

Mayor Altomonte's 2017 Action Plan

Borough Cost Cutting/Saving Measures

1) Explore options for shared services and bulk purchasing to save taxpayers money.

Complete

Joined the National Purchasing Cooperative in order to take advantage of reduced bulk pricing. We currently share services with:

Aberdeen (Bulk Fuel)

Marlboro (Animal Control)

Monmouth County (Road Paving)

Hazlet (Joint Court)

2) Conduct Borough-wide energy audit to reduce energy dependence and cut utility costs.

Complete

A Borough Wide energy audit is complete and has been sent to the Board of Public Utilities for approval. Once approved the work recommended in the audit will be placed out for BID at no cost to the taxpayer.

3) Determine if it would be more cost effective to handle the ADP Tax Assessment Program "in house" instead of outsourcing this work.

Complete

The Borough has determined that handling Tax assessments in house will save money. We are hiring an in house inspector and eliminating the outsourced contract.

4) Conduct a comprehensive review of overtime costs to identify ways to reduce overtime.

Complete

So far this year, overtime costs are down:

Public Works -Street & Roads down 45%

Water Dept down 25%

Sewer Dept down 54%

Police Department down 26%

5) Pass a comprehensive commercial grease trap maintenance ordinance, which will be strictly enforced. This will significantly reduce the amount of sewer blockages. Each year, the town spends thousands of dollars to clear these blockages. In most cases, the source of the grease is restaurant grease traps that are not properly cleaned and maintained.

In Progress

The requested changes to the Borough Ordinance will be updated before the New Year. The update will require that yearly health department inspections include providing receipts from a qualified grease maintenance company.

Improve our Roads, Parks, Downtown, Train Station, and Historic Sites

6) Begin construction on Phase 1 of the restoration of Gravelly Brook Park as a public space for all residents and local sports leagues to enjoy.

In Progress

The renovation of Gravelly Brook Park has begun! Construction on the Phase 1 renovations are over 80% complete. The unsafe, dilapidated pavilion has been demolished. New irrigation, dugouts, fencing and benches, and improved drainage will be completed this fall. The new baseball, softball and soccer fields will be open late spring or early summer.

7) Pursue funding and begin planning for Phase 2 of the restoration of Gravelly Brook Park to further expand the recreational offerings in the Borough's largest public park.

Complete

The grant application for funding Phase 2 of the Gravelly Brook Park has been submitted.

8) Implement a Downtown Revitalization Plan to attract new investment and businesses to our community.

In Progress

New sidewalks, benches and bike racks are being installed. Crosswalks, handicapped ramps and new lighting will make the area more appealing to pedestrians. Construction will start in October 2017.

9) Develop parking solutions to make Matawan's downtown more attractive and accessible to local shoppers.

In Progress

The Little Street Parking Lot is now completely updated, and a new grand entrance sign at Little Street and Main are included in the 2017 ADA Streetscape Project. We will continue to find ways to make parking easier for our downtown visitors.

10) Begin renovations on Burrowes Mansion Museum, the Revolutionary War relic and perhaps most important piece of Matawan's proud history.

Complete

Renovations of the historic Burrowes Mansion are underway. Repairs to the roof, facade, windows, siding and masonry will begin before the end of 2017.

11) Explore options to facilitate a public-private partnership for the revitalization of the privately owned Ryer House (aka, the Ambrosio Mansion) on Main Street.

In Progress

The Mayor has met with the property owner to discuss ways the borough can help with the restoration and upkeep of the Ambrosio Mansion, also known as Ryer House.

12) Create a new, workable and feasible Train Station Redevelopment Plan, which will revitalize this long-neglected resource of Matawan.

In Progress

Work on the Train Station Redevelopment Plan has begun. We have met with NJ Transit, who agreed to partner with the state on this project. Volunteers and staff are working with the American Planning Association to survey the area as a first step in developing the plan.

Work has begun on the Safe Routes to Transit project, which will put in crosswalks and repair sidewalks-an important step in making the area more appealing to businesses, residents and visitors. This work is being funded by a NJ DOT grant of \$300,000.

Improve Borough Services

13) Tell us how we're doing! Survey forms will be available online and at all Borough offices so residents can provide feedback and suggestions.

Complete

Survey forms are available in person at Borough Hall or on the Borough website.

<http://www.matawanborough.com/matawan/>

14) Work with the Matawan Aberdeen School District and the Matawan Aberdeen Education Foundation (MAEF) to expand summer camp to include an afternoon session.

In Progress

The Borough Recreation Department has worked closely with the Matawan Aberdeen school district to implement an afternoon educational Program. This was a very complicated process that involved parent notifications, new transportation issues, just to name a few. We are now waiting for board of education approval.

15) Allow residents to sign up to receive email and text messages with important Borough alerts and emergency conditions (using Nixle or similar system).

Complete

Residents [can now sign up on the borough website](http://www.matawanborough.com/matawan/Notify%20Me/) and receive informational emails and emergency notifications. CLICK HERE: <http://www.matawanborough.com/matawan/Notify%20Me/>

16) Currently, Matawan residents need to drive to Tinton Falls to drop off certain recycling items. Plans are in place to open a new recycling center in Matawan.

