

**Borough of Matawan
Workshop Session
June 7, 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 June 7, 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 7:20 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.

Mayor Altomonte announced changes to the Agenda; the addition of Resolution 17-06-33, and Ordinance 17-09 will be held.

Mayor Altomonte nominated and appointed Lynn Mattei as the Mayor's representative to the Library Board for an unexpired one-year term said term to expire December 31, 2017.

Mayor Altomonte requested a motion to hold Ordinance 17-09 until such time as all options are determined. 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.

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 Councilman Cannon. Council agreed. Motion passed.

Workshop Items

Ordinance to Designate the Municipal Clerk as the Issuing Authority for Games of Chance; Bingos and Raffles

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Mr. Menna recommended such an Ordinance be introduced for adoption to expedite the processing of these applications. It is an administrative housekeeping matter that makes sense for the Applicants and the Borough. Council agreed to add this Ordinance for introduction at the June 20, 2017 meeting.

Councilman Cannon related a historical document located at Borough Hall – a map of Matawan from the early-to-late 1800s. The proper place for the map to be displayed will be with the Matawan Historical Society who has expressed an interest in the piece. Though the map has no dollar value, it does have a historic one. Mr. Ferrara informed the map was previously hanging in Borough Hall but over concerns it could be vandalized, it was removed and placed into storage in his office. Mr. Menna stated a Resolution with a donative agreement between the Borough and the Historical Society, on “permanent loan”, can be introduced for Council approval at a future meeting.

Old Business

Mayor Altomonte read by title Ordinance 17-08: Amending and Supplementing the Code of the Borough of Matawan Chapter V – Animal Control, Section 5:8.1(a) – Regulating the Sale of Dogs and Cats and Providing for a Prohibition on the Sale of Certain Dogs and Cats From Pet Shops. Mayor Altomonte requested a motion to open the public hearing. Councilman Vergaretti made the motion, seconded by Councilwoman Salvatore. Council agreed. Motion passed. Mayor Altomonte requested comments.

Brian Hackett, 1 Laurel Court, Wrightstown, NJ, NJS Director for the Humane Society. Mr. Hackett thanked Mayor and Council; offered background to the organization represents, and related Statewide and commercial support of similar ordinances, and the benefits of same.

Allan Braslow, 6 Banner Road, Cherry Hill, NJ. Mr. Braslow thanked the Borough of Matawan for the Ordinance and related his volunteer background inclusive of animal rescue and foster care. He then provided his personal experiences as an animal activist and his efforts to further laws of this nature.

Chaplain Matty Guiliano, Monmouth County SPCA. Mr. Guiliano expressed his support of the ordinance and related his experiences in his current role as pastor as well as his past experiences as a former NJ Animal Cruelty Officer.

Each gentlemen asked for Council’s support and to adopt the proposed Ordinance.

Mayor Altomonte requested a motion to close the public hearing. Councilman Vergaretti made the motion, seconded by Councilman Urbano. Council agreed. Motion passed. Mayor Altomonte read by title Ordinance 17-08: Amending and Supplementing the Code of the Borough of Matawan Chapter V – Animal Control, Section 5:8.1(a) – Regulating the Sale of Dogs and Cats and Providing for a Prohibition on the Sale of Certain Dogs and Cats From Pet Shops 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 Urbano
 Councilman Vergaretti
 Councilman Cannon
 Councilman Reeve
 Councilwoman Salvatore

Motion passed.

**ORDINANCE 17-08
AMENDING AND SUPPLEMENTING THE CODE OF THE BOROUGH OF MATAWAN
CHAPTER V – ANIMAL CONTROL
SECTION 5:8.1(A) – REGULATING THE SALE OF DOGS AND CATS AND
PROVIDING FOR A PROHIBITION ON THE SALE OF CERTAIN DOGS AND CATS FROM PET SHOPS**

WHEREAS, a significant number of puppies and kittens sold at pet shops come from commercial breeding facilities where the health and welfare of the animals are not adequately provided for ("puppy mills" and "kitten mills", respectively); and

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WHEREAS, the documented abuses endemic to puppy and kitten mills include over-breeding; inbreeding; minimal to non-existent veterinary care; lack of adequate space; and lack of adequate exercise; and

WHEREAS, the inhumane conditions in puppy and kitten mill facilities lead to health and behavioral issues in the animals bred in those facilities, which many consumers are unaware of when purchasing animals from pet shops and which can result in exorbitant financial and emotional costs on consumers; and

WHEREAS, current Federal and State regulations do not adequately address the sale of puppy and kitten mill dogs and cats in pet shops; and

WHEREAS, restricting the retail sale of puppies and kittens to only those that are sources from shelters or rescue organizations is likely to decrease the demand for puppies and kittens bred in puppy and kitten mills, and is likely to increase demand for animals from animal shelters and rescue organizations; and

WHEREAS, according to the New Jersey Department of Health 2014 Animal Intake and Disposition Survey, due in large part to pet overpopulation, more than 20,000 dogs and cats are euthanized in New Jersey animal shelters annually and restricting the retail sale of puppies and kittens to only those that are sourced from animal shelters and rescue organizations will likely reduce pet overpopulation and the burden on such agencies and financial costs on local taxpayers; and

WHEREAS, across the country, thousands of independent pet shops as well as large chains operate profitably with a business model focused on the sale of pet services and supplies and not on the sale of dogs and cats and many of these shops collaborate with local animal shelters and rescue organizations to offer space and support for showcasing adoptable homeless pets on their premises; and

WHEREAS, this Ordinance will not affect a consumer's ability to obtain a dog or cat of his or her choice directly from a breed-specific rescue organization or shelter, or from a hobby breeder where the consumer can see directly the conditions in which the dogs or cats are bred, or can confer directly with the hobby breeder concerning those conditions; and

WHEREAS, the Governing Body finds that it is in the best interests of the Borough to adopt reasonable regulations to protect the citizens of the Municipality who may purchase cats or dogs from a pet shop; help prevent an inhumane environment in the Borough.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Matawan, in the County of Monmouth, State of New Jersey, as follows:

SECTION ONE: Chapter V, Ordinance 5-8.1 (Regulation of Kennel, Pet Shop, Shelter or Pound) of "Animals" of the Code of the Borough of Matawan, be and the same is hereby amended and supplemented to add thereto the following Ordinance:

Ordinance 5-8.1(a): Regulating the Sale of Dogs and Cats.

(i) Definitions.

The following words and terms shall have the meanings herein indicated for the purposes of the Article:

ANIMAL CARE FACILITY means an animal control center or animal shelter, maintained by or under contract with any state, county or municipality, whose mission and practice is, in whole, or significant part, the rescue and placement of animals in permanent homes or rescue organizations.

ANIMAL RESCUE ORGANIZATION means any not-for-profit organization which has tax-exempt status under Section 501(c)(3) of the United States Internal Revenue Code, whose mission and practice is, in whole or in significant part the rescue and placement of animals in permanent homes.

OFFER FOR SALE means to sell, offer for sale or adoptions, advertise for the sale of, barter, auction, give away or otherwise dispose of a dog or cat.

PET SHOP means a retail establishment where dogs and cats are sold, exchanged, bartered or offered for sale as pet animals to the general public at retail. Such definition shall not include an animal care facility or animal rescue organization, as defined herein.

(ii) Restrictions on the Sale of Dogs and Cats.

A. A pet shop may offer for sale only those dogs and cats that the pet shop has obtained from or displays in cooperation with:

- 1) An animal care facility; or
- 2) An animal rescue organization.

B. A pet shop shall not offer for sale a dog or cat that is younger than eight weeks old.

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SECTION TWO. All Ordinances or parts thereof inconsistent with the provisions of this Ordinance are hereby repeated to the extent of such inconsistencies.

SECTION THREE. If any section, subsection, paragraph, sentence or other portion of this Ordinance be adjudged by a Court of competent jurisdiction to be invalid, such judgement shall not affect, impair or invalidate the remainder of this Ordinance.

SECTION FOUR. This Ordinance shall take effect immediately upon its Passage and publication according to law.

Mayor Altomonte read by title Resolution 17-05-25: Authorizing the Mayor to Proceed to Execute and Implement the Current Proposed Negotiated Agreement with the International Brotherhood of Electrical Workers (IBEW) – January 1, 2017 Through December 31, 2019. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Reeve. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 17-05-25
AUTHORIZING THE MAYOR
TO PROCEED TO EXECUTE AND IMPLEMENT THE CURRENT PROPOSED NEGOTIATED AGREEMENT
WITH THE
INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS (IBEW)
January 1, 2017 through December 31, 2019**

WHEREAS, the Borough of Matawan and the International Brotherhood of Electrical Workers (IBEW) have completed extensive negotiations toward the finalization of a new contract; and,

WHEREAS, the Borough Administrator has recommended that the Borough of Matawan enter into the proposed negotiated agreement; and,

WHEREAS, the IBEW has indicated its willingness to accept the proposed negotiated agreement; and,

WHEREAS, the financial resources are available to implement the terms of the proposed negotiated agreement.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that the Mayor be and is hereby authorized and instructed to proceed to execute and implement the proposed negotiated agreement with the IBEW pursuant to the terms and conditions attached hereto and made a part hereof.

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, Public Works as well as the IBEW.

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CONTRACT

**INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS
IBEW LOCAL 400**

AND THE

BOROUGH OF MATAWAN

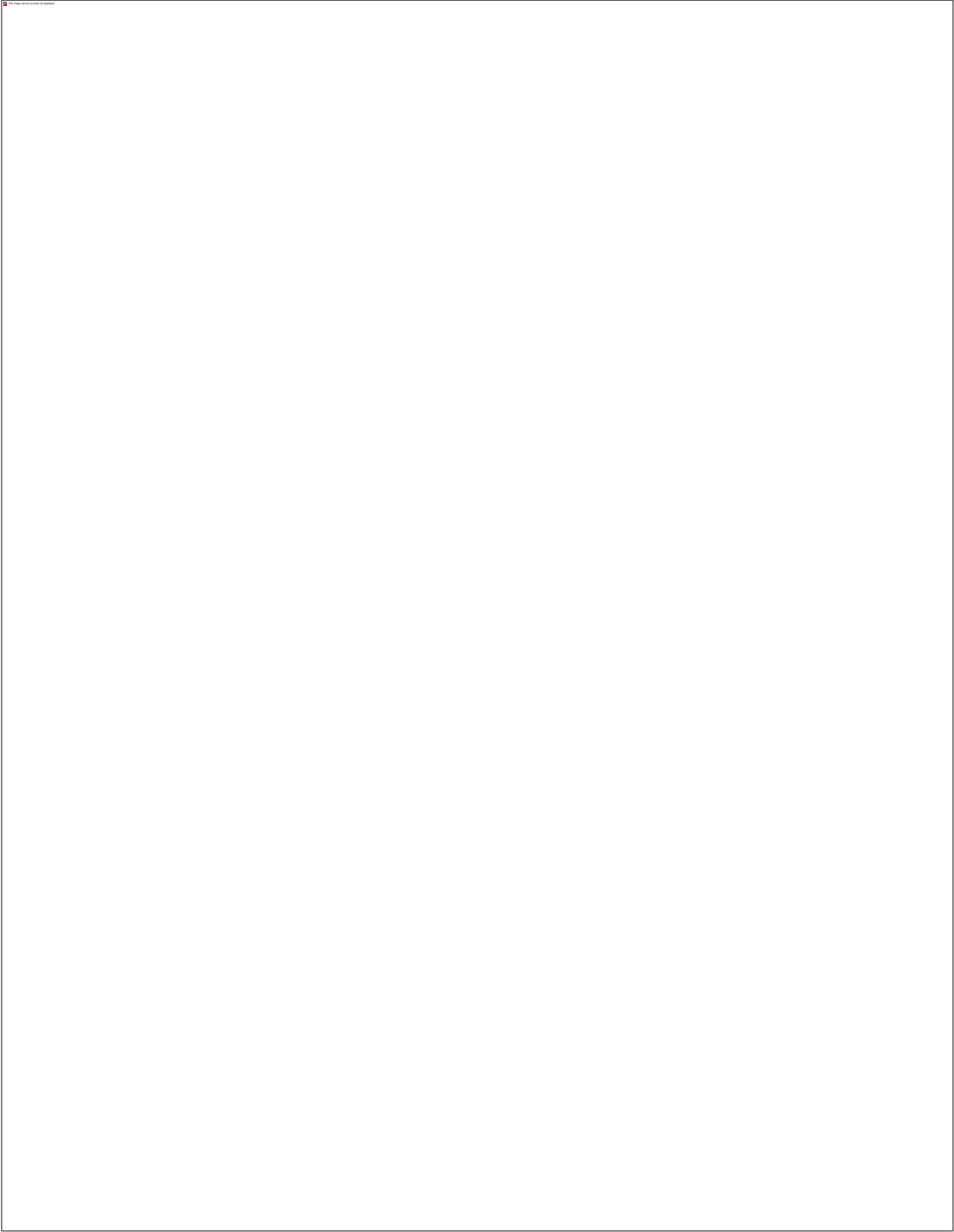
JANUARY 1, 2017 THROUGH DECEMBER 31, 2019

