

**BOROUGH OF SOMERVILLE  
EXECUTIVE SESSION / WORKSHOP SESSION / COUNCIL MEETING  
AGENDA**

**Monday, September 18, 2023  
Executive Session 6:30 P.M.  
Public Portion 7:00 P.M. (estimate)**

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

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- 1. OPEN PUBLIC MEETING LAW STATEMENT**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES- EXECUTIVE SESSION**
  - a. September 5, 2023
- 4. RESOLUTION 23-0918-282 TO ENTER INTO EXECUTIVE SESSION**

**EXECUTIVE SESSION AGENDA**

- a. Council Vacancy interviews

**COUNCIL MEETING AGENDA**

- 1. OPEN PUBLIC MEETING LAW STATEMENT**
- 2. ROLL CALL**
- 3. SALUTE TO THE FLAG**
- 4. APPROVAL OF MINUTES**
  - a. September 5, 2023
- 5. SELECTION OF COUNCILMEMBER AS PER VACANCY LAW**
- 6. OATH OF OFFICE**
- 7. DEPARTMENTAL REPORTS & NOTICES**

## **8. PRESENTATION**

- a. Main Street Streetscape conceptual design

## **9. COMMITTEE REPORTS**

- a. Somerville Board of Health Report August 2023
- b. Special Council Meeting October 30<sup>th</sup> at 24 Robeson Drive

## **10. MEETING OPEN TO THE PUBLIC**

(Motion and 2<sup>nd</sup> needed and roll call vote to open and close the meeting to the public. Regulations that apply during public meetings also apply during electronic meetings. Comments may be submitted prior to the meeting and maybe summarized during the meeting)

## **11. ROLL CALL VOTE**

23-0918-283            ACCEPTING THE 2022 MUNICIPAL AUDIT AND EXECUTION OF THE GROUP AFFIDAVIT CERTIFYING THE GENERAL COMMENTS AND RECOMMENDATIONS MADE BY THE AUDITOR HAS BEEN REVIEWED

## **12. CONSENT RESOLUTIONS (ANY ITEMS PULLED OFF CONSENT AGENDA ARE REQUIRED TO HAVE A MOTION AND ROLL CALL VOTE)**

### **(RESOLUTIONS 23-0918-283 THRU 23-0918-294)**

(Resolutions may be pulled off consent agenda for discussion and roll call vote. Resolutions may be removed or added to the agenda)

23-0918-284            AUTHORIZING SPOOKTACULAR EVENT TO BE HELD ON TUESDAY, OCTOBER 31, 2023 AND WAIVING PARKING FEES IN LOTS 1, 2 & 4 FROM 3:00 P.M. TO 6:00 P.M.

23-0918-285            AUTHORIZING THE 8th ANNUAL SOMERVILLE 5K TURKEY TROT ON THANKSGIVING DAY, NOVEMBER 23, 2023

23-0918-286            AWARDING A THREE-YEAR CONTRACT TO ROGER'S PAVING CONTRACTING, INC., FOR SNOW PLOWING SERVICES

23-0918-287            AUTHORIZING THE EXECUTION OF A SHARED SERVICES AGREEMENT BY AND BETWEEN THE BOROUGH OF SOMERVILLE AND THE BOROUGH OF RARITAN FOR CHIEF FINANCIAL OFFICER SERVICES

