

**Borough of Matawan
Workshop Session
March 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 March 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 7:05 PM requesting a roll call.

On roll call the following members responded present:

Present: Councilman Joseph Urbano (via telephone)
Councilman Michael Caldon
Councilman Michael Vergaretti
Councilman Brett Cannon (via telephone)
Councilman Nicolas Reeve
Councilwoman Josi Salvatore

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 the addition of Resolutions 17-03-28 and 17-03-29 to the Agenda.

Approval of Firefighters Michael Pepe, Dillon Laporta, and Nicholas R. Labisi

Mayor Altomonte requested a motion for Council approval of Junior Firefighters Michael Pepe, Dilla Laporta and Nicholas R. Labisi. Councilman Vergaretti made the motion, seconded by Councilman Reeve. Council agreed. 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 Councilwoman Salvatore. Council agreed. Motion passed.

Consent Agenda

Mayor Altomonte read by title Resolutions 17-03-02 through and including 17-03-20, and Resolution 17-03-25, requesting a motion to approve en masse. Councilman Vergaretti made the motion, seconded by Councilman Caldon. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 17-03-02
REDEMPTION OF TAX SALE CERTIFICATE
CHRISTIANA TRUST AS CUST GSRAN-Z, LLC DEPOSIT ACCT
CERTIFICATE #16-00019**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #16-00019 was sold to Christiana Trust as Cust GSRAN-Z, LLC Deposit Acct, PO Box 71276, Philadelphia, PA 19176; and

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WHEREAS, Certificate #16-00019 has been paid and fully redeemed for the property owner, Block 17, Lot 2, otherwise known as 52 Little Street.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$4,075.22, and a Premium of \$10,800.00, to the above for the redemption of Tax Sale Certificate #16-00019.

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

**RESOLUTION 17-03-03
REDEMPTION OF TAX SALE CERTIFICATE
ACTLIEN HOLDING, INC.
CERTIFICATE #16-00023**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #16-00023 was sold to Actlien Holding, Inc. US Bank Cust Actlien Holding, 50 S. 16th Street, Suite 2050, Philadelphia, PA 19102; and

WHEREAS, Certificate #16-00023 has been paid and fully redeemed for the property owner, Block 31, Lot 8, otherwise known as 27 Orchard Street.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$752.88, and a Premium of \$1,800.00, to the above for the redemption of Tax Sale Certificate #16-00023.

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

**RESOLUTION 17-03-04
REDEMPTION OF TAX SALE CERTIFICATE
J&A NEW YORK, INC.
CERTIFICATE #16-00034**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #16-00034 which was sold to J&A New York, Inc., 144-90 41st Avenue, Apt. 515, Flushing, New York, 11355; and

WHEREAS, Certificate #16-00034 has been paid and fully redeemed for the property owner, Block 41, Lot 2, otherwise known as 256 Main Street.

NOW, THEREFORE, BE IT RESOLVED by the Council of The Borough of Matawan, that they hereby authorize payment in the amount of \$546.32, and a Premium of \$1,300.00, to the above for the redemption of Tax Sale Certificate #16-00034.

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

**RESOLUTION 17-03-05
REDEMPTION OF TAX SALE CERTIFICATE
US BANK CUST FOR LIENLOGIC FUND 1, LLC
CERTIFICATE #16-00044**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #16-00044 was sold to US Bank Cust for LienLogic Fund 1, LLC 555 Middlecreek Parkway, Colorado Springs, CO 80921; and

WHEREAS, Certificate #16-00044 has been paid and fully redeemed for the property owner, Block 47.02, Lot 63, otherwise known as 6 Kourtney Lane.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$720.72, and a Premium of \$1,900.00, to the above for the redemption of Tax Sale Certificate #16-00044.

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

**RESOLUTION 17-03-06
REDEMPTION OF TAX SALE CERTIFICATE
US BANK CUST FOR LIENLOGIC FUND 1, LLC
CERTIFICATE #16-00052**

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WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #16-00052 was sold to US Bank Cust for LienLogic Fund 1, LLC, 555 Middlecreek Parkway, Colorado Springs, CO 80921; and

WHEREAS, Certificate #16-00052 has been paid and fully redeemed for the property owner, Block 65.02, Lot 38, otherwise known as 24 Chestnut Drive.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$374.62, and a Premium of \$1,500.00, to the above for the redemption of Tax Sale Certificate #16-00052.

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

**RESOLUTION 17-03-07
REDEMPTION OF TAX SALE CERTIFICATE
PC4, LLC, US BANK CUST FOR PROCAP4, CRDTR
CERTIFICATE #16-00072**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #16-00072 was sold to PC4, LLC, US Bank Cust for Procap4, Crdtr, 50 S. 16th Street, Suite 2050, Philadelphia, PA 19102; and

WHEREAS, Certificate #16-00072 has been paid and fully redeemed for the property owner, Block 109, Lot 1.08, otherwise known as 810 Highway 34.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$459.42, and a Premium of \$1,000.00, to the above for the redemption of Tax Sale Certificate #16-00072.

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

**RESOLUTION 17-03-08
REDEMPTION OF TAX SALE CERTIFICATE
US BANK CUST FOR LIENLOGIC FUND 1, LLC
CERTIFICATE #16-00099**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #16-00099 was sold to US Bank Cust For Lienlogic Fund 1, LLC, 555 Middlecreek Parkway, Colorado Springs, CO 80921 and

WHEREAS, Certificate #16-00099 has been paid and fully redeemed for the property owner, Block 123.02, Lot 4, otherwise known as 9 Somerset Place.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$435.73, and a Premium of \$1,300.00, to the above for the redemption of Tax Sale Certificate #16-00099.

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

**RESOLUTION 17-03-09
APPROVAL OF RAFFLE LICENSE
PTA WILLIAM A. MILLER SCHOOL
50/50 CASH
RA-695**

BE IT RESOLVED by the Council of the Borough of Matawan that they hereby approve the raffle license for PTA William A. Miller School.

Name & Location of Organization's Event
The Reception Center at St. Clement
172 Freneau Avenue
Matawan, New Jersey 07747

Date & Time
March 10, 2017
7:00 PM to 11:00 PM

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

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**RESOLUTION 17-03-10
APPROVAL OF RAFFLE LICENSE
PTA WILLIAM A. MILLER SCHOOL
GIFT AUCTION
RA-696**

BE IT RESOLVED by the Council of the Borough of Matawan that they hereby approve the raffle license for PTA William A. Miller School.

