

**Borough of Matawan  
Public Session  
Via Teleconference  
April 21, 2020**

A regular meeting of the Council of the Borough of Matawan, New Jersey, was held via Videoconference on April 21, 2020, with Mayor Joseph Altomonte presiding. Pursuant to Section 5 of the Open Public Meetings Act, adequate notice of this meeting has been provided by publishing in the Asbury Park Press on March 25, 2020, by electronic notification to the Asbury Park Press and to The Independent on March 20, 2020, as well as by posting. A copy of said notice is, and has been, made available to the public and is on file in the Office of the Borough Clerk. A copy of said Notice has also been sent to such members of the public as have requested such information in accordance with the Statute.

Mayor Altomonte announced the Governing Body will conduct regular Borough business as listed on the April 21, 2020 Meeting Agenda, a copy of which is posted on the Borough's website at [www.matawanborough.com](http://www.matawanborough.com). Mayor Altomonte asked members of the Governing Body to please state their name when speaking. The opportunity for public comment will be announced during the teleconference. All public comment shall be held until such time, and as individually recognized. When recognized, please state your name and address.

Mayor Altomonte called the meeting to order at 7:02 PM requesting a roll call.

On roll call the following members responded present:

Yes:            Councilwoman Deana Gunn  
                  Councilman Brian Livesey  
                  Councilwoman Stephanie Buckel  
                  Councilman Brett Cannon  
                  Councilman Nicolas Reeve  
                  Councilman John Lazar

Also present at the videoconference were Scott Carew, Interim Part-Time Borough Administrator, Pasquale Menna, Esq., Borough Attorney, and Robert Keady of T&M Associates, Borough Engineer.

Mayor Altomonte asked everyone to stand for a Salute to the Flag.

Mayor Altomonte asked everyone to stand for a Moment of Silence.

Mayor Altomonte announced this is the third meeting during the State shutdown due to COVID-19. Two meetings were held teleconference and now via videoconference. He and Council wanted to express their sincere condolences to anyone who has been affected by this virus. These are unprecedented times, but they will eventually end. The public may be tired of the order to stay at home, but this is the best solution for not spreading the virus for now. Everyone should be washing their hands often and maintaining social distancing. The curve of the spread of the virus is flattening and he is optimistic we are headed into the right direction. He hopes to be able to take some steps soon but awaits the Governor's directive. He thanked the frontline first responders and volunteers, the Borough employees for keeping the Borough running citing they are doing an excellent job. He also thanked the businesses in town for donating food to the elderly, the needy within our community, the first responders, and our local hospital, Bayshore Medical Center. We can and will beat this – we are Jersey Strong.

**Discussion Item**

Mayor Altomonte informed Resolution 20-04-06 is in response to the rescheduling of the June 2, 2020 Primary Election to July 7, 2020.

Mayor Altomonte read by title Resolution 20-04-06: Amending Resolution 20-01-07: 2020 Regular Council Meetings. Mayor Altomonte requested a motion. Councilman Lazar made the motion, seconded by Councilman Cannon. Council agreed. Motion passed.

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**RESOLUTION 20-04-06  
AMENDING RESOLUTION 20-01-07  
2020 REGULAR COUNCIL MEETINGS**

*WHEREAS, due to the due to the extraordinary circumstances and nature of COVID-19, otherwise known as Coronavirus, epidemic, New Jersey State Governor Philip Murphy Executive Order 120 postponed the June 2, 2020 Primary Election to July 7, 2020 conflicting with the Borough of Matawan established schedule of meetings to be held by the Mayor and Council of Borough of Matawan.*

*NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council herewith amend the 2020 Regular Council Meeting Schedule, established by Resolution 20-01-07 at the January 1, 2020 meeting, to reflect that the July 7, 2020 meeting shall be rescheduled to July 9, 2020.*

*BE IT FURTHER RESOLVED that the Asbury Park Press and the Independent be named as the official newspapers to whom all notices of meetings shall be sent.*

*BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to all Borough of Matawan Departments Heads, the Borough Attorney, Borough Engineer as well as the designated official newspapers, the Asbury Park Press and The Independent.*

**Privilege of the Floor for Agenda Items Only**

Mayor Altomonte opened the Privilege of the Floor for Agenda Items Only. The Clerk addressed the anonymous callers present at the video conference asking if there was anyone who wanted to speak. There were no comments.

Mayor Altomonte requested a motion to close the Privilege of the Floor for Agenda Items Only. Councilman Cannon made the motion, seconded by Councilman Lazar. Council agreed. Motion passed.

**Approval of Firefighter(s)**

Mayor Altomonte requested a motion to approve Borough of Matawan Volunteer Firefighter Applicant Miguel Fuentes. Councilman Cannon made the motion, seconded by Councilman Lazar. Council agreed. Motion passed.

**Approval of Minutes**

Mayor Altomonte requested a motion to approve the minutes of the April 7, 2020 Council Meeting. Councilman Lazar made a motion, seconded by Councilman Cannon. Council agreed. Motion passed.

**Old Business**

Mayor Altomonte read by title Resolution 20-03-28: Municipal Community Center Annex and Office of Emergency Management Addition of Cooling Project – Hanna’s Mechanical Contractors, Inc. – Authorizing Change Order No 1. Mayor Altomonte requested a motion. Councilman Livesey made the motion to table the resolution, seconded by Councilman Cannon. Council agreed. Motion passed.

**Clerk’s Report**

The Clerk reported one business license issued to K Elite Nails. All Financial Disclosure Statements for Local Government Officials remain due April 30, 2020; Resolution 20-04-06 is in response to the rescheduling of the June 2, 2020 Primary Election to July 7, 2020 and has confirmed the July 7 availability of all Polling locations. NJS Alcoholic Beverage Control has rescheduled the June 30, 2020 deadline for liquor license renewals to September 30, 2020 and we have notified our licensees of same. The Clerk’s Office monitors the Governor’s Executive Orders and news conferences. The Clerk’s Office receives information from various government offices as well as private organizations and businesses who offer their response and services, stating anyone with questions or concerns contact

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the Clerk's Office. If we don't have the answer, we'll find out for you or connect you to someone who does.

