

**Borough of Matawan  
Workshop Session  
November 9, 2016**

A workshop meeting of the Borough Council of the Borough of Matawan, New Jersey, was held at the Matawan Municipal Community Center, 201 Broad Street, Matawan, New Jersey on November 9, 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 7:10 PM requesting a roll call.

On roll call the following members responded present:

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

Councilman Vergaretti was absent.

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

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

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

**Presentation of Proclamation to Eagle Scout Andrew Grassia**

Mayor Altomonte presented Troop 66 Eagle Scout Andrew Grassia a Proclamation in recognition on achieving the rank of Eagle Scout, and for his work at the Burrowes Mansion to improve the appearance of the grounds by upgrading and restoring several architectural features.

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

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

There were no comments.

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

**Approval of Minutes**

Mayor Altomonte requested a motion to approve the minutes of the October 4, 2016 Council

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Meeting. Councilman Urbano made a motion, seconded by Councilman Reeve. Council agreed with Councilwoman Gould abstaining as she was not in attendance. Motion passed.

Mayor Altomonte requested a motion to approve the minutes of the October 18, 2016 Council Meeting. Councilman Urbano made a motion, seconded by Councilman Reeve. Council agreed with Councilwoman Clifton abstaining as she was not in attendance. Motion passed.

**Old Business**

Mayor Altomonte read by title Ordinance 16-10: Ordinance Amending and Supplementing the Code of the borough of Matawan, Chapter II – Administration, Article IV – Administrative Organization of the Departments of Local Government, Section 2-14.1 – Police Department Composition. Mayor Altomonte requested a motion to open the public hearing. Councilman Urbano made the motion, seconded by Councilman Reeve. Council agreed. Motion passed. Mayor Altomonte requested comments. There were no comments. Mayor Altomonte requested a motion to close the public hearing. Councilman Urbano made the motion, seconded by Councilwoman Clifton. Council agreed. Motion passed. Mayor Altomonte read by title Ordinance 16-10: Ordinance Amending and Supplementing the Code of the borough of Matawan, Chapter II – Administration, Article IV – Administrative Organization of the Departments of Local Government, Section 2-14.1 – Police Department Composition requesting a motion to adopt. Councilwoman Clifton made the motion, seconded by Councilman Urbano. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**ORDINANCE 16-10**

**ORDINANCE AMENDING AND SUPPLEMENTING THE CODE OF THE BOROUGH OF MATAWAN**

**CHAPTER II – ADMINISTRATION**

**ARTICLE IV – ADMINISTRATIVE ORGANIZATION OF THE DEPARTMENTS OF LOCAL GOVERNMENT**

**SECTION 2-14.1 – POLICE DEPARTMENT COMPOSITION**

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

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

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

**2-14.1 Department Established: Composition**

*The Police Department of the Borough of Matawan is hereby established and shall consist of a Chief of Police, up to two (2) Lieutenants, up to four (4) Sergeants, up to fourteen (14) Patrol Officers, such as Class II Special Law Enforcement Officers as permitted as outlined in NJSA 40A:14-146.17, two (2) Police Matrons, such School Crossing Guards as recommended by the Chief of Police, one (1) Records Clerk who will also function as a clerical assistant for the department, and such other employees as may be appointed by the Governing Body.*

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

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

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

**Consent Agenda**

Mayor Altomonte read by title Resolution 16-11-02 through and including Resolution 16-11-04, requesting a motion. Councilman Reeve made the motion, seconded by Councilwoman Clifton. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 16-11-02  
RELEASE OF MAINTENANCE BOND AND BALANCE OF ESCROW  
AMERICAN PROPERTIES AT MATAWAN, LLC  
59 FRENEAU AVENUE – BLOCK 120, LOTS 5, 5.01 & 6**

**WHEREAS**, on January 18, 2012, the Borough Engineer, Robert Keady of T&M Associates, set the Maintenance Bond for American Properties at Matawan, LLC, 59 Freneau Avenue also known as Block 120, Lots 5, 5.01 and 6 at Four Hundred Twenty Four Thousand One Hundred Sixty Five Thousand Dollars and Thirty Two Cents (\$424,165.32) which American Properties at Matawan, LLC posted with Bond No. 1067522 on February 8, 2012; and

**WHEREAS**, as said Maintenance Bond expired on January 30, 2014, and T&M Associates has provided written confirmation on September 7, 2016 stating there are no outstanding items relating to inspections, improvements or

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*billing; and*

**WHEREAS**, *there remains a total combined escrow balance of One Thousand Seven Hundred Twenty Three Dollars and Twenty One Cents (\$1,723.21) for American Properties at Matawan, LLC.*

**NOW, THEREFORE, BE IT RESOLVED**, *that the Council of the Borough of Matawan hereby approves the release of the Maintenance Bond, in the amount of Four Hundred Twenty Four Thousand One Hundred Sixty Five Thousand Dollars and Thirty Two Cents (\$424,165.32) and the release of remaining total combined escrow monies in the amount of One Thousand Seven Hundred Twenty Three Dollars and Twenty One Cents (\$1,723.21).*

**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 American Properties at Matawan, LLC.*

**RESOLUTION 16-11-03  
RELEASE OF ESCROW FUNDS  
LOMBARDO & CO., LLC  
228-1/2 FRENEAU AVENUE – BLOCK 122, LOTS 19 & 20**

