



Township of Middletown, County of Monmouth, NJ

Town Hall, One Kings Highway, Middletown, NJ 07748

[Townclerk@middletownnj.org](mailto:Townclerk@middletownnj.org) or 732-615-2014

## **MARCH 5, 2018 WORKSHOP MEETING** **TOWNSHIP COMMITTEE**

### 1. 7:00 P.M. EXECUTIVE SESSION

The notice requirements provided for in the Open Public Meetings Act have been satisfied. Notice of this meeting was properly given by transmission to The Star Ledger, The Independent, and Two River Times and by posting at the Middletown Township Municipal Building and filing with the Township Clerk all on January 18, 2018.

#### **ROLL CALL:**

Committeeman Fiore \_\_\_\_\_ Committeeman Hibell \_\_\_\_\_

Committeeman Perry \_\_\_\_\_ Deputy Mayor Settembrino \_\_\_\_\_

Mayor Murray \_\_\_\_\_

### 2. 8:00 P.M. PUBLIC MEETING OPENS

#### a. PLEDGE OF ALLEGIANCE

Moment of Silence to Honor the Troops Serving World Wide Defending our  
Freedoms, Constitutions, and Way of Life

### 3. KNOWN ACTION ITEMS

#### a. PUBLIC HEARING OF PROPOSED ORDINANCES

- i. 2018-3216 Ordinance Amending And Supplementing Chapter 362 Of The Code Of  
The Township Of Middletown Establishing A No Knock Registry

Documents:

2018-3216 NO KNOCK ORDINANCE.PDF

- ii. 2018-3217 Ordinance To Exceed The Municipal Budget Appropriation Limits & To  
Establish A CAP Bank

Documents:

2018-3217 COLA ORDINANCE.PDF

#### b. INTRODUCTION OF PROPOSED ORDINANCES

- i. 2018-3218 Ordinance Establishing Fair Market Value And Authorizing And Directing The Acquisition Of Property Located In The Township Of Middletown Designated As Block 276, Lot 48 (Compton Street) By Purchase Or Eminent Domain

Documents:

2018-3218 ORDINANCE AUTHORIZING PURCHASE OR ED.PDF

- c. 18-102 Resolution Authorizing Tax Collector To Transfer Prior Year Premium Credits To General Fund

Documents:

03-05-18 18-102 RESOLUTION- PREMIUMS ESCATED TO THE MUNICIPALITY (5 YEARS).PDF

- i. Memo-Resolution- Tax Collector Transfer Of Tax Sale Premiums To The Township

Documents:

MEMO-RESOLUTION TAX COLLECTOR TRANSFERRING PREMIUM FUNDS TO TOWNSHIP.DOCX

- d. 18-103 Resolution Authorizing The Extension Of Contract For Road Materials For The Department Of Public Works

Documents:

03-05-18 18-103 RESOLUTION.PDF

- e. 18-104 Resolution Authorizing The Purchase Of Three New Kubota Zero Turn Mowers Through The Educational Services Commission Of NJ Co-Op And Letter To Administrator

Documents:

RESOL THE EDUCATIONAL SERVICES COMMISSION OF NJ CO-OP FOR 3 KUBOTA MOWERS FOR DPW 2018.DOC  
LETTER TO ADMIN - PURCHASE OF KUBOTA MOWERS ESCNJ 2018.DOCX

- f. 18-105 Resolution Authorizing A Transfer Of 2017 Appropriation Reserves

Documents:

MEMO FOR 3.5.18 TRANSFER OF 2017 APPROPRIATION RESERVE - DPW.PDF  
03-05-18 18-105 RESOLUTION BUDGET TRANSFER.PDF

- g. 18-106 Resolution For Temporary Emergency Appropriation

Documents:

MEMO FOR 3.5.18 TEMPORARY EMERGENCY RESOLUTION - DPW.PDF  
MEMO FOR 3.5.18 TEMPORARY EMERGENCY RESOLUTION.DOC  
03-05-18 18-106 RESOLUTION EMERGENCY APPROPRIATION.PDF

- h. 18-107 Resolution Authorizing Cancellation Of Community Development Mortgage

#### 4. DISCUSSION ITEMS

- a. Green Acres Park Improvements  
Discussion item

Documents:

GREENACRESMEMO\_22718\_REVESTIMATE.PDF

- b. McLeod - Rice House Update
- c. Army Corps Flood Mitigation Project For Leonardo
- d. Purchasing Agenda

Documents:

AGENDA FEB 16 FOR MAR 5 2018.DOCX

- i. Letter To Administrator Regarding A Bid For Program Instructors For The Middletown Recreation Department

Documents:

LETTER TO ADMIN 2018 RECREATION PROGRAM INSTRUCTORS  
BID.DOCX

- ii. Letter To Administrator Regarding The Sale Of Approximately 10,000 C.Y. Of Compost Through An On-Line Auction

Documents:

LETTER TO ADMIN - ON-LINE AUCTION FOR THE SALE OF COMPOST  
2018.DOCX

#### 5. COMMENTS

- TOWNSHIP COMMITTEE COMMENTS
- PUBLIC COMMENTS
- EXECUTIVE SESSION
- ADJOURNMENT

**ORDINANCE NO. 2018-**

**TOWNSHIP OF MIDDLETOWN  
COUNTY OF MONMOUTH**

**ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 362 OF THE CODE  
OF THE TOWNSHIP OF MIDDLETOWN ESTABLISHING A NO KNOCK REGISTRY**

**WHEREAS**, pursuant to Chapter 362 of the Code of the Township of Middletown, the Township already has licensing requirements and processes in place for individuals or entities canvassing or soliciting in the Township; and

**WHEREAS**, the Township Committee wishes to further include a requirement for such licensees to abide by a No Knock Registry to be provided upon licensing, whereby Township residents or business that do not desire to be solicited may enroll and place a sticker on their premises indicating their enrollment in the No Knock Registry.