**Mayor's Report**

No report.

**Administrator's Report**

Mr. Carew informed of the commencement of Department Head Meetings on the Thursday after Council Meetings. This falls in with his intent to implement a process to make the organization more efficient, more effective, and improve overall communication. He will keep Mayor and Council informed with a written report.

**Attorney's Report**

No report.

**Engineer's Report**

Mr. Keady reported on the status of the following Projects:

- Gravelly Brook Phase II – In the punch-list phase of the project. The engineer is obtaining a schedule from the contractor expecting them to finish the list this spring.
- 2018 Road Program – The work is ongoing on Vermont and is expected to be completed by the end of this week subject to weather. The sanitary sewer repairs are ongoing and concrete work will begin next week on Edgemere Drive as soon as Vermont is completed with paving on Villanova and Vermont to begin next week. Gravelly Park expansion of parking lot will occur after the paving on Villanova and Vermont. The paving on Edgemere Drive is expected to start in mid-May.
- 2019 Road Program – Paving is expected to begin next week. The sanitary sewer repairs are ongoing. Concrete work will begin on Park Avenue once the concrete work is completed on the 2018 Road Program. Paving is scheduled to begin on Park Avenue in the later portion of May.
- Main Street Streetscape Improvements Phase 3 – Mr. Keady shared his screen presenting the concept included in the grant application. The design will be complete towards the end of May and the Borough will go out to bid with construction to begin in late summer into fall. Councilman Cannon asked Mr. Keady if this was a smaller phase as opposed to the previous one and Mr. Keady said that it was. This project was done through the CDBG program and the area was designated low/moderate income which is applicable through this grant program. Councilman Cannon asked if a smaller project would amount to a lower cost to the taxpayers? Mr. Keady said he hoped so. Due to current circumstances they have seen many bidders on projects leading him to believe the competition will lead to lower construction costs. Mr. Menna asked if the Borough needed any access agreements for this project? Mr. Keady replied, yes, and he has already prepared them based on previous agreements Mr. Menna provided. He sent them to Mr. Carew for a quick review and then they will be sent out. Councilwoman Gunn asked Mr. Keady to clarify that most of the cost of this project is covered by a grant. Mr. Keady affirmed this is part of the CDBG Grant Program with the vast majority was covered by grant.

**Police, ADA**

Councilwoman Gunn reminded the everyone if they have not responded to the 2020 Census to please do so stating it is as important now as ever. She urged Council to consider talking to their respective commissions to inquire if they want to meet on GoToMeeting or via conference call. This will allow Borough business to continue to move along during the pandemic without any delays.

Councilwoman Gunn reported the Matawan Police Department's plan for staffing during the Coronavirus epidemic with non-emergency reports are taken via telephone with communication via Nixle sent out to the public as well as Facebook and Borough website posts. The MPD is rolling out

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an online reporting system for the public to report lost property, thefts under \$200.00, and damaged property. The system is scheduled for testing tomorrow. Notification will be sent to the public once all is operational. The MPD/OEM secured a disinfectant solution (Aseptic+) and will be used to disinfect the Police Department vehicles, Police Headquarters as well as to other Borough buildings and vehicles. Lt. Patrick Walker is the Aseptic+ Point of Contact. Due to the various Executive Orders now in place, the MPD has seen reduced call volume during this reporting period, and the Patrol Division and Borough Code Enforcement have been monitoring businesses and parks for compliance of the Executive Order. Everyone seems to be complying and no action has been needed. Councilwoman Gunn thanked the public for their cooperation at this time.

**Animal Welfare, Shade Tree, Economic Business Development**

Councilman Livesey informed if there were questions or issues for the Animal Advisory Committee, they can be contacted via the Borough website or the Matawan Animal Advisory Facebook page.

The Economic Business Development's focus has been providing information to the local businesses about available grants and loans and any government assistance. They have been sending out information regarding webinars from the State and Federal governments. If a business in town has not received these weekly notices please reach out to him through the Borough website.

April 22 is Earth Day and April 24 is Arbor Day. The Shade Tree and Environmental Commissions had a joint event planned for the Saturday following both holidays which unfortunately was cancelled. Instead, "Chalk the Walk". This will be an opportunity for residents, especially children, can decorate their sidewalks with drawings about recycling, the importance of trees, preserving Mother Earth, etc. Submit a photo, and it will be posted on the Matawan Facebook page. Please check the Borough's website for details.

**Property Maintenance, Recycling & Sanitation, Recreation**

Councilwoman Buckel reported the Recycling Center is open during normal hours.

The Recreation Department had great feedback about decorating the town with eggs and nice pictures were received. Recreation is sponsoring a "Paint the Borough Red, White, and Blue" Contest, beginning May 4, 2020 running until July 4, 2020. Residents can decorate their homes in red, white and blue in honor of Veterans and First Responders. Register by emailing the Recreation Department. The contest will be judged by the Matawan Historical Society along with the Recreation Department with gift cards awarded to the winners.

**Fire, Personnel, Planning and Zoning**

Councilman Cannon thanked the Recreation Department, in conjunction with the Fire Department, for their assistance with the 'Easter Bunny Run' citing the great feedback of the event helping to brighten the day for residents. He thanked Washington Fire House along with the Matawan Police Department for the 'Birthday Run' for a toddler celebrating a birthday. The Fire Department, along with Mayor Altomonte, delivered DiBari's pizza to Bayshore Medical Center in gratitude to hospital staff.

Any long-term personnel vacancies will be handled after the pandemic noting the Borough is currently suitably staffed. He has spoken with Mr. Carew and discussed some great ideas regarding Borough Hall operations and personnel.

Councilman Cannon spoke with the Chairman of the Planning/Zoning Board, who will touch base with the Clerk regarding any pending items on the next agenda.

