

**Borough of Matawan
Workshop Session
December 5, 2017**

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 December 5, 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 7:02 PM requesting a roll call.

On roll call the following members responded present:

Present: Councilman Joseph Urbano
Councilman Michael Vergaretti
Councilman Brett Cannon
Councilman Nicolas Reeve
Councilwoman Josi Salvatore

Absent: Councilman Michael Caldon

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.

Privilege of the Floor for 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 Councilman Cannon. Council agreed. Motion passed.

Consent Agenda

Mayor Altomonte read by title Resolutions 17-12-02 through and including 17-12-03, requesting a motion. Councilman Vergaretti made the motion, seconded by Councilwoman Salvatore. Council agreed. Motion passed.

**RESOLUTION 17-12-02
REDEMPTION OF TAX SALE CERTIFICATE
US BANK CUST FOR PFS FINL 1
CERTIFICATE #15-00093**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #15-00093 was sold to US Bank Cust for PFS FINL 1, 50 South 16th Street, Suite 2050, Philadelphia, PA 19102; and

WHEREAS, Certificate #15-00093 has been paid and fully redeemed for the property owner, Block 107, Lot 5, otherwise known as 12 Edgewater Dr.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$2,453.28, and a Premium of \$1,300.00, to the above for the redemption of Tax Sale Certificate #15-00093.

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

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**RESOLUTION 17-12-03
APPROVAL OF TOWING & STORAGE LICENSE
DAWN'S AUTO BODY II, LLC DBA DAWN'S AUTO BODY**

WHEREAS, *Dawn's Auto Body II, LLC dba Dawn's Auto Body* (towing & storage contractor services) has submitted an application to be added to the Matawan Police Department tow call list; and

WHEREAS, on the condition that, *Dawn's Auto Body II, LLC dba Dawn's Auto Body* (towing & storage contractor services) has certified that the requirements of Chapter 4 of the Code of the Borough of Matawan and all other Statutes have been met and that the independent investigation by the Police Department reveals no nonconformity.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that they hereby approve the following towing & storage license renewal:

Business: Dawn's Auto Body II, LLC dba Dawn's Auto Body
7 Division Street
Keyport, New Jersey 07735

Applicant: Christopher Matey

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

New Business

Mayor Altomonte read by title Resolution 17-12-04: Authorizing the Purchase of Wireless Communications, Electronics and Emergency Lighting for 2018 Ford Police Interceptor Utility Vehicle (AWD) for the Borough of Matawan Police Department. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Salvatore. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 17-12-04
AUTHORIZING THE PURCHASE OF WIRELESS COMMUNICATIONS, ELECTRONICS AND EMERGENCY
LIGHTING FOR 2018 FORD POLICE INTERCEPTOR UTILITY VEHICLE (AWD) FOR
THE BOROUGH OF MATAWAN POLICE DEPARTMENT**

WHEREAS, the Mayor and Council of the Borough of Matawan Resolution 17-11-16 authorized the purchase of 2018 Ford Police Interceptor Utility (AWD) for the Borough of Matawan's Police Department; and

WHEREAS, Chief Jason Gallo of the Police Department of the Borough of Matawan has advised the Mayor and Council of the need for wireless communications and electronics as well as emergency lighting, siren and K-9 specific vehicle items as outlined in the attached quote, which will not require any municipal funding and is funded through monetary donations placed in the Matawan Borough K-9 Trust Fund; and

NOW, THEREFORE, BE IT RESOLVED, the Mayor and Council of the Borough of Matawan, upon review of the attached quote and acting under the recommendation and opinion of Chief Gallo regarding the above, hereby authorize the purchase of said wireless communications, electronics in the amount of Seventeen Thousand Four Hundred Five Dollars and Sixty Two Cents (\$17,405.62) from Wireless Communications & Electronics, 153 Cooper Road, West Berlin, NJ 08091 through the New Jersey State Contract Program #83909, and emergency lighting in the amount of Thirteen Thousand Two Hundred Dollars and Ninety Cents (\$13,200.90) from Kaldor Emergency Lighting, PO Box 167, Marlboro, NJ 07746 through the New Jersey State Contract Program #81334 for the Borough of Matawan's Police Department K-9 Unit Vehicle in the total amount not to exceed Thirty Thousand Six Hundred Six Dollars and Fifty Two Cents (\$30,606.52).

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Finance, Clerk, Police as well as Wireless Communications & Electronics and Kaldor Emergency Lighting.

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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 Matawan Borough Trust Fund (K-9 Fund) T-12-56-850-809 to the vendor listed above for the purchase of wireless communications and electronics as well as emergency lighting, siren and K-9 specific vehicle items in a total amount not to exceed Thirty Thousand Six Hundred Six Dollars and Fifty Two Cents (\$30,606.52).