**WHEREAS**, *Lombardo & Co., LLC has requested the release of the balance on his escrow account for 228-1/2 Freneau Avenue, also known as Block 122, Lots 19 & 20, Matawan, New Jersey; and*

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

**WHEREAS**, *as reflected on the Summary of Escrow Deposits Statement received from the Office of the Chief Financial Officer, the remaining escrow balance as of October 18, 2016 is Six Hundred Seventy Two Dollars and Fifty Eight Cents (\$672.58).*

**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 Six Hundred Seventy Two Dollars and Fifty Eight Cents (\$672.58) to Lombardo & Co., LLC, PO Box 565, Cliffwood, New Jersey 07721.*

**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 Lombardo & Co., LLC.*

**RESOLUTION 16-11-04  
RELEASE OF ESCROW FUNDS  
LOMBARDO & CO., LLC  
3 RYERS LANE - BLOCK 122, LOT 20.01  
PERMIT FOR STREET OPENING**

**WHEREAS**, *Lombardo & Co., LLC has requested the release of the balance of their escrow account for 3 Ryers Lane – Block 122, Lot 20.01 – Matawan, New Jersey, Permit for Street Opening No. 14-17; and*

**WHEREAS**, *the Treasurer/CFO Summary of Escrow Deposits Statement reflects the remaining cash portion balance as of October 18, 2016 is Five Hundred Ninety Six Dollars and Forty Six Cents (\$596.46); and*

**WHEREAS**, *the Borough of Matawan Engineer, Robert Keady, Jr., PE, CMC of T&M Associates, has*

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*recommended the release of all remaining escrow.*

**NOW, THEREFORE, BE IT RESOLVED** the Council of the Borough of Matawan hereby approves the release of the balance on the escrow funds in the amount of Five Hundred Ninety Six Dollars and Forty Six Cents (\$596.46), to Lombardo & Co., LLC, PO Box 565, Cliffwood, New Jersey 07721.

**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 Lombardo & Co., LLC.

**New Business**

Mayor Altomonte read by title Resolution 16-11-05: 2015 Road Improvement Program Contract 2 – Black Rock Enterprises, LLC – Authorizing Change Order No. 5. Mayor Altomonte requested a motion. Councilman Urbano made the motion, seconded by Councilwoman Clifton. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 16-11-05  
2015 ROAD IMPROVEMENT PROGRAM CONTRACT 2  
BLACK ROCK ENTERPRISES, LLC  
AUTHORIZING CHANGE ORDER NO. 5**

**WHEREAS**, T&M Associates has informed the Council that Items 8, 9, 10, 18, and 43 have been reduced to reflect current as-built quantities to the 2015 Road Improvement Program Contract 2, for a total Reduction this Change Order No. 5 of Twenty-Nine Thousand, Five Hundred Sixty Dollars and Forty-Two Cents (\$29,560.42); and

**WHEREAS**, T&M Associates has informed the Council that Extra Items 6, 34, 35, 38, 40 and 53 have been increased to the 2015 Road Improvement Program Contract 2, for total Extras this Change Order No. 5 of Seventeen Thousand, Two-Hundred Ninety-Six Dollars and Twenty-Four Cents (\$17,296.24); and

**WHEREAS**, T&M Associates has informed the Council that Supplementary Items S-7 and S-8 have been added to the 2015 Road Improvement Program Contract 2, for a total Supplementary this Change Order No. 5 of Twelve Thousand, Two-Hundred Sixty-Three Dollars and Thirty-One Cents (\$12,263.31); and

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, based upon the recommendations of Robert Keady, T&M Associates, that they hereby authorize the attached contract modification proposal, Change Order No. 5, for the 2015 Road Improvement Program Contract 2, a Net Change Decrease This Change Order No. 5, in the reduced amount of Eighty-Seven Cents (\$.87).

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***BE IT FURTHER RESOLVED*** this amount reflects a total Net Change in Contract of One Hundred Ninety Three Thousand Seven Hundred Five Dollars and No Cents (\$193,705.00).

***BE IT FURTHER RESOLVED*** the Mayor of the Borough of Matawan is hereby authorized to execute the attached contract modification proposal and acceptance.

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

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T&M ASSOCIATES  
CONSULTING & MUNICIPAL ENGINEERS  
ELEVEN TINDALL ROAD  
MIDDLETOWN, NEW JERSEY 07748

SHEET NO. 1 OF 2  
PROJECT NO. MATN-03652

**CHANGE ORDER NO. 5**

DATE: October 14, 2016

PROJECT: 2015 Road Improvement Program - Contract 2

OWNER: Borough of Matawan

CONTRACTOR: Black Rock Enterprises, LLC

**DESCRIPTION OF CHANGE:**

**REDUCTIONS:**

Items 8, 9, 10, 18 and 43 are reduced to reflect current as-built quantities.

**EXTRA:**

Items 6, 34, 35, 38, 40 and 53 are increased to reflect current as-built quantities.

**SUPPLEMENTARY:**

- S-7 Additional Milling on Annmar Drive  
S-8 Downtime on Aberdeen Road Due to Mis-Marked Watermain

**APPROVAL RECOMMENDED:**

  
ROBERT R. KEADY, JR., P.E., C.M.E.

