



## Common Council of the City of Summit

Closed Session Agenda for Tuesday, December 1, 2020

7 : 0 0 p m – 7 : 2 0 p m

***Virtual Meeting***

(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)
  - Appoint Police Officer
  - Declare Vacancy – DCS - Division of Public Works – Municipal Disposal Area Unit

#### **ADJOURN CLOSED SESSION**



## Common Council of the City of Summit

Regular Meeting Agenda for Tuesday, December 1, 2020

7:30 PM

**Virtual Meeting**

(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, Licatese

### **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, Licatese, 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, Bartlotti, 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 25, 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](http://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 25, 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.)*

## **REPORTS**

- Mayor, City Administrator and Council President

## **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 [rlicatase@cityofsummit.org](mailto:rlicatase@cityofsummit.org). To help facilitate an orderly meeting and to permit all to be heard, speakers are asked to limit their comments to 3 minutes.*

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

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

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

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

<u>Number</u>	<u>Title</u>	<u>Introduction Date</u>
20-3224	<b>AN ORDINANCE TO REPEAL AND REPLACE CHAPTER XXXV OF THE GENERAL CODE OF THE CITY OF SUMMIT TO ESTABLISH THE 2020 DEVELOPMENT REGULATIONS ORDINANCE</b> <i>(Repeal 2019 DRO and Replace with 2020 DRO)</i>	11/16/2020 (Mon.)

### **ADMINISTRATIVE POLICIES AND COMMUNICATIONS**

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

<u>Number</u>	<u>Title</u>	<u>Introduction Date</u>
20-3225	<b>AN ORDINANCE AMENDING AND SUPPLEMENTING THE CODE OF THE CITY OF SUMMIT, 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</b> <i>(Amend DRO – prohibit sale, growth and distribution of recreational marijuana)</i>	11/16/2020 (Mon.)



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

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

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

<u>Number</u>	<u>Title</u>	<u>Introduction Date</u>
20-3224	<b>AN ORDINANCE TO REPEAL AND REPLACE CHAPTER XXXV OF THE GENERAL CODE OF THE CITY OF SUMMIT TO ESTABLISH THE 2020 DEVELOPMENT REGULATIONS ORDINANCE</b> <i>(Repeal 2019 DRO and Replace with 2020 DRO)</i>	11/16/2020 ( <i>Mon.</i> )

### **ADMINISTRATIVE POLICIES AND COMMUNICATIONS**

<u>Number</u>	<u>Title</u>	<u>Introduction Date</u>
20-3225	<b>AN ORDINANCE AMENDING AND SUPPLEMENTING THE CODE OF THE CITY OF SUMMIT, 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</b> <i>(Amend DRO – prohibit sale, growth and distribution of recreational marijuana)</i>	11/16/2020 ( <i>Mon.</i> )

## **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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### **FINANCE**

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

(ID # 7529)	<b>AN ORDINANCE AUTHORIZING AN EMERGENCY APPROPRIATION N.J.S.A. 40A:4-53</b> <i>(COVID-19 related emergency appropriation)</i>	12/15/2020
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### **FINANCE**

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

<u>Number</u>	<u>Title</u>	<u>Hearing Date</u>
ID # 7556)	<b>AN ORDINANCE ESTABLISHING A PROCEDURE IN CONNECTION WITH THE PAYMENT OF BILLS AND CLAIMS AGAINST THE CITY OF SUMMIT</b> <i>(Authorization &amp; Payment processes)</i>	12/15/2020

## **COMMUNITY PROGRAMS & PARKING SERVICES**

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

Number	Title	Hearing Date
(ID # 7555)	<b>AN ORDINANCE AMENDING THE CODE, CHAPTER VII - TRAFFIC, SECTION 7-8 – PARKING, SUBSECTION 7-8.6. ALL NIGHT PARKING PROHIBITED AND 7-25, REGULATIONS FOR THE MOVEMENT AND THE PARKING OF TRAFFIC ON MUNICIPAL PROPERTY AND BOARD OF EDUCATION PROPERTY, SUBSECTION 7-25.4, REGULATIONS.</b> <i>(Allow Overnight Street Parking on Certain Streets and Increase Overnight Parking Fees Effective January 1, 2021)</i>	12/15/2020

## **RESOLUTIONS**

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

## **FINANCE**

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

- |             |    |  |
|-------------|----|--|
| (ID # 7527) | 1. | COVID-19 Special Emergency Resolution - Certification of Chief Financial Officer and Approval of Governing Body                            |
| (ID # 7553) | 2. | Authorize Schedule of School Levy Payments   |
| (ID # 7554) | 3. | Authorize 2021 Municipal, Sewer, Parking and School Debt Service Payments  |
| (ID # 7532) | 4. | Authorize Professional Services Agreement in Excess of \$17,500.00 - Legal Services - 2021 Tax Appeal Counsel - Not to Exceed \$140,000.00 |

## **COMMUNITY PROGRAMS & PARKING SERVICES**

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

- |             |   |
|-------------|---|
| (ID # 7546) | Authorize Month to Month Contract Execution - Dynamic Ridesharing Services December 3, 2020 - December 2, 2021 - Not to Exceed \$6,600.00 |
|-------------|---|

## **SAFETY & HEALTH**

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

- |             |    |   |
|-------------|----|---|
| (ID # 7476) | 1. | Appoint Police Officer <i>(pending closed session discussion)</i>   |
| (ID # 7551) | 2. | Authorize Emergency Purchase of One 2020 Ford Utility Police Interceptor - \$32,940.00  |
| (ID # 7550) | 3. | Amend Professional Services Agreement - New Fire Headquarters Architectural Design Services Phase 2. Construction Documents - Additional Fees - \$52,415.40 |

## **CAPITAL PROJECTS & COMMUNITY SERVICES**

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

- |             |    |  |
|-------------|----|--|
| (ID # 7552) | 1. | Authorize Expenditure from Affordable Housing Trust Fund for Affordability Assistance - 31 Russell Place - \$191,672 |
| (ID # 7557) | 2. | Authorize Grant Application and Acceptance CDBG Year 47  |
| (ID # 7548) | 3. | Declare Vacancy – Municipal Area Unit, Division Public Works Position – <i>(pending closed session discussion)</i>   |

## **CONSENT AGENDA**

*(The following resolutions are considered and voted upon as a whole)*

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

- |             |   |
|-------------|---|
| (ID # 7544) | Authorize Performance Bond Release - 40 Beechwood Road - ZB-18-1897 - \$29,863.48 +interest |
|-------------|---|

### **FINANCE**

- |             |    |  |
|-------------|----|--|
| (ID # 7536) | 1. | Authorize Refund - Overpayment of Fourth Quarter 2020 Taxes                                  |
| (ID # 7535) | 2. | Authorize Refunds - Department of Community Programs   |
| (ID # 6969) | 3. | Authorize Parking Refunds - Summit SmartCard, Prepaid Parking, and Overnight Parking Permits |
| (ID # 6934) | 4. | Authorizing Payment of Bills - \$826,470.77  |

## **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 Wednesday before the meeting, unless otherwise indicated, all items on the agenda are distributed to the Mayor, Council, City Administrator, City Treasurer and City Solicitor and Department Heads. The agenda packet is posted on the city website by end of business on Friday before the meeting. 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).*

## **GENERAL INFORMATION**

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

### **Notices:**

1. Chatham Borough - Pending Ordinance 20-15 Amending Land Use Regulations, Public Hearing on 12/14/2020
2. Millburn Twp. - Public Hearing on 12/15/2020, re Land Use Ordinances - Permit short-term rentals as accessory uses and Adopt Zoning Map
3. Union County - Public Hearing on 12/3/2020, re ordinance amend administrative code, changed "County Freeholders" to "County Commissioners"
4. NJAWCO - Notice of Application to divert water from 8 existing and 1 proposed well in Summit City, Springfield Township, and Millburn Township and Public Hearing

## **ORDINANCES AND RESOLUTIONS EXPLANATION:**

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

### **Ordinances:**

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

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### **Resolutions:**

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

City Clerk's Office



<b>ORDINANCE #</b>	<b>20-3224</b>
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](mailto: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 (20-3224 : 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 #	20-3225
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 within the City of Summit.

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

Approved:

Mayor

City Clerk



TO: Mayor and Common Council

FROM: Tammie Baldwin, City Treasurer/CFO

DATE: November 5, 2020

**Summary Memo**

This ordinance declares a COVID-19 special emergency for Parking Utility revenue losses in the amount of \$850,000.00 to be raised 1/5 per year (\$170,000.00) as a deferred charge in each budget year for five years beginning in 2022. Due to the impact of COVID-19 on municipalities, the Division of Local Government Services has afforded this option. This will allow us to raise the loss in revenue over five years instead of taking the deficit as a direct hit to fund balance in 2021. If we did not exercise this option, the fund balance would be approximately \$102,000.00 to begin the year 2021 with and the utility would no longer be self-liquidating.

<b>ORDINANCE #</b>	<b>(ID # 7529)</b>
Introduction Date:	12/1/2020
Hearing Date:	12/15/2020
Passage Date:	
Effective Date:	

**An Ordinance Authorizing an Emergency Appropriation N.J.S.A. 40A:4-53**

*Ordinance Summary: This ordinance provides for a special emergency appropriation pursuant to N.J.S.A. 40A:4-53(m) in the amount of \$850,000.00 due to Parking Utility revenue losses as a result of COVID-19. The portion financed shall be provided for in succeeding annual budgets beginning in 2022 by the inclusion of at least one fifth of the amount authorized by this ordinance and financed as provided in N.J.S.A. 40A:4-55.*

**WHEREAS**, on March 9, 2020, Governor Philip D. Murphy issued Executive Order No. 103 which declared both a Public Health Emergency and State of Emergency in response to the dangers posed by the Coronavirus disease 2019 (“COVID-19”) as announced by the World Health Organization on February 11, 2020; and

**WHEREAS**, N.J.S.A. 40A:4-53(m) provides that a municipality may adopt an ordinance authorizing special emergency appropriations for the funding of a deficit in prior year operations experienced by any municipality, or in the fiscal year immediately following a fiscal year in which a public health emergency pursuant to the “Emergency Health Powers Act,” P.L.2005, c.222 (C.26:13-1 et seq.), or a state of emergency, pursuant to P.L.1942, c.251 (C.App.A:9-33 et seq.), or both, has been declared by the Governor in response to COVID-19, the adoption of which shall be subject to approval of the Director of the Division of Local Government Services in the New Jersey Department of Community Affairs (“Director”); and

**WHEREAS**, the Chief Financial Officer of the City of Summit has executed a certification in the form prescribed by the Director, certifying that the deficit balance anticipated to be reported on the City’s “Results of Operations” schedule of the annual financial statement for the current fiscal year is \$850,000.00; and

**WHEREAS**, on December 1, 2020, the Common Council adopted Resolution No. [REDACTED] approving such certification, together with the City’s application to the Director seeking approval of the adoption of this ordinance; and

**WHEREAS**, the Common Council has determined to provide for the funding of such anticipated operating deficit balance in the net amount of \$850,000.00.

**NOW, THEREFORE, BE IT ORDAINED** by the Common Council of the City of Summit as follows:

**SECTION 1.** Pursuant to N.J.S.A. 40A:4-53(m), the sum of \$850,000.00 is hereby appropriated for the funding of a deficit in operations of the City directly attributable to COVID-19 which is anticipated to be experienced by the City in the current (2020) fiscal year, and the same shall be deemed a special emergency appropriation as defined and provided for in N.J.S.A. 40A:4-53.

**SECTION 2.** The portion of the authorization financed shall be provided for in succeeding annual budgets beginning in 2022 by the inclusion of at least one fifth of the amount authorized by this ordinance and financed and as provided in N.J.S.A. 40A:4-55.

**SECTION 3.** A copy of this ordinance shall be filed with the Director of the Division of Local Government Services.

**SECTION 4. Severability.** The provisions of this Ordinance are declared to be severable and if any section, sub-section, sentence, clause, phrase, or any other part of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, such judgment shall not affect, impair, or invalidate the validity of the remaining sections, subsections, sentences, clauses, and phrases of this Ordinance, but shall remain in effect; it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

**SECTION 5. Repeal of Inconsistent Provisions.** All ordinances or parts thereof in conflict or inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency or conflict.

**SECTION 6.** This ordinance shall take effect at the time and in the manner provided by law.

Dated:

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

Approved:

City Clerk

Mayor



TO: Mayor and Common Council

FROM: Tammie Baldwin, City Treasurer/CFO

DATE: November 13, 2020

**Summary Memo**

This ordinance revises one section of the previously adopted ordinances to comply with prompt payment law. The date by which bills and claims must be presented to the City Treasurer for consideration for payment has been revised from the Friday immediately prior to the agenda setting meeting prior to the council meeting to the close of business 5 days prior to the council meeting.



<b>ORDINANCE #</b>	<b>(ID # 7556)</b>
Introduction Date:	12/1/2020
Hearing Date:	12/15/2020
Passage Date:	
Effective Date:	

**AN ORDINANCE ESTABLISHING A PROCEDURE IN CONNECTION WITH THE PAYMENT OF BILLS AND CLAIMS AGAINST THE CITY OF SUMMIT [Authorization & Payment processes]**

*Ordinance Summary: This ordinance amends Chapter 2, Administration, Section 2-82, Procedure in Connection with the Payment of Bills and Claims Against the City, Subsection 2-82.1, Authorized Process, to provide that encumbered bills and claims against the City shall be presented to the City Treasurer/Chief Financial Officer by the close of business five (5) days prior to the date of the Council meeting at which payment of said bills and claims will be considered, or on a date to be determined by the City Treasurer/Chief Financial Officer as needed due to unique circumstances.*

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

**Section 1. AUTHORIZATION PROCESS:**

- a. All encumbered bills and claims against the City shall be presented to the issuing department for approval by the Department Head who shall be responsible for their verification and audit.
- b. Said approved bills and claims shall be presented to the City Treasurer/Chief Financial Officer by ~~4:30 PM on the Friday preceding the Agenda Setting Meeting~~ the close of business, five (5) business days prior to the date of the Council Meeting at which payment of said bills and claims will be considered, or on a date to be determined as needed by the City Treasurer/Chief Financial Officer in order to provide a bill and claims list in a timely manner due to unique circumstances.
- c. The City Treasurer/Chief Financial Officer, or the Assistant City Treasurer, or the Secretary to Mayor and Council, if the City Treasurer or Assistant City Treasurer are absent, shall provide final approval and forward the respective bill and claims list to the Chairman of the proper committee for examination.
- d. If payment is in order, the chairman of the committee, or the person acting on the committee's behalf, shall approve the bills and claims list for the committee and shall refer them to the President of the Common Council for approval.

- e. In the event a committee Chairman, or the person acting on the committee's behalf or the Council President disapproves a particular claim or bill contained therein, such disapproval shall be noted on the claim or bill, and it shall not be paid until satisfactory explanation has been given and it has been resubmitted for payment or it has been approved by a vote of two-thirds of the members of the Common Council.

**Section 2. PAYMENT PROCESS:**

- a. All bills and claims as presented on the bills and claims list against the City, which have been approved by a committee Chairman, or the person acting on the committee's behalf, and approved by the Council President shall be ordered paid by resolution of the Common Council.
- b. Payment of the bills and claims shall then be processed for payment by the City Treasurer/Chief Financial Officer.

Section 3. All Ordinances or parts of Ordinances inconsistent herewith, including Ordinance No. 1099 and Ordinance 08-2801, be and they are hereby repealed. All actions previously taken by this Council inconsistent with such ordinances, including Ordinance No. 1099 and Ordinance 08-2801, are hereby ratified, confirmed and approved. This Ordinance shall be effective upon final passage and publication according to law.

Dated:

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

Approved:

Mayor

City Clerk



<b>ORDINANCE #</b>	<b>(ID # 7555)</b>
Introduction Date:	12/1/2020
Hearing Date:	12/15/2020
Passage Date:	
Effective Date:	

**AN ORDINANCE AMENDING THE CODE, CHAPTER VII - TRAFFIC, SECTION 7-8 – PARKING, SUBSECTION 7-8.6. ALL NIGHT PARKING PROHIBITED AND 7-25, REGULATIONS FOR THE MOVEMENT AND THE PARKING OF TRAFFIC ON MUNICIPAL PROPERTY AND BOARD OF EDUCATION PROPERTY, SUBSECTION 7-25.4, REGULATIONS. (Allow Overnight Street Parking on Certain Streets and Increase Overnight Parking Fees Effective January 1, 2021)**

*Ordinance Summary: This ordinance amends Chapter 7, Traffic, Section 25, Regulations for the Movement of Traffic on Municipal Property and Board of Education Property, subsection 7-25.4 to increase the overnight fee to park in public lots, effective January 1, 2021 to \$75.00 per quarter for resident senior citizens and \$100.00 per quarter for all other residents. In addition, this ordinance provides for overnight parking on certain City streets that are part of multi-dwelling units with 10 or more units. Finally, this ordinance amends Chapter 7, Traffic, Section 7-8.6. All Night Parking Prohibited, to allow overnight parking on certain municipal streets with multiple dwelling units of 10 or more units.*

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

SECTION 1. That Chapter 7, Traffic, Section 25, Regulations for the Movement and the Parking of Traffic on Municipal Property and Board of Education Property, subsection 7-25.4 be amended as follows: (additions indicated by underline deletions by ~~strike through~~):

- a. Legal Holidays. Parking meters and electronic pay stations will be in operation in the public parking lots between the hours of 4:00 a.m. and 6:00 p.m., Monday through Saturday, except on Sundays and the following Bank Holidays known as:

New Year's Day  
Martin Luther King Day  
Presidents' Day  
Memorial Day  
Thanksgiving Day

July 4<sup>th</sup>  
Labor Day  
Columbus Day  
Veterans Day  
Christmas Day

- b. Times. The parking of any vehicle in any of the zones listed in subsection 7-25.2 above, beyond the time period fixed in subsection 7-25.2, is prohibited irrespective of whether or not the parking meter was activated for the vehicle. Each vehicle parking beyond the time period for an additional successive time period, that is the same as the initial legal maximum parking time period in such zone, shall be deemed a separate violation of this section.
- c. Legal Operation.
  - 1. When any vehicle shall be parked in any parking metered controlled area in accordance with the provisions of this section, the operator of the vehicle shall, upon entering the parking space, immediately activate the parking meter or pay station in accordance with subsection 7-25.2.
  - 2. The failure to activate the pay station shall constitute a violation of this subsection and shall subject such person to the penalties described in subsection 7-8.5b8 of this chapter. When any such vehicle shall remain parked in any such parking space for a period beyond that fixed in the schedule set forth in subsection 7-25.2 thereof, each over parking for each additional time period shall constitute a separate violation of this section and shall subject such person to the penalties described in subsection 7-8.5b8 hereof for each separate violation.
  - 3. Upon the activation of such meter, the parking space may be lawfully occupied by such vehicle for the time period indicated in subsection 7-25.2 hereof. When the vehicle shall remain parked in any such parking space beyond the maximum time period fixed in subsection 7-25.2 for such zone whether or not the meter is activated, such vehicle shall be considered as parking overtime and each overtime parking period which is the same as established for that zone shall constitute a separate violation of this section and shall subject such person to the penalties described in subsection 7-8.5b8 for each separate violation.
- d. Parking Prohibited During Certain Hours. No vehicle shall be parked in the public parking lots shown in subsection 7-25.2a in the City between the hours of 2:30 a.m. and 4:30 a.m.
- e. Parking Time Limited in Certain Public Parking Lots. No person shall park a vehicle for longer than the time limit shown in subsection 7-25.2a at any time between the hours listed of any day (except Sundays and public holidays) in any of the public parking lots described in the subsection.
- f. Manner of Parking. All vehicles parking in any of the public parking lots or garages shown in subsection 7-25.2b in the City shall be parked with the front bumper to the curb or wall of a garage.

g. Overnight Parking Privilege in Public Parking Lots. Residents of the City will be allowed to park overnight in Parking Lots #'s 1- 12 upon showing proof of residency and obtaining an overnight digital parking permit. A quarterly payment is required and due by the first day of the beginning of the quarter. The quarterly fees are specified below. All valid overnight parking permit holders can park from 3:00 p.m. until 8:00 a.m. All overnight parkers must remove their vehicles by 8:00 a.m. each night parked unless day parking is paid and a valid permit obtained.

1. Residents:

~~(a) Effective January 1, 2005: \$60.00.~~

~~(b) Effective January 1, 2006: \$75.00.~~

Effective January 1, 2021: \$100.00

2. Resident senior citizen, age 62 and over. Each senior citizen must show proof of age to be eligible for the following fees:

~~(a) Effective January 1, 2005: \$45.00.~~

~~(b) Effective January 1, 2006: \$56.25.~~

Effective January 1, 2021: \$75.00

3. Commercially registered vehicles belonging to residents or those who have a business establishment in Summit shall be allowed to park overnight only in Park and Shop Lot 4, and for the aforementioned fee. Applications may be obtained from the Parking Services Agency for issuance of a valid pre-paid quarterly overnight digital parking permit. All vehicles will park in only those areas assigned for this purpose. Such parking privilege will be allowed between the hours of 3:00 p.m. and 8:00 a.m. At all other times parking in the lots indicated will be in accordance with the meter fee, or time restrictions listed in this section.

4. United States Postal Service vehicles, per a contract with the City, shall be permitted to park overnight only in Lot 11, Railroad Avenue Lot. In the event of a snowfall of greater than one (1") inch, as determined by the Parking Services Manager, all United States Postal Service Vehicles shall be moved from the Railroad Avenue Lot to the bottom area of the Board Street Garage from where they shall be removed by 9:30 a.m.

5. Overnight parking on certain City streets listed in (a) below that are part of multi-dwelling units with 10 or more units is permitted from 3:00 p.m. to 8:00 a.m. upon obtaining a valid pre-paid overnight digital permit. The permit fee must be paid by the first day of each calendar quarter. The vehicle must be moved each morning if the street has hourly time-limited parking.

Each quarter the Parking Services Agency will provide the Police Department with a list of list of valid quarterly overnight permit holders. Any vehicle without a valid overnight parking permit will be subject to a parking violation for each occurrence.

At no time, if there is a forecast of snow, may a vehicle be left on any street in the City of Summit. All street must be clear of vehicles for snow plowing.

a. List of streets eligible for on-street overnight parking:

<u>Complex</u>	<u>Street</u>	<u>Number of Units</u>	<u>Alternate Streets Allowed</u>
<u>10 Beech Spring Drive, LLC</u>	<u>Beech Spring Drive</u>	<u>37</u>	
<u>23 Constantine Place</u>	<u>Constantine Pl.</u>	<u>64</u>	
<u>7 Beech Spring Drive</u>	<u>Beech Spring Drive</u>	<u>16</u>	
<u>33 Beech Spring Drive</u>	<u>Beech Spring Drive</u>	<u>53</u>	
<u>20 Constantine Place</u>	<u>Constantine Place</u>	<u>36</u>	
<u>94-96 New England Ave</u>	<u>New England Ave</u>	<u>22</u>	
<u>79-105 New England Ave</u>	<u>New England Ave</u>	<u>132</u>	
<u>Manley Court - 15 Locust Drive</u>	<u>Locust Drive</u>	<u>87</u>	<u>George Street</u>
<u>Kent Court - 15 Norwood Ave</u>	<u>Norwood Ave</u>	<u>30</u>	
<u>Beechwood at Summit LLC</u>	<u>43 Woodland Avenue</u>	<u>56</u>	<u>Euclid Avenue</u>
<u>Beacon Hill Towers, Inc.</u>	<u>10 Euclid Avenue</u>	<u>20</u>	
<u>Locust Garden Apartments</u>	<u>26 Locust Avenue</u>	<u>57</u>	

SECTION 2. That Chapter 7, Traffic, Section 7-8.6, All Night Parking Prohibited, be amended as follows:

-7-8.6 All Night Parking Prohibited except for certain municipal streets with multiple dwelling units of 10 or more units. <<https://www.ecode360.com/34892889>>

[1988 Code Part I, A20 § 20-1; Ord. No. 2233 § 7]

No vehicle shall be parked on any street during any night of the year between the hours of 2:30 a.m. and 5:00 a.m. except for certain municipal streets listed in Section 7-25.4.g.5.a.. No overnight parking is allowed on any street in Summit when there is a forecast of snow.

SECTION 3. All Ordinances or parts of Ordinances inconsistent herewith be and they are hereby repealed. This Ordinance shall be effective upon final passage and publication according to law.

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 # 7527)  
December 1, 2020

**COVID-19 SPECIAL EMERGENCY RESOLUTION - CERTIFICATION OF CHIEF  
FINANCIAL OFFICER AND APPROVAL OF GOVERNING BODY**

WHEREAS, the City of Summit has experienced COVID-19 related revenue loss and extraordinary expenditures during the budget year 2020, and

WHEREAS, P.L. 2020, c.74 provides for the funding of these revenue losses and extraordinary expenditures through a COVID-19 Special Emergency, and

WHEREAS, in order to qualify for a special emergency under the provisions of N.J.S.A. 40A:4-53, as amended by P.L. 2020, c.74, the City must, prior to December 1, make application to the Director of the Division of Local Government Services to obtain an approval of the certification of the special emergency and the resulting deferred charge in advance of the close of budget year 2020, and

WHEREAS, the Chief Financial Officer has determined that there is an operational gap attributable to COVID-19 affected revenue loss and/or additional expenditures needs to be addressed prior to year-end;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SUMMIT by not less than a majority vote of the full governing body members affirmatively concurring, that in accordance with the provisions of N.J.S.A. 40A:4-53, as amended by P.L. 2020, c.74, as follows:

1. The Chief Financial Officer is directed to submit an application to the Division Director on the prescribed form and shall certify that the deficits in revenue and additional expenditures are directly attributable to COVID-19.
2. The Chief Financial Officer has submitted said certification to the governing body for approval (attached to this resolution).
3. The Common Council by approval of this resolution approves the certification made by the Chief Financial Officer related to COVID-19 Special Emergencies.
4. The Common Council directs the Chief Financial Officer, the Auditor and Bond Counsel to prepare the Ordinance and Resolution for Special Emergency COVID-19 related revenue deficit and/or additional expenses pursuant to statute and regulations resulting from P.L. 2020, c.74.
5. That two (2) certified copies of this resolution will be filed with the Director of the Division of Local Government Services.

Dated: December 1, 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, December 1, 2020.

City Clerk



Finance Committee  
R - Finance

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

Meeting: 12/01/20 07:30 PM

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**RESOLUTION (ID # 7527)**

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DOC ID: 7527

TO: Mayor and Common Council

FROM: Tammie Baldwin, City Treasurer/CFO

DATE: November 5, 2020

**SUMMARY**

The passing of this resolution will approve the certification made by the Chief Financial Officer related to COVID-19 expenditures. Once approved, the CFO is directed to submit the application to the Director of the Division of Local Government Services to obtain approval of the special emergency and the resulting deferred charge in advance of the close of budget year 2020.

