

**WORKSHOP AGENDA MEETING - 7:00 PM  
TOWNSHIP OF NORTH BRUNSWICK  
710 HERMANN ROAD  
NORTH BRUNSWICK, NJ**

**Draft for Council Meeting / [05/06/19]**

**Roll Call, Sunshine Notice and Cell Phone Statement**

**Ms. Gallimore:**

- 1. Authorizing the cancellation of overpayments and delinquencies under ten dollars (\$10.00) on Water and Sewer Accounts**
- 2. Budget Account Analysis - Other expenses as of 3/31/19**
- 3. Salary and Wage Analysis - July thru March 2019**
- 4. Revenue Account Status as of March 31, 2019**
- 5. Certifying Review of the Fiscal Year 2018 Annual Audit**

**Ms. Benson:**

- 1. Veterans Wartime Street Dedication Program**
- 2. Memorial Day Ceremony and 5k Walk / Run / team event. Monday, May 27, 2019**
- 3. Monday May 27 - Community Park 7:30 am registration. 8:30 am walk / run / team event. T-shirts only guarantee to pre registered participations. Early registration and early packet pick up is encouraged. Tuesday, May 21 packet pick up DPRCS Office 8:30 am - 4:00 pm. Thursday, May 23 packet pick up DPRCS Office 8:30 am - 7:30 pm. Call for additional information - 732-247-0922 ext. 475**
- 4. 11:00 am Memorial Day Ceremony - Veterans Park Memorial, light lunch to follow - free event. Rain or shine both events scheduled**
- 5. Presentation North Brunswick Municipal Alliance Committee - Womens and Mens Leadership / Mentorship Series Conference - 3 minute video / presentation and Underage Drinking education message winning Banner selection presented to North Brunswick Township and Linwood Middle School students.**
- 6. Municipal Alliance Committee hosts program, Hidden In Plain Sight - Very important educational program for parents and guardians, latest trends related information on substance abuse. 6:00 pm - 8:30 pm. Location: North Brunswick Court Room. You must be 21 and older to attend session. Free child care is offered, pre register for needed child care is required by phoning the DPRCS Office at 732 247 0922 ext 475. Funding supported by County.**

**Mr. McCormick:**

- 1. Authorizing the acceptance of the sale of auctioned abandoned motor vehicles**

**Mr. Chaszar:**

- 1. Authorizing Award of Contract BID19006 to McCloskey Mechanical Contractors Inc. for providing HVAC Maintenance and Repair Services for Municipal Facilities**
- 2. Authorizing the Award of Contract BID19007 to J. Fletcher Creamer & Son Inc. for**

**Sewer and Stormwater Collection System Maintenance and Repair Services**

3. **Authorizing an amendment to Contract BID17021 with Rich Tree Service for Tree Removal and Tree Trimming Services**
4. **Authorizing Sale by Public Auction Municipally Owned Property**

**Mr. Hritz:**

1. **Authorizing acceptance of an additional amount of \$6,520.00 from the Middlesex County Urban County's Community Development Block Grant (CDBG) Program**
2. **Authorizing the Award of Contract BID19001 to Lucas Brothers, Inc. for the 2019 Road Improvements Program**
3. **Authorizing a Change In Scope to the PSA with CME Associates appointed as the 2019 Township Consulting Engineers to include Construction Administration and Record Drawing Services for the 2019 Road Program**
4. **An Ordinance amending and supplementing Chapter 205, "Land Use" of the Code of the Township of North Brunswick to delete Section 205.103(I) "Prohibited Signs"**
5. **An Ordinance amending and supplementing Chapter 205, "Land Use" of the Code of the Township of North Brunswick, to amend Section 205.105(I) "Billboards"**
6. **Authorizing the Private Improvements Performance Bond Release for Builders Pro, LLC**

**Ms. Monzo:**

1. **Authorizing the execution of an Emergency Water Supply Interconnection Agreement between the City of New Brunswick and the Township of North Brunswick (12" Georges Road and 12" Jersey Avenue)**
2. **Authorizing refunds to Township Residents for their Water-Sewer Utility Account**

**Municipal Clerk:**

1. **Minutes / Regular Council Meeting / April 15, 2019**
2. **Ordinance #19-09 - Second Reading and Public Hearing - An Ordinance of the Township of North Brunswick repealing and replacing Part II, "General Legislation" Chapter 166 "Entertainment, Public" of the Code of the Township of North Brunswick**

**Closed Session**

1. **Contract negotiations**
2. **Personnel: Employment Agreement**
3. **Environmental Litigation**

**Adjourn**

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item -**

**3. Municipal Alliance Committee hosts program, Hidden In Plain Sight - Very important educational program for parents and guardians, latest trends information on substance abuse. 6:00 pm - 8:30 pm. Location North Brunswick Court Room. You must be 21 and older to attend session. Free child care is offered, pre register for needed child care is required by phoning the DPRCS office at 732 247 0922 ext. 475. Funding supported by County.**

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - 1.**

**Authorizing the cancellation of overpayments and delinquencies under ten dollars (\$10.00) on Water and Sewer Accounts**

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo



RESOLUTION NO. \_\_\_\_\_

**RESOLUTION AUTHORIZING THE CANCELLATION OF  
OVERPAYMENTS AND DELINQUENCIES UNDER  
TEN DOLLARS (\$10.00) ON WATER & SEWER ACCOUNTS**

**Whereas**, the Tax Collector of North Brunswick Township has identified many water & sewer accounts with delinquencies and/or overpayments under \$10.00; and

**Whereas**, the Township Council of the Township of North Brunswick is desirous to authorize the Tax Collector to cancel all water and sewer balances and/or credits under \$10.00; and

**NOW, THEREFORE, BE IT RESOLVED** on this 6<sup>th</sup> day of May 2019, by the Township Council of the Township, County of Middlesex and State of New Jersey is hereby authorized and directed and empowered to cancel any balances or credits less than Ten (\$10.00) Dollars without further action on the part of the Governing Body.

\_\_\_\_\_  
Laurie K Hammarstrom  
Tax Collector

\_\_\_\_\_  
Ronald Gordon, Esq.  
Township Attorney  
Certified as to form

\_\_\_\_\_  
Cavel Gallimore  
Chief Financial Officer

\_\_\_\_\_  
Kathryn Monzo  
Township Administrator

**RECORDED VOTE:**

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
LOPEZ				
GUADAGNINO				
ANDREWS				
CORBIN				
SOCIO				
DAVIS				
MAYOR WOMACK				

I hereby certify that the foregoing to be a true copy of a resolution, adopted by the North Brunswick Township Council at a meeting held on May 6, 2019.

\_\_\_\_\_  
Lisa Russo  
Township Clerk

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - 2.**

**Budget Account Analysis - Other expenses as of 3/31/19**

**ATTACHMENTS:**

Description

Type

Status

Cover Memo

## Budget Account Analysis - Other Expenses as of 03/31/19

Description	Adopted Budget	Paid/Chrgd YTD	Balance	% Used
GEN.ADMIN OTHER EXPENSE	30,410	21,989	8,421	72
MUNIC.CLERK OTHER EXPENSE	28,000	13,643	14,357	49
ELECTIONS OTHER EXPENSES	100	-150	250	-150
FINANCE OTHER EXPENSE	13,900	6,083	7,817	44
AUDIT OTHER EXPENSE	55,000	55,000		100
IT - OTHER EXPENSE	395,814	341,672	54,142	86
TAX COLLECTION OTHER EXPENSE	9,700	3,418	6,282	35
TAX ASSESSOR OTHER EXPENSE	113,200	112,627	573	99
TAX APPEALS OTHER EXPENSE	5,000	5,000		100
LEGAL SERVICE OTHER EXPENSE	365,000	363,903	1,097	100
ENGINEERING OTHER EXPENSE	95,850	94,128	1,722	98
PLANNING OTHER EXPENSE	10,150	4,149	6,001	41
ZONING OTHER EXPENSE	5,700	2,899	2,801	51
CODE ENFORCE. OTHER EXPENSE	3,250	2,038	1,212	63
CONSTR. CODE OTHER EXPENSE	45,300	27,596	17,704	61
OTHER INSURANCE OTHER EXPENSE	1,191,000	1,168,742	22,258	98
HEALTH INS OTHER EXPENSE	5,750,000	3,794,233	1,955,767	66
HEALTH BENEFIT WAIVER	110,000	110,000		100
POLICE OTHER EXPENSE	311,500	210,959	100,541	68
EMERGENCY MGMT OTHER EXPENSE	18,050	10,420	7,630	58
AID TO VOL. FIRE OTHER EXPENSE	207,500	190,366	17,134	92
AID TO RESCUE SQ OTHER EXPENSE	65,000	15,000	50,000	23
UNIFORM FIRE OTHER EXPENSE	8,250	3,994	4,256	48
LOSAP OTHER EXPENSE	82,000	49,194	32,806	60
JUVENILE AID OTHER EXPENSE	10,000	2,486	7,514	25
STREETS & ROAD OTHER EXPENSE	295,200	237,073	58,127	80
SOLID WASTE DISP OTHER EXPENSE	900,000	838,359	61,641	93
SANITATION OTHER EXPENSE	418,300	413,323	4,977	99
RECYCLING OTHER EXPENSE	413,375	402,317	11,058	97
BLDG & GROUNDS OTHER EXPENSE	184,200	163,713	20,487	89

## Budget Account Analysis - Other Expenses as of 03/31/19

Description	Adopted Budget	Paid/Chrgd YTD	Balance	% Used
MOTOR VEH MAINT OTHER EXPENSE	438,320	321,893	116,427	73
MUNI SRVS REIMB OTHER EXPENSE	69,500		69,500	
STORMWATER DIV OTHER EXPENSE	14,000	195	13,805	1
HEALTH OTHER EXPENSES	98,100	47,844	50,256	49
ANIMAL CONTROL OTHER EXPENSE	56,000	47,187	8,813	84
ENVIRONMENTAL OTHER EXPENSE	1,860	1,717	143	92
DPRCS OTHER EXPENSE	71,750	59,701	12,049	83
SENIOR SERVICES OTHER EXPENSES	62,050	37,020	25,030	60
PARKS/PLAYGROUND OTHER EXPENSE	251,200	184,963	66,237	74
LIBRARY	1,503,160	1,503,160		100
UTILITIES	1,700,940	1,438,220	262,719	85
CONTINGENT OTHER EXPENSE	100		100	
PENSION & PAYROLL TAXES	5,561,925	5,107,781	454,144	92
GRANTS-MATCH MISCELLANEOUS	20,000		20,000	
MUNICIPAL COURT OTHER EXPENSE	54,800	27,099	27,701	49
PUBLIC DEFEND OTHER EXPENSE	10,000	5,000	5,000	50
CIF OTHER EXPENSE	264,500	264,500		100
DEBT SERVICE	5,704,417	5,700,900	3,517	100
RUT - OTHER EXPENSE	700,000	700,000		100
<b><i>Final Totals</i></b>	<b>27,723,371</b>	<b>24,111,354</b>	<b>3,612,016</b>	

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - 3.**

**Salary and Wage Analysis - July thru March 2019**

**ATTACHMENTS:**

Description

Type

Status

Cover Memo

## Salary & Wage Analysis - July thru March 2019

Description	Adopted Budget	Paid/Chrgd YTD	Balance	% Used
GEN.ADMIN SALARY & WAGES	494,741	353,580	141,161	71
MUNIC.CLERK SALARY & WAGES	192,828	147,327	45,501	76
FINANCE SALARY & WAGES	244,044	182,005	62,039	75
IT - SALARY & WAGES	171,453	105,854	65,599	62
TAX COLLECTION SALARY & WAGES	145,298	111,020	34,278	76
TAX ASSESSOR SALARY & WAGES	165,200	125,919	39,281	76
ENGINEERING SALARY & WAGES	108,378	79,754	28,624	74
PLANNING SALARY & WAGES	286,324	219,176	67,148	77
ZONING SALARY & WAGES	115,744	90,541	25,203	78
AFFORDABLE HOUSING S&W	3,600	2,700	900	75
CODE ENFORCE. SALARY & WAGES	139,591	66,788	72,803	48
CONSTR. CODE SALARY & WAGES	367,893	295,323	72,570	80
POL ADMIN - SALARY & WAGES	1,000,839	710,658	290,181	71
POL SOA - SALARY & WAGES	3,860,447	3,034,002	826,445	79
PBA - SALARY & WAGES	8,041,924	6,084,945	1,956,979	76
DISPATCHERS - SALARY & WAGES	677,893	472,225	205,668	70
CROSSING GUARDS SALARY & WAGES	372,928	269,673	103,255	72
SPECIAL LAW ENFORCEMENT OFFICERS	400,000	223,065	176,935	56
ACCUMULATED LEAVE ABSENCE	300,000	23,649	276,351	8
EMERGENCY MGMT SALARY & WAGES	75,227	58,730	16,497	78
UNIFORM FIRE SALARY & WAGES	229,697	165,997	63,700	72
STREETS & ROAD SALARY & WAGES	675,995	488,165	187,830	72
SANITATION SALARY & WAGES	618,878	471,674	147,204	76
BLDG & GROUNDS SALARY & WAGES	331,397	267,542	63,855	81
MOTOR VEH MAINT SALARY & WAGES	324,967	236,712	88,255	73
STORMWATER DIV SALARY & WAGES	332,525	285,127	47,398	86
ANIMAL CONTROL SALARY & WAGES	1,000		1,000	
DPRCS SALARY & WAGES	289,330	226,241	63,089	78
SENIOR SERVICES - SALARIES	153,331	114,222	39,109	74
PARKS/PLAYGROUNDS - SALARIES	527,059	421,946	105,113	80
SALARY ADJUST. SALARY & WAGES	120,000		120,000	
MUNICIPAL COURT SALARY & WAGES	517,051	391,005	126,046	76
<b>Final Totals</b>	<b>21,285,582</b>	<b>15,725,565</b>	<b>5,560,017</b>	

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - 4.**

**Revenue Account Status as of March 31, 2019**

**ATTACHMENTS:**

Description

Type

Status

Cover Memo

## REVENUE ACCOUNT STATUS AS OF MARCH 31, 2019

Description	Anticipated	YTD Revenue	Excess/Deficit	% Realized
Surplus Anticipated	3,343,830.00	3,343,830.00	-	100
Alcoholic Beverages Licenses	50,000.00	7,950.00	(42,050.00)	16
Marriage Certificates	3,900.00	3,640.00	(260.00)	93
Marriage License	1,100.00	579.00	(521.00)	53
Merchant License	184,000.00	175,691.03	(8,308.97)	95
Towing	2,700.00	2,450.00	(250.00)	91
Taxi/Limo	9,000.00	9,750.00	750.00	108
Swimming Pool	700.00	0	(700.00)	0
Bingo	0.00	20.00	20.00	0
Raffle	1,000.00	420.00	(580.00)	42
Civil Union Fee	0.00	9.00	9.00	0
Merchant License - Deer Brook	3,500.00	0	(3,500.00)	0
Death Certificate	8,500.00	9,590.00	1,090.00	113
Birth Certificate	50.00	20.00	(30.00)	40
Disinternment	1.00	0	(1.00)	0
Passports	8,000.00	4,040.00	(3,960.00)	51
Lot Fees	58,440.00	43,830.00	(14,610.00)	75
Road Opening Fees	4,500.00	0	(4,500.00)	0
Miscellaneous	70.00	181.30	111.30	259
Tax Search Fees	200.00	10.00	(190.00)	5
Minor Subdivision	900.00	0	(900.00)	0
Site Plan Approval	5,000.00	2,700.00	(2,300.00)	54
A, B, & C Variances	6,000.00	3,350.00	(2,650.00)	56
D Variances	3,000.00	3,000.00	-	100
Rental C/O	62,000.00	47,015.00	(14,985.00)	76
Certification Letter	400.00	300.00	(100.00)	75
Zoning Permit Fees	24,000.00	18,210.00	(5,790.00)	76
Occupancy for User	9,000.00	9,200.00	200.00	102
Property Lists	500.00	410.00	(90.00)	82
Extensions of Time	0.00	300.00	300.00	0
Informal Review	1,000.00	600.00	(400.00)	60
Police Reports	7,900.00	7,037.70	(862.30)	89
Police Alarm	2,900.00	3,810.00	910.00	131
Police Discovery	800.00	818.10	18.10	102
Police Fire Arm	750.00	603.00	(147.00)	80
Record Check	500.00	190.00	(310.00)	38
Certificate of Occupancy	24,000.00	6,971.00	(17,029.00)	29
Engineering Fees	5,000.00	4,430.00	(570.00)	89
Violations	40,000.00	8,200.00	(31,800.00)	21
Dumpster Permit	300.00	150.00	(150.00)	50
Housing Inspections	13,900.00	7,915.00	(5,985.00)	57
Landlord Registration Fee	22,100.00	12,630.00	(9,470.00)	57



