

**Borough of Matawan
Workshop Session
September 20, 2016**

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 September 20, 2016 with Mayor Altomonte presiding. Pursuant to Section 5 of the Open Public Meetings Act, adequate notice of this meeting has been provided by publishing notification in *The Independent* on January 14, 2016, by sending notice to the *Asbury Park Press*, and by posting. Mayor Altomonte called the meeting to order at 7:13 PM requesting a roll call.

On roll call the following members responded present:

Yes: Councilman Reeve
Councilman Vergaretti
Councilman Urbano
Councilwoman Gould

Councilpersons Caldon and Clifton were absent.

Also, present were Louis C. Ferrara, Borough Administrator, Pasquale Menna, Esq., Borough Attorney, and Robert R. Keady, Borough Engineer.

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

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

Discussion Items

Water/Sewer Refund Payments

Mayor Altomonte related Borough Ordinance Chapter 22, Section 22-2.5A: Payment Plan for Extraordinary Circumstances wherein if the Mayor and Council are satisfied that there did exist an extraordinary circumstance over which the water unit user had no control or dominion, then it is, at their discretion, shall have the authority to authorize a payment plan being a minimum payment equal to one-third (1/3) of the quarterly bill in which the extraordinary and unforeseen circumstances occurred, when bill is due and two (2) equal subsequent monthly payments of the remaining balance.

Mayor Altomonte opened the floor for public comment.

Andrew Derechailo, 18 Main Street, Matawan. Mr. Derechailo related his experience with his pipe bursting while he was away and the enormous water bill he received, requesting a reversal of the decision not to nullify his bill due to his extenuating circumstances. He handed out copies of the letter he sent in May 2016. Mr. Derechailo stated he did not receive a phone call regarding his letter, and had to call the Water Department for a status. In speaking with the DPW Superintendent, Mr. Derechailo was informed he had to begin making payments or else a lien will be issued against the property. Mayor Altomonte acknowledged Mr. Derechailo's plight and asked Mr. Menna to explain what, if anything, can be done. Mr. Menna explained the ordinance and the limitations of the interpretation. Councilman Urbano requested Council to reimburse Mr. Derechailo \$1,500. Mayor Altomonte requested a motion to refund \$1,500. Councilman Vergeretti made the motion, seconded by Councilwoman Gould. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Reeve
Councilman Vergaretti
Councilman Urbano
Councilwoman Gould

Motion passed.

**Borough of Matawan
Workshop Session
September 20, 2016**

Mayor Altomonte closed the floor for public comment.

Parking Time Limited on Certain Streets – Union Street

Mayor Altomonte related previous meeting discussion presenting some photos taken during a recent on-site visit, and that he had spoken with some area residents at that time.

Mayor Altomonte opened the floor for public comment.

Andrew Lopez, 51 Union Street, Matawan. Mr. Lopez reiterated his previous comments on Union Street commuter parking.

After discussion, Mayor Altomonte requested Mr. Lopez take some photos, and the topic will be revisited at the next meeting.

Mayor Altomonte closed the floor for public comment.

Privilege of the Floor – Agenda Items Only

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

Andrew Lopez, 51 Union Street, Matawan. Mr. Lopez requested an explanation of Resolution 16-09-23. Mayor Altomonte informed the Resolution is being held.

Mayor Altomonte requested a motion to close the Privilege of the Floor for Agenda Items Only. Councilman Reeve made the motion, seconded by Councilman Vergeretti. Council agreed. Motion passed.

Clerk's Report

Ms. Wynne announced the Monmouth County Board of Health is hosting a Free Rabies Clinic in Matawan, on Thursday, October 13th, from 6:00 to 8:00 PM to be held at the Hook and Ladder Company, 161 Broad Street. The information will be posted on the website and on the Municipal Community Center's marquee.

Mayor's Report

No report.

Administrator's Report

Mr. Ferrara reported he has previously distributed his Report to Mayor and Council.

Attorney's Report

No report.

Engineer's Report

Mr. Keady reported on the status of the following Projects:

- The Energy Savings and Improvement Program Project: The BPU has announced that they expected to reopen the program in approximately two weeks. At that point, they will receive the final cost for the contract, and will be able to proceed.
- 2015 Road Improvement Program Contract 1: The guiderail is expected to be installed this month, possibly this very week.
- 2015 Road Improvement Program Contract 2: The safety surfacing for Terhune Park is scheduled to be installed this month.

**Borough of Matawan
Workshop Session
September 20, 2016**

Finance

No report.

