

**Borough of Matawan  
Workshop Session  
November 5, 2015**

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 October 6, 2015. 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 Independent* on January 15, 2015, by sending notice to the *Asbury Park Press*, and by posting. Mayor Buccellato requested a roll call.

On roll call the following members responded present:

Yes:           Councilman Lopez  
                  Councilman Urbano  
                  Councilwoman Daly  
                  Councilwoman Clifton  
                  Councilman Caldon  
                  Councilwoman Gould

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

Mayor Buccellato asked everyone to stand for a Moment of Silence.

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

Mayor Buccellato informed of the addition of Resolutions 15-11-20 and 15-11-21 to tonight's Agenda. Also, Resolution 15-11-13 will be held and Resolution 15-11-17 will be tabled.

**Approval of Meeting Minutes**

Mayor Buccellato requested a motion to approve meeting minutes of May 6, 2015. Councilwoman Clifton made the motion, seconded by Councilman Caldon. Council agreed with Councilpersons Daly and Lopez abstaining. Motion passed.

Mayor Buccellato requested a motion to approve meeting minutes of May 19, 2015. Councilwoman Daly made the motion, seconded by Councilwoman Clifton. Council agreed with Councilpersons Lopez and Urbano abstaining. Motion passed.

Mayor Buccellato requested a motion to approve meeting minutes of June 4, 2015. Councilwoman Clifton made the motion, seconded by Councilman Caldon. Council agreed with Councilpersons Caldon, Clifton, Daly and Lopez abstaining. Motion passed.

Mayor Buccellato requested a motion to approve meeting minutes of June 16, 2015. Councilwoman Clifton made the motion, seconded by Councilwoman Daly. Council agreed with Councilman Lopez abstaining. Motion passed.

Mayor Buccellato requested a motion to approve meeting minutes of July 14, 2015. Councilman Caldon made the motion, seconded by Councilwoman Daly. Council agreed with Councilpersons Clifton and Lopez abstaining. Motion passed.

Mayor Buccellato requested a motion to approve meeting minutes of August 11, 2015. Councilman Caldon made the motion, seconded by Councilman Lopez. Council agreed with Councilwoman Daly abstaining. Motion passed.

Mayor Buccellato requested a motion to approve meeting minutes of September 1, 2015. Councilwoman Daly made the motion, seconded by Councilman Urbano. Council agreed with Councilpersons Clifton and Gould abstaining. Motion passed.

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**Privilege of the Floor – Agenda Items Only**

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

There were no comments.

Mayor Buccellato closed the Privilege of the Floor for Agenda Items Only.

**Old Business**

Mayor Buccellato read by title, Ordinance 15-17: Amending and Supplementing the Revised General Ordinances of the Borough of Matawan – Chapter VII – Traffic, Section 7-20 – Stop Intersections – Spring Street and Jackson Street. Mayor Buccellato requested a motion to open the public hearing. Councilman Urbano made the motion, seconded by Councilwoman Clifton. Mayor Buccellato requested comments. There were no comments. Mayor Buccellato requested a motion to close the public hearing. Councilwoman Clifton made the motion, seconded by Councilwoman Gould. Council agreed. Mayor Buccellato read by title on third and final reading Ordinance 15-17: Amending and Supplementing the Revised General Ordinances of the Borough of Matawan – Chapter VII – Traffic, Section 7-20 – Stop Intersections – Spring Street and Jackson Street requesting a motion to adopt. Councilwoman Clifton made the motion, seconded by Councilman Caldon. Mayor Buccellato requested a roll call. A roll call vote was taken.

Yes:           Councilman Lopez  
                  Councilman Urbano  
                  Councilwoman Daly  
                  Councilwoman Clifton  
                  Councilman Caldon  
                  Councilwoman Gould

Motion passed.

**ORDINANCE 15-17  
AMENDING AND SUPPLEMENTING THE  
REVISED GENERAL ORDINANCES OF THE BOROUGH OF MATAWAN  
CHAPTER VII – TRAFFIC, SECTION 7-20 – STOP INTERSECTIONS  
SPRING STREET AND JACKSON STREET**

***WHEREAS**, upon recommendation of the Police Commission it is necessary to install traffic control signals, such as stop and/or yield signs for the health, safety and well being of the residents and visitors of the Borough of Matawan to control traffic, and to reduce incidents of traffic accidents; and*

***WHEREAS**, the Traffic Safety Unit of the Matawan Police Department has recommended the adoption of this within Ordinance and same has been reviewed by the Borough Engineer to certify its consistency with applicable traffic and vehicle law safety regulations in residential areas, and the appropriate notification has been forwarded to the New Jersey State Department of Transportation.*

***NOW, THEREFORE, BE IT ORDAINED** by the Council of the Borough of Matawan that it herewith amends Chapter VII – Traffic Regulations, Section 7-20 – Stop Intersections, to include the intersections described are hereby designated as Stop Intersections. Stop signs shall be installed as provided therein.*

*Intersection  
Spring Street and Jackson Street*

*Stop Sign(s) On:  
Jackson Street*

***BE IT FURTHER ORDAINED** any Ordinances or portions thereof which are inconsistent with the provisions of this Ordinance are hereby repealed.*

***BE IT FURTHER ORDAINED** if any provisions of this Ordinance, or the application of such provision to any person or circumstance is declared invalid, such invalidity shall not affect the other provisions or applications of this Ordinance, which can be given effect, and to this end, the provisions of this Ordinance are declared to be severable.*

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***BE IT FURTHER ORDAINED** this ordinance shall take effect immediately upon following the passage, adoption and publication pursuant to law.*

***BE IT FURTHER ORDAINED** that a true certified copy of this Ordinance shall be forwarded to the following Borough of Matawan Departments: Administration, Police, Public Works, Clerk as well as the New Jersey State Department of Transportation.*

**Consent Agenda**

Mayor Buccellato read by title Resolution 15-11-02 through and including 15-11-07 requesting a motion to approve en masse. Councilwoman Clifton made the motion, seconded by Councilwoman Daly. Mayor Buccellato requested a roll call vote. A roll call vote was taken.

No: Councilman Lopez

Yes: Councilman Urbano  
Councilwoman Daly  
Councilwoman Clifton  
Councilman Caldon  
Councilwoman Gould

Motion passed.

**RESOLUTION 15-11-02  
REDEMPTION OF TAX SALE CERTIFICATE  
WEN LU  
CERTIFICATE #11-00032**

***WHEREAS**, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #11-00032, which was sold to Wen Lu, 144-90 41<sup>st</sup> Avenue, Apt. 515, Flushing, NY 11355; and*

***WHEREAS**, Certificate #11-00032 has been paid and fully redeemed for the property owner, Block 35, Lot 13, otherwise known as 195 Main Street.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of The Borough of Matawan, that they hereby authorize payment in the amount of \$5,737.91, and a Premium of \$300.00, to the above for the redemption of Tax Sale Certificate #11-00032.*

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

**RESOLUTION 15-11-03  
APPROVAL OF SOLICITORS PERMIT  
POWER HOME REMODELING GROUP**

***WHEREAS**, Power Home Remodeling Group, has passed the required Police Department background checks; and*

***WHEREAS**, Power Home Remodeling Group, has read Chapter 3-2.11 Handbills of the Borough of Matawan Code.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that they hereby approve the following solicitors permit:*

|                    |   |  |
|--------------------|---|--|
| <i>Business:</i>   | <i>Power Home Remodeling Group<br/>485C US 1 South<br/>Iselin, New Jersey 08830</i> |  |
| <i>Applicants:</i> | <i>Christopher DeMarco<br/>431 Gambocz Court<br/>Monmouth Junction, NJ 08852</i>    | <i>Joseph Meyer<br/>206 Manhattan Avenue<br/>Bayville, New Jersey 08721</i>  |
|                    | <i>Devon Nahrwold<br/>1101 Ship Avenue<br/>Beachwood, New Jersey 08722</i>          | <i>Nicholas Serrano<br/>378 Andover Street<br/>Wyckoff, New Jersey 07481</i> |

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

**RESOLUTION 15-11-04  
APPROVAL OF RAFFLE LICENSE  
INDIAN HILL SCHOOL PLG  
GIFT AUCTION  
RA-670**

*BE IT RESOLVED* by the Council of the Borough of Matawan that they hereby approve the raffle license for Indian Hill School PLG.

| <u>Name &amp; Location of Organization's Event</u>                  | <u>Date &amp; Time</u>                   |
|---|--|
| Sterling Gardens<br>227 Freneau Avenue<br>Matawan, New Jersey 07747 | November 19, 2015<br>7:00 PM to 11:00 PM |

*BE IT FURTHER RESOLVED* that a true certified copy of this Resolution shall be forwarded to the following: Police, Clerk, as well as Indian Hill School PLG.

**RESOLUTION 15-11-05  
APPROVAL OF RAFFLE LICENSE  
INDIAN HILL SCHOOL PLG  
50/50 CASH  
RA-671**

*BE IT RESOLVED* by the Council of the Borough of Matawan that they hereby approve the raffle license for Indian Hill School PLG.

| <u>Name &amp; Location of Organization's Event</u>                  | <u>Date &amp; Time</u>                   |
|---|--|
| Sterling Gardens<br>227 Freneau Avenue<br>Matawan, New Jersey 07747 | November 19, 2015<br>7:00 PM to 11:00 PM |

*BE IT FURTHER RESOLVED* that a true certified copy of this Resolution shall be forwarded to the following: Police, Clerk, as well as Indian Hill School PLG.

**RESOLUTION 15-11-06  
APPROVAL OF RAFFLE LICENSE  
INDIAN HILL SCHOOL PLG  
CASINO NIGHT  
RA-672**

*BE IT RESOLVED* by the Council of the Borough of Matawan that they hereby approve the raffle license for Indian Hill School PLG.

| <u>Name &amp; Location of Organization's Event</u>                  | <u>Date &amp; Time</u>                   |
|---|--|
| Sterling Gardens<br>227 Freneau Avenue<br>Matawan, New Jersey 07747 | November 19, 2015<br>7:00 PM to 11:00 PM |

*BE IT FURTHER RESOLVED* that a true certified copy of this Resolution shall be forwarded to the following: Police, Clerk, as well as Indian Hill School PLG.