**ACCEPTED:**

  
CONTRACTOR:  
Black Rock Enterprises, LLC

**OWNER'S APPROVALS:**

SEE ATTACHED DETAIL	ADDITIONAL	REDUCTION
A. TOTAL REDUCTIONS THIS C.O.	XXXXXXXXXX	\$29,560.42
B. TOTAL EXTRAS THIS C.O.	\$17,296.24	XXXXXXXXXX
C. TOTAL SUPPLEMENTARY THIS C.O.	\$12,263.31	XXXXXXXXXX
TOTALS THIS C.O.	\$29,559.55	\$29,560.42
NET CHANGE THIS CHANGE ORDER		\$0.87
PREVIOUS CHANGE		

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CHANGE ORDER NO. 5

SHEET NO. 2 OF 2

PROJECT NO. MATN-03652

PROJECT: 2015 Road Improvement Program - Contract 2

OWNER: Borough of Matawan

CONTRACTOR: Black Rock Enterprises, LLC

	ITEM NO.	DESCRIPTION	QUANTITY	UNIT	PRICE	AMOUNT
REDUCTIONS	8	Fuel Price Adjustment	2.55	LS	\$300.00	\$765.80
	9	Asphalt Price Adjustment	4.37	LS	\$2,400.00	\$10,479.62
	10	Coarse Aggregate No. 4, 6" Thick (If & Where Dir)	2.00	SY	\$5.50	\$11.00
	18	Hot Mix Asphalt Base Course, 19M64, 4" Thick	94.20	TON	\$120.00	\$11,304.00
	43	Line Stop	1.00	UN	\$7,000.00	\$7,000.00

A. TOTAL REDUCTIONS \$29,560.42

EXTRAS	6	Police Traffic Directors	105.19	HR	\$95.96	\$10,094.00
	34	Concrete Sidewalk, 4" Thick	29.10	SY	\$55.00	\$1,600.50
	35	Hot Mix Asphalt Driveway, 5" Thick	9.00	SY	\$50.00	\$450.00
	38	Traffic Stripes, Long Life, Epoxy Resin, 4" Wide	1016.00	LF	\$0.58	\$589.28
	40	Traffic Stripes, Long Life, Epoxy Resin, 12" Wide	451.00	LF	\$5.46	\$2,462.46
	53	Sanitary Sewer Chemical Root Treatment, 8"	200.00	LF	\$10.50	\$2,100.00

B. TOTAL EXTRA \$17,296.24

SUPPLEMENTS	S-7	Additional Milling on Annmar Drive	1.00	LS	\$8,190.00	\$8,190.00
	S-8	Downtime on Aberdeen Road Due to Mis-Marked Watermain	1.00	LS	\$4,073.31	\$4,073.31



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Mayor Altomonte read by title Resolution 16-11-06: Authorizing T&M Associates to Provide Professional Services for Emergency and Maintenance Repair Services for Water, Sanitary Sewer and Drainage. Mayor Altomonte requested a motion. Councilman Reeve made the motion, seconded by Councilwoman Clifton. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 16-11-06  
AUTHORIZING T&M ASSOCIATES TO PROVIDE  
PROFESSIONAL SERVICES FOR  
EMERGENCY AND MAINTENANCE REPAIR SERVICES FOR  
WATER, SANITARY SEWER AND DRAINAGE**

*WHEREAS, the Mayor and Council of the Borough of Matawan received an estimate from T&M Associates for professional services for Emergency and Maintenance Repair Services for Water, Sanitary Sewer and Drainage.*

*NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Matawan do hereby award the contract for professional services to T&M Associates to prepare specifications for said work and advertise the proposal for the purpose of receiving bids for Emergency and Maintenance Repair Services for Water, Sanitary Sewer and Drainage in an amount not to exceed Four Thousand Dollars and No Cents (\$4,000.00).*

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

**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 6-09-55-500-200 Budget of the Borough of Matawan for T&M Associates associated with the preparation and advertisement of the 2016 biennial contract for the Borough of Matawan Emergency and Maintenance Repair Services for Water, Sanitary Sewer and Drainage in an amount not to exceed Four Thousand Dollars and No Cents (\$4,000.00).*

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

*Chief Financial Officer*

*(Signature on File)*

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*Monica Antista, CMFO*

*Dated: November 9, 2016*

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MATNOH-16002

June 22, 2016  
*Via Email and Mail*

Louis Ferrara, Borough Administrator  
Borough of Matawan  
201 Broad Street  
Matawan, New Jersey 07747

**Re: 2016 Biennial Contract for Emergency and Maintenance Repair Services for Water,  
Sanitary Sewer, and Drainage  
Authorization to Prepare Contract Documents and Advertise**

Dear Mr. Ferrara:

T&M is seeking authorization to prepare and advertise the 2016 Biennial Contract for Emergency and Maintenance Repair Services for Water and Sanitary Sewer.

The 2016 biennial contract for Emergency and Maintenance Repair Services for Water and Sanitary Sewer enables the Borough to secure a Contractor with contractual costs per hour for equipment and labor in order to provide personnel, equipment, and material for repairs to water and sewer pipelines, public fire hydrants and service lines, and restoration of disturbed areas for these repairs. The amount of the low bid for the 2014 Biennial Contract was \$353,279.80, therefore, we recommend that the Borough anticipate a cost of approximately \$375,000.00 for the 2-year period starting in 2016. However, this amount can fluctuate in any given year based on the number of emergency and maintenance repairs in the Borough. It should be noted, the existing contract will expire, August 12, 2016.

