

**Borough of Matawan
Public Session
January 1, 2014**

A regular 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, 2014. The meeting was called to order at 12:05 PM by Mayor Buccellato presiding. Mayor Buccellato called the meeting to order, pursuant to Section 5 of the Open Public Meetings Act that adequate notice of this meeting has been provided in the notice which was published in *Asbury Park Press* on November 14, 2014, by sending notice to *The Independent* and by posting. Mayor Buccellato requested a roll call.

On roll call the following members responded present:

Yes: Councilwoman Daly
Councilman Fitzsimmons
Councilwoman Gould
Councilwoman Clifton
Councilman Urbano
Councilwoman Angelini

Also, present were Louis Ferrara, Borough Administrator; Pasquale Menna, Esq., Borough Attorney; Robert Keady, Borough Engineer; Pastor Jeffery Grey, from the Second Baptist Church; Assemblyman Robert Clifton, Freeholder Gary Rich, Pastor Daniel Wiginton, from the First Baptist Church; and Deputy Chief Rick Derachailio, from Aberdeen Township PD.

Mayor Buccellato requested a motion to reconvene the December 17, 2013 meeting. Councilwoman Daly made the motion, seconded by Councilwoman Gould. Council agreed. Motion passed.

Yes: Councilwoman Daly
Councilman Fitzsimmons
Councilwoman Gould
Councilwoman Clifton
Councilman Urbano
Councilwoman Angelini

Mayor Buccellato requested a motion to close the December 17, 2013 meeting. Councilwoman Daly made the motion, seconded by Councilwoman Gould. Council agreed. Motion passed.

Mayor Buccellato requested the Matawan Police and Fire Departments lead the Salute to the Flag.

Oaths of Office

Assemblyman Clifton issued the Oath of Office to Councilwomen Linda Clifton and Donna Gould for a three-year term.

Mayor Buccellato requested a roll call. On roll call the following members responded present:

Yes: Councilman Urbano
Councilwoman Gould
Councilman Fitzsimmons
Councilwoman Clifton
Councilwoman Daly
Councilwoman Angelini

Invocation

Pastor Daniel Wiginton of the First Baptist Church gave the Invocation.

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Recognition Presentations

Mayor Buccellato recognized Charles Bernath, a 19 year Borough employee, who retired on December 31, 2013, presenting Mr. Bernath with a plaque thanking him for all his years of service.

2013 Citizen of the Year

Mayor Buccellato read a prepared statement introducing the 2013 Citizen of the Year and presented the award to Rick Derechailio, a member of the Aberdeen Township Volunteer Fire Department, Assistant Coach of the Matawan-Aberdeen Middle and High School Baseball Teams.

Mayor Buccellato read in full Resolution 14-01-01: Council President Appointment. Assemblyman Clifton administered the Oath of Office to Councilman Fitzsimmons.

***RESOLUTION 14-01-01
COUNCIL PRESIDENT APPOINTMENT***

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, 2014.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that, Thomas Fitzsimmons, a member of the Council, be elected as President of said Council

Mayor Buccellato read by title Resolution 14-01-02: Authorizing the Appointment of Borough Attorney under Fair and Open. Mayor Buccellato requested a motion. Councilwoman Gould made the motion, seconded by Councilman Urbano. Mayor Buccellato requested a roll call vote. A roll call vote was taken.

Yes: Councilman Urbano
Councilwoman Gould
Councilman Fitzsimmons
Councilwoman Clifton
Councilwoman Daly
Councilwoman Angelini

Motion passed.

***RESOLUTION 14-01-02
AUTHORIZING THE APPOINTMENT OF BOROUGH ATTORNEY
UNDER FAIR AND OPEN***

WHEREAS, there exists the need for legal services in the Borough of Matawan, County of Monmouth; and

WHEREAS, the firm of The Menna Law Firm 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, as Borough Attorney for the Borough of Matawan for the year 2014, said term to expire December 31, 2014.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Council of the Borough of Matawan that the Mayor be and is hereby authorized to sign the contract for Borough Attorney between the firm of The Menna Law Firm on behalf of the Borough of Matawan.

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Mayor Buccellato read by title Resolution 14-01-03: Emergency Temporary Appropriation. Mayor Buccellato requested a motion. Councilman Fitzsimmons made the motion, seconded by Councilwoman Gould. Mayor Buccellato requested a roll call vote. A roll call vote was taken.

Yes: Councilman Urbano
Councilwoman Gould
Councilman Fitzsimmons
Councilwoman Clifton
Councilwoman Daly
Councilwoman Angelini

Motion passed.

**RESOLUTION 14-01-03
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 2014 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 2014 pursuant to the provisions of Chapter 96, PL 1951 (NJSA 40A:4-20) including this resolution total \$1,235,436.45.*

***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 2014 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 2014 County, and Local School District Taxes, which are not included in this temporary budget, shall be paid as and when due.*

2014 Temporary Budget-

	Salary & Wages	Other Expenses
MAYOR & COUNCIL	5,229.53	866.25
MUNI CLERK	16,093.88	5,768.44
GENERAL ADMIN	17,325.00	6,956.25
AUDIT	-	-
FINANCE ADMIN	15,750.00	3,163.13
TAX ASSES ADMIN	10,237.50	826.88
TAX COLLECTOR	11,484.38	1,792.88
LEGAL SERVICES	-	31,736.25
ENGINEERING	-	21,000.00
BLDG & GROUNDS	20,212.50	12,941.25
PLAN/ZONING BD	4,725.00	2,821.88
SHADE TREE COMM	315.00	3,005.63
ENVIRON HEALTH	-	-
SOLID WASTE COLL	800.63	141,750.00
INSURANCE-GROUP HEALTH	-	288,907.50
INSURANCE-LIABILITY	-	61,000.00
INSURANCE-WORKERS COMP	-	86,000.00
PROSECUTOR	-	-
FIRE	-	31,053.75