DIVISION OF LOCAL GOVERNMENT SERVICES  
COVID-19 SPECIAL EMERGENCY

Email form to:	<a href="mailto:dlgs@dca.nj.gov">dlgs@dca.nj.gov</a>	
Subject Heading	COVID-19 Special Emergency	
Name and County of Municipality	Summit City, Union County ▼	
Municipal Code	2018	
Address	512 Springfield Ave	
Address:	Summit, NJ 07901	
Chief Financial Officer Name:	Tammie Baldwin	
Chief Financial Officer Contact Number:	908-277-9422	
Email Address:	<a href="mailto:tbaldwin@cityofsummit.org">tbaldwin@cityofsummit.org</a>	
Amount of Special Emergency		
Expenditure/Appropriation		
Revenue	\$850,000.00	
Are you issuing Special Emergency Notes?	undecided at this time	
Are you making application to the Local Finance Board for substantial financial hardship to extend the Special Emergency period?	no	

[illegible]

[illegible]

Itemized appropriation, as it appears in budget document			
Appropriation Description	FCOA Code	Category /Commodity	Amount
N/A			

Itemized applications to federal, state, and other sources for purposes of offsetting revenues or appropriations

Entity from which reimbursement has been sought	Period (From-To)	Related Category	Related Expense	Reimbursement Sought	Reimbursement Collected
Union County CARES ACT	3/30-5/31/2020	PPE & Disinfecting	1,030.23	1,030.23	1,030.23
Union County CARES ACT	3/30-5/31/2020	Paid Sick Leave/Quarantine	21,755.30	21,755.30	21,755.30
Union County CARES ACT	3/30-5/31/2020	Safeguard Public Spaces	505.86	505.86	505.86

Itemized applications to federal, state, and other sources for purposes of offsetting revenues or appropriations					
Entity from which reimbursement has been sought	Period (From-To)	Related Category	Related Revenue	Reimbursement Sought	Reimbursement Collected
N/A					-



Fiscal and operational measures being implemented to avoid future deficits

Item No.	Narriative	Value
1	But, not for COVID-19 and the related "shut-downs," the city's parking utility would have collected revenues in line with its 3 year average. However,	
	the City Administrator and Chief Financial Officer had to reduce anticipated revenues based on estimated COVID-19 challenges during the time leading up to	
	to the adpotion of an amended budget in June 2020. Commuters using the NJT direct train to NYC and visitors and employees of the downtown account for a	
	a large portion of the parking revenues collected. Undoubtedly COVID-19 has changed the way people commute, work, and shop; reduced travel has	
	significantly impacted the city's parking utility revenues. Therefore, the city respectfully requests approval from DLGS for this special emergency to assist	
	the city in keeping its parking utility from experiencing a substantial negative impact to its fund balance which will result in operating deficits going forward	
	as well as rendering the utility non self liquidating.	

<b>Chief Financial Officer's Certification</b>	
I hereby certify that the information provided in this request for a special emergency is a true account of revenue losses and expenditures made, that said revenues and expenses are eligible costs, and that no portion of these revenues or expenses have been reimbursed by the Federal or State governments or from another source; and That all future reimbursements related to this request from Federal, State or from another will be used to fund the repayment of this Special Emergency.	
<b>Name &amp; Title</b>	<b>Date</b>

Resolution (ID # 7553)  
December 1, 2020

### AUTHORIZE SCHEDULE OF SCHOOL LEVY PAYMENTS

WHEREAS, it has been agreed to turn over to the Board of Education its total monthly allotment on the first day of each month, or as close to it as is reasonable.

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

That the City Treasurer/Chief Financial Officer be and she is hereby authorized and directed to draw checks and issue same to the Custodian of School Monies, in accordance with the following schedule:

Levy of \$33,436,320.00 from January 1, 2021 to June 30, 2021

<u>Date</u>	<u>Amount</u>
January 4, 2021	\$5,572,720.00
February 1, 2021	\$5,572,720.00
March 1, 2021	\$5,572,720.00
April 1, 2021	\$5,572,720.00
May 3, 2021	\$5,572,720.00
June 1, 2021	<u>\$5,572,720.00</u>
	\$33,436,320.00

Dated: December 1, 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, December 1, 2020.

City Clerk



New Jersey  
Department of Education

NJDOE BUDGET ONLINE



5090-SUMMIT CITY

2020-21 School District Budget Statement - Tax Levy Certification - Form A

Date : 04/07/2020 Time : 11:59:29

Accounts	Tax Levy Certified by: Board of School Estimate or Municipality/Commissioner or Voted	Balance of Levy from 2019-20 to be Raised in 2020	Amt in Col 2 to be Raised in 2020 Tax Levy	TOTAL 2020 TAX LEVY WITH DEFERRAL	Amt in Col 2 Deferred to 2021 Levy	November Election Separate Question to be raised in 2021
(1)	(2)	(3)	(4)	(5)	(6)	(7)
General Fund	66,872,641	32,834,429	33,436,321	66,270,750	33,436,320	0
Debt Service	0	0	0	0	0	0
Debt Service - PreMerge	0	0	0	0	0	0
Debt Service - Repayment of CDL	0	0	0	0	0	0
TOTALS	66,872,641	32,834,429	33,436,321	66,270,750	33,436,320	0
Tax certification of prior year received too late for 2019 levy				0		
OTHER*				0		
GRAND TOTAL				66,270,750		

\*This line should be used for adjustments which are not part of the budget.

Certification

It is hereby certified that the above figures are true figures setting forth the total amount required for school purpose in the school district of SUMMIT CITY County of UNION for the 2020-21 school year and that the sum of 66,270,750 is required to be levied for local school district purposes for the calendar year.

It is hereby certified that the sum of 66,270,750 is required to be levied for local district school taxes for the calendar year 2020.

Board of Education of Summit N.J.

City of Summit N.J.  
(Boro, Twp, City, etc)

BOARD SECRETARY

DATE

MUNICIPAL CLERK

DATE

Resolution (ID # 7554)  
December 1, 2020

# **AUTHORIZE 2021 MUNICIPAL, SEWER, PARKING AND SCHOOL DEBT SERVICE PAYMENTS**

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

That, in accordance with the provisions of N.J.S.A. 40A:4-19, the following appropriations for Interest and Debt Redemption charges for the year 2021 be and the same are hereby appropriated as follows:

## **MUNICIPAL DEBT SERVICE**

Principal - Municipal Bonds	\$3,745,000.00
Interest on Municipal Bonds	1,126,270.51
Principal - Municipal Notes	8,821,000.00
Interest on Municipal Notes	<u>32,461.28</u>
	\$13,724,731.79

## **SEWER DEBT SERVICE**

Principal - Sewer Bonds	\$ 520,000.00
Interest on Sewer Bonds	121,880.41
Principal - Sewer Notes	1,115,000.00
Interest on Sewer Notes	<u>4,103.20</u>
	\$1,760,983.61

## **PARKING DEBT SERVICE**

Principal - Parking Bonds	\$365,000.00
Interest on Parking Bonds	117,060.00
Principal - Parking Notes	96,000.00
Interest on Parking Notes	<u>353.28</u>
	\$578,415.28

## **SCHOOL DEBT SERVICE**

Principal - School Bonds	\$3,205,000.00
Interest on School Bonds	558,272.96
Principal - School Notes	0.00
Interest on School Notes	<u>0.00</u>
Total	\$3,763,272.96

Dated: December 1, 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, December 1, 2020.

City Clerk





**Finance Committee**  
R - Finance

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

Meeting: 12/01/20 07:30 PM

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**RESOLUTION (ID # 7554)**

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DOC ID: 7554

TO: Mayor and Common Council

FROM: Tammie Baldwin, City Treasurer/CFO

DATE: November 12, 2020

**SUMMARY**

The amounts listed here consist of the known payments for principal and interest on existing Municipal, Sewer, Parking and School Bonds and Notes.

Resolution (ID # 7532)  
December 1, 2020

**AUTHORIZE PROFESSIONAL SERVICES AGREEMENT IN EXCESS OF \$17,500.00 - LEGAL SERVICES - 2021 TAX APPEAL COUNSEL - NOT TO EXCEED \$140,000.00**

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 for 2021 Tax Appeal 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, 2021 through December 31, 2021, and

WHEREAS, DiFrancesco Bateman, Kunzman, Davis, Lehrer & Flaum, PC has submitted a proposal dated November 2, 2020, indicating it will provide the 2021 Tax Appeal Counsel services at a rate of \$180.00 per hour, with said costs estimated by the City Treasurer not to exceed \$140,000.00, and

WHEREAS, DiFrancesco Bateman, Kunzman, Davis, Lehrer & Flaum, P.C. has completed and submitted a Business Entity Disclosure Certification which certifies that DiFrancesco Bateman, Kunzman, Davis, Lehrer & Flaum, P.C. 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 DiFrancesco Bateman, Kunzman, Davis, Lehrer & Flaum, P.C. from making any reportable contributions through the term of the contract, and

WHEREAS, the cost for said services is estimated not to exceed \$140,000.00 and funds will be certified upon inclusion in and adoption of the 2021 operating budget.



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

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

DiFrancesco Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.  
 Martin Allen, Esq.  
 Tax Appeal Counsel

2. That the Mayor and City Clerk are hereby authorized and directed to sign an agreement with DiFrancesco Bateman, Kunzman, Davis, Lehrer & Flaum, PC, 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 N.J.S.A. 40A:11-5(1)(a)(i) of the Local Public Contracts Law because this professional satisfies the Law as being appropriately licensed.
5. That DiFrancesco Bateman, Kunzman, Davis, Lehrer & Flaum, PC shall comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 (Affirmative Action), N.J.S.A. 52:32-44 (Business Registration), and the City's insurance requirements.
6. A notice of this action shall be published in the Union County Local Source.

Dated: December 1, 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 Tuesday evening, December 1, 2020.

City Clerk



Finance Committee  
OI - Finance

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

Meeting: 12/01/20 07:30 PM

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**RESOLUTION (ID # 7532)**

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DOC ID: 7532

TO: Mayor and Common Council

FROM: Tammie Baldwin, City Treasurer/CFO

DATE: November 6, 2020

Attached for your approval is a proposal from DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, PC to serve as the City's Tax Appeal Counsel in 2021 for the defense of tax appeals. The hourly rate for attorneys is \$180.00. There is no increase from last year.

In this environment, a strong partner is critical in our defense against appeals, and I recommend a professional services agreement with DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, PC for 2021 Tax Appeal Counsel Services in an amount not to exceed \$140,000.00. A certification of funds will be contingent on adoption of the 2021 budget.



**DiFrancesco Bateman**  
Kunzman, Davis, Lehrer & Flaum, P.C.

15 Mountain Boulevard  
Warren, New Jersey 07059

Telephone: (908) 757-7800  
Fax: (908) 757-8039  
[www.newjerseylaw.net](http://www.newjerseylaw.net)

Martin Allen, Partner  
Extension 191  
[mallen@newjerseylaw.net](mailto:mallen@newjerseylaw.net)

November 2, 2020

**Sent Via NJLS Overnight Delivery**



City of Summit  
Attn: **Michelle Caputo, QPA, RPPS, RMC**  
**Purchasing Agent**  
City Hall  
512 Springfield Avenue  
Summit, New Jersey 07901-2667

**Re: Qualification Statement**  
**Tax Appeal Counsel – 2021**

Dear Ms. Caputo:

This Qualification Statement is in response to your recent e-mail for 2021 Professional Services as Tax Appeal Counsel for the City of Summit.

In support of this request, I offer the following information for your consideration:

1. **Firm Address and Contact Information**

I am a Partner with the firm of DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C. The principal location of the firm is 15 Mountain Boulevard, Warren, New Jersey 07059. My telephone number is 908-757-7800, Extension 191, and my E-Mail address is [mallen@newjerseylaw.net](mailto:mallen@newjerseylaw.net). The fax number is 908-757-8039.

The firm, established more than one hundred (100) years ago, is multi-disciplined, including expertise in municipal real estate tax appeals.

2. **Overall Experience and Municipal Practice**

I have more than 30 years' experience defending municipalities in real estate tax appeals. I have frequently appeared before and successfully tried cases before numerous County Boards of Taxation, including the Union County Board of Taxation, and the Tax Court,

City of Summit  
 Page 2  
 November 2, 2020

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as well as appearing on a number of occasions before the Appellate Division and even having argued 2 separate cases before the New Jersey Supreme Court.

I head the Real Estate Tax Department in the Law Firm and at present the Department is composed of myself, as well as my partner, William Willard, Associates Sandra Belli, Joseph Sordillo, Kevin McDonald and Wesley Buirkle. The Department is further staffed by 2 paralegal assistants.

I am an Associate Tax Counsel for the New Jersey League of Municipalities and as such have represented the League of Municipalities as Amicus Counsel in a number of cases. I have also been an instructor in numerous Continuing Education Seminars given to the New Jersey Association of Municipal Assessors, the New Jersey Association of County Tax Board Commissioners, the League of Municipalities, as well as a number of individual County Assessors Associations.

### 3. **Listing of Current Municipal Positions**

In addition to the City of Summit, we currently represent the following municipalities as Tax Appeal Counsel:

The Towns of Morristown and Newton, Townships of Alexandria, Bedminster, Belleville, Bernards, Branchburg, Chatham, Freehold, Green Brook, Hillsborough, Lebanon, Mannington, Montclair, Montgomery, North Bergen, Plainsboro, Readington, Union (Hunterdon County), Warren, Washington, and Wyckoff; the Boroughs of Far Hills, Frenchtown, Highland Park, Milford, New Providence, Raritan, Red Bank, Rocky Hill, Sea Bright, Somerville, South Plainfield and Watchung; the Cities of Camden, New Brunswick, Summit and Vineland; and the Gloucester County Tax Assessor.

### 4. **References**

Edward L. Kerwin, Tax Assessor  
 Township of Warren, Borough of Watchung, Township of Bedminster  
 46 Mountain Boulevard  
 Warren, New Jersey 07059  
 (Cell Phone: 908-246-4150)  
[elk@bedminster.us](mailto:elk@bedminster.us)

Timothy J. O'Connor, Tax Assessor  
 City of Summit

Attachment: DBKDL&F PC 2021 Tax Counsel prop (7532 : Auth Prof Svcs >\$17,500 - 2021 Tax Appeal Counsel nte \$140,000.00)

City of Summit  
 Page 3  
 November 2, 2020

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City Hall  
 512 Springfield Avenue  
 Summit, NJ 07901  
 (Phone: 908-598-2177)  
[TO'Connor@cityofsummit.org](mailto:TO'Connor@cityofsummit.org)

5. **Valid Law Licenses**

Neither the undersigned nor any of the other attorneys in this firm are suspended or otherwise prohibited from the practice of law and have current and valid licenses to practice law in the State of New Jersey.

6. **Cost Proposal**

The undersigned and our firm would propose to provide services at an hourly rate of \$180.00 per hour, which would be billed monthly pursuant to certified vouchers submitted to the City. Our hourly rate does not include costs and expenses incurred for travel, duplication, expert's fees, delivery charges and any other expenses incurred by independent contractors outside of our law offices.

7. **Primary Person Responsible for Account**

The undersigned is designated as the primary responsible attorney.

Attached are the following:

1. Certificate of Liability Insurance (General);
2. Certificate of Workers Compensation Insurance;
3. Certificate of Liability Insurance (Auto);
4. Business Registration Certificate;
5. Certificate of Employee Information Report;
6. Business Entity Disclosure Certification;
7. Form C-271 Political Contribution Disclosure Form;
8. Stockholder Disclosure Certification;
9. Resume of Martin Allen, Esq.;
10. Resume of William J. Willard, Esq.;
11. Resume of Sandra Belli, Esq.;
12. Resume of Joseph Sordillo, Esq.
13. Resume of Kevin A. McDonald, Esq.; and
14. Resume of Wesley E. Buirke, Esq.



City of Summit  
Page 4  
November 2, 2020

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Please feel free to contact me if you should require any further information or documentation.

Respectfully submitted,



Martin Allen, Esq.

MA:dm  
Encls.

Attachment: DBKDL&F PC 2021 Tax Counsel prop (7532 : Auth Prof Svcs >\$17,500 - 2021 Tax Appeal Counsel nte \$140,000.00)

# Memo

**To:** Mayor and Common Council  
**From:** Michelle Caputo, Purchasing Agent  
**Date:** 11/6/2020  
**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 December 1, 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 Tax appeal Counsel – DiFrancesco Bateman, Kunzman, Davis, Lehrer & Flaum, P.C. (Martin Allen, Esq.) – estimated not to exceed \$140,000.00

Attachment: DBKDL&F PC p2p (7532 : Auth Prof Svcs >\$17,500 - 2021 Tax Appeal Counsel nte \$140,000.00)

**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 the (name of business entity) DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C. has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding (date of scheduled award) 12/1/2020, 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"> <li>Summit Municipal Democratic Committee (Mayor Nora Radest, Councilmembers Marjorie Fox, Susan Hairston, Beth K. Little, B. David Naidu, Danny O'Sullivan, Gregory Vartan)</li> </ul>	<ul style="list-style-type: none"> <li>Bowman For Summit Council</li> </ul>
	<ul style="list-style-type: none"> <li>Fox For Summit Council</li> </ul>
	<ul style="list-style-type: none"> <li>Hairston for Council</li> </ul>
	<ul style="list-style-type: none"> <li>Naidu for Council</li> </ul>
<ul style="list-style-type: none"> <li>Summit Republican City Committee (Councilmember Stephen Bowman)</li> </ul>	<ul style="list-style-type: none"> <li>Vartan for Council</li> </ul>
	<ul style="list-style-type: none"> <li>Union County Democratic Committee</li> </ul>

**Part II – Ownership Disclosure Certification**

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

Check the box that represents the type of business entity:

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

Name of Stock or Shareholder	Home Address
Donald T. DiFrancesco	
Christopher "Kip" Bateman	
Steven A. Kunzman	
Steven O. Davis	
Jeffrey B. Lehrer	
Richard P. Flaum	

**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: DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.

Signed: [Signature]

Title: Partner

Print Name: Martin Allen

Date: November 2, 2020

Subscribed and sworn before me this 2<sup>ND</sup> day of

November, 2020

[Signature]

My Commission expires:

DENISE M. MARKINSON  
 A Notary Public of New Jersey  
 My Commission Expires 11/19/2021

**Martin Allen – Partner**  
**DiFrancesco, Bateman, Kunzman,**  
**Davis, Lehrer & Flaum, P.C.**

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



## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

**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.**

Vendor Name:	DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.		
Address:	15 Mountain Boulevard		
City:	Warren	State: NJ	Zip: 07059

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.

Signature Martin Allen Printed Name Martin Allen Title Partner

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]

{A1271684.1}



**DIFRANCESCO, BATEMAN,  
KUNZMAN, DAVIS, LEHRER & FLAUM, P. C.**

2020 Reportable Political Contributions

<u>Date</u>	<u>Made Payable To:</u>	<u>County</u>	<u>Amount</u>
01-15-20	John Mikolajczyk ( <i>Middlesex Borough</i> )	Middlesex	\$ 300.00
02-05-20	HREC ( <i>Hillsborough Republican Organization</i> )	Somerset	\$ 500.00
02-11-20	Van Doren for Freeholder	Hunterdon	\$ 300.00
02-11-20	Somerset County Republican Organization	Somerset	\$ 800.00
03-02-20	Van Doren for Freeholder	Hunterdon	\$ 500.00
06-10-20	Bramnick for Assembly	Union	\$ 1,000.00
06-29-20	Amy Flood for Council ( <i>Middlesex Borough</i> )	Middlesex	\$ 300.00
07-08-20	Hillsborough Republican Election Committee ( <i>HREC</i> )	Somerset	\$2,000.00
08-11-20	Smith & Spera 2020 ( <i>Scotch Plains</i> )	Union	\$ 750.00
08-13-20	Somerset County Republican Organization	Somerset	\$3,000.00
08-17-20	HCRC ( <i>Hunterdon County Republican Committee</i> )	Hunterdon	\$ 500.00
08-26-20	Committee to Elect Erickson ( <i>Hillsborough Twp.</i> )	Somerset	\$2,600.00
08-26-20	Committee to Elect Tomson ( <i>Hillsborough Twp.</i> )	Somerset	\$2,600.00
08-26-20	Committee to Elect Jubin & Hayeck ( <i>Watchung</i> )	Somerset	\$1,000.00
09-01-20	North Bergen Democratic Municipal Committee	Hudson	\$250.00
09-16-20	John Mikolajczak & Amy Flood for Council ( <i>Middlesex Borough</i> )	Middlesex	\$ 300.00
09-23-20	Committee to Re-Elect Smith & Spera 2020 ( <i>Scotch Plains</i> )	Union County	\$ 500.00
09-24-20	The Somerset County Republican Organization	Somerset	\$ 2,400.00
09-30-20	Bramnick for Assembly	Union	\$ 1,500.00
10-08-20	Clark Republican Campaign 2020	Union	\$ 500.00
10-08-20	North Bergen Democratic Municipal Committee	Hudson	\$ 1,000.00
10-22-20	Van Doren for Freeholder	Hunterdon	\$ 300.00

Attachment: DBKDL&F PC p2p (7532 : Auth Prof Svcs >\$17,500 - 2021 Tax Appeal Counsel nte \$140,000.00)



## STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business: DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.

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

OR

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

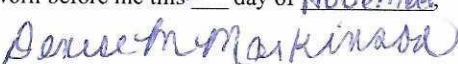

Check the box that represents the type of business organization:

- ☐ Partnership
 ☒ Professional Services 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: Donald T. DiFrancesco	Name: Christopher "Kip" Bateman
Home Address: _____	Home Address: _____
Name: Steven A. Kunzman	Name: Stephen O. Davis
Home Address: _____	Home Address: _____
Name: Jeffrey B. Lehrer	Name: Richard P. Flaum
Home Address: _____	Home Address: _____

Subscribed and sworn before me this <u>2<sup>nd</sup></u> day of <u>November</u> 2020.  (Notary Public) My Commission expires: _____	 Martin Allen – Partner DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C. (Corporate Seal)
DENISE M. MARKINSON A Notary Public of New Jersey My Commission Expires 11/19/2021	

Resolution (ID # 7546)  
December 1, 2020

**AUTHORIZE MONTH TO MONTH CONTRACT EXECUTION - DYNAMIC RIDESHARING SERVICES DECEMBER 3, 2020 - DECEMBER 2, 2021 - NOT TO EXCEED \$6,600.00**

WHEREAS, the City seeks to enter into a contract with Lyft, Inc., 185 Berry Street, Suite 5000, San Francisco, CA to provide Dynamic Ridesharing Services, and

WHEREAS, the term of the contract shall be on a month-to-month basis from December 3, 2020 through December 2, 2021 and shall not exceed one (1) year, and

WHEREAS, the maximum dollar value of the contract, based upon a reasonable cost estimate of the goods or services required over the contract term, shall not exceed \$6,600.00 with no obligation on the part of the City to spend the maximum amount, and

WHEREAS, funds for 2020 will be certified from account #0-09-55-502-001-310 in an amount as advised by Lyft, Inc. if the program is used during the December 3, 2020 to December 31, 2020 period, and

WHEREAS, funds for January 1, 2021 through December 2, 2021 will be certified from account #1-09-55-502-001-310 upon inclusion in and adoption of the 2021 Operating Budget.

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

1. That the Mayor and City Clerk are hereby authorized and directed to enter into an agreement, subject to review and approval by the City Solicitor, with Lyft, Inc., 185 Berry Street, Suite 5000, San Francisco, CA 94107 for ridesharing services to be provided on a month-to-month basis, not to exceed \$6,600.00 for a maximum one (1) year term, or until the maximum dollar amount is exhausted.
2. That this contract is awarded without competitive bidding in accordance with N.J.S.A. 40A:11-6.1(a) of the Local Public Contracts Law because it is under the current bid threshold.
3. That Lyft, Inc. shall be subject to meeting the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17-27 (Affirmative Action) and the City's insurance requirements.

Dated: December 1, 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 Tuesday evening, December 1, 2020.

City Clerk





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**RESOLUTION (ID # 7546)**

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DOC ID: 7546 A

TO: Mayor and Common Council

FROM: Rita McNany, Parking Services Director

DATE: November 11, 2020

Mayor and Council,

On the December 1, 2020 agenda for your consideration is a new contract with Lyft for rideshare services. The current contract expires December 2, 2020 with no more annual extensions.

Purchasing laws allow us to have a month-to-month contract with Lyft not to exceed \$6,600. Based upon the most current usage, if it remains the same, would carry us well into 2021. If the ridership begins to increase, the City will have the opportunity to go out for another RFP for rideshare services.

Lyft is in agreement with a month-to-month contact beginning December 3, 2020.

Attached is the spreadsheet outlining rideshare usage.

Thank you for your consideration.

