if > 33%): _____
9. ___ Aquifer recharge site (X if yes): _____ (dropped)
10. ___ Mature forests (X if <20%, XX if 20-60%, XXX if > 60%): _____
11. ___ Rare plants (X if yes) : _____ (dropped)
12. ___ Rare Habitat Type (X If yes): _____ (dropped)
13. ___ Endangered spp/endangered spp habitat: (XX if yes): _____
14. ___ High -rank remnant habitat: (X if yes): _____ (dropped)
15. ___ Abundance /diversity of wildlife (birds): (2X if yes): _____

CULTURAL FACTORS (XX if yes):

16. ___ Large size (> 20 acres): _____
17. ___ Insular (only o/s in large area): _____
18. ___ Contig/proximate to existing preserved o/s: _____
19. ___ Potential linkage between two existing o/s: _____
20. ___ Recreational value (X, XX, or XXX for Low, Med, High): _____
21. ___ Aesthetic value (X, XX, or XXX for Low, Med, High): _____
22. ___ Archaeological/historic features (x if yes, XX if exceptional): _____
23. ___ Possible public access: _____
24. ___ Hazardous waste site: (use for future planning): _____

SCORE: _____

Evaluation: _____

ATTACHMENT C

Trust for Public Land's Acquisition Procedures

Factor	Point Score
Environmental Factors:	
a). Presence of Wetlands:	
1). Present on property	2
2). Buffer for wetlands	1
3). Not present on property	0
b). Riparian Corridor/Water Frontage:	
1). Exceptional water frontage	3
2). Some water frontage	2
3). Protects water frontage.....	1
4). Water not present on property	0
c). Presence of Woodlands:	
1). Mature hardwoods over major portion of property	4
2). Mature hardwoods on minor portion of property	3
3). Less mature woods/conifers.....	2
4). Immature woods/scrub/tree line.....	1
5). Not present on property	0
d). Contamination	
1). Toxic..... negative	4
2). Hazardous	negative 3
3). Debris on site, hazard unknown	negative 2
4). Contamination present but remediation commitment is an element of property transaction.....	negative 1
5). No contamination	0
e). Steep Slopes	
1). Present on property	1
2). Not present on property	0
f). Unique Habitat	
1). Present on property	1
2). Not present on property	0

Rural Preservation Characteristics:

a). Proximity to Protected Open Space	
1). Adjacent to Open Space.....	2
2). Compliments Open Space.....	1
3). No significant contribution	0
b). Proximity to Protected Farm Land	
1). An active farm	4
2). Adjacent to farm land.....	3
3). Complements farm land	2
4). No significant contribution	0
c). Proximity to Scenic Views	
1). Contains scenic views	2
2). Complements scenic views	1
3). No significant contribution	0
d). Passive Recreation Opportunities	
1). Contains or links proposed trail/ greenway plans ...	3
2). Provides access to proposed trail	2
3). Complements proposed trail	1
4). No significant contribution	0

Development Pressure Factors:

a). Ownership	
1). Absentee, estate, foreclosure.....	2
2). Resident owner	1
3). Other	0
b). Market Availability	
1). For sale.....	5
2). Under market investigation.....	4
3). Future availability likely	3
4). Unlikely to become available.....	0
c). Suitability for Development	
1). Subdivision approved-easily developed.....	8
2). Subdivision application filed-minor impediments	4
3). Subdivision application filed-major impediments ...	2
4). Subdivision plans underway but not filed.....	0
d). Infrastructure Availability	
1). Available roads, public water and sewer	3
2). Any 2 of above.....	2
3). Any 1 of above.....	1
4). None of the above	0

ATTACHMENT D: CHATHAM TOWNSHIP OPEN SPACE MAP