**NOW, THEREFORE, BE IT ORDAINED** by the Township Committee of the Township of Middletown in the County of Monmouth, State of New Jersey that Chapter 362 of the Code of the Township of Middletown be and is hereby amended and supplemented as follows:

**SECTION 1. No Knock Registry.**

- A. There is hereby established a No Knock Registry to be maintained and updated monthly by the Township Clerk, including a list of addresses of premises within the Township where the owner or occupant has notified the Township that canvassing, soliciting, peddling, vending and door-door sales are not permitted on the premises.
- B. Registrants seeking to be placed on the No Knock Registry may annually register in person or by electronic means to be established by the Township, upon payment of a twenty five dollar (\$25) annual processing fee. Upon registration, the registrant will be issued a sticker to display at their premises indicating their enrollment on the No Knock Registry, which the registrant shall be obligated to prominently post for the year registered.
- C. A printed or electronic copy of the No Knock Registry shall be provided to each licensee under this Chapter by the Middletown Police Department upon issuance of their license and shall otherwise be made available at the Township Clerk's office during normal business hours. It shall be the obligation of the licensee to obtain a current, up to date copy of the No Knock Registry.

- D. Any licensee found to be knowingly disregarding or violating the No Knock Registry shall be banned from receiving a license for at least one calendar year from the date of violation and subject to applicable penalties under § 1-4 of the Township Code.

**ORDINANCE**

**CALENDAR YEAR 2018**

**ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO  
ESTABLISH A CAP BANK  
(N.J.S.A. 40A: 4-45.14)**

**WHEREAS**, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

**WHEREAS**, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the **3.5%** percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

**WHEREAS**, the Township Committee of the Township of Middletown in the County of Monmouth finds it advisable and necessary to increase its CY 2018 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

**WHEREAS**, the Township Committee hereby determines that a 3.5% increase in the budget for said year, amounting to \$551,932.64 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

**WHEREAS** the Township Committee hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

**NOW THEREFORE BE IT ORDAINED**, by the Township Committee of the Township of Middletown in the County of Monmouth, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2018 budget year, the final appropriations of the Township Committee shall, in accordance with this ordinance and N.J.S.A.40A:4-45.14, be increased by 3.5%, amounting to \$1,931,764.22 and that the CY 2018 municipal budget for the Township of Middletown be approved and adopted in accordance with this ordinance; and,

**BE IT FURTHER ORDAINED**, that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

PASSED FIRST READING: , 2018

PASSED AND APPROVED:

ATTEST:

---

HEIDI R. BRUNT  
TOWNSHIP CLERK

---

MAYOR

**ORDINANCE NO. 2018-3218**

**TOWNSHIP OF MIDDLETOWN  
COUNTY OF MONMOUTH**

**ORDINANCE ESTABLISHING FAIR MARKET VALUE AND AUTHORIZING AND  
DIRECTING THE ACQUISITION OF PROPERTY LOCATED IN THE TOWNSHIP OF  
MIDDLETOWN DESIGNATED AS BLOCK 276, LOT 48 (COMPTON STREET) BY  
PURCHASE OR EMINENT DOMAIN**

**WHEREAS**, J. Compton, Inc., is the owner of certain real property consisting of 10.11 +/- acres of wetlands located in Compton Creek, near the Campbell Avenue Bridge at the end of Compton Street in the Belford section of the Township of Middletown, and designated as Block 276, Lot 48 on the official Tax Map of the Township of Middletown, County of Monmouth, State of New Jersey (the “Property”); and

**WHEREAS**, under public law 113-2, the Disaster Relief Appropriation Act of 2013, Chapter 4, the United States Army Corps of Engineers (“USACE”) conducted an investigation and identified areas located in the Township of Middletown that were subject to significant coastal storm damage and tide-induced flooding; and

**WHEREAS**, pursuant to that investigation, the USACE implemented the Raritan Bay and Sandy Hook Bay, Port Monmouth, New Jersey Flood Risk Management Program (the “Program”) which provides for hurricane and storm damage reduction and calls for certain improvements on the Property, including, but not being limited to a pump station and related work; and

**WHEREAS**, the Property has been identified as a necessary component under the Program’s Phase II Contracts; and

**WHEREAS**, the Township of Middletown (the “Township”) recognizes that coastal storm damage and tide-induced flooding in the Port Monmouth section of the Township is a significant concern that threatens safety, of life and property, of the Township, its residents and all of the citizens of the State; and

**WHEREAS**, the Township intends to acquire the Property from the Owner in order to facilitate the Program; and

**WHEREAS**, the Township engaged Gagliano & Company, a qualified appraiser (the “Appraiser”), to conduct an independent appraisal of the Property; and

**WHEREAS**, the Appraiser has estimated the fair market value is \$75,000.00 pursuant to its appraisal report dated July 12, 2016; and

**WHEREAS**, the Township recognizes that pursuant to current law it must enter into good faith negotiation with the Owner; and

**WHEREAS**, the Township needs to acquire the Property in as expeditious a manner as possible to facilitate the implementation of the Program.

