

**Borough of Matawan
Public Session
April 18, 2017**

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 April 18, 2017 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 11, 2017, by sending notice to the *Asbury Park Press*, and by posting. A copy of said Notice is and has been available to the public and is on file in the Office of the Borough Clerk. A copy of said Notice has also been sent to such members of the public as have requested such information, in accordance with the Statute. Mayor Altomonte called the meeting to order at 7:03 PM requesting a roll call.

On roll call the following members responded present:

Present: Councilman Michael Caldon
Councilman Michael Vergaretti
Councilman Brett Cannon (via speaker phone)
Councilman Nicolas Reeve
Councilwoman Josi Salvatore

Councilman Joseph Urbano was absent.

Also, present were Louis C. Ferrara, Borough Administrator, Pasquale Menna, Esq., Borough Attorney as well as Jeffrey Fedorchak from Remington, Vernick & Vena Engineers (RVE).

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

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

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 requested a motion to close the Privilege of the Floor for Agenda Items Only. Councilman Vergaretti made the motion, seconded by Councilwoman Salvatore. Council agreed. Motion passed.

Approval of Minutes

Mayor Altomonte requested a motion to approve the minutes of the March 21, 2017 Council Meeting. Councilman Vergaretti made a motion, seconded by Councilman Reeve. Council agreed. Motion passed.

Mayor Altomonte requested a motion to approve the minutes of the April 4, 2017 Council Meeting. Councilman Vergaretti made a motion, seconded by Councilman Reeve. Council agreed. Motion passed.

Workshop Item

Temporary Signage

Mr. Menna informed the Code Committee will meet with the Borough professionals after which the Committee will make recommendation(s) to the Council. Council elected to carry the discussion to the next Workshop meeting upon receipt of said recommendation(s).

First Aid LOSAP

Mr. Ferrara informed there were a few meetings with First Aid resulting in the First Aid electing to relinquish LOSAP participation in the Borough of Matawan Program as they have their own

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plan. Mr. Menna stated the Council can authorize the elimination of the LOSAP requirement for the Matawan First Aid, which no longer exists. A Resolution can be presented at the next meeting authorizing a referendum question.

Old Business

Mayor Altomonte read by title Ordinance 17-04: Bond Ordinance Providing for the Main Street Streetscape Improvement Program – Phase II, Appropriating \$266,000 Therefor, Including a Grant in the Amount of \$152,321 Expected to be Received from the Monmouth County Community Development Program, and Authorizing the Issuance of \$108,000 Bonds or Notes of the Borough to Finance Part of the Cost Thereof. Mayor Altomonte requested a motion to open the public hearing. Councilman Reeve made the motion, seconded by Councilman Vergaretti. Council agreed. Motion passed. Mayor Altomonte requested comments. There were no comments. Mayor Altomonte requested a motion to close the public hearing. Councilman Reeve made the motion, seconded by Councilman Vergaretti. Council agreed. Motion passed. Mayor Altomonte read by title Ordinance 17-04: Bond Ordinance Providing for the Main Street Streetscape Improvement Program – Phase II, Appropriating \$266,000 Therefor, Including a Grant in the Amount of \$152,321 Expected to be Received from the Monmouth County Community Development Program, and Authorizing the Issuance of \$108,000 Bonds or Notes of the Borough to Finance Part of the Cost Thereof, requesting a motion to adopt. Councilman Vergaretti made the motion, seconded by Councilwoman Salvatore. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Caldon
Councilman Vergaretti
Councilman Reeve
Councilman Cannon
Councilwoman Salvatore

Motion passed.

ORDINANCE 17-04

**BOND ORDINANCE PROVIDING FOR THE MAIN STREET
STREETSCAPE IMPROVEMENT PROGRAM – PHASE II,
APPROPRIATING \$266,000 THEREFOR, INCLUDING A GRANT IN THE
AMOUNT OF \$152,321 EXPECTED TO BE RECEIVED FROM THE
MONMOUTH COUNTY COMMUNITY DEVELOPMENT PROGRAM,
AND AUTHORIZING THE ISSUANCE OF \$108,000 BONDS OR NOTES
OF THE BOROUGH TO FINANCE PART OF THE COST THEREOF**

BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF Matawan (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. The improvement or purpose described in Section 3 of this bond ordinance is hereby authorized to be undertaken by the Borough of Matawan, a municipal corporation of the State of New Jersey (the “Borough”), as a general improvement. For the improvement or purpose described in Section 3 of this bond ordinance, there is hereby appropriated the sum of \$266,000, including a grant in the amount of \$152,321 expected to be received from the Monmouth County Community Development Program and the sum of \$5,679 as the down payment for the improvement or purpose required by the Local Bond Law. The down payment is now available by virtue of the provision for a down payment for capital improvement purposes in one or more previously adopted budgets.

Section 2. In order to finance the cost of the improvement or purpose not covered by the application of the down payment, negotiable bonds are hereby authorized to be issued in the principal amount of \$108,000 pursuant to the Local Bond Law. In anticipation of the issuance of bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. (a) The improvement or purpose hereby authorized for which bonds or notes are to be issued is for the Matawan Main Street Streetscape Improvement Program – Phase II, including the purchase and installation of ADA compliant sidewalks, curb cuts, and crosswalks and all work and materials necessary therefor or incidental thereto.

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(b) *The estimated maximum amount of bonds or notes to be issued for the improvement or purpose is as stated in Section 2 of this bond ordinance.*

(c) *The estimated cost of the improvement or purpose is equal to the amount of the appropriation stated in Section 1 of this bond ordinance.*

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the Chief Financial Officer; provided that no bond anticipation note shall mature later than one year from its date. The bond anticipation notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer shall determine all matters in connection with the bond anticipation notes issued pursuant to this bond ordinance, and the Chief Financial Officer's signature upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law. The Chief Financial Officer is hereby authorized to sell a part, or all, of the bond anticipation notes from time to time at public or private sale, and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest, if any, from their dates to the dates of delivery thereof. The Chief Financial Officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale of bond anticipation notes issued pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.

Section 5. The capital budget of the Borough is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith.

Section 6. The following additional matters are hereby determined, declared, recited and stated:

(a) *The improvement or purpose described in Section 3 of this bond ordinance is not a current expense. It is an improvement or purpose that the Borough may lawfully undertake as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.*

(b) *The period of usefulness of the improvement or purpose described in Section 3 of this bond ordinance, computed on the basis of the amount of obligations authorized for the improvement or purpose and the reasonable life thereof within the limitations of the Local Bond Law, is 10 years.*

(c) *An aggregate amount not exceeding \$27,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost of the improvement or purpose set forth in Section 3 of this bond ordinance.*

(d) *The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and submitted to the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Borough is increased by \$108,000 (the amount of the authorization of the obligations provided for in this bond ordinance). The obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.*

Section 7. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy ad valorem taxes upon all the taxable real property within the Borough for the payment of the obligations and the interest thereon without limitation of rate or amount.

