

**Borough of Matawan
Public Session
November 16, 2020**

A regular meeting of the Council of the Borough of Matawan, New Jersey, was held via Videoconference on November 16, 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 November 14, 2020, by electronic notification to the *Asbury Park Press* and to *The Independent* on November 12, 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 November 16, 2020 Meeting Agenda, a copy of which is posted on the Borough's website at 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 7:15 PM requesting a roll call.

On roll call the following members responded present:

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

Also present were Scott Carew, Borough Administrator and Pasquale Menna, Esq., Borough Attorney.

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 the addition of Resolution 20-11-17 to the Agenda.

Privilege of the Floor – Agenda Items Only

Mayor Altomonte opened the Privilege of the Floor for Agenda Items Only.

There were no comments.

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

Approval of Minutes

Mayor Altomonte requested a motion to approve the minutes of the October 20, 2020 Council Meeting. Councilman Cannon made a motion, seconded by Councilwoman Gunn. Council agreed. Motion passed.

Discussion of 2020 Best Practices Inventory

Mr. Carew explained the Best Practice Inventory process, noting that the State assembles the inventory and in order for any municipality to receive 100% of its municipal aid, there is a threshold that must be met. The Borough did very well, with a score of 22 ½.

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Clerk's Report

The Clerk reported that the Clerk's Office issued new business licenses to:

1. Angry Apples Marketing, LLC, a marketing services company.
2. Ivy Rehab Physical Therapy
3. Rally Point Title Agency, LLC, a title insurance company.
4. YOUphoria, a natural remedies, supplements, soaps, and oils business.

The General Election went very well. Ms. Wynne extended her sincere thanks and appreciation to the residents of the Borough of Matawan, the poll workers, the Matawan Police Department for the transport of the ballots on Election night. She thanked the Department of Public Works for literally jumping in to maintain proper sanitization of all areas over the course of the day, walking the office staff out to their cars at the end of a very long day, and for transporting the remaining election supplies back to Freehold Board of Elections the day after the election. Ms. Wynne thanked Grace Rainforth and Robin Klinger, for fielding questions and reassuring voters. She acknowledged the exceptional people she works with every day, and their support.

The Clerk announced she will be on vacation during the week of November 22, returning to the office Monday, November 30, and referred all to the Deputy Clerk, Robin Klinger, in her absence. Lastly, the offices of the Borough of Matawan will be closed on Thursday and Friday, November 26 and 27, for the Thanksgiving holiday weekend, and will re-open on Monday, November 30.

Mayor's Report

Mayor Altomonte congratulated all the winners from the recent General Election, including Councilwoman Gunn and Councilwoman Buckel. As the numbers of Covid-19 are rising with the State and County, he urged everyone stay diligent, wear face masks, wash their hands, and continue to practice social distancing. Covid-related expenses have been, and will continue to be, submitted to the County for reimbursement. He thanked the Borough employees – the Matawan Police Department, the DPW, Borough office and supporting staff – for the amazing job they continue to do.

Administrator's Report

Mr. Carew stated that the County will reimburse the Borough for Covid-related expenses, including the 'Lakeside Dining' costs incurred. The approximate total amount for reimbursement to the Borough, to date, is \$57K. He thanked Ms. Wynne for not only handling a difficult election, but also for her daily can-do attitude. She easily handles requests, such as any last-minute requests to add a resolution to a Council Meeting; he is most appreciative. The 2021 Department Head Budget Meetings have begun. Mr. Carew reviewed the budget process and next steps to occur before presenting to Council. Mr. Carew announced Tim Clifton will be the next fire chief at the Freneau Fire Company.

Mr. Carew explained Resolution 20-11-13 and discussed using the utility as the asset that it is, noting that if a road program includes utility work, the Borough will use as much of the utility fund as possible. Council is passionate to get the Borough's infrastructure to where it needs to be and using the utility fund allows the Borough to do that. It is beneficial to our General Fund, ultimately saving the Borough money this year.

Attorney's Report

Mr. Menna reported that at the direction of Mayor and Council, he is pleased to report there have been discussions regarding the dissolution of the Joint Court with Hazlet and the creation of a Shared Court with Aberdeen. Both should be accomplished by December 31, 2020.

Engineer's Report

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

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- Main Street Streetscape, Phase III – The contractor should begin work by the end of this week.
- Solid Waste Contract – The Borough will be advertising in the newspaper next week, with a bid opening of January 26, 2021 and an anticipated award of February 11, 2021.

Police, ADA

Councilwoman Gunn thanked Mayor Altomonte for his congratulations. She thanked everyone for the support of her and her campaign for re-election and is looking forward to another three years and looks forward to continuing working with Mr. Carew and Ms. Wynne, as well as all the Borough's professionals. Councilwoman Gunn informed the numbers of Covid cases have increased and urged the public to remain cautious, by wearing their masks and social distancing.

Animal Welfare, Economic Business Development, Shade Tree

Councilman Livesey reported that the forestry management plan for Shade tree is complete and awaiting a signature and will then be submitted to NJDEP. This plan allows the Borough to apply for larger grants. The Tree City USA application will be submitted for next year and if the Borough gets that designation again, it will be our third year in a row. Ordinance 19-18 waived construction fees for commercial real estate with a vacancy of a year or more expires December 31 unless extended by Resolution. The Economic Business Development Commission asks Council to who its support and present such a Resolution at its next Council meeting.