- 23-0918-288 AUTHORIZING A CONTRACT WITH MILLENNIUM COMMUNICATION GROUP INC., FOR EMERGENCY SERVICES FACILITY - AV, IT & PUBLIC SAFETY EQUIPMENT, LEASING, LICENSING AND MANAGED SERVICES IN THE TOTAL AMOUNT OF \$2,351,132.81 AS PER PROPOSAL UNDER THE TIPS CONTRACT NUMBER 191003 AVAILABLE THROUGH THE INTERLOCAL PURCHASING SYSTEM
- 23-0918-289 APPOINTING KEVIN SLUKA TO MUNICIPAL ALLIANCE AND YOUTH SERVICES COMMISSION
- 23-0918-290 APPROVING CODY SHAFFER TO BE HIRED AS A SEASONAL LABORER AT AN HOURLY RATE OF \$ 17.00 PER HOUR FOR THE PUBLIC WORKS DEPARTMENT
- 23-0918-291 AWARDED A CONTRACT TO VOLLERS FOR PARKING LOT NO. 6 IMPROVEMENTS IN THE AMOUNT OF \$167,867.20
- 23-0918-292 APPROVING GIRLS ON THE RUN RACE FOR NOVEMBER 19, 2023 STARTING AT 11:00 A.M. ON THE CORNER OF EAST HIGH STREET AND GROVE STREET
- 23-0918-293 AUTHORIZING THE MAYOR AND MUNICIPAL CLERK TO EXECUTE THE 2023 SOMERSET COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT SUBGRANT AGREEMENT FOR CAROL PAGER PARK ADA EXPANSION
- 23-0918-294 AUTHORIZING A CONTRACT WITH VISUAL COMPUTER SOLUTIONS, INC., JOBS 4 BLUE FOR THE COORDINATION OF OFF DUTY EMPLOYMENT OF POLICE OFFICERS

### **13. BILLS AND VOUCHERS**

### **14. ADJOURNMENT**

KEVIN SLUKA, MUNICIPAL CLERK

The resolutions listed below are in draft form and may be amended prior or during the meeting

#### **RESOLUTION 23-0918-283**

**ACCEPTING THE 2022 MUNICIPAL AUDIT AND EXECUTION OF THE GROUP AFFIDAVIT CERTIFYING THE GENERAL COMMENTS AND RECOMMENDATIONS MADE BY THE AUDITOR HAS BEEN REVIEWED**

**WHEREAS**, the Borough of Somerville received the Municipal Audit for year ended December 31, 2022 from the accounting firm of PKF O’Connor Davies Accountants and Advisors; and

**WHEREAS**, as per Local Fiscal Affairs Law, the Municipal Clerk distributed the Audit Report to the Governing Body for review; and

**WHEREAS**, as the Governing Body shall, at the minimum review and be familiar with the sections of the Audit Report entitled “Comments and Recommendations” and shall execute a Group Affidavit indicating the same; and

**WHEREAS**, as the Municipal Clerk shall publish a synopsis of the audit in the Official Newspaper; and

**WHEREAS**, the Audit Report did not make any recommendations and therefore, a Corrective Action Plan is not required.

**BE IT RESOLVED**, by the Borough Council of the Borough of Somerville, in the County of Somerset, State of New Jersey accepts the 2022 Audit Report and executes an affidavit that certifies that the General Comments and Recommendations Section has been reviewed.

Councilmember	Motion	Second	Aye	Nay	Abstain	Recused	Absent
Pitts							
Brady							
Mitchell							
Stravic							
Vroom							
Wied							

**RESOLUTION 23-0918-284**

**AUTHORIZING SPOOKTACULAR EVENT TO BE HELD ON  
TUESDAY, OCTOBER 31, 2023 AND WAIVING PARKING FEES IN LOTS 1, 2 & 4  
FROM 3:00 P.M. TO 6:00 P.M.**

**WHEREAS**, the Borough of Somerville Recreation Department and DSA is holding a “Spooktacular” event to be held on October 31, 2023; and

**WHEREAS**, the Borough of Somerville shall waive parking fees in Parking Lots 1, 2 & 4 from 3:00 p.m. to 6:00 p.m.

**NOW THEREFORE BE IT RESOLVED**, that the Borough Council of the Borough of Somerville hereby authorize “Spooktacular” event to be held on Tuesday, October 31, 2023 and approve the waiving of parking fees in Lots 1, 2 & 4 from 3:00 p.m. to 6:00 p.m.