T&M Associates will prepare contract documents, advertise the project, receive and review bids, and make a recommendation for award for an anticipated fee of \$4,000.00. Please advise as to proceeding with the above.

Should you have any questions or require any additional information, please do not hesitate to contact me.

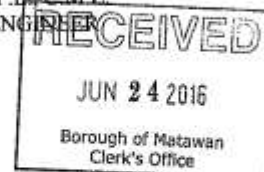
Very truly yours,

T&M ASSOCIATES

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

RRK:JLS:lkc

cc: Karen Wynne, RMC, Borough Clerk  
Monica Antista, CFO, Borough of Matawan  
Jake Applegate, Superintendent of Water Department



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Mayor Altomonte read by title Resolution 16-11-07: Authorizing T&M Associates to Provide Professional Services for 2016 Road Program. Mayor Altomonte requested a motion. Councilman Caldon made the motion, seconded by Councilman Urbano. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 16-11-07  
AUTHORIZING T&M ASSOCIATES  
TO PROVIDE PROFESSIONAL SERVICES FOR  
2016 ROAD PROGRAM**

***WHEREAS**, the Mayor and Council of the Borough of Matawan received an estimate from T&M Associates for professional services for professional engineering and construction observation services associated with the 2016 Road Program.*

***NOW, THEREFORE BE IT RESOLVED** that the Council of the Borough of Matawan does hereby award the contract for professional services to T&M Associates for professional engineering and construction observation services associated with the 2016 Road Program as outlined in the attached scope and fee estimate in an amount not to exceed Three Hundred Seventy Two Thousand Three Hundred Fifty Dollars and No Cents (\$372,350.00).*

***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, Public Works as well as Robert R. Keady, Jr., Borough Engineer, for T&M 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 pending adoption of the 2016 Road Program of the Borough of Matawan for T&M Associates associated with the 2016 Road Program in an amount not to exceed Three Hundred Seventy Two Thousand Three Hundred Fifty Dollars and No Cents (\$372,350.00) General Capital \$284,570.00, Water Sewer Capital \$87,780.*

*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)*

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*Monica Antista  
Dated: November 9, 2016*

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**YOUR GOALS. OUR MISSION.**

MATN-16002

September 19, 2016

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

**Re: 2016 Road Improvement Program  
Scope and Fee Estimate  
Borough of Matawan**

Dear Mr. Ferrara:

T&M Associates is pleased to submit this Scope and Fee Estimate for Professional Services associated with the Borough's 2016 Road Improvement Program.

We understand that the program is being funded completely with Borough funds.

The total program estimated construction cost is \$2,200,000. The program will be set up as two construction contracts and one television inspection contract as described in the following assessment of existing conditions and proposed improvements that are based on recent field visits.

**Poet Drive (2,400' +/-)**

- The roadway has existing granite block curb that is in fair to good condition. Curb is anticipated to be replaced only where condition or grade changes require and at ADA ramps.
- Concrete sidewalk exists along the road and is old but in fair condition. Approximately 35% to 40% spot replacement is anticipated where heaved, spalled or damaged and at ADA ramps.
- The pavement is in poor condition and appears to be very thin but stable. Based on several areas of alligatored and cracked pavement, it appears that the existing pavement is between 1" and 2" thick. Because of this apparent existing thickness, we would recommend obtaining pavement cores to confirm the thickness and reconstructing the full pavement box with underdrain along the gutters.
- Inlet repair is recommended along with new ECO heads and bicycle safe grates.
- The water main throughout Poet Drive will be replaced.

**Sunset Avenue from Crown Place to Edgemere Drive (1,150' +/-)**

- The intersection of Sunset Avenue and Crown Place was recently reconstructed.
- Existing concrete curb is in fair to poor condition. We anticipate replacement of all of the curb.
- Concrete sidewalk exists along portions of the road and is in fair condition. We anticipate replacement of heaved and damaged sidewalk only in addition to sidewalk as required at ADA ramps.
- The pavement is mostly in poor condition with some potholes, utility trenches and alligatoring. Full reconstruction of the pavement with underdrain along the gutters is anticipated.

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Re: 2016 Road Improvement Program  
Scope and Fee Estimate  
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**Villanova Place from Victoria Drive to the southern cul-de-sac (600' +/-)**

- The roadway has existing concrete curb on both sides that is in fair to poor condition and will be replaced.
- Concrete sidewalk is in fair to poor condition and we estimate 40% to 45% replacement where heaved, spalled or damaged and at ADA ramps.
- The pavement is in poor condition. We anticipate full reconstruction of the pavement surface with underdrain added along the gutter lines.
- Water main upgrades are limited to new curb boxes and fire hydrants.

**Woodland Avenue from Lakeland Avenue to Edgemere Drive (635' +/-)**

- The existing concrete curb is in poor condition. We anticipate replacing the curb.
- Existing concrete sidewalk is heaved and damaged in sections and 25% to 30% new sidewalk is anticipated to replace the damaged sections and at ADA ramps.
- The pavement is in poor condition and we anticipate full reconstruction of the pavement surface with underdrain along the gutters.

