

REGULAR MEETING  
TOWNSHIP COMMITTEE  
FEBRUARY 4, 2019

Chairperson Danna called to order a regular meeting of the Township Committee of the Township of Deerfield, County of Cumberland and State of New Jersey, at the Municipal Building, 736 Landis Avenue, Rosenhayn, at 7:01 p.m.

Chairperson Danna led the flag salute.

The Clerk took roll call and members present included Mr. Terrigno, Mr. Brago, Mr. Stanzione, Mrs. O'Brien and Mr. Danna.

PRESENTATION: Mark Blauer, Blauer Associates – Update on Receipt of DCA Grant – Public Facilities ADA Compliance.

Mark Blauer came before the Committee along with Bob Mulford of Fralinger Engineering. Mr. Blauer distributed a copy of the grant budget as presented to DCA. Mr. Blauer indicated that the grant award is the entire \$400,000 requested and effectively the same project that has been submitted 3 times before. He further indicated that the project is as proposed and the budget is the DCA budget and reflects what is in the application. Mr. Blauer stated that the match is \$60,000 and the match is going to be paying for Mr. Blauer's fees and most of the Engineer's fees and \$10,000 of the grant is also marked for Engineer fees.

Mr. Blauer noted that there is a 2-year project period and the project needs to be completed by December, 2020 (two building seasons). He further noted that when there is involved permitting a municipality may spend Year One designing and Year Two building. He confirmed that the Township will be spending \$60,000 of local money in order to get the \$400,000 and the money is for the 2 parks. Mr. Blauer also noted the Township needs to do what is stated in the Work Scope and if there is money left over DCA will entertain other ideas.

Mr. Blauer stated that he wrote to the DCA Administrator today and asking point blank if the competitive process used by the Township Committee last fall to choose a Township Engineer for all Township projects would suffice as procurement evidence. He further stated that he did receive a response and it was a "firm 'no' ". He further stated that he expected this and indicated that the Township's system of advertising didn't have scoring. The Clerk noted that she did forward Mr. Blauer's email on this matter to the Committee to make them aware that this might happen and that Mr. Blauer might have an answer for this evening's meeting. Mr. Blauer indicated that this aspect started with DCA grants back in 2017. He further indicated that he has been contending with this aspect in New York State since 2000 and New Jersey was slow to get on board and when they did they adopted the same process as New York. Mr. Blauer stated that when he gets a grant approved in New York State there is no local match requirement and is required to do RFPs and RFQs (Engineering). He further stated that he has to be project specific, include a scoring system (typically subjective factors – not just price) and has to be a free standing contract and cannot be added to the existing Engineering contract. Mr. Blauer noted that to be absolutely free of the advertising process is to put all the money into construction and the Township would be putting \$10,000 in to the match. Mr. Blauer asked for any questions.

Mrs. O'Brien asked what kind of latitude the Township has within the numbers and what does the checklist look like in DCA's eyes. Mr. Blauer noted that DCA is going to look at improvements and the primary consideration for accessibility is the project doing things that are necessary to comply with the Americans With Disability Act. He further noted that work needs to be good ADA related work and was the work done in the locations indicated. Mr. Blauer stated that if the Township wanted to spend more on walking paths than playground equipment, DCA doesn't get into that detail and the budget is merely an estimate. He further stated that something has already been done

on the work scope it doesn't need to be done again, but something else could be done as long as it pivots back to ADA compliance.

Mr. Blauer indicated that the time to ask for other ADA compliant uses of the money is at the end of the project. He further indicated that it's better to stick to things that the Engineer can defend as done in order to comply with ADA. Mrs. O'Brien, in wanting to be clear, asked how closely the schematic needed to be followed because there is a concern about the Township Festival that is held at this same location and how the Festival would impact the new ADA compliant walking path with cars driving over it to get to their locations. Mr. Blauer noted that everything does not need to get done as one contract and things can be split up into different contracts and with the 2-year time frame there should be a way of getting things done that it does not interfere with the Festival.

Mr. Mulford asked if the whole walking path would be affected or just certain areas such as access points. Mr. Mulford noted that the access points could be made out of thicker concrete.

Mr. Terrigno clarified that the schematic is not set in stone and if the Township wanted to change the pattern of the walking path that could be done. It was confirmed that the path could be changed.