**RESOLUTION 23-0918-285**

**AUTHORIZING THE 8<sup>th</sup> ANNUAL SOMERVILLE 5K TURKEY TROT ON  
THANKSGIVING DAY, NOVEMBER 23, 2023**

**BE IT RESOLVED**, by the Borough Council of the Borough of Somerville, in the County of Somerset, State of New Jersey authorizes the 8<sup>th</sup> Annual Somerville 5K Turkey Trot to be held on Thanksgiving Day, November 23, 2023.

**RESOLUTION 23-0918-286**

**AWARDING A THREE-YEAR CONTRACT TO ROGER'S PAVING CONTRACTING,  
INC., FOR SNOW PLOWING SERVICES**

**WHEREAS**, the Borough of Somerville advertised bids for Snow Plowing Services; and

**WHEREAS**, bids were accepted on September 7, 2023, at 10:00 a.m. in Executive Conference Room as required by the Municipal Clerk and witnessed by the DPW Director; and

**WHEREAS**, the bid submitted by Roger's Paving Contracting, Inc. 129 Valley Road, Hillsborough, New Jersey 08844 at an hourly rate is follows:

	Year 1	Year 2	Year 3
Weekdays	\$205	\$205	\$205
Saturdays	\$215	\$215	\$215
Sundays	\$225	\$225	\$225
Federal Holidays	\$238	\$238	\$238

**WHEREAS**, the bid submitted by Roger's Paving Contracting, Inc. 129 Valley Road, Hillsborough, New Jersey 08844 was determined to be the lowest responsible bid and within the Borough's estimate; and

**WHEREAS**, the Mayor and Municipal Clerk are authorized to execute contract documents upon receipt of insurance document requirements;

**BE IT RESOLVED**, by the Borough Council of the Borough of Somerville, in the County of Somerset, State of New Jersey authorizes the award of a contract to Roger's Paving Contracting, Inc. 129 Valley Road, Hillsborough, New Jersey 08844 and authorizes the Mayor and Borough Clerk to execute all contract documents as required in awarding the contract.

**RESOLUTION 23-0918-287**

**AUTHORIZING THE EXECUTION OF A SHARED SERVICES AGREEMENT BY AND  
BETWEEN THE BOROUGH OF SOMERVILLE AND THE BOROUGH OF RARITAN  
FOR CHIEF FINANCIAL OFFICER SERVICES**

**WHEREAS**, pursuant to the Uniform Shared Services and Consolidation Act N.J.S.A. 40A:65-1 et seq., municipalities are authorized to enter into agreements to provide or receive services; and

**WHEREAS**, the Borough of Somerville and the Borough of Raritan are adjacent municipalities in the County of Somerset that lend to opportunities to share services when and if the need arises; and

**WHEREAS**, the Borough of Raritan will have a vacancy in the position of Chief Financial Officer and desires to enter into a Shared Service Agreement and wherein the Borough of Somerville has the ability to provide the services of a Chief Financial Officer as outlined in the Shared Services Agreement; and

**WHEREAS**, the Mayor of Somerville Borough and Municipal Clerk are hereby authorized to execute the Shared Services Agreement on behalf of the Borough of Somerville:

**BE IT RESOLVED**, by the Borough Council of the Borough of Somerville, in the County of Somerset, State of New Jersey that the Mayor and Municipal Clerk are hereby authorized to execute a Shared Services Agreement and all pertinent documents wherein the Borough of Somerville will provide Chief Financial Officer services to the Borough of Raritan as per the terms and conditions listed in the Shared Services Agreement.

**BE IT FUTHER RESOLVED**, that the Somerville Borough Municipal Clerk shall file a copy of the fully executed copy of the Agreement to the State of New Jersey, Division of Local Government Services and required cover sheet.