In Progress

We expect the new recycling facility to be opened early next year. The drop off will be located at the site of the abandoned wastewater treatment, north of North Street. The recycling center will be funded with a combination of grant money, revenue from recycling, and Borough funds.

17) Determine if current Street Sweeper can be repaired or otherwise buy a new Street Sweeper and reinstitute a regular street cleaning schedule for the entire town.

Complete

A regular schedule of street sweeping has been established. A new sweeper will be purchased this year. We have made all the necessary arrangements for the funding, MCIA monies are usually available in December, and we have made the necessary arrangements to purchase the sweeper as soon as funds are available.

18) Hold regularly scheduled “Meet the Mayor Nights”, where residents can meet directly with the Mayor and department heads to discuss their ideas and concerns.

Complete

The Mayor and all members of Council meet with members of the public every two weeks, after the council meeting. [The schedule for Council Meetings can be found on the Borough website.](#)

CLICK HERE:

<http://www.matawanborough.com/matawan/Your%20GOVERNMENT/Agendas%20%26%20Minutes/>

Increase Non-Tax Borough Revenues

19) Investigate new state, federal and private grant opportunities to expand services for Matawan residents without relying on property taxes.

Complete

Matawan is now utilizing \$1.1 million in grants in state, federal and county grants.

20) Conduct comprehensive review of all Borough owned properties and redevelopment sites to make sure they are properly used or returned to the tax rolls.

Complete

Borough owned properties are carefully monitored every year by the administrator and his staff. We have a comprehensive inventory system, and all properties are reviewed annually.

21) Review fees charged to utilities and developers for roadwork service provided by Matawan Borough Police.

Complete

A review was conducted. It was determined that fees are in line with costs and industry standards.

22) Review fee structure for the Building and Construction Department.

Complete

All fees for the Building and Construction Department have been reviewed.

Government Efficiency

23) Hold regular meetings with the Administrative Staff and Department/Division heads to improve communication and efficiency.

Complete

Meetings are held with Department Heads on a Regular Basis. Committee Members meet regularly and report back to the Mayor and Council.

24) Instruct department heads to conduct cost benefit analysis to determine which services should be outsourced and which should be done in house.

In Progress

A review of all services is in progress. The outsourcing of our water and sewer systems was determined to be more expensive than continuing this work in house.

25) Consider Council Ordinance to allow the Clerk's office or the Police Department to approve licenses/permits without Council approval by Resolution.

In Progress

We are exploring a new on-line permitting system that will include approval of certain licenses and permits without Council Resolution.

26) Explore options of privatizing Matawan's water and sewer systems.

Complete

Mayor and Council determined that privatization would result in out large cost increases. We will not privatize these systems given that this would not be cost effective.

Economic Development

27) Initiate a Storefront Revitalization Program that provides incentives to open businesses in empty storefronts.

Complete

It was determined that incentives are not needed at this time.

28) Seek input and increase coordination with the Matawan Chamber of Commerce, the Matawan Historical Commission, and downtown business owners. Utilize their expertise to explore innovative ways to draw consumers to Matawan businesses.

Complete

The Matawan Chamber of Commerce is now sponsoring and operating Matawan Day. The Chamber also recently hosted a Business Roundtable and open house.

Expand E-Government Services

29) Agendas for public meetings will be posted online at least 48 hours before the meeting time.

Complete

Agendas are now posted online in a timely fashion.

30) Minutes for past public meetings will be available for approval by the Mayor and Council and posting online no later than two regularly scheduled meetings after the meeting at which the minutes were taken.

Complete

Current minutes are approved and posted online within these timeframes.

31) Review all services and forms used by the public, and where possible, enable residents to complete forms, request services, and make payments online.

Complete

The borough now provides most forms online, and we are set up to take payments via credit card, direct deposit, or electronic transfer (see item 33).

32) Investigate software solutions for records, agenda/resolution/ordinance preparation, OPRA, etc.

In progress

We have placed the necessary funding in the MCIA Budget for 2017 / 2018.

33) Expand the acceptance of credit cards in Borough Hall.

Complete

The Borough now takes credit cards and E-Check. You can charge pay your utility and tax bills, as well as both daily and yearly railroad payments. All departments except the Fire Office accept credit cards, and we are working to add them to the list as well.

Public Health and Safety

34) Open a new Emergency Management Headquarters to improve our response and communications during natural disasters and other emergency events.

In Progress

This project is now underway. Cabinets are installed, foundation work is complete, podium and backdrop built, and ceiling tiles were purchased, and electrical work now completed. Phase II or completion will be funded with MCIA Funding.

35) Implement plan to address vandalism and to increase security in our local parks.

In Progress

New fencing and gates are being installed at Gravelly Brook Park. All graffiti on the old Rec Building is no longer a problem because we tore it down in the renovation process.

36) Establish new Matawan Emergency Warming Center for residents to utilize following natural disasters.

Complete

Generators are installed, and the new warming center is ready to receive residents during storms and other emergencies.