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<i>FIRE-AID TO DEPARTMENT</i>	-	3,885.00
<i>FIRE PREVENTION</i>	14,437.50	1,311.19
<i>POLICE</i>	612,356.91	72,430.84
<i>STREETS & ROADS</i>	73,276.88	18,755.63
<i>STREET LIGHTING</i>	-	38,062.50
<i>BD OF HEALTH</i>	1,194.38	7,875.00
	-	-
<i>RECREATION</i>	3,346.88	4,068.75
	-	-
<i>HISTORICAL SITES</i>	315.00	3,366.56
	-	-
	-	-
<i>OEM</i>	-	4,593.75
<i>PROP MAINT</i>	3,412.50	227.06
<i>RR PARKING</i>	52,500.00	25,000.00
<i>DOWNTOWN REDEV</i>	-	3,281.25
<i>UTILITIES</i>	-	79,275.00
<i>VEHICLE MAINT</i>	6,296.06	14,805.00
<i>CONSTR OFFICIAL</i>	36,438.94	4,869.38
<i>ACCUM SICK LEAVE</i>	-	-
<i>OASI</i>	-	28,875.00
<i>PERS</i>	-	-
<i>P/F RETIREMENT</i>	-	-
<i>MUNICIPAL COURT</i>	-	-
<i>PUBLIC DEFENDER</i>	-	-
<i>FREE PUBLIC LIBRARY</i>	-	85,320.64
<i>EMERGENCY 911</i>	-	-
<i>LOSAP</i>		-
<i>GREEN TRUST LOAN</i>		9,172.50
<i>PAYMENT OF BOND PRINCIPAL</i>		205,000.00
<i>PAYMENT OF BANS</i>		-
<i>INTEREST ON BONDS</i>		115,000.00
<i>INTEREST ON NOTES</i>		-
<i>SPECIAL EMERGENCY</i>		-
<i>MCIA LEASE INTEREST</i>		6,700.00
<i>MCIA LEASE PRINCIPAL</i>		-
<i>CAPITAL IMPROVEMENT FUND</i>		-
		-
<i>SUBTOTAL</i>	905,748.43	1,431,465.10
<i>TOTAL TEMPORARY EMERGENCY APPROPRIATIONS</i>		2,337,213.53
 <i>WATER SEWER UTILITY</i>		
 <i>OPERATING</i>	185,364.38	273,358.31
<i>PAYMENT ON BOND PRINCIPAL</i>		140,000.00
<i>ACQUISITION OF WATER/BULK WATER</i>		128,362.50
<i>BRSA</i>		268,616.25
<i>INTEREST ON BONDS</i>		139,847.51
<i>INTEREST ON NOTES</i>		-
<i>SURPLUS</i>		-
<i>WASTEWATER LOAN</i>		86,500.00
<i>WASTEWATER LOAN INTEREST(504-205)</i>		-

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<i>PERS</i>		-
<i>SOCIAL SECURITY</i>		<i>13,387.50</i>
<i>SUBTOTAL</i>	<i>185,364.38</i>	<i>1,050,072.07</i>
<i>TOTAL WATER SEWER UTILITY TEMPORARY EMERGENCY APPROPRIATIONS</i>		<i>1,235,436.45</i>

Oath of Office Administered to the Fire Chiefs

Mayor Buccellato administered the Oaths of Office to the Fire Chiefs:

Chief:	Peter Berliner, ME Haley Hose Company
Deputy Chief:	Brian Bernath, Washington Engine Company
First Assistant Chief:	Zoltan Varsanyi, Freneau Volunteer Fire Company
Third Assistant Chief:	Shawn Costello, Midway Hose Company

Robert Zielger presented a plaque to ex-Chief Donald Mason thanking him for service.

Chief Berliner presented Chief Costello with his Chief helmet for the Borough of Matawan.

Chief Berliner invited everyone for a luncheon at the Haley Hose Fire House on Broad Street.

Oath of Office Administered to the First Aid Officers

Freeholder Gary Rich administered the Oaths of Office to the Matawan First Aid officers.

Chief:	James Archibald
Captain:	Austin Chang

Mayor Buccellato read by title Resolution 14-01-04: Resolution 14-01-04 Authorizing the Promotion of Class Two Special to Patrolman (Academy Step) Matawan Police Department Charles Henry, III. Councilman Urbano made the motion, seconded by Councilwoman Gould. Mayor Buccellato requested a roll call vote. A roll call vote was taken.

Yes: Councilman Urbano
Councilwoman Gould
Councilman Fitzsimmons
Councilwoman Clifton
Councilwoman Daly
Councilwoman Angelini

Motion passed.

***RESOLUTION 14-01-04
AUTHORIZING THE PROMOTION OF CLASS TWO SPECIAL TO PATROLMAN (Academy Step)
MATAWAN POLICE DEPARTMENT - CHARLES HENRY, III***

WHEREAS, the Mayor and Council of the Borough of Matawan has been advised that there is a need for an additional patrolman within the Borough of Matawan’s Police Department; and

WHEREAS, Chief of Police Jason Gallo has recommended the promotion of Class Two Special Charles Henry, III to Patrolman (Academy Step); and

WHEREAS, Charles Henry, III has agreed to pay any tuition fees associated with the Monmouth County or Ocean County Police Academy if the Police Training Commission dictates such training is necessary; and

WHEREAS, Chief of Police Jason Gallo has recommended that this Officer be hired as Patrolman while attending classes, if any.

NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Matawan authorizes the promotion of Charles Henry, III from Class Two Special to Patrolman (Academy Step), at a rate of compensation per annum

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of Thirty One Thousand Nine Hundred Forty Six Dollars and No Cents (\$31,456.00) effective January 1, 2014, in accordance with the current collective bargaining contract between the Matawan Policeman's Benevolent Association #179 and the Borough of Matawan.

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 4-01-25-240-180 Budget of the Borough of Matawan to Charles Henry, III from Class Two Special to Patrolman (Academy Step), at a rate of compensation per annum of Thirty One Thousand Nine Hundred Forty Six Dollars and No Cents (\$31,946.00) effective January 1, 2014, in accordance with the current collective bargaining contract between the Matawan Policeman's Benevolent Association #179 and 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)

Monica Antista, CMFO

Dated: January 1, 2014

Mayor Buccellato read by title Resolution 14-01-05: Authorizing the Promotion of Class Two Special to Patrolman (Academy Step) Matawan Police Department Jamil Brooks. Councilman Urbano made the motion, seconded by Councilwoman Angelini. Mayor Buccellato requested a roll call vote. A roll call vote was taken.