**RESOLUTION 15-11-07  
APPROVAL OF RAFFLE LICENSE  
HOLMDEL FOOTBALL ASSOCIATION  
GIFT AUCTION  
RA-673**

*BE IT RESOLVED* by the Council of the Borough of Matawan that they hereby approve the raffle license for Holmdel Football Association.

| <u>Name &amp; Location of Organization's Event</u>                    | <u>Date &amp; Time</u>                 |
|---|--|
| MJ's / Buttonwood Manor<br>845 Route 34N<br>Matawan, New Jersey 07747 | January 8, 2016<br>7:30 PM to 11:30 PM |

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***BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following: Police, Clerk, as well as Holmdel Football Association.*

**New Business**

Mayor Buccellato read by title Resolution 15-11-08: Fair and Open Request for Qualifications for Professional Services and to Direct the Clerk to Advertise for 2016 Requests for Qualifications Under the Fair and Open Process. Mayor Buccellato requested a motion. Councilman Lopez made the motion, seconded by Councilman Urbano. Mayor Buccellato requested a roll call. A roll call vote was taken.

Yes: Councilman Lopez  
Councilman Urbano  
Councilwoman Daly  
Councilwoman Clifton  
Councilman Caldon  
Councilwoman Gould

Motion passed.

**RESOLUTION 15-11-08  
FAIR AND OPEN REQUEST FOR QUALIFICATION FOR PROFESSIONAL SERVICES AND TO  
DIRECT THE CLERK TO ADVERTISE FOR 2016 REQUESTS FOR QUALIFICATIONS UNDER THE  
FAIR AND OPEN PROCESS**

***WHEREAS**, the Borough of Matawan has elected to undertake the appointment of professionals pursuant to the State authorized Fair and Open Process promulgated by the State of New Jersey for professional services for various professionals for the Borough of Matawan; and,*

***WHEREAS**, the statutory enactment of the Fair and Open Process is guided by the rules and regulations adopted by the State under NJSA 19:44-A20, et seq; and,*

***WHEREAS**, the Governing Body has determined that all professional appointments and candidates who answer and Requests for Qualification for appointments will not include any remuneration as employees of the Borough of Matawan, but all professionals shall be subcontractors of the Borough of Matawan, and that the municipality and will not provide any pension contribution to any of its professionals as part of remuneration; and,*

***WHEREAS**, it is the sense of the Governing Body that professional appointments are confidential appointments of the Governing Body; and therefore, it is the desire of the Council to solicit more candidates for various positions of professional appointments, so that the Council can make a determination submitted under the Requests for Proposals that will be proffered to the Fair and Open Process.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that it acts as follows:*

1. *The Clerk is authorized and empowered to advertise for Requests for Qualifications, pursuant to the Fair and Open.*

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

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*Borough of Matawan  
201 Broad Street, Matawan New Jersey 07747*



**Karen Wynne, RMC  
Municipal Clerk  
(732) 566-3898 ext. 602  
Fax (732) 290-7585**

[karen.wynne@matawanborough.com](mailto:karen.wynne@matawanborough.com)

**Criteria for Submission of Qualifications for Professional Contracts  
Under the Fair and Open Process**

**NOTICE IS HEREBY GIVEN**, for all applications in positions set forth more fully in a notice of publication authorized by the Governing Body of the Borough of Matawan, for submission of qualifications that shall take into consideration the following factors which will be weighed by the governing body of the Borough of Matawan or by the Unified Planning and Zoning Board of Adjustments in the case of the Planning/Zoning Professionals, as the basis of an award for professional services most advantageous to the Borough of Matawan:

*Each interested firm shall submit a proposal containing the following information:*

1. *Name of Firm;*
2. *Address of principal place of business and all attorneys or firm's offices and corresponding telephone and fax numbers. Please note specifically which attorney(s) will be assigned to work with the Borough;*
3. *Rate Schedule for all Personnel (Secretarial, Clerical and the like are not reimbursable);*
4. *Areas of Practice;*
5. *Description of firm's attorneys' education, experience, qualifications, number of years with the firm or other firms and a description of their experience with projects similar to those described above;*
6. *Experience related to representation of public entities and knowledge and experience with the Borough of Matawan;*
7. *The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);*
8. *Any other information that the interested firm deems relevant;*
9. *A copy of the firm's New Jersey Business Registration Certificate;*
10. *A completed Statement of Ownership form;*
11. *A completed Public Disclosure Statement;*
12. *A certificate of insurance issued by a producer or insurer, showing professional liability coverage for at least \$500,000/\$1,000,000. The certificate should show the Borough of Matawan as the certificate holder. The certificate should provide that the insurer will endeavor to send a notice to the certificate holder if coverage is cancelled prior to the policy expiration date. (If the firm's proposal is accepted by the Borough and coverage expires during the term of the contract, the firm will be required to provide a renewal certificate of insurance, showing a retroactive date no later than the inception date of the contract, thereby evidencing continuous coverage during the term of the contract.); and,*
13. *A clear and concise statement of hourly fees for all legal work to be undertaken, and where is applicable, the amount of same and what services are included in retainer.*

**Selection Criteria**

*The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:*

1. *Qualifications of the firm and the individual(s) who will perform the tasks;*
2. *Experience of the firm and the individual(s) who will perform the tasks;*
3. *References for the firm and the individual(s) who will perform the tasks; and*
4. *The firm's ability to perform the tasks in a timely fashion, including staffing and familiarity with the municipality.*

*Selection of professionals shall be solely on the governing body's evaluation of the submitted material in the criteria set forth in this document.*

*Applicants must submit all materials (including one (1) hard copy plus one (1) CD copy) in a sealed envelope addressed to the Municipal Clerk of the Borough of Matawan, 201 Broad Street, Matawan, NJ 07747, and shall be received on or before Thursday, December 10, 2015 at or before 10:00 AM.*

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***Borough of Matawan  
Public Notice  
SOLICITATION OF RESPONSES TO REQUEST FOR QUALIFICATIONS***

*NOTICE IS HEREBY GIVEN that the Borough of Matawan is accepting response to request for qualifications for the Borough of Matawan during the year 2016:*

*Borough Animal Control & Impoundment Services  
Borough Attorney  
Borough Conflict Attorney  
Borough Auditor (includes LOSAP Audit)  
Borough Bond Attorney  
Borough Concession Services for 2016 Matawan Day  
Borough Engineer/Planner  
Borough Conflict Engineer  
Borough Grant Consultant  
Borough Grass Cutting & Lawn Maintenance  
Borough Labor Attorney  
Borough Physician  
Borough Redevelopment Attorney  
Borough Redevelopment Planner  
Planning/Zoning Board Attorney  
Planning/Zoning Board Engineer/Planner*

*All responses shall be submitted to Karen Wynne, Borough Clerk, Borough of Matawan, 201 Broad Street, Matawan, NJ 07747 no later than 10:00 AM, Thursday, December 10, 2015.*

*Responses shall be submitted in the following manner: one (1) printed copy and one (1) copy submitted in electronic format (CD). All responses are to be clearly labeled which shall include the following information: Borough of Matawan, Name and Address of Respondent, Year and Position (or Appointment Respondent is applying for), and Date of Response.*

*Responses are being solicited in accordance with fair and open process as set forth by PL 2004, Chapter 19 (as amended by PL 2005, c 51) NJSA 19:44-20.4 et seq. An overview of the law may be obtained on <http://www.njgov/dca/gs/p2p>.*

*A copy of the request for qualifications document may be obtained at the Office of the Borough Clerk, Borough of Matawan, 201 Broad Street, Matawan, NJ during normal business hours, by contacting the Clerk at [karen.wynne@matawanborough.com](mailto:karen.wynne@matawanborough.com) or on the Borough's website [www.matawanborough.com](http://www.matawanborough.com).*

*Karen Wynne, RMC  
Municipal Clerk*

**PROPOSAL CHECKLIST**

| <i>Items required<br/>(Owner's checkmarks)</i>  | <i>Items submitted with proposal<br/>(Respondent's INITIALS)</i> |
|---|--|
| <b>A. FAILURE TO SUBMIT ANY OF THESE ITEMS WITH PROPOSAL IS <u>MANDATORY</u> CAUSE FOR REJECTION OF PROPOSAL</b>    |  |
| <input type="checkbox"/> Respondent's Proposal (including one (1) hard copy plus one (1) CD copy)                   | <input type="checkbox"/>   |
| <input type="checkbox"/> Rate Schedule for all Personnel (Secretarial, Clerical and the like are not reimbursable); | <input type="checkbox"/>   |
| <input type="checkbox"/> Copy of NJ Business Registration Certificate - Respondent                                  | <input type="checkbox"/>   |
| <input type="checkbox"/> Statement of Ownership   | <input type="checkbox"/>   |
| <input type="checkbox"/> Acknowledgement of receipt of addenda or revisions   | <input type="checkbox"/>   |
| <input type="checkbox"/> Pay to Play Certification  | <input type="checkbox"/>   |
| <b>B. PREFERRED AT TIME OF PROPOSAL SUBMISSION, BUT <u>MANDATORY</u> WHEN INDICATED</b>                             |  |
| <input type="checkbox"/> Public Disclosure Statement (At least 10 days prior to award of contract)                  | <input type="checkbox"/>   |

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C. FAILURE TO SUBMIT THESE ITEMS AT TIME OF PROPOSAL MAY BE CAUSE FOR REJECTION OF PROPOSAL

\_\_\_\_\_ Non-Collusion Affidavit \_\_\_\_\_  
\_\_\_\_\_ Certificate of Professional Liability Insurance \_\_\_\_\_

**THE UNDERSIGNED RESPONDENT HEREWITH  
SUBMITS THE DOCUMENTS INDICATED ABOVE**

PRINT NAME OF RESPONDENT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PRINT NAME AND TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_

**THIS CHECKLIST SHOULD BE INITIALED AND SIGNED WHERE INDICATED AND RETURNED WITH ALL ITEMS**

**STATEMENT OF OWNERSHIP**  
(NJSA 52:25-24.2)

The VENDOR is (check one):

- ☐ Individual                      ☐ Partnership                      ☐ PA                      ☐ PC                      ☐ LLC                      ☐ LLP  
☐ Corporation                      ☐ Joint Venture                      ☐ Other (specify): \_\_\_\_\_

I certify that:

- ☐ No individual person or entity owns a 10% or greater interest in the Vendor.  
**OR**  
☐ The names and addresses of all persons of entities who own a 10% or greater interest in the Vendor or any listed entities are as follows:

|    | NAMES: | ADDRESSES: |
|----|--------|------------|
| 1. | _____  | _____      |
| 2. | _____  | _____      |
| 3. | _____  | _____      |
| 4. | _____  | _____      |
| 5. | _____  | _____      |

- ☐ Check here if additional sheets are attached.  
☐ Check here to certify that no person or entity, except for those already listed above or on any attached sheets, owns a 10% or greater interest in the Vendor or any listed entities.