Rita M. McNany  
Parking Services Director

Month	Pre-Paid Trips	Daily Trips	Pre-Paid Dwtn Trips	Daily Dwtn Trips	Total Trips	Average Daily Morning Trips	Total Amount	Daily Rider Charges	City Cost	Avg. Total \$ per Ride	Avg. City \$ per Ride
<b>2016 Totals</b>	<b>395</b>	<b>2,410</b>	<b>0</b>	<b>0</b>	<b>2,805</b>	<b>0</b>	<b>\$19,133</b>	<b>\$4,820</b>	<b>\$14,313</b>	<b>\$6.82</b>	<b>\$5.10</b>
<b>2017 Totals</b>	<b>1,386</b>	<b>9,709</b>	<b>0</b>	<b>0</b>	<b>11,095</b>	<b>0</b>	<b>\$87,490</b>	<b>\$19,418</b>	<b>\$68,072</b>	<b>\$7.89</b>	<b>\$6.14</b>
January	150	1,237			1,387		\$10,096	\$2,474	\$7,622	\$7.28	\$5.50
February	117	1,184			1,301		\$9,267	\$2,368	\$6,899	\$7.12	\$5.30
March	154	1,306			1,460	36	\$10,507	\$2,612	\$7,895	\$7.20	\$5.41
April	148	1,199	0	0	1,347	34	\$8,684	\$2,403	\$6,280	\$6.45	\$4.66
May	156	1,447	28	0	1,631	40	\$10,838	\$2,916	\$7,922	\$6.65	\$4.86
June	126	1,399	32	47	1,604	40	\$12,012	\$3,080	\$8,932	\$7.49	\$5.57
July	181	1,465	5	66	1,717	43	\$12,496	\$3,062	\$9,434	\$7.28	\$5.49
Aug	198	1,547	0	66	1,811	42	\$13,288	\$3,222	\$10,066	\$7.34	\$5.56
Sept	200	1,445	0	43	1,688	43	\$12,509	\$2,974	\$9,535	\$7.41	\$5.65
Oct	283	1,937	0	32	2,252	54	\$15,677	\$3,938	\$13,744	\$6.96	\$6.10
Nov	257	1,579	0	13	1,849	48	\$14,560	\$3,158	\$11,402	\$7.87	\$6.17
Dec	203	1,538	0	24	1,765	51	\$13,797	\$3,124	\$10,173	\$7.82	\$5.76
<b>2018 Totals</b>	<b>2,173</b>	<b>17,283</b>	<b>65</b>	<b>291</b>	<b>19,812</b>	<b>431</b>	<b>\$143,731</b>	<b>\$35,332</b>	<b>\$109,905</b>	<b>\$7.25</b>	<b>\$5.55</b>
January	255	2,265	0	37	2,557	56	\$20,220	\$4,596	\$15,624	\$7.91	\$6.11
February	259	1,971	0	27	2,257	62	\$17,338	\$3,996	\$13,342	\$7.68	\$5.91
March	207	2,037	8	18	2,270	55	\$17,497	\$4,108	\$13,389	\$7.71	\$5.90
April	224	1,816	11	30	2,081	53	\$16,608	\$3,674	\$12,934	\$7.98	\$6.22
May	247	1,898	17	35	2,197	53	\$18,056	\$3,866	\$14,190	\$8.22	\$6.46
June	258	1,818	4	39	2,119	56	\$17,184	\$3,704	\$13,480	\$8.11	\$6.36
July	265	1,924	11	10	2,210	57	\$18,450	\$3,868	\$14,582	\$8.35	\$6.60
Aug	236	1,766	4	21	2,027	52	\$16,474	\$3,571	\$12,902	\$8.13	\$6.37
Sept	239	1,927	12	30	2,208	59	\$18,780	\$3,914	\$14,865	\$8.51	\$6.73
Oct	275	2,261	7	26	2,569	60	\$24,037	\$4,576	\$19,502	\$9.36	\$7.59
Nov	205	1,843	10	25	2,083	61	\$20,533	\$3,736	\$16,797	\$9.86	\$8.06
Dec	179	1,696	4	32	1,911	45	\$16,435	\$3,288	\$13,147	\$8.60	\$6.88
<b>2019 Totals</b>	<b>2,849</b>	<b>23,222</b>	<b>88</b>	<b>330</b>	<b>26,489</b>	<b>669</b>	<b>\$221,609</b>	<b>\$46,898</b>	<b>\$174,753</b>	<b>\$8.37</b>	<b>\$6.60</b>
January	229	2,493	19	41	2,782	69	\$21,831	\$5,009	\$16,822	\$7.85	\$6.05
February	210	2,377	13	31	2,631	65	\$21,730	\$4,818	\$16,912	\$8.26	\$6.43
March											
April											
May											
June	0	4	1	0	5	0	\$39	\$8	\$31	\$7.84	\$6.24
July	0	12	0	0	12	0	\$93	\$24	\$69	\$7.76	\$5.76
Aug	0	22	0	2	24	1	\$188	\$48	\$140	\$7.82	\$5.82
Sept	0	40	0	0	40	1	\$320	\$80	\$240	\$8.01	\$6.01
Oct	0	67	0	0	67	2	\$589	\$132	\$457	\$8.79	\$6.82
Nov											
Dec											
<b>2020 Totals</b>	<b>439</b>	<b>5,015</b>	<b>33</b>	<b>74</b>	<b>5,561</b>	<b>138</b>	<b>44,790</b>	<b>10,119</b>	<b>34,671</b>	<b>\$7.04</b>	<b>\$4.79</b>
<b>TOTALS</b>	<b>7,242</b>	<b>57,639</b>	<b>186</b>	<b>695</b>	<b>65,762</b>	<b>1,238</b>	<b>516,754</b>	<b>116,587</b>	<b>401,714</b>		

## Certification of Availability of Funds

-----

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

Resolution Date: December 1, 2020  
 Resolution Doc Id: 7546

Vendor: Lyft, Inc.  
 185 Berry Street, Suite 5000  
 San Francisco, CA 94107

Purchase Order Number: 20-02589

Account Number	Amount	Account Description
0-09-55-502-001-310	\$6,600.00	Parking Electronic Costs

Additional funds to be certified upon adoption of and inclusion in the 2021 budget.

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

*Tammie L. Baldwin*  
 CFO/City Treasurer



Resolution (ID # 7476)  
December 1, 2020

**APPOINT POLICE OFFICER (PENDING CLOSED SESSION DISCUSSION)**

Pending Closed Session discussion.

Resolution (ID # 7551)  
December 1, 2020

**AUTHORIZE EMERGENCY PURCHASE OF ONE 2020 FORD UTILITY POLICE  
INTERCEPTOR - \$32,940.00**

WHEREAS, the Police Chief has advised that three police vehicles were declared a total loss by the City's insurance carrier which impacted the fleet of vehicles available for regular and emergent patrol duties, and patrol shifts could not operate at regular capacity placing a risk to readiness of the Police Department's ability to provide for public and life safety services, and

WHEREAS, the Police Chief has also advised that the ongoing health concerns and safety measure surrounding the COVID-19 virus decreased the rate in which vehicles were able to be turned around between shifts because of the decontamination period as well as impeded the department's ability to deploy multiple officer patrols so as not to risk cross contamination during minimum 11 hour shifts, and

WHEREAS, the City was able purchase one replacement vehicle at a cost of \$32,940.00 from Koch Holdings, Inc. DBA Koch 33 Ford, 3810 Hecktown Road, Easton, PA 18045 which did not exceed the statutory bid threshold, and

WHEREAS, resolution 39450 adopted at the regular meeting of the common council on 9/1/2020, authorized the City to purchase a second replacement vehicle at a cost of \$32,940.00 from Koch Holdings, Inc. DBA Koch 33 Ford, 3810 Hecktown Road, Easton, PA 18045 as this purchase placed the vendor over the statutory bid threshold for the year, and

WHEREAS, in order to replace the third vehicle in a timely fashion, a quote was solicited from Koch Holdings, Inc. and the New Jersey state contract vendor Winner Ford, and

WHEREAS, the quote from Koch Holdings, Inc. is \$32,940.00 with the vehicle available for immediate delivery but continues to place the vendor over the statutory bid threshold for the year and requires a resolution to authorize the purchase, and

WHEREAS, the quote from Winner Ford is \$31,461.60 but will take an estimated four to five months for delivery and deployment, further impacting the ability of the Police Department to provide for public and life safety services, and

WHEREAS, the Police Chief recommends authorization to purchase the third replacement vehicle from Koch Holdings, Inc., allowing the City to acquire the replacement vehicle without delay and patrol shifts to operate at regular capacity.

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

1. That approval is hereby given to issue a purchase order to Koch Holdings, Inc. DBA Koch 33 Ford, 3810 Hecktown Road, Easton, PA 18045, for the purchase of one 2020

Ford Utility Police Interceptor in the amount of \$32,940.00 and that funds are available in account #T-13-56-800-020-010 and have been certified by the City Treasurer, attached hereto.

2. This contract is awarded without competitive bidding in accordance with N.J.S.A. 40A:11-6 of the Local Public Contracts Law as an emergency which impacts public safety as described above.
3. That Koch Holdings, Inc. DBA Koch 33 Ford shall comply with the requirements of 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 standard insurance requirements.
4. That a notice of this action shall be published in the Union County Local Source.

Dated: December 1, 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 Tuesday evening, December 1, 2020.

City Clerk

**Prepared for: Dave Richel, Lt., Summit PD**

512 Springfield Ave

Summit, NJ 07901

Office: 908-277-9494

Email: drichel@spdnj.org

**2020 Police Interceptor Utility AWD Base (K8A)**

Price Level: 40

**Client Proposal**

Prepared by:

Kyle Wismer

Office: 484-894-2600

Email: kwismer@koch33auto.com

Quote ID: 14jul2

Date: 11/05/2022



Koch 33 Ford | 3810 Hecktown Road, Easton, Pennsylvania, 180452354

Office: 610-253-9191

**Packet Pg. 64**

**Prepared for: Dave Richel**

Lt., Summit PD

Prepared by: Kyle Wismer

11/05/2020

Koch 33 Ford | 3810 Hecktown Road Easton Pennsylvania | 18045235

**2020 Police Interceptor Utility AWD Base (K8A)**

Price Level: 40 | Quote ID: 14jul20

**Dave Richel, Lt., Summit PD**

512 Springfield Ave

Summit, NJ 07901

Office: 908-277-9494

Email: drichel@spdnj.org

Re: Quote ID 14jul20 11/05/2020

Dave,

Thank you very much for your interest in acquiring a vehicle from our dealership. Attached is pricing for a in-stock unit here on the lot in Agate. This vehicle is available for immediate delivery.

The cost for two-tone paint on this would be an additional \$1149 for doors and roof.

Sincerely,

**Kyle Wismer**

Director of Fleet and Government Sales

484-894-2604

kwismer@koch33auto.com



## Prepared for: Dave Richel

Lt., Summit PD

Prepared by: Kyle Wismer

11/05/2020

Koch 33 Ford | 3810 Hecktown Road Easton Pennsylvania | 18045235

## 2020 Police Interceptor Utility AWD Base (K8A)

Price Level: 40 | Quote ID: 14jul20

## As Configured Vehicle

Description	MSRP
Base Vehicle Price (K8A)	\$40,615.00
Order Code 500A	N/C
Includes: - 3.73 Axle Ratio - GVWR: TBD - Tires: 255/60R18 AS BSW - Wheels: 18" x 8" 5-Spoke Painted Black Steel Includes polished stainless steel hub cover, center caps and full size spare. - Unique HD Cloth Front Bucket Seats w/Vinyl Rear Includes reduced bolsters, driver 6-way power track (fore/aft.up/down, tilt with manual recline, 2-way manual lumbar), passenger 2-way manual track (fore/aft. with manual recline) and built-in steel intrusion plates in both front seatbacks. - Radio: AM/FM/MP3 Capable Includes clock, 4-speakers, Bluetooth interface with hands-free voice command support (compatible with most Bluetooth connected mobile devices), 1 USB port and 4.2" color LCD screen center stack smart display.	
Engine: 3.3L V6 Direct-Injection (FFV)	-\$3,530.00
(136-MPH Top Speed). Note: Deletes regenerative braking and lithium-ion battery pack; adds 250-Amp alternator, replaces H7 AGM battery (800 CCA/80-amp) with H7 SLI battery (730 CCA/80-amp) and replaces 19-gallon tank with 21.4-gallon.	
Transmission: 10-Speed Automatic (44U)	N/C
3.73 Axle Ratio	Included
GVWR: TBD	Included
Tires: 255/60R18 AS BSW	Included
Wheels: 18" x 8" 5-Spoke Painted Black Steel	Included
Includes polished stainless steel hub cover, center caps and full size spare.	
Unique HD Cloth Front Bucket Seats w/Vinyl Rear	Included
Includes reduced bolsters, driver 6-way power track (fore/aft.up/down, tilt with manual recline, 2-way manual lumbar), passenger 2-way manual track (fore/aft. with manual recline) and built-in steel intrusion plates in both front seatbacks.	
Monotone Paint Application	STD
119" Wheelbase	STD
Radio: AM/FM/MP3 Capable	Included
Includes clock, 4-speakers, Bluetooth interface with hands-free voice command support (compatible with most Bluetooth connected mobile devices), 1 USB port and 4.2" color LCD screen center stack smart display.	
Tail Lamp/Police Interceptor Housing Only	\$60.00
Pre-existing holes with standard twist lock sealed capability (does not include LED strobe) (eliminates need to drill housing assemblies).	
Front License Plate Bracket	N/C
Dark Car Feature	\$25.00
Courtesy lamps disabled when any door is opened.	
Switchable Red/White Lighting in Cargo Area	\$50.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Note: Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.


**Prepared for: Dave Richel**

Lt., Summit PD

Prepared by: Kyle Wismer

11/05/2020

Koch 33 Ford | 3810 Hecktown Road Easton Pennsylvania | 18045235

**2020 Police Interceptor Utility AWD Base (K8A)**

Price Level: 40 | Quote ID: 14jul20

**As Configured Vehicle (cont'd)**

Description	MSRP
<i>Deletes 3rd row overhead map light.</i>	
Grille LED Lights, Siren & Speaker Pre-Wiring	\$50.00
Driver Only LED Spot Lamp (Unity)	\$395.00
Rear View Camera	N/C
<i>Displayed in rear view mirror. Note: This option replaces the standard display in the center stack area. Note: Camera can only be displayed in the center stack (std) OR the rear view mirror (87R).</i>	
<i>Includes:</i>	
<i>- Electrochromic Rear View Mirror</i>	
<i>Video is displayed in rear view mirror.</i>	
Rear-Door Controls Inoperable	\$75.00
<i>Locks, handles and windows. Note: Can manually remove window or door disable plate with special tool. Note: Locks/windows operable from driver's door switches.</i>	
Global Lock / Unlock Feature	N/C
<i>Door-panel switches will lock/unlock all doors and rear liftgate. Eliminates overhead console liftgate unlock switch and 45-second timer. Also eliminate the blue liftgate release button if ordered with remote keyless entry.</i>	
Keyed Alike - 1284x	\$50.00
Heated Sideview Mirrors	\$60.00
Class III Trailer Tow Lighting Package	\$80.00
<i>Includes 4-pin and 7-pin connectors and wiring.</i>	
50 State Emission System	STD
Flexible Fuel Vehicle (FFV) system is standard equipment for vehicles equipped with the 3.3L V6 Direct-Injection engine.	
Charcoal Black	N/C
Agate Black	N/C
<b>SUBTOTAL</b>	<b>\$37,930.00</b>
<b>Destination Charge</b>	<b>\$1,245.00</b>
<b>TOTAL</b>	<b>\$39,175.00</b>

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Note: Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Dave Richel

Lt., Summit PD

Prepared by: Kyle Wismer

11/05/2020

Koch 33 Ford | 3810 Hecktown Road Easton Pennsylvania | 18045235



2020 Police Interceptor Utility AWD Base (K8A)

Price Level: 40 | Quote ID: 14jul20

Pricing Summary - Single Vehicle

		MSRP
<i>Vehicle Pricing</i>		
Base Vehicle Price		\$40,615.00
Options & Colors		-\$2,685.00
Upfitting		\$0.00
Destination Charge		\$1,245.00
<b>Subtotal</b>		<b>\$39,175.00</b>
<i>Pre-Tax Adjustments</i>		
<b>Code</b>	<b>Description</b>	
409	KOCH 33 FLEET DISCOUNT	-\$6,235.00
<b>Total</b>		<b>\$32,940.00</b>

Customer Signature

Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Note: Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Attachment: Koch33Auto Quote Summit PD 2020 Interceptor (7551 : Authorize Emergency Purchase of One 2020 Ford Utility Police Interceptor -






# SUMMIT POLICE DEPARTMENT

## MEMORANDUM

To: Nora Radest, Mayor  
 Susan Hairston, Safety & Health Committee Chairperson  
 Beth Little, Safety & Health Committee Member  
 Michael Rogers, City Administrator  
 Rosemary Licatase, City Clerk

From: Chief Andrew J. Bartolotti 

Re: Police Vehicle Purchase

Date: November 12, 2020

A resolution is respectfully requested at the December 1, 2020 meeting of the common council to authorize the purchase of a 2020 Ford Utility Police Interceptor vehicle to replace the third of three police vehicles that were declared a total loss by the City's insurance carrier.

The purchase of this vehicle from Koch 33 Ford in Easton, PA in the amount of \$32,940.00, requires authorization in the form of a resolution due to the following factors:

- a) Koch 33 Ford is not a current member of any state, county or local purchasing contract within New Jersey thus requiring justification as to why a purchase is being made in this regard.
- b) Resolution 39450 which was adopted at the September 1, 2020 meeting of the common council authorized the City to purchase from Koch 33 Ford the second replacement vehicle as that purchase placed the vendor aggregate over the \$44,000.00 bid threshold for 2020.

The justification for purchasing this vehicle from Koch 33 Ford as opposed to the current state contract vendor, Winner Ford, is based on the following factors:

- a) Following the police involved accidents on 4/20/2020, 6/20/2020 and 10/11/2020, the fleet of vehicles available for regular and emergent patrol duties was severely impacted.
- b) This depletion created situations in which patrol shifts could not operate at regular capacity, thus placing a risk to readiness of our ability to provide for public and life safety services.
- c) Due to the ongoing health concerns and safety measures surrounding the COVID-19 virus our ability to deploy multi officer patrols is crippled in that doing so places officers at a substantial risk of cross contamination as our patrol shifts are at minimum 11 hours.

- d) COVID-19 concerns have also changed the rate in which we are able to turn vehicles around between shifts as each vehicle requires a decontamination period before it can be reallocated to another officer.
- e) The current state contract vendor provided an estimated lead time for acquiring a replacement vehicle at 12-14 weeks for delivery. An additional 3-4 weeks is needed to outfit the vehicle with the necessary emergency lighting and equipment.

This timeframe of 4-5 months to deploy a replacement vehicle will only further impact our ability to operate at optimal levels and create further risk to the officers and public.

- f) Koch 33 Ford, as was the case with the previously acquired vehicles, has a replacement vehicle available today. This availability allows the City to not only acquire a replacement vehicle without delay but cut the deployment timeframe down by over 80%.

In summary, the state contract vendor, Winner Ford, has quoted a 2020 Ford Police Interceptor Utility vehicle with a lead time for delivery of 12-14 weeks at a contracted price of \$31,461.60.

For the reasons stated above, it is my recommendation that the City approve this request for a resolution to purchase from Koch 33 Ford a 2020 Ford Police Interceptor Utility in the amount of \$32,940.00.

Funding for this purchase will be covered by the insurance settlement associated with the (police) vehicle loss claim that was filed on 10/11/2020 and can be drawn from account T-13-56-800-020-010.

### 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: December 1, 2020  
 Resolution Doc Id: 7551

Vendor: Koch Holdings, Inc.  
 DBA Koch 33 Ford  
 3810 Hecktown Road  
 Easton, PA 18045

Purchase Order Number: 20-02510      Blanket

Account Number	Amount	Account Description
T-13-56-800-020-010	\$32,940.00	Trust Self Insurance

Contract Total      \$ 32,940.00

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 # 7550)  
December 1, 2020

**AMEND PROFESSIONAL SERVICES AGREEMENT - NEW FIRE HEADQUARTERS  
ARCHITECTURAL DESIGN SERVICES PHASE 2. CONSTRUCTION DOCUMENTS -  
ADDITIONAL FEES - \$52,415.40**

WHEREAS, on December 4, 2018, Common Council adopted Resolution #38628 authorizing professional services agreement #19-3441P with LeMay Erickson Willcox Architects, PC for New Fire Headquarters Architectural Design Services at a cost of \$1,082,500.00 which includes five phases: 1. Design Development \$300,000.00, 2. Construction Documents \$400,000.00, 3. Bidding \$30,000.00, 4. Construction Administration \$300,000.00, and 5. Post Construction \$10,000.00, and additional miscellaneous services and expenses to be provided at the rates established in the proposal, and

WHEREAS, the Fire Chief advises that during Phase 2. Construction Documents of the contract, additional services were requested to reduce cost and in preparation for project bidding for #1 Engineering Services for Radiant Heat, #2 Value Engineering, and #3 Reimbursables Allowances, and recommends amending the contract for these additional fees in the total amount of \$52,415.40, and

WHEREAS, in accordance with the City Treasurer's certification of availability of funds, a copy of which is hereto attached and made a part of this resolution, funds in the amount of \$52,415.50 are available in account #C-04-31-078-002-010.

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

That the contract amount for professional services agreement #19-3441P with LeMay Erickson Willcox Architects, PC, 11250 Roger Beacon Drive, Suite 16, Reston, VA 20190, for New Fire Headquarters Architectural Design Services, Phase 2. Construction Documents, be increased in the amount of \$52,415.50 as described above.

Dated: December 1, 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 Tuesday evening, December 1, 2020.

City Clerk

### Certification of Availability of Funds

-----

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

Resolution Date: December 1, 2020  
 Resolution Doc Id: 7550

Vendor: Lemay, Erickson, Wilcox Arch PC  
 11250 Roger Beacon Drive  
 Suite 16  
 Reston, VA 20190

Purchase Order Number: 20-02511                      Blanket

Account Number	Amount	Account Description
C-04-31-078-002-010	\$52,415.40	FD HQ Planning & Design
Contract Total	\$ 52,415.40	

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



# CITY OF SUMMIT FIRE DEPARTMENT

## MEMO

TO: MEMBERS OF THE PUBLIC SAFETY COMMITTEE  
MAYOR RADEST  
CITY ADMINISTRATOR ROGERS  
COUNCIL MEMBER HAIRSTON  
COUNCIL MEMBER LITTLE

FROM: CHIEF ERIC EVERS

DATE: NOVEMBER 11, 2020

COPY TO: COUNCIL PRESIDENT FOX  
ROSEMARY LICATESE, CITY CLERK

A resolution is requested at the Common Council meeting of December 1, 2020 to amend the agreement for New Fire Headquarters Architectural Services, Phase 2. Construction Documents, for additional services: #1 *Engineering Services for Radiant Heat* , #2 *Value Engineering*, #3 *Reimbursables Allowances*, with the architectural firm of:

LeMay, Erickson and Willcox, Architects  
11250 Roger Beacon Drive, Suite 16  
Reston, Virginia  
License # 21AI01919100

The attached proposal illustrates the services this firm provided for us to reduce cost and in preparation for project bidding. The cost of these services is not to exceed \$52,415.40.

Funding provided in Capital Accounts:  
C-04-31-078-002-010

I respectfully request your authorization of this resolution.

*ME*



LeMay Erickson Willcox Architects

3/13/2020

11250 Roger Bacon Drive, Site 16  
Reston, Virginia 20190

**City of Summit Fire Department  
Additional Services #1 Fee Proposal- Apparatus Bay Radiant Floors**

Services	Total	Architectural	MEP
Apparatus Bay Radiant Floors	\$17,000.00	\$2,000.00	\$15,000.00
Additional Services Grand Total:	\$17,000.00	\$2,000.00	\$15,000.00

**Clarifications:**

**Architectural:**

1. Architectural services and fees included in this proposal reflect coordination with Brinjac Engineering to design and prepare bid alternate documents for an in-slab radiant heat system in the Apparatus Bays.

**MEP:**

1. The proposed base bid design for the City of Summit Fire Station includes overhead radiant heat in the apparatus bay. The scope of this additional design services proposal includes design of an alternative in-slab radiant heat system to be included as a bid alternate in the bid documents. The proposed design services include design of boiler systems, piping, manifold locations and heating element locations, and coordination of systems with affected trades. The design will be presented such that the contractor can provide pricing for the base bid design overhead radiant heat along with an alternative pricing for the in-slab radiant heat in lieu of overhead heating.



LeMay Erickson Willcox Architects

3/13/2020

11250 Roger Bacon Drive, Site 16  
Reston, Virginia 20190

**CITY OF SUMMIT FIRE DEPARTMENT  
ADDITIONAL SERVICES #2 FEE PROPOSAL - VAUE ENGINEERING**

Services	Total	Architectural
Value Engineering	\$23,680.00	\$23,680.00
<b>Additional Services Grand Total:</b>	<b>\$23,680.00</b>	<b>\$23,680.00</b>

**Clarifications:**

1. LeMay Erickson Willcox Architects (LEWA) respectfully requests the above fee for services provided outside of our negotiated contract scope for the design of the City of Summit Fire Station Headquarters facility. At the request of the City of Summit and the Fire Department, LEWA provided Value Engineering services to assist the City in evaluating ways in which the current design cost could be reduced. The above fee is representative of the additional hours spent for this Value Engineering effort.

1 of 1



**Invoice**

November 13, 2020

Project No: 21406.00

Invoice No: 00000REIMB



City of Summit, New Jersey  
 512 Springfield Avenue  
 Summit, NJ 07901

Project 21406.00 City of Summit, NJ Fire Dept.  
 Architectural and Engineering Services not in base contract.  
 Compensation will be on a fixed fee basis in accordance with the breakdown below.  
Professional Services from August 1, 2020 to August 31, 2020

Task 003 City of Summit, New Jersey Fire Department - Base Services

City of Summit Contract #18-3178

Architectural Services for the new Fire Headquarters for the City of Summit, New Jersey.  
 Compensation will be on a fixed fee basis in accordance with the breakdown below.

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Design Development - Arch.	127,730.00	100.00	127,730.00	127,730.00	0.00
Design Development - Cons.	172,270.00	100.00	172,270.00	172,270.00	0.00
Construction Documents - Arch.	184,355.00	100.00	184,355.00	184,355.00	0.00
Construction Documents - Cons.	215,645.00	100.00	215,645.00	215,645.00	0.00
Bidding - Arch.	13,220.00	0.00	0.00	0.00	0.00
Bidding - Cons.	16,780.00	0.00	0.00	0.00	0.00
Construction Administration - Arch.	228,900.00	0.00	0.00	0.00	0.00
Construction Administration - Cons.	71,100.00	0.00	0.00	0.00	0.00
Post Construction - Arch.	1,500.00	0.00	0.00	0.00	0.00
Post Construction - Cons.	8,500.00	0.00	0.00	0.00	0.00
Reimbursables - Allowance	42,500.00	0.00	0.00	0.00	0.00
Total Fee	1,082,500.00		700,000.00	700,000.00	0.00
<b>Total Fee</b>					<b>0.00</b>



Project	21406.00	City of Summit, NJ Fire Dept.	Invoice	00000REIMB
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**Reimbursable Expenses**

Reproductions

8/31/2020

Reimbursable charges Job-to-date

11,735.40

**Total Reimbursables****1.0 times****11,735.40****\$11,735.40****TOTAL THIS INVOICE \$11,735.40**

For billing questions contact Chris Fowler at Cfowler@Lewarchitects.com within 10 days of issuance of invoice. After that all invoices are deemed final. Invoices are due upon receipt. Interest will be added to all invoices not paid within 30 days, in accordance to agreement.

