

Somerville, NJ October 6, 2014

Monday, October 6, 2014

7:00 P.M.

LOCATION: COUNCIL CHAMBERS – POLICE HEADQUARTERS
24 SOUTH BRIDGE STREET, SOMERVILLE, NJ 08876

Follow Somerville Borough on twitter @SomervilleClerk
Subscribe to e-connect at www.somervillenj.org for electronic newsletters
Visit www.findsomerville.com for all your Somerville events

1. Roll Call
2. Salute to the Flag
3. Approval of Minutes: September 15, 2014
4. Departmental Reports & Important Notices
 - a. The polling location for District 3 has been relocated from the YMCA to Somerville High School for all elections.
 - b. EFFECTIVE APRIL 1, 2014 the Violations Office in Somerville is located to 100 Commons Way Bridgewater New Jersey. All summonses can be also paid on-line.
 - c. Inspection Day October 11, 2014 Event Schedule
 - d. Emergency Vehicle Response Apparatus review- June 17, 2014
 - e. SRVSA – 2nd Quarter Report
 - f. Somerset County Communications Annual Report
 - g. October 5, 2014 Fire Museum Grand Re-Opening @ 1:30
 - h. September parking Summons Report- Yarnell
 - i. August Monthly Housing Report- Lonergan
 - j. September Monthly Community Development Report- Vuoso
 - k. 3rd Quarter Technology Report- Allena
 - l. September Administrator Report- Sluka
 - m. Administrative Plan for Housing Choice Voucher Program Binder- September 2014*
5. Proclamations & Recognitions:
 - a. Healthiest Town Award Presentation – Francine A. Gargano, Esq.
 - b. Proclamation- Mental Health Awareness Week October 5 -11
 - c. Proclamation- Breast Cancer Awareness Month
6. Discussion items
 - a. Green Seam Presentation- Center for Urban Environmental Sustainability
 - b. 2014 Best Practices
7. Committee Reports
8. Meeting Open to the Public
9. ORDINANCES FOR INTRODUCTION

2454-14-1006 BOND ORDINANCE PROVIDING AN APPROPRIATION OF \$120,000 FOR PRELIMINARY EXPENDITURES IN CONNECTION WITH VARIOUS REDEVELOPMENT PROJECTS FOR AND BY THE BOROUGH OF SOMERVILLE, IN THE COUNTY OF SOMERSET, NEW JERSEY AND AUTHORIZING THE ISSUANCE OF \$114,000 BONDS OR NOTES OF THE BOROUGH FOR FINANCING PART OF THE APPROPRIATION

2455-14-1006 AMENDING CHAPTER 141-7 BILLING PROCEDURE ADDING SUBSECTION ‘C’ & ‘D’ AND DELETING CHAPTER 141-8 – APPEALS AND REPLACING WITH A NEW CHAPTER 141-8 ENTITLED “APPEALS”
10. ORDINANCES FOR ADOPTION

2452-14-0915 AMENDING CHAPTER 166-54 SCHEDULE XIIIIV A: BUS STOPS; HEREBY ELIMINATED THE BUS STOP ON WEST MAIN STREET AND SOUTH BRIDGE STREET ON THE SOUTH SIDE OF THE ROAD

2453-14-0915 AN ORDINANCE OF THE MUNICIPAL COUNCIL OF THE BOROUGH OF SOMERVILLE AMENDING THE REDEVELOPMENT PLAN FOR THE WEST MAIN STREET REDEVELOPMENT AREA PURSUANT TO N.J.S.A. 40A:12A-1 ET SEQ

Somerville, NJ October 6, 2014

11. CONSENT RESOLUTIONS

(Resolutions 14-1006-279 thru 14-1006-292)

- 14-1006-279 AUTHORIZING THE CREATION OF A LABOR RELATIONS COMMITTEE
- 14-1006-280 DEDICATION BY RIDER
BOROUGH OF SOMERVILLE OF SOMERSET COUNTY
A RESOLUTION REQUESTING PERMISSION FOR THE DEDICATION BY RIDER
FOR FIRE MUSEUM REQUIRED BY N.J.S.A. 40A:5-29
- 14-1006-281 APPROVING SIX MONTH FOOD VENDOR LICENSE FOR JOSEPH GALLIETTI
- 14-1006-282 DEDICATION BY RIDER
BOROUGH OF SOMERVILLE OF SOMERSET COUNTY
A RESOLUTION REQUESTING PERMISSION FOR THE DEDICATION BY RIDER
FOR THE HISTORIC ADVISORY
COMMITTEE REQUIRED BY N.J.S.A. 40A:5-29
- 14-1006-283 ACCEPTING THE RETIREMENT RESIGNATION OF ROBERT MIKITA EFFECTIVE
JANUARY 1, 2015 (Last Day of work December 31, 2014)
- 14-1006-284 APPROVING 5K GIRLS ON THE RUN RACE (GOTR) FOR NOVEMBER 23, 2014
AT 11:00 A.M.
- 14-1006-285 AUTHORIZING THE CHIEF FINANCIAL OFFICER TO ISSUE FUNDS FROM
ESCROW ACCOUNT – VMD Associates LLC
- 14-1006-286 AUTHORIZING THE CHIEF FINANCIAL OFFICER TO ISSUE FUNDS FROM
ESCROW ACCOUNT – PARKVIEW AT SOMERVILLE LLC
- 14-1006-287 AUTHORIZING THE CHIEF FINANCIAL OFFICER TO ISSUE FUNDS FROM
ESCROW ACCOUNT – JSM LANDMARK
- 14-1006-288 AUTHORIZING THE BOROUGH COUNCIL OF THE BOROUGH OF SOMERVILLE
ACTING AS THE HOUSING AGENCY TO ADMINISTER THE SECTION 8
HOUSING ASSISTANCE PAYMENTS PROGRAM AND ADOPTING THE 5 YEAR
AGENCY PLAN WITH REVISIONS
- 14-1006-289 APPROVING THE HIRING OF ZINA VAN NESS AS AN HOURLY PART TIME
EXECUTIVE ASSISTANT EFFECTIVE OCTOBER 20, 2014
- 14-1006-290 AMENDING LANDLORD REGISTRATION BILLING
- 14-1006-291 AUTHORIZING THE MAYOR TO EXECUTE SETTLEMENT AGREEMENT AND
GENERAL RELEASE FOR PAYMENT OF ACCRUED TIME FOR PETER
HENDERSHOT
- 14-1006-292 APPROVING BLOCK PARTY FOR LORI DRIVE ON OCTOBER 25, 2014 FROM
NOON TO 7:00 P.M.

12. BILLS AND VOUCHERS

13. ADJOURNMENT

Somerville, NJ October 6, 2014

The first regular meeting of the Somerville Borough Council for the Month of October 2014 was convened on Monday, October 6, 2014 at 7:20 pm prevailing time in Borough Council Chambers 24 South Bridge Street, Somerville, New Jersey. The meeting was delayed due to the extended workshop executive session.

Clerk-Administrator Sluka read the open public meeting statement and advised that the meeting was properly noticed in the newspaper and at Borough Hall.

Upon call of the roll, the following Borough Council members were present: Mayor Brian Gallagher, presiding, Council President Thompson Mitchell, Councilwoman Jane Kobuta, Councilwoman Amanda O'Neill, Councilman Dennis Sullivan, Councilman Ken Utter and Councilman Robert Wilson.

Also present were Borough Clerk-Administrator Kevin Sluka and Borough Attorney Jeremy Solomon.

The Pledge of Allegiance was recited by those in attendance.

The minutes of the September 15, 2014 meeting were presented in writing for approval.

Councilman Mitchell made a motion and was seconded Councilwoman Kobuta and approved by the following vote:

Carried unanimously

Discussion Items:

Green Seam Presentation- Center for Urban Environmental Sustainability

Frank Gallagher and students from the Rutgers University presented the following report on the landfill green seam.

SOMERVILLE REDEVELOPMENT PLAN



RUTGERS CENTER FOR URBAN ENVIRONMENTAL SUSTAINABILITY

RUTGERS PRINCIPAL INVESTIGATORS:

FRANK GALLAGHER, PHD
WOLFRAM HOEFER, DR.-ING., BAYAK, ASLA
BETH RAVIT, PHD

CUES TEAM MEMBERS:

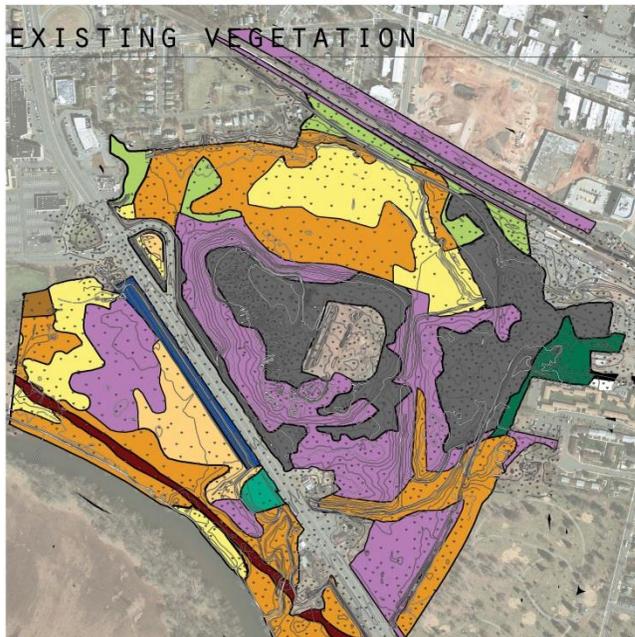
RYAN GOODSTEIN
THERESA HYSLOP
KIMBERLY RICHMOND
TYLER WIBBELT



CENTER FOR URBAN ENVIRONMENTAL SUSTAINABILITY: SOMERVILLE REDEVELOPMENT PLAN
EXISTING CONDITIONS



CENTER FOR URBAN ENVIRONMENTAL SUSTAINABILITY: SOMERVILLE REDEVELOPMENT PLAN
EXISTING CONDITIONS



CENTER FOR URBAN ENVIRONMENTAL SUSTAINABILITY: SOMERVILLE REDEVELOPMENT PLAN
SITE PLAN OPTIONS



CONSENSUS

THE CONSENSUS PLAN (ORIGINAL VISION PLAN) FOCUSES ON VEHICULAR ACCESS TO THE TRAIN STATION. A ROAD THROUGH THE CENTER OF THE SITE WOULD DESTROY WETLANDS, AND DIVIDE THE GREENSEAM AND FUTURE DEVELOPMENT.



ALTERNATIVE

REMOVING THE ROAD THROUGH THE CENTER OF THE SITE CREATES MORE CONTINUITY BETWEEN GREENSEAM ELEMENTS. ALSO, IT AIDS NATURAL ECOLOGIES THAT TREAT WATER AND RESTORE THE LANDSCAPE.



COMPROMISE

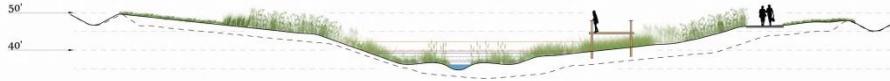
BY ADJUSTING THE ROAD THROUGH THE CENTER OF THE SITE THE POTENTIAL OF THE GREENSEAM CAN STILL BE ACHIEVED. FUTURE DEVELOPMENT IS FOCUSED AROUND THE GREENSEAM WITH TRAIN STATION ACCESS.