Name & Location of Organization's Event
The Reception Center at St. Clement
172 Freneau Avenue
Matawan, New Jersey 07747

Date & Time
March 10, 2017
7:00 PM to 11:00 PM

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

**RESOLUTION 17-03-11
APPROVAL OF RAFFLE LICENSE
WOMAN'S CLUB OF MATAWAN, INC.
50/50 CASH
RA-697**

BE IT RESOLVED by the Council of the Borough of Matawan that they hereby approve the raffle license for Woman's Club of Matawan, Inc.

Name & Location of Organization's Event
Woman's Club of Matawan, Inc.
199 Jackson Street
Matawan, New Jersey 07747

Date & Time
April 27, 2017
2:00 PM to 4:00 PM

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following: Clerk, Police, as well as Woman's Club of Matawan, Inc.

**RESOLUTION 17-03-12
APPROVAL OF RAFFLE LICENSE
WOMAN'S CLUB OF MATAWAN, INC.
GIFT AUCTION
RA-698**

BE IT RESOLVED by the Council of the Borough of Matawan that they hereby approve the raffle license for Woman's Club of Matawan, Inc.

Name & Location of Organization's Event
Womans Club of Matawan, Inc.
199 Jackson Street
Matawan, New Jersey 07747

Date & Time
April 27, 2017
2:00 PM to 4:00 PM

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following: Clerk, Police, as well as Woman's Club of Matawan, Inc.

**RESOLUTION 17-03-13
APPROVAL OF PEDDLER LICENSE
FLOWER CART**

WHEREAS, Flower Cart, sale of flowers for both Easter (April 21-23, 2017) and Mother's Day (May 12-14, 2017) has passed the required Police Department background checks; and

WHEREAS, Flower Cart, has read Chapter 3-2.11 Handbills of the Borough of Matawan Code.

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

Business: Flower Cart
143 Claypit Road
Staten Island, NY 10309

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*Applicant(s): Lynn Alfano
143 Claypit Road
Staten Island, NY 10309*

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

**RESOLUTION 17-03-14
APPROVAL OF SOLICITOR PERMIT RENEWAL
AEREO SALES GROUP**

***WHEREAS, Aereo Sales Group,** (representing Verizon Fios, Internet, Television, Phone) has passed the required Police Department background checks; and*

***WHEREAS, Aereo Sales Group,** has read Chapter 3-2.11 Handbills of the Borough of Matawan Code.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that they hereby approve the following solicitor permit renewal:*

*Business: Aereo Sales Group
400 Belchase Drive, Suite 408, 2nd Floor
Old Bridge Township, NJ 08857*

*Applicants: Elliot Rifkin
177 Hidden Court
Old Bridge, NJ 08857*

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

**RESOLUTION 17-03-15
APPROVAL OF SOLICITOR PERMIT
VIVINT SOLAR**

***WHEREAS, Vivint Solar,** (solar services) has passed the required Police Department background checks; and*

***WHEREAS, Vivint Solar,** has read Chapter 3-2.11 Handbills of the Borough of Matawan Code.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that they hereby approve the following Solicitor Permit:*

*Business: Vivint Solar
2400 Main Street Extension
Sayreville, NJ 08872*

*Applicants: Umesh Kumar
59 Fairview Avenue
Somerville, NJ 08876*

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

**RESOLUTION 17-03-16
APPROVAL OF NEW TAXI DRIVER LICENSE
GERARD GREEN**

***WHEREAS, Gerard Green,** has passed the required Police Department background checks; and*

***WHEREAS, Gerard Green,** 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: Gerard Green
5 High Street
Matawan, 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 17-03-17
APPROVAL OF TAXI DRIVER LICENSE RENEWAL
JOSE D. MANSUL**

WHEREAS, Jose D. Mansul, has passed the required Police Department background checks; and

WHEREAS, Jose D. Mansul, 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: Jose D. Mansul
455 Mechanic Street
Perth Amboy, NJ 08861

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 17-03-18
AUTHORIZING THE ISSUANCE OF
2017 RAILROAD PARKING SUMMER PARKING PASSES**

WHEREAS, there is a need for additional parking for people working during the summer months; and

WHEREAS, there is also a decrease of regular permit holder using the parking lot during this same time period.

NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Matawan hereby authorizes the issuance of Summer Railroad Parking Permits for the period of May 1, 2017 through August 31, 2017 for a fee of \$225.00.

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Clerk, Finance, and the Railroad Parking Enforcement Officer.

**RESOLUTION 17-03-19
AUTHORIZING THE WAIVER OF
HEALTH DEPARTMENT MUNICIPAL FEES
WASHINGTON ENGINE COMPANY FIRE HOUSE
ST. PATRICK'S DAY PARADE FOOD VENDORS**

WHEREAS, Washington Engine Company Fire House St. Patrick's Day Parade has been celebrated for many years in the Borough of Matawan; and,

WHEREAS, the Washington Engine Company Fire House requests Council of the Borough of Matawan, as an expression of support and encouragement, waive the \$50.00 Health Department municipal fee for the Washington Engine Company Fire House St. Patrick's Day Parade food vendors.

NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Matawan does hereby waive the \$50.00 Health Department municipal fee for the Washington Engine Company Fire House St. Patrick's Day Parade food vendors.

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Finance, Health as well as the Washington Engine Company Fire House.

**RESOLUTION 17-03-20
AUTHORIZING THE BOROUGH CLERK TO ADVERTISE FOR
REQUEST FOR PROPOSALS FOR
POWER PURCHASE AGREEMENT FOR THE INSTALLATION OF A SOLAR PHOTOVOLTAIC (PV) SYSTEM**

WHEREAS, the Council of the Borough of Matawan hereby authorizes the Borough Clerk to advertise and post a Request for Proposals (RFP) from any interested party for a Power Purchase Agreement (PPA) for the installation of a solar photovoltaic (PV) system on various buildings in the Borough.

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NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby authorizes the Borough Clerk to advertise and post a Request for Proposals (RFP) from any interested party for a Power Purchase Agreement (PPA) for the installation of a solar photovoltaic (PV) system on various buildings in the Borough.

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall also be forwarded to the following Borough of Matawan Departments: Administration, Clerk, Finance, Public Works as well as Robert Keady of T&M Associates.