**NOW, THEREFORE, BE IT RESOLVED,** by the Township Committee of the Township of Middletown in the County of Monmouth, State of New Jersey that the Code of the Township of Middletown be and is hereby amended and supplemented as follows:

**Section 1.      AUTHORIZATION TO ACQUIRE PROPERTY**

Pursuant to the provisions of the “Local Lands and Building Laws,” N.J.S.A. 40A:12-1 et. seq., and N.J.S.A. 40:61-11, the Township of Middletown is hereby authorized and directed to acquire by purchase or gift, the hereinafter described real property provided that the owner of record expresses the desire to convey the said real property to the Township or, in the alternative, the Township is hereby authorized to take, or condemn the real property herein after described pursuant to the provisions of the “Eminent Domain Act of 1971”, N.J.S.A. 20:3-1 et. seq., as follows:

Tax Block 276, Lot 48 on the official Tax Map of the Township of Middletown, County of Monmouth, State of New Jersey owned by J. Compton, Inc. and consisting of approximately 10.11 +/- acres of wetlands located in Compton Creek, near the Campbell Avenue Bridge at the end of Compton Street in the Belford section of the Township of Middletown, for the dedication to the United States Army Corps of Engineering Raritan Bay and Sandy Hook Bay, Port Monmouth, New Jersey Flood Risk Management Program.

**Section 2.      AUTHORITY OF AGENTS**

The Mayor, Township Administrator, Township Attorneys and such other officials, employees and agents of the Township of Middletown, specifically including, but not limited to professional appraisers, environmental experts, consulting engineers, surveyors and similar professionals as are appropriate, are hereby authorized and directed to execute such documents and to perform all other acts necessary to negotiate in good faith or take, condemn (including the institution of any necessary legal action to acquire the real property including but not limited to action to gain necessary access to the real property for related purposes) or to acquire title to the real property for dedication to the Raritan Bay and Sandy Hook Bay, Port Monmouth, New Jersey Flood Risk Management Program and the Mayor and Township Clerk are hereby authorized and directed to execute any and all documents necessary for the acquisition of said real property; however, no settlement figure, purchase price or stipulation to purchase in excess of the Cost of Acquisition set forth in Section 3 of this Ordinance shall be binding on the Township of Middletown or its agents until the Mayor and Township Committee of the Township of Middletown approves such figure or price by resolution.

**Section 3.      COST OF THE ACQUISITION**



The appropriate disbursing officers of the Township of Middletown are hereby authorized and directed to pay the purchase price and/or fair and just compensation to the owner of record in the amount of \$75,000 as valued by that certain appraisal report issued by Gagliano & Company dated July 12, 2016, as well as to pay the Township's share of costs connected with title reports, appraisal reports, attorney's fees, professional consultant's fees, and other costs necessary for the general acquisition of acquisition by way of condemnation of the real property.

**Section 4.      REPEALER**

All ordinances or parts of ordinances which are inconsistent with the provisions of this ordinance are, to the extent of such inconsistency, hereby repealed.

**Section 5.      SEVERABILITY**

Should any section, clause, sentence, phrase or provision of this ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, such decision shall not affect the remaining portions of this ordinance.

**Section 6.      EFFECTIVE DATE**

This ordinance shall take effect upon final passage, adoption and publication in the manner prescribed by law.

**RESOLUTION NO. 18-**

**TOWNSHIP OF MIDDLETOWN  
COUNTY OF MONMOUTH**

**RESOLUTION AUTHORIZING TAX COLLECTOR TO TRANSFER  
PRIOR YEAR PREMIUM CREDITS TO  
GENERAL FUND**

**WHEREAS**, N.J.S.A. 54:5-33 allows if a premium has been bid at Tax Sale it is “held” by the Collector in a municipal trust account. If the certificate has not been redeemed at the end of five years, the premium payment is then paid over to the Treasurer of the municipality;

**WHEREAS**, the Tax Collector has investigated these accounts and has determined that premium funds should be transferred to the General Fund of the Township of Middletown; and

**WHEREAS**, the Tax Collector of the Township of Middletown wishes to transfer the following premium(s) from the Tax Sale held December 27, 2012 to the Treasurer;

Block: 682    Lot: 49            Tax Sale Cert. #12-00411    \$3,100.00 Premium

**BE IT FURTHER RESOLVED** by the Municipal Committee of the Township of Middletown that these funds shall be made available to the Township Treasurer.

# THE TOWNSHIP OF MIDDLETOWN

Township Hall, One King's Highway  
Middletown, NJ 07748-2594



**Tax Collector's Office**  
Telephone: (732)615-2086  
Fax: (732)615-2117

**Judith Vassallo, C.T.C.**  
Tax Collector/Tax Search Officer

TO: Anthony Mercantante, Township Administrator

FROM: Judith Vassallo, Tax Collector

CC: Stephanie Murray, Mayor,  
Township Committee,  
Colleen Lapp, Director of Finance  
Debbie Ball, Asst. Director of Finance  
Heidi Brunt, Township Clerk

DATE: February 28, 2018

RE: Resolution Transferring 2012 Premiums to Township Treasurer

Per State Statute, any premium(s) from the Tax Sale held five (5) years ago, in this case the Accelerated Tax Sale held December 27, 2012, are to be transferred to the Township. The Resolution references Tax Sale Certificate #12-00411, which has either not been redeemed or has been Foreclosed upon by the third party lien holder. Once the five (5) year time frame had been reached the premium(s) paid at the Tax Sale shall escheat to the Municipality.