Authorized By: \_\_\_\_\_ Date 11-13-2020

Christopher Kehde

11250 Roger Bacon Drive  
 Suite Number Sixteen  
 Reston, Virginia 20190  
 703.956.5600 T  
 703.956.5601 F  
 www.lewarchitects.com

Page 2

Resolution (ID # 7552)  
December 1, 2020

**AUTHORIZE EXPENDITURE FROM AFFORDABLE HOUSING TRUST FUND FOR  
AFFORDABILITY ASSISTANCE - 31 RUSSELL PLACE - \$191,672**

WHEREAS, the Summit Housing Authority has taken ownership of the two-family house at 31 Russel Place as the off-site affordable housing obligation of the developer of the new condominiums on Franklin Place; and

WHEREAS, because the property does not qualify for subsidy assistance from the United States Department of Housing and Urban Development, it requires funding from the City's Affordable Housing Trust Fund in the amount of \$191,672.00 to maintain its viability; and

WHEREAS, the requested funds will count towards the City's affordability assistance obligation in the adopted Affordable Housing Spending Plan.

NOW THEREFORE BE IT RESOLVED that the Common Council of the City of Summit hereby authorizes the expenditure of \$191,672.00 from the City's Affordable Housing Trust Fund to provide affordability assistance for 31 Russell Place in accordance with the Affordable Housing Spending Plan.

Dated: December 1, 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 Tuesday evening, December 1, 2020.

City Clerk



**Capital Projects and Community Services Committee**  
R - Capital Projects & Community Services

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

Meeting: 12/01/20 07:30 PM

**RESOLUTION (ID # 7552)**

DOC ID: 7552

TO: Mayor and Common Council

FROM: DiLauri Matthew, Administrative Manager

DATE: November 12, 2020

Attached is a request from the Executive Director of the Summit Housing Authority (Joseph Billy) for funds associated with affordability assistance at 31 Russell Place. The Housing Authority has taken ownership of this two-family house which is the off-site affordable housing obligation for the developer of the new condominiums on Franklin Place.


Because the property does not qualify for subsidy assistance from the U.S. Department of Housing & Urban Development, it requires \$191,672 in funding from the City's Affordable Housing Trust Fund to maintain its viability. The attached 30-year cash flow analysis demonstrates the funding need starting in year 9 through the remainder of the 30-year term. The requested funds can be drawn from the City's Affordable Housing Trust Fund and will count toward the City's affordability assistance obligation in the adopted Affordable Housing Spending Plan.

I recommend a resolution be passed to authorize the expenditure from the City's Affordable Housing Trust Fund in the amount of \$191,672 to provide affordability assistance for 31 Russell Place in accordance with our adopted Affordable Housing Spending Plan.

# HOUSING AUTHORITY of the CITY OF SUMMIT

## *Office of the Executive Director*

### MEMORANDUM

**Date:** 8/14/2020  
**To:** Paul Cascais, Director Community Services  
**From:** Joseph M. Billy, Jr.   
**Re:** 31 Russell Place – Affordability Assistance

As you are aware, after many years of planning the Housing Authority has finally taken ownership of the two-family house at 31 Russell Place as the off-site affordable housing obligation of the developer of the new condominiums on Franklin Place. As we have discussed many times over the past number of years this property cannot be included in the subsidy assistance we receive from the U.S. Department of Housing & Urban Development and requires affordability assistance monies from the City's Affordable Housing Trust Fund to keep the property financially viable into the future.

Attached please find a cash flow analysis prepared by our Fee Accountant which defines anticipated revenues and expenses for the property over the next 30-year time period. You will see that the property maintains a positive variance through Year 8. From Year 9 through 30 a negative annual variance is generated. The anticipated negative cash flow over the entire 30-year period totals \$ 191,672. This is the amount the Authority would require from the Trust Fund to maintain the property's viability into the future.

Please review the attached and contact me at your earliest convenience to discuss the next steps in securing these funds.

Thanks Much and Stay Safe.

Summit Housing Authority Draft Cash Flow  
2 Affordable Housing Units - 31 Russell PLACE

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10	YEAR 11	YEAR 12	YEAR 13	YEAR 14	YEAR 15	YEAR 16	YEAR 17	YEAR 18	YEAR 19	YEAR 20	YEAR 21	YEAR 22	YEAR 23	YEAR 24	YEAR 25	YEAR 26	YEAR 27	YEAR 28	YEAR 29	YEAR 30
REVENUE																														
Rental Income	\$ 25,380	\$ 25,761	\$ 26,147	\$ 26,539	\$ 26,937	\$ 27,341	\$ 27,752	\$ 28,168	\$ 28,590	\$ 29,019	\$ 29,455	\$ 29,896	\$ 30,345	\$ 30,800	\$ 31,262	\$ 31,731	\$ 32,207	\$ 32,690	\$ 33,180	\$ 33,678	\$ 34,183	\$ 34,696	\$ 35,216	\$ 35,745	\$ 36,281	\$ 36,825	\$ 37,378	\$ 37,939	\$ 38,508	\$ 39,086
less vacancy/bad debt ( 5%)	(1,269)	(1,288)	(1,307)	(1,327)	(1,347)	(1,367)	(1,388)	(1,408)	(1,430)	(1,451)	(1,473)	(1,495)	(1,517)	(1,540)	(1,563)	(1,587)	(1,610)	(1,634)	(1,659)	(1,684)	(1,709)	(1,735)	(1,761)	(1,787)	(1,813)	(1,841)	(1,869)	(1,897)	(1,925)	(1,954)
Net Rent	\$ 24,111	\$ 24,473	\$ 24,840	\$ 25,212	\$ 25,591	\$ 25,974	\$ 26,364	\$ 26,759	\$ 27,161	\$ 27,568	\$ 27,982	\$ 28,402	\$ 28,828	\$ 29,260	\$ 29,699	\$ 30,144	\$ 30,597	\$ 31,055	\$ 31,521	\$ 31,994	\$ 32,474	\$ 32,961	\$ 33,456	\$ 33,957	\$ 34,467	\$ 34,984	\$ 35,509	\$ 36,042	\$ 36,583	\$ 37,132
Other Income:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 24,111	\$ 24,473	\$ 24,840	\$ 25,212	\$ 25,591	\$ 25,974	\$ 26,364	\$ 26,759	\$ 27,161	\$ 27,568	\$ 27,982	\$ 28,402	\$ 28,828	\$ 29,260	\$ 29,699	\$ 30,144	\$ 30,597	\$ 31,055	\$ 31,521	\$ 31,994	\$ 32,474	\$ 32,961	\$ 33,456	\$ 33,957	\$ 34,467	\$ 34,984	\$ 35,509	\$ 36,042	\$ 36,583	\$ 37,132
EXPENSES																														
Administrative	\$ 2,500	\$ 2,600	\$ 2,704	\$ 2,812	\$ 2,925	\$ 3,042	\$ 3,163	\$ 3,290	\$ 3,421	\$ 3,558	\$ 3,701	\$ 3,849	\$ 4,003	\$ 4,163	\$ 4,329	\$ 4,502	\$ 4,682	\$ 4,870	\$ 5,065	\$ 5,267	\$ 5,478	\$ 5,697	\$ 5,925	\$ 6,162	\$ 6,408	\$ 6,665	\$ 6,931	\$ 7,208	\$ 7,497	\$ 7,797
Tenant Services	\$ 500	520	541	562	585	608	633	658	684	712	740	770	801	833	866	900	936	974	1,013	1,053	1,096	1,139	1,185	1,232	1,282	1,333	1,386	1,442	1,499	1,559
Maintenance & Repairs	3,500	3,640	3,786	3,937	4,095	4,258	4,429	4,606	4,790	4,982	5,181	5,388	5,604	5,828	6,061	6,303	6,555	6,818	7,090	7,374	7,669	7,976	8,295	8,627	8,972	9,330	9,704	10,092	10,495	10,915
Utilities	3,000	3,120	3,245	3,375	3,510	3,650	3,796	3,948	4,106	4,270	4,441	4,618	4,803	4,995	5,195	5,403	5,619	5,844	6,077	6,321	6,573	6,836	7,110	7,394	7,690	7,998	8,317	8,650	8,996	9,356
PILOT	2,411	2,447	2,484	2,521	2,559	2,597	2,636	2,676	2,716	2,757	2,798	2,840	2,883	2,926	2,970	3,014	3,060	3,106	3,152	3,199	3,247	3,296	3,346	3,396	3,447	3,585	3,728	3,877	4,032	4,193
Insurance	5,000	5,200	5,408	5,624	5,849	6,083	6,327	6,580	6,843	7,117	7,401	7,697	8,005	8,325	8,658	9,005	9,365	9,740	10,129	10,534	10,956	11,394	11,850	12,324	12,817	13,329	13,862	14,417	14,994	15,593
Replacement Reserve	4,000	4,120	4,244	4,371	4,502	4,637	4,776	4,919	5,067	5,219	5,376	5,537	5,703	5,874	6,050	6,232	6,419	6,611	6,810	7,014	7,224	7,441	7,664	7,894	8,131	8,456	8,795	9,146	9,512	9,893
Total Expenses	\$ 20,911	\$ 21,647	\$ 22,411	\$ 23,203	\$ 24,024	\$ 24,876	\$ 25,760	\$ 26,676	\$ 27,627	\$ 28,614	\$ 29,637	\$ 30,699	\$ 31,801	\$ 32,944	\$ 34,130	\$ 35,360	\$ 36,637	\$ 37,961	\$ 39,336	\$ 40,763	\$ 42,243	\$ 43,779	\$ 45,374	\$ 47,028	\$ 48,746	\$ 50,696	\$ 52,723	\$ 54,832	\$ 57,026	\$ 59,307
Income Available for Debt	\$ 3,200	\$ 2,825	\$ 2,429	\$ 2,010	\$ 1,566	\$ 1,098	\$ 604	\$ 83	\$ (467)	\$ (1,046)	\$ (1,656)	\$ (2,298)	\$ (2,973)	\$ (3,684)	\$ (4,431)	\$ (5,216)	\$ (6,040)	\$ (6,906)	\$ (7,815)	\$ (8,769)	\$ (9,769)	\$ (10,818)	\$ (11,918)	\$ (13,071)	\$ (14,279)	\$ (15,712)	\$ (17,214)	\$ (18,790)	\$ (20,443)	\$ (22,175)

Important Notes:  
Annual Revenue Inflation Factor: 1.50%  
Annual Expense Inflation Factor: 4.00%  
Vacancy/Bad Debt 5.00%  
Assumptions:


Rents:			
Units	Rent	Monthly	yearly
1	988	988.00	11,856.00
1	1127	1,127.00	13,524.00
		-	-
		-	-
2		2,115.00	25,380.00
		0.00%	
		\$	25,380.00

Actual Annual Debt service	\$ 55,574	\$ 55,574	\$ 55,574	\$ 55,574	\$ 55,574	\$ 55,574	\$ 55,574	\$ 55,574	\$ 55,574	\$ 55,574	\$ 55,574	\$ 55,574	\$ 55,574	\$ 55,574	\$ 55,574	\$ 55,574	\$ 55,574	\$ 55,574	\$ 55,574	\$ 55,574	\$ 55,574	\$ 55,574	\$ 55,574	\$ 55,574	\$ 55,574	\$ 55,574	\$ 55,574	\$ 55,574	\$ 55,574
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Resolution (ID # 7557)  
December 1, 2020

**AUTHORIZE GRANT APPLICATION AND ACCEPTANCE CDBG YEAR 47**

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

1. That the proper City Officials are hereby authorized to execute Year 47 Community Development Block Grant Applications, identified as follows:

Social Service Proposals:

---

- Senior Connection Bus - Summit Community Programs \$ 4,000.00
  - Share the Fun Club - Summit Community Programs \$ 10,000.00
2. That the City of Summit recognizes and accepts that the grant award may be of a lesser or greater amount.
  3. That, if awarded, upon receipt of the grant agreement(s), the Mayor and City Clerk are authorized to sign said agreement(s) and any other documents necessary in connection therewith.

Dated: December 1, 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 Tuesday evening, December 1, 2020.

City Clerk



Rec'd 10/30/2020



# COUNTY OF UNION

## DEPARTMENT OF ECONOMIC DEVELOPMENT

Amy C. Wagner, Deputy County Manager/Director

### BOARD OF CHOSEN FREEHOLDERS

ALEXANDER MIRABELLA  
Chairman

ANGEL G. ESTRADA  
Vice Chairman

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EDWARD T. OATMAN  
County Manager

AMY C. WAGNER  
Deputy County Manager

BRUCE H. BERGEN, ESQ.  
County Counsel

JAMES E. PELLETTIERE, RMC  
Clerk of the Board

**TO:** Union County Mayors, Municipal Clerks and Non-Profit Organizations

**FROM:** Amy C. Wagner, Deputy County Manager / Director,  
Department of Economic Development

**DATE:** October 28, 2020

**SUBJECT:** CDBG Year 47 Application Process

Please be advised that the County of Union will be receiving approximately \$5 million in Community Development Block Grant funds (CDBG) for the period of September 1, 2021 through August 31, 2022.

The deadline for submitting applications is Friday, December 11, 2020 at 9:30am. No applications will be accepted after that date and time. Incomplete applications will not be considered for funding.

You can download the instructions and applications from the County's website [www.ucnj.org/cdbg](http://www.ucnj.org/cdbg)

Each municipality must conduct a public hearing on applications being considered to receive citizen input on the proposed projects and to establish municipal priorities for the projects.

If you have any questions, please call Brandon Givens, Director, Division of Community Services at 908-527-4462.

C: Edward T. Oatman, County Manager  
James E. Pellettiere, Clerk of the Board  
Bruce H. Bergen, County Counsel  
Brandon T. Givens, Director, Division of Community Services  
UC Community Development Revenue Sharing Committee Members

### DIVISION OF COMMUNITY SERVICES

Administration Building, 2<sup>nd</sup> Floor Elizabethtown Plaza Elizabeth, NJ 07207 (908)527-4462 fax(908)352-3980

*We're Connected to You!*



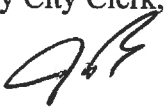
# HOUSING AUTHORITY of the CITY OF SUMMIT

## *Office of the Executive Director*

### MEMORANDUM

**Date:** 11/24/2020

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

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

**Re:** Year 47 (2021-2022) CDBG Funding Applications

Attached please find (2) original CDBG funding applications for Year 47 as follows:

Social Service Proposals (2):

- |  |                   |
|--|-------------------|
| 1) Senior Connection Bus - Summit Community Programs | Request \$ 4,000  |
| 2) Share the Fun Club - Summit Community Programs    | Request \$ 10,000 |

Also attached are the minutes of the public hearing which was held on November 24, 2020 which provides a description of each proposal.

Please include a resolution on the **December 1<sup>st</sup> Common Council** meeting requesting approval to submit these applications to the Union County Department of Community Development, as well as, approval to execute the agreements with the County for all applications that are approved. Once the resolution is approved, each application must be signed by Mayor Radest and attested. I am sending a copy of all to Rita McNany for use at the next General Services Committee meeting for their review and approval.

The county's application submission deadline is 9:30am on Friday, December 11, 2020. I would appreciate if you could expedite the signing of the applications once approved and contact me upon completion so I may pick them up from your office and hand deliver them to the county. **I would prefer to do so no later than Tuesday, December 8<sup>th</sup>.**

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

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

Attachment: Year 47 (2021-2022) CDBG Grant Applications - HA Memo (7557 : Authorize Grant Application and Acceptance CDBG Year 47)

MINUTES- NOVEMBER 24, 2020  
 CITY OF SUMMIT LOCAL PUBLIC HEARING  
 Year 47 (2021-2022) COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATIONS  
 VIA ZOOM Video Conferencing

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

In Attendance:

Joseph M. Billy, Jr., Executive Director SHA  
 JoAnn Sonmez, Senior Housing Manager SHA

An explanation and description of each of the following programs was presented:

Social Services Proposals: (2)

1. **Senior Connections Bus-Summit Community Programs w/ Senior Connections, Inc.:**  
**Request \$4,000**

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

2. **Summit Youth Program- Share the Fun Club! -**  
**Request \$10,000**

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

There were no public comments. The public portion concluded at 11:20 AM

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

First: Senior Connection Bus Services

Second: Summit Youth Programs – Share the Fun Club

**COUNTY OF UNION**  
**COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION**  
**FISCAL PROGRAM YEAR 2021 – 2022 (YEAR 47)**

**I - Project Name**

Project Name

Project Address  Amount Requested

Census Tract(s)  Block Group(s)

Contact Person  Title

E-mail Address

Phone Number  Fax Number

**II – Name of Applicant**

Name of Applicant  DUNS #

Applicant Address

Contact Person:

Email Address:

Phone Number  Fax Number

**III - Person Preparing Drawdowns**

Contact Person:

Address:

Email Address:

Phone Number  Fax Number

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

Contact Person

Applicant Address

Email Address:

Phone Number  Fax Number

## V. CDBG Eligibility

### National Objective

Check one

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

### Type of Project

Check One

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

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

### Activity Category

Check One

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

### Certification of Eligibility

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

### Data Source

Check one

<input type="checkbox"/>	Low/ Mod Job Creation
<input type="checkbox"/>	Limited Clientele
<input type="checkbox"/>	Census Tract
<input checked="" type="checkbox"/>	Section 8

## VI. Performance Measures

### A. Objective of Project

1. Identify which objective will be addressed by the activity proposed in this application.

*Choose only one objective:*

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

### B. Expected Outcome of Project

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

*Choose only one outcome:*

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

## VII. Budget Information/Project Funding

### Complete budget pages

### VIII. Prior CD Funds Received


CD / Year 46	<input type="text" value="\$4000"/>
CD / Year 45	<input type="text" value="\$3000"/>
CD / Year 44	<input type="text" value="\$3000"/>

## VIII. Certification

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

  
SIGNED

  
AGENCY

  
Date the application has been discussed at a local public meeting

MAYOR'S SIGNATURE

  
DATE

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

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



## Social Services

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

The Senior Connections Bus is supported by grants, donations and financial support from the city. It is a service that is provided free of charge to the residents of Summit. The CD funds will help to pay the drivers' salary.

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

This service helps to keep Summit's seniors connected with the greater community while maintaining a safe and reliable method of transportation. It will provide Summit's seniors the chance to live independently and create an antidote to the potential isolation and loneliness felt by seniors who lack transportation. The majority of the riders are low/mod income and are dependent upon the bus to take them to the grocery store, malls, local businesses, etc. who reside in our subsidized senior housing building.

3. a. Type of Service ☐ New ☒ Continued ☐ Increased ☐ Decreased

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

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

The Senior Connections bus had a long history of being run by volunteer efforts, grants and donations. Since the Department of Community Programs assumed the management of the bus in 2011, we have been able to run it more financially efficient yet still continue to be dependent upon grants, donations and financial support from the city.

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

The CDBG funds will be used to supplement the salaries of the two bus drivers. We were very excited to receive funds from the City to help purchase a brand new bus at the beginning of this year. Also, manager's salary is no longer being taken out of the general funds and is paid by the City.

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

## Budget Information & Project Funding

Total Cost of Project \$400000

Grant Amount Requested \$4000

Percentage Total 10%

Total of Other Funding \$36000

## Other Agencies Applied to for Funds

Name	Amount	Status (Check)
City of Summit	\$182000	<input checked="" type="checkbox"/> Pending
		<input type="checkbox"/> Approved
		<input type="checkbox"/> Declined
The Luminary Fund	\$17000	<input checked="" type="checkbox"/> Pending
		<input type="checkbox"/> Approved
		<input type="checkbox"/> Declined
Private Donations	\$500	<input checked="" type="checkbox"/> Pending
		<input type="checkbox"/> Approved
		<input type="checkbox"/> Declined
	\$	<input type="checkbox"/> Pending
		<input type="checkbox"/> Approved
		<input type="checkbox"/> Declined
	\$	<input type="checkbox"/> Pending
		<input type="checkbox"/> Approved
		<input type="checkbox"/> Declined
	\$	<input type="checkbox"/> Pending
		<input type="checkbox"/> Approved
		<input type="checkbox"/> Declined
	\$	<input type="checkbox"/> Pending
		<input type="checkbox"/> Approved
		<input type="checkbox"/> Declined
	\$	<input type="checkbox"/> Pending
		<input type="checkbox"/> Approved
		<input type="checkbox"/> Declined



## Proposed Budget

Budget Category	Amount	Description
Project Cost	\$	
Project Salary	\$4000	Bus Drivers' Salary
Project Fringe	\$	
Architect / Engineer	\$	
Consultant	\$	
	\$4000	Total Budget Request

## Matching Funds

Budget Category	Community Development Share	Agency / Municipal Share	Other Federal & State Funds	Other Source Share	Total Program Budget
Project Cost	\$4000	\$	\$	\$	\$4000
Project Salary	\$	\$	\$	\$	\$
Project Fringe	\$	\$	\$	\$	\$
Architect / Engineer	\$	\$	\$	\$	\$
Consultant	\$	\$	\$	\$	\$
Total	\$4000	\$	\$	\$	\$4000

# Project Activity Timetable

Government Agency	County of Union
Date (Month and Year)	Fiscal Year 2021 – 2022; September 1, 2021 to August 31, 2022
Project	Senior Connections Bus Service

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

# Application Check List

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

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

# **Listing of Applicable Statutes and Regulations by Area of Compliance**

## **Historic Properties**

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

## **Floodplain**

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

## **Wetlands**

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

## **Noise**

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

## **Air Quality\***

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

## **Man-Made Hazards**

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

## **Water Quality\***

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

## **Solid Waste Disposal\***

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

## **Coastal Areas**

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

## **Endangered Species**

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

## **Farmlands Protection**

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

## **Wild and Scenic Rivers**

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

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

***End of Application***

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

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

## **Sponsors & Donors**

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

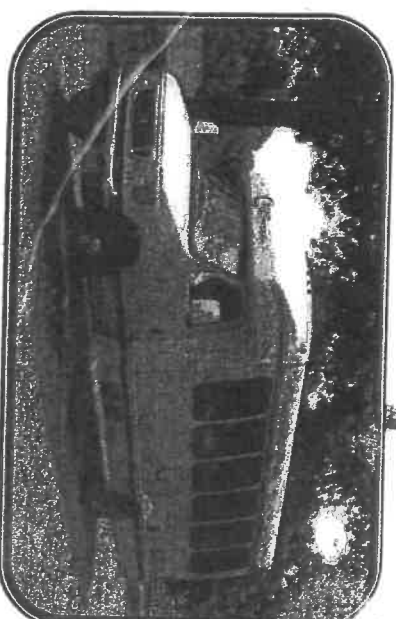
**The Luminary Fund**  
**Summit Area Public Foundation**  
**City of Summit**  
**Community Development Block Grant**  
**Private Citizens**

**Thank You!**

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

## **Your Donation Will**

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



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

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



9.D.2.b

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

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

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

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

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

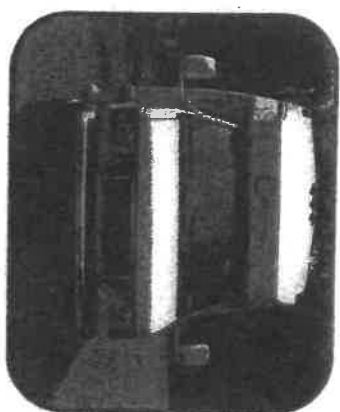
**Tuesdays: Downtown & Monthly Special Trips \***  
Pick up 9:30 - 10:00 AM  
Trips include Target, Walmart, Christmas Tree Shop and Trader Joe's. One location per week.  
Call the Bus for more information.  
Return trip 11:30 AM

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

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

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

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



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

***We appreciate your cooperation!***

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

**COUNTY OF UNION**  
**COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION**  
**FISCAL PROGRAM YEAR 2021 – 2022 (YEAR 47)**

### I - Project Name

Project Name	<input type="text" value="2021-2022 Share the Fun Club"/>		
Project Address	<input type="text" value="100 Morris Ave, Summit, NJ"/>	Amount Requested	<input type="text" value="\$10000"/>
Census Tract(s)	<input type="text" value="380"/>	Block Group(s)	<input type="text" value="509"/>
Contact Person	<input type="text" value="David Guida"/>	Title	<input type="text" value="Senior Program Coordinator"/>
E-mail Address	<input type="text" value="dguidajr@cityofsummit.org"/>		
Phone Number	<input type="text" value="908-277-2932"/>	Fax Number	<input type="text" value="908-277-2978"/>

### II – Name of Applicant

Name of Applicant	<input type="text" value="Summit Department of Community Programs – City of Summit"/>	DUNS #	<input type="text" value="5271864"/>
Applicant Address	<input type="text" value="100 Morris Ave, Summit, NJ 07901"/>		
Contact Person:	<input type="text" value="David Guida"/>		
Email Address:	<input type="text" value="dguidajr@cityofsummit.org"/>		
Phone Number	<input type="text" value="908-277-2932"/>	Fax Number	<input type="text" value="908-277-2978"/>

### III - Person Preparing Drawdowns

Contact Person:	<input type="text" value="David Guida"/>		
Address:	<input type="text" value="100 Morris Ave, Summit, NJ 07901"/>		
Email Address:	<input type="text" value="dguidajr@cityofsummit.org"/>		
Phone Number	<input type="text" value="908-277-2932"/>	Fax Number	<input type="text" value="908-277-2978"/>

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

Contact Person	<input type="text" value="David Guida"/>		
Applicant Address	<input type="text" value="100 Morris Ave, Summit, NJ 07901"/>		
Email Address:	<input type="text" value="dguidajr@cityofsummit.org"/>		
Phone Number	<input type="text" value="908-277-2932"/>	Fax Number	<input type="text" value="908-277-2978"/>

## V. CDBG Eligibility

### National Objective

Check one

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

### Type of Project

Check One

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

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

### Activity Category

Check One

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

### Certification of Eligibility

159	Number of Persons benefiting from the project
102	Number of Low/Mod Income Persons Benefitting from Project (per HUD Sections 8 Income Limits)
64%	Percentage of Low/Mod Income Persons Benefitting from Project (Must be at least 51% of total)

### Data Source

Check one

<input type="checkbox"/>	Low/ Mod Job Creation
<input type="checkbox"/>	Limited Clientele
<input checked="" type="checkbox"/>	Census Tract
<input checked="" type="checkbox"/>	Section 8



## VI. Performance Measures

### A. Objective of Project

1. Identify which objective will be addressed by the activity proposed in this application.

*Choose only one objective:*

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

### B. Expected Outcome of Project

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

*Choose only one outcome:*

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

## VII. Budget Information/Project Funding

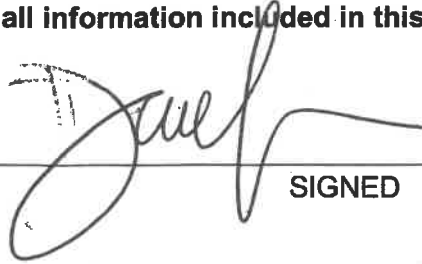
Complete budget pages

### VIII. Prior CD Funds Received

CD / Year 46	<input type="text" value="\$4000"/>
CD / Year 45	<input type="text" value="\$3000"/>
CD / Year 44	<input type="text" value="\$3000"/>

## VIII. Certification

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



SIGNED

City of Summit  
AGENCY

NOV. 24 2020

Date the application has been discussed at a local public meeting

MAYOR'S SIGNATURE

DATE

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

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

## **Social Services**

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

The City of Summit Youth Center, known as the After School Share the Fun Club, is an after school care and enrichment program that provides a safe and nurturing environment for the City's youth in grades 2-8. It is a drop in program that currently runs daily from 3-5:30 PM. It includes physical activity, daily homework help, snacks, crafts, mindfulness activities and special events. Since the close of the former Youth Center, this is the only place for youth to drop in and have supervised activities and positive influence in the city.

