

**PUBLIC MEETING AGENDA
HAZLET TOWNSHIP COMMITTEE**

**September 26, 2023
Meeting begins at 7:00 p.m.**

(Subject to change pursuant to N.J.S.A. 10:4-8(d) – this agenda is tentative to the extent known at time of posting)

Time will be allotted for public comment at this meeting. Each speaker will be allotted a Five (5) Minute time limit when recognized by the Mayor. Individuals wishing to address the Committee, shall give their name and address. Although the Township Committee encourages public participation, it reserves the right, through the Mayor, to terminate remarks to and/or by an individual not in keeping with the conduct of a proper and efficient meeting. The Township Committee will not, during the public portion of this meeting, discuss matters involving any specific, prospective, or current employee.

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1. Public Meeting Call to Order in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 with adequate notice of this meeting being provided to the Township’s two official newspapers and published on the Township’s website.
 2. Roll Call by Municipal Clerk
 3. Pledge of Allegiance and a moment of silence
 4. **Citizen Hearing** – Anyone who would like to address the Township Committee regarding any matters including those items listed on the Agenda, please come up, print your name and address on the sign in sheet. Each speaker will be allotted a Five (5) Minute time limit when recognized by the Mayor. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard.

Motion to close:

Offered _____ 2nd _____

Voice Vote: ____

5. **Approval of Meeting Minutes:**

**Regular Meeting minutes: August 22, 2023
September 12, 2023**

Executive Session minutes: September 12, 2023

Roll Call

Motion to close:

Offered _____ 2nd _____

6. **ORDINANCE – SECOND READING BY TITLE** – No scheduled hearings.

7. **ORDINANCE – FIRST READING BY TITLE** – No reading.

8. **RESOLUTIONS, MOTIONS AND APPOINTMENTS (CONSENT AGENDA):**

Resolutions #241 through #245 are by Consent Agenda. All matters listed under Consent Agenda are considered to be routine by the Township Committee and will be enacted by one motion. There will be no separate discussions of these items. If discussion is desired by the Mayor or any member of the Township Committee, that item will be removed and will be considered separately. Advance copies of each resolution have been given to each Committee Member. The original resolutions are with the Municipal Clerk for inspection as listed below.

241. Authorizing the issuance of raffle license(s).

242. Appointment of Thomas Smith as a full time Laborer with a CDL in the Department of Public Works.

243. Authorizing change order No. 1 to S. Brothers, Inc. for the 2023 Roadway Improvement Program to increase the scope of the project to include improvements to the library parking lot for an increase to the contract amount of \$28,000.00.

244. Authorizing the Mayor and Municipal Administrator to execute the Intra-County Mutual Aid Assistance Agreements.

245. Authorizing payout of accrued sick and vacation leave for Annie Eng.

Motion to approve

Offered _____ 2nd _____

ROLL CALL

9. **RESOLUTIONS SEPARATE FROM CONSENT AGENDA:**

246. Authorizing change orders for the contract awarded to Bismark Construction for the renovations to the Hazlet Police Headquarters.

ROLL CALL

Motion to approve

Offered _____ 2nd _____

ROLL CALL

10. **CORRESPONDENCE** -

11. **PAYMENT OF BILLS** - **\$5,415,600.95**

Advance bill lists have been supplied to each Committee Member.

Motion to approve

Offered _____

2nd _____

Roll Call

12. **RESOLUTION – Executive Session**

Authorize the entering into an Executive Session in accordance with the Open Public Meetings Act, P.L. 1975, Ch. 231 for the following item(s): Personnel, Contract, Litigation

13. **ADJOURNMENT**

Motion _____

2nd _____

Voice Vote _____

Time:

RESOLUTION

AUTHORIZING THE ISSUANCE OF A RAFFLE LICENSE

BE IT RESOLVED by the Township Committee of Hazlet Township that the Municipal Clerk is hereby authorized to issue the following raffle license(s):

RL-4334-Hazlet Middle School PTO

CERTIFICATION

I, MARY L. LYNCH, Municipal Clerk of Hazlet Township do hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by the Township Committee at its meeting held on the 26th day of September 2023.

Mary L. Lynch
Municipal Clerk

R-241

RESOLUTION

APPOINTMENT OF THOMAS SMITH AS A FULL-TIME LABORER WITH A CDL IN THE
DEPARTMENT OF PUBILC WORKS.

BE IT RESOLVED by the Township Committee of Hazlet Township that Thomas Smith is hereby appointed as a Full Time Laborer/CDL in the Department of Public Works; and

BE IT FURTHER RESOLVED that he be compensated at an hourly salary of \$22.34 retro and prorated, effective September 12, 2023; and

BE IT FURTHER RESOLVED that the Certifying Agent files the necessary paperwork with the Department of Personnel.

