

**TOWNSHIP OF UPPER  
2100 TUCKAHOE ROAD  
PETERSBURG, NJ 08270  
CAPE MAY COUNTY  
MINUTES FOR JANUARY 13, 2014**

**REGULAR MEETING OF THE TOWNSHIP COMMITTEE –7:30 P.M.**

**CALL TO ORDER**

**SUNSHINE ANNOUNCEMENT**

**SALUTE TO THE FLAG**

**ROLL CALL**

Edward Barr	Present
John Coggins	Present
Antonio Inserra	Present
Hobart Young	Present
Richard Palombo	Present

Also present were Municipal Clerk Barbara Young, Municipal Attorney Daniel Young, and Chief Financial Officer Barbara Spiegel.

**APPROVAL OF MINUTES -      **December 16, 2013 Regular Meeting and  
Closed Session Minutes and  
January 3, 2014 Reorganization Meeting Minutes****

Motion by Richard Palombo, second by Anthony Inserra, to adopt the December 16, 2013 Regular Meeting and Closed Session Minutes as submitted. During roll call vote three Committee members voted in the affirmative. John Coggins and Hobie Young abstained.

Motion by Edward Barr, second by Anthony Inserra, to adopt the January 3, 2014 Reorganization Minutes as submitted. During roll call vote all five Committee members voted in the affirmative.

**REPORT OF GOVERNING BODY MEMBERS**

**John Coggins, Committeeman**, reported that there will be a budget workshop meeting on January 27, 2014 at 6:30 pm.

**Hobie Young, Committeeman**, Under Sports and Recreation Mr. Young reported that he recently met with a few concerned parents to discuss proposed amendments to the Football Association's by-laws. Mr. Young stated he would like to explore revisions to each of the Sports Association's by-laws to make them more uniform. He next discussed amendments to the current Facility Use Ordinance with respect to outside for profit organizations. It was decided that Mr. Young and the Municipal Attorney will meet to go over these issues.

**Anthony Inserra, Committeeman**, spoke briefly on the recent rejection by the New Jersey Pinelands Commission of a Memorandum Agreement to allow the South Jersey Gas pipeline project to move forward. He suggested the Township adopt a Resolution in support of the pipeline. It was discussed that South Jersey Gas, as the applicant, has a few options available moving forward, and any approvals from the Township should align with the future plans of South Jersey Gas for the project.

Mr. Inserra next reported on the need to purchase two additional rear loading trucks and suggested purchasing 25 yard demo trucks as a more affordable option. It was stated that the current Bond Ordinance may need to be amended to allow for the purchases. Motion made by Anthony Inserra, seconded by John Coggins to place a resolution on the next agenda authorizing the purchasing agent to solicit bids for one 25 yard rear loading demo truck, upon certification of the availability of funds. During roll call vote all five Committee members voted in the affirmative. Mr. Inserra next made a motion to continue serving as the liaison to the Upper Township school board. The motion was seconded by John Coggins. During roll call vote all five Committee members voted in the affirmative.

**Edward Barr, Committeeman**, reported that due to a conflict between Committeeman Young and an applicant for use of facilities he is requesting the authority to oversee this issue. Motion by Edward Barr, second by Anthony Inserra, to appoint Committeeman Barr as the alternate Department Head of Sports and Recreation in the event of a conflict with the regular Department Head. During roll call vote four Committee members voted in the affirmative. Committeeman Young abstained. Mr. Barr stated that he is recommending that this application be forwarded to the Sports and Recreation Advisory Board for their review. Mr. Barr next reported that at a recent Safety Committee Meeting, a safety issue was reported with vehicles being parked on the streets during snow storms, which creates a hazard for the department of public works plowing the roads. It was suggested that when a storm is pending, a message be put out on the reverse 911 notification system reminding residents to remove their vehicles from the street.

**Richard Palombo, Mayor**, reported that the County has tentatively set the re-opening of the Upper Township Senior Center for February 10, 2014. He next reported that New Jersey American Water has proposed the construction of a water tower on property located behind the Cedar Square Shopping Center, and upon Zoning Board approval of the project, NJAW has agreed to allow the Township to place “Welcome to Upper Township” on the tower.

## **OTHER REPORTS**

**Barbara Young, Municipal Clerk**, reported that the municipal offices will be closed on Monday January 20 in observance of Martin Luther King Day and reminded residents that regular household garbage will be collected the next day and recycling materials should be held for collection the following week.

**Daniel Young, Municipal Attorney**, reported there are two items for closed session; one personnel matter, and a contract negotiation matter.