Section 8. This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

Mayor Altomonte read by title Ordinance 17-05: Ordinance Appropriating \$299,358 Available in the Capital Improvement Fund to Provide for Capital Improvements to the Major John Burrowes Mansion in the Borough of Matawan. Mayor Altomonte requested a motion to open the public hearing. Councilman Reeve made the motion, seconded by Councilman Vergaretti. Council agreed. Motion passed. Mayor Altomonte requested comments. There were no comments. Mayor Altomonte requested a motion to close the public hearing. Councilman Vergaretti made the motion, seconded by Councilman Reeve. Council agreed. Motion passed. Mayor Altomonte read by title Ordinance 17-05: Ordinance Appropriating \$299,358 Available in the Capital Improvement Fund to Provide for Capital Improvements to the Major John Burrowes Mansion in the Borough of Matawan, requesting a motion to adopt. Councilman Vergaretti

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made the motion, seconded by Councilwoman Salvatore. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Caldon
Councilman Vergaretti
Councilman Reeve
Councilman Cannon
Councilwoman Salvatore

Motion passed.

ORDINANCE 17-05

**ORDINANCE APPROPRIATING \$299,358 AVAILABLE IN THE CAPITAL
IMPROVEMENT FUND TO PROVIDE FOR CAPITAL IMPROVEMENTS
TO THE MAJOR JOHN BURROWES MANSION IN THE BOROUGH OF
MATAWAN**

BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF MATAWAN (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. \$299,358, including a grant in the amount of \$149,358 from the New Jersey Historic Trust, is available in the Capital Improvement Fund of the Borough of Matawan, a municipal corporation of the State of New Jersey (the "Borough"), to provide for capital improvements to the Major John Burrowes Mansion, including all work and materials necessary therefor or incidental thereto.

Section 2. The capital budget of the Borough is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith.

Section 3. This ordinance shall take effect 10 days after the first publication thereof after final adoption.

Mayor Altomonte read by title Ordinance 17-06: Ordinance Appropriating \$300,000 Available in the Capital Improvement Fund to Provide for Transit Village Improvements in the Borough of Matawan. Mayor Altomonte requested a motion to open the public hearing. Councilman Vergaretti 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 Vergaretti made the motion, seconded by Councilman Reeve. Council agreed. Motion passed. Mayor Altomonte read by title Ordinance 17-06: Ordinance Appropriating \$300,000 Available in the Capital Improvement Fund to Provide for Transit Village Improvements in the Borough of Matawan, requesting a motion to adopt. Councilman Vergaretti made the motion, seconded by Councilman Reeve. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Caldon
Councilman Vergaretti
Councilman Reeve
Councilman Cannon
Councilwoman Salvatore

Motion passed.

ORDINANCE 17-06

**ORDINANCE APPROPRIATING \$300,000 AVAILABLE IN THE CAPITAL
IMPROVEMENT FUND TO PROVIDE FOR TRANSIT VILLAGE
IMPROVEMENTS IN THE BOROUGH OF MATAWAN**

BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF MATAWAN (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. \$300,000 grant proceeds from the New Jersey Department of Transportation is available in the Capital Improvement Fund of the Borough of Matawan, a municipal corporation of the State of New

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Jersey (the “Borough”), to provide for Matawan Transit Village improvements, including all work and materials necessary therefor or incidental thereto.

Section 2. The capital budget of the Borough is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith.

Section 3. This ordinance shall take effect 10 days after the first publication thereof after final adoption.

Mayor Altomonte read by title Ordinance 17-07: Bond Ordinance Amending and Supplementing Bond Ordinance No. 05-11 Finally Adopted on May 17, 2005, as Amended by Bond Ordinance No. 07-22 Finally Adopted on August 21, 2007, in Order to Revise the Amounts and Projects Referred to Therein – Gravelly Brook Park Improvements. Mayor Altomonte requested a motion to open the public hearing. Councilman Vergaretti 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 Vergaretti made the motion, seconded by Councilman Reeve. Council agreed. Motion passed. Mayor Altomonte read by title Ordinance 17-07: Bond Ordinance Amending and Supplementing Bond Ordinance No. 05-11 Finally Adopted on May 17, 2005, as Amended by Bond Ordinance No. 07-22 Finally Adopted on August 21, 2007, in Order to Revise the Amounts and Projects Referred to Therein – Gravelly Brook Park Improvements, requesting a motion to adopt. Councilman Vergaretti made the motion, seconded by Councilwoman Salvatore. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Caldon
Councilman Vergaretti
Councilman Reeve
Councilman Cannon
Councilwoman Salvatore

Motion passed.

**ORDINANCE 17-07
BOND ORDINANCE AMENDING AND SUPPLEMENTING BOND ORDINANCE NO. 05-11 FINALLY ADOPTED ON MAY 17, 2005, AS AMENDED BY BOND ORDINANCE NO. 07-22 FINALLY ADOPTED ON AUGUST 21, 2007, IN ORDER TO REVISE THE AMOUNTS AND PROJECTS REFERRED TO THEREIN**

BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF MATAWAN (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. Section 1 of Bond Ordinance No. 05-11 finally adopted on May 17, 2005, as amended by Bond Ordinance No. 07-22 finally adopted on August 21, 2007 (the “Prior Bond Ordinance”), of the Borough of Matawan, a municipal corporation of the State of New Jersey (the “Borough”) is hereby amended to read as follows:

“Section 1. The improvements or purposes described in Section 3 of this bond ordinance are hereby authorized to be undertaken by the Borough of Matawan, a municipal corporation of the State of New Jersey (the “Borough”) as general improvements. For the improvements or purposes described in Section 3 of this bond ordinance, there is hereby appropriated the sum of \$1,280,000 (which is the aggregate amount of the sums of money appropriated for each respective improvement or purpose), including two grants in the aggregate amount of \$335,000 expected to be received from the County of Monmouth and the sum of \$45,000 as the down payment for the improvements or purposes required by the Local Bond Law. The down payment is now available by virtue of the provision for a down payment for capital improvement purposes in one or more previously adopted budgets.”

Section 2. Section 3 of the Prior Bond Ordinance is hereby amended to read as follows:

“Section 3. The several improvements hereby authorized and the several purposes for which the bonds are to be issued, the estimated cost of each improvement and the appropriation therefor, the estimated maximum amount of bonds or notes to be issued for each improvement and the period of usefulness of each improvement are as follows:

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(a) Various capital improvements to Lakefront Recreation Area - Phase II and sidewalks and lighting on Ravine Avenue, and recreation improvements at various locations in the Borough, including all work and materials necessary therefor and incidental thereto.

<u>APPROPRIATION</u>	<u>BOND AUTHORIZATION</u>	<u>PERIOD OF USEFULNESS</u>
\$534,200 (including a \$85,000 grant from the County of Monmouth)	\$427,810	15 years

(b) Various capital improvements at Gravelly Brook Park in the Borough, including all work and materials necessary therefor and incidental thereto.

<u>APPROPRIATION</u>	<u>BOND AUTHORIZATION</u>	<u>PERIOD OF USEFULNESS</u>
\$745,800 (including a \$250,000 grant from the County of Monmouth)	\$472,190	15 years

<u>TOTAL APPROPRIATION</u>	<u>TOTAL BOND AUTHORIZATION</u>	<u>AVERAGE PERIOD OF USEFULNESS</u>
\$1,280,000	\$900,000	15 years"

Section 3. The capital budget of the Borough is hereby amended to conform with the provisions of this amending bond ordinance to the extent of any inconsistency herewith.