■ WATER ■ WETLANDS ■ WET MEADOW ■ DRY MEADOW ■ FORESTED ■ GRASS ■ TERRACE

CENTER FOR URBAN ENVIRONMENTAL SUSTAINABILITY: SOMERVILLE REDEVELOPMENT PLAN
FINAL SITE PLAN



VISION PLAN GREEN SEAM



TREE TERRACES-ENHANCING THE LANDSCAPE



THE BENEFITS OF TERRACING

- INCREASED FLOOD STORAGE
- OPPORTUNITY FOR WOODY PLANTINGS
- OPPORTUNITY FOR TREES
- ABILITY TO RESTORE FORESTED WETLANDS
- INCREASED ECOLOGICAL VALUE
- UNIQUE IDENTITY FOR SOMERVILLE

The creation of terraces provides a novel approach to the redevelopment of landfills. Terraces will allow for trees and other woody vegetation to be planted on top of the liner, instead of the herbaceous plantings typically mandated by liner systems. The terraces are separated from the liner by a special secondary liner that will provide the main liner with extra protection. With this terrace system Somerville has the opportunity to set a new precedent for landfill reuse.

CUES PLAN GREEN SEAM



CENTER FOR URBAN ENVIRONMENTAL SUSTAINABILITY: SOMERVILLE REDEVELOPMENT PLAN
TERRACE TRANSFORMATION



FULL TERRACE



SINGLE HIGH TERRACE



PARTIAL TERRACE



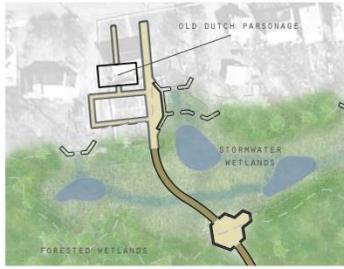
CENTER FOR URBAN ENVIRONMENTAL SUSTAINABILITY: SOMERVILLE REDEVELOPMENT PLAN
PROPOSED GREEN SEAM

CENTER FOR URBAN ENVIRONMENTAL SUSTAINABILITY: SOMERVILLE REDEVELOPMENT PLAN
COMMUNITY CONNECTIONS

COMMUNITY WATER FEATURE



OLD DUTCH PARSONAGE AND PARK ENTRANCE



CENTER FOR URBAN ENVIRONMENTAL SUSTAINABILITY: SOMERVILLE REDEVELOPMENT PLAN
STORMWATER WETLANDS

NORTHERN STORMWATER WETLAND



EASTERN STORMWATER WETLANDS



WHAT THEY DO

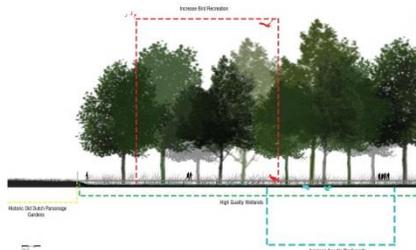
The main purpose of all three stormwater wetlands are to slow and treat stormwater from their respective drains. The eastern wetlands are designed to detain more stormwater, while the northern wetlands are designed as a pond/wetland system. Both are extensions of the existing wetlands. The northern stormwater wetland is designed to bleed into the rest of the wetland extension. The outflow of the eastern wetlands is more controlled, separated from the existing stream and wetlands by gabions.

The northern stormwater wetland is part of the entrance to the park from the Wallace House. It can be viewed from the boardwalk and observation platform along the trail.

PLANT LIST

LOW MARSH		HIGH MARSH	
Scientific name	Common Name	Scientific name	Common Name
<i>Potamogeton nodosus</i>	Pickersweed	<i>Carex crinita</i>	Fringed Sedge
<i>Sagittaria latifolia</i>	Broadleaf Arrowhead	<i>Carex lurida</i>	Shallow Sedge
<i>Spartanium egypticum</i>	Broadroot Bur-reed	<i>Carex stipida</i>	Aufrill Sedge
<i>Typha latifolia</i>	Broadleaf Cattail	<i>Carex stricta</i>	Upright Sedge
<i>Zizania aquatica</i>	Annual Wildrice	<i>Carex vulpinoidea</i>	Fox Sedge
		<i>Cephalanthus occidentalis</i>	Butterbush
		<i>Eleocharis palustris</i>	Creeping Spikerush
		<i>Cyperus strictus</i>	Frail Mannagrass
		<i>Hibiscus moscheutos</i>	Crimson-eyed Rosemallow
		<i>Iris versicolor</i>	Harlequin Blueflag Iris
		<i>Lenisia oryzoides</i>	Rice Cutgrass
		<i>Scirpus cyperinus</i>	Woodgrass
		<i>Spartanium americanum</i>	American Bur-reed

ENHANCING ECOLOGICAL FUNCTION



EXPERIENCING THE WETLANDS



CENTER FOR URBAN ENVIRONMENTAL SUSTAINABILITY: SOMERVILLE REDEVELOPMENT PLAN
ECOLOGY AND EXPERIENCE

ECOLOGY AND COMMUNITY



MULTI-USE FIELDS



SEASONAL AESTHETICS



CENTER FOR URBAN ENVIRONMENTAL SUSTAINABILITY: SOMERVILLE REDEVELOPMENT PLAN

SITE VEGETATION

PLANTING PLANS



HERBACEOUS WETLAND

Scientific name	Common Name	Scientific name	Common Name
<i>Carex crinita</i>	Fringed Sedge	<i>Ludwigia alternifolia</i>	Seedbox
<i>Carex lurida</i>	Shallow Sedge	<i>Sagittaria latifolia</i>	Broadleaf Arrowhead
<i>Carex lupulina</i>	Hop Sedge	<i>Scirpus cyperinus</i>	Woodgrass
<i>Carex stipata</i>	Awlfruit Sedge	<i>Sparganium americanum</i>	American Bur-reed
<i>Carex stricta</i>	Upright Sedge	<i>Sparganium eurycarpum</i>	Broadfruit Bur-reed
<i>Carex vulpinoidea</i>	Fox Sedge	<i>Symphoricarum novae-angliae</i>	New England Aster
<i>Hibiscus moscheutos</i>	Crimsoneyed Rosemallow	<i>Symphoricarum novae-angliae</i>	New York Aster
<i>Iris versicolor</i>	Harlequin Blueflag Iris	<i>Typha latifolia</i>	Broadleaf Cattail
<i>Juncus effusus</i>	Common Rush		
<i>Leersia oryzoides</i>	Rice Cutgrass		
<i>Lobelia cardinalis</i>	Cardinalflower		
<i>Lobelia siphilitica</i>	Great Blue Lobelia		



FIRST FLOOD TERRACES

Scientific name	Common Name	Scientific name	Common Name
<i>Cephalanthus occidentalis</i>	Butterbush	<i>Eleocharis palustris</i>	Creeping Spikerush
<i>Iris versicolor</i>	Harlequin Blueflag Iris	<i>Juncus effusus</i>	Common Rush
<i>Lobelia cardinalis</i>	Cardinalflower	<i>Lobelia siphilitica</i>	Great Blue Lobelia
<i>Hieracium rugosum</i>	Allegheny Horselyflower	<i>Symphoricarum novae-angliae</i>	New England Aster
<i>Symphoricarum novae-angliae</i>	New York Aster	<i>Symphoricarum novae-angliae</i>	Swamp Verbena
<i>Verbena hastata</i>	Swamp Verbena		

PLANTING PLANS



SECOND FLOOD TERRACES

Scientific name	Common Name	Scientific name	Common Name
<i>Andropogon gerardii</i>	Big Bluestem	<i>Andropogon gerardii</i>	Big Bluestem
<i>Eupatorium purpureum</i>	Joe Pye Weed	<i>Rudbeckia hirta</i>	Black-eyed Susan
<i>Rudbeckia hirta</i>	Black-eyed Susan	<i>Schizanthus scapularis</i>	Little Bluestem
<i>Schizanthus scapularis</i>	Little Bluestem	<i>Zizia aurea</i>	Golden Zizia
<i>Zizia aurea</i>	Golden Zizia		
<i>Acer rubrum</i>	Red Maple (Tree)		
<i>Betula nigra</i>	River Birch (Tree)		
<i>Cornus amomum</i>	Silky Dogwood		
<i>Platanus zeyheri</i>	Red Chokeberry		
<i>Rosa virginiana</i>	Virginia Rose		
<i>Viburnum dentatum</i>	Souther Arrowwood		



MID LEVEL TERRACES

Scientific name	Common Name	Scientific name	Common Name
<i>Betula nigra</i>	River Birch	<i>Betula nigra</i>	River Birch
<i>Horella pennsylvanica</i>	Barberry	<i>Rosa carolina</i>	Carolina Rose
<i>Rosa carolina</i>	Carolina Rose	<i>Rhus aromatica</i>	Fragrant Sumac
<i>Rhus aromatica</i>	Fragrant Sumac	<i>Sassafras albidum</i>	Sassafras
<i>Sassafras albidum</i>	Sassafras	<i>Salix nigra</i>	Black Willow
<i>Salix nigra</i>	Black Willow	<i>Viburnum prunifolium</i>	Blackhaw
<i>Viburnum prunifolium</i>	Blackhaw		

PLANTING PLANS



UPPER LEVEL TERRACES

Scientific name	Common Name	Scientific name	Common Name
<i>Acer rubrum</i>	Red Maple		
<i>Amelanchier canadensis</i>	Canadian Serviceberry		
<i>Andropogon virginicus</i>	Broomsedge Bluestem		
<i>Carpinus caroliniana</i>	American Hornbeam		
<i>Fraxinus pennsylvanica</i>	Green Ash		
<i>Populus tremuloides</i>	Quaking Aspen		
<i>Rhus aromatica</i>	Fragrant Sumac		



STORMWATER WETLANDS

Scientific name	Common Name	Scientific name	Common Name
<i>Potentilla cordata</i>	Pickereweed	<i>Carex crinita</i>	Fringed Sedge
<i>Sagittaria latifolia</i>	Broadleaf Arrowhead	<i>Carex lurida</i>	Shallow Sedge
<i>Sparganium eurycarpum</i>	Broadfruit Bur-reed	<i>Carex stipata</i>	Awlfruit Sedge
<i>Typha latifolia</i>	Broadleaf Cattail	<i>Carex stricta</i>	Upright Sedge
<i>Zizania aquatica</i>	Annual Wildrice	<i>Carex vulpinoidea</i>	Fox Sedge
		<i>Cephalanthus occidentalis</i>	Butterbush
		<i>Eleocharis palustris</i>	Creeping Spikerush
		<i>Glyceria striata</i>	Fowl Mannagrass
		<i>Hibiscus moscheutos</i>	Crimsoneyed Rosemallow
		<i>Iris versicolor</i>	Harlequin Blueflag Iris
		<i>Leersia oryzoides</i>	Rice Cutgrass
		<i>Scirpus cyperinus</i>	Woodgrass
		<i>Sparganium americanum</i>	American Bur-reed

CENTER FOR URBAN ENVIRONMENTAL SUSTAINABILITY: SOMERVILLE REDEVELOPMENT PLAN

SITE VEGETATION

CENTER FOR URBAN ENVIRONMENTAL SUSTAINABILITY: SOMERVILLE REDEVELOPMENT PLAN

PLANTING PLANS



Scientific name	Common Name
<i>Acer rubrum</i>	Red Maple
<i>Amelanchier canadensis</i>	Canadian Serviceberry
<i>Andropogon virginicus</i>	Brookside Bluestem
<i>Fraxinus pennsylvanica</i>	Green Ash
<i>Nyssa sylvatica</i>	Blackgum
<i>Populus tremuloides</i>	Quaking Aspen
<i>Rhus aromatica</i>	Fragrant Sumac