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: December 5, 2017



Thomas J. Falco
Lieutenant of Police

MATAWAN POLICE DEPARTMENT

150 Main Street Matawan, NJ 07747
Dispatch (732) 566-1010 Non-Emergency (732) 290-2020
Fax (732) 566-4038

Jason D. Gallo
Chief of Police



Jeremiah E. Hourihan
Lieutenant of Police

TO: Monica Antista, Borough CFO/Treasurer
RE: Purchase Order Requests
DATE: November 29, 2017

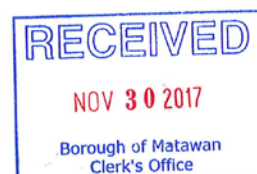
The following purchases will be funded through the Matawan Borough K-9 Trust Fund. The vehicle purchase was approved by resolution by the governing body at the November 21st Council Meeting. In speaking with the Chief of Police, I don't believe the other purchases (funded through the K-9 Trust Fund via State Contract) need approval by resolution. Please advise me if that is not the case.

1. 2018 Ford Police Interceptor Utility - Winner Ford, 250 Haddonfield-Berlin Rd. Cherry Hill, NJ 08034 (State Contract #88728) **\$28,816.00**
2. Radio, computer & camera equipment for vehicle - Wireless Communications & Electronics, 153 Cooper Rd. West Berlin, NJ 08091 (State Contract #83909) **\$17,405.62**
3. Emergency lighting, siren & K-9 specific vehicle items - Kaldor Emergency Lighting, PO Box 167, Marlboro, NJ 07746 (State Contract #81334) **\$13,200.90**

All of the required quotes/estimates have been attached electronically. Please advise me if you need any further information. Thank you in advance for your assistance.

Lt. Thomas J. Falco

Lt. Thomas J. Falco
Field Services Bureau Commander



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Mayor Altomonte read by title Resolution 17-12-05: Approving Extended Sick Leave Request for Adam E. Castanada. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Urbano. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 17-12-05
APPROVING EXTENDED SICK LEAVE REQUEST
ADAM E. CASTANADA**

***WHEREAS,** Adam E. Castanada, Field Technician for the Road Department for the Borough of Matawan; and,*

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

***WHEREAS,** Adam E. Castanada was hired as a Full-Time Field Technician effective July 5, 1988; and*

***WHEREAS,** Adam E. Castanada formally requested the Mayor and Council approve a request for extended sick leave pursuant to the provisions of the Code of the Borough of Matawan beginning on November 9, 2017; and*

***WHEREAS,** the Borough Administrator has reviewed the extended sick leave request and the certification submitted by the employee; and*

***WHEREAS,** it is in the best interest of the employee to approve the extended sick leave request.*

***NOW THEREFORE BE IT RESOLVED** by the Mayor and 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, Section 9-4.5 Extended Leave, and said request for a leave with full pay for twenty-six (26) weeks is herewith granted subject to an additional thirteen (13) weeks of leave of absence at half pay pursuant to the Code for the Borough of Matawan, Chapter 9, Section 9-4.5 Extended Leave, since the employee more than ten (10) years of service with the Borough of Matawan;*

***BE IT FURTHER RESOLVED** that the period for the leave commences on December 27, 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 17-12-06: Authorizing the Hiring of a Class II Special Law Enforcement Officer – Matawan Police Department – Thomas J. Dayback. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Urbano. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 17-12-06
AUTHORIZING THE HIRING OF A CLASS II SPECIAL LAW ENFORCEMENT OFFICER
MATAWAN POLICE DEPARTMENT
THOMAS J. DAYBACK**

***WHEREAS,** the Mayor and Council has been advised by Chief Jason D. Gallo that there is a need for a Class II Special Law Enforcement Officer within the Borough of Matawan Police Department; and*

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WHEREAS, applications have been received, said applications have been reviewed and all qualifying applicants have been interviewed and duly screened pursuant to law.

NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Matawan authorizes the appointment of Thomas J. Dayback as a Class II Special Law Enforcement Officer (part time hourly employees) in the Police Department, effective December 6, 2017, for no more than twenty (20) hours per week at the rate of compensation of \$15.00 per hour, not to exceed Fourteen Thousand Five Hundred Dollars and zero cents (\$14,500.00) per annum.

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, Police, Payroll Officer as well as Special Officer Dayback.

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 7-01-24-240-184 Budget of the Borough of Matawan to Thomas J. Dayback for Class Two Special Law Enforcement Officer for the Borough of Matawan in an amount not to exceed Fourteen Thousand Five Hundred Dollars and zero cents (\$14,500.00) per annum.

