

**Borough of Matawan
Workshop Session
November 6, 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 November 6, 2014. The meeting was called to order at 7:00 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 the *Asbury Park Press* on January 17, 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: Councilman Urbano
Councilwoman Gould
Councilman Fitzsimmons
Councilwoman Clifton
Councilwoman Daly
Councilwoman Angelini

Councilwoman Angelini informs she will be leaving the meeting at 8:00 PM.

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

Mayor Buccellato asked everyone to stand for a moment of silence.

Mayor Buccellato asked everyone to stand in the Salute to the Flag.

Mayor Buccellato informed of revisions to Resolutions 14-11-05 and 14-11-11 and of the addition of Resolution 14-11-15.

Privilege of the Floor – Agenda Items Only

Mayor Buccellato opened the Privilege of the Floor.

There were no comments.

Mayor Buccellato closed the Privilege of the Floor.

Workshop Items

December 16, 2014 Council Meeting Date Change

Mayor Buccellato informed Council of a conflict with the meeting date of December 16, 2014 and asks Council approval to reschedule. Council rescheduled its December 16, 2014 meeting to December 15, 2014. Mayor Buccellato requested a motion. Councilwoman Clifton made the motion, seconded by Councilwoman Daly. Council agreed. Motion passed.

Recycling Services at DPW

Mayor Buccellato related the Administrator's handout to Council from A&A Iron & Metals, 80 Hendrickson Road, Freehold, New Jersey 07728, who will provide services at no cost to the Borough and receiving the benefit of removed tonnage with a confirming Resolution for the next meeting.

Old Business

None.

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Consent Agenda

Mayor Buccellato read by title Resolutions 14-11-02 through and including 14-11-05 requesting a motion to approve en masse. Councilwoman Daly 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 14-11-02
REDEMPTION OF TAX SALE CERTIFICATE
J & A NEW YORK, INC.
CERTIFICATE #13-00006**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #13-00006 which was sold to J & A New York, Inc., 144-90 41st Ave., Apt. 515, Flushing, NY 11355; and

WHEREAS, Certificate #13-00006 has been paid and fully redeemed for the property owner, Block 9, Lot 7.01 otherwise known as 48 Broad St.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$776.11 and a Premium of \$400.00 to the above for the redemption of Tax Sale Certificate #13-00006.

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

**RESOLUTION 14-11-03
REDEMPTION OF TAX SALE CERTIFICATE
US BANK CUST FOR PRO CAP II, LLC
CERTIFICATE #13-00035**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #13-00035 which was sold to US Bank Cust for Pro Cap II, LLC, US Bank TLSC, 50 S 16th St. Ste 1950, Philadelphia, PA 19102; and

WHEREAS, Certificate #13-00035 has been paid and fully redeemed for the property owner, Block 41, Lot 2 otherwise known as 256 Main St.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$1,930.32 and a Premium of \$1,100.00 to the above for the redemption of Tax Sale Certificate #13-00035.

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

**RESOLUTION 14-11-04
REDEMPTION OF TAX SALE CERTIFICATE
TWR AS CST FOR EBURY FUND 1 NJ, LLC
CERTIFICATE #13-00092**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #13-00092 which was sold to TWR as Cst for Ebury Fund 1 NJ, LLC, PO Box 37695, Baltimore, MD 21297-3695; and

WHEREAS, Certificate #13-00092 has been paid and fully redeemed for the property owner, Block 123, Lot 78 otherwise known as 1 Poet Dr.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$12,508.88 and a Premium of \$8,500.00 to the above for the redemption of Tax Sale Certificate #13-00092.