Mr. Brago also had a concern about the walking path and would the path equal a quarter mile so that people would know 4 laps would equal a mile. Mr. Mulford indicated that it could be figured out.

Mr. Blauer reiterated that DCA will want to confirm that the Township worked in the park as indicated in the application, are the improvements essentially the type as described and does DCA feel comfortable that the money was used for things that could defend ADA compliance. Mrs. O'Brien confirmed that playground equipment must be ADA compliant and Mr. Blauer agreed.

Mr. Brago asked if three bids would be required with the purchase of any equipment or could State Contract be used. Mr. Blauer stated that anything that can be pulled from State Contract has been acceptable.

Mr. Blauer suggested that once an Engineer is on board that there be a sub-committee of the Township Committee with interested residents to work with the Engineering firm as it gets designed and everyone's interests are built into the project.

The Clerk went back to Mr. Blauer's comments about the procurement aspect and a possible extra \$10,000 by the Township. The Clerk also spoke with Mr. Blauer about clarifying that the \$400,000 needs to be "put up front" and reimbursed. Mr. Blauer indicated that should an invoice be received from a construction company and it is approved by engineering, it's paid by the Township and Mr. Blauer is submitting it to DCA online as a draw request, DCA is looking to see that there is an invoice, the approved purchase order, with the check number and approved check date. He further indicated that the money is then wired to the Township account and restored to the Township. He confirmed that once there are construction invoices the money is paid by the Township and then reimbursed by DCA. Mr. Terrigno and Mrs. O'Brien clarified that the Township needs to budget the money upfront. The Clerk noted that she did speak with the auditors about the upfront money and that it's do-able. She further noted that it would not have to be the whole \$460,000, but at least some type of reserve based on how the project will be broken down. Mrs. O'Brien inquired as to the turnaround time from DCA and getting reimbursed. Mr. Blauer stated that it's typically about 25 days to get money reimbursed.

Mr. Stanzione stated that the Township has already purchased some equipment for the parks which has not been installed. Mr. Stanzione inquired if Township could be

reimbursed for that. Mr. Blauer noted it's not necessarily in the comfort zone of DCA and the Township would have to define what it is.

Mr. Blauer also wanted to note that the Township needs to publish a Federal Environmental Notice saying that there is no significant impact on the environment. He indicated that it's something he can work on with the Clerk. Mr. Blauer stated that he has the Environmental Notice in draft but did not ask that it be published in order to not waste money in case the application did not work out. He further stated that costs could not be released prior to the notice of environmental conditions. Mr. Blauer asked if the equipment was specifically ADA compliant. Mr. Brago indicated that he was not clear on the framework and its need to be ADA compliant, but the swings themselves are not ADA accessible, but could look into purchasing ADA swings that could fit on the frame. It was noted that approximately \$8,000 have been put out for these swing sets. It was also noted that the swings could be put in Carmel Park if they can't be used for the project.

Mr. Terrigno stated that the Township needs to budget for the grant. Mr. Stanzione agreed and noted that there is a 2-year period of the grant and it's something that can be discussed with the auditor. The Clerk noted that the Township will need to have the Township's match budgeted as well as any additional money based on whether the project will get started this year.

Mrs. O'Brien noted that "ramped" equipment is more expensive and that money will get eaten up quickly. Mr. Brago also noted that decisions need to be made on the equipment being purchased as well as the surface around the equipment as wood chips are not going work.

Mr. Blauer stated that he would communicate with the Clerk and forward to her the draft of the Environmental Impact Notice and schedule a date to get that ad published and in 3 weeks ask for the release of funds which means there is no environmental impact conditions, there are no permits or issues with historical preservation or flood plains. He further stated that he can also put together the draft ad for Engineering and start by asking DCA if he can do Request for Qualifications. Mr. Blauer noted that the template will be similar to what he used with Hopewell Township 2 years ago when they had to hire an engineer for their senior center parking lot expansion. He further noted that Hopewell received 2 proposals. Mr. Blauer stated that he will put together the draft ad, include the Clerk in the communications with DCA and work out date for next week.

Mrs. O'Brien asked if Mr. Blauer had examples of other Townships or Cities that have received this type of grant. Mr. Blauer noted Upper Deerfield, Woodstown, Middle Township, Lower Township and a few others. The Committee thanked Mr. Blauer for his attendance this evening and the information provided.