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: December 5, 2017

Mayor Altomonte read by title Resolution 17-12-07: A Resolution to Fix and Determine the 2017 Stipends for the Borough of Matawan Office of Emergency Management Personnel – Public Safety. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Salvatore. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 17-12-07
A RESOLUTION TO FIX AND DETERMINE THE 2017 STIPENDS FOR THE BOROUGH OF
MATAWAN OFFICE OF EMERGENCY MANAGEMENT PERSONNEL
PUBLIC SAFETY**

WHEREAS, the following resolution sets the individual stipends for 2017 retroactive to January 1, 2017; and

WHEREAS, funds for this purpose are available in the 2017 Budget pending receipt of written Certification as to Available Funding from the Chief Financial Officer.

NOW, THEREFORE BE IT RESOLVED that the 2017 Stipends for the Borough of Matawan Office of Emergency Management personnel are hereby set as follows:

<u>TITLE</u>	<u>DEPARTMENT</u>	<u>EMPLOYEE</u>	<u>2017 STIPEND</u>
<u>Public Safety</u>			
Emergency Management Coordinator		Thomas J. Falco	\$2,750.00
Emergency Management 1 st Deputy Coordinator		Richard Michitsch	\$1,750.00
Emergency Management 2 nd Deputy Coordinator		Timothy Clifton	\$1,750.00
Emergency Management Secretary		Tammy Michitsch	\$500.00
OEM CERT Coordinator		Herbert Caravella	\$500.00

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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: 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 7-01-25-252-100 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: December 5, 2017

Mayor Altomonte read by title Resolution 17-12-08: Authorizing the Transfer of Funds from Current and Utility Accounts in the 2017 Budget. Councilman Reeve made the motion, seconded by Councilman Vergaretti. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 17-12-08
AUTHORIZING THE TRANSFER OF FUNDS FROM
CURRENT AND UTILITY ACCOUNTS IN THE 2017 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 2017 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 2017 Municipal Budget:

<u>Transfer From:</u>		<u>Transfer To:</u>	
<u>Account</u>	<u>Amount of</u>	<u>Account</u>	<u>Amount of</u>
<u>Number</u>	<u>Transfer</u>	<u>Number</u>	<u>Transfer</u>
7-01-25-240-100	\$15,000.00	7-01-25-240-200	\$15,000.00
Police		Police	
Salary & Wages		Other Expenses	
7-01-20-155-200	\$2,500.00	7-01-20-120-200	\$2,500.00
Legal		Borough Clerk	
Other Expenses		Other Expenses	

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 17-12-09: Payment of Bills. Councilman Vergaretti made the motion, seconded by Councilman Reeve. Councilmen Cannon and Urbano expressed exception to Purchase Order #17-01514 for the purchase of two (2) Microsoft Tablets in the amount of

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\$4,430.71 citing the high amount for two tablets which may be able to be purchased at a lower cost. Mr. Ferrara explained the tablets were for the Fire Prevention Officials to enable their job performance stipulating the funding comes from their budget and not the Municipal Budget. Mayor Altomonte stated the cost most likely includes software, and Mr. Ferrara, informed it did. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Urbano with No to Purchase Order #17-01514
Councilman Vergaretti
Councilman Cannon with No to Purchase Order #17-01514
Councilman Reeve
Councilwoman Salvatore

Motion passed.

**RESOLUTION 17-12-09
PAYMENT OF BILLS**

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

<i>Current</i>	<i>\$1,434,970.90</i>
<i>Water & Sewer</i>	<i>\$147,284.12</i>
<i>Borough Capital</i>	<i>\$41,662.43</i>
<i>Borough Trust</i>	<i>\$5,324.81</i>
<i>Developers Escrow Account</i>	<i>\$792.21</i>
<i>Dog Tax Trust</i>	<i>\$319.40</i>
<i>Railroad Parking Trust</i>	<i>\$11,500.00</i>
<i>Recreation Trust</i>	<i>\$5,080.00</i>
Total	\$1,646,933.87

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.

Joe Basso, 16 Edgemere Drive, Matawan. Mr. Basso expressed his thanks to Daria Dieterle, the Recreation Director, for the Tree Lighting event on November 30; she did a fantastic job. He also thanked Councilwoman Salvatore for the fantastic job she and her husband did at the event. The record should reflect that you went over and above. Mr. Basso remarked on the size of the event which hosted up to possibly four-to-five hundred people. Mayor Altomonte agreed it was a nice crowd.

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.

Adjournment

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

Meeting adjourned at 7:10 PM.

(Signature on File)

Karen Wynne, RMC
Municipal Clerk