

**Borough of Matawan
Reorganization Meeting
January 1, 2020**

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, 2020 with Mayor Joseph 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 11, 2019, by sending notice to the *Asbury Park Press*, and by posting. A copy of said notice is and has been made available to the public and is on file in the Office of the Borough Clerk. A copy of said notice has also been sent to such members of the public as have requested such information, in accordance with the Statute.

Mayor Altomonte called the meeting to order at 12:10 PM and asked that everyone to stand for a Salute to the Flag.

Mayor Altomonte asked everyone to stand for a Moment of Silence and asking all present to keep Leroy Sickels and his family in their thoughts.

Mayor Altomonte requested a roll call to reconvene the December 17, 2019 meeting.

On roll call the following members responded present:

Yes: Councilwoman Deana Gunn
 Councilwoman Josi Salvatore
 Councilwoman Stephanie Buckel
 Councilman Brett Cannon
 Councilman Nicolas Reeve
 Councilman John Lazar

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

Adjourn the December 17, 2019 Council Meeting

Mayor Altomonte requested a motion to adjourn the December 17, 2019 public session meeting. Councilwoman Buckel made the motion, seconded by Councilman Reeve. Council agreed. Motion passed.

Oaths of Office

The Honorable Esther Suarez, Hudson County Prosecutor, administered the Oath of Office for Mayor to Joseph Altomonte, for a four-year term, said term to expire December 31, 2023.

Councilman Cannon thanked Councilwoman Josi Salvatore for her three years of service to our community. Councilwoman Salvatore then administered the Oath of Office for Councilman to Brett M. Cannon, for a three-year term, said term to expire December 31, 2022.

Mayor Joseph Altomonte administered the Oath of Office for Councilman to Councilman Brian Livesey, for a three-year term, said term to expire December 31, 2022.

Mayor Altomonte administered the Oath of Office for Councilman to Councilman John Lazar, for an unexpired three-year term, said term to expire December 31, 2021.

Roll Call of the January 1, 2020 Reorganization Meeting

Mayor Altomonte requested a roll call for the January 1, 2020 Reorganization Meeting.

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On roll call the following members responded present:

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

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

Oath of Office Administered to the Fire Chiefs and Presentation of Badges & Awards

Mayor Altomonte announced the posthumous promotion of Christopher Lambros to Chief of Matawan Fire Department.

Mayor Altomonte administered the Oath of Office to Fire Chief Stephen Tatarka.

Mayor Altomonte administered the Oaths of Office to:

First Deputy Chief:	Freddy Benjamin
Second Deputy Chief:	Peter Berliner
Third Deputy Chief:	James Archibald

Mayor Altomonte then offered the floor to Chief Lee, who presented the award to the Fast (Red) Team members, explaining that they are a rapid intervention elite team who are specially trained to go into fires to search for trapped firefighters during a mayday call. He presented this award to Second Assistant Engineer Jessica Michitsch, Third Deputy Chief James Archibald, and Lieutenant Brian Kopf. He related a house fire in Hazlet where the team assisted when a firefighter fell through the floor of the burning building. The Unit Citation came from both the State of New Jersey and the Fire Marshall's office.

Chief Lee then presented awards to the towns who support the Matawan Fire Department. He presented these awards to:

- 1) Morganville Fire Department
- 2) Keyport Fire Department & EMS
- 3) Laurence Harbor Fire Department
- 4) Union Beach Fire Department

Chief Lee offered his year-end comments, specifically the hard work of the Matawan Fire Department, thanking the Department and his wife. Ex-Chief Peter George joined the podium, and on behalf of the Board of Fire Officers, presented a plaque to James Duffy, Sr. thanking him for his 55 years of service to the Matawan Fire Department. Chief Lee then listed the many offices held by ex-Chief Duffy and his various contributions to the Department during his years of service. James Duffy, Jr. accepted the plaque on behalf of his father, and thanked everyone who made the presentation possible.

Chief Lee asked Jessica Michitsch and her father, ex-Chief Richard Michitsch, come to the podium, presenting a plaque to Ms. Michitsch, Level 1 Instructor Assistant Training Officer 2019, and a plaque to ex-Chief Michitsch, Level 2 Instructor Lead Training Officer for Training Division 2019.