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

**RESOLUTION 14-11-05
RELEASE OF CASH BOND
ESK BUILDERS, INC. FOR 762 HIGHWAY 34, LLC
762 HIGHWAY 34 - BLOCK 113, LOT 1.05**

WHEREAS, on November 11, 2013, ESK Builders, Inc. for 762 Highway 34, LLC posted a Cash Bond in the amount of Six Thousand Four Hundred Ninety One Dollars and No Cents (\$6,491.00) for the above subject property 762 Highway 34, Block 113, Lot 1.05, Matawan, New Jersey; and

WHEREAS, ESK Builders, Inc. has requested the release of the Cash Bond remaining balance for the aforesaid property; and

WHEREAS, the Borough Engineer, Robert Keady, Jr., PE, CMC of T&M Associates' attached letter of October 23, 2014 recommends the release of the Cash Bond; and

WHEREAS, as certified by the Treasurer/CFO the remaining cash portion balance as of October 23, 2014 is Five Thousand Three Hundred Fifty Seven Dollars and Fifty Seven Cents (\$5,357.57).

NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby approves the release of the balance of the Cash Bond in the amount of Five Thousand Three Hundred Fifty Seven Dollars and Fifty Seven Cents (\$5,357.57) to ESK Builders, Inc., 3010 Bordentown Avenue, Parlin, New Jersey 08859 for the above subject property 762 Highway 34, Block 113, Lot 1.05, Matawan, New Jersey for 762 Highway 34, LLC.

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Finance, Borough Engineer as well as ESK Builders, Inc. for 762 Highway 34, LLC.

New Business

Mayor Buccellato read by title Resolution 14-11-06: 2015 Reorganization Meeting Of The Governing Body. Mayor Buccellato requested a motion. Councilwoman Clifton 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 14-11-06
2015 REORGANIZATION MEETING OF THE GOVERNING BODY**

BE IT RESOLVED by the Governing Body of the Borough of Matawan that the reorganization of the Mayor and Council of the Borough of Matawan is hereby scheduled for Thursday, January 1, 2015 at 12:00 Noon in the Matawan Community Center, 201 Broad Street, Matawan, New Jersey.

BE IT FURTHER RESOLVED that the agenda for this meeting shall be the reorganization of the Governing Body of the Borough, including appointments and such other matters as may come before the Governing Body. Formal action will be taken.

BE IT FURTHER RESOLVED that the Clerk caused notice of this meeting to be appropriately posted and to be given to be published in one of the official newspapers of the Borough.

Mayor Buccellato read by title Resolution 14-11-07: Amending Resolution 14-06-60: Award of Bid For New Jersey Local Government Energy Audit Program Energy Audit Proposals – Steven Winter Associates, Inc. Mayor Buccellato requested a motion. Councilman Urbano made the motion, seconded by Councilwoman Angelini. Mayor Buccellato requested a roll call vote. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 14-11-07
AMENDING RESOLUTION 14-06-60
AWARD OF BID FOR NEW JERSEY LOCAL GOVERNMENT
ENERGY AUDIT PROGRAM ENERGY AUDIT PROPOSALS
STEVEN WINTER ASSOCIATES, INC.**

WHEREAS, the Council of the Borough of Matawan previously awarded the contract for the New Jersey Local Government Energy Audit Program Energy Audit to Steven Winter Associates, Inc. in the amount of Fourteen Thousand Nine Hundred Forty Seven Dollars and No Cents (\$14,947.00); and

WHEREAS, the Borough of Matawan has increased the scope of services to include the Matawan Police Department located at 150 Main Street as outlined in the attached revision in the total amount of Four Thousand One Hundred Nineteen Dollars and No Cents (\$4,119.00).

NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby approves the attached increase for the 2014 Local Government Energy Audit Program Energy Audit to Steven Winter Associates, Inc., 222 US Highway 1 #283, North Brunswick, New Jersey 08902 in the amount of Four Thousand One Hundred Nineteen Dollars and No Cents (\$4,119.00).

BE IT FURTHER RESOLVED, the Council of the Borough of Matawan resolves that Paul Buccellato or the successor to the office of Mayor is hereby authorized as signatory on behalf of the Borough of Matawan.