Personnel

No report.

Police, Railroad Parking, ADA, Planning/Zoning Board

Councilman Urbano invited everyone to September 24 Matawan Day. The parade’s guest of honor is former Matawan resident and current bronze-medal-winning Olympian, Monica Aksamit.

Property Maintenance, Construction, Sanitation & Recycling, Animal Welfare Advisory Board

Councilwoman Gould provided the Construction Department report for August 2016:

	Current Month	Year-to-Date
Permit Income/Certificate	\$24,533.00	\$320,540.00
Business CCOs/Misc Fees	\$150.00	\$2,100.00
State Permit Surcharge Fees	\$2,031.00	\$8,384.00
Value of Construction Work	\$1,496,330.00	\$6,511,441.00
Permits Issued	54	373

Consent Agenda

Mayor Altomonte read by title Resolution 16-09-14 through and including Resolution 16-09-18, requesting a motion. Councilman Urbano made the motion, seconded by Councilwoman Gould. Council agreed. Motion passed.

**RESOLUTION 16-09-14
REDEMPTION OF TAX SALE CERTIFICATE
PUBLIC TAX INVESTMENTS, LLC
CERTIFICATE #15-00065**

***WHEREAS**, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #15-00065 was sold to Public Tax Investments, LLC, 575 Route 70, Second Floor, Brick, NJ 08723; and*

***WHEREAS**, Certificate #15-00065 has been paid and fully redeemed for the property owner, Block 64.02, Lot 8.01, otherwise known as 93 Aberdeen Road.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$1,596.48, and a Premium of \$1,400.00, to the above for the redemption of Tax Sale Certificate #15-00065.*

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

**RESOLUTION 16-09-15
REDEMPTION OF TAX SALE CERTIFICATE
CHRISTIAN TRUST AS CUST GSRAN-Z, LLC
CERTIFICATE #15-00099**

***WHEREAS**, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #15-00099 was sold to Christian Trust as Cust GSRAN-Z, LLC, Deposit Acct., PO Box 71276, Philadelphia, PA 19176; and*

***WHEREAS**, Certificate #15-00099 has been paid and fully redeemed for the property owner, Block 112, Lot 3.10, otherwise known as 15 Middlesex Road.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$8,781.91, and a Premium of \$10,800.00, to the above for the redemption of Tax Sale Certificate #15-00099.*

**Borough of Matawan
Workshop Session
September 20, 2016**

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

**RESOLUTION 16-09-16
APPROVAL OF RAFFLE LICENSE
THE SEEING EYE, INC.
50/50 CASH
RA-688**

BE IT RESOLVED by the Council of the Borough of Matawan that they hereby approve the raffle license for The Seeing Eye, Inc.; and

Name & Location of Organization's Event
Sterling Gardens
227 Freneau Avenue
Matawan, New Jersey 07747

Date & Time
September 29, 2016
6:30 PM to 10:30 PM

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

**RESOLUTION 16-09-17
APPROVAL OF NEW TAXI DRIVER LICENSE
ADAN CASTROHERAS**

WHEREAS, Adan Castroheras has passed the required Police Department background checks; and

WHEREAS, Adan Castroheras has filed the proper documentation with the Borough Clerk's office.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that they hereby approve the following New Taxi Driver License:

Applicant: Adan Castroheras
349 Maple Place, Apt. 1
Keyport, NJ 07735

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

**RESOLUTION 16-09-18
RELEASE OF ESCROW FUNDS
THERESA & ROLANDO PITRE
1 FIERRO AVENUE - BLOCK 115, LOT 12.01**

WHEREAS, Theresa & Rolando Pitre have requested the release of the balance on their escrow account for 1 Fierro Avenue, also known as Block 115, Lot 12.01, Matawan, New Jersey; and

WHEREAS, the escrow account encompasses \$750.00, deposited for the installation of an in-ground swimming pool, as well as \$4,000.00, deposited in association with a Planning/Zoning Board application; and

WHEREAS, both the Planning/Zoning Board Attorney, the Planning/Zoning Board Engineer, and the Borough Engineer have certified any and all outstanding billing has been satisfied; and

WHEREAS, as reflected on the Summary of Escrow Deposit Statement received from the Office of the Chief Financial Officer, the total remaining escrow balance as of September 7, 2016 is Two-Thousand, Five-Hundred Thirty-Three Dollars and Thirty-Four Cents (\$2,533.34).

NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby approves the release of the balance of the escrow funds in the amount of Two-Thousand, Five-Hundred Thirty-Three Dollars and Thirty-Four Cents (\$2,533.34) to Theresa & Rolando Pitre, 1 Fierro Avenue (Block 115, Lot 12.01), Matawan, New Jersey 07747.

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Finance, the Planning/Zoning Board Attorney, the Planning/Zoning Board Engineer, and the Borough Engineer, as well as Theresa & Rolando Pitre.

**Borough of Matawan
Workshop Session
September 20, 2016**

New Business

Mayor Altomonte read by title Resolution 16-09-19: Amending Resolution 16-08-35 Authorizing the Award of Quote for a Recorder, Miscellaneous Ancillary Parts, and Radios for the Borough of Matawan Volunteer Fire Department – Pinnacle Wireless and Motorola Solutions, Inc. Mayor Altomonte requested a motion. Councilman Reeve made the motion, seconded by Councilman Urbano. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Reeve
Councilman Vergaretti
Councilman Urbano
Councilwoman Gould

Motion passed.

RESOLUTION 16-09-19

AMENDING

RESOLUTION 16-08-35

**AUTHORIZING THE AWARD OF QUOTE FOR A RECORDER, MISCELLANEOUS ANCILLARY PARTS, AND
RADIOS FOR THE BOROUGH OF MATAWAN VOLUNTEER FIRE DEPARTMENT
PINNACLE WIRELESS & MOTOROLA SOLUTIONS, INC.**

WHEREAS, *there is a need for a recorder, miscellaneous ancillary parts, and radios within the Borough of Matawan Volunteer Fire Department; and*

WHEREAS, *Shawn Costello, Borough of Matawan Volunteer Fire Department First Deputy Fire Chief, requested quotes for said recorder, parts, and radios and received the attached quotes from Pinnacle Wireless and Motorola Solutions, Inc., for the aforesaid requirements; and*

WHEREAS, *the Administrator has reviewed and recommended the attached proposal of Pinnacle Wireless, 18-01 Pollit Drive, Fair Lawn, New Jersey 07410, in an amount not to exceed Fourteen Thousand, Seven Hundred Twenty Dollars and No Cents (\$14,720.00), and confirmed equipment will be purchased under New Jersey State Contract Number 83909 expiration date April 30, 2018; and*

WHEREAS, *the Administrator has reviewed and recommended the attached proposals of Motorola Solutions, Inc., PO Box 6810, Freehold, New Jersey 07728, in an amount not to exceed Twenty-One Thousand, Seven Hundred Eighty-Four Dollars and Three Cents (\$21,784.03), and confirmed equipment will be purchased under New Jersey State Contract Number 83909 expiration date April 30, 2018.*

NOW, THEREFORE, BE IT RESOLVED *the Council of the Borough of Matawan hereby approves the recommendation of the Borough Administrator and awards the attached quotes for said recorder, parts, and radios within the Borough of Matawan to Pinnacle Wireless, 18-01 Pollit Drive, Fair Lawn, New Jersey 07410 in an amount not to exceed Fourteen Thousand, Seven Hundred Twenty Dollars and No Cents (\$14,720.00) and Motorola Solutions, Inc., PO Box 6810, Freehold, New Jersey 07728, in an amount not to exceed Twenty-One Thousand, Seven Hundred Eighty-Four Dollars and Three Cents (\$21,784.03), for a total amount of Thirty-Six Thousand, Five Hundred and Four Dollars and Three Cents (\$36,504.03).*

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

BE IT FURTHER RESOLVED *that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Finance, Fire, Clerk, as well as Pinnacle Wireless and Motorola Solutions, Inc.*

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-NB-900-167 Budget of the Borough of Matawan to Pinnacle Wireless, 18-01 Pollit Drive, Fair Lawn, New Jersey 07410 in an amount not to exceed Fourteen Thousand, Seven Hundred Twenty Dollars and No Cents (\$14,720.00) and Motorola Solutions, Inc., PO Box 6810, Freehold, New Jersey 07728, in an amount not to exceed Twenty-One Thousand, Seven Hundred Eighty-Four Dollars and Three Cents (\$21,784.03), for a total amount of Thirty-Six Thousand, Five Hundred and Four Dollars and Three Cents (\$36,504.03).

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.

