

**Borough of Matawan
Reorganization Meeting
January 1, 2017**

The Reorganization meeting of the Borough Council of the Borough of Matawan, New Jersey, was held at the Matawan Municipal Community Center, 201 Broad Street, Matawan, New Jersey on January 1, 2017. The meeting was called to order at 12:02 PM by Mayor Altomonte presiding. Pursuant to Section 5 of the Open Public Meetings Act, adequate notice of this meeting had been provided by publishing notification in *The Independent* on December 15, 2016, by sending notice to the *Asbury Park Press*, and by posting.

Mayor Altomonte requested a roll call to reconvene the December 20, 2016 meeting.

On roll call the following members responded present:

Yes: Councilman Caldon
 Councilman Reeve
 Councilman Vergaretti
 Councilman Urbano

No: Councilwoman Gould
 Councilwoman Clifton

Also, present were Pasquale Menna, Esq., Borough Attorney and Louis Ferrara, Borough Administrator.

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

Invocation

Reverend Thomas Vala, Pastor of St. Clement Church gave the Invocation.

Adjourn the December 20, 2016 Council Meeting

Mayor Altomonte requested a motion to adjourn the December 20, 2016 public session meeting. Councilman Vergaretti made the motion, seconded by Councilman Urbano. Council agreed. Motion passed.

Oaths of Office

Congressman Frank J. Pallone, Jr. administered the Oath of Office for Councilman to Brett M. Cannon for a three-year term, said term to expire December 31, 2019.

Congressman Frank J. Pallone, Jr. administered the Oath of Office for Councilwoman to Josi D. Salvatore for a three-year term said term to expire December 31, 2019.

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Mayor Altomonte requested a roll call for the January 1, 2017 Reorganization Meeting.

On roll call the following members responded present:

Yes: Councilman Urbano
Councilman Caldon
Councilman Vergaretti
Councilman Cannon
Councilman Reeve
Councilwoman Salvatore

Mayor Altomonte read by title Resolution 17-01-01: Council President Appointment – Nicolas Reeve. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call vote. A roll call vote was taken.

Yes: Councilman Urbano
Councilman Caldon
Councilman Vergaretti
Councilman Cannon
Councilman Reeve
Councilwoman Salvatore

Motion passed.

**RESOLUTION 17-01-01
COUNCIL PRESIDENT APPOINTMENT
NICOLAS REEVE**

***WHEREAS**, it is necessary that a member of the Council be elected President of said Council to fulfill the duties of the Mayor during the absence of the Mayor, for the year ending December 31, 2017.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that, Nicolas Reeve, a member of the Council, be elected as President of said Council.*

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

Mayor Altomonte read by title Resolution 17-01-02: Authorizing the Appointment of Borough Attorney Under Fair and Open – The Menna Law Firm, LLC. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call vote. A roll call vote was taken.

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Yes: Councilman Urbano
Councilman Caldon
Councilman Vergaretti
Councilman Cannon
Councilman Reeve
Councilwoman Salvatore

Motion passed.

**RESOLUTION 17-01-02
AUTHORIZING THE APPOINTMENT OF BOROUGH ATTORNEY UNDER FAIR AND OPEN
THE MENNA LAW FIRM, LLC**

WHEREAS, there exists the need for a Borough Attorney to render legal services for the Borough of Matawan, County of Monmouth; and

WHEREAS, the firm of The Menna Law Firm, LLC 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 legal 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 Pasquale Menna, Esq. of the firm of The Menna Law Firm, LLC, as Borough Attorney for the Borough of Matawan for the year 2017, said term to expire December 31, 2017.

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, Police as well as Pasquale Menna, Esq. of The Menna Law Firm, LLC.

Mayor Altomonte read by title Resolution 17-01-03: Authorizing the Appointment of Borough Conflict Attorney Under Fair and Open – Roth D’Aquanni, LLC. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call vote. A roll call vote was taken.

Yes: Councilman Urbano
Councilman Caldon
Councilman Vergaretti
Councilman Cannon

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Councilman Reeve
Councilwoman Salvatore

Motion passed.

**RESOLUTION 17-01-03
AUTHORIZING THE APPOINTMENT OF
BOROUGH CONFLICT ATTORNEY
ROTH D'AQUANNI, LLC**

WHEREAS, there may exist the need for a Conflict Attorney to render legal services for the Borough of Matawan, County of Monmouth; and

WHEREAS, the Borough Council finds that the firm of Roth D'Aquanni, LLC, to be the most qualified for the legal services sought by the Borough of Matawan; and

WHEREAS, NJSA 40A:9-139 et seq. allows a municipality to appoint a Borough Attorney, the firm of Roth D'Aquanni, LLC under the extraordinary unspecifiable services bidding exemption and appoint the firm based on said firm's qualifications and merit in the event that the Borough Attorney has a conflict.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that they hereby appoint Allan C. Roth, Esq. of the firm Roth D'Aquanni, LLC, as the Borough's Conflict Attorney for the Borough of Matawan for the year 2017, said term to expire December 31, 2017.

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, Police as well as the Borough Attorney, and Allan C. Roth, Esq. of the firm Roth D'Aquanni, LLC.

Mayor Altomonte read by title Resolution 17-01-04: Emergency Temporary Appropriation. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 17-01-04
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 2017 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 2017 pursuant to the provisions of Chapter 96, PL 1951 (NJSA 40A:4-20) including this resolution total \$3,896,101.61.

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***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 2017 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 2017 County, and Local School District Taxes, which are not included in this temporary budget, shall be paid as and when due.*

2017 Temporary Budget

	Salary & Wages	Other Expenses
MAYOR & COUNCIL		708.75
MUNI CLERK	20,271.56	5,650.31
GENERAL ADMIN	19,162.50	6,562.50
AUDIT	-	-
FINANCE ADMIN	16,176.56	3,451.88
TAX ASSES ADMIN	11,287.50	2,296.88
TAX COLLECTOR	14,726.25	3,216.94
LEGAL SERVICES	-	54,862.50
ENGINEERING	-	19,950.00
BLDG & GROUNDS	20,527.50	20,553.75
PLAN/ZONING BD	4,528.13	2,769.38
SHADE TREE COMM	315.00	2,625.00
ENVIRON HEALTH	-	-
SOLID WASTE COLL	1,312.50	156,187.50
INSURANCE-GROUP HEALTH	-	305,812.50
INSURANCE-LIABILITY	-	76,100.00
INSURANCE-WORKERS COMP	-	73,000.00
PROSECUTOR	-	-
FIRE	-	39,099.38
FIRE-AID TO DEPARTMENT	-	3,543.75
FIRE PREVENTION	15,093.75	1,729.88
POLICE	654,626.96	73,743.34
STREETS & ROADS	69,667.50	29,163.75
STREET LIGHTING	-	34,125.00
BD OF HEALTH	1,916.25	8,190.00

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	-	-
RECREATION	3,975.00	7,192.50
	-	-
HISTORICAL SITES	315.00	3,366.56
	-	-
	-	-
OEM	-	5,380.20
PROP MAINT	4,725.00	393.75
RR PARKING	53,287.50	25,000.00
DOWNTOWN REDEV	-	1,968.75
UTILITIES	-	99,487.50
VEHICLE MAINT	-	19,031.25
CONSTR OFFICIAL	39,148.20	2,244.38
ACCUM SICK LEAVE	-	-
OASI	-	34,650.00
PERS	-	-
P/F RETIREMENT	-	-
MUNICIPAL COURT	-	-
PUBLIC DEFENDER	-	-
FREE PUBLIC LIBRARY	-	88,924.50
EMERGENCY 911	-	-
LOSAP	-	-
GREEN TRUST LOAN	-	9,172.50
PAYMENT OF BOND PRINCIPAL	-	215,000.00
PAYMENT OF BANS	-	-
INTEREST ON BONDS	-	106,250.00
INTEREST ON NOTES	-	60,350.00
SPECIAL EMERGENCY	-	-
MCIA LEASE INTEREST	-	18,725.00
MCIA LEASE PRINCIPAL	-	-
CAPITAL IMPROVEMENT FUND	-	-
	-	-
SUBTOTAL	951,062.66	1,620,479.85
TOTAL TEMPORARY EMERGENCY APPROPRIATIONS	-	2,571,542.51
WATER SEWER UTILITY	-	-

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OPERATING	192,307.50	323,864.10
PAYMENT ON BOND PRINCIPAL		150,000.00
ACQUISITION OF WATER/BULK WATER		94,500.00
BRSA		325,000.00
INTEREST ON BONDS(504-299)		80,500.00
INTEREST ON NOTES		9,000.00
SURPLUS		-
WASTEWATER LOAN (507-299)		94,000.00
WASTEWATER LOAN INTEREST(504-205)		42,000.00
PERS		-
SOCIAL SECURITY		13,387.50
 SUBTOTAL	 192,307.50	 1,132,251.60
 TOTAL WATER SEWER UTILITY TEMPORARY EMERGENCY APPROPRIATIONS		 1,324,559.10

***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.*

Oath of Office Administered to the Fire Chiefs

Fire Chief Zoltan Varsanyi administered the Oaths of Office to the Fire Chiefs.