Property Maintenance, Recycling & Sanitation, Recreation

Councilwoman Buckel thanked everyone expressing her gratitude for having the opportunity to serve the community for another term. The Recreation Commission has been busy working on holiday events, such as the 14th Annual Turkey Trot, which is scheduled for Saturday, November 28. Due to the resurgence of COVID the event will now be a fully virtual 5K. The details are still being worked on. She noted the \$10 difference in the pricing for virtual versus live and explained that any registered runners who opted to run live will receive a refund. If a runner decides not to run at all, all monies will be refunded. Runners will have the option to purchase a race shirt. Also, Recreation will host the Holly Jolly Holiday Show, which will be a virtual show featuring a quartet, a magician, an act from a dance studio, and, of course, Santa Claus. It will be streamed live on December 4, 6:30 PM to 7:45PM. Recreation will also host a Deck the Home contest to run from November 29 to December 31. She encouraged residents to decorate the outside of their homes for the holidays, photograph their results and submit their photos. Residents will vote for their favorite decorated homes and winners will receive a trophy and \$100 Visa gift card. The new plastic film recycling pilot program is in the works. The buckets are being made and information will go out to the public soon. Councilwoman Buckel informed she and Mayor Altomonte have been working with Soup Kitchen 411 on the distribution of meals to the community on November 24. Soup Kitchen 411 will pay La Madona to make the meals. Information will go out to community with regard to this event.

Fire, Personnel, Planning and Zoning

Councilman Cannon thanked Mayor and Council, Washington Engine Fire Truck Committee, and the BFO for all their work in getting the fire truck for Washington Engine. He mentioned new Freneau Firehouse chief, Tim Clifton and new head chief, Freddy Benjamin.

DPW, Historic Sites Construction

Councilman Reeve provided Construction Report for October:

	Current Month	Year-to-Date
Permit Income/Certificate	\$15,554	\$128,030
Business CCOs/Misc Fees	\$375	\$3,000
State Permit Surcharge Fees	\$604	\$5,664

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Penalties	\$0	\$1,700
TOTAL	\$16,533	\$138,394
Paid to Matawan General Fund	\$16,533	\$132,946
Paid to State Quarterly Payment	\$0	\$5,060
Value of Construction Work	\$585,886	\$3,593,500
Permits Issued	46	359

He informed of the telephone program called Ghost Nation, which will feature the Borough's own Burrowes Mansion. The episode was filmed in the summer and will air on Saturday, November 21 at 9:00 PM.

Environmental, Finance

Councilman Lazar reported the Environmental Commission, spearheaded by resident Tina LoBosco, has been actively pursuing the establishment of a community garden within the Borough. He asked to workshop the formation of a community outreach organization in town. There are many opportunities for residents in town to assist each other and believes this community outreach could tackle various projects to assist residents with neighbors helping neighbors.

Consent Agenda

Mayor Altomonte read by title Resolutions 20-11-03 through and including 20-11-12, requesting a motion to approve en masse. Councilwoman Buckel made the motion, seconded by Councilman Lazar. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 20-11-03
REDEMPTION OF TAX SALE CERTIFICATES
#17-00020
#19-00073**

<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>
17-00020	Borough of Matawan	31	4	8 Stillwell St.	\$1,353.53	\$0.00
19-00073	ACTF II New Jersey, LLC	112	1	771 Highway 34	\$72,214.69	\$69,400.00

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 Certificate(s) listed above.

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

**RESOLUTION 20-11-04
AUTHORIZING REFUND OF TAX OVERPAYMENT
4 EISENHOWER COURT
BLOCK 120.01, LOT 23**

WHEREAS, the following property overpaid the fourth quarter 2020 as a result of the reason outlined below; and

WHEREAS, the property owner's representative has made the payment and a refund is in order to clear the account; and

WHEREAS, the following refund has been verified as accurate by the Tax Collector.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that the Borough Tax Collector refund according to the following:

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<u>Block/Lot</u>	<u>Vendor</u>	<u>Amount of Refund</u>	<u>Notation</u>
120.01/23	Wells Fargo Home Mortgage 1 Home Campus MAC F2302-04D Des Moines, IA 50328	\$2,136.33	Double Payment/Refi

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

**RESOLUTION 20-11-05
RELEASE OF ESCROW FUNDS
KAREN RAKENBRANDT
ONE GRANT STREET
BLOCK 92, LOT 1**

WHEREAS, Karen Rakenbrandt posted escrow in association with an application for an in-ground swimming pool located at Block 92, Lot 1, otherwise known as One Grant Street, Matawan, New Jersey; and

WHEREAS, the Borough Engineer and Borough of Matawan Construction Office have certified any and all outstanding issues and billing have been satisfied and recommended the release of all remaining escrow.

NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby approves the release of any remaining escrow to Karen Rakenbrandt.

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

**RESOLUTION 20-11-06
RELEASE OF ESCROW FUNDS
GEORGE TRIMARCHE
FOR 6 CRESTWOOD ROAD – BLOCK 104, LOT 9.04**

WHEREAS, George Trimarche posted escrow in association with an application for an in-ground swimming pool located at Block 104, Lot 9.04, otherwise known as 6 Crestwood Road, Matawan, New Jersey; and

WHEREAS, the Borough Engineer and Borough of Matawan Construction Office have certified any and all outstanding issues and billing have been satisfied and recommended the release of all remaining escrow.

NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby approves the release of any remaining escrow to George Trimarche, 9 Pierson Road, Morganville, New Jersey 07751.

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

**RESOLUTION 20-11-07
RELEASE OF ESCROW FUNDS
AMY L. RIOS
25 WELDON ROAD – BLOCK**

WHEREAS, Amy L. Rios posted escrow in association with an application for an in-ground swimming pool located at Block 116, Lot 23, otherwise known as 25 Weldon Road, Matawan, New Jersey; and

WHEREAS, the Borough Engineer and Borough of Matawan Construction Office have certified any and all outstanding issues and billing have been satisfied and recommended the release of all remaining escrow.

NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby approves the release of any remaining escrow to Amy L. Rios.

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Construction, Finance, as well as the Borough Engineer and Amy L. Rios.

**RESOLUTION 20-11-08
RELEASE OF ESCROW FUNDS
DANIEL & CAROL HOGGER
97 ONYX PLACE – BLOCK 123, LOT 6**

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WHEREAS, Daniel & Carol Hogger posted escrow in association with an application for an in-ground swimming pool located at Block 123, Lot 6, otherwise known as 97 Onyx Place, Matawan, New Jersey; and

WHEREAS, the Borough Engineer and Borough of Matawan Construction Office have certified any and all outstanding issues and billing have been satisfied and recommended the release of all remaining escrow.

NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby approves the release of any remaining escrow to Daniel and Carol Hogger.

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Construction, Finance, as well as the Borough Engineer and Daniel and Carol Hogger.

RESOLUTION 20-11-09

AUTHORIZING THE TEMPORARY WAIVER OF NOISE CONTROL REGULATIONS THE SATURDAY AFTER THANKSGIVING FOR TRASH/RECYCLING PICKUP

WHEREAS, the Borough's trash/recycling usually occurs the Saturday after Thanksgiving; and

WHEREAS, the Borough's 'Turkey Trot' is scheduled the Saturday after Thanksgiving; and

WHEREAS, the Council of the Borough of Matawan wants to be sure all trash/recycling is collected within the Borough in a timely and efficient manner prior to the 'Turkey Trot', to avoid causing the residents an undo burden.

NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Matawan hereby waives the noise control regulations on Saturday, November 28, 2020, with regard to trash/recycling pickup only.

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

RESOLUTION 20-11-10

A RESOLUTION OF THE BOROUGH OF MATAWAN, COUNTY OF MONMOUTH, STATE OF NEW JERSEY, IN SUPPORT OF ASSEMBLYMAN DANCER'S PACKAGE OF BILLS PROVIDING ACCOUNTABILITY AND TRANSPARENCY ON THE PART OF UTILITY COMPANIES

WHEREAS, 50 percent of the homes in the Jersey Central Power & Light (JCP&L) service area were without power in August 2020 due to a fading tropical storm; and

WHEREAS, this is not the first time JCP&L has failed to provide adequate power service in the face of inclement weather; and

WHEREAS, its continued failure to provide customers with the service they desire has caused the need for legislative action; and

WHEREAS, Assemblyman Ron Dancer has sponsored and cosponsored a package of legislation to provide accountability and transparency to the utility; and

WHEREAS, these bills are as follows:

- A-108 allows municipalities to rescind public utility charters;
- A-260 requires utilities to maintain trees and brush along the power line;
- A-4608 requires utilities to reimburse customers for lost food and medicine;
- A-4761 allows utilities to use drones to inspect for line damage;
- A-4763 provide for priority power restoration in rural areas that depend on wells and septic; and
- A-4798 which creates an interest free revolving loan fund for home generators.

NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan supports the actions of Assemblyman Dancer and urges speedy action of the legislation.

BE IT FURTHER RESOLVED that copies of this Resolution be forwarded to the following:

- New Jersey Governor Phil Murphy
- Senate President Stephen M. Sweeney
- General Assembly Speaker Craig A. Coughlin
- New Jersey Board of Public Utilities
- Hon. Wayne DeAngelo, Chairman of the Assembly Telecommunications and Utilities Committee
- Hon. Ronald Dancer, Assemblyman 12th District

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**RESOLUTION 20-11-11
2018 ROAD IMPROVEMENT PROGRAM CONTRACT 1
S. BROTHERS, INC.
AUTHORIZING CHANGE ORDER NO. 5**

WHEREAS, T&M Associates has informed the Council that Various Items are reduced to reflect current as-built quantities in the 2018 Road Improvement Program Contract 1, for an decrease this Change Order No. 5 of Fourteen Thousand, One Hundred One Dollars and No Cents (\$14,101.00); and

WHEREAS, T&M Associates has informed the Council that Extra Items are increased to reflect current as-built quantities in the 2018 Road Improvement Program Contract 1, for an increase this Change Order No. 5 of Fourteen Thousand, One Hundred One Dollars and No Cents (\$14,101.00).

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, based upon the recommendation of Robert Keady, T&M Associates, that they hereby authorize the attached contract modification proposal, 2018 Road Improvement Program Contract 1, Change Order No. 5, a Net Change this Change Order in the amount of Zero Dollars and No Cents (\$0.00).

BE IT FURTHER RESOLVED this amount reflects a total Net Change Increase in Contract of Four Hundred Fifty Thousand, Five Hundred Eighty-One Dollars and Forty-Six Cents (\$450,581.46).

BE IT FURTHER RESOLVED the Mayor of the Borough of Matawan is hereby authorized to execute the attached contract modification proposal and acceptance.

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 T&M Associates and S. Brothers, Inc.

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T&M ASSOCIATES
CONSULTING & MUNICIPAL ENGINEERS
ELEVEN TINDALL ROAD
MIDDLETOWN, NEW JERSEY 07748

SHEET NO. 1 OF 2
PROJECT NO. MATN-94136

CHANGE ORDER NO. 5

DATE:

PROJECT:

OWNER:

CONTRACTOR:

DESCRIPTION OF CHANGE:

REDUCTIONS:

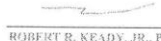
Various items are reduced to reflect current as-built quantities.

EXTRA:

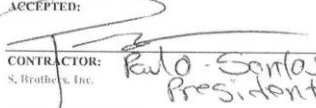
Various items are increased to reflect current as-built quantities.

SUPPLEMENTARY:

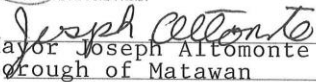
APPROVAL RECOMMENDED:


ROBERT R. KEADY, JR., P.E., C.M.E.

ACCEPTED:


CONTRACTOR: Raulo Santos
S. Brothers, Inc. President

OWNER'S APPROVAL:


Mayor Joseph Altomonte
Borough of Matawan

SEE ATTACHED DETAIL	ADDITIONAL	REDUCTION
A. TOTAL REDUCTIONS THIS C.O.	XXXXXXXXXXXX	\$14,101.00
B. TOTAL EXTRAS THIS C.O.	\$14,101.00	XXXXXXXXXXXX
C. TOTAL SUPPLEMENTARY THIS C.O.	\$0.00	XXXXXXXXXXXX
TOTALS THIS C.O.	\$14,101.00	\$14,101.00
NET CHANGE THIS CHANGE ORDER	\$0.00	\$0.00
PREVIOUS CHANGE ORDERS	\$524,908.38	\$74,326.92
TOTAL CHANGE ORDERS TO DATE	\$539,009.38	\$88,427.92
NET CHANGE IN CONTRACT	\$450,581.46	\$0.00

NOTE: All work to be done according to Contract Specifications.