**Rabbit Lane from Main Street to Broad Street (255' +/-)**

- The roadway has no concrete curb and none will be proposed.
- A small strip of existing concrete sidewalk is in fair condition and will be replaced. ADA ramps at Broad Street will need to be replaced. Since Broad Street and Main Street are County roads, coordination with Monmouth County will be required.
- The pavement is in poor condition and full reconstruction is anticipated.

**Essie Drive Storm Damage Between #14 and #16**

- The slope in the rear yards of these properties is eroded where the end of the storm water pipe and outfall has become disconnected from the pipe.
- The repair includes clearing the site of debris and installing a gabion wall and slope stabilization matting to help stabilize the slope. The area will also be reforested to replace vegetation lost to the slope failure.
- A new drop manhole will be installed and new HDPE pipe run to a new outfall at the gabion wall and rip rap apron.

**ADA Curb Ramps at Marc Drive and Colonial Drive**

- The existing ADA ramps crossing Colonial Drive at Marc Drive will be replaced to provide a compliant crossing.

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Re: 2016 Road Improvement Program  
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**ADA Crossing on Broad Street at the Municipal Parking Lot to Terhune Park**

- New ADA ramps and an associated crosswalk will be installed to provide access from the municipal parking lot to the park.
- Since Broad Street is a County road, coordination with Monmouth County will be required.

**Miscellaneous Traffic Striping**

- Traffic striping will be installed at various locations throughout the Borough to be determined by the Borough.

**Miscellaneous Crack Repair**

- Existing cracks will be sealed at various locations throughout the Borough to be coordinated with the Borough.

**Television Inspection of Sanitary Sewers and Miscellaneous Repairs**

- The sanitary sewer in the streets scheduled for improvements under this program, as well as, other streets based on available budget will be televised. Our office will prepare a separate bid contract for the cleaning and television inspection of the selected streets. Once the contract has been awarded, our office will coordinate the completion of the work with Borough representatives as needed. Sanitary sewer repairs will be noted and included as part of this program based on available budget.

The existing roadway widths will generally be maintained for all streets. Badly damaged or missing sidewalk will be replaced. Driveway aprons will be replaced, if required by grading or as necessary resulting from the proposed improvements. ADA ramps will be provided at intersections within the project limits where sidewalks exist. Restoration and cleanup, including topsoiling and sodding will be included. Manhole castings and drainage heads will be reset where required for grading. Unsafe inlet grates will be replaced with bicycle safe grates and all curb pieces will be replaced with Type N ECO pieces.

As part of the water main work, on the streets identified above, services will be replaced to the curb, and hydrants will be replaced.

In order to achieve the Borough's objectives, we propose the following scope of services.

**A. PRE-DESIGN PHASE**

1. Field surveys will be acquired by conventional "on the ground" methods. Full survey will be required as denoted below.

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Re: 2016 Road Improvement Program  
Scope and Fee Estimate  
Borough of Matawan

- a. A baseline will be set along the roadway as an open traverse line with assumed coordinates to locate the items listed below.
  - b. Topographic features will be located between existing sidewalks, including trees, shrubs, signs, fences, mailboxes, roof drains, visible utilities and drainage systems.
  - c. Existing property corners will be located (along the roadway), where visible, for depicting existing right-of-way.
  - d. Benchmarks will be set for vertical control during construction.
  - e. Visible utilities will be located and utility pole numbers recorded.
  - f. Cross-sections at 50 foot intervals will be acquired between existing sidewalks.
  - g. Existing driveway centerlines will be profiled to fifteen feet beyond the existing sidewalks.
  - h. Grate and rim elevations for storm water and sanitary structures will be provided.
2. Base maps for the streets will be prepared at a scale of 1" = 20'. Utility information on roads where water main replacement is proposed will be added based on in-house mapping, field investigation and consultation with the Borough. Tax map accuracy right-of-way lines will be shown on the base maps.
  3. Copies of the base maps will be forwarded to each utility company (and the Borough Department of Public Works) so they can verify the location and sizes of their facilities. We will also inquire whether they have plans for future relocation or expansion.
  4. Soil borings will be acquired in the areas where water mains are being replaced to identify soil conditions and groundwater information. A total of four borings are anticipated to a depth of approximately fifteen feet. We assume that the Borough will provide police traffic directors if required. The boring contractor fees are estimated to be approximately \$2,950.
  5. In order to verify the depth of the existing pavement on Poet Drive, pavement cores will be obtained. Cores will be taken in groups of three (left gutter, centerline and right gutter) at intervals of approximately 500'. It is anticipated that a total of 5 sets of three cores or 15 total cores. The pavement coring fees are estimated to be approximately \$1,200.