In Year 47, The Summit Youth Center, known as the After School Share the Fun Club will be housed back at the new and expanded Summit Community Center.

For the 2021-2022 Program Year, the City of Summit has requested \$16,800 in the budget for program supervisors to lead activities for the children. This is projected to only 3 of the 4 required program supervisors and not additional instructors for special activities and classes offered as a part of the program.

In CDBG Year 47, we anticipate a continued large increase in enrollment as we will continue to hold the program in the new Community Center. With the additional space made available, the Share the Fun Club has been expanded later in the day until 5:30 PM, which has already proved to be successful. This adds to staffing and program costs. To accommodate late work schedules so children will not be going home to empty houses, it will be advantageous for Summit's youth to have the program hours expanded, leading to an increase in supply, programming and staff costs. The CDBG money will be used to cover subject specific instructors to lead activities as well as supplies for the program.

In 2020-2021, we will expand the program to be held from 12:30-5:30 to cover the missing hours of the school day for the students of essential workers due to COVID. This has then caused increased expenses for the program this previous year, and caused us to use additional money from the Recreation Trust Fund.

Delayed a year due to COVID, a focus area for Year 2021-2022 will be advertising that we will provide peer mentors to children with special needs if the parents request. Through the TryCan Collaboration for children with special needs, we have had requests for mentors in the club. It is not always possible to find a volunteer mentor. Securing additional fund that can be used to hire special needs aides when needed will help to create a more inclusive and ADA compliant program. An additional staff person is projected to be added to cover this.

A final focus area for Year 46 of the CDBG Grand Cycle will be allowing for staff coverage to create programs on stand-alone days off from school that are fully supervised.

CDBG funds will be used to cover a part of the salary of the fourth position not covered by the City of Summit, a part of the salary of the special needs supervisor, and salaries for the days off from school to aid the parents who need to work.

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

The group of children that utilize this program on a daily basis come from homes that cannot afford formal after school child care or are of the age that would be "at risk" if home alone. We hope to curtail them from developing risky behaviors and lack of physical exercise. It also provides an opportunity for homework help, social interaction and guidance. We serve over 150 children annually. We see 70 unduplicated kinds on a regular basis.

The program has five main components.

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

With the opening of the new Community Center, we have made open gym memberships available. The membership includes yoga, Zumba, badminton, pickleball, game room access and more. These are all open to children in the afterschool program. However, these are all held outside of the Share the Fun Club hours, adding more contact hours with these children.

Additionally, on days off for Year 47, we hope to be able to expand the program to include full supervision on days off from school, including Teacher Conference, Presidents Day, MLK Day, and other stand-alone days off from school. In year 44 and 45 we opened doors for every half day.

We do hope to accomplish more inclusivity during the 2021-2022 Year 47 by advertising that we have peer mentors that are available for kids with special needs. Again, this was pushed off by a year due to COVID.

3. a. Type of Service ☐ New ☒ Continued ☒ Increased ☐ Decreased

b. Project Level of unduplicated clients	70		100+	Year
c. This CD level of service unduplicated clients	70	Month	100+	Year

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

The City of Summit is an extremely diverse community that has been committed to serving their young residents, most in need through a long history of Youth Center initiatives. For years, a stand-alone Youth Center provided Youth Services through a City Youth Services Commission at a Youth Center located at 2 Walnut Street. Over the years, the Youth Services Commission operated the Youth Center with a Director and Part Time Staff. With budgetary concerns and concerns about the effectiveness of the program, the Youth Center was then operated under a contract with the Summit Area YMCA.

In 2006, a restructuring of the Recreation Commission into a Department of Community Programs eliminated the Youth Services Commission and incorporated the responsibility of Youth Services to the new Department. Under the Department of Community Programs, the Youth Center continued to operate through a contract with the Summit Area YMCA.

In 2013, a decision was made to sell the property at 2 Walnut Street and keep the revenue of that sale in trust to be dedicated to the proposed improvements to the Summit Community

Center located at 100 Morris Avenue. In anticipation of this action, all Youth Center activities transferred to the Community Center and have shared the facility with other programming for children, seniors, youth and families. A dedicated space was allocated for the Youth Center program every day from 3:00 PM – 4:30 PM and became known as the Share the Fun! Youth Center Program to match the branding of the department. This was done to create a seamless delivery system for after school youth center drop in programming.

In September of 2019, the new and expanded Community Center opened, allowing for the program to be expanded and more visible. With the expansion, the program now would run from 3:00-5:30 PM daily.

For year 46, the 2020-2021 school year, due to COVID, we have been operating at a loss due to opening from 12:30-5:30 and operating out of a second location to accommodate walkers from closer schools. We have been required due to COVID mandates to hire additional staff.

Throughout this history of the Summit Youth Center, (Share the Fun! Afterschool Club) the grant funding from the Community Development Block Grant Program has been critical for its survival. The program depends on the CDBG grants.

Without the assistance of the CDBG funding, the programs hours of operation would be curtailed. In the early years of the Youth Center, grants were awarded to the City of Summit Youth Services Commission, then to the Summit Area YMCA and over the past several years to the City of Summit for this program.

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

In a typical, non-COVID affected year, the groups of children who attend this program pay \$50 per year for their membership. This is a nominal fee that requires us to seek additional assistance. We will also continue to seek out other grants and donations to sustain the program.

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

- \$2000 for supplies for the program – snacks, art and crafts, homework help, and physical activity supplies
- \$2000 for program instructors
- \$2000 for program aides for special needs children
- \$2000 toward staff position not covered by City of Summit
- \$2000 to staff the Community Center with full supervision on days off from school

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



## Budget Information & Project Funding

Total Cost of Project

Grant Amount Requested

Percentage Total

Total of Other Funding

## Other Agencies Applied to for Funds

Name	Amount	Status (Check)
City of Summit	\$16,800 (salaries)	<input checked="" type="checkbox"/> Pending
		<input type="checkbox"/> Approved
		<input type="checkbox"/> Declined
State of New Jersey – ROID Grant	\$6,000 (salaries for special needs inclusion aide)	<input checked="" type="checkbox"/> Pending
		<input type="checkbox"/> Approved
		<input type="checkbox"/> Declined
Miscellaneous Programs	\$5000	<input checked="" type="checkbox"/> Pending
		<input type="checkbox"/> Approved
		<input type="checkbox"/> Declined
Memberships	\$6000	<input checked="" type="checkbox"/> Pending
		<input type="checkbox"/> Approved
		<input type="checkbox"/> Declined
	\$	<input type="checkbox"/> Pending
		<input type="checkbox"/> Approved
		<input type="checkbox"/> Declined
	\$	<input type="checkbox"/> Pending
		<input type="checkbox"/> Approved
		<input type="checkbox"/> Declined
	\$	<input type="checkbox"/> Pending
		<input type="checkbox"/> Approved
		<input type="checkbox"/> Declined
	\$	<input type="checkbox"/> Pending
		<input type="checkbox"/> Approved
		<input type="checkbox"/> Declined

## Proposed Budget

Budget Category	Amount	Description
Project Cost	\$9,000	This figure includes supplies, replacement of different equipment, snacks for the children.
Project Salary	\$34,250 \$29,250 + \$5,000 for instructors	Staffing including the staff for the inclusion program as a part of the after-school program
Project Fringe	\$	
Architect / Engineer	\$	
Consultant	\$	
	\$43,250	Total Budget Request

## Matching Funds

Budget Category	Community Development Share	Agency / Municipal Share	Other Federal & State Funds	Other Source Share	Total Program Budget
Project Cost	\$2000	\$	\$	\$7000	\$9000
Project Salary	\$8000	\$16800	\$6000	\$3450	\$34250
Project Fringe	\$	\$	\$	\$	\$
Architect / Engineer	\$	\$	\$	\$	\$
Consultant	\$	\$	\$	\$	\$
Total	\$10000	\$16800	\$6000	\$10450	\$43250

# Project Activity Timetable

Government Agency	County of Union
Date (Month and Year)	Fiscal Year 2021 – 2022; September 1, 2021 to August 31, 2022
Project	2021-2022 Share the Fun Club

Project Activities	First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Share the Fun Club	x	x	x	x	x	x	x	x	x	X		



## Application Check List

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

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

# **Listing of Applicable Statutes and Regulations by Area of Compliance**

## **Historic Properties**

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

## **Floodplain**

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

## **Wetlands**

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

## **Noise**

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

## **Air Quality\***

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

## **Man-Made Hazards**

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

## **Water Quality\***

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

## **Solid Waste Disposal\***

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

## **Coastal Areas**

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

## **Endangered Species**

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

## **Farmlands Protection**

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

## **Wild and Scenic Rivers**

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

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

***End of Application***

Resolution (ID # 7548)  
December 1, 2020

**DECLARE VACANCY - DEPARTMENT OF COMMUNITY SERVICES - DIVISION OF  
PUBLIC WORKS - MUNICIPAL DISPOSAL AREA UNIT (PENDING CS DISCUSSION)**

Pending Closed Session discussion.

**AUTHORIZE PERFORMANCE BOND RELEASE - 40 BEECHWOOD ROAD - ZB-18-1897 -  
\$29,863.48 +INTEREST**

WHEREAS, the Acting DCS Director advises that SAF 40 Beechwood, LLC, (“Applicant”), for the 40 Beechwood Road project (ZB-17-1897) has requested a full release of the performance guarantee, and

WHEREAS, the Acting DCS Director further advises that based on a review of the file, a final inspection of the site and confirmation from the Board Engineer, all requirements have now been met, and, therefore, recommends the full release of the performance guarantee at this time which should include any interest accrued on the cash portion.

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

That, in accordance with the Acting DCS Director’s recommendation, the City Treasurer be and she is hereby authorized to release the performance guarantee and cash portion, which should include any interest accrued on the cash portion to date, to the Applicant and for the amount listed below:

<u>Name</u>	<u>File</u>	<u>Refund Amount</u>
SAF 40 Beechwood, LLC 359 Springfield Avenue, 2 <sup>nd</sup> Floor Summit NJ 07901	ZB-17-1897	\$29,863.48 (plus any accrued interest as of 10/22/2020)

Dated: December 1, 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 Tuesday evening, December 1, 2020.

City Clerk



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**RESOLUTION (ID # 7544)**

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DOC ID: 7544

TO: Mayor and Common Council

FROM: Aaron Schrager, City Engineer/ Deputy DCS Director

DATE: November 11, 2020

**SUMMARY**

The Applicant for the 40 Beechwood Road project (ZB-17-1897) has requested a full release of the performance guarantee at this time. Based on a review of the file, a final inspection of the site, and confirmation from the Board Engineer, I recommend the full release of the performance guarantee at this time. This should include any interest accrued on the cash portion to date (\$29,863.48 as of 10/22/2020). The check should be sent to:

SAF 40 Beechwood, LLC  
359 Springfield Avenue, 2<sup>nd</sup> Floor  
Summit NJ 07901

Resolution (ID # 7536)  
December 1, 2020

### AUTHORIZE REFUND - OVERPAYMENT OF FOURTH QUARTER 2020 TAXES

WHEREAS, the Tax Collector has received fourth quarter tax payments from lenders on paid installments, thereby causing an overpayment, and

WHEREAS, the lenders have given permission to refund the monies.

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

That the proper City officers be and they are hereby authorized and directed to issue a check(s) as follows:

Block	Lot	Name	Amount
302	15	Bronzert, Patricia & Power, D. 8 Karen Way	2,792.01
401	44	Bird, Jonathan & Sandra 12 Lewis Ave	2,719.58
402	16	Matthews, Jodie 36 Miele Place	1,903.60
510	7	Podolak, John & Susan 10 Hickory Rd	1,102.90
701	75	Draghici, Marius & Rodica 127 Passaic Ave	2,513.99
701	80	Torreano Thomas & Sun J. 141 Passaic Ave	2,592.81
801	8	McGhee, Timothy & Carolyn 11 Montrose Ave	2,816.52
1503	20	Ahuja, Varun & Rashima 6 New Providence Ave	5,839.70
1702	64.21	Jenkins, Dorinda 777 Springfield Ave #21	1,918.51
2001	14	Beveridge, Thor & Cynthia 42 Shadyside Ave	167.86
2607	1.103	Hope, Robert & Janice 14 Euclid Ave # 103	4,659.40
2609	24	Suzuki, Peter & Teriko 28 De Bary Pl	2,944.83
3401	28	Callahan, Mark & Carrie 49 Hobart Ave	22,701.11
4204	17	Dickson, Andrew & Wilde, E. 109 Ashwood Ave	2,289.22
4204	27	Ayzenberg, Mark 70 Baltusrol Rd	2,079.37
4502	6	Kona, Sreedhar & Deepti 27Oak Ridge Ave	3,977.64
4609	14	Diczok, Matthew & Jennifer 14 Myrtle Ave	5,161.13
4703	34	Stickler, Robert & Karly 2 Colony Dr	4,751.01
4704	8	Mangan, W. & Landers A. 140 Ashland Rd	4,191.75
5105	22	Sabol, Thomas & Allison G 12 Greenbriar Dr	7,126.52
5602	36	Gopal, Arun & Shalini 48 Drum Hill Dr	<u>5,762.57</u>
Amount To Refund			\$90,012.03
Check payable and Mail to:			

		Corelogic Real Estate Tax Serv. Attn: Centralized Refunds 3001 Hackberry Drive Irving TX 75063-0156	
605	22	<p>Villalobos, Carlos 13 Harvey Dr.</p> <p>Amount To Refund</p> <p>Check payable and Mail to:</p> <p>Lereta, LLC Attn: Refunds 1123 Park View Dr. Covina CA 91724</p>	\$2,258.33
1302	45.36	<p>Amato, Doreen 412 Morris Ave #36</p> <p>Amount To Refund</p> <p>Check payable and Mail to:</p> <p>Wells Fargo Real Estate Tax Service Attn: Refunds 1 Home Campus MAC X2302-04D Des Moines, IA 50328-0001</p>	\$1,417.84

Dated: December 1, 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, December 1, 2020.

City Clerk

Resolution (ID # 7535)  
December 1, 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
Barbara Feringa 1 Little Wolf Road Summit, NJ 07901	Fencing 0-28-71-300-ACT	\$190.00
Stacey Maisch 22 Greenwood Road New Providence, NJ 07974	Golf Membership 0-01-08-117-000	\$230.00

Dated: December 1, 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, December 1, 2020.

City Clerk



Resolution (ID # 6969)  
December 1, 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: December 1, 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, December 1, 2020.

City Clerk

SUMMIT SMARTCARD, PREPAID PARKING, AND OVERNIGHT PARKING PERMITS REFUNDS  
COUNCIL MEETING DATE: December 1, 2020

NAME	ADDRESS	TYPE	REASON	REFUND AMOUNT
David Ophel	P.O. Box 46, Summit, NJ 07901	Pro-rated Overnight	Moved	\$18.75
Stanley Branch	49 Willow Ave., North Plainfield, NJ 07060	Deforest PS3	Change Due	\$7.00
				\$25.75

Attachment: Refunds December 1 (6969 : Authorize Parking Refunds - Summit SmartCard, Prepaid

Resolution (ID # 6934)  
December 1, 2020

**AUTHORIZING PAYMENT OF BILLS - \$826,470.77**

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 **\$826,470.77** 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: December 1, 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 Tuesday evening, December 1, 2020.

City Clerk

Rcvd Batch Id Range: First		to Last	Rcvd Date Start: 0		End: 12/01/20	Report Format: Detail	
Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
12/01/20	ADMIN	20-02371	AGKTOWIN AGK TOWING & TRANSPORT 1 Police Car Tow - MVA 10/11/20	243.00	T-13-56-800-020-010 Self Insurance 2020 Admin -JIF		
12/01/20	ADMIN	20-02003	AHSHOS75 ATLANTIC CORPORATE HEALTH 4 D. Morales - Inv.#16338	519.00	0-01-20-100-003-200 Physical Exams - Municipal Employees	16338	
12/01/20	ADMIN	20-02320	AMAZON50 AMAZON.COM LLC 1 Samsung 55-Inch Smart TV	497.99	0-01-32-465-000-701 CS Equipment		
12/01/20	ADMIN	20-02320	2 TV Wall Mount Bracket, Cables	86.64	0-01-32-465-000-701 CS Equipment		
P.O. Total:				584.63			
12/01/20	ADMIN	20-02379	AMAZON50 AMAZON.COM LLC 1 Set of Traffic Safety Cones	139.99	C-06-32-015-00C-010 3215C Sewer 4x4 Utility Vehicle	763775683998	
12/01/20	ADMIN	20-02379	2 Measuring Wheel Zozen	39.89	C-06-32-015-00C-010 3215C Sewer 4x4 Utility Vehicle	763775683998	
12/01/20	ADMIN	20-02379	3 25-Foot Tape Measure	20.85	C-06-32-015-00C-010 3215C Sewer 4x4 Utility Vehicle	763775683998	
12/01/20	ADMIN	20-02379	4 24-Inch Digital Magnetic Level	62.95	C-06-32-015-00C-010 3215C Sewer 4x4 Utility Vehicle	763775683998	
P.O. Total:				263.68			
12/01/20	ADMIN	20-02406	AMAZON50 AMAZON.COM LLC 1 Stand Up Desk Converter	99.99	0-01-20-120-000-201 City Clerk Supplies and Materials	947638586574	
12/01/20	ADMIN	20-02426	AMAZON50 AMAZON.COM LLC 1 Infrared Forehead Thermometers	40.76	0-01-25-265-000-402 Fire Building Maintenance	835347336337	
12/01/20	ADMIN	20-02490	AMAZON50 AMAZON.COM LLC 1 Non Contact Thermometer	29.99	0-01-20-100-000-201 A&E Supplies and Materials	645897736455	
12/01/20	ADMIN	20-02490	2 Non Contact Thermometer	27.99	0-01-20-100-000-201 A&E Supplies and Materials	645897736455	
12/01/20	ADMIN	20-02490	3 Shipping & Handling	11.29	0-01-20-100-000-201 A&E Supplies and Materials	645897736455	
P.O. Total:				69.27			
12/01/20	ADMIN	20-02491	AMAZON50 AMAZON.COM LLC 1 Stand Up Desk Converter	99.99	0-01-20-120-000-201 City Clerk Supplies and Materials	877866375357	

Attachment: bill list 12-1-2020 detail (6934 : Authorize Payment of Bills -)

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
12/01/20	ADMIN	20-00378	CANONFIN CANON FINANCIAL SERVICES INC 12 November Monthly Subscription	598.00	0-01-20-120-000-429 City Clerk Lease Equipment		
12/01/20	ADMIN	20-00932	CLEAR005 CLEARY GIACOBBE ALFIERI & 9 Labor Svcs. through 10/22/20	1,224.00	0-01-20-155-000-500 LS Contract Services	87166	
12/01/20	ADMIN	20-00709	FEDEX050 FEDEX 8 FEDEX EXPRESS SERVICES	100.72	0-01-20-100-002-204 Postage Fedex	7-175-56349	
12/01/20	ADMIN	20-02367	HBCOMM05 HB COMMUNICATIONS, INC 1 Broadcast Pix Extend Warranty	3,085.00	0-01-20-120-000-403 City Clerk Equipment Svc		
12/01/20	ADMIN	20-00381	LEXISN50 LEXISNEXIS BUSINESS & 11 October Monthly Subscription	211.00	0-01-20-155-000-509 LS Miscellaneous Services		
12/01/20	ADMIN	20-00860	MILLSTRA MILLENNIUM STRATEGIES, LLC 11 Retainer Services-October 2020	3,500.00	0-01-20-100-000-500 A&E Contract Svcs	10629	
12/01/20	ADMIN	20-02520	PEOTTE50 PEOTTER'S AUTO BODY INC 1 Repair Ford F-350 DOL 7/15/20	3,095.37	T-13-56-800-020-010 Self Insurance 2020 Admin -JIF	10521	
12/01/20	ADMIN	20-02331	SWIFTRCH SWIFTREACH NETWORKS INC 1 Annual Fee 6/1/20-5/31/21	5,995.00	0-01-25-252-000-500 EM Contract Svcs	INV-24108	
12/01/20	ADMIN	20-02492	VISUALCO VISUAL COMPUTER SOLUTIONS INC 1 Police Dept (52) FT users	1,235.00	0-01-20-100-004-250 Technology Tech & Software Licenses	13569	
12/01/20	ADMIN	20-02492	2 Police Dept. (34) Seasonal	403.75	0-01-20-100-004-250 Technology Tech & Software Licenses	13569	
12/01/20	ADMIN	20-02492	3 Fire Dept. (33) FT Users	783.75	0-01-20-100-004-250 Technology Tech & Software Licenses	13569	
P.O. Total:				2,422.50			
Total for Batch: ADMIN				22,151.91			
12/01/20	FINANCE	20-00182	COMCA840 COMCAST BUSINESS 12 8499 05 329 0181395	308.35	0-01-31-440-000-000 TELEPHONE	11/10/2020	
12/01/20	FINANCE	20-00360	COMCA840 COMCAST BUSINESS 12 8499 05 329 0172121	153.35	0-01-31-440-000-000 TELEPHONE	11/10/2020	

Attachment: bill list 12-1-2020 detail (6934 : Authorize Payment of Bills -)

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
12/01/20	FINANCE	20-00542	COMCA840 COMCAST BUSINESS 11 8499 05 329 0189117	149.57	0-01-31-440-000-000 TELEPHONE	11/04/2020	
12/01/20	FINANCE	20-01135	DIRECTE DIRECT ENERGY BUSINESS 8 614008-29447 384 BROAD ST	356.73	0-01-31-446-000-000 NATURAL GAS	HS02145667	
12/01/20	FINANCE	20-00334	JCPL0050 JCP&L 12 100005845282 CITY HALL	10,274.27	0-01-31-435-000-000 STREET LIGHTING	95286802597	
12/01/20	FINANCE	20-00335	JCPL0050 JCP&L 12 100005845316 CITY HALL	1,416.24	0-01-31-435-000-000 STREET LIGHTING	95286802598	
12/01/20	FINANCE	20-00336	JCPL0050 JCP&L 12 100005845241 CITY HALL	795.08	0-01-31-435-000-000 STREET LIGHTING	95854754154	
12/01/20	FINANCE	20-00337	JCPL0050 JCP&L 12 100005845548 CITY FLOOD LIGHTS	35.04	0-01-31-435-000-000 STREET LIGHTING	95854754155	
12/01/20	FINANCE	20-00693	JCPL0050 JCP&L 11 100005954571 512 SPRINGFIELD	9,178.41	0-01-31-430-000-100 Electricity	95406478524	
12/01/20	FINANCE	20-00470	NJ-AME50 NJ-AMERICAN WATER CO. 11 1018-210025651051 DCKFS 6	179.64	0-01-31-445-000-100 Water	11/10/2020	
12/01/20	FINANCE	20-00476	NJ-AME50 NJ-AMERICAN WATER CO. 11 1018-210026964873 41 CHATHAM	79.84	0-01-31-445-000-100 Water	11/10/2020	
12/01/20	FINANCE	20-00357	PSEG1444 PSE&G 22 BILLING STATEMENT FOR 7 ACCTS	1,504.81	0-01-31-446-000-000 NATURAL GAS	503100080253	
12/01/20	FINANCE	20-00357	23 BILLING STATEMENT FOR LIB ACCT	120.46	0-01-29-390-000-415 Library Plant Operation & Maintenance	503100080253	
P.O. Total:				1,625.27			
12/01/20	FINANCE	20-00583	PSEG1444 PSE&G 11 65 671 139 01 / 41 CHATHAM RD	66.90	0-01-31-446-000-000 NATURAL GAS	602506484258	
12/01/20	FINANCE	20-00584	PSEG1444 PSE&G 11 5 MYRTLE AVE 73 349 238 04	136.64	0-01-31-446-000-000 NATURAL GAS	601206810347	

Attachment: bill list 12-1-2020 detail (6934 : Authorize Payment of Bills -)

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
12/01/20	FINANCE	20-00585	PSEG1444 PSE&G 11 70 304 372 09 41 CHATHAM REAR	238.89	0-01-31-446-000-000 NATURAL GAS	602406518653	
12/01/20	FINANCE	20-00586	PSEG1444 PSE&G 11 6583966700 10-A GLEN AVE PUMP	16.97	0-01-31-446-000-000 NATURAL GAS	601406763360	
12/01/20	FINANCE	20-00587	PSEG1444 PSE&G 11 100 MORRIS AVE	695.49	0-01-31-446-000-000 NATURAL GAS	605604756603	
12/01/20	FINANCE	20-01018	VERCONF VERIZON CONFERENCING 9 F1391946	143.49	0-01-31-440-000-000 TELEPHONE	Z7145091	
12/01/20	FINANCE	20-00181	VERIZON1 VERIZON 12 355-470-216-0001-96	180.64	0-01-31-440-000-000 TELEPHONE	11/10/2020	
12/01/20	FINANCE	20-00707	VERIZON1 VERIZON 10 154 804 795 0001 64	144.99	0-01-31-440-000-000 TELEPHONE	11/06/2020	
12/01/20	FINANCE	20-02283	VERIZON1 VERIZON 4 656 381 901 0001 59	126.64	0-01-31-440-000-000 TELEPHONE	11/11/2020	
12/01/20	FINANCE	20-02509	WBMASON W.B. MASON CO, INC 1 3 pocket file w brackets	27.62	0-01-20-130-000-201 FA Supplies & Materials	215556543	
Total for Batch: FINANCE				26,330.06			
12/01/20	PARKDCP	20-02443	ARGENT50 ARGENT CONTRACTING CO INC 1 REPAIR CLOG IN WOMENS BATHROOM	660.05	0-01-26-310-000-418 PB&G Repairs - 100 Morris Ave Comm Cntr	27775	
12/01/20	PARKDCP	20-02007	BRUPBACH BRUPBACHER, DAN 1 REFUND SOCCER/ FIELD USE	125.00	0-28-71-300-SOC RT-RAP Soccer	REFUND	
12/01/20	PARKDCP	20-02007	2 REFUND SOCCER/ FIELD USE	20.00	0-28-72-400-FUF RT-Field User Fees		
P.O. Total:				145.00			
12/01/20	PARKDCP	20-02530	CITYOF29 CITY OF SUMMIT (DCP) 1 Senior Program Admin. Fee	690.00	0-28-71-200-SEN-PGM RT-RAP Senior Programs	PAY 21-24	
12/01/20	PARKDCP	20-02530	2 Cheerleading Admin Fee	250.00	0-28-71-300-CHR-LDG RT-RAP Cheerleading	PAY 21-24	
12/01/20	PARKDCP	20-02530	3 Football Program Admin Fee	423.50	0-28-71-300-FTB-PGM	PAY 21-24	