Chief Tatarka presented a plaque to Chief Lee, Level 2 Instructor Original Member of Training Division 2019.

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He then gifted Chief Lee with the traditional black leather helmet and the traditional silver bugle horn, thanking him for his years of service. Chief Lee expressed his thanks. Chief Tatarka presented to ‘Baby’ Chief Archibald a baby bottle.

Chief Lee exchanged command to Chief Tatarka.

Chief Tatarka invited everyone to Freneau Fire House for refreshments, dismissing the members of the Matawan Fire Department, who left the meeting at 12:46 PM.

New Business

Mayor Altomonte read by title Resolution 20-01-01: Council President Appointment – Deana Gunn. Mayor Altomonte requested a motion. Councilman Cannon made the motion, seconded by Councilwoman Buckel. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 20-01-01
COUNCIL PRESIDENT APPOINTMENT
DEANA GUNN**

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, 2020.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that, Deana Gunn, 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: Clerk.

Mayor Altomonte administered the Oath of Office to Councilwoman Gunn.

Councilman Cannon thanked the Council for allowing him to serve as Council President during 2019. He noted he could not think of a better person to serve as Council President than Councilwoman Gunn; she is an asset to our town and to their team. Councilwoman Gunn thanked him and said that she appreciated the Council’s faith in her. She said that she looked forward to a successful 2020 for the Borough of Matawan.

Mayor Altomonte read by title Resolution 20-01-02: Authorizing the Appointment of Borough Attorney Under Fair and Open – The Menna Law Firm, LLC. Mayor Altomonte requested a motion. Councilman Reeve made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 20-01-02
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.

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***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 2019, said term to expire December 31, 2020.*

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

***BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Finance, Police as well as Pasquale Menna, Esq. of The Menna Law Firm, LLC.*

CERTIFICATION AS TO AVAILABLE FUNDING

I, Nicole Horvath, Chief Financial Officer of the Borough of Matawan do hereby certify that as of the date of this certification funds are available from the 0-01-20-155-210 Budget of the Borough of Matawan to Pasquale Menna, Esq. as Borough Attorney for the Borough of Matawan in an amount not to exceed Twenty Four Thousand Dollars and No Cents (\$24,000.00).

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

Chief Financial Officer

(Signature on File)

Nicole Horvath, CMFO

Dated: January 1, 2020

Mayor Altomonte read by title Resolution 20-01-03: Appointment of 2020 Special Counsel – Grace Marmero & Associates, LLP. Mayor Altomonte requested a motion. Councilwoman Gunn made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 20-01-03
AUTHORIZING THE APPOINTMENT OF 2020 SPECIAL COUNSEL**

***WHEREAS**, there exists the need for the appointment of a special counsel for the Borough of Matawan;
and*

***WHEREAS**, the Borough Council finds the firm Grace Marmero & Associates, LLP is qualified for the special counsel sought by the Borough of Matawan.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that they hereby appoint the firm of Grace Marmero & Associates, LLP Law Firm, as Special Counsel for the Borough of Matawan, for contract negotiations.*

***BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Finance as well as the Borough Attorney and Grace Marmero & Associates, LLP.*

CERTIFICATION AS TO AVAILABLE FUNDING

I, Nicole Horvath, Chief Financial Officer of the Borough of Matawan, County of Monmouth, and State of New Jersey, do hereby certify that as of the date of this certification funds are available from the 0-01-20-155-291 Budget of the Borough of Matawan to Grace Marmero & Associates, LLP for the Borough of Matawan in an amount not to exceed Twenty Five Thousand Dollars and No Cents (\$25,000.00).

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

Chief Financial Officer

(Signature on File)

Nicole Horvath, CMFO

Dated: January 1, 2020

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Mayor Altomonte read by title Resolution 20-01-04: Emergency Temporary Appropriation. Mayor Altomonte requested a motion. Councilwoman Gunn made the motion, seconded by Councilwoman Buckel. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 20-01-04
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 2020 temporary budget for the aforesaid purposes; and

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

WHEREAS, the total emergency temporary resolutions adopted in the year 2019 pursuant to the provisions of Chapter 96, PL 1951 (NJSA 40A:4-20) including this resolution total \$4,570,643.63.