ORIGINAL CONTRACT BID PRICE	<input type="text" value="\$2,253,053.00"/>
CHANGE ORDERS TO DATE	<input type="text" value="\$450,581.46"/>
REVISED CONTRACT PRICE	<input type="text" value="\$2,703,634.46"/>

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CHANGE ORDER NO. 5

SHEET NO. 2 OF 2

PROJECT NO. MATN-04136

PROJECT:

OWNER:

CONTRACTOR:

ITEM NO.	DESCRIPTION	QUANTITY	UNIT		
			PRICE	AMOUNT	
A9	Fuel Price Adjustment	9.87	DOL	\$200.00	\$1,974.48
A10	Asphalt Price Adjustment	8.75	DOL	\$400.00	\$3,499.79
A16	HMA 12.5M64 Surface Course, 2" Thick	1.00	TON	\$100.00	\$100.00
A17	HMA 19M64 Intermediate Course, 3" Thick	4.00	TON	\$110.00	\$440.00
B4	Fuel Price Adjustment	6.42	DOL	\$800.00	\$5,134.18
B5	Asphalt Price Adjustment	1.76	DOL	\$1,600.00	\$2,816.34
B6	Coarse Aggregate No. 4 Broken Stone, Var. Thickness (I&WD)	1710.00	CY	\$0.01	\$17.10
B7	Dense Graded Aggregate Base Course, 6" Thick	9370.00	SY	\$0.01	\$93.70
B8	Polymerized Joint Adhesive	2540.00	LF	\$0.01	\$25.40

A. TOTAL REDUCTIONS \$14,101.00

A42	Barrow Tops"	441.00	SY	\$5.00	\$2,205.00
A43	Seeding and Fertilizing, Type 'G'	441.00	SY	\$2.00	\$882.00
A44	Straw Mulching	441.00	SY	\$1.00	\$441.00
B21	Reconstructed Inlet, Type B, Using New Casting	2.00	UN	\$1,500.00	\$3,000.00
B29	Concrete Driveway, Reinforced, 6" Thick	64.50	SY	\$90.00	\$5,805.00
S-3	Concrete Curb and Gutter	34.00	LF	\$52.00	\$1,768.00

B. TOTAL EXTRA \$14,101.00

					\$0.00
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C. TOTAL SUPPLEMENTARY \$0.00

**RESOLUTION 20-11-12
CENTRAL JERSEY HEALTH INSURANCE FUND
MEMBERSHIP RENEWAL
January 1, 2021 to December 31, 2023**

WHEREAS, a number of public entities in the State of New Jersey have joined together to form the CENTRAL JERSEY HEALTH INSURANCE FUND, hereafter referred to as "FUND," as permitted by NJSA 11:15-3, 17:1-8.1, and 40A:10-36 et seq.; and

WHEREAS, the FUND was approved to become operational by the Department of Insurance and Community Affairs and has been operational since the date; and

WHEREAS, the statutes and regulations governing the creation and operation of a joint insurance fund, contain certain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a FUND; and

WHEREAS, the Governing Body of the Borough of Matawan, hereinafter referred to as "LOCAL UNIT" has determined that membership in the FUND is in the best interest of the LOCAL UNIT.

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NOW THEREFORE, BE IT RESOLVED, that the Governing Body of the LOCAL UNIT hereby agrees as follows:

- i. *Renew membership with the FUND for the period outlined in the LOCAL UNIT's Indemnity and Trust Agreements.*
- ii. *Will participate in the following type(s) of coverage(s):*
 - a.) *Dental Insurance as defined pursuant to NJSA 17B:17-4, the FUND's Bylaws, and Plan of Risk Management.*
- iii. *Adopts and approves the FUND's Bylaws.*
- iv. *Execute an application for membership and any accompanying certifications.*

BE IT FURTHER RESOLVED that the Governing Body of the LOCAL UNIT is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the FUND as required by the FUND's Bylaws, and to deliver these documents to the FUND's Executive Director with the express reservation that these documents shall become effective only upon:

- i. *Approval of the LOCAL UNIT by the FUND.*
- ii. *Receipt from the LOCAL UNIT of a Resolution accepting assessment.*
- iii. *Approval by the New Jersey Department of Insurance and Department of Community Affairs.*

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: Administration, Clerk, Finance as well as the Central Jersey Health Insurance Fund, the New Jersey Department of Insurance and Department of Community Affairs.

CENTRAL JERSEY HEALTH INSURANCE FUND

ADOPTED: November 16, 2020
Date

(Signature on File)

BY: _____
Mayor Joseph Altomonte
Borough of Matawan

(Signature on File)

ATTEST: _____
Karen Wynne, RMC - Municipal Clerk
Borough of Matawan

**CENTRAL JERSEY HEALTH INSURANCE FUND
INDEMNITY AND TRUST AGREEMENT**

THIS AGREEMENT made this _____ day of _____, 2020, in the County of Monmouth, State of New Jersey, By and Between the CENTRAL JERSEY HEALTH INSURANCE FUND referred to as "FUND" and the Governing Body of the Borough of Matawan, a duly constituted LOCAL UNIT OF GOVERNMENT, hereinafter referred to as "LOCAL UNIT".