Yes: Councilman Urbano
Councilwoman Gould
Councilman Fitzsimmons
Councilwoman Clifton
Councilwoman Daly
Councilwoman Angelini

Motion passed.

**RESOLUTION 14-01-05
AUTHORIZING THE PROMOTION OF CLASS TWO SPECIAL TO PATROLMAN (Academy Step)
MATAWAN POLICE DEPARTMENT - JAMIL BROOKS**

WHEREAS, the Mayor and Council of the Borough of Matawan has been advised that there is a need for an additional patrolman within the Borough of Matawan's Police Department; and

WHEREAS, Chief of Police Jason Gallo has recommended the promotion of Class Two Special Jamil Brooks to Patrolman (Academy Step); and

WHEREAS, Jamil Brooks has agreed to pay any tuition fees associated with the Monmouth County or Ocean County Police Academy if the Police Training Commission dictates such training is necessary; and

WHEREAS, Chief of Police Jason Gallo has recommended that this Officer be hired as Patrolman while attending classes, if any.

NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Matawan authorizes the promotion of Jamil Brooks from Class Two Special to Patrolman (Academy Step), at a rate of compensation per annum of Thirty One Thousand Nine Hundred Forty Six Dollars and No Cents (\$31,946.00) effective January 1, 2014, in accordance with the current collective bargaining contract between the Matawan Policeman's Benevolent Association #179 and the Borough of Matawan.

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 4-01-25-240-180 Budget of the Borough of Matawan to Jamil Brooks from Class Two Special to Patrolman (Academy Step), at a rate of compensation per annum of Thirty One Thousand Nine Hundred Forty Six Dollars and No Cents (\$31,946.00) effective January 1, 2014, in accordance

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with the current collective bargaining contract between the Matawan Policeman’s Benevolent Association #179 and 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)

Monica Antista, CMFO
Dated: January 1, 2014

Chief Berliner dismissed the Fire Department. Chief Gallo dismissed the Police Department.

Mayor Buccellato read by title Resolution 14-01-06: Regular Council Meetings. Mayor Buccellato requested a motion. Councilwoman Clifton made the motion, seconded by Councilwoman Angelini. Mayor Buccellato requested a roll call vote. A roll call vote was taken.

Yes: Councilman Urbano
Councilwoman Gould
Councilman Fitzsimmons
Councilwoman Clifton
Councilwoman Daly
Councilwoman Angelini

Motion passed.

**RESOLUTION 14-01-06
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	4 th	18 th
April	1 st	22 nd (Fourth Tuesday)
May	6 th	20 th
June	5 th (Thursday)	17 th
July	15 th (Third Tuesday)	--
August	12 th (Second Tuesday)	--
September	3 rd (Wednesday)	16 th
October	7 th	21 th
November	6 th (Thursday)	17 th (Monday)
December	2 nd	16 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 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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Mayor Buccellato read by title Resolutions 14-01-07 through and including 14-01-13 requesting a motion to move them, en masse. Mayor Buccellato requested a motion. Councilwoman Clifton made the motion, seconded by Councilwoman Angelini.

Yes: Councilman Urbano
Councilwoman Gould
Councilman Fitzsimmons
Councilwoman Clifton
Councilwoman Daly
Councilwoman Angelini

Motion passed.

**RESOLUTION 14-01-07
DESIGNATED DEPOSITORY OF 2014 FUNDS
BOROUGH OF MATAWAN**

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
Bank of America
Capital One Bank
Chase
Columbia Bank
Hudson City Savings
Investors Savings Bank
Kearny Federal Saving Bank
MBIA
New Jersey Cash Management
Penn Federal Savings
PNC Bank
Provident Bank
Santander Bank
Sun National Bank
Synergy Bank
TD Commerce Bank
Wachovia
Wells Fargo*

BE IT FURTHER RESOLVED that disbursements of the following accounts be made by checks signed by Mayor Paul Buccellato 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

**RESOLUTION 14-01-08
BOROUGH OF MATAWAN
BUSINESS OFFICE HOURS**

WHEREAS, in an effort to conserve energy effective July 21, 2008 the Borough of Matawan business office hours were revised by the Borough Council to 7:30 AM to 5:00 PM Monday through Thursday, closed Friday and revised again to continue through October 31, 2008 to December 31, 2009; and

WHEREAS, the Borough of Matawan business office hours were revised again to continue through 2010 and 2013 by the Borough Council; and

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WHEREAS, a compilation of results have been determined to be a cost savings of several thousand dollars and the governing body wishes to monitor the cost difference.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, County of Monmouth, has elected to extend its revised hours of 7:30 AM to 5:00 PM Monday through Thursday, closed Friday through December 31, 2014.

**RESOLUTION 14-01-09
CASH MANAGEMENT PLAN – 2014**

WHEREAS, NJSA 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”, NJSA 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.

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“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.

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.

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- 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 PL 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 FDIC and/or FSLIC. 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 NJSA 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 NJSA 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 14-01-10
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 Friday, Saturday, Sunday, or holiday when the Borough is closed then the due date will be established as Monday following the Friday, 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.

**RESOLUTION 14-01-11
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 Friday, Saturday, Sunday, or holiday when the Borough is closed then the due date will be established as Monday following the Friday, Saturday, or Sunday, and the day after a holiday.

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 or for turning on the water shall be forty (\$40.00) dollars.

Mayor Buccellato read by title Resolution 13-01-12: Authorizing the Appointment for Engineering Services under Fair and Open. Mayor Buccellato requested a motion. Councilwoman Angelini made the motion, seconded by Councilman Fitzsimmons. Mayor Buccellato requested a roll call vote. A roll call vote was taken.

**RESOLUTION 14-01-12
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.

**RESOLUTION 14-01-13
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,

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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 2014 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; and*

***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 2014; and*

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

Mayor Buccellato read by title Resolution 14-01-14: Authorizing the Appointment for Engineering Services Under Fair and Open. Mayor Buccellato requested a motion. Councilwoman Angelini made the motion, seconded by Councilwoman Clifton. Mayor Buccellato requested a roll call vote. A roll call vote was taken.