**B. DESIGN PHASE**

1. Once field surveys have been completed and base maps prepared, a preliminary design for each street will be prepared and will include the following items:



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- a. Graphical horizontal geometry denoting pavement widths, curve radii, limits of curbing, approximate limits of reconstruction, and existing right-of-way lines.
  - b. A graphical profile, where grade changes are required.
  - c. Proposed typical sections.
  - d. A preliminary construction cost estimate.
  - e. Potential areas of utility conflicts will be identified on the preliminary design.
  - f. The preliminary plans will be reviewed with appropriate Borough officials prior to proceeding with final design.
2. Final construction plans for each project will be prepared in AutoCAD and consist of the following:
- a. Title sheet with key map.
  - b. Standard Legend and Typical Section Sheet.
  - c. Construction and Layout Plan Sheets (1" = 20').
  - d. Existing Conditions and Grading Plan Sheets, if required by the engineer.
  - e. Soil Erosion and Sediment Control Plans.
  - f. Maintenance and Protection of Traffic Plan.
  - g. Construction Details Sheets.
3. Water mains will be laid out on the construction plans, along with valves, hydrants, wet taps and services. We will coordinate pipe material selection with the Borough Water Department to assure consistency with their standards. For the purposes of this proposal, we have assumed that the new mains will be 8" diameter ductile iron pipe and appropriate adapters, valves and fittings will be installed for the new hydrants. Water main as-builts will be provided to the Borough upon completion of the installation.
4. Quantities will be estimated by item, and a final construction cost estimate will be provided for each project.
5. Specifications for each project will be prepared in book form, in T&M Associates' format, based on the 2007 New Jersey Department of Transportation Standard Specifications for Road and Bridge Construction.

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6. A permit to construct or modify the public community water system will not be required in accordance with New Jersey Department of Environmental Protection (NJDEP) regulations.
7. An application for a highway occupancy permit will be prepared and submitted to the New Jersey Department of Transportation for construction signs at the intersection of Poet Drive and Route 79.
8. An application for soil erosion and sediment control certification will be prepared and submitted for each project to the Soil Conservation District on behalf of the Borough.
9. Coordination with and approval from Monmouth County for improvements within the County right-of-way.
10. The application fees are not included as part of this estimate and will be the responsibility of the Borough. T&M will inform the Borough of the required fees approximately two weeks prior to the anticipated application filing dates. We estimate the NJDOT permit fees for the highway occupancy permit to be approximately \$100 and the soil conservation fees to be approximately \$6,000.
11. We will submit final plans and specifications for each project to the Borough for final review prior to the preparation of bid documents.

**C. BIDDING PHASE**

1. Upon completion of the plans and specifications, we will present the projects to the Borough requesting approval and authorization to advertise each project for bids. T&M Associates will print and distribute the contract documents, including final plans and specifications, to prospective contractors. The cost of the printing will be offset by the purchase price of the plans and specifications.
2. T&M Associates will answer questions that arise during the bidding phase of each project, either from Borough officials or prospective bidders.
3. We will attend each receipt of bids with the appropriate municipal officials.
4. T&M Associates' representatives will assist Borough officials with each bid review process including an evaluation of the contractors' bid submissions. As part of this effort, T&M Associates will prepare a bid tabulation sheet comparing the various bids received, review the credentials of the low bidder, and prepare a recommendation for award for each project.

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**D. CONSTRUCTION PHASE –  
CONTRACT ADMINISTRATION AND CONSTRUCTION OBSERVATION**

We will provide a part-time Project Manager (PM) and a part-time Inspector with additional support services from our office staff, as required by the PM, for the inspection portion of each of the two contracts. In addition to supporting the PM, the inspector will be responsible to observe and document the construction effort to determine that the materials were manufactured and the work installed in general conformance with the contract documents and approved submittals. The assigned personnel will have experience in municipal roadway construction. The following is a description of the services we will provide, the anticipated performance period for these services and the budget for the cost of same.

The PM will perform the following tasks for each project:

1. Prepare and distribute construction contract package for execution, provide engineering review of contract, insurance certification, performance and payment bond and subcontractor registration certificate and distribute executed package to the Borough Attorney for final review and execution by the Mayor and receive and distribute executed copies.
2. Conduct a pre-construction conference among project's participants, inviting the contractor, Borough officials, utility representatives, police and our construction team, and produce minutes of this meeting. Coordinate and review initial project submittals including baseline project schedule, insurance certificates, emergency call lists, etc. Pre-construction phase assumed to last less than one month.
3. Conduct periodic job meetings, as determined by the PM, with representatives of the contractor, subcontractor, and utility companies to review progress, performance and to address any questions or problems that may have arisen. Borough representatives or other officials, as determined by the PM, will be invited to attend these meetings. Minutes of these meetings will be generated and distributed.
4. Review and coordinate submittals received from the contractor including contractor's schedules, shop drawings, product data and samples and material certifications of conformance for general compliance with Contract Documents.
5. Perform quality assurance audits of the project file, determining that contemporaneous documentation, such as inspection reports, quantity log books, material submittals and certifications, material testing records, labor interview forms, manpower status reports, is being generated and complete.
6. After review and input from the Inspector, prepare monthly estimates of payment to the Contractor.

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7. Review and issue written recommendation to the Borough following receipt of a written claim or dispute from Contractor.
8. Receive punch list from Inspector and administer the monitoring of its completion.
9. Prepare final closeout documents, including Final Payment Certificate and Change Order, and other closeout documents.

