

TOWN OF PHILLIPSBURG
TOWN COUNCIL MEETING
Tuesday November 09, 2021 AMENDED AGENDA

7:00 P.M

1. CALL TO ORDER

2. OPEN PUBLIC MEETING ACT STATEMENT:

THIS MEETING IS CALLED PURSUANT TO THE PROVISIONS OF THE OPEN PUBLIC MEETINGS LAW. THIS MEETING OF November 09, 2021 WAS INCLUDED IN A NOTICE SENT TO NEWSPAPERS OF RECORD AND POSTED ON THE BULLETIN BOARD IN THE MUNICIPAL BUILDING AND HAS REMAINED CONTINUOUSLY POSTED AS THE REQUIRED NOTICES UNDER THE STATUTE. IN ADDITION, A COPY OF THIS NOTICE HAS BEEN AVAILABLE TO THE PUBLIC AND IS ON FILE IN THE OFFICE OF THE MUNICIPAL CLERK

3. INVOCATION AND FLAG SALUTE

4. ROLL CALL

5. APPROVAL OF MINUTES - TC Meeting – October 19, 2021

**6. R: 2021-266
A RESOLUTION TO PROVIDE FOR INTERFUND TRANSFERS**

7. BILLS LIST -

8. ANNOUNCEMENTS

9. OLD BUSINESS

R2021-239

RESOLUTION OF THE TOWN OF PHILLIPSBURG, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING MEMBERSHIP IN SOURCEWELL FKA NATIONAL JOINT POWERS ALLIANCE

R2021-240

RESOLUTION OF THE TOWN OF PHILLIPSBURG, COUNTY OF WARREN, STATE OF NEW JERSEY APPROVING THE PURCHASE OF VEHICLE TRACKING SYSTEMS FROM VERIZON CONNECT THROUGH SOURCEWELL COOP CONTRACT NUMBER 020221-NWF FOR THE TOWN OF PHILLIPSBURG

Motion to Table R2021-239 & 240 Remains Tabled

10. MAYOR'S AND ADMINISTRATIVE OFFICERS

NONE

11. PUBLIC DISCUSSION ON AGENDA ITEMS

12. ORDINANCES – SECOND READING - None

13. ORDINANCES — FIRST READING

ORDINANCE 2021-23

AN ORDINANCE OF THE TOWN OF PHILLIPSBURG, COUNTY OF WARREN, STATE OF NEW JERSEY, AMENDING SECTION 67-23, SCHEDULE VII, STOP INTERSECTIONS, OF THE CODE OF THE TOWN OF PHILLIPSBURG TO ADD STOP INTERSECTIONS AT HUDSON STREET (ALL INTERSECTIONS) AND IRWIN STREET (ALL INTERSECTIONS) WITHIN THE TOWN OF PHILLIPSBURG

O2021-24

ORDINANCE AMENDING CHAPTER 67, *VEHICLES AND TRAFFIC*, SECTION 4, *PARKING PROHIBITED DURING CERTAIN HOURS*, TO ADD A PENALTY PROVISION

14. RESOLUTIONS - CONSENT AGENDA **Matters listed on the Consent Agenda Resolution are considered routine and will be enacted by one motion of the Council and one roll call vote. There will be no separate discussion of these items unless a Council member requests an item to be removed for consideration.*

R2021-267

A RESOLUTION IMPOSING LIEN FOR MUNICIPAL SERVICES

R2021-268

RESOLUTION OF THE TOWN OF PHILLIPSBURG, COUNTY OF WARREN AND STATE OF NEW JERSEY, AUTHORIZING THE TOWN OF PHILLIPSBURG PLANNING BOARD TO UNDERTAKE A PRELIMINARY INVESTIGATION TO DETERMINE WHETHER THE PROPOSED STUDY AREA, BLOCK

1803 LOT 1 (150 FLEMING DRIVE/ FKA 150 ANDERSON DRIVE) QUALIFIES AS AN AREA IN NEED OF NON-CONDEMNATION REDEVELOPMENT PURSUANT TO N.J.S.A. 40A:12A ET SEQ.

R2021- 269

A RESOLUTION OF THE TOWN OF PHILLIPSBURG, COUNTY OF WARREN, STATE OF NEW JERSEY APPROVING THE AGREEMENT WITH SPATIAL DATA LOGIC, INC. AND AUTHORIZING THE MAYOR TO EXECUTE A LICENSE AGREEMENT

R2021-270

A RESOLUTION DESIGNATING HANDICAP PARKING SPACES WITHIN THE TOWN OF PHILLIPSBURG

R2021-271

A RESOLUTION OF THE TOWN OF PHILLIPSBURG COUNTY OF WARREN STATE OF NEW JERSEY AUTHORIZING THE PURCHASE UNDER STATE CONTRACT

R2021-272

RESOLUTION AUTHORIZING AWARD OF A BID AND EXECUTION OF A CONTRACT WITH INGERSOLL RAND FOR HEATLESS DRYER REPLACEMENT ON THE BIOMAG STORAGE SYSTEM

R2021-273

RESOLUTION AUTHORIZING AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES WITH VAN CLEEF ENGINEERING ASSOCIATES FOR THE WALTER'S PARK PEDESTRIAN BRIDGE INSPECTION

R2021-274

RESOLUTION OF THE TOWN OF PHILLIPSBURG, AWARDED A CONTRACT FOR THE BULB CLEANING ASSEMBLY REPAIRS AT THE WASTEWATER TREATMENT PLANT

15. NEW BUSINESS

Best Practices 2021 Survey

UCC Permits for the demolition and tank removals of the Old Agway Property – waiving of fees.
Demolition \$150 and Tank Removal \$78.00

16. PUBLIC PETITIONS

17. DISCUSSION

18. COUNCIL OPEN TIME

19. MOTIONS

ROLL CALL

Council Members	First	Second	Yea	Nay	Abstain	Absent
Councilman Wyant						
Councilman Piazza						
Councilwoman DeGerolamo						
Councilman Lutz						
Council Vice President Fulper						

20. EXECUTIVE SESSION -

R: 2021- 275

A RESOLUTION TO PROVIDE FOR AN EXECUTIVE MEETING OF THE TOWN COUNCIL OF THE TOWN OF PHILLIPSBURG FOR THE PURPOSE OF CONSIDERING MATTERS WHICH ARE ATTORNEY/CLIENT PRIVELEGED

ROLL CALL

Council Members	First	Second	Yea	Nay	Abstain	Absent
Councilman Wyant						
Councilman Piazza						
Councilwoman DeGerolamo						
Council Vice President Fulper						
Council President						

21. ADJOURNMENT

R: 2021-266

A RESOLUTION TO PROVIDE FOR
INTERFUND TRANSFERS

BE IT RESOLVED by the Town Council of the Town of Phillipsburg that:

Pursuant to the provision of N.J.S.A. 40A:5-48, the Chief Financial Officer be and is hereby authorized to make transfers to said accounts in accordance with the attached listing.

CERTIFICATION

I, Lorraine Loudenberry, Acting Municipal Clerk for the Town of Phillipsburg, do hereby certify that the foregoing is a true copy of a resolution duly adopted by the Town Council at their November 09, 2021 meeting.

Lorraine Loudenberry, Acting Municipal Clerk

Account #	Description	Debits	Credits	
01-201-26-290-050	Streets & Roads Other Expenses	\$ 30,000.00		FROM
01-201-31-446-176	Natural or Propane: Natural Gas		\$ 30,000.00	TO
01-201-20-155-050	Legal Services	\$ 10,000.00		FROM
01-201-20-120-000	Municipal Clerk Salary & Wages		\$ 10,000.00	TO
01-201-20-100-050	Business Administrator Other Expenses	\$ 300.00		FROM
01-201-21-180-000	Land Use Salary & Wages		\$ 300.00	TO
01-201-26-290-050	Streets & Roads Other Expenses	\$ 20,000.00		FROM
01-201-22-195-000	Inspections Salary & Wages		\$ 20,000.00	TO
01-201-31-440-050	Switchboard Other Expenses	\$ 15,000.00		FROM
01-201-22-195-050	Inspections Other Expenses		\$ 15,000.00	TO
01-201-26-290-050	Streets & Roads Other Expenses	\$ 5,000.00		FROM
01-201-26-315-000	Vehicle Maintenance Salary & Wages		\$ 5,000.00	TO
				FROM
				TO
				FROM
				TO
		\$ 80,300.00	\$ 80,300.00	