Chief:	Peter Berliner, ME Haley Fire House
First Deputy Chief:	Richard Michitsch, Midway Hose Company
Second Deputy Chief:	Ed Lee, Washington Engine Company Fire House

Chief Varsanyi exchanged command to Chief Berliner.

Chief Beliner presented Second Deputy Chief Lee with the traditional “baby” Chief award, a baby bottle.

Chief Berliner presented Chief Varsanyi with the traditional black leather helmet.

Chief Varsanyi presented a Plaque of Recognition to Mayor and Council for their support and the recent purchase of multiple vehicles for the Department.

Chief Varsanyi presented a Plaque of Recognition to each fire house, the First Aid and the Police Department.

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Chief Varsanyi presented a Proclamation to the Firefighters of the Rapid Intervention Team and those Firefighters who played a key supportive role in recognition of their efforts to rescue trapped fellow Firefighters during a major fire in the Borough of Keyport.

Chief Berliner thanked everyone for coming out to show their support, and dismissed the members of the Matawan Fire Department who left the meeting at 12:35 PM.

Mayor Altomonte read by title Resolution 17-01-05: 2017 Regular Council Meetings. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 17-01-05
2017 REGULAR COUNCIL MEETINGS**

WHEREAS, the Open Public Meeting Law PL 1975c231 requires that advanced public notice of the Council meeting be announced at the Annual Meeting.

NOW, THEREFORE, BE IT RESOLVED that the following meetings shall be named and held at the Matawan Municipal Community Center, 201 Broad Street, Matawan, New Jersey:

January	1 st (Noon, Sunday)	17 th (8:00 PM Third Tuesday)
February	7 th	21 st
March	7 th	21 st
April	4 th	18 th
May	2 nd	16 th
June	6 th	20 th
July	6 th (Thursday)	18 th
August	3 rd (Thursday)	15 th
September	5 th	19 th
October	3 rd	17 th
November	8 th (Wednesday)	21 st
December	5 th	19 th
January	1, 2018 (Noon, Monday)	

The first meeting of each month will be a Workshop meeting, followed by a Regular Council meeting. The Workshop meeting will begin at 7:00 PM.

The second meeting of each month will be a Regular Council meeting and will begin at 7:00 PM.

All Executive Session meetings will be held at 6:30 PM prior to the workshop and regular meetings each month, or as needed.

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.

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***BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to all Borough of Matawan Departments Heads as well as the Borough Attorney and Borough Engineer.*

Mayor Altomonte read by title Resolution 17-01-06: Borough of Matawan Designated Depository of 2017 Funds. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 17-01-06
BOROUGH OF MATAWAN DESIGNATED DEPOSITORY OF 2017 FUNDS**

***BE IT RESOLVED** by the Council of the Borough of Matawan that the following Banks and Trust Companies be the official depositories wherein all of the accounts for the Borough of Matawan be kept:*

<i>Amboy National Bank</i>	<i>New Jersey Cash Management</i>
<i>Bank of America</i>	<i>Penn Federal Savings</i>
<i>Chase</i>	<i>PNC Bank</i>
<i>Columbia Bank</i>	<i>Provident Bank</i>
<i>Garden State Community Bank</i>	<i>Santander Bank</i>
<i>Hudson City Savings</i>	<i>Sun National Bank</i>
<i>Investors Savings Bank</i>	<i>TD Bank</i>
<i>Kearny Federal Savings Bank</i>	<i>Valley National Bank</i>
<i>MBIA</i>	<i>Wells Fargo</i>

***BE IT FURTHER RESOLVED** that disbursements of the following accounts be made by checks signed by Mayor Joseph Altomonte and the Borough CFO/Treasurer Monica Antista:*

<i>Borough Capital Account</i>	<i>Recreation Trust</i>
<i>Borough Trust</i>	<i>Tax Collector's Trust Fund</i>
<i>Current Fund</i>	<i>Water Capital Account</i>
<i>Developers Escrow Account</i>	<i>Water-Sewer Operating</i>
<i>Matawan Law Enforcement Trust</i>	<i>Unemployment</i>
<i>Dog Tax Trust</i>	<i>Payroll Account</i>
<i>Railroad Parking Trust</i>	

***BE IT FURTHER RESOLVED** that disbursements of the following accounts be made by checks signed by the Building Inspector, John Quinn and Technical Assistant, Lynn Kramer.*

Building Inspector's Account

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

Mayor Altomonte read by title Resolution 17-01-07: 2017 Cash Management Plan. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by

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Councilman Cannon. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 17-01-07
2017 CASH MANAGEMENT PLAN**

WHEREAS, N.J.S.A. 40A:5-14 requires that every local unit adopt a Cash Management Plan; and

WHEREAS, the primary objectives of the plan are to preserve the safety of Public funds, seek investment instruments that offer liquidity and maximize interest revenue through use of authorized legal depositories and approved investment instruments.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, County of Monmouth, State of New Jersey the following Cash Management Plan for the Borough of Matawan be adopted.

**BOROUGH OF MATAWAN
CASH MANAGEMENT PLAN**

INTRODUCTION

The New Jersey “Local Fiscal Affairs Law”, N.J.S.A. 40A:5-14 requires that every local unit adopt a Cash Management Plan and shall deposit its funds pursuant to that plan. The primary objectives of the plan are to preserve the safety of public funds, seek investment instruments that offer liquidity and maximize interest revenue through the use of authorized legal depositories and approved investment instruments.

I. AUTHORITY

- a. Borough Council of the Borough of Matawan, County of Monmouth.*
- b. Delegation of Authority – Authority to implement the investment program is granted to the Chief Financial Officer. The Chief Financial Officer shall act in accordance with the requirements of the Cash Management Plan, New Jersey Statutes and proper use of internal controls. No other persons may engage in investment transactions except for those subordinate officials of the Chief Financial Officer.*

II. STATEMENTS OF POLICY

It shall be the policy of the Borough of Matawan, County of Monmouth to adopt a Cash Management Plan, and to authorize the Chief Financial Officer to administer said Plan, for the purpose of deposit and investment of the maximum of available funds in interest bearing instruments. The investment instruments shall be safe, liquid and offer market yields.

Safety of principal is the foremost objective of the Cash Management Plan. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital.

The utilized investment instruments shall remain sufficiently liquid to meet all operating cash requirements that may be reasonably anticipated.

Investments shall be planned with the objective of attaining a market rate, while taking into account legal

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restriction, risk and liquidity. Return on investment is secondary importance compared to safety.

III. DEFINITIONS

“Arbitrage” refers to the rules and regulation governing the issuance of Bond or Notes and the reinvestment of the proceeds at a higher yield. These regulations are promulgated by the Internal Revenue Service, regulation 1.103.

“Cash Management Fund” is the New Jersey Cash Management Fund. The Fund is one of a number of funds invested by the New Jersey Division of Investments of the Department of Treasury under the jurisdiction of the State of Investment Council. The Fund is authorized to receive and invest local unit funds pursuant to N.J.S.A. 40A:5-14.

“Certificate of Eligibility” is the certification issued by the New Jersey Department of Banking, Division of Banking that a public depository is eligible to act as a depository for public funds and qualifies as a participant in the New Jersey Governmental Unit Deposit Protection Act, GUDPA.

“Compensating Balance Account” is a bank account at an eligible depository which pays no interest or interest lower than ½ of 1 percent of maximum, in return for specific services, for example check sorting, payroll services, wire transfers and other services.

“Eligible Public Depositories” is a Banking or Savings and Loan Association with a current certificate of eligibility from the State Banking Department. The Borough of Matawan shall designate said depositories, by resolution of the governing body on January 1st of each year in accordance with N.J.S.A. 40A:5-14.

“Eligible Securities” are those investment instruments authorized by N.J.S.A. 40A:5-15.1.

“Interest Bearing Account” is an account or time deposit in an eligible public depository, earning interest, or any deposit in the State of New Jersey Cash Management Fund.