## REVENUE ACCOUNT STATUS AS OF MARCH 31, 2019

Description	Anticipated	YTD Revenue	Excess/Deficit	% Realized
Continuing Certificate of Occupancy	74,000.00	50,100.00	(23,900.00)	68
Municipal Court Fines & Costs	1,227,770.09	691,164.20	(536,605.89)	56
Interest & Cost on Taxes	135,000.00	66,529.15	(68,470.85)	49
Interest on Investments	170,000.00	162,772.05	(7,227.95)	96
Utility Operating Revenues	600,000.00	600,000.00	-	100
Non Life Hazard	43,000.00	32,280.00	(10,720.00)	75
Change of Occupancy	42,000.00	40,250.47	(1,749.53)	96
Smoke Detectors	33,000.00	23,440.00	(9,560.00)	71
Fire Permits	15,500.00	13,375.00	(2,125.00)	86
Fire Reports	450.00	720.00	270.00	160
Cabel TV Franchise Fee	132,000.00	121,255.00	(10,745.00)	92
Hotel Tax	200,000.00	187,522.38	(12,477.62)	94
Library Contribution	86,000.00	0	(86,000.00)	0
Martin Gerber Apartments	258,200.00	203,543.50	(54,656.50)	79
EDA	1,090,000.00	494,163.13	(595,836.87)	45
Construction Code Building Permit	1,055,000.00	993,784.00	(61,216.00)	94
Uniform Fire Safety Act	97,000.00	94,603.03	(2,396.97)	98
General Capital Surplus	300,000.00	300,000.00	-	100
Open Space Trust - Debt	745,809.54	745,809.54	-	100
School-Soil Remediation - Debt	0.00	2,140.05	2,140.05	0
Special Law Enforcement Officers	400,000.00	208,103.74	(191,896.26)	52
Energy Receipts Tax - Fall	4,486,969.00	4,091,334.60	(395,634.40)	91
Watershed Moratorium Aid	4,653.00	4,653.00	-	100
<b>Final Totals</b>	<b>15,105,792.63</b>	<b>12,867,392.97</b>	<b>(2,238,399.66)</b>	

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - 5.**

**Certifying Review of the Fiscal Year 2018 Annual Audit**

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**RESOLUTION CERTIFYING REVIEW OF THE  
FISCAL YEAR 2018 ANNUAL AUDIT**

**WHEREAS**, NJSA 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

**WHEREAS**, the Annual Report of Audit for the year ended June 30, 2018 has been filed by a Registered Municipal Accountant with the Municipal Clerk, as per the requirements of NJSA 40A: 5-6, with a copy received by each member of the governing body, and

**WHEREAS**, the Local Finance Board of the Division of Local Government Services, the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per RS 52:7b-34, and

**WHEREAS**, the Local Finance Board has promulgated a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board that all members of the governing body have reviewed, at a minimum, the sections of the annual audit entitled:

General Comments / Recommendations

**WHEREAS**, the members of the governing body have personally reviewed, as evidenced by the group affidavit form of the governing body, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled:

General Comments / Recommendations

**WHEREAS**, this resolution verifying said certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, as per the regulations of the Local Finance Board, and

**WHEREAS**, all members of the governing body have received and have familiarized themselves with the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

**WHEREAS**, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty of RS 52:27BB-52- to wit:

RS 52:27BB-52 – A local officer or member of a local governing body who, after the date fixed for compliance, fails or refuses to obey an order of the director, under the provisions of this article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$ 1,000.00) or imprisoned for not more than one year, or both, and in addition shall forfeit his office.

**NOW, THEREFORE, BE IT RESOLVED**, that the governing body of the Township of North Brunswick, hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968, and does hereby submit to a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

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Cavel Gallimore  
Chief Financial Officer

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Ronald Gordon, Esq.  
Township Attorney

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Kathryn Monzo  
Administrator

I hereby certify the foregoing to be a true copy of a Resolution adopted by the Township Council of the Township of North Brunswick at a meeting held on May 6, 2019.

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Lisa Russo  
Municipal Clerk

# CERTIFICATION OF GOVERNING BODY OF THE ANNUAL AUDIT

## GROUP AFFIDAVIT FORM

NO PHOTO COPIES OF SIGNATURES

STATE OF NEW JERSEY  
COUNTY OF MIDDLESEX  
TOWNSHIP OF NORTH BRUNSWICK

We, members of the governing body of the *Township of North Brunswick*, in the County of *Middlesex*, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the *Township Council of the Township of North Brunswick* in the county of *Middlesex*;
2. In the performance of our duties, and pursuant to NJAC 5:30-6.5, we have familiarized ourselves with the contents of the Annual Municipal Audit filed with the Clerk pursuant to NJSA 40A: 5-6 for the state fiscal year 2018;
3. We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled "Comments and Recommendations."

Council Person: William Lopez

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Council Person: Ralph Andrews

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Council Person: Robert Corbin

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Council Person: Robert Davis

---

Council Person: Carlo Socio

---

Council Person: Amanda Guadagnino

---

Mayor Francis "Mac" Womack

---

Sworn to and subscribed before me this  
6<sup>th</sup> day of May 2019  
Notary Public of New Jersey

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Clerk

The Municipal Clerk shall set forth the reason for the absence of signature of any members of the governing body.

**IMPORTANT:** This certificate must be sent to the Bureau of Financial Regulation and Assistance, Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625.

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - 1.**

**Authorizing the acceptance of the sale of auctioned abandoned motor vehicles**

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING THE ACCEPTANCE OF THE SALE OF  
AUCTIONED ABANDONED MOTOR VEHICLES**

**WHEREAS**, the Township of North Brunswick adopted Resolution 114-4.19 on April 1, 2019, authorizing the sale of municipally owned abandoned and/or unclaimed motor vehicles by public auction, as set forth on attached list; and

**WHEREAS**, notice of said auction was duly advertised in the Home News & Tribune on April 4, 2019; and

**WHEREAS**, bids were received Tuesday, April 16, 2019 and quotes were solicited after the close of auction for vehicles not bid on.

**NOW, THEREFORE, BE IT RESOLVED**, on this 6<sup>th</sup> day of May, 2019, by the Township Council of the Township of North Brunswick, that the respective bids and quotes set forth herein on the attached list are hereby accepted.

**BE IT FURTHER RESOLVED**, that upon payment in full for the balance of the amount due, the Clerk is hereby authorized to execute the appropriate documents to transfer titles for said motor vehicles to the successful bidder.

\_\_\_\_\_  
Kenneth McCormick  
Director of Public Safety

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Ronald Gordon, Esq.  
Township Attorney  
Approved as to legal form

**RECORDED VOTE:**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
LOPEZ				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
GUADAGNINO				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on May 6, 2019.

\_\_\_\_\_  
Lisa Russo  
Township Clerk

**Public Sale of Abandoned Vehicles**

**Public Auction Held 4/16/2019**

**Quotes due 4/23/2019**

**Township of North Brunswick**

**710 Hermann Road**

**North Brunswick, NJ 08902**

<u>AD #</u>	<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Vin</u>	<u>Location</u>	<u>Mike's Auto</u>	<u>Jersey One</u>	<u>Mike's Auto</u>
1	2005	Dodge	Caravan	2D4GP44L15R174018	Logans		\$ 182.00	\$ 175.00
2	2006	Mercury	Grand Marquis	2MEFM74V76X619345	Logans		\$ 183.00	\$ 175.00
3	1998	GMC	Jimmy	1GKDT13W8W2542527	Logans		\$ 181.00	\$ 175.00
4	2006	Jeep	Grand Cherokee	1J4GS48K96C300546	Richs		\$ 187.00	\$ 301.25
5	1991	Toyota	Camry	JT2SV21W3M0376683	Richs		\$ 162.00	\$ 155.00
6	2003	Lexus	ES300	JTHBF30G530096619	Richs		\$ 163.00	\$ 171.00
7	2006	BMW	X5	5UXFA13576LY41601	Coppas	\$ 500.00		
8	2003	Hyundai	Sante Fe	KM8SC13D93U554411	Coppas		\$ 177.00	\$ 176.00
9	2008	Chevrolet	Malibu	1G1ZS58FX8F105668	Coppas		\$ 178.00	\$ 190.00
10	2002	Honda	Odyssey	2HKRL18692H525254	Coppas		\$ 187.00	\$ 175.00
11	2003	Mercury	Cougar	1MELM6243VH635256	Coppas		\$ 162.00	\$ 176.00
12	2006	Nissan	Altima	1N4AL11D26N358530	Coppas		\$ 165.00	\$ 204.00
13	2005	Saturn	L300	1G8JD54R05Y503254	Jays		\$ 72.00	\$ 176.00
14	2006	Toyota	Corolla	JTDBR32EX60068078	Jays		\$ 151.00	\$ 301.00
15	2014	Honda	Accord	1HGCR3F83EA026788	Southside	\$ 1,305.00		
16	2006	Ford	Fusion	3FAHP07Z16R231930	Southside		\$ 173.00	\$ 177.00
17	2000	Chevrolet	Malibu	1G1NE52J2Y6341217	Southside		\$ 161.00	\$ 176.00

**Total: \$ 1,805.00 \$ 1,072.00 \$ 1,872.25**

Mike's Auto Amount Due \$ 3,677.25  
 Mike's Auto paid 4/16/2019 \$ 200.00  
**\$ 3,477.25**

Jersey One Amount Due \$ 1,072.00



**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - 1.**

**Authorizing Award of Contract BID19006 to McCloskey Mechanical Contractors Inc. for providing HVAC Maintenance and Repair Services for Municipal Facilities**

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**A RESOLUTION AUTHORIZING AWARD OF CONTRACT BID19006  
TO MCCLOSKEY MECHANICAL CONTRACTORS INC.  
FOR PROVIDING HVAC MAINTENANCE AND REPAIR SERVICES FOR  
MUNICIPAL FACILITIES**

**WHEREAS**, the Department of Public Works Building Maintenance Division is responsible for providing municipal facilities maintenance and repairs; and

**WHEREAS**, in May of 2017, pursuant to Resolution 129-5.17, the Township authorized an agreement with Millennium Mechanical LLC for HVAC Maintenance and Repair Services for Municipal Facilities pursuant to contract BID17008, in an amount not-to-exceed \$200,000.00, with a two-year term (May 1, 2017-April 30, 2019), reserving the option for one additional two-year term; and

**WHEREAS**, due to the continued need for said services, the Director of Public Works Eric Chaszar, made a recommendation to receive bids for HVAC Maintenance and Repair services; and

**WHEREAS**, on April 1, 2019 the Township Council of the Township of North Brunswick approved Resolution 113-4.19, authorizing the advertisement for receipt of bids for HVAC Maintenance and Repair Services for Municipal Facilities – BID19006; and

**WHEREAS**, the Municipal Clerk witnessed the receipt of four (4) bids on April 16, 2019; and

**WHEREAS**, the lowest bid was submitted by McCloskey Mechanical Contractors Inc. (445 Lower Landing Road Blackwood, NJ 08012) was determined to be the lowest responsible bidder; and

**WHEREAS**, Director Eric Chaszar has concluded the review process and hereby recommends an award of contract BID19006 to McCloskey Mechanical Contractors Inc., finding them the lowest and most advantageous bidder; and

**WHEREAS**, McCloskey Mechanical Contractors Inc. proposed a price for maintenance and repair services at 29.75% over prevailing wage rates for Middlesex County and agreed to the price for goods at 15% markup over cost; and

**WHEREAS**, this project will be funded from Buildings and Grounds OE for maintenance and routine repairs and existing Capital Ordinances for major repairs; and

**WHEREAS**, Ron Gordon with the firm Decotiis, Fitzpatrick, Cole & Giblin, LLP, appointed Municipal Legal Counsel, has reviewed the bid proposals and determined the bid submitted by McCloskey Mechanical Contractors Inc. the lowest responsive and responsible bidder under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

**NOW THEREFORE, BE IT RESOLVED**, that the bid of McCloskey Mechanical Contractors Inc. is hereby accepted.

**BE IT FURTHER RESOLVED**, on this 6<sup>th</sup> day of May, 2019, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with McCloskey Mechanical Contractors Inc. to provide HVAC Maintenance and Repair Services for Municipal Facilities, pursuant to contract BID19006, in an amount not-to-exceed \$200,000.00 with a two-year term (May 1, 2019 – April 30, 2021), reserving the option for one additional two-year term.

**CERTIFICATION**

I, Cavel Gallimore, Chief Financial Officer of the Township of North Brunswick, certify that funds in the amount of \$24,000.00 are available in FY19 Buildings and Grounds OE 9-01-26-310-000-160 and the balance shall be certified contingent upon the appropriation of funds in future fiscal years for maintenance and routine repairs and major repairs shall be charged to existing Capital Ordinances. Contract BID19006.

\_\_\_\_\_  
Cavel Gallimore  
Chief Financial Officer

\_\_\_\_\_  
Eric Chaszar  
Director of Public Works

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Ronald Gordon, Esq.  
Township Attorney  
Approved as to legal form

**RECORDED VOTE:**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
LOPEZ				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
GUADAGNINO				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on May 6, 2019.

\_\_\_\_\_  
Lisa Russo  
Township Clerk

**RECEIPT OF BIDS**

**April 16, 2019**

**Results from the receipt of bids on Tuesday April 16, 2019, at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, NJ:**

**Present: Samantha Sickles, Purchasing Assistant  
Lisa Russo, Municipal Clerk  
Chris Gianotto, Sewer Superintendent**

**Resolution #113-4.19 adopted on April 1, 2019 by the Township Council authorizing receipt of bids and advertised in the Home News & Tribune as according to law. Mrs. Russo asked for any additional bids. Receipt of bids is closed.**

**The following receipt of bids were received:**

<b><u>Contract BID19006</u></b>	<b><u>Bond</u></b>	<b><u>Total</u></b>
<b>HVAC Maintenance and Repair Services</b>	<b>NO Bid Bond Required</b>	
<b>McCloskey Mechanical Contractors Inc. 445 Lower Landing Road Blackwood, NJ 08012</b>		<b>29.75% over prevailing wage</b>
<b>Hutchins HVAC Inc. 12 Rothbard Road Hazlet, NJ 07730</b>		<b>38% over prevailing wage</b>
<b>Unitemp, Inc. 26 Worlds Fair Drive Unit D Somerset, NJ 08873</b>		<b>68% over prevailing wage</b>
<b>Peterson Service Company 234 Route 70 Medford, NJ 08055</b>		<b>70% over prevailing wage</b>

**A report will be presented to the Township Council for possible awards at the next Township Council Meeting.**

**Lisa Russo  
Municipal Clerk**

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - 2.**

**Authorizing the Award of Contract BID19007 to J. Fletcher Creamer & Son Inc. for Sewer and Stormwater Collection System Maintenance and Repair Services**

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**A RESOLUTION AUTHORIZING THE AWARD OF CONTRACT BID19007  
TO J. FLETCHER CREAMER & SON INC.  
FOR SEWER AND STORMWATER COLLECTION SYSTEM  
MAINTENANCE AND REPAIR SERVICES**

**WHEREAS**, the Department of Public Works Sewer Division is responsible for providing maintenance and repairs to the municipal sanitary system; and

**WHEREAS**, in April of 2017, pursuant to Resolution 112-4.17, the Township authorized an agreement with J. Fletcher Creamer & Son, Inc. to provide Sewer Collection System Maintenance and Repair Services, under “opened contract” BID17010, with an amended not-to-exceed amount of \$1,100,000.00; and

**WHEREAS**, with the two-year agreement expiring the end of April 2019, it is the Director’s recommendation to continue to have a company engaged in providing for Sewer Collection System Maintenance and Repair Services; and

**WHEREAS**, on April 1, 2019, pursuant to Resolution 115-4.19, the Township Council authorized advertisement for the receipt of bids for Sewer and Stormwater Collection System Maintenance and Repair Services, under contract BID19007; and

**WHEREAS**, the Municipal Clerk witnessed the receipt of three (3) bids on April 16, 2019; and

**WHEREAS**, the bid submitted by J. Fletcher Creamer & Son, Inc. (101 East Broadway, Hackensack, NJ 07601) in the amount of \$116,150.00 based on estimated quantities on the proposal schedule, listing hourly rates for services on an as-needed basis, as authorized by the Director of Public Works or the Sewer Division Superintendent; and

**WHEREAS**, the Director recommends a “not-to-exceed” amount of \$50,000.00 for routine maintenance and repairs and a “not-to-exceed” amount of \$100,000.00 for repairs that are capital and/or urgent in nature for a total contract authorization of \$150,000.00; and

**WHEREAS**, the Department of Public Works Sewer Division has also reviewed the bid proposal and recommends the award of the bid submitted by J. Fletcher Creamer & Son, Inc. with a two-year term (May 1, 2019 – April 30, 2021), with the option of one (1) two-year renewal; and

**WHEREAS**, Ron Gordon with the firm Decotiis, Fitzpatrick, Cole & GIBLIN, LLP, appointed Municipal Legal Counsel, has reviewed the proposal submitted by J. Fletcher Creamer & Son, Inc. and determined them responsive under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey; and

**WHEREAS**, the Chief Financial Officer certifies that funds in the amount of \$20,000.00 are available in FY2019 Sewer Operating 9-07-55-502-000-183 and the balance for routine maintenance and repairs shall be certified upon the appropriation of funds in future budgets; and

**WHEREAS**, the Chief Financial Officer also certifies that funds in the amount of \$100,000.00 are available in Sewer Capital Ordinance 18-14 under account C-08-55-C19-181-101 for repairs that are capital and/or urgent in nature.

**NOW THEREFORE, BE IT RESOLVED**, that the bid submitted by J. Fletcher Creamer & Son Inc. is hereby accepted.

**BE IT FURTHER RESOLVED**, on this 6<sup>th</sup> day of May, 2019, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with J. Fletcher Creamer & Son, Inc. to provide sewer and stormwater collection systems maintenance and repair services, pursuant to contract BID19007, with a not-to-exceed authorization of \$150,000.00 and a two-year term (May 1, 2019 – April 30, 2021), with the option of one (1) two-year renewal.