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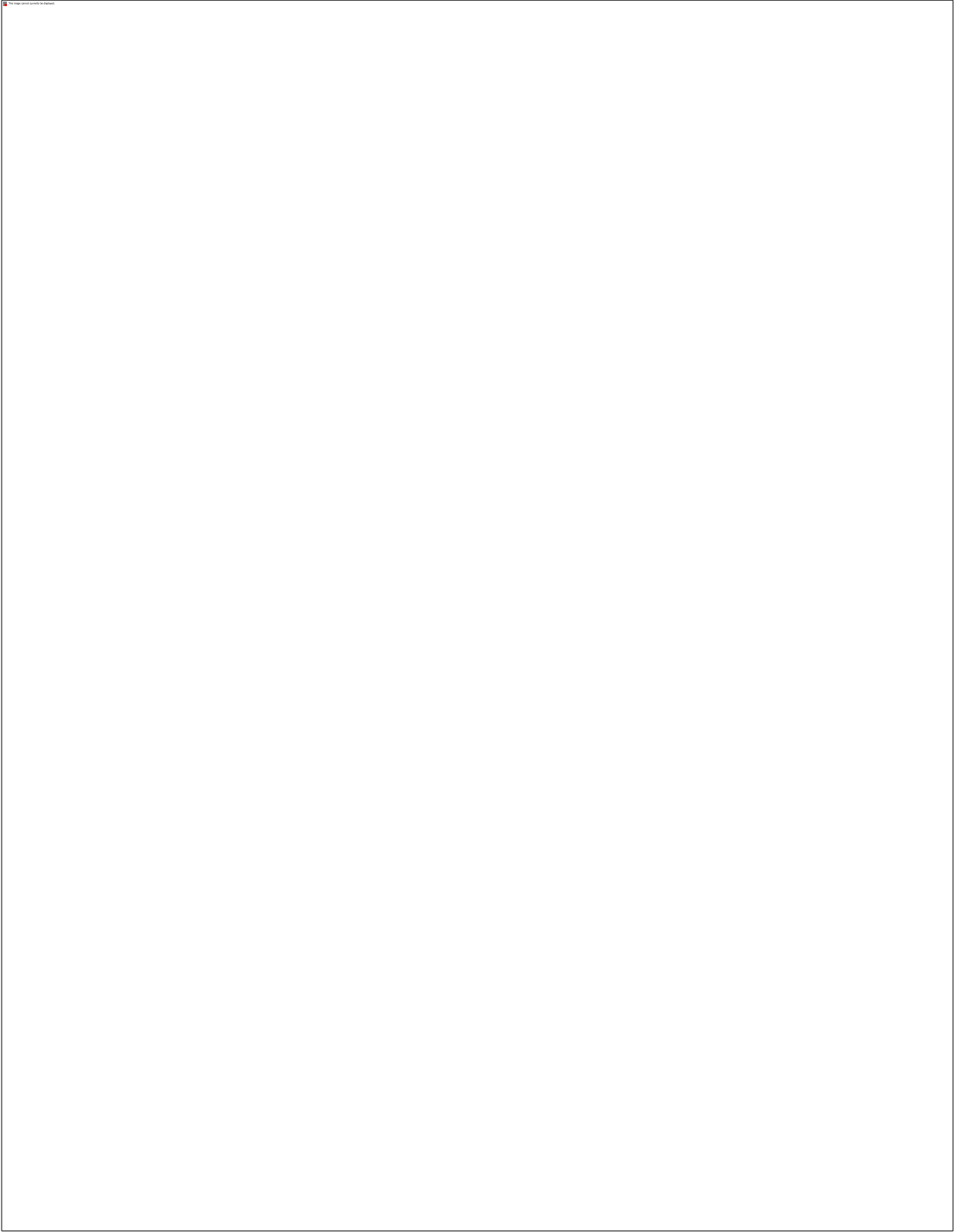
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Section 2:

The Borough shall deduct employees' Union dues or representation fee based on Chapter 233 Laws of 1969 from employees' salary authorizing the same in writing under the following conditions:

- A. Upon receipt of duly signed authorization, the Borough shall deduct membership dues and remit the dues deducted as directed on the Authorization Card.
- B. The amount of monthly dues will be certified in writing by the Union and the amount shall be uniform for all members.
- C. No deduction will be made for any month in which there is insufficient pay available to cover same after all other deductions required by law have been made. They shall be deducted when pay is sufficient, in any payroll week, or payment of dues may be made by personal check to the Union if pay is not sufficient.
- D. Dues deducted from employees' pay will be transmitted by check as directed as soon as practicable after the deductions have been made.
- E. A new dues deduction Authorization Card will automatically cancel any prior deduction authorization on file with the Borough.
- F. The Union shall indemnify the Borough and any Department of the Borough and hold it harmless against any and all claims, demands, suits or other forms of liability that may arise out of, or by reason of, any action taken by the Borough or any Department of the Borough for the purpose of complying with the provisions of this Article.

ARTICLE 4**CONDUCTING ASSOCIATION BUSINESS ON EMPLOYER'S TIME**SECTION 1:

The Employer shall permit a member of the Union Grievance committee to conduct the business of the Committee, which consists of conferring with the employees and management on specific grievances in accordance with the Grievance Procedure set forth herein. The grievance Committee member will be granted reasonable time to a limit of one (1) hour during duty hours without loss of pay and with prior approval of his department head or designee, and providing the conduct of said business shall not diminish the effectiveness of his department or require the recall of any other employees to bring that department to its proper effectiveness. Said time off may only be granted after the grievance has been formally presented in writing.

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Section 2:

The Employer shall permit members of the Union Negotiating Committee to attend collective bargaining meetings during the duty hours of the member. However, when practicable, the negotiations session will be set during off-duty hours.

**ARTICLE 5
DISCRIMINATION AND COERCION**

Section 1:

There shall be no discrimination, interference or coercion by the Employer of any of its agents against the employees represented by the Union because of membership or activity in the Union. The Union shall not intimidate or coerce employees into membership. Neither the Employer nor the Union shall discriminate against any employee because of race, creed, color, sex, national origin or political affiliation.

Section 2:

Where the word "he" is used in this Agreement, it shall mean both sexes.

**ARTICLE 6
INTRODUCTORY PERIOD**

Section 1. New Employees

Each new employee shall serve an introductory period of ninety (90) calendar days. At the completion of thirty (30) and sixty (60) days, the employee's department head shall prepare a performance report and recommend the retention or dismissal of the introductory employee. These reports shall be submitted to the departmental Committee Chairperson.

If at the end of ninety (90) calendar days, the introductory employee shall have been deemed to have successfully completed his introductory period by the department head and the Committee Chairperson, the employee shall be granted all rights and privileges pertaining to his employment or position.

If, however, at the conclusion of the introductory period, the employee has been deemed to not have successfully completed the introductory period, the employee shall be dismissed. Nothing contained in this article shall be construed to prohibit the suspension or dismissal of an introductory employee at any time. At the time of dismissal the Borough Administrator and/or to Department Head will meet informally with the Business Agent, Shop Steward, and introductory employee to discuss the Boroughs decision related to dismissal. The dismissal of an introductory employee shall not be applicable to the grievance procedure. Except as otherwise provided by applicable law, the existence of an introductory period or the completion of the

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introductory period does not alter an employee's at-will employment relationship with the Borough.

**ARTICLE 7
SENIORITY**

Section 1. Definition of Seniority

Seniority shall, for purposes of this Agreement, be defined as an employee's length of continuous full-time service since their last date of hire, less any adjustments due to lay-off, approved leaves of absence without pay (unless otherwise agreed by the Borough), or other breaks in service. Seniority will not accrue when an employee is off the job due to a strike or other form of work stoppage. In the event of a reduction in work force, least senior employees will be terminated or laid off first.

**ARTICLE 8
WORK RULES**

Section 1:

The Borough may prepare, issue and enforce rules and safety regulations necessary for safe, orderly and efficient operation.

**ARTICLE 9
GRIEVANCE PROCEDURE**

Section 1:

- A. A grievance is a claimed breach, misinterpretation or improper application of the terms of this Agreement; or
- B. A claimed violation, misinterpretation, or misapplication of rules or regulations, existing policy, or orders applicable to the Department.

Section 2:

If, at any step in the grievance procedure, Management's decision is not appealed within the appropriate time, such grievance will be considered closed and there shall be no further appeal or review.

GRIEVANCE STEPS

Section III:

Step 1. The Business Agent of the Union or his duly authorized and designated representative within fifteen (15) working days of becoming aware of a grievance circumstance shall present in writing the grievance or grievances to the department head or his designee. The department head or his designee shall answer the grievance

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in writing within fifteen (15) working days of receipt of the grievance. Any of the time frames listed in the Grievance Steps may be extended by written agreement of both parties.

Step 2. If the grievance is not resolved at Step 1, or if no answer has been received by the Union within the time set forth in Step 1, the Union shall present the grievance or grievances in writing to the Borough Council within ten (10) working days of receipt of the Step 1 answer. This presentation shall set forth the position of the Union, and at the request of either party, discussion may ensue. The Borough Council shall answer the grievance in writing within twenty-one calendar (21) days after receipt of the grievance setting forth the position of the Employer.

Step 3. If the grievance has not been settled by the parties by Step 2 of the grievance procedure or if no answer in writing by the Mayor and Borough council has been received by the Union within the time provided in Step 2, the Union may demand arbitration of the grievance within thirty calendar (30) days as set forth in Article 10, "Arbitration," hereinafter set forth.

Section 4:

Nothing herein is intended to deny any employee the right of appeal as expressly granted in Title 40A of the revised New Jersey Statutes.

**ARTICLE 10
ARBITRATION**

Section 1:

If the grievance is not settled under Article 9, such grievance shall, at the request of the Union or the Employer, be referred to the State Board of Mediation for selection of an Arbitrator according to its rules. The decision of the arbitrator shall be binding. It is understood between both parties that the failure to conclude contract negotiations shall not be a matter subject to the grievance procedure. Binding arbitration shall not apply to the contract negotiation's process.

Section 2:

All submissions to arbitration must be made within thirty calendar (30) days.

Section 3:

The arbitrator shall not have the power to add to, subtract from or modify the provisions of this Agreement or laws of the State. He shall confine himself to the precise issue submitted for arbitration and shall have no authority to determine any other issues not so submitted to him, nor shall he submit observations or declarations or opinions that are not relevant in reaching the determination. The decision or award of the arbitrator shall be binding and consistent with applicable law and this Agreement. In no event shall the same question or issue be the subject of arbitration more than once.

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The arbitrator may prescribe an appropriate back pay remedy when he finds a violation of this Agreement, provided such remedy is permitted by law and is consistent with the terms of this Agreement. The arbitrator shall have no authority to prescribe a monetary award as a penalty for a violation of this Agreement. The fees and expenses of the Arbitrator and recording of the procedure shall be divided equally between the parties. Any other cost of this proceeding shall be borne by the party incurring the cost.

**ARTICLE 11
HOURS OF WORK-SHIFTS**

Section 1 - Normal Work Day:

The normal work day for all employees shall be eight (8) hours work between the hours of 7:00 a.m. and 3:00 p.m., with thirty (30) minutes for lunch period between 12:00 noon and 1:00 p.m. Five (5) such days, Monday through Friday, shall constitute a forty (40) hour week.

Section 2 - Building and Grounds:

The exception to the previously outlined work day shall be second shift work as assigned for Building and Grounds personnel at Borough owned properties. The work day for employees performing second shift services shall be eight (8) hours work between the hours of 3:00 p.m. and 11:00 p.m., with thirty (30) minutes for lunch period between 8:00 p.m. and 9:00 p.m., Monday through Friday, constituting a forty (40) hour week.

Section 3 - Water Department:

A further exception to the previously outlined work day shall be an altered work week for the Water Department personnel at the Borough water plant.

A five (5) day workweek shall only be worked during the time that the Matawan Borough water treatment facility is operational. The workweek shall be established as follows.

- 3.1. Water department employees shall work eight (8) hours daily between the hours of 7:00 AM and 3:00 PM. Lunch periods shall be thirty (30) minutes between 12:00 PM and 1:00 PM Monday through Friday. This shall constitute a forty (40) hour workweek.
- 3.2. One (1) employee of the water department shall work the same hours except that the workweek shall be Tuesday through Saturday constituting a forty (40) hour workweek.
- 3.3. The scheduling of the personnel to the different work weeks shall be determined by the employees, their immediate supervisor and in consultation with the Borough Administrator.

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All other terms of this contract shall remain in effect during the operation of the five (5) day week.

Section 4:

All work performed outside of the stated hours and the first eight hours on Saturday will be paid at time and one-half of the regular straight time rate. Sundays and holidays as prescribed in Article 13, or days celebrated as such shall be paid at double the straight time rate.

Section 5:

If it becomes necessary to work an additional shift, in addition to the employee's regular hours, Monday through Friday, the first eight hours of each of the five (5) days shall be at the, straight time rate. Any work performed outside of these hours shall be paid at the overtime rate. An additional shift shall consist of five consecutive days at eight hours per day.

Section 6:

A lunch period of thirty (30) minutes shall be allowed on each eight hour work day.

Section 7:

All overtime work required after the completion of an employee's regular shift shall be paid in keeping with the terms and conditions outlined in Article 12 of this Agreement.

Section 8:

There shall be no pyramiding of overtime rates and double the straight time rate shall be the maximum compensation for any hour worked.

**ARTICLE 12
OVERTIME**

Section 1:

An employee shall be entitled to overtime at the rate of one and one-half (1½) times his regular rate only after said employee has worked eight hours any given work day or forty (40) hours in any given work week. Vacation and holidays are to be considered time worked in the above matter.

Section 2:

No employee shall work in excess of his prescribed work day unless said overtime is authorized by his department head or designee. Overtime will be distributed

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by the department head or his designee and will be distributed equally among the members covered by this Agreement. All personnel who are properly trained are required to be on the overtime rotation. The department head shall provide the Shop Steward with a listing of overtime distribution for the previous pay cycle within ten (10) days of the distribution of payroll.

Section 3:

Except as otherwise provided in Article 11, any work performed in excess of eight hours on Saturday shall be at the rate of double time. Sundays and holidays shall be paid at the rate of double time. These overtime rates shall apply to any work performed outside the regularly scheduled shift.

Section 4:

In the event that any employee is called to duty on what is normally his off-duty hours, he shall be paid overtime at the rate herein prescribed, for a minimum of four (4) hours.

Section 5:

Where possible and except in the case of emergency, a two (2) hour notification period should be given to an employee prior to his working overtime.

Section 6:

Employees covered by this Agreement shall be entitled to a meal, paid for by the Borough of Matawan, when they work ten (10) continuous hours through two meals. Employees shall submit a voucher and a copy of the bill as proof of payment.

Section 7:

The above shall be subject, however, to any state or federal law or regulation which may now or in the future be enacted to the contrary.

**ARTICLE 13
HOLIDAY - PERSONAL LEAVE**

Section 1:

Each employee covered by this Agreement shall receive the following holidays:

1. New Year's Eve (one-half day)
2. New Year's Day
3. Martin Luther King Day
4. President's Day
5. Good Friday
6. Memorial Day

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7. Fourth of July
8. Thanksgiving Day
9. The day after Thanksgiving Day
10. Labor Day
11. Columbus Day
12. Election Day
13. Veteran's Day
14. Christmas Eve (one-half day)
15. Christmas Day

Section 2: Payment for Holidays:

The above mentioned holidays shall be included in the employee's regular pay period.