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**DPW, Historic Sites Construction**

Councilman Reeve provided Construction Report for March:

	Current Month	Year-to-Date
Permit Income/Certificate	\$ 7,006	\$ 22,685
Business CCOs/Misc Fees	\$150	\$975
State Permit Surcharge Fees	\$290	\$1,012
Penalties	0	0
<b>TOTAL</b>	<b>\$7,446</b>	<b>\$24,672</b>
Paid to Matawan General Fund	\$6,434	\$23,660
Paid to State Quarterly Payment	\$1,012	\$1,012
Value of Construction Work	\$222,734	\$625,652
Permits Issued	25	88

He states DPW personnel continues to work in alternating shifts. The water plant will be online and supplying water to residents on or about May 1, 2020 remaining in production until October 31, 2020. A recent video inspection of the Matawan Avenue sanitary sewer main revealed significant interior pipe deterioration. Part of the 2019 Road Program included the installation of a plastic liner to restore the pipe’s integrity. The liner is scheduled to be installed next week. Villanova Place and Onyx Place projects are nearly complete. The final paving of Harding Boulevard between Robert and Union Streets is tentatively scheduled for the week of April 26, 2020. Agritech has performed early spring chemical treatment at Gravelly Brook and the Community Center.

**Environmental, Finance**

Councilman Lazar expressed regret the cancelled joint Shade Tree/Environmental Commission event scheduled for April 25, 2020. They are considering scheduling a town clean up in the fall with further detail forthcoming. He thanked Mr. Carew and Nicole Horvath, CFO, for the excellent job they have been doing in preparing the Budget. There have been several meetings with them and the Finance Commission to prepare for the presentation of the 2020 Budget.

**Consent Agenda**

Mayor Altomonte read by title Resolutions 20-04-07 through and including Resolution 20-04-10, requesting a motion to approve en masse. Councilman Cannon made the motion, seconded by Councilman Lazar. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 20-04-07  
REDEMPTION OF TAX SALE CERTIFICATES**

- #19-00012
- #19-00023
- #19-00051
- #19-00061

<u>Certificate #</u>	<u>Company Sold To</u>	<u>Block</u>	<u>Lot</u>	<u>Address of Property</u>	<u>Payment</u>	<u>Premium</u>
19-00012	CCI NJ II, LLC	21	2	32 Park Avenue	\$1,322.08	\$1,700.00
19-00023	CCI NJ II, LLC	35	30	150 Broad Street	\$1,137.14	\$1,700.00
19-00051	US Cust for Pro Cap 8	67	4	8 Union Street	\$1,131.39	-
19-00061	Bala Partners, LLC	70	8.05	61 Middlesex Rd.	\$4,998.30	\$13,400.00

*WHEREAS, the Borough of Matawan Tax Collector has reported that the above Tax Sale Certificates were sold;*  
*and*

*WHEREAS, the Certificates has been paid and fully redeemed for the property owners.*

*NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payments in the amounts, plus any Premiums indicated, for the redemption of the Tax Sale Certificates listed above.*

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**BE IT FURTHER RESOLVED** that a certified true copy of this resolution is forwarded to the Borough's Tax Collector and Treasurer.

**RESOLUTION 20-04-08  
GOVERNING BODY ACCEPTANCE OF  
GOVERNMENT STRATEGY GROUP  
MANAGEMENT ENHANCEMENT REVIEW REPORT**

**WHEREAS**, Resolution 19-02-48 authorized a Professional Contract for Management Enhancement Review Services, Under Fair and Open Process, with Government Strategy Group to assist Mayor and Council to develop short- and long-term strategies; and

**WHEREAS**, Government Strategy Group has filed its Management Enhancement Review Report with the Municipal Clerk, and a copy has been received by each member of the Governing Body.

**NOW, THEREFORE, BE IT RESOLVED**, the Governing Body of the Borough of Matawan, hereby certifies receipt and acceptance of the Management Enhancement Report as submitted by Government Strategy Group.

**BE IT FURTHER RESOLVED**, certified copy of the Resolution shall be distributed to the following Borough of Matawan Departments: Administrator, Clerk and Finance.

**RESOLUTION 20-04-09  
AUTHORIZING THE APPOINTMENT OF BOROUGH APPRAISER  
UNDER FAIR AND OPEN  
ASSOCIATED APPRAISAL GROUP**

**WHEREAS**, there exists the need for a Borough Appraiser to render appraisal services for the Borough of Matawan, County of Monmouth; and

**WHEREAS**, the firm of Associated Appraisal Group has submitted qualifications as part of a "Fair and Open Process" pursuant to the provisions of NJSA 40:44A-20.5 et seq. and the Borough Council finds this firm to be the most qualified for the appraisal services sought by the Borough of Matawan; and

**WHEREAS**, NJSA 19:44A-20.5 et seq. allows a municipality through a "Fair and Open Process" to seek and solicit qualifications by advertising for such qualifications and appointing the firm based on said contractor's qualifications and merit.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that they hereby appoint Associated Appraisal Group, as Borough Appraiser for the Borough of Matawan for the year 2020, said term to expire December 31, 2020.

**BE IT FURTHER RESOLVED**, by the Council of the Borough of Matawan that the Mayor be and is hereby authorized as signatory on behalf of the Borough of Matawan.

**BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Finance, Tax Assessor as well as Associated Appraisal Group.

**CERTIFICATION AS TO AVAILABLE FUNDING**

I, Nicole Horvath, Chief Financial Officer of the Borough of Matawan do hereby certify that as of the date of this certification funds are available from the 0-01-20-155-210 Budget of the Borough of Matawan to Associated Appraisal Group as Borough Appraiser for the Borough of Matawan in an amount not to exceed Fifteen Thousand Dollars and No Cents (\$15,000.00).

This certification is based solely on the information encumbered into the financial records of the Borough by the appropriate using division as of this date and relies on the completeness of financial records.