**CERTIFICATION**

I, Cavel Gallimore, Chief Financial Officer of the Township of North Brunswick, certify that funds in the amount of \$20,000.00 are available in FY2019 Sewer Operating 9-07-55-502-000-183 and the balance for routine maintenance and repairs shall be certified upon the appropriation of funds in future budgets, and funds in the amount of \$100,000.00 are available in Sewer Capital Ordinance 18-14 under account C-08-55-C19-181-101 for repairs that are capital and/or urgent in nature. Contract BID19007.

\_\_\_\_\_  
Cavel Gallimore  
Chief Financial Officer

\_\_\_\_\_  
Eric Chaszar  
Director of Public Works

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Ronald Gordon, Esq.  
Township Attorney  
Approved as to legal form

**RECORDED VOTE:**

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
LOPEZ				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
GUADAGNINO				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on May 6, 2019.

\_\_\_\_\_  
Lisa Russo  
Township Clerk

**RECEIPT OF BIDS**

**April 16, 2019**

**Results from the receipt of bids on Tuesday April 16, 2019, at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, NJ:**

**Present: Samantha Sickles, Purchasing Assistant  
Lisa Russo, Municipal Clerk  
Chris Gianotto, Sewer Superintendent**

**Resolution #115-4.19 adopted on April 1, 2019 by the Township Council authorizing receipt of bids and advertised in the Home News & Tribune as according to law. Mrs. Russo asked for any additional bids. Receipt of bids is closed.**

**The following receipt of bids were received:**

<b><u>Contract BID19007</u></b> <b>Sewer and Stormwater Collection Systems Maintenance and Repair Services</b>	<b><u>Bond</u></b> <b>NO Bid Bond Required</b>	<b><u>Total</u></b>
<b>J. Fletcher Creamer &amp; Son Inc. 101 East Broadway Hackensack, NJ 07601</b>		<b>\$116,150.00</b>
<b>NAP 210 Bennett Road Howell, NJ 07731</b>		<b>\$129,600.00</b>
<b>Montana Construction Corp Inc. 80 Contant Avenue Lodi, NJ 07644</b>		<b>\$243,250.00</b>

**A report will be presented to the Township Council for possible awards at the next Township Council Meeting.**

**Lisa Russo  
Municipal Clerk**



**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - 3.**

**Authorizing an amendment to Contract BID17021 with Rich Tree Service for Tree Removal and Tree Trimming Services**

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**A RESOLUTION OF THE TOWNSHIP OF NORTH BRUNSWICK  
AUTHORIZING AN AMENDMENT TO CONTRACT BID17021  
WITH RICH TREE SERVICE FOR  
TREE REMOVAL AND TREE TRIMMING SERVICES**

**WHEREAS**, the Department of Public Works Streets and Road Division provides tree removal and trimming services for general work and contracts out for said services that require specialized equipment; and

**WHEREAS**, in December of 2017, pursuant to Resolution 293-12.17 the Township authorized a contract with Rich Tree Service (325 Bergen Street, South Plainfield, NJ 07080) for Tree Removal and Tree Trimming Services, pursuant to Contract BID17021, in an amount not-to-exceed \$100,000.00, with a one-year term (January 1, 2018 – December 31, 2018), reserving the option for two additional one-year terms; and

**WHEREAS**, with an increase in in-house staff providing tree removal and trimming services, Eric Chaszar, Director of the Department of Public Works, determined there is a need for a third party to continue providing tree removal and tree trimming services and recommends authorizing a one-year extension; and

**WHEREAS**, the current contract has a balance of \$85,830.00 and it is the Director's recommendation to maintain the not-to-exceed authorization at \$100,000.00; and

**WHEREAS**, funds in the amount of \$16,000.00 are available in FY2019 Tree Maintenance Operating 9-01-26-290-000-178 and the balance shall be certified upon the appropriation of funds in future budgets; and

**NOW, THEREFORE, BE IT RESOLVED**, on this 6<sup>th</sup> day of May, 2019, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an amendment to the agreement with Rich Tree Service, extending the contract term by one year, from January 1, 2019 – December 31, 2019.

**CERTIFICATION**

I, Cavel Gallimore, Chief Financial Officer of the Township of North Brunswick, certify that funds in the amount of \$16,000.00 are available in Streets and Roads OE Account 9-01-26-290-000-178 for services ending June 30, 2019 and the balance shall be made available contingent upon funding within future budget(s). Contract BID17021.

\_\_\_\_\_  
Cavel Gallimore  
Chief Financial Officer

\_\_\_\_\_  
Eric Chaszar  
Director of Public Works

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Ronald Gordon, Esq.  
Township Attorney  
Approved as to legal form

**RECORDED VOTE:**

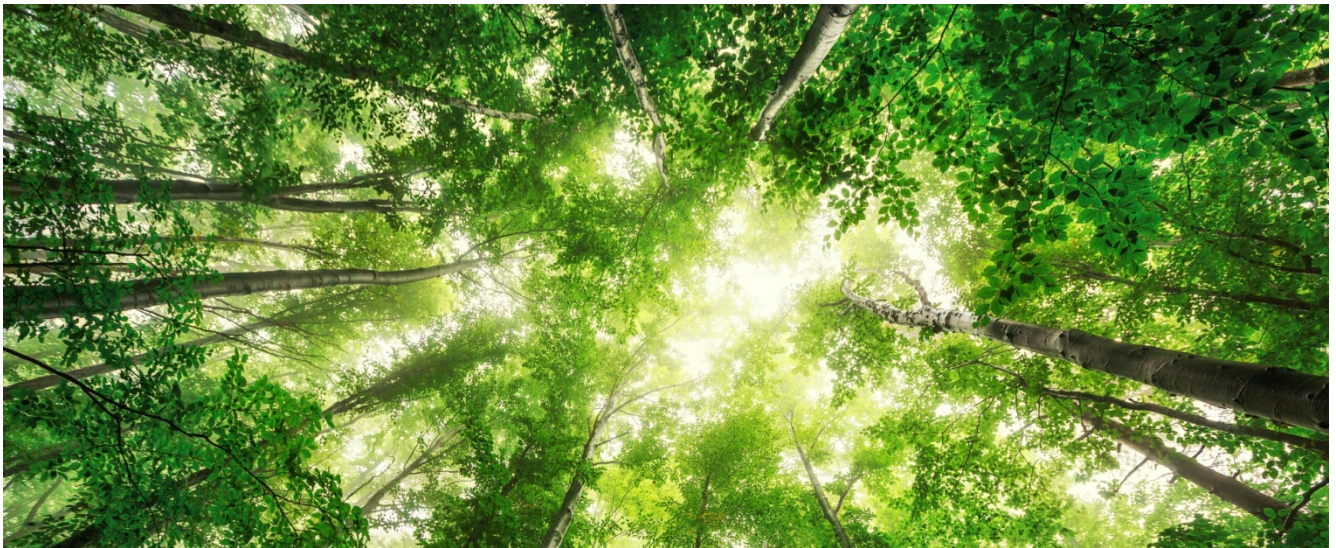
<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
LOPEZ				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
GUADAGNINO				
MAYOR WOMACK				

I do hereby certify that the foregoing is a true copy of a Resolution passed by the Township Council of North Brunswick at a meeting duly held on the 6<sup>th</sup> day of May 2019.

\_\_\_\_\_  
Lisa Russo  
Township Clerk

## Tree Removal Jobs by Third Party vendor under BID17021 (Rich Tree Service)

734 Wood Avenue	\$1,470.00
3 Beechwood	\$2,700.00
6 Earl Court	\$2,800.00
14 Vetter Court	\$2,400.00
774 Myrtle	\$4,800.00



**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - 4.**

**Authorizing Sale by Public Auction Municipally Owned Property**

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**A RESOLUTION OF THE TOWNSHIP OF NORTH BRUNSWICK  
AUTHORIZING SALE BY PUBLIC AUCTION MUNICIPALLY OWNED PROPERTY**

**WHEREAS**, the Township of North Brunswick is the owner of certain surplus property which is no longer needed for public use; and

**WHEREAS**, the Township is desirous of selling said surplus property in an “as is” condition without express or implied warranties.

**NOW THEREFORE, be it RESOLVED** by the Township Council of the Township of North Brunswick, County of Middlesex, State of New Jersey, as follows:

- (1) The sale of the surplus property shall be conducted through GovDeals, pursuant to State Contract A-83453/T2581 in accordance with the terms and conditions of the contract. The terms and conditions of the agreement entered into with GovDeals is available online at govdeals.com and also available from the Township.
- (2) The sale will be conducted online and the address of the auction site is govdeals.com.
- (3) The sale is being conducted pursuant to Local Finance Notice 2008-9.
- (4) A list of the surplus property to be sold is attached hereto.
- (5) The surplus property as identified shall be sold in an “as-is” condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property.
- (6) The Township reserves the right to accept or reject any bid submitted.

**BE IT FURTHER RESOLVED**, that notice of this auction shall be published in the Home News & Tribune.

\_\_\_\_\_  
Cavel Gallimore  
Chief Financial Officer

\_\_\_\_\_  
Eric Chaszar  
Director of Public Works

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Ronald Gordon, Esq.  
Township Attorney  
Approved as to legal form

**RECORDED VOTE:**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
LOPEZ				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
GUADAGNINO				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on May 6, 2019.

\_\_\_\_\_  
Lisa Russo  
Township Clerk

**LIST OF MUNICIPAL PROPERTY**

- (1) 2007 Ford E450 DPRCS Bus 175**
- (1) 2006 Ford E450 DPRCS Bus 178**
- (1) 2003 Ford Explorer**
- (1) 1991 White Tandem Chassis**
- (1) Onan Genset 125KW Generator**
- (1) 10' Henke plow attachment**
- (1) 2.5 cyd ACS Asbury bucket**
- (1) 10 Series self priming 6" pump**



**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - 1.**

**Authorizing acceptance of an additional amount of \$6,520.00 from the Middlesex County Urban County's Community Development Block Grant (CDBG) Program**

**ATTACHMENTS:**

Description	Type
Resolution	Cover Memo
Back up	Cover Memo

**RESOLUTION AUTHORIZING ACCEPTANCE OF AN ADDITIONAL AMOUNT OF  
\$6,520.00 FROM THE MIDDLESEX COUNTY URBAN COUNTY’S  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

**WHEREAS**, the Township Council of the Township of North Brunswick received notice, from the office of Middlesex County Housing and Community Development, of additional Community Development Block Grant (CDBG) funding for program year 2019 in the amount of \$6,520.00; and

**WHEREAS**, these additional funds will be utilized for Individual Housing Rehabilitation Program for the fiscal year July 1, 2019 ó June 30, 2020; and

**WHEREAS**, the additional funds of \$6,520 will be added to the prior allocation for the Individual Housing Rehabilitation Program in the amount of \$46,509.00, creating a new allocation of \$53,029.00 and a revised total allocation of \$118,029.00;

**NOW THEREFORE BE IT RESOLVED**, on the 6th day of May, 2019, by the Township Council of the Township of North Brunswick, that the use of additional CDBG funds are hereby approved as follows:

Individual Housing Rehabilitation: (Deferred Loan Program)	\$ 53,029.00
Code Enforcement Salary Reimbursement:	\$ 40,000.00
Senior Citizen Transportation Vehicle	\$25,000.00
<b>TOTAL</b>	<b>\$ 118,029.00</b>

\_\_\_\_\_  
Michael C. Hritz  
Director of Community Development

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Cavel S. Gallimore  
Chief Financial Officer

\_\_\_\_\_  
Ronald Gordon, Esq.  
Township Attorney (Approved legal form)

**CERTIFICATION**

I, Lisa Russo, Clerk of the Township of North Brunswick, do hereby certify that the above is a true copy of a resolution adopted at a regular meeting of the Township Council of the Township of North Brunswick held on May 6, 2019.

\_\_\_\_\_  
Lisa Russo, Township Clerk

**RECORDED VOTE**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
LOPEZ				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
GUADAGNINO				
MAYOR WOMACK				

CDBG 2019 Proposed Municipal Allocations

	2019 Allocation	% of total
Carteret	95,458	6.33%
Cranbury	27,876	1.85%
Dunellen	44,772	2.97%
East Brunswick	117,422	7.79%
Helmetta	26,188	1.74%
Highland Park	71,805	4.76%
Jamesburg	40,549	2.69%
Metuchen	58,288	3.87%
Middlesex	59,979	3.98%
Milltown	55,343	3.67%
Monroe	156,282	10.36%
North Brunswick	111,509	7.39%
Piscataway	270,325	17.93%
Plainsboro	56,600	3.75%
South Amboy	49,841	3.31%
South Brunswick	70,527	4.68%
South Plainfield	75,184	4.99%
South River	76,874	5.10%
Spotswood	43,083	2.86%
Total	1,507,905	

2019 Proposed Increase	2019 Proposed Total Allocation
5,582	
1,630	29,506
2,618	47,390
6,866	124,288
1,531	27,719
4,199	76,004
2,371	42,920
3,408	61,696
3,507	63,486
3,236	58,579
9,138	165,420
6,520	118,029
15,807	286,132
3,310	59,910
2,914	52,755
4,124	74,651
4,396	79,580
4,495	81,369
2,519	45,602
	1,495,037

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - 2.**

**Authorizing the Award of Contract BID19001 to Lucas Brothers, Inc. for the 2019 Road Improvements Program**

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**A RESOLUTION OF THE TOWNSHIP OF NORTH BRUNSWICK  
AUTHORIZING AWARD OF CONTRACT BID19001  
TO LUCAS BROTHERS, INC.  
FOR THE 2019 ROAD IMPROVEMENT PROGRAM**

**WHEREAS**, the Department of Community Development is responsible for reconstruction and improvements of Township streets and roads; and

**WHEREAS**, Michael C. Hritz, the Director for the Department of Community Development, along with the Mayor and Council reviewed the pavement management plan and determined it necessary to continue with the 2019 road schedule as part of the road program initiated in 2000; and

**WHEREAS**, road segments include: Axel Avenue, Blythewood Court, Evergreen Court, Lake Drive, Maplewood Place, Monroe Drive, Oakwood Place, Parkside Drive and White Drive, with add/delete items in the bid that include: White Drive (Deletion A) and Axel Avenue (Deletion B); and

**WHEREAS**, this project will be funded from existing Capital Ordinances; and

**WHEREAS**, on March 18, 2019 the Township Council approved Resolution 101-3.19 authorizing advertisement for receipt of bids for the 2019 Road Improvement Program, BID19001; and

**WHEREAS**, the Municipal Clerk witnessed the receipt of four bids on April 18, 2019 and the lowest qualifying bid was submitted by Lucas Brothers Inc. of Morganville, NJ with a base bid of \$4,098,098.00 for Items 1 through 132, which is inclusive of Deletion Items **A** - White Drive and **B** - Axel Avenue; and

**WHEREAS**, CME Associates, Engineers for this project, the Purchasing Agent and Legal Counsel have reviewed the qualifications and bid submitted by Lucas Brothers Inc. and determined them responsive under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

**NOW THEREFORE, BE IT RESOLVED**, that the bid submitted by Lucas Brothers Inc. is hereby accepted.

**BE IT FURTHER RESOLVED**, Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and Township Clerk to witness an agreement with Lucas Brothers Inc. for the 2019 Road Improvement Program, Contract BID19001, in the amount of \$4,098,098.00 for Items 1 through 132, which is inclusive of Deletion Items A and B.

CERTIFICATION

I, Cavel Gallimore, Chief Financial Officer of the Township of North Brunswick, certify that funds in the following accounts totaling \$4,098,098.00 are available under Contract BID19001:

- \$ 41,752.44 are available in the FY2018 Capital account C-04-55-C18-170-201,
- \$3,050,000.00 are available in the FY2019 Capital account C-04-55-C19-180-201,
- \$ 327,504.89 are available in the FY2016 Water Capital account C-06-55-C16-151-101,
- \$ 203,253.08 are available in the FY2018 Water Capital account C-06-55-C18-171-101, and
- \$ 475,587.59 are available in the FY2018 Sewer Capital account C-08-55-C18-171-101.

\_\_\_\_\_  
Cavel Gallimore  
Chief Financial Officer

\_\_\_\_\_  
Michael C. Hritz  
Director of Community Development

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Ronald Gordon, Esq.  
Township Attorney  
Approved as to legal form

**RECORDED VOTE:**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
LOPEZ				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
GUADAGNINO				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on May 6, 2019.

\_\_\_\_\_  
Lisa Russo  
Township Clerk



JOHN H. ALLGAIR, PE, PP, LS (1983-2001)  
DAVID J. SAMUEL, PE, PP, CME  
JOHN J. STEFANI, PE, LS, PP, CME  
JAY B. CORNELL, PE, PP, CME  
MICHAEL J. McCLELLAND, PE, PP, CME  
GREGORY R. VALES, PE, PP, CME



April 23, 2019

TIMOTHY W. GILLEN, PE, PP, CME  
BRUCE M. KOCH, PE, PP, CME  
LOUIS J. PLOSKONKA, PE, CME  
TREVOR J. TAYLOR, PE, PP, CME  
BEHRAM TURAN, PE, LSRP  
LAURA J. NEUMANN, PE, PP  
DOUGLAS ROHMEYER, PE, CFM, CME  
ROBERT J. RUSSO, PE, PP, CME  
JOHN J. HESS, PE, PP, CME

Mr. Michael Hritz  
Director of Community Development  
Township of North Brunswick  
710 Hermann Road  
North Brunswick, NJ 08902

**Re: 2019 Road Improvement Program  
Contract No. 19-001  
Township of North Brunswick  
Our File No.: PNO00648.02**

Dear Mr. Hritz,

On April 18, 2019 four (4) bids were received for the 2019 Road Improvement Program as indicated on the attached summary of bids.