COST ESTIMATES

GREEN SEAM:
 UPPER GREEN SEAM: 687,260
 LOWER GREEN SEAM: 1,141,040

MEADOW TERRACES: 3,005,400

STORMWATER WETLANDS: 363,500

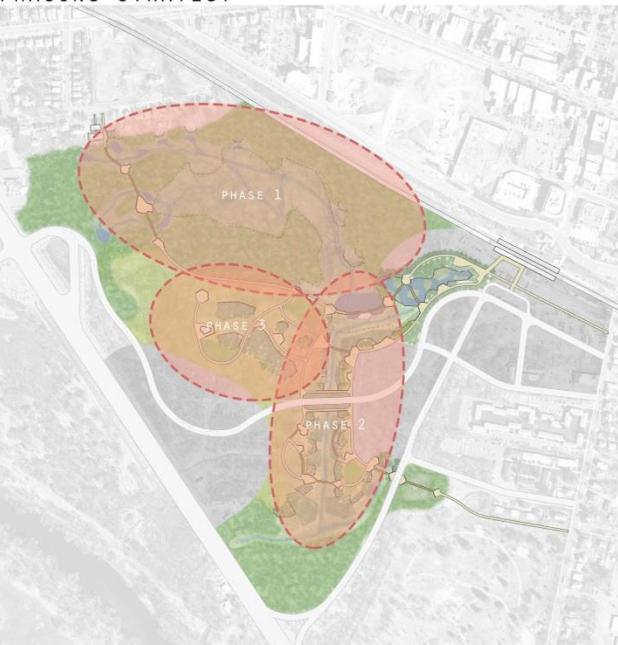
POLISHING WETLANDS: 46,060



SITE VEGETATION

CENTER FOR URBAN ENVIRONMENTAL SUSTAINABILITY: SOMERVILLE REDEVELOPMENT PLAN

PHASING STRATEGY



PHASE 1: RESTORING AND ENHANCING WETLANDS

PHASE 2: TERRACING THE GREEN SEAM

PHASE 3: CREATING THE MEADOW AND MEADOW TERRACES

CONCLUSION

The design documentation presented in this study, while conceptual in nature, proposes specific interventions that address several critical issues. First, the need to create a "place" in which the residents have the opportunity to be aware of and experience the natural resources of the site within its historical context is addressed through walkways and entrances. Second, that the isolation of the site, created by being adjacent to Rt. 206 and the Raritan Valley line of the NJ Transit rail system, needs to be mitigated by strong connection points. This is achieved through connections to the community to the east and to the Old Dutch Parsonage to the west. Lastly, that ecological enhancements could not only serve to increase habitat values and aesthetic character, but also alter the sites hydrology, reducing peak flow rates and mitigating potential erosion damages caused by severe storm events.

"The catalyst that converts any physical location - any environment if you will - in to place, is the process of experiencing deeply."
 -Allan Gusso

CUES **RUTGERS**
 Center for Urban Environmental Sustainability School of Environmental and Biological Sciences

THE BIG PICTURE

Mayor Gallagher commented and thanked the students and Professor Gallagher and Dr. Addicks for their efforts and presentation this evening. This has been an outstanding project working with Rutgers and the Borough to further develop a vision for future redevelopment of the landfill.

Professor Gallagher commented that all the final drawings and recommendations will be compiled in a final bound report and will be issued before the end of 2014.

2014 State of NJ Best Practices Program:

Kevin Sluka provided an overview of the submission to the State of New Jersey. The Borough scored a total of 86% overall on the assessment of Best Practices. The Borough will qualify for 100% of state aid as a result of this best practices program.

Best Practices Worksheet CY 2014/SFY2015

Somerville Borough (Somerset)			
1818	Please see Color Key at bottom of sheet for limits on answers		
Answer	Question		Comments
General Management - GM			
1	Yes	Sharing services has been promoted for many years as a means to control costs. In addition to sharing resources such as labor, facilities and equipment with a county or with neighboring communities, shared services include similar agreements with school boards, independent authorities and fire districts. Shared services do not include cooperative purchasing, cooperative pricing or commodity resale agreements. <u>Did your municipality actively negotiate (i.e. meet with representatives from a neighboring town, your county or another local unit) and/or enter into at least one new shared service agreement, or actively negotiate or enter into the renewal of at least one existing shared service agreement, in the preceding year?</u>	
2	Yes	Traffic safety policies for utility and construction work should balance the interests of public safety with those of controlling costs. For example, uniformed police officers controlling a cul-de-sac may be excessive; while parking a policeman in a patrol car on a major highway to act in lieu of a "crash truck" may be insufficient and could endanger the officer. An appropriate traffic safety plan should include parameters governing when police officers, flag men and safety apparatus are used in different circumstances. <u>Has your municipality reviewed its policies and staffing requirements for providing traffic safety around utility and construction work, and implemented policies to assure that the most efficient and cost-effective approach is taken?</u>	
3	Yes	Has your municipality adopted a vehicle use policy prohibiting personal use of municipal vehicles, and providing that employees authorized to use such vehicles for commuting to/from work have a fringe benefit value added to the gross income reported on the employee's W-2 (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)? Only answer "N/A" if your municipality does not have any municipally-owned vehicles.	
4	Yes	Has the appropriate administrative official reviewed the <u>State Comptroller's June 25, 2013 Report</u> with respect to local government legal fees, and does your municipality follow the best practices outlined in the checklist annexed as an Appendix to the report?	

Best Practices Worksheet CY 2014/SFY2015

Somerville Borough (Somerset)			
1818	Please see Color Key at bottom of sheet for limits on answers		
Answer	Question		Comments
5	Yes	Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year's proposed budget including the full adopted budget for current year when approved by governing body; most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; easily accessible contact information for elected and appointed officials, municipal administrator or manager, municipal clerk, police chief, municipal court administrator and all department heads; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?	
6	Yes	Does your municipality require its elected officials to attend on an annual basis at least one instructional course covering the responsibilities and obligations of elected officials (for example: ethics, municipal finance, labor relations, risk management, shared services, purchasing, land use administration, personnel, technology etcetera)? This item may be satisfied either through a course approved for continuing education credit by DLGS, or in-house education provided by a professional, vendor or staff member (provided they have significant expertise in their profession and routinely prepare public presentations).	

Best Practices Worksheet CY 2014/SFY2015

Somerville Borough (Somerset)		
1818	Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments
7	Yes	With regard to your municipality's collective bargaining agreements that replaced contracts expiring on or after 1/1/11, is the overall impact of the aggregate economic costs limited to an average increase of 2% or less per year over the contract term? An example of such analysis can be found on the " <u>PERC Summary Form; Public Sector; Non-Police and Non-Fire; Section V Impact of Settlement</u> " and " <u>PERC Summary Form; Police and Fire; Section VII Impact of Settlement</u> "
8	No	A municipality's participation in FEMA's <u>National Flood Insurance Program Community Rating System</u> can lead to significant flood insurance premium reductions for its homeowners. An explanation of the program may be found on FEMA's website at http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system , and more information on how the NJDEP's statewide CRS coordinator can assist with improving your rating can be found at http://www.nj.gov/dep/floodcontrol/about.htm . <u>Does your municipality have, or is your municipality in the process of attaining, a Community Rating System ranking of at least Class 9?</u>
9	N/A	If the ratio of assessed values to market values in your municipality is presently less than 65%, is your municipality in the process of conducting a reassessment or revaluation?
10	Yes	The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Forms. While far more local officials are required to file Financial Disclosure Forms than simply local elected officials, their compliance is particularly important. <u>Have all of your local elected officials filed their Financial Disclosure Form in 2014 that covers the 2013 calendar year?</u>

Best Practices Worksheet CY 2014/SFY2015

Somerville Borough (Somerset)		
1818	Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments
11	N/A	Many municipalities have created one or more authorities (including fire districts, utilities authorities, redevelopment authorities, housing authorities, port authorities, etc.) to provide greater focus and attention on addressing a public need, or to reduce governing body burdens. While creation of such an authority is often appropriate, and many authorities successfully and efficiently fulfil their missions, authorities with weak membership or insufficient local-level monitoring can become wasteful, inefficient and unresponsive to the public they serve. <u>N.J.S.A. 40A:5A-20</u> allows a local governing body to dissolve an authority subject to certain parameters and with Local Finance Board approval. Municipalities should at least annually assess the authority or authorities they created and publicly discuss their findings and conclusions. Findings and conclusions should address whether the authority's continued existence is appropriate, and whether the authority is appropriately and efficiently serving its residents. <u>Does the governing body meet at least once annually to discuss an assessment of the authority or authorities they have created?</u>
Finance & Audit - FA		
12	Yes	Internal accounting control processes, procedures and authorizations are designed to safeguard assets and to limit the risk of loss or misstatement. <u>1) Are internal accounting control processes, procedures and authorizations documented and communicated to staff; and 2) Does your Administrator/Manager or CFO, as appropriate, evaluate and discuss risk assessment annually with your governing body or an appropriate subcommittee thereof (such as the Audit or Finance Committee) with a focus on developing and updating accounting control processes, procedures and authorizations? If you selected "yes", please state in the Comment section in the approximate date of the discussion and whether the discussion was with the governing body or, if with a subcommittee thereof, name the subcommittee.</u>

Best Practices Worksheet CY 2014/SFY2015

Somerville Borough (Somerset)		
1818	Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments
13	Yes With respect to note sales (TANs, BANS, Emergency Notes and Special Emergency Notes), proper disclosure and communication with potential bidders can yield optimal results for a municipality. Knowing when to sell on a negotiated or competitive basis, aggregating note sales as much as possible, along with casting a "wide net" to attract the maximum number of bidders for a competitive note sale, is critical to achieving the lowest possible interest rate. <u>Is your municipality 1) marketing note sales beyond publishing the notice required by N.J.S.A. 40A:2-30, and beyond displaying a notice on your municipal website; and 2) issuing a prospectus, official statement or other document to potential lenders disclosing all material financial and budget information?</u>	
14	Yes Does your municipality have a Finance Committee (or equivalent) made up of one or more members of the governing body and other appropriate personnel, as may be needed, that meets at least monthly and discusses all significant financial issues? If you answer "Yes", phrase state in the Comment section the approximate date of your municipality's most recent Finance Committee meeting.	
15	Yes Audit findings address areas needing improvement. Ignoring these findings devalues the process; therefore, municipalities should correct noted deficiencies. <u>Have all audit findings from the 2012 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the 2013 audit?</u> If the answer is no, please list the repeat findings in the comments section. In the event your municipality wishes to appeal the result of this question, the Director shall determine based on the comment(s) whether the finding(s) is/are sufficiently material to warrant a "no" answer.	

Best Practices Worksheet CY 2014/SFY2015

Somerville Borough (Somerset)		
1818	Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments
16	Yes The CFO should be capable of preparing the annual financial statement, annual debt statement and budget schedules. Excessive auditor assistance on these documents could create a perception that the auditor is not truly independent of the client in auditing the client's financial statements. At a minimum, each CFO should prepare balanced and reconciled financial records including books of original entry, general ledgers, subsidiary ledgers and other computer reports that accurately analyze and reflect the municipality's financial position. These records should have sufficient detail for an accountant with sufficient knowledge of New Jersey's municipal accounting system to extract information necessary to prepare financial and debt statements. This requires that, within acceptable tolerance, all financial transactions (cash and non-cash) be posted in the general ledger and that all general ledger accounts be supported by subsidiary ledgers, reports, reconciliations or are otherwise analyzed. <u>A "yes" answer is appropriate if 1) your CFO prepares the annual financial statement, annual debt statement and annual budget, or 2) your CFO presents balanced and reconciled financial records, or 3) you are retaining outside assistance to do so from an individual or entity separate from your municipality's audit firm. Please note that item #2 cannot count as a "yes" answer if the Report of Audit contains comments and recommendations regarding the General Ledger or Cash Account balances not being reconciled.</u>	
17	Yes Grant programs can create a significant burden on a municipality's cash flow if program expenses are either not timely reimbursed or are charged to other operating accounts instead of to the grant. Are all grant revenues, along with their corresponding appropriations, reviewed at least quarterly to determine that all program expenses have 1) been filed for reimbursement and 2) have been properly charged to the grant, with follow up communication to grantor agencies in instances where payments are delayed?	