Yes: Councilman Urbano
Councilwoman Gould
Councilman Fitzsimmons
Councilwoman Clifton
Councilwoman Daly
Councilwoman Angelini

Motion passed.

**RESOLUTION 14-01-14
AUTHORIZING THE APPOINTMENT FOR ENGINEERING SERVICES
UNDER FAIR AND OPEN**

***WHEREAS**, there exists the need for Engineering Services in the Borough of Matawan, County of Monmouth; and*

***WHEREAS**, the firm of T&M 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 engineering 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 the firm of T&M Associates as the Borough's Engineering firm with Robert Keady, PE, as the firms representative for the Borough of Matawan for the year 2014, said term to expire December 31, 2014.*

***NOW, THEREFORE, BE IT FURTHER RESOLVED** by the Council of the Borough of Matawan that the Mayor be and is hereby authorized to sign the contract for Engineer Services between the firm of T&M Associates on behalf of the Borough of Matawan.*

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Mayor Buccellato read by title Resolution 14-01-15: Authorizing the Appointment of Borough Bond Attorney Under Fair and Open. Mayor Buccellato requested a motion. Councilwoman Clifton made the motion, seconded by Councilman Fitzsimmons. Mayor Buccellato requested a roll call vote. A roll call vote was taken.

Yes: Councilman Urbano
Councilwoman Gould
Councilman Fitzsimmons
Councilwoman Clifton
Councilwoman Daly
Councilwoman Angelini

Motion passed.

**RESOLUTION 14-01-15
AUTHORIZING THE APPOINTMENT OF
BOROUGH BOND ATTORNEY
UNDER FAIR AND OPEN**

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

***WHEREAS**, the firm of Gibbons, 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 John J. Draikiwicz, Esq. of the firm of Gibbons, PC as Borough Bond Attorney for the Borough of Matawan for the year 2014, said term to expire December 31, 2014.*

***NOW, THEREFORE, BE IT FURTHER RESOLVED** by the Council of the Borough of Matawan that the Mayor be and is hereby authorized to sign the contract for Borough Bond Attorney between the firm of Gibbons, PC on behalf of the Borough of Matawan.*

Mayor Buccellato read by title Resolution 14-01-16: Authorizing the Appointment of Borough Labor Attorney Under Fair and Open. Mayor Buccellato requested a motion. Councilwoman Angelini made the motion, seconded by Councilwoman Clifton. Mayor Buccellato requested a roll call vote. A roll call vote was taken.

Yes: Councilman Urbano
Councilwoman Gould
Councilman Fitzsimmons
Councilwoman Clifton
Councilwoman Daly
Councilwoman Angelini

Motion passed.

**RESOLUTION 14-01-16
AUTHORIZING THE APPOINTMENT OF
BOROUGH LABOR ATTORNEY
UNDER FAIR AND OPEN**

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

***WHEREAS**, the firm of Cleary Giacobbe Alfieri Jacobs, 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 Borough Labor Attorney 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 Matthew Giacobbe of the firm of Cleary Giacobbe Alfieri Jacobs, LLC as Borough Labor Attorney for the Borough of Matawan for the year 2014, said term to expire December 31, 2014.*

***NOW, THEREFORE, BE IT FURTHER RESOLVED** by the Council of the Borough of Matawan that the Mayor be and is hereby authorized to sign the contract for Borough Labor Attorney between the firm of Cleary Giacobbe Alfieri Jacobs, LLC on behalf of the Borough of Matawan.*

Mayor Buccellato read by title Resolution 14-01-17: Authorizing the Appointment of Municipal Auditor Under Fair and Open. Mayor Buccellato requested a motion. Councilman Fitzsimmons made the motion, seconded by Councilwoman Angelini. Mayor Buccellato requested a roll call vote. A roll call vote was taken.

Yes: Councilman Urbano
Councilwoman Gould
Councilman Fitzsimmons
Councilwoman Clifton
Councilwoman Daly
Councilwoman Angelini

Motion passed.

**RESOLUTION 14-01-17
AUTHORIZING THE APPOINTMENT OF MUNICIPAL AUDITOR
UNDER FAIR AND OPEN**

***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, 2014; and*

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

***WHEREAS**, Robert W. Allison, CPA, RMA, of the firm Holman, Frenia, Allison, P.C. 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, 2014 and prepare the 2014 Annual Debt Statement and Unaudited Annual Financial Statement*
- *Review and assist in the preparation of the Borough’s 2014 Budget*
- *LOSAP Audit*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that the Mayor be and is hereby authorized to sign the contract for Municipal Auditor between the firm of Holman, Frenia, Allison, P.C. on behalf of the Borough of Matawan.*

Mayor Buccellato read by title Resolutions 14-01-18 through and including 14-01-23 requesting a motion to move them, en masse. Mayor Buccellato requested a motion. Councilwoman Angelini made the motion, seconded by Councilman Fitzsimmons.

Yes: Councilman Urbano

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Councilwoman Gould
Councilman Fitzsimmons
Councilwoman Clifton
Councilwoman Daly
Councilwoman Angelini

Motion passed.

**RESOLUTION 14-01-18
RESOLUTION APPOINTING LOUIS C. FERRARA
AS THE COAH MUNICIPAL HOUSING LIAISON**

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. Omar H. Mansour, 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. Lucy Voorhoeve, Council on Affordable Housing, PO Box 813, Trenton, New Jersey 08625-0813

**RESOLUTION 14-01-19
RESOLUTION APPOINTING LOUIS C. FERRARA
AS THE FUND COMMISSIONERS 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 Commissioners 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 Paul Buccellato as the Alternate Fund Commissioner to the Monmouth County Municipal Joint Insurance Fund.

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 Paul Buccellato 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).

**RESOLUTION 14-01-20
FOR THE APPOINTMENT
OF MUNICIPAL CROSS-ACCEPTANCE REPRESENTATIVE**

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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.

**RESOLUTION 14-01-21
APPOINTING 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, Paul Buccellato 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 Paul Buccellato be appointed as Community Development Alternate Representative.