**Bill List Summary
REGULAR BILL LIST AS OF November 9, 2021**

		<u>Check No</u>
1 Current Fund	1,411,915.99	_____
2 State & Federal Grants	41,926.28	_____
4 Capital Fund	235,118.25	_____
7 Sewage Utility Fund	188,916.01	_____
8 Sewage Capital Fund	7,896.70	_____
12 Planning Board Trust Fund	5,655.00	_____
12 Bridge Development	10,401.00	_____
13 Dog Trust Fund	0.00	_____
15 Public Defender Trust Fund	0.00	_____
16 Section 8	2,910.50	_____
17 General Trust Fund	4,135.93	_____
17 Commerce Park Redevelopment	0.00	_____
18 Bernards Township RCA	0.00	_____
20 Agency Fund	0.00	_____
21 Revolving Loan Fund	165.00	_____
Total Regular Bill List as November 9, 2021	1,909,040.66	

Section 8 Rent Payments for 2021

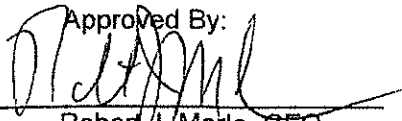
16 Section 8 Program	0.00	_____
		0.00

Pre-Paid Bill List as of November 9, 2021

1 Current Fund	4,372,934.00
2 State & Federal Grants	30,906.00
4 Capital Fund	0.00
7 Sewer Utility Fund	0.00
8 Sewer Utility Capital	0.00
12 Planning Board Trust Fund	0.00
16 Section 8	0.00
17 General Trust Fund	0.00
18 Bernards Township RCA	0.00
20 Agency Fund	160,751.16
21 Revolving Loan Fund	0.00
Total Pre-Paid Bill List for November 9, 2021	4,564,591.16

Grand Total All Funds

6,473,631.82

Approved By:

 Robert J. Merlo, CFO


 Todd Tersigni, Mayor

ORDINANCE 2021-23

AN ORDINANCE OF THE TOWN OF PHILLIPSBURG, COUNTY OF WARREN, STATE OF NEW JERSEY, AMENDING SECTION 67-23, SCHEDULE VII, STOP INTERSECTIONS, OF THE CODE OF THE TOWN OF PHILLIPSBURG TO ADD STOP INTERSECTIONS AT HUDSON STREET (ALL INTERSECTIONS) AND IRWIN STREET (ALL INTERSECTIONS) WITHIN THE TOWN OF PHILLIPSBURG

BE IT ORDAINED by the Town Council of the Town of Phillipsburg, County of Warren, State of New Jersey, that Section 67-23, Schedule VII, Stop Sections, of the Code of the Town of Phillipsburg, is hereby amended by adding the following as designated Stop Intersections:

STOP SIGN ON

AT INTERSECTION OF

Hudson Street
Hudson Street
Hudson Street
Hudson Street
Hudson Street
Hudson Street
Hudson Street
Hudson Street
Hudson Street
Irwin Street
Irwin Street
Irwin Street
Irwin Street

Firth Street
Miller Street
Henderson Street
Schultz
Evelyn Avenue
Lewis Street
Chamber Street
Washington Street
Miller Street
Henderson Street
Schultz Avenue
Evelyn Avenue

Section 2:

Severability. The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

Section 3:

Repealer. Any ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed as to their inconsistencies only.

Section 4:

Effective Date. This Ordinance shall take effect upon final passage and publication as provided by law.

ATTEST:

TOWN OF PHILLIPSBURG

LORRAINE LOUDENBERRY

Acting Municipal Clerk

DATED:

TODD M. TERSIGNI

Mayor

CERTIFICATION

I, Lorraine Loudenberry, Acting Municipal Clerk for the Town of Phillipsburg, do hereby certify that the foregoing is a true copy of an Ordinance duly adopted by the Town Council at their November 09, 2021 meeting.

Lorraine Loudenberry,
Acting Municipal Clerk

O2021-24

**ORDINANCE AMENDING CHAPTER 67, *VEHICLES AND TRAFFIC*, SECTION 4,
PARKING PROHIBITED DURING CERTAIN HOURS, TO ADD A PENALTY
PROVISION**

BE IT ORDAINED by the Town Council that §67-4 of the Code of the Town of Phillipsburg is hereby amended to include a penalty provision in the amount of \$20, plus costs, for any violation of said §67-4.

CERTIFICATION

I, Lorraine Loudenberry, Acting Municipal Clerk of the Town of Phillipsburg, County of Warren and State of New Jersey do hereby certify the foregoing to be true and correct copy of a Resolution adopted by Council at a meeting held on October 19, 2021.

Lorraine Loudenberry, Acting Municipal Clerk

R2021-267
A RESOLUTION IMPOSING LIEN FOR
MUNICIPAL SERVICES

WHEREAS, the attached schedule lists the owner of a Block and Lot located in the Town of Phillipsburg, and

WHEREAS, there are unpaid charges in the amount listed outstanding on said Block and Lot, representing the costs incurred by the Town of Phillipsburg to remedy violations occurring on said property, according to the certification and cost annexed hereto, which the Town Council has examined and found to be proper,

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Phillipsburg that it does hereby place a lien on the premises listed in the amount listed for the purpose of collecting unpaid charges due to the Town of Phillipsburg.

CERTIFICATION

I, Lorraine Loudenberg, Acting Municipal Clerk of the Town of Phillipsburg, County of Warren and State of New Jersey do hereby certify the foregoing to be true and correct copy of a Resolution adopted by Council at a meeting held on November 09, 2021.

Lorraine Loudenberg, Acting Municipal Clerk

R2021-268

RESOLUTION OF THE TOWN OF PHILLIPSBURG, COUNTY OF WARREN AND STATE OF NEW JERSEY, AUTHORIZING THE TOWN OF PHILLIPSBURG PLANNING BOARD TO UNDERTAKE A PRELIMINARY INVESTIGATION TO DETERMINE WHETHER THE PROPOSED STUDY AREA, BLOCK 1803 LOT 1 (150 FLEMING DRIVE/ FKA 150 ANDERSON DRIVE) QUALIFIES AS AN AREA IN NEED OF NON-CONDEMNATION REDEVELOPMENT PURSUANT TO N.J.S.A. 40A:12A ET SEQ.

WHEREAS, the Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1 et seq. (“Redevelopment Law”), provides a mechanism to assist local governments in efforts to promote programs of redevelopment; and

WHEREAS, the Redevelopment Law sets forth the procedures for the Town to declare an area in need of redevelopment, along with the development and effectuation of a redevelopment plan; and

WHEREAS, pursuant to the required redevelopment procedures, specifically set forth in N.J.S.A. 40A:12A-6, no area of a municipality shall be deemed a redevelopment area unless the governing body of the municipality shall, by Resolution, authorize the Planning Board to undertake a preliminary investigation to determine whether a proposed area is a redevelopment area meeting the criteria set forth in N.J.S.A. 40A:12A-5; and

WHEREAS, the New Jersey Legislature adopted, and the Governor signed, P.L. 2013, Chapter 159, which amended the Redevelopment Law, including the procedural requirements of N.J.S.A. 40A:12A-5 and N.J.S.A. 40A:12A-6; and

WHEREAS, pursuant to N.J.S.A. 40A:12A-6, “[t]he resolution authorizing the planning board to undertake a preliminary investigation shall state whether the redevelopment area determination shall authorize the municipality to use all those powers provided by the Legislature for use in a redevelopment area other than the use of eminent domain (hereinafter referred to as a “Non-Condensation Redevelopment Area”) or whether the redevelopment area determination shall authorize the municipality to use all those powers provided by the Legislature for use in a redevelopment area, including the power of eminent domain (hereinafter referred to as a “Condensation Redevelopment Area”); and

WHEREAS, the Town Council desires to commission a study to determine if the Block 1803, Lot 1 satisfies the criteria of an Area in Need of Redevelopment (Non-Condensation); and

WHEREAS, the Town Council finds it to be in the best interest of the Town and its residents to authorize the Town’s Planning Board pursuant to N.J.S.A. 40A:12A-4 and N.J.S.A. 40A:12A-6 to undertake such preliminary investigation of the study area which includes properties Block 1803, Lot 1 (the “Study Area”);

WHEREAS, the Town of Phillipsburg wishes to direct the Planning Board to undertake a preliminary investigation utilizing Angela Knowles, PP, AICP, of Van Cleef Engineering Associates to prepare the preliminary investigation to determine whether the proposed Study Areas qualifies as an area in need of Non-Condensation Redevelopment pursuant to N.J.S.A. 40A:12A-5.