Section 4. This amending bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

Clerk's Report

The Clerk stated information pertaining to the 2017 Annual Financial Disclosure Statements for Local Government Officers will be distributed via email by week's end. The system is open to all filers. Due to the delay in opening the 2017 Financial Disclosure Statement system for filers, the Local Finance Bboard is expected to delay enforcement of the statutory deadline from April 30 to May 30, 2017. The Clerk announced she will be out of the office next week to attend the 2017 Annual Municipal Clerk's Association Education Conference, and, in her absence to contact the Deputy Clerk or she can be reached by cell phone.

Mayor's Report

No report.

Administrator's Report

Mr. Ferrara stated his report has been electronically transmitted. Mr. Ferrara extended his best wishes to Nancy Palermo who is retiring from the Borough's Finance Office. He also informed of the passing of retired Police Captain George Magnenat.

Attorney's Report

No report.

Engineer's Report

Mr. Fedorchak related receipt of a letter from the New Jersey Department of Transportation (NJDOT) of their support of the Borough's request to include the upgrade of the Borough's water mains in their proposed NJDOT project for Route 34, from Route 520 in Colts Neck, to Route 9 in Old Bridge. A Resolution from the Borough should be presented to NJDOT outlining

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the Borough's request. NJDOT will be holding Public Information Meetings on the project on April 25, 4:00-7:00 PM, Colts Neck Town Hall Meeting Room, 124 Cedar Drive, Colts Neck, and on May 4, 4:00-7:00 PM, Cliffwood Beach Community Center, 651 Prospect Avenue, Aberdeen. Notice will be sent to the properties within 200' of any the affected area. The Clerk announced the Notice is posted on the bulletin boards at the Matawan Municipal Community Center. Mr. Fedorchak stated the project will begin in Colts Neck. The timeline for the project begins with the preliminary design for this Fall, at which time any Borough requests should be presented prior to that time. Mr. Fedorchak will perform an investigation and make his recommendation to Council with regard to sidewalks. The DOT's final project design is scheduled for Spring/Summer 2019. Once the extent of their project is determined, RVE will work with the Borough to get funding available and what is involved with NJDOT to set up for that. The start of construction is tentatively scheduled for Fall 2020. This is an \$80 to \$90 million project for NJDOT.

Mr. Fedorchak reported on the status of the Main Street Parking Analysis stating RVE has a base map set up the week of May 1, they will perform an analysis of existing parking, and provide recommendations for parking along Main Street. Also, RVE is working with the DPW with regard to the stormwater management design review for the MS4 project as well as working on the Bayshore Regional Sewerage Authority report to be submitted by June 1.

Mr. Menna requested RVE provide the specifics of the Borough's proposal for the Resolution of Concurrence with the NJDOT project to the Clerk in order to prepare said Resolution.

Animal Welfare Advisory Board, Shade Tree

Councilman Caldon related previous distribution to Council of information on recently enacted legislation on puppy mills he received from Loretta Windas of the Animal Advisory Board. Ms. Windas sent the documentation for information purposes only. Other municipalities have considered adoption of such regulation, and the Borough may wish to contemplate. Mayor Altomonte agreed stating Mr. Menna will look to draft something for Council consideration.

Construction, Fire, First Aid, Sanitation & Recycling,

No report.

DPW, Planning/Zoning Board, Main Street Development, Property Maintenance

No report.

Finance, Historic Sites

Councilman Reeve reiterated Mr. Ferrara's comments and best wishes to Ms. Palermo.

Police, Railroad Parking, ADA & Recreation

Councilwoman Salvatore reported the Patrol Division has responded to over 2,700 calls for service, and arrested 120 persons, the majority of which are for drugs and contempt of court. Digital "speed boards" have been placed in areas of the Borough where excessive speeding has been reported; the Police Department and Recreation Commission are coordinating Memorial Day Parade events, further information will follow as the date approaches. Lastly, the Police Department has offered assistance to the Father's Day Fishing Derby as well as the YMCA's Summer Care Program.

New Business

Mayor Altomonte read by title Resolution 17-04-15: Amending Resolution 17-03-43: Award of

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Bid for Gravelly Brook Park Improvements Phase I – Precise Construction. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilwoman Salvatore. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Caldon
Councilman Vergaretti
Councilman Cannon
Councilman Reeve
Councilwoman Salvatore

Motion passed.

**RESOLUTION 17-04-15
AMENDING RESOLUTION 17-03-43
AWARD OF BID FOR
GRAVELLY BROOK PARK IMPROVEMENTS PHASE I
PRECISE CONSTRUCTION**

***WHEREAS**, the Borough of Matawan previously authorized the receipt of bids for the Gravelly Brook Park Improvements Phase I contract; and*

***WHEREAS**, pursuant to law the Borough of Matawan solicited bids for the Gravelly Brook Park Improvements Phase I; and*

***WHEREAS**, the Borough of Matawan received eight (8) bids for the aforesaid contract; and*

***WHEREAS**, Precise Construction has submitted the low bid of Seven Hundred Forty Eight Thousand Eight Hundred Fifty Dollars and No Cents (\$748,850.00); and*

***WHEREAS**, Robert Keady of T&M Associates has reviewed, approved and recommended the bid of Precise Construction for the aforesaid base bid and add alternate in the total amount of Seven Hundred Forty Eight Thousand Eight Hundred Fifty Dollars and No Cents (\$748,850.00).*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that the contract for the Gravelly Brook Park Improvements Phase I be and is hereby awarded to Precise Construction, 1016 Highway 33, Freehold, New Jersey 07728, for the amount as indicated above and in accordance with all bid specifications, contracts and documents, commencing twenty (20) days after publication, and subject to certification by the Chief Financial Officer that funds are available, review and approval of bid documents by the Borough Attorney and approval of the New Jersey Department of Labor, Division of Wage and Hour Compliance, approval of the New Jersey Department of Transportation and the Mayor is hereby authorized to execute any necessary documents to implement the aforesaid award of contract, commencing twenty (20) days after publication.*

***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 T&M Associates and Precise Construction.*

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, and upon adoption of the funding Bond Ordinance, funds are available from the C-04-55-915-101 Budget of the Borough of Matawan for the contract awarded to Precise Construction for the Gravelly Brook Park Improvements Phase I, in an amount not to exceed Seven Hundred Forty Eight Thousand Eight Hundred Fifty Dollars and No Cents (\$748,850.00).

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
Dated: April 18, 2017*

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YOUR GOALS. OUR MISSION.