Chief Financial Officer

(Signature on File)

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Nicole Horvath, CMFO  
Dated: April 21, 2020

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**RESOLUTION 20-04-10**

**RESOLUTION AUTHORIZING THE MAYOR AND MUNICIPAL CLERK TO EXECUTE THE FY-2021-2023 AGREEMENT WITH MONMOUTH COUNTY FOR COOPERATIVE PARTICIPATION IN THE COMMUNITY DEVELOPMENT PROGRAM PURSUANT TO THE INTERLOCAL SERVICES ACT**

*WHEREAS, certain Federal funds are potentially available to Monmouth County under Title I of the Housing and Community Development Act of 1974, as amended, commonly known as the Community Development Block Grant Program; and*

*WHEREAS, it is necessary to establish a legal basis for the County and its people to benefit from this program; and*

*WHEREAS, an Agreement has been proposed under which the Borough of Matawan and the County of Monmouth in cooperative with other municipalities will establish an Interlocal Services Program pursuant to NJSA 40:8B-1; and*

*WHEREAS, it is in the best interest of the Borough of Matawan to enter into such an agreement.*

*NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Governing Body of the Borough of Matawan, that the agreement entitled "AGREEMENT BETWEEN THE COUNTY OF MONMOUTH AND CERTAIN MUNICIPALITIES LOCATED HEREIN FOR THE ESTABLISHMENT OF A COOPERATIVE MEANS OF CONDUCTING CERTAIN COMMUNITY DEVELOPMENT ACTIVITIES", a copy of which is attached hereto, be executed by the Mayor and Municipal Clerk in accordance with the provisions of law.*

*BE IT FURTHER ORDAINED that this Resolution shall take effect immediately upon its enactment.*

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COOPERATION CONTRACT

Agreement Between the County of Monmouth and Certain Municipalities Located Therein for the Establishment of a Cooperative Means of Conducting Certain Community Development Activities

WHEREAS, Title I of the Housing and Community Development Act of 1974, as amended, commonly known as the Community Development Block Grant Program, provides for substantial Federal funds being made to certain urban counties for use therein, and

WHEREAS, this act establishes certain criteria which must be met in order for a county to be the recipient of said funding, and

WHEREAS, the Inter-local Services Act (N.J.S.A. 40:8A-et seq.) provides a mechanism through which counties and municipalities may enter into agreements for the provision of joint services, it is therefore agreed by the County of Monmouth and the **Matawan Borough** as follows:

A. Community Development Planning Process

1. Nature and Extent of Services

- (a.) Purpose: The purpose of this agreement is to establish a legal mechanism through which the county government may apply for, receive, and disburse Federal funds available to eligible urban counties under Title I of the Housing and Community Development Act of 1974, as amended commonly known as Community Development Block Grant Program, and to take such actions in cooperation with the participating municipalities as may be necessary to participate in the benefits of this program. Federal funds received by the county shall be for such functions as community renewal, water and sewer facilities, neighborhood facilities, public facilities, housing rehabilitation, open space and such other purposes as are authorized by the Act. Nothing contained in this agreement shall deprive any municipality or other unit of local government of any powers of zoning, development control or other lawful authority which presently possesses, nor shall any participant be deprived of any State or Federal aid to which it might be entitled in its own right, except as herein provided.
- (b.) Establishment of Committee: There is hereby established a cooperative Community Development Block Grant Committee, consisting of one representative from each participating



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municipality and two representatives of the County government, each to be appointed for one-year period coinciding with calendar year. The chief executive with the consent of the governing body of each participating agency shall make the one appointment.

(c.) Responsibilities of Committee:

- (1) The Committee shall elect a Chairperson, and shall take formal action only upon a two-thirds vote of the members present.
- (2) With the concurrence of the Board of Chosen Freeholders and Administrative Liaison Officer shall be designated. He shall be an employee of the County. He shall, within the limits of resources available, provide technical and administrative support to the Committee, and shall provide liaison between the Committee and the Board of Chosen Freeholders.
- (3) The Committee shall meet promptly after its establishment and thereafter as often as required. It shall establish rules of procedure as may be required.
- (4) The Committee shall study and discuss the community development needs of the county which affect the participating local governments and shall determine the most effective and acceptable utilization of Community Development Block Grant funds available to the county government. It shall recommend to the Board of Chosen Freeholders an application (Consolidated Plan) for participation in Federal funding, and toward that end it shall, in the matter herein prescribed, be authorized to develop required plans for the County, including a Housing Assistance Plan, and such other documents and certifications of compliance as are required by the Federal Government for participation by the County in the Community Development Block Grant Program. Funds applied for may be those available for "urban counties"; SMSA balances may also be applied for subject to approval of the participating municipalities.
- (5) The Committee shall develop, in full consultation with the Monmouth County Community Development Office and all affected agencies of the local governments involved, priorities for the actual utilization of such funds as are made available from the Federal Government under this Title. The

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Committee shall recommend for each project or activity to be carried out with these funds a specific means of accomplishment. This may be for the County to carry out the project or function, for a municipality to receive the monies to carry it out, or for some other combination of local or State agencies. Such implementation mechanism shall be established either by means of a separate contract entered into between the county government, upon the approval of this Committee, and the municipality or municipalities in which the activity or function is to take place, pursuant to the provisions of the Inter-local Services Act, or Section C of this agreement, subject to the same approvals. The implementation mechanism shall be established before submission of the application to HUD, and any relevant document becomes part of this agreement and should be submitted to HUD with it.

2. Standards of Performance

Every Inter-local Services Agreement established pursuant to this agreement shall contain standards of performance as required by the Inter-local Services Act and by the Housing and Community Development Act of 1974, as amended. Annually a report shall be prepared for the Committee by each recipient of funds describing whether the desired objectives have been attained. The Committee shall thereupon report its findings to all participating local governments, and shall submit such reports to the Board of Chosen Freeholders, as may be required for submission to the Federal Government. Pursuant to 24 CFR 570.501(b), all units of local government are subject to the same requirements applicable to subrecipients, including the requirement of a written agreement described in 24 CFR 570.503.

**Section K.  
of the  
Notice**

This agreement includes, by reference, all provisions authorized by State and local laws that legally obligate the cooperating units to undertake the necessary action, as determined by the County, to carry out a community development program and the approved CHAS, and/or meet other requirements of the CDBG program and other applicable laws.

**Section L  
of the  
Notice**

3. Standards Applicable to Real Property Acquired or Improved in Whole or in Part with CDBG Funds

The following standards apply to real property acquired or improved in whole or in part using CDBG funds that are within the control of the municipality:

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- (a.) The municipality must notify the county in a timely manner of any modifications or change in the use of real property from that planned at the time of acquisition of improvement including disposition;
- (b.) The municipality shall reimburse the county an amount equal to the current fair market value (less any portion thereof attributable to expenditures of non-CDBG funds) of property acquired or improved with CDBG funds that is sold or transferred for a use which does not qualify under CDBG regulations; and
- (c.) Program income generated from disposition or transfer of property prior to or subsequent to close-out, change of status or termination of the cooperation agreement between the county and the municipality shall be paid to the county.