**RESOLUTION 17-03-25
AUTHORIZING THE HIRING OF PART-TIME SEASONAL PERSONNEL
2017 SUMMER RECREATION PROGRAM DIRECTOR
ALANNA ZELLER
2017 SUMMER RECREATION PROGRAM ASSISTANT DIRECTOR
KEVIN BURNS**

WHEREAS, there is a need for a part-time Summer Program Director and a part-time Summer Program Assistant Director; and

WHEREAS, Alanna Zeller is desirous of the position of part-time Summer Program Director; and

WHEREAS, Kevin Burns is desirous of the position of part-time Summer Recreation Program Assistant Director;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that they hire Alanna Zeller as the part-time 2017 Summer Program Director, at the rate of compensation of \$3,837.75 per annum and Kevin Burns as the part-time 2017 Summer Recreation Program Assistant Director, at a rate of compensation of \$1,644.75 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 Officer and Recreation Director as well as Alanna Zeller and Kevin Burns.

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 T-14-56-850-801 of Matawan to Alanna Zeller as Part-Time Summer Program Director and Kevin Burns as part-time Summer Program Assistant Director in the total amount not to exceed Five Thousand Four Hundred Eighty Two Dollars and Fifty Cents (\$5,482.50).

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: March 7, 2017

New Business

Mayor Altomonte read by title Resolution 17-03-21: 2015 Road Improvement Program Contract 1 – JTG Construction, Inc. – Authorizing Change Order No. 5. Mayor Altomonte requested a motion. Councilman Caldon made the motion, seconded by Councilman Vergaretti. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

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**RESOLUTION 17-03-21
2015 ROAD IMPROVEMENT PROGRAM CONTRACT 1
JTG CONSTRUCTION, INC.
AUTHORIZING CHANGE ORDER NO. 5**

***WHEREAS**, T&M Associates has informed the Council that Various Items are reduced to reflect current as-built quantities in the 2015 Road Improvement Program Contract 1, for a total reduction this Change Order No. 5 of One Hundred and One Thousand, Four Hundred Twenty-Six Dollars, and Forty-Two Cents (\$101,426.42); and*

***WHEREAS**, T&M Associates has informed the Council that Various Items are increased to reflect current as-built quantities in the 2015 Road Improvement Program Contract 1, for a total increase this Change Order No. 5 of Twenty-Two Thousand, Two Hundred Fifty-Nine Dollars, and Nineteen Cents (\$22,259.19); and*

***WHEREAS**, T&M Associates has informed the Council that Supplementary Extras are added to the 2015 Road Improvement Program Contract 1, for a total increase this Change Order No. 5 of Twenty-Eight Thousand, Six Hundred Ninety-Seven Dollars, and Seventy-Four Cents (\$28,697.74); and*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, based upon the recommendations of Robert Keady, T&M Associates, that they hereby authorize the attached contract modification proposal, Change Order No. 5, for the 2015 Road Improvement Program Contract 1, a Net Change Reduction This Change Order No. 5, in an amount of Fifty Thousand, Four Hundred Sixty-Nine Dollars and Forty-Nine Cents (\$50,469.49).*

***BE IT FURTHER RESOLVED** this amount reflects a total Net Change Reduction in Contract of Twenty-One Thousand, Five Hundred Eighty Dollars and Fifty-Five Cents (\$21,580.55).*

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

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

CHANGE ORDER NO. 5

DATE: February 21, 2017

PROJECT: 2015 Road Improvement Program - Contract 1

OWNER: Borough of Matawan

CONTRACTOR: JTG Construction, Inc.

DESCRIPTION OF CHANGE:


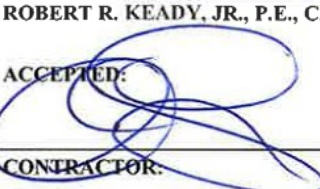
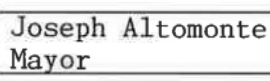
REDUCTIONS:

Various items are reduced to reflect current as-built quantities.

EXTRA:

Various items are increased to reflect current as-built quantities.

SUPPLEMENTARY:

APPROVAL RECOMMENDED:	SEE ATTACHED DETAIL	ADDITIONAL	REDUCTION
 ROBERT R. KEADY, JR., P.E., C.M.E.	A. TOTAL REDUCTIONS THIS C.O.	XXXXXXXXXXXX	\$101,426.42
 ACCEPTED: CONTRACTOR: JTG Construction, Inc.	B. TOTAL EXTRAS THIS C.O.	\$22,259.19	XXXXXXXXXXXX
OWNER'S APPROVALS:	C. TOTAL SUPPLEMENTARY THIS C.O.	\$28,697.74	XXXXXXXXXXXX
 Joseph Altomonte Mayor	TOTALS THIS C.O.	\$50,956.93	\$101,426.42
NOTE: All work to be done according to Contract Specifications.	NET CHANGE THIS CHANGE ORDER		\$50,469.49
	PREVIOUS CHANGE ORDERS	\$70,099.53	\$41,210.58
	TOTAL CHANGE ORDERS TO DATE	\$121,056.45	\$142,637.00
	NET CHANGE IN CONTRACT		\$21,580.55

ORIGINAL CONTRACT BID PRICE	\$1,191,604.76
CHANGE ORDERS TO DATE	-\$21,580.55
REVISED CONTRACT PRICE	\$1,170,024.21

PROJECT:2015 Road Improvement Program - Contract 1

OWNER:Borough of Matawan

CONTRACTOR:JTG Construction, Inc.