The apparent low bid was submitted by Lucas Brothers, Inc. of Morganville, New Jersey with a base bid of \$4,098,098.00 for items 1 through 132 inclusive, which is \$903,794.18 under the price bid by the second lowest bidder and approximately 15% below the Engineer's Estimate for the Project. The second lowest bid was submitted by Black Rock Enterprises, LLC of Old Bridge, New Jersey with a base bid of \$5,001,892.18 for items 1 through 132 inclusive.

There were no irregularities noted in the apparent low bid submitted by Lucas Brothers, Inc.; however, it should be noted that Lucas Brothers, Inc. included penny bids for twenty five (25) of the one hundred thirty two (132) bid items.

It is our understanding that the apparent low bid is within the available funding for the project. Accordingly, we recommend award of the project to Lucas Brothers, Inc. for the total base bid amount of \$4,098,098.00 for items 1 through 132 inclusive subject to certification of funds by the Township's Chief Financial Officer, review and approval by the Township Attorney including verification that the bonding and surety company is licensed to do business in the State of New Jersey and appears in the current list of "Surety Companies Acceptable on Federal Bonds", by the U.S. Treasury Department, verification that the Contractor has sealed the bid with his corporate seal where appropriate, and the submission of the required performance bonds and insurance certificates for the project.

Any award of the project should be further subject to the Contractor, Lucas Brothers, Inc. submitting a certification indicating that the work required under item nos. 18, 20, 21, 22, 23, 27, 30, 32, 33, 47, 83, 84, 85, 86, 98, 114, 115, 116, 117, 124, 125, 126, 127, 131 and 132 will be provided at the prices bid, if and where ordered by the Township.



Mr. Michael Hritz  
Township of North Brunswick  
Re: 2019 Road Improvement Program

April 23, 2019  
Our File No. PNO00648.02  
Page 2

Original bid packages submitted by the four (4) bidders have been forwarded to the Township Attorney for his review.

Should you have any questions regarding this matter, please do not hesitate to contact this office.

Very truly yours,  
CME Associates

Michael J. McClelland, P.E.  
Township Engineer

MM/JK/pb  
Enclosures

cc: Mayor & Township Council  
Ronald Gordon, Esq.  
Kathryn Monzo, Township Administrator  
Lisa Russo, Township Clerk  
Scott Kunz, Engineering Project Manager

**RECEIPT OF BIDS**

**April 18, 2019**

**Results from the receipt of bids on Thursday, April 18, 2019, at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, NJ.**

**Present: Justine Progebin, Purchasing Agent and Asst. Business Admin.  
Samantha Sickles, Purchasing Asst.  
Lisa Russo, Municipal Clerk  
Nellie Sowell, Clerk 1  
Scott Kunz, Engineering Aide  
John Kriskowski, CME Associates**

**Resolution #101-3.19 adopted on March 18, 2019 by the Township Council authorizing receipt of bids and advertised in the Home News & Tribune as according to law.**

**Ms. Russo asked for any additional bids. Receipt of bids is closed.**

**The following receipt of bids were received:**

<b><u>Contract Bid 19001:</u></b>	<b><u>Bond</u></b>	<b><u>Total</u></b>
<b>2019 Road Improvement Project</b>		
<b>Black Rock Enterprises LLC</b>		<b>\$5,001,892.18</b>
<b>1316 Englishtown Road</b>	<b>Deletion A</b>	<b>\$ 552,777.70</b>
<b>Old Bridge, NJ 08857</b>	<b>Deletion B</b>	<b>\$ 99,114.48</b>
<b>Lucas Brothers Inc.</b>		<b>\$4,098,098.00</b>
<b>80 Amboy Ave.</b>	<b>Deletion A</b>	<b>\$ 399,930.88</b>
<b>Morganville, NJ 07751</b>	<b>Deletion B</b>	<b>\$ 110,262.05</b>
<b>P&amp;A Construction Inc.</b>		<b>\$6,321,786.93</b>
<b>PO BOX 28</b>	<b>Deletion A</b>	<b>\$ 740,090.78</b>
<b>Colonia, NJ 07067</b>	<b>Deletion B</b>	<b>\$ 126,759.99</b>
<b>Z Brothers Concrete Contractors Inc.</b>		<b>\$5,200,840.00</b>
<b>304 Jernee Mill Road</b>	<b>Deletion A</b>	<b>\$ 548,724.72</b>
<b>Sayreville, NJ 08872</b>	<b>Deletion B</b>	<b>\$ 106,884.90</b>

**A report will be presented to the Township Council for possible awards at the next Township Council Meeting.**

**Lisa Russo  
Municipal Clerk**

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - 3.**

**Authorizing a Change In Scope to the PSA with CME Associates appointed as the 2019 Township Consulting Engineers to include Construction Administration and Record Drawing Services for the 2019 Road Program**

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING A CHANGE IN SCOPE TO  
THE PROFESSIONAL SERVICE AGREEMENT WITH  
CME ASSOCIATES APPOINTED AS THE 2019  
TOWNSHIP CONSULTING ENGINEERS TO INCLUDE  
CONSTRUCTION ADMINISTRATION AND RECORD DRAWING SERVICES FOR  
THE 2019 ROAD PROGRAM**

**WHEREAS**, resolution 4-1.19 approved by the Township Council authorized CME Associates, of 3141 Bordentown Avenue, Parlin, NJ 08959, to provide engineering consulting services for calendar year 2019, as awarded under a fair and open contract process, pursuant to the provisions of N.J.S.A. 19:44A-20.1 et seq.; and

**WHEREAS**, CME Associates current agreement includes general engineering services to be provided to the Township in an amount not-to-exceed \$100,000.00; and

**WHEREAS**, the Department of Community Development is responsible for construction and improvements of various municipal streets, roads and curbing; and

**WHEREAS**, Michael C. Hritz, the Director of Community Development, has requested additional services under the contract with CME Associates to include Construction Phase Services for the 2019 Road Program; and

**WHEREAS**, compensation for said services shall be based upon the April 24, 2019 proposal submitted by CME Associates, to be paid upon submission of monthly invoices, for an amount not-to-exceed \$455,508.00 for a revised contract amount of \$555,508.00; and

**WHEREAS**, the engineering services for this project will be funded from existing capital ordinances.

**NOW, THEREFORE, BE IT RESOLVED** on this 6<sup>th</sup> day of May, 2019 that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an amendment to the current agreement with CME Associates to include Construction Phase Services for the 2019 Road Program, based upon the April 24, 2019 proposal, for an amount not-to-exceed \$455,508.00 for a revised contract amount of \$555,508.00.

**BE IT FURTHER RESOLVED** notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

**CERTIFICATION**

I, Cavel Gallimore, Chief Financial Officer of the Township of North Brunswick, certify that funds in the following accounts totaling \$455,508.00 are available under Contract PRO19038:

\$249,538.50 are available in the FY2019 Capital account C-04-55-C19-180-902,  
 \$102,969.50 are available in the FY2018 Water Capital account C-06-55-C18-171-901, and  
 \$103,000.00 are available in FY2018 Sewer Capital account C-08-55-C18-171-901.

\_\_\_\_\_  
 Cavel Gallimore  
 Chief Financial Officer

\_\_\_\_\_  
 Michael C. Hritz  
 Director of Community Development

\_\_\_\_\_  
 Kathryn Monzo  
 Business Administrator

\_\_\_\_\_  
 Ronald Gordon, Esq.  
 Township Attorney  
 Approved as to legal form

**RECORDED VOTE:**

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
LOPEZ				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
GUADAGNINO				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on May 6, 2019.

\_\_\_\_\_  
 Lisa Russo  
 Township Clerk

JOHN H. ALLGAIR, PE, PP, LS (1983-2001)  
DAVID J. SAMUEL, PE, PP, CME  
JOHN J. STEFANI, PE, LS, PP, CME  
JAY B. CORNELL, PE, PP, CME  
MICHAEL J. McCLELLAND, PE, PP, CME  
GREGORY R. VALES, PE, PP, CME



TIMOTHY W. GILLEN, PE, PP, CME  
BRUCE M. KOCH, PE, PP, CME  
LOUIS J. PLOSKONKA, PE, CME  
TREVOR J. TAYLOR, PE, PP, CME  
BEHRAM TURAN, PE, LSRP  
LAURA J. NEUMANN, PE, PP  
DOUGLAS ROHMEYER, PE, CFM, CME  
ROBERT J. RUSSO, PE, PP, CME  
JOHN J. HESS, PE, PP, CME

April 24, 2019

Mr. Michael Hritz  
Director of Community Development  
Township of North Brunswick  
710 Hermann Road  
North Brunswick, NJ 08902

**Re: Township of North Brunswick  
Proposal for Supplemental Design, Construction Phase Services and Record  
Drawings for the 2019 Road Improvement Program  
Our File No.: PNO00648.03**

Dear Mr. Hritz:

Thank you for considering our Firm for the above referenced work and allowing us to submit this proposal for Professional Services associated with the Supplemental Design, Construction Phase Services and Record Drawings for the 2019 Road Improvement Program.

Our Proposal has considered all the elements of the work and our Firm has the capabilities of providing the necessary Design and Construction Phase Services associated with the project.

At this time, we understand that the Township requires the following Construction Phase Services:

- Assist the Township in arranging and conducting a pre-construction meeting with the Contractor, Utility Companies, and Township Representatives.
- Receive, review, and approve as applicable, shop drawings and other submittals from the Contractor
- Perform on-site observation and verify the Contractor is providing all labor, materials, and equipment necessary to construct new water services/sanitary sewer laterals or relocate existing water services/sanitary sewer laterals at the locations indicated on the Plan, or as directed, and as detailed in the applicable sections of the Specifications. Perform on-site observation and verify the Contractor is furnishing all necessary adapters, connections, and fittings to connect new or relocated services/laterals to the existing building services/laterals.
- Measure pay items of work for the Contractor's monthly estimates. Prepare monthly estimates of payment to the Contractor and determine the amount owed to the Contractor, including the measurement and/or calculation of



Mr. Michael Hritz  
North Brunswick Township  
Re: 2019 Road Improvement Program

April 24, 2019  
Our File No. PNO-00648.03  
Page 2

quantities involved and review Contractor requests for payment in such amounts on the basis that work has progressed to the point indicated and that the quality of work is in accordance with the construction contract documents.

- Participate in the final observation of the completed work. Measure pay items of work, and prepare the final estimate of payment to the Contractor and closeout documents.

CME will provide the above Scope of Services for the following roads:

1. **Axel Avenue** – Seneca Road to Huron Road, minor storm drainage improvements, replacement of water line, select replacement of existing curb, sidewalk and driveways, partially reconstruct the roadway with select areas of full reconstruction and areas of mill and overlay.
2. **Blythewood Court and Lake Drive** - Bill Drive to Cul-de-sac of Blythewood Court, minor storm drainage improvements, select replacement of existing curb and driveways, and mill and overlay.
3. **Evergreen Court and Beechwood Place** - Evergreen Court full length replacement of water line, substantial replacement of sanitary sewer, storm drainage, curb, sidewalk and driveways, significant areas of full reconstruction and some mill and overlay. Beechwood Place from Evergreen Court to Glenridge Avenue storm drainage, replacement of water line, mill and overlay.
4. **Hamlin Road** – Mill and overlay, storm drainage, curb sidewalk and driveways.
5. **Maplewood Place** – Entire length, some storm drainage, curb, sidewalk and driveways, full reconstruction.
6. **Monroe Drive** – Entire length, replacement of water line, some storm drainage, select curb and sidewalk, mill and overlay.
7. **Oakwood Place** - Entire length, substantial sanitary sewer main replacement, storm drainage, curb, sidewalk and driveways, full reconstruction.
8. **Parkside Drive** – Entire length, HMA pavement crack repairs, mill and overlay from terminous near Lincoln Place to Quail Mews and full reconstruction from Quail Mews to Hidden Lake including curb and sidewalk.





Mr. Michael Hritz  
North Brunswick Township  
Re: 2019 Road Improvement Program

April 24, 2019  
Our File No. PNO-00648.03  
Page 3

9. **White Drive** – Entire length, partial reconstruction with areas of full reconstruction and areas of mill and overlay, some curb, sidewalk and driveways.

In addition, to the Construction Phase Services we have included herein our Services for design of over 1500 LF of sewer mains and approximately forty house service connections on portions of Evergreen Court, Beechwood Place and Chrome Street in addition to the improvements to the stormwater system along Beechwood Place from Evergreen Court to Glenridge Avenue which were not included in our Design Proposal dated September 6, 2018.

#### COST PROPOSAL

We will provide the Supplemental Design and Construction Phase Services based upon our hourly rate schedule on file with the Township for a cost not to exceed \$455,508.00. It should be noted that the Construction Phase Services are based on an estimated construction period of 210 calendar days for substantial completion and 270 days for Final Completion, and includes the road improvements, sanitary sewer and water system replacement improvements as listed herein. Should the construction time exceed 270 calendar days due to the performance of the Contractor or unforeseen circumstances, we will provide the necessary supplemental Construction Phase Services based upon our hourly rates.

Record Drawings of the improvements as proposed in the design documents will be prepared utilizing existing horizontal and vertical control established during the design of the project. Record Drawings will be limited to the location, configuration and elevations of the proposed sanitary, storm and water systems based upon the design within the project area. The Record Drawings shall consist of "red-line" strikeout drawings of the original Construction Plans. The electronic survey data will be provided on a compact disk in a format compatible with the Township's existing GIS.

The hourly rates upon which this proposal is based shall be Firm until January 1, 2020 after which they may be subject to re-negotiation.

Thank you again for permitting our Firm to submit this proposal and we look forward to continuing to serve the Township of North Brunswick.



Mr. Michael Hritz  
North Brunswick Township  
Re: 2019 Road Improvement Program

April 24, 2019  
Our File No. PNO-00648.03  
Page 4

Should you have any questions regarding this matter, do not hesitate to contact this office.

Very truly yours,

Michael J, McClelland, P.E.  
Township Engineer

JK/DHC/

Enclosure

cc: Kathryn Monzo - Business Administrator  
Justine Progebin – Assistant Business Administrator  
Scott Kunz – Engineering Project Manager

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - 4.**

**An Ordinance amending and supplementing Chapter 205, "Land Use" of the Code of the Township of North Brunswick to delete Section 205.103(I) "Prohibited Signs"**

**ATTACHMENTS:**

Description

Type

Ordinance

Cover Memo

**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 205, “LAND USE”  
OF THE CODE OF THE TOWNSHIP OF NORTH BRUNSWICK  
TO DELETE SECTION 205.103(I) “PROHIBITED SIGNS”**

**BE IT ORDAINED**, by the Township Council of the Township of North Brunswick, County of Middlesex and State of New Jersey, that Chapter 205, Land Use, Article XVII Signs and Outdoor Advertising, Section 205-103(I) of the Code of the Township of North Brunswick be and is hereby deleted, as follows:

**§ 205-103 Prohibited Signs.**

- I. The use of flags, banners and pennants.

**BE IT FURTHER ORDAINED**, that if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged by the courts to be invalid, such adjudication shall apply only to the section paragraph, subsection, clause or provision so adjudicated, and the remainder of the Ordinance shall be deemed valid and effective; and

**BE IT FURTHER ORDAINED**, that any ordinances or parts thereof in conflict with the provisions of this Ordinance are repealed to the extent of such conflict.

**BE IT FURTHER ORDAINED**, This Ordinance shall take effect upon passage and publication in accordance with applicable law.

**TITLE**

This Ordinance shall be known as may be cited as the Ordinance Amending and Supplementing Chapter 205, Land Use, Section 205-103(I) to eliminate the prohibition against the use of flags, banners and pennants.

---

Michael C. Hritz  
Director of Community Development

---

Kathryn Monzo  
Business Administrator

---

Ronald Gordon, Esq.  
Township Attorney  
(Approved as to legal form)

**RECORDED VOTE FIRST READING:**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
LOPEZ				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
GUADAGNINO				
MAYOR WOMACK				

**RECORDED VOTE SECOND READING:**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
LOPEZ				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
GUADAGNINO				
MAYOR WOMACK				

**CERTIFICATION**

I hereby certify that the above Ordinance was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on May 20, 2019.

---

Lisa Russo, Township Clerk

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - 5.**

**An Ordinance amending and supplementing Chapter 205, "Land Use" of the Code of the Township of North Brunswick, to amend Section 205.105(I) "Billboards"**

**ATTACHMENTS:**

Description

Type

Ordinance

Cover Memo

**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 205, “LAND USE”  
OF THE CODE OF THE TOWNSHIP OF NORTH BRUNSWICK,  
TO AMEND SECTION 205.105(I) “BILLBOARDS”**

**BE IT ORDAINED**, by the Township Council of the Township of North Brunswick, County of Middlesex and State of New Jersey, that Chapter 205, Land Use, Article XXV Signs and Outdoor Advertising, Section 205-105 Permitted signs in non-residential districts of the Code of the Township of North Brunswick be and is hereby amended and supplemented with a new section 205-105(I)(1), and to re-codify the remaining sections, as follows:

**§ 205-105 Permitted signs in non-residential districts.**

I. Billboards.

(1) Billboards are a permitted use only in the I-1 Zoning District.