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

Mayor Buccellato read by title Resolution 14-11-08: Amending Resolution 14-07-24 Authorizing T&M Associates to Provide Professional Services for the Preparation of Updating the Borough of Matawan Tax Map. 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 14-11-08
AMENDING RESOLUTION 14-07-24
AUTHORIZING T&M ASSOCIATES TO PROVIDE PROFESSIONAL SERVICES FOR THE
PREPARATION OF UPDATING THE BOROUGH OF MATAWAN TAX MAP**

WHEREAS, the Council of the Borough of Matawan previously authorized T&M Associates to proceed with the preparation of updating the Borough of Matawan's Tax Map in an amount not to exceed Two Thousand Seven Hundred Dollars and No Cents (\$2,700.00); and

WHEREAS, Eric Zanetti, Tax Assessor for the Borough of Matawan, has delivered a number of additional tax map updates to T&M Associates since the initial proposal increasing the scope of services as outlined in the attached revision in the total amount of Five Thousand Five Hundred Dollars and No Cents (\$5,500.00).

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NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby approves T&M Associates attached proposal increase for the preparation of updating the Borough of Matawan's Tax Map in the amount of Five Thousand Five Hundred Dollars and No Cents (\$5,500.00).

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

Mayor Buccellato read by title Resolution 14-11-09: Authorizing Maser Consulting to Provide Professional Services for the Proposed Public Drop Off Recycling Facility. 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 14-11-09
AUTHORIZING MASER CONSULTING
TO PROVIDE PROFESSIONAL SERVICES FOR THE
PROPOSED PUBLIC DROP OFF RECYCLING FACILITY**

WHEREAS, at the request of the Borough Administration and the Recycling Coordinator, Maser Consulting has submitted the attached proposal to provide professional services for a proposed Public Drop Off Recycling Facility located north of the unimproved portion of North Street in the Borough of Matawan; and

WHEREAS, the proposal includes an environmental and permit analysis as well as a conceptual site plan and estimate

WHEREAS, the Borough Administrator and the Recycling Coordinator recommends Maser Consulting's attached proposal in the amount of Six Thousand Nine Hundred Fifty Dollars and No Cents (\$6,950.00), the funding for which is available through a Recycling Tonnage Grant.

NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby authorizes Maser Consulting, PA, 331 Newman Springs Road, Suite 203, Red Bank, New Jersey 07701 to provide professional services for a proposed Public Drop Off Recycling Facility as outlined in the attached proposal in an amount not to exceed Six Thousand Nine Hundred Fifty Dollars and No Cents (\$6,950.00).

BE IT FURTHER RESOLVED, the Council of the Borough of Matawan resolves that Paul Buccellato or the successor to the office of Mayor is hereby authorized as signatory on behalf of the Borough of Matawan.

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

Mayor Buccellato read by title Resolution 14-11-10: Authorizing the Purchase of Data and Document Management Conversion Services for the Construction Office of the Borough of Matawan. Mayor Buccellato requested a motion. Councilwoman Gould 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.

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**RESOLUTION 14-11-10
AUTHORIZING THE PURCHASE OF
DATA AND DOCUMENT MANAGEMENT CONVERSION SERVICES
FOR THE CONSTRUCTION OFFICE OF THE BOROUGH OF MATAWAN**

WHEREAS, the large volume of documentation required to be permanently retained in the Borough of Matawan Construction Office inhibits current active and archival file storage; and

WHEREAS, the Borough Administrator and Construction Official have inquired for data and document conversion services for the implementation of a consolidated data warehousing to enable documents to be searched and viewed electronically; and

WHEREAS, the Borough Administrator and Construction Official are recommending The DRS Group's attached proposal in the amount of Eleven Thousand Nine Hundred Dollars and No Cents (\$11,900.00) to be the most efficient under State Contract #_____; and

NOW, THEREFORE, BE IT RESOLVED, the Council of the Borough of Matawan hereby accepts the recommendation and opinion of the Borough Administrator and Construction Official regarding the above and hereby authorizes The DRS Group, 43 Fadem Road, Springfield, New Jersey 07081 to provide professional services for the purchase of a Data and Document Management Conversion Services for Small and Large Documents as outlined in the attached proposal in an amount not to exceed Eleven Thousand Nine Hundred Dollars and No Cents (\$11,900.00).

BE IT FURTHER RESOLVED, the Council of the Borough of Matawan resolves that Paul Buccellato or the successor to the office of Mayor is hereby authorized as signatory on behalf of the Borough of Matawan.