4. Estimated Cost and Allocation Thereof

The amount of Federal funds involved shall be the amount applied for by the Board of Chosen Freeholders pursuant to the recommendation of the Committee, subject to any modification made by HUD. Any Federal funds received by letter of credit or otherwise shall be placed in a County Trust Funds established and maintained pursuant to regulations promulgated by the Director of the Division of Local Government Services in the New Jersey Department of Community Affairs. This fund shall be in a separate bank account subject to the control of the County government, which shall be the designated recipient for the funds provided by the Federal act. Upon authorization by the County, and in compliance with State law and promulgated regulations, funds may be expended from this Trust Funds by the County by payment to the particular municipality pursuant to a specific contract. Neither the committee, the county government, nor any participating local government may expend, sell, trade or commit funds except as may be authorized pursuant to this agreement and in full compliance with State and Federal laws and regulations. No participant under this contract may in any way be obligated to expend funds of its own unless the grandfathering provision is enacted prior to the official allocation of CDBG funds for FY 2020.

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5. Duration of Contract

**Section E  
of the  
Notice —  
Paragraph 2**

This contract shall be effective for the three (3) program years (Federal Fiscal Years 2021, 2022, and 2023 appropriations) for which the County is to qualify to receive CDBG entitlement funding and from any program income generated from the expenditure of such funds, including such additional time as may be required for the expenditure of any such funds granted to the participating unit of local government. The population of participating municipalities included in the urban county under this agreement shall be included in the population of the urban county for three (3) successive years which will include the federal fiscal years 2021, 2022 and 2023.

**Section E  
of the  
Notice —  
Paragraph 3**

This agreement will automatically be renewed for participation in successive three-year qualification periods, unless the county or the municipality provides written notice it elects not to participate in a new qualification period.

**Section E  
of the  
Notice —  
Paragraph 2**

A copy of the notice must be sent to the HUD Field Office. By the date specified in HUD's urban county qualification notice for the next qualification period, the urban county will notify the participating unit of general local government in writing of its right not to participate. A copy of the county's notification to the jurisdiction must be sent to the HUD Field Office by the date specified in the urban county qualification notice.

Failure by either party to adopt an amendment to the agreement incorporating changes necessary to meet the requirements for cooperation agreements set forth in the Urban County Qualification Notice applicable for the subsequent three-year urban county qualification period, and to submit such amendment to HUD as provided in the urban county qualification notice will void the automatic renewal of such qualification period.

**Section G  
of the  
Notice**

This Agreement remains in effect until the CDBG and HOME funds and income received with respect to activities carried out during the three-year qualification period (and any successive qualification period under agreements that provide for automatic renewals) are expended and the funded activities completed, and that the County and participating unit of general local government cannot

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terminate or withdraw from this Agreement while it remains in effect.

5. Duration of Contract

By executing the CDBG cooperation agreement, the cooperating unit of general local government understands that it:

**Section D1  
of the  
Notice**

(a) may not apply for grants under the Small Cities or State CDBG Programs from appropriations for fiscal years during the period in which it is participating in the urban county's program; and

**Section D2  
of the  
Notice**

(b) may receive a formula allocation under the HOME Program only through the urban county. Thus, even if the urban county does not receive a HOME formula allocation, the participating unit(s) of local government cannot form a HOME consortium with other local governments. This does not preclude the urban county or a unit of government participating with the urban county from applying to the state for HOME funds, if the state allows.

**Section D3  
of the  
Notice**

(c) may receive a formula allocation under the ESG Program only through the urban county. This does not preclude the urban county or a unit of government participating with the urban county from applying to the state for ESG funds, if the state allows. Thus, even if the urban county does not receive an Emergency Solutions Grant (ESG) formula allocation, the participating unit(s) of local government cannot form an ESG consortium with other local governments.

6. Duration of General Agent

The Administrative Liaison Officer selected pursuant to section A 1 C (2) of this Agreement is hereby designated as the administrative agent of the Board of Chosen Freeholders for purposes of compliance with statutory and regulatory responsibilities. He shall be accountable to the Board of Chosen Freeholders, and for this purpose shall be subject to the supervision of the Board.

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**B. Qualification as Urban County**

**Section H of the Notice** In addition to such assurances and agreements as may have been made by previously executed ordinances in order to meet the criteria for funding eligibility as an "urban county" the County and the cooperating unit of general local government agree to cooperate to undertake, or assist in undertaking, community renewal and lower income housing assistance activities, e.g., urban renewal and publicly assisted housing. The County and the cooperating unit of general local government agree to take all actions necessary to assure compliance with the urban county's certification required by section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, including Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 109 of Title I of the Housing and Community Development Act of 1974, the Americans with Disabilities Act of 1990, and other applicable laws. No urban county funding shall be provided for activities in or in support of any cooperating unit of general local government that does not affirmatively further fair housing within its own jurisdiction or that impedes the county's actions to comply with the county's fair housing certification. This provision is required because noncompliance by a unit of general local government included in an urban county may constitute noncompliance by the grantee (i.e. the entire urban county) which can, in turn, provide cause for funding sanctions or other remedial actions by the U.S. Department of Housing and Urban Development.

This agreement shall be effective only when sufficient municipalities have signed the contract so that 200,000 population is represented, and when all other Federal eligibility criteria for designation as an "urban county" under the Act have been satisfied. In the event that sufficient municipalities to meet these criteria should not sign this Agreement within the time period set forth by the United States Department of Housing and Urban Development, the Freeholder Director shall so notify all signatories and the Agreement shall thereupon be null and void.

**Section J of the Notice** In order to comply with Federal requirements, the County Government, through the Board of Chosen Freeholders, shall be the applicant for community development funds, and shall have final responsibility as applicant and shall have final responsibility for selecting activities and annually filing Final Statements with HUD. The County shall also have the authority to carry out activities which will be funded from Annual Community

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Development Block Grant from Federal Fiscal Years 2012, 2013, and 2014 appropriations and from any program income generated from the expenditure of such funds.