**RESOLUTION AUTHORIZING THE EXTENSION OF THE  
CONTRACT FOR  
ROAD MATERIALS**

**WHEREAS, The Township of Middletown awarded a contract for Road Materials to Stavola Construction Materials, Inc., 175 Drift Road, Tinton Falls, NJ 07724 on May 10, 2016 to provide said services for a twenty four (24) month period with an option for two (2) additional twelve (12) month extensions agreeable by both vendor and the Township of Middletown; and**

**WHEREAS, the Director of Public Works/Parks has determined that extending the contract would be in the best interest of the Township of Middletown and would like to execute said option for an additional twelve (12) months in the amount not to exceed \$300,000 for 2018.**

**NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Middletown, County of Monmouth, State of New Jersey as follows:**

- 1. It hereby awards an extension of the existing contract for an additional twelve (12) months to Stavola Construction Materials, Inc. 175 Drift Road, Tinton Falls, NJ 07724 for a total not to exceed in 2018 for \$300,000.00.**

**BE IT FURTHER RESOLVED, this contract was awarded pursuant to a Fair and Open Process in accordance with N.J.S.A. 19:44A-20.5 et seq.**

**BE IT FURTHER RESOLVED, this contract is open-ended pursuant to N.J.A.C. 5:30-11-10 with no firm quantities being guaranteed. Funds will be certified and encumbered by individual purchase orders prior to each request for**

service.

2. A certified copy of this resolution shall be provided by the Office of the Township Clerk to each of the following:

- A) Purchasing Agent
- B) Comptroller
- C) Ted Maloney, Director of Public Works
- D) Vendor

**CERTIFICATION**

I, Heidi R. Brunt, Township Clerk of the Township of Middletown, hereby certify the foregoing to be a true copy of a resolution adopted by the Township Committee at their meeting held on \_\_\_\_\_ 2018.

WITNESS, my hand and seal of the Township of Middletown this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
Heidi R. Brunt  
Township Clerk

RESOLUTION  
AUTHORIZING THE ACQUISITION OF THREE (3) NEW KUBOTA  
ZERO TURN MOWERS THROUGH THE EDUCATIONAL SERVICES  
COMMISSION OF NEW JERSEY COOPERATIVE PRICING SYSTEM

WHEREAS, the Township of Middletown is a party to a cooperative purchasing agreement with the Educational Services Commission of New Jersey Cooperative Pricing System, a cooperative purchasing program organized pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-10, and

WHEREAS, the Local Public Contracts Law authorizes a municipality to acquire goods and services through a duly formed cooperative purchasing system without advertising for bids, and

WHEREAS, the Township is in need of acquiring Three (3) New Kubota Zero Turn Mowers for the Township of Middletown Public Works Department, and

WHEREAS, the Educational Services Commission of New Jersey Cooperative Pricing System has awarded a contract to Cherry Valley Tractor Sales, 35 Route 70 West, Marlton, NJ 08053-3099 for the acquisition of Three (3) Kubota Zero Turn Mowers (Contracts #ESCNJ 15/16-08 and ESCNJ 15/16-53) and

WHEREAS, the Chief Financial Officer of the Township of Middletown has certified that adequate funds for such contract are available, and are designated to line item appropriation of the official budget no. see below.- A copy of the said certification is attached hereto and made part hereof and the funds to be expended herein are assigned to line item no. see below. A copy of the within resolution and certification shall be certified by the Township Clerk. The Township Attorney is satisfied that the availability of funds has been provided and a copy of the within resolution shall be made a part of the file concerning said resolution and appointment.

C-04-55-917-204-005 - \$40,000.00

C-04-55-916-178-008 - \$2,495.78

BE IT RESOLVED, by the Township Committee of the Township of Middletown, County of Monmouth, State of New Jersey that the Township of Middletown enter into an agreement with Cherry Valley Tractor Sales for the acquisition of three (3) Kubota Zero Turn Mowers at the price of \$42,495.78.

1. A certified copy of this resolution shall be provided by the Office  
of the Township Clerk to each of the following

- A) Purchasing Agent
- B) Comptroller
- C) Director of Public Works
- D) Vendor

CERTIFICATION

I, Heidi R. Brunt, Township Clerk of the Township of Middletown,  
hereby certify the foregoing to be a true copy of a resolution adopted by  
the Middletown Township Committee at their meeting held  
\_\_\_\_\_2018.

WITNESS, my hand and the seal of the Township of Middletown  
this \_\_\_\_\_day of \_\_\_\_\_2018.

\_\_\_\_\_  
HEIDI R. BRUNT  
TOWNSHIP CLERK

# TOWNSHIP OF MIDDLETOWN

Township Hall, One Kings Highway  
Middletown, NJ 07748-2594

LYNN MATTEI, QPA, RPPO  
Director of Purchasing



*Settled in 1664*

Tel: (732) 615-2092  
Fax: (732) 615-2084

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

**To: Anthony P. Mercantante, Administrator**

**From: Lynn Mattei, Director of Purchasing**

**Date: February 22, 2018**

**Subject: Purchase of three (3) new Kubota Zero Turn Mowers through the Educational Services Commission of NJ Co-op for DPW**

**The Public Works Department would like to purchase 3 new Kubota Mowers through the Educational Services Commission of NJ Co-op. There is a savings of \$7,133 .22 by using the Co-op for the purchase of the mowers.**

**If you require any additional information, please let me know.**



Department of Public Works & Engineering  
**THE TOWNSHIP OF MIDDLETOWN**

52 Kanes Lane  
Middletown, New Jersey 07748  
Phone: (732) 615-2110 ~ Fax: (732) 671-0039

JOSEPH E. "TED" MALONEY, PE, CME, CPWM  
*Director of Public Works*  
*Township Engineer*