Best Practices Worksheet CY 2014/SFY2015

Somerville Borough (Somerset)			
1818	Please see Color Key at bottom of sheet for limits on answers		
Answer	Question	Comments	
18	No	N.J.S.A. 40A:5-4 requires municipalities to complete their annual audit for the preceding fiscal year within 6 months after the close of its fiscal year. Further, N.J.S.A. 40A:5-6 requires the municipality's auditor to submit a certified duplicate copy of the audit report and recommendations with the Division within 5 days after filing the original with the municipal clerk. <u>Has your municipality received its completed audit for the preceding fiscal year within the statutory timeframe, and confirmed that your auditor has filed a certified duplicate copy of the audit report with the Division? You may only answer this question "N/A" if the Director expressly granted an extension in response to a governing body resolution petitioning for same.</u>	report was submitted to DLGS August 14, 2014
19	No	For its most recent audit period completed, has the municipality: 1) not had findings reported in the Schedule of Findings and Questioned Costs related to potential or actual questioned costs; or 2) not accrued a liability or made payment to a grantor for questioned costs or disallowed expenditures; or 3) not been notified of an amount that must be refunded to a grantor as a result of a contract audit or for any other reason?	
20	Yes	Pursuant to N.J.S.A. 40A: 2-40, the chief financial officer each municipality shall, before the end of the first month of the fiscal year, file their Annual Debt Statement with the Division of Local Government Services. The annual debt statement must be filed electronically following the procedure described in Local Finance Notice 2013-3. <u>Did your municipality file its electronic Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFY municipalities)?</u>	
21	Yes	<u>Local Finance Notice 2014-09</u> contains important information about the need for municipalities that have certain outstanding debt to abide by requirements to annually disclose certain information with respect to financial conditions. The continuing financial disclosure obligations are required by federal law and local agreements executed as part of past issuances of debt. Failure to comply can result in penalties against local governments and individual officers responsible for various filings. Failure to comply can also result in a lack of access to capital markets. <u>Has your CFO done all of the following: (1) reviewed Local Finance Notice 2014-09; and (2) undertaken, or caused to be undertaken, a review of past compliance with such requirements?</u>	

Best Practices Worksheet CY 2014/SFY2015

Somerville Borough (Somerset)			
1818	Please see Color Key at bottom of sheet for limits on answers		
Answer	Question	Comments	
22	Yes	Is your municipality up to date and fully compliant with continuing disclosure obligations as discussed in the previous question?	
Procurement - P			
23	Yes	Municipalities and their agencies are allowed to prohibit the award of public contracts to business entities that have made certain campaign contributions exceeding \$300 and to limit the contributions that the holders of a contract can make during the term of a contract to \$300. A model ordinance concerning pay-to-play can be found at http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc . <u>Has your municipality adopted a pay-to-play ordinance pursuant to N.J.S.A. 40A:11-51 that is more restrictive than state statutory requirements?</u>	
24	Yes	Changes in energy markets could potentially offer substantial savings for local governments. <u>Local Finance Notice 2012-12</u> provides important guidance on the competitive procurement of energy. <u>Has your CFO, head purchasing official or other appropriate municipal official evaluated and discussed with your governing body (or an appropriate subcommittee thereof) whether the cooperative or competitive procurement of energy would benefit your municipality? If you answer "Yes", please state in the Comment section the approximate date of the discussion and whether the discussion was with the governing body or, if with a subcommittee thereof, name the subcommittee. You may only answer "N/A" if your municipality already participates in competitive energy procurement.</u>	

Best Practices Worksheet CY 2014/SFY2015

Somerville Borough (Somerset)		
1818	Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments
25	Yes The Local Finance Board recently adopted new rules, outlined in <u>Local Finance Notice 2013-17</u> , expanding municipalities' ability to purchase goods and services with procurement cards. The most significant change is the elimination of the prior per-transaction monetary limitation on P-Cards (15% of local unit's bid threshold) where a Qualified Purchasing Agent manages a local unit's P-Card program. Has your CFO, head purchasing official or other appropriate municipal official evaluated and discussed with your governing body (or an appropriate subcommittee thereof) how and whether a procurement card program could benefit the municipality or, if a procurement card program already exists, whether the program complies with the new regulations? If you answered "Yes", please state in the Comment section in the approximate date of the discussion and whether the discussion was with the governing body or, if with a subcommittee thereof, name the subcommittee. If your municipality has a procurement card program, please name the vendor in the Comment section.	
26	N/A P.L. 2013, c. 37, known as the "Sandy Integrity Monitor Law", requires the State Treasurer to assign monitors to recovery and rebuilding-related contracts \$5 million or above, and grants the Treasurer discretion to assign monitors on contracts below \$5 million. Pursuant to authority granted under the law, all Sandy-related recovery and rebuilding contracts over \$2 million awarded by local governments must be reported to the State Department of Treasury. Please access Treasury's Sandy website at http://www.state.nj.us/treasury/news-sandy.shtml for more information on your municipality's responsibilities under the Sandy Integrity Monitor Law. <u>Has your municipality reported all Superstorm Sandy-related contracts over \$2 million to the State Treasurer?</u>	
27	Yes N.J.S.A. 40A:11-5 (a)(i) states that, if a municipality utilizes the professional services exemption from the Local Public Contracts Law, "The governing body shall in each instance state supporting reasons for its action in the resolution awarding each contract and shall forthwith cause to be printed once, in the official newspaper, a brief notice stating the nature, duration, service and amount of the contract, and that the resolution and contract are on file and available for public inspection in the office of the clerk of the [] municipality...". <u>With respect to the award of professional services contracts, is your municipality complying with the above referenced provision of the Local Public Contracts Law?</u>	

Best Practices Worksheet CY 2014/SFY2015

Somerville Borough (Somerset)		
1818	Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments
Budget Preparation and Presentation - BP		
28	No In preparing your annual budget it is important for both the governing body and public to understand the concept of surplus and how it accumulates (or declines) over the years. A formal policy regarding surplus serves as a basis for decisions concerning future financial solvency, and the lack of a policy could lead bond rating agencies to downgrade your municipality's credit rating. In developing said surplus policy your CFO should analyze and explain at least a five-year trend of surplus; illustrating the factors causing each annual increase or decrease. A surplus policy with realistic and sustainable goals can then be determined. <u>Does your municipality have a written policy goal for the amount of surplus available in support of municipal operations, and is this goal evaluated annually?</u>	
29	No In preparing your annual budget for the current year, it is important that the impact that current budgeting decisions may have on future years' budgets be presented, evaluated and considered before the governing body takes final action. Long term plans concerning revenue, appropriations, tax levy, tax levy cap and surplus are critical to sustaining (or achieving) a solid fiscal condition. <u>Are budget projections 1) factoring in the impact that the current year's budget may have on the future tax levy (as restricted by the levy cap) and future surplus balances for at least two future year's budgets, and 2) are these budget projections discussed with the governing body?</u>	
30	Yes Certain municipalities have indirectly pledged prompt payment (i.e. issued a guarantee) of debt service with respect to debt issued by counties, independent authorities or developers. Bond Rating Agencies (e.g. Moody's, Fitch, Standard & Poor's) have downgraded certain municipalities' bond ratings to below investment grade for lack of preparation in the event a lender calls in a debt guarantee. <u>If your municipality guarantees any debt, are direct service revenues that may be pledged against debt repayment monitored by the municipal CFO; and to the extent that cash flow from pledged revenue will not satisfy the debt repayment, are sufficient funds held in reserve to satisfy the guarantee or is an existing authorization in place to issue debt (e.g. a bond ordinance) in the event a lender calls in the guarantee?</u>	
31	Yes Do elected officials receive a written status report <u>at least quarterly</u> on all budget revenues and appropriations as they correspond to the annual adopted budget?	

Best Practices Worksheet CY 2014/SFY2015

Somerville Borough (Somerset)		
1818	Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments
32 Yes	In developing your multi-year capital plan, is your municipality dedicating sufficient revenues to fund maintenance, repair and eventual replacement of infrastructure such as roads, storm sewers, sanitary sewers and water systems?	
33 Yes	N.J.S.A. 40A:4-5 requires that calendar year municipalities approve their introduced budgets no later than February 10, unless the Director sets forth a later date pursuant to N.J.S.A. 40A:4-5.1. Did your municipality approve its introduced current year budget no later than the date provided by law or as extended by the Director?	
34 Yes	N.J.S.A. 40A:4-10 requires that calendar year municipalities adopt their budgets no later than March 20, unless the Director sets forth a later date pursuant to N.J.S.A. 40A:4-5.1. Did your municipality adopt its current year budget no later than the date provided by law or as extended by the Director? This question may only be answered "N/A" if your municipality delayed its budget adoption because it awaited a Division determination concerning a grant award or Transitional Aid award.	

Best Practices Worksheet CY 2014/SFY2015

Somerville Borough (Somerset)		
1818	Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments
Health Insurance - HI		
35 No	Does your municipality exclude from healthcare coverage part-time elected and appointed officials (less than 35 hours per week)? Only answer "yes" if no part-time elected or appointed officials receive health benefits. If your municipality has part-time elected or appointed officials who elect to take State Health Benefits Program (SHBP) health benefits (or receive a waiver for not doing so) by virtue of serving in their position continuously since May 21, 2010, you must answer "No". If you answered "No", please list in the Comments section the name and title of each elected or appointed official receiving either health benefits or a waiver payment in lieu of health benefits.	
36 Yes	Does your municipality conduct a monthly review of health benefit covered lives itemized on health insurance invoices to determine that health insurance invoices do not include employees, former employees, spouses or dependents who should no longer be receiving coverage?	
37 N/A	Municipalities frequently contract with or designate insurance brokers to secure healthcare coverage from insurance carriers. Brokers are typically paid by third-party administrators (TPA's) hired to collect, review and pay healthcare bills. The municipality pays the TPA, who in turn pays the broker. Broker fees are often directly related to the amount of insurance premiums or fees paid by the municipality (i.e. the higher the premium, the larger the broker's commission). Thus, the municipality-broker-TPA arrangement is vulnerable to abuse because brokers could face conflicting incentives in seeking lower-cost insurance alternatives. <u>If your municipality contracts with or otherwise designates an insurance broker, is the structure for broker payments set at a flat-fee rather than on a commission basis (so as to mitigate the risk of brokers recommending more expensive insurance coverage to earn higher fees)?</u>	
38 N/A	The State Health Benefits Program (SHBP) offers medical, prescription and dental coverage options for more than 850,000 participants, including employees, dependents and retirees. All plans have substantial networks of healthcare providers, and provide services nationwide. 62% of municipalities, and 33% of counties, within New Jersey participate in SHBP. <u>If your municipality has non-SHBP coverage, as your collective bargaining agreements come up for renegotiation, do your municipality's negotiation proposals seek contract provisions allowing its employees to be switched to SHBP or another non-SHBP plan of lesser cost?</u>	

Best Practices Worksheet CY 2014/SFY2015

Somerville Borough (Somerset)		
1818	Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments
39	Yes	<p>Prior to municipal officers and employees being required to substantially share in the cost of their health benefits, there was no disincentive to officers and employees accepting coverage even though they had alternative coverage. Many municipalities would offer payments in lieu of health benefits to encourage officers and employees to voluntarily drop coverage, provided they had coverage from another source. The policy often saved money by replacing the expensive cost of providing health care with the less expensive payment in lieu of health benefits. The need to pay officers and employees money to not take a health insurance benefit they can receive from another source has largely disappeared, because the cost of premium sharing will cause officers and employees to drop coverage if alternative coverage is available. <u>Has your municipality: (1) explored all necessary actions to end payments in lieu of health benefits (e.g. modifying collective bargaining agreements); and (2) either adopted or discussed at a public meeting a policy prohibiting payments in lieu of health benefits to officers and employees who are not contractually entitled to such payments?</u> An answer of "N/A" is only applicable where there are no instances in the municipality of payments in lieu of health benefits.</p>