**Section C** C. Agreement as to Specific Activities  
**of the**

**Notice** The specific activities to be included in this Section will be developed in cooperation with the parties to this agreement and shall be adopted by the Community Development Committee.

This Agreement covers the CDBG Entitlement, the HOME Investment Partnership, and Emergency Shelter (Solutions) Grant programs.

D. Program Income

1. That the municipality must inform the County of any program income generated by the expenditure of CDBG funds received by the municipality;
  2. That any such program income must be paid to the County or that the municipality may retain the program income subject to the acceptance of a written agreement by all parties;
  3. That any program income the municipality is authorized to retain may only be used for eligible activities in accordance with all CDBG requirements as may then apply;
  4. That the County has the responsibility for monitoring and reporting to HUD on the use of any such program income thereby requiring appropriate recordkeeping and reporting by the municipality as may be needed for this purpose;
  5. That in the event of close-out or change in status of the municipality, any program income that is on hand or received subsequent to the close-out or change in status shall be paid to the County.
- E. This contract may be executed in substantially similarly worded counterparts, each of which shall be signed by the Freeholder Director and the chief executive of a participating municipality. Each signatory agency agrees to cooperate with all other signatories and be bound as if all had signed the same Agreement.

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F. Severability and Modification Clause

In the event that any portion of the agreement shall be made inoperative by reason of judicial or administrative law ruling, the remainder of shall continue in effect. In the event that any modification of work activity shall be come necessary, the Community Development Block Grant Committee may increase or decrease the cost of any project by not more that 10%, subject to concurrence by HUD, the County and the municipalities involved.

- G. This agreement shall supplement any previous agreements on this subject and shall replace and supersede any previously agreed upon provisions only to the extent of conflict of purpose.

**Section J of the Notice** H. In no case may any party to this Agreement obstruct the implementation of the approved Consolidated Plan during the three (3) program years (Federal Fiscal Years 2021, 2022, and 2023 appropriations) in which this contract is in effect. The County has final responsibility for selecting CDBG, HOME, and ESG activities and submitting the Consolidated Plan to HUD, unless the county is a member of a HOME consortium, and then the consortium submits the Plan developed by the County.

**Section I of the Notice** I. The County and the cooperating unit of general local government have adopted and are enforcing:

- A. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
- B. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within the jurisdiction.



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Matawan Borough  
Municipality

County of Monmouth:

Date: April 21, 2020

Date: \_\_\_\_\_

By: Joseph Altomonte  
Mayor  
Joseph Altomonte  
Borough of Matawan

By: \_\_\_\_\_  
Thomas A. Arnone  
Director of the Board of  
Chosen Freeholders

Karen Wynne  
(Municipal Clerk)  
Karen Wynne, RMC  
Borough of Matawan

\_\_\_\_\_  
Marion Masnick  
Clerk of the Board of  
Chosen Freeholders

**New Business**

Mayor Altomonte read by title Resolution 20-04-11: Authorizing T&M Associates to Provide Professional Services for Lake Matawan Dam Inspection Class I High Hazard Dam. Mayor Altomonte requested a motion. Councilman Lazar made the motion, seconded by Councilman Cannon. Council agreed. Motion passed.

**RESOLUTION 20-04-11  
AUTHORIZING T&M ASSOCIATES  
TO PROVIDE PROFESSIONAL SERVICES FOR  
LAKE MATAWAN DAM INSPECTION  
CLASS I HIGH HAZARD DAM**

**Borough of Matawan  
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**WHEREAS**, the Mayor and Council of the Borough of Matawan received an estimate from T&M Associates for professional services for Lake Matawan Dam Inspection, Class I High Hazard Dam; and

**WHEREAS**, the NJDEP Division of Engineering and Construction Dam Safety Section requires two-year cycle inspection of Dams in accordance with the New Jersey Dam Safety Program; and

**WHEREAS**, Robert Keady, Borough Engineer, has submitted the attached scope of fees and services needed for the Lake Matawan Dam Inspection from T&M Associates, in an amount not to exceed Six Thousand Five Hundred Dollars and No Cents (\$6,500.00).

**NOW, THEREFORE, BE IT RESOLVED** the Council of the Borough of Matawan does hereby award the contract for professional services as outlined in the attached proposal to T&M Associates for the Lake Matawan Dam Inspection an amount not to exceed Six Thousand Five Hundred Dollars and No Cents (\$6,500.00).

**BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Finance, Public Works as well as the Borough Engineer.

**CERTIFICATION AS TO AVAILABLE FUNDING**

I, Nicole Horvath, Chief Financial Officer of the Borough of Matawan, County of Monmouth, and State of New Jersey, do hereby certify that as of the date of this certification funds are available from the 0-01-20-165-200 Budget of the Borough of Matawan to T&M Associates (T&M Project No. MATNOH-16002) for the Borough of Matawan in an amount not to exceed Six Thousand Five Hundred Dollars and No Cents (\$6,500.00).

This certification is based solely on the information encumbered into the financial records of the Borough by the appropriate using division as of this date and relies on the completeness of financial records.

Chief Financial Officer

(Signature on File)

\_\_\_\_\_  
Nicole Horvath, CMFO

Dated: April 21, 2020

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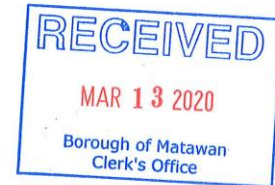


**YOUR GOALS. OUR MISSION.**

MATNOH-16002

March 13, 2020

Louis Ferrara, Business Administrator  
Borough of Matawan  
201 Broad Street  
Matawan, New Jersey 07747



**Re: Matawan Lake Dam Inspection  
Class I High Hazard Dam  
Borough of Matawan**

Dear Mr. Ferrara:

The previous regular visual inspection for Matawan Lake Dam was completed in June 2018. As Matawan Lake Dam is classified as a Class I High Hazard Dam, Dam Safety Standards, N.J.A.C. 7:20 stipulates Class II dams shall be inspected on a 2-year cycle. In accordance with the Dam Safety regulations, Matawan Lake Dam is required to be inspected by June 2020. We are furnishing this proposal for consideration, to maintain the Borough's compliance with Dam Safety Regulations.