Borough of Matawan
Workshop Session
September 20, 2016

Chief Financial Officer

(Signature on File)

Monica Antista, CMFO
Dated: September 20, 2016



Quote No: QER062316
Date: June 23, 2016
Terms: Net 30 Days

Matawan Fire Department
Attn: Shawn Costello
Tel: 732-290-2995

Part Number	Quantity	Description	Cost per unit	Contract Price
Nek Log	1	8 channel Recorder	\$13,000	\$10,400.00
Service		Installation of Recorder		\$1210.00
Service		Reprogramming Portables and Mobiles		\$1210.00
Service		Antenna removal and replacement, Cabling and Grounding including ancillary parts for Installation		\$1900.00
		TOTAL PRICE OF EQUIPMENT AND INSTALLATION		\$14,720.00

Please remit purchase order to: Pinnacle Wireless
18-01 Pollitt Drive
Fairlawn, NJ 07410

18-01 Pollitt Drive Fair Lawn, New Jersey 07410

Borough of Matawan
Workshop Session
September 20, 2016

Matawan Fire Department
Attn: Shawn Costello
732-290-2995

23-Jun-16
QER062316
Evans Roupas
Pinnacle Wireless
201-250-4595
groups@pinnaclewireless.com

Commodity Code	Nurib er	Model Number	Description	APC	Qty	Unit Price	Disco unt %	Extended Total
725-78-081934	1	T7039	GTR 8000 REPEATER		1	\$		\$
725-78-081934	1a	X530BG	Add VHF 136-174 MHz		1	\$ 6,300.00	20%	\$ 5,040.00
725-78-081934	1b	CA01949AA	ANALOG ONLY CONVENTIONAL SOFTWARE		1	\$ 6,000.00	20%	\$ 4,800.00
725-78-081934	1c	X182CB	DUPLEXER 144-160 MHZ		1	\$ 1,380.00	20%	\$ 1,104.00
725-78-081934	1d	X153AW	RACK MOUNT HARDWARE		1	\$ 50.00	20%	\$ 40.00
915-70-085645	2	SERVICE	INSTALLATION		1	\$ 842.40	0%	\$ 842.40
TOTAL COST INCLUDING INSTALLATION AND PROGRAMMING OF REPEATER								\$ 11,826.40

Please note that Motorola Terms are Net 30 Days
PLEASE SEND PURCHASE ORDER TO:

John Santaniello
Sr. Account Manager
Motorola Solutions, Inc.
PO BOX 6810 Freehold, NJ 07728
O: 732 462-9733
M: 908 216-1375
F: 732 462-3230

Borough of Matawan
Workshop Session
September 20, 2016

Matawan Borough Fire Department
Attn: Shawn Costello

6-May-16
QER050616

NJ State Contract # 83909
Contract Expiration 04/30/2018

Commodity Code	Number	Model Number	Description	APC	Qty	Unit Price	Discount %	Extended Total
726-88-085633	2	AAM28JCN9RA1	XPRI 5550a GOB BT/GPS/WIFI ENABLED CD		3	\$ 916.00	25%	\$ 2,061.00
726-88-085633	3	HAD4008	VHF 1/4 Wave Through-hole Mount Antenna, 150.8-162 MHz		3	\$ 19.50	25%	\$ 43.88
725-78-081934	1	RKN4136	Ignition Sense Cable		3	\$ 35.00	25%	\$ 78.75
725-78-081934	15	RLN6552	Mobile Mic with Bluetooth Gateway With charger		3	\$ 392.00	20%	\$ 940.80
920-46-085647	28	G24	Extended SFS		3	\$ 73.00	0%	\$ 219.00
920-37-085644	25		Installation Mobiles		3	\$ 273.60	0%	\$ 820.80
			Total					\$ 4,164.23

Please make PO to : Motorola Solutions
c/o Tim Sindorf
PO Box 1335
Burlington, NJ 08016

Motorola Terms are: Net 30 Days

Borough of Matawan
Workshop Session
September 20, 2016

6-May-16
QER050618

Matawan Fire
APX4000
700/800 MHZ

Commodity Code	Number	Model Number	Description	APC	Qty	Unit Price	Disco unit %	Extended Total
726-88-085633	2	H51UCFPW6 N	APX 4000 7/800 MHZ MODEL 2 PORTABLE		1	\$ 1,906.00	25%	\$ 1,429.50
726-88-085633	3	QA04865	ADD: TWO KNOB CONFIGURATION		1	\$ -		\$ -
725-78-081934	1	QA02756	ENH: 3600 OR 9600 TRUNKING BAUD SIN		1	\$ 1,570.00	25%	\$ 1,177.50
726-80-085542	13	WPLN4232A	ADD: SINGLE UNIT CHARGER		1	\$ 69.25	25%	\$ 51.94
726-16-085634	9	PMMN4065A	APX IMPRES RSM W/VOL, IP57		1	\$ 107.00	25%	\$ 80.25
920-46-085647	28	Q887	ENH: 4 YR SIS LITE		1	\$ 162.00	0%	\$ 162.00
925-36-085646	27		Installation/Programming		1	\$ 60.00	0%	\$ 60.00
Total								\$ 2,961.19