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Phillipsburg, in the County of Warren, and State of New Jersey, that the Planning Board is hereby authorized to undertake a preliminary investigation, utilizing Angela Knowles, PP, AICP, of Van Cleef Engineering Associates to prepare the preliminary investigation, pursuant to the notice, conduct a hearing and comply with other requirements of the Redevelopment Law, N.J.S.A. 40A:12A-1 et seq., as amended, in order to recommend to the Town Council whether the area comprising the study area is an area in need of **Non-Condensation Redevelopment** according to the criteria set forth in N.J.S.A. 4A:12A-5.

BE IT FURTHER RESOLVED, that the Planning Board shall submit its findings and recommendations to the Town Council in the form of a Resolution with supporting documentation.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution is to be forwarded to the Planning Board of the Town of Phillipsburg.

BE IT FURTHER RESOLVED, that this Resolution shall take effect pursuant to law.

CERTIFICATION

I, Lorraine Loudenberry, Acting Municipal Clerk, of the Town of Phillipsburg, County of Warren and State of New Jersey do hereby certify the foregoing to be true and correct copy of a Resolution adopted by Council at a meeting on November 09, 2021.

Lorraine Loudenberry, Acting Municipal Clerk

R: 2021- 269

A RESOLUTION OF THE TOWN OF PHILLIPSBURG, COUNTY OF WARREN, STATE OF NEW JERSEY APPROVING THE AGREEMENT WITH SPATIAL DATA LOGIC, INC. AND AUTHORIZING THE MAYOR TO EXECUTE A LICENSE AGREEMENT

WHEREAS, the Town desires to enter into an agreement with Spatial Data Logic, Inc. for an Enterprise License (Type II per Spatial Data's pricing schedule) for one year in the amount of \$32,500; and

WHEREAS, the Town requires the execution of a licensing agreement for software utilized with the product; and

WHEREAS, pursuant to N.J.S.A. 40A:11-5(1)(a)(dd) a contract may be executed without competitive bidding by reason that such services constitute support of proprietary computer hardware and software; and

WHEREAS, Town of Phillipsburg is desirous of authorizing the execution of a license agreement with Spatial Data Logic, Inc.; and

WHEREAS, sufficient funding is available as evidenced by the attached certification of funds.

NOW THEREFORE BE IT RESOLVED by the Mayor and the Town Council of the Town of Phillipsburg, County of Warren, State of New Jersey, that the agreement with Spatial Data Logic, Inc. for an Enterprise License for one year in the amount of \$32,500 is hereby approved; and

BE IT FURTHER RESOLVED by the Mayor and the Town Council of the Town of Phillipsburg, County of Warren, State of New Jersey, Mayor is hereby authorized to sign the agreement as required.

CERTIFICATION

I, Lorraine Loudenberry, Acting Municipal Clerk for the Town of Phillipsburg, do hereby certify that the foregoing is a true copy of a resolution duly adopted by the Town Council at their November 09, 2021 meeting.

Lorraine Loudenberry, Acting Municipal Clerk

R: 2021-270

A RESOLUTION DESIGNATING HANDICAP PARKING SPACES WITHIN THE TOWN OF PHILLIPSBURG

BE IT RESOLVED by the Town Council of the Town of Phillipsburg that the following locations be designated as “Handicapped Parking Space” within the Town of Phillipsburg as permitted under Chapter 414 of the Town Code:

Name of Street	Side	Location
Chambers Street	East Side	In front of 153 Chambers Street
Glenn Avenue	North Side	In front of 119 Glen Avenue
Mercer Street	East Side	In front of 203 Mercer Street

CERTIFICATION

I, Lorraine Loudenberg, Acting Municipal Clerk for the Town of Phillipsburg, do hereby certify that the foregoing is a true copy of a resolution duly adopted by the Town Council at their November 09, 2021 meeting.

Lorraine Loudenberg, Acting Municipal Clerk

R2021-271

**A RESOLUTION OF THE TOWN OF PHILLIPSBURG COUNTY OF WARREN
STATE OF NEW JERSEY AUTHORIZING THE PURCHASE UNDER STATE
CONTRACT**

WHEREAS, the Town of Phillipsburg is in need of one (1) Cairns #C-TRD-12121222100-1010 Helmet, NFPA/NJPEOSHA, Red and desires to purchase it; and

WHEREAS, New Jersey Fire Equipment Company has provided a quote for the purchase in the amount of \$370.40; and

WHEREAS, the quote for the purchase is within the budget of the Town of Phillipsburg; and

WHEREAS, New Jersey Fire Equipment Company is an authorized vendor under NJSC #20-FLEET-0124, Vendor ID #: V00000570; and

WHEREAS, the Town of Phillipsburg believes it to be in the best interest of the Town to authorize said purchase; and

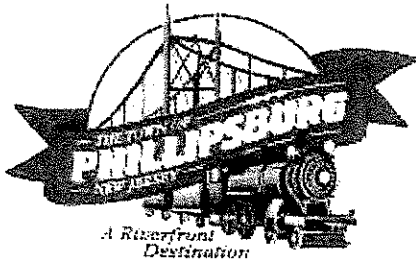
WHEREAS, sufficient funding is available as evidenced by the attached certification of funds;

NOW THEREFORE BE IT RESOLVED by the Town Council, Town of Phillipsburg, County of Warren, State of New Jersey that the purchase of one (1) Cairns #C-TRD-12121222100-1010 Helmet, NFPA/NJPEOSHA, Red from New Jersey Fire Equipment Company in the amount of \$370.40 is hereby approved.

CERTIFICATION

I, Lorraine Loudenberg, Acting Municipal Clerk, of the Town of Phillipsburg, County of Warren and State of New Jersey do hereby certify the foregoing to be true and correct copy of a Resolution adopted by Council at a meeting held on November 9, 2021

Lorraine Loudenberg, Acting Municipal Clerk



OFFICE OF THE FIRE CHIEF

120 Filmore Street

Phillipsburg, NJ 08865

Phone: 908-454-5502, ext. 347


Fax: 908-454-6140

Town Website: www.phillipsburgnj.org

Email: rhay@phillipsburgnj.org

DATE: November 8, 2021

TO: Lorraine Loundenberry, Municipal Clerk

FROM: Richard A. Hay, Fire Chief 

RE: NJSC PURCHASE

I am respectfully requesting that the following be approved for purchase at the next regular meeting of Town Council:

VENDOR: New Jersey Fire Equipment Co.
119-131 Route 22 East
Green Brook, New Jersey 08812

NJSC#: T0790 / 20-FLEET-0124 / Vendor ID#V00000570

ITEM: One (1) Cairns # C-TRD-12121222100-1010 Helmet, NFPA/NJPEOSHA, Red,
per current Phillipsburg FD Specifications.

PRICE: \$370.40

TOTAL: \$370.40

CHARGE TO ACCOUNT: 04-215-55-940-001 (2020 Capital)

Action Fire Apparatus Company, Inc., dba



NEW JERSEY FIRE EQUIPMENT COMPANY
Breathing Apparatus, Equipment, Hose, Supplies

119-131 Route 22 East
Green Brook, NJ 08812
Tel: 732-968-2121
Fax: 732-968-4724
www.njfe.com
info@njfe.com

November 8, 2021

FAX: 908-454-6140

ATT: Fire Chief Richard Hay

QUOTATION

TOWN OF PHILLIPSBURG
PHILLIPSBURG FIRE DEPARTMENT

Terms: net 30

Acceptance: NJ State Contract T0790/20-FLEET-00124/Vendor ID: V00000570

FOB: prices quoted are DELIVERED PRICES to Phillipsburg

Delivery: 2-4 week – SUBJECT TO SUPPLY CHAIN DELAYS

Representative: F

- 1) 1 – CAIRNS #C-TRD-12121222100 – 1010 Helmet, NFPA/NJPEOSHA, Red, 4" Tuffshield, standard flannel liner, yellow nomex earlaps, 6" silkscreened eagle front holder, 2 point nomex chinstrap w/quick release and postman's slide, Reflexite lime yellow trim

NJSC A80953 — @ 370.40 delivered

Thank you.