	ITEM NO.	DESCRIPTION	QUANTITY		UNIT PRICE	AMOUNT
R E D U C T I O N	A14	Tack Coat	22.00	GAL	\$6.40	\$140.80
	A16	HMA Base Course, 19M64, 4" Thick	100.00	TON	\$90.00	\$9,000.00
	A21	Concrete Sidewalk, 4" Thick	82.00	SY	\$57.60	\$4,723.20
	A23	Traffic Stripes, Long Life, Epoxy Resin, 4" Wide	1131.00	LF	\$0.80	\$904.80
	A24	Traffic Stripes, Long Life, Epoxy Resin, 12" Wide	4.00	LF	\$11.00	\$44.00
	A25	Regulatory and Warning Signs, 30"x30" (I&WD)	20.00	SF	\$45.00	\$900.00
	A27	Loop Detectors	90.00	LF	\$72.00	\$6,480.00
	A28	Loop Detector Cable	40.00	LF	\$28.00	\$1,120.00
	B8	Excavation, Test Pits	2.00	UN	\$330.00	\$660.00
	B10	Asphalt Price Adjustment	1.26	LS	\$3,000.00	\$3,772.72
	B11	Coarse Aggregate No. 4 Var Thickness (I&WD)	105.00	CY	\$36.00	\$3,780.00
	B13	HMA Milling, 3" or Less	248.00	SY	\$3.10	\$768.80
	B15	Tack Coat	25.00	GAL	\$6.40	\$160.00
	B26	Concrete Sidewalk, 4" Thick	34.12	SY	\$60.00	\$2,047.20
	B27	HMA Driveway, 5" Thick	4.00	SY	\$65.00	\$260.00
	B29	Detectable Warning Surface	1.00	SY	\$300.00	\$300.00
	B30	Traffic Stripes, Long Life, Epoxy Resin, 4" Wide	40.00	LF	\$0.40	\$16.00
	B31	Traffic Stripes, Long Life, Epoxy Resin, 6" Wide	14.00	LF	\$6.00	\$84.00
	B33	Regulatory and Warning Signs, 30"x30" (I&WD)	30.00	SF	\$50.00	\$1,500.00
	B34	Reset Manhole, San Sewer, Using Existing Casting	4.00	UN	\$300.00	\$1,200.00
	C8	Polymerized Joint Adhesive	280.00	LF	\$13.00	\$3,640.00
	C10	HMA Surface Course, 9.5M64, 2" Thick	6.08	TON	\$147.00	\$893.76
	C11	HMA Base Course, 19M64, 4" Thick	29.36	TON	\$144.00	\$4,227.84
	C13	12" HDPE Pipe, Type S	38.00	LF	\$45.00	\$1,710.00
	D5	Fuel Price Adjustment	1.52	LS	\$300.00	\$455.77
	D6	Asphalt Price Adjustment	4.85	LS	\$2,400.00	\$11,647.57
	D11	Tack Coat	263.00	GAL	\$6.40	\$1,683.20
	D13	HMA Base Course, 19M64, 4" Thick	273.42	TON	\$78.00	\$21,326.76
	D21	6"x18" Concrete Vertical Curb	105.00	LF	\$22.00	\$2,310.00
	D26	Traffic Stripes, Long Life, Epoxy Resin, 6" Wide	15.00	LF	\$8.00	\$120.00
	D27	Traffic Stripes, Long Life, Epoxy Resin, 12" Wide	70.00	LF	\$10.00	\$700.00
	D29	Line Stop	2.00	UN	\$5,750.00	\$11,500.00
	D35	Water Service Connection	1.00	UN	\$1,650.00	\$1,650.00
	D44	Regulatory and Warning Signs, 30"x30" (I&WD)	20.00	SF	\$45.00	\$900.00
	D54	Steel Backed Timber Guardrail	5.00	LF	\$160.00	\$800.00

A. TOTAL REDUCTIONS

\$101,426.42

E X T R A	A13	Polymerized Joint Adhesive	1700.00	LF	\$2.20	\$3,740.00
	B16	HMA Surface Course, 9.5M64, 2" Thick	58.12	TON	\$74.90	\$4,353.19
	B25	Combination Concrete Curb & Gutter	147.00	LF	\$49.00	\$7,203.00
	B28	Concrete Driveway, Reinforced, 6" Thick	16.00	SY	\$70.00	\$1,120.00
	B35	Borrow Topsoiling, 4" Thick	357.00	SY	\$3.00	\$1,071.00
	B36	Fertilizing & Seed Mix No. 15	357.00	SY	\$2.00	\$714.00
	B37	Straw Mulching	357.00	SY	\$2.00	\$714.00
	D10	Polymerized Joint Adhesive	1672.00	LF	\$2.00	\$3,344.00

B. TOTAL EXTRA

\$22,259.19

S U P P L Y	DS-8	Contract Completion Date Extended to January 17, 2017	1.00	LS	\$0.00	\$0.00
	DS-9	Reset Inlet, Type E (Mill Road)	1.00	UN	\$3,450.00	\$3,450.00
	DS-10	Manhole Cover (Middlesex Road)	3.00	UN	\$442.75	\$1,328.25
	DS-11	Assist Matawan Water Dept. at Grant Street/Washington Street to repair broken watermain pipe on 3/30/16	1.00	LS	\$2,486.66	\$2,486.66
	DS-12	Mill and Resurface a 30'x90' section of Ravine Drive at the request of Matawan DPW	1.00	LS	\$7,204.91	\$7,204.91
	DS-13	Ravine Drive Line Striping	1.00	LS	\$920.00	\$920.00
	DS-14	15" RCP (Grant Street)	24.00	LF	\$74.75	\$1,794.00
	DS-15	Repair San Sew Lateral at 350 Forrest Ave on December 27, 2016	1.00	LS	\$5,052.92	\$5,052.92
	DS-16	Remobilization Charge for Extra Concrete Work at 71 and 73 Middlesex Road	1.00	LS	\$6,461.00	\$6,461.00

C. TOTAL SUPPLEMENTARY

\$28,697.74

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Mayor Altomonte read by title Resolution 17-03-22: Resolution Adopting the Promotion Results of the Borough of Matawan Police Department Promotional List for Sergeants to December 31, 2017. 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 Joseph Urbano
Councilman Michael Caldon
Councilman Michael Vergaretti
Councilman Brett Cannon
Councilman Nicolas Reeve
Councilwoman Josi Salvatore

Motion passed.

**RESOLUTION 17-03-22
RESOLUTION ADOPTING THE PROMOTION RESULTS OF
THE BOROUGH OF MATAWAN POLICE DEPARTMENT
PROMOTIONAL LIST FOR SERGEANTS TO DECEMBER 31, 2017**

WHEREAS the Council of the Borough of Matawan has adopted and implemented a procedure for consideration of eligible candidates to be promoted to the rank of Sergeant in the Matawan Police Department; and

WHEREAS on December 10, 2014, the final test results were published for individuals who were eligible for consideration for promotion to the rank of Sergeant; and

WHEREAS due to financial constraints, the Council wishes to adopt and reaffirm the Borough of Matawan Police Department promotional list dated December 10, 2014 for consideration for promotion to Sergeant to December 31, 2017;

NOW THEREFORE BE IT RESOLVED by the Council of the Borough of Matawan that it adopts the attached list commencing on December 10, 2014, and shall remain in force and effect for a period to include December 31, 2017.

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

Sergeant's Promotion List - December 10, 2014							
	ID Number	Written Test	Interview	Service Record	Interview / Mayor Council	Total Percentage	Overall Ranking
	Points	25	20	20	35	100	
Matt O'Boyle	783630	24.5	17	16	26.775	84.275	4
McCABE	801499	24.25	14.5	16	30.1	84.85	3
Steve Sakowski	664809	24.25	14.6	14	32.1	84.95	2
Christopher Stark	627799	23.5	15.5	15	33.6	87.6	1
Joseph Lovallo	645538	19	14.9	14	27.25	75.15	5
Jennifer Paglia	764603	17.75	10.8	0	0	28.55	6

Mayor Altomonte read by title Resolution 17-03-23:Authorizing the Promotion of Sean McCabe to Sergeant for the Matawan Police Department. 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 Joseph Urbano
Councilman Michael Caldon
Councilman Michael Vergaretti
Councilman Brett Cannon
Councilman Nicolas Reeve
Councilwoman Josi Salvatore

Motion passed.