IV. STANDARDS OF CARE

1. *The standard of prudence to be used by those delegated to effect investment transactions on behalf of the Borough of Matawan shall be the “prudent person” standard. Investments shall be made with judgement and care, under circumstances the prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs. Investments shall not be for speculation.*
2. *Employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their eligibility to make impartial decisions. Employees shall disclose any material interest in financial institutions with which business is conducted and they shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Borough of Matawan.*
3. *The Chief Financial Officer is responsible for establishing and maintaining internal controls. The controls should ensure that the assets of the Borough of Matawan are protected from loss, theft or misuse.*

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V. PROCEDURES FOR RECEIPT OF MONIES

1. Department Procedures

- a. *Department Directors will ensure that a receipt is issued in duplicate for all transactions. A copy of the receipt shall be given to the paying party and the duplicate maintained by the issuing department. The receipts shall be pre-numbered, or sequentially numbered if computer generated.*
- b. *All monies collected or received from any source by or on behalf of the Borough, Department, or any Board thereof, shall be forwarded to the Division of Accounts and Control within forty-eight (48) hours of receipt.*
- c. *The Division of Accounts and Control will prepare collected revenues for deposit to the designated legal depository.*
- d. *All monies received shall be placed in a secure place until forwarded for deposit.*
- e. *The Department/Division Director shall file with the Chief Financial Officer a monthly report of all monies received in the manner prescribed. The report also will include year to date amounts received.*
- f. *No department, division, or agencies shall engage in the practice of cashing checks with public funds. Cashing of employee pay checks is included in this prohibition.*

2. Chief Financial Officer

- a. *All monies collected or received from any source by or on behalf of the Borough shall be deposited within forty-eight (48) hours of receipt to designated banks.*
- b. *Ensure that all monies deposited are in an interest bearing account(s).*
- c. *Where compensating balances are used to offset bank expenses, an agreement between the bank(s) and the Borough shall be executed and reviewed annually.*
- d. *The Chief Financial Officer shall make recommendations of legal public depositories to the Matawan Borough Council who shall by resolution designate said depositories at the annual reorganization meeting of the Council. The list of authorized depositories may be amended at any time during the year.*
- e. *Maturity of Investments – Investments shall be limited to maturity not to exceed one year on all operating funds unless a longer maturity is permitted within the provision of the State Statute or promulgated regulations.*
- f. *Investment Securities – The Chief Financial Officer has the responsibility to determine which investment instruments are best suited for the Borough. However, the Chief Financial Officer shall be authorized only to invest in securities permitted by New Jersey State Statute. No investment shall be made in any depository that does not meet current Federal minimum standard for Leverage Ratio, Tier 1 Capital Ratio.*

Presently, a local unit may permit investments in such institutions as permitted in Section 4 of P.L. 1970, Chapter 235 (6.17:19:44) and other instruments specified as follows:

*Mutual Funds backed by the United States Government Obligations
United States Treasury Bills (T-Bills)
Municipal Bonds or Notes
Commercial Bank Deposits and Certificates of Deposit
Repurchase Agreements*

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*Investment in Savings and Loan Associations
United States Government Agency and Instrumentality Obligations
State of New Jersey Cash Management Fund
School District Obligations*

All designated depositories must conform to all applicable State statutes concerning depositories of public funds, and all depositories shall obtain the highest amount possible F.D.I.C. and/or F.S.L.I.C. coverage for all municipal assets.

VI. FUNDS EXCLUDED FROM INVESTING

The following types of funds are not required to be placed in interest bearing accounts:

- 1. Petty cash funds.*
- 2. Cash drawn from a Federal Agency under a letter of credit which has to be paid out within five(5) working days to a vendor.*
- 3. Deposit retainage or amounts posted by way of bond, held by the local unit for such things as faithful performance, if the local unit would be required by law to pay back any interest earned to the provider of the deposit, except where the local unit is required by law or court decision to invest in funds.*
- 4. Amounts derived from the sale of bonds or notes, only to the extent that a specific written opinion of bond counsel states that the earning of (full) interest would result in the bonds or notes being classified as a arbitrage (not federally tax exempt) issued pursuant to Federal regulations to the extent that sum interest is allowable, it shall be deposited at such a rate if such rate is obtainable.*

VII. BOROUGH AUDITOR

The Borough investment practices and the agreement of banking services and compensation thereof shall be reviewed by the Borough Auditor as part of the annual audit, as required by the N.J.S.A. 40A:5-4. Where a conflict exists between this Cash Management Plan and State statute the applicable statute shall govern.

VIII. SURETY BONDS

- 1. The Chief Financial Officer shall be covered by a surety bond. During the annual audit the Municipal Auditor shall examine said bond to determine that proper coverage is in effect.*
- 2. Staff members of the Division of Accounts and Control shall be covered by a Public Employee Faithful Performance Bond (blanket bond) in the minimum of \$10,000.*

IX. REPORTING

The Chief Financial Officer in accordance with N.J.S.A. 40A:5-14 shall prepare a written monthly investment report and submit same to the Borough Council. The summary report will be prepared in the manner which will allow the Borough Council and the administration to ascertain whether investment activities during the reporting period have conformed to the Cash Management Plan. The report shall set forth each organization holding local unit funds, the amount of securities purchased or sold, class or type of securities purchased, book value, earned income, fee incurred, and market value of all investments as of the report date. Such written report shall be included in the minutes of a regular Borough Council meeting.

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***BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to all Borough of Matawan Department Heads as well as the Borough Auditor.*

Mayor Altomonte read by title Resolution 17-01-08: Tax Grace Period and Interest on Delinquent Taxes. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 17-01-08
TAX GRACE PERIOD AND INTEREST ON DELINQUENT TAXES**

***WHEREAS**, NJSA 54:4-66 provides that taxes shall be payable in quarterly installments due on February 1st, May 1st, August 1st, and November 1st, after which dates, if unpaid, shall become delinquent; and that a period of ten calendar days grace for the payment of taxes following said date be fixed and established; and*

***WHEREAS**, if the above dates occur on a Saturday, Sunday, or holiday when the Borough is closed then the due date will be established as Monday following the Saturday, or Sunday, and the day after a holiday.*

***NOW, THEREFORE, BE IT RESOLVED**, by the Council of the Borough of Matawan that is payment is not made by the tenth calendar day of the month on which the installment becomes payable, an interest charge of eight (8%) percent per annum will be assessed on the first \$1,500 of the delinquency and eighteen (18%) percent per annum on any amount in excess of \$1,500, to be calculated from the date the tax was payable until the date of actual payment.*

***BE IT FURTHER RESOLVED**, that a taxpayer who has a delinquency in excess of \$10,000, who fails to pay that delinquency prior to the end of a calendar year will be charged a penalty of six (6) percent of the amount of the delinquency plus interest calculate to December 31st.*

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

Mayor Altomonte read by title Resolution 17-01-09: Due Date and Interest on Water/Sewer Bills. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 17-01-09
DUE DATE AND INTEREST ON WATER/SEWER BILLS**

***WHEREAS**, NJSA 40:62-107.6 provides that the governing body of the municipality shall be authorized to set a grace period and to set penalties for water/sewer bills; and*

***WHEREAS**, if the 28th day of the Month occurs on a Saturday, Sunday, or holiday when the Borough is closed then the due date will be established as Monday following the Saturday, or Sunday, and the day after a holiday.*

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NOW, THEREFORE, BE IT RESOLVED, by the Council of the Borough of Matawan that all water rents shall be payable by the 28th day of the month that the bills are received.

BE IT FURTHER RESOLVED, by the Council of the Borough of Matawan that all water rents shall be payable by the 28th day of the month that the bills are issued at the office of the Water and Sewer Department. On all water rents or portion thereof remaining unpaid after billing date there shall be added a penalty in the amount of two (2%) percent for each month water rents or any portion thereof remain unpaid. On all water rents or any portion thereof remaining unpaid thirty (30) days after the billing date and due notice, the water shall be shut off from the premises and suit may be instituted for the recovery of the fees. The fee for shutting off the water shall be forty (\$40.00) dollars and for turning on the water shall be forty (\$40.00) dollars.

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

Mayor Altomonte read by title Resolution 17-01-10: Authorization to Sign Federal, State & County Applications on Behalf of the Borough of Matawan. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 17-01-10
AUTHORIZATION TO SIGN FEDERAL, STATE & COUNTY APPLICATIONS ON BEHALF OF THE
BOROUGH OF MATAWAN**

WHEREAS, The Borough of Matawan from time to time prepare Applications for Federal, State and County Permits, Grants and Loans; and

WHEREAS, the Borough of Matawan is required on certain Federal, State and County Applications to designate an individual to sign said Applications on behalf of the Borough.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that the Mayor be and is hereby authorized to sign any and all Federal, State and County Applications 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 Mayor Joseph Altomonte, Borough Attorney, Borough Engineer and Borough Auditor.

Mayor Altomonte read by title Resolution 17-01-11: Authorizing Tax Assessor or Municipal Attorney to Act as Agent for the Taxing District. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 17-01-11
AUTHORIZING TAX ASSESSOR OR MUNICIPAL ATTORNEY
TO ACT AS AGENT FOR THE TAXING DISTRICT**

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WHEREAS, from time to time, the Tax Assessor discovers an error in calculation, transposing, measurement, or typographical errors in the tax assessments on the tax list after the time the County Board of Taxation has certified the tax rates for tax year or a property becomes subject to a roll-back assessment; and

WHEREAS, the governing body of the Taxing District of the Borough of Matawan is desirous that every taxpayer pays his fair share of taxes; and

WHEREAS, if the above discovered errors are not corrected or a roll-back assessment or applied, the taxpayers affected would not be paying their fair share of taxes; and

WHEREAS, the method for correcting such errors is to file a Petition of Appeal or Complaint with the Monmouth County Board of Taxation.