Bob Mulford of Fralinger Engineering addressed the Committee. Mr. Mulford indicated that he has been working with the Township and preparing some deeds for Lincoln Square. He further indicted that while gather information for Lincoln Square West there is a church and road and there is no right-of-way where the road is. He also noted that on the other side there is a paper street and is not being used at all. Mr. Mulford recommended vacating that portion of the paper street and combining it with that portion of Lincoln Square West. Discussion was held as to whether or not Green Acres would need to be involved as Lincoln Square West is in Green Acres.

Mr. Terrigno asked Mr. Mulford to provide the Committee with a proposal as to what it would cost to rectify the situation and perhaps some options as to the Lincoln Square West side. Mrs. O'Brien questioned why the Township was looking into the westerly portion. Mr. Brago and Solicitor Testa reminded Mrs. O'Brien that the matter came up at a meeting and asked Fralinger's to look into the matter. Solicitor Testa noted that to file the action for Lincoln Square East the meets and bounds are necessary. Mr.

Stanzione asked if the matter with Lincoln Square West was affecting Lincoln Square East. Mr. Mulford said it did not affect Lincoln Square East. Mr. Stanzione questioned why the Township would do anything with the westerly portion. Mr. Terrigno noted that it made more sense to deal with it now while Fralinger's was taking care of the easterly portion. Mr. Brago inquired how long the description would be good for and Mr. Mulford noted one year. Solicitor Testa noted that if the Township was going to quite the title than the Township could do everything at one time.

Minutes

The Clerk presented the minutes of January 2, January 14 and January 16, 2019. Mrs. O'Brien made a motion, seconded by Mr. Terrigno to approve the minutes as written. The Committee approved.

Resolutions

The Clerk presented Resolution #19-24 - Rescinding Resolution No. 19-20 For The Transfer of Funds. Mr. Stanzione made a motion, seconded by Mrs. O'Brien to adopt Resolution #19-24. Roll Call Vote:

|               |     |              |     |
|---------------|-----|--------------|-----|
| Mr. Terrigno  | Yes | Mrs. O'Brien | Yes |
| Mr. Brago     | Yes | Mr. Danna    | Yes |
| Mr. Stanzione | Yes |              |     |

The Clerk presented Resolution #19-25 - Authorizing The Transfer Of Funds. Mr. Brago made a motion, seconded by Mr. Terrigno to adopt Resolution #19-25. Roll Call Vote:

|               |     |              |     |
|---------------|-----|--------------|-----|
| Mr. Terrigno  | Yes | Mrs. O'Brien | Yes |
| Mr. Brago     | Yes | Mr. Danna    | Yes |
| Mr. Stanzione | Yes |              |     |

The Clerk presented Resolution #19-26 - Awarding A Contract To Ross Environmental Solutions In The Sum of \$579.12. Mr. Terrigno made a motion, seconded by Mrs. O'Brien to adopt Resolution #19-26. Roll Call Vote:

|               |     |              |     |
|---------------|-----|--------------|-----|
| Mr. Terrigno  | Yes | Mrs. O'Brien | Yes |
| Mr. Brago     | Yes | Mr. Danna    | Yes |
| Mr. Stanzione | Yes |              |     |

The Clerk presented Resolution #19-27 - Awarding A Contract To South Jersey Water Test, LLC In The Sum Of \$5,814.50. Mr. Brago made a motion, seconded by Mrs. O'Brien to adopt Resolution #19-27. Roll Call Vote:

|               |     |              |     |
|---------------|-----|--------------|-----|
| Mr. Terrigno  | Yes | Mrs. O'Brien | Yes |
| Mr. Brago     | Yes | Mr. Danna    | Yes |
| Mr. Stanzione | Yes |              |     |

The Clerk presented Resolution #19-28- Amending The 2019 Temporary Budget. Mrs. O'Brien made a motion, seconded by Mr. Terrigno to adopt Resolution #19-28. Roll Call Vote:

|               |     |              |     |
|---------------|-----|--------------|-----|
| Mr. Terrigno  | Yes | Mrs. O'Brien | Yes |
| Mr. Brago     | Yes | Mr. Danna    | Yes |
| Mr. Stanzione | Yes |              |     |