Section 3: Observance of Holidays that fall on Saturday or Sunday:

Holidays which fall on Saturday will be observed the day before on Friday, and holidays which fall on Sunday will be observed the day after on Monday.

In regard to the one half day holiday allocated for the day before Christmas and New Years Eve; when either of these holidays falls on a Saturday, the half-day prior shall be recognized as Thursday. When either of these holidays falls on Sunday, the half-day prior shall be recognized as Friday.

Section 4: Personal Leave

Employees covered by this Agreement shall be entitled to five days personal leave each year.

Section 5:

Military Leave:

- A. Military leave shall be granted in accordance with applicable state and federal law.
- B. Persons covered by this provision: Any full-time employee who is a member of the National Guard, International Guard or a reserve component of any of the Armed Forces of the United States and is required to engage in an annual field training as is authorized by law.
- C. It will be the employee's responsibility to obtain a statement from his/her commanding officer certifying the amount of compensation he/she received while in military service. If the employee's military pay for the training is less than his/her gross base earnings for a like period the Borough will pay the difference to the employee for a period not exceeding

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15 consecutive calendar days of training. Such leave of absence shall be in addition to authorized vacation. Any military training in excess of the two weeks annual field training shall be scheduled on the employee's non-duty time.

**ARTICLE 14
JURY DUTY**

Section 1: Attendance in Court

An employee will be granted jury duty leave with pay and should inquire about the duration of the jury trial. Employees shall advise their supervisor within two business days after receipt of notification to appear for jury duty.

- A. The employees will receive their regular wages. When they have completed their jury day prior to 12:00 noon, they are expected to return to work. When an employee fails to return to work, after the completion of jury duty, the time not spent at work will be considered use of personal time.
- B. Although the employees will receive their entire pay, the time slip must be submitted to the Clerk's office. The nominal fees an individual receives for jury duty are recognized as being paid to cover travel expenses and are not reimbursable to the Borough.

Witness Duty Leave of Absence

The Borough is aware that employees may be subpoenaed to appear as witnesses in trials before the court. For personal matters, employees will use available personal or vacation days.

**ARTICLE 15
BEREAVEMENT LEAVE**

Section I:

Each employee shall be granted four (4) days leave with pay upon death of a member of his immediate family. A fifth day may be granted by the Committee Chairperson if needed. Immediate family shall be defined as father, mother, sister, brother, husband, wife, daughter, son, father-in-law, mother-in-law, grandparents of employee and spouse, or relative living under the same roof. Employees shall be granted two days off with pay to attend the funeral of any other relative as approved by the Committee Chairperson.

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**ARTICLE 16
VACATIONS**

Section 1:

Each employee hired prior to January 1, 1997 who has had the length of continuous employment specified in the table following shall be entitled to the working time shown as vacation with pay at his regular rate of pay.

EMPLOYEES HIRED PRIOR TO JANUARY 1, 1997

<u>LENGTH OF EMPLOYMENT</u>	<u>VACATION TIME</u>
One to five years	10 days - (2 weeks)
Six to ten years	15 days - (3 weeks)
Eleven to fifteen years	20 days - (4 weeks)
Sixteen to twenty years	25 days - (5 weeks)
Twenty-one years or over	30 days (6 weeks)

EMPLOYEES HIRED ON OR AFTER JANUARY 1, 1997

One to End of Five Years	10 days - (2 weeks)
Six to End of Ten years	15 days - (3 weeks)
Eleven Years to End of Employment	20 days - (4 weeks)

Section 2:

Eligibility for vacation shall be computed as of the first day of the month in which the individual employee was hired. Vacation time shall not be cumulative from year to year. However, the Borough recognizes the need might arise for an individual to carry over a given amount of vacation time from one year to the next. The Employer shall grant any individual employee an opportunity to appear before the Borough Council with a special request for the carry-over of a maximum of one (1) year's vacation under specific individual circumstances. The Borough Council reserves the right to either approve or deny the request based solely upon the Council's discretion.

No employee shall lose vacation time by virtue of being required to work during his or her scheduled vacation. All requests for vacation or leave of absence shall be acted and decided upon within fifteen (15) days and all vacation time must be approved in advance by the Superintendent of Public Works and the Borough Administrator. Requests for vacation will not be unreasonably denied.

**ARTICLE 17
SICK LEAVE**

Section 1:

Sick days may be utilized by full-time employees when they are unable to perform their work by reason of personal illness, accident or exposure to contagious disease.

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Section 2:

- A. Accumulated sick days may be used by an employee for personal illness, illness in his "immediate family", which requires his attendance upon the ill person, quarantine restrictions, pregnancy, or disabling injuries. "Immediate family" means spouse, child, parent or unmarried brother or sister, or dependent living under the same roof. In the first year of employment, an employee shall be entitled to one sick day for each month of employment. Thereafter, sick days shall accumulate on the basis of one and one-quarter (1¼) days per month or fifteen (15) days per year; sick days may be accumulated from year to year, but not to exceed 260 days of earned sick days.
- B. Unused accumulated sick days shall be dealt with in accordance with Borough ordinance in effect on January 1, 1987 and amended March 4, 1997, copies of which are attached and made part of this Agreement.
- C. In connection with any application for sick leave of absence pursuant to this Section, the duration of any claimed disability shall be evidenced by certificates of a physician designated by the Mayor and Council to examine the applicant.

Section 3:

- A. If an employee is absent for reasons that entitle him to use of sick days, he shall notify his supervisor no later than one (1) hour prior to his usual reporting time.
- B. Failure to notify his supervisor may be cause for denial of the use of sick days for that absence and constitute cause for disciplinary action.
- C. Absence without notice for five (5) consecutive days shall constitute a resignation.

Section 4:

- A. An employee who has been absent using sick days for five (5) or more consecutive working days shall be required to submit acceptable medical evidence substantiating the illness.
- B. An employee who has been absent using sick days totaling ten (10) days in one (1) calendar year shall submit acceptable medical evidence for the use of any additional sick days in that year unless such illness is of a chronic or recurring nature requiring absences of one (1) day or less, in which case only one (1) certificate shall be necessary for a period of six (6) months.

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Consent Agenda

Mayor Altomonte read by title Resolutions 17-06-02 through and including 17-06-19, requesting a motion to approve en masse. Councilman Vergaretti made the motion, seconded by Councilwoman Salvatore. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

***RESOLUTION 17-06-02
REDEMPTION OF TAX SALE CERTIFICATE
FIG CAPITAL INV. NJ 13, LLC
CERTIFICATE #14-00040***

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #14-00040 was sold to FIG Capital Inv. NJ 13, LLC, MTAG Cust for FIG Capital Inv. NJ 13, 1000 Riverside Ave., Ste 400, Jacksonville, FL 32204; and

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WHEREAS, Certificate #14-00040 has been paid and fully redeemed for the property owner, Block 65.02, Lot 14, otherwise known as 24 Ned Dr.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$4,582.61, and a Premium of \$1,700.00, to the above for the redemption of Tax Sale Certificate #14-00040.

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

**RESOLUTION 17-06-03
REDEMPTION OF TAX SALE CERTIFICATE
US BANK CUST BV001 TRST & CRDTRS
CERTIFICATE #14-00071**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #14-00071 was sold to US Bank Cust BV001 TRST & CRDTRS, 50 S. 16th St., Suite 2050, Philadelphia, PA 19102; and

WHEREAS, Certificate #14-00071 has been paid and fully redeemed for the property owner, Block 108, Lot 14, otherwise known as 845 Highway 34.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$208,659.28, and a Premium of \$280,100.00, to the above for the redemption of Tax Sale Certificate #14-00071.

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

**RESOLUTION 17-06-04
REDEMPTION OF TAX SALE CERTIFICATE
US BANK CUST FOR PC6, LLC STERLING NATIONAL
CERTIFICATE #15-00032**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #15-00032 was sold to US Bank Cust for PC6, LLC Sterling National, 50 S. 16th Street, Suite 2050, Philadelphia, PA 19102; and

WHEREAS, Certificate #15-00032 has been paid and fully redeemed for the property owner, Block 31, Lot 11, otherwise known as 19 Clinton St.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$531.39, and a Premium of \$1,000.00, to the above for the redemption of Tax Sale Certificate #15-00032.

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

**RESOLUTION 17-06-05
REDEMPTION OF TAX SALE CERTIFICATE
CHRISTIANA TRUST AS CUST GSRAN-Z, LLC DEPOSIT ACCT
CERTIFICATE #15-00089**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #15-00089 was sold to Christiana Trust as Cust GSRAN-Z, LLC Deposit Acct, PO Box 71276, Philadelphia, PA 19176; and

WHEREAS, Certificate #15-00089 has been paid and fully redeemed for the property owner, Block 120.01, Lot 16, otherwise known as 8 Macarthur Dr.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$8,867.00, and a Premium of \$23,500.00, to the above for the redemption of Tax Sale Certificate #15-00089.

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

**RESOLUTION 17-06-06
REDEMPTION OF TAX SALE CERTIFICATE
J&A NEW YORK, INC.
CERTIFICATE #16-00005**

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WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #16-00005 which was sold to J&A New York, Inc., 144-90 41st Avenue, Apt. 515, Flushing, New York, 11355; and

WHEREAS, Certificate #16-00005 has been paid and fully redeemed for the property owner, Block 8, Lot 6, otherwise known as 71 Main St.

NOW, THEREFORE, BE IT RESOLVED by the Council of The Borough of Matawan, that they hereby authorize payment in the amount of \$1,623.28, and a Premium of \$1,400.00, to the above for the redemption of Tax Sale Certificate #16-00005.

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

**RESOLUTION 17-06-07
REDEMPTION OF TAX SALE CERTIFICATE
TOWER FUND SERVICES/CUST EBURY
TOWER AS CST FOR EBURY FUND 1, NJ, LLC
CERTIFICATE #16-00037**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #16-00037 was sold to Tower Fund Services/Cust Ebury, Tower as Cust for Ebury Fund 1 NJ, LLC, PO Box 37695, Baltimore, MD 21297; and

WHEREAS, Certificate #16-00037 has been paid and fully redeemed for the property owner, Block 47.01, Lot 32, otherwise known as 34 Edgemere Drive.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$1,427.16, and a Premium of \$1,600.00, to the above for the redemption of Tax Sale Certificate #16-00037.

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

**RESOLUTION 17-06-08
REDEMPTION OF TAX SALE CERTIFICATE
TOWER FUND SERVICES/CUST EBURY
TOWER AS CST FOR EBURY FUND 1, NJ, LLC
CERTIFICATE #16-00039**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #16-00039 was sold to Tower Fund Services/Cust Ebury, Tower as Cust for Ebury Fund 1 NJ, LLC, PO Box 37695, Baltimore, MD 21297; and

WHEREAS, Certificate #16-00039 has been paid and fully redeemed for the property owner, Block 47.02, Lot 17.01, otherwise known as 2 Ziegler Pl.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$1,765.91, and a Premium of \$9,300.00, to the above for the redemption of Tax Sale Certificate #16-00039.

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

**RESOLUTION 17-06-09
REDEMPTION OF TAX SALE CERTIFICATE
US BANK CUST FOR LIENLOGIC FUND 1, LLC
CERTIFICATE #16-00059**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #16-00059 was sold to US Bank Cust for LienLogic Fund 1, LLC, 555 Middlecreek Parkway, Colorado Springs, CO 80921; and

WHEREAS, Certificate #16-00059 has been paid and fully redeemed for the property owner, Block 71, Lot 13.02, otherwise known as 62-1/2 Middlesex Rd.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$4,140.65 and a Premium of \$1,400.00 to the above for the redemption of Tax Sale Certificate #16-00059.

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 17-06-10
REDEMPTION OF TAX SALE CERTIFICATE
BOROUGH OF MATAWAN
CERTIFICATE #16-00064**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #16-00064 was sold to Borough of Matawan, 201 Broad St., Matawan, NJ 07747; and

WHEREAS, Certificate #16-00064 has been paid and fully redeemed for the property owner, Block 81, Lot 1, otherwise known as Sonia Ave.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$297.64 to the above for the redemption of Tax Sale Certificate #16-00064.

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

**RESOLUTION 17-06-11
REDEMPTION OF TAX SALE CERTIFICATE
US BANK CUST FOR LIENLOGIC FUND 1, LLC
CERTIFICATE #16-00083**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #16-00083 was sold to US Bank Cust for LienLogic Fund 1, LLC, 555 Middlecreek Parkway, Colorado Springs, CO 80921; and

WHEREAS, Certificate #16-00083 has been paid and fully redeemed for the property owner, Block 119, Lot 14, otherwise known as 11 Sutphin Ave.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$654.20 and a Premium of \$1,400.00 to the above for the redemption of Tax Sale Certificate #16-00083.

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

**RESOLUTION 17-06-12
APPROVAL OF RAFFLE LICENSE
KEYPORT EDUCATION FOUNDATION, INC.
50/50 CASH
RA-701**

BE IT RESOLVED by the Council of the Borough of Matawan that they hereby memorialize Council approval nunc protunc the raffle license for Keyport Education Foundation, Inc.

<u>Name & Location of Organization's Event</u>	<u>Date & Time</u>
Sterling Gardens	June 2, 2017
227 Freneau Avenue	6:00 PM to 11:00 PM
Matawan, New Jersey 07747	

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

**RESOLUTION 17-06-13
APPROVAL OF NEW TAXI DRIVER LICENSE
SARFRAZ AHMED**

WHEREAS, Sarfraz Ahmed, has passed the required Police Department background checks; and

WHEREAS, Sarfraz Ahmed, has filed the proper documentation with the Borough Clerk's office.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that they hereby approve the following new taxi driver license:

Applicant: Sarfraz Ahmed
81 Seeley Avenue
Keansburg, NJ 07734

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

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**RESOLUTION 17-06-14
APPROVAL OF TAXI DRIVER LICENSE RENEWAL
GARY J. HALLIGAN**

WHEREAS, Gary J. Halligan, has passed the required Police Department background checks; and

WHEREAS, Gary J. Halligan, has filed the proper documentation with the Borough Clerk's office.