**BE IT FURTHER ORDAINED**, that if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged by the courts to be invalid, such adjudication shall apply only to the section paragraph, subsection, clause or provision so adjudicated, and the remainder of the Ordinance shall be deemed valid and effective; and

**BE IT FURTHER ORDAINED**, that any ordinances or parts thereof in conflict with the provisions of this Ordinance are repealed to the extent of such conflict.

**BE IT FURTHER ORDAINED**, This Ordinance shall take effect upon passage and publication in accordance with applicable law.

**TITLE**

This Ordinance shall be known as may be cited as the Ordinance Amending and Supplementing Chapter 205, Land Use, to create new section 205-105(I)(1) to permit and establish Billboards as a permitted use only in the I-1 Zoning District.

---

Michael C. Hritz  
Director of Community Development

---

Kathryn Monzo  
Business Administrator

---

Ronald Gordon, Esq.  
Township Attorney  
(Approved as to legal form)

**RECORDED VOTE FIRST READING:**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
LOPEZ				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
GUADAGNINO				
MAYOR WOMACK				

**RECORDED VOTE SECOND READING:**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
LOPEZ				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
GUADAGNINO				
MAYOR WOMACK				

**CERTIFICATION**

I hereby certify that the above Ordinance was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on May 20, 2019.

---

Lisa Russo, Township Clerk



**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - 6.**

**Authorizing the Private Improvements Performance Bond Release for Builders Pro, LLC**

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

Back up

Cover Memo

**RESOLUTION AUTHORIZING THE PRIVATE IMPROVEMENTS PERFORMANCE  
BOND RELEASE FOR BUILDERS PRO, LLC.**

**WHEREAS**, security was posted by Builders Pro, LLC., for the project known as Fillmore Drive Minor Subdivision, located in Block 217, Lots 3.01 and 3.02, 1748-1750 Fillmore Drive; and,

**WHEREAS**, the following security was posted:

- \$17,700.97 in cash bond for private improvements; and,

**WHEREAS**, the private improvements performance bond was reduced by Township Council on February 5, 2018 to the following amount:

- \$5,309.51 in performance bond for private improvements; and,

**WHEREAS**, CME Associates has performed a bond release analysis and submitted a written report dated April 8, 2019, recommending to release the private improvements securities; and,

**WHEREAS**, the Township Council held a public hearing relative to the requested bond release on May 6, 2019; and,

**WHEREAS**, the Chief Financial Officer certifies that funds for the release of the cash bonds are available in account #22-25341, PO# 19-03065; and,

**WHEREAS**, the Township Attorney is satisfied that said certification is in proper form; and,

**NOW THEREFORE BE IT RESOLVED**, on this 6th day of May, 2019, that the Township of North Brunswick does hereby authorize releasing the private improvements performance bond in the following amount:

- \$5,310.27 in cash bond for private improvements.

**CERTIFICATION**

I, Cavel S. Gallimore, Chief Financial Officer of the Township of North Brunswick, certify that funds for the release of the cash private improvements performance bond in the amount of \$5,309.27, plus accrued interest, are available in account #22-25341, PO# 19-03065.

\_\_\_\_\_  
Cavel S. Gallimore  
Chief Financial Officer

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

**Approved as to Legal Form**

\_\_\_\_\_  
Michael C. Hritz  
Director of Community Development

\_\_\_\_\_  
Ronald Gordon  
Township Attorney

**RECORDED VOTE:**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
LOPEZ				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
GUADAGNINO				
MAYOR WOMACK				

I, Lisa Russo, Township Clerk of North Brunswick, County of Middlesex, State of New Jersey, do hereby certify that the foregoing to be a true and correct copy of a Resolution adopted by the Township Council at a Regular Meeting of said Council held on May 6, 2019.

\_\_\_\_\_  
Lisa Russo, Municipal Clerk

JOHN H. ALLGAIR, PE, PP, LS (1983-2001)  
DAVID J. SAMUEL, PE, PP, CME  
JOHN J. STEFANI, PE, LS, PP, CME  
JAY B. CORNELL, PE, PP, CME  
MICHAEL J. McCLELLAND, PE, PP, CME  
GREGORY R. VALES, PE, PP, CME



TIMOTHY W. GILLEN, PE, PP, CME  
BRUCE M. KOCH, PE, PP, CME  
LOUIS J. PLOSKONKA, PE, CME  
TREVOR J. TAYLOR, PE, PP, CME  
BEHRAM TURAN, PE, LSRP  
LAURA J. NEUMANN, PE, PP  
DOUGLAS ROHMEYER, PE, CFM, CME  
ROBERT J. RUSSO, PE, PP, CME  
JOHN J. HESS, PE, PP, CME

April 8, 2019

Mr. Scott Kunz, Engineering Project Manager  
Township of North Brunswick  
710 Hermann Road  
North Brunswick, NJ 08902

**Re: Request for Performance Bond Release  
Builders Pro LLC– 1750 Fillmore Drive  
Block 217, Lot 3  
North Brunswick, New Jersey  
CME File No.: PNOZ0217.01**

Dear Mr. Kunz:

Pursuant to a request from Builders Pro LLC for the release of the performance guarantees for the above referenced project, please be advised that we have made the necessary site evaluation and we are reporting herein.

#### SITE IMPROVEMENTS

The original performance guarantees reportedly posted by the Developer were as follows:

10% Cash Portion:	\$1,770.10
90% Bond Portion:	<u>\$15,930.87</u>
Total Performance Guarantee:	\$17,700.97

Accordingly, the total performance guarantee which should have been posted for the site improvements is \$17,700.97 of which ten percent (\$1,770.10) should have been submitted as a cash guarantee with the remainder (\$15,930.87) submitted as a performance bond or other form acceptable to the Township.

It is our understanding that the site performance guarantee was previously reduced to \$5,310.27, or 30% of the originally calculated guarantee, of which ten percent (\$531.03) should have been submitted as a cash guarantee with the remainder (\$4,779.24) submitted as a performance bond or other form acceptable to the Township.

Concerning our recent observation of the site and review of our records, the improvements have been satisfactorily completed. As a result, from an engineering perspective, we have no objection to the release of the performance guarantees at this time.



Mr. Scott Kunz, Engineering Project Manager  
Township of North Brunswick  
Re: Builders Pro – Fillmore Drive  
Request for Performance Bond Release

April 8, 2019  
Our File No. PNOZ0217.01  
Page 2

We recommend that the provision of maintenance guaranty be discussed with the Township Attorney relative to the timing for the posting of said guaranty. The Township's Ordinance indicates that a maintenance guaranty may be required for a period not to exceed two (2) years after final acceptance of the improvements, in an amount not to exceed fifteen percent (15%) of the cost of the improvement.

Should you have any questions regarding this matter, please do not hesitate to contact this office.

Very truly yours,

John D. Kriskowski, P.E.  
Township Engineer's Office

JK/dc

cc: Mayor and Township Council  
Kathryn Monzo, Township Administrator  
Michael Hritz, Director of Community Development  
Lisa Russo, Township Clerk  
Ronald Gordon, Esq., Township Attorney

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - 1.**

**Authorizing the execution of an Emergency Water Supply Interconnection Agreement between the City of New Brunswick and the Township of North Brunswick (12" Georges Road and 12" Jersey Avenue)**

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**A RESOLUTION OF THE TOWNSHIP OF NORTH BRUNSWICK  
AUTHORIZING THE EXECUTION OF AN  
EMERGENCY WATER SUPPLY INTERCONNECTION AGREEMENT  
BETWEEN THE CITY OF NEW BRUNSWICK AND THE  
TOWNSHIP OF NORTH BRUNSWICK  
(12" GEORGES ROAD AND 12" JERSEY AVENUE)**

**WHEREAS**, pursuant to N.J.A.C. 7:19-6, et seq., the Water Supply Management Act Rules, promulgated by the New Jersey Department of Environmental Protection (NJDEP) permit the interconnection of adjacent water supply systems; and

**WHEREAS**, the Township of North Brunswick (hereinafter referred to as "Township") and the City of New Brunswick (hereinafter referred to as "City") have for many years maintained an interconnection of their water systems at Georges Road and Jersey Avenue for the supply of potable water on an emergent basis; and

**WHEREAS**, NJDEP rules, specifically N.J.A.C. 7:19-6.9(g), require that entities maintaining interconnected systems enter into a written agreement, setting forth the conditions for use of the interconnection, and that the said agreement must be filed with and approved by the NJDEP; and

**WHEREAS**, a Emergency Water Supply Interconnection Agreement ("Agreement") between the Township and the City has been prepared and attached hereto memorializing the conditions which have been understood and adhered to between the two parties pertaining to the existing interconnection at Georges Road and Jersey Avenue in order to comply with the said NJDEP requirement for an approved written agreement; and

**WHEREAS**, both the Township and the City have reviewed the Agreement and desire to enter into same.

**NOW THEREFORE, BE IT RESOLVED**, on this 6<sup>th</sup> day of May, 2019, the Township Council of the Township of North Brunswick does hereby authorize the execution of an Emergency Water Supply Interconnection Agreement between the Township of North Brunswick and the City of New Brunswick.

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Ronald Gordon, Esq.  
Township Attorney  
Approved as to Legal Form

**RECORDED VOTE:**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
LOPEZ				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
GUADAGNINO				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on May 6, 2019.

\_\_\_\_\_  
Lisa Russo  
Township Clerk





New Brunswick Interconnections Map



\*5294  
R-021945

EMERGENCY INTERCONNECTION AGREEMENT

Between

THE CITY OF NEW BRUNSWICK

And

NORTH BRUNSWICK TOWNSHIP

THIS AGREEMENT, made and effective this \_\_\_\_ day of \_\_\_\_\_, 201\_\_, between the City of New Brunswick ("the City") in the County of Middlesex, with its principal office at 78 Bayard Street, New Brunswick, New Jersey 08901 and the Township of North Brunswick ("the Township") in the County of Middlesex, with its principal office at 710 Hermann Road, North Brunswick, New Jersey 08902.

WITNESSETH

WHEREAS, the City and the Township (the "parties") desire to enter into this Emergency Interconnection Agreement ("Agreement") in order to allow for a possible supply of emergency water provided either by the Township to the City or by the City to the Township by operation of the automatic or manual features of the emergency interconnections referenced herein under the terms and conditions set forth in this Agreement herein.

NOW THEREFORE, for and in consideration of the mutual promises contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and intending to be legally bound, the parties herein agree as follows:

1. Water Service

- (a) The parties each agree, subject to the conditions set forth herein, to provide potable water respectively at the 12" Jersey Avenue interconnection and the 12" Georges Road interconnection.

The interconnection, including all water main piping, meters, valves, pumps and ther appurtenant facilities located within and on the City's side of the chamber are owned, operated and maintained by the City.

All water main piping, valves, and other appurtenant facilities located on the Township's side of the interconnection are owned, operated and maintained by the Township.

- (b) The quantity of water to be supplied by either party at any time under this Agreement shall be that volume that the party providing the supply reasonably determines in its sole discretion it has available to provide.
- (c) Neither party shall have liability to the other party or any customers of the other party for costs, expenses, damages, liability, loss, claims, suits or proceedings whatsoever in nature arising out of alleged inadequate flow rate in the other party's water distribution system. Nothing herein shall imply or express that any such liability or right of claim does or should exist.
- (d) It is the City's and Township's sole responsibility to provide water service to their customers and nothing herein shall in any way imply or infer that either the City or Township have made any guarantee, promise or representation as to the supply to anyone of any flow rate, pressure and duration adequate for any service or fire protection.
- (e) It is the Township's sole responsibility to provide water service to its customers and nothing herein shall in any way imply or infer that the City has made any guarantee, promise or representation as to the supply to anyone of any flow rate,

pressure and duration adequate for any service or fire protection. The City assumes no liability to the Township or any customer of the Township for any costs, expenses, damages, liability, loss, claims, suits or proceedings whatsoever in nature arising out of the City's provision of water hereunder or its failure to provide water.

- (f) It is the City's sole responsibility to provide water service to its customers and nothing herein shall in any way imply or infer that the Township has made any guarantee, promise or representation as to the supply to anyone of any flow rate, pressure and duration adequate for any service or fire protection. The Township assumes no liability to the City for any costs, expenses, damages, liability, loss, claims, suits or proceedings whatsoever in nature arising out of the Township's provision of water hereunder or its failure to provide water.
- (g) Neither party guarantees flow or pressure to any Interconnection or through any Interconnection. The Township and the City agree and acknowledge that the flow and/or pressure of water through, or at, any Interconnection shall be the amount, if any, that the party supplying water in its sole judgment determines to be available at such Interconnection at any given time.
- (h) Neither party transfers any of its firm capacity, monthly allocation, annual allocation or any other form of regulatory capacity, as defined by the New Jersey Department of Environmental Protection, to the other by way of this Agreement.
- (i) Both the Township and the City each own a manually operated valve on its side of each interconnection vault. These manually operated valves shall remain closed unless an emergency situation exists. Each party agrees to maintain its valves so that they are capable of providing water during an emergency.
- (j) Both parties recognize that the emergency interconnections are not routinely in operation and that activation of an interconnection requires reasonable time and effort to ensure that the interconnections and local support facilities are available to deliver the water in accordance with this Agreement including safeguarding the water supply and pressure in each party's system. Therefore, a party needing emergency supply shall notify the other party at the earliest possible time of such need. If the City requests supply, it shall notify the Township at 732-297-7332 or 732-297-3739 to begin the process of providing emergency water in accordance with this Agreement. Likewise, If the Township requests supply, it shall notify the City at the City's Water Treatment Plant at (732) 745-5103 or (732) 745-5060 to begin the process of providing emergency water in accordance with this Agreement. Each party must provide to the other in advance of delivery of water by one party to the other sufficient detail regarding the nature of the emergency and its expected duration, the volume of water needed, and a statement that payment at the then current rate will be made in accordance with the terms of this Agreement.
- (k) Each party shall assume full responsibility for the functional operations and maintenance of any equipment or facilities that it owns.

## 2. Water Quality

Both parties shall comply with all applicable laws and regulations established by the NJDEP and USEPA and any successor government agencies or departments regarding treatment and delivery of potable water under this Agreement. Neither party shall be responsible for contamination or degradation in the quality of the water that first occurs beyond the Interconnection. Both parties shall perform water quality tests as required by applicable NJDEP and USEPA laws and regulations at the Interconnections on its side of the meter. All water quality tests shall be performed only by State of New Jersey certified laboratories.

3. Terms of Payment

The terms of payment for water provided pursuant to this Agreement shall be as follows:

- (a) For water provided by the Township: None
- (b) For water provided by the City: None

4. Indemnification

- (a) In all circumstances where the City has requested emergency water from the Township, the City agrees to indemnify, protect, and hold harmless the Township from any and all liability, loss, or damages, arising out of any claims, including but not limited to claims alleging that the Township failed to provide water to the City at a flow rate or pressure sufficient to afford adequate service within the City's system, or arising out of claims wherein contamination or degradation in water quality occurred on the City's side of the Interconnection.
- (b) In all circumstances where the Township has requested emergency water from the City, the Township agrees to indemnify, protect, and hold harmless the City from any and all liability, loss, or damages, arising out of any claims, including but not limited to claims alleging that the City failed to provide water to the Township at a flow rate or pressure sufficient to afford adequate service within the Township's system, or arising out of claims wherein contamination or degradation in water quality occurred on the Township's side of the Interconnection

5. Duration of Agreement and Renewal

The initial term of this Agreement shall be for a period of ten (10) years from the effective date of this Agreement. This Agreement will be automatically renewed for additional one (1) year terms unless either the Township or the City provides notification of termination at least sixty (60) days prior to the expiration of the then current term.

6. Successors and Assignment: Third Party Beneficiaries

This Agreement shall be binding and shall inure to the benefit of the parties hereto and their respective successors and assigns. This Agreement does not create, nor shall it be deemed to create any rights to any other party as a third party beneficiary.

7. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey.

8. Entire Agreement

This Agreement together with all exhibits and schedules attached hereto and incorporated herein by reference constitutes the entire understanding between the parties hereto and the parties shall not be bound by any other agreements or understandings or conditions respecting the subject matter hereof other than those expressly set forth in this Agreement. Unless otherwise provide herein, this Agreement may be amended only in a writing executed by the City and the Township.

11. Notices.

Notices given by either party to the other party shall be in writing and shall be served personally or by depositing such notice in the United States mail certified, return receipt requested with certification and postage charges prepaid and properly addressed and directed to the party to receive the same as follows:

As to the City of New Brunswick:

City of New Brunswick  
78 Bayard Street  
New Brunswick, New Jersey 08901  
Attn: City Administrator

With a copy to:

City of New Brunswick  
78 Bayard Street  
New Brunswick, New Jersey 08901  
Attn: City Clerk

As to the Township of North Brunswick:

North Brunswick Township  
710 Hermann Road,  
North Brunswick, New Jersey 08902  
Attn: Township Administrator

With a copy to:

North Brunswick Township  
710 Hermann Road,  
North Brunswick, New Jersey 08902  
Attn: Township Clerk

12. Severability

In the event that one or more of the provisions of this Agreement shall for any reason be held to be illegal or invalid by a court of competent jurisdiction, it is the intent of the parties hereto that such illegality or invalidity shall not affect any other provisions hereof, and this Agreement shall be construed and enforced as if such illegal or invalid provision had not been contained herein unless a court of competent jurisdiction holds that such provisions are not severable from all other provisions of the Agreement or that the deletion materially alters the substance of this Agreement.