WITNESSETH:

WHEREAS, the governing bodies of various local units of government, as defined in NJAC 11:15-3.2, have collectively formed a Joint Health Insurance Fund as such an entity is authorized and described in NJSA 40A:10-36 et. seq. and the administrative regulations promulgated pursuant thereto; and

WHEREAS, the LOCAL UNIT has agreed to become a member of the FUND in accordance with and to the extent provided for in the Bylaws of the FUND and in consideration of such obligations and benefits to be shared by the membership of the FUND;

NOW THEREFORE, it is agreed as follows:

1. *The LOCAL UNIT accepts the FUND's Bylaws as approved and adopted and agrees to be bound by and to comply with each and every provision of said Bylaws and the pertinent statutes and administrative regulations pertaining to same.*
2. *The LOCAL UNIT agrees to participate in the FUND with respect to dental insurance, as defined in NJSA 17B:17-4, and as authorized in the LOCAL UNIT's resolution to join.*

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3. The LOCAL UNIT agrees to become a member of the FUND and to participate in the dental insurance coverages offered for an initial period, (subject to early release or termination pursuant to the Bylaws), such membership to commence on **January 1, 2021** and ending on **December 31, 2023 at 12:00 AM** provided, however, that the LOCAL UNIT may withdraw at any time upon **90 day** written notice to the FUND.
4. The LOCAL UNIT certifies that it has never defaulted on payment of any claims if self-insured and has not been cancelled for non-payment of insurance premiums for a period of at least two (2) years prior to the date of this Agreement.
5. In consideration of membership in the FUND, the LOCAL UNIT agrees that it shall jointly and severally assume and discharge the liability of each and every member of the FUND, for the periods during which the member is receiving coverage, all of whom as a condition of membership in the FUND shall execute an Indemnity and Trust Agreement similar to this Agreement and by execution hereto, the full faith and credit of the LOCAL UNIT is pledged to the punctual payments of any sums which shall become due to the FUND in accordance with the Bylaws thereof, this Agreement or any applicable Statute. However, nothing herein shall be construed as an obligation of the LOCAL UNIT for claims and expenses that are not covered by the FUND, or for that portion of any claim or liability within the LOCAL UNIT retained limit or in an amount which exceeds the FUND's limit of coverage.
6. If the FUND in the enforcement of any part of this Agreement shall incur necessary expenses or become obligated to pay attorney's fees and/or court costs, the LOCAL UNIT agrees to reimburse the FUND for all such reasonable expenses, fees, and costs on demand.
7. The LOCAL UNIT and the FUND agree that the FUND shall hold all moneys in excess of the LOCAL UNIT's retained loss fund paid by the LOCAL UNIT to the FUND as fiduciaries for the benefit of FUND claimants all in accordance with NJAC 11:15-3 et. seq.
8. The FUND shall establish and maintain Claims Trust Accounts for the payment of dental insurance claims in accordance with NJSA 40A:10-36 et. seq., NJSA 40A:5-1 and such other statutes and regulations as may be applicable. More specifically, the aforementioned Trust Accounts shall be utilized solely for the payment of claims, allocated claim expense and stop loss insurance or reinsurance premiums for each risk or liability as follows:
- a) Employer contributions to group dental insurance
 - b) Employee contributions to contributory group dental insurance
 - c) Employer contributions to contingency account
 - d) Employee contributions to contingency account
 - e) Other trust accounts as required by the Commissioner of Insurance
9. Notwithstanding 8 above, to the contrary, the FUND shall not be required to establish separate trust accounts for employee contributions provided the FUND provides a plan in its Bylaws for the recording and accounting of employee contributions of each member.
10. Each LOCAL UNIT of government who shall become a member of the FUND shall be obligated to execute an Indemnity and Trust Agreement similar to this Agreement.

CENTRAL JERSEY HEALTH INSURANCE FUND

ADOPTED: November 16, 2020
Date

(Signature on File)

BY: _____
Mayor Joseph Altomonte
Borough of Matawan

(Signature on File)

ATTEST: _____
Karen Wynne, RMC – Municipal Clerk
Borough of Matawan

New Business

Mayor Altomonte read by title Resolution 20-11-13: Authorizing a Reserve Fund for the 2020 Road Improvement Program Preliminary Costs. Mayor Altomonte requested a motion. Councilman Cannon made the motion, seconded by Councilwoman Buckel. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilwoman Stephanie Buckel
Councilman Brett Cannon
Councilwoman Deana Gunn

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Councilman John Lazar
Councilman Brian Livesey
Councilman Nicolas Reeve

Motion passed.

**RESOLUTION 20-11-13
AUTHORIZING A RESERVE FUND FOR THE
2020 ROAD IMPROVEMENT PROGRAM PRELIMINARY COSTS**

WHEREAS, the Mayor and Council of the Borough of Matawan hereby acknowledges the requirement of preliminary costs to determine the scope and cost of a proposed undertaking; and

WHEREAS, the purpose of these preliminary costs are for the engineering design of the 2020 Road Improvement Program and that the amount to be charged is for the purpose for which bonds may be issued under Chapter 2 of Title 40A.

NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby authorizes that the amount appropriated for preliminary costs shall not exceed \$50,000.00, and the Treasurer is authorized to set up a reserve for preliminary expenses out of the Capital Improvement Fund of the General Capital Fund.

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 the Borough Auditor and Borough Engineer.

Mayor Altomonte read by title Resolution 20-11-14: Authorizing the Transfer of Funds From Current and Utility Accounts in the 2020 Budget. Mayor Altomonte requested a motion. Councilman Cannon made the motion, seconded by Councilwoman Buckel. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 20-11-14
AUTHORIZING THE TRANSFER OF FUNDS FROM
CURRENT AND UTILITY ACCOUNTS IN THE 2020 BUDGET**

WHEREAS, NJS A 40A:4-58 provides for the transfers within certain appropriations within the Municipal Budget during the last two months of the fiscal year: and

WHEREAS, the Chief Financial Officer has advised the Mayor and Council of the Borough of Matawan that the need for certain transfers within the 2020 Municipal Budget exists; and

WHEREAS, it is recommended that these budget transfers be made.