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

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

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

2020 Temporary Budget	Salary & Wages	Other Expenses
MAYOR & COUNCIL	-	1,050.00
MUNI CLERK	22,169.23	4,706.96
GENERAL ADMIN	28,846.87	13,734.63
AUDIT	-	-
FINANCE	20,406.88	6,843.00
TAX ASSES	14,290.68	2,176.82
TAX COLLECTOR	18,044.76	2,904.68
LEGAL SERVICES	-	100,000.00
ENGINEERING	-	27,562.50
BLDG & GROUNDS	44,304.34	25,200.00
PLAN/ZONING BD	4,781.44	1,944.00
SHADE TREE COMM	341.25	2,937.50
ENVIRON HEALTH	200.00	2,500.00
SOLID WASTE COLL	1,455.38	175,875.00
INSURANCE-GROUP HEALTH	-	298,462.50
INSURANCE-LIABILITY	-	80,000.00
INSURANCE-WORKERS COMP	-	73,000.00
FIRE	-	45,740.63
FIRE-AID TO DEPARTMENT	-	4,000.00
FIRE PREVENTION	18,226.34	1,657.75
POLICE	748,082.83	76,832.96
STREETS & ROADS	140,905.17	34,932.19
STREET LIGHTING	-	32,812.50
BD OF HEALTH	1,331.83	6,478.75
RECREATION	5,684.66	9,975.00

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HISTORICAL SITES	300.00	3,945.38
VOL 1ST AID SQUAD	-	5,000.00
OEM	-	5,521.87
PROP MAINT	4,250.00	100.00
RR PARKING	58,385.94	13,387.50
DOWNTOWN REDEV	-	2,756.25
UTILITIES	-	81,900.00
VEHICLE MAINT	-	14,031.25
CONSTR OFFICIAL	42,262.61	2,000.00
ACCUM SICK LEAVE	-	-
OASI	-	46,462.50
PERS	-	-
P/F RETIREMENT	-	-
MUNICIPAL COURT	-	-
PUBLIC DEFENDER	-	-
FREE PUBLIC LIBRARY	-	97,902.53
EMERGENCY 911	-	11,000.00
LOSAP	-	-
GREEN TRUST LOAN	-	9,172.02
PAYMENT OF BOND PRINCIPAL	-	465,000.00
PAYMENT OF BANS	-	-
INTEREST ON BONDS	-	192,471.25
INTEREST ON NOTES	-	-
SPECIAL EMERGENCY	-	-
MCIA LEASE INTEREST	-	28,392.50
MCIA LEASE PRINCIPAL	-	-
CAPITAL IMPROVEMENT FUND	-	-
SUBTOTAL	1,174,270.21	2,010,370.42
TOTAL TEMPORARY EMERGENCY APPROPRIATIONS	-	3,184,640.63
WATER SEWER UTILITY		
OPERATING	204,908.77	362,866.88
PAYMENT ON BOND PRINCIPAL	-	205,000.00
ACQUISITION OF WATER/BULK WATER	-	99,750.00
BRSA	-	303,659.11
INTEREST ON BONDS(504-299)	-	75,803.75
INTEREST ON NOTES	-	-
SURPLUS	-	-
WASTEWATER LOAN (507-299)	-	89,269.37
WASTEWATER LOAN INTEREST(504-205)	-	28,995.12
PERS	-	-
SOCIAL SECURITY	-	15,750.00
SUBTOTAL	204,908.77	1,181,094.23
TOTAL WATER SEWER UTILITY TEMPORARY EMERGENCY APPROPRIATIONS	-	1,386,003.00

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

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Mayor Altomonte read by title Resolution 20-01-05: Resolution Confirming 2020 Appointments by the Mayor With Confirmation of Council. Mayor Altomonte requested a motion. Councilwoman Buckel made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 20-01-05
RESOLUTION CONFIRMING 2020 APPOINTMENTS BY THE MAYOR
WITH CONFIRMATION OF COUNCIL**