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

*Applicant: Gary J. Halligan
16 Boxwood Drive
Jackson, NJ 08527*

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

**RESOLUTION 17-06-15
APPROVAL OF TAXI DRIVER LICENSE RENEWAL
RAMON A. MERCEDES**

WHEREAS, Ramon A. Mercedes, has passed the required Police Department background checks; and

WHEREAS, Ramon A. Mercedes, has filed the proper documentation with the Borough Clerk's office.

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

*Applicant: Ramon A. Mercedes
569 Coolidge Avenue
Toms River, NJ 08753*

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

**RESOLUTION 17-06-16
APPROVAL OF TAXI DRIVER LICENSE RENEWAL
GLENN PETERSON**

WHEREAS, Glenn Peterson, has passed the required Police Department background checks; and

WHEREAS, Glenn Peterson, has filed the proper documentation with the Borough Clerk's office.

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

*Applicant: Glenn Peterson
45 Church Street
Matawan, NJ 07747*

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

**RESOLUTION 17-06-17
APPROVAL OF TAXI DRIVER LICENSE RENEWAL
ROBERT SIWAKOWSKI**

WHEREAS, Robert Siwakowski, has passed the required Police Department background checks; and

WHEREAS, Robert Siwakowski, has filed the proper documentation with the Borough Clerk's office.

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

*Applicant: Robert Siwakowski
6-A Minnesota Drive
Old Bridge, NJ 07747*

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

**RESOLUTION 17-06-18
APPROVAL OF TAXI DRIVER LICENSE RENEWAL
SAMANTHA WHITE**

WHEREAS, Samantha White, has passed the required Police Department background checks; and

WHEREAS, Samantha White, has filed the proper documentation with the Borough Clerk’s office.

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

Applicant: Samantha White
107 Pacific Boulevard
Keyport, NJ 07735

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

**RESOLUTION 17-06-19
APPROVAL OF TOWING & STORAGE LICENSE RENEWAL
BILL WRIGHT TOWING & RECOVERY**

WHEREAS, Bill Wright Towing & Recovery (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, Bill Wright Towing & Recovery (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: Bill Wright Towing & Recovery
39 Clark Street
Keyport, New Jersey 07735

Applicant: William J. Wright

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 17-06-20: Renewal of 2017-2018 ABC Liquor Licenses. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Reeve. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 17-06-20
RENEWAL OF 2017-2018 ABC LIQUOR LICENSES**

BE IT RESOLVED by the Borough Council of the Borough of Matawan that the following liquor licenses be renewed, subject however to the rules, regulations, receipt of Tax Clearance Certificates, statutes and ordinances affecting the same, said licenses to expire June 30, 2017.

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<u>LICENSE #</u>	<u>NAME</u>	<u>ADDRESS</u>	
<u>Plenary Retail Consumption License</u>			
<u>\$1,600.00</u>			
1329-33-012-003	227 Freneau Caterers, LLC (Sterling Gardens)	227 Rte. 79	Matawan, NJ 07747
1329-33-013-007	Green Valley Corp. (Park Place Diner)	1040 Hwy 34	Matawan, NJ 07747
1329-33-017-005	Huang, Inc. (JFJ Liquor & Bar)	1070 Hwy. 34	Matawan, NJ 07747
1329-33-003-008	Liberty Corner, Inc. (Brass Rail)	89 Rte. 79	Matawan, NJ 07747
1329-33-016-010	Mediterranean Chateau	27 Freneau Ave.	Matawan, NJ 07747
1329-33-011-004	MJ's of Matawan, LLC	845 Hwy. 34	Matawan, NJ 07747
1329-33-001-010	Yios GRK, LLC (Black Fig)	787 Hwy. 34	Matawan, NJ 07747
<u>Plenary Retail Distribution License</u>			
<u>\$950.00</u>			
1329-44-008-005	Kamal, Inc. (Matawan Wines & Liquors DBA Wine Chateau)	60 Main St.	Matawan, NJ 07747
1329-44-007-008	Liquor Pros, Inc. (79 Liquors)	78 Freneau Ave.	Matawan, NJ 07747
1329-44-014-007	VSLN, Inc. (Camelot Wine Merchants)	952 Hwy 34	Matawan, NJ 07747

Mayor Altomonte read by title Resolution 17-06-21: Approving the Discharge of Fireworks in the Borough of Matawan in Celebration of Independence Day. Mayor Altomonte requested a motion. Councilwoman Salvatore 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 17-06-21
APPROVING THE DISCHARGE OF FIREWORKS IN THE
BOROUGH OF MATAWAN IN CELEBRATION OF
INDEPENDENCE DAY**

WHEREAS, the Council of the Borough of Matawan is desirous to hold their annual fireworks display; and

WHEREAS, the Borough Administrator received two (2) quotes for professional services for the display of fireworks; and

WHEREAS, Starfire Corporation/Serpico Pyrotechnics, LLC, 133 Orchard Court, Toms River, New Jersey 08753-1334 is qualified to provide specialized professional services for the display of fireworks.

NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Matawan hereby approves the discharge of fireworks as outlined in the attached contract with accompanying hold harmless agreement and satisfactory certificates of insurance, in conjunction with the Agreement between the Borough of Matawan and Starfire Corporation/Serpico Pyrotechnics, LLC to take place on July 1, 2017 with a rain date of July 2, 2017, in an amount not to exceed Eight Thousand Nine Hundred Sixty Dollars and No Cents (\$8,960.00).

BE IT FURTHER RESOLVED the Council of the Borough of Matawan hereby authorizes the Borough Administrator to execute the Agreement on behalf of the Borough of Matawan.

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***BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Clerk, Finance, Construction, Fire, Fire Prevention, Police, Public Works, Recreation as well as Starfire Corporation/Serpico Pyrotechnics, LLC.*

CERTIFICATION AS TO AVAILABLE FUNDING

I, Monica Antista, Chief Financial Officer of the Borough of Matawan do hereby certify that as of the date of this certification funds are available from the 7-01-28-370-200 Budget of the Borough of Matawan to Starfire Corporation/Serpico Pyrotechnics, LLC for fireworks for the Borough of Matawan in an amount not to exceed Eight Thousand Nine Hundred Sixty Dollars and No Cents (\$8,960.00).

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

Chief Financial Officer

(Signature on File)

*Monica Antista, CMFO
Dated: June 7, 2017*

DISPLAY CONTRACT

The Borough of Matawan., hereinafter referred to as the "sponsor", hereby agrees to purchase a fireworks display from Serpico Pyrotechnics, LLC/Starfire Corporation, Joint Venture hereinafter referred to as the "company" on the terms and conditions set forth hereinafter.

1. Purchase Price. The sponsor will pay to the company (all checks made payable to Serpico Pyrotechnics, LLC) the sum of Eight Thousand, Nine Hundred, Sixty Dollars (\$8,960.00) for the display, said sum to be paid as follows:

a. The balance of the purchase price shall be paid to the company at the conclusion of the display.

b. In the event the balance of the purchase price is not paid within 30 days after the display date, all sums owed to the sponsor for the display will bear interest at the rate of 1.5% per month until paid in full. In addition to the foregoing, the sponsor shall pay all of the costs of collection of any amount due hereunder incurred by the company, including reasonable attorney's fees and court costs. The aforementioned interest charge and collection costs including attorney's fees shall apply to any sum due pursuant to the terms of this contract if not paid within 30 days of its due date.

2. Display Date. The date of the display will be July 1, 2017. The rain or cancellation date will be on July 2, 2017.

3. Display Site. The sponsor shall provide an appropriate display site that meets the requirements of all applicable NFPA code sections and the applicable provisions of the New Jersey State Statutes and Department of Community Affairs Regulations. Additionally, the site must be approved by the company and the authority having jurisdiction over the display.

4. Site Security. The sponsor shall provide police and/or crowd security personnel, proper parking supervision, and insure adequate patrol of the safety zone as marked and secured by the sponsor until the company crew chief advises that this is no longer necessary. Company personnel shall have control of the firing area during the display (although security shall continue to be the sponsor's responsibility). The sponsor will be responsible for the cleanup of any fallout debris from the display; however company personnel will dispose the boxes brought to the site by the company.

In the event any unauthorized persons or vehicles enter the safety zone, company personnel shall have the right to terminate the display.

Immediately following the display company personnel will search the display area for any unexploded fireworks and safely dispose of any that are found. A company representative will inspect the site the morning after the display and safely dispose of any unexploded fireworks discovered during the inspection in accordance with NFPA code requirements. The company will also provide the authority having jurisdiction over the display with a post-display inspection report within 48 hours after the display. The post-display inspection report will contain the time of the search; the results thereof; any product malfunctions and any injuries.

5. Permits. The sponsor shall be responsible for obtaining all permits and governing body resolutions required for the display

6. Postponement or Cancellation of the Display. In the event of inclement weather or excessive winds on the date of the display, the parties hereto shall confer and if they agree that the weather or wind conditions require the show to be postponed, the show will be postponed to the rain date set forth above. In the event the show cannot be fired on the rain date, due to any of the aforementioned conditions it must be rescheduled within 90 days of that display date. In the event the show is not rescheduled within the 90 day period the sponsor will pay to the company a sum equal to 50% of the total show price.

In the event the show is postponed on the day of the show there will be a postponement fee charged to the sponsor in an amount equal to the costs incurred by the company for loading and unloading the show, vehicle and transportation expenses, insurance expense and labor. Said fees shall be paid within 30 days of the date the show is postponed.

7. Insurance. The company shall have liability insurance in the minimum amount of \$1,000,000.; workers compensation insurance and vehicle insurance. Proof of the foregoing insurances shall be provided to the sponsor when this contract is executed by both parties.

8. Personnel. The company shall provide sufficient trained personnel to set up, fire and break down the display in a workmanlike manner.

9. Miscellaneous. The company reserves the right to substitute product in the show with product equal to or greater in value at its discretion. The company shall not be responsible for events beyond its control, including the weather. In the event the display is damaged or destroyed by rain, wind or lake conditions, the risk of loss shall remain with the sponsor.

In the event the display is set up and it has to be postponed to the next day due to weather or wind conditions, the display will not be broken down. Additionally, the sponsor shall provide security for the site until the company crew arrives the next day to fire the show.

The authorized representatives of the parties hereby agree to the aforementioned terms and conditions of this contract on the date and year set forth below.

Serpico Pyrotechnics, LLC./
Starfire Corporation.

4/18/17
Date
Jack A. Serpico

Borough of Matawan

Date
Louis C. Ferrara,
Borough Administrator

DISPLAY SYNOPSIS FOR BOROUGH OF MATAWAN, JULY 1, 2017

OPENING BARRAGE

2.5" – 20

MAIN BODY

The main portion or body of the show will consist of 432 aerial shells ranging in size from 2.5 inches to 5.0 inches in diameter. Some of the shells will be fired as single fired shells; the others will be fired in chains of 2 or 3 shells each as follows:

3.0" – 70 single shells

4.0" – 70 single shells

5.0"- 70 single shells

2.5" – 30 flights @ 3 shells each = 90

3.0" – 30 flights @ 3 shells each = 90

4.0" – 21 flights @ 2 shells each = 42

FINALE

The Finale will consist of 377 aerial shells ranging in size from 2.5 inches to 5.0 inches in diameter as follows:

2.5"- 240

3.0" – 120

4.0" – 12

5.0"- 5

FIREWORKS DISPLAY
HOLD HARMLESS AGREEMENT

**BETWEEN THE BOROUGH OF MATAWAN AND SERPICO PYROTECHNICS,
LLC./STARFIRE CORPORATION, JOINT VENTURE**

WITNESSETH:

1. SERPICO PYROTECHNICS, LLC./ STARFIRE CORPORATION, JOINT VENTURE (CONTRACTOR) agrees to release, indemnify and hold harmless the BOROUGH OF MATAWAN (SPONSOR) and the First Presbyterian Church of Matawan from and against any loss, damage or liability, including attorney's fees and expenses incurred by the latter entity or entities and their respective employees, agents volunteers, or other representatives, arising out of or in any manner relating to the manufacture, installation, firing or disassembly of any pyrotechnic equipment or device and/or the supervision and presentation thereof.

- .2 The applicant or Contractor has furnished the Certificate of Insurance with limits of liability described below:

Workers Compensation/Employers Liability: \$500,000

General Liability: \$1,000,000/\$2,000,000; \$9,000,000, umbrella policy

Automobile Liability: \$1,000,000.

A true copy of the Certificate of Insurance is attached indicating the member entity and applicable associations, recreations or committees formed by the member entity to organize the "event" named as an additional insured on all liability policies.

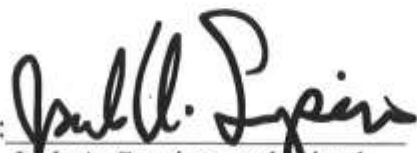
3. The facilities will be used for the following purpose and no other:
Event: Fireworks Display Date: July 1, 2017
Rain Date: July 2, 2017

Dated: April 18, 2017.

Witness:


Denise Serpico

Signed:


Jack A. Serpico, authorized
Company representative

Allied Specialty Insurance, Inc.