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**RESOLUTION 17-03-23
AUTHORIZING THE PROMOTION OF SEAN MCCABE
TO SERGEANT FOR THE
MATAWAN POLICE DEPARTMENT**

WHEREAS, it is the desire of the Mayor and Council to enhance the administrative structure of the Police Department by the promotion of a Sergeant of Police for the Borough of Matawan; and

WHEREAS, the Borough Ordinances established the eligibility requirements and the testing process for promotion to the rank of Sergeant; and

WHEREAS, the promotion process was conducted on the basis of merit, experience, education, demonstrated ability, competitive written and oral examinations and interviews; and

WHEREAS, as a successful candidate Chief Jason Gallo has recommended Sean McCabe to the Mayor and Council for the promotion to the rank of Sergeant.

NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Matawan authorizes the promotion of Sean McCabe to the position of Sergeant of the Matawan Police Department with all the rights and responsibilities attendant thereto effective March 7, 2017 at the rate of compensation per annum of One Hundred Seventeen Thousand Seventy Six Dollars and No Cents (\$117,076.00) 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 Sean McCabe.

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 Sean McCabe promotion to Sergeant of the Matawan Police Department at a rate of compensation per annum of One Hundred Seventeen Thousand Seventy Six Dollars and No Cents (\$117,076.00) effective March 7, 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: March 7, 2017

Mayor Altomonte read by title Resolution 17-03-24:Authorizing the Promotion of Class Two Special to Police Officer – Matawan Police Department – Christine Heppel. 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 Joseph Urbano
Councilman Michael Caldon
Councilman Michael Vergaretti
Councilman Brett Cannon
Councilman Nicolas Reeve
Councilwoman Josi Salvatore

Motion passed.

**RESOLUTION 17-03-24
AUTHORIZING THE PROMOTION OF CLASS TWO SPECIAL TO POLICE OFFICER
MATAWAN POLICE DEPARTMENT
CHRISTINE HEPPEL**

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***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**, Resolution 17-02-60 invoked exemption to Ordinances 9-29.1 through 9-29.3, the selection process for the procedure for hiring by the Matawan Police Department for a Police Officer; and*

***WHEREAS**, Chief of Police Jason Gallo has recommended the promotion of Class Two Special Christine Heppel to Police Officer; and*

***WHEREAS**, Christine Heppel has agreed to pay any tuition fees associated with the Monmouth County or Ocean County Police Academy if the Police Training Commission dictates such training is necessary; and*

***WHEREAS**, Chief of Police Jason Gallo has recommended that this Officer be hired as Police Officer while attending classes, if any.*

***NOW, THEREFORE, BE IT RESOLVED** that the Council of the Borough of Matawan authorizes the promotion of Christine Heppel from Class Two Special to Police Officer at a rate of compensation per annum of Thirty One Thousand Four Hundred Fifty Six Dollars and No Cents (\$31,465.00) effective March 7, 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 Christine Heppel.*

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 Christine Heppel from Class Two Special to Police Officer, at a rate of compensation per annum of Thirty One Thousand Nine Hundred Forty Six Dollars and No Cents (\$31,465.00) effective March 7, 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: March 7, 2017

Mayor Altomonte read by title Resolution 17-03-26: Emergency Temporary Appropriation. 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 Joseph Urbano
Councilman Michael Caldon
Councilman Michael Vergaretti
Councilman Brett Cannon
Councilman Nicolas Reeve
Councilwoman Josi Salvatore

Motion passed.

**RESOLUTION 17-03-26
EMERGENCY TEMPORARY APPROPRIATION**

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

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

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***WHEREAS**, the total emergency temporary resolutions adopted in the year 2017 pursuant to the provisions of Chapter 96, PL 1951 (NJSA 40A:4-20) including this resolution total \$4,123,613.87.*

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

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

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

2017 Temporary Budget-for March 7, 2017 Meeting

	Salary & Wages	Other Expenses
MAYOR & COUNCIL		300.00
MUNI CLERK		
GENERAL ADMIN		
AUDIT		
FINANCE ADMIN		
TAX ASSES ADMIN		
TAX COLLECTOR		
LEGAL SERVICES		
ENGINEERING		
BLDG & GROUNDS		
PLAN/ZONING BD		
SHADE TREE COMM	200.00	
ENVIRON HEALTH		
SOLID WASTE COLL		
INSURANCE-GROUP HEALTH		
INSURANCE-LIABILITY		
INSURANCE-WORKERS COMP		
FIRE		
FIRE-AID TO DEPARTMENT		
FIRE PREVENTION		
POLICE		
STREETS & ROADS		
STREET LIGHTING		
BD OF HEALTH		
RECREATION		
HISTORICAL SITES	300.00	
VOL 1ST AID SQUAD		
OEM		
PROP MAINT		
RR PARKING		
DOWNTOWN REDEV		
UTILITIES		
VEHICLE MAINT		
CONSTR OFFICIAL		
ACCUM SICK LEAVE		
OASI/SOCIAL SECURITY		
PERS		
PFRS		

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CONTINGENT			
MUNICIPAL COURT			
PUBLIC DEFENDER			
FREE PUBLIC LIBRARY			
EMERGENCY 911			
GREEN TRUST LOAN			
INTEREST ON BONDS			
INTEREST ON NOTES		7,111.88	
PAYMENT OF BANS			
MCIA LEASE INTEREST			
SUBTOTAL	500.00	7,411.88	
TOTAL TEMPORARY EMERGENCY APPROPRIATIONS		7,911.88	2,594,954.39
WATER SEWER UTILITY			
OPERATING		200,000.00	
BULK WATER PURCHASE/ACQUISITION OF WATER			
BAYSHORE REGIONAL SEWERAGE AUTHORITY			
PAYMENT ON BOND PRINCIPAL			
PERS			
BANS			
INTEREST ON BONDS			
INTEREST ON NOTES		1,100.38	
WATER-SEWER REHAB LOAN			
WASTEWATER LOAN			
SOCIAL SECURITY		3,000.00	
SUBTOTAL	-	204,100.38	
TOTAL WATER SEWER UTILITY TEMPORARY EMERGENCY APPROPRIATIONS		204,100.38	1,528,659.48

***BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Finance as well as Director of Local Government Services.*

Mayor Altomonte read by title Resolution 17-03-28: Authorizing T&M Associates to Provide Professional Services for Main Street Streetscape Phase II. Mayor Altomonte requested a motion. Councilman Caldon made the motion, seconded by Councilwoman Salvatore. Mayor Altomonte requested a roll call. A roll call vote was taken.