Settled 1664  
"Pride in Middletown"

VICTOR J. WYMBS, LLA, AASLA  
*Assistant Director*

LORY A. HUBBARD, PE, CME  
*Assistant Director*

---

**MEMORANDUM**

---

**TO:** Debbie Ball, Assistant Director of Finance  
**FROM:** Ted Maloney, Director of Public Works - Township Engineer  
**CC:** Anthony P. Mercantante, Township Administrator  
Colleen Lapp, Director of Finance  
Heidi Brunt, Township Clerk  
**DATE:** February 23, 2018  
**RE:** Temporary Budget Additions - Public Works and Engineering

---

In order to continue normal operations in the Department of Public Works & Engineering I am requesting that the following funds be added to the temporary budget:

7-01-31-430-200-271	PBG-Electricity	\$ 100.00
8-01-26-290-104-200	Admin & Engr O/E	\$ 1,000.00
8-01-26-310-100-201	Maint of Pub Prop	\$ 20,000.00 (janitorial services PO increase)
8-01-26-315-100-210	Fleet Maint	\$ 25,000.00 (GPS services PO increase)
8-01-31-445-200-273	PBG-Water	\$ 10,000.00
8-01-31-446-200-272	PBG-Natural Gas	\$ 10,000.00
8-01-31-447-100-275	PBG-Heating Oil	\$ 1,000.00
8-01-31-455-200-275	PBG-Sewer	\$ 1,000.00
8-01-31-460-200-276	Motor Fuels-DPW	\$ 40,000.00

JEM/tm

*Many Neighborhoods, One Middletown!*

RESOLUTION #18-

RESOLUTION AUTHORIZING A TRANSFER OF 2017 APPROPRIATION RESERVES

WHEREAS, NJSA 40A:4-59 provides that all unexpended balances carried forward after the close of the year are available, until lapsed at the closing of the succeeding year, to meet specific claims, commitments or contracts incurred during the preceding fiscal year, and allows transfers to be made from unexpended balances to appropriation reserve line items which are expected to be insufficient during the first three months of the succeeding year.

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Middletown, County of Monmouth, State of New Jersey, that the Township Chief Financial Officer or Township Administrator be and is hereby authorized to make the following Appropriation Reserve transfers on her records:

	CURRENT FUND	FROM	TO
Account Number			
7-01-31-435-200-271	Street Lights - Electricity	\$100.00	
7-01-31-430-200-271	PBG - Electricity		\$100.00
	<b>TOTAL</b>	<b>\$100.00</b>	<b>\$100.00</b>

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be provided by the Office of the Township Clerk to each of the following:

- a) Chief Financial Officer
- b) Township Auditor

**MIDDLETOWN TOWNSHIP COMMITTEE**

Committee Member	Approved	Opposed	Abstain	Absent
Mayor S. Murray				
A. Fiore				
R. Hibell				
A. Perry				
K. Settembrino				

**CERTIFICATION**

I, Heidi Brunt, Clerk of the Township of Middletown hereby certify the foregoing to be a true copy of a resolution adopted by the Middletown Township Committee at their meeting held on March 5, 2018.

**WITNESS**, my hand and the seal of the Township of Middletown this 5<sup>th</sup> day of March, 2018.

---

HEIDI BRUNT, Township Clerk

Department of Public Works & Engineering  
**THE TOWNSHIP OF MIDDLETOWN**

52 Kanes Lane  
Middletown, New Jersey 07748  
Phone: (732) 615-2110 ~ Fax: (732) 671-0039

JOSEPH E. "TED" MALONEY, PE, CME, CPWM  
*Director of Public Works*  
*Township Engineer*



Settled 1664  
"Pride in Middletown"

VICTOR J. WYMBS, LLA, AASLA  
*Assistant Director*

LORY A. HUBBARD, PE, CME  
*Assistant Director*

---

**MEMORANDUM**

---

**TO:** Debbie Ball, Assistant Director of Finance  
**FROM:** Ted Maloney, Director of Public Works - Township Engineer  
**CC:** Anthony P. Mercantante, Township Administrator  
Colleen Lapp, Director of Finance  
Heidi Brunt, Township Clerk  
**DATE:** February 23, 2018  
**RE:** Temporary Budget Additions - Public Works and Engineering

---

In order to continue normal operations in the Department of Public Works & Engineering I am requesting that the following funds be added to the temporary budget:

7-01-31-430-200-271	PBG-Electricity	\$ 100.00
8-01-26-290-104-200	Admin & Engr O/E	\$ 1,000.00
8-01-26-310-100-201	Maint of Pub Prop	\$ 20,000.00 (janitorial services PO increase)
8-01-26-315-100-210	Fleet Maint	\$ 25,000.00 (GPS services PO increase)
8-01-31-445-200-273	PBG-Water	\$ 10,000.00
8-01-31-446-200-272	PBG-Natural Gas	\$ 10,000.00
8-01-31-447-100-275	PBG-Heating Oil	\$ 1,000.00
8-01-31-455-200-275	PBG-Sewer	\$ 1,000.00
8-01-31-460-200-276	Motor Fuels-DPW	\$ 40,000.00

JEM/tm

*Many Neighborhoods, One Middletown!*

# THE TOWNSHIP OF MIDDLETOWN

Township Hall, One King's Highway  
Middletown, NJ 07748-2594



**Department of Finance**  
Telephone: (732) 615-2124  
Fax: (732) 615-2117

**Colleen M. Lapp, C.M.F.O.**  
Chief Financial Officer  
Director of Finance

## MEMORANDUM

TO: Township Committee  
Township Administrator

FROM: Debbie Ball – Assistant Director of Finance

DATE: February 28, 2018

RE: Resolution for Temporary Emergency Appropriation 3/5/18 Meeting

---

- An increase to the Finance Audit Control Account is for 2018 Continuing Disclosure Services.
- Prices for Turnout Gear & Equipment will be increasing in the future; before this price change occurs items need to be purchased.
- In order to continue normal daily operations throughout the Township, the following salary & wage accounts need funds added to the temporary budget: Finance, Tax Collector & Uniform Fire Safety.