MATN-03830

March 20, 2017
Via email and First Class Mail

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

**Re: Gravelly Brook Park Improvements – Phase 1
Review of Bids and Recommendation of Award**

Dear Mr. Ferrara:

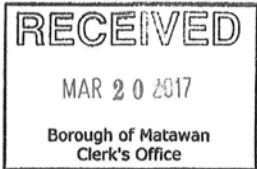
On Thursday, March 16, 2017, bids were received for the above referenced project. A detailed bid summary is attached. Eight bids were received as summarized below:

<u>Bidders</u>	<u>Base Bid</u>	<u>Add Alt.</u>	<u>Total</u>	<u>Deduct Alt.</u>	<u>Total</u>
Precise Construction	\$737,300.00	\$11,550.00	\$748,850.00	\$3,000.00	\$745,800.00
Earthworks, Inc.	\$738,860.00*	\$21,000.00	\$759,860.00	\$6,000.00	\$753,860.00*
Your Way Const.	\$856,887.00	\$28,700.00	\$885,587.00	\$8,369.00	\$877,218.00
Shorelands Const.	\$974,000.00	\$25,200.00	\$999,200.00	\$7,000.00	\$992,200.00
AFOA	\$977,000.00	\$22,680.00	\$999,680.00	\$5,000.00	\$994,680.00
Down To Earth Land.	\$1,057,900.00	\$26,250.00	\$1,084,150.00	\$6,000.00	\$1,078,150.00
Garden Irrigation	\$1,098,380.00	\$21,000.00	\$1,119,380.00	\$2,500.00	\$1,116,880.00
Black Rock Enterprises	\$1,333,547.00	\$19,215.00	\$1,352,762.00	\$5,000.00	\$1,347,762.00
Engineer's Estimate	\$752,920.00	\$21,000.00	\$773,920.00	\$5,000.00	\$768,920.00

*corrected amount

Earthworks, Inc. had a mathematical error in their bid under Item 25. The quantity was listed as 2 units and the unit price was listed as \$7,500. Earthworks listed their extended amount as \$1,500 instead of \$15,000. When the math is corrected, they are no longer the low bidder.

The apparent low bidder is Precise Construction, 1016 Highway 33, Freehold, New Jersey 07728. The low bidder's documentation was reviewed and found acceptable from an engineering standpoint. Precise Construction has successfully completed similar projects and we find them capable of completing the subject project. Therefore, it is my recommendation that the project be awarded to Precise Construction for the base bid and add alternate in the amount of \$748,850.00 subject to availability of funds. The award should also be made subject to the approval of the Borough Attorney and NJ Department of Labor, Office of Wage and Hour Compliance.



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Le: Louis Ferrara, Borough Administrator
Borough of Matawan

Re: Gravelly Brook Park Improvements – Phase I
Review of Bids and Recommendation of Award

I have attached a bid summary for your records. If you have any questions or require additional information, please call.

Very truly yours,

T&M ASSOCIATES

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

RRK:PSN:lkc
Enclosures

c: Mayor and Council
Karen Wynne, Clerk (via email with copies of 2 low bid packages)
Pasquale Menna, Attorney (via email with copies of 2 low bid packages)
Monica Antista, CFO via email
Robin Klinger, Deputy Clerk

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RECEIVED
MAR 20 2017

Yes: Councilman Caldon
Councilman Vergaretti
Councilman Cannon
Councilman Reeve
Councilwoman Salvatore

RESOLUTION 17-04-16
AUTHORIZING TRIAD ASSOCIATES
TO PROVIDE PROFESSIONAL SERVICES ASSOCIATED WITH GRANT WRITING
GRAVELLY BROOK PARK PHASE II IMPROVEMENTS

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.

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-04-55-905-102 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 Four thousand Two Hundred Dollars and No Cents (\$4,200.00).

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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: April 18, 2017*



April 12, 2017

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

**RE: Authorization to Proceed – Borough of Matawan
Monmouth County Open Space Application 2017 – Gravelly Brook Park, Phase II**

Dear Mr. Ferrara,

Please allow this letter to confirm that Borough of Matawan has authorized TRIAD Associates to prepare and process the above referenced application as an authorized project under the existing Professional Service Agreement (FY20174 General Services Agreement).

TRIAD Associates will prepare the Monmouth County Open Space Application on behalf of Matawan Borough. The County Open Space Program funds up to 50% of a project's cost and can provide up to \$250,000 per project.

We have agreed that for all services rendered by TRIAD Associates in connection with the application, including those set forth on Exhibit "A" hereto, TRIAD will be paid a total compensation of \$4,200.00 as set forth on Exhibit "B" hereto.

Please indicate your confirmation of the foregoing by signing both copies of this letter where indicated. Please retain one copy for your records and return the other signed copy for our files.

Sincerely,


Michael Zumpino, Chairman
MZ/mm

Agreed to this ____ day of _____, 20____

BOROUGH OF MATAWAN

By: _____
Louis Ferrara, Borough Administrator

New Jersey Office
1301 W. Forest Grove Rd., Vineland, NJ 08360
P 856.690.9590 F 856.690.5622

Pennsylvania Office
309 W. Glenside Ave., Glenside, PA 19038
P 215.576.1950 F 215.576.1940

Web
www.triadincorporated.com

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BOROUGH OF MATAWAN
Monmouth County Open Space Application - 2017
Gravelly Brook Park – Phase II

**EXHIBIT A
DESCRIPTION OF THE PROJECT AND SCOPE OF SERVICES**

Attached to and made a part of the Agreement dated April 12, 2017, between **TRIAD ASSOCIATES** ("Consultant"), and **BOROUGH OF MATAWAN** ("Principal").

For the following project, Principal agrees to retain Consultant to provide these services:

DESCRIPTION OF THE PROJECT: Triad Associates will prepare the Monmouth County Open Space Application for Matawan Borough. The County Open Space Program funds up to 50% of a project's cost and can provide up to \$250,000 per project.

SCOPE OF SERVICES: As part of the technical assistance Triad Associates will provide the following services in order to complete the application in a timely fashion:

1. Triad will work with Matawan Borough to ensure that it has an eligible project that meets all the funding and programmatic criteria of the application, in particular the relationship of the proposed project to the NJ DEP Recreation and Open Space Inventory, (ROSI.)
2. Triad will work with the Borough and other consultants and staff as needed to prepare the project application, which will include as part of the narrative, the following elements:
 - Project Overview/Description
 - Project Budget, in consultation with the Borough;
 - Site Conditions and Natural Features Narrative;
 - Draft Letters of Support;
 - Open Space and Recreation Programmatic Needs and Objectives;
 - Maps and Graphics as Needed to support the Application;
 - Facilitation for the public meeting and minutes from the meeting;
 - A Draft Resolution for Adoption by the Borough;
 - Assistance with assembling supporting documentation as described by the Application Guidelines.

DATA TO BE FURNISHED TO CONSULTANT: The Client shall provide the Consultant information and documentation, which the Consultant may require to render properly the services provided for in this Agreement. Such information or documentation may include planning, reports or analyses, descriptions and specifications for equipment to be purchased, cost estimates and other pertinent materials.

1. The Borough of Matawan will supply to Triad Associates for inclusion in the application, items which includes but may not be limited to the following:
 - Meetings and conference call schedules as needed;
 - Background information on the project, its location and potential impacts;
 - A concept drawing/plan and budget from the appropriately certified engineer;
 - An appraisal of the property as required;
 - Evidence of municipal control of property;

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Monmouth County Open Space Application - 2017
Gravelly Brook Park – Phase II

- Outreach to Partners for Letters of Support;
- An Adopted Municipal resolution;
- A public hearing room and date/time for public comment on the application;
- Other items as indicated in the application or as may arise in the course of preparing the application.