## **RESOLUTIONS**

1. Honoring Alex Schoedler of Troop 79 on attaining the designation of “Eagle Scout”.

TOWNSHIP OF UPPER  
CAPE MAY COUNTY  
R E S O L U T I O N

RESOLUTION NO. 24-2014

RE: HONORING ALEX SCHOEDLER OF TROOP 79 ON ATTAINING THE  
DESIGNATION OF "EAGLE SCOUT"

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**WHEREAS,** Alex Schoedler has recently achieved the designation of Eagle Scout in the Boy Scouts of America; and

**WHEREAS,** the Township of Upper wishes to acknowledge this outstanding accomplishment; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Upper, in the County of Cape May and State of New Jersey, as follows:

**RESOLVED THAT** the Township Committee extends its sincere Congratulations to Alex on the occasion of his receiving the designation of Eagle Scout and commends him for this outstanding accomplishment and the completion of his Eagle Scout project consisting of constructing a discus and shot put throwing facility comprised of a concrete pad and fenced-in cage for the Upper Township Middle School's track and field program; and

**FURTHER RESOLVED** that the Township Committee extends its congratulations and best wishes to Alex's parents, family and friends on this happy occasion; and it is

**FURTHER RESOLVED** that the Township Committee also extends its congratulations and appreciation to the Scout Masters of Troop 79 and all others who give so freely and generously of their time for the benefit of our youth.

**GIVEN UNDER OUR HANDS** and the seal of the Township of Upper this 13th day of January, 2014.

Resolution No. 24-2014

Offered by: Barr                      Seconded by: Young

Adopted: January 13, 2014

Roll Call Vote:

<u>NAME</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAINED</u>	<u>ABSENT</u>
Barr	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Coggins	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Inserra	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Young	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Palombo	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>

- Honoring Andrew G. Burnell of Troop 79 on attaining the designation of "Eagle Scout".

**TOWNSHIP OF UPPER  
CAPE MAY COUNTY  
R E S O L U T I O N**

**RESOLUTION NO. 25-2014**

**RE: HONORING ANDREW G. BURNELL OF TROOP 79 ON ATTAINING THE  
DESIGNATION OF "EAGLE SCOUT"**

**WHEREAS,** Andrew G. Burnell has recently achieved the designation of Eagle Scout in the Boy Scouts of America; and

**WHEREAS,** the Township of Upper wishes to acknowledge this outstanding accomplishment; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Upper, in the County of Cape May and State of New Jersey, as follows:

**RESOLVED THAT** the Township Committee extends its sincere congratulations to Andrew on the occasion of his receiving the designation of Eagle Scout and commends him for this outstanding accomplishment and the completion of his Eagle Scout project consisting of constructing a dog agility course comprised of a resting table, a frame, a hoop and a balance beam, at the Upper Township Dog Park in Tuckahoe; and

**FURTHER RESOLVED** that the Township Committee extends its congratulations and best wishes to Andrew's parents, family and friends on this happy occasion; and it is

**FURTHER RESOLVED** that the Township Committee also extends its congratulations and appreciation to the Scout Masters of Troop 79 and all others who give so freely and generously of their time for the benefit of our youth.

**GIVEN UNDER OUR HANDS** and the seal of the Township of Upper this 13th day of January, 2014.

Resolution No. 25-2014

Offered by: Barr                      Seconded by: Inserra

Adopted: January 13, 2014

Roll Call Vote:

<u>NAME</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAINED</u>	<u>ABSENT</u>
Barr	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Coggins	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Inserra	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Young	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Palombo	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>

- Honoring Jack Kane of Troop 79 on attaining the designation of "Eagle Scout".

**TOWNSHIP OF UPPER  
CAPE MAY COUNTY  
R E S O L U T I O N**

**RESOLUTION NO. 26-2014**

**RE: HONORING JACK KANE OF TROOP 79 ON ATTAINING THE  
DESIGNATION OF "EAGLE SCOUT"**

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**WHEREAS,** Jack Kane has recently achieved the designation of Eagle Scout in the Boy Scouts of America; and

**WHEREAS,** the Township of Upper wishes to acknowledge this outstanding accomplishment; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Upper, in the County of Cape May and State of New Jersey, as follows:

**RESOLVED THAT** the Township Committee extends its sincere Congratulations to Jack on the occasion of his receiving the designation of Eagle Scout and commends him for this outstanding accomplishment and

the completion of his Eagle Scout project consisting of landscaping the flag pole walkway at the Upper Township Primary School with new pavers and shrubs; and

**FURTHER RESOLVED** that the Township Committee extends its congratulations and best wishes to Jack's parents, family and friends on this happy occasion; and it is

**FURTHER RESOLVED** that the Township Committee also extends its congratulations and appreciation to the Scout Masters of Troop 79 and all others who give so freely and generously of their time for the benefit of our youth.