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

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 C-04-55-900-166 Budget of the Borough of Matawan to The DRS Group for the purchase of Data and Document Management Conversion Services for Small and Large Documents for the Borough of Matawan Construction Office in an amount not to exceed Eleven Thousand Nine Hundred Dollars and No Cents (\$11,900.00.)

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: November 6, 2014

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Proposal Submitted To:

Matawan Borough
Mr. John Quinn
Construction Official

Mr. Louis Ferrara
Business Administrator



Canon



Proposal For:
Data and Document Management Conversion Services
For Small and Large Documents
Updates to
Building Department
October 22, 2014

Submitted by:

Gary Stark
Senior VP of Business Development
DRS Imaging
Formerly LargeDoc Solutions (LDS)
Phone: 732.598.3090
E-Mail: gstark@drsimaging.com

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**Matawan Borough
Proposal for Database and Document Imaging Conversion
Services and Systems Implementation**

DRS Imaging is very grateful for this opportunity to present this proposal for the Borough's Document Retrieval requirements. DRS Imaging's response is totally directed to meet all your current requirements and future business needs by providing Cloud based software products that go beyond cost savings and efficiency but provide Cloud solutions that facilitate business innovations and growth. DRS Imaging's philosophy is to provide Borough satisfaction by dedicating our efforts and resources to understanding today's emerging technology needs of the Borough. We apply that knowledge to delivery products and solutions that respond to our clients' needs now and into the future. Implementation of a consolidated data warehousing with associated digital images will be an add-on to the Borough's existing system.

Developing user focused software solutions and services do not have to be a daunting task for the Borough. An important step towards a user focused service is the formulation of an ECM strategy that integrates information and processes across departments. The DRS ECM solution enables government enterprises to bridge domain areas and collaborate across levels of government while returning value are critical elements of any enterprise wide information management strategy. Our ECM solutions offer all our government clients a more targeted and personalized service that covers the full scope of the user's needs.

This proposal has three elements to fully implement our Consolidated Data Warehousing system for Electronic Content Management:

- Cloud Keeper Software.
- Day Forward Input for Newly Created Documents.
- Ingestion of Previous Digital Images and Data.
- Customization of the Standard Cloud Keeper Software.

DRS Cloud Keeper for Consolidated Data Warehousing for Electronic Content Overview

The DRS Cloud Keeper Document Retrieval and Archive System is an Internet (Cloud) based software platform that allows for easy, affordable, secure and extendable access to a document archive.

- Documents can be searched for and viewed on most devices that have Internet access, a PDF viewer and a standard web browser enabling workers in the field or at remote offices to access the same critical documents as they can in the central office. Additionally documents can be printed to any printer available to the device including plotters for full size prints of drawings.
- The DRS Cloud Keeper software requires no additional IT investments, all hardware and software is maintained by DRS and since it is Internet based there is no software to install.
- Access to the system is user name and password protected with each user having customizable permissions. All activities are recorded in secured audit logs. The system

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and documents are backed up in real time between geography separated and redundant data centers so a failure at one location will never prevent access to the system.

- The system can be extended to support multipliable document types so additional departments/record series can be added without the need for separate licensing. Each document type has its own customizable list of authorized users preventing unnecessary/unauthorized access to documents. The system is further extendable through the addition of one or more available Add-On modules or via custom programming.

Core License

The Core License is the foundation of the DRS Cloud Keeper System. It includes unlimited user access, search and print licenses and all the basic functionality described above. The Core License is required for the DRS Cloud Keeper System.

Required and Optional Modules

The following modules are required and/or optional to the Core License per application. Each requires a one time activation after which they part of the Core License and are covered by the Annual Archive Maintenance. All actions executed by the Add-On modules are recorded in the audit logs. Some Add-On modules require the activation of additional prerequisite Add-On modules. Add-On modules can be activated with the initial Core License or activated later, activating later may affect the Annual Archive Maintenance.