NOW, THEREFORE, BE IT RESOLVED that the following budget transfers be made in the 2020 Municipal Budget:

<u>Transfer From:</u>		<u>Transfer To:</u>	
Account Number	Amount of Transfer	Account Number	Amount of Transfer
0-01-20-135-200 Audit Services Other Expenses	\$3,262.50	0-01-20-130-180 Finance Salary & Wages	\$3,262.50
0-01-26-290-180 Streets & Roads Salary & Wages	\$24,000.00	0-01-20-130-180 Finance Salary & Wages	\$24,000.00
0-01-20-110-200 Mayor & Council Other Expenses	\$3,000.00	0-01-20-130-200 Finance Other Expenses	\$3,000.00

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0-01-25-252-200 <i>Emergency Management Other Expenses</i>	\$13,000.00	0-01-20-155-200 <i>Legal Other Expenses</i>	\$13,000.00
0-01-26-291-180 <i>Railroad Parking Salary & Wages</i>	\$10,000.00	0-01-26-310-200 <i>Public Buildings Other Expenses</i>	\$10,000.00
0-01-26-291-180 <i>Railroad Parking Salary & Wages</i>	\$500.00	0-01-27-330-180 <i>Board of Health Salary & Wages</i>	\$500.00
0-01-28-370-200 <i>Recreation Other Expenses</i>	\$3,000.00	0-01-27-330-200 <i>Board of Health Other Expenses</i>	\$3,000.00

BE IT FURTHER RESOLVED that a certified copy of this resolution be provided to the Chief Financial Officer of the Borough of Matawan for the permanent records.

Mayor Altomonte read by title Resolution 20-11-15: Payment of Bills – November 4, 2020. Mayor Altomonte requested a motion. Councilman Cannon made the motion, seconded by Councilwoman Buckel. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 20-11-15
PAYMENT OF BILLS
NOVEMBER 4, 2020**

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>	\$1,998,217.21
<i>Water & Sewer</i>	\$52,469.25
<i>Borough Capital</i>	\$825.00
<i>Grant</i>	\$221.01
<i>Borough Trust</i>	\$48,622.12
<i>Dog Tax Trust</i>	\$624.24
<i>Recreation Trust</i>	\$60.00
Total	\$2,101,038.83

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

Mayor Altomonte read by title Resolution 20-11-16: Payment of Bills – November 16. Mayor Altomonte requested a motion. Councilman Cannon made the motion, seconded by Councilwoman Buckel. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilwoman Stephanie Buckel
 Councilman Brett Cannon
 Councilwoman Deana Gunn
 Councilman John Lazar

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Councilman Brian Livesey
Councilman Nicolas Reeve

Motion passed.

**RESOLUTION 20-11-16
PAYMENT OF BILLS
NOVEMBER 16, 2020**

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.

Current	\$589,343.26
Water & Sewer	\$116,535.43
Borough Capital	\$74,140.51
Water Capital	\$436,320.00
Grant	\$221.01
Borough Trust	\$156,894.30
Total	\$1,373,454.51

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

Mayor Altomonte read by title Resolution 20-11-17: Authorizing T&M Associates to Provide Professional Services for the Engineering Design of the 2020 Road Improvement Program. Mayor Altomonte requested a motion. Councilman Cannon made the motion, seconded by Councilwoman Buckel. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 20-11-17
AUTHORIZING T&M ASSOCIATES
TO PROVIDE PROFESSIONAL SERVICES FOR THE ENGINEERING DESIGN OF THE 2020 ROAD
IMPROVEMENT PROGRAM**

WHEREAS, the Mayor and Council of the Borough of Matawan received the attached Scope and Fee Estimate from T&M Associates for professional services for professional engineering design, permitting, construction administration and inspection services associated with the 2020 Road Improvement Program; and

WHEREAS, Resolution 20-11-13 authorized the establishment of a Reserve Fund for the Preliminary Costs for the engineering design of the 2020 Road Improvement Program.

NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Matawan does hereby award the contract for professional services to T&M Associates associated with the Preliminary Costs for the engineering design of the 2020 Road Improvement Program as outlined in the attached Scope and Fee Estimate in an amount not to exceed Fifty Thousand Dollars and No Cents (\$50,000.00).

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 as well as Robert R. Keady, Jr. of T&M Associates.

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 Capital Budget of the Borough

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of Matawan to T&M Associates (T&M Project No. MATN-16002) for the Borough of Matawan 2020 Road Improvement Program Preliminary Costs in an amount not to exceed Fifty Thousand Dollars and No Cents (\$50,000.00).

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)

Nicole Horvath, CMFO

Dated: November 16, 2020



MATN-16002

October 8, 2020

Scott Carew
Borough of Matawan
201 Broad Street
Matawan, NJ 07747

**Re: 2020 Road Improvement Program
Scope and Fee Estimate
Borough of Matawan**

Dear Mr. Carew:

T&M Associates is pleased to submit this Scope and Fee Estimate for Professional Services associated with the Borough's 2020 Road Improvement Program.

We understand that the program is being funded completely with Borough funds with the exception of a \$200,000 NJDOT Local aid Grant for Overbrook Lane and a \$260,000 NJDOT Local Aid Grant for Overhill Road.

The total project estimated construction cost is \$2,200,000.00. The program will be set up as one construction contract as described in the following assessment of existing conditions and proposed improvements that are based on recent field visits.

Overbrook Lane from Mill Road to Onyx Place (640' +/-)

- The roadway has existing combination concrete curb and gutter in locations that has been covered with an asphalt overlay in places. Curb is in fair to poor condition and is anticipated to be replaced with concrete vertical curb.
- Concrete sidewalk exists along portions of the road and is in fair condition. We anticipate replacement of heaved and damaged sidewalk only in addition to sidewalk as required at ADA ramps.
- The pavement is in poor condition and will be reconstructed. Underdrains will be installed in areas where needed.
- Inlet repair is recommended along with new ECO heads and bicycle safe grates.
- The hydrants and curb boxes will be replaced.
- An existing retaining wall will be repaired/replaced if it is determined to be owned by the Borough.
- Sanitary sewer will be assessed, and repairs recommended based on the results of the television inspection.
- Restoration and cleanup, including topsoiling and sodding will be included.

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Overhill Road from Route 34 to Maple Avenue (1,510' +/-)

- Existing concrete curb is in fair condition. We anticipate replacement of curb on an as needed basis.
- Water main replacement with all new services, valves, hydrants and curb boxes. The new main will be placed adjacent to the existing main.
- The pavement is mostly in fair to poor condition with some potholes, utility trenches and alligating. Base repair, mill and overlay of the pavement.
- Inlets will be inspected and provided with new ECO heads and bicycle safe grates as required.
- Restoration and cleanup, including topsoiling and sodding will be included.