***NOW, THEREFORE, BE IT RESOLVED,** by the Governing Body of the Taxing District of the Borough of Matawan that the Tax Assessor, Municipal Attorney or Conflict Attorney is hereby authorized to act as the agent for the Taxing District during the year of 2017 and file a Petition of Appeal or Complaint with the Monmouth County Board of Taxation to correct such assessments to the proper Value and that a copy of any Petition of Appeal or Complaint filed with the Monmouth County Board of Taxation under this Resolution be filed with the Municipal Clerk.*

***BE IT FURTHER RESOLVED,** that the Tax Assessor, Municipal Attorney or Conflict Attorney is hereby authorized to execute stipulations of settlement on any tax appeal or complaint filed by the taxing district or by a taxpayer in the year 2017.*

***BE IT FURTHER RESOLVED,** that a certified copy of this Resolution be forwarded to the following Borough of Matawan Monmouth County Board of Taxation with any such Petition of Appeal.*

***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, Tax Assessor as well as the Borough Attorney and Borough Auditor.*

Mayor Altomonte read by title Resolution 17-01-12: Authorizing the Appointment of Borough Bond Attorney Under Fair and Open – Waters, McPherson, McNeill, PC. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call vote. A roll call vote was taken.

Yes: Councilman Urbano
 Councilman Caldon
 Councilman Vergaretti
 Councilman Cannon
 Councilman Reeve
 Councilwoman Salvatore

Motion passed.

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**RESOLUTION 17-01-12
AUTHORIZING THE APPOINTMENT OF BOROUGH BOND ATTORNEY UNDER FAIR AND OPEN
WATERS, McPHERSON, McNEILL, PC**

WHEREAS, there exists the need for a Borough Bond Attorney in the Borough of Matawan, County of Monmouth; and

WHEREAS, the firm of Waters, McPherson, McNeill, PC 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 Borough Bond Attorney 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 Jason P. Capizzi, Esq. of the firm Waters, McPherson, McNeill, PC as Borough Bond Attorney for the Borough of Matawan for the year 2017, said term to expire December 31, 2017.

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 Borough Attorney, Borough Auditor, and Jason P. Capizzi, Esq. of Waters, McPherson, McNeill, PC.

Mayor Altomonte read by title Resolution 17-01-13: Authorizing the Appointment of Borough Labor Attorney Under Fair and Open – Durkin & Durkin, LLP. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call vote. A roll call vote was taken.

Yes: Councilman Urbano
 Councilman Caldon
 Councilman Vergaretti
 Councilman Cannon
 Councilman Reeve
 Councilwoman Salvatore

Motion passed.

**RESOLUTION 17-01-13
AUTHORIZING THE APPOINTMENT OF BOROUGH LABOR ATTORNEY UNDER FAIR AND OPEN
DURKIN & DURKIN, LLP**

WHEREAS, there exists the need for a Borough Labor Attorney in the Borough of Matawan, County of Monmouth; and

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WHEREAS, the firm of Durkin & Durkin, LLP 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 Borough Labor Attorney 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 Kiernan P. Scanlon, Esq. of Durkin & Durkin, LLP as Borough Labor Attorney for the Borough of Matawan for the year 2017, said term to expire December 31, 2017.

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, Police, Public Works as well as the Borough Attorney and Kiernan P. Scanlon, Esq., Durkin & Durkin, LLP.

Mayor Altomonte read by title Resolution 17-01-14: Authorizing the Appointment of Municipal Auditor Under Fair and Open – Suplee, Cooney & Co. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call vote. A roll call vote was taken.

Yes: Councilman Urbano
 Councilman Caldon
 Councilman Vergaretti
 Councilman Cannon
 Councilman Reeve
 Councilwoman Salvatore

Motion passed.

**RESOLUTION 17-01-14
AUTHORIZING THE APPOINTMENT OF MUNICIPAL AUDITOR UNDER FAIR AND OPEN
SUPLEE, COONEY & CO.**

WHEREAS, there exists the need for a Municipal Auditor in the Borough of Matawan, County of Monmouth; and

*WHEREAS, the anticipated term of this contract is for a one-year period to expire December 31, 2017;
and*

WHEREAS, funds are or will be available for this purpose; and

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WHEREAS, Robert Swisher, CPA, of the firm Suplee, Cooney & Co., has submitted a proposal indicating they will provide the Municipal Auditor services; and

WHEREAS, that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

WHEREAS, the cost to provide auditing and accounting services to the Borough of Matawan will be as follows, but not limited to:

- *Perform the audit of the Borough's financial statements for the year ended December 31, 2016 and prepare the 2016 Annual Debt Statement and Unaudited Annual Financial Statement*
- *Review and assist in the preparation of the Borough's 2017 Budget*
- *LOSAP Audit*

NOW, THEREFORE, BE IT 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 Borough Attorney, and Robert Swisher, CPA, Suplee, Cooney & Co.

Mayor Altomonte read by title Resolution 17-01-15: Authorizing the Appointment of Municipal Grant Consultant Under Fair and Open – Triad Associates. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call vote. A roll call vote was taken.

Yes: Councilman Urbano
Councilman Caldon
Councilman Vergaretti
Councilman Cannon
Councilman Reeve
Councilwoman Salvatore

Motion passed.

**RESOLUTION 17-01-15
AUTHORIZING THE APPOINTMENT OF MUNICIPAL GRANT CONSULTANT UNDER FAIR AND OPEN
TRIAD ASSOCIATES**

WHEREAS, there exists the need for a Municipal Grant Consultant in the Borough of Matawan, County of Monmouth; and

WHEREAS, the firm of Triad Associates 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 Municipal Grant Consultant sought by the Borough of Matawan; and

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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 Michael Zumpino, Chairman & CEO, of the firm of Triad Associates as Municipal Grant Consultant for the Borough of Matawan for the year 2017, said term to expire December 31, 2017.

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 Borough Attorney and Michael Zumpino, Chairman & CEO, Triad Associates.

Mayor Altomonte read by title Resolution 17-01-16: Authorizing the Appointment of Redevelopment Attorney Under Fair and Open – McManimon, Scotland & Baumann, LLC. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call vote. A roll call vote was taken.

- Yes:
- Councilman Urbano
 - Councilman Caldon
 - Councilman Vergaretti
 - Councilman Cannon
 - Councilman Reeve
 - Councilwoman Salvatore

Motion passed.

**RESOLUTION 17-01-16
AUTHORIZING THE APPOINTMENT OF REDEVELOPMENT ATTORNEY UNDER FAIR AND OPEN
McMANIMON, SCOTLAND & BAUMANN, LLC**

WHEREAS, there exists the need for a Redevelopment Attorney in the Borough of Matawan, County of Monmouth; and

WHEREAS, the firm of McManimon, Scotland & Baumann, LLC 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 Municipal Grant Consultant 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.

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NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that they hereby appoint William W. Northgrave, Esq. of the firm of McManimon, Scotland & Baumann, LLC as Redevelopment Attorney for the Borough of Matawan for the year 2017, said term to expire December 31, 2017.

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: Administrator, Clerk, Finance as well as the Borough Attorney, and William W. Northgrave, Esq. of the firm of McManimon, Scotland & Baumann, LLC.

Mayor Altomonte read by title Resolution 17-01-17: Appointing Louis C. Ferrara as the Public Agency Compliance Officer. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 17-01-17
APPOINTING LOUIS C. FERRARA
AS THE PUBLIC AGENCY COMPLIANCE OFFICER**

WHEREAS, the Affirmative Action Regulations of the State of New Jersey Affirmative Action Office address public agencies awarding contracts under PL 1975, Chapter 127, (NJAC 17:27) and further provide contract language and reporting procedures for entering into procurement, service and construction contracts; and

WHEREAS, regulations further provide for the annual designation of an officer or employee of the public agency to serve as a Public Agency Compliance Officer (PACO) who will be responsible for coordinating the reporting procedure from contractors and to generally supervise the compliance procedures regarding the Affirmative Action Regulations.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, Monmouth County, New Jersey, that Louis Ferrara, Borough Administrator, be and is hereby appointed as Public Agency Compliance Officer of the Borough of Matawan.

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to all Borough of Matawan Department Heads as well as the Department of Treasury, Division of Purchase & Property Contract Compliance Unit, PO Box 206, Trenton, New Jersey 08625.

Mayor Altomonte read by title Resolution 17-01-18: Appointing Louis C. Ferrara as the COAH Municipal Housing Liaison. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 17-01-18
APPOINTING LOUIS C. FERRARA
AS THE COAH MUNICIPAL HOUSING LIAISON**

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WHEREAS, it is necessary for the Mayor and Council of the Borough of Matawan to appoint a COAH Municipal Housing Liaison; and

WHEREAS, it is the desire of the Mayor and Council to appoint Louis C. Ferrara as the COAH Municipal Housing Liaison.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, County of Monmouth, State of New Jersey as follows:

1. That Louis C. Ferrara is hereby appointed as the COAH Municipal Housing Liaison for the Borough of Matawan at no additional compensation.
2. That a certified copy of this resolution be forwarded:
 - i. Paul Chik, VP, American Properties Realty, 517 Route One South, Ste. 2100, Iselin, New Jersey 08830
 - ii. Elizabeth C. McKenzie, PP, PA, 9 Main Street, Flemington, New Jersey 08822
 - iii. DeeAnna Peterson, Executive Director, Council on Affordable Housing, PO Box 813, Trenton, New Jersey 08625-0813.