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

**RESOLUTION 14-01-22
DESIGNATING STORMWATER PROGRAM COORDINATOR
FOR THE BOROUGH OF MATAWAN**

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 Keady, PE, is hereby appointed Stormwater Program Coordinator for a one (1) year term, said term to expire December 31, 2014.

**RESOLUTION 14-01-23
TIME CAPSULE
BOROUGH OF MATAWAN
2015**

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 2014, 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".

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***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 Buccellato read by title Resolution 14-01-24: Administrative Committees Borough of Matawan. Mayor Buccellato requested a motion. Councilwoman Angelini made the motion, seconded by Councilman Urbano. Mayor Buccellato requested a roll call vote. A roll call vote was taken.

Yes: Councilman Urbano
Councilwoman Gould
Councilman Fitzsimmons
Councilwoman Clifton
Councilwoman Daly
Councilwoman Angelini

Motion passed.

**RESOLUTION 14-01-24
ADMINISTRATIVE COMMITTEES
BOROUGH OF MATAWAN 2014**

***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 into:*

Finance & Environmental

Personnel & Development

Property Maintenance, First Aid, Historic Sites, Sanitation & Recycling

Police, Fire, Railroad Parking & ADA

Public Works, Water & Sewer, & Shade Tree

Recreation & Main Street

NOMINATION AND APPOINTMENTS TO COMMITTEES

(By the Mayor)

(The first name of each committee serves as chairman)

Finance & Environmental

Thomas Fitzsimmons

Donna Gould

Toni Angelini

Personnel, Development, Construction & Planning/Zoning Board

Donna Gould

Linda Clifton

Kimberly Daly

Property Maintenance, First Aid, Historic Sites, Sanitation & Recycling

Kimberly Daly

Toni Angelini

Thomas Fitzsimmons

Police, Fire, Railroad Parking, ADA

Joseph Urbano

Linda Clifton

Kimberly Daly

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DPW, Water & Sewer, Shade Tree

*Toni Angelini
Joseph Urbano
Thomas Fitzsimmons*

Recreation & Main Street

*Linda Clifton
Kimberly Daly
Joseph Urbano*

Mayor Buccellato read by title Resolution 14-01-25: Time Capsule Borough of Matawan - 2014. Mayor Buccellato requested a motion. Councilwoman Angelini made the motion, seconded by Councilwoman Clifton. Mayor Buccellato requested a roll call vote. A roll call vote was taken.

Yes: Councilman Urbano
Councilwoman Gould
Councilman Fitzsimmons
Councilwoman Clifton
Councilwoman Daly
Councilwoman Angelini

Motion passed.

**RESOLUTION 14-01-25
TIME CAPSULE
BOROUGH OF MATAWAN - 2014**

***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 2014, 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".*

Mayor Buccellato read by title Resolution 14-01-26: Authorizing the Appointment of Citizen Member of the Police Commission Gerard Morris. Mayor Buccellato requested a motion. Councilman Urbano made the motion, seconded by Councilwoman Daly. Mayor Buccellato requested a roll call vote. A roll call vote was taken.

Yes: Councilman Urbano
Councilwoman Gould
Councilman Fitzsimmons
Councilwoman Clifton
Councilwoman Daly
Councilwoman Angelini

Motion passed.

**RESOLUTION 14-01-26
AUTHORIZING THE APPOINTMENT OF
CITIZEN MEMBER OF THE POLICE COMMISSION
GERARD MORRIS**

***WHEREAS**, the Ordinances of the Borough of Matawan Chapter II – Administration, Article IV, Section 2-14.3 provides for a citizen member be appointed by the Mayor to the Police Commission; and*

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***WHEREAS,** the citizen member of the Commission shall be a resident of the Borough of Matawan and shall serve a term of office after nomination and appointment by the Mayor for an annual term that shall expire on December 31 of the year of annual appointment; and*

***WHEREAS,** the citizen member of the Commission who ceases to be a Matawan Borough resident shall forfeit the office upon termination of Borough residency; and*

***WHEREAS,** Gerard Morris is a resident of the Borough and is desirous to assume the responsibilities as citizen member of the Commission.*

***NOW, THEREFORE, BE IT RESOLVED,** the Council of the Borough of Matawan hereby approves the nomination and appointment by the Mayor of Gerard Morris as citizen member of the Police Commission of the Borough of Matawan for a one (1) year annual term, said term to expire December 31, 2014.*

Mayor Buccellato read the following Nominations and Appointments Made by the Mayor.

Unified Planning/Zoning Board of Adjustments

I nominate and appoint Robert Montfort as Class II Member of the Unified Planning/Zoning Board of Adjustments for a one year term, said term to expire December 31, 2014.

I nominate and appoint Joseph A. Urciuoli as Class IV Member of the Unified Planning/Zoning Board of Adjustments for a four year term, said term to expire December 31, 2017.

I nominate and appoint Rochelle Malanga as Alternate I Member of the Unified Planning/Zoning Board of Adjustments for a four year term, said term to expire December 31, 2015.

I nominate and appoint Councilwoman Gould as Class III Member of the Unified Planning/Zoning Board of Adjustments for a one year term, said term to expire December 31, 2014.

Mayor Buccellato requested a motion to approve Councilwoman Gould as Class III Member of the Unified Planning/Zoning Board of Adjustments for a one-year term, said term to expire December 31, 2014. Councilwoman Clifton made the motion, seconded by Councilwoman Angelini. Mayor Buccellato requested a roll call vote. A roll call vote was taken.

Yes: Councilman Urbano
 Councilman Fitzsimmons
 Councilwoman Clifton
 Councilwoman Daly
 Councilwoman Angelini

Abstain: Councilwoman Gould

Motion passed.

Shade Tree Commission

I nominate and appoint Larry Lupi as Member of the Shade Tree Commission for a five year term, said term to expire December 31, 2018.

I nominate and appoint Jeremiah E. Hourihan, Sr. as Member of the Shade Tree Commission for a five year term, said term to expire December 31, 2018.

Mayor Buccellato read the following Nominations and Appointments to be Confirmed by Council:

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Nominations and Appointments to Borough Offices

(Made by the Mayor to be confirmed by Council.) - (One year terms, said terms to expire December 31, 2014 or as noted.)