Attachment: bill list 12-1-2020 detail (6934 : Authorize Payment of Bills -)

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
12/01/20	PARKDCP	20-02530	4 Open Gym Admin. Fee	8,096.00	RT-RAP Football Programs 0-28-71-300-OPE-GYM	PAY 21-24	
12/01/20	PARKDCP	20-02530	5 TryCAN Active Activities Admin	1,140.00	RT-RAP OPEN GYM 0-28-71-300-TRY-ACT	PAY 21-24	
12/01/20	PARKDCP	20-02530	6 TryCAN Enrichment Admin. Fee	750.00	RT-RAP TryCAN Active Services 0-28-71-300-TRY-ESS	PAY 21-24	
			P.O. Total:	11,349.50	RT-RAP TryCAN Enrichment & Social Skills		
12/01/20	PARKDCP	20-00076	HUDSONVW HUDSON VALLEY WILD GOOSE 7 3382 Goose Control Nov. 1-13	500.00	0-01-28-370-002-500 Golf Contract Services	3382	
12/01/20	PARKDCP	20-00333	JCPL0050 JCP&L 12 SUMMIT REC COMM	1,711.18	0-01-31-430-000-100 Electricity	95466407965	
12/01/20	PARKDCP	20-00697	JCPL0050 JCP&L 11 100060906920 CEDAR STREET	5.64	0-09-55-502-001-520 Parking Electricity	95756053532	
12/01/20	PARKDCP	20-00698	JCPL0050 JCP&L 12 100007664368 301 BROAD	1,068.37	0-09-55-502-001-520 Parking Electricity	95756053513	
12/01/20	PARKDCP	20-02501	MAISCHS MAISCH, STACEY 1 REFUND GOLF MEMBERSHIP	230.00	0-01-08-117-000 Golf Course Revenue		
12/01/20	PARKDCP	20-02462	MORRISB MORRIS & BERGEN COUNTY IRRIG. 1 Replace Broken Sprinkler Head	342.23	0-28-72-400-FUF-EXP Field User Fees Expenditures	326028	
12/01/20	PARKDCP	20-00547	NJ-AME50 NJ-AMERICAN WATER CO. 11 1018-2120023341990 10/1-10/30	4,082.38	0-01-31-445-000-FAC Water - Family Aquatic Center	10/20	
12/01/20	PARKDCP	19-03464	PRINCTNH PRINCETON HYDRO LLC 1 Aeration Service Golf Course	5,975.00	9-01-28-370-002-204 Golf Grounds Maintenance Materials	40278/40650	
12/01/20	PARKDCP	20-01648	SPORTS SPORTS CARE SYNTHETIC FIELD 4 31038 Synthetic Turf Repair	825.00	0-28-72-400-FUF-EXP Field User Fees Expenditures	31038	
12/01/20	PARKDCP	20-02485	STORRT50 STORR TRACTOR CO 1 Tires and Parts for Golf Equip	156.50	0-01-28-370-002-203 Golf Equipment Maintenance Supplies	1066844	
12/01/20	PARKDCP	20-02052	TRUGRE50 TRUGREEN LIMITED PARTNERSHIP 2 131321902 10/23 Memorial	6,942.00	0-28-72-400-FUF-EXP	131321902	

Attachment: bill list 12-1-2020 detail (6934 : Authorize Payment of Bills -)



Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
12/01/20	PARKDCP	20-02052	3 131322252 10/23 Wilson Field	2,349.60	Field User Fees Expenditures 0-28-72-400-FUF-EXP	131322252	
12/01/20	PARKDCP	20-02052	4 131322378 Walter Long Field	854.40	Field User Fees Expenditures 0-28-72-400-FUF-EXP	131322378	
12/01/20	PARKDCP	20-02052	5 131321822 10/23 Jefferson	1,068.00	Field User Fees Expenditures 0-28-72-400-FUF-EXP	131321822	
12/01/20	PARKDCP	20-02052	6 131321766 10/23 Franklin	2,136.00	Field User Fees Expenditures 0-28-72-400-FUF-EXP	131321766	
12/01/20	PARKDCP	20-02052	7 131321700 10/23 HS Ath. Field	2,242.80	Field User Fees Expenditures 0-28-72-400-FUF-EXP	131321700	
12/01/20	PARKDCP	20-02052	8 131322420 10/23 Middle School	1,068.00	Field User Fees Expenditures 0-28-72-400-FUF-EXP	131322420	
12/01/20	PARKDCP	20-02052	9 131322338 10/23 Lincoln-Hubbar	1,815.60	Field User Fees Expenditures 0-28-72-400-FUF-EXP	131322338	
P.O. Total:				18,476.40			
12/01/20	PARKDCP	20-00012	VILLAGES VILLAGE SUPER MARKET, INC. 16 02940399926 Supplies Cooking	47.08	0-28-71-300-TRY-OPE RT-RAP TryCAN Operations	02940399926	
Total for Batch: PARKDCP				45,574.33			
12/01/20	SAFETY	20-02288	AIRC AIR CENTER INC. 1 REPAIRS AIR DRIER - COMPRESSOR	3,735.38	0-01-25-265-000-500 Fire Contract Services	0074042/0074041	
12/01/20	SAFETY	20-02288	2 COMPRESSOR - ANNUAL MAINTENANC	1,221.24	0-01-25-265-000-500 Fire Contract Services	0074042/0074041	
P.O. Total:				4,956.62			
12/01/20	SAFETY	20-00295	BEYERFRD BEYER FORD 12 Car 1- Air Fuel Ratio Sensor	275.44	0-01-25-240-000-703 POL Vehicle Maintenance		
12/01/20	SAFETY	20-02287	BROOKSID BROOKSIDE FRIENDLY SERVICE 1 DELCO 48PG PROF GOLD BATTERIES	354.20	0-01-25-265-000-705 Fire Trucks (Vehicle Maintenance)	62,779	
12/01/20	SAFETY	20-00292	BUY-WI50 BUY-WISE AUTO PARTS 20 Vehicle Maintenance-Police Car	88.97	0-01-25-240-000-703 POL Vehicle Maintenance	10IF8439	
12/01/20	SAFETY	20-02424	CHATHTWP CHATHAM TOWNSHIP POLICE DEPT 1 Firing Range Rental Agreement	750.00	0-01-25-240-000-224 POL Ordnance & Range		
12/01/20	SAFETY	20-02474	CHEMIC50 CHEMICAL ENGINE COMPANY 1 1ST QRT VOL CO STIPEND	125.00	0-01-25-265-000-800 Fire Employee Support	1/20-3/31/2020	

Attachment: bill list 12-1-2020 detail (6934 : Authorize Payment of Bills -)

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
12/01/20	SAFETY	20-02084	CUSTOM25 CUSTOM BANDAG INC 1 EST 2266 - 4 TIRES FOR TRUCK 1	3,044.10	0-01-25-265-000-705 Fire Trucks (Vehicle Maintenance)		
12/01/20	SAFETY	20-02084	2 EST 2266 2 TIRES - ENGINE 3	1,567.56	0-01-25-265-000-705 Fire Trucks (Vehicle Maintenance)		
12/01/20	SAFETY	20-02084	3 EST 2266 8 TIRES 2 STAFF VEHIC	1,160.16	0-01-25-265-000-705 Fire Trucks (Vehicle Maintenance)		
12/01/20	SAFETY	20-02084	4 EST 2266 4 TIRES IC VEHICLE	526.44	0-01-25-265-000-705 Fire Trucks (Vehicle Maintenance)		
P.O. Total:				6,298.26			
12/01/20	SAFETY	20-02278	CUSTOM25 CUSTOM BANDAG INC 1 Tires for Police Vehicles	2,383.84	0-01-25-240-000-703 POL Vehicle Maintenance		
12/01/20	SAFETY	20-02457	ERIKSENC ERIKSEN, CHRISTIAN 1 CAR SEAT INSTALL TECH CERT	55.00	0-01-25-240-000-804 POL Training & Seminars	9/23/20	
12/01/20	SAFETY	20-02496	FORDMOTO FORD MOTOR CREDIT COMPANY LLC 1 Final Payment- 4 Ford Police	39,628.22	0-01-25-240-000-700 POL Equipment		
12/01/20	SAFETY	20-02498	FORDMOTO FORD MOTOR CREDIT COMPANY LLC 1 2nd Lease Payment- Tahoes	25,465.46	0-01-25-240-000-700 POL Equipment		
12/01/20	SAFETY	20-02475	HOOKLA50 HOOK & LADDER COMPANY 1 1ST QRT VOL CO STIPEND	125.00	0-01-25-265-000-800 Fire Employee Support	1/20-3/31/2020	
12/01/20	SAFETY	20-02476	HOSECO50 HOSE COMPANY 2 1 1ST QRT VOL CO STIPEND	125.00	0-01-25-265-000-800 Fire Employee Support	1/20-3/31/2020	
12/01/20	SAFETY	20-02458	LUTHER LUTHER, DANIELLE 1 TONER FOR PRINTER	98.98	0-01-25-240-000-201 POL Supplies and Materials	10/26/20	
12/01/20	SAFETY	20-02460	LVCOLLIS LIVINGSTON COLLISION INC 1 RELOCATING TOWING OF VEHICLES	2,500.00	0-01-25-265-000-705 Fire Trucks (Vehicle Maintenance)	6573	
12/01/20	SAFETY	20-02432	NEWJER66 NJ STATE ASSOC CHIEF OF POLICE 1 Frontline Supervisor Course	600.00	0-01-25-240-000-804 POL Training & Seminars		
12/01/20	SAFETY	20-00297	NIELSEN NIELSEN CHRYSER DODGE JEEP RAM 2 Car 17- vehicle Maintenance	24.08	0-01-25-240-000-703 POL Vehicle Maintenance		

Attachment: bill list 12-1-2020 detail (6934 : Authorize Payment of Bills -)

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
12/01/20	SAFETY	20-01746	SIGNS SIGNS & SAFETY DEVICES, LLC 4 No Parking/Stop Signs	1,943.50	0-01-25-240-000-206 POL Street Signs		
12/01/20	SAFETY	20-00459	SUMMIT40 SUMMIT IND. HARDWARE 104 CONDENSATE REMOVAL PUMP	76.49	0-01-25-265-000-705 Fire Trucks (Vehicle Maintenance)	743680	
12/01/20	SAFETY	20-00459	105 100 OZ. TURTLE WAS CAR WASH	9.34	0-01-25-265-000-705 Fire Trucks (Vehicle Maintenance)	743680	
12/01/20	SAFETY	20-00459	106 PLUG REFILL KIT	3.39	0-01-25-265-000-700 Fire Equipment	744084	
12/01/20	SAFETY	20-00459	107 12V 8A LEADACID BATTERY	31.44	0-01-25-265-000-700 Fire Equipment	744386	
P.O. Total:				120.66			
12/01/20	SAFETY	20-02431	SUMMIT40 SUMMIT IND. HARDWARE 1 Fuel Tank: Generator 13	100.00	0-01-25-240-000-700 POL Equipment		
12/01/20	SAFETY	20-00831	TOWNOF50 TOWN OF WESTFIELD 5 2020 HEALTH SERVICES 4Q	52,621.00	0-01-27-330-000-501 BOH Town of Westfield Agreement	10/1-12/31/2020	
12/01/20	SAFETY	20-02477	UNIONH50 UNION HOSE COMPANY 1 1 1ST QRT VOL CO STIPEND	125.00	0-01-25-265-000-800 Fire Employee Support	1/20-3/31/2020	
12/01/20	SAFETY	20-00062	XEROXC33 XEROX CORPORATION 12 Oct.2020 base chg. #011706404	159.69	0-01-27-330-000-500 BOH Contract Svcs	011706404	
Total for Batch: SAFETY				138,923.92			
12/01/20	WORKS	20-02196	ADAMSC50 ADAM SCHELPE LANDSCAPING 3 Weed & planted shrubs #260795	460.00	0-01-29-401-000-200 Downtown Maintenance - OE	260795	
12/01/20	WORKS	20-02196	4 Walkway at Transfr Stn #270357	2,670.00	C-04-31-091-00A-580 3191A DCS Transfer Stat Remed/Redev LSRP	270357	
P.O. Total:				3,130.00			
12/01/20	WORKS	20-02505	AMERIC47 AMERICAN PUBLIC WORKS ASSOC. 1 2021 Membership Renewal	1,140.00	0-01-32-465-000-806 CS Memberships	12607	
12/01/20	WORKS	20-01554	AMERIGAS AMERIGAS PROPANE LP 5 Free Market Propane	90.38	0-01-31-447-000-000 HEATING OIL	804831283	
12/01/20	WORKS	20-02360	APPROV66 APPROVED FIRE PROTECTION SYSTE 1 YEARLY FIRE EXTINGUISHER INSP	756.00	0-01-26-310-000-503	IN00049445	

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Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
PB&G Community Center Mtn Contracts							
12/01/20	WORKS	20-00025	ARMPCO50 ARMPCO OFFICE MACHINES, INC. 11 METER READING	49.19	0-01-32-465-000-701 CS Equipment	IN19220	
12/01/20	WORKS	20-02271	BLACHE50 BLACHER CANVAS COMPANY 1 BLACK VINYL TARPS/DUMP TRUCK	195.00	0-01-26-315-000-611 Garage RRM Vehicle Maintenance		
12/01/20	WORKS	20-00457	BOROU66 BOROUGH OF NEW PROVIDENCE 5 Sewer Ops Srvc - 4th QTR 2020	35,190.00	0-07-55-502-004-513 Sewer Operating Sewer Service	4TH QTR 2020	
12/01/20	WORKS	20-00458	BOROU66 BOROUGH OF NEW PROVIDENCE 33 Total mark out reqstd/perfrmd	455.00	0-07-55-502-004-513 Sewer Operating Sewer Service	036-20	
12/01/20	WORKS	20-00458	34 High winds monitor & control	500.00	0-07-55-502-004-513 Sewer Operating Sewer Service	037-20	
12/01/20	WORKS	20-00458	35 8/06/20 calibrtn & chart recrd	225.00	0-07-55-502-004-513 Sewer Operating Sewer Service	038-20	
12/01/20	WORKS	20-00458	36 Clean & vacuum all stations	1,000.00	0-07-55-502-004-513 Sewer Operating Sewer Service	039-20	
12/01/20	WORKS	20-00458	37 Ttl Markout reqst & performed	205.00	0-07-55-502-004-513 Sewer Operating Sewer Service	040-20	
12/01/20	WORKS	20-00458	38 9/19/20 assist w/Arv Flash lbl	375.00	0-07-55-502-004-513 Sewer Operating Sewer Service	041-20	
12/01/20	WORKS	20-00458	39 3rd Qtr testng backflow devics	640.00	0-07-55-502-004-513 Sewer Operating Sewer Service	042-20	
12/01/20	WORKS	20-00458	40 Clean and Vacuum all stations	1,000.00	0-07-55-502-004-513 Sewer Operating Sewer Service	043-20	
P.O. Total:				4,400.00			
12/01/20	WORKS	20-01481	BOSWEL50 BOSWELL ENGINEERING 7 Pine Grove Road Project Sec 2	600.00	C-04-31-095-100-010 3195 City Portion Local Improvements	144530	
12/01/20	WORKS	20-01481	8 Inspectns for Pine Grove Proj.	70.00	C-04-31-095-100-010 3195 City Portion Local Improvements	145390	
P.O. Total:				670.00			
12/01/20	WORKS	20-02392	BURGIS BURGIS ASSOCIATES, INC. 1 2018 Contract Services	17,967.56	9-01-21-180-000-500 MLU Planning Legal Services	2018 CONTRACT	
12/01/20	WORKS	20-02392	2 2018 Contract Services	23,671.49	9-01-21-180-000-511 MLU Planner Special Projects	2018 CONTRACT	
12/01/20	WORKS	20-02392	3 2018 Contract Services	3,300.00	9-01-21-180-000-510 MLU Planner Services	2018 CONTRACT	
P.O. Total:				44,939.05			

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Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
12/01/20	WORKS	20-02534	BURGIS BURGIS ASSOCIATES, INC. 1 PROFESSIONAL SVCS BA#3571.09	687.50	9-01-21-180-000-510 MLU Planner Services	35511	
12/01/20	WORKS	20-02534	2 PROFESSIONAL SVCS BA#3571.09	763.75	9-01-21-180-000-510 MLU Planner Services	35688	
P.O. Total:				1,451.25			
12/01/20	WORKS	20-02512	CALIFANO CALIFANO, MICHAEL 1 SUBSTITUE COVERAGE 11/12/2020	225.00	0-18-00-701-000-104 UCC Overtime	11/12/2020	
12/01/20	WORKS	20-00450	CITYOF46 CITY OF SUMMIT OFF DUTY 10 S&L Clark/Caldwell, Job#4488	5,896.62	C-04-31-095-100-010 3195 City Portion Local Improvements	3701	
12/01/20	WORKS	20-00450	11 S&L Huntley/Clark, Job# 4503	1,840.08	C-04-31-095-100-010 3195 City Portion Local Improvements	3713	
12/01/20	WORKS	20-00450	12 S&L Huntley/Willow Job# 4517	2,174.64	C-04-31-095-100-010 3195 City Portion Local Improvements	3724	
12/01/20	WORKS	20-00450	13 S&L Broad/Maple Job# 4509	3,136.50	C-04-31-095-100-010 3195 City Portion Local Improvements	3729	
12/01/20	WORKS	20-00450	14 S&L Huntley/Willow Job# 4526	2,927.40	C-04-31-095-100-010 3195 City Portion Local Improvements	3730	
12/01/20	WORKS	20-00450	15 S&L Broad/Summit Job# 4533	460.02	C-04-31-095-100-010 3195 City Portion Local Improvements	3731	
12/01/20	WORKS	20-00450	16 Huntley/Willow #4537,4542,4545	2,927.40	C-04-31-095-100-010 3195 City Portion Local Improvements	3740	
12/01/20	WORKS	20-00450	17 Huntley/Willow #4537	577.50	C-04-31-095-100-010 3195 City Portion Local Improvements	3740	
12/01/20	WORKS	20-00450	18 Huntley/Broad #4567,4568,4575	7,025.76	C-04-31-095-100-010 3195 City Portion Local Improvements	3750	
12/01/20	WORKS	20-00450	19 S&L Elm Pl/Ashland #4585,4588	2,676.48	C-04-31-095-100-010 3195 City Portion Local Improvements	3758	
12/01/20	WORKS	20-00450	20 DPW Franklin Pl, Job#4597,4609	3,094.68	C-04-31-095-100-010 3195 City Portion Local Improvements	3763	
12/01/20	WORKS	20-00450	21 Summit Free Market Job#4648	669.12	C-04-31-095-100-010 3195 City Portion Local Improvements	3781	
12/01/20	WORKS	20-00450	22 S&L 207 Springfield Ave #4660	585.48	C-04-31-095-100-010 3195 City Portion Local Improvements	3787	
12/01/20	WORKS	20-00450	23 Midwst Ashland/Pinegrove #4655	1,338.24	C-04-31-095-100-010 3195 City Portion Local Improvements	3788	
12/01/20	WORKS	20-00450	24 DPW Elm Pl, Job# 4631, 4640	2,843.76	C-04-31-095-100-010 3195 City Portion Local Improvements	3793	
12/01/20	WORKS	20-00450	25 Summit Free Market, Job# 4668	669.12	C-04-31-095-100-010 3195 City Portion Local Improvements	3794	
12/01/20	WORKS	20-00450	26 Midwest Cons Ashland/Pinegrove	7,360.32	C-04-31-095-100-010 3195 City Portion Local Improvements	3800	
12/01/20	WORKS	20-00450	27 S&L 12 Hillside, Job#4701,4705	752.76	C-04-31-095-100-010 3195 City Portion Local Improvements	3804	
12/01/20	WORKS	20-00450	28 Midwest Const Pinegrove/Ashlnd	3,763.80	C-04-31-095-100-010 3195 City Portion Local Improvements	3809	
P.O. Total:				50,719.68			

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Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
12/01/20	WORKS	20-02308	COOPEREL COOPER ELECTRIC SUPPLY CO 1 BALLUST	150.00	0-01-26-310-000-420 PB&G Repairs - ButlerPky/Tatlock Fldhs	S04208246.001	
12/01/20	WORKS	20-02314	COOPEREL COOPER ELECTRIC SUPPLY CO 1 RAB LED LIGHTS	1,233.52	0-01-26-310-000-421 PB&G Repairs - Wilson Park Pavilion	S045112155.001	
12/01/20	WORKS	20-00052	CUSTOM25 CUSTOM BANDAG INC 38 Flat repair	26.25	0-01-26-315-000-615 Garage TS Vehicle Maintenance	70176361	
12/01/20	WORKS	20-00052	39 PX3 patch#81	4.50	0-01-26-315-000-615 Garage TS Vehicle Maintenance	70176361	
12/01/20	WORKS	20-00052	41 Tranforce AT2#11	519.08	0-01-26-315-000-611 Garage RRM Vehicle Maintenance	60186326	
12/01/20	WORKS	20-00052	42 12R 22.5 #66	160.38	0-01-26-315-000-613 Garage G&T Vehicle Maintenance	60186005	
12/01/20	WORKS	20-00052	43 12R 22.5 radial casing #66	99.50	0-01-26-315-000-613 Garage G&T Vehicle Maintenance	60186005	
12/01/20	WORKS	20-00052	44 Medium truck valve #66	5.67	0-01-26-315-000-613 Garage G&T Vehicle Maintenance	60186005	
12/01/20	WORKS	20-00052	45 22.5x8.25 #66	95.00	0-01-26-315-000-613 Garage G&T Vehicle Maintenance	60186005	
12/01/20	WORKS	20-00052	46 Mount & return only #66	14.00	0-01-26-315-000-613 Garage G&T Vehicle Maintenance	60186005	
12/01/20	WORKS	20-00052	47 Jumbo Hulk ply #49	904.92	0-07-55-502-004-403 Sewer Operating Equipment Maintenance	70176997	
P.O. Total:				1,829.30			
12/01/20	WORKS	20-01638	DREYER50 DREYER'S LUMBER & HARDWARE INC 52 EXTERIOR DOOR	576.60	0-01-26-310-000-420 PB&G Repairs - ButlerPky/Tatlock Fldhs	678394	
12/01/20	WORKS	20-01638	53 SCREWS & BOLTS	17.67	0-01-26-310-000-201 PB&G Supplies and Materials	717288	
12/01/20	WORKS	20-01638	54 PLYWOOD	37.39	0-01-26-300-000-201 PW Supplies	714663	
12/01/20	WORKS	20-01638	55 PLYWOOD	45.62	0-01-26-300-000-212 PW Storm Sewer Materials	717421	
12/01/20	WORKS	20-01638	56 SCREWS & BOLTS	15.89	0-07-55-502-004-212 Sewer Operating Materials	717409	
12/01/20	WORKS	20-01638	60 Door Installation Parts	235.66	0-01-26-310-000-420 PB&G Repairs - ButlerPky/Tatlock Fldhs	678394	
P.O. Total:				928.83			
12/01/20	WORKS	20-00463	ENVIRO44 ENVIRONMENTAL RENEWAL, L.L.C. 11 DISPOSAL CHARGES	100.00	0-01-26-308-000-200 Disposal Charges	304630	

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Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
12/01/20	WORKS	19-03218	FANW0050 FANWOOD CRUSHED STONE 9 Free Market -3/4 stone	186.90	C-04-31-014-00A-062 3114A DCS Transfer Station	6056601 UST-LSRP	
12/01/20	WORKS	20-01560	FBASSOJR F BASSO JR RUBBISH REMOVAL INC 8 Curbside Recycling OCT 2020	42,300.00	0-01-26-305-001-512 Recycling Curbside Collection	1020-1018	
12/01/20	WORKS	20-01560	9 Recycling OCT 2020 - FINES	4,670.00	0-01-26-305-001-512 Recycling Curbside Collection	1020-1018	
P.O. Total:				37,630.00			
12/01/20	WORKS	20-02574	GALLELLA GALLELLI, ALDO 1 SUBSTITUTE COVERAGE 11/19/2020	225.00	0-18-00-701-000-104 UCC Overtime	11/19/2020	
12/01/20	WORKS	20-01913	GARDENBO GARDEN STATE BOBCAT Freehold 1 DRIVE TRACKS #17 SKID STEER	4,704.58	0-01-26-315-000-601 Garage RRM Equipment Maintenance	w22766	
12/01/20	WORKS	20-02215	GLOBAL GLOBAL INTERACTIVE SOLUTIONS 2 upgrade to 500 person web zoom	800.00	0-01-21-180-000-301 MLU Printing	756177	
12/01/20	WORKS	20-02227	GMFENC50 GM FENCE 1 GATE INSTALLATION- FREE MRKT	3,320.00	C-04-31-091-00A-580 3191A DCS Transfer Stat Remed/Redev	2730 LSRP	
12/01/20	WORKS	20-01198	GRAYBA33 GRAYBAR ELECTRIC COMPANY INC 4 ARC FLASH ANALYSIS-PUMP STATNS	2,539.32	C-06-31-067-00A-030 3167A Sewer Pump Chatham Road	9317969965	
12/01/20	WORKS	20-02495	HADEHART H.A. DEHART & SON INC 1 Radiator Cap	20.00	0-01-26-315-000-612 Garage PW Vehicle Maintenance	x101008067:01	
12/01/20	WORKS	20-00232	HANOVE66 HANOVER SUPPLY CO INC 32 PIPES/VALVE/FITTINGS	57.43	0-01-26-306-000-202 TS Supplies and Materials	w3001792	
12/01/20	WORKS	20-00020	HSCONSTR H&S CONSTRUCTION & MECHANICAL 12 #24 Community Center Project	18,494.25	0-28-72-400-FUF-EXP Field User Fees Expenditures		
12/01/20	WORKS	20-00020	13 #24 Community Center Project	6,596.00	C-04-27-014-00A-000 2714A - IMPROVE FACILITIES & VAR STREETS		
12/01/20	WORKS	20-00020	14 #24 Community Center Project	838.99	C-04-31-014-00A-042 3114A DCP Tatlock Field Artificial Turf		
12/01/20	WORKS	20-00020	15 #24 Community Center Project	95,000.00	C-04-31-014-00A-043 3114A DCP Tatlock Field Grant Match	#24	
12/01/20	WORKS	20-00020	16 #24 Community Center Project	0.06	C-04-31-030-001-010 3130 Community Center Improvements	#24	
12/01/20	WORKS	20-00020	17 #24 Community Center Project	7,653.66	C-04-31-041-00A-100		