**[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]**

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed by their duly authorized officers and have affixed their corporate seals the day and year first written above.

CITY OF NEW BRUNSWICK

By: James M. Cahill

Title: Mayor

Date: 3/29/19

Attest:

Name: Leslie P. Ziegler's

Title: City Clerk

Date: 3/29/19

TOWNSHIP OF NORTH BRUNSWICK

By: X

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Attest:

Name: X

Title: \_\_\_\_\_

Date: \_\_\_\_\_



BY THE MUNICIPAL COUNCIL:

WHEREAS, the Water Infrastructure Protection Act (WIPA) was approved by P.L. 2015 Chapter 8 and the Department of Community Affairs issued Local Finance Notice 2017-11 in June of 2017 to implement WIPA; and

WHEREAS, N.J.A.C. 7:19-6.99(g) is a DEP regulation which requires formal agreements by all system interconnections; and

WHEREAS, the City of New Brunswick desires to execute an Emergency Interconnection Agreement with the Township of North Brunswick.

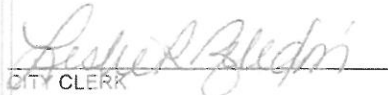
NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Clerk be and hereby are authorized to execute and attest an Emergency Interconnection Agreement with the Township of North Brunswick, the form of said Agreement to be approved by the City Attorney.

BE IT FURTHER RESOLVED, that Certified Copies of this Resolution shall be sent by the City Clerk to the following:

- City Administrator
- Chief Financial Officer
- Director of Water Utility
- Township of North Brunswick

ADOPTED: February 20, 2019

  
 \_\_\_\_\_  
 COUNCIL PRESIDENT

  
 \_\_\_\_\_  
 CITY CLERK

APPROVALS  
  
 \_\_\_\_\_  
 CITY ADMINISTRATOR

  
 \_\_\_\_\_  
 CITY ATTORNEY

TKS/kc

COUNCIL MEMBER	YES	NO	NO VOTE	ABSENT
COUNCILOR M	X			
COUNCILOR	X			
COUNCILOR	X			
COUNCILOR	X			
COUNCILOR	X			
COUNCILOR	X			

Page 1 of 1

I, Leslie R. Zelenin, City Clerk of the City of New Brunswick, N.J., do hereby certify the foregoing resolution is a true copy of the original resolution adopted at the regular meeting of the New Brunswick City Council on February 20, 2019.

  
 Leslie R. Zelenin, City Clerk

Any reproduction of the original resolution must contain the raised seal of the City of New Brunswick to be legally certified.



**THE CITY OF NEW BRUNSWICK**  
CITY HALL, 78 BAYARD STREET, NEW BRUNSWICK, NJ 08903-0269

OFFICE OF THE CITY CLERK  
732.745.5041

**Date: March 29, 2019**

TOWNSHIP OF NORTH BRUNSWICK  
ATTN: LISA RUSSO, CITY CLERK  
710 HERMANN ROAD  
NORTH BRUNSWICK, NJ 08902

RE: Contract # R-021945-5294

Dear Sir/Madam:

Enclosed is the unsigned agreement. Please sign on the green "X" on the "contract" document and on the "Exhibit A" document if the exhibit is attached. Please return it to:

City Clerk's Office  
New Brunswick City Hall  
78 Bayard St  
New Brunswick, NJ 08903-0269

Please phone me if you have any questions. Thank you.

Sincerely,

Leslie R. Zeledón  
Municipal Clerk



**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - 2.**

**Authorizing refunds to Township Residents for their Water-Sewer Utility Account**

**ATTACHMENTS:**

Description

Type

Reso

Cover Memo

**A RESOLUTION AUTHORIZING REFUNDS TO  
TOWNSHIP RESIDENTS  
FOR THEIR WATER-SEWER UTILITY ACCOUNT**

**WHEREAS**, pursuant to Chapter 352-12 of the Township Code – all claims for a deduction from sewer/water bills shall be made in writing to the Mayor and Council of the Township of North Brunswick which has full power to determine such claims; and

**WHEREAS**, the following Township residents have requested a refund for the extenuating circumstances provided:

Account	Explanation	Amount	Credit/Refund
19109	Overpayment on Closed Account	\$125.00	Refund
7614-0	Balance on Closed Account	\$133.33	Refund

**NOW THEREFORE, BE IT RESOLVED**, on this 6<sup>th</sup> day of May, 2019, the Township Council of the Township of North Brunswick does hereby authorize refunds for the accounts listed herein above.

\_\_\_\_\_  
Kathryn Monzo  
Business Administrator

\_\_\_\_\_  
Ronald Gordon, Esq.  
Township Attorney  
Approved as to Legal Form

**RECORDED VOTE:**

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
LOPEZ				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
GUADAGNINO				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on May 6, 2019.

\_\_\_\_\_  
Lisa Russo  
Township Clerk



**TOWNSHIP OF NORTH BRUNSWICK**

710 HERMANN ROAD  
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 ext. 435

Fax: (732)-993-1146

Website: WWW.NORTHBRUNSWICKNJ.GOV

**REQUEST FOR SEWER CREDIT**

State Request in writing to:

Kathy Monzo, Business Administrator  
Township of North Brunswick  
Office of the Business Administrator  
710 Hermann Road  
North Brunswick, NJ 08902

Provide the following information:

Name: Michelle Stewart

Address: 10 Deer Park Drive - Willingboro, N.J. 08046 **Previous Address:** 41 Timber Ridge Rd. No. Bruns. NJ 08902

Phone Number: cell# (732) 309-5595  
W # (888) 867-1012

Water Account #: \_\_\_\_\_

Reason for Credit Request: Ms. Stewart is no longer a resident (home owner) in North Bruns. she mistakenly sent a payment in for \$125.00

Number of Gallons: \_\_\_\_\_

Meter read before: \_\_\_\_\_ Meter read after: \_\_\_\_\_

Attach any receipts: \_\_\_\_\_

## Palma Rask

---

**From:** Kathryn Monzo  
**Sent:** Wednesday, April 10, 2019 10:55 AM  
**To:** Fran Cipot  
**Cc:** Palma Rask; Laurie Hammarstrom  
**Subject:** RE: refund for water/ sewer

Yes, it needs a resolution. Palma can put the resolution together, send her the documentation.

*Kathryn Monzo, Business Administrator*  
*(732) 247-0922, ext. 206*

**From:** Fran Cipot  
**Sent:** Wednesday, April 10, 2019 10:35 AM  
**To:** Kathryn Monzo  
**Cc:** Palma Rask; Laurie Hammarstrom  
**Subject:** refund for water/ sewer

Kathy,

We have a refund for water /sewer..do we need a resolution?

The woman doesn't own the property anymore but mistakenly sent us a check for \$125.00.

**FRANCES P. CIPOT**  
**ASSISTANT TAX COLLECTOR**  
**NORTH BRUNSWICK TOWNSHIP**  
[FCIPOT@NORTHBRUNSWICKNJ.GOV](mailto:FCIPOT@NORTHBRUNSWICKNJ.GOV)

## Palma Rask

---

**From:** Fran Cipot  
**Sent:** Wednesday, April 10, 2019 11:25 AM  
**To:** Palma Rask  
**Cc:** Laurie Hammarstrom  
**Subject:** STax\_c28019041010060.pdf  
**Attachments:** STax\_c28019041010060.pdf

Palma,

Attached is the info for a refund to Michelle Stewart, no longer a homeowner in North Brunswick, mistakenly sent a payment for water \$125.00.

As per Kathy we need a resolution for refund.

**FRANCES P. CIPOT**  
**ASSISTANT TAX COLLECTOR**  
**NORTH BRUNSWICK TOWNSHIP**  
[FCIPOT@NORTHBRUNSWICKNJ.GOV](mailto:FCIPOT@NORTHBRUNSWICKNJ.GOV)

Attn Fran

I am writing to request a refund of this payment made in error. I am a former North Brunswick resident and made a payment electronically as indicated below North Brunswick Water LLC.

North Brun. Address  
Michelle Stewart  
41 Timber Ridge Rd  
No. Brun, NJ 08092

Current address  
Michelle Stewart  
10 Deer Park Dr  
Willingboro, NJ 08046

Michelle Stewart w# 888-867-1012 or c#732-309-5595  
if you need to talk to me.

NORTH BRUNSWICK WATER LLC \*0760

Sent On	03/01/2019	Type:	Check
Delivered by:	03/07/2019	Sent to:	PO BOX 890, HERSHEY, PA 17033
Amount:	\$125.00	Category:	None
Paid from:	CHECKING- 1860		
Confirmation#:	SBACGROA		
Status:	Cleared (on 03/18/2019)		





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---

Payment Total for 03/13/19: 125.00 Ck Num: DIR  
125.00

---

Payment Total for 03/18/19: 55.80 Ck Num: 3752842178  
55.80

---

Total Payments for Account:

Cash: 3,076.45 Credit: 0.00 Check: 554.76 Voucher: 0.00 Total: 3,631.21

Total NSF Reversals for Account:

Cash: 0.00 Credit: 0.00 Check: 0.00 Voucher: 0.00 Total: 0.00

Total Payments less NSF Reversals:

Cash: 3,076.45 Credit: 0.00 Check: 554.76 Voucher: 0.00 Total: 3,631.21

Note: Totals include only payments/reversals in the date range selected!

Water/Sewer

AT&T LTE

3:15 PM

100%

DocuSign, Inc.



Print View  
Sign Envelope ID: 195C8CF5-2181-43A5-B29E-736FF139518E

Page 1 of 1

Please Post to Account: 61000760

2522321199

March 1, 2019

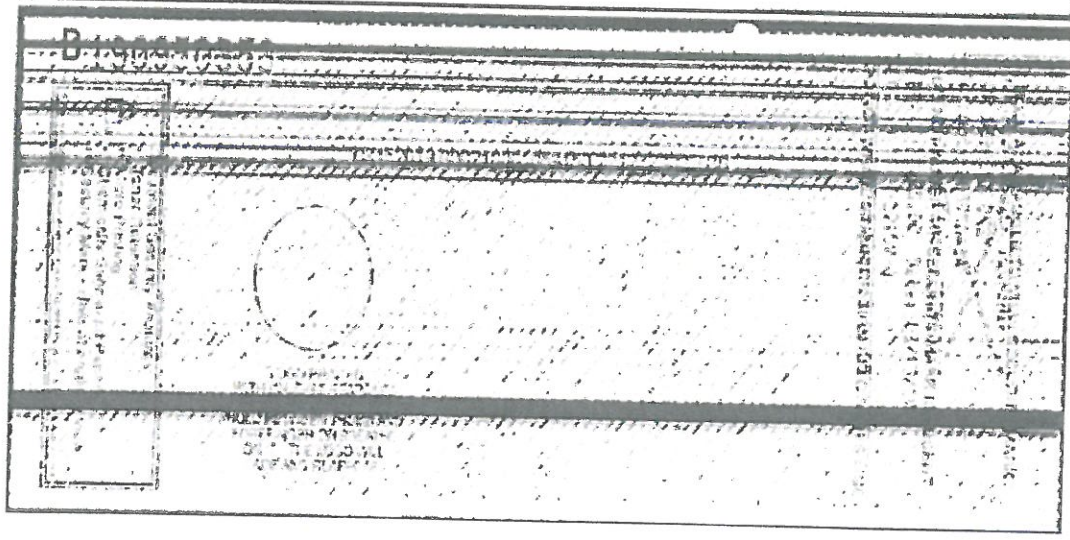
**PAY** One Hundred Twenty Five and 00/100 Dollars

**TO THE ORDER OF**  
TOWNSHIP OF NORTH BRUNSWICK  
AMERICAN WATER SERVICES  
PO BOX 1308  
BELLE MEAD NJ 08802-6209

\$ 125.00

*James W. Woodall*  
TOWNSHIP OF NORTH BRUNSWICK  
AMERICAN WATER SERVICES

⑆2522321199⑆ ⑆075901480⑆ 91790012211067⑆





**NORTH BRUNSWICK TOWNSHIP**

710 HERMANN ROAD  
NORTH BRUNSWICK, NJ 08902

PHONE: (732) 247-0922 ext. 458

FAX: (732) 662-6624

EMAIL: twpnbtaxcollector@northbrunswicknj.gov

**WATER/SEWER BILL**

**FINAL BILL**

**ACCOUNT INFORMATION**

ACCOUNT NO: 7614-0  
LOCATION: 1201 WEST PEORIA PLACE  
BILLING DATE: 04/18/19  
BLOCK/LOT/QUAL: 39. 8.  
BOOK/PAGE: 1023/19900  
DUE DATE: 05/02/19

**AMOUNT DUE**

WATER PREVIOUS BALANCE: 64.28-  
SEWER PREVIOUS BALANCE: 96.12-  
OTHER PREVIOUS BALANCE: 1.53-  
CURRENT CHARGES: 28.60  
INTEREST: 0.00  
TOTAL DUE: 133.33-

**METER ACTIVITY**

	PREVIOUS READING	CURRENT READING	USAGE
WATER	03/29/19 1870	04/15/19 1871	1

**SPECIAL MESSAGE**

final bill  
Fruhschein & Steward  
732-658-1234

**CURRENT CHARGES DETAIL**

DESCRIPTION	FLAT	USAGE	TOTAL
FINAL BILLING FEE	20.00	0.00	20.00
CONSUMPTION - WATER	0.00	2.79	2.79
CONSUMPTION - SEWER	0.00	4.28	4.28
RQBASEWATERS/8"	1.53	0.00	1.53
Total Current Charges:			28.60

Make Checks Payable to:  
**NORTH BRUNSWICK TOWNSHIP**  
OR  
**PAY ONLINE AT:**  
[www.northbrunswicknj.gov](http://www.northbrunswicknj.gov)

SEE BACK FOR IMPORTANT INFORMATION

PAYMENT COUPON - PLEASE DETACH AND RETURN THIS PORTION ALONG WITH YOUR PAYMENT

**ACCOUNT INFORMATION**

ACCOUNT NO: 7614-0 BOOK/PAGE: 1023/19900  
LOCATION: 1201 WEST PEORIA PLACE  
BILLING DATE: 04/18/19  
BLOCK/LOT/QUAL: 39. 8.

**AMOUNT DUE**

DUE DATE: 05/02/19  
WATER: 41.49-  
SEWER: 91.84-  
OTHER: 0.00  
TOTAL DUE: 133.33-

**AMOUNT ENCLOSED**

**MAKE CHECKS PAYABLE TO:**

NORTH BRUNSWICK TOWNSHIP  
710 HERMANN RD  
NORTH BRUNSWICK, NJ 08902

SHERIAN, PAUL  
1201 W PEORIA PLACE  
NO BRUNSWICK, NJ 08902

**PLEASE RETURN THIS STUB WITH YOUR PAYMENT**

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - 1.**

**Minutes / Regular Council Meeting / April 15, 2019**

**ATTACHMENTS:**

Description

Type

Minutes

Cover Memo

**NORTH BRUNSWICK TOWNSHIP |  
MINUTES....**

**REGULAR MEETING  
April 15, 2019**

A regular meeting of the North Brunswick Township Council was held on Monday, April 15, 2019 at 7:03pm in the Municipal Complex located at 710 Hermann Road, North Brunswick, Middlesex County, New Jersey.

Mayor Womack called the meeting to order.

Roll call:

Present: Messrs. Lopez, Andrews, Davis, Socio and Ms. Guadagnino  
Nays: None  
Absent: Mr. Corbin

Ms. Russo announced that the notice requirements of the law have been satisfied. Notices were sent by certified mail on January 2, 2019 to the following:

- a) The Home News Tribune
- b) Star Ledger
- c) North Brunswick Sentinel

Notice receipts are on file in the Municipal Clerk's Office. Also, notices were posted on the bulletin board in the Municipal Complex and filed in the Municipal Clerk's Office.

Lisa Russo led the assembly in the Pledge of Allegiance

Also present: Business Administrator Kathryn Monzo, Township Attorney Ron Gordon, Esq., Director of Parks, Recreation & Community Services Lou Ann Benson, Director of Public Works Eric Chaszar, Chief Financial Officer Cavel Gallimore, Director Community Development Michael Hritz, Municipal Clerk Lisa Russo and Administrative Assistant Marilu Ruiz.

***Proclamations:***

***Education and sharing Day***

Councilman Davis read the proclamation on Excellence in education is vital to the success of our nation, our state and to our township. Education should blend the nurturing of the heart and mind, build character through lessons on honesty, tolerance, and citizenship in addition to developing intellect through the establishment of over 5000 education and social institutions in all 50 states in the USA and in 80 countries on six continents. The Mayor and Council of the Township of North Brunswick, proclaim Tuesday, April 16, 2019 to be Education and Sharing Day.

***Sexual Assault Awareness Month "denim Day"***

Council President Guadagnino read the proclamation for Sexual Assault Awareness Month and the observance of "Denim Day" were instituted to call attention to misconceptions and misinformation about sexual violence, and the prob that may in society remain disturbingly uninformed with. Sexual assault, sexual abuse and sexual harassment all have a negative impact on our community. We must work together to educate our community about what can be done to prevent sexual assault and how to support survivors. The Mayor and Council of the Township of North Brunswick proclaim and designated April 24, 2019 as "Denim Day" as we join anti-sexual violence advocates and support Service programs in the belief that all community members must be part of the solution to end sexual violence and encourage the observation of Denim Day on Wednesday, April 24, 2019.