10451 Gulf Boulevard
Treasure Island, Florida 33706
727-367-6900 800-237-3355

Request for Certificate of Insurance

Date: April 18, 2017

To: M. Kugler
Email: mkugler@alliedspecialty.com

From: Jack Serpico
Business Name: STARFIRE CORPORATION/SERPICO PYROTECHNICS, LLC

Account #: **S09259**
Telephone: 814-344-9200
Email: jean@starfirecorporation.com

Certificate Holder Name: Borough of Matawan

Certificate Holder Address: 201 Broad Street

Matawan, New Jersey 07747

Display Date: July 1, 2017

Rain Date: July 2, 2017

Location of Display: On Lake Lefferts, in Matawan, NJ

Special Instructions: MAIL COPY TO CUSTOMER
Email copy to pyrojack@aol.com

Additional Insured: Borough of Matawan, Matawan P.B.A. and
Fire Department.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/21/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Allied Specialty Insurance, Inc. 10451 Gulf Blvd Treasure Island, FL 33706-4814	CONTACT NAME: Michelle Kugler	
		PHONE (A/C, No, Ext): 727-547-3070	FAX (A/C, No): 727-367-5695
		E-MAIL ADDRESS: mkugler@alliedspecialty.com	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A : T.H.E. Insurance Company	12866
INSURED	Serpico Pyrotechnics, LLC 133 Orchid Court Toms River, NJ 08753	INSURER B :	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	WCP0005347-001 Coverage is afforded in the State(s) of: DE, MD, NJ & PA	02/01/2017	02/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Display Date: 07/01/17 Rain Date: 07/02/17 Location: On Lake Lefferts, in Matawan, NJ

CERTIFICATE HOLDER Borough of Matawan 201 Broad Street Matawan, New Jersey 07747	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/21/2017

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PRODUCER Allied Specialty Insurance, Inc. 10451 Gulf Blvd Treasure Island, FL 33706-4814	CONTACT NAME: Michelle Kugler	FAX (A/C, No): 727-367-5695	
	PHONE (A/C, No, Ext): 727-547-3070	E-MAIL ADDRESS: mkugler@alliedspecialty.com	
INSURED Starfire Corporation 682 Cole Road Carrolltown, PA 15722	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : T.H.E. Insurance Company		12866
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR YVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COM/OP AGG \$
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO						BODILY INJURY (Per person) \$
	OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WCP0005161-008			<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A	Coverage is afforded in the State(s) of: NJ, NY & PA			E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below			This Policy Does Not Provide Disability Benefits In New York			E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Display Date: 07/01/17 Rain Date: 07/02/17 Location: On Lake Lefferts, in Matawan, NJ

CERTIFICATE HOLDER

Borough of Matawan
201 Broad Street
Matawan, New Jersey 07747

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Carol A. Sena

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/21/2017

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PRODUCER Allied Specialty Insurance, Inc. 10451 Gulf Blvd Treasure Island, FL 33706-4814	CONTACT NAME: Michelle Kugler PHONE (A/C, No, Ext): 727-547-3070 FAX (A/C, No): 727-367-5695 E-MAIL ADDRESS: mkugler@alliedspecialty.com
INSURER(S) AFFORDING COVERAGE	
INSURER A: T.H.E. Insurance Company	
NAIC # 12866	
INSURED STARFIRE CORPORATION, SERPICO PYROTECHNICS, LLC & NORTH ORCHARD ROAD, LLC. 682 COLE ROAD CARROLLTOWN PA 15722	INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CPP0100095-07	01/22/2017	01/22/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ N/A PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CPP0100095-07	01/22/2017	01/22/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			ELP0010030-07	01/22/2017	01/22/2018	EACH OCCURRENCE \$ 9,000,000 AGGREGATE \$ 9,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	Coverage is afforded in the State(s) of:			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Display Date: 07/01/17 Rain Date: 07/02/17 Location: On Lake Lefferts, in Matawan, NJ

RE: General Liability, the following are named as additional insured in respects to the negligence of the named insured: Borough of Matawan, Matawan P.B.A. and Fire Department

The above Commercial General Liability (CGL) policy affords bodily injury & property damage liability coverage arising directly from a fireworks display, however, no Marine, Hull & Machinery, P&I or Pollution Liability coverage is afforded under this CGL policy arising from the use of any barge, docks, piers, wharves or floating platforms.

CERTIFICATE HOLDER

Borough of Matawan
201 Broad Street
Matawan, New Jersey 07747

Cert 1630

CANCELLATION

Thirty (30) days notice of cancellation applies
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Carol A. Sena

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Google Earth

feet 800
meters 200



Line #1- 350' to N. Shore Lake Lefkowitz, Metamora, NJ.

Line #2- 359' to S. Shore

Line #3- 361' to dock located on peninsula to the north-east.

Line #4- 352' to trees located on south-east shore

Line #5- 863' to dock located at the canoe launch site.



U.S. Department
of Transportation

Eastern Service Center
Operations Support Group
AJV-E2

1701 Columbia Ave.
College Park, GA 30337

REQUEST FOR FIREWORKS DISPLAY

Company Name: _____ Serpico Pyrotechnics, LLC _____

Email Address of Person Requesting the Show: _____ pyrojack@aol.com _____

Event Name: _____ Borough of Matawan Fireworks Display _____

Display Date: _____ July 1, 2017 _____ **Rain Date:** _____ July 2, 2017 _____

Display Start Time: _____ 9:00-9:45 pm _____

Duration of Fireworks Display: _____ 12-15 minutes _____

Max Height of Fireworks _____ 500 feet _____

City or Town and State (Physical Address): _____ Borough of Matawan, Monmouth County, NJ _____

Latitude: 40° 24' 42.31" _____ (North) **Longitude:** 74° 14' 24.03" _____ (West)

Location or Special Notes: On Lake Leffert, Matawan, New Jersey.
Submitted on behalf of Serpico Pyrotechnics, LLC.
Address: 133 Orchid Court
Toms River, New Jersey 08753
Contact: Jack Serpico, (732) 616-2085

Please email your request to:
9-ATO-ESA-OSG-Fireworks@faa.gov

To Whom It May Concern:

Please be advised that the following is a list of the EX Numbers being used for the Borough of Matawan fireworks display to be held on July 1, or July 2, 2017:

2002040097
2001020097
2002040090
2002040096
2002030228

Please be further advised that no Class C, consumer grade fireworks will be used in the above referenced fireworks display. The method of firing will be both manual and electrical ignition. Our crew will follow the provisions of NFPA code sections 1123, 1124 and 1126 as applicable to outdoor firework displays. A member of our crew will possess a current New Jersey Blaster's Permit for the electrically fired portion of our display. Additionally, our crew will follow the provisions set forth in the N.J.A.C. 5:70-3, Ch. 33. No flash salute or report larger than 3 inches in diameter will be used in the display. There will be no reloading of fireworks during the display and the crew will have proper personal protective equipment. The display will not be fired if the winds exceed 20 mph. HDPE (High Density Poly Ethol) plastic mortars, with wooden plugs contained in wooden racks will be used.

Any questions or further information may be requested from me at your convenience.



Jack A. Serpico
Authorized Company Representative



U.S. Department
of Transportation
**Federal Aviation
Administration**

FAA/Air Traffic Organization
Eastern Service Center

1701 Columbia Avenue
College Park, GA 30337

Dear Fireworks Proponent:

Thank you for informing us of your proposed fireworks display.

Although there are currently no federal regulations specific to fireworks displays, the Federal Aviation Administration (FAA) has been tasked with regulating the safe and efficient use of the navigable airspace (49 U.S.C. § 40103). In recognition of this role in promoting aviation safety, many jurisdictions require notice to the FAA as a condition of approval of a fireworks permit.

We acknowledge your notification and have no objection to the fireworks display provided it is conducted in a manner that does not create a hazard to other persons, or their property.

To enhance the safety of your event, we recommend the following actions:

- Fireworks staff should remain vigilant to ensure that no aircraft are in the area prior to beginning the fireworks display.
- If your event is within 5 miles of a public use airport, or if the display will exceed 500 feet Above Ground Level (AGL), contact Leidos Flight Service at 1-877-4-US-NTMS (1-877-487-6867) at least 24 hours (but not more than 72 hours) in advance to request a Notice to Airman (NOTAM). You will need to provide the following information:
 - Name and address of the person filing the NOTAM
 - Date, time(s), and event location (City, State, and location in reference to the airport)
 - Maximum altitude of the display

This letter should not be construed as superseding or invalidating any existing rules or regulations promulgated by any other federal, state, county, or municipal government which may be required for this display.

If you have any questions regarding this information, please contact our office at (404) 305-5570 or 9-ATO-ESA-OSG-Fireworks@faa.gov.

Sincerely,

Ryan W. Almasy
Manager, Operations Support Group
Eastern Service Center, Air Traffic Organization



OE/AAA

Circle Search For Airports Results

Records 1 to 18 of 18

Locator Id	Name	Site Type	City	State	Latitude	Longitude	Distance(NM)	Azimuth
346	OLD BRIDGE	Airport	OLD BRIDGE	NJ	40° 19' 47.59" N	74° 20' 48.43" W	4.84	29.05°
294	PRINCETON	Airport	PRINCETON/ROCKY HILL	NJ	40° 23' 56.70" N	74° 39' 32.40" W	12.35	92.77°
474	CENTRAL JERSEY AGNI	Airport	MANVILLE	NJ	40° 31' 27.98" N	74° 35' 53.85" W	12.54	130.45°
1028	NWS EARLE	Helipad	COLTS NECK	NJ	40° 15' 15.40" N	74° 10' 8.51" W	12.94	51.29°
187	TRINTON-ROBBINSVILLE	Airport	ROBBINSVILLE	NJ	40° 12' 50.20" N	74° 36' 6.40" W	14.3	42.68°
1156	CHARLES WOOD HELIPAD	Helipad	FORT MONMOUTH	NJ	40° 17' 44.40" N	74° 4' 59.50" W	15.13	68.16°
LD3	LINDEN	Airport	LINDEN	NJ	40° 37' 2.80" N	74° 14' 40.50" W	15.23	154.17°
1055	GREELY HELIPAD	Helipad	FORT MONMOUTH	NJ	40° 19' 0.40" N	74° 1' 58.50" W	16.92	75.04°
BL4	MONMOUTH EXECUTIVE	Airport	BELMAR/FARMINGDALE	NJ	40° 11' 12.30" N	74° 7' 28.40" W	17.17	44.94°
SMQ	SOMERSET	Airport	SOMERVILLE	NJ	40° 37' 33.57" N	74° 40' 12.88" W	19.15	137.94°
1151	SOLBERG-HUNTERDON	Airport	READINGTON	NJ	40° 34' 58.62" N	74° 44' 11.40" W	19.68	126.24°
TTN	TRENTON MERCER	Airport	TRENTON	NJ	40° 16' 36.10" N	74° 48' 48.50" W	20.57	70.71°
EWR	NEWARK LIBERTY INTL	Airport	NEWARK	NJ	40° 41' 32.93" N	74° 10' 7.27" W	20.82	150.97°
112	LAKEHURST MAXFIELD FLD,	Airport	LAKEHURST	NJ	40° 2' 8.81" N	74° 21' 4.93" W	21.23	4.73°
112	LAKEWOOD	Airport	LAKEWOOD	NJ	40° 4' 0.49" N	74° 10' 39.61" W	21.62	26.62°
1111	MERCK WHITEHOUSE STATION	Helipad	WHITEHOUSE STATION	NJ	40° 38' 23.37" N	74° 45' 55.59" W	22.84	131.18°
WR1	MC GUIRE FLD (JOINT BASE MC GU...)	Airport	WRIGHTSTOWN	NJ	40° 0' 56.10" N	74° 35' 30.12" W	24.22	22.38°
1010	MORRISTOWN MUNI	Airport	MORRISTOWN	NJ	40° 47' 57.60" N	74° 24' 53.60" W	24.64	177.33°

Rows per Page: 20

Page: 1

Records 1 to 18 of 18

Page 1 of 1

**Borough of Matawan
Workshop Session
June 7, 2017**

Mayor Altomonte read by title Resolution 17-06-22: Approving the Site for the Discharge of Fireworks in the Borough of Matawan in Celebration of Independence Day and Authorizing the Waiver of Fire Prevention Permit Fees, and the Use of Motor Boats and Mechanized Vehicles on Lake Lefferts by Police and Fire Departments Only. Mayor Altomonte requested a motion. Councilwoman Salvatore 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 17-06-22
APPROVING THE SITE FOR THE DISCHARGE OF FIREWORKS
IN THE BOROUGH OF MATAWAN IN CELEBRATION OF INDEPENDENCE DAY AND
AUTHORIZING THE WAIVER OF FIRE PREVENTION PERMIT FEES,
AND THE USE OF MOTOR BOATS AND MECHANIZED VEHICLES ON LAKE LEFFERTS BY
POLICE AND FIRE DEPARTMENTS ONLY**

***WHEREAS**, the Borough Administrator has recommended the site for the discharge of fireworks in the Borough of Matawan in celebration of Independence Day on July 1, 2017 to be held on Lake Lefferts; and*

***WHEREAS**, the Borough has constructed a floated barge on the Lake as the site for the discharge of the display by Serpico Pyrotechnics, LLC; and*

***WHEREAS**, Serpico Pyrotechnics, LLC, 133 Orchard Court, Toms River, New Jersey 08753-1334 has provided the required Certificate of Insurance to include the Borough of Matawan; and*

***WHEREAS**, the Council of the Borough of Matawan hereby waive any and all municipal Fire Prevention Department Permit Fees for the discharge of fireworks in the Borough of Matawan celebration of Independence Day.*

***NOW, THEREFORE, BE IT RESOLVED** that the Council of the Borough of Matawan hereby approves the use of the floated barge by the Borough and Serpico Pyrotechnics, LLC, and suspends the Borough Code Chapter 11 – Parks & Recreation Areas, Section 11-2 – Use of Motor Boats and Other Mechanical Vehicles, and authorizes the use of Police and Fire Departments **only**, to operate motor boats and mechanized vehicles in connection with the celebration and event to take place on July 1, 2017 with a rain date of July 2, 2017, sponsored by 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, Fire Department, Fire Prevention, Police, Public Works, Recreation as well as Serpico Pyrotechnics, LLC.*

Mayor Altomonte read by title Resolution 17-06-23: Matawan Recycling Facility – Maser Consulting, PA – Authorizing Change Order. 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 Urbano
Councilman Vergaretti
Councilman Cannon
Councilman Reeve
Councilwoman Salvatore

Motion passed.

**RESOLUTION 17-06-23
MATAWAN RECYCLING FACILITY
MASER CONSULTING, PA
AUTHORIZING CHANGE ORDER**

***WHEREAS**, Maser Consulting, PA has informed the Council that the New Jersey State Department of Environmental Protection (NJDEP) LOI ruling for the proposed Matawan Recycling Facility is favorable, and requires Boundary Mapping and Topographic Survey information to complete the LOI application and aid in the final design of the project; and*

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WHEREAS, Maser Consulting, PA informed the Council that these Items represent an increase in the cost of the Matawan Recycling Facility for a total increase this Change Order of Two Thousand, Nine Hundred Fifty Dollars, and No Cents (\$2,950.00).

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, based upon the recommendation(s) of Maser Consulting, PA, that they hereby authorize the attached contract modification proposal, Change Order, for the Matawan Recycling Facility, a Net Change Increase This Change Order, in an amount of Two Thousand, Nine Hundred Fifty Dollars and No Cents (\$2,950.00).