NOW, THEREFORE, BE IT RESOLVED, that the appointments listed below made by the Mayor be and the same are hereby confirmed and the following officials are appointed for a term of one year said term to expire December 31, 2020, unless otherwise specified or provided for by statute:

<u>BOARD/COMMISSION</u>	<u>NAME</u>	<u>TERM OF OFFICE</u>
<u>Borough Offices</u>		
ADA Coordinator	Deana Gunn	
Assessment Search Officer	Karen Wynne	
Certified Clean Communities Coordinator	Grace Rainforth	
Certified Recycling Coordinator	Grace Rainforth	
Chief Financial Officer & Treasurer	Nicole Horvath	
Deputy Clerk	Robin Klinger	
Fire Sub Code Official/Inspector	Robert Debold	
HIPAA Privacy & Contact Person	Grace Rainforth	
Plumbing Sub Code Official/Inspector	Richard Riopel	
Property Maintenance Officer	Kenneth Marr, Jr.	
PT Licensed Operator/Consultant for BOM		
Water Treatment Plant & Distribution System	Andrew Wilson	
Tax Search Officer	Peggy Warren	
<u>Disability Accessibility Commission</u>		
Public Works Representative	John Applegate	
Construction Department Representative	John Quinn	
Governing Body Representative	Deana Gunn	
Governing Body Representative	Stephanie Buckel	
<u>Economic Development, Business & Redevelopment Commission</u>		
Councilperson	Deana Gunn	
Councilperson	Nicolas Reeve	
Member	Dean Fazio	December 31, 2021
Recording Secretary	Linda Martin	
<u>Historical Sites Commission</u>		
Member	Barr Orr	December 31, 2021
Recording Secretary	Anthony Washington	
<u>Recreation Commission</u>		
Director	Daria Dieterle	
Delegate	Jeanne Kelahan	December 31, 2023
Delegate	Alexis Livesey	December 31, 2023
<u>Safety Committee</u>		
DPW/Water/Sewer Department Representative	John Applegate	
Board of Health Representative	Larry Kasica	
Public Safety Committee Commissioner's Representative	Nicolas Reeve	
Member-at-Large Representative	Kathleen Sporer	
<u>Shade Tree Commission</u>		
Recording Secretary	Mary McMurray	

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**Unified Planning/Zoning Board of
Adjustments**

Class III *Brett Cannon*

Public Safety

First Deputy Coordinator *Richard Michitsch*
(Operations/Planning)
Second Deputy Coordinator
(Resources/Logistics) *Timothy Clifton*
OEM Secretary (Documentation Unit Leader) *Tammy Michitsch*
CERT Coordinator *Herbert Caravella*
CERT Captain *Leslie Gilman*

**Crossing Guards and Matron Names TO BE
PROVIDED BY THE CHIEF OF POLICE**

Crossing Guard(s)

June Berliner
Coleen Gano
Leslie Gillman
Erin Haluska
Diane Monroe
Melanie Murphy
Linda Smith

Substitute Crossing Guard(s)

Denise Penniplede

Police Matron(s)

Cristen Sjöholm
Denise Triolo

Mayor Altomonte read by title Resolution 20-01-06: Authorizing the Award of Fair and Open Contracts for the Borough of Matawan 2020 Professional Services. Mayor Altomonte requested a motion. Councilwoman Buckel made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

***RESOLUTION 20-01-06
AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACTS FOR
THE BOROUGH OF MATAWAN 2020 PROFESSIONAL SERVICES***

WHEREAS, the Borough of Matawan has solicited proposals through a fair and open process in accordance with NJSA 19:44A-20.5 et seq., which requires that award of contract for “Professional Services” through the fair and open process must be made by resolution authorizing the award of said contract and must be publicly advertised; and

WHEREAS, the following firms have 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 these firms to be the most qualified for the services sought by the Borough of Matawan:

Borough Architect – Netta Architects

Borough Auditor – Suplee, Clooney & Co.