NAME OF VENDOR: \_\_\_\_\_  
SIGNED BY: X \_\_\_\_\_  
PRINT NAME & TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_

NOTE: If an entity owns a 10% or greater interest in the Vendor, list all owners of 10% or greater interest for each such entity. Repeat the process of disclosure as necessary for each tier or level of ownership until the name and address of each individual person who owns a 10% or greater interest in each listed entity has been disclosed.



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THESE ARE SAMPLES OF THE **ONLY** ACCEPTABLE BUSINESS REGISTRATION CERTIFICATES. FAILURE TO SUBMIT ONE OF THESE DOCUMENTS **WITH THE PROPOSAL** WILL CAUSE YOUR PROPOSAL TO BE REJECTED. REGARDLESS OF THE FACT THAT A COPY MAY ALREADY BE ON FILE WITH THE COUNTY OF MONMOUTH.

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name:

Trade Name:

Address:

Certificate Number:

Date of Insurance:

For Office Use Only:

STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE

TAXPAYER NAME:TRADE NAME:

TAXPAYER IDENTIFICATION #SEQUENCE NUMBER:

ADDRESS:ISSUANCE DATE:

EFFECTIVE DATE:

BOROUGH OF MATAWAN  
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA OR REVISIONS  
(if any)  
(Pursuant to Public Law 1999, Chapter 39)

I, \_\_\_\_\_  
of the firm \_\_\_\_\_  
hereby acknowledges that receipt of the following Addenda:

| Notice, Revision or<br>Addendum No. | Dated | Title or Description | Acknowledgement Receipt<br>(Initials) |
|-------------------------------------|-------|----------------------|---------------------------------------|
| _____                               | _____ | _____                | _____                                 |
| _____                               | _____ | _____                | _____                                 |
| _____                               | _____ | _____                | _____                                 |
| _____                               | _____ | _____                | _____                                 |
| _____                               | _____ | _____                | _____                                 |
| _____                               | _____ | _____                | _____                                 |

\_\_\_ No addenda were received

Acknowledged for: \_\_\_\_\_  
(Name of Bidder)

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By: \_\_\_\_\_  
(Signature of Authorized Representative)

Name: \_\_\_\_\_  
(Print or Type)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY: : ss  
COUNTY OF :

I, \_\_\_\_\_, Residing in \_\_\_\_\_  
(name of affiant) (name of municipality)

in the County of \_\_\_\_\_ and the State of \_\_\_\_\_, of full age, being duly sworn according to law of my oath depose and say that:

I am a \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (company submitting bid)

The bidder making the proposal for \_\_\_\_\_  
(title of bid)

the bidder making the submission for the above named bid, and that I executed the said submission with full authority to do so; that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named Project; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the \_\_\_\_\_, Monmouth County, relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for said Project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide establish, commercial or selling agencies maintained

\_\_\_\_\_  
(company submitting bid)

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_

Notary Public, State of \_\_\_\_\_ (Signature of Affiant)

My Commission expires \_\_\_\_\_  
(Type or Print name of affiant and Title under signature)

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PB-ODF.1 R4/28/96

OWNERSHIP DISCLOSURE FORM

DEPARTMENT OF THE TREASURY  
DIVISION OF PURCHASE & PROPERTY  
STATE OF NEW JERSEY  
33 W. STATE ST., 9TH FLOOR  
PO BOX 230  
TRENTON, NEW JERSEY 08625-0230

BID NUMBER:

BIDDER:

INSTRUCTIONS : Provide below the names, home addresses, dates of birth, offices held and any ownership interest of all officers of the firm named above. If additional space is necessary, provide on an attached sheet.

| NAME | HOME ADDRESS | DATE OF BIRTH | OFFICE HELD | OWNERSHIP INTEREST<br>(Shares Owned or % of Partnership) |
|------|--------------|---------------|-------------|--|
|      |              |               |             |  |
|      |              |               |             |  |
|      |              |               |             |  |

INSTRUCTIONS : Provide below the names, home addresses, dates of birth, and ownership interest of all individuals not listed above, and any partnerships, corporations and any other owner having a 10% or greater interest in the firm named above. If a listed owner is a corporation or partnership, provide below the same information for the holders of 10% or more interest in that corporation or partnership. If additional space is necessary, provide that information on an attached sheet. Complete the certification at the bottom of this form. If this form has previously been submitted to the Purchase Bureau in connection with another bid, indicate changes, if any, where appropriate, and complete the certification below.  
If there are no owners with 10% or more interest in your firm, enter "None" below.

| NAME | HOME ADDRESS | DATE OF BIRTH | OFFICE HELD | OWNERSHIP INTEREST<br>(Shares Owned or % of Partnership) |
|------|--------------|---------------|-------------|--|
|      |              |               |             |  |
|      |              |               |             |  |
|      |              |               |             |  |

COMPLETE ALL QUESTIONS BELOW

|   | YES                   | NO                    |
|---|-----------------------|-----------------------|
| 1. Within the past five years has another company or corporation had a 10% or greater interest in the firm identified above?<br>(If yes, complete and attach a separate disclosure form reflecting previous ownership interests.)   | <input type="radio"/> | <input type="radio"/> |
| 2. Has any person or entity listed in this form or its attachments ever been arrested, charged, indicted or convicted in a criminal or disorderly persons matter by the State of New Jersey, any other State or the U.S. Government? (If yes, attach a detailed explanation for each instance.)   | <input type="radio"/> | <input type="radio"/> |
| 3. Has any person or entity listed in this form or its attachments ever been suspended, debarred or otherwise declared ineligible by any agency of government from bidding or contracting to provide services, labor, material, or supplies? (If yes, attach a detailed explanation for each instance.)   | <input type="radio"/> | <input type="radio"/> |
| 4. Are there now any criminal matters or debarment proceedings pending in which the firm and/or its officers and/or managers are involved? (If yes, attach a detailed explanation for each instance.)   | <input type="radio"/> | <input type="radio"/> |
| 5. Has any Federal, State or Local license, permit or other similar authorization, necessary to perform the work applied for herein and held or applied for by any person or entity listed in this form, been suspended or revoked, or been the subject or any pending proceedings specifically seeking or litigating the issue of suspension or revocation? (If yes, attach a detailed explanation for each instance.) | <input type="radio"/> | <input type="radio"/> |

CERTIFICATION : I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers or information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option, may declare any contract(s) resulting from this certification void and unenforceable.

I, being duly authorized, certify that the information supplied above, including all attached pages, is complete and correct to the best of my knowledge. I certify that all of the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Company Name:

Address:

FEIN/SSN#:

PRINT OR TYPE:

PRINT OR TYPE:

Date

(Signature)

(Name)

(Title)

1

Borough of Matawan  
Public Session  
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**DISCLOSURE OF INVESTIGATIONS AND ACTIONS INVOLVING BIDDER**

The bidder shall provide a detailed description of any investigation, litigation, including administrative complaints or other administrative proceedings, involving any public sector clients during the past five years including the nature and status of the investigation, and, for any litigation, the caption of the action, a brief description of the action, the date of inception, current status, and, if applicable, disposition.

**Investigation**

Indicate "NONE" if no investigations were undertaken. Attach additional pages if necessary.

| Person or Entity | Date of Inception | Brief Description | Disposition/Status (if applicable) | Bidder Contact Name and Telephone Number for additional information |
|------------------|-------------------|-------------------|------------------------------------|---|
|                  |                   |                   |                                    |   |
|                  |                   |                   |                                    |   |
|                  |                   |                   |                                    |   |
|                  |                   |                   |                                    |   |

**Litigation/Administrative Complaints**

Indicate "NONE" if no Litigation/Administrative Complaints. Attach additional pages if necessary.

| Person or Entity | Date of Inception | Caption of the Action | Brief Description of the Action | Current Status/Disposition, (if applicable) | Bidder Contact Name and Telephone Number for additional information |
|------------------|-------------------|-----------------------|---------------------------------|---|---|
|                  |                   |                       |                                 |   |   |
|                  |                   |                       |                                 |   |   |
|                  |                   |                       |                                 |   |   |
|                  |                   |                       |                                 |   |   |

Borough of Matawan  
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**MACBRIDE PRINCIPLES FORM**

**BIDDER'S REQUIREMENT: TO PROVIDE A CERTIFICATION  
IN COMPLIANCE WITH MACBRIDE PRINCIPLES  
AND NORTHERN IRELAND ACT OF 1989**

Pursuant to Public Law 1995, c. 134, a responsible bidder selected, after public bidding, by the Director of the Division of Purchase and Property, pursuant to N.J.S.A. 52:34-12, or the Director of the Division of Building and Construction, pursuant to N.J.S.A. 52:32-2, must complete the certification below by checking one of the two representations listed and signing where indicated. If a bidder who would otherwise be awarded a purchase, contract or agreement does not complete the certification, then the Directors may determine, in accordance with applicable law and rules, that it is in the best interest of the State to award the purchase, contract or agreement to another bidder who has completed the certification and has submitted a bid within five (5) percent of the most advantageous bid. If the Directors find contractors to be in violation of the principles which are the subject of this law, they shall take such action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I certify, pursuant to N.J.S.A. 52:34-12.2 that the entity for which I am authorized to bid:

- ☐ has no ongoing business activities in Northern Ireland and does not maintain a physical presence therein through the operation of offices, plants, factories, or similar facilities, either directly or indirectly, through intermediaries, subsidiaries or affiliated companies over which it maintains effective control; or
- ☐ will take lawful steps in good faith to conduct any business operations it has in Northern Ireland in accordance with the MacBride principles of nondiscrimination in employment as set forth in N.J.S.A. 52:18A-89.8 and in conformance with the United Kingdom's Fair Employment (Northern Ireland) Act of 1989, and permit independent monitoring of their compliance with those principles.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Borough of Matawan  
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**AFFIRMATIVE ACTION SUPPLEMENT**

|  |   |
|--|---|
| <b>AFFIRMATIVE ACTION</b><br>DEPT OF THE TREASURY<br>DIVISION OF PURCHASE & PROPERTY<br>STATE OF NEW JERSEY<br>33 WEST STATE STREET, 9TH FLOOR<br>PO BOX 230<br>TRENTON, NEW JERSEY 08625-0230 | <b>TERM CONTRACT - ADVERTISED BID PROPOSAL</b><br>BID NUMBER:<br><br>NAME OF BIDDER:<br>_____ |
|--|---|

**SUPPLEMENT TO BID SPECIFICATIONS**

**DURING THE PERFORMANCE OF THIS CONTRACT, THE CONTRACTOR AGREES AS FOLLOWS:**

1. THE CONTRACTOR OR SUBCONTRACTOR, WHERE APPLICABLE, WILL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, MARITAL STATUS, SEX, AFFECTIONAL OR SEXUAL ORIENTATION. THE CONTRACTOR WILL TAKE AFFIRMATIVE ACTION TO ENSURE THAT SUCH APPLICANTS ARE RECRUITED AND EMPLOYED, AND THAT EMPLOYEES ARE TREATED DURING EMPLOYMENT, WITHOUT REGARD TO THEIR AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, MARITAL STATUS, SEX, AFFECTIONAL OR SEXUAL ORIENTATION. SUCH ACTION SHALL INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING: EMPLOYMENT, UPGRADING, DEMOTION, OR TRANSFER; RECRUITMENT OR RECRUITMENT ADVERTISING; LAYOFF OR TERMINATION; RATES OF PAY OR OTHER FORMS OF COMPENSATION; AND SELECTION FOR TRAINING, INCLUDING APPRENTICESHIP. THE CONTRACTOR AGREES TO POST IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, NOTICES TO BE PROVIDED BY THE PUBLIC AGENCY COMPLIANCE OFFICER SETTING FORTH PROVISIONS OF THIS NONDISCRIMINATION CLAUSE;

2. THE CONTRACTOR OR SUBCONTRACTOR, WHERE APPLICABLE WILL, IN ALL SOLICITATIONS OR ADVERTISEMENTS, FOR EMPLOYEES PLACED BY OR ON BEHALF OF THE CONTRACTOR, STATE THAT ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT REGARD TO AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, MARITAL STATUS, SEX, AFFECTIONAL OR SEXUAL ORIENTATION.

3. THE CONTRACTOR OR SUBCONTRACTOR, WHERE APPLICABLE, WILL SEND TO EACH LABOR UNION OR REPRESENTATIVE OF WORKERS WITH WHICH IT HAS A COLLECTIVE BARGAINING AGREEMENT OR OTHER CONTRACT OR UNDERSTANDING, A NOTICE, TO BE PROVIDED BY THE AGENCY CONTRACTING OFFICER ADVISING THE LABOR UNION OR WORKERS' REPRESENTATIVE OF THE CONTRACTOR'S COMMITMENTS UNDER THIS ACT AND SHALL POST COPIES OF THE NOTICE IN CONSPICUOUS PLACES AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT.

4. THE CONTRACTOR OR SUBCONTRACTOR, WHERE APPLICABLE, AGREES TO COMPLY WITH THE REGULATIONS PROMULGATED BY THE TREASURER PURSUANT TO P.L. 1975, C. 127, AS AMENDED AND SUPPLEMENTED FROM TIME TO TIME AND THE AMERICANS WITH DISABILITIES ACT.

5. THE CONTRACTOR OR SUBCONTRACTOR AGREES TO ATTEMPT IN GOOD FAITH TO EMPLOY MINORITY AND FEMALE WORKERS CONSISTENT WITH THE APPLICABLE COUNTY EMPLOYMENT GOALS PRESCRIBED BY N.J.A.C. 17:27-5.2 PROMULGATED BY THE TREASURER PURSUANT TO P.L. 1975, C. 127, AS AMENDED AND SUPPLEMENTED FROM TIME TO TIME OR IN ACCORDANCE WITH A BINDING DETERMINATION OF THE APPLICABLE COUNTY EMPLOYMENT GOALS DETERMINED BY THE AFFIRMATIVE ACTION OFFICE PURSUANT TO N.J.A.C. 17:27-5.2 PROMULGATED BY THE TREASURER PURSUANT TO P.L. 1975, C. 127, AS AMENDED AND SUPPLEMENTED FROM TIME TO TIME.

6. THE CONTRACTOR OR SUBCONTRACTOR AGREES TO INFORM IN WRITING APPROPRIATE RECRUITMENT AGENCIES IN THE AREA, INCLUDING EMPLOYMENT AGENCIES, PLACEMENT BUREAUS, COLLEGES, UNIVERSITIES, LABOR UNIONS, THAT IT DOES NOT DISCRIMINATE ON THE BASIS OF AGE, CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, MARITAL STATUS, SEX, AFFECTIONAL OR SEXUAL ORIENTATION, AND THAT IT WILL DISCONTINUE THE USE OF ANY RECRUITMENT AGENCY WHICH ENGAGES IN DIRECT OR INDIRECT DISCRIMINATORY PRACTICES.

7. THE CONTRACTOR OR SUBCONTRACTOR AGREES TO REVISE ANY OF ITS TESTING PROCEDURES, IF NECESSARY, TO ASSURE THAT ALL PERSONNEL TESTING CONFORMS WITH THE PRINCIPLES OF JOB-RELATED TESTING, AS ESTABLISHED BY THE STATUTES AND COURT DECISIONS OF THE STATE OF NEW JERSEY AND AS ESTABLISHED BY APPLICABLE FEDERAL LAW AND APPLICABLE FEDERAL COURT DECISIONS.

8. THE CONTRACTOR OR SUBCONTRACTOR AGREES TO REVIEW ALL PROCEDURES RELATING TO TRANSFER, UPGRADING, DOWNGRADING AND LAYOFF TO ENSURE THAT ALL SUCH ACTIONS ARE TAKEN WITHOUT REGARD TO AGE, CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, MARITAL STATUS, SEX, AFFECTIONAL OR SEXUAL ORIENTATION, AND CONFORM WITH THE APPLICABLE EMPLOYMENT GOALS, CONSISTENT WITH THE STATUTES AND COURT DECISIONS OF THE STATE OF NEW JERSEY, AND APPLICABLE FEDERAL LAW AND APPLICABLE FEDERAL COURT DECISIONS.

THE CONTRACTOR AND ITS SUBCONTRACTORS SHALL FURNISH SUCH REPORTS OR OTHER DOCUMENTS TO THE AFFIRMATIVE ACTION OFFICE AS MAY BE REQUESTED BY THE OFFICE FROM TIME TO TIME IN ORDER TO CARRY OUT THE PURPOSES OF THESE REGULATIONS, AND PUBLIC AGENCIES SHALL FURNISH SUCH INFORMATION AS MAY BE REQUESTED BY THE AFFIRMATIVE ACTION OFFICE FOR CONDUCTING A COMPLIANCE INVESTIGATION PURSUANT TO SUBCHAPTER 10 OF THE ADMINISTRATIVE CODE (NJAC17:27).

**\* NO FIRM MAY BE ISSUED A PURCHASE ORDER OR CONTRACT WITH THE STATE UNLESS THEY COMPLY WITH THE AFFIRMATIVE ACTION REGULATIONS**

**PLEASE CHECK APPROPRIATE BOX (ONE ONLY)**

☐ I HAVE A CURRENT NEW JERSEY AFFIRMATIVE ACTION CERTIFICATE, (PLEASE ATTACH A COPY TO YOUR PROPOSAL).

☐ I HAVE A VALID FEDERAL AFFIRMATIVE ACTION PLAN APPROVAL LETTER, (PLEASE ATTACH A COPY TO YOUR PROPOSAL).

☐ I HAVE COMPLETED THE ENCLOSED FORM AA302 AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT.

REV. 12/00

Borough of Matawan  
Public Session  
November 5, 2015

INSTRUCTIONS FOR COMPLETING THE  
AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT  
(FORM AA302)

READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM.  
PRINT OR TYPE ALL INFORMATION. FAILURE TO PROPERLY COMPLETE THE ENTIRE  
FORM MAY DELAY ISSUANCE OF YOUR CERTIFICATE.

**Item 1** - Enter the Federal Identification Number assigned to the Contractor or vendor by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for, but not yet issued, write the words "applied for",  
or  
If your business is such that you have not, or will not receive a Federal Employer Identification Number, enter the Social Security Number assigned to the single owner or to a partner, in case of partnership.

**Item 2** - Check the box appropriate to your TYPE OF BUSINESS. If you are engaged in more than one type of business, check the predominant one. If you are a manufacturer deriving more than 50% of your receipts from your own retail outlets, check "Retail".

**Item 3** - Enter the total "number" of employees in the entire company, including part-time employees. This number shall include all facilities in the entire firm or corporation.

**Item 4** - Enter the name by which the company is identified. If there is more than one company name, enter the predominant one.

**Item 5** - Enter the physical location of the company, include City, County, State and Zip Code.

**Item 6** - Enter the name of any parent or affiliated company including City, State and Zip Code. If there is none, so indicate by entering "None" or N/A.

**Item 7** - Check the appropriate box for the total number of employees in the entire company. "Entire Company" shall include all facilities in the entire firm or corporation, including part-time employees, not use those employees at the facility being awarded the contract.

**Item 8** - Check the box appropriate to your type of company establishment. Single-establishment Employer shall include an employer whose business is conducted at more than one location.

**Item 9** - If multi-establishment was entered in Item 8, enter the number of establishments within the State of New Jersey.

**Item 10** - Enter the total number of employees at the establishment being awarded the contract.

**Item 11** - Enter the name of the Public Agency awarding the contract. Include City, State and Zip Code.

**Item 12** - Enter the appropriate figures on all lines and in all columns. THIS SHALL ONLY INCLUDE EMPLOYMENT DATA FROM THE FACILITY THAT IS BEING AWARDED THE CONTRACT. DO NOT list the same employee in more than one job category.