BE IT FURTHER RESOLVED this amount reflects a total Net Change Increase in Contract of Two Thousand, Nine Hundred Fifty Dollars and No Cents (\$2,950.00).

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, Clerk, Finance, Public Works, Recycling as well as Maser Consulting, PA.

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 7-01-20-165-200 Budget of the Borough of Matawan to Maser Consulting, PA for the Borough of Matawan in an amount not to exceed Two Thousand, Nine Hundred Fifty Dollars and No Cents (\$2,950.00).

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

Chief Financial Officer

(Signature on File)

*Monica Antista, CMFO
Dated: June 7, 2017*

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CLIENT WORK AUTHORIZATION FORM

CLIENT: Borough of Matawan - Attn: Lou Ferrara
PROJECT NAME: Matawan Recycl Center WORK ORDER CONTRACT NO: _____
PROJECT LOCATION: New Recycl Facility-Lots 7,8,9,10;Blk 6 MC PROJECT NO: 14001580G

WE REQUEST YOUR REVIEW AND AUTHORIZATION OF THE WORK AS OUTLINED BELOW IN ORDER TO PROCEED:

WORK REQUESTED BY: NJDEP

DESCRIPTION OF WORK/CONTRACT SCOPE:

Attached please find our scope of services with reference to required survey work to complete design documents for the project.

1. Approximate Boundary Mapping requested by NJDEP for the LOI submission.
2. Topographic Survey information to set proposed elevations for construction.

The Business Terms and Conditions of the original contract shall still apply.

Work as outlined above shall be invoiced:

☒ PER DIEM/HOURLY Estimated Budget = \$ _____
☐ LUMP SUM Fee = \$ 2,950.00

I (we) Hereby authorize the work to proceed as outlined above:

Work Order Form Prepared by:

Mayor Joseph Altomonte
Signer's Name (Print)

James A. Priolo, P.E.
Project Manager's Name (Print)

Joseph Altomonte
Signature Date

[Signature] 05-02-17
Project Manager Date

PLEASE SIGN THE FORM WHERE INDICATED & FAX OR MAIL TO MASER CONSULTING P.A. FOR OUR RECORDS.

**Borough of Matawan
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Engineers
Planners
Surveyors
Landscape Architects
Environmental Scientists

Corporate Headquarters
331 Newman Springs Road, Suite 203
Red Bank, NJ 07701
T: 732.383.1950
F: 732.383.1984
www.maserconsulting.com

**Matawan Recycling Center
Borough of Matawan, Monmouth County, New Jersey
MC Project No. 14001580G**

APPROXIMATE BOUNDARY MAP FOR NJDEP LOI

Maser Consulting P.A. has been informed by the NJDEP that the LOI ruling for the proposed Matawan Recycling Facility is favorable. They have determined that the wetlands onsite have a 50-foot buffer and our footprint is just outside of that transaction area. NJDEP has stated to Maser Consulting that a Signed/Sealed Survey of the existing project area is needed to complete the LOI application. This mapping effort will include a Topographic representation of the existing site that will not only complete the LOI application but will aid the final design of the project.

TOPOGRAPHIC SURVEY

Maser Consulting P.A. will prepare a Topographic Survey of the subject property limited to that portion of the site located at the proposed building footprint and 150' in all directions immediately around the center of the proposed structure location. We will prepare a topographical survey map that is a graphic pictorial representation of the above ground features within the project area to be used as a basemap for a proposed site plan. For the purposes of this project, the topographical mapping will be 30 scales with one-foot contours. The contouring information will be generated from a combination of survey grade GPS techniques and traditional survey techniques. The survey will include contours, spot elevations and locations of curbs, sidewalks, buildings, driveways, parking areas, fences, etc. Onsite wooded areas will be indicated on the plan by a drip line.

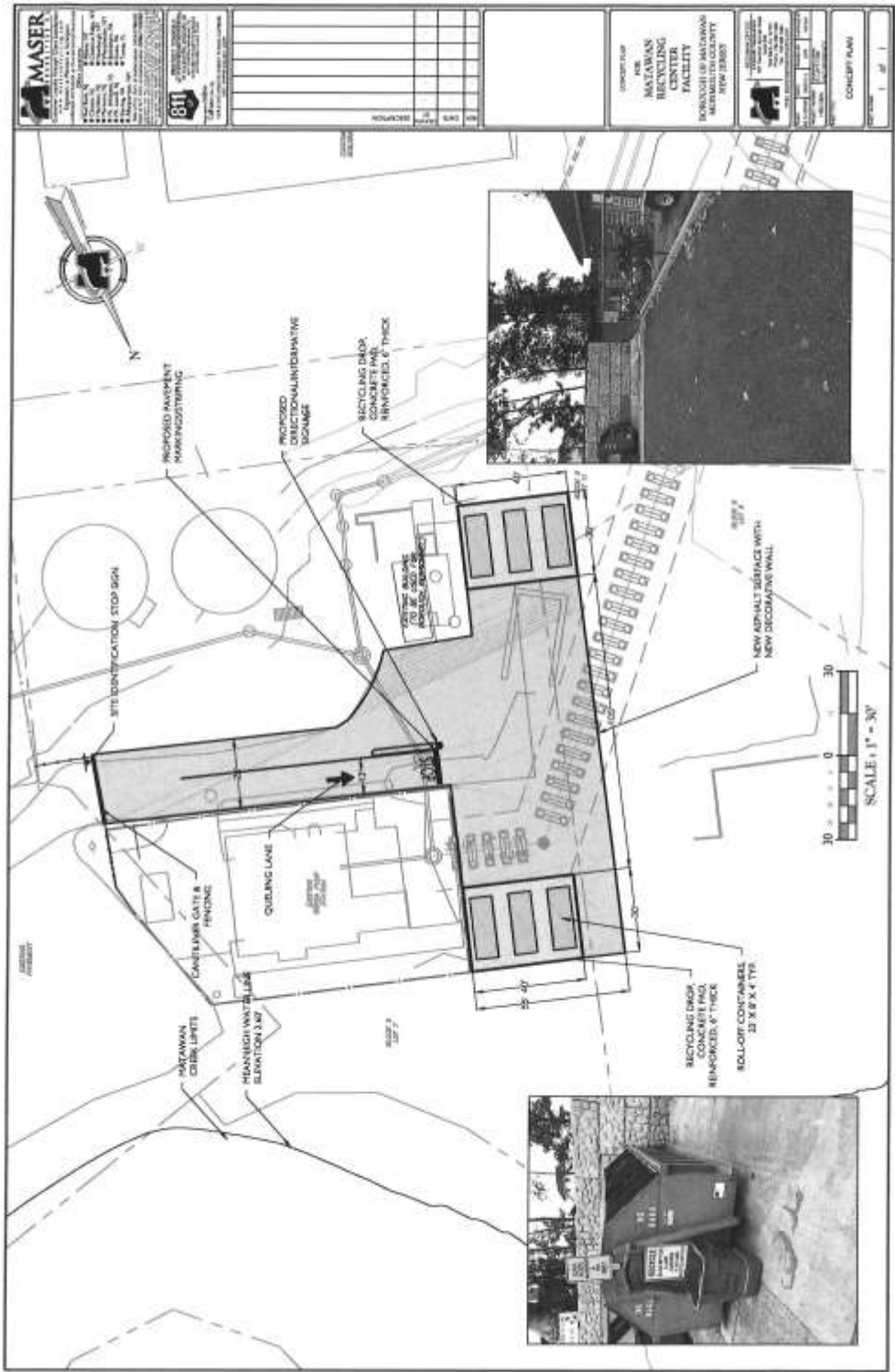
We will perform supplemental field survey of accessible above-ground and visible utilities to include utility poles, storm structures, sanitary manholes, water valves, hydrants and other identifiable utilities. We will measure invert elevations of the accessible utility structures, and depict the position of subsurface storm and sanitary sewer pipes based on visual inspection from ground level.

Although we will survey visible evidence of existing utilities, we may not be able to confirm the existence, or actual position of all underground utilities which may be running through, or servicing the subject property. Please note the NJ One Call System prohibits the use of its service for surveying and mapping of subsurface utilities for engineering design purposes.

The primary ground control will be based on the New Jersey State Plane grid system (NAD 83), adjusted to near surface coordinates and the vertical datum will be based on the North American Vertical Datum (NAVD 88). Two (2) onsite benchmarks will be set and depicted on the boundary and topographic survey map.

Customer Loyalty through Client Satisfaction

Borough of Matawan
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Mayor Altomonte read by title Resolution 17-06-24: Authorizing the Award of Quote for the Renovation of the Borough of Matawan Offices of Emergency Management – Vallee Construction. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Reeve. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

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**RESOLUTION 17-06-24
AUTHORIZING THE AWARD OF QUOTE FOR
THE RENOVATION OF THE BOROUGH OF MATAWAN
OFFICES OF EMERGENCY MANAGEMENT
VALLEE CONSTRUCTION**

WHEREAS, there is a need for additional services for the renovation of the administrative office space for the Borough of Matawan Office of Emergency Management at the Matawan Municipal Community Center, 201 Broad Street, Matawan, New Jersey 07747; and

WHEREAS, Louis Ferrara, Business Administrator, requested quotes for said renovations; and

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

WHEREAS, the Borough of Matawan Administrator has reviewed and recommended the proposal of Vallee Construction, 77 Cliffwood Avenue, Cliffwood, New Jersey 07721 in an amount not to exceed Thirteen Thousand Five Hundred Dollars and No Cents (\$13,500.00).

NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby approves the recommendation of the Borough Administrator and awards the contract for renovations as outlined in the attached quote to Vallee Construction, 77 Cliffwood Avenue, Matawan, New Jersey 07721 in an amount not to exceed Thirteen Thousand Five Hundred Dollars and No Cents (\$13,500.00).

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

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Finance, Public Works, Clerk as well as Vallee 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 funds are available from the C-04-NB-900-167 Budget of the Borough of Matawan to Vallee Construction, 77 Cliffwood Avenue, Cliffwood, New Jersey 07721, in an amount not to exceed Thirteen Thousand Five Hundred Dollars and No Cents (\$13,500.00).

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

Chief Financial Officer

(Signature on File)

*Monica Antista, CMFO
Dated: June 7, 2017*

PROPOSAL

Vallee Construction

77 Cliffwood Ave
Cliffwood NJ, 07721
732-583-7141



Emergency Services Renovation

Date

May 12, 2017

Services Performed By:

Vallee Construction
77 Cliffwood Ave
Cliffwood NJ, 07721
732-583-7141

Services Performed For:

Matawan Municipal Offices
201 Broad Street
Matawan, NJ 07747
Tom Falco – 908-601-0317

Renovation

- Install 3" x 3' steel angle iron fastened to existing block wall on exterior partition and interior partition – paint black
- Install laminate on 5 existing doors to match cabinet laminate
- Build 12' wide by 10' high oak raised panel wall
- Install 1 x 4 with 1 3/8 panel molding
- Install 5 1/2" crown molding on top of panel molding
- Install 2 coats of varnish and 1 coat of stain
- Paint all block walls 2 coats – Benjamin Moore light gray
- Repair block walls as needed
- Relocate existing strobe light
- Paint 2 exterior doors – gray to match laminate doors
- Paint steel door jambs 2 coats black semi-gloss

TOTAL AMOUNT = \$13,500

BOROUGH OF MATAWAN

~~XXXXXXXXXXXX~~

VALLEE CONSTRUCTION

Name:

Joseph Altomonte
Mayor Joseph Altomonte

Name:

Date:

June 7, 2017

Date:

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Mayor Altomonte read by title Resolution 17-06-25: Award of Bid for 2017 Road Program Contract 1 – S. Brothers, Inc.. 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 17-06-25
AWARD OF BID FOR 2017 ROAD PROGRAM CONTRACT 1
S. BROTHERS, INC.**

WHEREAS, the Borough of Matawan previously authorized the receipt of bids for the 2017 Road Program; and

WHEREAS, pursuant to law the Borough of Matawan solicited bids for the 2017 Road Program Contract 1;
and

WHEREAS, the Borough of Matawan received three (3) bids for the aforesaid contract; and

WHEREAS, S. Brothers, Inc. has submitted the low bid in the total amount of One Million, Two-Hundred Forty-One Thousand, One Hundred Two Dollars and Sixty-Two Cents (\$1,241,102.62); and

WHEREAS, Robert Keady of T&M Associates has reviewed, approved and recommended the bid of S. Brothers, Inc. for the aforesaid bid.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that the contract for the 2017 Road Improvement Program Contract 1 be and is hereby awarded to S. Brothers, Inc., PO Box 317, South River, New Jersey 08882, 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.

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-04-55-916-101 Budget of the Borough of Matawan for the contract awarded to S. Brothers, Inc. for the 2017 Road Improvement Program Contract 1, in an amount not to exceed One Million, Two-Hundred Forty-One Thousand, One Hundred Two Dollars and Sixty-Two Cents (\$1,241,102.62).

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: June 7, 2017

Borough of Matawan
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YOUR GOALS. OUR MISSION.

MATN-04060

June 1, 2017
Via email and First Class Mail

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

Re: 2017 Road Program - Contract 1 Re-Bid
Review of Bids and Recommendation of Award

Dear Mr. Ferrara:

On Wednesday, May 31, 2017, bids were received for the above referenced project. A detailed bid summary is attached. Three bids were received as summarized below:

Bidders	Base Bid	Add Alt.	Total
S. Brothers	\$1,173,225.02	\$67,877.60	\$1,241,102.62
Black Rock Enterprises	\$1,179,657.72	\$69,912.60	\$1,249,570.32
Flore Paving Company	\$1,200,142.82*	\$69,883.70	\$1,270,026.52*
Engineer's Estimate	\$1,196,799.12	\$44,683.60	\$1,241,482.72
*corrected amount			

The apparent low bidder is S. Brothers Incorporated, P.O. Box 317, South River, New Jersey 08882. Their documentation was reviewed and found acceptable from an engineering standpoint and they have successfully completed similar projects and we find them capable of completing the subject project.

We recommend that the project be awarded to S. Brothers Incorporated for the base bid and add alternate in the amount of \$1,241,102.62 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.