To provide auditing and accounting services will be as follows, but not limited to:

- *Perform the audit of the Borough’s financial statements for the year ended December 31, 2019 and prepare the 2019 Annual Debt Statement and Unaudited Annual Financial Statement*
- *Review and assist in the preparation of the Borough’s 2020 Budget*
- *LOSAP Audit*

Borough Bond Attorney – Waters, McPherson, McNeill, PC
Borough Conflict Attorney – Durkin & Durkin, LLC
Borough Engineer – T&M Associates

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*Borough Financial Advisor – NW Financial Group, LLC
Borough Grant Consultant – Triad Associates
Borough Labor Attorney – Grace Marmero & Associates, LLP
Borough Planner – T&M Associates
Borough Property & Casualty Insurance Broker – Acrisure
Borough Redevelopment Attorney – Rainone, Coughlin, Minchello, LLC
Borough Redevelopment Engineer – T&M Associates
Borough Redevelopment Planner – T&M Associates*

Special Projects Engineering Pool:

- *CME Associates*
- *Maser Consulting, PA*
- *Remington & Vernick Engineers*
- *T&M Associates*

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that they hereby appoint these firms as outlined above for the Borough of Matawan for the calendar year 2020, said term to expire December 31, 2020.

BE IT FURTHER RESOLVED, that any professional appointments are contingent upon the negotiation, execution and award of a final contract between the appointee and the Borough to the extent necessary, under the laws of the Borough and the State of New Jersey as well as subject to Certification As To Available Funding by the Chief Financial Officer.

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

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Finance as well as those firms listed above.

CERTIFICATION AS TO AVAILABLE FUNDING

I, Nicole Horvath, Chief Financial Officer of the Borough of Matawan do hereby certify that as of the date of this certification funds are available from the Various Department's Budget of the Borough of Matawan.

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

Chief Financial Officer

(Signature on File)

Nicole Horvath, CMFO

Dated: January 1, 2020

Consent Agenda

Mayor Altomonte read by title Resolutions 20-01-07 through and including 20-01-23, requesting a motion to approve en masse. Councilman Cannon made the motion, seconded by Councilwoman Buckel. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 20-01-07
2020 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, Wednesday)	21 st
February	4 th	18 th
March	3 rd	17 th
April	7 th	21 st

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May	5 th	19 th
June	3 rd (Wednesday)	16 th
July	7 th	21 st
August	5 th (Wednesday)	18 th
September	1 st	15 th
October	6 th	20 th
November	4 th (Wednesday)	16 th (Monday)
December	1 st	15 th

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, if necessary, will be held at the conclusion of the Public Meetings, as publicly announced, and, if needed, following the Public Meeting.

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

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

**RESOLUTION 20-01-08
2020 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.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that the administration of government be divided as follows with the first name of each committee to serve as Chair:

Police, ADA
Deana Gunn
Brett Cannon
Stephanie Buckel

DPW, Historical Sites, Construction
Nicolas Reeve
Stephanie Buckel
John Lazar

Property Maintenance, Recycling & Sanitation, Recreation
Stephanie Buckel
John Lazar
Brett Cannon

Fire, Personnel, Planning and Zoning
Brett Cannon
Brian Livesey
Deana Gunn

Environmental, Finance
John Lazar
Nicolas Reve
Brian Livesey

Animal Welfare Advisory Board, Shade Tree, Economic Business Development
Brian Livesey
Deana Gunn
Nicolas Reeve

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

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**RESOLUTION 20-01-09
2020 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.

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	13 th	Reorganization Meeting
May	11 th	
September	14 th	
December	14 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: Clerk as well as Public Works, Construction as well as Members of the Disability Accessibility Commission.

**RESOLUTION 20-01-10
BOROUGH OF MATAWAN DESIGNATED DEPOSITORY OF 2020 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:

Amboy National Bank	Jersey Cash Management
Bank of America	Ocean First Bank
Chase	Penn Federal Savings
Columbia Bank	PNC Bank
Garden State Community Bank	Provident Bank
M&T Bank	Santander Bank
Investors Savings Bank	Sun National Bank
Kearny Federal Savings Bank	TD Bank
MBIA	Valley National Bank
	Wells Fargo

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

Borough Capital Account	Recreation Trust
Borough Trust	Tax Collector's Trust Fund
Current Fund	Water Capital Account
Developers Escrow Account	Water-Sewer Operating
Matawan Law Enforcement Trust	Unemployment
Dog Tax Trust	Payroll Account
Railroad Parking Trust	Asset Forfeiture Program Account

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: Construction, Finance as well as the Borough Auditor.