PLEASE SEND ORDER TO:

Motorola Solutions
c/o Tim Sindorf
PO Box 1335
Burlington, NJ 08016

Motorola Terms: Net 30 Days

Borough of Matawan
Workshop Session
September 20, 2016

Matawan Fire
XPR7550e Portable

Commodity Code	Number	Model Number	Description	APC	Qty	Unit Price	Disco unit %	Extended Total
726-88-085633	2	AAH56JDN9WA1	XPR™ 7550e		3	\$ 820.32	25%	\$ 2,460.96
726-88-085633	3	QA04950	Li-Ion Battery IMPRES L10N T1A4950 IP68 2900T		3	\$ 56.25	25%	\$ 168.75
725-78-081934	15	QA02817	Remote Speaker Microphone with 3.5mm Audio Jack		3	\$ 67.50	25%	\$ 202.50
725-78-081934	15	PMLN7120	Desktopcharger for wireles Microphone		2			\$ -
920-46-085647	28		Extended SIS		3	Incl		\$ Incl
			Total					\$ 2,832.21

The XPR 7500 comes standard w/2 year parts and labor plus one year from the Start Lite for a total of 3 Years

Mayor Altomonte read by title Resolution 16-09-20: Amending Resolution 16-09-10: Authorizing Award of Contract Under a National Cooperative Purchasing Agreement – Snow and Ice Handling Equipment with Related Equipment, Accessories and Supplies – Accu-Steel, Inc. – DPW Salt Shed. Mayor Altomonte requested a motion. Councilman Urbano made the motion, seconded by Councilman Vergeretti. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Reeve
Councilman Vergaretti
Councilman Urbano
Councilwoman Gould

Motion passed.

**Borough of Matawan
Workshop Session
September 20, 2016**

**RESOLUTION 16-09-20
AMENDING
RESOLUTION 16-09-10
AUTHORIZING AWARD OF CONTRACT UNDER A
NATIONAL COOPERATIVE PURCHASING AGREEMENT
SNOW AND ICE HANDLING EQUIPMENT
WITH RELATED EQUIPMENT, ACCESSORIES AND SUPPLIES
ACCU-STEEL, INC.
DPW SALT SHED**

WHEREAS, the Borough Administrator and Superintendent of the Department of Public Works have informed of the need for the purchase of a Salt Shed; and

WHEREAS, the Borough of Matawan is permitted to join national cooperative purchasing agreements under the authority of NJSA 52:34-6.2(b)(3) with said Membership #29789 approved with Resolution 15-10-11; and

WHEREAS, the Borough of Matawan as Member #29789 of the NJPA has provided Notice of Intent to participate in the NJPA Contract #080114-ACS (Accu-Steel, Inc.) for a Snow and Ice Handling Equipment with Related Equipment, Accessories and Supplies said contract term is October 21, 2014 to October 21, 2018; and

NOW, THEREFORE, BE IT RESOLVED, the Council of the Borough of Matawan hereby awards the contract for the purchase of a Structures Unlimited, LLC Salt Storage Fabric Building Solution for use as the Borough of Matawan Department of Public Works Salt Shed in the amount not to exceed Thirty-Seven Thousand, Three Hundred Forty-Three Dollars and Thirty-Four Cents (\$37,343.34) as outlined in the attached quote from Structures Unlimited, LLC, PO Box 35, C4640 Highway 97, Stratford, Wisconsin 54484-0035.

BE IT FURTHER RESOLVED, under the authority of NJAC 17:44-2.2, the vendor, Accu-Steel, Inc. and Structures Unlimited, LLC, shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment, and such records shall be made available to the New Jersey Office of the State Comptroller upon request.

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

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Clerk, Finance, Public Works as well as Accu-Steel, Inc., Structures Unlimited, LLC and the National Joint Powers Alliance.