The following tasks will be accomplished by our inspector during the construction phase of each project:

1. Provide part time construction observation services for the duration of the construction contract. We do not anticipate, or have budgeted for, a stop and go, less than full time effort by the contractor. We anticipate a total of 6-1/2 months of fully engaged on-site construction effort. In addition, we anticipate a part-time two week effort after substantial completion for project closeout.
2. Perform on-site observation of work to determine general conformance to the contract plans and specifications.
3. Determine that certificates of conformance are submitted for those materials used on site that require such.
4. Prepare job reports indicating weather, equipment, personnel, work accomplished on the project and other relevant matters such as issues discussed and direction given. Reports will be furnished to the Borough upon request.
5. Respond to Contract Document interpretation requests and other requests for information from the Contractor and assist in resolution of questions and/or disputes.
6. Review Contractor's monthly estimates of work performed and invoices submitted for payment. Measure pay items of work for the Contractor's monthly estimates. Provide payment input to the Project Manager.
7. Support Project Manager with review and input following receipt of a written claim or dispute from Contractor.
8. Prepare initial punchlist and monitor corrective action work and also monitor any required corrective action cited.
9. Finalize with the contractor as-built quantities.

As discussed above, our contract administration and inspection fee for the 2016 Road Improvement Program contract is based on two contracts.

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If the contractor does not reach substantial completion of the work by the agreed upon contract completion time, and our budget for contract administration and inspection services prior to substantial completion is fully expended, we will ask the Borough to enforce section IB 4.2 of the contract allowing the Borough to deduct payment to the contractor in order to pay for continued engineering services or we will request a change order for the additional services. Similarly should our services be required beyond 10 hours on any day and/or on Sundays, we will also ask the Borough to enforce section IB 4.2 of the contract allowing the Borough to deduct payment to the contractor in order to pay for the excess hours.

We are prepared to proceed upon your authorization, and suggest an estimated fee of \$372,350 to be billed monthly utilizing current billing rate schedule. Following are the estimated "soft cost" requirements for the project:

Survey & Design Fee	\$184,700.00
Construction Admin and Inspection Fee	<u>\$ 177,400.00</u>
Total Engineering Fee	\$ 362,100.00
Soil Borings	\$ 2,950.00
Pavement Core Fee	\$1,200.00
Permit Fees	<u>\$ 6,100.00</u>
Total	\$ 372,350.00

On behalf of T&M Associates, I would like to thank you and the Governing Body for the opportunity to submit this scope of services and fee estimate. We look forward to our continued successful work with you and members of your staff.

Very truly yours,

T&M ASSOCIATES

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

RRK:RG:lkc

c: Mayor & Council  
Karen Wynne, Borough Clerk  
John J. Applegate, Superintendent of Water Department

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Mayor Altomonte read by title Resolution 16-11-08: 2017 Reorganization Meeting of the Governing Body. Mayor Altomonte requested a motion. Councilman Urbano made the motion, seconded by Councilman Reeve. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 16-11-08  
2017 REORGANIZATION MEETING OF THE GOVERNING BODY**

***BE IT RESOLVED*** by the Governing Body of the Borough of Matawan that the reorganization of the Mayor and Council of the Borough of Matawan is hereby scheduled for Sunday, January 1, 2017 at 12:00 Noon in the Matawan Community Center, 201 Broad Street, Matawan, New Jersey.

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

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

Mayor Altomonte read by title Resolution 16-11-09: Authorizing the Hiring of Class Two Specials – Matawan Police Department – Robert Calvin and Christine Heppel. Mayor Altomonte requested a motion. Councilman Urbano made the motion, seconded by Councilwoman Clifton. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 16-11-09  
AUTHORIZING THE HIRING OF CLASS TWO SPECIALS  
MATAWAN POLICE DEPARTMENT  
ROBERT GALVIN  
CHRISTINE HEPPEL**

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*WHEREAS, the Mayor and Council has been advised that there is a need for a Class Two Specials within the Borough of Matawan; and*

*WHEREAS, applications have been received, said applications have been reviewed and applicants were duly screened pursuant to law.*

*NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Matawan authorizes the temporary hiring of Robert Galvin and Christine Heppel on as needed basis as Class Two Specials (part time hourly employees) in the Police Department, effective November 15, 2016, for no more than twenty (20) hours per week at the rate of compensation of \$15.00 per hour, not to exceed Four Thousand Dollars and No Cents (\$4,000.00).*

**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 6-01-25-240-185 Budget of the Borough of Matawan to Robert Galvin and Christine Heppel for Class Two Specials for the Borough of Matawan in an amount not to exceed Four Thousand Dollars and No Cents (\$4,000.00).*

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

*Chief Financial Officer*

*(Signature on File)*

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*Monica Antista, CMFO*

*Dated: November 9, 2016*

Mayor Altomonte read by title Resolution 16-11-10: A Resolution to Fix and Determine the 2016 Stipends for the Borough of Matawan Office of Emergency Management Personnel – Public Safety. Mayor Altomonte requested a motion. Councilman Urbano made the motion, seconded by Councilman Reeve. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Caldon  
Councilman Reeve  
Councilman Urbano  
Councilwoman Gould

Abstain: Councilwoman Clifton

Motion passed.