**GIVEN UNDER OUR HANDS** and the seal of the Township of Upper this 13th day of January, 2014.

Resolution No. 26-2014

Offered by: Barr                      Seconded by: Inserra

Adopted: January 13, 2014

Roll Call Vote:

<u>NAME</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAINED</u>	<u>ABSENT</u>
Barr	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Coggins	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Inserra	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Young	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Palombo	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>

4. Resolution of support authorizing the Sustainable Jersey Grant Applications.

**TOWNSHIP OF UPPER  
CAPE MAY COUNTY  
RESOLUTION**

**RESOLUTION NO. 27-2014**

**RE: RESOLUTION OF SUPPORT AUTHORIZING THE  
SUSTAINABLE JERSEY GRANT APPLICATIONS**

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**WHEREAS**, a sustainable community seeks to optimize quality of life for its residents by ensuring that its environmental, economic and social objectives are balanced and mutually supportive; and

**WHEREAS**, the Township of Upper strives to save tax dollars, assure clean land, air and water, improve working and living environments; and

**WHEREAS**, the Township of Upper is participating in the Sustainable Jersey Program; and

**WHEREAS**, one of the purposes of the Sustainable Jersey Program is to provide resources to municipalities to make progress on sustainability issues, and they have created a grant program called the Sustainable Jersey Small Grants Program; and

**WHEREAS**, the Upper Township Green Team has recommended that Upper Township apply for a \$2,000 Sustainable Jersey Grant to assist them in developing outreach material and a website presence and a \$10,000 Sustainable Jersey Grant to help develop a Community Garden in Petersburg and Strathmere; and

**WHEREAS**, the Township Committee of the Township of Upper has determined that Upper Township should apply for the aforementioned Grant.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Upper, in the County of Cape May and State of New Jersey, as follows:

1. The allegations of the preamble are incorporated herein by this reference.
2. The Mayor, Engineer and Clerk of the Township of Upper are hereby authorized, directed and empowered to submit the aforementioned Sustainable Jersey Grants on behalf of the Township of Upper.
3. All Township officials, officers and employees are empowered to take such action as may be necessary or advisable in order to carry out the intent and purpose of this Resolution.

Resolution No. 27-2014

Offered by: Palombo

Seconded by: Inserra

Adopted: January 13, 2014

Roll Call Vote:

<u>NAME</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAINED</u>	<u>ABSENT</u>
Barr	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Coggins	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Inserra	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Young	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Palombo	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>

5. Cancel Tax Sale Certificate on Block 762 Lot 3.04.

**TOWNSHIP OF UPPER  
CAPE MAY COUNTY**

**RESOLUTION**

**RESOLUTION NO. 28-2014**

**RE: CANCEL TAX SALE CERTIFICATE  
ON BLOCK 762 LOT 3.04**

**WHEREAS**, certain corrections have been recommended by the Upper Township Tax Collector in order to correct the tax records,

**WHEREAS**, Tax Sale Certificate #94196 was sold on Block 762 Lot 3.04 for \$24.50 to the Township of Upper .

**WHEREAS**, the Upper Township Tax Assessor has determined that this property is a duplicate assessment and does not exist on the Township of Upper tax map.

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Upper, Cape May County, that corrections to the Tax Records are hereby authorized and the Tax Collector is hereby directed to CANCEL said Tax Sale Certificate #94196.

Resolution No. 28-2014  
Offered by: Barr  
Adopted: January 13, 2014

Seconded by: Coggins

Roll call vote:

Name	YES	NO	ABSTAINED	ABSENT
BARR	<u> X </u>	___	_____	___
COGGINS	<u> X </u>	___	_____	___
INSERRA	<u> X </u>	___	_____	___
YOUNG	<u> X </u>	___	_____	___
PALOMBO	<u> X </u>	___	_____	___

6. Tax Refund for Block 549.01 Lot 8.

TOWNSHIP OF UPPER  
CAPE MAY COUNTY  
RESOLUTION



RESOLUTION NO. 29-2014

TAX REFUND  
BLOCK 549.01 LOT 8

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WHEREAS, certain corrections have been recommended by the  
Upper Township Tax Collector in order to refund monies,

NOW, THEREFORE BE IT RESOLVED, by the Township  
Committee of the Township of Upper, Cape May County, that corrections to the  
Tax records are hereby authorized and the Tax Collector is hereby directed to  
correct said records or take such action as indicated on the attached sheet.

Resolution No. 29-2014

Offered by: Barr

Seconded by: Palombo

Adopted: January 13, 2014

Roll Call Vote:

NAME	YES	NO	ABSTAINED	ABSENT
BARR	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
COGGINS	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
INSERRA	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
YOUNG	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
PALOMBO	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>

**REFUND 2014**

<b><u>BLOCK/LOT</u></b>	<b><u>AMOUNT</u></b>	<b><u>NAME</u></b>
549.01/8	\$1,078.50	Christopher DeCray & Elizabeth Blank 9 Canterbury Lane Ocean View, NJ 08230

The above property had a successful appeal for 2013 that was missed in error.

7. A Resolution to affirm the Township of Upper's Civil Rights Policy with respect to all Officials, Appointees, Employees, Prospective Employees, Volunteers, Independent Contractors, and members of the public that come into contact with Municipal Employees, Officials and Volunteers.