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

Mayor Altomonte read by title Resolution 17-01-19: Appointing Louis C. Ferrara as the Fund Commissioner to the Monmouth County Municipal Joint Insurance Fund Central Jersey Health Insurance Fund. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 17-01-19
APPOINTING LOUIS C. FERRARA AS THE FUND COMMISSIONER TO THE
MONMOUTH COUNTY MUNICIPAL JOINT INSURANCE FUND
CENTRAL JERSEY HEALTH INSURANCE FUND**

WHEREAS, the Mayor and Council of the Borough of Matawan has authorized its participation in the Monmouth County Municipal Joint Insurance Fund; and

WHEREAS, it is necessary for the Mayor and Council of the Borough of Matawan to appoint a Fund Commissions to the Monmouth County Municipal Joint Insurance Fund; and

WHEREAS, it is the desire of the Mayor and Council to appoint Louis C. Ferrara as the Fund Commissioner to the Monmouth County Municipal Joint Insurance Fund; and

WHEREAS, it is the desire of the Mayor and Council to appoint Louis Ferrara as the Fund Commissioner for the Borough of Matawan to the Central Jersey Health Insurance Fund (CJHIF); and

WHEREAS, it is the desire of the Mayor and Council to appoint Joseph Altomonte as the Alternate Fund Commissioner to the Monmouth County Municipal Joint Insurance Fund.

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NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, County of Monmouth, State of New Jersey as follows:

1. *That Louis C. Ferrara is hereby appointed as the Fund Commissioner for the Borough of Matawan to the Monmouth County Municipal Joint Insurance Fund.*
2. *That Joseph Altomonte is hereby appointed as the Alternate Fund Commissioner for the Borough of Matawan to the Monmouth County Municipal Joint Insurance Fund.*
3. *That Louis Ferrara is hereby appointed as the Fund Commissioner for the Borough of Matawan to the Central Jersey Health Insurance Fund (CJHIF)*
4. *That a certified copy of this resolution be forwarded to the Administrator for the Monmouth County Municipal Joint Insurance Fund and the Administrator for the Central Jersey Health Insurance Fund (CJHIF).*

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Clerk as well as Joseph Altomonte.

Mayor Altomonte read by title Resolution 17-01-20: Appointing Louis C. Ferrara as the Municipal Cross-Acceptance Representative. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 17-01-20
APPOINTING LOUIS C. FERRARA AS THE
MUNICIPAL CROSS-ACCEPTANCE REPRESENTATIVE**

WHEREAS, the New Jersey State Planning Commission is re-examining the New Jersey State Development and Redevelopment Plan; and

WHEREAS, the State Planning Act provides for a process of "Cross-Acceptance", whereby each municipality in the state has the opportunity to review and comment on the revised State Development and Redevelopment Plan; and

WHEREAS, the Monmouth County Planning Board has requested that the Mayor and Governing Body designate a Cross-Acceptance delegation comprised of representatives that are most knowledgeable with the Municipality's master plan, zoning regulations, and other planning initiatives.

NOW, THEREFORE, BE IT RESOLVED by the Council of Matawan Borough that Louis C. Ferrara is hereby designated as the representative for the Cross-Acceptance process.

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

Mayor Altomonte read by title Resolution 17-01-21: Appointment of Community Development Representative and Community Development Alternate Representative. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

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**RESOLUTION 17-01-21
APPOINTMENT OF
COMMUNITY DEVELOPMENT REPRESENTATIVE AND
COMMUNITY DEVELOPMENT ALTERNATE REPRESENTATIVE**

WHEREAS, there exists in the Borough of Matawan, County of Monmouth, the need for a Community Development Representative and a Community Development Alternate Representative; and

WHEREAS, Louis C. Ferrara is qualified for said position of Community Development Representative; and

WHEREAS, Joseph Altomonte is qualified for said position of Community Development Alternate Representative.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that Louis C. Ferrara be appointed as Community Development Representative and Joseph Altomonte be appointed as Community Development Alternate Representative.

BE IT FURTHER RESOLVED that a true certified copy of this Resolution be forwarded to Community Development, Hall of Records Annex, One East Main Street, Freehold, New Jersey 07728.

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall also be forwarded to the following Borough of Matawan Departments: Administration and Clerk as well as Joseph Altomonte.

Mayor Altomonte read by title Resolution 17-01-22: 2017 Administrative Committees of the Borough of Matawan. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call vote. A roll call vote was taken.

Yes: Councilman Urbano
 Councilman Caldon
 Councilman Vergaretti
 Councilman Cannon
 Councilman Reeve
 Councilwoman Salvatore

Motion passed.

**RESOLUTION 17-01-22
2017 ADMINISTRATIVE COMMITTEES OF THE BOROUGH OF MATAWAN**

WHEREAS, it is necessary and expedient for the proper administration of government in the Borough of Matawan, to divide the administration of government into committees and appoint on said committee members of the Council to facilitate the operations of the Borough between meetings of the Council.

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NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that the administration of government be divided into:

Police, ADA, Railroad Parking, Recreation

Construction, Fire, First Aid, Sanitation & Recycling

DPW, Planning/Zoning, Main Street Development, Property Maintenance

Finance, Historic Sites

Animal Welfare Advisory Board, Shade Tree

Personnel, Environmental

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall also be forwarded to all Borough of Matawan Department Heads.

NOMINATION AND APPOINTMENTS TO COMMITTEES

(By the Mayor)

(The first name of each committee serves as chairman)

Police, ADA, Railroad Parking, Recreation

*Josi Salvatore
Nicolas Reeve
Michael Vergaretti*

Construction, Fire, First Aid, Sanitation & Recycling

*Michael Vergaretti
Nicolas Reeve
Josi Salvatore*

DPW, Planning/Zoning, Main Street Development, Property Maintenance

*Brett Cannon
Josi Salvatore
Joseph Urbano*

Finance, Historic Sites

*Nicolas Reeve
Michael Caldon
Brett Cannon*

Animal Welfare Advisory Board, Shade Tree

*Michael Caldon
Joseph Urbano
Michael Vergaretti*

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Personnel, Environmental

Joseph Urbano

Michael Caldon

Brett Cannon

APPOINTMENTS MADE BY THE MAYOR

Unified Planning/Zoning Board of Adjustments

I nominate and appoint Joseph Altomonte as Class I Member Mayor's Designee of the Unified Planning/Zoning Board of Adjustments for a one year term, said term to expire December 31, 2017.

I nominate and appoint Kurtis Roinestad as Class II Member of the Unified Planning/Zoning Board of Adjustments for a one year term, said term to expire December 31, 2017.

I nominate and appoint Councilman Brett Cannon as Class III Member of the Unified Planning/Zoning Board of Adjustments for a one year term, said term to expire December 31, 2017.

I nominate and appoint Paul Kelahan as Class IV Member of the Unified Planning/Zoning Board of Adjustments for a four year term, said term to expire December 31, 2020.

I nominate and appoint Jerry Martin as Class IV Member of the Unified Planning/Zoning Board of Adjustments for a four year term, said term to expire December 31, 2020.

I nominate and appoint Guy Buckel as Class IV Member of the Unified Planning/Zoning Board of Adjustments to fill an unexpired four year term, said term to expire December 31, 2019.

I nominate and appoint Justin J. Dapolito as Alternate 1 Member of the Unified Planning/Zoning Board of Adjustments for a two year term, said term to expire December 31, 2018.

I nominate and appoint John Lazar as Alternate 2 Member of the Unified Planning/Zoning Board of Adjustments for a two year term, said term to expire December 31, 2018.

I nominate and appoint Deana Gunn as Alternate 4 Member of the Unified Planning/Zoning Board of Adjustments for a two year term, said term to expire December 31, 2018.

**APPOINTMENTS MADE BY THE MAYOR
WITH CONFIRMATION OF COUNCIL**

Recreation Commission

I nominate and appoint Jeanne Kelahan as a Member of the Recreation Commission to fill an unexpired five year term, said term to expire December 31, 2019.

I nominate and appoint Stephanie Buckel as a Member of the Recreation Commission for a five year term, said term to expire December 31, 2021.

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I nominate and appoint Daria Dieterle as a Member of the Recreation Commission for a five year term, said term to expire December 31, 2021.

Disability Accessibility Commission

I nominate and appoint John Applegate as Public Works Representative of the Disability Accessibility Commission for a one year term, said term to expire December 31, 2017.

I nominate and appoint John Quinn as Construction Department Representative of the Disability Accessibility Commission for a one year term, said term to expire December 31, 2017.

I nominate and appoint Councilman Nicolas Reeve as Governing Body Representative of the Disability Accessibility Commission for a one year term, said term to expire December 31, 2017.

I nominate and appoint Councilman Josi Salvatore as Governing Body Representative of the Disability Accessibility Commission for a one year term, said term to expire December 31, 2017.

I nominate and appoint Rosemary Conte as Representative at Large of the Disability Accessibility Commission for a one year term, said term to expire December 31, 2017.

Historic Sites Commission

I nominate and appoint Robert Montfort as a member of the Historic Sites Commission for an unexpired three year term, said term to expire December 31, 2018.

I nominate and appoint Catherine Savolaine as a member of the Historic Sites Commission for a three year term, said term to expire December 31, 2019.