Triad will also work with Borough staff to provide an overview of the draft application narrative prior to its submission. The Borough will also be provided with one (1) hard copy and one (1) PDF copy of the final application package.

TIME OF PERFORMANCE: The Application for shall be completed and submitted on behalf of the Principal on or before the deadline date stipulated in the grant application guidelines.

NOTIFICATION OF FUNDING APPROVAL/AWARD: Principal shall provide Consultant with a copy of any notification of funding approval / award and any related documentation.

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BOROUGH OF MATAWAN
Monmouth County Open Space Application - 2017
Gravelly Brook Park – Phase II

**EXHIBIT B
COMPENSATION AND METHOD OF PAYMENT**

Attached to and made a part of the Agreement dated April 12, 2017, between **TRIAD ASSOCIATES** ("Consultant"), and **BOROUGH OF MATAWAN** ("Principal").

Principal agrees to pay the Consultant as follows:

COMPENSATION: Principal shall provide compensation of \$4,200.00 for services provided in accordance with Exhibit A as follows:

- Preparation and submission of a Monmouth County Open Space Application on behalf of Matawan Borough

METHOD OF PAYMENT: Principal agrees to pay Consultant in accordance with the following billing schedule:

- \$2,100.00 upon 50% completion of the application
- \$2,100.00 upon submission of the completed application.
- Principal shall pay invoices upon receipt.

UNSPECIFIED SERVICES: Consultant shall invoice at the hourly rate effective at the time of service. These rates include all clerical and related services. Unspecified services will be performed upon prior authorization from the Principal. Our current hourly rates are shown on Exhibit C.

OVERNIGHT DELIVERY SERVICES: Consultant's compensation excludes charges for sending items via overnight delivery services (e.g., UPS, FedEx, USPS Express Mail or other similar services) to the Principal or on behalf of the Principal to other parties. Consultant will charge the Principal the actual cost of these services.

COPIES: Consultant shall provide the appropriate number of copies of applications/study/work product necessary to meet submission requirements of the funding source. Consultant will also provide one (1) complimentary hard copy and one (1) PDF copy of final application, study or final work product for the Principal's file.



Mayor Altomonte read by title Resolution 17-04-17: Authorizing Application for Monmouth County Open Space Grant Funding – Gravelly Brook Park Phase II Improvements. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilwoman Salvatore. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Caldon
Councilman Vergaretti
Councilman Cannon
Councilman Reeve
Councilwoman Salvatore

Motion passed.

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**RESOLUTION 17-04-17
AUTHORIZING APPLICATION FOR
MONMOUTH COUNTY OPEN SPACE GRANT FUNDING
GRAVELLY BROOK PARK PHASE II IMPROVEMENTS**

WHEREAS, the Monmouth County Board of Chosen Freeholders has approved an Open Space Trust Fund and established a Municipal Open Space Program to provide Program Grant funds in connection with municipal acquisition of lands for County park, recreation, conservation and farmland preservation purposes, as well as for County recreation and conservation development and maintenance purposes; and

WHEREAS, the Governing Body of Matawan Borough desires to obtain County Open Space Trust Funds in the amount of \$250,000.00 to fund the expansion and development of recreational facilities at Gravelly Park, located at Villanova Place and identified as Lot 46, Block 120 on the tax map of the Borough of Matawan; and

WHEREAS, the total cost of the project including all matching funds is \$718,000; and

WHEREAS, the Borough of Matawan is the owner of and controls the project site; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, New Jersey that:

1. *Louis Ferrara, Administrator of the Borough of Matawan is authorized to (a) make an application to the County of Monmouth for Open Space Trust Funds, (b) provide additional application information and furnish such documents as may be required for the Municipal Open Space Grants Program and (c) act as the municipal contact person and correspondent of the above named municipality; and*
2. *The Borough of Matawan is committed to this project and will provide the balance of funding necessary to complete the project as described in the grant application in the form of non-county matching funds as required in the Policy and Procedures Manual for the Program; and*
3. *If the County of Monmouth determines that the application is complete and in conformance with the Monmouth County Municipal Open Space Program and the Policy and Procedures Manual for the Municipal Grants Program adopted thereto, the municipality is willing to use the approved Open Space Trust Funds in accordance with such policies and procedures, and applicable federal, state and local government rules, regulations and statutes thereto; and*
4. *Louis Ferrara, Administrator, is hereby authorized to sign and execute any required documents, agreements, and amendments thereto with the County of Monmouth for the approved Open Space Trust Funds; and*
5. *This resolution shall take effect immediately.*

Mayor Altomonte read by title Resolution 17-04-18: Borough of Matawan Preserve New Jersey Historic Preservation Fund Administered by the New Jersey Historic Trust – Major John Burrowes Mansion. Mayor Altomonte requested a motion. Councilman Reeve made the motion, seconded by Councilman Vergaretti. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Caldon
Councilman Vergaretti
Councilman Cannon
Councilman Reeve
Councilwoman Salvatore

Motion passed.

**RESOLUTION 17-04-18
BOROUGH OF MATAWAN
PRESERVE NEW JERSEY HISTORIC PRESERVATION FUND
ADMINISTERED BY THE NEW JERSEY HISTORIC TRUST MAJOR JOHN BURROWES MANSION**

WHEREAS, the Governing Body of the Borough of Matawan, desires to further historic preservation through a grant from the New Jersey Historic Trust, State of New Jersey in the amount of \$149,358.00 for the following project Major John Burrowes Mansion Grant No. 2015.1007.

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NOW, THEREFORE, BE IT RESOLVED the Governing Body authorizes Louis Ferrara, the Borough Administrator, to execute a grant agreement with the State in an amount up to that awarded for the proposed project, and to seal the grant agreement.

Project Name: Major John Burrowes Mansion
Project Number: Grant No. 2015.1007

Introduced and passed April 18, 2017.

Ayes: Caldon
 Cannon
 Reeve
 Salvatore
 Vergaretti

Noes:

Absent: Urbano

Approved:

Honorable Mayor Joseph Altomonte

Attested:

Karen Wynne, RMC
Municipal Clerk

Mayor Altomonte read by title Resolution 17-04-19: Authorizing T&M Associates to Provide Professional Services for Stillwell Street Improvements – 2016 Road Improvement Program. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Caldon. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Caldon
 Councilman Vergaretti
 Councilman Cannon
 Councilman Reeve
 Councilwoman Salvatore

Motion passed.

**RESOLUTION 17-04-19
AUTHORIZING T&M ASSOCIATES
TO PROVIDE PROFESSIONAL SERVICES FOR STILLWELL STREET IMPROVEMENTS
2016 ROAD IMPROVEMENT 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 administration and inspection services associated with the improvements to Stillwell Street from Orchard Street to the Aberdeen Township border (Hendry Hudson Trail); and

WHEREAS, it is anticipated that the improvements to Stillwell Street will be added to the 2016 Road Improvement Program currently being designed; and

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 administration and inspection services associated with the improvements to Stillwell Street as outlined in the attached scope and fee estimate in an amount not to exceed Twenty Two Thousand Twenty Five Dollars and No Cents (\$22,025.00).

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., for T&M Associates.