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: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



G:\Projects\MATN04060\Correspondence\Ferrara_RRK_Road Program Contract 1 Re-Bid Rec of Award 05 31 17.doc

Borough of Matawan
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BOROUGH OF MATAWAN 2017 ROAD IMPROVEMENT PROGRAM - CONTRACT 1 May 31, 2017 RE-BID SUMMARY											
NO	ITEM DESCRIPTION	UNIT	TOTAL QTY	UNIT PRICE	AMOUNT	S. BROOKERS 24 SOBEL/DINO ROAD MANALAPAN, NJ 07726		BLACKBERRY CONSL 174 ENCLIGHTOWN RD. OLD BRIDGE, NJ 08857		FIBRE ZAVING CO 4 FIDORE COURT OCEANPORT, NJ 07797	
						UNIT	AMOUNT	UNIT	AMOUNT	UNIT	AMOUNT
1	1" CLEARING RATE	LS	1	\$40,000.00	\$40,000.00						
2	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
3	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
4	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
5	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
6	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
7	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
8	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
9	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
10	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
11	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
12	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
13	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
14	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
15	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
16	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
17	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
18	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
19	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
20	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
21	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
22	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
23	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
24	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
25	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
26	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
27	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
28	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
29	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
30	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
31	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
32	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
33	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
34	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
35	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
36	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
37	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
38	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
39	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
40	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
41	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
42	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
43	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
44	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
45	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
46	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
47	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
48	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
49	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
50	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
51	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
52	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
53	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
54	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
55	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
56	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
57	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
58	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
59	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
60	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
61	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
62	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
63	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
64	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
65	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
66	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
67	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
68	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
69	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
70	1" SOLID PROTECTIVE	LS	2	\$1,000.00	\$2,000.00						
TOTAL CONSTRUCTION COST					\$1,195,795.13	\$1,173,258.92		\$1,179,657.72		\$1,200,145.82	

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Mayor Altomonte read by title Resolution 17-06-26: Authorizing Najarian Associates to Provide Professional Services for the Borough of Matawan Unified Planning Zoning Board of Adjustments Site Plan and Variance Application Package Review. 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 Urbano
Councilman Vergaretti
Councilman Cannon
Councilman Reeve
Councilwoman Salvatore

Motion passed.

**RESOLUTION 17-06-26
AUTHORIZING NAJARIAN ASSOCIATES
TO PROVIDE PROFESSIONAL SERVICES FOR
THE BOROUGH OF MATAWAN
UNIFIED PLANNING ZONING BOARD OF ADJUSTMENTS
SITE PLAN AND VARIANCE APPLICATION PACKAGE REVIEW**

***WHEREAS,** the Borough of Matawan Unified Planning Zoning Board of Adjustments (“Board”) has requested its engineer, Najarian Associates, to review the Board’s Site Plan and Variance Applications; and*

***WHEREAS,** Najarian Associates has provided the attached proposal for professional services associated with said review; and*

***WHEREAS,** it is the recommendation of the Board for the Mayor and Council of the Borough of Matawan to authorize the attached scope and fee estimate in the amount of Five Thousand Dollars and No Cents (\$5,000.00) from Najarian Associates for professional services associated with the review of the Board’s Site Plan and Variance Applications.*

***NOW, THEREFORE BE IT RESOLVED** that the Council of the Borough of Matawan does hereby award the contract for professional services to Najarian Associates as outlined in the attached proposal for professional services for the Borough of Unified Planning Zoning Board of Adjustments Site Plan and Variance Application Package Review in an amount not to exceed Five Thousand Dollars and No Cents (\$5,000.00). This proposal does not include multiple revisions to the checklist once reviewed by the Board and are subject to Certification As To Available Funding from the Chief Financial Officer.*

***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, the Board as well as Najarian Associates.*

CERTIFICATION AS TO AVAILABLE FUNDING

I, Monica Antista, Chief Financial Officer of the Borough of Matawan do hereby certify that as of the date of this certification funds are available from the 7-01-20-165-200 Budget of the Borough of Matawan to Najarian Associates for professional services for the Borough of Matawan Unified Planning Zoning Board of Adjustments Site Plan and Variance Application Package Review in an amount not to exceed Five Thousand Dollars and No Cents (\$5,000.00).

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)

Monica Antista, CMFO

Dated: June 7, 2017

**Borough of Matawan
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June 7, 2017**



May 3, 2017

Via Email & 1st Class Mail

Borough of Matawan
Unified Planning Board/ Zoning Board of Adjustment
Municipal Building
201 Broad Street
Matawan, NJ 07747

ATTN: Rickey Butler- Chairman

**RE: Proposal for Professional Services
Site Plan and Variance Application Package Review
Our Reference No.: P017.044**

Dear Mr. Butler:

T. O. Najarian Associates, Inc. ("Najarian Associates") is pleased to submit this proposal to review the current Boroughs' Site Plan and Variance Application packages.

It is our understanding that the Borough has not updated the application packages in several years and would like to have them revised to address development occurring in the Borough.

The following tasks will be performed by Najarian Associates:

- Review the Boroughs' current application packages relative to the above referenced matter,
- Review the appropriate sections of the current Borough Ordinances and update as necessary,
- Research various Municipal Ordinances and checklists comparable to the Borough and develop a Borough Site Plan and Variance Application checklist.
- Prepare a report to the Unified Planning/Zoning Board of Adjustment for their review.
- Finalize the report once comments are received from members of the Unified Planning/Zoning Board of adjustment members.

Najarian Associates proposes to perform the above-delineated work for a **Total Lump Sum not-to-exceed amount of \$5,000.00.**

This proposal does not include multiple revisions to the checklist once reviewed by the Board.

One Industrial Way West, Eatontown, NJ 07724 • 1807 Grand Central Avenue, Lavallette, NJ 08735
(732) 389-0220 www.najarian.com (732) 250-6702

**Borough of Matawan
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P017.044-Proposal for Professional Services
Site Plan and Variance Application Package
Page 2



Our billing policy is to present costs for services rendered on a monthly basis, with the provision that payment is due based on a completion percentage of the referenced tasks. Such bills are due and payable within 30 days of the date of issuance.

Thank you for the opportunity to submit our proposal. We look forward to a favorable response and are looking forward to working with you on this project.

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

Very truly yours,
T.O. NAJARIAN ASSOCIATES, INC.

Robert W. Bucco, Jr., P.E., CME, C.P.W.M.
Director of Municipal Engineering

cc: Tavit Najarian, Sc.D.
Hon. Joseph Altomonte - Mayor
Karen Wynne, RMC – Borough Clerk

---V:\P017.04-Professional Services\Site Plan & Variance Application Package-Checklist Review Proposal.doc

Mayor Altomonte read by title Resolution 17-06-27: Authorizing the Purchase of Two 2017 Ford Police Interceptor Utility Vehicles (AWD) for the Borough of Matawan Police Department. 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 Vergaretti
Councilman Cannon
Councilman Reeve
Councilwoman Salvatore

Abstain: Councilman Urbano

Motion passed.

**Borough of Matawan
Workshop Session
June 7, 2017**

**RESOLUTION 17-06-27
AUTHORIZING THE PURCHASE OF TWO
2017 FORD POLICE INTERCEPTOR UTILITY VEHICLES (AWD) FOR THE BOROUGH OF MATAWAN
POLICE DEPARTMENT**

WHEREAS, Chief Jason Gallo of the Police Department of the Borough of Matawan has advised the Mayor and Council of the need for replacement vehicles due to the age and mileage of current vehicles used by the Department; and

WHEREAS, 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 two (2) new 2017 Ford Police Interceptor Utility Vehicles (AWD) for the Borough of Matawan’s Police Department.

NOW, THEREFORE, BE IT RESOLVED that Chief Jason Gallo of the Police Department of the Borough of Matawan is hereby authorized by the Council of the Borough of Matawan to enter into a Contract for the purchase of two (2) 2017 Ford Police Interceptor Utility Vehicles (AWD) as outlined in the attached quote for the Borough of Matawan’s Police Department through the Cranford Contract #47–CPCPS) from Beyer Ford, 170 Ridgedale Avenue, Morristown, New Jersey 07960, each in the amount of Thirty Thousand, Three Hundred Thirty-Five Dollars and Seventy-Five Cents (\$30,335.75), for a total amount of Sixty Thousand, Six Hundred Seventy-One Dollars and Fifty Cents (\$60,671.50). Additionally, the Council of the Borough of Matawan authorizes the following purchases related to the up-fitting of the vehicle with the necessary police equipment: interior vehicle equipment and emergency lighting (NJ State Contract #81338) by East Coast Emergency Lighting Inc. 200 Mecco Drive, Millstone, New Jersey 08535, in the amount of Seven Thousand, Five Hundred Twenty-Eight Dollars and Twenty-One Cents (\$7,528.21) and reflective vehicle graphics by Big Splash Graphics, 125 Halls Mill Rd. Unit 3, Freehold, NJ 07728, in the amount of One Thousand, Eight Hundred Thirty-Four Dollars and Zero Cents (\$1,834.00), for the total sum not to exceed Seventy Thousand, Thirty-Three Dollars and Seventy-One Cents (\$70,033.71) for both vehicles inclusive.

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 Beyer Ford.

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 7-01-25-240-200 Budget of the Borough of Matawan to the vendors listed above for the purchase of two (2) fully equipment 2017 Ford Police Interceptor Utility Vehicles (AWD) for the Borough of Matawan’s Police Department in a total amount not to exceed Seventy Thousand, Thirty-Three Dollars and Seventy-One Cents (\$70,033.71) for both vehicles inclusive.

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: June 7, 2017*

[illegible]

[illegible]

Borough of Matawan
Workshop Session
June 7, 2017

East Coast Emergency Lighting, Inc

200 Mecco Drive
Millstone Twp, NJ 08535
732-940-2211

Quote

Date	Quote #
5/16/2017	13509

Name / Address
Borough of Matawan Police Department 150 Main Street Matawan, NJ 07747

Ship To
Borough of Matawan Police Department 150 Main Street Matawan, NJ 07747

			Rep	Project
			DB	
Item	Description	Qty	Cost	Total
	Patrol Sergeant (Car# 223) Whelen NJ State contract# 81336			
ID34UFX	LC DUO INNEREDGE 12LT EXPLORER****	1	880.74	880.74
IWP06000	Whelen, DUO XLP LT PKG PASS 6 B/W	1	0.00	0.00
IWD60000	Whelen, DUO XLP LT PKG DRVR 6 R/W	1	0.00	0.00
TCRB34	TRACER MT KIT EXPLORER/UTILITY****	2	21.60	43.20
TCRHS5	TRACER SOLO 5-LAMP HOUSING	2	580.50	1,161.00
TCRLR	TRACER SOLO LIGHTHEAD RED	6	0.00	0.00
TCRLB	TRACER SOLO LIGHTHEAD BLUE	4	0.00	0.00
295SLSA6	295SLSA6 SIREN/CONTROL CENTER	1	355.32	355.32
SA315P	SA315P SPEAKER, BLACK PLASTIC	1	173.34	173.34
SAK51	SA-315 MT KIT FORD EXPLORER P	1	21.60	21.60
HOWLER	LOW FREQUENCY TONE SIREN SYS.	1	399.60	399.60
HWLRB12	Whelen, Howler Mtg Brackets 2011 F 350	1	0.00	0.00
I3JC	TRIO ION R/B W/ WHT OVERRIDE [Front Grill warning]	2	123.66	247.32
I3JC	TRIO ION R/B W/ WHT OVERRIDE [Front Corner warning]	2	123.66	247.32
VTX609C	VERTEX SUPER-LED LIGHT WHITE [Front Head light wig wag]	2	71.28	142.56
I3JC	TRIO ION R/B W/ WHT OVERRIDE [Front Fog Warning]	4	123.66	494.64
		Total		

Phone #	Fax #
732-940-2211	609-490-9801

Borough of Matawan
Workshop Session
June 7, 2017

East Coast Emergency Lighting, Inc
200 Mecco Drive
Millstone Twp, NJ 08535
732-940-2211

Quote

Date	Quote #
5/16/2017	13509

Name / Address
Borough of Matawan Police Department 150 Main Street Matawan, NJ 07747

Ship To
Borough of Matawan Police Department 150 Main Street Matawan, NJ 07747

			Rep	Project
			DB	
Item	Description	Qty	Cost	Total
IONGROM	ION SERIES BODY MOUNT GROMMET [Front Fog Warning]	4	3.78	15.12
VTX609C	VERTEX SUPER-LED LIGHT WHITE [Rear Tail light warning]	2	71.28	142.56
VTX609R	VERTEX SUPER-LED LIGHT RED [Rear Tail light warning]	2	71.28	142.56
LSVBKT34	LINSV MIRROR MT KIT EXPLORER	1	12.96	12.96
LINSV2R	SURFACE MT LINZ V-SERIES RED	1	129.60	129.60
LINSV2B	SURFACE MT LINZ V-SERIES BLUE	1	129.60	129.60
VMFX11RB	ION-V MIRROR-BEAM EXPLORER R/B	1	305.10	305.10
C-VS-1308-INUT	HAVIS 2013-2017 Ford Standard Interior Police Interceptor Utility Vehicle Specific 21" Console	1	272.64	272.64
C-ARM-103	Havis Arm Rest	1	80.57	80.57
C-CUP2-I	Internal Cup Holders	1	28.67	28.67
C-MC	Microphone Clip	2	7.51	15.02
C-MCB	Microphone Clip Bracket	3	9.56	28.68
C-TTP-INUT-2	2013-2017 Ford Interceptor Utility Premium Fold Up Equipment Tray	1	173.49	173.49
MMSU-1	Magnetic Mic Single Unit	1	35.00	35.00
Installation	NJ State Install contract# 81338 Install and Removal of above equipment, customer supplied equipment, and push bumper	1	1,850.00	1,850.00
Total			\$7,528.21	

Phone #	Fax #
732-940-2211	609-490-9801

Borough of Matawan
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Big Splash Graphics
125 Halls Mill Rd. Unit 3
Freehold, NJ 07728
P: 732.414.1633
F: 732.414.1636
E: danko@bigsplashgraphics.com

Invoice

Date	Invoice #
5/9/2017	5926

Bill To
Matawan Police Department

Thank you for working with Big Splash Graphics. We look forward to continuing to work with you in the future. Please see our website www.BigSplashGraphics.com for a full list of services we offer.