Edgemere Drive Outfall Replacement

- The existing outfall will be replaced with a new outfall.
- Restoration and cleanup, including topsoiling and sodding will be included.

Television Inspection of Sanitary Sewers and Miscellaneous Repairs

- The sanitary sewer in the streets scheduled for improvements under this program, as well as, additional streets up to approximately 40,000 lineal feet (LF) will be cleaned and televised for internal assessment of their existing condition. Final selection of the additional streets will be coordinated with the Borough as needed. Our office will prepare a separate bid contract for the cleaning and television inspection of the selected streets. Once the contract has been awarded, our office will coordinate the completion of the work with Borough representatives as needed. Sanitary sewer repairs will be selected based on the inspection data obtained and severity of identified defects. Improvements to the sanitary sewer system will be included into the overall road program based on available budget.

In order to achieve the Borough's objectives, we propose the following scope of services.

A. PRE-DESIGN PHASE

1. Field surveys for Overbrook Lane, Overhill Road and the Edgemere Drive outfall will be acquired by conventional "on the ground" methods. Full survey will be required as denoted below.
 - a. A baseline will be set along the roadway as an open traverse line with assumed coordinates to locate the items listed below.
 - b. Topographic features will be located between existing sidewalks, including trees, shrubs, signs, fences, mailboxes, roof drains, visible utilities and drainage systems.
 - c. Existing property corners will be located (along the roadway), where visible, for depicting existing right-of-way.
 - d. Benchmarks will be set for vertical control during construction.

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- e. Visible utilities will be located, and utility pole numbers recorded.
 - f. Cross-sections at 50-foot intervals will be acquired between existing sidewalks.
 - g. Existing driveway centerlines will be profiled to fifteen feet beyond the existing sidewalks.
 - h. Grate and rim elevations for storm water and sanitary structures will be provided.
2. Base maps will be prepared at a scale of 1" = 20'. Utility information on roads where water main replacement is proposed will be added based on in-house mapping, field investigation and consultation with the Borough. Tax map accuracy right-of-way lines will be shown on the base maps.
 3. Copies of the base maps will be forwarded to each utility company (and the Borough Department of Public Works) so they can verify the location and sizes of their facilities. We will also inquire whether they have plans for future relocation or expansion.
 4. Soil borings will be acquired on Overhill Road where water mains are being replaced to identify soil conditions and groundwater information. A total of three (3) borings are anticipated to a depth of approximately fifteen (15) feet. We assume that the Borough will provide police traffic directors if required. The boring contractor fees are estimated to be approximately \$3,100.

B. DESIGN PHASE

1. Once field surveys have been completed and base maps prepared, a preliminary design for each street will be prepared and will include the following items:
 - a. Graphical horizontal geometry denoting pavement widths, curve radii, limits of curbing, approximate limits of reconstruction, and existing right-of-way lines.
 - b. A graphical profile, where grade changes are required.
 - c. Proposed typical sections.
 - d. A preliminary construction cost estimate.
 - e. Potential areas of utility conflicts will be identified on the preliminary design.
 - f. The preliminary plans will be reviewed with appropriate Borough officials prior to proceeding with final design.
2. A preliminary design for the water main replacement on Overhill Road will be developed including depths, lengths and materials of piping, valves and fittings, as well as, any known utility crossings. The plans will also show the dimensions of the water main from the existing curb line.
3. Our office will prepare a separate bid contract for the cleaning and television inspection of these sanitary sewers, as well as, up to an additional 40,000 LF of sanitary sewer mains throughout the Borough. Selection of the areas to be televised will be coordinated with Borough representatives. Once the contract has been awarded, our office will coordinate the

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completion of the work with Borough representatives as needed. Upon completion of the cleaning and television inspection work, our office will identify and prioritize necessary improvements. In coordination with Borough representatives, sanitary sewer repairs will be selected based on their severity and impact to the overall collection system. These improvements will be included as part of this program based on available budget.

4. Final construction plans will be prepared in AutoCAD and consist of the following:
 - a. Title Sheet with key map.
 - b. Standard Legend and Typical Section Sheet.
 - c. Construction and Layout Plan Sheets (1" = 20').
 - d. Existing Conditions and Grading Plan Sheets.
 - e. Soil Erosion and Sediment Control Plans.
 - f. Maintenance and Protection of Traffic Plan.
 - g. Construction Details Sheets.
5. The water main on Overhill Road will be laid out on the construction plans, along with valves, hydrants, wet taps and services. We will coordinate pipe material selection with the Borough Water Department to assure consistency with their standards. For the purposes of this proposal, we have assumed that the new main will be 8" diameter ductile iron pipe and appropriate adapters, valves and fittings will be installed for the new hydrants. Water main as-builts will be provided to the Borough upon completion of the installation.
6. Quantities will be estimated by item, and a final construction cost estimate will be provided.
7. Specifications will be prepared in book form, in T&M Associates' format, based on the 2019 New Jersey Department of Transportation Standard Specifications for Road and Bridge Construction with T&M standard terms and conditions.
8. A permit to construct or modify the public community water system will not be required in accordance with New Jersey Department of Environmental Protection (NJDEP) regulations.
9. Based on the final configuration of the water main replacement, an application for a highway occupancy permit may be required and budget has been included to prepare and submit to the New Jersey Department of Transportation for the water main replacement at Overhill Road and Route 34.
10. An application for soil erosion and sediment control certification will be prepared and submitted for each location to the Soil Conservation District on behalf of the Borough.
11. A permit by rule from the NJDEP is expected to be required to reconstruct the existing outfall at Edgemere Drive. If a general permit will be required for this work, a separate proposal for the preparation and submission of the permit application will be provided.

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12. The application fees are not included as part of this estimate and will be the responsibility of the Borough. T&M will inform the Borough of the required fees approximately two weeks prior to the anticipated application filing dates. We estimate the NJDOT permit fees for the highway occupancy permits to be approximately \$1000 and the soil conservation fees to be approximately \$6,000.
13. We will prepare a design submission to the NJDOT for the 2 funded roadways for review and authorization to bid the project.
14. We will submit final plans and specifications to the Borough for final review prior to the preparation of bid documents.