Racial/Ethnic Groups will be so defined:

**Black:** Not of Hispanic origin. Persons have origin in any of the Black racial groups of Africa.

**Hispanic:** Persons of Mexican, Puerto Rican, Cuban or Central or South American or other Spanish culture or origin, regardless of race.

**American Indian or Alaskan Native:** Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

**Asian or Pacific Islander:** Persons having origin in any of the peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes for example, China, Japan, the Philippine Islands and Samoa.

**Item 13** - Check the appropriate box, if the race or ethnic group information was not obtained by 1 or 2, specify by what other means this was done in 3.

**Item 14** - Enter the dates of the payroll period used to prepare the employment data presented in Item 12.

**Item 15** - If this is the first time an Employee Information Report has been submitted for this company, check block "Yes".

**Item 16** - If the answer to Item 15 is "No", enter the date when the last Employee Information Report was submitted by this company.

**Item 17** - Print or type the name of the person completing this form. Include the signature, title and date.

**Item 18** - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone Number.

Borough of Matawan  
Public Session  
November 5, 2015

**State of New Jersey**  
**AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT**

**IMPORTANT - READ INSTRUCTIONS ON PRIOR PAGE CAREFULLY BEFORE COMPLETING FORM. TYPE OR PRINT IN INK. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM MAY DELAY ISSUANCE OF YOUR CERTIFICATE.**

**SECTION A - COMPANY IDENTIFICATION**

|   |   |   |
|---|---|---|
| 1. FID. NO. OR SOCIAL SECURITY  | 2. TYPE OF BUSINESS<br><input checked="" type="radio"/> 1. MFG. <input type="radio"/> 2. SERVICE <input type="radio"/> 3. WHOLESALE<br><input type="radio"/> 4. RETAIL <input type="radio"/> 5. OTHER | 3. TOTAL NO. OF EMPLOYEES IN THE ENTIRE COMPANY |
| 4. COMPANY NAME   |   |   |
| 5. STREET   | CITY  | COUNTY   STATE   ZIP CODE                       |
| 6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE)  |   | CITY   STATE   ZIP CODE                         |
| 7. DOES THE ENTIRE COMPANY HAVE A TOTAL OF AT LEAST 50 EMPLOYEES? <input type="radio"/> YES <input type="radio"/> NO                            |   |   |
| 8. CHECK ONE: IS THE COMPANY: <input checked="" type="radio"/> SINGLE-ESTABLISHMENT EMPLOYER <input type="radio"/> MULTI-ESTABLISHMENT EMPLOYER |   |   |
| 9. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN N.J.: [   ]   |   |   |
| 10. TOTAL NUMBER OF EMPLOYEES AT THE ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT: [   ]   |   |   |
| 11. PUBLIC AGENCY AWARDED CONTRACT:   |   | CITY   STATE   ZIP CODE                         |

**OFFICIAL USE ONLY**

|                            |        |   |                               |
|----------------------------|--------|---|-------------------------------|
| DATE RECEIVED<br>MO/DAY/YR | COUNTY | OUT OF STATE PERCENTAGES<br>MINORITY   FEMALE | ASSIGNED CERTIFICATION NUMBER |
|----------------------------|--------|---|-------------------------------|

**SECTION B - EMPLOYMENT DATA**

12. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority categories, in columns 1, 2, & 3.

| JOB CATEGORIES                                 | ALL EMPLOYEES                  |                |                  | MINORITY GROUP EMPLOYEES (PERMANENT) |          |                 |       |        |          |                 |       |
|--|--------------------------------|----------------|------------------|--------------------------------------|----------|-----------------|-------|--------|----------|-----------------|-------|
|  | Col. 1<br>TOTAL<br>(Cols. 2&3) | Col. 2<br>MALE | Col. 3<br>FEMALE | MALE                                 |          |                 |       | FEMALE |          |                 |       |
|  |                                |                |                  | BLACK                                | HISPANIC | AMERICAN INDIAN | ASIAN | BLACK  | HISPANIC | AMERICAN INDIAN | ASIAN |
| Officials and Managers                         |                                |                |                  |                                      |          |                 |       |        |          |                 |       |
| Professionals                                  |                                |                |                  |                                      |          |                 |       |        |          |                 |       |
| Technicians                                    |                                |                |                  |                                      |          |                 |       |        |          |                 |       |
| Sales Workers                                  |                                |                |                  |                                      |          |                 |       |        |          |                 |       |
| Office and Clerical                            |                                |                |                  |                                      |          |                 |       |        |          |                 |       |
| Craftworkers (Skilled)                         |                                |                |                  |                                      |          |                 |       |        |          |                 |       |
| Operatives (Semi-skilled)                      |                                |                |                  |                                      |          |                 |       |        |          |                 |       |
| Laborers (Unskilled)                           |                                |                |                  |                                      |          |                 |       |        |          |                 |       |
| Service Workers                                |                                |                |                  |                                      |          |                 |       |        |          |                 |       |
| <b>TOTAL</b>                                   |                                |                |                  |                                      |          |                 |       |        |          |                 |       |
| Total employment from Previous Report (if any) |                                |                |                  |                                      |          |                 |       |        |          |                 |       |

The data below shall NOT be included in the request for the categories above

|   |  |  |
|---|--|--|
| 13. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED?<br><input type="radio"/> 1. VISUAL SURVEY <input type="radio"/> 2. EMPLOYMENT RECORD <input type="radio"/> 3. OTHER (SPECIFY BELOW) | 15. IS THIS THE FIRST EMPLOYEE INFORMATION REPORT (AA302) SUBMITTED?<br><input type="radio"/> 1. YES <input type="radio"/> 2. NO | 16. IF NO, DATE OF LAST REPORT SUBMITTED<br>MO.   DAY   YEAR |
| 14. DATES OF PAYROLL PERIOD USED  |  |  |

**SECTION C - SIGNATURE AND IDENTIFICATION**

|   |           |                      |                                    |
|---|-----------|----------------------|------------------------------------|
| 17. NAME OF PERSON COMPLETING FORM (PRINT OR TYPE) CONTRACTOR EEO OFFICER | SIGNATURE | TITLE                | MO.   DAY   YEAR                   |
| 18. ADDRESS (NO. & STREET)  | (CITY)    | (STATE)   (ZIP CODE) | PHONE (AREA CODE, NO. & EXTENSION) |

FORM AA302

G:\MUNICIPAL CLERK\Fair & Open Bidding\2016 Fair and Open Criteria Complete.doc

Mayor Buccellato read by title Resolution 15-11-09: Authorization to Connect to the Borough of Matawan Sanitary Sewer System – Lombardo & Co., LLC – 27 Freneau Avenue TBA 101 Vermont Court West – Block 120, Lot 11. Mayor Buccellato requested a motion. Councilwoman Clifton made the motion, seconded by Councilwoman Daly. Mayor Buccellato requested a roll call. A roll call vote was taken.

Yes: Councilman Lopez  
Councilman Urbano  
Councilwoman Daly



**Borough of Matawan  
Public Session  
November 5, 2015**

Councilwoman Clifton  
Councilman Caldon  
Councilwoman Gould

Motion passed.

**RESOLUTION 15-11-09  
AUTHORIZATION TO CONNECT TO THE  
BOROUGH OF MATAWAN SANITARY SEWER SYSTEM  
LOMBARDO & CO., LLC  
27 FRENEAU AVENUE TBA 101 VERMONT COURT WEST  
BLOCK 120, LOT 11**

***WHEREAS**, Joseph Lombardo of Lombardo & Co., LLC, for the property located at 27 Freneau Avenue TBA 101 Vermont Court West, also known as Block 120, Lot 11, is requesting to connect their property to the Borough of Matawan's sanitary sewer system; and*

***WHEREAS**, the John Applegate, Superintendent for the Department of Public Works has reviewed the Application and plans provided by Lombardo & Co. LLC, and has no objection to the connection; and*

***WHEREAS**, Robert R. Keady, Jr. of T&M Associates, Borough Engineer, has reviewed the Application and plans provided by Lombardo & Co., LLC, and has no objection to the connection subject to the conditions as outlined in his attached letter of October 9, 2015.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that it hereby grants permission for 27 Freneau Avenue TBA 101 Vermont Court West, Block 120, Lot 11 to connect into the Borough's sanitary sewer system.*

***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 Joseph Lombardo of Lombardo & Co., LLC.*

**Borough of Matawan  
Public Session  
November 5, 2015**



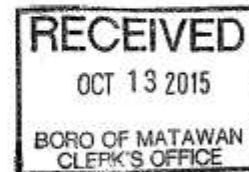
MATN-G1508

October 9, 2015

Karen Wynne, RMC, Borough Clerk  
Borough of Matawan  
201 Broad Street  
Matawan, New Jersey 07747

(via Email and Regular Mail)

**Re: Water and Sewer Connection**  
**27 Freneau Avenue (Vermont Court West)**  
**Block 120, Lot 11**



Dear Ms. Wynne:

As requested, we have reviewed the water and sewer requirements for the proposed application. The following is required for the applicant to connect to the Borough sanitary sewer and water systems:

## 1. Fees

a. The following initial fees will be required by the Borough of Matawan:

- |      |   |            |                                 |
|------|---|------------|---------------------------------|
| i.   | Sanitary Sewer Assessment Fee (Section 23-3.1)<br>Residential Lot               | \$1,000.00 | 10-14-15<br>✓ #1214<br>\$1,000- |
| ii.  | Water Service Fee (Section 22-1.1)  | \$ 750.00  | ✓ #1215<br>\$750-               |
| iii. | Escrow Fee for review of plans  | \$ 750.00  | ✓ #1216                         |
| iv.  | Please be advised that if additional escrow is required a request will be made. |            | \$750- (PK)                     |

b. The following quarterly fee will be required by the Borough of Matawan:

- |     |  |                |
|-----|--|----------------|
| i.  | Sewer User Fee Noncommercial unit (Section 23-6.1.a) | \$143.00       |
| ii. | Water Services User Fee (Section 22-2.2.a)           | \$ 30.00 (min) |

2. Once fees are paid, the Borough would consider passing a resolution authorizing the connection into their sanitary sewer system. This is required by BSRA to obtain their approval.
3. Bayshore Regional Sewerage Authority (BSRA) approval would be required.
4. A road opening permit is required for work on Vermont Court West. The applicant shall submit an application for permit to cut surface of Public Place for review.