- Yes:
- Councilman Joseph Urbano
Councilman Michael Caldon
Councilman Michael Vergaretti
Councilman Brett Cannon
Councilman Nicolas Reeve
Councilwoman Josi Salvatore

Motion passed.

**RESOLUTION 17-03-28
AUTHORIZING T&M ASSOCIATES
TO PROVIDE PROFESSIONAL SERVICES FOR
MAIN STREET STREETSCAPE PHASE II**

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WHEREAS, the Borough of Matawan received a Monmouth County Community Development Block Grant (CDBG) in the amount of \$152,321.00 for the Matawan Main Street Streetscape Phase II with the remainder of the funds to be supplied by the Borough; and

WHEREAS, the Mayor and Council of the Borough of Matawan received the attached scope and fee estimate from T&M Associates for professional services associated with the design, permitting, bidding, contract administration and construction observation for the Matawan Main Street Streetscape Phase II Project for the total estimated project schedule and fees in the amount of \$70,640.

NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Matawan does hereby award the contract, pending receipt of Certification As to Available Funding from the Chief Financial Officer, for professional services to T&M Associates as outlined in the attached scope and fee estimate for the design, permitting, bidding, contract administration and construction observation for the Matawan Main Street Streetscape Phase II Project in an amount not to exceed Seventy Thousand Six Hundred Forty Dollars and No Cents (\$70,640.00).

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

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Clerk, Finance, Public Works as well as Robert R. Keady, Jr. for T&M Associates.

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MATN-16002

March 17, 2016

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

**Re: Main Street Streetscape, Phase II
Scope and Fee Estimate
Borough of Matawan**

Dear Mr. Ferrara:

T&M Associates is pleased to submit this Scope and Fee Estimate for Professional Services associated with the Borough's Phase II Main Street Streetscape Improvements.

The proposed improvements will generally represent those depicted in a plan prepared by this office entitled "Matawan Streetscape, Phase II Conceptual Plan", dated April 2014. On the east side of Main Street, the work area is located between Ravine Drive and Fountain Avenue (\pm 290 linear feet). On the west side of Main Street, the work area is located between Little Street and Park Avenue (\pm 425 linear feet). We anticipate the proposed improvements to include:

- Replacing the existing sidewalk with a new decorative sidewalk
- New benches, trash receptacles, and bike racks
- Pedestrian scale decorative light fixtures
- Street trees
- Crosswalks
- Replace existing curbs
- ADA curb ramps

All improvements will be designed in accordance with current ADA regulations. The estimated construction cost for the above-noted improvements is approximately \$345,000. It is our understanding the Borough has been awarded a Community Development Block Grant (CDBG) in the amount of \$63,866.

Main Street is also known as Monmouth County Route 516 and is under the jurisdiction of the County. All proposed improvements within the right-of-way are subject to Monmouth County review and approval. As some of the desired improvements may not be consistent with standard County design guidelines, we anticipated the need for coordination meetings prior to submitting a formal application.

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

A. PRE-DESIGN PHASE

1. Field survey will be provided to determine existing sidewalk cross slopes. Field survey will be acquired by conventional "on the ground" methods. Right-of-way and property line information will be taken from current tax maps. This survey does not constitute a boundary survey.

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**Re: Main Street Streetscape, Phase II
Scope and Fee Estimate
Borough of Matawan**

2. Base maps for the streets will be prepared at a scale of 1" = 20'.
3. Copies of the base maps will be forwarded to each utility company (and the Borough Department of Public Works) so they can verify the location and sizes of their facilities. We will also inquire whether they have plans for future relocation or expansion.
4. A meeting will be scheduled between Borough representatives and members of T&M Associates to discuss the desired improvements.

B. DESIGN PHASE

1. Once the field survey is complete and base maps prepared, a preliminary design will be prepared based on the preliminary concept plan and any additional input received from the Borough representatives. This plan will include the following items:
 - a. Graphical horizontal geometry denoting sidewalk widths, curb radii, limits of curbing, approximate limits of reconstruction, and existing right-of-way lines.
 - b. Proposed typical sidewalk sections.
 - c. A preliminary construction cost estimate.
2. The preliminary plans will be reviewed with appropriate Borough officials prior to proceeding with final design.
3. Final construction plans will be prepared in AutoCAD and consist of the following:
 - a. Title sheet with key map.
 - b. Standard Legend and Typical Section Sheet.
 - c. Construction and Layout Plan Sheets (1" = 20').
 - d. Existing Conditions and Grading Plan Sheets
 - e. Soil Erosion and Sediment Control Plans.
 - f. Landscape Plan
 - g. Maintenance and Protection of Traffic Plan.
 - h. Construction Details Sheets.
4. Quantities will be estimated by item, and a final construction cost estimate will be provided.

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5. Specifications will be prepared in book form, in T&M Associates' format, based on the 2007 New Jersey Department of Transportation Standard Specifications for Road and Bridge Construction with T&M Standard Terms and Conditions.
6. An application for soil erosion and sediment control certification will be prepared and submitted by T&M Associates to the Soil Conservation District on behalf of the Borough. All fees associated with this application will be the responsibility of the Borough. We estimate the fee to be approximately \$1,340.
7. We will submit final plans and specifications to the Borough for final review prior to the preparation of bid documents.