Best Practices Worksheet CY 2014/SFY2015

Somerville Borough (Somerset)		
1818	Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments
	Personnel - PE	
40	Yes	<p>The Fair Labor Standards Act (FLSA) is a federal law that establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. The law requires that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, municipal managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and are not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (you should consult with your labor counsel for more detailed guidance). <u>Does your municipality refrain from paying overtime to employees who are classified as exempt under the FLSA?</u> <i>In answering this question, be aware that exempt status would also preclude overtime pay for time worked during emergencies, attendance at night meetings, participation in training sessions, and police "off-duty" assignments (a/k/a "Jobs in Blue"). Also, please note that compensated leave time in lieu of cash payments is considered to be a form of overtime pay unless such leave is utilized in the same pay period.</i></p>
41	Yes	<p>N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to contracts@perc.state.nj.us. <u>Has your municipality filed all current contracts with PERC?</u></p>
42	Yes	<p>Does your municipality make available to the public free of charge, either through an internet posting or on-site review, documents that show the current salaries of all personnel?</p>

Best Practices Worksheet CY 2014/SFY2015

Somerville Borough (Somerset)		
1818	Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments
43	Yes	Accurate records of employee time are critical not only for financial accountability, but also effective management of your workforce. Is your municipality ensuring that 1) employees complete and file standardized forms, either electronically or by paper, to verify all employee time worked (e.g. time cards, electronic time keeping); 2) your personnel/human resources office maintains records accounting for all employee leave time earned and used; and 3) supervisors are reviewing and approving/denying employee time and attendance documentation before those records are submitted to management and, in the case of department heads, is such documentation reviewed and verified independently?
44	Yes	Has your municipality instituted a policy to not compensate employees for sick leave accumulated after a certain date?

Best Practices Worksheet CY 2014/SFY2015

Somerville Borough (Somerset)		
1818	Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments
45	Yes	Does your municipality have a transitional duty program (light duty) to encourage employees out on workers compensation to return to work?
46	No	The State Workers Compensation Law provides that, when an employee receives a work-related injury producing temporary disability, the employee is entitled to wage-continuation equal to 70% of the employee's weekly wages, subject to a maximum compensation as determined by the Commissioner of Labor. <u>Does your municipality limit benefits for work-related injuries to the above statutory benefit?</u> The answer to this question can be "prospective" if such a provision was imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining.
47	Yes	The weekly benefit rate provided under the State Temporary Disability Law for a non-work-related injury is calculated on the basis of claimant's average weekly wage. Each claimant is paid 2/3 of their average weekly wage up to the maximum amount payable, which is \$595 for disabilities beginning on or after 1/1/13. <u>Does your municipality refrain from supplementing the Temporary Disability benefit?</u> The answer to this question can be "prospective" if such a provision was imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining. Only answer "N/A" if your municipality does not participate in the State Temporary Disability Program.
48	Yes	Has your municipality adopted an ordinance, resolution, regulation or policy eliminating longevity awards, bonuses or payments for non-union employees?
49	Yes	For any employees covered by a collective bargaining agreement, has your municipality eliminated longevity awards, bonuses or payments for employees hired on or after a specified date, and refrained from increasing longevity awards, bonuses or payments for employees hired before a specified date? The answer to this question can be "prospective" if such provisions were imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining.

Best Practices Worksheet CY 2014/SFY2015

Somerville Borough (Somerset)		
1818	Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments
50	Yes Employee personnel manuals or handbooks serve as a valuable tool to convey a municipality's policies, procedures and benefits. Many insurance carriers encourage the adoption of such a document and offer discounted rates for their use. These publications should review employees' rights and obligations in areas ranging from discrimination, safety, violence, and harassment to vacation and sick days, holidays, use of township vehicles, smoking and political activity, among others. <u>Has your municipality adopted or updated an employee personnel manual/handbook by resolution or ordinance within the last five years? If yes, please provide in the Comments section the date of the meeting during which the personnel manual was adopted.</u>	
0	Select	
38	Yes	
7	No	
5	N/A	
0	Prospective	
50	Total Answered:	
43	Score (Yes + N/A + Prospective)	
86%	Score %	
0%	Percent Withheld	
Chief Administrative Officer's Certification		
	I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	Certification #(s)
	Kevin Sluka, Township Administrator	9/19/2014
Chief Financial Officer's Certification		
	I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	N-866
	Dena Flynn, CMFO	9/19/2014

Somerville, NJ October 6, 2014

Committee Reports:

Councilman Utter reported on the recent Ridewise program awards breakfast that he attended.

Councilman Utter commented on the Rockaway Bingo case which has recently been publicized in the media.

Councilman Utter thanked Tom Calabrese of the Somerville Fire Department attending a technology in the fire service program at the National Fire Training Academy.

Councilman Utter reported that the downtown tree committee recently had their first meeting and it was a productive session.

Councilman Utter reported the Library will be opening bids for the bathroom renovation project.

Councilman Utter reported a total of 34 fire calls for the month of September.

Councilman Utter reminded everyone of the upcoming inspection day program on Saturday, October 11, 2014.

Councilman Wilson reported that the 2014 Somerville Fire Department Holiday Lights parade will be held on December 6, 2014.

Councilwoman O'Neill reported on the upcoming Board of Health meeting. She has also met with the new Somerville Health inspector, Michael McCarty. The County Health Department will also be scheduling the 2014 flu clinics.

Councilwoman O'Neill reported that the Recreation Commission is continuing the process to hire a new director. She anticipates a decision at their upcoming meeting in October.

Councilwoman O'Neill reported on Breast Cancer Awareness Month.

Councilwoman O'Neill reported on the 2015 Budget committee meetings.

Councilwoman O'Neill reported on the Municipal Youth Services Alliance programs.

Councilman Sullivan reported that a total of 125 pot holes have been reported and repaired to date.

Councilman Sullivan reported the annual leaf collection program will start on October 22, 2014. Please rake your leaves to the curb but not into the gutter.

Councilwoman Kobuta reported on a recent excellent program on Eleanor Roosevelt at the Somerville Public Library.

Councilwoman Kobuta announced that Arts on Division has been formally awarded a 501 C 3 designation. They are also working on some sculpture to be brought to town.

Councilman Mitchell reported that the center hall restoration project has been completed at Borough Hall.

Councilman Mitchell commented that security cameras are being installed at Borough Hall.

Councilman Mitchell commented on the County Weekend Journey into the past program coming up. The Somerville Fire Museum will be included in this year's program.

Councilman Mitchell reported on the October 25, 2014 Hazardous Waste Drop 9:00am-2:00pm at the South County Garage in Hillsborough.

Mayor Gallagher wished to thank all involved in the Fire Museum Program yesterday. He would like to especially thank Rich O'Neill who spearheaded this project and was able to bring everything together for this outstanding renovation project.

Somerville, NJ October 6, 2014

Open Public Session:

Mayor Gallagher opened the meeting from comments from the public.

Richard Carlson, 45 East Cliff Street, Somerville, asked that the Council consider additional handicap parking spaces for the Church on East Cliff Street.

Clerk-Administrator Sluka replied that a letter was received today and will be review for further Council action.

Luc Sergile, 46 Steel Ave, Somerville Board of Education Representative, commented on the bus stop ordinance.

Mayor Gallagher provided an overview on the safety issues surrounding the relocation of the bus stop on East Main Street.

Mr. Sergile also commented on the Fire Museum and also that he would like to see the schools become more involved.

Clerk-Administrator Sluka provided an update on the Shop Somerville program. We need a minimum of 20 merchants to get this program underway.

Valerie Gibson, Somerville Business and Professional Association, asked that the Borough include the SBPA in the Shop Downtown Somerville Program.

At this time there were no other comments from the public and the open session was closed.

Ordinances for Introduction:

ORDINANCE 2454-14-1006

BOND ORDINANCE PROVIDING AN APPROPRIATION OF \$120,000 FOR PRELIMINARY EXPENDITURES IN CONNECTION WITH VARIOUS REDEVELOPMENT PROJECTS FOR AND BY THE BOROUGH OF SOMERVILLE, IN THE COUNTY OF SOMERSET, NEW JERSEY AND AUTHORIZING THE ISSUANCE OF \$114,000 BONDS OR NOTES OF THE BOROUGH FOR FINANCING PART OF THE APPROPRIATION.

BE IT ORDAINED, BY THE BOROUGH COUNCIL OF THE BOROUGH OF SOMERVILLE, IN THE COUNTY OF SOMERSET, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

The improvements described in Section 3 of this bond ordinance (the "Improvements") are hereby authorized to be undertaken by the Borough of Somerville, New Jersey (the "Borough") as general improvements. For the said Improvements there is hereby appropriated the amount of \$120,000, such sum includes the sum of \$6,000 as the down payment (the "Down Payment") required by the Local Bond Law of the State of New Jersey, constituting Chapter 2 of Title 40A of the New Jersey Statutes, as amended and supplemented (the "Local Bond Law"). The Down Payment is now available by virtue of provision in one or more previously adopted budgets for down payments for capital purposes.

In order to finance the cost of the Improvements not covered by application of the Down Payment, negotiable bonds of the Borough are hereby authorized to be issued in the principal amount of \$114,000 pursuant to the provisions of the Local Bond Law (the "Bonds"). In anticipation of the issuance of the Bonds and to temporarily finance said improvements or purposes, negotiable bond anticipation notes of the Borough are hereby authorized to be issued in the principal amount not exceeding \$114,000 pursuant to the provisions of the Local Bond Law (the "Bond Anticipation Notes" or "Notes").

(a) The Improvements authorized and the purposes for which obligations are to be issued is for preliminary expenditures in connection with various redevelopment projects, including West End Redevelopment Area, East End Redevelopment Area, Kirby Avenue Redevelopment Area and Landfill Project Area, all as shown on and in accordance with the plans and specifications on file in the office of the Clerk.

(b) The estimated maximum amount of Bonds or Notes to be issued for the purpose of financing a portion of the cost of the Improvements is \$114,000.

(c) The estimated cost of the Improvements is \$120,000 which amount represents the initial appropriation made by the Borough.

Somerville, NJ October 6, 2014

All Bond Anticipation Notes issued hereunder shall mature at such times as may be determined by the Chief Financial Officer of the Borough (the "Chief Financial Officer"); provided that no Note shall mature later than one year from its date. The Notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer shall determine all matters in connection with Notes issued pursuant to this ordinance, and the signature of the Chief Financial Officer upon the Notes shall be conclusive evidence as to all such determinations. All Notes issued hereunder may be renewed from time to time subject to the provisions of Section 8(a) of the Local Bond Law. The Chief Financial Officer is hereby authorized to sell part or all of the Notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The Chief Financial Officer is directed to report in writing to the Borough Council of the Borough at the meeting next succeeding the date when any sale or delivery of the Notes pursuant to this ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the Notes sold, the price obtained and the name of the purchaser.

The capital budget of the Borough is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith. The resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital program as approved by the Director, Division of Local Government Services, Department of Community Affairs, State of New Jersey is on file with the Borough Clerk and is available for public inspection.