**Borough of Matawan  
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November 5, 2015**



MATN-G1508  
October 9, 2015  
Page 2

**Le:** Karen Wynne, RMC, Borough Clerk  
**Re:** Water and Sewer Connection  
27 Freneau Avenue (Vermont Court West)  
Block 120, Lot 11

Upon receipt of the above information, we will continue our review of the proposed application.

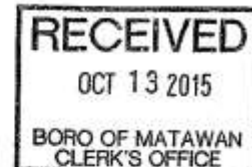
Very truly yours,

T&M ASSOCIATES

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

**cc:** Louis Ferrara, Administrator  
Jake Applegate, Superintendent of Water & Sewer  
Joseph J. Lombardo, Lombardo & Company, Builders and Developers,  
P.O. Box 565, Cliffwood, NJ 07721

H:\Matn\G1508\Correspondence\Wynne\_RRK\_27 Freneau Avenue\_b120111\_sewer connection.doc



Mayor Buccellato read by title Resolution 15-11-10: Resolution Rejecting Bid Received for 2015 Road Improvement Program – Contract 2. Mayor Buccellato requested a motion. Councilman Caldon made the motion, seconded by Councilwoman Clifton. Mayor Buccellato requested a roll call. A roll call vote was taken.

**Yes:** Councilman Lopez  
Councilman Urbano  
Councilwoman Daly  
Councilwoman Clifton  
Councilman Caldon  
Councilwoman Gould

Motion passed.

**Borough of Matawan  
Public Session  
November 5, 2015**

**RESOLUTION 15-11-10  
RESOLUTION REJECTING BID RECEIVED FOR  
2015 ROAD IMPROVEMENT PROGRAM – CONTRACT 2**

*WHEREAS, the Borough of Matawan, on the advice of its Borough Engineer, Robert R. Keady of T&M Associates, authorized the advertisement for and acceptance of bids for the 2015 Road Improvement Program – Contract 2 for a public works project to rehabilitate certain roadways in the Borough of Matawan; and*

*WHEREAS, the notice of public bid was extended to any and all available contractors who wished to bid on such projects; and*

*WHEREAS, on Tuesday, October 6, 2015, bids were received for the aforementioned project; and*

*WHEREAS, the Borough only received one bid, namely a bid from Black Rock Enterprises, for the total bid amount of \$1,079,529.24 for the Road Improvement Program – Contract 2 as advertised; and*

*WHEREAS, the only bid received was in excess of the established estimate provided by the Borough Engineer, in the amount of \$914,967.91; and*

*WHEREAS, the only bid received exceeds the estimate, as well as the allocation of funds set forth by the Borough Engineer for the project.*

*NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that the bid received be and is herewith rejected for the reason that the bid amount exceeded the estimates provided to the Mayor and Council by the Borough Engineer for said project.*

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

Mayor Buccellato read by title Resolution 15-11-11: Resolution in Support of an Application to the New Jersey Department of Transportation for a Transit Village Grant. Mayor Buccellato requested a motion. Councilman Lopez made the motion, seconded by Councilman Caldon. Mayor Buccellato requested a roll call. A roll call vote was taken.

Yes: Councilman Lopez  
Councilman Urbano  
Councilwoman Daly  
Councilwoman Clifton  
Councilman Caldon  
Councilwoman Gould

Motion passed.

**RESOLUTION 15-11-11  
RESOLUTION IN SUPPORT OF AN APPLICATION TO THE  
NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR A  
TRANSIT VILLAGE GRANT**

*WHEREAS, The New Jersey Department of Transportation has a Transit Village Grant Program that provides funding for improvements to pedestrian, bicycle, and general circulation within designated Transit Villages; and*

*WHEREAS, the Borough of Matawan is an eligible applicant, given that the area within a half-mile of the Matawan-Aberdeen Train Station was designated a Transit Village in 2003; and*

*WHEREAS, the Borough is currently working with developers to invest in commercial and residential projects within the designated Transit Village and needs NJ DOT Grant funding to enhance pedestrian, bicycle, and commuter safety in-and-around the Transit Village;*

*NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan as follows:*

1. *That the Borough authorizes the submission of an application through the office of the Borough Administrator, to the New Jersey Department of Transportation, for Transit Village funding in the Amount of \$307,075.00; and*

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2. *That the Borough commits to a project timeline that will ensure completion of the proposed improvements within 18-months, as required by the Transit Village Guidelines; and*
3. *That the Borough authorizes Administrator Louis Ferrara to execute any necessary paperwork needed to facilitate the approval of the application.*

**PASSED AND ADOPTED** by the Council of the Borough of Matawan on November 5, 2015, at an open public meeting held at 201 Broad Street, Matawan, NJ 07747.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

(Borough Seal)

Mayor Buccellato read by title Resolution 15-11-12: Approval to Submit a Grant Application and Execute a Grant Contract with the New Jersey Department of Transportation for the Middlesex Road Phase II Project. Mayor Buccellato requested a motion. Councilman Lopez made the motion, seconded by Councilwoman Clifton. Mayor Buccellato requested a roll call. A roll call vote was taken.

Yes: Councilman Lopez  
Councilman Urbano  
Councilwoman Daly  
Councilwoman Clifton  
Councilman Caldon  
Councilwoman Gould

Motion passed.

**BOROUGH OF MATAWAN  
RESOLUTION 15-11-12  
RESOLUTION: APPROVAL TO SUBMIT A GRANT APPLICATION  
AND EXECUTE A GRANT CONTRACT WITH  
THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE  
MIDDLESEX ROAD PHASE II PROJECT**

**WHEREAS**, *The Council of the Borough of Matawan formally approves the grant application for the above stated project; and*

**WHEREAS**, *the Mayor and Clerk of the Borough of Matawan are hereby authorized to submit an electronic grant application, identified as MA-2016 Middlesex Road Phase II-00435, to the New Jersey Department of Transportation, on behalf of the Borough of Matawan.*

**THEREFORE, BE IT RESOLVED** *that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Borough of Matawan, and their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.*

*Certified as a true copy of the Resolution, adopted by the Council of the Borough of Matawan on this 5th day of November 2015.*

\_\_\_\_\_  
Karen Wynne, RMC  
Municipal Clerk

*My signature and the Clerk's seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.*

ATTEST and AFFIX SEAL

\_\_\_\_\_  
(Municipal Clerk)

\_\_\_\_\_  
(Presiding Officer)

Mayor Buccellato read by title Resolution 15-11-14: Calling for the Monmouth County Tax Board to Suspend the Mandatory Assessment Demonstration Pilot Program. Mayor Buccellato requested a motion. Councilman Lopez made the motion, seconded by Councilwoman Gould. Mayor Buccellato requested a roll call. A roll call vote was taken.

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Yes: Councilman Lopez  
Councilman Urbano  
Councilwoman Daly  
Councilwoman Clifton  
Councilman Caldon  
Councilwoman Gould

Motion passed.

**RESOLUTION 15-11-14  
CALLING FOR THE MONMOUTH COUNTY TAX BOARD  
TO SUSPEND THE MANDATORY ASSESSMENT  
DEMONSTRATION PILOT PROGRAM**

*WHEREAS in March 2013, Governor Christie signed into law P.L. 2013, Chapter 15 known as the Assessment Demonstration Pilot Program; and*

*WHEREAS Monmouth County elected to participate in this Pilot Program, and remains the only County to do so; and*

*WHEREAS the Borough of Matawan was ordered by the Monmouth County Board of Taxation to implement the Assessment Demonstration Program; and*

*WHEREAS, the Program requires the Tax Assessor to annually perform a town-wide reassessment, and mandates that 20% of the properties within a municipality be inspected annually, so that 100% of all properties are inspected every 5 years; and*

*WHEREAS, the program does not fairly and accurately reflect market value, that it inappropriately interfered with local tax assessors, and it inappropriately interferes with local tax assessors, and that it has a disproportionate adverse effect on residential and senior citizen property taxpayers; and*

*WHEREAS, pursuant to the order, the new revised assessments were certified by the County Tax Board for the 2015 tax year; and*

*WHEREAS, residents have reported significant fluctuations in their 2015 tax assessments as a result of this Pilot Program, and must make up the difference owed in only six months; and*

*WHEREAS, the Asbury Park Press published an article dated October 14, 2015 raising numerous questions about the Program; and*

*WHEREAS, Mayor Buccellato has called for the County Tax Board to suspend this Program and the Council believes that the Mayor's call for the suspension of the Monmouth County Tax Assessment Demonstration Pilot Program is in the best interest of the taxpayers of the Borough of Matawan.*

*NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Matawan formally calls for the suspension of the Monmouth County Tax Assessment Demonstration Pilot Program.*

*BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Clerk, Tax Assessor, as well as the Monmouth County Board of Freeholders, the Monmouth County Tax Board, State Senator Joseph Kyrillos, State Assembly Member Declan O'Scanlon, and State Assembly Member Amy Handlin.*

Mayor Buccellato read by title Resolution 15-11-15: Resolution Regarding Annual Contribution to Bayshore EMS. Mayor Buccellato requested a motion. Councilman Caldon made the motion, seconded by Councilwoman Clifton. Mayor Buccellato requested a roll call. A roll call vote was taken.

Yes: Councilman Lopez  
Councilman Urbano  
Councilwoman Daly  
Councilwoman Clifton  
Councilman Caldon  
Councilwoman Gould

Motion passed.