T&M Associates has completed numerous similar dam inspections, analyses, and rehabilitation throughout the State of New Jersey for public and private clients including Matawan Borough. We are very familiar with the Department rules regulations and have developed a good working relationship with them over the years.

The proposed Visual Inspections for the referenced dam will be performed in accordance with the Dam Safety Standards, N.J.A.C. 7:20.

The Department of Environmental Protection, Division of Engineering and Construction, Dam Safety Section, implement the New Jersey Dam Safety Program. The objective of the program is to protect lives and property from the consequences of a dam failure or the improper release of impounded water. A primary means of achieving this goal is through the maintenance and periodic inspection of in-service dams.

Regular Inspection: The visual inspection of a dam by a qualified, New Jersey licensed professional engineer to detect any signs of deterioration in material, developing weaknesses or unsafe hydraulic or structural behavior. For Class I and Class II dams, a Department approved Emergency Action Plan should be confirmed and its adequacy determined. For all dams a Department approved Operation and Maintenance Manual should be prepared and its adequacy determined. All instrumentation data should be reviewed and evaluated.

**SCOPE OF SERVICES**

**TASK 1: REGULAR VISUAL INSPECTION**

A report will be prepared and submitted to the Borough of Matawan documenting the current conditions of the dam. Any change that may affect the safety will be immediately reported to the Borough. The visual inspection Checklist, and Compliance Schedule Form in accordance with the Department of Dam Safety, will be completed and accompany the inspection report. Color photographs, will also be provided with the inspection report. A brief text will be

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March 13, 2020  
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**Re: Matawan Lake Dam Inspection  
Class I High Hazard Dam  
Borough of Matawan**

prepared on the condition of the dam outlining the following information, in accordance with department regulations:

- All relevant dam and dam related facts, findings, conclusions, recommendations, and data.
- Color photographs with each photograph indicating the date it was taken, the State dam reference number, and the photograph location.
- Completed visual inspection checklist. This general checklist should be used as an aid when examining the dam. This checklist may not, however, include all features or conditions found at a specific dam that are relevant to the safety of that dam. All features integral to the safety of the dam being examined will be inspected and their condition reported.
- Recommendations for immediate and/or long-term improvement repairs and/or modifications necessary to maintain dam safety. Recommendations as to the appropriate dam classification.
- Comments will address, if the recommendations above included, those from the Phase I Inspection Report or previous Regular or Formal Inspection Reports.
- The Compliance Schedule form will also be completed. The purpose of this form is to allow the dam owner, through consultation with their engineer, to establish a time line for addressing the deficiencies identified in the inspection report for the dam and bringing the dam into compliance with the New Jersey Dam Safety Standards, N.J.A.C. 7:20-1.1 et seq.
- The Emergency Action Plan or the Operation and Maintenance Manual are to be reviewed as part of the visual inspection. T&M will recommend if the O&M and EAP need to be updated. Please note that updating the EAP and O&M are not part of this proposal.

**FIELD RECONNAISSANCE**

We propose to visit the project site to ascertain current field conditions of the impoundment. The visits will take several days and will be comprised of two engineers, experienced in hydrology/hydraulics and structures. The Team Leader will be a licensed professional engineer with a minimum of ten (10) years of experience.

**SCHEDULE**

The professional services outlined in Task 1 above will be completed within Thirty (30) calendar days after notice of award, weather permitting.

**DELIVERABLES**

Items to be delivered will consist of two (2) copies of the Visual Inspection Report to Borough of Matawan. The report text will contain and address all items listed under the Scope of Services Task 1.

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March 13, 2020  
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**Re:** Matawan Lake Dam Inspection  
Class I High Hazard Dam  
Borough of Matawan

**EXCEPTIONS**

Please note that during the course of the Visual Inspection, there may be certain repair work, design, plans and or studies that may be required for the dam to determine its safety and/or adequacy to meet the NJDEP Dam Safety Standards. These are not considered as part of this proposal. We will recommend what the stated items are.

Updates to the Operations and Maintenance Manual and the Emergency Action Plan, which may be required per the NJDEP Dam Safety Standards are excluded from this proposal.

Underwater inspection is not considered as part of this proposal.

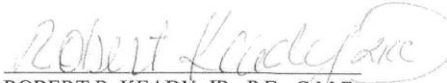
**SUMMARY OF FEES**

The estimated fee for the activities described above is \$6,500.

If you have any questions concerning this proposal, please to not hesitate call.

Very truly yours,

T&M ASSOCIATES

  
ROBERT R. KEADY, JR., P.E., C.M.E.  
MATAWAN BOROUGH ENGINEER

RRK:DRF:DD:ke:lkc

cc: Karen Wynne, Borough Clerk  
Mayor and Council  
Nicole Horvath, CFO

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Mayor Altomonte read by title Resolution 20-04-12: Emergency Temporary Appropriation. Mayor Altomonte requested a motion. Councilman Lazar made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilwoman Deana Gunn  
Councilman Brian Livesey  
Councilwoman Stephanie Buckel  
Councilman Brett Cannon  
Councilman Nicolas Reeve  
Councilman John Lazar

Motion passed.