**TOWNSHIP OF UPPER**

**CAPE MAY COUNTY  
RESOLUTION**

**RESOLUTION NO. 30 -2014**

**RE: A RESOLUTION TO AFFIRM THE TOWNSHIP OF UPPER'S  
CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS,  
APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTEERS,  
INDEPENDENT CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT  
COME INTO CONTACT WITH MUNICIPAL EMPLOYEES,  
OFFICIALS AND VOLUNTEERS**

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**WHEREAS**, it is the policy of the Township of Upper to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act, and

**WHEREAS**, the governing body of the of the Township of Upper has determined that certain procedures need to be established to accomplish this policy; and

**NOW, THEREFORE BE IT RESOLVED** to affirm and adopt the Township of Upper's civil rights policy as follows:

**Section 1:** No official, employee, appointee or volunteer of the Township of Upper by whatever title known, or any entity that is in any way a part of the Township of Upper shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of the Township of Upper's business or using the facilities or property of the Township of Upper.

**Section 2:** The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the Township of Upper to provide services that otherwise could be performed by the Township of Upper.

**Section 3:** Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.

**Section 4:** The Township Committee shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

**Section 5:** No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

**Section 6:** The Personnel Officer shall establish written procedures that require all officials, employees, appointees and volunteers of the Township of Upper as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.

**Section 7:** The Personnel Officer shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

**Section 8:** At least annually, the Municipal Clerk shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the Township of Upper. This communication shall include a statement from the governing body expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the Township of Upper’s web site.

**Section 9:** This resolution shall take effect immediately.

**Section 10:** A copy of this resolution shall be published in the official newspaper of the Township of Upper in order for the public to be made aware of this policy and the Township of Upper’s commitment to the implementation and enforcement of this policy.

Resolution No. 30 -2014

Offered by: Barr

Seconded by: Young

Adopted: January 13, 2014

Roll Call Vote:

<u>NAME</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAINED</u>	<u>ABSENT</u>
Barr	<u>X</u>	___	___	___
Coggins	<u>X</u>	___	___	___
Inserra	<u>X</u>	___	___	___
Young	<u>X</u>	___	___	___
Palombo	<u>X</u>	___	___	___

8. 2014 Temporary Budget – Debt Service.

TOWNSHIP OF UPPER

CAPE MAY COUNTY

RESOLUTION

RESOLUTION NO. 31-2014

**RE: 2014 TEMPORARY BUDGET – DEBT SERVICE**

WHEREAS, N.J.S.A. 40A:4-19 provides authority for appropriating in a temporary resolution the permanent debt service requirements for the coming fiscal year providing that such resolution is not made earlier than the last ten days of the preceding fiscal year; and

WHEREAS, the date of this resolution is subsequent to that date; and

WHEREAS, principal and interest will be due on various dates from January 1, 2014 to December 31, 2014, inclusive, on sundry bonds issued and outstanding.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Upper, in the County of Cape May, State of New Jersey, that the following appropriations be made to cover the period from January 1, 2014 to December 31, 2014, inclusive:

**DEBT SERVICE – TOWNSHIP OF UPPER**

Interest on Bond Anticipation Note	\$ 18,304.00
Payment on Bond Anticipation Note	<u>2,080,000.00</u>
	\$2,098,304.00

Resolution No. 31-2014

Offered by: Coggins

Seconded by: Barr

Adopted: January 13, 2014

Roll Call Vote:

NAME	YES	NO	ABSTAINED	ABSENT
Barr	<u>  X  </u>	_____	_____	_____
Coggins	<u>  X  </u>	_____	_____	_____
Inserra	<u>  X  </u>	_____	_____	_____
Young	<u>  X  </u>	_____	_____	_____
Palombo	<u>  X  </u>	_____	_____	_____

**ORDINANCES**

- Introduction and First Reading of Ordinance No. 001-2014 RE: AN ORDINANCE AMENDING ORDINANCE NO. 013-2013 KNOWN AS THE SALARY

ORDINANCE FOR THE CALENDAR YEAR 2014. Motion by Hobie Young, second by Anthony Inserra, to introduce Ordinance No. 001-2014 with public hearing and final adoption scheduled for February 10, 2014. During roll call vote all five Committee members voted in the affirmative.