George D. Fbsdick
President

R2021-272

RESOLUTION AUTHORIZING AWARD OF A BID AND EXECUTION OF A CONTRACT WITH INGERSOLL RAND FOR HEATLESS DRYER REPLACEMENT ON THE BIOMAG STORAGE SYSTEM

WHEREAS, the Town advertised for bids to be submitted for heatless dryer replacement on the BioMag storage system; and

WHEREAS, the following bids were received:

- | | |
|-------------------|-------------|
| 1. Ingersoll Rand | \$16,560.00 |
| 2. Evogua | \$20,485.22 |

WHEREAS, the Town's Sewer Engineer, Remington & Vernick, submitted correspondence dated August 27, 2021 recommending a bid award to Ingersoll Rand; and

WHEREAS, the Town Council believes it to be in the best interest of the Town to award as discussed above; and

WHEREAS, sufficient funding is available as evidenced by the attached certification of funds.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Phillipsburg, County of Warren, State of New Jersey, that the contract for the Project is hereby awarded to Ingersoll Rand in the amount of \$16,560.00.

CERTIFICATION

I, Lorraine Loudenberry, Acting Municipal Clerk, of the Town of Phillipsburg, County of Warren and State of New Jersey do hereby certify the foregoing to be true and correct copy of a Resolution adopted by Council at a meeting held on November 9, 2021.

Lorraine Loudenberry, Acting Municipal Clerk



REMINGTON
& VERNICK
ENGINEERS

PVE HQ:
232 Kings Highway East
Haddonfield, NJ 08033
O: (856) 795-9595
F: (856) 795-1882

August 27, 2021

Town of Phillipsburg
120 Filmore Street
Phillipsburg, New Jersey 08865

Attn: Rob Ben

**RE: Town of Phillipsburg
Quote Award for Heatless Dryer Replacement
WWTP BioMag System
Our Job No. 2119T035**

Dear Rob:

The air dyers used to facilitate transfer of biomag from the silo to the recovery drums for makeup are important components to the wastewater treatment plant operations. The dyers need attention to restore problem free operations.

REMINGTON & VERNICK ENGINEERS solicited quotes from two vendors to address this need.

Results of the quote solicitation is as follows:

1.	Ingersoll Rand	Equipment	\$14,760.00
		Install labor	<u>1,800.00</u>
		Total	\$16,560.00
2.	Evogua	Equipment	\$20,485.22
		Install Labor	Not Provided

I recommend award of a quote by resolution to Ingersoll Rand in the amount of \$16,560.00.

Sincerely,

REMINGTON & VERNICK ENGINEERS

DENNIS K. YODER, PE, PRINCIPAL-DIRECTOR OF ENGINEERING

DKY/vaj

cc: Robert Merlo, CFO
Dan Baransky, NSU
Rich Wenner, ESQ

R2021-273

RESOLUTION AUTHORIZING AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES WITH VAN CLEEF ENGINEERING ASSOCIATES FOR THE WALTER'S PARK PEDESTRIAN BRIDGE INSPECTION

WHEREAS, the Town of Phillipsburg has a need to acquire professional services relative to engineering services required for the inspection of the Pedestrian Bridge at Walter's Park; and

WHEREAS, pursuant to N.J.S.A. 40A:11-5(1)(a)(i), a contract for such services may be awarded without competitive bidding by reason that such services constitute "professional services" which are services rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship; and

WHEREAS, Van Cleef Engineering Associates, Inc., submitted a proposal dated November 4, 2021, to provide services relative to the Project; and

WHEREAS, the value of these services shall not exceed \$3,900.00; and

WHEREAS, the Town Council finds it to be in the best interest of the Town of Phillipsburg to authorize said work, which work is not subject to public bidding.

WHEREAS, funding for is available by appropriation in the budget of the Town, as evidenced by the attached certification of funds.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Phillipsburg, County of Warren, State of New Jersey, that the Mayor and Acting Municipal Clerk are authorized to enter into a Contract with Van Cleef Engineering Associates, Inc., **NOT TO EXCEED** \$3,900.00, as described therein, subject to the certification of funds.

BE IT FURTHER RESOLVED that the Acting Municipal Clerk is hereby authorized and directed to cause a notice to be published in the manner provided by law setting forth the nature, duration, service and amount of the Contract and that the resolution and Contract are on file in the Office of the Clerk and are available for public inspection.

CERTIFICATION

I, Lorraine Loudenberg, Acting Municipal Clerk of the Town of Phillipsburg, County of Warren and State of New Jersey do hereby certify the foregoing to be true and correct copy of a Resolution adopted by Council at a meeting held on November 9, 2021.

Lorraine Loudenberg, Acting Municipal Clerk

R2021-274

**RESOLUTION OF THE TOWN OF PHILLIPSBURG,
AWARDING A CONTRACT FOR THE BULB CLEANING
ASSEMBLY REPAIRS AT THE WASTEWATER
TREATMENT PLANT**

WHEREAS, pricing was solicited from Tojan and Kappe Associates as the only two sources for purchase of Trojan UV System Bulbs and Service.

WHEREAS, Kappe Associates, Inc. submitted a bid in the amount of \$38,614.98; and

WHEREAS, the Town's Sewer Engineer, Remington & Vernick, submitted correspondence dated November 8, 2021 recommending a bid award to Kappe Associates, Inc.; and

WHEREAS, the Town Council believes it to be in the best interest of the Town to award the Project to Kappe Associates, Inc. as discussed above; and

WHEREAS, sufficient funding is available as evidenced by the attached certification of funds.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Phillipsburg, County of Warren, State of New Jersey, that the contract for the Project is hereby awarded to Kappe Associates, Inc. in the amount NOT TO EXCEED \$40,000.00 and

FURTHER RESOLVED that the Mayor and Acting Municipal Clerk are hereby authorized and directed to execute a contract for same.

CERTIFICATION

I, Lorraine Loudenberry, Acting Municipal Clerk of the Town of Phillipsburg, County of Warren and State of New Jersey do hereby certify the foregoing to be true and correct copy of a Resolution adopted by Council at a meeting held on November 9, 2021.

Lorraine Loudenberry, Acting Municipal Clerk



REMINGTON
& VERNICK
ENGINEERS

RVE HQ:
2059 Springdale Road
Cherry Hill, NJ 08003
O: (856) 795-9595
F: (856) 795-1882

November 8, 2021

Robert Bengivenga, Jr. Business Administrator
Town of Phillipsburg
120 Filmore Street
Phillipsburg, NJ 08865

Re: **Town of Phillipsburg
UV System Maintenance
Bulb Cleaning Assembly Repairs
Phillipsburg Wastewater Treatment Plant
File No. 2119T035**

Dear Mr. Bengivenga,

The UV disinfection system is a key component of the wastewater treatment plant operations for NJPDES permit compliance in regard to final effluent quality.

Recently, the system has not been performing optimally during high flow periods. The unit is designed for peak flow events. Remington & Vernick initiated an equipment inspection to trouble-shoot the system. The inspection found the UV bulb wiper cleaning system for Bulb Bank #2 is not functioning properly. The bulbs are discolored, inhibiting the ultraviolet transmission.

A quote was received from Kappe Associates (see attached) which totals \$38,614.98. Trojan Industries out of Canada is an alternate option with trained technicians, but they are not an option due to COVID travel restrictions.

Therefore, Remington & Vernick Engineers recommends award of a quote to Kappe Associates for a price not-to-exceed \$40,000.00. The price includes a small contingency for if-and-where-directed costs to cover unforeseen conditions.

Should you have any questions, do not hesitate to contact me.

Sincerely,

REMINGTON & VERNICK ENGINEERS

By

Dennis K. Yoder, PE, CME
Principal-Director of Engineering



Kappe Associates Inc
100 Wormans Mill Court
Frederick, MD 21701
Phone# 301-846-0200
Fax# 301-846-0808

Quote		
Date	Rep	Quote#
10/5/21	AS	FM21100502

Name / Billing Address	Ship To
Town of Phillipsburg 120 Filmore Street Phillipsburg, NJ 08865 Contact Tom Maxwell Phone 908-454-4863 Fax	Town of Phillipsburg 900 South Main Street Phillipsburg, NJ 08865 Fed ID # 22-3608285

Model	SO#	Approximate Schedule
UV Signa	810021	4-5 Weeks

Qty	Description	Sell Each	Total
25	Parts for Bank A		
	Sleeve Assembly	368.17	9,204.25
25	Wiper Seal Kit	80.27	2,006.75
5	Formed Hose Profile 1	34.57	172.85
5	Formed Hose Profile 2	34.57	172.85
5	Formed Hose Profile 3	34.57	172.85
5	Formed Hose Profile 4	34.57	172.85
5	Formed Hose Profile 5	34.57	172.85
5	Formed Hose Profile 6	49.45	247.25
5	Formed Hose Profile 7	35.51	177.55
1	Hydraulic Cylinder	7,910.68	7,910.68
1	Labor and Travel for 3 techs to install the above parts not to exceed.	7,500.00	7,500.00
25	Bank B Optional parts		
	Sleeve Assembly	368.17	9,204.25
	When we were on site last both of the cylinders seemed to be working in bank B.		
1	Labor to install the above sleeves in bank B not to exceed.	1,500.00	1,500.00

Freight is prepaid and added to invoice as a separate line item.
 Returned parts are subject to a 35% restocking charge.
 Prices do not include tax.
 Terms net 30 days upon approved credit.
 Quote good for 30 days.