**RESOLUTION 20-01-11
2020 CASH MANAGEMENT PLAN**

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

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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.

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

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 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.

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“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.*

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.*

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- 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
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 \$10,000.00*

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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**RESOLUTION 20-01-12
AUTHORIZING THE MAINTENANCE OF PETTY CASH FUNDS
BOROUGH CLERK
RECREATION**

WHEREAS, the Borough Clerk and the Recreation Department require a certain amount of cash as a Petty Cash Fund; and

WHEREAS, the Petty Cash Fund is permitted by the State of New Jersey, by Statute; and

WHEREAS, as of December 31, 2019, the Petty Cash Fund balance was accounted for and turned over to the Chief Financial Officer and redeposited; and

WHEREAS, the Petty Cash Fund now needs to be replenished for the current year.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that the proper officers are hereby authorized to draw the following check for the aforementioned purposes:

Karen Wynne	Borough Clerk Petty Cash Fund	\$250.00
Nicole Horvath	Recreation Petty Cash Fund	\$100.00

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

**RESOLUTION 20-01-13
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: Finance, Tax Collector as well as the Borough Auditor.

**RESOLUTION 20-01-14
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: Clerk, Finance as well as Mayor, Borough Attorney, Borough Engineer and Borough Auditor.

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**RESOLUTION 20-01-15
AUTHORIZING TAX ASSESSOR OR MUNICIPAL ATTORNEY
TO ACT AS AGENT FOR THE TAXING DISTRICT**

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 not 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 2020 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 2020.

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: Finance, Tax Assessor as well as the Borough Attorney and Borough Auditor.

**RESOLUTION 20-01-16
APPOINTMENT OF MUNICIPAL REPRESENTATIVES TO
THE MONMOUTH COUNTY AREA 12 WATERSHED SUB-DISTRICT KNOWN AS
BAYSHORE AND NAVESINK**

*WHEREAS, the Borough of Matawan wishes to participate in the Monmouth County Watershed Program;
and*

WHEREAS, in order to implement this program the Borough has been requested to appoint two (2) representatives and two (2) alternates to each of the sub-districts listed above, to work toward and develop goals for watershed management.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that Councilman Nicolas Reeve, primary and Robert R. Keady, Jr., PE, CME of T&M Associates, Borough Engineer, alternate are appointed to the Bayshore District, and Councilman Nicolas Reeve, primary and Robert R. Keady, Jr., PE, CME of T&M Associates, Borough Engineer, alternate are appointed to the Navesink District, and are to represent the Borough of Matawan.

BE IT FURTHER RESOLVED that the Borough Clerk be and is authorized and directed to forward certified copies of this Resolution to the Monmouth County NJ DEP Region 12, Monmouth County Watershed Program, Monmouth County Planning Board, Hall of Records Annex, Second Floor, One East Main Street, Freehold, New Jersey 07728 and to the Borough of Matawan Environmental Commission.

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

**RESOLUTION 20-01-17
DESIGNATION OF STORMWATER PROGRAM COORDINATOR
FOR THE BOROUGH OF MATAWAN
T&M ASSOCIATES**

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WHEREAS, New Jersey Department of Environmental Protection has announced that the new rules were signed by the Commissioner on January 6, 2004; and

WHEREAS, the Borough of Matawan is required to register with the NJDEP and submit an application form for a Tier A Municipal Stormwater General Permits and said application requires the Borough of Matawan to designate a Stormwater Program Coordinator.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that Robert R. Keady, Jr., PE, CME of T&M Associates, Borough Engineer, is hereby appointed Stormwater Program Coordinator for a one (1) year term, said term to expire December 31, 2020.

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall also be forwarded to the following Borough of Matawan Departments: Clerk, Public Works as well as the Borough Engineer and the New Jersey Department of Environmental Protection.

**RESOLUTION 20-01-18
TIME CAPSULE
BOROUGH OF MATAWAN
2020**

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 2020, 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: Historical Sites Commission.