The Clerk presented Resolution #19-29 – Authorizing The Exclusion Of The Public From A Meeting Of The Township Committee To Be Held On Monday, February 4, 2019 – Pertaining To Personnel. Mr. Brago made a motion, seconded by Mrs. O’Brien to adopt Resolution #19-29. Roll Call Vote

|               |     |              |     |
|---------------|-----|--------------|-----|
| Mr. Terrigno  | Yes | Mrs. O’Brien | Yes |
| Mr. Brago     | Yes | Mr. Danna    | Yes |
| Mr. Stanzione | Yes |              |     |

The Clerk presented Resolution #19-30 - Providing For The Cancellation Of Various Improvement Authorization Balances. Mr. Stanzione made a motion, seconded by Mrs. O’Brien to adopt Resolution #19-30. Roll Call Vote:

|               |     |              |     |
|---------------|-----|--------------|-----|
| Mr. Terrigno  | Yes | Mrs. O’Brien | Yes |
| Mr. Brago     | Yes | Mr. Danna    | Yes |
| Mr. Stanzione | Yes |              |     |

#### Ordinances

The Clerk presented Ordinance #2019-1 – First Reading Of An Ordinance Appropriating The Sum Of \$23,000 From The Capital Improvement Fund Of Deerfield Township For Various Improvements To The Deerfield Township Municipal Buildings and Grounds. Mr. Terrigno made a motion, seconded by Mrs. O’Brien to adopt Ordinance #2019-1 on first reading and to set Wednesday, February 20, 2019 for second reading, public hearing and final adoption. Roll Call Vote:

|               |     |              |     |
|---------------|-----|--------------|-----|
| Mr. Terrigno  | Yes | Mrs. O’Brien | Yes |
| Mr. Brago     | Yes | Mr. Danna    | Yes |
| Mr. Stanzione | Yes |              |     |

#### Old Business

The Clerk presented Reports From Department Chairpersons.

As to Old Business, Mr. Terrigno asked if someone were interested now in a property previously put up for auction and received no bids could the Township still accept the offer or would the Township have to rebid it. Solicitor Testa stated that the property would need to be re-advertised and re-bid.

For Mr. Brago, Mr. Stanzione gave a report as to Recreation. Mr. Stanzione noted that the Recreation Committee met and had a “reorganization meeting” and set the dates for 2019. He also noted that they are aware that Mr. Brago and Mrs. O’Brien want to meet with them. Mrs. O’Brien stated that she would reach out to Mr. Spoltore.

As to fire and rescue, Mr. Stanzione stated that he and Mr. Danna are looking into savings. He further stated that there are some outrageous bills coming out and it seems that the department is not getting as many volunteers as in the past and are looking for a 7 days a week paid staff. Mr. Stanzione indicated that he and Mr. Danna are going to meet with them and see if some kind of agreement can be worked or the Township is going to have to look elsewhere for rescue services.

Mrs. O’Brien noted that the finance committee is still waiting on a date to have a finance meeting. She also noted that she spoke with Mr. Velasquez at the CCIA and is still waiting to hear back from him on date to have a meeting about a couple of items that concern the Township.

Mr. Terrigno stated that he and Mr. Shinn went to the CCIA breakfast regarding the new auto parts/office supply division. He further stated that it was very informative and a good meeting, but for Deerfield there is no specific benefit from using the CCIA's auto parts store unless we were to also use it for our paper products. Mr. Terrigno noted that there is a 20% increase over cost. He further noted that in discussing the matter with Mr. Shinn they don't see the advantage for the Township.

Chairperson Danna inquired as to a railing for the landing out front. Mr. Terrigno felt that the Township might be able to use the DCA grant money. Mrs. O'Brien stated that might be possible after the projects are finished, but in her professional opinion that it should be left alone unless the Township is willing to bring the front up to code. She did believe, however, that handrails could be installed and an in-kind replacement could take place.