The following additional matters are hereby determined, declared, recited and stated:

The Improvements described in Section 3 of this bond ordinance are not current expenses, and are capital improvements or properties that the Borough may lawfully make or acquire as general improvements, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

The average period of usefulness of the Improvements, within the limitations of the Local Bond Law, taking into consideration the respective amounts of all obligations authorized for the several purposes, according to the reasonable life thereof computed from the date of the Bonds authorized by this bond ordinance, is 15 years.

The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Borough Clerk and a complete executed duplicate thereof has been filed in the office of the Director, Division of Local Government Services, Department of Community Affairs, and State of New Jersey. Such statement shows that the gross debt of the Borough, as defined in the Local Bond Law, is increased by the authorization of the Bonds and Notes provided in this bond ordinance by \$114,000 and the obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.

An aggregate amount not exceeding \$120,000 for items of expense listed in and permitted under Section 20 of the Local Bond Law is included in the estimated cost of the Improvements, as indicated herein.

Any funds received from time to time by the Borough as contributions in aid of financing the purposes described in Section 3 of this Ordinance shall be used for financing said Improvements by application thereof either to direct payment of the cost of said Improvements or to the payment or reduction of the authorization of the obligations of the Borough authorized therefor by this Bond Ordinance. Any such funds received may, and all such funds so received which are not required for direct payment of the cost of said Improvements shall, be held and applied by the Borough as funds applicable only to the payment of obligations of the Borough authorized by this Bond Ordinance.

The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy ad valorem taxes upon all the taxable property within the Borough for the payment of the obligations and the interest thereon without limitation of rate or amount.

This Bond Ordinance constitutes a declaration of official intent under Treasury Regulation Section 1.150-2. The Borough reasonably expects to pay expenditures with respect to the Improvements prior to the date that Borough incurs debt obligations under this Bond Ordinance. The Borough reasonably expects to reimburse such expenditures with the proceeds of debt to be incurred by the Borough under this Bond Ordinance. The maximum principal amount of debt expected to be issued for payment of the costs of the Improvements is \$114,000.

This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

Mayor Gallagher opened the meeting for public comment on Ordinance 2454-14-1006.

There were no comments from the public on this Ordinance.

Councilman Utter made a motion and was seconded by Councilwoman Kobuta to introduce Ordinance 2454-14-1006.

The motion was approved by the following vote:

- Ayes: Councilwoman Kobuta, Councilman Mitchell, Councilwoman O’Neill, Councilman Sullivan, Councilman Utter, Councilman Wilson
- Nays: None

ORDINANCE NUMBER 2455 - 14-1006

AMENDING CHAPTER 141-7 BILLING PROCEDURE ADDING SUBSECTION ‘C’ & ‘D’ AND DELETING CHAPTER 141-8 – APPEALS AND REPLACING WITH A NEW CHAPTER 141-8 ENTITLED ‘APPEALS’

BE IT ORDAINED that Chapter 147-7 of the Borough Code shall be amended to include subsection ‘C’ and subsection ‘D’

141- 7. Billing Procedure

- C. The Tax Collector shall calculate sewer service use charges by utilizing the water usage months of January, February, March, October, November and December to determine the average monthly sewer service usage. Utilizing the average monthly sewer service usage form utilizing the 6 months listed, said average sewer service usage shall be used as the sewer service usage
- D. The Tax Collector shall be responsible for reconciling and adjusting bills for qualified events such as leak identification adjustments, new property owner adjustment and reconciling upon documentation from water company.
- E. Users with an intake of 130,000 cubic feet of water may install a meter, at its own expense, with proper permits at the directions of the Borough to measure use of the wastewater entering the sanitary system.

BE IT FURTHER ORDAINED that Chapter 147-8 of the Borough Code shall be deleted and a new Chapter 147-8 shall read as follows:

141-8 Appeals:

- A. Any property owner shall have a right to appeal to the Mayor and Council any decision or action taken pursuant to this chapter, only after the property owner has appealed to the Tax Collector and Administrator and provided that the appeal is made in writing within 15 days of the decision of Tax Collector and Administrator.
- B. All appeals shall be in writing within the prescribed time to the Tax Collector. The Hearing shall be held within forty five (45) days of the filing of an appeal. The decision shall be made in writing within forty five (45) days of the hearing.

This ordinance shall take upon final passage and (20) days after publication.

Mayor Gallagher opened the meeting for public comment on Ordinance 2455-14-1006.

There were no comments from the public on this Ordinance.

Councilman Mitchell made a motion and was seconded by Councilwoman Kobuta to introduce Ordinance 2455-14-1006.

The motion was approved by the following vote:

- Ayes: Councilwoman Kobuta, Councilman Mitchell, Councilwoman O’Neill, Councilman Sullivan, Councilman Utter, Councilman Wilson
- Nays: None

Ordinances for Hearing and Adoption:

ORDINANCE 2452-14-0915

AMENDING CHAPTER 166-54 SCHEDULE XIII V A: BUS STOPS; HEREBY ELIMINATED THE BUS STOP ON WEST MAIN STREET AND SOUTH BRIDGE STREET ON THE SOUTH SIDE OF THE ROAD

Mayor Gallagher opened the meeting for public comment on Ordinance 2453-14-0915.

There were no comments from the public on this Ordinance.

Councilwoman Kobuta made a motion and was seconded by Councilman Sullivan to adopt Ordinance 2452-14-0915.

The motion was approved by the following vote:

Ayes: Councilwoman Kobuta, Councilman Mitchell, Councilwoman O'Neill, Councilman Sullivan, Councilman Utter, Councilman Wilson

Nays: None

ORDINANCE 2453-14-0915

AN ORDINANCE OF THE MUNICIPAL COUNCIL OF THE BOROUGH OF SOMERVILLE AMENDING THE REDEVELOPMENT PLAN FOR THE WEST MAIN STREET REDEVELOPMENT AREA PURSUANT TO N.J.S.A. 40A:12A-1 ET SEQ.

Colin Driver provided an overview on the history of basement storage on West Main Street.

Mayor Gallagher opened the meeting for public comment on Ordinance 2453-14-0915.

There were no comments from the public on this Ordinance.

Councilman Mitchell made a motion and was seconded by Councilman Sullivan to adopt Ordinance 2453-14-0915.

The motion was approved by the following vote:

Ayes: Councilwoman Kobuta, Councilman Mitchell, Councilwoman O'Neill, Councilman Sullivan, Councilman Utter, Councilman Wilson

Nays: None

Resolutions:

RESOLUTION 14-1006-279

CREATING A LABOR RELATIONS COMMITTEE

WHEREAS, seeks to create a Labor Relations Committee to continue a dialogue on diversity in the workplace:

BE IT RESOLVED, by the Borough Council of the Borough of Somerville, in the County of Somerset, State of New Jersey hereby creates a Labor Relations Committee which includes but not limited to the Mayor, Members of the Council, Employees and Community Representatives appointed by the Mayor for a term of one (1) year.

Adopted by Borough Council on October 6, 2014

RESOLUTION 14-1006-280

DEDICATION BY RIDER
BOROUGH OF SOMERVILLE OF SOMERSET COUNTY

A RESOLUTION REQUESTING PERMISSION FOR THE DEDICATION

Somerville, NJ October 6, 2014

BY RIDER FOR FIRE MUSEUM
REQUIRED BY N.J.S.A. 40A:5-29

WHEREAS, permission is required of the Director of the Division of Local Government Services for approval as a dedication by rider of revenues received by a municipality when the revenue is not subject to reasonable accurate estimates in advance; and

WHEREAS, N.J.S.A. 40A:5-29 provided for receipt of Donations by the municipality to provide for the operating costs to administer this act: and,

WHEREAS, N.J.S.A. 40A:4-39 provides the dedicated revenue anticipated from the Fire Museum are hereby anticipated as revenue and are hereby appropriated for the purpose to which said revenue is dedicated by statute or other legal requirement:

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the municipality of the Borough of Somerville, County of Somerset, New Jersey as follows:

1. The Governing Body does hereby request permission of the Director of the Division of Local Government Services to pay expenditures of the Fire Museum, required by N.J.S.A. 40A:5-29.
2. The Clerk of the Borough of Somerville, County of Somerset is hereby directed to forward two certified copies of this Resolution to the Director of the Division of Local Government Services.

Adopted by Borough Council on October 6, 2014

RESOLUTION 14-1006-281

APPROVING SIX MONTH FOOD VENDOR LICENSE FOR JOSEPH GALLIETTI

BE IT RESOLVED, by the Borough Council of the Borough of Somerville, in the County of Somerset, State of New Jersey hereby approves six month food vendor license for Joseph Galletti

RESOLUTION 14-1006-282

DEDICATION BY RIDER
BOROUGH OF SOMERVILLE OF SOMERSET COUNTY

A RESOLUTION REQUESTING PERMISSION FOR THE DEDICATION
BY RIDER FOR HISTORIC ADVISORY
REQUIRED BY N.J.S.A. 40A:5-29

WHEREAS, permission is required of the Director of the Division of Local Government Services for approval as a dedication by rider of revenues received by a municipality when the revenue is not subject to reasonable accurate estimates in advance; and

WHEREAS, N.J.S.A. 40A:5-29 provided for receipt of Donations by the municipality to provide for the operating costs to administer this act: and,

WHEREAS, N.J.S.A. 40A:4-39 provides the dedicated revenue anticipated from the Historic Advisory Committee are hereby anticipated as revenue and are hereby appropriated for the purpose to which said revenue is dedicated by statute or other legal requirement:

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the municipality of the Borough of Somerville, County of Somerset, New Jersey as follows:

1. The Governing Body does hereby request permission of the Director of the Division of Local Government Services to pay expenditures of the Historic Advisory Committee, required by N.J.S.A. 40A:5-29.

Somerville, NJ October 6, 2014

2. The Clerk of the Borough of Somerville, County of Somerset is hereby directed to forward two certified copies of this Resolution to the Director of the Division of Local Government Services.

RESOLUTION 14-1006-285

AUTHORIZING THE CHIEF FINANCIAL OFFICER TO ISSUE FUNDS FROM ESCROW ACCOUNT – VMD Associates LLC

WHEREAS, the Land Use and Development Ordinance of the Borough of Somerville requires a performance guarantee deposit be made for various projects, and

WHEREAS, a deposit was received from VMD Associates LLC and deposited into our Developers Escrow Account, and

WHEREAS, Colin Driver has confirmed that \$83.13 be paid to DeCottis, FitzPatrick & Cole LLP (August 2014) and \$972.25 be paid to Driver Associates, LLC (September 2014) for services rendered.

NOW, THEREFORE, BE IT RESOLVED, that the Finance Officer be instructed to issue a check in the amount listed above from the balance of the escrow deposit on file for VMD Associates LLC # 7762624976.

Adopted by Borough Council on October 6, 2014

RESOLUTION 14-1006-286

AUTHORIZING THE CHIEF FINANCIAL OFFICER TO ISSUE FUNDS FROM ESCROW ACCOUNT – PARKVIEW AT SOMERVILLE LLC

WHEREAS, the Land Use and Development Ordinance of the Borough of Somerville requires a performance guarantee deposit be made for various projects, and

WHEREAS, a deposit was received from Parkview at Somerville LLC and deposited into our Developers Escrow Account, and

WHEREAS, Colin Driver has confirmed that \$66.50 be paid to DeCotiis, FitzPatrick & Cole LLP (August 2014) for services rendered.

NOW, THEREFORE, BE IT RESOLVED, that the Finance Officer be instructed to issue a check in the amount listed above from the balance of the escrow deposit on file for Parkview LLC #7762624984.