**RESOLUTION 20-01-19
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 2011 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 2011 Bylaws, on file in the Office of the Borough Clerk 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: Clerk and Fire.

**RESOLUTION 20-01-20
AUTHORIZATION TO EXECUTE 2020 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.

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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: Clerk, Finance as well as the Board of Chosen Freeholders of Monmouth County.

**RESOLUTION 20-01-21
AUTHORIZING THE EXECUTION OF A SHARED SERVICES AGREEMENT
FOR ANIMAL CONTROL SERVICES
BETWEEN THE BOROUGH OF MATAWAN AND THE TOWNSHIP OF MARLBORO**

WHEREAS, the New Jersey Uniform Shared Services and Consolidation Act (NJSA 40A:65-1, et seq.) authorizes local units such as this Municipality to enter into Shared Service Agreements with other local units; and

WHEREAS, the Township of Marlboro, a local unit, has offered to provide Shared Services for Animal Control Services to the Borough of Matawan; and

WHEREAS, it is in the best interest of this Municipality to enter into the proposed Shared Services Agreements with the Township of Marlboro.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that the Borough Administrator be and is hereby authorized to execute the attached Shared Services Agreement for Animal Control Services with the Township of Marlboro, effective January 1, 2020 through and including December 31, 2020 in an amount not to exceed Sixteen Thousand Six Hundred Forty Six Dollars and Forty Cents (\$16,646.40), and the same is hereby confirmed pending receipt of Certification As To Available Funding from the Chief Financial Officer of the Borough of Matawan.

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Finance, Police, Public Works, Recreation as well as Township Clerk of the Township of Marlboro, 1979 Township Drive, Marlboro, New Jersey 07746 and the Division of Local Government Services.

CERTIFICATION AS TO AVAILABLE FUNDING

I, Nicole Horvath, Chief Financial Officer of the Borough of Matawan do hereby certify that as of the date of this certification funds are available from the 0-01-27-330-209 Budget of the Borough of Matawan for Animal Control Services with the Township of Marlboro in an amount not to exceed Sixteen Thousand Six Hundred Forty Six Dollars and Forty Cents (\$16,646.40).

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

Chief Financial Officer

(Signature on File)

Nicole Horvath, CMFO
Dated: January 1, 2020

**RESOLUTION 20-01-22
ACCEPTANCE OF RESIGNATION
JUSTIN J. DAPOLITO
FULL-TIME FIELD TECHNICIAN WITH THE
BOROUGH OF MATAWAN DEPARTMENT OF PUBLIC WORKS**

WHEREAS, Justin J. Dapolito submitted his resignation as Full-Time Field Technician with Louis Ferrara, Borough Administrator of the Borough of Matawan.

NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby accepts the resignation of Justin J. Dapolito as Full-Time Field Technician, effective December 20, 2019.

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

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**RESOLUTION 20-01-23
AUTHORIZING THE CHIEF FINANCIAL OFFICER
TO CONDUCT FINANCIAL MATTERS BETWEEN MEETINGS DURING
THE 2020 CALENDAR YEAR**

WHEREAS, bills will need to be authorized for payment prior to the next regular business meeting of the Borough Council; and

WHEREAS, outstanding bills may only be paid with funds that have already been budgeted for and encumbered by purchase orders.

NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby authorizes and directs the Borough's Chief Financial Officer to pay bills budgeted for and encumbered between meetings for the 2020 calendar year.

BE IT FURTHER RESOLVED the Mayor and Council shall be provided with its regular report relating to any bills authorized for payment during this period by the Chief Financial officer.

