

**PLUMSTED TOWNSHIP
MUNICIPAL BUILDING
121 EVERGREEN ROAD
NEW EGYPT, NJ 08533
www.plumsted.org**

DECEMBER 16, 2022

SPECIAL MEETING AGENDA

9:30 am

1. CALL TO ORDER

2. OPEN PUBLIC MEETINGS ACT - "This meeting is being held in compliance with the Open Public Meetings Act, it was presented for publication to the Asbury Park Press and the Trenton Times and posted on the Bulletin Board."

3. ROLL CALL: CALABRESE _____ CUOZZO _____ GRILLETTO _____ MARINARI _____ BOWEN _____

4. FLAG SALUTE

5. RESOLUTIONS:

RESOLUTION NO. 2022-373 - APPOINTING ANTHONY CREEN AS PART-TIME GENERAL MAINTENANCE LABORER

RESOLUTION NO. 2022-374 - AUTHORIZING THE SUBMITTAL OF THE OCEAN COUNTY OFFICE OF SENIOR SERVICES COMPETITIVE CONTRACT PROPOSAL FOR THE OLDER AMERICANS ACT TITLE III AREA PLAN GRANT FUNDING FOR 2023

CALABRESE _____ CUOZZO _____ GRILLETTO _____ MARINARI _____ BOWEN _____

6. REPORTS OF DEPARTMENTS AND PROFESSIONALS – December 16, 2022 BILL LIST

CALABRESE _____ CUOZZO _____ GRILLETTO _____ MARINARI _____ BOWEN _____

7. OTHER BUSINESS

8. COMMENTS: COMMENTS FROM THE PUBLIC ARE INVITED BUT MAYBE LIMITED TO FIVE (5) MINUTES FOR EACH SPEAKER

9. ADJOURNMENT

CALABRESE _____ CUOZZO _____ GRILLETTO _____ MARINARI _____ BOWEN _____

TOWNSHIP COMMITTEE MEETINGS WILL BE ADJOURNED NO LATER THAN 11:00 PM

RESOLUTION NO. 2022-373

**RESOLUTION OF THE TOWNSHIP OF PLUMSTED,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
APPOINTING ANTHONY CREEN AS PART-TIME
GENERAL MAINTENANCE LABORER**

WHEREAS, Anthony Creen has been interviewed and it has been determined that he is qualified for the position of part-time General Maintenance Laborer; and

1. Pursuant to Chapter 40, Section 20 of the General Ordinances of the Township of Plumsted, General Maintenance Laborers serve at the pleasure of the Township Committee for 24 hours per week unless there is an emergent need for additional hours.
2. The General Maintenance Laborer position is a part-time hourly position without benefits in accordance with the job description attached as Schedule "A" and such other duties as assigned by the Township Committee.
3. That Anthony Creen, as a part-time General Maintenance Laborer compensation shall be at the hourly rate of \$16.00 effective upon the first day of scheduled work.
4. That during the probationary period there shall be a review of work performance within 90 days.
5. This appointment is contingent upon a satisfactory background investigation.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Plumsted, County of Ocean, State of New Jersey as follows:

1. That the probationary appointment of Anthony Creen as a part-time General Maintenance Laborer the Township of Plumsted is hereby authorized.
2. Pursuant to Chapter 40, Section 20 of General Ordinances of the Township of Plumsted, Anthony Creen as a part-time General Maintenance Laborer, serves at the pleasure of the Township Committee for 24 hours per week unless there is an emergent need for additional hours.
3. That during the probationary period there shall be a review of work performance within 90 days.
4. That the General Maintenance Laborer position is a part-time hourly position without benefits and in accordance with the job description attached as Schedule "A" and such other duties as assigned by the Township Committee.
5. That Anthony Creen as a part-time General Maintenance Laborer compensation shall be at the hourly rate of \$16.00 effective upon the first day of scheduled work.
6. That certified copies of this resolution be forwarded to Anthony Creen and the Finance Office.

NAME	CALABRESE	CUOZZO	GRILLETTO	MARINARI	BOWEN
AYES					
ABSTAIN					
NAYS					
ABSENT					

CERTIFICATION

I, **JENNIFER WITHAM**, Municipal Clerk of the Township of Plumsted, do hereby certify that the foregoing resolution was duly adopted by the Plumsted Township Committee at a meeting held on the **16th** day of **DECEMBER, 2022**.

JENNIFER WITHAM, RMC, CMR
Municipal Clerk

Received and Read by Anthony Creen this _____ day of _____, 2022.

 Signature

GENERAL MAINTENANCE WORKER

Department: Buildings & Grounds
Reports to: Supervisor of Buildings & Grounds
Scope of Employment: Part Time/Full Time
Hourly Wage: to be determined

GENERAL DESCRIPTION

This position is responsible for the maintenance of township buildings and grounds. The work involves performing semi-skilled building and grounds maintenance; repair and cleaning; related tasks and activities, which may be performed indoors or outdoors under adverse working and weather conditions. An excellent knowledge of a trade is not necessary because the incumbent does not normally perform skilled journey-level work.