First Deputy Coordinator (Operations/Planning)	Firefighter Richard Michitsch	12/31/14
Second Deputy Coordinator (Resources/Logistics)	Ex-Fire Chief Timothy Clifton	12/31/14
Emergency Management Secretary	Tammy Michitsch	12/31/14
CERT Coordinator	Herbert Caravella	12/31/14
CERT Captain	Neil Olufsen	12/31/14
ADA Coordinator	Joseph Urbano	12/31/14
Assessment Search Officer	Karen Wynne	12/31/14
Acting Deputy Clerk	Louis C. Ferrara	12/31/14
Director of Public Recreation	Deirdre Ring	12/31/14
Tax Search Officer	Peggy Warren	12/31/14
HIPPA Privacy & Contact Person	Grace Rainforth	12/31/14
Certified Recycling Coordinator	Grace Rainforth	12/31/14
Personnel Administrator	Louis C. Ferrara	12/31/14
Local Historian	Al Savolaine	12/31/14

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, 2014.

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, 2014.

I nominate and appoint Rosemary Conte as Representative at Large of the Disability Accessibility Commission for a three year term, said term to expire December 31, 2015.

I nominate and appoint Councilwoman Daly as Governing Body Representative of the Disability Accessibility Commission for a one year term, said term to expire December 31, 2013.

I nominate and appoint Councilman Urbano as Governing Body Representative of the Disability Accessibility Commission for a one year term, said term to expire December 31, 2014.

Mayor Buccellato requested a motion. Councilwoman Gould made the motion, Councilwoman Clifton seconded by. Council agreed. Motion passed.

Historic Sites Commission

Upon the recommendation of the Historic Sites Commission I nominate and appoint Betty Kaufman as a member of the Historic Sites Commission for a three year term, said term to expire December 31, 2016.

Upon the recommendation of the Matawan Historical Society 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, 2016.

Mayor Buccellato requested a motion. Councilwoman Angelini made the motion, seconded by Councilwoman Clifton. Council agreed. Motion passed.

Library Board

I nominate and appoint Mayor Buccellato as Mayor's representative to the Library Board for a one year term, said term to expire December 31, 2014.

Mayor Buccellato requested a motion. Councilwoman Clifton made the motion, seconded by Councilwoman Gould. Council agreed. Motion passed.

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, 2014.

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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, 2014.

Mayor Buccellato requested a motion. Councilwoman Clifton made the motion, seconded by Councilman Urbano. Council agreed. Motion passed.

Recreation Commission

I nominate and appoint Cynthia Gamble as Delegate to the Recreation Commission for a five year term, said term to expire December 31, 2018.

I nominate and appoint Jennifer Martin as Delegate to the Recreation Commission for a five year term, said term to expire December 31, 2018.

Mayor Buccellato requested a motion. Councilwoman Clifton made the motion, seconded by Councilman Urbano. Council agreed. Motion passed.

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, 2014.

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, 2014.

I nominate and appoint Councilman Urbano the Public Safety Committee Commissioner's Representative of the Safety Committee for a one year term, said term to expire December 31, 2014.

I nominate and appoint Deidre Ring the Member at Large Representative of the Safety Committee for a one year term, said term to expire December 31, 2014.

Mayor Buccellato requested a motion. Councilwoman Angelini made the motion, seconded by Councilwoman Clifton. Council agreed. Motion passed.

Crossing Guards

On recommendation of Lt. Jason Gallo, I nominate and appoint the following persons as school crossing guards for the Year 2014.

Melanie Murphy
Carolyn Woods
Linda Smith
Leslie Gilman

Diane Monroe
Colleen Gano
June Berliner
Sally Anne Riley

On recommendation of Lt. Jason Gallo, I nominate and appoint the following persons as part time school crossing guards for the Year 2014.

Kimberly Boswell

Sandy Hoogerheide

Mayor Buccellato requested a motion. Councilman Urbano made the motion, seconded by Councilwoman Clifton. Council agreed. Motion passed.

Police Matrons

Upon the recommendation of Lt. Jason Gallo, I nominate and appoint the following persons as police matrons for the Year 2014.

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Meghan Walker
Denise Triolo

Mayor Buccellato requested a motion. Councilwoman Gould made the motion, seconded by Councilwoman Clifton. Council agreed. Motion passed.

New Business

Mayor Buccellato read by title Resolutions 14-01-27 through and including 14-01-36 requesting a motion to move them, en masse – he stated that they are administrative and tax sale. Mayor Buccellato requested a motion. Councilwoman Angelini made the motion, seconded by Councilwoman Clifton.

Yes: Councilman Urbano
Councilwoman Gould
Councilman Fitzsimmons
Councilwoman Clifton
Councilwoman Daly
Councilwoman Angelini

Motion passed.

**RESOLUTION 14-01-27
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.

**RESOLUTION 14-01-28
REDEMPTION OF TAX SALE CERTIFICATE
FNA JERSEY LIEN SERVICES, LLC
CERTIFICATE #11-00036**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #11-00036 which was sold to FNA Jersey Lien Services, LLC, PO Box 1030, Brick, NJ 08723; and

WHEREAS, Certificate #11-00036 has been paid and fully redeemed for the property owner, Block 41, Lot 1, otherwise known as 254 Main Street.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$9,637.94 and a Premium of \$6,350.00 to the above for the redemption of Tax Sale Certificate #11-00036.