Adopted by Borough Council on October 6, 2014

RESOLUTION 14-1006-287

AUTHORIZING THE CHIEF FINANCIAL OFFICER TO ISSUE FUNDS FROM ESCROW ACCOUNT – JSM LANDMARK

WHEREAS, the Land Use and Development Ordinance of the Borough of Somerville requires a performance guarantee deposit be made for various projects, and

WHEREAS, a deposit was received from JSM Landmark and deposited into our Developers Escrow Account, and

WHEREAS, Colin Driver has confirmed that \$2,081.25 be paid to Driver Associates LLC (September 2014) for services rendered.

NOW, THEREFORE, BE IT RESOLVED, that the Finance Officer be instructed to issue a check in the amount listed above from the balance of the escrow deposit on file for JSM Landmark # 7760805585.

Adopted by Borough Council on October 6, 2014

Somerville, NJ October 6, 2014

RESOLUTION 14-1006-288

AUTHORIZING THE BOROUGH COUNCIL OF THE BOROUGH OF SOMERVILLE ACTING AS THE HOUSING AGENCY TO ADMINISTER THE SECTION 8 HOUSING ASSISTANCE PAYMENTS PROGRAM AND ADOPTING THE 5 YEAR AGENCY PLAN WITH REVISIONS

WHEREAS, the Borough Council of the Borough of Somerville, acting as the Housing Agency presently administers the Section 8 Housing Assistance payments Program in the borough, and

WHEREAS, the Agency has retained the firm of Mullin and Lonergan Associates, Inc. to provide administrative assistance to perform the day to day operations of the program; and

WHEREAS, Mullin and Lonergan Associates has prepared the 5 Year Agency Plan for the Fiscal Years 2015-2019 in accordance with the applicable federal regulations and guidelines. In addition Mullin & Lonergan Associates, Inc., has made revisions to the Administrative plan to comply with the changes in the regulations.

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Somerville Acting as the Housing Agency:

1. That the 5 Year Agency plan for Fiscal Years 2015 – 2019 dated October 2014 is in accordance with Section 511 of QHWRA of 1998
2. The 5 Year Agency Plan for Fiscal Years 2015 – 2019 dated October 2014 is dated the 6th day of October 2014.
3. The Administrative Plan dated September 2014 is hereby adopted on the 6th day of October 2014.

Adopted by Borough Council on October 6, 2014

RESOLUTION 14-1006-289

APPROVING THE HIRING OF ZINA VAN NESS AS AN HOURLY PART TIME EXECUTIVE ASSISTANT EFFECTIVE OCTOBER 20, 2014

BE IT RESOLVED, by the Borough Council of the Borough of Somerville, in the County of Somerset, State of New Jersey hereby authorizes the hiring of Zina Van Ness as an hourly part time executive assistant effective October 20, 2014 at an hourly rate of \$17.50 per hour.

RESOLUTION 14-1006-290

AMENDING LANDLORD REGISTRATION BILLING

WHEREAS, the Tax Collector has advised that the following Landlord Registration fees should be amended as shown below, and

WHEREAS, the Collector has requested that the Landlord Registration fees be amended.

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Somerville, that the taxes shown below be amended and that the Collector be and is hereby authorized to adjust her records accordingly:

<u>Block/Lot</u>	<u>Year</u>	<u>Amount</u>	<u>Location</u>	<u>Homeowner</u>	<u>Reason</u>
61 4	2014	\$ 125.	28 Vet Memorial House LLC	DGM Station	Building Demolished
66 18	2014	\$ 100.	37 N Gaston	L Martinez	As per F. Vuoso

Adopted by Borough Council on October 6, 2014

RESOLUTION 14-1006-291

AUTHORIZING THE MAYOR TO EXECUTE SETTLEMENT AGREEMENT AND GENERAL RELEASE FOR PAYMENT OF ACCFRUED TIME FOR PETER HENDERSHOT

NOW THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Somerville, County of Somerset, State of New Jersey authorize the Mayor to execute the Settlement Agreement and general Release for payment of accrued sick time in accordance with the Settlement Agreement.

Somerville, NJ October 6, 2014

RESOLUTION 14-1006-292

APPROVING BLOCK PARTY FOR LORI DRIVE FOR OCTOBER 25, 2014 FROM NOON TO 7:00 P.M.

NOW THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Somerville, County of Somerset, State of New Jersey approve a block party on October 25, 2014 for Lori Drive from Reimer Street to Lisa Terrace including the cul-de-sac of Lisa Terrace (barricade drop off on corners)

Adopted by Borough Council on October 6, 2014

Councilman Mitchell made a motion and was seconded by Councilman Sullivan to approve the aforementioned consent resolutions.

The motion was approved by the following vote:

Ayes:	Councilwoman Kobuta, Councilman Mitchell, Councilwoman O'Neill, Councilman Sullivan, Councilman Utter, Councilman Wilson
Nays:	None

RESOLUTION 14-1006-283

ACCEPTING THE RETIREMENT RESIGNATION OF ROBERT MIKITA EFFECTIVE JANUARY 1, 2015
(Last Day of work December 31, 2014)

BE IT RESOLVED, by the Borough Council of the Borough of Somerville, in the County of Somerset, State of New Jersey hereby accepts the retirement resignation of Robert Mikita, effective January 1, 2015 and wish him well in his future endeavors.

Councilman Sullivan made a motion and was seconded by Councilman Wilson to approve the aforementioned resolution.

Councilman Sullivan wished to thank Bob Mikita for his many years of service to the Borough of Somerville and wished him well in his retirement.

The motion was approved by the following vote:

Ayes:	Councilwoman Kobuta, Councilman Mitchell, Councilwoman O'Neill, Councilman Sullivan, Councilman Utter, Councilman Wilson
Nays:	None

RESOLUTION 14-1006-284

APPROVING 5K GIRLS ON THE RUN RACE (GOTR) FOR NOVEMBER 23, 2014 AT 11:00 A.M.

BE IT RESOLVED, by the Borough Council of the Borough of Somerville, in the County of Somerset, State of New Jersey hereby approves Girls on the Run Race for November 23, 2014 at 11:00 a.m.

Councilman Utter made a motion and was seconded by Councilwoman Kobuta to approve the aforementioned resolution.

Councilman Sullivan asked to ensure that the homeowners along the race route be properly notified of this event.

The motion was approved by the following vote:

Ayes:	Councilwoman Kobuta, Councilman Mitchell, Councilwoman O'Neill, Councilman Sullivan, Councilman Utter, Councilman Wilson
Nays:	None

Somerville, NJ October 6, 2014

Councilwoman O'Neill, Finance Chair presented the following vouchers for approval:

Formatted Account	Account Description	Vendor Name	Amount
4-01-20-100-000-502	ADVERTISING LEGAL	COURIER NEWS	48.84
4-01-20-100-000-502	ADVERTISING LEGAL	NEW JERSEY LEAGUE OF MUNICIPAL	110.00
4-01-20-100-000-502	ADVERTISING LEGAL	COURIER NEWS	72.92
4-01-20-100-000-511	ADMIN SUPPORT	PAUL ALLENA	650.00
4-01-20-100-000-529	CONTINGENCY	ROBERT VANCE	300.00
4-01-20-100-000-530	COPYING/ COPIER	W.B. MASON CO., INC	236.70
4-01-20-100-000-533	CONTRACTED SERVICES	DELAGE LANDEN FINANCIAL SERVIC	195.84
4-01-20-100-000-556	EYE EXAMS	NANCY FEDOWITZ	100.00
4-01-20-100-000-596	IMMUNIZATION/MEDICAL	PETER J FUSCO	23.92
4-01-20-100-000-628	OFFICE SUPPLIES	RR DONNELLEY	735.00
4-01-20-100-000-628	OFFICE SUPPLIES	MGL PRINTING SOLUTIONS	54.00
4-01-20-100-000-628	OFFICE SUPPLIES	W.B. MASON CO., INC	75.98
4-01-20-100-000-628	OFFICE SUPPLIES	STAPLES CR PLAN	111.96
4-01-20-100-000-635	POSTAGE	FEDEX	73.51
4-01-20-100-000-670	SERVICE CONTRACTS	SHARP ELECTRONICE CORP	184.06
4-01-20-130-000-628	OFFICE SUPPLIES	STAPLES CR PLAN	1.00
4-01-20-130-000-654	PAYROLL SERVICES	ADP	307.33
4-01-20-140-000-534	COMP\SOFTWARE MAINT	COMPUTER SYSTEMS & METHODS	1,810.00
4-01-20-155-000-529	CONTINGENCY	DECOTIIS,FITZPATRICK,COLE & WI	2,992.47
4-01-20-165-000-565	ENGINEERING SUPPLIES	EFINGERS	30.00
4-01-20-165-000-628	OFFICE SUPPLIES	ALLEN REPRODUCTION CO INC	300.00
4-01-20-165-000-628	OFFICE SUPPLIES	ALLEN REPRODUCTION CO INC	0.00
4-01-20-165-000-643	PARKING LOT MTN	AT&T MOBILITY	201.78
4-01-20-165-000-758	METER REPAIRS SINGLE SPAC	DEMARCO BATTERIES PLUS	70.00
4-01-22-195-000-628	OFFICE SUPPLIES	SOMERSET CTY ADM. BLDG	191.59
4-01-22-195-000-628	OFFICE SUPPLIES	STAPLES CR PLAN	92.56
4-01-22-195-000-644	PRINTING	PROFESSIONAL PRINTING	934.75
4-01-23-220-003-666	RX-DENTAL INS	METLIFE	4,466.48
4-01-25-240-000-511	ADMIN SUPPORT	DIANE HEIMBERG	720.00
4-01-25-240-000-537	CRIMINAL INVEST	SIRCHIE FINGERPRINT LABS	93.23
4-01-25-240-000-537	CRIMINAL INVEST	SIRCHIE FINGERPRINT LABS	319.79
4-01-25-240-000-560	EQUIPMENT REPAIR/MAINT	SOMERSET COUNTY VEHICLE MAINT	248.10

Somerville, NJ October 6, 2014

4-01-25-240-000-560	EQUIPMENT REPAIR/MAINT	VESPIA'S/MR TIRE	125.66
4-01-25-240-000-628	OFFICE SUPPLIES	STAPLES CREDIT PLAN	267.75
4-01-25-240-000-670	SERVICE CONTRACTS	DELAGE LANDEN FINANCIAL SERVIC	163.80
4-01-25-240-000-697	TRAINING PROGRAMS	JOHN H STAMLER POLICE ACADEMY	60.00
4-01-25-240-000-713	UNIFORMS	AIM UNIFORM INC	270.40
4-01-25-240-000-713	UNIFORMS	ATLANTIC TACTICAL	152.92
4-01-25-240-000-713	UNIFORMS	ATLANTIC TACTICAL	18.95
4-01-25-240-000-720	VEHICLES	M & W COMMUNICATIONS INC	795.70
4-01-25-240-000-720	VEHICLES	LOUMARC SIGNS	1,200.00
4-01-25-240-001-533	CONTRACTED SERVICES	U S SECURITY ASSOC., INC	900.96
4-01-25-265-000-511	ADMIN SUPPORT	THOMAS CALABRESE	203.50
4-01-25-265-000-511	ADMIN SUPPORT	OCTAVIO ANGELOZZI	1,341.25
4-01-25-265-000-585	FIRE DRIVERS	TODD STARNER	440.00
4-01-25-265-000-585	FIRE DRIVERS	JOE STITLEY	440.00
4-01-25-265-000-585	FIRE DRIVERS	THOMAS MCCORMICK	440.00
4-01-25-265-000-585	FIRE DRIVERS	TOM FERRIS	440.00
4-01-25-265-000-597	INSPECTIONS	ROBERT LYNN	137.05
4-01-25-265-000-661	RENT	CENTRAL HOOK AND LADDER	1,300.00
4-01-25-265-000-697	TRAINING PROGRAMS	GALLS,LLC	1,507.48
4-01-25-265-000-697	TRAINING PROGRAMS	THOMAS CALABRESE	167.32
4-01-25-265-000-709	WORTMAN'S TRAINING TOWER	PATRICK WESTON	106.94
4-01-25-265-001-555	EDUCATIONAL SEMINARS	TREASURER, STATE OF NJ	45.00
4-01-25-265-001-628	OFFICE SUPPLIES	W.B. MASON CO., INC	59.51
4-01-25-275-000-637	PROSECUTOR	SHAIN, SCHAFFER & RAFANELLO,PC	1,000.00
4-01-26-290-000-519	BITUMINOUS CONCRETE	STAVOLA ASPHALT COMPANY	125.20
4-01-26-290-000-519	BITUMINOUS CONCRETE	STAVOLA ASPHALT COMPANY	98.15
4-01-26-290-000-519	BITUMINOUS CONCRETE	STAVOLA ASPHALT COMPANY	95.63
4-01-26-290-000-519	BITUMINOUS CONCRETE	STAVOLA ASPHALT COMPANY	222.73
4-01-26-290-000-519	BITUMINOUS CONCRETE	STAVOLA ASPHALT COMPANY	91.86
4-01-26-290-000-560	EQUIPMENT REPAIR/MAINT	TRIOUS INC	458.00
4-01-26-290-000-560	EQUIPMENT REPAIR/MAINT	BATTERY & ELECTRIC WAREHOUSE	315.36
4-01-26-290-000-560	EQUIPMENT REPAIR/MAINT	FOLEY INCORPORATED	695.25
4-01-26-290-000-560	EQUIPMENT REPAIR/MAINT	SOMERSET COUNTY VEHICLE MAINT	121.52
4-01-26-290-000-621	MEALS	TODD VANDERVOORT	10.00
4-01-26-290-000-621	MEALS	GEORGE CONSTANTINO	10.00
4-01-26-290-000-630	OIL & GREASE	THE FUEL OX LLC	276.00