C. BIDDING PHASE

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

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

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

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The PM will perform the following tasks:

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

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**Re: Main Street Streetscape, Phase II
Scope and Fee Estimate
Borough of Matawan**

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

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

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

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Re: Main Street Streetscape, Phase II
Scope and Fee Estimate
Borough of Matawan

E. EXCLUSIONS

Unless noted elsewhere in this proposal, the following services cannot be quantified at this time, or do not appear to be required, and are specifically excluded from the scope of service:

- 1. Storm water management design or calculations
- 2. Traffic study
- 3. Design, modification, or analysis of existing or proposed traffic signals
- 4. Roadway, gutter, centerline, and sidewalk profiles
- 5. Analysis of existing and proposed photometric values
- 6. Utility design and/or relocation
- 7. Reconstruction of the roadway surface
- 8. Roadway striping plans

F. PROJECT SCHEDULE AND FEE

- 1. We are prepared to commence the services outlined above upon your written authorization and suggest an estimated fee of \$57,500 excluding permit fees to be billed monthly utilizing the current billing rate schedule. Following are the estimated “soft cost” requirements for the project:

Topographic Survey and Base Mapping	\$ 5,400
Design, Bidding and Permitting	\$27,300
Construction Administration and Inspection	\$24,800
Total	\$57,500

Soil Erosion and Sediment Control Permit Fee \$ 1,340 (To be paid by the Borough)

- 2. It is our understanding that the Borough may wish to proceed with a prefabricated metal arch sign spanning over Little Street. The addition of the arch could add approximately \$40,000 or more to the construction cost of the project. If the Borough decides to proceed with this arch, we suggest an additional estimated fee of \$11,800 to be billed monthly utilizing the current billing rate schedule. It is anticipated that the prefabricated metal arch will be provided with columns. We will design a foundation for each column based on the loads supplied by the manufacturer. Following are the estimated “soft cost” requirements for the additional scope:

Boring and Geotechnical Report	\$ 4,000
Design of Foundations for Arch	\$ 6,600
Construction Administration and Inspection	\$ 1,200
Total	\$11,800

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Re: Main Street Streetscape, Phase II
Scope and Fee Estimate
Borough of Matawan

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

Very truly yours,

T&M ASSOCIATES

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

RRK:RG:lkc

c: Mayor & Council
Karen Wynne, Borough Clerk

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Mayor Altomonte read by title Resolution 17-03-29: Authorizing T&M Associates to Provide Professional Services for Transit Village Improvements. Mayor Altomonte requested a motion. Councilman Caldon made the motion, seconded by Councilman Vergaretti. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

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**RESOLUTION 17-03-29
AUTHORIZING T&M ASSOCIATES
TO PROVIDE PROFESSIONAL SERVICES FOR
TRANSIT VILLAGE IMPROVEMENTS**

WHEREAS, the Borough of Matawan anticipates receiving a New Jersey Department of Transportation Transit Village Grant in the amount of \$300,000.00 for the Matawan Transit Village Improvements; and

WHEREAS, the Mayor and Council of the Borough of Matawan received the attached scope and fee estimate from T&M Associates for professional services associated with the design, permitting, bidding, contract administration and construction observation for the Matawan Transit Village Improvements Project for the total estimated project schedule and fees in the amount of \$63,450.

NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Matawan does hereby award the contract, pending receipt of the \$300,000.00 New Jersey Department of Transportation Transit Village Grant as well as Certification As to Available Funding from the Chief Financial Officer, for professional services to T&M Associates as outlined in the attached scope and fee estimate for the design, permitting, bidding, contract administration and construction observation for the Matawan Transit Village Improvements Project in an amount not to exceed Sixty Three Thousand Four Hundred Fifty Dollars and No Cents (\$63,450.00).

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

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Clerk, Finance, Public Works as well as Robert R. Keady, Jr. for T&M Associates.

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Workshop Session
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YOUR GOALS. OUR MISSION.

MATNOH-16002

July 7, 2016

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

**Re: Transit Village Improvements
Scope and Fee Estimate
Borough of Matawan**

Dear Mr. Ferrara:

T&M Associates is pleased to submit this Scope and Fee Estimate for Professional Services associated with the Borough's Transit Village Improvements.

The proposed improvements will generally represent those depicted in a plan prepared by this office entitled "Transit Village Improvements", dated October 2015 and as represented in the Grant Application for State Aid. It is understood that the Borough has received an NJDOT Transit Village Grant in the amount of \$300,000. Please be advised, that although not on the list issued by DOT, there is currently Executive Order 210 requiring the stoppage of Transportation Trust Fund projects.

The proposed improvements include sidewalk and curb replacement, upgraded crosswalks, a new colored and stamped crosswalk at Harrel Street and Johnson Avenue, new bicycle racks, minor pavement repair and pole mounted lights along the Railroad Plaza side of the train station parking lot. We anticipate the proposed improvements at the following locations:

- Main Street from Broad Street to High Street (both sides);
- Lower Main Street from High Street to Atlantic Avenue (train station side);
- Atlantic Avenue from Lower Main Street to Harrison Avenue (train station side);
- Harrel Street from Atlantic Avenue to Johnson Avenue (train station side);
- Railroad Plaza from Johnson Avenue to Main Street (train station side); and
- High Street from Main Street to the County bridge (west side);

All improvements will be designed in accordance with current ADA regulations where possible. The estimated construction cost for the above-noted improvements is approximately \$307,100.

Main Street is also known as Monmouth County Route 516 and is under the jurisdiction of the County. All proposed improvements within the right-of-way are subject to Monmouth County review and approval. As some of the desired improvements may not be consistent with standard County design guidelines, we anticipated the need for coordination meetings prior to submitting a formal application.

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

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A. PRE-DESIGN PHASE

1. Field survey will be provided to determine existing sidewalk, driveway and pavement cross slopes and longitudinal slopes. Field survey will be acquired by conventional "on the ground" methods. Right-of-way and property line information will be taken from current tax maps.
2. Base maps will be prepared at a scale of 1" = 20'.
3. Copies of the base maps will be forwarded to each utility company (and the Borough Department of Public Works) so they can verify the location and sizes of their facilities. We will also inquire whether they have plans for future relocation or expansion.
4. A meeting will be scheduled with Borough representatives to discuss the desired improvements and anticipated issues.

B. DESIGN PHASE

1. Once the field survey is complete and base maps prepared, a preliminary design will be prepared based on the information gathered by the survey and field investigation and any additional input received from the Borough representatives. This plan will include the following items:
 - a. Graphical horizontal geometry denoting sidewalk widths, curb radii, limits of curbing, approximate limits of reconstruction, and existing right-of-way lines.
 - b. Proposed preliminary site lighting layout.
 - c. A preliminary construction cost estimate.
2. The preliminary plans will be reviewed with appropriate Borough officials prior to proceeding with final design.
3. Final construction plans will be prepared in AutoCAD and consist of the following:
 - a. Title sheet with key map.
 - b. Standard Legend and General Notes Sheet.
 - c. Construction and Layout Plan Sheets (1" = 20').
 - d. Existing Conditions and Grading Plan Sheets.
 - e. Soil Erosion and Sediment Control Plans.
 - f. Electrical Plan.
 - g. Maintenance and Protection of Traffic Plan.
 - h. Construction Details Sheets.