- **Email:** The Email Add-On module allows authorized users to email documents as PDF attachments to any valid email address. Emailing files is a fast and cost effective way of responding to OPRA requests which frees staff from the time consuming process of reproducing documents or supervising the public as they review a file. Emailing is also an effective way of sharing documents with other departments or outside parties such as vendors, architects, legal council, etc.
- **Edit:** The Edit Add-On module allows authorized users to edit or add the meta-data (aka indexing data) associated with a document improving search results.
- **Delete:** The Delete Add-On module allows authorized users to permanently remove documents and the related meta-data from the archive.
- **Upload:** The Upload Add-On module allows authorized users to upload new PDF documents into the archive. The Edit Add-On module and Delete Add-On module are prerequisites for this Add-On module.
- **OCR Search:** OCR is a process where a computer attempts to read the words in a scanned image and saves the results to a hidden part of the image commonly referred to as the OCR Text. The OCR Search Add-On module allows users to search for words in the OCR Text of all the documents in the archive that have preexisting OCR text. For example, a zoning board minute document has one meta-data field for the meeting date which limits the standard search to the meeting date, with the OCR Search Add-On it is possible to search for an for any word in the OCR text such as the applicant's name. The OCR Search Add-On module will not generate OCR Text for documents.

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- Audit: The Audit Add-On module allows authorized users to search, view and print the Audit logs for the archive. All activities are logged in the Audit logs including but not limited to logins, searches, emails, edits, uploads, deletes and administrative actions.
- Admin: The Admin Add-On module allows authorized users to add, disable, and modify permissions for users in real time. Without the Admin Add-On module all user changes and additions must be submitted to DRS support and will be made in 24-48 hours. This Add-On module requires all the other Add-On modules, except for the Public Kiosk Add-On, to be licensed.
- Public Kiosk (Optional): The Public Kiosk Add-On module allows for secured public access to all or part of the documents in the archive. The access can be completely unrestricted with no user name or password, useful for public searching of ordinances, resolutions and/or meeting minutes, or restricted to viewing a single document, useful for OPRA requests where the requester is only allowed to review the one document. Email (if activated) and Print functions are available to the Public Kiosk and can be turn on or off as required. Since the Public Kiosk is part of the DRS Cloud Keeper Archive System it can be made available to the general public via the Internet, added to a website or can be limited to a single research computer within the Municipality.
- OPRA Request: The OPRA Request Add-on enables requests for documents to be sent directly via email vs. copying the paper files and sending via the mail.

Annual/Ongoing Items

- Document Archiving: Document Archiving is the process of adding a record and meta-data to the archive's database and the document's image file to the archive's repository; this includes adding the document to the redundant data center backup system. This covers the cost of hard drive array provisioning and database scaling ensuring proper system function. Document Archiving is charged once for each document added to the archive whether it was added by DRS staff or via the Upload Add-On module. DRS will perform all bulk loads of data.
- Annual Archive Maintenance: Annual Archive Maintenance covers the all maintenance, on-going support, licensing renewal, upgrades and hard drive array space for the archive. The fee is based on the size of the archive on disk, the number of documents in the database and which Add-On modules are actively licensed.
- Custom Programming (Optional) Custom Programming allows for the extension and integration of the DRS Cloud Keeper System. Custom interfaces and new functionality can be added to the system such as basic workflows and/or specialized search screens. Integration with other systems or web sites can be added via custom web service calls or other integration techniques. Custom Programming is priced per hour of programming time; estimates of how many hours it would take are based upon a clearly defined scope of work.
- Ingestion of Existing/New Data Conversion from Building, Engineering, Zoning and Planning Departments: Existing Data Conversion will prepare data and images from

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other document management systems or paper for Document Archiving into the DRS Cloud Keeper Document Archive System. The process includes extracting the data (Drawing Name, Project Name, Block, lot, Permit Number if Available) and images from the existing digital or paper system, normalizing the data, converting the image formats and/or other special processing required making the data and images compatible with the DRS Cloud Keeper System. All these processes are based upon New Jersey DORCES (DARM) standards ensuring State approval for usage and destruction.