CERTIFICATION

I, MARY L. LYNCH, Municipal Clerk of Hazlet Township do hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by the Township Committee at its meeting held on the 26th day of September 2023.

Mary L. Lynch
Municipal Clerk

R-242

RESOLUTION

AUTHORIZING CHANGE ORDER NO. 1 TO S BROTHERS INC. FOR THE 2023 ROADWAY IMPROVEMENT PROGRAM TO INCREASE THE SCOPE OF THE PROJECT TO INCLUDE IMPROVEMENTS TO THE LIBRARY PARKING LOT FOR AN INCREASE TO THE CONTRACT AMOUNT OF \$28,000.00

BE IT RESOLVED, by the Township Committee of the Township of Hazlet that it hereby authorized the additional project scope of the 2023 Roadway Improvement Program to include redesigning the Library parking lot entrance. The original contract amount of \$1,784,803.30 will be increased \$28,000.00 for a new contract amount of \$1,812,803.30

BE IT FURTHER RESOLVED, that sufficient funding is available as evidenced by the attached certification of funds.

CERTIFICATION

I, MARY L. LYNCH, Municipal Clerk of Hazlet Township do hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by the Township Committee at its meeting held on the 26th day of September 2023.

Mary L. Lynch
Municipal Clerk

R-243

RESOLUTION

AUTHORIZING THE MAYOR AND MUNICIPAL ADMINISTRATOR TO EXECUTE THE INTRA-COUNTY MUTUAL AID ASSISTANCE AGREEMENTS

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., (“Act”) provides that any local governmental unit may enter into a contract with any other local governmental unit to provide or receive any service that each local unit is empowered to provide or receive within its own jurisdiction; and

WHEREAS, mutual aid and assistance agreements between municipalities, counties, law enforcement agencies, police, emergency medical service, fire departments, fire companies, or EMS organizations and fire departments situated in fire districts operated by a Board of Fire Commissioners, are permitted pursuant to N.J.S.A. 40A:14-26 and 40A: 14-156.1; and

WHEREAS, the President in Homeland Security Directive (HSPD-5), directed the Secretary of the Department of Homeland Management System (“NIMS”), which would provide a consistent nationwide approach to federal, State, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, “The New Jersey Civilian Defense and Disaster Control Act” App.A9-33 et. seq., provides for the health, safety and welfare of the people of the State of New Jersey during an emergency by centralizing control of all civilian activities having to do with such emergency giving the Governor control over the resources of each and every political subdivision to cope with any condition that shall arise out of such emergency; and

WHEREAS, The Director of the Division of Fire Safety in the Department of Community Affairs promulgated rules in accordance with the “Fire Service Resource Emergency Deployment Act,” N.J.A.C. 52:14E-11 et seq., commonly referred to as the “Fire Service Resource Emergency Deployment Regulations” N.J.A.C. 5:75A et. seq.; and

WHEREAS, the Township Committee of the Township of Hazlet deem it to be in the best interests of the Township of Hazlet to enter into Mutual Aid and Assistance Agreements with governmental entities throughout Monmouth County and all of their departments, authorities, boards, commissions and other functions under the auspices of each participating governmental entity including but not limited to, law enforcement, public works, emergency medical services, emergency management, human services, hazardous materials response units technical or special operations teams, Community Emergency Response Team (“CERT”) members, Medical Reserve Corps (“MRC”) members or other volunteers and other jurisdictions defined “local governments” in the Homeland Security Act of 2002; and

WHEREAS, N.J.S.A. 40A:14-26 and 156.1 et seq. has authorized interjurisdictional mutual aid; and

WHEREAS, the Township Committee of the Township of Hazlet and the Participating Units recognize the benefit of entering into an Agreement for mutual aid and assistance with each other to protect against loss, damage or destruction by fire, civil unrest, hazardous material, major criminal or emergency events, natural and man-made disaster or catastrophe and to address those situations when additional aid and assistance is needed to protect the best interests of the persons and property of each individual jurisdiction.

NOW, THEREFORE, BE IT RESOLVED that the Intra-County Mutual Aid and Assistance Agreements between the Township of Hazlet and Participating Units be and are hereby accepted; and

BE IT FURTHER RESOLVED that the Mayor and Municipal Administrator are authorized to execute the Intra-County Mutual Aid and Assistance Agreements once they have been authorized and executed by each Participating Unit.