#### New Business

The Clerk presented Approval Of Raffle Application – Deerfield Township PTO – On Premises Raffle- Drawing To Be Held March 1, 2019. Mrs. O'Brien made a motion, seconded by Mr. Terrigno to approve the raffle application. Roll Call Vote:

|               |     |              |     |
|---------------|-----|--------------|-----|
| Mr. Terrigno  | Yes | Mrs. O'Brien | Yes |
| Mr. Brago     | Yes | Mr. Danna    | Yes |
| Mr. Stanzione | Yes |              |     |

Mr. Brago inquired how a resident could join the recreation committee. Mrs. O'Brien noted that a letter is usually submitted to the Township Committee and read into the record and forwarded to recreation. The Clerk noted that there are currently no vacancies, but Mr. Stanzione noted that there will be but that the letter has not been submitted. Mr. Stanzione noted that the individual should submit a letter and they are welcome to attend the recreation meetings.

Mr. Brago inquired if there was a rule about driving apparatus for the fire department until someone has reached the age of 21 years old. Mr. Stanzione was not aware and noted that it's probably an insurance question. Mr. Brago also inquired if there was a difference in apparatus (specifically the brush truck versus a fire truck). Discussion was held among the members and the Clerk was asked to look into the age requirement.

#### Communications

The Clerk stated that there are no communications this evening.

The Clerk presented Resolution #19-31 - For The Payment Of Bills. Mr. Stanzione made a motion, seconded by Mrs. O'Brien, to adopt Resolution #19-31. Roll Call Vote:

|               |     |              |     |
|---------------|-----|--------------|-----|
| Mr. Terrigno  | Yes | Mrs. O'Brien | Yes |
| Mr. Brago     | Yes | Mr. Danna    | Yes |
| Mr. Stanzione | Yes |              |     |

#### Public Comment

Mrs. O'Brien made a motion, seconded by Mr. Stanzione, to open the meeting to the public. The Committee approved.

Nancy Massie, 403 Stillman Avenue came before the Committee. Mrs. Massie stated that there is a lot of standing water on Kenyon Avenue between Lebanon and

Tuska Avenue. She noted that there was water on both sides of the street. Mrs. Massie stated that she has problems with her well now and does not feel comfortable with what could be in the standing water. She also asked where is the water coming from and is anything being done about it. Mr. Stanzione indicated that the water is supposed to run through the stream down Kenyon and Stillman. He further indicated that there is a resident who has blocked the water. Mr. Stanzione stated that the County is working on getting that water way opened back up. He further stated that the matter has been addressed and the County is working on getting the right of way opened back up. Mrs. Massie asked that Mr. Stanzione look into it and to please let her know. Mr. Brago asked if he could stop by and see the area for himself and Mrs. Massie agreed.

There being no further comment from the public, Mr. Stanzione made a motion, seconded by Mr. Terrigno to close the public portion. The Committee approved.

Mr. Brago made a motion, seconded by Mrs. O'Brien to go into Executive Session per the Resolution this evening. Roll Call Vote:

|               |     |              |     |
|---------------|-----|--------------|-----|
| Mr. Terrigno  | Yes | Mrs. O'Brien | Yes |
| Mr. Brago     | Yes | Mr. Danna    | Yes |
| Mr. Stanzione | Yes |              |     |

Mr. Stanzione made a motion, seconded by Mrs. O'Brien to reconvene the Regular Meeting. The Committee approved.

Mr. Stanzione wanted to reiterate information from earlier with Bob Mulford and he understands why the Township is spending money for a Deed for Lincoln Square East, but if the Township is not selling the property for Lincoln Square West than why spend the money. Solicitor Testa noted that the Township does not have to do anything at this time. Mr. Stanzione questioned whether there are deeds for any of the parks that have been around for 100 years. Mr. Stanzione felt the Township should leave it alone as it will become a problem with the church and the street and do what is necessary for a deed for Lincoln Square East. Solicitor Testa noted that properties in Green Acres are preserved. Discussion was held among the members about the properties in Green Acres.

Back under Old Business Mr. Brago inquired whether the sale of Harvest Lane is completed. Mrs. O'Brien and the Clerk noted that was completed. Mr. Brago noted that the Township has discussed purchasing the property next door. Mr. Brago asked if information could be given to the Committee as to the current taxes are and what the Township would have towards tax liability.

There being no further business, Mr. Stanzione made a motion, seconded by Mr. Terrigno, to adjourn the meeting. The Committee approved.

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Rudy Danna, Jr., Chairperson  
Township of Deerfield

ATTEST:

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Karen Seifrit, Clerk  
Township of Deerfield