- **MOD IV Matching (Optional):** MOD IV Matching is the process of updating and normalizing the address/block/lot meta-data associated with the documents against the current MOD IV data for the Municipality. This improves the accuracy of the address/block/lot meta-data by updating for block/lot renumbering, street name changes, and correcting errors in the source document such as contractors writing the wrong street name or missing block and lot info. MOD IV Matching is particular useful when intergrading the DRS Cloud Keeper System with MOD IV based systems, such as GIS parcel layer or construction code permit software.
- **Training:** Training will be provided onsite which is typically sufficient for groups of one to ten users. Additional hours of training can be purchased for larger groups or if training needs to be multiple days or at multiple locations. Training includes the initial setup of user logons, review of the basic system functions and review of any additional Add-On module. Separate Admin training will be provided if the Admin Add-On module was licensed.

Instant Update and Scanner:

- The Instant Update Add-On Module allows for users to send newly created documents to DRS for processing. DRS provides all identifier documents and the document scanners. The documents are automatically sent to the DRS Cloud Keeper FTP site for processing and ingested into the core DRS Cloud Keeper System within 24 hours.

| |
|--|
| DRS Cloud Keeper Software General Description |
|--|

Storing your business assets in a centralized document repository is a smart idea that protects the corporate assets that support your business. DRS makes it easy, by providing a secure, reliable document repository as a core component of our document management software. Best of all, getting your files into DRS is as simple as saving them to a disk drive then uploading them through our Upload Option. Once a Document has been uploaded into the Repository access is granted to all users that have been configured to view the document of that specific application.

- What Can Centralized Document Storage do for Your Business?
 - Reduce disk and file space needed for document storage
 - Maximize the value of your documents across departments
 - Simplify data backup and recovery
 - Prevent data loss from human error
 - Secure sensitive corporate information
 - Maintain centralized access to all your business documents

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- **Reduce the Amount of Disk Space Needed for Document Storage:** Storing files on desktops and on local drives can result in data redundancy and electronic filing chaos. DRS gives you the advantage of a single virtual document repository that is shared between all your resources, so documents aren't duplicated across departments and you need less space to store it. All electronic documents in the repository are tagged so document retrieval is fast and reliable.
- **Simplify Data Backup for Compliance and Due Diligence:** Storing your digital documents in a centralized document repository makes it easy to perform daily backups, ensuring you'll always have your business-critical information duplicated in the event of downtime or disaster. DRS simplify the process with automatic backups of the repository.
- **Leverage Your Full Knowledgebase for Competitive Advantage:** Because the DRS document repository puts all your corporate assets in one location, it's easy to collaborate with internal and external entities. Authorized users simply search and retrieve documents based on content. There's no need to email important documents back and forth, and there's no chance you'll miss information critical to the task at hand.
- **Secure Your Most Sensitive Data:** Don't risk sharing your intellectual property through email or allowing employees to access it without proper control. Take control of your sensitive corporate information by storing it in the DRS document repository, where you can customize and control who can access, view and edit it. Much safer than local drives or thumb drives, the DRS document management system features authentication and password protection to ensure that documents are accessed only by authorized users as well as full auditing to track what is being done with each document and by who.
- **Minimize the Risk of Data Loss Associated with Human Error:** Accidental deletion of data and files is all too common, but it's completely preventable when your data is centralized and secured. The DRS document repository includes check-in and check-out procedures that prevent multiple users from editing the same document concurrently. And all past revisions of business documents are saved so you can quickly access old versions or recover files in the event of an accidental deletion.
- **Centralize and Manage All Your Corporate Assets, Including Email:** Compliance regulations require that emails and attachments be backed up and retrievable in the event of an audit. DRS can be configured to automatically save incoming and outgoing correspondence in the document repository. Once saved in the repository, emails and attachments can be classified with appropriate tags, key terms and metadata, just like any other document or object type.
- **With DRS, You Can Centralize and Secure All Types of Files in Your Document Repository:**

| | |
|--------------------------------|------------------------------|
| Microsoft Office documents | Scanned documents |
| Emails and attachments | Data from external databases |
| PDF files from any application | Pictures and graphics |
| CAD files | |