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**RESOLUTION 20-04-12  
EMERGENCY TEMPORARY APPROPRIATION**

*WHEREAS, emergent conditions have arisen with respect to the payment of bills in a number of accounts and no adequate provision has been made in a 2020 temporary budget for the aforesaid purposes; and*

*WHEREAS, NJSA 40A:4-20 provides for the creation of an emergency temporary appropriation for the purposes above mentioned; and*

*WHEREAS, the total emergency temporary resolutions adopted in the year 2019 pursuant to the provisions of Chapter 96, PL 1951 (NJSA 40A:4-20) including this resolution total \$7,818,289.85.*

*NOW, THEREFORE, BE IT RESOLVED (not less than two thirds of all member of the Council of the Borough of Matawan, New Jersey affirmatively concurring) that in accordance with the provisions of NJSA 40A:4-20:*

1. *An emergency temporary appropriation be and the same is hereby made for the purposes stipulated in the attached list.*
2. *That said emergency temporary appropriations will be provided for in the 2020 budget under the appropriate titles.*
3. *That one certified copy of this resolution be filed with the Director of Local Government Services.*

*BE IT FURTHER RESOLVED, that the amount required by Statue for the payment of 2020 County, and Local School District Taxes, which are not included in this temporary budget, shall be paid as and when due.*

*BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Finance as well as Director of Local Government Services.*

**2020 Temporary Budget-for April 21, 2020 Meeting**

	Salary & Wages	Other Expenses
GENERAL ADMIN		
MAYOR & COUNCIL		
MUNI CLERK		
FINANCE		1,500.00
AUDIT		19,875.00
TAX COLLECTOR		500.00
TAX ASSES		3,000.00
LEGAL SERVICES		
ENGINEERING		5,000.00
DOWNTOWN REDEV		
HISTORICAL SITES		
PLAN/ZONING BD		
CONSTR OFFICIAL		
PROP MAINT		
OTHER INSURANCE OTHER EXP		80,000.00
INSURANCE-WORKERS COMP		70,000.00
HOSPITALIZATION		
POLICE		15,000.00
EMERGENCY 911		
OEM		
VOL 1ST AID SQUAD		
FIRE PREVENTION		
FIRE		10,000.00
FIRE-AID TO DEPARTMENT		
STREETS & ROADS		
RR PARKING		7,350.00
SHADE TREE COMM		
SOLID WASTE COLL		

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<i>PUBLIC BLDGS</i>		5,000.00	
<i>VEHICLE MAINT</i>			
<i>BD OF HEALTH</i>		5,000.00	
<i>ENVIRON COMM</i>			
<i>RECREATION</i>			
<i>FREE PUBLIC LIBRARY</i>			
<i>ACCUM SICK LEAVE</i>			
<i>STREET LIGHTING</i>			
<i>UTILITIES</i>		15,000.00	
<i>PERS</i>			
<i>OASI</i>			
<i>P/F RETIREMENT</i>			
<i>DCRP</i>			
<i>LOSAP</i>			
<i>MUNICIPAL COURT</i>			
<i>PUBLIC DEFENDER</i>			
<i>CAPITAL IMPROVEMENT FUND</i>			
<i>PAYMENT OF BOND PRINCIPAL</i>			
<i>MCIA LEASE PRINCIPAL</i>			
<i>PAYMENT OF BANS</i>			
<i>INTEREST ON BONDS</i>			
<i>MCIA LEASE INTEREST</i>			
<i>INTEREST ON NOTES</i>			
<i>GREEN TRUST LOAN</i>			
<i>SPECIAL EMERGENCY</i>			
<i>SUBTOTAL</i>	-	257,650.00	
<i>TOTAL TEMPORARY EMERGENCY APPROPRIATIONS</i>		<b>257,650.00</b>	<b>5,745,285.34</b>
<i>WATER SEWER UTILITY</i>			
<i>OPERATING</i>		113,000.00	
<i>BULK WATER PURCHASE/ACQUISITION OF WATER</i>			
<i>BAYSHORE REGIONAL SEWERAGE AUTHORITY</i>			
<i>PAYMENT ON BOND PRINCIPAL</i>			
<i>PERS</i>			
<i>BANS</i>			
<i>INTEREST ON BONDS</i>		20,425.00	
<i>INTEREST ON NOTES</i>			
<i>WATER-SEWER REHAB LOAN</i>			
<i>WASTEWATER LOAN</i>			
<i>SOCIAL SECURITY</i>			
<i>SUBTOTAL</i>	-	113,000.00	
<i>TOTAL WATER SEWER UTILITY TEMPORARY EMERGENCY APPROPRIATIONS</i>		<b>113,000.00</b>	<b>2,073,004.51</b>
			7,818,289.85

Mayor Altomonte read by title Resolution 20-04-13: Payment of Bills. Mayor Altomonte requested a motion. Councilman Cannon made the motion, seconded by Councilman Lazar. Council agreed. Motion passed.

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**RESOLUTION 20-04-13  
PAYMENT OF BILLS**

***BE IT RESOLVED** by the Mayor and Council of the Borough of Matawan, New Jersey. That the following numbered vouchers be paid to the persons therein respectively and hereinafter named, for the amounts set opposite their respective names, and endorsed and approved on said vouchers and that warrants be issued therefore, directed to the Borough Collector signed by the Mayor and attested by the Borough Clerk as required by law.*

<i>Current</i>	\$354,562.93
<i>Water &amp; Sewer</i>	\$45,890.42
<i>Borough Capital</i>	\$69,690.61
<i>Grant</i>	\$221.01
<i>Borough Trust</i>	\$153,469.31
<i>Dog Tax Trust</i>	\$204.00
<i>Railroad Parking Trust</i>	\$140.00
<b>Total</b>	<b>\$624,178.28</b>

***BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Finance as well as the Borough Auditor.*

**Privilege of the Floor**

Mayor Altomonte opened the Privilege of the Floor. The Clerk asked any members of the public who wish to speak should speak their name and address prior to their comments.

Cathy Zavorskas, Borough of Matawan Public Information Officer. She asked Councilpersons Lazar and Livesey if they have had a chance to review the flyer she created for 'Chalk the Walk' so she may post. There have been several businesses in town doing nice things during this epidemic, specifically mentioning MJ's, DiBari's, Maloney's and LaMadona, asking if there may be an opportunity to have a 'Matawan Cares' posting on the website in recognition of their efforts. Mayor Altomonte stated there have been postings on Facebook acknowledging the businesses who have gone above and beyond. When things go back to normal he would like to present the owners with something commemorating their efforts.

Mayor Altomonte requested a motion to close the Privilege of the Floor. Councilman Cannon made the motion, seconded by Councilman Lazar. Council agreed. Motion passed.

Mayor Altomonte requested a motion to adjourn. Councilman Cannon made the motion, seconded by Councilman Lazar. Council agreed. Motion passed.

Meeting adjourned at 7:40 PM.

(Signature on File)

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Karen Wynne, RMC  
Municipal Clerk