Thank you for giving Kappe Associates the opportunity to quote on above items.
*****Do not pay, this is not an invoice.*****

New Business

① Best Practices

② Waiving UCC Permit Fees

Best Practices Inventory Online Platform

2021 Survey

Phillipsburg Town

Printable Current Answers

001	Core Competencies	Personnel	<p>The Fair Labor Standards Act (FLSA) is a federal law requiring that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (please consult labor counsel for detailed guidance). Exempt status also precludes overtime pay for time worked during emergencies, attendance at night meetings and participation in training sessions. Compensated leave time in lieu of cash payments is considered a form of overtime pay unless such leave is utilized in the same pay period. Does your municipality not pay overtime to employees classified as exempt under the FLSA?</p>	[1.00] Yes
002	Core Competencies	Personnel	<p>Has your municipality reviewed and updated its employee personnel manual/handbook within the past three years or upon the conclusion of each of your municipality's collective negotiated agreements (CNAs)? If yes, please provide in the Comments section the date which the personnel manual was officially updated. If not yes, please type "Did Not Answer Yes" into the comment box.</p>	[0.00] No Comment: did not answer yes
003	Core Competencies	Budget	<p>Does your municipality complete an initial draft of its annual budget no later than the first week of January (or first week of July if an SFY municipality), and obtain input in crafting the draft budget from elected officials and department heads as appropriate to the form of government?</p>	[1.00] Yes Comment: Mayor meets with department heads in November to go over their budget.

004	Best Practices	Budget	Has your municipality created an accumulated absence liability trust fund pursuant to N.J.A.C. 5:30-15.5? Only answer N/A if your municipality 1) does not offer (for any employee hired after a certain date) payouts upon retirement for accumulated sick leave, and 2) no current employee has a grandfathered right to sick leave payouts upon retirement.	[0.50] Yes
005	Core Competencies	Capital Projects	Has your municipality adopted a capital program as defined by N.J.A.C. 5:30-4.2, meaning a moving, multi-year plan and schedule for capital projects (including prospective financing sources) and, when pertinent, first year operating costs and savings?	[1.00] Yes
006	Core Competencies	Transparency	Are your municipality's codified and uncodified ordinances, including all current salary ordinances, available online?	[1.00] Yes
007	Best Practices	Transparency	Does your municipality have an official social media account or accounts and, if so, is there a written policy establishing guidelines on access, use, and permitted content? Answer N/A if your municipality does not have a social media account.	[0.00] No
008	Core Competencies	Procurement	Do your municipality's professional services contracts include a "not to exceed" amount?	[1.00] Yes
009	Best Practices	Procurement	If your municipality contracts with an insurance broker for health insurance, and said contract exceeds the Local Public Contracts Law (LPCL) bid threshold, is your municipality's health insurance broker being procured through a competitive contracting or sealed bid process conducted pursuant to the Local Public Contracts Law? Only answer N/A if your municipality does not contract with an insurance broker for health insurance or, if it does, the contract does not exceed your municipality's LPCL bid threshold.	[0.50] N/A

010

Best Practices

Procurement

Insurance broker fees dependent on the amount of health insurance premiums or fees paid by the municipality are vulnerable to abuse as brokers could face conflicting incentives in seeking lower-cost health insurance alternatives. If your municipality contracts with an insurance broker for health insurance, is the structure for broker payments set at a flat-fee rather than on a commission basis to mitigate the risk of a broker recommending more expensive health insurance coverage to earn higher fees? Only answer N/A if your municipality does not contract with an insurance broker for health insurance.

[0.50] N/A

011

Core Competencies

Cybersecurity

A cybersecurity incident response plan is a set of instructions to help detect, respond to, and recover from network security incidents. These plans address areas such as cybercrime, data loss, and service outages. Does your municipality have a cybersecurity incident response plan?

[0.00] No

012

Core Competencies

Cybersecurity

Are all municipal employees receiving ongoing cybersecurity training in malware detection, password construction, identifying security incidents and social engineering attacks?

[0.00] No

013

Core Competencies

Financial Administration

Pursuant to N.J.S.A. 40A:5-14(d), a local unit's investment policies shall be based on a cash flow analysis prepared by the CFO, with those policies being commensurate with the nature and size of the funds held by the local unit. Has your municipality conducted a cash flow analysis of its deposited and invested funds, and, based on that analysis, does your municipality's cash management plan set policies for your municipality's investments that consider preservation of capital, liquidity, current and historical investment returns, diversification, maturity requirements, costs and fees associated with the investment and, when appropriate, policies of investment instrument administrators?

[0.00] No
Comment: CFO is working updating the cash management plan that has been in place for years.

014	Core Competencies	Budget	
Is your municipality ensuring that insurance reimbursements are credited back to the budget appropriation line item in the budget in accordance with N.J.S.A 40A:5-32, instead of applied as miscellaneous revenue not anticipated? Compliance with this statutory obligation relieves pressure on current year appropriations. Only answer N/A if your municipality had no insurance reimbursements in 2020 or 2021.			[1.00] Yes

015	Core Competencies	Capital Projects	
Has your municipality reviewed all completed capital project bond ordinances for remaining balances that can be cancelled by resolution, and revert to their respective balance sheet accounts?			[1.00] Yes

016	Best Practices	Personnel	
Has your municipality established by ordinance an anti-nepotism policy that, at minimum, only authorizes the hiring the family members/relatives of municipal officials and employees if the individuals involved would do not work in a direct supervisory relationship, or in job positions in which a conflict of interest could arise. The term "family member/relatives" should be defined to include but not necessarily be limited to spouses, children, siblings, parents, in-laws, and step-relatives.			[0.00] No

017	Core Competencies	Procurement	
Has your municipality reviewed with legal counsel and other appropriate officials (e.g. engineer) the boilerplate language in its bid or RFP documents to ensure such language meets legal requirements under the Local Public Contracts Law and pay-to-play, along with other relevant statutes and caselaw?			[1.00] Yes

018	Core Competencies	Transparency	
Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year proposed budget (including the full adopted budget for the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?			[1.00] Yes

019

Core Competencies

Transparency

N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to contracts@perc.state.nj.us. Has your municipality filed all current contracts with PERC? Only answer N/A if your municipality does not have any employee labor unions.

[1.00] Yes

020

Core Competencies

Cybersecurity

Does your municipality perform off-network daily incremental backups with weekly full backups of all data?

[1.00] Yes

021

Core Competencies

Shared Services

N.J.A.C. 5:30-3.8(d)(20) requires each municipal user-friendly budget to include a listing of each shared service provided or received, what entity or entities are providing or receiving the service, the beginning and end date of the agreement as applicable, and the amount either received or paid for the service. Does your municipality list on its user-friendly budget each shared services agreement it is a party to, along with the other information required by the above-referenced regulation?

[1.00] Yes

022

Core Competencies

Fire Districts

If a Board of Fire Commissioners establishes annual compensation for its fire district commissioners, N.J.S.A. 40A:14-88 requires the municipal governing body to review and approve such compensation before the fire district can submit its annual budget to the voters, or, in the case of fire districts whose Board of Fire Commissioners elections coincides with the November General election, before the district can adopt its annual budget. The fire district shall submit to the municipal governing body for approval the amount of compensation fixed by the Board regardless of whether the amount of compensation is being modified. Oughton v. Board of Fire Comrs., etc., 178 N.J. Super. 565, 570-571 (App. Div. 1981). If any members of the Board of Fire Commissioners in one or more of your municipality's fire districts are authorized by the Board to receive compensation, does your municipality 1) require its fire district(s) to submit such compensation for review on an annual basis; 2) ensure that each Board has adopted a resolution or resolutions fixing the amount of compensation requested for governing body approval; and 3) adopt a resolution approving, disapproving, or modifying the compensation amount fixed by the Board of Fire Commissioners?