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

**RESOLUTION 14-01-29
REDEMPTION OF TAX SALE CERTIFICATE
US BANK CUST FOR CRESTAR CAPITAL, LLC
CERTIFICATE #11-00107**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #11-00107 which was sold to US Bank Cust for Crestar Capital, LLC, TLSG, 2 Liberty Pl., 50 S 16th St., Suite 1950, Philadelphia, PA 19102; and

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***WHEREAS**, Certificate #11-00107 has been paid and fully redeemed for the property owner, Block 123, Lot 33, otherwise known as 227 Freneau Ave.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$38,298.89 to the above for the redemption of Tax Sale Certificate #11-00107.*

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

**RESOLUTION 14-01-30
REDEMPTION OF TAX SALE CERTIFICATE
US BANK CUST FOR PRO CAP II, LLC
CERTIFICATE #12-00033**

***WHEREAS**, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #12-00033 which was sold to US Bank Cust for Pro Cap II, LLC, TLSG, 50 S 16th St., Suite 1950, Philadelphia, PA 19102; and*

***WHEREAS**, Certificate #12-00033 has been paid and fully redeemed for the property owner, Block 34, Lot 15, otherwise known as 26 Orchard Street.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$4,207.85 to the above for the redemption of Tax Sale Certificate #12-00033.*

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

**RESOLUTION 14-01-31
REDEMPTION OF TAX SALE CERTIFICATE
US BANK CUST FOR TOWER DBW II
CERTIFICATE #12-00035**

***WHEREAS**, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #12-00035 which was sold to US Bank Cust for Tower DBW II, 50 S 16th St., Suite 1950 TOW, Philadelphia, PA 19102; and*

***WHEREAS**, Certificate #12-00035 has been paid and fully redeemed for the property owner, Block 34, Lot 21, otherwise known as 12 Center Street.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$11,451.69 and a Premium of \$3,100.00 to the above for the redemption of Tax Sale Certificate #12-00035.*

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

**RESOLUTION 14-01-32
REDEMPTION OF TAX SALE CERTIFICATE
JIAN YANG
CERTIFICATE #12-00039**

***WHEREAS**, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #12-00039 which was sold to Jian Yang, 144-90 41st Ave., Apt. #515, Flushing, NY 11355; and*

***WHEREAS**, Certificate #12-00039 has been paid and fully redeemed for the property owner, Block 37, Lot 13, otherwise known as 197 Jackson Street.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$9,966.90 to the above for the redemption of Tax Sale Certificate #12-00039.*

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

**RESOLUTION 14-01-33
REDEMPTION OF TAX SALE CERTIFICATE
US BANK AS CUST FOR TOWER DBW III
CERTIFICATE #13-00077**

***WHEREAS**, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #13-00077*

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which was sold to US Bank as Cust for Tower DBW III, Trust 2013-3, 50 South 16th St., Suite 1950 TOW, Philadelphia, PA 19102; and

WHEREAS, Certificate #13-00077 has been paid and fully redeemed for the property owner, Block 108, Lot 14, otherwise known as 845 Highway 34.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$19,838.49 and a Premium of \$58,100.00 to the above for the redemption of Tax Sale Certificate #13-00077.

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

**RESOLUTION 14-01-34
REDEMPTION OF TAX SALE CERTIFICATE
US BANK AS CUST FOR PRO CAP II, LLC
CERTIFICATE #13-00078**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #13-00078 which was sold to US Bank as Cust for Pro Cap II, LLC, US Bank TLSG, 50 South 16th St., Suite 1950, Philadelphia, PA 19102; and

WHEREAS, Certificate #13-00078 has been paid and fully redeemed for the property owner, Block 110, Lot 4, otherwise known as Highway 34.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$7,867.50 and a Premium of \$1,000.00 to the above for the redemption of Tax Sale Certificate #13-00078.

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

**RESOLUTION 14-01-35
REFUND OF TAX OVERPAYMENT
BLOCK 78, LOT 10.02**

WHEREAS, the following property has been overpaid for the year 2013; and

WHEREAS, the property owner is due a refund in order to clear the account; and

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

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

<u>Block/Lot</u>	<u>Vendor</u>	<u>Amount of Refund</u>	<u>Notation</u>
78/10.02	Corelogic 1 Corelogic Dr., DFW 1-3 Westlake, Texas 76262 Attn: Refunds	\$7,704.11	Exempt due to Veteran Exemption

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

**RESOLUTION 14-01-36
AUTHORIZATION TO EXECUTE 2014 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 Mayor and 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, and hereby authorizes Mayor Paul Buccellato to execute this Agreement on behalf of the Borough of Matawan.

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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 4-01-28-370-200 Budget of the Borough of Matawan to Monmouth County for the 2014 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, 2014

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THIS AGREEMENT entered into **January 1, 2014** 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, 2014** to **December 31, 2014**, 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

Mayor Buccellato read by title Resolution 14-01-37: Amending Resolution 13-12-10 Authorizing the Appointment of Part Time Annual Tax Collector Peggy L. Warren. Mayor Buccellato requested a motion. Councilman Fitzsimmons made the motion, seconded by Councilwoman Angelini. Mayor Buccellato requested a roll call vote. A roll call vote was taken.

Yes: Councilman Urbano
Councilwoman Gould
Councilman Fitzsimmons
Councilwoman Clifton
Councilwoman Daly
Councilwoman Angelini

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Motion passed.

**RESOLUTION 14-01-37
AMENDING RESOLUTION 13-12-10
AUTHORIZING THE APPOINTMENT OF
PART TIME ANNUAL TAX COLLECTOR
PEGGY L. WARREN**

WHEREAS, the Governing Body of the Borough of Matawan approved the request of Peggy L. Warren to adjust her appointment from Part Time Hourly to Part Time Annual position of Tax Collector with Resolution 13-12-10: Amending Resolution 13-11-19: Authorizing the Appointment of Part Time Annual Tax Collector – Peggy L. Warren effective July 1, 2013, at the rate of compensation of Fifteen Thousand Dollars and No Cents (\$15,000.00) per annum, and effective January 1, 2014, at a rate of compensation of Eighteen Thousand Dollars and No Cents (\$18,000.00) per annum.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan in accordance with said Resolution hereby authorizes the rate of compensation for Peggy L. Warren as Part Time annual Tax Collector be adjusted to Eighteen Thousand Dollars and No Cents (\$18,000.00) per annum effective January 1, 2014.

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 4-01-20-145-100 Budget of the Borough of Matawan to Peggy L. Warren for the Borough of Matawan in an amount not to exceed Eighteen Thousand Dollars and No Cents (\$18,000.00) per annum.

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, 2014

Mayor Buccellato read, for introduction only, Ordinance 14-01: Ordinance Supplementing The Code Of The Borough Of Matawan Chapter II – Administration Article IV – Administrative Organization Of The Departments Of Local Government Section 2-14.1 – Police Department Composition. Mayor Buccellato requested a motion. Councilman Urbano made the motion, seconded by Councilwoman Gould. Mayor Buccellato requested a roll call vote. A roll call vote was taken.