**TOWNSHIP OF UPPER**

**CAPE MAY COUNTY**

**ORDINANCE**

**ORDINANCE NO. 001-2014**

**RE: AN ORDINANCE AMENDING ORDINANCE NO. 013-2013 KNOWN AS THE SALARY ORDINANCE FOR THE CALENDAR YEAR 2014**

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**BE IT ORDAINED** by the Township Committee of the Township of Upper, in the County of Cape May and State of New Jersey, as follows:

**SECTION 1:** Ordinance No. 013-2013, known as the Salary Ordinance of 2014 at Section 2, is hereby amended as hereinafter provided for the line items as indicated below:

**SECTION 2: SALARIES:** Salaries for the various officials and employees of the Township of Upper for the calendar year 2014 shall be as follows:

<b><u>POSITION</u></b>	<b><u>MINIMUM</u></b>	<b><u>MAX-2014</u></b>
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**A. ADMINISTRATIVE/REVENUE AND FINANCE:**

<b>Township Engineer</b>	<b>No Min.</b>	<b>115,000.00</b>
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**SECTION 3: SEVERABILITY:** If any section, subsection, paragraph, sentence or other part of this Ordinance is adjudged unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this Ordinance, but shall be confined in its effects to the section, subsection, paragraph, sentence or other part of this Ordinance directly involved in the controversy in which said judgment shall have been rendered and all other provisions of this Ordinance shall remain in full force and effect.

**SECTION 4: REPEALER:** All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency only.

**SECTION 5: EFFECTIVE DATE:** This Ordinance shall take effect immediately upon final adoption and publication as required by law.

**NOTICE IS HEREBY GIVEN THAT THE FOREGOING ORDINANCE WAS INTRODUCED FOR FIRST READING ON JANUARY 13, 2014 AND WILL BE TAKEN UP FOR SECOND READING AND FINAL ADOPTION AT A MEETING OF THE UPPER TOWNSHIP COMMITTEE TO BE HELD ON FEBRUARY 10, 2014 AT 7:30 P.M.**

**BY ORDER OF THE TOWNSHIP COMMITTEE.**

**BARBARA L. YOUNG, RMC  
TOWNSHIP CLERK**

**CORRESPONDENCE**

**NEW BUSINESS**

10. **RFP results for the Revaluation of all Real Property for the Township of Upper for 2015 Tax Year.** Tax Assessor, Megan McAfee, reported that after careful consideration of the proposals with price and other factors considered, she is recommending a contract be awarded to Vital Communications in the amount of \$587,000. Committeeman Coggins then gave a brief summary of the proposal process and complimented Megan for going above and beyond her duties in researching the proposals, and as a result saved the Township more than \$60,000.00. Motion by Anthony Inserra, second by Edward Barr, to accept the Tax Assessor's recommendation and present a resolution for formal action at the next meeting. During roll call vote all five Committee members voted in the affirmative.
11. **US Postal Service - Post Plan Customer Survey for Tuckahoe Post Office 08250.** After a brief discussion it was decided to choose option number one, which states "keep the office open, but with realigned weekday window service hours, based on actual office workload.....hours would be changed from 8 hours each weekday to 6 hours each weekday. Current Saturday window service hours will not change..." Motion by Mayor Palombo, second by Anthony Inserra, to direct the Clerk to complete and submit the survey for option number one.

**UNFINISHED BUSINESS:**

**12. Emergency Communications Network - Emergency notification services.**

Motion by Mayor Palombo, second by Edward Barr, to proceed with the contract as submitted by Emergency Communications Network. During roll call vote all five Committee members voted in the affirmative.

**DISCUSSION**

**Planning and Zoning Board Structure** - Mr. Inserra stated that he believes given the amount of applicants and matters before the boards, combining the Planning and Zoning Boards is a good idea to realize a cost savings for the Township. The Committee discussed general cost savings that may be realized and various options available to the Committee, and the ramifications of those actions in terms of cost, efficiency, and the quality of services offered to residents. Motion by John Coggins, second by Anthony Inserra, directing the Municipal Attorney to begin drafting an Ordinance while the Committee continues researching the issue and directing the matter be placed on the agenda for the next meeting for further discussion. During roll call vote four Committee members voted in the affirmative. Mr. Barr voted no.

**13.**

**PAYMENT OF BILLS:**

**14. “I hereby move that all claims submitted for payment at this meeting be approved and then incorporated in full in the minutes of this meeting.”** Motion by Edward Barr, second by John Coggins. During roll call vote all five Committee members voted in the affirmative.

Bills approved for payment: \$886,101.49  
Payroll: \$239,631.80

**REPORT OF MUNICIPAL DEPARTMENTS:**

- 15. Construction Code**
- 16. Clerk’s Office**
- 17. Animal Control**
- 18. Tax Assessor**
- 19. Tax Collector**
- 20. Municipal Court**
- 21. MUA Report**
- 22. Division of EMS**
- 23. Treasurer’s Report**

Motion by Richard Palombo, second by Anthony Inserra, to accept the Department reports. During roll call vote all five Committee members voted in the affirmative.

**PUBLIC COMMENT**

**Ted Kingston, Strathmere**, expressed his concerns with how the last tax revaluation company performed the job and requested the Township place provisions in the contract that will prevent that from happening again. It was stated that this time the Township was allowed

to go out for proposals for a professional contract, and the company that has been chosen is certified by the Assessor as the best company for the job. Previously the Township was required to award the contract to the lowest bidder.