BE IT FURTHER RESOLVED that the Municipal Administrator forward a certified true copy of this resolution to the Monmouth County Sheriff; Office of Emergency Management Coordinator; and the Hazlet Township of Emergency Management.

CERTIFICATION

I, MARY L. LYNCH, Municipal Clerk of Hazlet Township do hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by the Township Committee at its meeting held on the 26th day of September 2023.

Mary L. Lynch
Municipal Clerk

R-244

RESOLUTION

AUTHORIZING PAYOUT OF ACCRUED SICK AND VACATION LEAVE FOR
ANNIE ENG

WHEREAS, Annie Eng, Keyboarding Clerk I for Hazlet Township has applied for retirement with the PERS; and

WHEREAS, Hazlet Township has received confirmation of such retirement; and

WHEREAS, Annie Eng has accumulated unused vacation and sick days during her employment with Hazlet Township; and

WHEREAS, pursuant to N.J.S.A 11A:6-19.1 Annie Eng has accumulated a total of \$14,426.60 in unused sick time and a total of \$1,437.91 in unused vacation time totaling \$15,864.51; and

WHEREAS, the Chief Financial Officer of Hazlet Township has certified that there are sufficient funds in the municipal budget to pay the amount of compensated vacation and sick days due.

NOW THEREFORE IT BE RESOLVED, by the Township Committee of Hazlet Township, County of Monmouth, State of New Jersey and pursuant to N.J.A.C. 5:30-15.4 and N.J.S.A 11A:6-19.5, that payment for compensated Sick days totaling \$14,426.60 and vacation days totaling \$1,437.91 to Annie Eng is hereby approved.

CERTIFICATION

I, MARY L. LYNCH, Municipal Clerk of Hazlet Township do hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by the Township Committee at its meeting held on the 26th day of September 2023.

Mary L. Lynch
Municipal Clerk

R-245

RESOLUTION

AUTHORIZING
CHANGE ORDERS FOR THE CONTRACT AWARDED TO
BISMARK CONSTRUCTION FOR THE
RENOVATIONS TO THE HAZLET POLICE HEADQUARTERS

WHEREAS, Resolution No. 53 approved on January 19, 2021, awarded a contract to Bismark Construction for the renovations to the Hazlet Police Headquarters for a total contract amount of \$1,317,315 with a 20% contingency of \$263,463.00; and

WHEREAS, after the award it was discovered that other necessary improvements had to be included into the scope of work;

WHEREAS, the 20% contingency (\$263,462) did not cover the cost of the prior change orders which totaled \$442,788;

WHEREAS, Bismark Construction has requested a further change order (PCO-33) for the replacement of four toilet/lavatory penal fixtures within each of the jail cells;

WHEREAS, this most recent change order in the amount of \$33,457 will further exceed the original awarded contract by over 20%, resulting in total changes of 36.15% over the original contract amount; and

WHEREAS, it is necessary to amend the contract because of additional work that could not be effectuated under a separate contract, this most recent additional work was not included in the contractor's contract and is outlined in the attached letter dated September 15, 2023 to the Hazlet Township Police Chief from Peter C. Campisano, AIA, CID, USA Architects; and

WHEREAS, the additional amount to be encumbered for this change order shall not exceed Thirty-Three Thousand Four Hundred Fifty-Seven Dollars (\$33,457) representing an overall increase of 36.15% over the original amount; and

WHEREAS, these funds are available for this expenditure in:

<u>Account</u>	<u>P.O. No.</u>	<u>Amount</u>
<u>C-04-22-1682-00001</u>	<u>23001006</u>	<u>\$33,457.00</u>

WHEREAS, this change order further increases the original contract amount by more than 20% and N.J.A.C. 5:30-11.9 requires the adoption of a resolution authorizing all change orders in excess of 20%.

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

1. Prior change orders in the total amount of \$442,788 increasing the total contract amount with Bismark Construction from \$1,317,315 to \$1,760,103 are hereby approved and ratified. Said change orders resulting in an increase of 33.6% over the original contract amount; and
2. The most recent change order (PCO-33) in the amount of \$33,457 increasing the total contract amount with Bismark Construction from \$1,760,103 to \$1,793,560 is hereby approved. Said change order resulting in a cumulative increase of 36.15% over the original contract amount; and
3. Notice of this change order will be published once in a newspaper of general circulation in the Township of Hazlet as required by law.

CERTIFICATION

I, Mary L. Lynch, Municipal Clerk of the Township of Hazlet, do hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by the Township Committee of the Township of Hazlet at its meeting held on September 26, 2023.

Mary L. Lynch
Municipal Clerk