#### **RESOLUTION 23-0918-288**

#### **AUTHORIZING A CONTRACT WITH MILLENNIUM COMMUNICATION GROUP INC., FOR EMERGENCY SERVICES FACILITY - AV, IT & PUBLIC SAFETY EQUIPMENT, LEASING, LICENSING AND MANAGED CARE SERVICES IN THE AMOUNT OF \$2,351,132.81 AS PER PROPOSAL UNDER THE TIPS CONTRACT NUMBER 191003 AVAILABLE THROUGH THE INTERLOCAL PURCHASING SYSTEM**

**WHEREAS**, Millennium Communication Group, Inc., 11 Melanie Lane, Unit 13, East Hanover NJ 07936 is an approved vendor under The Interlocal Purchasing System (TIPS) #191003 and the Borough of Somerville is a member; and

**WHEREAS**, Millennium Communication Group, Inc., under Contract #191003 has provided a proposal dated May 15, 2023, in the total amount of \$2,351,132.81; and

**WHEREAS**, the Borough Administrator is authorized to execute an agreement as outlined in proposal dated May 15, 2023:

**NOW THEREFORE BE IT RESOLVED**, that the Borough Council of the Borough of Somerville, County of Somerset, State of New Jersey does hereby authorize the award of a contract to Millennium Communication Group, Inc., in the amount of

\$2,351,132.81 for the Emergency Services Facility - AV, IT & Public Safety Equipment Under The Tips Contract Number 191003 available through the Interlocal Purchasing System in the total amount of \$2,183,132.81 as detailed in the preamble of this resolution.

**RESOLUTION 23-0918-289**

**APPOINTING KEVIN SLUKA TO MUNICIPAL ALLIANCE AND  
YOUTH SERVICES COMMISSION**

**BE IT RESOLVED**, by the Borough Council of the Borough of Somerville, in the County of Somerset, State of New Jersey appoints Kevin Sluka to the Municipal Alliance Committee and Youth Services Commission with term ending on December 31, 2023.

**RESOLUTION 23-0918-290**

**APPROVING CODY SHAFFER TO BE HIRED AS  
A SEASONAL LABORER AT AN HOURLY RATE OF \$ 17.00 PER HOUR  
FOR THE PUBLIC WORKS DEPARTMENT**

**BE IT RESOLVED**, by the Borough Council of the Borough of Somerville, in the County of Somerset, State of New Jersey approves Cody Shaffer (effective October 1, 2023) as a Seasonal Laborer at a rate of \$17.00 per hour for the Public Works Department.

**RESOLUTION 23-0918-291**

**AWARDING A CONTRACT TO VOLLERS FOR  
PARKING LOT NO. 6 IMPROVEMENTS IN THE AMOUNT OF \$167,867.20**

**WHEREAS**, the Borough of Somerville scheduled a public bid for August 30, 2023, for Parking Lot No. 6 Improvements; and

**WHEREAS**, Kevin Sluka on behalf of the Borough of Somerville, witnessed by Rodney Hadley and Brendan Nally of the Department of Public Works, received (6) six bids on August 30, 2023 and publicly read them aloud; and

**WHEREAS**, Vollers, PO Box 5297, 3311 Route 22, North Branch New Jersey 08876 was the lowest responsible bidder with a bid for a total amount of \$167,867.20.

**THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Somerville, County of Somerset, State of New Jersey hereby awards a contract to Vollers, PO Box 5297, 3311 Route 22, North Branch New Jersey 08876 in the amount of \$167,867.20.

**RESOLUTION 23-0918-292**

**APPROVING GIRLS ON THE RUN RACE FOR NOVEMBER 19, 2023 STARTING  
AT 11:00 A.M. ON THE CORNER OF EAST HIGH STREET AND GROVE STREET**

**WHEREAS**, Girls on the Run race is schedule to take place on Sunday, November 19, 2023, starting at 11:00 a.m.; and

**WHEREAS**, the race will be utilizing the regular race route ending on East High Street and Grove Street; and

**WHEREAS**, the race organizers must provide paper notifications to residents and provide extensive social media notification announcing the course, dates and times in which residents may be affected; and

**WHEREAS**, the race organizers must complete the road closure and police request forms and make payment to the Police Off-Duty escrow prior to scheduling of officers.