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 6-04-NB-900-167 Budget of the Borough of Matawan to Structures Unlimited, LLC for the purchase of a Salt Storage Fabric Building Solution for use as the Borough of Matawan Department of Public Works Salt Shed in an amount not to exceed Thirty-Seven Thousand, Three Hundred Forty-Three Dollars and Thirty-Four Cents (\$37,343.34)

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: September 20, 2016

Borough of Matawan
Workshop Session
September 20, 2016



BCR# - 1140111

Bid Proposal

Thursday, September 08, 2016

Dealer Information	
Name	Structures Unlimited, LLC
Contact	Tracy Schutz
Office	(715) 687-2453
Fax	(715) 687-2331
Email	tschutz@structuresunlim.com

Customer Information		Project Information	
Company	Matawan Public Works	Project	~Same
Contact	John Applegate	Contact	
Address	201 Broad St	Address	
City/Town	Matawan	City/Town	
State	NJ	State	
Zip		Zip	
County	Monmouth	County	
Phone	(732) 290-2015	Cell	
Email	john.applegate@matawanborough.com		

Quantity		Each	Total
	Proposal for Salt Storage Building Solution		
	Materials:		
1	30' wide x 40' long, 10' o-c hot dip galvanized arched truss framework with tensioned FR fabric (white in color unless otherwise determined) Includes standard anchor package		\$12,548.84
1	Fabric and steel endwall package		\$1,980.50
1	Mesh vent		\$119.00
1	Stamped drawings for superstructure (state submittal, if applicable, by others)		\$1,275.00
	Price for supply only of above materials:		\$15,923.34
1	Estimated freight charge		\$5,100.00
	Options: (Not included in total price)		
1	Non-prevailing wage labor to install above materials (includes travel, mileage, lodging and per diems) and equipment to complete installation	\$ 13,970.00	\$13,970.00
1	Required equipment to perform install status	\$ 2,350.00	\$2,350.00
	~ Foundation by others		
	~ Any applicable taxes are the owner's responsibility		
	AccuSteel, Inc's NJPA ID# 080114 AS		
	Matawan Public Works Member ID# 29789		
	Subtotal		\$37,343.34
	Total		\$37,343.34

Pricing is subject to change due to changing market conditions and/or availability.

Terms:	Amount Due:	Bid Proposal will be honored for 30 days
Building deposit with signed bid proposal and contract	\$1,275.00	ACCEPTANCE OF PROPOSAL:
Balance due upon completion of project		
All land, site design, land surveying, site work, dewatering, concrete, plumbing, electrical, bonds, permits, cold weather activity, state submittals, applicable taxes and licenses are the buyers responsibility.		Please indicate your acceptance of this bid proposal by signing this copy and returning it to us. Any changes concerning this order must be authorized by us in writing.

~ 3.5% convenience fee will be applied to all credit card transactions

Authorized Signature: _____ Print: _____ Date: _____

Structures Unlimited, LLC • P.O. Box 35, C4640 Highway 97 • Stratford, WI 54484-0035
Phone 715.687.2453 • Fax: 715.687.2331 • Toll Free: 877.687.2453 • www.structuresunlim.com

Mayor Altomonte read by title Resolution 16-09-21: Authorizing Payment to Triad Associates for Providing Professional Services Associated with Grant Writing – Gravelly Brook Park Phase II Improvements. Mayor Altomonte requested a motion Councilman Vergaretti made the motion, seconded by Councilman Urbano. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Reeve
Councilman Vergaretti
Councilman Urbano
Councilwoman Gould

Motion passed.

**Borough of Matawan
Workshop Session
September 20, 2016**

**RESOLUTION 16-09-21
AUTHORIZING TRIAD ASSOCIATES
TO PROVIDE PROFESSIONAL SERVICES ASSOCIATED WITH
GRANT WRITING
GRAVELLY BROOK PARK PHASE II IMPROVEMENTS**

WHEREAS, the Council of the Borough of Matawan received a bill from Triad Associates for professional grant writing services for Gravelly Brook Park Phase II Improvements.

NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan does hereby award payment for professional grant writing services to Triad Associates as outlined in the attached bills, in an amount not to exceed Eight Thousand Three Hundred Fifty Dollars and No Cents (\$8,350.00).

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

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

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-04-55-05-102 Budget of the Borough of Matawan to Triad Associates for professional grant writing services for Gravelly Brook Park Phase II Improvements for the Borough of Matawan in an amount not to exceed Eight Thousand Three Hundred Fifty Dollars and No Cents (\$8,350.00).