**CLOSED SESSION**

24. Resolution to conduct a closed meeting pursuant to N.J.S.A. 10:4-12, from which the public shall be excluded.

TOWNSHIP OF UPPER  
RESOLUTION NO. 32-2014  
MOTION GOING INTO CLOSED SESSION  
January 13, 2014

I hereby move that a resolution be incorporated into the minutes authorizing the Township Committee to enter into an executive session for the following matters pursuant to the Open Public Meetings Act:

MATTERS:

1. Personnel
2. Contract negotiation – Cape Assist

I also include in my motion the estimated time and the circumstances under which the discussion conducted in closed session can be disclosed to the public as follows:

- A. It is anticipated that the matters discussed in closed session may be disclosed to the public upon the determination of the Township Committee that the public interest will no longer be served by such confidentiality.
- B. With respect to employment and personnel matters such discussions will be made public if and when formal action is taken or when the individuals involved consent that it can be made public.
- C. With respect to contract negotiations such matters will be made public when negotiations have ceased and there is no longer a reason for confidentiality.

Moved by: Coggins

Motion seconded by: Barr

During roll vote all five Committee members voted in the affirmative.

**RECONVENE PUBLIC PORTION OF MEETING**

**ADJOURNMENT**

There being no further business this evening the meeting was adjourned at 10:20 P.M. The next meeting is scheduled for January 27, 2014 with a Budget Workshop meeting at 6:30 P.M. and the regular meeting at 7:30 P.M.



Minutes prepared by

Barbara L. Young, RMC  
Municipal Clerk

Bill List

62094 01/13/14 A0006 ADVANCE TREADS INC 501.40 2810  
62095 01/13/14 A0021 ADAMS, GEORGE E. JR. 119.99 2810  
62096 01/13/14 A0023 ADAMS, JOHN 231.87 2810  
62097 01/13/14 A0025 ADVANTAGE RENTAL ACE HARDWARE 1,491.45 2810  
62098 01/13/14 A0071 ANCHOR FIRE PROTECTION CO. 900.00 2810  
62099 01/13/14 A0075 ADAMS, JOSHUA 84.07 2810  
62100 01/13/14 A0091 ATLANTIC CITY ELECTRIC 17,617.43 2810  
62101 01/13/14 A0134 ANSELL GRIMM & AARON, PC 15,918.69 2810  
62102 01/13/14 A0166 Association of NJ Recyclers 180.00 2810  
62103 01/13/14 A0167 HESS CORPORATION 3,157.07 2810  
62104 01/13/14 B0020 BLAKER, RAYMOND 10.00 2810  
62105 01/13/14 B0031 BAINBRIDGE, J.P. & ASSOCIATES 7,540.00 2810  
62106 01/13/14 B0035 BELMONT & CRYSTAL SPRINGS 20.07 2810  
62107 01/13/14 B0106 BARLOW BUICK GMC 98.41 2810  
62108 01/13/14 B0160 BONNER, ROSEMARY 150.00 2810  
62109 01/13/14 B0178 BUGANSKI, PETER R. 10.00 2810  
62110 01/13/14 B0184 BUSHONG, BRIAN 48.25 2810  
62111 01/13/14 C0002 C.M.C. CHAMBER OF COMMERCE, INC 625.00 2810  
62112 01/13/14 C0046 CAPE MAY COUNTY CLERK 40.00 2810  
62113 01/13/14 C0048 CAPE MAY COUNTY MUA 29,182.33 2810  
62114 01/13/14 C0056 CAPE MEDIATION SERVICE, INC. 2,260.80 2810  
62115 01/13/14 C0061 CAPRIONI FAMILY SEPTIC 195.00 2810  
62116 01/13/14 C0068 COMCAST 381.64 2810  
62117 01/13/14 C0071 CAPEHART & SCATCHARD, P.A. 3,621.00 2810  
62118 01/13/14 C0078 CARTER, EDWARD, SR. 120.27 2810  
62119 01/13/14 C0083 CAMFEL PRODUCTIONS 145.00 2810  
62120 01/13/14 C0091 CHISHOLM, JOHN R. 10.00 2810  
62121 01/13/14 C0124 CMC MUNICIPAL CLERK'S ASSOC. 300.00 2810  
62122 01/13/14 C0159 CORSON, CURTIS T. 150.00 2810  
62123 01/13/14 C0171 COLONIAL ELECTRIC SUPPLY CO. 305.58 2810  
62124 01/13/14 C0223 CASA PAYROLL SERVICE 580.10 2810  
62125 01/13/14 C0230 CATAMARAN MEDIA COMPANY 108.00 2810  
62126 01/13/14 C0242 CORE MECHANICAL, INC. 352.48 2810  
62127 01/13/14 C0247 CMRS-FP 2,000.00 2810  
62128 01/13/14 C0258 C2 LOGIX, INC. 1,162.80 2810  
62129 01/13/14 D0026 DEAGUSTINE, JOE 10.00 2810  
62130 01/13/14 D0040 DELTA DENTAL OF N.J. INC. 6,154.16 2810  
62131 01/13/14 D0077 DIETRICH, PAUL 389.00 2810  
62132 01/13/14 D0080 DOWNAM, HARRY J. JR. 150.00 2810  
62133 01/13/14 E0012 EHRLICH PEST CONTROL INC 166.77 2810  
62134 01/13/14 E0026 ERICH PRINTING INC. 775.00 2810  
62135 01/13/14 E0033 EMERGENCY SYSTEMS SERVICE CO 995.00 2810  
62136 01/13/14 E0038 EMSAR NEW JERSEY 1,962.10 2810  
62137 01/13/14 F0048 LESLIE G. FOGG INC 185.74 2810  
62138 01/13/14 F0054 DEARBORN NATIONAL LIFE INS. CO 433.80 2810  
62139 01/13/14 G0028 GENTILINI FORD 1,079.89 2810  
62140 01/13/14 G0147 GREATAMERICA FINANCIAL SVCS. 176.97 2810  
62141 01/13/14 G0157 GRANTURK EQUIPMENT CO., INC. 492,468.48 2810  
62142 01/13/14 H0002 H.A. DEHART & SON CORP. 443.95 2810  
62143 01/13/14 H0018 HAROLD RUBIN/L & H SUPPLY 742.69 2810  
62144 01/13/14 H0062 HOPE, JOHN J. 338.43 2810  
62145 01/13/14 H0095 HORIZON BCBSNJ 132,807.20 2810  
62146 01/13/14 H0148 THOMAS H. HEIST INS AGENCY INC 4,960.10 2810  
62147 01/13/14 I0021 INTERSTATE BATTERIES 217.90 2810  
62148 01/13/14 I0030 IMPERATIVES, INC. 2,690.00 2810  
62149 01/13/14 I0038 INSERRA, ANTHONY 150.00 2810  
62150 01/13/14 J0028 JESCO, INC. 12,328.58 2810