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CERTIFICATION AS TO AVAILABLE FUNDING

I, Monica Antista, Chief Financial Officer of the Borough of Matawan do hereby certify that as of the date of this certification funds are available from the C-04-55-916-102 Budget of the Borough of Matawan to T&M Associates for professional services associated with the improvements to Stillwell Street for the Borough of Matawan in an amount not to exceed Twenty Two Thousand Twenty Five Dollars and No Cents (\$22,025.00).

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

*Monica Antista, CMFO
Dated: April 18, 2017*



YOUR GOALS. OUR MISSION.

MATNOH-16002

March 16, 2017
Via Email & Mail

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

**Re: Stillwell Street Improvements
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 improvements to Stillwell Street from Orchard Street to the Aberdeen border (Henry Hudson Trail).

The proposed improvements anticipated include the installation of a new water main and associated hydrants, valves and services and the reconstruction of the roadway. Curb, sidewalk and ADA ramps will be replaced as necessary. It is also anticipated that the improvements to Stillwell Street will be added to the Road Improvement Program currently being designed. The anticipated construction cost for the Stillwell Street improvements is estimated to be \$250,000.

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

A. PRE-DESIGN PHASE

1. Field survey will be provided to determine existing pavement cross slopes, utility locations, longitudinal gutter profiles, ADA ramps, sidewalk and existing inlet locations and grate elevations. Field survey will be acquired by conventional "on the ground" methods.
2. A base map will be prepared at a scale of 1" = 20'.
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.

B. DESIGN PHASE

1. Once the field survey is complete and base map prepared, a design will be prepared based on the information gathered by the survey and field investigation. A preliminary construction cost estimate will be prepared.
2. Final construction plans will be prepared in AutoCAD, incorporated into one of the 2017 Road Improvements Project bid sets and consist of the following:
 - a. Construction and Layout Plan Sheet (1" = 20').
 - b. Existing Conditions and Grading and Drainage Plan Sheets.
 - c. Utilities Plan Sheet.



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MATNOH-16002
March 16, 2017
Page 2

Re: Stillwell Street Improvements
Scope and Fee Estimate
Borough of Matawan

3. Quantities will be estimated by item, and a final construction cost estimate will be provided and incorporated into the overall estimate for the 2017 Road Improvement Program.
4. We will add this road improvement to the anticipated Freehold Soil Conservation District Soil Erosion and Sediment Control Certification application for the contract in which Stillwell Street is placed.
5. We will submit final plans and specifications to the Borough for final review prior to the incorporation into the 2017 Road Improvement Project bid documents.

**C. 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 this additional work to be added to the contract. 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.

D. PROJECT SCHEDULE AND FEE

We are prepared to commence the services outlined above upon your written authorization and suggest an estimated fee of \$22,025 including NJDOT permit fees to be billed monthly utilizing the current billing rate schedule. Following are the estimated "soft cost" requirements for the project:

Topographic Survey and Base Mapping	\$ 3,900
Design, Bidding and Permitting	\$11,000
Construction Administration and Inspection	\$ 7,125
Total	\$22,025

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.
CONSULTING ENGINEER

RRK:RG:lkc

RECEIVED

c: Mayor & Council
Karen Wynne, Borough Clerk
Monica Antista, Borough CFO

H:\Matn\Proposals\16002\Draft Material\Ferrara_RRK_Stillwell Street Proposal.doc

Mayor Altomonte read by title Resolution 17-04-20: Fixing Recreation Fees and Uses – Yoga at Lake Lefferts. Councilman Reeve made the motion, seconded by Councilwoman Salvatore. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Caldon
Councilman Vergaretti
Councilman Cannon
Councilman Reeve
Councilwoman Salvatore

Motion passed.

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**RESOLUTION 17-04-20
FIXING RECREATION FEES AND USES
YOGA AT LAKE LEFFERTS**

***BE IT RESOLVED**, by the Council of the Borough of Matawan, based on the recommendation of the Recreation Director and the Recreation Commission delegates that the following fees shall be fixed for the year 2017 and future years. These fees supplement and are in addition to the fees established by Ordinance 91-13.*

- **Yoga at Lake Lefferts Registration Fee** \$25.00

***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, Recreation as well as the Monmouth County Health Department.*

Mayor Altomonte read by title Resolution 17-04-21: Acceptance of Resignation – Nancy Jo Palermo – Part Time Hourly Bookkeeper – Finance Department. Councilman Reeve made the motion, seconded by Councilman Vergaretti. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Caldon
Councilman Vergaretti
Councilman Cannon
Councilman Reeve
Councilwoman Salvatore

Motion passed.

**RESOLUTION 17-04-21
ACCEPTANCE OF RESIGNATION
NANCY JO PALERMO
PART TIME HOURLY BOOKKEEPER
FINANCE DEPARTMENT**

***WHEREAS**, Nancy Jo Palermo has submitted her resignation as Part Time Hourly Bookkeeper.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan accepts the resignation of Nancy Jo Palermo as Part Time Hourly Bookkeeper, dated April 10, 2017, with April 21, 2017 as her last day of employment.*

***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, Payroll as well as Nancy Jo Palermo.*

Mayor Altomonte read by title Resolution 17-04-22: Authorizing the Borough Administrator to Advertise for Hiring of a Part-Time Hourly Bookkeeper – Finance Department. Councilman Reeve made the motion, seconded by Councilman Vergaretti. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Caldon
Councilman Vergaretti
Councilman Cannon
Councilman Reeve
Councilwoman Salvatore

Motion passed.

**RESOLUTION 17-04-22
AUTHORIZING THE BOROUGH ADMINISTRATOR
TO ADVERTISE FOR HIRING OF A PART-TIME HOURLY BOOKKEEPER
FINANCE DEPARTMENT**

***WHEREAS**, there is a need for a Part-Time Hourly Bookkeeper within the Borough of Matawan.*

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***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that the Borough Administrator of the Borough of Matawan, is hereby authorized to advertise (in print or electronic media), interview, and make recommendations for the position of Part-Time hourly Bookkeeper to the Mayor and Council, for authorization by Mayor and Council and subject to a Certification as to Available Funding from the Chief Financial Officer.*

***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.*

Mayor Altomonte read by title Resolution 17-04-23: Approving Extended Leave Request Pursuant to Borough of Matawan Code Chapter 9-4.5 – Extended Leave – Annemarie McCarty. Councilman Reeve made the motion, seconded by Councilman Vergaretti. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Caldon
Councilman Vergaretti
Councilman Cannon
Councilman Reeve
Councilwoman Salvatore

Motion passed.