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4. Quantities will be estimated by item, and a final construction cost estimate will be provided.
5. Specifications will be prepared in book form, in T&M Associates' format, based on the 2007 New Jersey Department of Transportation Standard Specifications for Road and Bridge Construction with T&M Standard Terms and Conditions.
6. An application for soil erosion and sediment control certification will be prepared and submitted by T&M Associates to the Soil Conservation District on behalf of the Borough. All fees associated with this application will be the responsibility of the Borough. We estimate the fee to be approximately \$1,560.
7. Plans will be submitted to the County Engineer's Office for review of the improvements proposed within the County right-of-way along Main Street.
8. We will submit final plans and specifications to the Borough for final review prior to the preparation of bid documents.

C. BIDDING PHASE

1. Upon completion of the plans and specifications, we will present the project to the Borough requesting approval and authorization to advertise the project for bids. We will print and distribute the contract documents, including final plans and specifications, to prospective contractors. The cost of the printing will be offset by the purchase price of the plans and specifications.
2. We will answer questions that arise during the bidding phase of the project, either from Borough officials or prospective bidders.
3. We will attend the receipt of bids with the appropriate municipal officials.
4. We will assist Borough officials with the bid review process including an evaluation of the contractors' bid submissions. As part of this effort, we will prepare a bid tabulation sheet comparing the various bids received, review the credentials of the low bidder, and prepare a recommendation for award.

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

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

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The PM will perform the following tasks:

1. Upon receiving concurrence of award from NJDOT, prepare and distribute construction contract package for execution, provide engineering review of contract, insurance certification, performance and payment bond and subcontractor registration certificate and distribute executed package to the Borough Attorney for final review and execution by the Mayor and receive and distribute executed copies (including NJDOT).
2. Conduct a pre-construction conference among project's participants, inviting the contractor, Borough officials, NJDOT rep, Monmouth County, utility representatives, police and our construction team, and produce minutes of this meeting. Coordinate and review initial project submittals including baseline project schedule, insurance certificates, emergency call lists, etc. Pre-construction phase assumed to last less than one month.
3. Conduct periodic job meetings, as determined by the PM, with representatives of the contractor, subcontractor, and utility companies to review progress, performance and to address any questions or problems that may have arisen. Borough representatives or other officials, as determined by the PM, will be invited to attend these meetings. Minutes of these meetings will be generated and distributed.
4. Review and coordinate submittals received from the contractor including contractor's schedules, shop drawings, product data and samples and material certifications of conformance for general compliance with Contract Documents.
5. Perform quality assurance audits of the project file, determining that contemporaneous documentation, such as inspection reports, quantity log books, material submittals and certifications, material testing records, labor interview forms, manpower status reports, is being generated and complete.
6. After review and input from the Inspector, prepare monthly estimates of payment to the Contractor.
7. Review and issue written recommendation to the Borough following receipt of a written claim or dispute from Contractor.
8. Receive punch list from Inspector and administer the monitoring of its completion.
9. Prepare final closeout documents, including Final Payment Certificate and Change Order, and other closeout documents.
10. Notify NJDOT of completion and coordinate any punchlist items noted, prepare and transmit to NJDOT all other required close-out documents, including final pay voucher.

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

1. Provide part time construction observation services for the duration of the construction contract. We do not anticipate, or have budgeted for, a stop and go, less than full time effort by the contractor. We anticipate a total of thirty (30) work days of fully engaged on-site construction effort. In addition, we anticipate a part-time one month effort after substantial completion for project closeout.
2. Perform on-site observation of work to determine general conformance to the contract plans and specifications.
3. Determine that certificates of conformance are submitted for those materials used on site that require such.
4. Prepare job reports indicating weather, equipment, personnel, work accomplished on the project and other relevant matters such as issues discussed and direction given. Reports will be furnished to the Borough upon request.
5. Respond to Contract Document interpretation requests and other requests for information from the Contractor and assist in resolution of questions and/or disputes.
6. Review Contractor's monthly estimates of work performed and invoices submitted for payment. Measure pay items of work for the Contractor's monthly estimates. Provide payment input to the Project Manager.
7. Support Project Manager with review and input following receipt of a written claim or dispute from Contractor.
8. Prepare initial punchlist and monitor corrective action work, participate in final NJDOT inspection and also monitor any required corrective action cited.
9. Finalize with the contractor as-built quantities.

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

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E. EXCLUSIONS

Unless noted elsewhere in this proposal, the following services do not appear to be required and are specifically excluded from the scope of service:

1. Storm water management design or calculations.
2. Traffic study.
3. Design, modification, or analysis of existing or proposed traffic signals.
4. Roadway, gutter, centerline, and sidewalk profiles.
5. Utility design and/or relocation.
6. Reconstruction of the roadway surface.
7. Roadway striping plans.

F. PROJECT SCHEDULE AND FEE

1. We are prepared to commence the services outlined above upon your written authorization and suggest an estimated fee of \$63,450 excluding permit fees to be billed monthly utilizing the current billing rate schedule. Following are the estimated "soft cost" requirements for the project:

Topographic Survey and Base Mapping	\$10,650
Design, Bidding and Permitting	\$27,350
Construction Administration and Inspection	\$25,450
Total	\$63,450

Soil Erosion and Sediment Control Permit Fee \$ 1,560 (To be paid by the Borough)

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

Very truly yours,

T&M ASSOCIATES


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

RRK:RG:lkc

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

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Mayor Altomonte read by title Resolution 17-03-27: 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 Joseph Urbano
Councilman Michael Caldon
Councilman Michael Vergaretti
Councilman Brett Cannon
Councilman Nicolas Reeve
Councilwoman Josi Salvatore

Motion passed.

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**RESOLUTION 17-03-27
PAYMENT OF BILLS**

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

<i>Current</i>	<i>\$1,641,189.73</i>
<i>Water & Sewer</i>	<i>\$101,992.84</i>
<i>Borough Capital</i>	<i>\$75,932.03</i>
<i>Borough Trust</i>	<i>\$94,287.93</i>
<i>Railroad Parking Trust</i>	<i>\$11,500.00</i>
Total	\$1,924,902.53

***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.*

Administration of Oaths of Office

Mayor Altomonte read a brief biography of each Officer and proceeded to administer the Oath of Office of Sergeant to Police Officer Sean McCabe, and the Oath of Office of Police Officer to Class II Special Christine Heppel. Chief Gallo offered his congratulations to both Sgt. McCabe and Officer Heppel, and thanked Council for their assistance.

The members of the Matawan Police Department left the meeting at 7:21 PM

Privilege of the Floor

Mayor Altomonte opened the Privilege of the Floor.

There were no comments.

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

Adjournment

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

Meeting adjourned at 7:26 PM.

(Signature on File)

Karen Wynne, RMC
Municipal Clerk