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Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
P.O. Total:				128,582.96	3141A DCP Investors Fencing & Landscape		
12/01/20	WORKS	20-02129	JCALDWEL J CALDWELL & ASSOCIATES LLC 3 ZONING/LAND SERVICES	2,880.00	0-01-21-180-000-510 MLU Planner Services	03016	
12/01/20	WORKS	20-00696	JCPL0050 JCP&L 11 100004835532 NEW PROV AVE SWR	640.04	0-07-55-502-004-601 Sewer Operating Pumps Electricity	95306748210	
12/01/20	WORKS	20-02447	KNOWLTON KNOWLTON, MICHAEL 1 REFUND UCC PERMIT #2020-73106	32.00	0-18-55-271-000-000 UCC Refunds of Payments	REFUND	
12/01/20	WORKS	20-00183	LIBERT20 LIBERTY CLEANERS 42 UNIFORM CLEANING	182.00	0-01-26-315-000-802 Garage DPW Uniform Cleaning	789988	
12/01/20	WORKS	20-00183	43 UNIFORM CLEANING	80.50	0-01-26-315-000-802 Garage DPW Uniform Cleaning	791170	
12/01/20	WORKS	20-00183	44 UNIFORM CLEANING	147.00	0-01-26-315-000-802 Garage DPW Uniform Cleaning	791697	
P.O. Total:				409.50			
12/01/20	WORKS	20-02535	METROH50 METRO HYDRAULIC JACK CO OF NJ 1 packer sheer piston	16,369.95	C-04-32-013-00A-670 3213A DCS Transfer Stat Packer Upgrade	221596	
12/01/20	WORKS	20-00194	MID-AT50 MID-ATLANTIC INTERNATIONAL 39 HINGES DRIVER SIDE DOOR #64	143.60	0-01-26-315-000-613 Garage G&T Vehicle Maintenance		
12/01/20	WORKS	20-00194	41 FUEL INJECTORS TRUCK #14	3,299.76	0-01-26-315-000-611 Garage RRM Vehicle Maintenance	R101009326:01	
P.O. Total:				3,443.36			
12/01/20	WORKS	20-00549	MIDCONST MIDWEST CONSTRUCTION INC 2 Pinegrove Ave SecnII Payment#1	127,179.50	C-04-31-095-100-010 3195 City Portion Local Improvements	PAY ESTIMATE #1	
12/01/20	WORKS	20-00049	NATIONFU NATIONAL FUEL OIL INC 32 DEISEL FUEL	262.98	0-01-31-461-000-000 DIESEL FUEL	47922	
12/01/20	WORKS	20-00049	33 DIESEL FUEL	2,612.87	0-01-31-461-000-000 DIESEL FUEL	48024	
P.O. Total:				2,875.85			
12/01/20	WORKS	20-02434	POWERC66 POWERCO INC 1 HANGER BEARING & OIL #150	151.46	0-01-26-315-000-601		

Attachment: bill list 12-1-2020 detail (6934 : Authorize Payment of Bills -)



Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
Garage RRM Equipment Maintenance							
12/01/20	WORKS	20-02325	PRINTME PRINT MEDIA LLC 1 TS Temp Pass Prntg	196.00	0-01-32-465-000-201 CS Supplies and Materials	22411	
12/01/20	WORKS	20-02325	2 MDA Coupon Prntg	395.00	0-01-32-465-000-201 CS Supplies and Materials	22411	
P.O. Total:				591.00			
12/01/20	WORKS	20-02446	RYANHE RYAN INC 1 RFD UCC PERMIT 2020-73507	80.00	0-18-55-271-000-000 UCC Refunds of Payments	REFUND	
12/01/20	WORKS	20-02429	SJCLAWN SJC LAWCARE INC 1 Wallace Road Dead End Buffer	225.08	C-04-30-084-00A-080 3084A DCS Open Space Management	QUOTE	
12/01/20	WORKS	20-02429	2 Wallace Road Dead End Buffer	1,544.92	C-04-31-041-00E-130 3141E DCS Open Space Management	QUOTE	
P.O. Total:				1,770.00			
12/01/20	WORKS	20-01640	SUMMIT40 SUMMIT IND. HARDWARE 139 Pony stone rake 741611	146.18	0-01-26-290-000-201 RRM Supplies	741611	
12/01/20	WORKS	20-01640	140 16T level head rake 741611	49.29	0-01-26-290-000-201 RRM Supplies	741611	
12/01/20	WORKS	20-01640	141 Scooping shovel 741611	50.98	0-01-26-290-000-201 RRM Supplies	741611	
12/01/20	WORKS	20-01640	142 Air frshnr 741611	5.07	0-01-26-290-000-201 RRM Supplies	741611	
12/01/20	WORKS	20-01640	143 Marking pnt wht 741611	64.80	0-01-26-290-000-201 RRM Supplies	741611	
12/01/20	WORKS	20-01640	144 Redmax/ mixing oil 743477	15.99	0-01-26-290-000-205 RRM Tools	743477	
12/01/20	WORKS	20-01640	145 Gas can 743503	22.86	0-01-26-290-000-205 RRM Tools	743503	
12/01/20	WORKS	20-01640	146 Mixing oil 743503	15.99	0-01-26-290-000-205 RRM Tools	743503	
12/01/20	WORKS	20-01640	147 Wheel thin 739555	74.25	0-01-26-300-000-201 PW Supplies	739555	
12/01/20	WORKS	20-01640	148 Tap bolt 739555	14.45	0-01-26-300-000-201 PW Supplies	739555	
12/01/20	WORKS	20-01640	149 Tap bolt 739555	18.70	0-01-26-300-000-201 PW Supplies	739555	
12/01/20	WORKS	20-01640	150 Bolts & Nuts	10.00	0-01-26-300-000-201 PW Supplies	739555	
12/01/20	WORKS	20-01640	151 Sawsall blades	40.47	0-01-26-300-000-201 PW Supplies	739693	
12/01/20	WORKS	20-01640	152 Recip blade	56.07	0-01-26-300-000-201 PW Supplies	739693	
12/01/20	WORKS	20-01640	153 Chn .141F 739783	6.44	0-01-26-300-000-201 PW Supplies	739783	

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Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
12/01/20	WORKS	20-01640	154 Handy paint pail	23.78	PW Supplies 0-01-26-300-000-211	740590	
12/01/20	WORKS	20-01640	155 Marking paint 741446	64.80	PW Road Materials 0-01-26-300-000-211	741446	
12/01/20	WORKS	20-01640	156 60 Gal barrel Orng 743883	528.00	PW Road Materials 0-01-26-305-000-209	743883	
12/01/20	WORKS	20-01640	157 Clorox spray 741625	6.79	G&T Supplies and Materials 0-01-26-305-000-209	741625	
12/01/20	WORKS	20-01640	158 Clorox clean up 741625	15.28	G&T Supplies and Materials 0-01-26-305-000-209	741625	
12/01/20	WORKS	20-01640	159 Li-ion drill drivr 740615	149.99	G&T Supplies and Materials 0-01-26-305-000-209	740615	
12/01/20	WORKS	20-01640	160 Deep socket 740615	4.24	G&T Supplies and Materials 0-01-26-305-000-209	740615	
12/01/20	WORKS	20-01640	161 Sock adapter 740615	3.39	G&T Supplies and Materials 0-01-26-305-000-209	740615	
12/01/20	WORKS	20-01640	162 Bit set 740615	33.99	G&T Supplies and Materials 0-01-26-305-000-209	740615	
12/01/20	WORKS	20-01640	163 Chg extension 740615	11.89	G&T Supplies and Materials 0-01-26-305-000-209	740615	
12/01/20	WORKS	20-01640	164 12 pt socket 740615	3.39	G&T Supplies and Materials 0-01-26-305-000-209	740615	
12/01/20	WORKS	20-01640	165 Bolts & Nuts 740615	11.00	G&T Supplies and Materials 0-01-26-305-000-209	740615	
12/01/20	WORKS	20-01640	166 Bolts & Nuts 740615	10.00	G&T Supplies and Materials 0-01-26-305-000-209	740615	
12/01/20	WORKS	20-01640	167 Bolts & Nuts 740615	6.00	G&T Supplies and Materials 0-01-26-305-000-209	740615	
12/01/20	WORKS	20-01640	168 Blue swivel caster 742870	346.56	G&T Supplies and Materials 0-01-26-305-000-404	742870	
12/01/20	WORKS	20-01640	169 Blk gor tape 742870	11.89	G&T Ground Maintenance 0-01-26-305-000-404	742870	
12/01/20	WORKS	20-01640	170 Germicidal bleach 744430	22.98	G&T Ground Maintenance 0-01-26-305-000-404	744430	
12/01/20	WORKS	20-01640	171 Zep comm sprayer 744430	5.09	G&T Ground Maintenance 0-01-26-305-000-404	744430	
12/01/20	WORKS	20-01640	172 Single cut key 744430	12.00	G&T Ground Maintenance 0-01-26-305-000-404	744430	
12/01/20	WORKS	20-01640	173 Mag key hider 744430	4.24	G&T Ground Maintenance 0-01-26-305-000-404	744430	
12/01/20	WORKS	20-01640	174 Screw driver	3.90	PB&G Supplies and Materials 0-01-26-310-000-201	743824	
12/01/20	WORKS	20-01640	175 Screw driver 743824	3.90	PB&G Supplies and Materials 0-01-26-310-000-201	743824	
12/01/20	WORKS	20-01640	176 CMP sleeve 743824	2.29	PB&G Supplies and Materials 0-01-26-310-000-201	743824	
12/01/20	WORKS	20-01640	177 special order 743824	1.00	PB&G Supplies and Materials 0-01-26-310-000-201	743824	
12/01/20	WORKS	20-01640	178 Bolts&Nuts 740059	3.20	PB&G Supplies and Materials 0-01-26-310-000-201	740059	
12/01/20	WORKS	20-01640	179 4" Cast iron PVC coup	10.19	PB&G Supplies and Materials 0-01-26-310-000-412	739427	

Attachment: bill list 12-1-2020 detail (6934 : Authorize Payment of Bills -)

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
12/01/20	WORKS	20-01640	180 Clock guard-743075	110.00	PB&G Repairs - 512 Springfield City Hall 0-01-26-310-000-418	743075	
12/01/20	WORKS	20-01640	181 Bolts & Nuts 742719	4.90	PB&G Repairs - 100 Morris Ave Comm Cntr 0-01-26-310-000-420	742719	
12/01/20	WORKS	20-01640	182 Sheet metal screws 743393	40.00	PB&G Repairs - ButlerPkwy/Tatlock Fldhs 0-01-26-315-000-604	743393	
12/01/20	WORKS	20-01640	183 Shipping&handling 743393	10.00	Garage RECYCLING Equipment Maintenance 0-01-26-315-000-604	743393	
12/01/20	WORKS	20-01640	184 Cobalt drill 743056	23.76	Garage RECYCLING Equipment Maintenance 0-01-26-315-000-604	743056	
12/01/20	WORKS	20-01640	185 Bolts & Nuts 743056	12.50	Garage RECYCLING Equipment Maintenance 0-01-26-315-000-604	743056	
12/01/20	WORKS	20-01640	186 Bolts & Nuts 743056	8.00	Garage RECYCLING Equipment Maintenance 0-01-26-315-000-604	743056	
12/01/20	WORKS	20-01640	187 Bolts & Nuts 743056 return	12.50-	Garage RECYCLING Equipment Maintenance 0-01-26-315-000-604	743056	
12/01/20	WORKS	20-01640	188 Blk paint 742942	20.36	Garage RECYCLING Equipment Maintenance 0-01-26-315-000-604	742942	
12/01/20	WORKS	20-01640	189 Grommet refill 742782	5.09	Garage RECYCLING Equipment Maintenance 0-01-26-315-000-611	742782	
12/01/20	WORKS	20-01640	190 Grommet kit 742782	14.44	Garage RRM Vehicle Maintenance 0-01-26-315-000-611	742782	
12/01/20	WORKS	20-01640	191 12oz Gloss whe RSTO #66 740972	15.28	Garage RRM Vehicle Maintenance 0-01-26-315-000-613	740972	
12/01/20	WORKS	20-01640	192 Metal grinding disc#66 742781	33.90	Garage G&T Vehicle Maintenance 0-01-26-315-000-613	742781	
12/01/20	WORKS	20-01640	193 2.5 gAL GRAS/weed kllr 740523	79.99	Garage G&T Vehicle Maintenance 0-01-28-375-000-204	740523	
12/01/20	WORKS	20-01640	194 1x5 Sprinkler line 742125	10.95	P&ST Grounds Maintenance Materials 0-01-28-375-000-204	742125	
12/01/20	WORKS	20-01640	195 Poly barb 742125	8.80	P&ST Grounds Maintenance Materials 0-01-28-375-000-204	742125	
12/01/20	WORKS	20-01640	196 Pinch clamp 742125	8.49	P&ST Grounds Maintenance Materials 0-01-28-375-000-204	742125	
12/01/20	WORKS	20-01640	197 Link stihl chain 732360	36.54	P&ST Grounds Maintenance Materials 0-01-28-375-000-204	732360	
12/01/20	WORKS	20-01640	198 Gal bar oil 732360	27.18	P&ST Grounds Maintenance Materials 0-01-28-375-000-204	732360	
12/01/20	WORKS	20-01640	199 Blk cable ties 737689	27.18	P&ST Grounds Maintenance Materials 0-01-28-375-000-204	737689	
12/01/20	WORKS	20-01640	200 Blk cable ties 737689	25.48	P&ST Grounds Maintenance Materials 0-01-28-375-000-204	737689	
12/01/20	WORKS	20-01640	201 Blk cable ties 737854	13.59	P&ST Grounds Maintenance Materials 0-01-28-375-000-204	737854	
12/01/20	WORKS	20-01640	202 Power equip parts 733825	38.97	P&ST Grounds Maintenance Materials 0-01-28-375-000-204	733825	
12/01/20	WORKS	20-01640	203 Bolts & Nuts	24.65	P&ST Grounds Maintenance Materials 0-01-28-375-000-205	744274	
12/01/20	WORKS	20-01640	204 35FT green multicord 73885	19.54	P&ST Tools 0-01-29-401-000-200	738885	
12/01/20	WORKS	20-01640	205 24hr progtimer 742664	33.98	Downtown Maintenance - OE 0-01-29-401-000-200	742664	

Attachment: bill list 12-1-2020 detail (6934 : Authorize Payment of Bills -)

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
12/01/20	WORKS	20-01640	206 Adapter 742713	5.52	Downtown Maintenance - OE 0-01-29-401-000-200	742713	
12/01/20	WORKS	20-01640	207 Padlock 742713	30.58	Downtown Maintenance - OE 0-01-29-401-000-200	742713	
12/01/20	WORKS	20-01640	208 single cut key 742713	8.00	Downtown Maintenance - OE 0-01-29-401-000-200	742713	
12/01/20	WORKS	20-01640	209 Blk cable ties 743609	25.48	Downtown Maintenance - OE 0-01-29-401-000-200	743609	
12/01/20	WORKS	20-01640	210 Redmax/Shin Mixing Oil	15.99	Downtown Maintenance - OE 0-07-55-502-004-201	743018	
12/01/20	WORKS	20-01640	211 10" Nylon lift sling	114.72	Sewer Operating Supplies 0-07-55-502-004-201	743349	
12/01/20	WORKS	20-01640	212 12oz WD40	15.28	Sewer Operating Supplies 0-07-55-502-004-201	744419	
12/01/20	WORKS	20-01640	213 Bolts&Nuts	20.00	Sewer Operating Supplies 0-07-55-502-004-201	743936	
12/01/20	WORKS	20-01640	214 flat washer	47.00	Sewer Operating Supplies 0-07-55-502-004-201	743936	
12/01/20	WORKS	20-01640	215 Bolts&Nuts	7.50	Sewer Operating Supplies 0-07-55-502-004-201	743936	
12/01/20	WORKS	20-01640	216 Scoop poly- 744757	33.99	Sewer Operating Supplies 0-07-55-502-004-205	744757	
12/01/20	WORKS	20-01640	217 Rust spr 740589	13.24	Sewer Operating Tools 0-07-55-502-004-403	740589	
12/01/20	WORKS	20-01640	218 1/4 snap toggle 735597	28.88	Sewer Operating Equipment Maintenance C-04-31-091-00A-570	735597	
12/01/20	WORKS	20-01640	219 PVC Dwg pipe 741505	19.54	3191A DSC Transfer Station Bldg Mntn C-04-31-091-00A-580	741505	
12/01/20	WORKS	20-01640	220 AO solv cement 741505	11.04	3191A DCS Transfer Stat Remed/Redev LSRP C-04-31-091-00A-580	741505	
P.O. Total:				2,929.15	3191A DCS Transfer Stat Remed/Redev LSRP		
12/01/20	WORKS	20-02439	THEEARD THE EARDLY T. PETERSEN CO. 1 VACUUM CLEANER SERVICE/BAGS	153.50	0-01-26-310-000-201 PB&G Supplies and Materials		
12/01/20	WORKS	20-02436	TRIOUS25 TRIUS INC 1 Tail light #18	180.87	0-01-26-315-000-601 Garage RRM Equipment Maintenance	SI067505	
12/01/20	WORKS	20-00224	UNIONC64 UNION COUNTY UTILITES AUTHORIT 20 Tipping Fees - October 2020	65,214.12	0-01-26-308-000-200 Disposal Charges	OCTOBER 2020	
12/01/20	WORKS	20-00224	21 Tipping Fee REBATE	10,057.44	0-01-26-308-000-200 Disposal Charges	OCTOBER 2020	
P.O. Total:				55,156.68			
12/01/20	WORKS	20-00207	USMUNI38 US MUNICIPAL SUPPLY INC 6 2249 SC Heavy Truck singl	695.01	0-01-26-290-000-201	1159553	

Attachment: bill list 12-1-2020 detail (6934 : Authorize Payment of Bills -)

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
12/01/20	WORKS	20-00207	7 2247 SC Heavy Truck singl	695.01	RRM Supplies 0-01-26-290-000-201	1159553	
12/01/20	WORKS	20-00207	9 Freight	50.00	RRM Supplies 0-01-26-290-000-201	6174624	
P.O. Total:				1,440.02	RRM Supplies		
12/01/20	WORKS	20-01641	WBMASON W.B. MASON CO, INC 63 HEWCR283A TONER, F/M127-1.5K	94.48	0-01-32-465-000-201	215405007	
12/01/20	WORKS	20-01641	91 INK CARTRIDGE/OFFICE SUPPLIES	156.83	CS Supplies and Materials 0-01-26-310-000-201		
12/01/20	WORKS	20-01641	92 Cleaning Supplies-41 Chthm Rd	701.36	PB&G Supplies and Materials 0-01-26-310-000-201		
12/01/20	WORKS	20-01641	93 AAA Batteries	32.40	PB&G Supplies and Materials 0-01-32-465-000-701		
12/01/20	WORKS	20-01641	94 Hand sanitizer	59.90	CS Equipment 0-01-32-465-000-701		
12/01/20	WORKS	20-01641	95 Pendaflex alpha folders	95.16	CS Equipment 0-01-32-465-000-701		
P.O. Total:				1,140.13	CS Equipment		
12/01/20	WORKS	20-00243	WEIGHT50 WEIGHTS & MEASURES FUND 4 Nick Montagna license renewal	150.00	0-01-26-306-000-216	189269	
					TS Facility Licenses		
12/01/20	WORKS	19-03219	WELDON25 WELDON ASPHALT DIVISION 10 5/8 Base	3,668.82	C-04-31-014-00A-062	3071696	
12/01/20	WORKS	19-03219	11 ESC	4.78	3114A DCS Transfer Station UST-LSRP	3071696	
P.O. Total:				3,673.60	C-04-31-014-00A-062	3071696	
					3114A DCS Transfer Station UST-LSRP		
12/01/20	WORKS	20-01642	WELDON25 WELDON ASPHALT DIVISION 25 I-5 FABC	2,108.26	0-01-26-290-000-211	3071696	
12/01/20	WORKS	20-01642	26 ESC	4.14	RRM Road Materials 0-01-26-290-000-211	3071696	
12/01/20	WORKS	20-01642	27 Tac Kote Pail	55.00	RRM Road Materials 0-01-26-290-000-211	3071696	
12/01/20	WORKS	20-01642	28 Concrete Tandem	500.00	RRM Road Materials 0-01-26-308-000-200	3071696	
P.O. Total:				2,667.40	Disposal Charges		
12/01/20	WORKS	20-02181	WELDON25 WELDON ASPHALT DIVISION 5 ESC - Elm Place	31.56	C-04-32-013-00E-120	3071696	
12/01/20	WORKS	20-02181	6 I-5 FABC - Elm Place	15,987.04	3213E Elm Place Improvements C-04-32-013-00E-120	3071696	

Attachment: bill list 12-1-2020 detail (6934 : Authorize Payment of Bills -)

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
12/01/20	WORKS	20-02181	7 Tac-kote Pail - Elm Place	55.00	3213E Elm Place Improvements C-04-32-013-00E-120	3071696	
12/01/20	WORKS	20-02181	8 I5 FABC - Franklin Place	19,695.66	3213E Elm Place Improvements C-04-32-013-00E-160	3071696	
12/01/20	WORKS	20-02181	9 ESC - Franklin Place	38.88	3213E Public Works Paving Program C-04-32-013-00E-160	3071696	
12/01/20	WORKS	20-02181	10 RAP Single Axle	6,500.00	3213E Public Works Paving Program C-04-32-013-00E-160	3071696	
12/01/20	WORKS	20-02181	11 RAP Tandem	1,500.00	3213E Public Works Paving Program C-04-32-013-00E-160	3071696	
P.O. Total:				43,808.14	3213E Public Works Paving Program		
12/01/20	WORKS	20-02533	WOERNERM WOERNER, MICHAEL R 1 SUBSTITUTE COVERAGE 11/17/2020	225.00	0-18-00-701-000-104 UCC Overtime	11/17/2020	
12/01/20	WORKS	20-01980	WURTHUSA WURTH USA INC 1 Vehc maint	30.56	0-01-26-315-000-201 Garage Supplies and Materials	96781012	
12/01/20	WORKS	20-02124	WURTHUSA WURTH USA INC 1 Veh Maint restock	249.45	0-01-26-315-000-201 Garage Supplies and Materials	96803302	
Total for Batch: WORKS				593,490.55			
Total for Date: 12/01/20				826,470.77	Total for All Batches:		

Attachment: bill list 12-1-2020 detail (6934 : Authorize Payment of Bills -)

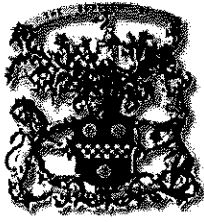
	Batch Id	Batch Total
Total for Batch:	ADMIN	22,151.91
Total for Batch:	FINANCE	26,330.06
Total for Batch:	PARKDCP	45,574.33
Total for Batch:	SAFETY	138,923.92
Total for Batch:	WORKS	593,490.55
Total of All Batches:		826,470.77

Attachment: bill list 12-1-2020 detail (6934 : Authorize Payment of Bills -)

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
Current Fund	0-01	314,259.12	230.00	0.00	314,489.12
Sewer Operating	0-07	41,418.57	0.00	0.00	41,418.57
Parking Operating	0-09	1,074.01	0.00	0.00	1,074.01
Uniform Construction Code	0-18	787.00	0.00	0.00	787.00
Recreation Trust	0-28	49,534.46	145.00	0.00	49,679.46
Year Total:		407,073.16	375.00	0.00	407,448.16
Current Fund	9-01	52,365.30	0.00	0.00	52,365.30
General Captial	C-04	360,515.94	0.00	0.00	360,515.94
Sewer Capital	C-06	2,803.00	0.00	0.00	2,803.00
Year Total:		363,318.94	0.00	0.00	363,318.94
Self Insurance Trust	T-13	3,338.37	0.00	0.00	3,338.37
Total of All Funds:		826,095.77	375.00	0.00	826,470.77

Attachment: bill list 12-1-2020 detail (6934 : Authorize Payment of Bills -)





# **Borough of Chatham**

**BOROUGH HALL  
BOROUGH CLERK'S OFFICE  
54 FAIRMOUNT AVENUE  
CHATHAM, NEW JERSEY 07928  
973-635-0674 Ext. 203 • [www.chathamborough.org](http://www.chathamborough.org)**

Date: November 19, 2020

Memo To: NJ Department of Transportation  
Office of Planning and Advocacy  
Morris County Planning Board  
Chatham Borough Planning Board  
Municipal Clerks: City of Summit, Township of Millburn and Township Clerk

## **RE: NOTICE OF PENDING LAND DEVELOPMENT ORDINANCE #20-15**

To Whom It May Concern:

Pursuant to the requirements of the Municipal Land Use Law N.J.S.A. 40:55D-15, I have transmitted via email a copy of the following ordinance introduced by the Borough Council of the Borough Chatham on November 09, 2020 entitled:

### **ORDINANCE #20-15**

ORDINANCE OF THE BOROUGH OF CHATHAM, COUNTY OF MORRIS, STATE OF NEW JERSEY, AMENDING AND SUPPLEMENTING THE DEFINED TERMS ESTABLISHED IN CHAPTER 165 OF THE CODE OF THE BOROUGH OF CHATHAM ENTITLED "LAND DEVELOPMENT REGULATIONS"

This Ordinance will be considered for final passage and adoption at a public hearing to be held as follow:

### **PUBLIC HEARING DATE**

DECEMBER 14, 2020

6:00 p.m.