**Many Neighborhoods.  
One Middletown!**

**Resolution No. 18-**

**RESOLUTION FOR TEMPORARY EMERGENCY APPROPRIATION**

WHEREAS, emergent conditions have arisen with respect to the payment of bills in a number accounts and no adequate provision has been made in a Year 2018 temporary budget for the aforesaid purposes, and

WHEREAS, NJS 40A:4-20 provides for the creation of an emergency temporary appropriation for the purposes above mentioned, and

WHEREAS, the total temporary emergency resolutions adopted in the Year 2018 for the Township pursuant to the provisions of Chapter 96, PL 1951 (NJS 40A:4-20) including this resolution total \$19,295,738.11 for the Current Fund, and

NOW, THEREFORE, BE IT RESOLVED (not less than two thirds of all members of the Township Committee of the Township of Middletown, New Jersey affirmatively concurring) that in accordance with the provisions of NJS 40A:4-20:

1. An emergency temporary appropriation shall be and the same is hereby made for the following purposes:

2018 Temporary Budget Worksheet		
Account Number	Description	3/5/2018 Amount
<b>Current Fund</b>		
8-01-20-130-100-100	Finance - S&W	13,000.00
8-01-20-135-100-000	Finance Audit Control Account	1,500.00
8-01-20-145-100-100	Collector - S&W	9,000.00
8-01-25-265-101-100	Uniform Fire Safety - S&W	10,000.00
8-01-26-290-104-200	Dept of Public Works Administration & Engineering-O&E	1,000.00
8-01-26-310-100-200	Maintenance of Township Property -O&E	20,000.00
8-01-26-315-100-200	Fleet Maintenance - O&E	25,000.00
8-01-31-445-200-273	Utilities - Water	10,000.00
8-01-31-446-200-200	Utilities - Natural Gas	10,000.00
8-01-31-447-100-275	Utilities - Heating Oil	1,000.00
8-01-31-455-200-200	Utilities - Sewer	1,000.00
8-01-31-460-200-200	Utilities - Motor Fuel	40,000.00
8-01-44-913-200-800	Turnout Gear & Equipment (SCBA)	202,000.00
	<b>TOTAL</b>	<b>\$343,500.00</b>

2. That said emergency temporary appropriations will be provided for in the 2018 budget under the appropriate titles.
3. That one certified copy of this resolution will be filed with the Director of Local Government Services.

Committee Member	Approved	Opposed	Abstain	Absent
Mayor S. Murray				
A. Fiore				
R. Hibell				
A. Perry				
K. Settembrino				

**CERTIFICATION**

I, Heidi R. Brunt, Township Clerk of the Township of Middletown, hereby certify the foregoing to be a true copy of a resolution adopted by the Middletown Township Committee at their meeting held March 5, 2018.

WITNESS, my hand and the seal of the Township of Middletown this 5<sup>th</sup> day of March 2018.

---

HEIDI BRUNT  
TOWNSHIP CLERK

**TOWNSHIP OF MIDDLETOWN**  
**DEPARTMENT OF RECREATION**

Township Hall, One Kings Highway  
Middletown, NJ 07748-2594

OFFICE LOCATION:  
Poricy Park Nature Center  
345 Oak Hill Road  
Red Bank, NJ 07701

Tel: (732) 615-2260  
Fax: (732) 872-8706

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



Settled in 1664

JANET E. DELLETT  
*Director of Recreation*

MARY BETH WHEELER  
*Assistant Director of Recreation*

---

## MEMORANDUM

---

**TO:** Anthony Mercantante, Township Administrator

**FROM:** Janet E. Dellett, Recreation Director

**DATE:** February 27, 2018

**RE:** Green Acres Project – Updated Project List

---

As mentioned in today's Department Head meeting, I have revised the Green Acres Park Improvements Project into three phases based off of prior conversations with Green Acres. I am working with Cecile Murphy of Green Acres to revise our grant agreement to reflect the total project of Phase I to be \$369,250. Of that, \$92,312.50 will be awarded as a 25% grant and the remaining 75%, or \$276,937.50, will be a loan from Green Acres.

To fulfill the remaining items on our list we will need to reapply for this program every two years, in 2020 and 2022, permitting program funding is still active within Green Acres.

The following changes have been made from the original estimate:

1. Fairview Acres removed
2. Bodman Park: resurface two basketball courts; removed since project complete
3. Nutswamp School Fields: Sports Lighting; removed since project nearing completion

A few things I would like to note or mention regarding the phases:

- With pickleball on the rise, we would not be putting lines on courts until possibly 2020. If we continue with this plan, we should likely research other options to line existing courts for this fast-growing sport.
- Ideal Beach was left off this list since ADA improvements and camera installation is already scheduled for this year.