This position requires occasional work near moving mechanical parts and in high, precarious places. Incumbent may occasionally be exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock or vibration. The incumbent also performs manual labor and operates equipment related to the work. General instructions are received and work is performed under minimal or general supervision, depending upon the nature of the task.

Working without constant supervision is the norm, so the worker must be able to prioritize and complete tasks in a timely manner and stay focused on the job. Normal work hours are subject to change to meet operational necessity; therefore, the incumbent is expected to have some flexibility in scheduling. To be successful in this position, an individual must be able to perform each work activity and the physical demands satisfactorily.

TYPICAL WORK ACTIVITIES

- Performs general building and grounds maintenance and repair
- Performs roadway maintenance to include repairing street/road signs, and disposal of debris, small animal carcasses and large branches, and pothole repair
- Sidewalk snow and ice removal from township facilities to include plowing township parking lots and/or streets as directed
- Maintains a clean and safe environment all township recreational areas, parks, and other public areas
- Repairs recreational and playground equipment, picnic tables, benches, gazebos, fences, etc., and reports any damage
- Operates trucks, automobiles, front-end loader and other motorized equipment related to the work
- Performs preventive maintenance on equipment
- Maintain an inventory of all equipment, i.e. vehicles, tools, etc.
- Loads and unloads materials and supplies and records goods received and shipped
- Performs general ground maintenance activities to include monitoring and emptying township trash and recycling cans
- Coordinate pickup of recyclable material at the Recycling Center
- Open, close and staff Recycling Center and Compost site when needed
- Performs a variety of other basic tasks and related duties that may be required or assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of building and grounds maintenance and repair practices
- Working knowledge of safety precautions and practices associated with maintenance and repair work
- Working knowledge of the practices and techniques of one or more of the standard trades
- Ability to effectively, efficiently and safely use tools and operate equipment related to building and grounds maintenance and repair including, but not limited to, screwdrivers, wrenches, pliers, chisels, hammers, and power tools, such as drills and saws
- Ability to understand and follow written and verbal instructions
- Must be able to lift and/or move up to 50 pounds
- Physical condition must be commensurate with the demands of the position
- Ability to problem solve on a daily basis in a variety of situations is required for the diverse number of problems that will be encountered
- Ability to successfully work with and serve a diverse local community
- Ability to interact with the public in a courteous, helpful and professional manner
- Ability to work with co-workers, township employees, outside agencies and vendors in a professional manner

WORK ENVIRONMENT

The work environment requires a lot of standing, kneeling, bending, working on ladders in small space and in places that may be hot or cold to a greater degree. Incumbent will have to work in all weather, and must be prepared for extreme heat and cold.

EDUCATION AND/OR EXPERIENCE

- Minimum of a High School diploma or General Equivalency Degree (GED)
- Continued education in the form of seminars and courses in maintenance and safety-related subjects is desirable
- Have a minimum of 1 year experience in general maintenance consistent with the knowledge, skills and abilities described herein

SPECIAL REQUIREMENT

Must have a valid New Jersey driver’s license at the time of appointment and maintain said license for the duration of appointment.

SUPERVISOR RESPONSIBILITY

Occasionally may be required to give direction and supervise a community service worker appointed by the court.

ACKNOWLEDGMENT

I understand the duties of this position as detailed in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee.

Supervisor: _____ Date: _____

RESOLUTION NO. 2022-374

**RESOLUTION OF THE TOWNSHIP OF PLUMSTED,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
AUTHORIZING THE SUBMITTAL OF THE
OCEAN COUNTY OFFICE OF SENIOR SERVICES
COMPETITIVE CONTRACT PROPOSAL FOR THE
OLDER AMERICANS ACT TITLE III
AREA PLAN GRANT FUNDING FOR 2023**

WHEREAS, the Ocean County Office of Senior Services is accepting competitive contract proposals for the Older Americans Act, Title III Area Plan Funding for 2023; and

WHEREAS, it is the desire of the Mayor and Township Committee to submit a proposal for the Older Americans Act, Title III Area Plan Funding for 2023 contract.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Plumsted, County of Ocean, State of New Jersey as follows:

1. That the Mayor and Township Committee hereby authorize the submittal of the Ocean County Office of Senior Services Older Americans Act, Title III Area Plan Funding for 2023 competitive contract.
2. That the Mayor and Business Administrator are hereby authorized to sign all necessary paperwork in regard to the Ocean County Office of Senior Services Older Americans Act, Title III Area Plan Funding for 2023 competitive contract.
3. That a certified copy of this resolution shall be forwarded to the Ocean County Office of Senior Services, Assemblyman Ron Dancer and June d. Madden, CFO.

NAME	CALABRESE	CUOZZO	MARINARI	GRILLETTO	BOWEN
AYES					
ABSTAIN					
NAYS					
ABSENT					

CERTIFICATION

I, JENNIFER WITHAM, Municipal Clerk of the Township of Plumsted, do hereby certify that the foregoing resolution was duly adopted by the Plumsted Township Committee at a meeting held on the 16th day of **DECEMBER, 2022**.

JENNIFER WITHAM, RMC, CMR
Municipal Clerk