[1.00] N/A

023

Core Competencies

Shared Services

N.J.S.A. 40A:65-4(b) requires a copy of each shared services agreement to be filed with the Division of Local Government Services. Has your municipality filed with the Division the most current copy of each shared services agreement under which the municipality provides one or more services to another local unit as defined by N.J.S.A. 40A:65-3 of the Uniform Shared Services and Consolidation Act? Only answer N/A if your municipality does not provide a shared service to another local unit.

[0.00] No

024

Core Competencies

Financial Administration

Audit findings address areas needing improvement and ignoring these findings devalues the process. Municipalities should correct noted deficiencies. Have the audit findings in your municipality's 2018 audit been identified in a corrective action plan and not been repeated in the 2019 audit? If the answer is no, please list the repeat findings, along with the date the corrective action plan was submitted to DLGS, under Comments. Only answer "N/A" if there were no audit findings in the 2019 audit. If you did not answer no, please type "Did Not Answer No" into the Comment Box.

[1.00] Yes
Comment: did not
answer no

025	Best Practices	Transparency	Does your municipality feature a link on its website to the Division of Taxation's Property Tax Relief Program webpage at https://www.state.nj.us/treasury/taxation/relief.shtml ?	[0.50] Yes
026	Best Practices	Fire Districts	Local Finance Notice 2017-23 describes the avenues through which a municipality can consolidate multiple fire districts into a single fire district. Does your municipality have a single fire district or, if your municipality has multiple fire districts, is it reviewing the feasibility of consolidating its multiple districts into a single district? Only answer N/A if your municipality does not have a fire district.	[0.50] N/A
027	Best Practices	Environment	Have public electric vehicle charging stations been installed, or are they currently being installed, on municipal property?	[0.00] No
028a	Unscored Survey	Shared Services	Does your municipality currently provide the following position to another municipality pursuant to a shared services agreement? If Yes, list under Comments each municipality this applies. If no, insert N/A into Comments. (a) Chief Financial Officer	[0.00] No Comment: N/A
028b	Unscored Survey	Shared Services	Does your municipality currently provide the following position to another municipality pursuant to a shared services agreement? If Yes, list under Comments each municipality this applies. If no, insert N/A into Comments. (b) Tax Collector	[0.00] No Comment: N/A
028c	Unscored Survey	Shared Services	Does your municipality currently provide the following position to another municipality pursuant to a shared services agreement? If Yes, list under Comments each municipality this applies. If no, insert N/A into Comments. (c) Tax Assessor	[0.00] No Comment: N/A

028d	Unscored Survey	Shared Services	
Does your municipality currently provide the following position to another municipality pursuant to a shared services agreement? If Yes, list under Comments each municipality this applies. If no, insert N/A into Comments. (d) Municipal Clerk			[0.00] No Comment: N/A
028e	Unscored Survey	Shared Services	
Does your municipality currently provide the following position to another municipality pursuant to a shared services agreement? If Yes, list under Comments each municipality this applies. If no, insert N/A into Comments. (e) Municipal Treasurer			[0.00] No Comment: N/A
028f	Unscored Survey	Shared Services	
Does your municipality currently provide the following position to another municipality pursuant to a shared services agreement? If Yes, list under Comments each municipality this applies. If no, insert N/A into Comments. (f) Qualified Purchasing Agent			[0.00] No Comment: N/A
028g	Unscored Survey	Shared Services	
Does your municipality currently provide the following position to another municipality pursuant to a shared services agreement? If Yes, list under Comments each municipality this applies. If no, insert N/A into Comments. (g) Certified Public Works Manager			[0.00] No Comment: N/A
028h	Unscored Survey	Shared Services	
Does your municipality currently provide the following position to another municipality pursuant to a shared services agreement? If Yes, list under Comments each municipality this applies. If no, insert N/A into Comments. (h) Public Works Superintendent			[0.00] No Comment: N/A

029

Unscored Survey

Shared Services

If the answer to at least one part of Question 28 is yes, did one or more of the identified shared service agreements result in the dismissal of a tenured official? If yes, please insert under Comments 1) the position or positions where an agreement resulted in the dismissal of a tenured official; and 2) an estimate of the cost savings anticipated to be achieved by the participating municipalities at the outset of the agreement. If the answer is No or N/A, please insert "No" or "N/A" under Comments. See LFN 2018-3R for more information on this provision of the Common Sense Shared Service Act.

[0.00] N/A
Comment: N/A

030

Unscored Survey

Environment

How much did your municipality spend on operational costs associated with managing and treating stormwater runoff in the prior fiscal year, and how much did your municipality appropriate toward same for the current fiscal year? Examples of such costs include street cleaning, conveyance system clean-out, routine maintenance of storm drains and outfall pipes, and stormwater runoff-related educational programs. Also list under Comments the FCOA codes your municipality is using to classify these stormwater-related prior year expenditures and current year appropriations.

Comment:
Phillipsburg has undertaken a project to inspect, clean and repair our stormwater and sanitary infrastructure throughout the Town. 2020 the Town spent approx \$572k to do this.
26-290

031

Unscored Survey

Financial Administration

Does your municipality currently retain a chief financial officer through a professional services contract?

[0.00] No

032a

Unscored Survey

American Rescue Plan Act

Has your municipality allocated and/or currently plan to allocate ARP Local Fiscal Recovery Fund (LFRF) dollars for the following eligible use? (a) Public Health (EC 1)

[0.00] No

032b

Unscored Survey

American Rescue Plan Act

Has your municipality allocated and/or currently plan to allocate ARP Local Fiscal Recovery Fund (LFRF) dollars for the following eligible use? (b) Negative Econ. Impacts (EC 2)

[0.00] No

032c	Unscored Survey	American Rescue Plan Act
Has your municipality allocated and/or currently plan to allocate ARP Local Fiscal Recovery Fund (LFRF) dollars for the following eligible use? (c) Services to Disproportionately Impacted Communities (EC 3)		[0.00] No
032d	Unscored Survey	American Rescue Plan Act
Has your municipality allocated and/or currently plan to allocate ARP Local Fiscal Recovery Fund (LFRF) dollars for the following eligible use? (d) Premium Pay (EC 4)		[0.00] No
032e	Unscored Survey	American Rescue Plan Act
Has your municipality allocated and/or currently plan to allocate ARP Local Fiscal Recovery Fund (LFRF) dollars for the following eligible use? (e) Water/Sewer /Broadband Infrastructure (EC5)		[0.00] Yes
032f	Unscored Survey	American Rescue Plan Act
Has your municipality allocated and/or currently plan to allocate ARP Local Fiscal Recovery Fund (LFRF) dollars for the following eligible use? (f) Revenue Replacement (EC 6)		[0.00] Yes
032g	Unscored Survey	American Rescue Plan Act
Is your municipality currently undecided on how to allocate ARP Local Fiscal Recovery Fund (LFRF) dollars for the previously referenced expenditure categories? Please answer Yes if none of the previous subparts were Yes, otherwise answer No		[0.00] No
032h	Unscored Survey	American Rescue Plan Act
Did your municipality decline ARP Local Fiscal Recovery Fund (LFRF) dollars instead? Please answer Yes if none of the previous subparts were Yes, otherwise answer No		[0.00] No
033	Unscored Survey	American Rescue Plan Act
What portion of the first tranche of ARP LFRF dollars will your municipality obligate toward eligible uses by December 31, 2021?		[0.00] Currently Undecided

034	Unscored Survey	American Rescue Plan Act	
What portion of the first tranche of ARP LFRF dollars will your municipality obligate toward eligible uses by December 31, 2022?			[0.00] Currently Undecided

035	Unscored Survey	Financial Administration	
Does your municipality pay one or more of its vendors or contractors via an automated clearing house (ACH) transfer and/or a procurement card? Please select one or more of the options provided , as applicable. This question excludes debt service, pension bills, and employee health benefits.			[0.00] None of the Above

036a	Unscored Survey	Procurement	
N.J.S.A. 40A:11-41 et seq. authorizes municipalities to establish one or more specified set-aside programs for public procurement. A set-aside program establishes a goal for its contracting agencies of setting aside a certain percentage of the dollar value of total procurements to be awarded as set-aside contracts to one or more qualified enterprises authorized pursuant to N.J.S.A. 40A:11-42. If your municipality has set aside the following program, please select Yes and include under Comments the percentage of the dollar value of total procurements currently establishes as a set-aside goal under the program. Those selecting No shall type "N/A" under Comments. (a) Minority Business Enterprises			[0.00] No Comment: N/A