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**RESOLUTION 15-11-15  
RESOLUTION REGARDING ANNUAL CONTRIBUTION  
TO BAYSHORE EMS**

***WHEREAS**, the First Aid Emergency Medical Services have been traditionally provided by the Matawan First Aid and Rescue Squad; and*

***WHEREAS**, the Mayor and Council of the Borough of Matawan have in the past provided a contribution to the Matawan First Aid and Rescue Squad in the annual amount of \$15,000.00 so that the costs and expenses of the Matawan First Aid and Rescue Squad would be adequately addressed in order to provide much-needed services for the health and safety of the residents of the Borough of Matawan; and*

***WHEREAS**, on April 7, 2015, the Matawan First Aid and Rescue Squad entered into a merger with the South Matawan Township First Aid Squad, Inc., and filed a Certificate of Merger and change of corporate name from their respective prior squad names to Bayshore EMS; and*

***WHEREAS**, the Board of Trustees of Bayshore EMS has agreed to maintain the services provided by the former Matawan First Aid and Rescue Squad and to attend to the needs of the residents of the Borough of Matawan; and*

***WHEREAS**, the new Bayshore EMS squad has been functioning since April 2015 and provides services to the residents of the Borough of Matawan for first aid and emergency medical services; and*

***WHEREAS**, in calendar year 2015, the Borough of Matawan has not made a contribution to the former Matawan First Aid and Rescue Squad, inasmuch as the squad was in a transition period and was undertaking its merger with the South Matawan Township First Aid Squad, Inc.; and*

***WHEREAS**, the merger has been effectively completed and the administrative apparatus of the two former squads have been integrated for the new Bayshore EMS, which has received the approval of both the Township of Aberdeen and the Borough of Matawan.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that it herewith authorizes the Chief Financial Officer to provide the annual stipend of 2015 in the amount of \$15,000.00, \$6,250.00 of which has already been paid. Therefore a total balance due of \$8,750.00 shall be provided to the successor to the Matawan First Aid and Rescue Squad, namely Bayshore EMS; and*

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

Mayor Buccellato read by title Resolution 15-11-16: Release of Cash Bond Big City Paving and Construction – 168-170 Main Street – Block 26, Lot 2 – Permit for Street Opening. Mayor Buccellato requested a motion. Councilman Lopez made the motion, seconded by Councilwoman Gould. Mayor Buccellato requested a roll call. A roll call vote was taken.

Yes: Councilman Lopez  
Councilman Urbano  
Councilwoman Daly  
Councilwoman Clifton  
Councilman Caldon  
Councilwoman Gould

Motion passed.

**RESOLUTION 15-11-16  
RELEASE OF CASH BOND  
BIG CITY PAVING AND CONSTRUCTION  
168-170 MAIN STREET - BLOCK 36, LOT 2  
PERMIT FOR STREET OPENING**

***WHEREAS**, on June 4, 2014, Big City Paving and Construction posted Permit Cash Guarantee in the total amount of Five-Thousand, Nine-Hundred and Two Dollars and No Cents (\$5,902.00) for a road opening permit for Block 36, Lot 2, otherwise known as 168-170 Main Street, Matawan, New Jersey; and*

***WHEREAS**, Big City Paving and Construction has requested the release of the remaining balance on his cash bond for aforesaid property; and*

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***WHEREAS**, Robert Keady, Jr., PE, CMC of T&M Associates' letter of September 22, 2015 approved final inspection, recommending the release of the cash bond, subject to payment of all outstanding fees totaling Four-Hundred, Thirty-Five Dollars and No Cents (\$435.00); and*

***WHEREAS**, the Summary of Escrow Deposits Statement reflects a remaining cash portion balance as of September 30, 2015 is Five-Thousand, Nine-Hundred Eleven Dollars and Six Cents (\$5,911.06).*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan hereby approves the release of the balance of the Permit Cash Guarantee posted Big City Paving and Construction, less the amount of outstanding fees, for a total amount of Five-Thousand, Four-Hundred Seventy-Six Dollars and Six Cents (\$5,476.06) for 168-170 Main Street, Block 36, Lot 2, Matawan, New Jersey.*

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

Mayor Buccellato read by title Resolution 15-11-18: Authorizing the Transfer of Funds from Current and Utility Accounts in the 2015 Budget. Mayor Buccellato requested a motion. Councilman Lopez made the motion, seconded by Councilman Caldon. Mayor Buccellato requested a roll call. A roll call vote was taken.

Yes: Councilman Lopez  
Councilman Urbano  
Councilwoman Daly  
Councilwoman Clifton  
Councilman Caldon  
Councilwoman Gould

Motion passed.

**RESOLUTION 15-11-18  
AUTHORIZING THE TRANSFER OF FUNDS FROM  
CURRENT AND UTILITY ACCOUNTS IN THE 2015 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 2015 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 2015 Municipal Budget:*

| <u>Transfer From:</u> |              | <u>Transfer To:</u> |              |
|-----------------------|--------------|---------------------|--------------|
| Account               | Amount of    | Account             | Amount of    |
| Number                | Transfer     | Number              | Transfer     |
| 5-01-22-195-100       | \$ 6,000.00  | 5-01-25-265-100     | \$ 6,000.00  |
| Construction          |              | Fire Prevention     |              |
| Salary & Wages        |              | Salary & Wages      |              |
| 5-01-22-200-100       | \$ 5,000.00  | 5-01-25-265-100     | \$ 5,000.00  |
| Property Maintenance  |              | Fire Prevention     |              |
| Salary & Wages        |              | Salary & Wages      |              |
| 5-01-31-430-200       | \$ 15,000.00 | 5-01-26-290-100     | \$ 15,000.00 |
| Utilities             |              | Streets & Roads     |              |
| Other Expenses        |              | Salary & Wages      |              |
| 5-01-31-435-200       | \$ 15,000.00 | 5-01-26-310-100     | \$ 15,000.00 |
| Street Lighting       |              | Public Buildings    |              |
| Other Expenses        |              | Salary & Wages      |              |



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|   |              |   |              |
|---|--------------|---|--------------|
| 5-01-27-330-200<br>Board of Health<br>Other Expenses  | \$ 6,000.00  | 5-01-26-291-100<br>Railroad Parking<br>Salary & Wages | \$ 6,000.00  |
| 5-01-26-305-200<br>Garbage<br>Other Expenses          | \$ 5,000.00  | 5-01-26-310-200<br>Public Buildings<br>Other Expenses | \$ 5,000.00  |
| 5-01-20-155-200<br>Legal<br>Other Expenses            | \$ 10,000.00 | 5-01-20-165-200<br>Engineering<br>Other Expenses      | \$ 10,000.00 |
| 5-01-31-430-200<br>Utilities<br>Other Expenses        | \$ 15,000.00 | 5-01-26-315-200<br>Vehicle Repairs<br>Other Expenses  | \$ 15,000.00 |
| 5-09-55-509-200<br>BRSA<br>Other Expenses             | \$ 8,238.00  | 4-09-55-500-200<br>Water/Sewer<br>Other Expenses      | \$ 8,238.00  |
| 5-09-55-510-200<br>Bayshore Outflow<br>Other Expenses | \$ 1,133.60  | 4-09-55-500-200<br>Water/Sewer<br>Other Expenses      | \$ 1,133.60  |
| 5-09-55-500-100<br>Water/Sewer<br>Salary & Wages      | \$ 35,000.00 | 4-09-55-500-200<br>Water/Sewer<br>Other Expenses      | \$ 35,000.00 |

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

Mayor Buccellato read by title Ordinance 15-18: An Ordinance of the Council of the Borough of Matawan Approving an Amendment to the Redevelopment Plan for the Designated Redevelopment Area in the Vicinity of the Matawan Train Station Pursuant to the New Jersey Local Redevelopment and Housing Law (NJSA 40A:12a-1, et seq). Mayor Buccellato requested a motion to introduce. Councilwoman Gould made the motion, seconded by Councilwoman Clifton. Mayor Buccellato requested a roll call. A roll call vote was taken.

Yes: Councilman Lopez  
Councilman Urbano  
Councilwoman Daly  
Councilwoman Clifton  
Councilman Caldon  
Councilwoman Gould

Motion passed.

**ORDINANCE 15-18**

**AN ORDINANCE OF THE COUNCIL OF THE BOROUGH OF MATAWAN APPROVING AN AMENDMENT TO THE REDEVELOPMENT PLAN FOR THE DESIGNATED REDEVELOPMENT AREA IN THE VICINITY OF THE MATAWAN TRAIN STATION PURSUANT TO THE NEW JERSEY LOCAL REDEVELOPMENT AND HOUSING LAW (NJSA 40A:12A-1, ET SEQ.)**

**WHEREAS**, on July 5, 2000, the Borough Council of the Borough of Matawan (the “Governing Body”) approved Resolution No. 00-07-08 which designated certain lands in the vicinity of the train station as a “Redevelopment Area” pursuant to the Local Redevelopment and Housing Law (NJSA 40A: 12A-2 et seq.); and

**WHEREAS**, the New Jersey local Redevelopment and Housing Law, NJSA 40A:12A-1 et seq., authorizes the Borough Council of the Borough of Matawan (“the Governing Body”) to adopt by ordinance redevelopment plans for areas in need of redevelopment or rehabilitation; and

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***WHEREAS**, the Governing Body previously adopted the Redevelopment Plan (the “Redevelopment Plan”) for the Designated Redevelopment Area in the Vicinity of the Matawan Train Station by Ordinance on April 30, 2001; and*

***WHEREAS**, the Unified Planning/Zoning Board of Adjustment of the Borough of Matawan (the “Planning Board”) adopted a Master Plan Reexamination Report on November 3, 2014; and*

***WHEREAS**, the Master Plan Reexamination Report (the “Reexamination Report”) recommended that it has since become necessary to amend the Redevelopment Plan to respond to current market conditions and promote development and redevelopment that is in the best interest of the Borough; and*

***WHEREAS**, the Unified Planning/Zoning Board of Adjustment of the Borough of Matawan (the “Planning Board”) adopted a new comprehensive Master Plan (the “Master Plan”), including an updated Land Use Plan Element on October 6, 2015; and*

***WHEREAS**, the Master Plan reaffirms the recommendations set forth in the Reexamination Report regarding the need to update and amend the Redevelopment Plan and finds that the adoption of the revisions to the Train Station Redevelopment Area will jumpstart the redevelopment process around the train station and will complement the revitalization efforts in and around Matawan’s downtown; and*

***WHEREAS**, in accordance with the provisions of the New Jersey Local Redevelopment and Housing Law, NJSA 40A:12A-1 et seq. (the “LRHL”), the Governing Body authorized the preparation of an amendment to the redevelopment plan for the Designated Redevelopment Area in the Vicinity of the Matawan Train Station, in the tract defined as Blocks 1, 2, 3, 4, and 11.01, and a portion of Block 11, including Lots 23, 24, 25.01, 26, 27, 29, 30, 40, 41 and 42; and*

***WHEREAS**, the Borough’s planning consultant, T&M Associates, has prepared an amendment to the redevelopment plan for the Designated Redevelopment Area in the Vicinity of the Matawan Train Station dated October 22, 2015 (the “Transit Station Redevelopment Plan Amendment”), a copy of which is attached hereto as Exhibit A; and*

***WHEREAS**, pursuant to NJSA 40A:12-7, the Governing Body referred the Redevelopment Plan Amendment to the Planning Board for review; and*

***WHEREAS**, the Governing Body hereby determines that the Redevelopment Plan is necessary and appropriate and will effectuate redevelopment and rehabilitation within the Borough.*

***NOW THEREFORE, BE IT ORDAINED**, by the Borough Council of the Borough of Matawan, in the County of Monmouth, that the Redevelopment Plan attached hereto dated October 22, 2015, is hereby adopted.*

***BE IT FURTHER ORDAINED**, that all prior Ordinances that are inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.*

***BE IT FURTHER ORDAINED**, that this Ordinance shall become effective immediately upon final passage and publication as required by law, as the “Ordinance Approving An Amendment to the Transit Station Redevelopment Plan.”*

The Clerk informed the public hearing is scheduled for December 1, 2015.