Scholar / Athlete / Artist of the Month

Councilman Socio presented Michael Alvarez with proclamation for Scholar/ Athlete/ Artist of the Month. Michael is a distinguished High Honor Roll Student in the eighth grade at Linwood Middle school. He was inducted into the National Junior Honor Society as a seventh grader and currently serves as the Secretary for the Executive Board. He has been a member Linwood Cross County Team for three years, Linwood Wrestling Team, Linwood Band, Saint George Creek Orthodox Youth Association (GOYA), track team and will compete in their Junior Olympics ant Monmouth University in May 2019. He studied Martial arts and Satori Academy and is currently an advanced Red Belt. Michal is passionate about baseball and has played for North Brunswick Baseball and Softball Assoc. for seven years. He has volunteered for several charity races including the Purple for Pappas run. In his free time Michael enjoys spending time with his friends.

Mayor Womack called for break at 7:14pm

Mayor Womack resumed at 7:21pm

Mayor Womack asked council members if any items are to be removed from the Consent Agenda. Mayor Womack called for a motion to approve items a through i on the consent agenda. Motion made by Mr. Socio to approve items 6a-6j on the agenda, second by Ms.Guadagnino

Consent Agenda

- a. 122-4.19 Authorizing the application and acceptance of a Feral Grant from the State of New Jersey Division of Highway Traffic Safety
- b. 123-4.19 Authorizing a road closing on Axel Avenue
- c. 124-4.19 Authorizing a Contract with Jesco Inc. for the purchase of one (1) Box Paver
- d. 125-4.19 Resolution of Concurrence by the Township Council of the Township of North Brunswick along Livingston Avenue  
In support of the Middlesex County Complete Streets Project for the City of Brunswick along Livingston Avenue
- e. 126-4.19 Authorizing the execution of a Shared Services Agreement between the Township of North Brunswick and the North Brunswick Board of Education
- f. 127-4.19 Authorizing the advertisement for receipt of Bids for the purpose and Installation of Raw Water Intake Screens at the Water Treatment Plant
- g. 128-4.19 Authorizing the Person to Person transfer of Liquor License  
No. 1215-33-012-004
- h. 129-4.19 Amending the 2019 “Annual Notice of meetings” pursuant to the Open Public Meetings Act
- i. 130-4.19 Bill List
- j. 131-4.19 Authorizing the re-advertisement for the Receipt of Bids for the purchase And installation of Water Treatment Meters

Roll call:

Ayes: Messrs. Lopez, Andrews, Davis, Socio and Ms. Guadagnino  
Nays: None  
Abstain: None  
Absent: Mr. Corbin

Mayor Womack called for a motion to approve item #7 on the agenda. Approval of minutes: Regular Council Meeting Minutes / April 1, 2019 so moved by Mr. Socio second by Ms. Guadagnino Seconded

Roll call:

Ayes: Messrs. Lopez, Andrews, Davis, Socio and Ms. Guadagnino  
Nays: None  
Abstain: None  
Absent: Mr. Corbin

Public Hearing regarding Performance Bonds: Private Improvements Performance Bond Release for Araceli Ziemba

Mayor Womack opened the Public Hearing. No one for public hearing

Mayor Womack called for a motion to close the public hearing, so moved by Mr. Andrews Second by Mr. Socio

Roll call:

Present: Mr. Lopez, Andrews, Davis, Socio and Ms. Guadagnino  
Nays: None  
Abstain: Mr. Corbin

Mayor Womack called for a motion to approve Resolution #132-4.19 “*Authorizing the Private Improvements Performance Bond Release for Araceli Ziemba* “ So moved by Mr. Socio, second by Mr. Andrews

Authorizing the Private improvements Performance Bond Release for Araceli Ziemba\_\_\_ 132-4.19

Roll call:

Present: Mr. Lopez, Andrews, Davis, Socio and Ms. Guadagnino  
Nays: None  
Abstain: None  
Absent: Mr. Corbin

**Ordinances/First Reading/ Introduction:**

#19-08 – Bond Ordinance providing for improvement of the Water Treatment Plant and distribution System in and by the Township of North Brunswick, in the County of Middlesex, NJ appropriating \$6,000,000 therefore, and authorizing the issuance of \$6,000,000 Bond or Notes of the Township for Financing the cost thereof

Mayor Womack called for a motion to introduce Ordinance #19-08 so moved by Mr. Andrews, second by Mr. Davis second reading and public hearing to be held at a regular meeting on April 29, 2019 at 7:00 pm in the Municipal Complex, 710 Hermann Road, North Brunswick, Middlesex County, New Jersey following legal publication in the April 18, 2019 issue of the Home News and Tribune as according to law. This ordinance is posted in the Municipal Complex and copies are available upon request.

Roll call:

Present: Mr. Lopez, Andrews, Davis, Socio and Ms. Guadagnino  
Nays: None  
Abstain: None  
Absent: Mr. Corbin

#19-09 - An Ordinance of the Township of North Brunswick repealing and replacing Part II, "General Legislation" Chapter 166 "Entertainment, Public" of the Code of the Township of North Brunswick

Mayor Womack called for a motion to introduce Ordinance #19-09 so moved by Mr. Socio second by Mr. Andrews second reading and public hearing to be held at a regular meeting on May 6, 2019 at 7:00 pm in the Municipal Complex, 710 Hermann Road, North Brunswick, Middlesex County, New Jersey following legal publication in the April 18, 2019 issue of the Home News and Tribune as according to law. This ordinance is posted in the Municipal Complex and copies are available upon request.

Roll call:

Present: Mr. Lopez, Andrews, Davis, Socio and Ms. Guadagnino  
Nays: None  
Abstain: None  
Absent: Mr. Corbin

#19-10 – Bond Ordinance providing for improvements to the Water Treatment Plant and Distribution System in and by the Township of North Brunswick, in the County of Middlesex, New Jersey appropriating \$1,500,000 therefor and authorizing the issuance of \$1,500,000 Bonds or Notes of the Township for Financing the cost thereof

Mayor Womack called for a motion to introduce Ordinance #19-09 so moved by Mr. Davis second by Mr. Andrews second reading and public hearing to be held at a regular meeting on April 29, 2019 at 7:00 pm in the Municipal Complex, 710 Hermann Road, North Brunswick, Middlesex County, New Jersey following legal publication in the April 18, 2019 issue of the Home News and Tribune as according to law. This ordinance is posted in the Municipal Complex and copies are available upon request

Roll call:

Present: Mr. Lopez, Andrews, Davis, Socio and Ms. Guadagnino  
Nays: None  
Abstain: None  
Absent: Mr. Corbin



**Ordinances / Second Reading / Public Hearing:**

#19-07 Second Reading and Public Hearing – An Ordinance amending and renumbering the Code of the Township of North Brunswick, Chapter 416 entitled “Retail Food Establishments” Article II “Training Regulations: to add new Section 416-8 “Fee Schedule for Retail Food Establishment Re-inspections and Retail Food Establishment Initial Plan Review:

Mayor Womack opened the Public Hearing. No one for public hearing

Mayor called for Public Hearing. Mayor Womack called for a motion to close Public Hearing, so moved by Mr. Socio second by Mr. Andrews.

Roll call:

Present: Mr. Lopez, Andrews, Davis, Socio and Ms. Guadagnino  
Nays: None  
Abstain: None  
Absent: Mr. Corbin

Mayor Womack called for a motion to adopt Ordinance# 19-07. So moved by Mr. Andrews, second by Mr. Socio Ordinance No. 19-07 approved on second and final reading and referred to the Mayor for his action and then published in the April 18, 2019 issue of the Home News and Tribune.

Roll call:

Present: Mr. Lopez, Andrews, Davis, Socio and Ms. Guadagnino  
Nays: None  
Abstain: None  
Absent: Mr. Corbin

**Reports from Mayor, Council, Administrator, CFO:**

No reports

Mayor Womack opened the Public Hearing at 7:27pm.

Ms. Guadagnino left meeting at 7:28pm

Public Hearing:

Mr. Salano, a Township resident, stated that he had a situation with one of the Township’s Police Officers during an inspection check point on Hermann Road, Wednesday April 10, 2019. He felt harassed and threatened and has filed a report with internal affairs.

Mr. Nastus has concerns of cars that are overdue for inspection, if vehicles are illegal or legal, unregistered or registered. He provided a list with address (see attached). He also mentioned the difference between a flag and a banner. Banners in violation, ordinance says they are illegal.

Mayor Womack called for a motion to adjourn the public hearing. So moved by Mr. Andrews second by Mr. Socio

Roll call:

Present: Mr. Lopez, Andrews, Davis, Socio and Ms. Guadagnino  
Nays: None  
Abstain: None  
Absent: Mr. Corbin

Mayor Womack called for a motion to adjourn the meeting. So moved by Mr. Andrews second by Mr. Socio

Roll call:

Present: Mr. Lopez, Andrews, Corbin, Davis, Socio and Ms. Guadagnino  
Nays: None  
Abstain: None  
Absent: Mr. Corbin

Adjourn 7:45 PM

Lisa Russo  
Municipal Clerk

submitted by Mr. Naskus  
4/15/19 Council Mtg 4-15-19

1. Copy of NJ Driver License Not or out of state of vehicle owners
2. Copy of Reg, Ins card for all vehicles both NJ + out of state
3. Copy/Picture of license plate on all vehicle both front + back (same time)

3 Edgewood Place

777 Adams Lane

470 Adams Lane

341 Old Georges Road (Condes)

497 Georges Road

21 Oakwood

12<sup>th</sup> Street - Left side next to Cante Bandy Sh

**NORTH BRUNSWICK TOWNSHIP**

**Agenda Item - 2.**

**Ordinance #19-09 - Second Reading and Public Hearing - An Ordinance of the Township of North Brunswick repealing and replacing Part II, "General Legislation" Chapter 166 "Entertainment, Public" of the Code of the Township of North Brunswick**

**ATTACHMENTS:**

Description	Type
Ordinance	Cover Memo

**AN ORDINANCE OF THE TOWNSHIP OF NORTH BRUNSWICK  
REPEALING AND REPLACING PART II, "GENERAL LEGISLATION"  
CHAPTER 166 "ENTERTAINMENT, PUBLIC"  
OF THE CODE OF THE TOWNSHIP OF NORTH BRUNSWICK**

**PREAMBLE**, whereas the Township of North Brunswick recognizes the important role a special event can have in a community to enhance the quality of life, promote culture, recreation and education, in addition to providing economic benefits to the local economy. The purpose of updating Chapter 166 "Entertainment, Public" is to amend guidelines for the management of special events. This is to ensure that the public health, safety and welfare are maintained; in addition to providing an outline of the necessary permits, permissions, and approvals required to host a special event.

**BE IT ORDAINED** by the Township Council of the Township of North Brunswick, County of Middlesex County and State of New Jersey, that the following Chapters and Articles are hereby deleted, repealed, replaced, amended /or substituted with language as revised herein, and shall be codified and consolidated into chapters of the Code of the Township of North Brunswick:

**Item 1: Repealed in its entirety - Chapter 166 "Entertainment, Public"**

**Item 2: Chapter 166 "Parades, Special Events and Similar Assemblies" is replaced with the following:**

**Chapter 166 PARADES, SPECIAL EVENTS AND SIMILAR ASSEMBLIES.**

**ARTICLE I DESCRIPTION.**

§ 166-1 DEFINITIONS.

§ 166-2 EVENTS THAT REQUIRE MAKING APPLICATION TO THE TOWNSHIP.

**ARTICLE II PROCESS.**

§ 166-3 APPLICATION PROCESS.

§ 166-4 REVIEW PROCESS.

§ 166-5 APPROVAL PROCESS.

§ 166-6 APPEAL PROCESS.

**ARTICLE III WAIVERS AND COMPLIANCE.**

§ 166-7 WAIVER OF MUNICIPAL FEES PROCESS.

§ 166-8 FEES EXEMPT FROM RECEIVING A WAIVER.

**ARTICLE IV FEES – APPLICATION, PERMITTING, MUNICIPAL SERVICES, AGREEMENT(S).**

§ 166-9 APPLICATION FEE SCHEDULE.

§ 166-10 PERMIT(S) / LICENSE FEES.

§ 166-11 MUNICIPAL SERVICES FEE SCHEDULE.

§ 166-12 OFF-DUTY POLICE SERVICES.

**ARTICLE V ORDINANCE COMPLIANCE.**

§ 166-13 COMPLIANCE WITH OTHER LAWS.

§ 166-14 COMPLIANCE WITH TOWNSHIP ORDINANCES.

**ARTICLE I DESCRIPTION.****§ 166-1 DEFINITIONS.**

The following words and terms used in this chapter shall have the meanings set forth below unless the context clearly indicates otherwise:

**Admission Fee:** Fee or admission amount that is charged (or voluntary contributions solicited) for participation in the special event.

**Application Fee:** Non-refundable municipal fee included with application that is required to reimburse the Township for its reasonable and necessary costs in receiving, processing and reviewing event applications.

**Administrative Fees:** Fees due by the applicant prior to hosting a special event, which are based on the type of event being hosted and *permits* needed, including but not limited to the following; Health Inspection Fees, Fire Official fees (Fireworks), Alcohol Sales areas (Beer Gardens), and use of municipal park or property.

**Clerk:** Shall mean the Municipal Clerk of the Township of North Brunswick.

**Fire Official:** Shall mean the head of the Fire Prevention Bureau of the Township of North Brunswick.

**Major (Large) Event:** Greater than 1,000 attendees/participants.

**Minor (Small) Event:** Less than 1,000 attendees/participants.

**Municipal Fees:** Fees for the planned or unplanned use of municipal resources required to conduct or to continue to host a special event which is the responsibility of applicant (Fire, Refuse & Recycling, Park staff, Water/Sewer, Inspection fees, Office of Emergency Management, Vendor fees, and Regular police duty).

**Other Fees:** : Fees for the planned or unplanned related costs associated with a special event, including but not limited to, Off-Duty Police services, ambulance and first aid, municipal, state or federal fines assessed, insurance premium(s), bonding costs, non-refundable deposits, late fees and private property agreement fees.

**Parade:** Any march, ceremony, show, exhibition, assembly, pageant, automobile road rally, motorcycle race or enduro, bicycle race, rally, tour, or similar function, procession, foot race, marathon or the like, of any kind or any similar display, or horse rides or events, in or upon any street, park or other public place under Township jurisdiction.

**Person:** Shall mean any individual, firm, partnership, association, corporation, company or organization of any kind, including a charitable, religious, membership, hospital or non-for-profit corporation.

**Public Entertainment:** Any planned special event not hosted by the municipality that anticipates a large gathering, including but not limited to the following: a circus, carnival, fair, festival/celebration, concert, exhibition, car show, parade/procession, expo, fundraiser, scholar event competition, multi-team organized sporting event, run/walk/bike/triathlon, hobby event.

**Special Event:** As used in this chapter, shall mean and include any organized event with 50 or more persons, planned to assemble in unison. Excluded from this definition are events within the scope of a Parks Facility Use permit or agreement, events organized under a school or county approval process, and events included under a private property permit or other land use approval (church/hotel), intended to take place for a specified time, not exceeding 30 days.

Said event may or may not take place entirely or partly upon Township property, including a sidewalk, street or right-of-way which is intended to draw participants, spectators or the general public.

**Event Category:** As used in this chapter shall mean and include the type of event being hosted, including but not limited to the following: Community, Parade, Commercial, Flash mob, Athletic/Sporting Event, Scholar Competition event. Application fees, Administrative fees and Municipal Fees will vary by type of event.

**Sporting Event:** As used in this chapter shall be defined as an event where an element of sport is the focus of the competition or celebration, involving competitors and spectators who have gathered to participate, or watch, the event.



**§ 166-2 EVENTS THAT REQUIRE MAKING APPLICATION TO THE TOWNSHIP.**

No person shall engage in, organize, participate in, form or start any parade, function or event unless a Special Event Application has been made and approved by the Township. It is the responsibility of the Applicant to ensure all event-related activities comply with local, state and federal laws.

**Application for approval of a Special Event** must be made to the Township under any one or more of the following circumstances:

- A. When a Special Event, as defined in this Chapter, is to be held on (or partially on) municipal property that is anticipated to exceed 50 participants;
- B. When a Special Event, as defined in this Chapter, is to be held on or off municipal property that is anticipated to exceed 1,000 participants;
- C. When a Special Event, as defined in this Chapter, exceeds the participants cited (50/1,000) and includes any of the following activities: prepared food that is being given or sold to the general public; raffles are conducted, entertainment is provided, open to the public is the sale or consumption of alcohol under a temporary permit, music or sound amplification is used, fair or craft show sales, amusement rides and/or inflatable amusement devices are included with entertainment, a band has been scheduled to play, and/or farm animals are present;
- D. When a sporting, educational or recreational event, not sponsored by the Township or North Brunswick Board of Education, is anticipated to exceed the participants cited (50/1,000), at any given time during the program, with interactive opening ceremonies, closing ceremonies and structured sporting events;
- E. When a Special Event, as defined in this Chapter, has an identifiable term, not exceeding 30 days;
- F. When the event has an impact on municipal services, including but not limited to, fire, police, public works and emergency services;
- G. When a Special Event is reoccurring a new application must be made each time.