62151 01/13/14 J0041 JONES, JAMES M. 60.00 2810  
62152 01/13/14 J0063 JOHNSON WILSHIRE, INC 306.99 2810  
62153 01/13/14 J0072 JERSEY WEB DESIGNS 3,150.00 2810  
62154 01/13/14 K0007 KACZMARSKI, RICHARD 10.00 2810  
62155 01/13/14 K0014 KEENAN,BRIAN 359.82 2810  
62156 01/13/14 K0047 KLINE, EDWARD T. 300.92 2810  
62157 01/13/14 L0007 LC EQUIPMENT, INC. 339.00 2810  
62158 01/13/14 L0030 LAWYERS DIARY AND MANUAL 96.00 2810  
62159 01/13/14 L0040 LEA, SHELLEY 18.45 2810  
62160 01/13/14 L0080 LOWES, INC. 49.56 2810  
62161 01/13/14 M0012 McCAULEY, RICHARD 31.54 2810  
62162 01/13/14 M0059 MCDANIELS, WILLIAM J. III 170.00 2810  
62163 01/13/14 M0121 McCROSSON, JANET 10.40 2810  
62164 01/13/14 M0142 MASON, NICHOLAS 195.99 2810  
62165 01/13/14 M0188 MCCARTHY TIRE SERVICE OF PHILA 0.00 01/13/14 VOID  
62166 01/13/14 M0188 MCCARTHY TIRE SERVICE OF PHILA 2,184.55 2810  
62167 01/13/14 M0209 MAYBERRY, JOHN D 177.97 2810  
62168 01/13/14 M0222 MUNICIPAL CAPITAL CORPORATION 392.00 2810  
62169 01/13/14 M0243 John D. McQuarrie 46.00 2810  
62170 01/13/14 N0004 NJ-AMERICAN WATER CO. 83.18 2810  
62171 01/13/14 N0043 NAPA AUTO PARTS 0.00 01/13/14 VOID 0  
62172 01/13/14 N0043 NAPA AUTO PARTS 548.09 2810  
62173 01/13/14 N0068 NJ MOTOR VEHICLE COMMISSION 150.00 2810  
62174 01/13/14 N0131 DEFINED CONTRIB RETIRE PROGRAM 82.58 2810  
62175 01/13/14 N0134 NJ Assoc for Floodplain Mangmt 20.00 2810  
62176 01/13/14 O0002 O.C. FIRST NIGHT COMMITTE 4,978.06 2810  
62177 01/13/14 O0012 OCEAN CITY BD. OF EDUCATION 3,219.23 2810  
62178 01/13/14 O0025 OLD DOMINION BRUSH 228.14 2810  
62179 01/13/14 O0042 ORCHARDS HYDRAULIC SERVICE INC 500.00 2810  
62180 01/13/14 P0008 PALMER, NANCY 100.00 2810  
62181 01/13/14 P0032 PEDRONI FUEL CO. 3,595.79 2810  
62182 01/13/14 P0056 TURF EQUIPMENT AND SUPPLY CO 94.56 2810  
62183 01/13/14 P0137 PARDO'S TRUCK SERV PARTS WHSE 40.77 2810  
62184 01/13/14 Q0003 QC LABORATORIES 696.20 2810  
62185 01/13/14 R0030 RIGGINS, INC. 13,636.17 2810  
62186 01/13/14 R0065 ROBERT BROWN TREE SERVICE 1,500.00 2810  
62187 01/13/14 R0092 RUTGERS, THE STATE UNIVERSITY 1,425.00 2810  
62188 01/13/14 S0018 SUBURBAN PROPANE, LP 588.63 2810  
62189 01/13/14 S0034 SCHULER, DANIEL 57.51 2810  
62190 01/13/14 S0035 SCHOPPY WILLIAM TROPHY CO. 72.45 2810  
62191 01/13/14 S0072 SEGIN, STEWART S. 358.84 2810  
62192 01/13/14 S0092 SHONE, LEROY 4.50 2810  
62193 01/13/14 S0121 SMUZ, THERESE A 150.00 2810  
62194 01/13/14 S0134 SO. JERSEY GAS COMPANY 2,737.85 2810  
62195 01/13/14 S0139 SO. JERSEY WATER COND. INC. 990.60 2810  
62196 01/13/14 S0165 S.E.T. COMMUNICATIONS INC 245.14 2810  
62197 01/13/14 S0185 STOCKTON STATE COLLEGE 24,470.70 2810  
62198 01/13/14 S0196 STEWART BUSINESS SYSTEMS LLC 117.45 2810  
62199 01/13/14 S0209 STAPLES ADVANTAGE 0.00 01/13/14 VOID 0  
62200 01/13/14 S0209 STAPLES ADVANTAGE 7,109.72 2810  
62201 01/13/14 S0239 SHORE VET. ANIMAL CONTROL LLC 2,350.00 2810  
62202 01/13/14 S0253 SAMPLE MEDIA, INC. 372.00 2810  
62203 01/13/14 T0020 TERWILLIGER, DUANE E. 10.00 2810  
62204 01/13/14 T0022 TERMINIX 57.00 2810  
62205 01/13/14 T0038 THOMAS, CHRISTOPHER 10.00 2810  
62206 01/13/14 T0048 TILL PAINT CO/D. FITZGERALD 1,445.39 2810  
62207 01/13/14 T0066 TOWNSHIP OF UPPER 30,100.00 2810  
62208 01/13/14 T0067 TOWNSHIP OF UPPER PETTY CASH 100.00 2810  
62209 01/13/14 T0080 TREASURER STATE OF N.J. 1,463.00 2810  
62210 01/13/14 T0097 TRICO EQUIPMENT INC. 319.57 2810  
62211 01/13/14 T0131 TROUT, ROSEMARY 11.64 2810  
62212 01/13/14 U0028 UPPER TOWNSHIP BD.OF EDUCATION 315.00 2810  
62213 01/13/14 U0029 UPPER TOWNSHIP BD.OF EDUCATION 487.50 2810  
62214 01/13/14 U0037 UPPER TOWNSHIP P.T.A. 972.50 2810  
62215 01/13/14 U0038 UPPER TOWNSHIP RESCUE SQUAD 146.48 2810  
62216 01/13/14 V0005 VAN EMBDEN, NATHAN, ATTORNEY 1,162.50 2810  
62217 01/13/14 V0013 VERIZON WIRELESS 628.10 2810