Mayor Buccellato read by title Resolution 15-11-19: Payment of Bills. Mayor Buccellato requested a motion. Councilman Lopez made the motion, seconded by Councilwoman Clifton. Mayor Buccellato requested a roll call. A roll call vote was taken.

Yes: Councilman Lopez  
Councilman Urbano  
Councilwoman Daly  
Councilwoman Clifton  
Councilman Caldon  
Councilwoman Gould

Motion passed.

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**RESOLUTION 15-11-19  
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                   | \$2,540,614.75        |
| Water & Sewer             | \$381,609.14          |
| Borough Capital           | 72,494.39             |
| Water Capital             | \$798.20              |
| Grant                     | \$591.00              |
| Borough Trust             | \$36,069.92           |
| Developers Escrow Account | \$2,556.83            |
| Railroad Parking Trust    | \$11,501.00           |
| Recreation Trust          | \$438.00              |
| Unemployment Trust        | \$10,087.42           |
| <b>Total</b>              | <b>\$3,056,760.65</b> |

***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 15-11-20: Resolution Accepting Bid for \$40,000 to Purchase 50 Little Street - Block 17, Lot 3 from the Borough of Matawan as a Result of a Public Auction of Excess Land. Mayor Buccellato requested a motion. Councilwoman Clifton made the motion, seconded by Councilwoman Gould. Mayor Buccellato requested a roll call. A roll call vote was taken.

Yes: Councilman Lopez  
Councilman Urbano  
Councilwoman Daly  
Councilwoman Clifton  
Councilman Caldon  
Councilwoman Gould

Motion passed.

**RESOLUTION 15-11-20  
RESOLUTION ACCEPTING BID FOR \$40,000 TO PURCHASE  
50 LITTLE STREET - BLOCK 17, LOT 3  
FROM THE BOROUGH OF MATAWAN  
AS A RESULT OF A PUBLIC AUCTION OF EXCESS LAND**

***WHEREAS**, on September 21, 2015, the Mayor and Council of the Borough of Matawan adopted Resolution 15-09-28 authorizing the sale of property known as Block 17, Lot 3, in the Borough of Matawan, commonly known as 50 Little Street, by way of auction to the highest bidder; and*

***WHEREAS**, on October 11, 2015, and October 18, 2015, public notice was published in a newspaper of general circulation advertising the sale by the Borough of Matawan in the legal notice section, which public notice advised that an auction would take place on Thursday, October 29, 2015, at 10:00 AM in the Matawan Municipal Community Center, 201 Broad Street, Matawan, New Jersey, for acceptance of bids by the public with respect to the aforementioned property and Block 17, Lot 3; and*

***WHEREAS**, as a result of said notification, a bid was received by the Borough Administrator, acting as auctioneer in a public auction, which bid was placed by Route 34 Corporation, offering the sum of \$40,000.00 for the said property; and*

***WHEREAS**, the Mayor and Council have made a determination to sell the aforementioned property based upon the recommendation of the Assessor in setting forth the valuation of the property and based upon the determination that the property is not needed for public purposes as identified in prior resolutions of prior Governing Bodies of the Borough of Matawan (Resolution 11-08-17).*

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**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that it herewith authorizes the Mayor to enter into a contract and agreement with Route 34 Corporation for the sale of the vacant property at Block 17, Lot 3, commonly known as 50 Little Street, in the Borough of Matawan, being an unimproved lot, for the sum of \$40,000.00, subject to the usual terms and conditions of the transfer of title.

**BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Clerk, Construction, Finance, Public Works, Recycling, Tax Assessor and Tax Collector as well as the Route 34 Corporation.

Mayor Buccellato read by title Resolution 15-11-21: Authorizing the Award of Quote to Remove and Replace Exterior Fire Doors at the Matawan Municipal Community Center Thomas J. Knox Construction, LLC. Mayor Buccellato requested a motion. Councilwoman Clifton made the motion, seconded by Councilman Caldon. Mayor Buccellato requested a roll call. A roll call vote was taken.

Yes: Councilman Lopez  
Councilman Urbano  
Councilwoman Daly  
Councilwoman Clifton  
Councilman Caldon  
Councilwoman Gould

Motion passed.

**RESOLUTION 15-11-21  
AUTHORIZING THE AWARD OF QUOTE TO  
REMOVE AND REPLACE EXTERIOR FIRE DOORS AT THE  
MATAWAN MUNICIPAL COMMUNITY CENTER  
THOMAS J. KNOX CONSTRUCTION, LLC**

**WHEREAS**, there is a need to remove and replace three (3) exterior fire doors at the Matawan Municipal Community Center, 201 Broad Street, Matawan, New Jersey 07747; and

**WHEREAS**, Louis Ferrara, Business Administrator, had requested quotes for the exterior fire doors; and

**WHEREAS**, the Borough of Matawan received one (1) quote for the aforesaid requirements; and

**WHEREAS**, the Borough of Matawan Administrator has reviewed and recommended the attached proposal of Thomas J. Knox Construction, LLC, 97 Aberdeen Road, Matawan, New Jersey 07747 in the amount of Eight Thousand One Hundred Thirty Six Dollars and No Cents (\$8,136.00).

**NOW, THEREFORE, BE IT RESOLVED** the Council of the Borough of Matawan hereby approves the recommendation of the Borough Administrator and awards the quote to remove and replace three (3) exterior fire doors at the Matawan Municipal Community Center to Thomas J. Knox Construction, LLC, 97 Aberdeen Road, Matawan, New Jersey 07747 in an amount not to exceed Eight Thousand One Hundred Thirty Six Dollars and No Cents (\$8,136.00).

**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, Construction, Finance, Fire Prevention, Public Works as well as Thomas J. Knox Construction, LLC.

**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-04-55-900-528 Budget of the Borough of Matawan to Thomas J. Knox Construction, LLC, 97 Aberdeen Road, Matawan, New Jersey 07747, in an amount not to exceed Eight Thousand One Hundred Thirty Six Dollars and No Cents (\$8,136.00).

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*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 5, 2015*

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**THOMAS J. KNOX CONST. L.L.C.**  
97 ABERDEEN ROAD MATAWAN N.J. 07747 (732) 616-7768

Proposal To: **BORO OF MATAWAN**  
201 Broad St.  
Matawan N. J. 07747  
Attn. Lou Ferrara Business Administrator

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

**REMOVE AND REPLACE 3 EXTERIOR FIRE DOORS**

Remove 3 fire rated exterior doors as discussed.  
Install new steel frame bucks.  
Install new fire rated insulated steel door with wire re-enforced glass panel.  
Install new panic bar and self closers.  
Install new exterior handle with keyed lock.  
Install new sweep and weather stripping.

**All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for the above work and completed in a substantial workmanlike manner for the sum of EIGHT THOUSAND ONE HUNDRED AND THIRTY SIX DOLLARS AND 00/000**

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**YOU MAY CANCEL THIS CONTRACT AT ANY TIME BEFORE MIDNIGHT OF THE THIRD BUSINESS DAY AFTER RECEIVING A COPY OF THIS CONTRACT. IF YOU WISH TO CANCEL THIS CONTRACT, YOU MUST EITHER;**

- 1. SEND A SIGNED AND DATED WRITTEN NOTICE OF CANCELLATION BY REGISTERED OR CERTIFIED MAIL, RETURN RECEIPT REQUESTED; OR**
- 2. PERSONALLY DELIVER A SIGNED AND DATED WRITTEN NOTICE OF CANCELLATION TO:**

THOMAS J. KNOX  
97 ABERDEEN ROAD  
MATAWAN N.J. 07747  
(732) 616-7768

|                      |            |
|----------------------|------------|
| Payments as follows: |            |
| Upon acceptance      | \$5,136.00 |
| Upon completion      | \$3,000.00 |

Any alterations or deviations from the above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted

 10/22/15

**ACCEPTANCE OF PROPOSAL**

**The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.**

**SIGNATURE** \_\_\_\_\_ / /

**Privilege of the Floor**

Mayor Buccellato opened the Privilege of the Floor.

James Archibald, Bayshore EMS, Matawan. Mr. Archibald, representing the Matawan First Aid members of the Bayshore EMS, presented their request for Council approval to host the Matawan Municipal Community Center Holiday Tree Lighting on December 5 at 6:00 PM, with Santa Runs scheduled for December 14-17 with December 18 as a rain date. The Fire Chief has been informed, and Mr. Archibald will speak with the Police Chief tomorrow. In the past

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Council has been generous to assume the cost of the Chocolate Village lollipops, and asks if they can continue that tradition for 2015. Mayor Buccellato requested a motion for Council to approve the requests. Councilwoman Clifton made the motion, seconded by Councilwoman Daly. Council agreed. Motion passed.

Mayor Buccellato closed the Privilege of the Floor.

**Adjournment**

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

Meeting adjourned at 7:20 PM.

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Karen Wynne, RMC  
Municipal Clerk