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**Data Warehousing System for Electronic Content
Management
DRS Cloud Keeper
Update Software/Hardware**

| Item: Data Warehousing | | Price Per Unit | Unit | # of Units | Cost |
|----------------------------------|--|-------------------|--------|---------------|--------|
| Modules | | | | | |
| | Core License less than (3) Departments | 10,000 | | 1 | 10,000 |
| | Email | 5,000 | | 0 | |
| | Edit | 5,000 | | 0 | 0 |
| | Notes | 5,000 | | 0 | 0 |
| | Instant Upload User Hardware and Software | 12,500 | | 0 | 0 |
| | OCR Search for Planning/Zoning | 10,000 | | 0 | 0 |
| | Audit | 5,000 | | 0 | 0 |
| | Admin | 5,000 | | 0 | 0 |
| | Public Kiosk Optional | 5,000 | | 0 | 0 |
| | MOD IV Matching | TBD | | 0 | 0 |
| Additional Services | | | | | |
| | Custom Programming for Planning/Zoning | TBD | | 0 | 0 |
| | Ingestion Existing/New Digital Documents for (9) Drawers | 0.02 | P/Page | 70,000 | 1,400 |
| | Training and Installation | 500 | | 1 | 500 |
| Instant Update Processing | | | | | |
| | Documents | 0.02 | P/Doc | | |
| | Drawings | 0.50 | P/Doc | | |
| Annual Maintenance | | | | | |
| | Cloud Storage and Maintenance 40GB | 15/GB | | | |
| Totals | | | | | 11,900 |

Contract Purchase with DRS Imaging under NJ State Contract

State Contract Holder is En Pointe of which DRS Imaging is a sub contractor. Thus the billings come from En Pointe and DRS will receive a PO from En Pointe. DRS will perform all work. Once the money has been allocated then En Pointe will send the Township a sales quote based upon the enclosed proposal.

The process is as follows:

1. DRS sends our proposal, once it is accepted En Pointe will send their sales quote.
2. Township sends a PO to En Pointe.
3. En Pointe sends a PO to DRS.
4. DRS performs all the tasks within the sales quote.
5. The Township will receive an invoice from En Pointe as the work is completed.

En Pointe Responsibilities

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En Pointe's New Jersey State contract is a contract vehicle. En Pointe accepts no responsibility for the work performed and shall have no liability to any party under this proposal and SOW. En Pointe's sole responsibility is to accept the Purchase Order from the Borough, collect payment and pay DRS.

Mayor Buccellato read by title Resolution 14-11-11: Payment of Bills. Mayor Buccellato requested a motion. Councilman Fitzsimmons 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.

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**RESOLUTION 14-11-11
PAYMENT OF BILLS**

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

| | |
|---------------------------|-----------------------|
| Current | \$2,950,479.12 |
| Water & Sewer | \$325,431.57 |
| Borough Capital | \$74,554.30 |
| Water Capital | \$3,353.82 |
| Grant | \$3,231.39 |
| Borough Trust | \$5,908.93 |
| Developers Escrow Account | \$1,925.48 |
| Dog Tax Trust | \$386.40 |
| Railroad Parking Trust | \$11,522.00 |
| Recreation Trust | \$250.00 |
| Unemployment Trust | \$11,100.23 |
| Total | \$3,388,143.24 |

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

Mayor Buccellato read by title Resolution 14-11-12: Authorizing the Transfer of Funds from Current and Utility Accounts in the 2014 Budget. 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 14-11-12
AUTHORIZING THE TRANSFER OF FUNDS FROM
CURRENT AND UTILITY ACCOUNTS IN THE 2014 BUDGET**

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

***WHEREAS**, the Chief Financial Officer has advised the Mayor and Council of the Borough of Matawan that the need for certain transfers within the 2014 Municipal Budget exists; and*