I nominate and appoint Kurtis Roinestad as a member of the Historic Sites Commission for a three year term, said term to expire December 31, 2019.

Library Board

I nominate and appoint Linda Ciupinski as Mayor's representative to the Library Board for a one year term, said term to expire December 31, 2017.

I nominate and appoint Kathleen Eovino as Citizen Member to the Library Board for a five year term, said term to expire December 31, 2021.

Office on the Aging

I nominate and appoint Al Savolaine as member of the Office on the Aging for a one year term, said term to expire December 31, 2017.

I nominate and appoint Catherine Savolaine as member of the Office on the Aging for a one year term, said term to expire December 31, 2017.

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Safety Committee

I nominate and appoint Jake Applegate the Public Works/Water/Sewer Department Representative of the Safety Committee for a one year term, said term to expire December 31, 2017.

I nominate and appoint Larry Kasica the Board of Health Representative of the Safety Committee for a one year term, said term to expire December 31, 2017.

I nominate and appoint Councilman Brett Cannon the Public Safety Committee Commissioner's Representative of the Safety Committee for a one year term, said term to expire December 31, 2017.

I nominate and appoint Kathleen Sporer the Member at Large Representative of the Safety Committee for a one year term, said term to expire December 31, 2017.

Crossing Guards

On recommendation of Police Chief Jason Gallo, I nominate and appoint the following persons as school crossing guards for the Year 2017.

**Melanie Murphy
Caroline Woods
Linda Smith
Leslie Gilman**

**Diane Monroe
Colleen Gano
June Berliner
Erin Haluska**

On recommendation of Police Chief Jason Gallo, I nominate and appoint the following persons as part-time school crossing guards for the Year 2017.

Denise Penniplede

Police Matrons

Upon the recommendation of Police Chief Jason Gallo, I nominate and appoint the following persons as police matrons for the Year 2017.

**Denise Triolo
Meghan Walker
Cristen Sjolholm**

Police Class II Specials

Upon the recommendation of Police Chief Jason Gallo, I nominate and appoint the following persons as police Class II Specials for the Year 2017.

**Robert Galvin
Christine Heppel**

Nominations and Appointments to Borough Offices

(Made by the Mayor to be confirmed by Council.) - (One year terms, said terms to expire December 31, 2017 or as noted.)

First Deputy Coordinator (Resources/Logistics)

Ex-Fire Chief Timothy Clifton

12/31/17

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<i>Second Deputy Coordinator (Operations/Planning)</i>	<i>Second Deputy Fire Chief Richard Michitsch</i>	<i>12/31/17</i>
<i>OEM Secretary (Documentation Unit Leader)</i>	<i>Tammy Michitsch</i>	<i>12/31/17</i>
<i>CERT Coordinator</i>	<i>Herbert Caravella</i>	<i>12/31/17</i>
<i>CERT Captain</i>	<i>Leslie Gilman</i>	<i>12/31/17</i>
<i>Deputy Borough Clerk</i>	<i>Robin Klinger</i>	<i>12/31/17</i>
<i>ADA Coordinator</i>	<i>Josi Salvatore</i>	<i>12/31/17</i>
<i>Assessment Search Officer</i>	<i>Karen Wynne</i>	<i>12/31/17</i>
<i>Tax Search Officer</i>	<i>Peggy Warren</i>	<i>12/31/17</i>
<i>HIPPA Privacy & Contact Person</i>	<i>Grace Rainforth</i>	<i>12/31/17</i>
<i>Certified Recycling Coordinator</i>	<i>Grace Rainforth</i>	<i>12/31/17</i>
<i>Personnel Administrator</i>	<i>Louis C. Ferrara</i>	<i>12/31/17</i>
<i>Recreation Director</i>	<i>Daria Dieterle</i>	<i>12/31/17</i>
<i>Local Historian</i>	<i>Al Savolaine</i>	<i>12/31/17</i>

Mayor Altomonte read by title Resolution 17-01-23: Resolution Promulgating the Mayor of the Borough of Matawan’s 2017 Action Plan for Increasing Government Efficiency, Improving Public Services, Reducing Government Costs, and Restoring and Rehabilitating Public Facilities and Lands. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

RESOLUTION 17-01-23

RESOLUTION PROMULGATING THE MAYOR OF THE BOROUGH OF MATAWAN’S 2017 ACTION PLAN FOR INCREASING GOVERNMENT EFFICIENCY, IMPROVING PUBLIC SERVICES, REDUCING GOVERNMENT COSTS, AND RESTORING AND REHABILITATING PUBLIC FACILITIES AND LANDS

WHEREAS, the Mayor and Council of the Borough of Matawan are committed to providing efficient and responsive municipal services to the residents of the Borough at the lowest possible cost to taxpayers; and

WHEREAS, the Mayor and Council of the Borough of Matawan have identified specific areas in which the Borough can improve the services provided to its residents; and

WHEREAS, the Mayor and Council of the Borough of Matawan have identified specific areas in which the Borough may be able to lower the costs of providing such services to its residents; and

WHEREAS, the Mayor and Council of the Borough of Matawan have solicited input from each and every department of the Borough’s administration in order to identify specific areas in which the efficiency of the Borough’s operations can be improved; and

WHEREAS, the Mayor and Council of the Borough of Matawan have identified specific public facilities and lands which require rehabilitation and improvement in order to restore services and provide recreational, historical, and commercial opportunities for residents and visitors to the Borough; and

WHEREAS, in the interests of open and transparent local government, the Mayor and Council of the Borough of Matawan intend to publicly declare their intentions and policy goals to the residents of the Borough through the promulgation of a specific 2017 Action Plan, the execution of which will accomplish the aforesaid objectives.

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***NOW, THEREFORE, BE IT RESOLVED,** that the Mayor and Council of the Borough of Matawan hereby promulgate the Mayor's 2017 Action Plan, which is attached hereto and made a part hereof, including specific and verifiable actions that will be undertaken by the Mayor and Council, in conjunction with the administration and professionals of the Borough, in order to increase government efficiency, improve public services, reduce government costs, restore and rehabilitate public facilities and lands, and to generally effectuate the policies of this governing body, as constituted on January 1, 2017, and hereby further instruct the Borough's administration to post the Mayor's 2017 Action Plan on the Borough's website to be updated as specific actions and line-items are accomplished during 2017.*

***BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to all Borough of Matawan Department Heads.*

Mayor Altomonte's 2017 Action Plan

Borough Cost Cutting/Saving Measures

- 1) *Explore options for shared services and bulk purchasing to save taxpayers money.*
- 2) *Conduct Borough-wide energy audit to reduce energy dependence and cut utility costs.*
- 3) *Determine if it would be more cost effective to handle the ADP Tax Assessment Program "in house" instead of outsourcing this work.*
- 4) *Conduct a comprehensive review of overtime costs to identify ways to reduce overtime.*
- 5) *Pass a comprehensive commercial grease trap maintenance ordinance, which will be strictly enforced. This will significantly reduce the amount of sewer blockages. Each year, the town spends thousands of dollars to clear these blockages. In most cases, the source of the grease is restaurant grease traps that are not properly cleaned and maintained.*

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

- 6) *Begin construction on Phase 1 of the restoration of Gravelly Brook Park as a public space for all residents and local sports leagues to enjoy.*
- 7) *Pursue funding and begin planning for Phase 2 of the restoration of Gravelly Brook Park to further expand the recreational offerings in the Borough's largest public park.*
- 8) *Implement a Downtown Revitalization Plan to attract new investment and businesses to our community.*
- 9) *Develop parking solutions to make Matawan's downtown more attractive and accessible to local shoppers.*
- 10) *Begin renovations on Burrowes Mansion Museum, the Revolutionary War relic and perhaps most important piece of Matawan's proud history.*
- 11) *Explore options to facilitate a public-private partnership for the revitalization of the privately owned Ryer House (aka, the Ambrosio Mansion) on Main Street.*

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

Improve Borough Services

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

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

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

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

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

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

Increase Non-Tax Borough Revenues

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

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

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

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

Government Efficiency

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

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

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

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

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Economic Development

- 27) *Initiate a Storefront Revitalization Program that provides incentives to open businesses in empty storefronts.*
- 28) *Seek input and increase coordination with the Matawan Chamber of Commerce, the Matawan Historic Commission, and downtown business owners. Utilize their expertise to explore innovative ways to draw consumers to Matawan businesses.*

Expand E-Government Services

- 29) *Agendas for public meetings will be posted online at least 48 hours before the meeting time.*
- 30) *Minutes for past public meetings will be available for approval by the Mayor and Council and posting online no later than two regularly scheduled meetings after the meeting at which the minutes were taken.*
- 31) *Review all services and forms used by the public, and where possible, enable residents to complete forms, request services, and make payments online.*
- 32) *Investigate software solutions for records, agenda/resolution/ordinance preparation, OPRA, etc.*
- 33) *Expand the acceptance of credit cards in Borough Hall.*

Public Health and Safety

- 34) *Open a new Emergency Management Headquarters to improve our response and communications during natural disasters and other emergency events.*
- 35) *Implement plan to address vandalism and to increase security in our local parks.*
- 36) *Establish new Matawan Emergency Warming Center for residents to utilize following natural disasters.*