**Exceptions for making application - Events excluded from this Chapter are:**

- A. Processions and gatherings coordinated for the purpose of a funeral.
- B. Processions and gatherings coordinated for the purpose of a wedding.
- C. Students going to and from school events or participating in sports or educational activities under the immediate supervision of the North Brunswick Board of Education.
- D. When the event or activity falls under an existing or separate municipal agreement or facility use agreement.
- E. When participation exceeds 1,000 attendees from an existing North Brunswick company gathered during the course of its business.
- F. When participation exceeds 50, but is less than 1,000 attendees, from an existing North Brunswick residence as part of a family gathering endorsed by the property owner.
- G. Municipal Sponsored Events (Example: Heritage Day, Memorial Day).
- H. Processions sponsored, sanctioned or approved by a governmental agency, including but not limited to the Township Council, North Brunswick Board of Education, or Fire Department, acting within the scope of its functions.
- I. Processions and gatherings arising out of labor disputes.
- J. Processions and gatherings sponsored by houses of worship for the purpose of a religious ceremony.
- K. Advocacy groups that are gathered to protest in a peaceful manner.

**Exceptions for making application – Events regulated by state or federal guidelines.**

- A. Demonstrations, rallies or actions that could incite violence of any kind.
- B. Flash mob events that are not organized in a formal manner and do not have municipal approval in advance.
- C. Events occurring on municipal property that may promote the hatred or derision of any group and may be likely or intended to cause unreasonable danger to the health or safety of any person or targeted group of people.

**ARTICLE II PROCESS.**

**§ 166-3 APPLICATION PROCESS.**

- A. To request a special event permit, the Event Organizer must make application to the Township. Application forms are available in the Office of the Municipal Clerk and can be downloaded from the Township’s website at [www.northbrunswicknj.gov](http://www.northbrunswicknj.gov).
- B. The Event Organizer shall be responsible for making application, which shall be submitted to the Office of the Municipal Clerk, along with any non-refundable application fee(s).
- C. To allow time for the Municipal Clerk to disseminate to the various departments for review and comment, the application along with supporting documents must be submitted under the following timeline:
  - 1) At least 120 days prior to the event for large events (greater than 1,000 attendees).
  - 2) At least 90 days prior to the event, if the event is taking place for the first time or has significantly changed since the last time the event was held (greater than 50, but less than 1,000 attendees).
  - 3) At least 60 days prior to the event, if the event is an annual event and has no significant changes (greater than 50, but less than 1,000 attendees).
- D. Failure to submit a timely application may result in the event not receiving approval before the event date(s).
- E. The Event Organizer shall provide a clear description of the special event in their application, along with completing the checklist, in addition to the following, if applicable:
  - 1) The name of the event;
  - 2) Special Event Application Form and Checklist;
  - 3) Application Fee;
  - 4) Detailed narrative of cause, event type, and date(s); and
  - 5) The location with site plan or route map.

**§ 166-4 REVIEW PROCESS.**

A. Based on the initial inquiry, application and information provided, the Municipal Clerk will circulate the request for a Special Event permit to the applicable departments for review and recommendations. The Event Organizer may be contacted by municipal officials to meet and/or provide additional information as part of the approval process, including but not limited to the following, as applicable:

- 1) The date(s) and hours of set-up, operation (including any rain dates), and dismantle;
- 2) Sketches of the event location with a plan layout;
- 3) The total anticipated participation volume, along with the maximum estimated attendance at any one time;
- 4) Type of event category;
- 5) Activities to be provided at the event;
- 6) The budget (including a copy of the admission fee schedule and vendor agreements);
- 7) A list of food service providers and tent vendors;
- 8) Traffic control plan;
- 9) Parking management plan;
- 10) Security plan;
- 11) Communication Plan;
- 12) Copy of the policy for handling a missing child or person with intellectual disability;
- 13) Medical plan;
- 14) Janitorial and clean-up plan during and after event;
- 15) Building permitting (electrical/fire/plumbing);
- 16) Provisions for potable water;
- 17) Provisions for fire prevention and safety;
- 18) ADA compliance;
- 19) Inclement weather plan;
- 20) Event cancellation plan;
- 21) Noise Control plan (amplified sound or music entertainment);
- 22) Notification plan for entities that may be impacted by the event;

- 23) Restoration and Clean-up plan (including street sweeping if applicable);
- 24) Environmental impact plan that identifies method of disposal for recycling, solid waste, portable restrooms and sanitation equipment;
- 25) Transportation plan;
- 26) A copy of the event schedule, flyer, content marketing and/or advertisement;
- 27) A copy of signage that will be used;
- 28) A copy of event staff contact information;
- 29) Copy of bonding or other guarantee arrangement;
- 30) Copy of insurance and endorsement coverage;
- 31) Responses to requests for clarification;
- 32) Supplemental documentation;
- 33) Acknowledgement and agreement to financial responsibility for municipal fees;
- 34) Proof of payment (or provisions for payment) have been made for any municipal or non-municipal agreement that require fees paid by the applicant in advance; and
- 35) Council approved certification of municipal contribution if requesting for waiver of municipal fees.

B. Event Organizers may be required to file for permits, enter into agreements and/or supply documents required by local, state or federal rules and regulation as a condition of approval, including but not limited to the following:

- 1) General
  - a) Special Events agreement;
  - b) Business or Merchant license;
  - c) Temporary retail food establishment or catering approval;
  - d) Supply copy of any waiver and release of liability forms;
  - e) Consent letter from property owner if private property is used;
  - f) Board approval or Zoning variance;
  - g) Health Inspection permit; and
  - h) Raffle / Bingo permit.

2) Public Safety

- a) Contract for Police Off-Duty;
- b) Camera/Drone/Security surveillance agreement with Police Department;
- c) Street or Road Closure permit;
- d) Emergency Medical Services provider agreement;
- e) Alcohol-Special Occasion permit;
- f) Lyft/Uber/or other on-demand transportation company contract; and
- g) Tow Trucking Agreement.

3) Fire Official

- a) Food-Preparation using an open flame;
- b) Tent/Stage set-up;
- c) Fire Inspections and/or permit;
- d) Fireworks/Pyrotechnics permit;
- e) Electrical/Generator use and/or hook up;
- f) Emergency Management Plan; and
- g) Permit from the Bureau of Fire Prevention for the use of tents or various cooking devices.

4) Public Works

- a) Street Cleaning;
- b) Trash / Recycling receptacles;
- c) Trash / Recycling removal;
- d) Barricades and postings; and
- e) Port-a-potties.

5) Parks

- a) Use of Municipal Facilities agreement.

6) Building Construction

- a) Electrical/Generator use and/or hook up; and
- b) Building permit(s).

**§ 166-5 APPROVAL PROCESS.**

- A. When the Event Organizer has met all application requirements, and the Municipal Clerk has received an approved sign-off from the various municipal departments; the Mayor and/or Business Administrator is empowered to approve applications that have a 60 or 90 day permit process.
- B. Applications with a 120 day permit process shall be approved by resolution of the governing body.
- C. After the approval of an application, a one-time special event permit will be issued by the Office of the Municipal Clerk to the Event Organizer.

**§ 166-6 APPEAL PROCESS.**

- A. Upon receiving a *Notice of a Permit Denial* from the Municipal Clerk, the Applicant shall be able to request a public hearing to appeal the decision in front of the Township Council, which shall serve collectively as the hearing panel, no later than 10 days from the date of the denial letter.
- B. During the hearing, the Applicant may be required to modify the application, provide supplemental information, or agree to additional terms, as a condition of approval from the appeal process.
- C. In the event the application is denied after an appeal hearing, the Applicant must cancel the event.
- D. The Township shall not be liable, when denying an application or an appeal, for any fees incurred by the Applicant due to non-refundable deposits, cancellation fees, application costs and labor and material expended.

**ARTICLE III WAIVERS AND COMPLIANCE.**

**§ 166-7 WAIVER FOR MUNICIPAL FEES.**

A. During the application process, upon receiving from the Township a statement of the financial responsibility for municipal services requested or required; the Applicant shall be able to request a waiver, based on *value* or *category*, of municipal services provided.

1) *Example No. 1 "Value"* – The total for Municipal Services is anticipated to be \$10,000. The Applicant proposes to provide a piece of parks equipment to the Township valued at \$4,000. The statement of financial responsibility would be reduced to \$6,000.

2) *Example No. 2 "Category"* – The total for Municipal Services is anticipated to be \$10,000. Included in the total cost is \$2,000 for the refuse and recycling services. The Applicant proposes to have a non-municipal provider such as Waste Management provide refuse and recycling services. The statement of financial responsibility will be reduced to \$8,000. During the event, should the non-municipal provider fail to perform services, and the municipality is required to take command of the service, the fee for the category will be reinstated, regardless of any out-of-pocket fees the Applicant may have incurred with the non-municipal provider.

B. To be considered for a waiver, the application must be completed and approved "as-is" or "as-modified" by the Township Council prior to receiving permit approval.

1) *Example* - The Applicant shall not wait until after the event to make a request to the Township Council for municipal fees to be forgiven.



C. The following are situations where an Applicant can apply for a waiver of municipal fees.

1) Use of Non-municipal Resources.

- a) To be considered for a waiver of a municipal fee, the application must include a certification, signed and approved by the respective Municipal Department Head, that the services procured by a non-municipal entity meets the standards and requirements under local, state or federal regulations and the Applicant is waiving their request for municipal services.
- b) Should waived municipal services be requested or required during the event the Applicant shall be responsible for municipal fees incurred.

2) Municipal Support.

- a) To be considered for a waiver of municipal fees, the application must include a *proposed* list of municipal support that the Applicant's organization has agreed to provide or supply to the Township within twelve months following the event.
- b) The items on the Applicant's list shall be numbered and arranged in order of supply to the Township, with on Item 1 on the list being the first to be provided.
- c) The total value of listed goods and services shall equal dollar-for-dollar, the value of the statement of the financial responsibility for municipal services, either requested or required.
- d) Waivers granted accepting an Applicant's proposed municipal support in lieu of payment shall be awarded by resolution of the Township Council and included with the application.
- e) While the applicant can propose the "type" of municipal support to be provided by the organization; Township officials can make a recommendation as to what type of support is best to serve the community. The Applicant may be required to amend, add, delete, or supplement items on the list as a condition of approval.

§ 166-8      **FEES EXEMPT FROM RECEIVING A WAIVER.**

- A. The **application fee** is a non-refundable municipal fee; that is exempt from being waived, and must be included with application to reimburse the Township for its reasonable and necessary costs in receiving, processing and reviewing special event applications.
  
- B. **Administrative fees** due by the Applicant prior to hosting a special event are exempt from being waived. These fees are based on the type of event being hosted and permits needed, including but not limited to the following: Health Inspection Fees, Fire Official fees (Fireworks), Alcohol Sales areas (Beer Gardens), and Park Facility agreements.
  
- C. Also exempt from being waived, are planned or unplanned **related costs** associated with a special event, including but not limited to:
  - 1) Non-municipal vendor fees;
  - 2) Off-Duty Police Services;
  - 3) Emergency Medical Services - ambulance and first aid;
  - 4) Municipal, state or federal fines assessed;
  - 5) Insurance premiums and bonding costs;
  - 6) Non-refundable deposits, interest or late fees; and
  - 7) Private property usage agreement fees.

**ARTICLE IV FEES – APPLICATION, PERMITTING, MUNICIPAL SERVICES, AGREEMENT(S).**

**§ 166-9 APPLICATION FEE SCHEDULE.**

The following application fees are non-refundable:

- A. \$50.00 for non-profits with their place of business in North Brunswick.
- B. \$250.00 for non-profits with their place of business outside North Brunswick.
- C. \$250.00 all other organizations or groups.

**§ 166-10 PERMIT(S) / LICENSE FEES.**

The applicant shall be required to pay for the cost(s) of local, state and/or federal permit(S) and/or license fees that are required to hold the entertainment activity.

**§ 166-11 MUNICIPAL SERVICES FEE SCHEDULE.**

- A. Compensation for municipal services shall be at the following rates per worker. This includes time spent for event preparation, set-up, operation and dismantle:

- \$39.00 per hour for FY2019 (Monday - Friday 8:00am-4:00pm)
  - \$58.50 per hour for FY2019 (afterhours, holidays and weekends)
  - \$40.00 per hour for FY2020 (Monday - Friday 8:00am-4:00pm)
  - \$60.00 per hour for FY2020 (afterhours, holidays and weekends)
  - \$41.00 per hour for FY2021 (Monday - Friday 8:00am-4:00pm)
  - \$61.50 per hour for FY2021 (afterhours, holidays and weekends)
  - \$42.00 per hour for FY2022 (Monday - Friday 8:00am-4:00pm)
  - \$63.00 per hour for FY2022 (afterhours, holidays and weekends)

- B. To the extent available, municipal vehicles and equipment used shall be provided at no additional cost. Additional fees incurred from use of a third-party vendor and/or disposal fees will be the responsibility of the Event Applicant. Any charges for said fees shall be invoiced at the same rate as that paid by the Township.
- C. To the extent available, the supply of municipal tables, chairs, speakers, refuse and recycling containers, and non-perishable supplies shall be provided at no additional cost. The Event Applicant shall be financially responsible for municipal property damaged during the event. Fees for damaged items shall be assessed and invoiced at the same rate as that paid by the Township.
- D. All personnel provided by the Township shall remain the employees of the Township and shall not be under the supervision or control of the Event Applicant.

**§ 166-12 OFF-DUTY POLICE SERVICES.**

Any applicant required to retain the services of police officers shall be required to enter into a contract with the Township of North Brunswick Police Department for Off-Duty Services pursuant to Chapter 69 of the Municipal Code. The applicant shall be required to pay for any costs associated with the agreement terms. Off-Duty contract(s) shall include, but not be limited to, the nature of duties to be performed, the location of said duties, the date and hours of service, the rate of payment for services to the officers, administrative fees to the Township and fees, if any, for the use of Township-owned equipment. The contract may also provide for deposits in advance for services to be performed. The Director of Police is empowered to execute a contract for extra-duty police related activities on behalf of the Township of North Brunswick in accordance with Chapter 69 of the Municipal Code.

**ARTICLE V ORDINANCE COMPLIANCE.****§ 166-13 CONFLICT WITH OTHER LAWS.**

In any case where the provisions of this chapter impose a higher standard than is set forth in any other ordinance of the Township of North Brunswick or under the laws of the State of New Jersey, then the standards as set forth herein shall prevail, but if the provisions of this chapter impose a lower standard than any other ordinances of the Township of North Brunswick or the laws of the State of New Jersey, then the higher standard contained in any such other ordinance or law shall prevail.

**§ 166-14 COMPLIANCE WITH TOWNSHIP ORDINANCES.**

- A. All applicants shall be subject to municipal ordinances, collectively known as the Municipal Code, and shall secure necessary approvals and permits from the Township when necessary.
- B. Any person or entity, who fails to comply with the terms of this chapter, including the failure to obtain a permit for a special event, shall be liable for a fine in an amount up to \$2,000.

- C. The Township additionally shall have the authority to terminate the special event and/or issue an appropriate notice of violation for the failure to comply with the terms of this chapter.
- D. The following chapters of the Municipal Code set forth requirements and fees, as applicable to a Special Event.

§ 69	Police Department. Employment by Outside Entities.
§ 103	Alarm Systems.
§ 106	Alcoholic Beverages.
§ 109	Amusement Devices.
§ 131	Bingo and Raffles.
§ 147	Uniform Construction Codes.
§ 158	Dumpster Regulations.
§ 164	Emergency Medical Services.
§ 168	Exhibitions, Shows, Theatrical Places.
§ 173	Fire Lanes and Zones.
§ 176	Fire Prevention.
§ 184	Solid Waste.
§ 188	Hawking and Peddling.
§ 205	Land Use Law.
§ 216	Littering.
§ 234	Parks and Playgrounds.
§ 238	Peace and Good Order, Art. II, Noise.
§ 258	Recycling.
§ 285	Smoking.
§ 342	Vending Machines, Coin-Operated.
§ 356	Wreckers (Towing).
§ 399	Board of Health, Nuisances, Public Health.
§ 411	Board of Health, Refuse.
§ 416	Board of Health, Retail Food Establishments.

**BE IT FURTHER ORDAINED** that all ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**BE IT FURTHER ORDAINED** that if any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

**BE IT FURTHER ORDAINED** that this ordinance shall be in effect from and after its final passage, approval, and publication by law.

**BE IT FURTHER ORDAINED** that this ordinance supersedes prior ordinances regarding special events.

This Ordinance shall be known and may be cited as the "Ordinance repealing and replacing Chapter 166 "Entertainment, Public" of the Code of the Township of North Brunswick".

Approved     Yes         No

Rejected     Yes         No

\_\_\_\_\_  
Francis "Mac" Womack III, Mayor  
Township of North Brunswick

Reconsidered by Council \_\_\_\_\_

Override Vote    Yes         No

\_\_\_\_\_  
Council President

\_\_\_\_\_  
Clerk, Township of North Brunswick

**ROLL CALL**

First Reading \_\_\_\_\_

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
LOPEZ				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
GUADAGNINO				
MAYOR WOMACK				

Second Reading \_\_\_\_\_

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
LOPEZ				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
GUADAGNINO				
MAYOR WOMACK				