C. BIDDING PHASE

1. Upon completion of the plans and specifications, we will coordinate advertisement of the project for bid. T&M Associates will print and distribute the contract documents, including final plans and specifications, to prospective contractors. The cost of the printing will be offset by the purchase price of the plans and specifications.
2. T&M Associates will answer questions that arise during the bidding phase of each project, either from Borough officials or prospective bidders.
3. We will attend each receipt of bids with the appropriate municipal officials.
4. T&M Associates' representatives will assist Borough officials with each bid review process including an evaluation of the contractors' bid submissions. As part of this effort, T&M Associates will prepare a bid tabulation sheet comparing the various bids received, review the credentials of the low bidder, and prepare a recommendation for award for each project.

**D. CONSTRUCTION PHASE –
CONTRACT ADMINISTRATION AND CONSTRUCTION OBSERVATION**

We will provide a part-time Project Manager (PM) and a part-time Inspector with additional support services from our office staff, as required by the PM, for the inspection portion of the contract. In addition to supporting the PM, the inspector will be responsible to observe and document the construction effort to determine that the materials were manufactured, and the work installed, in general conformance with the contract documents and approved submittals. The assigned personnel will have experience in municipal roadway construction. The following is a description of the services we will provide, the anticipated performance period for these services and the budget for the cost of same.

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The PM will perform the following tasks:

1. Prepare and distribute construction contract package for execution, provide engineering review of contract, insurance certification, performance and payment bond and subcontractor registration certificate and distribute executed package to the Borough Attorney for final review and execution by the Mayor and receive and distribute executed copies.
2. Conduct a pre-construction conference among project's participants, inviting the contractor, Borough officials, utility representatives, police and our construction team, and produce minutes of this meeting. Coordinate and review initial project submittals including baseline project schedule, insurance certificates, emergency call lists, etc. Pre-construction phase assumed to last less than one month.
3. Conduct periodic job meetings, as determined by the PM, with representatives of the contractor, subcontractor, and utility companies to review progress, performance and to address any questions or problems that may have arisen. Borough representatives or other officials, as determined by the PM, will be invited to attend these meetings. Minutes of these meetings will be generated and distributed.
4. Review and coordinate submittals received from the contractor including contractor's schedules, shop drawings, product data and samples and material certifications of conformance for general compliance with Contract Documents.
5. Perform quality assurance audits of the project file, determining that contemporaneous documentation, such as inspection reports, quantity logbooks, material submittals and certifications, material testing records, labor interview forms, manpower status reports, is being generated and complete.
6. After review and input from the Inspector, prepare monthly estimates of payment to the Contractor.
7. Review and issue written recommendation to the Borough following receipt of a written claim or dispute from Contractor.
8. Receive punch list from Inspector and administer the monitoring of its completion.
9. Prepare final closeout documents, including Final Payment Certificate and Change Order, and other closeout documents.

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**Re: 2020 Road Improvement Program
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The following tasks will be accomplished by our inspector during the construction phase:

1. Provide part-time construction observation services for the duration of the construction contract. We do not anticipate, or have budgeted for, a stop and go, less than full time effort by the contractor. We anticipate a total of 3 months of fully engaged on-site construction effort. In addition, we anticipate a part-time two-week effort after substantial completion for project closeout.
2. Perform on-site observation of work to determine general conformance to the contract plans and specifications.
3. Determine that certificates of conformance are submitted for those materials used on site that require such.
4. Prepare job reports indicating weather, equipment, personnel, work accomplished on the project and other relevant matters such as issues discussed, and direction given. Reports will be furnished to the Borough upon request.
5. Respond to Contract Document interpretation requests and other requests for information from the Contractor and assist in resolution of questions and/or disputes.
6. Review Contractor's monthly estimates of work performed, and invoices submitted for payment. Measure pay items of work for the Contractor's monthly estimates. Provide payment input to the Project Manager.
7. Support Project Manager with review and input following receipt of a written claim or dispute from Contractor.
8. Prepare punchlist and monitor corrective action work and also monitor any required corrective action cited.
9. Finalize with the contractor as-built quantities.
10. Project closeout with the NJDOT.

If the contractor does not reach substantial completion of the work by the agreed upon contract completion time, and our budget for contract administration and inspection services prior to substantial completion is fully expended, we will ask the Borough to enforce the section of the contract allowing the Borough to deduct payment to the contractor in order to pay for continued engineering services or we will request a change order for the additional services. Similarly, should our services be required beyond 10 hours on any day and/or on Sundays, we will also ask the Borough to enforce the section of the contract allowing the Borough to deduct payment to the contractor in order to pay for the excess hours.

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Re: 2020 Road Improvement Program
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We are prepared to proceed upon your authorization and suggest an estimated fee of 402,600.00 to be billed monthly utilizing current billing rate schedule. Following are the estimated “soft cost” requirements for the project:

Pre-Design Phase	\$ 16,700.00
Design & Permitting Phase	\$177,000.00
Bid Phase.....	\$ 3,800.00
Construction Admin & Inspection Phase	\$184,000.00
T&M Engineering Fee	\$381,500.00
Geotechnical Engineer Subconsultant.....	\$ 8,000.00
Soil Boring	\$ 3,100.00
Pavement Cores.....	\$ 3,000.00
Permit Fees.....	\$ 7,000.00
Total Fee	\$402,600.00

On behalf of T&M Associates, I would like to thank you and the Governing Body for the opportunity to submit this scope of services and fee estimate. We look forward to our continued successful work with you and members of your staff.

Very truly yours,

T&M ASSOCIATES


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

RRK:RG:lkc

c: Karen Wynne, Borough Clerk
John J. Applegate, Superintendent of Water Department

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Privilege of the Floor

Mayor Altomonte opened the Privilege of the Floor.

There were no comments.

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

Adjournment

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

Meeting adjourned at 8:00 PM.

(Signature on File)

Karen Wynne, RMC
Municipal Clerk