Yes: Councilman Urbano
Councilwoman Gould
Councilman Fitzsimmons
Councilwoman Daly
Councilwoman Angelini

No: Councilwoman Clifton

Motion passed.

**ORDINANCE 14-01
ORDINANCE SUPPLEMENTING THE CODE OF THE
BOROUGH OF MATAWAN CHAPTER II – ADMINISTRATION
ARTICLE IV – ADMINISTRATIVE ORGANIZATION OF THE DEPARTMENTS OF
LOCAL GOVERNMENT SECTION 2-14.1 – POLICE DEPARTMENT COMPOSITION**

WHEREAS, within its general powers as a municipality, the Borough of Matawan may make and enforce ordinances, rules and regulations not contrary to Federal or State law as it deems necessary and to protect the public safety and welfare of its residents; and

WHEREAS, the Mayor and Council of the Borough of Matawan support and encourage efficiency within the Matawan Police Department.

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NOW, THEREFORE, BE IT ORDAINED by the Council of the Borough of Matawan that Chapter II – Administration, Article IV – Administrative Organization of the Departments of Local Government, Section 2-14.1 – Department Establish; Composition hereby amended as follows:

2-14.1 Department Established: Composition

The Police Department of the Borough of Matawan is hereby established and shall consist of a Chief of Police, up to two (2) Lieutenants, up to four (4) Sergeants, up to fourteen (14) Patrolmen, up to two (2) Class II Special Law Enforcement Officers, up to two (2) Police Matrons, eight (8) School Crossing Guards, one (1) Records Clerk who can function as a clerical assistant to the department and such other employees as the Council may appoint.

BE IT FURTHER ORDAINED, all ordinances or parts of ordinances inconsistent with the provisions of this ordinance shall be and the same are hereby repealed.

BE IT FURTHER ORDAINED, if any section, paragraph, subdivision, clause or provision of this ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision clause or provision so adjudged and the remainder of the ordinance shall be deemed valid and effective.

BE IT FURTHER ORDAINED, this ordinance shall take effect upon final passage and publication as provided by law.

Mayor's Report

Mayor Buccellato announced the use of cell phones will not be allowed on the dais during a meeting. Mr. Menna stated should Mayor or Council receive a telephone call or text message during a meeting to excuse themselves off the dais to take the call or message in the hallway.

Mayor Buccellato offered his and Council's wishes for a happy and health New Year to the residents of the Borough. He congratulated Councilwomen Clifton and Gould on their re-election citing his eagerness to work together with all Council members for another successful year. Mayor Buccellato also thanked and commended the Borough professionals for their dedication in meeting the needs of the Council and the residents. He also thanked all volunteers for their time and service to the community.

Mayor Buccellato cited accomplishments of the Borough including the Planning/Zoning Board's approval of the Broad Street Plaza mixed use development. Thanks to the efforts of Councilwoman Clifton, our successful community event of the 2014 Fireworks display and celebration took place last summer. The Borough submitted an application to Monmouth County for Phase I of the Gravelly Brook project with the successful award of a \$250,000.00 matching grant to begin below grade drainage and regarding, and will include future plans for the entire site. The Borough also sponsored several businesses in Matawan in the Grow Monmouth Grant Program. Two of our businesses were successful and awarded a maximum grant of \$1,850.00 each for façade improvements. Our Recreation Commission sponsored and provided residents with another successful Matawan Day drawing over 3,500 people throughout the day as well as another successful 5K Turkey Trot with over 500 runners participating some as far away as the west coast. Our outdated water plant underwent a major renovation and rehabilitation in 2013. We continued our road rehabilitation program for another year. This project unfortunately is approximately 50% completed and will be finalized in the spring of 2014. This project included two DOT grants that helped offset the construction costs and saved the Borough hundreds and thousands of dollars. We passed a new Ordinance establishing registration fees for vacant and abandoned properties in the Borough. Most important the Budget municipal for 2013 included a tax increase of less than 1 cent. This was accomplished by the Council's due diligence in reviewing expenditures by each department and by putting the residents first.

These are only ten items that were realized in 2013. There were many more. As we have in prior years your elected officials will continue to put the economic and personal needs of the resident first in 2014. The Council in formulating its 2014 budget will not only adhere to but will strive to be under the budget cap initiated by the State government. Today this

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administration is requesting the Borough Administrator to review and analyze each department in order to enhance efficiency and performance with the goal of implementing a performance management system. This system will assist department heads to set goals and objections and measure various functional indicators. It will among other things provide a clear work job description for each position within the Borough. I am further requesting the Administrator have a draft of this management system for the first meeting in March for review and discussion by the Governing Body with the goal of implementing the program by July 1, 2014 or sooner. I did discuss this with Mr. Ferrara, and he agreed to the March meeting.

I along with the Council are looking forward to 2014. We will continue our work to make improvements to our infrastructure which includes our streets, roads and parks. I will continue to meet with any resident and participate in any neighborhood meeting along with any Council member wishing to join me. I would also like to return a program that has been absent for several years. This program allowed an individual or individuals to recommend a Matawan business to be publicly recognized at a Council meeting should the business or person invoke a standard of excellence in the community such as exemplary customer service or community involvement.

In closing we promise to work tirelessly for the Borough to strengthen our community and will put Matawan first and foremost. I thank you and wish everyone a happy and a health New Year. May our Creator bless these United States of America and the Borough of Matawan.

Privilege of the Floor

Mayor Buccellato opened the Privilege of the Floor.

Kenneth Cassidy, 88 Route 79, Matawan. Mr. Cassidy spoke in regard to the Walgreens project. He asked if the county was still holding that up. Mayor Buccellato said that as far as he knew, they were trying to resolve within the next few weeks.

Mayor Buccellato closed the Privilege of the Floor.

Mayor Buccellato requested a motion to adjourn. Councilwoman Daly made the motion, seconded by Councilwoman Clifton. Council agreed. Motion passed.

The meeting adjourned at 1:20 PM.

Karen Wynne, RMC
Municipal Clerk