036b	Unscored Survey	Procurement	
N.J.S.A. 40A:11-41 et seq. authorizes municipalities to establish one or more specified set-aside programs for public procurement. A set-aside program establishes a goal for its contracting agencies of setting aside a certain percentage of the dollar value of total procurements to be awarded as set-aside contracts to one or more qualified enterprises authorized pursuant to N.J.S.A. 40A:11-42. If your municipality has set aside the following program, please select Yes and include under Comments the percentage of the dollar value of total procurements currently establishes as a set-aside goal under the program. Those selecting No shall type "N/A" under Comments. (b) Women's Business Enterprises			[0.00] No Comment: N/A

036c

Unscored Survey

Procurement

N.J.S.A. 40A:11-41 et seq. authorizes municipalities to establish one or more specified set-aside programs for public procurement. A set-aside program establishes a goal for its contracting agencies of setting aside a certain percentage of the dollar value of total procurements to be awarded as set-aside contracts to one or more qualified enterprises authorized pursuant to N.J.S.A. 40A:11-42. If your municipality has set aside the following program, please select Yes and include under Comments the percentage of the dollar value of total procurements currently establishes as a set-aside goal under the program. Those selecting No shall type "N/A" under Comments. (c) Small Business Enterprises

[0.00] No

Comment: N/A

036d

Unscored Survey

Procurement

N.J.S.A. 40A:11-41 et seq. authorizes municipalities to establish one or more specified set-aside programs for public procurement. A set-aside program establishes a goal for its contracting agencies of setting aside a certain percentage of the dollar value of total procurements to be awarded as set-aside contracts to one or more qualified enterprises authorized pursuant to N.J.S.A. 40A:11-42. If your municipality has set aside the following program, please select Yes and include under Comments the percentage of the dollar value of total procurements currently establishes as a set-aside goal under the program. Those selecting No shall type "N/A" under Comments. (d) Veteran Business Enterprises

[0.00] No

Comment: N/A

037

Unscored Survey

Procurement

If your municipaity has established a set-aside program for qualified business enterprises pursuant to N.J.S.A. 40A:11-41 et seq, did your municipality's contract awards meet or exceeded the set-aside goals established by the governing body in the prior fiscal year for each of your municipality's set-aside programs? Only answer N/A if your municipality does not have a set-aside program.

[0.00] N/A

038	Unscored Survey	Procurement	
<p>For a municipality having established a set-aside program for qualified business enterprises, N.J.S.A. 40A:11-48 requires each municipal authority, board, committee or commission authorized to independently award contracts to issue a report to the municipal governing body by January 31 of each year 1) describing their efforts in attaining the municipality's set-aside goals for the prior calendar year; and 2) the percentage of the dollar value of total procurements awarded in the prior calendar year under each set-aside program established by the municipality. Did each of the above-referenced entities submit this report to the municipal governing body in 2021? Answer N/A if your municipality does not have a set-aside program or does not have any authorities, boards, committees or commissions authorized to independently award contracts.</p>			[0.00] N/A

039	Unscored Survey	Tax Collection	
<p>Has your municipality established a ten-day grace period for the payment of property taxes and other municipal charges as authorized by N.J.S.A. 54:5-19?</p>			[0.00] Yes

040	Unscored Survey	Tax Collection	
<p>Complete the Excel-based Tax Sale Report. Upload the completed report using the "Attach File" button toward the bottom of your screen. Type "File Uploaded" in the Comment Box</p>			Comment: File uploaded

041	Unscored Survey	Opportunity Zones	
<p>Is your municipality aware of any real estate development projects or businesses that will be using the Opportunity Zone tax incentive or receiving an Opportunity Fund investment?</p>			[0.00] No

042	Unscored Survey	Opportunity Zones	
<p>If your municipality knows of any projects that are using or will be using the Opportunity Zone tax incentive, please include the name of each project, the full address, a short description that includes the primary developer (if applicable), estimated value of the development (i.e. total permitted value), and the project's status (if known) on the Excel form provided on DLGS's Best Practices webpage. Upload the Excel form using the "Attach File" button toward the bottom of your screen. If you have uploaded the Excel form, type "File Uploaded" in the Comment Box. If you have not uploaded the Excel Form, type NA in the Comment Box.</p>			Comment: N/A

043	Unscored Survey	Planning & Economic Development	
Does your municipality currently plan to sell any municipally-owned vacant conforming lots by December 31, 2022?			[0.00] Yes

044a	Unscored Survey	Planning & Economic Development	
Does your municipality impose the following requirement upon developers as a condition of granting zoning approval for residential construction and/or residential/commercial mixed use construction? (a) Dedication of Space or Open-Space			[0.00] No

044b	Unscored Survey	Planning & Economic Development	
Does your municipality impose the following requirement upon developers as a condition of granting zoning approval for residential construction and/or residential/commercial mixed use construction? (b) Fee In-Lieu of Dedicating Space or Open Space			[0.00] No

044c	Unscored Survey	Planning & Economic Development	
Does your municipality impose the following requirement upon developers as a condition of granting zoning approval for residential construction and/or residential/commercial mixed use construction? (c) Fee In-Lieu of Parking			[0.00] No

044d	Unscored Survey	Planning & Economic Development	
Does your municipality impose the following requirement upon developers as a condition of granting zoning approval for residential construction and/or residential/commercial mixed use construction? (d) Impact Fee(s) (pro rata share of infrastructure improvement costs)			[0.00] No

044e	Unscored Survey	Planning & Economic Development	
Does your municipality impose the following requirement upon developers as a condition of granting zoning approval for residential construction and/or residential/commercial mixed use construction? (e) Provision of Affordable Housing Units			[0.00] No
044f	Unscored Survey	Planning & Economic Development	
Does your municipality impose the following requirement upon developers as a condition of granting zoning approval for residential construction and/or residential/commercial mixed use construction? (f) Affordable Housing Trust Fund Payments			[0.00] No
045	Unscored Survey	Planning & Economic Development	
Does your municipal land use ordinance provide for an historic preservation commission that is governed under N.J.S.A. 40:55D-107?			[0.00] Yes
046	Unscored Survey	Planning & Economic Development	
Does your municipality have an environmental commission, or is your municipality part of a joint environmental commission, that is governed under N.J.S.A. 40:56A-1 et seq.?			[0.00] No
047	Unscored Survey	Planning & Economic Development	
Does your municipality have an industrial commission that is governed under N.J.S.A. 40:55B-1 et seq.?			[0.00] No
048	Unscored Survey	Recreation	
Does your municipality have a recreation commission that is governed under N.J.S.A. 40:61-17 et seq.?			[0.00] No

Lorraine Loudenberg

From: Richard Wenner <rwenner@lsaclaw.com>
Sent: Monday, November 8, 2021 2:59 PM
To: Business Administrator
Cc: Jack Daniels; Lorraine Loudenberg
Subject: Re: Waiving UCC Permit Fees

Rob,

Yes.

Rich

Richard W. Wenner
COUNSELLOR AT LAW

Lavery, Selvaggi, Abromitis & Cohen, P.C.
1001 Route 517
Hackettstown, NJ 07840
(908) 852-2600
Fax: (908) 852-8225

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On Nov 8, 2021, at 13:11, Business Administrator <busadmin@phillipsburgnj.org> wrote:

Rich

See below. Can this be done by a simple voice vote and reflected in the minutes?

Rob Bengivenga
Business Administrator
120 Filmore Street
Phone: 908-454-5500
Fax: 908-454-6511
www.phillipsburgnj.org
<image001.jpg>

From: Jack Daniels <JDaniels@phillipsburgnj.org>
Sent: Monday, November 8, 2021 10:39 AM
To: Lorraine Loudenberg <loudenberg@phillipsburgnj.org>

Cc: Business Administrator <busadmin@phillipsburgnj.org>

Subject: Waiving UCC Permit Fees

All,

In order to process the UCC permits for the demolition and tank removals of the Old Agway property, I will need Council approval for waiving the fees. The demolition fee is \$150.00 and the tank removal fee is \$78.00. If this could be documented formally and that documentation forwarded to me for the permit files that would be great.