Somerville, NJ October 6, 2014

4-01-26-290-000-632	OFFICE EQUIPMENT	STAPLES BUSINESS ADVANTAGE	59.95
4-01-26-290-000-673	SIGNS	SOMERSET CTY RD & BRIDGE DIV	45.55
4-01-26-305-000-523	BRIDGEWATER RESOURCES	CIPOLLINI CARTING & RECYCLING	351.00
4-01-26-305-000-523	BRIDGEWATER RESOURCES	CIPOLLINI CARTING & RECYCLING	639.00
4-01-26-305-000-523	BRIDGEWATER RESOURCES	CIPOLLINI CARTING & RECYCLING	19,427.17
4-01-26-305-000-523	BRIDGEWATER RESOURCES	CIPOLLINI CARTING & RECYCLING	15,848.32
4-01-26-310-000-517	BUILDING SUPPLIES	SOMERSET LAWN & GARDEN EQUIP	59.54
4-01-26-310-000-517	BUILDING SUPPLIES	REDELICO'S PAINT & DECOR CENT	21.20
4-01-26-310-000-517	BUILDING SUPPLIES	HOME DEPOT CREDIT SERVICES	450.06
4-01-26-310-000-517	BUILDING SUPPLIES	STAPLES BUSINESS ADVANTAGE	37.49
4-01-26-310-000-517	BUILDING SUPPLIES	W.B. MASON CO., INC	893.35
4-01-26-310-000-517	BUILDING SUPPLIES	STAPLES CR PLAN	32.63
4-01-26-310-000-533	CONTRACTED SERVICES	COOL O MATIC	826.88
4-01-26-310-000-559	ENGINE CO	DORELL LOCKSMITHS, INC	96.00
4-01-27-340-000-510	ANIMAL CONTROL	ST HUBERTS	8,875.00
4-01-28-375-000-557	EQUIPMENT- NEW	SOMERSET LAWN & GARDEN EQUIP	42.94
4-01-28-375-000-557	EQUIPMENT- NEW	RARITAN VALLEY AGWAY	47.94
4-01-28-375-000-557	EQUIPMENT- NEW	CENTRAL JERSEY NURSERIES	3,167.92
4-01-28-375-000-560	EQUIPMENT REPAIR/MAINT	STORR TRACTOR CO	40.47
4-01-28-375-000-560	EQUIPMENT REPAIR/MAINT	SOMERSET LAWN & GARDEN EQUIP	26.45
4-01-28-375-000-560	EQUIPMENT REPAIR/MAINT	CENTRAL JERSEY NURSERIES	91.83
4-01-28-375-000-560	EQUIPMENT REPAIR/MAINT	CENTRAL JERSEY NURSERIES	112.25
4-01-28-375-000-560	EQUIPMENT REPAIR/MAINT	CENTRAL JERSEY NURSERIES	15.92
4-01-28-375-000-560	EQUIPMENT REPAIR/MAINT	LESLIE SWIMMING POOL SUPPLIES	94.90
4-01-28-375-000-645	PAINT	SHERWIN-WILLIAMS	463.60
4-01-31-440-000-705	TELEPHONE- A/E	VERIZON WIRELESS	62.73
4-01-31-440-000-705	TELEPHONE- A/E	VERIZON COMMUNICATIONS	119.99
4-01-31-440-000-705	TELEPHONE- A/E	VERIZON	4,011.53
4-01-31-440-000-705	TELEPHONE- A/E	XTEL COMMUNICATIONS	49.77
4-01-31-460-000-579	GAS/DIESEL	ALLIED OIL LLC	0.00
4-01-31-460-000-579	GAS/DIESEL	ALLIED OIL LLC	0.00
4-01-31-460-000-579	GAS/DIESEL	ALLIED OIL LLC	1,651.11
4-01-31-460-000-579	GAS/DIESEL	SOMERSET COUNTY VEHICLE MAINT	9,021.39
4-01-37-480-000-501	TAX APPEALS	DIFRANCESCO BATEMEN COLEY YOSP	438.24
4-01-37-480-000-501	TAX APPEALS	DIFRANCESCO BATEMEN COLEY YOSP	78.00
4-01-43-490-000-533	CONTRACTED SERVICE	BRIDGEWATER TOWNSHIP	68,559.67

Somerville, NJ October 6, 2014

4-05-55-502-000-511	ADMIN SUPPORT	ANN LANEVE	600.00
4-07-00-000-000-767	MAINSTREET SEMINARS	NATIONAL MAIN STREET CENTER	150.00
4-07-00-000-000-958	OFFICE SUPPLIES	W.B. MASON CO., INC	15.15
4-07-00-000-000-958	OFFICE SUPPLIES	STAPLES CR PLAN	26.99
4-07-00-000-000-968	EVENTS: JAZZ FESTIVAL	W.B. MASON CO., INC	3.03
C-04-00-002-189-907	BLDG & GRDS	HOLT/MORGAN/RUSSELL ARCHITECTS	570.50
C-04-00-002-306-907	BLDG & GRDS	AMPERE ELECTRICAL CONTRACTORS	706.50
C-04-00-002-355-608	LANDFILL	RUTGERS UNIVERSITY	4,800.00
C-04-00-002-355-608	LANDFILL	RUTGERS UNIVERSITY	7,298.71
C-04-00-002-355-608	LANDFILL	GEOSYNTEC CONSULTANTS	10,916.64
C-04-00-002-355-608	LANDFILL	GEOSYNTEC CONSULTANTS	10,419.86
C-04-00-002-355-608	LANDFILL	GEOSYNTEC CONSULTANTS	1,354.62
C-04-00-002-355-608	LANDFILL	GEOSYNTEC CONSULTANTS	10,266.91
C-04-00-002-421-659	REDEVELOPMENT	DECOTIIS,FITZPATRICK,COLE & WI	119.94
C-04-00-002-427-659	REDEVELOPMENT	DECOTIIS,FITZPATRICK,COLE & WI	48.31
C-04-00-002-427-659	REDEVELOPMENT	DECOTIIS,FITZPATRICK,COLE & WI	121.58
C-04-00-002-427-659	REDEVELOPMENT	DECOTIIS,FITZPATRICK,COLE & WI	1,838.39
C-04-00-002-427-659	REDEVELOPMENT	DRIVER ASSOCIATES LLC	5,705.68
C-04-00-002-440-659	REDEVELOPMENT	DRIVER ASSOCIATES LLC	7,094.32
C-04-00-002-441-611	ADMINISTRATION	COMPUTER SYSTEMS & METHODS	833.00
C-04-00-002-441-617	PUBLIC WORKS	BOBCAT OF CENTRAL JERSEY	14,928.20
C-04-00-002-446-100	PRELIMINARY PLAN GARAGE	COLE & ASSOCIATES LLC	1,350.00
C-04-00-002-446-100	PRELIMINARY PLAN GARAGE	TIMOTHY HAAHS & ASSOCIATES INC	10,196.98
C-04-SC-002-012-700	TECHNOLOGY DEPT	SOMERVILLE BOARD OF ED	750.00
G-02-40-001-000-240	LIBRARY ADA COMPLIANT (RESTRM)	KAPLAN GAUNT DESANTIS ARCH,LLC	1,910.00
G-02-40-001-000-240	LIBRARY ADA COMPLIANT (RESTRM)	KAPLAN GAUNT DESANTIS ARCH,LLC	750.00
G-02-40-001-000-240	LIBRARY ADA COMPLIANT (RESTRM)	KAPLAN GAUNT DESANTIS ARCH,LLC	1,375.00
G-02-40-001-000-240	LIBRARY ADA COMPLIANT (RESTRM)	KAPLAN GAUNT DESANTIS ARCH,LLC	229.84
T-12-00-000-000-102	TRUST REFUNDS	JOANNA KOJ	99.00
T-12-00-000-000-211	RECREATION TRUST EXPENSES	GO SOCCER LTD, INC.	350.00
T-12-00-000-000-501	ADVERTISING	COURIER NEWS	53.04
T-12-00-000-000-582	GAMES & SUPPLIES	SCREEN STYLES	188.00
T-12-00-000-000-647	PLAYGROUNDS	HOCKENBURY ELECTRIC CO INC	490.00
T-12-00-000-000-647	PLAYGROUNDS	HICKS PAVING LLC	275.00
T-13-00-000-000-211	PLAN BD ESCROW	DENNIS GALVIN	487.50
T-13-00-000-000-213	POAA	BRIDGEWATER TOWNSHIP	2,408.00

Somerville, NJ October 6, 2014

T-13-00-000-000-219	UNIFORM FIRE CODE	ALERT ALL	822.50
T-13-00-000-000-219	UNIFORM FIRE CODE	MEGAN BOUZIOTIS	33.00
T-13-00-000-000-219	UNIFORM FIRE CODE	GLENN THORNE	300.00
T-13-00-000-000-234	POLICE/COMMUNITY POLICING	HOT DOGS BY HUGE INC	250.00
T-13-00-000-000-542	CABLE TV	GRANICUS INC	218.00
T-18-00-000-000-211	SUI/UNEMPLOYMENT EXPENSE/DEPOSIT	STATE OF NEW JERSEY	54.86
			266,024.54

Councilwoman O'Neill made a motion and was seconded by Councilman Mitchell to approve the aforementioned vouchers.

Councilwoman O'Neill noted a no vote on voucher 14002192.

The motion was approved by the following vote:

Ayes: Councilwoman Kobuta, Councilman Mitchell,
Councilwoman O'Neill, Councilman Sullivan,
Councilman Utter, Councilman Wilson

Nays: None

At this time, the Borough Council there being no further business, Councilman Sullivan made a motion and was seconded by Councilman Mitchell to adjourn the meeting.

The motion was approved by the following vote:

Carried unanimously

The meeting was adjourned at 9:00pm.

Respectfully submitted,

Paul Allena
Secretary