### **MEETING LOCATION**

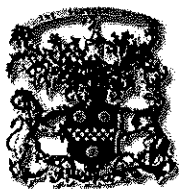
Due to the restrictions on public gathering under the State of Emergency, the meeting will be held virtually via Zoom. For those wishing to participate may do so as follow:

- Phone Access: 929-205-6099 (Meeting ID: 829 9983 3842)
- Online Access: <https://us02web.zoom.us/j/82999833842?pwd=dGRmNVhqV1FqWCtCVkd1QXVNaFRRTU09>



Tamar Lawful, RMC  
Borough Clerk  
Borough of Chatham  
Tele: 973-635-0674 Ext. 203  
Tlawful@Chathamborough.org

Enclosure: Ordinance # 20-15  
Sent via e-mail



Incorporated 1897

# Borough of Chatham

## BOROUGH HALL

54 FAIRMOUNT AVENUE • CHATHAM • NEW JERSEY 07928

### ORDINANCE #20-15

#### ORDINANCE OF THE BOROUGH OF CHATHAM, COUNTY OF MORRIS, STATE OF NEW JERSEY, AMENDING AND SUPPLEMENTING THE DEFINED TERMS ESTABLISHED IN CHAPTER 165 OF THE CODE OF THE BOROUGH OF CHATHAM ENTITLED "LAND DEVELOPMENT REGULATIONS"

**WHEREAS**, the Mayor and Borough Council recently amended Chapter 165 of the Chatham Borough Land Development Ordinance to include medical services as a permitted use in the B-5 (Business) Zone District; and

**WHEREAS**, the Mayor and Borough Council wish to amend Chapter 165-10 to delete the current definition of "medical services" and provide for clear and comprehensive definitions of medical services and related uses in order to guide the use and development of property in the Borough.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of Chatham Borough, in the County of Morris, New Jersey, as follows:

**Section 1.** Chapter 165-10 of the Borough Code entitled "Definitions" is hereby amended to delete the definition of "Medical Services" and insert the following new definitions:

§165-10 Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

Insert new.

#### **MEDICAL SERVICES**

Diagnostic Laboratory or a state-licensed ambulatory care facility for examining and treating patients with medical problems on an outpatient basis, including ambulatory surgical care or similar medical services that require a stay of less than 24 hours, including treatment, diagnostic services, radiological services, training, administration, and services to outpatients, employees, or visitors. Medical services does not include hospitals or residential care facility.

#### **DIAGNOSTIC LABORATORY**

A facility for scientific laboratory analysis of medical resources for the analysis of blood, tissue, or other human medical products.

#### **RESIDENTIAL CARE FACILITY**

Any facility licensed by the state department of human services, public or private, which for gain or otherwise, regularly provides one or more persons with 24-hour per day substitute care, food, lodging, training, education, supervision, habilitation, rehabilitation, and medical treatment they need, but which for any reason cannot be furnished in the person's own home.

**HOSPITAL**

Licensed hospitals and similar facilities engaged primarily in providing diagnostic services and extensive medical treatment, including surgical and other hospital services. These establishments have an organized medical staff, inpatient beds, and equipment and facilities to provide complete health care and are licensed by the state as hospitals.

**Section 2.** If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, clause or provision so adjudged and the remainder of the Ordinance shall be deemed valid and effective.

**Section 3.** All Ordinances or parts of Ordinances of Chatham Borough inconsistent herewith are repealed to the extent of such inconsistency.

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

###

Introduced: November 9, 2020



copy: Acting DCS Dir  
Zoning Officer  
Land Use Asst

## THE TOWNSHIP OF MILLBURN

375 MILLBURN AVENUE  
MILLBURN, NEW JERSEY 07041

OFFICE OF TOWNSHIP CLERK

(973) 564-7073  
FAX (973) 564-7468

November 12, 2020

Township of Union	Township of Maplewood
Township of Springfield	City of Summit
Township of Livingston	Borough of Chatham
Township of West Orange	Borough of Florham Park
Morris County Planning Board	Millburn Board of Education
Essex County Planning Board	Millburn Township Chamber of Commerce
Union County Planning Board	NJ Business Action Center, Office of Planning & Advocacy

Re: Notice of Introduction of Ordinances # 2566-20 & # 2567-20

Pursuant to the requirements of the Municipal Land Use Law, I transmit herewith, by e-mail with confirmation that e-mail was delivered, a copy of the following ordinances entitled:

### ORDINANCE 2566-20

**ORDINANCE TO AMEND AND SUPPLEMENT THE DEVELOPMENT REGULATIONS AND ZONING  
ORDINANCE OF THE TOWNSHIP OF MILLBURN TO PERMIT SHORT TERM RENTALS AS AN  
ACCESSORY USE IN CERTAIN RESIDENTIAL ZONING DISTRICTS**

### ORDINANCE NO. 2567-20

**ORDINANCE TO AMEND AND SUPPLEMENT THE DEVELOPMENT REGULATIONS AND ZONING  
ORDINANCE OF THE TOWNSHIP OF MILLBURN AND TO ADOPT THE REVISED OFFICIAL ZONING  
MAP OF THE TOWNSHIP**

The above referenced ordinances in full are attached. The ordinances were introduced at a Regular Meeting of the Township Committee of the Township of Millburn held on November 10, 2020, and will be considered for final passage and adoption at a public hearing held on December 15, 2020 at 7:00 p.m. at the Millburn Township Municipal Building, 375 Millburn Avenue, Millburn, New Jersey.

Sincerely,

Christine A. Gatti, RMC  
Municipal Clerk

Enclosure  
Sent via e-mail

Communication: Millburn Twp. - Public Hearing on 12/15/2020, re Land Use Ordinances - Permit short-term rentals as accessory uses and Adopt

**TOWNSHIP OF MILLBURN  
ORDINANCE 2566-20  
ORDINANCE TO AMEND AND SUPPLEMENT THE DEVELOPMENT REGULATIONS AND ZONING  
ORDINANCE OF THE TOWNSHIP OF MILLBURN TO PERMIT SHORT TERM RENTALS AS AN  
ACCESSORY USE IN CERTAIN RESIDENTIAL ZONING DISTRICTS**

*Statement of Purpose: The purpose of this Ordinance is to make Short Term Rentals a permitted accessory use in certain residential zones under the Zoning Ordinance of the Township.*

**WHEREAS**, the number of short term rentals (generally defined as stays of 30 days or less) of dwelling units; individual rooms within dwelling units; and building, structures and uses accessory to dwelling units has grown rapidly in recent years, aided in large part by the creation of Internet-based home-sharing hosting platforms which can create an easy connection between property owners and individuals looking for short term rental housing; and

**WHEREAS**, short term rentals may provide a reliable source of income for Township homeowners; and

**WHEREAS**, the Township Committee has determined that it is in the public interest to permit short term rentals as an accessory use in the R-3 through R-8 residential zoning districts within the Township on a limited basis, subject to compliance with the relevant provisions of Section 4-42 of the Township Code; and

**WHEREAS**, short term rentals, as reasonably regulated, are consistent with the goals of the objectives of the Township's Master Plan.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MILLBURN IN THE COUNTY OF ESSEX, AND STATE OF NEW JERSEY, as follows:**

**Section 1.** Article 3 of the Township of Millburn Development Regulations and Zoning Ordinance is hereby amended, supplemented and revised by the addition of a new definition in Section 301 entitled "Words and Phrases Defined" as follows:

**Short-Term Rental:** Rental of an Owner-Occupied dwelling unit, or any part of a dwelling unit, including any accessory building, structure or use to the dwelling unit, which dwelling unit is regularly used and kept open as such for the lodging of guests, and which is advertised or held out to the public as a place regularly rented to transient occupants, as that term is defined in Section 4-42.1 of the Revised General Ordinances of the Township, for twenty-eight (28) consecutive days or less up to a cumulative total period of not to exceed sixty (60) days in a calendar year, excluding community residences, shelters, adult family care homes, a residence temporarily occupied by the Owner of another residential property within the Township then undergoing construction activity, or the extension, on a month-to-month basis, of an existing lease with a term of at least six months duration, by the existing tenant.

**Section 2.** Article 6 of the Township of Millburn Development Regulations and Zoning Ordinance entitled "Zoning Provisions" is hereby amended, supplemented and revised as follows:



- a) Section 606.2 c entitled "Accessory Uses" is amended to include a new Subsection 3 to read:

606.2 c 3 Short Term Rentals as defined herein and as regulated by Section 4:42 of the Revised General Ordinances of the Township of Millburn.

- b) Section 606.4 entitled "Residential R-8" is amended to include a revised Subsection c entitled "Accessory Uses" to read:

c. Accessory Uses

Same as Section 606.2 c except that Attached Dwellings and Apartments shall not be utilized for Short Term Rentals pursuant to Section 606.2 c 3.

**Section 3.** All other provisions of the Township of Millburn Development Regulations and Zoning Ordinance shall be unaffected and are hereby continued.

**Section 4.** All other Ordinances, parts of Ordinances, or other local requirements that are inconsistent or in conflict with this ordinance are hereby superseded to the extent of any inconsistency or conflict, and the provisions of this Ordinance shall apply.

**Section 5.** This Ordinance shall be so construed as not to conflict with any provision of New Jersey or Federal laws. Notwithstanding that any provision of this Ordinance is, for any reason, held to be invalid or unconstitutional by a Court of competent jurisdiction, such a decision shall not affect the validity of the remaining portions of this Ordinance, which shall continue to be of full force and effect. The provisions of this Ordinance shall be cumulative with, and not in substitution for, all other applicable zoning, planning and land use regulations.

**Section 6.** The Township Clerk is hereby directed to give notice at least ten days prior to hearing on the adoption of this Ordinance to the County Planning Board and to all other persons entitled to notice pursuant to N.J.S.A. 40:55D-15 and N.J.S.A. 40:55D-63 (if required). Upon the adoption of this Ordinance after public hearing thereon, the Township Clerk is further directed to publish notice of the passage thereof and to file a copy of the Ordinance as finally adopted with the Essex County Planning Board as required by N.J.S.A. 40:55D-16.

**Section 7.** This Ordinance shall take effect sixty (60) days following its adoption.

Introduced: 11/10/2020

**TOWNSHIP OF MILLBURN  
ORDINANCE NO. 2567-20  
ORDINANCE TO AMEND AND SUPPLEMENT THE DEVELOPMENT REGULATIONS AND ZONING  
ORDINANCE OF THE TOWNSHIP OF MILLBURN AND TO ADOPT THE REVISED OFFICIAL ZONING  
MAP OF THE TOWNSHIP**

**Statement of Purpose:** *The purpose of this Ordinance is to adopt an updated and revised Official Zoning Map of the Township for inclusion in the Development Regulations and Zoning Ordinance of the Township to accurately depict the Township's Zoning Districts.*

**WHEREAS,** the Township Committee has determined that it is in the public interest to update the current Official Zoning Map, last revised in August 2008; and

**WHEREAS,** the firm of Civil Solutions, a professional engineering consulting firm retained by the Township, has prepared an updated Official Map revised to August 2020, a copy of which is attached hereto; and

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MILLBURN IN THE COUNTY OF ESSEX, AND STATE OF NEW JERSEY, as follows:**

**Section 1.** Article 6 of the Township of Millburn Development Regulations and Zoning Ordinance entitled "Zoning Provisions" – Section 602 – entitled "Zoning Map" is hereby amended and revised at Section 602 a entitled "Zoning Map Adopted" to read as follows:

- a. Zoning Map Adopted:  
The boundaries of the zoning districts are established on the Zoning Map dated August, 2020 which is hereby made a part of this Ordinance. (The map may be found in the Appendix as Schedule D.)

**Section 2.** All other provisions of the Township of Millburn Development Regulations and Zoning Ordinance shall be unaffected and are hereby continued.

**Section 3.** All other Ordinances, parts of Ordinances, or other local requirements that are inconsistent or in conflict with this Ordinance are hereby superseded to the extent of any inconsistency or conflict, and the provisions of this Ordinance shall apply.

**Section 4.** This Ordinance shall be so construed as not to conflict with any provision of New Jersey or Federal laws. Notwithstanding that any provision of this Ordinance is, for any reason, held to be invalid or unconstitutional by a Court of competent jurisdiction, such a decision shall not affect the validity of the remaining portions of this Ordinance, which shall continue to be of full force and effect. The provisions of this Ordinance shall be cumulative with, and not in substitution for, all other applicable zoning, planning and land use regulations.

**Section 5.** The Township Clerk is hereby directed to give notice at least ten days prior to hearing on the adoption of this Ordinance to the County Planning Board and to all other persons entitled to notice

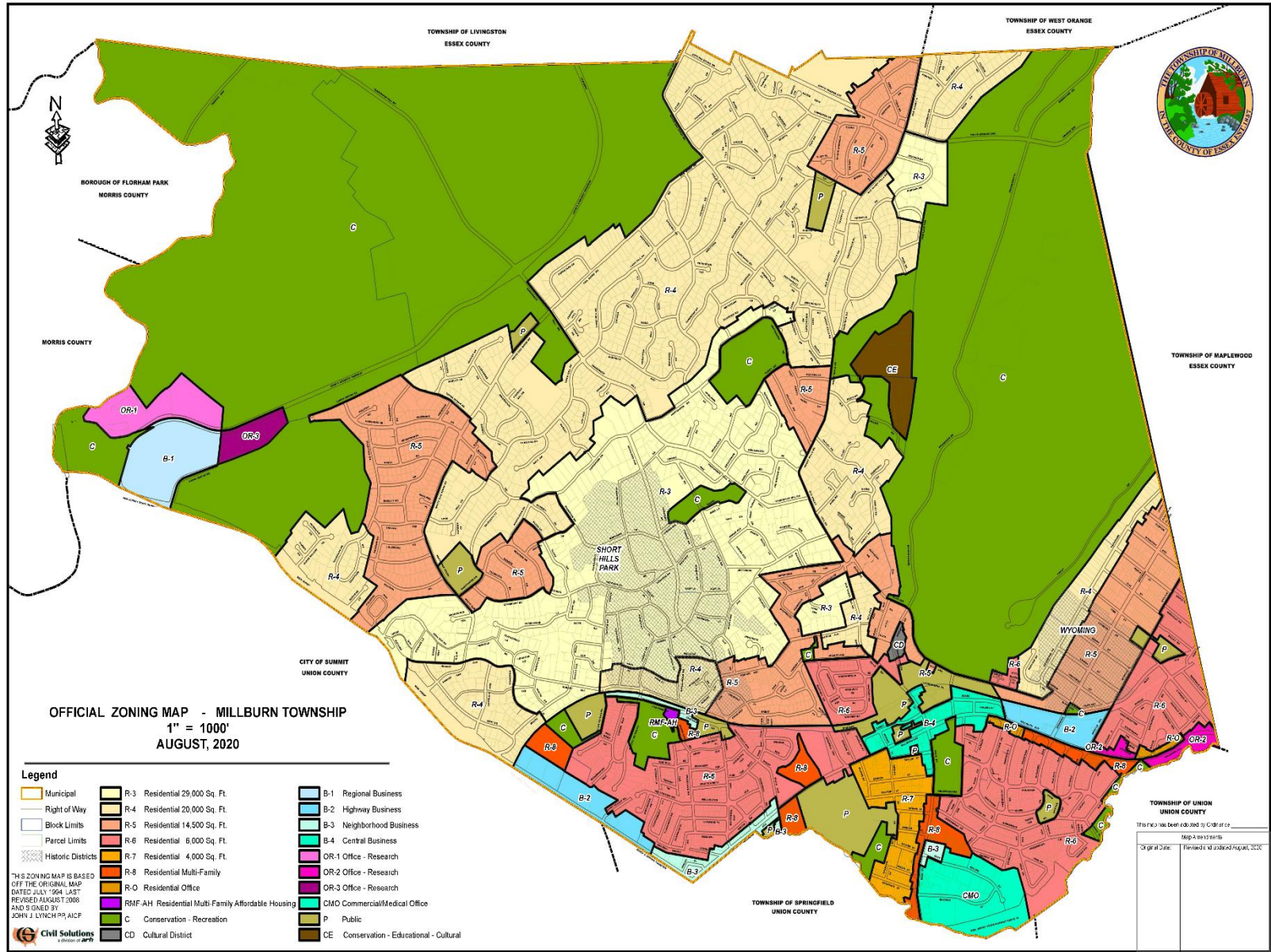


pursuant to N.J.S.A. 40:55D-15 and N.J.S.A. 40:55D-63 (if required). Upon the adoption of this Ordinance after public hearing thereon, the Township Clerk is further directed to publish notice of the passage thereof and to file a copy of the Ordinance as finally adopted with the Essex County Planning Board as required by N.J.S.A. 40:55D-16.

**Section 6.** This Ordinance shall take effect as provided by law.

Introduced: 11/10/2020

SCHEDULE D



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## UNION COUNTY BOARD OF CHOSEN FREEHOLDERS

ORDINANCE NUMBER: 821-2020  
DATE OF INTRODUCTION: 11/12/2020  
DATE OF ADOPTION:

11/12/2020

AN ORDINANCE TO AMEND "THE LAWS OF UNION COUNTY: ADMINISTRATIVE CODE AND POLICIES AND GENERAL LEGISLATION" BY AMENDING: *PART 1-UNION COUNTY ADMINISTRATIVE CODE*, CHAPTER 1, UNION COUNTY GOVERNMENT STRUCTURE, ARTICLE XVI-DEPARTMENT OF HUMAN SERVICES; CHAPTER 2, ADMINISTRATIVE LEGISLATION, ARTICLE V-FISCAL PROVISIONS; AND, CHAPTER 49, FEES, ARTICLE V-ENGINEERING & PUBLIC WORKS FEES.

**BE IT ORDAINED** by the Board of Chosen Freeholders of the County of Union that the "Laws of Union County" are hereby amended as follows, to be incorporated within the body of same upon electronically updating and or reprinting of same:

- (A.) In each and every instance within the Laws that a gender specific pronoun is used (including but not limited to: his, her, his/her, his or her, him, him/her, him/herself, she, he, himself, herself), any such word that can be changed to a title or other noun specific to the circumstance, shall be so changed; in all other instances, the gender specific pronoun shall be changed to the appropriate non-gender specific pronoun (including but not limited to: they, them, their, themselves, theirs); and

Continued...

INTRODUCTION				RECORD OF VOTE				FINAL ADOPTION							
FREEHOLDER	Aye	Nay	Abs	Pass	Ord.	Sec	NP	FREEHOLDER	Aye	Nay	Abs	Pass	Ord.	Sec	NP
GARRETSON	✓							GARRETSON							
GRANADOS	✓							GRANADOS							
HUDAK	✓							HUDAK							
KOWALSKI	✓					✓		KOWALSKI							
PALMIERHMOUDED							✓	PALMIERHMOUDED							
STATEN	✓							STATEN							
WILLIAMS	✓				✓			WILLIAMS							
MIRABELLA CHAIRMAN	✓							MIRABELLA CHAIRMAN							

APPROVED AS TO FORM

COUNTY ATTORNEY

I hereby certify the above is an original ordinance adopted by the Board of Chosen Freeholders of the County of Union on the aforementioned date.

CLERK

NO SUFFICIENCY  
OF FUNDS REQUIRED

I hereby certify this is a true copy of a ordinance adopted by the Board of Chosen Freeholders of the County of Union on the aforementioned date.

CLERK

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- (B.) That effective January 1, 2021, in each and every instance within the Laws that the phrase Board of Chosen Freeholders, Chosen Freeholder, Freeholder or similar are used, they shall be changed respectively to Board of County Commissioners, County Commissioner, Commissioner or similar; and

**BE IT FURTHER ORDAINED** by the Board of Chosen Freeholders of the County of Union that the "Laws of Union County" are hereby amended as outlined in the attached Schedule A:

## SCHEDULE A

### PART I - ADMINISTRATIVE CODE

#### ARTICLE XVI, Department of Human Services

[Amended: 7-18-1991 by Ord. No. 337; 6-20-2002 by Ord. No. 553; 4-10-2003 by Ord. No. 569; 9-14-2006 by Ord. No. 636; 4-30-2015 by Ord. 2015-764; 3-10-2016 by Ord. 2016-775; 7-20-2017 by Ord. 2017-785; 12-7-2017 by Ord. 2017-789; 10-4-1028 by Ord. 798-2018; 12-13-2018 by Ord. 802-2018]

#### § 1-97. Division of Outreach and Advocacy

[Amended 12-13-2018 by Ord. 802-2018]

A. Under the direction and supervision of the Director of Human Services, the Division of Outreach and Advocacy functions and responsibilities shall include:

- (1) Identifying and assessing the needs of community residents and identifying gaps in services in order to plan for and stimulate, in cooperation with governmental and voluntary agencies and citizens groups, solutions to address needs and assist residents to thrive.
- (2) Implementing effective marketing, including consolidating and disseminating information through various forms that informs community residents of resources available.
- (3) Improving access to information and other resources through outreach, advocacy, referral, and case management.
- (4) Identifying areas in need of consumer and/or legislative advocacy to improve access to services and improve quality of life for residents of the County.
- (5) Assessing social service provision, workflow and efficiency, in an effort to improve consumer satisfaction.
- (6) Operate and maintain the Director's Action Line.

B. Division head. There may be a Director of the Division of Outreach and Advocacy who serves as the head of the Division and shall be responsible to the Director of the Department of Human Services for its operation.

C. Subdivisions. Within the Division of Outreach and Advocacy shall be the following subdivisions:

- (1) Office of Human Services Constituent Relations (OHSCR)
- (2) Office of Analytics, Research and Evaluation (OARE)

#### D. Office of Human Services Constituent Relations (OHSCR)

No Change



## E. Office of Analytics, Research and Evaluation (OARE)

(1) Under the direction of and supervision of the Director of the Division of Outreach and Advocacy, the Office of Analytics, Research and Evaluation's (OARE) functions and responsibilities include:

- (a) Conducts research to procure community-ready information about the work of DHS
- (b) Advices and supports the department's technology planning and implementation
- (c) Supports polity development, quality improvement, planning and decision-making through research, analysis and engagement.

## Chapter 2, ADMINISTRATIVE LEGISLATION

[HISTORY: This Chapter was added on 4-10-03 by Ord. No. 569]

### ARTICLE V, Fiscal Provisions

[Amended 4-10-2003 by Ord. No. 569]

#### § 2-38. Central payroll.

[Amended 1-30-1992 by Ord. No. 358]

Salaries, wages and other compensation of exclusionary employees of the County shall be paid semi-monthly, i.e., payment to be made on the 15<sup>th</sup> and 30<sup>th</sup> of each month or the last business day prior thereto. Salaries, wages and other compensation of members of collective bargaining units shall be paid as set forth in their respective negotiated agreements. The head of each department, office or agency shall certify to the Department of Finance, at such times and in such form as it shall prescribe, the names and positions of all persons employed in or by the department who are entitled to be paid in the next ensuing payroll for the County. The comptroller shall then complete a central payroll for the County.

#### § 2-39. Advance Payment for Travel

The County of Union does hereby authorize the payment of advances to officers and employees towards their expenses for authorized official travel and expenses incident thereto. Such payment will only be made upon the verification and adjustment of such expenses and advances, and the repayment of any excess advanced, by means of a detailed bill of items and the certification of same, pursuant to procedures established by the Department of Finance. Any such certification or affidavit shall be submitted within 10 days after the completion of the travel for which any advance was made.

## Chapter 49, FEES

[HISTORY: Adopted by the Board of Chosen Freeholders of the County of Union as indicated in article histories. Amendments noted where applicable.]

### Article V, Engineering & Public Works Fees

[Adopted 4-27-2006 by Ord. No. 627. Amended 12-4-2008 by Ord. No. 676-2008; 6-25-2009 by Ord. No. 686-2009. Amended 7-20-2017 by Ord. 2017-785]

#### § 49-9. Tipping Fees Charged to Municipalities for Leaf Disposal.

The following fees are hereby established for individual municipalities to be charged when utilizing the County of Union Compost Facility:

- A. Tipping Fee of \$4.00 per cubic yard of un-compacted leaves accepted for composting at the County of Union Compost Facility;
- B. Tipping Fee of \$6.00 per cubic yard of compacted leaves accepted for composting at the County of Union Compost Facility.



# State of New Jersey

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

PHILIP D. MURPHY  
GOVERNOR

SHEILA Y. OLIVER  
LT. GOVERNOR

CATHERINE R. McCABE  
COMMISSIONER

Mail Code 401-04Q  
Division of Water Supply & Geoscience  
New Jersey Geological and Water Survey Element  
Bureau of Water Allocation & Well Permitting  
401 E. State Street - P.O. Box 420  
Trenton, New Jersey 08625-0420  
Tel #: (609) 984-6831 - Fax #: (609) 633-1231  
<https://www.nj.gov/dep/watersupply/>

### NOTICE OF APPLICATION

IN THE MATTER OF: New Jersey American Water Passaic

Application No. 5011 (5008X, WAP190001) to divert water from 8 existing and 1 proposed well in Summit City and Springfield Township, Union County, and Millburn Township, Essex County.

NOTICE OF APPLICATION, DEPARTMENT OF ENVIRONMENTAL PROTECTION, DIVISION OF WATER SUPPLY & GEOSCIENCE, TRENTON, NEW JERSEY. Pursuant to the provisions of the Water Supply Management Act, N.J.S.A. 58:1A et seq., New Jersey American Water Passaic, 167 John F Kennedy Parkway, Short Hills, New Jersey, 07078, filed an application on January 25, 2019 for approval of plans to divert 170.5 million gallons of water per month (MGM) and 1,528 million gallons of water per year (MGY), at a maximum rate of 3,992 gallons per minute (GPM) from 8 existing and 1 proposed wells, 76.8 to 462 feet deep completed in the Passaic Formation and Glacial Sand and Gravel aquifer. This request represents no increase in monthly or annual allocation limits. The maximum diversion rate will be reduced from 5,278 gpm to 3,992 gpm. This request represents an increase in the pump capacity of Well 20 from 350 gpm to 385 gpm and the addition of new Well 19 at a rate of 700 gpm. Wells 19 and 20 are located in Summit City, Union County off of Glenside Avenue. The diversion is to be used for public community supply.

Any person or interested party may request that a public hearing be scheduled regarding this application. Comments, including the request for the public hearing, must be submitted in writing. All comments must be received no later than 60 days from the publication date of this notice and submitted to:

Robert Hudgins, VIA EMAIL: [robert.hudgins@dep.nj.gov](mailto:robert.hudgins@dep.nj.gov)  
Mail Code 401-04Q  
Department of Environmental Protection  
Division of Water Supply & Geoscience  
P.O. Box 420  
Trenton, New Jersey 08625-0420

If a timely request is received during this period, or if it is determined by the Department that a hearing would be in the public interest, public notice will be given in order to schedule a public hearing pursuant to N.J.A.C. 7:19-2.8.

Communication: NJ American Water Company - Notice of Application to divert water from 8 existing and 1 proposed well in Summit City,

Upon completion of its review, the Department will make a final determination in the matter and the conditions to be contained within the permit, if issued.

The application and pertinent data may be examined, by appointment only, by contacting Robert Hudgins via email [robert.hudgins@dep.nj.gov](mailto:robert.hudgins@dep.nj.gov) of the Bureau of Water Allocation & Well Permitting. The Bureau of Water Allocation & Well Permitting can be contacted at (609) 984-6831.