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

Chief Financial Officer

(Signature on File)

Monica Antista, CMFO

Dated: September 20, 2016

**Borough of Matawan
Workshop Session
September 20, 2016**

Triad Associates

1301 W. Forest Grove Road
Vineland, NJ 08360-
Tel: 856-690-9590 Fax: 856-690-5622
bdimatteo@triadincorporated.com
www.triadincorporated.com

RECEIVED
SEP 13 2016

Invoice

Invoice Date: Aug 31, 2016
Invoice Num: 47695
Billing Through: Aug 31, 2016

Louis Ferrara, Business Administrator
Borough of Matawan
201 Broad Street
Matawan, NJ 07747

Matawan General Services 2016 (MTW-5896-130:) - Managed by (Steve Kehs)

Professional Services

Date	Employee	Description	Hours	Rate	Amount
8/10/2016	Michael Zuplino	General Service	1.50	\$175.00	\$262.50
Meeting with Lou Ferrara to review previously approved/ongoing projects and initiate strategies and related work associated with an application for Monmouth County Recreation Grant Funding.					

Total Service Amount: \$262.50

Amount Due This Invoice: \$262.50

This invoice is due upon receipt

Account Summary

Services BTD	Expenses BTD	Last Inv Num	Last Inv Date	Last Inv Amt	Last Pay Amt	Prev Unpaid Amt
\$ 471.25	\$ 0.00	47284	3/31/2016	\$ 208.75	\$ 0.00	\$ 208.75

Total Amount Due Including This Invoice: \$471.25



**Borough of Matawan
Workshop Session
September 20, 2016**

Triad Associates
1301 W. Forest Grove Road
Vineland, NJ 08360-
Tel: 856-690-9590 Fax: 856-690-5622
bdlimatteo@triadincorporated.com
www.triadincorporated.com

RECEIVED
SEP 13 2016

Invoice

Louis Ferrara, Business Administrator
Borough of Matawan
201 Broad Street
Matawan, NJ 07747

Invoice Date: Aug 31, 2016
Invoice Num: 47713
Billing Through: Aug 31, 2016

Matawan Open Space App - Gravelly Brook Park (MTW-5896-130:AppG8P) - Managed by (Steve Kehs)

Contract Type: Fixed
Contract Amount: \$ 7,850.00
Retainer Required: \$ 0.00

To bill \$3,925.00 per contract on 50% completion of application as of Aug 31, 2016.

Amount : \$3,925.00

Amount Due This Invoice: \$3,925.00

This invoice is due upon receipt



Mayor Altomonte read by title Resolution 16-09-22: A Resolution to Fix and Determine the 2016 Salaries and Wages of Officers, Management, Supervisory Personnel and General Employees Not Represented by an Organized Bargaining Unit and Employed by the Borough Of Matawan, Monmouth County, New Jersey. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Reeve. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Reeve
Councilman Vergaretti
Councilman Urbano
Councilwoman Gould

Motion passed.

Borough of Matawan
Workshop Session
September 20, 2016

RESOLUTION 16-09-22

A RESOLUTION TO FIX AND DETERMINE THE 2016 SALARIES AND WAGES OF OFFICERS, MANAGEMENT, SUPERVISORY PERSONNEL AND GENERAL EMPLOYEES NOT REPRESENTED BY AN ORGANIZED BARGAINING UNIT AND EMPLOYED BY THE BOROUGH OF MATAWAN, MONMOUTH COUNTY, NEW JERSEY

WHEREAS, the following resolution sets the individual salaries and wages for 2016, retroactive to January 1, 2016; and

WHEREAS, funds for this purposes are available in the 2016 Budget and the Chief Financial Officer as so certified in writing.

NOW, THEREFORE BE IT RESOLVED that the 2016 Salaries and Wage for the Borough of Matawan Employees not represented by an organized bargaining unit be and are hereby set as follows:

<u>TITLE</u>	<u>DEPARTMENT</u>	<u>EMPLOYEE</u>	<u>2016 SALARY</u>
Administration/Finance-Revenues, Assessing			
Mayor			\$4,520.81
Council			\$3,874.99
Borough Administrator		L. Ferrara	\$120,819.00
Administrator Assistant		G. Rainforth	\$37,841.92
Borough Clerk		K. Wynne	\$53,843.25
Deputy Borough Clerk	*eff. 4/16/16	R. Klinger	\$32,960.00
Systems Coordinator		G. Rainforth	\$7,129.17
Elections Clerk		K. Wynne	\$2,768.63
Dep. Elections Clerk		R. Klinger	\$412.20
Treasurer/CFO		M. Antista	\$84,316.54
Supervisor Payroll		M. Bodino	\$57,646.67
P/T Bookkeeper		N. Palermo	\$20.28 per Hour
P/T Tax Collector		P. Warren	\$18,910.80
Deputy Tax Collector		K. Fitzgerald	\$38,162.91
Tax Assessor		E. Zanetti	\$25,294.97
Revenue Collector/Assessing Clerk		M. McMurray	\$31,612.09
Registrar V/S		G. Rainforth	\$3,549.92
Dep. Registrar V/S		K. Fitzgerald	\$1,183.32
P/T Railroad Parking Officer		J. Hourihan	\$20.69 per Hour
P/T Water-Sewer Clerk		J. Jorgenson	\$18.23 per Hour
Recreation Director		D. Dieterle	\$15,000.00
Construction/Fire Prevention/Property Maintenance			
Construction Official/Zoning/Bldg.		J. Quinn	\$44,974.25
Technical Assistant		L. Kramer	\$49,989.00
Clerk/Typist-Construction/Zoning/Fire		A. McCarty	\$31,612.09
Electric Sub Code		N. Fabiano	\$8,426.29
Electric Inspector		N. Fabiano	\$7,993.10
Fire Sub Code		J. Borden	\$8,426.29
Fire Inspector		J. Borden	\$8,426.29
Plumbing Sub Code		R. Riopel	\$9,241.08
P/T Property Maintenance Officer	*eff. 7/16	K. Marr	\$28.84 per Hour
Fire Prevention Officer		G. Turner	\$34,187.77
Department Public Works			
Superintendent		J. Applegate	\$107,408.12
Licensed Waste Water		C. Wolverton	\$9,600.00
Recycling Coordinator		G. Rainforth	\$3,230.60
Police			
Records Clerk	*eff. 10/5/16	C. Sjolholm	\$33,990.00
Matron		C. Sjolholm	\$20.28 per Hour
Matron		D. Triolo	\$20.28 per Hour

**Borough of Matawan
Workshop Session
September 20, 2016**

<i>Matron</i>	<i>M. Walker</i>	<i>\$20.28 per Hour</i>
<i>Crossing Guards</i>		<i>\$9,614.14</i>
<i>Substitute Crossing Guards</i>		<i>\$26.15 per Crossing</i>
<i>Crossing Guard – rate per post</i>		<i>\$52.30 per Post</i>
Boards		
<i>Board, Commission and Agency Secretary</i>	<i>Part Time Per Mtg</i>	<i>\$100.00</i>
<i>Planning Zoning Board Secretary</i>	<i>Part Time Per Mtg</i>	<i>\$200.00</i>

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 Various Department's Budget (Salary & Wages) of the Borough of Matawan.

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

Chief Financial Officer

(Signature on File)

Monica Antista, CMFO
Dated: September 20, 2016

Mayor Altomonte requested a motion to hol Resolution 16-09-23. Councilman Urbano made the motion, seconded by Councilman Vergeretti. Council agreed. Motion passed.

Mayor Altomonte read by title Resolution 16-09-24: Payment of Bills. Mayor Altomonte requested a motion. Councilman Vergeretti made the motion, seconded by Councilman Reeve. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Reeve
Councilman Vergaretti
Councilman Urbano
Councilwoman Gould

Motion passed.

**RESOLUTION 16-09-24
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.

<i>Current</i>	<i>\$223,985.20</i>
<i>Water & Sewer</i>	<i>\$377,551.71</i>
<i>Borough Capital</i>	<i>\$1,279.98</i>
<i>Borough Trust</i>	<i>\$50,387.11</i>
<i>Railroad Parking Trust</i>	<i>\$7.00</i>
<i>Recreation Trust</i>	<i>\$1,223.25</i>
Total	\$654,434.25

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.

Privilege of the Floor

Mayor Altomonte opened the Privilege of the Floor.

**Borough of Matawan
Workshop Session
September 20, 2016**

Neil Mendelsohn, 97 Broad Street, Matawan. Mr. Mendelsohn related Ordinance 06-29: Amending and Supplementing Chapter 304, Off-Tract Improvements, Planning and Development Regulations, Section 29-C(4), Regarding the Establishment of Multi-Family Dwellings and Recreation Spaces. Mr. Menna recalled the circumstance in which the ordinance was drafted stating the Ordinance needed to be recommended and submitted to the Mayor and Council by the Unified Planning Zoning Board, and that it was not. Mr. Mendelsohn requested Council revisit the original intent of the Ordinance and how it may benefit the Borough at large.

Mayor Altomonte closed the Privilege of the Floor.

Adjournment

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

Meeting adjourned at 8:00 PM.

(Signature on File)

Karen Wynne, RMC
Municipal Clerk