Thanks,

Jack,
Construction Official
Bldg/Fire Subcode
Dept. Head Inspections

PHILLIPSBURG TAX DEPARTMENT

Tue Oct 19 14:45:59 EDT 2021

Description		Month To Date	Year To Date	Account
OTS LIEN RED		34,744.71 ✓	536,443.81	12101242
MUN CHARGES		0.00	0.00	12101242
UNALLOCATED		0.00	0.00	12101242
SEN CIT REP		0.00	0.00	12101242
MISCELLANE		0.00	423.52	12101242
PREMIUM		0.00	823,500.00	12101242
NSF CHECKSC		0.00	0.00	12101242
COST OF SALE		0.00	12,622.87	12101242
LIEU TAX		0.00	0.00	12101242
POWELL		0.00	0.00	12101242
HOUCK		0.00	0.00	12101242
SEWER PRINC		0.00	13,678.49	12101242
SEWER INT		0.00	871.67	12101242
PUB WORKS PR		0.00	13,316.70	12101242
PUB WORKS IN		0.00	0.00	12101242
LIPPINCOTT		0.00	0.00	12101242
N WILLIAMS		0.00	0.00	12101242
2015 Taxes	0.00		3,959.87	
2016 Taxes	0.00		4,022.96	
2017 Taxes	0.00		4,085.85	
2018 Taxes	0.00		4,104.41	
2019 Taxes	0.00		4,639.47	
2020 Taxes	1,260.59 ✓		932,824.21	
Prior Year Taxes		1,260.59 /	953,636.77	12101242
Current Year Taxes		390,858.18 /	20,288,848.71	12101242
Prepaid Taxes 2022		3,524.57 ✓	96,775.45	12101242
Interest		6,780.87 /	150,220.21	12101242
General Account Totals		<u>437,168.92</u>	<u>22,890,338.20</u>	
Totals for All Accounts		<u>437,168.92</u>	<u>22,890,338.20</u>	
Total CC or ACH	34	42,431.31	755 864,712.86	
Total Cash	17	6,863.02	125 76,197.11	
Total Check	350	389,464.26	15463 21,983,666.15	
Total Ovp Apply	0	0.00	0 0.00	
Total Void	2	1,589.67-	30 34,237.92-	
Totals CC/CA/CK/OPA/V		<u>437,168.92</u>	<u>22,890,338.20</u>	

All Routes (5299 accts): Qtr: 3 Year: 21 Month: July

Description	Code	Cnt	Bal Fwd	Charged	Adjusted	Received	Adjusted	End Bal
Sewer Rents	S	5219	120,561.94	654,419.87	1,163.28-	310,682.08	0.00	463,136.45
Interest	I	324	0.00	737.79	0.92-	736.87	0.00	0.00
Bad Check	B	1	40.00	20.00	0.00	40.00	0.00	20.00
Tax Sale Costs	C	0	0.00	0.00	0.00	0.00	0.00	0.00
Month Totals			120,601.94	655,177.66	1,164.20-	311,458.95	0.00	463,156.45

All Routes (5299 accts): Qtr: 3 Year: 21 Month: August

Description	Code	Cnt	Bal Fwd	Charged	Adjusted	Received	Adjusted	End Bal
Sewer Rents	S	2202	463,136.45	1,426.40	458.25-	265,102.43	0.00	199,002.17
Interest	I	367	0.00	508.70	0.00	508.70	0.00	0.00
Bad Check	B	0	20.00	0.00	0.00	0.00	0.00	20.00
Tax Sale Costs	C	0	0.00	0.00	0.00	0.00	0.00	0.00
Month Totals			463,156.45	1,935.10	458.25-	265,611.13	0.00	199,022.17

All Routes (5299 accts): Qtr: 3 Year: 21 Month: September

Description	Code	Cnt	Bal Fwd	Charged	Adjusted	Received	Adjusted	End Bal
Sewer Rents	S	343	199,002.17	9,384.97	258.96-	40,150.77	0.00	167,977.41
Interest	I	271	0.00	424.53	1.04-	423.49	0.00	0.00
Bad Check	B	2	20.00	20.00	0.00	20.00	0.00	20.00
Tax Sale Costs	C	0	0.00	0.00	0.00	0.00	0.00	0.00
Month Totals			199,022.17	9,829.50	260.00-	40,594.26	0.00	167,997.41

Quarter Totals

	Bal Fwd	Charged	Adjusted	Received	Adjusted	End Bal
Combined Route Summary	120,601.94	666,942.26	1,882.45-	617,664.34	0.00	167,997.41

	Bal Fwd	Charged	Adjusted	Received	Adjusted	End Bal
All Routes Summary	120,601.94	666,942.26	1,882.45-	617,664.34	0.00	167,997.41

PHILLIPSBURG FIRE DEPARTMENT
 Administrative Offices
 441 Heckman Street, Phillipsburg, New Jersey 08865
 Monthly Report of the Fire Chief
 October
 2021

Type of Incident	Number of Incidents
Residential	1
Apartment	2
Hospital / Long Term Care Facility	1
Church	0
School	0
Storage Building / Warehouse / Garage	0
Commercial / Professional	0
Industrial	0
Vehicle	0
Brush / Rubbish	3
Utility	2
Spill / Leak	2
Motor Vehicle Accident	1
Medical Helicopter Standby	3
Rescue	0
Assist EMS	2
Assist Police	1
Assist Animal Control	0
Service Call	0
False Fire Alarm / Alarm System Malfunction	6
Carbon Monoxide Alarm	4
Investigation	6
Mutual Aid to Other Agencies	0
Weather Standby	0
Unclassified	5
Total Incidents for October	39

Monthly Summary

Total Incidents for October—39
Firefighters Injured—0
Civilians Injured—0
Total FD Incidents for the Year—380
Property Loss for October—\$500.00
Total Property Loss for the Year—\$879,830.00

OCTOBER 2021

The Fire Department responded to 39 incidents in October, down slightly from September. Property loss for month totaled \$500.00, which were minor damages to a commercial property and a blower motor at the Hospital. There was no reported injuries to either firefighters or civilians. Additionally, there were no serious incidents to report.

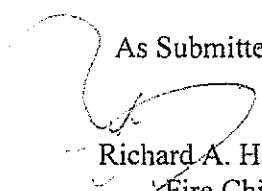
Incidents / Events of Note for October:

October 4 through 8—The Fire Department was able to celebrate National Fire Prevention Week for the first time in two years! The FD made presentations to nearly 1,200 students from Pre-School through Grade 2. I would like to thank all the members of the department who assisted, especially AFC Jim Barber, who did the speaking at all the presentations. Jim has done this for many years and just seems to get better each year!

October 16—The Fire Department stood by and assisted at the Pork Roll Festival at Shappell Park to address any fire issues that may have arisen. Fortunately, there were no issues and with the exception of a late day rainstorm, everyone seemed to enjoy the event. The Fire Police also assisted with traffic control.

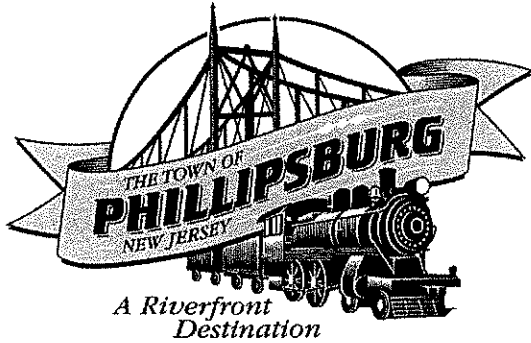
October 23—The Fire Department stood by for the Halloween Parade along South Main Street. The parade went off without incident. Once again, our Fire Police assisted with traffic control.

As Submitted,



Richard A. Hay
Fire Chief

November 1, 2021



Town of Phillipsburg
 OFFICE OF INSPECTIONS
 120 FILMORE STREET
 PHILLIPSBURG, NJ 08865

Phone: 908-454-5500

Fax: 908-213-9214

Town Website: www.phillipsburgnj.org

TO: Todd Tersigni, Mayor
 Robert Merlo, CFO
 Lori Loudenberry, Acting Clerk/Registrar

FROM: Laura Vaughn, Inspections Department

DATE: November 4, 2021

RE: Inspection Division Activity & Revenues

MONTH/YEAR: October 2021

PERMIT:	ACCT #:	AMOUNT \$:	NUMBER:
Building/Alteration	160-001	26,060.00	#: 17
Electric	160-002	2,156.00	#: 23
Plumbing	160-003	1,625.00	#: 08
Fire	160-004	1,766.00	#: 10
Mechanical :	160-005	1,416.00	#: 21
Cert. of Occupancy/Approval	160-007	65.00	#: 01
Cert. of Habitability	160-008	2,690.00	#: 00
Cont. Cert. of Habitability	160-009	50.00	#:00
Landlord Registration	160-010	2,200.00	#: 00
Other	160-012	0.00	#: 00
Fines	160-015	400.00	#: 02
Miscellaneous	160-091	55.00	#: 03
State Sur Charges	000-000	5,659.00	#: 45
TOTAL		\$ 44,142.00	