**RESOLUTION 17-04-23
APPROVING EXTENDED LEAVE REQUEST
PURSUANT TO BOROUGH OF MATAWAN CODE CHAPTER 9-4.5 EXTENDED LEAVE
ANNEMARIE MCCARTY**

***WHEREAS**, Annemarie McCarty, is a Full Time Clerk/Typist employed by the Borough of Matawan Construction Department, Zoning Department and the Fire Prevention Office; and*

***WHEREAS**, according to the Code for the Borough of Matawan, Chapter 9-4.5(2) Extended Leave, if the employee has served for more than 10 years, he shall be entitled to a leave of absence with full pay for 26 weeks, plus an additional 13 weeks at half pay; and,*

***WHEREAS**, Annemarie McCarty was hired as full time clerk/typist Construction, Zoning and Fire Prevention Departments effective January 2, 2007; and*

***WHEREAS**, on April 10, 2017 Annemarie McCarty formally requested that Mayor and Council approve a request for extended sick leave pursuant to the provisions of the Code of the Borough of Matawan; and*

***WHEREAS**, since April 24, 2017, Annemarie McCarty will have depleted 30 sick days; and*

***WHEREAS**, the Borough Administrator and the Fire Official have reviewed the extended sick leave request; and*

***WHEREAS**, it is in the best interest of the Borough of Matawan and the employee to approve the extended sick leave request upon a certification submitted by the employee; and,*

***WHEREAS**, the employee has requested a leave based upon the Code for the Borough of Matawan, Chapter 9-4.5 Extended Leave; and,*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that the employee's extended sick leave request is granted pursuant to the Code for the Borough of Matawan, Chapter 9-4.5 Extended Leave, and said request for a leave with full pay for 26 weeks is herewith granted subject to an additional 13 weeks of leave of absence at half pay pursuant to the Code for the Borough of Matawan, Chapter 9-4.5 Extended Leave, as the employee is an employee with more than 10 years of service with the Borough of Matawan;*

***BE IT FURTHER RESOLVED** that the period for the leave commences on April 25, 2017, which date is 30 days after the exhaustion of the 30 days of sick leave permitted under the contract.*

Mayor Altomonte read by title Resolution 17-04-24: Establishing the Authority and Compensation of Class I Special Law Enforcement Officer – Matawan Police Department – Brian Ramcheran. Councilman Reeve made the motion, seconded by Councilwoman Salvatore. Mayor Altomonte requested a roll call. A roll call vote was taken.

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Yes: Councilman Caldon
Councilman Vergaretti
Councilman Cannon
Councilman Reeve
Councilwoman Salvatore

Motion passed.

**RESOLUTION 17-04-24
ESTABLISHING THE AUTHORITY AND COMPENSATION OF
CLASS I SPECIAL LAW ENFORCEMENT OFFICER
MATAWAN POLICE DEPARTMENT
BRIAN RAMCHERAN**

WHEREAS, Resolution 17-01-69 appointed Brian Ramcheran a Class I Special Law Enforcement Officer with the Matawan Police Department effective January 17, 2017; and

WHEREAS, Class I Special Law Enforcement Officer Ramcheran has successfully completed a NJ State Police Training Commission Certified Class I training course; and

WHEREAS, NJSA 40A:14-146.11 authorizes Class I Special Law Enforcement Officers to perform routine traffic details, spectator control and similar duties; and

WHEREAS, NJSA 40A:14-146.11 authorizes that Class I Special Law Enforcement Officers shall have the power to issue summonses for disorderly persons and petty disorderly persons offenses, violations of municipal ordinance and violations of Title 39 of the Revised Statutes if authorized by municipal ordinance or resolution; and

WHEREAS, the Chief of Police of the Matawan Police Department, Jason D. Gallo, recommends to the Mayor and Council of the Borough of Matawan that Class I Special Law Enforcement Officer Ramcheran shall be authorized to issue summonses for disorderly persons and petty disorderly persons offenses, violations of municipal ordinance and violation of Title 39 of the Revised Statutes.

NOW, THEREFORE BE IT RESOLVED, that the Council of the Borough of Matawan hereby authorizes Class I Special Law Enforcement Officer Ramcheran to issue summonses for disorderly persons and petty disorderly persons offenses, violations of municipal ordinance and violations of Title 39 of the Revised Statutes during the course of his employment.

BE IT FURTHER RESOLVED, that Class I Special Law Enforcement Officer Ramcheran shall be compensated at a rate of Fifteen Dollars and No Cents (\$15.00) per hour, for a maximum of twenty hours per week, not to exceed Twelve Thousand Dollars and No Cents (\$12,000.00) per annum effective April 16, 2017.

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, Payroll, Police, as well as Brian Ramcheran.

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 7-01-25-240-185 Budget of the Borough of Matawan to Brian Ramcheran, Class I Special Law Enforcement Officer, at a rate of compensation of Fifteen Dollars and No Cents (\$15.00) per hour, not to exceed Twelve Thousand Dollars and No Cents (\$12,000.00) per annum, in accordance with the current salary guide established by Municipal Ordinance.

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: April 18, 2017

Mayor Altomonte read by title Resolution 17-04-25: Emergency Temporary Appropriation.
Councilman Reeve made the motion, seconded by Councilwoman Salvatore. Mayor Altomonte

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requested a roll call. A roll call vote was taken.

Yes: Councilman Caldon
Councilman Vergaretti
Councilman Cannon
Councilman Reeve
Councilwoman Salvatore

Motion passed.

**RESOLUTION 17-04-25
EMERGENCY TEMPORARY APPROPRIATION**

WHEREAS, emergent conditions have arisen with respect to the payment of bills in a number of accounts and no adequate provision has been made in a 2017 temporary budget for the aforesaid purposes; and

WHEREAS, NJSA 40A:4-20 provides for the creation of an emergency temporary appropriation for the purposes above mentioned; and

WHEREAS, the total emergency temporary resolutions adopted in the year 2017 pursuant to the provisions of Chapter 96, PL 1951 (NJSA 40A:4-20) including this resolution total \$5,942,119.87.

NOW, THEREFORE, BE IT RESOLVED (not less than two thirds of all member of the Council of the Borough of Matawan, New Jersey affirmatively concurring) that in accordance with the provisions of NJSA 40A:4-20:

- 1. An emergency temporary appropriation be and the same is hereby made for the purposes stipulated in the attached list.*
- 2. That said emergency temporary appropriations will be provided for in the 2017 budget under the appropriate titles.*
- 3. That one certified copy of this resolution be filed with the Director of Local Government Services.*

BE IT FURTHER RESOLVED, that the amount required by Statue for the payment of 2017 County, and Local School District Taxes, which are not included in this temporary budget, shall be paid as and when due.

2017 Temporary Budget-for April 18, 2017 Meeting

	Salary & Wages	Other Expenses
MAYOR & COUNCIL		
MUNI CLERK		
GENERAL ADMIN		
AUDIT		
FINANCE ADMIN		
TAX ASSES ADMIN		
TAX COLLECTOR		
LEGAL SERVICES		
ENGINEERING		
BLDG & GROUNDS		
PLAN/ZONING BD		
SHADE TREE COMM		3,500.00
ENVIRON HEALTH		
SOLID WASTE COLL		
INSURANCE-GROUP HEALTH		
INSURANCE-LIABILITY		
INSURANCE-WORKERS COMP		
FIRE		
FIRE-AID TO DEPARTMENT		
FIRE PREVENTION		
POLICE		