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

***NOW, THEREFORE, BE IT RESOLVED** that the following budget transfers be made in the 2014 Municipal Budget:*

| <u>Transfer From:</u> | | <u>Transfer To:</u> | |
|-----------------------|-------------|---------------------|-------------|
| Account | Amount of | Account | Amount of |
| Number | Transfer | Number | Transfer |
| <hr/> | | | |
| 4-01-26-315-100 | \$10,000.00 | 4-01-26-310-100 | \$10,000.00 |
| Vehicle Repairs | | Public Buildings | |
| Salary & Wages | | Salary & Wages | |
| 4-01-26-315-100 | \$9,900.00 | 4-01-26-290-100 | \$9,900.00 |
| Vehicle Repairs | | Streets & Roads | |
| Salary & Wages | | Salary & Wages | |

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| | | | |
|---|-------------|---|-------------|
| 4-01-25-240-200 Police Other Expenses | \$10,000.00 | 4-01-26-315-200 Vehicle Repairs Other Expenses | \$10,000.00 |
| 4-01-25-240-200 Police Other Expenses | \$10,000.00 | 4-01-20-155-200 Legal Other Expenses | \$10,000.00 |
| 4-01-25-240-100 Police Salary & Wages | \$10,000.00 | 4-01-30-415-200 Accumulated Sick Leave Other Expenses | \$10,000.00 |
| 4-01-20-100-200 Administration Other Expenses | \$3,500.00 | 4-01-20-100-100 Administration Salary & Wages | \$3,500.00 |
| 4-01-20-120-200 Borough Clerk Other Expenses | \$2,500.00 | 4-01-20-120-100 Borough Clerk Salary & Wages | \$2,500.00 |
| 4-01-21-180-100 Planning/Zoning Salary & Wages | \$1,500.00 | 4-01-26-180-100 Public Buildings Salary & Wages | \$1,500.00 |
| 4-01-21-180-200 Planning/Zoning Other Expenses | \$1,800.00 | 4-01-26-180-100 Public Buildings Salary & Wages | \$1,800.00 |
| 4-01-31-435-200 Street Lighting Other Expenses | \$4,000.00 | 4-01-26-310-200 Public Buildings Other Expenses | \$4,000.00 |
| 4-01-31-435-200 Street Lighting Other Expenses | \$20,000.00 | 4-01-26-290-100 Streets & Roads Salary & Wages | \$20,000.00 |
| 4-01-28-370-200 Recreation Other Expenses | \$800.00 | 4-01-28-370-100 Recreation Salary & Wages | \$800.00 |
| 4-01-26-265-100 Fire Prevention Salary & Wages | \$10,000.00 | 4-01-22-195-100 Construction Salary & Wages | \$10,000.00 |
| 4-01-31-430-200 Utilities Other Expenses | \$13,341.00 | 4-01-43-490-200 Court Other Expenses | \$13,341.00 |
| 4-01-26-291-100 Railroad Parking Salary & Wages | \$8,000.00 | 4-01-26-291-200 Railroad Parking Other Expenses | \$8,000.00 |
| 4-01-26-305-200 Garbage Other Expenses | \$15,000.00 | 4-01-26-290-200 Streets & Roads Other Expenses | \$15,000.00 |
| 4-09-55-509-200 BRSA Other Expenses | \$96.65 | 4-09-55-512-200 PERS Other Expenses | \$96.65 |

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

Privilege of the Floor

Mayor Buccellato opened the Privilege of the Floor.

Robert Anfuso, 258 Main Street, Matawan. On behalf of the Shore Knights, Mr. Anfuso expressed their thanks to Council for providing the hoops and rims of the Clinton Street Park basketball court. Mr. Anfuso, with other volunteers, have been maintaining the Henry Hudson

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Trail for the last several months coordinating with the Monmouth County Park system to pick up the accumulated trash each Monday. However, the County has provided only one trash container and requests the Borough to provide additional containers to be located on the property of the old water tower, at the entrance of Clinton Street, behind the community center, between the Route 34 Bridge and the current construction. Mayor Buccellato informed of a contact in the Monmouth County Recreation office and will touch base within that contact to assist in the matter.

Mayor Buccellato closed the Privilege of the Floor.

Adjournment

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

Meeting adjourned at 7:30 PM.

Karen Wynne, RMC
Municipal Clerk