- SkyLogix would not be added to Croydon Hall or Bodman until 2020, which means we will still need to pay staff overtime/double-time to open these facilities when the facility is permitted out on weekends.

Please advise if you would like to see any changes.

cc: Colleen Lapp  
Ted Maloney  
Rich DeBenedetto  
Joe Fagliarone  
Vic Wymbs





Office of the Township Engineer  
**THE TOWNSHIP OF MIDDLETOWN**  
 52 Kanes Lane  
 Middletown, New Jersey 07748  
 (732) 615-2259



Organized December 14, 1667  
 "Pride in Middletown"

## ENGINEER'S ESTIMATE GREEN ACRES PARK IMPROVEMENTS AT VARIOUS MIDDLETOWN TOWNSHIP PARKS

*Date: February 11, 2017; Revised: February 27, 2018*

*Prepared By: J.E.M.*

### Phase I

#### Tindall Park

Improvement	Dimension/Size	Estimated Cost	Comments
Dog Park - New		\$59,850	Sod, Topsoil, Benches, Added Fencing
Dog Park - Parking Lot Improvements		\$26,000	Paving & Line Striping
Dog Park - Tear down		\$5,000	
Dog Park - Mutt Mitt		\$500	Barco Products
Dog Park - Water Fountain		\$3,500	Pro Drinking - ADA with pet
Cameras		\$25,000	
Sky Logic Upgrades (Warning Strobes)		\$4,500	
Misc. ADA Improvements		\$12,500	Accessible Walkways, etc.
Sidewalks, Curbing & Retaining Walls		\$60,000	

Estimated Total Cost for Park: \$196,850

#### Croydon Hall

Improvement	Dimension/Size	Estimated Cost	Comments
Cameras		\$16,000	

Estimated Total for Park: \$16,000

#### Normandy Park

Improvement	Dimension/Size	Estimated Cost	Comments
Cameras		\$17,500	
Misc. ADA Improvements		\$40,000	Bleachers, Accessible Walkways, etc.

Estimated Total for Park: \$57,500

#### Lincroft Acres

Improvement	Dimension/Size	Estimated Cost	Comments
Cameras		\$17,000	
Fencing	200 LF	\$3,400	
Misc. ADA Improvements		\$18,500	Accessible Walkways, etc.
Resurfacing of One Soccer Field (Natural Sod)		\$45,000	

Estimated Total for Park: \$83,900

#### Nutswamp School Fields

Improvement	Dimension/Size	Estimated Cost	Comments
Cameras		\$15,000	

Estimated Total for Park: \$15,000

*Phase I Total: \$369,250*

**Phase II****Tindall Park**

Improvement	Dimension/Size	Estimated Cost	Comments
Site Clearing / Tree Removal		\$50,000	
Resurface Eight Tennis Courts	50,700 S.F.	\$225,000	Mateflex \$4.25/sq ft + surface prep
Resurface Two Basketball courts	15,000 S.F.	\$65,000	Mateflex \$4.25/sq ft + surface prep

Estimated Total for Park: \$340,000.00

*Phase II Total: \$340,000*

**Phase III****Normandy Park**

Improvement	Dimension/Size	Estimated Cost	Comments
Split-Rail fence	800 LF	\$13,600	

Estimated Total for Park: \$13,600

**McMahon Park**

Improvement	Dimension/Size	Estimated Cost	Comments
Field House Improvements		\$25,000	
Cameras		\$25,000	
Misc. ADA Improvements		\$15,000	Accessible Walkways, etc.
Add Basketball Court Lights to SkyLogix		\$3,300	

Estimated Total for Park: \$68,300

**Croydon Hall**

Improvement	Dimension/Size	Estimated Cost	Comments
Add Gym Door Lockts to SkyLogix		\$2,500	does not include possible new door
Add Field House Bathroom Locks to SkyLogix		\$5,400	does not include possible new door
Misc. ADA Improvements		\$10,000	Accessible Walkways, etc.

Estimated Total for Park: \$17,900

**Bodman Park**

Improvement	Dimension/Size	Estimated Cost	Comments
Cameras		\$20,000	
Misc. ADA Improvements		\$35,000	Paving, Striping, Accessible Walkways, etc.
Add Bathroom Locks to SkyLogix		\$5,600	

Estimated Total for Park: \$60,600

**Nutswamp School Fields**

Improvement	Dimension/Size	Estimated Cost	Comments
Seed & Fertilize Grass Field		\$4,000	

Estimated Total for Park: \$4,000.00

**Hillside Park**

Improvement	Dimension/Size	Estimated Cost	Comments
Resurface Two Tennis Courts	13,500	\$45,000	Mateflex \$4.25/sq ft + surface prep
Restore Multi-Purpose Grass Field (Seed & Fertilize)		\$7,500	Remove Existing Baseball Backstop
Misc. ADA Improvements		\$4,500	Accessible Walkways, etc.
Cameras		\$10,000	

Estimated Total for Park: \$67,000

**Poricy Park**

Improvement	Dimension/Size	Estimated Cost	Comments
Cameras		\$12,000	
Misc. ADA Improvements		\$25,000	Accessible Walkways, etc.
Park Signage		\$30,000	Main Park Sign Replacement

Estimated Total for Park: \$67,000

Phase III Total: \$298,400

**Summary of All Park Improvements by Location**

Location	Estimated Cost		
	Phase I (2018)	Phase II (est. 2020)	Phase III (est. 2022)
Tindall Park	\$196,850	\$340,000	-
McMahon Park	-	-	\$68,300
Croydon Hall	\$16,000	-	\$17,900
Normandy Park	\$57,500	-	\$13,600
Lincroft Acres	\$83,900	-	-
Bodman Park	-	-	\$60,600
Nutswamp School Fields	\$15,000	-	\$4,000.00
Hillside Park	-	-	\$67,000
Poricy Park	-	-	\$67,000

**Total Improvements by Phase:**      \$369,250.00      \$340,000.00      \$298,400.00

**Grand Total of all Proposed Improvements:**      \$1,007,650.00

The above is an estimate based upon the current cost of comparable work being paid to qualified and licensed engineers, surveyors, and contractors in the project area. No liability or responsibility for any errors, omissions, or the adequacy of any amounts contained herein can be assumed. Accuracy is intended, but not guaranteed.