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STREETS & ROADS			
STREET LIGHTING			
BD OF HEALTH			
RECREATION			
HISTORICAL SITES			
VOL 1ST AID SQUAD			
OEM			
PROP MAINT			
RR PARKING			
DOWNTOWN REDEV			
UTILITIES			
VEHICLE MAINT			
CONSTR OFFICIAL			
ACCUM SICK LEAVE			
OASI/SOCIAL SECURITY			
PERS			
PFRS			
CONTINGENT			
MUNICIPAL COURT			
PUBLIC DEFENDER			
FREE PUBLIC LIBRARY			
EMERGENCY 911			
GREEN TRUST LOAN			
INTEREST ON BONDS			
INTEREST ON NOTES			
PAYMENT OF BANS			
MCIA LEASE INTEREST			
SUBTOTAL	-	3,500.00	
TOTAL TEMPORARY EMERGENCY APPROPRIATIONS		3,500.00	4,052,460.39
WATER SEWER UTILITY			
OPERATING			
BULK WATER PURCHASE/ACQUISITION OF WATER			
BAYSHORE REGIONAL SEWERAGE AUTHORITY			
PAYMENT ON BOND PRINCIPAL			
PERS		39,000.00	
BANS			
INTEREST ON BONDS			
INTEREST ON NOTES			
WATER-SEWER REHAB LOAN			
WASTEWATER LOAN			
SOCIAL SECURITY			
SUBTOTAL	-	39,000.00	
TOTAL WATER SEWER UTILITY TEMPORARY EMERGENCY APPROPRIATIONS		39,000.00	1,889,659.48

***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 Director of Local Government Services.*

Mayor Altomonte read by title Resolution 17-04-26: Payment of Bills. Councilman Vergaretti made the motion, seconded by Councilwoman Salvatore. Mayor Altomonte requested a roll call.

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A roll call vote was taken.

Yes: Councilman Caldon
Councilman Vergaretti
Councilman Cannon
Councilman Reeve
Councilwoman Salvatore

Motion passed.

**RESOLUTION 17-04-26
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	\$386,885.61
Water & Sewer	\$44,829.04
Borough Capital	\$78,943.02
Grant	\$95.00
Borough Trust	\$9,920.53
Total	\$520,673.20

***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.*

Mr. Menna informed Mayor and Council of administrative issues requiring the addition of three Resolutions for Council consideration:

1. The YMCA requests use of the MMCC on Saturday, May 6 between 4:00-9:30 PM subject to the payment of fees as outlined in the Borough Ordinance.
2. The Matawan-Aberdeen Recreation Soft Ball League requests use of the MMCC on Sunday, April 30 between 7:00-3:00 PM, waiver of fees as outlined in the Borough Ordinance.
3. The Matawan-Aberdeen Boys Babe Ruth League requests use of the MMCC on Sunday, May 7 between 7:30 AM-2:00 PM, waiver of fees as outlined in the Borough Ordinance.

Mayor Altomonte read by title Resolution 17-04-27: Authorizing the Use of Matawan Municipal Community Center – The Community YMCA. Councilman Vergaretti made the motion, seconded by Councilwoman Salvatore. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Caldon
Councilman Vergaretti
Councilman Cannon
Councilman Reeve
Councilwoman Salvatore

Motion passed.

**RESOLUTION 17-04-27
AUTHORIZING THE USE OF
MATAWAN MUNICIPAL COMMUNITY CENTER
THE COMMUNITY YMCA**

***WHEREAS**, based upon the request of the Community YMCA, the municipal ordinance with respect to the use of the municipal building, shall be suspended for the YMCA dance and car show scheduled for Saturday, May 6, 2017, between 4:00 and 9:30 PM, to permit the YMCA to engage in this community event, open to the public;*

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however, it is subject to the YMCA payment of Priority 2 usage fees required for the opening of the facility by the Borough for the event.

***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, Fire Prevention, Police, Public Works, Recreation as well as the YMCA.*

Mayor Altomonte read by title Resolution 17-04-28: Authorizing the Waiver of Fees – Matawan-Aberdeen Recreation Softball League. Councilman Vergaretti made the motion, seconded by Councilman Caldon. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Caldon
Councilman Vergaretti
Councilman Cannon
Councilman Reeve
Councilwoman Salvatore

Motion passed.

**RESOLUTION 17-04-28
AUTHORIZING THE WAIVER OF FEES
MATAWAN-ABERDEEN RECREATION SOFTBALL LEAGUE**

***WHEREAS**, the Matawan-Aberdeen Recreation Softball League is a recreational organization dedicated to the children of Matawan and Aberdeen; and,*

***WHEREAS**, the Matawan-Aberdeen Recreation Softball League is in need of use of the Matawan Municipal Community Center (MMCC) Gym for the purpose of taking team and individual photographs, and has provided the necessary paperwork including the Certificate of Insurance and Hold Harmless Agreement as per Borough Ordinances; and*

***WHEREAS**, the Matawan-Aberdeen Recreation Softball League is requesting the Borough, as an expression of support and encouragement, to waive all fees including room rental and cleaning fees.*

***NOW, THEREFORE, BE IT RESOLVED** that the Council of the Borough of Matawan hereby waives the room rental and cleaning fees for the Matawan-Aberdeen Recreation Softball League, and grants them permission to use the MMCC Gym on Sunday, April 30, 2017 between the hours of 7:00 AM and 3:00 PM.*

***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, Fire Prevention, Police, Public Works, Recreation as well as the Matawan- Aberdeen Recreation Softball League.*

Mayor Altomonte read by title Resolution 17-04-29: Authorizing the Waiver of Fees – Matawan-Aberdeen Boys Babe Ruth League. Councilwoman Salvatore made the motion, seconded by Councilman Caldon. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Caldon
Councilman Vergaretti
Councilman Cannon
Councilman Reeve
Councilwoman Salvatore

Motion passed.

**RESOLUTION 17-04-29
AUTHORIZING THE WAIVER OF FEES
MATAWAN-ABERDEEN BOYS BABE RUTH LEAGUE**

***WHEREAS**, the Matawan-Aberdeen Boys Babe Ruth League is a recreational organization dedicated to the children of Matawan and Aberdeen; and,*

***WHEREAS**, the Matawan-Aberdeen Boys Babe Ruth League has requested the use of the Matawan Municipal Community Center (MMCC) Gym for the purpose of taking team and individual photographs on Sunday, May 7, 2017; and,*

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***WHEREAS**, the Matawan-Aberdeen Boys Babe Ruth League will provide all the necessary paperwork as required by ordinance; and*

***WHEREAS**, the Matawan-Aberdeen Boys Babe Ruth League is requesting the Borough, as an expression of support and encouragement, to waive all fees including room rental and cleaning fees.*

***NOW, THEREFORE, BE IT RESOLVED** that the Council of the Borough of Matawan hereby waives the room rental and cleaning fees for the Matawan-Aberdeen Boys Babe Ruth League, and grants them permission to use the MMCC Gym on Sunday, May 7, 2017.*

***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, Fire Prevention, Police, Public Works, Recreation as well as the Matawan-Aberdeen Boys Babe Ruth League.*

Privilege of the Floor

Mayor Altomonte opened the Privilege of the Floor.

There were no comments.

Mayor Altomonte requested a motion to close the Privilege of the Floor. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Council agreed. Motion passed.

Mr. Ferrara recognized Grace Rainforth, Recycling Coordinator, informing of the receipt of notice of NJDEP waiver of permit fees associated with the Matawan Recycling Center.

Adjournment

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

Meeting adjourned at 7:32 PM.

(Signature on File)

Karen Wynne, RMC
Municipal Clerk