62218 01/13/14 V0018 VILLAGE PHARMACY, INC. 779.80 2810  
62219 01/13/14 V0022 VERIZON 188.62 2810  
62220 01/13/14 V0024 VAL-U AUTO PARTS L.L.C. 0.00 01/13/14 VOID 0  
62221 01/13/14 V0024 VAL-U AUTO PARTS L.L.C. 1,432.85 2810  
62222 01/13/14 V0025 V.E. RALPH & SON,INC. 51.39 2810  
62223 01/13/14 V0027 VANORDER, ROGER 104.15 2810  
62224 01/13/14 W0030 WEST PUBLISHING CO. 401.40 2810  
62225 01/13/14 W0038 WILLIAMS, JEREMIAH J. 89.14 2810  
62226 01/13/14 W0050 WIRELESS ELECTRONICS, INC. 8,342.40 2810  
62227 01/13/14 W0060 WOOLLEY, THOMAS 50.00 2810  
62228 01/13/14 Y0008 YOUNG, DANIEL J. ESQUIRE PC 7,131.25 2810  
62229 01/13/14 Y0012 YOUNG,ROBERT 10.00 2810  
62230 01/13/14 Y0023 YOUNG, DANIEL J. ATTORNEY 2,625.00 2810

Total: 886,101.49