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

2020 Appointments Made by the Mayor

Mayor Altomonte requested a motion to confirm the 2020 Appointments Made by the Mayor. Councilwoman Buckel made the motion, seconded by Councilwoman Gunn. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

<u>BOARD/COMMISSION</u>	<u>NAME</u>	<u>TERM OF OFFICE</u>
<u>Environmental Commission</u>		
<u>(7 Members-3 Yr Staggered Terms)</u>		
Member	Adam Fernandez	December 31, 2021
Member	Sharen LaPorta	December 31, 2021
Member & Recording Secretary	Ginny Sanzo-Stuetz	December 31, 2021
<u>Associate Members Appointed by Commission</u>		
<u>(5 Members-1 Yr Term)</u>		
Associate Member	James Tobias	
Associate Member	Malini Guha	
Associate Member	Michele Devanny	
<u>Historical Sites Commission</u>		
Council Member	Nicolas Reeve	December 31, 2021
<u>Library Board</u>		
Mayor's Representative	Lynn Mattei	
<u>Recreation Commission</u>		
Commissioner	Josi Salvatore	
Council Member	Stephanie Buckel	
Council Member	Deana Gunn	

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Shade Tree Commission (5 Yr Term)

<i>Member</i>	<i>Guy Buckel</i>	<i>December 31, 2023</i>
<i>Member</i>	<i>Jeremiah E. Hourihan, Jr.</i>	<i>December 31, 2023</i>
<i>Member</i>	<i>Matthew Schoffel</i>	<i>December 31, 2023</i>

Unified Planning/Zoning Board of Adjustments

<i>Class II</i>	<i>Kurtis Roinestad</i>	
<i>Class IV</i>	<i>Rickey Butler</i>	<i>December 31, 2022</i>
<i>Class IV Alternate No. 1</i>	<i>Sharen Laporta</i>	<i>December 31, 2020</i>
<i>Class IV Alternate No. 3</i>	<i>John Lazar</i>	<i>December 31, 2020</i>
<i>Class IV Alternate No. 4</i>	<i>Justin J. Dapolito</i>	<i>December 31, 2020</i>

Mayor’s Report

Mayor Altomonte wished everyone a Happy New Year, thanking his wife and family for allowing the time away from the family to run for Mayor. He noted that what is considered to be a part-time job is really a full-time job.

2019 was a very productive year for the Borough of Matawan. Projects included the completion of ADA Streetscape. Main Street Phase 3 will be complete in the spring, with the fourth and final phase of the ADA upgrades later in the year – safer sidewalks, benches, planters and new decorative street lights.

Gravelly Brook Park Improvements Phases 1 and 2 upgrades included a basketball court, baseball and soccer facilities as well as the addition of a fantastic children’s playground are now complete with more parking being added in the spring. We are currently waiting for grant approval for Phase 3 that includes restrooms and a picnic area. This project also enabled us to make upgrades to the Clinton St., Park that includes an additional much-needed basketball court.

Through Tonnage Grant monies, we now have our own state-of-the-art recycling facility that has been extremely well received by our residents. It is one of the only facilities of its type in the County and unlike other municipalities is open on weekends due to the high-tech entry and surveillance systems.

We have installed new sidewalks and ADA curb cuts in the area of the train station made possible by a Department of Transportation Safe Routes to Transit Grant of \$350,000. Not only did it replace aging sidewalks but new lighting was installed in the immediate area of the train station.

Significant grants enabled us to completely upgrade the Burrowes Mansion. This included a complete upgrade of the siding, a new roof, painting of the building and much-needed windows.

All of the Borough facilities now have solar generation equipment and that greatly offset the cost of electricity: This is in addition to new heating and cooling in many of the buildings that were all made possible by state program sponsored by the Board of Public utilities.

We have made significant upgrades to our water and sewer infrastructure in the area of Main and Broad Streets. This will allow the paving by a County program this spring.

We now have a long-awaited agreement with the County to replace the Lake Lefferts Dam along with the roadway and the raising of Aberdeen Road. This will significantly increase safety by allowing travel on both Ravine Drive and Aberdeen Road under any weather circumstances. The cost of this project is greatly reduced by a State DOT Grant, and contributions by the County Freeholders. I have to take the time to mention and thank Tom Arnone, Freeholder Director, Governor Murphy’s office, and State Senator Vin Gopal for their contributions in getting this very needed repair accomplished. Engineering, design and approvals will begin in 2020.

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I wish a Happy New Year to all, and thank you.

Privilege of the Floor

Mayor Altomonte opened the Privilege of the Floor.

There were no comments.

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

Adjourn

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

The meeting adjourned at 1:00 PM.

(Signature on File)

Karen Wynne, RMC
Municipal Clerk