**RESOLUTION 16-11-10  
A RESOLUTION TO FIX AND DETERMINE THE 2016 STIPENDS FOR THE BOROUGH OF  
MATAWAN OFFICE OF EMERGENCY MANAGEMENT PERSONNEL  
PUBLIC SAFETY**

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***WHEREAS**, the following resolution sets the individual stipends for 2016 retroactive to January 1, 2016; and*

***WHEREAS**, funds for this purposes are available in the 2016 Budget pending receipt of written Certification as to Available Funding from the Chief Financial Officer.*

***NOW, THEREFORE BE IT RESOLVED** that the 2016 Stipends for the Borough of Matawan Office of Emergency Management personnel are hereby set as follows:*

<u><b>TITLE</b></u>	<u><b>DEPARTMENT</b></u>	<u><b>EMPLOYEE</b></u>	<u><b>2016 SALARY</b></u>
<u><b>Public Safety</b></u>			
Emergency Management Coordinator		Thomas J. Falco	\$2,750.00
Emergency Management 1 <sup>st</sup> Deputy Coordinator		Richard Michitsch	\$1,750.00
Emergency Management 2 <sup>nd</sup> Deputy Coordinator		Timothy Clifton	\$1,750.00
Emergency Management Secretary		Tammy Michitsch	\$500.00
OEM CERT Coordinator		Herbert Caravella	\$500.00

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

**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 6-01-25-252-100 Budget of the Borough of Matawan.*

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

*Chief Financial Officer*

*(Signature on File)*

\_\_\_\_\_  
*Monica Antista, CMFO*

*Dated: November 9, 2016*

Mayor Altomonte read by title Resolution 16-11-11: Authorizing the Transfer of Funds from Current and Utility Accounts in the 2016 Budget. Mayor Altomonte requested a motion. Councilman Urbano made the motion, seconded by Councilwoman Gould. Mayor Altomonte requested a roll call. A roll call vote was taken.

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



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Motion passed.

**RESOLUTION 16-11-11  
AUTHORIZING THE TRANSFER OF FUNDS FROM  
CURRENT AND UTILITY ACCOUNTS IN THE 2016 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 2016 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 2016 Municipal Budget:

<u>Transfer From:</u> Account Number	Amount of Transfer	<u>Transfer To:</u> Account Number	Amount of Transfer
6-01-22-195-100 Construction Salary & Wages	\$ 5,000.00	6-01-25-265-100 Fire Prevention Salary & Wages	\$ 5,000.00
6-01-20-100-200 Administration Other Expenses	\$ 1,500.00	6-01-20-100-100 Administration Salary & Wages	\$ 1,500.00
6-01-26-310-200 Public Buildings Other Expenses	\$ 10,000.00	6-01-26-310-100 Public Buildings Other Expenses	\$ 10,000.00
6-09-55-500-100 Water/Sewer Salary & Wages	\$ 15,000.00	6-09-55-508-200 Bulk Water Purchase Other Expenses	\$ 15,000.00

**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 Altomonte read by title Resolution 16-11-12: Payment of Bills. 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 Caldon  
Councilman Reeve  
Councilman Urbano  
Councilwoman Gould

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Councilwoman Clifton

Motion passed.

**RESOLUTION 16-11-12  
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	\$2,797,026.37
Water & Sewer	\$288,717.77
Borough Capital	\$252,795.15
Borough Trust	\$14,716.80
Developers Escrow Account	\$50.83
Dog Tax Trust	\$6.60
Law Enforcement Trust	\$1,242.75

<b>Total</b>	<b>\$3,354,556.27</b>
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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: Finance as well as the Borough Auditor.*

**Privilege of the Floor**

Mayor Altomonte opened the Privilege of the Floor.

Angela Palenzuela, 8 Wilson Avenue, Matawan. Ms. Palenzuela expressed extreme dissatisfaction with how she feels she was treated at Borough Hall when she came to inquire about receiving a parking ticket at the train station parking lot. Mayor and Council apologized to Ms. Palenzuela if she felt she was treated unfairly. Mr. Menna related proper court procedure to address the ticket.

Loretta Windas, 138 Aberdeen Road, Matawan. Ms. Windas related her fundraising efforts to obtain five pet oxygen masks to be used by the Borough of Matawan Volunteer Fire Department.

Robert Montfort, President of the Matawan Historical Society and Vice Commander of American Legion Post 176. Mr. Montfort invited everyone to the Society's Third Annual Veteran's Day commemoration events: Memorial Service at 11:00 AM Friday, November 11, Rose Hill Cemetery; Al Salvolaie, Town Historian, Korea – The Forgotten War at 2:00 PM Sunday, November 13, Burrowes Mansion.

Craig Gately, 245 Harding Blvd., Matawan. Mr. Gately informed of a Facebook page, "All About Matawan." Mr. Gately questioned the Mayor over how he can contact him directly. Mayor Altomonte asked Mr. Gately to use his Borough email address, or contact him through the Clerk. Mr.

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Gately questioned the County tax rate and its effect on the Borough's tax rate. Mr. Menna stated the County's operational spending has gone down but the County's tax does not necessarily decrease. Mr. Ferrara asked Mr. Gately to provide his source in order for him to correctly address Mr. Gately's comments. Mr. Gately asked if Terhune Park's sidewalks will be repaired. Mr. Ferrara said the sidewalk grading repair is to be addressed shortly. Mr. Gately asked for the roads scheduled to be repaired and questioned the cost per road. Mr. Ferrara will provide the list to Mr. Gately. Councilman Caldron stated he did not have the costs but will gladly work with Mr. Gately to provide same.

Mayor Altomonte closed the Privilege of the Floor.

**Adjournment**

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

Meeting adjourned at 7:40 PM.

(signature on file)

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Karen Wynne, RMC  
Municipal Clerk