Mayor Altomonte read by title Resolution 17-01-24: Resolution Affirming the Provisions of the New Jersey Open Public Meetings Act and Setting Forth the Policy of the Mayor and Council of the Borough of Matawan on the Timing and Availability of Meeting Agendas and Minutes to the Public. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 17-01-24
RESOLUTION AFFIRMING THE PROVISIONS OF THE NEW JERSEY OPEN PUBLIC
MEETINGS ACT AND SETTING FORTH THE POLICY OF THE MAYOR AND COUNCIL
OF THE BOROUGH OF MATAWAN ON THE TIMING AND AVAILABILITY OF
MEETING AGENDAS AND MINUTES TO THE PUBLIC**

WHEREAS, the New Jersey Open Public Meetings Act (the "Act"), commonly referred to as the Sunshine Law, establishes the right of all citizens to have adequate advance notice of all public meetings and the right to attend meetings at which any business affecting the public is discussed or acted upon; and

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WHEREAS, the Act defines “adequate notice” as written advance notice of at least 48 hours, giving the time, date, location and, to the extent known, the agenda of any regular, special or rescheduled meeting; and

WHEREAS, the Mayor and Council have been made aware by members of the public that it has not always been the practice of the Borough to make available to the public the agendas for upcoming meetings of the Borough Council at least 48 hours in advance; and

WHEREAS, the Mayor and Council have also been made aware by members of the public that the minutes for past meetings of the Borough Council have not always been timely made available to the public;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Matawan hereby declares that it is the absolute and unequivocal policy of this governing body, as constituted on January 1, 2017, to comply with the Act, and to make all meeting agendas, to the extent known, available to the public on the Borough’s website at least 48 hours in advance of every Borough Council meeting and to have all meeting minutes presented to the Mayor and Council for approval and posting to the Borough’s website no later than two regularly scheduled Borough Council meetings after the meeting at which the minutes were taken.

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to all Borough of Matawan Department Heads.

Mayor Altomonte read by title Resolution 17-01-25: Resolution Authorizing the Borough Clerk to Issue Requests for Qualifications Under a Fair and Open Process for Certain Professional Appointments of the Borough of Matawan. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call vote. A roll call vote was taken.

- Yes:
- Councilman Urbano
 - Councilman Caldon
 - Councilman Vergaretti
 - Councilman Cannon
 - Councilman Reeve
 - Councilwoman Salvatore

Motion passed.

**RESOLUTION 17-01-25
RESOLUTION AUTHORIZING THE BOROUGH CLERK TO ISSUE REQUESTS FOR
QUALIFICATIONS UNDER A FAIR AND OPEN PROCESS FOR CERTAIN
PROFESSIONAL APPOINTMENTS OF THE BOROUGH OF MATAWAN**

WHEREAS, the Mayor and Council of the Borough of Matawan may require certain professional services in connection with the implementation and execution of their public policies during 2017; and

WHEREAS, the New Jersey Local Public Contracts Law and the New Jersey Pay-to-Play Law outline a fair and open process by which the Mayor and Council may solicit proposals and qualifications from professional firms to provide services to the Borough; and

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WHEREAS, the Mayor and Council of the Borough of Matawan recognize that the time constraints associated with the fair and open process may be detrimental to the Borough's responsiveness if such a fair and open process is started only when the professional service becomes necessary; and

WHEREAS, the Mayor and Council of the Borough of Matawan affirm their commitment to a fair and open process for such appointment and pre-qualification, and thus, desire to undertake such a fair and open process now, regardless of whether or not any of the appointed professionals' services ultimately become necessary over the course of 2017.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Matawan hereby authorize the Borough Clerk to issue a Request for Qualifications, and authorize the Borough Attorney to provide any assistance that the Clerk may require, in order for the Mayor and Council to nominate and appoint the following professional positions at the beginning of 2017 so that such professionals are pre-qualified and able to be called upon immediately should their services be required by the Borough during 2017:

- *Borough Engineer*
- *Borough Planner*
- *Borough Redevelopment Engineer*
- *Borough Redevelopment Planner*
- *Special Projects Engineering Pool*
- *Borough Architect*
- *Borough Appraiser*
- *Borough Financial Advisor*
- *Borough COAH Attorney*
- *Special Counsel Pool*
- *Borough Property & Casualty Insurance Broker*

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

Mayor Altomonte read by title Resolution 17-01-26: 2017 Disability Accessibility Commission Meetings. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 17-01-26
2017 DISABILITY ACCESSIBILITY COMMISSION MEETINGS**

WHEREAS, Ordinance 12-18 established the Disability Accessibility Committee of the Borough of Matawan to ensure for continued compliance with the American's with Disabilities Act (ADA) for all Borough public buildings and properties, and to make recommendations on any various policies, issues, needs and future of said buildings, properties and projects; and

WHEREAS, Ordinance 12-18 designates the second Monday in January for the Committee's reorganization and at such time they may review the following dates for their quarterly meetings.

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NOW, THEREFORE, BE IT RESOLVED that the following Disability Accessibility Commission meetings shall be named and held at 4:00 PM at the Matawan Municipal Community Center, 201 Broad Street, Matawan, New Jersey:

January	9 th	Reorganization Meeting
May	8 th	
September	11 th	
December	11 th	

BE IT FURTHER RESOLVED that the meeting dates shall be open to the public and advertised in a newspaper recognized by the Borough as the official newspapers to who all notices of meetings shall be sent.

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Clerk as well as Public Works, Construction as well as Members of the Disability Accessibility Commission.

Mayor Altomonte read by title Resolution 17-01-27: Time Capsule – Borough of Matawan - 2017. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 17-01-27
TIME CAPSULE
BOROUGH OF MATAWAN
2017**

WHEREAS, the Tricentennial Committee of the Borough of Matawan in 1986 had reason to bury a time capsule; and

WHEREAS, said Time Capsule having been buried in Memorial Park, Main and Broad Streets; and

WHEREAS, instruction directing the said Time Capsule to be opened on January 1, 2086, or at an appropriate date during the Year 2086, determined by the then elected governing body, in conjunction with the appropriate body serving the preservation of Matawan's History, or the Quadcentennial Commission.

NOW, THEREFORE, BE IT RESOLVED that this Resolution, adopted this First Day of January 2017, be an ongoing resolution, and be a permanent resolution adopted at the first meeting of each year until the Year 2086, to serve as a reminder to all future governing bodies of the existence of the "Time Capsule".

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

Mayor Altomonte read by title Resolution 17-01-28: Adoption of Bylaws – Board of Fire Officers. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

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**RESOLUTION 17-01-28
ADOPTION OF BYLAWS - BOARD OF FIRE OFFICERS**

WHEREAS, the Board of Fire Officers for the Borough of Matawan has advised the Mayor and Council the need for amending and adopting a revised and updated Bylaws for the Borough of Matawan's Board of Fire Officers; and

WHEREAS, the Board of Fire Officers have recommended that these Bylaws will provide for a more efficient operation of the Borough of Matawan's Fire Department; and

WHEREAS, the Mayor and Council of the Borough of Matawan desires to maintain and continue a more efficient operation under the revised Bylaws as recommended by the Board of Fire Officers.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that the revised Bylaws attached hereto and made apart hereof are hereby adopted and approved as recommended by the Board of Fire Officers.

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Clerk, Fire as well as Mayor Joseph Altomonte and Councilman Michael Vergaretti.

Mayor Altomonte read by title Resolution 17-01-29: Authorization to Execute 2017 SCAT Agreement. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 17-01-29
AUTHORIZATION TO EXECUTE 2017 SCAT AGREEMENT**

WHEREAS, the Borough of Matawan has heretofore entered into an agreement with the Monmouth County Board of Chosen Freeholders, specifically the office of Special Citizens Area Transportation (SCAT), to provide certain services to senior citizens and challenged individual among others, residing within the Borough of Matawan; and

WHEREAS, the Council of the Borough of Matawan wishes to continue said service.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that the Borough enter into the attached Agreement with the Board of Chosen Freeholders of the County of Monmouth.

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 Board of Chosen Freeholders of Monmouth County.

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CERTIFICATION AS TO AVAILABLE FUNDING

I, Monica Antista, Chief Financial Officer of the Borough of Matawan do hereby certify that as of the date of this certification funds are available from the 7-01-28-370-200 Budget of the Borough of Matawan to Monmouth County for the 2017 Foodshopping Agreement (SCAT) for the Borough of Matawan in an amount not to exceed Three Thousand Six Hundred Dollars and No Cents (\$3,600.00).

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)

*Monica Antista, CMFO
Dated: January 1, 2017*

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THIS AGREEMENT entered into **January 1, 2017** by and between the COUNTY OF MONMOUTH (hereinafter referred to as the COUNTY) and **BOROUGH OF MATAWAN** hereinafter referred to as the MUNICIPALITY/AGENCY).

WHEREAS, the Board of Chosen Freeholders of the County of Monmouth has established the Special Citizens Area Transportation System (hereinafter referred to as SCAT); and

WHEREAS, the MUNICIPALITY has requested that the COUNTY provide service to eligible residents; and

WHEREAS, it is necessary to set forth the responsibilities of both parties in this agreement.