**NOW, THEREFORE, BE IT RESOLVED**, that the Borough Council of the Borough of Somerville, hereby approve the Girls on the Race to be held on Sunday November 19, 2023 contingent on the submission of the appropriate forms and payment to the Police Off-Duty escrow prior to scheduling of Off-Duty Police Officers.

#### **RESOLUTION 23-0918-293**

#### **AUTHORIZING THE MAYOR AND MUNICIPAL CLERK TO EXECUTE THE 2023 SOMERSET COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT SUBGRANT AGREEMENT FOR CAROL PAGER PARK ADA EXPANSION**

**WHEREAS**, the Borough of Somerville received a grant award in the amount of \$150,000.00 for Carol Pager Park ADA Expansion in the amount \$150,000.00 from the 2023 Somerset County Community Development Block Grant; and

**WHEREAS**, the Mayor and Municipal Clerk are hereby authorized to execute the subgrant agreement; and

**WHEREAS**, the Mayor hereby designates the Business Administrator as a signatory on all documents; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Borough Council of the Borough of Somerville, County of Somerset, State of New Jersey hereby authorize the Mayor and Municipal Clerk to execute the 2023 Somerset County Community Development Block Grant Subgrant Agreement for Carol Pager Park ADA Expansion in the amount of \$150,000.00 and designates the Business Administrator as a signatory on all documents in referenced to the grant award.

#### **RESOLUTION 23-0918-294**

#### **AUTHORIZING A CONTRACT WITH VISUAL COMPUTER SOLUTIONS, INC., JOBS 4 BLUE FOR THE COORDINATION OF OFF DUTY EMPLOYMENT OF POLICE OFFICERS**



**WHEREAS**, the Borough of Somerville has utilized Jobs4Blue for coordination of off-duty employment of police officers and still maintains a need for services relating to the coordination and billing of off-duty employment of police officers; and

**WHEREAS**, the Borough of Somerville utilizes a scheduling system for scheduling of officers which supports Job4Blue; and

**WHEREAS**, Jobs 4 Blue, 4400 U.S. Highway 9 South, Suite 3500, Freehold, NJ 07728 is capable and willing to perform such services; and

**WHEREAS**, Jobs4Blue, a subsidiary of VCS Human Capital Management as agreed to provide such services; and

**WHEREAS**, the anticipated term of the contract shall be twenty four (24) months; and

**WHEREAS**, funds to pay for this contract shall be paid from funds collected by the entity requesting the off-duty officer; and

**WHEREAS**, the Mayor and/or Borough Administrator and Clerk are authorized to execute a contract with Jobs 4 Blue, 4400 U.S. Highway 9 South, Suite 3500, Freehold, NJ 07728 for services relating to the coordination and billing of off-duty employment of police officers

**BE IT RESOLVED**, by the Borough Council of the Borough of Somerville, in the County of Somerset, State of New Jersey authorizes as follows:

1. A contract with Jobs 4 Blue, 4400 U.S. Highway 9 South, Suite 3500, Freehold, NJ 07728
2. The Mayor and or Borough Administrator and Clerk are authorized to sign a contract with Jobs 4 Blue, 4400 U.S. Highway 9 South, Suite 3500, Freehold, NJ 07728 in accordance with the following terms and conditions:
  - A. Term: A month to month contract for a period of not to exceed 24 months
  - B. Rate: Fee paid by funds collected by the applicant.
  - C. Services: The firm shall provide services relating to the coordination and billing of off-duty employment of police officers
3. The Borough Clerk is directed to publish a notice once in the Official Newspaper stating the nature, duration, service and amount of this contract.

4. The Borough Clerk shall make copies of this resolution available for public inspection at the Municipal Building, 25 West End Avenue, Somerville, NJ during regular business hours.