---

**Joseph E. Maloney, P.E. - Township Engineer**  
**N.J. Professional Engineer Lic. No. 41962**

# TOWNSHIP OF MIDDLETOWN

Township Hall, One King's Highway  
Middletown, NJ 07748-2594  
Purchasing Department –Johnson Gill Annex



Organized December 14, 1667  
"Pride in Middletown"

Tel: (732) 615-2092  
Fax: (732) 615-2084

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

Purchasing Agent  
Lynn Mattei

**To: Anthony P. Mercantante, Administrator**

**From: Lynn Mattei, Purchasing**

**Date: February 16, 2018**

**Subject: Agenda Items**

**Please include the following items for the action and/or review at the**

**March 5, 2018 meeting.**

## **RESOLUTIONS**

**LETTER TO ADMINISTRATOR  
ABOUT EXTENDING THE  
CONTRACT FOR ROAD  
MATERIALS FOR THE  
MIDDLETOWN PUBLIC WORKS  
DEPARTMENT**

**DPW**

**BID DATE: 5/10/16**

**RESOLUTION AUTHORIZING  
THE EXTENSION OF THE CONTRACT  
FOR ROAD MATERIALS FOR 2018  
FOR THE MIDDLETOWN PUBLIC  
WORKS DEPARTMENT**

**DPW**

**BID DATE: 5/10/16**

**LETTER TO ADMINISTRATOR  
REGARDING A BID FOR  
PROGRAM INSTRUCTORS  
FOR THE MIDDLETOWN  
RECREATION DEPARTMENT**

**RECREATION**

**BID DATE: 3/6/18**

**LETTER TO ADMINISTRATOR  
REGARDING THE PURCHASE  
OF THREE (3) NEW KUBOTA  
ZERO TURN MOWERS THROUGH  
THE EDUCATIONAL SERVICES  
COMMISSION OF NJ CO-OP**

**DPW**

**THE EDUCATIONAL  
SERVICES COMMISSION  
OF NJ CO-OP**

**RESOLUTION AUTHORIZING THE  
PURCHASE OF THREE (3) NEW  
KUBOTA ZERO TURN MOWERS  
THROUGH THE EDUCATIONAL  
SERVICES COMMISSION OF NJ CO-OP**

**DPW**

**EDUCATIONAL SERVICES  
COMMISSION OF NJ CO-OP**

**LETTER TO ADMINISTRATOR  
REGARDING THE SALE OF  
APPROXIMATELY 10,000 C.Y.  
THROUGH AN ON-LINE  
AUCTION**

**DPW**

**ON-LINE AUCTION  
SALE OF COMPOST  
DATE TO BE  
DETERMINED**

**This matter has been authorized for the action  
and/or review by the Township Committee.**

---

**Anthony P. Mercantante, Administrator**

# TOWNSHIP OF MIDDLETOWN

Township Hall, One Kings Highway  
Middletown, NJ07748-2594

LYNN MATTEI, QPA, RPPO  
Director of Purchasing



*Settled in 1664*

Tel: (732) 615-2092  
Fax: (732) 615-2084

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

**TO: Anthony Mercantante, Administrator**

**FROM: Lynn Mattei, Purchasing**

**DATE: February 15, 2018**

**SUBJECT: Program Instructors for the Middletown Recreation  
Department Programs**

**Over the years the Township has used vendors as Instructors for Recreation Programs. As the years passed and the programs increased, it has now become necessary to go to bid for these services.**

**By going out to bid it makes it easier to set up the programs as the Recreation Department and Purchasing do not have to constantly monitor the vendors going over the bid threshold.**

**The Township of Middletown will receive bids for the Program Instructors on Tuesday, March 6, 2018.**

**Once bids have been reviewed and a recommendation is made from the Recreation Department a resolution will be prepared for the meeting on March 19, 2018.**

**If you require any additional information, please contact me.**

# TOWNSHIP OF MIDDLETOWN

Township Hall, One Kings Highway  
Middletown, NJ07748-2594

LYNN MATTEI, QPA, RPPO  
Director of Purchasing



*Settled in 1664*

Tel: (732) 615-2092  
Fax: (732) 615-2084

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

**To: Anthony P. Mercantante, Administrator**

**From: Lynn Mattei, Director of Purchasing**

**Date: February 22, 2018**

**Subject: On-Line Auction for the Sale of Compost**

The Public Works Department would like to have an On-line Auction for the sale of approximately 10,000 C.Y. of excess compost currently at the DPW yard. In 2017 the Public Works Department held an on-line auction for the sale of compost and it proved to go over well in regard to the proceeds.

At this time Dan Catena and I are working out the dates to hold the auction in April 2018. Once this is finalized I will prepare a resolution for approval by the Township Committee.

Should you require any additional information, please let me know.