For any other requests or questions please contact us at 732.414.1633 or Danko@bigsplashgraphics.com.

Thank You,
Danko Campese

P.O. Number	Terms	Project				Due Date
						5/9/2017
Quantity	Item Code	Description	Height	Width	Rate	Amount
2	Wide Format Printing	2017 Ford Explorer - graphics package			917.00	1,834.00T
		Door and Lift Gate wrap - 55 sq/ft @ \$7.00 sq/ft - \$385.00				
		Reflective graphics package - 38 sq/ft @ \$14.00 sq/ft - \$532.00				
		Tax Exempt Organization			0.00%	0.00
					Total	\$1,834.00
					Payments	\$0.00
					Balance	\$1,834.00

Borough of Matawan
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Mayor Altomonte read by title Resolution 17-06-28: Authorizing the Hiring of Part-Time Seasonal Personnel – 2017 Summer Recreation Program – Counselors. Mayor Altomonte requested a motion. Councilwoman Salvatore 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 17-06-28
AUTHORIZING THE HIRING OF PART-TIME SEASONAL PERSONNEL
2017 SUMMER RECREATION PROGRAM
COUNSELORS

WHEREAS, the Council has been advised that there is a need for part-time personnel for the Summer Recreation Program for the year 2017 within the Borough of Matawan; and

WHEREAS, the rate of pay will be as follows:

Apprentice Summer Counselors	\$7.50 per hour
Junior Summer Counselors	\$8.00 per hour
Senior Summer Counselors	\$8.50 per hour

WHEREAS, the number of Summer Counselors will be determined by the Recreation Commission.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that the Matawan Borough authorizes the hiring of part-time personnel for the Summer Recreation Program for the year 2017, as per the attached Exhibit A.

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 and Recreation.

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 T-14-56-850-801 Borough of Matawan to Part-Time Seasonal Personnel – Summer Recreation Program for 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: June 7, 2017

EXHIBIT A

Apprentice Counselors \$7.50	Junior Counselors \$8.00	Senior Counselors \$8.50
Anthony Altomonte	Georgeanne Casper	Megan Camarote
Kristianne Caldon	Taryn Fulop	Conor Casagrande
Sal Castelli	Michael Joaquin	Will Casagrande
Gillian Kelahan	Meghan Scheuing	Kyle Gamble
John Kemp	Christine Somma	Erik Hercek
		Lisa McCloskey
		Joe Piscopo
		Chris Rice
		Kerriann Ring
		Matt Rohrman
		Erin Rotondo
		Megan Rutch
		Jennifer Sandy
		Shannon Sansone

**Borough of Matawan
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Mayor Altomonte read by title Resolution 17-06-29: Authorizing the Promotion of Class One Special to Police Officer – Matawan Police Department – Brian Ramcheran. Mayor Altomonte requested a motion. Councilwoman Salvatore made the motion, seconded by Councilman Vergaretti. Councilman Urbano questioned if the hiring of Mr. Ramcheran will bring the Police Department back to full force. Mr. Ferrara clarified the Resolution states Mr. Ramcheran is being hired to Academy steps; therefore, he will not be on the force as he is just starting the Academy. Councilman Urbano asked, that after the six months of Academy training will Mr. Ramcheran then be a Police Officer, and if then the Department will be full again. Mr. Ferrara replied, the Department will still be one officer short of a full force. Councilman Urbano remarked that with the hiring of this Officer the overtime budget should be cut. Mr. Ferrara agreed. 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 17-06-29
AUTHORIZING THE PROMOTION OF CLASS ONE SPECIAL TO POLICE OFFICER
MATAWAN POLICE DEPARTMENT
BRIAN RAMCHERAN**

***WHEREAS,** the Mayor and Council of the Borough of Matawan have been advised that there is a need for an additional Police Officer within the Borough of Matawan’s Police Department; and*

***WHEREAS,** Brian Ramcheran has agreed to pay any tuition fees associated with the Monmouth County Police Academy without seeking reimbursement from the Borough of Matawan; and*

***WHEREAS,** Chief of Police Jason Gallo has recommended that this Officer be hired as Police Officer while attending classes, and to exempt the provisions of Ordinance 9-29.1, if any.*

***NOW, THEREFORE, BE IT RESOLVED** that the Council of the Borough of Matawan authorizes the promotion of Brian Ramcheran from Class One Special to Police Officer at the rate of compensation per annum of Thirty One Thousand Four Hundred Sixty Five Dollars and No Cents (\$31,465.00) effective July 16, 2017, in accordance with the current collective bargaining contract between the Matawan Policeman’s Benevolent Association #179 and 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, 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 7-01-25-240-180 Budget of the Borough of Matawan to Brian Ramcheran from Class One Special to Police Officer, at a rate of compensation per annum of Thirty One Thousand Four Hundred Sixty Five Dollars and No Cents (\$31,465.00) effective July 16, 2017, in accordance with the current collective bargaining contract between the Matawan Policeman’s Benevolent Association #179 and 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: June 7, 2017

Mayor Altomonte read by title Resolution 17-06-30: A Resolution to Fix and Determine the 2017 Salaries and Wages of Officers, Management, Supervisory Personnel and General Employees Not Represented by an Organized Bargaining Unit and Employed by the Borough of Matawan, Monmouth County, New Jersey. Mayor Altomonte requested a motion. Councilman Reeve made the motion, seconded by Councilman Vergaretti. Mayor Altomonte requested a roll call. A roll call vote was taken.

Borough of Matawan
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Yes: Councilman Urbano, except for the raise to the council.
Councilman Vergaretti
Councilman Cannon
Councilman Reeve
Councilwoman Salvatore

Motion passed.

RESOLUTION 17-06-30
A RESOLUTION TO FIX AND DETERMINE THE 2017 SALARIES AND WAGES OF OFFICERS, MANAGEMENT, SUPERVISORY PERSONNEL AND GENERAL EMPLOYEES NOT REPRESENTED BY AN ORGANIZED BARGAINING UNIT AND EMPLOYED BY THE BOROUGH OF MATAWAN, MONMOUTH COUNTY, NEW JERSEY

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

WHEREAS, funds for this purposes are available in the 2017 Budget and the Chief Financial Officer as so certified in writing.

NOW, THEREFORE BE IT RESOLVED that the 2017 Salaries and Wage for the Borough of Matawan Employees not represented by an organized bargaining unit be and are hereby set as follows:

<u>TITLE</u>	<u>DEPARTMENT</u>	<u>EMPLOYEE</u>	<u>2017 SALARY</u>
Administration/Finance-Revenues, Assessing			
Mayor			\$4,656.43
Council			\$3,991.23
Borough Administrator		L. Ferrara	\$124,443.57
Administrator Assistant		G. Rainforth	\$38,977.17
Borough Clerk		K. Wynne	\$55,458.54
Deputy Borough Clerk		R. Klinger	\$33,948.80
Systems Coordinator		G. Rainforth	\$7,343.04
Elections Clerk		K. Wynne	\$2,851.68
Dep. Elections Clerk		R. Klinger	\$424.56
Treasurer/CFO		M. Antista	\$86,846.03
Supervisor Payroll		M. Bodino	\$59,376.07
P/T Bookkeeper		Vacant	\$15.00 per Hour
P/T Tax Collector		P. Warren	\$19,478.12
Deputy Tax Collector		K. Fitzgerald	\$39,307.79
Tax Assessor		E. Zanetti	\$26,053.81
Revenue Collector/Assessing Clerk		M. McMurray	\$32,560.45
Registrar V/S		G. Rainforth	\$3,656.41
Dep. Registrar V/S		K. Fitzgerald	\$1,218.81
P/T Railroad Parking Officer		J. Hourihan	\$21.31 per Hour
P/T Water-Sewer Clerk		J. Jorgenson	\$18.77 per Hour
Recreation Director		D. Dieterle	\$17,510.00
Construction/Fire Prevention/Property Maintenance			
Construction Official/Zoning/Bldg.		J. Quinn	\$46,323.47
Technical Assistant		L Kramer	\$51,488.67
Clerk/Typist-Construction/Zoning/Fire		A. McCarty	\$32,560.45
Electric Sub Code & Inspector		J. Quinn	\$10,000.00
Fire Sub Code & Inspector		R. Debold	\$10,000.00
Plumbing Sub Code & Inspector		R. Riopel	\$15,000.00
P/T Property Maintenance Officer		K. Marr	\$29.70 per Hour
Fire Prevention Officer		G. Turner	\$35,213.40
Department Public Works			
Superintendent		J. Applegate	\$110,630.36
Licensed Waste Water		C. Wolverton	\$9,888.00
Recycling Coordinator		G. Rainforth	\$5,327.51

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Police		
Records Clerk	C. Sjolholm	\$35,009.70
Matron	C. Sjolholm	\$20.89 per Hour
Matron	D. Triolo	\$20.89 per Hour
Matron	M. Walker	\$20.89 per Hour
Crossing Guards		\$9,902.56
Substitute Crossing Guards		\$26.93 per Crossing
Crossing Guard – rate per Crossing		\$53.86 per Crossing
Boards		
Board, Commission and Agency Secretary	Part Time Per Mtg	\$100.00
Planning Zoning Board Secretary	Part Time Per Mtg	\$200.00

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

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

*Chief Financial Officer
(Signature on File)*

*Monica Antista, CMFO
Dated: June 7, 2017*

Mayor Altomonte read by title Resolution 17-06-31: Borough of Matawan, Monmouth County, Corrective Action Report for 2016 Audit Report. 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 Urbano
Councilman Vergaretti
Councilman Cannon
Councilman Reeve
Councilwoman Salvatore

Motion passed.

**RESOLUTION 17-06-31
BOROUGH OF MATAWAN – MONMOUTH COUNTY
CORRECTIVE ACTION REPORT FOR
2016 AUDIT REPORT**

WHEREAS, the Mayor and Council have received and reviewed the Corrective Action Plan for the 2016 Audit Report, which includes the following, and as a result of discussions have decreed that the same be accepted for implementation.

1. Audit Comment 2016-1: The General Ledger was not fully maintained

Department: Finance/Monica Antista

Description of Circumstances: The auditor determined the General Ledger was not fully maintained

Corrective Action: Care will be taken to ensure accurate accounting be maintained for all General Ledger accounts.

Date of Implementation: June-December 2017

2. Audit Comment 2016-2: Tax Sale Premiums need to be reconciled to General Ledger

Department: Finance/Monica Antista & Tax Collector/Peggy Warren

Description of Circumstances: Tax Sale premiums need to be reconciled to General Ledger

Corrective Action: Efforts will be made to ensure the Tax Sale premiums are reconciled to the General Ledger

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Date of Implementation: June-September 2017

3. Audit Comment 2016-3: Certification of Funds to be obtained from Chief Financial Officer prior to the award of Professional Service Contracts and that all Professional Service Contract awards include either a specific amount or an amount not to exceed

*Department: Finance/Monica Antista & Registered Municipal Clerk/Karen Wynne
Description of Circumstances: Award of Professional Service contracts need to contain Certification of Funds in a specific amount or an amount not to exceed*

Corrective Action: Efforts will be made to ensure that all Professional Service contracts will contain a Certification of Funds in a specific amount or an amount not to exceed

Date of Implementation: Immediately

4. Audit Comment 2016-4: 1099's need to be issued to all vendors who perform services for the Borough of Matawan and are paid in excess of \$600.00 if form W-9 does not identify them as a corporation

Department: Finance/Monica Antista

Description of Circumstances: 1099's need to be issued to all vendors if they perform services for the Borough of Matawan and are paid in excess of \$600.00 if they are not identified as a corporation

Corrective Action: Efforts will be made to review all vendors to ensure they receive a 1099 if they are paid in excess of \$600.00 and are not identified on their W-9 as a corporation

Date of Implementation: Immediately

*Respectively submitted,
June 5, 2017*

*Monica A. Antista
Chief Financial Officer/Treasurer*

Mayor Altomonte read by title Resolution 17-06-32: Payment of Bills. 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 Urbano
Councilman Vergaretti
Councilman Cannon
Councilman Reeve
Councilwoman Salvatore

Motion passed.

**RESOLUTION 17-06-32
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	\$1,843,374.99
Water & Sewer	\$75,541.46
Borough Capital	\$102,646.57
Grant	\$207.00
Borough Trust	\$592,327.40
Developers Escrow Account	\$363.00
Dog Tax Trust	\$15.60
Railroad Parking Trust	\$11,740.00
Recreation Trust	\$3,748.96

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Total **\$2,629,964.98**

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

Mayor Altomonte read by title Resolution 17-06-33: Authorizing the Hiring of Part-Time Hourly Bookkeeper – Finance Department – Cheryl Adamski. 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 Urbano
Councilman Vergaretti
Councilman Cannon
Councilman Reeve
Councilwoman Salvatore

Motion passed.

**RESOLUTION 17-06-33
AUTHORIZING THE HIRING OF
PART-TIME HOURLY BOOKKEEPER – FINANCE DEPARTMENT
CHERYL ADAMSKI**

WHEREAS, the Mayor and Council has been advised that there is a need for a Part- Time hourly Bookkeeper within the Finance Department of 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 by the Council of the Borough of Matawan that they authorize the hiring of Cheryl Adamski as Part-Time Hourly Bookkeeper, at the rate of compensation of \$15.00 per hour, not to exceed 29 hours per week, effective as of June 12, 2017, in an amount not to exceed Twelve Thousand Dollars and No Cents (\$12,000.00) 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, Payroll as well as Cheryl Adamski.

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 7-01-20-130-180 Budget of the Borough of Matawan to Cheryl Adamski for Part Time Hourly Bookkeeper for the Borough of Matawan in an amount not to exceed Twelve Thousand Dollars and No Cents (\$12,000.00) 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: June 7, 2017

Privilege of the Floor

Mayor Altomonte opened the Privilege of the Floor.

Loretta Windas, 138 Aberdeen Road. Ms. Windas thanked the council, mayor, administrator, and attorney for their support for Ordinance 17-08.

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.

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Adjournment

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

Meeting adjourned at 8:00 PM.

(Signature on file)

Karen Wynne, RMC
Municipal Clerk