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein contained and for other good and valuable considerations, it is mutually agreed between the parties as follows: Services to be provided under this Agreement will include transportation to and from local food markets. Destinations and pick-up sites will be determined at the discretion of the SCAT coordinator. Ridership on SCAT vehicles shall include those persons 60 years of age and older, in accordance with the rules and regulations set forth in Title III of the Older Americans Act of 1965, as amended in 1978. Service will be provided without regard to disability, in compliance with the provisions of Section 504 of the Rehabilitation Act of 1973. Ridership will also be extended to disabled persons under 60 years of age as vehicle space and time is available. "Disabled" is defined, as per Title 17 of the New Jersey Administrative Code, as a person who may be classified as having a physical impairment which manifests itself in one or more of the following ways: non-ambulatory, semi-ambulatory, visually impaired, deaf

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or hearing impaired, having faulty coordination, or having reduced mobility, flexibility, coordination or perceptiveness due to age, physical or mental conditions.

1. Vehicles used to provide services under this agreement will be owned, operated, insured and maintained by the COUNTY. All vehicle drivers will have current Operator's and Commercial Driver's License (CDL).
2. Vehicles shall be housed at the COUNTY garage, Freehold Township, or at location agreed to by the parties concerned. The SCAT coordinator will attempt to schedule maintenance work at a time which will afford the least interruption to the normally established service schedules. The provision of auxiliary transportation in the event of major maintenance or accident will be at the discretion of the coordinator of the SCAT Program or his/her designee.
3. Service will be provided for either a half or a full day as specified in Appendix A to this agreement. The COUNTY reserves the right to re-schedule the days of services based upon the availability of vehicles. The days of operation may be re-scheduled by the SCAT coordinator as needed.
4. Additional days of extended service may be provided under this agreement with authorization of the MUNICIPALITY contingent upon the availability of drivers and vehicles and approval of the SCAT coordinator. The MUNICIPALITY will be charged at the rate of a full day of service, plus \$.18 per mile, door to door.
5. The SCAT coordinator may establish routes which would serve two or more MUNICIPALITIES on a given day as long as the existing level of service in the MUNICIPALITY is maintained or improved.
6. A local coordinator will be supplied by the contracting party, either municipal or private, to aid the SCAT coordinator in daily operations.
7. The MUNICIPALITY will be billed on a quarterly basis for services provided at the per diem rate as set forth in Appendix A. The SCAT coordinator will detail the dates as to when services were provided during the quarter. The MUNICIPALITY will make payments within 30 days of the billing date, providing that the billing is in conformity with this

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agreement. Such payment shall be made by check, and be made payable to the Treasurer,
County of Monmouth.

8. Provision of service by the COUNTY under this agreement is conditional upon continued availability of funding through Title III of the Older Americans Act.
9. This contract will be in effect from **January 1, 2017** to **December 31, 2017**, or until a subsequent contract is executed.
10. Tolls and other over-the-road parking charges incurred by the vehicle in normal operation of the vehicle will be borne by the MUNICIPALITY which requires the vehicle to traverse toll roads or incur parking or other over-the-road costs provided that the vehicle driver furnishes a receipt substantiating such out-of-pocket cost the MUNICIPALITY. A copy of such receipts and record of payment by the MUNICIPALITY shall be furnished to the SCAT coordinator within seven (7) days after use of the vehicle by either the MUNICIPALITY or contracting parties.
11. The COUNTY reserves the right to alter this agreement or to increase the per diem rate for vehicle operation based on increased costs subject to forty-five (45) days' notice.
12. Either party may terminate this agreement upon sixty (60) days written notice to the other party. Notice shall be sent by certified mail return receipt requested to the Board of Chosen Freeholders in the case of the County and the Municipal Clerk in the case of the municipality.

IN WITNESS WHEREOF, the parties hereto have caused those present to be signed by their respective authorized officers and their respective corporate seals to be hereunto affixed the day and year first above mentioned.

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ATTEST:

COUNTY OF MONMOUTH
(seal)

BY: _____
Marion Masnick, Clerk
Board of Chosen Freeholders

BY: _____
THOMAS A. ARNONE
DIRECTOR, Monmouth County Board
of Chosen Freeholders

ATTEST:

MUNICIPALITY
(seal)

BY: _____
Municipal Clerk

BY: _____
Mayor

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APPENDIX A

MUNICIPALITY:

BOROUGH OF MATAWAN

Days of Service Per Week:

FULL DAYS _____.

HALF DAYS X .

Charges:

RATE* FULL DAY _____.

RATE* HALF DAY \$78.00 .

*Rate is based on average daily passengers.

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Mayor Altomonte read by title Resolution 17-01-30: Appointment of Charles Bernath as a Part Time Licensed Operator/Consultant for the Borough of Matawan Middlesex Road Water Treatment Plant. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 17-01-30
APPOINTMENT OF CHARLES BERNATH
AS A PART TIME LICENSED OPERATOR/CONSULTANT FOR THE BOROUGH OF MATAWAN
MIDDLESEX ROAD WATER TREATMENT PLANT**

WHEREAS, NJAC 7:10A-1.10(f) indicates a municipality shall obtain the services of a licensee holding a license not more than one class lower than the classification required for the operation of the system to cover the system during the unavailability of the licensed operator; and

WHEREAS, there exists the need for the Borough of Matawan to engage the services of a Licensed Operator/Consultant with an appropriate T-2 License required for the operation of the Middlesex Road Water Treatment Plant during the unavailability of the Licensed Operator, John Applegate, Superintendent of the Department of Public Works; and

WHEREAS, Charles Bernath has the qualifications and expertise as a T-2 Licensed Operator/Consultant needed for operational issues of the Middlesex Road Water Treatment Plant.

NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Matawan, hereby appoints Charles Bernath residing within the Borough of Matawan as a Licensed Operator/Consultant for the Middlesex Road Water Treatment Plant with an annual remuneration not to exceed Fifteen Thousand Dollars and No Cents (\$15,000.00) at an hourly rate not to exceed Forty Dollars and No Cents (\$40.00) per hour, said term to expire December 31, 2017.

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, Public Works as well as the Charles Bernath.

CERTIFICATION AS TO AVAILABLE FUNDING

I, Monica Antista, Chief Financial Officer of the Borough of Matawan do hereby certify that as of the date of this certification funds are available from the 7-09-55-500-100 Budget of the Borough of Matawan to Charles Bernath for the Borough of Matawan with an annual remuneration not to exceed Fifteen Thousand Dollars and No Cents (\$15,000.00) at an hourly rate not to exceed Forty Dollars and No Cents (\$40.00) per hour.

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)

Monica Antista, CMFO

Dated: January 1, 2017

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Mayor's Report

Mayor Altomonte extended his warmest thanks to the residents, and to his wife and children for their support. He congratulated Councilpersons Cannon and Salvatore, and also thanked Matawan volunteers, professionals and Borough employees. Mayor Altomonte read highlighted accomplishments and goals cited in the Mayor's 2017 Action Plan outlined in today's adopted Resolution 17-01-23:

- Construction will begin on the long-awaited Gravelly Brook Park Phase I Improvements. Application for Phase II Improvement funding is in process.
- The 2017 Road Program will go out to bid first quarter 2017 to continue to keep pace with road deterioration.
- We will pursue a Transit Village Infrastructure Project funded by a State grant to restore the walkways around the train station in anticipation of a public/private partnership to redevelop abandoned properties.
- The Burrowes Mansion renovation project has been approved by the NJ Historic Trust, and will completely restore this national landmark to once again become a historic part of Main Street.
- The train station is our biggest asset and attraction. The Borough approached NJ Transit to become our partner in developing our own transit village crucial to the revitalization of our downtown area including reinvigorating the development of the old "C-Town" project, and downtown parking.
- Continued pursuit of efficiency, such as, electronic filing of all Borough documents, the expansion of credit card payments, possible additional staff to reduce overtime, and additional shared services that have become a part of regular Borough business.

This town is truly blessed to have an excellent Borough staff along with a very hard working Department of Public Works, Police and Fire Departments as well as an EMS that is second to none. Our Borough staff is constantly working on programs to deliver better services to our residents, and I very much thank them for their hard work every day.

Along with the Council I wish you the very best of 2017, and please enjoy the rest of your day.

Mr. Menna informed the Clerk has advised for the purposes of clarity and public knowledge the Mayor read the appointments reflected in Resolution 17-01-22. Mayor Altomonte requested a motion to affirm and confirm the nominations. Councilman Cannon made the motion, seconded by Councilman Vergaretti. Mayor Altomonte requested a roll call vote. A roll call vote was taken.

Yes: Councilman Urbano
 Councilman Caldon

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Councilman Vergaretti
Councilman Cannon
Councilman Reeve
Councilwoman Salvatore

Motion passed.

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 Vergaretti made the motion, seconded by Councilman Cannon. Council agreed. Motion passed.

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

Mayor Altomonte invited everyone to MJ's Buttonwood.

The meeting adjourned at 1:30 PM.

(Signature on File)

Karen Wynne, RMC
Municipal Clerk