

**Borough of Matawan  
Public Session  
January 16, 2018**

A regular meeting of the Borough Council of the Borough of Matawan, New Jersey, was held at the Matawan Municipal Community Center, 201 Broad Street, Matawan, New Jersey on January 16, 2018 with Mayor Joseph 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 10, 2018, by sending notice to the *Asbury Park Press*, and by posting. A copy of said notice is and has been made 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 7:10 PM requesting a roll call.

Yes:            Councilman Nicolas Reeve  
                 Councilwoman Josi Salvatore  
                 Councilwoman Stephanie Buckel  
                 Councilman Brett Cannon  
                 Councilwoman Deana Gunn

Absent:        Councilman David Vergaretti

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

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

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

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

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

There were no comments.

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

**Approval of Minutes**

Mayor Altomonte requested a motion to approve the minutes of the December 19, 2017 Council Meeting. Councilman Reeve made a motion, seconded by Councilman Cannon. Council agreed. Motion passed.

**Consent Agenda**

Mayor Altomonte read by title Resolutions 18-01-44 through and including 18-01-49, requesting a motion to approve en masse. Councilwoman Salvatore made the motion, seconded by Councilman Reeve. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**New Business**

Mayor Altomonte read by title Resolution 18-01-50: Authorizing the Award of Fair and Open Contracts for the Borough of Matawan 2018 Professional Services. Councilwoman Salvatore made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call vote. A roll call vote was taken.

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Yes: Councilman Nicolas Reeve  
Councilwoman Josi Salvatore  
Councilwoman Stephanie Buckel  
Councilman Brett Cannon  
Councilwoman Deana Gunn

Motion passed.

**RESOLUTION 18-01-50  
AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACTS FOR  
THE BOROUGH OF MATAWAN 2018 PROFESSIONAL SERVICES**

**WHEREAS**, the Borough of Matawan has solicited proposals through a fair and open process in accordance with NJSA 19:44A-20.5 et seq., which requires that award of contract for “Professional Services” through the fair and open process must be made by resolution authorizing the award of said contract and must be publicly advertised; and

**WHEREAS**, the following firms have submitted qualifications as part of a “Fair and Open Process” pursuant to the provisions of NJSA 40:44A-20.5 et seq. and the Borough Council finds these firms to be the most qualified for the services sought by the Borough of Matawan:

*Borough Architect – Netta Architects*

*Borough Auditor – Suplee, Clooney & Co.*

*To provide auditing and accounting services will be as follows, but not limited to:*

- *Perform the audit of the Borough’s financial statements for the year ended December 31, 2017 and prepare the 2017 Annual Debt Statement and Unaudited Annual Financial Statement*
- *Review and assist in the preparation of the Borough’s 2018 Budget*
- *LOSAP Audit*

*Borough Bond Attorney – Waters, McPherson, McNeill, PC*

*Borough COAH Attorney – Decotiis, Fitzpatrick & Cole, LLP*

*Borough Conflict Attorney – Rainone, Coughlin, Minchello*

*Borough Conflict Engineer – Remington & Vernick Engineers*

*Borough Engineer – T&M Associates*

*Borough Financial Advisor – NW Financial Group, LLC*

*Borough Grant Consultant – Triad Associates*

*Borough Grass Cutting & Lawn Maintenance – Garden State Tree & Landscaping*

*Borough Labor Attorney – Roth D’Aquanni, LLC*

*Borough Physician – Dalia N. Hanna, MD*

*Borough Planner – T&M Associates*

*Borough Property & Casualty Insurance Broker – Acrisure*

*Borough Redevelopment Attorney – Rainone, Coughlin, Minchello*

*Borough Redevelopment Engineer – Alaimo Group Consulting Engineers*

*Borough Redevelopment Planner – T&M Associates*

*Special Projects Engineering Pool:*

- *Maser Consulting, PA*
- *Remington & Vernick Engineers*

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that they hereby appoint these firms as outlined above for the Borough of Matawan for the year 2018, said term to expire December 31, 2018.

**BE IT FURTHER RESOLVED**, that any professional appointments are contingent upon the negotiation, execution and award of a final contract between the appointee and the Borough to the extent necessary, under the laws of the Borough and the State of New Jersey as well as subject to Certification As To Available Funding by 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 as well as those firms listed above.

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***CERTIFICATION AS TO AVAILABLE FUNDING***

*I, Monica Antista, Chief Financial Officer of the Borough of Matawan do hereby certify that as of the date of this certification funds are available from the Various Department's Budget of the Borough of Matawan.*

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

*Chief Financial Officer*

*(Signature on File)*

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

*Dated: January 16, 2018*

Mayor Altomonte read by title Resolution 18-01-51: Designation of Stormwater Program Coordinator for the Borough of Matawan – T&M Associates. Councilman Reeve made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call vote. A roll call vote was taken.

Yes: Councilman Nicolas Reeve  
Councilwoman Josi Salvatore  
Councilwoman Stephanie Buckel  
Councilman Brett Cannon  
Councilwoman Deana Gunn

Motion passed.

***RESOLUTION 18-01-51***

***DESIGNATION OF STORMWATER PROGRAM COORDINATOR FOR THE BOROUGH OF MATAWAN  
T&M ASSOCIATES***

***WHEREAS***, New Jersey Department of Environmental Protection has announced that the new rules were signed by the Commissioner on January 6, 2004; and

***WHEREAS***, the Borough of Matawan is required to register with the NJDEP and submit an application form for a Tier A Municipal Stormwater General Permits and said application requires the Borough of Matawan to designate a Stormwater Program Coordinator.

***NOW, THEREFORE, BE IT RESOLVED*** by the Council of the Borough of Matawan that Robert R. Keady, Jr., PE, CME of T&M Associates, Borough Engineer, is hereby appointed Stormwater Program Coordinator for a one (1) year term, said term to expire December 31, 2018.

***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, Public Works as well as the Borough Engineer and the New Jersey Department of Environmental Protection.

Mayor Altomonte read by title Resolution 18-01-52: Appointment of Municipal Representatives to the Monmouth County Area 12 Watershed Sub-District Known as Bayshore and Navesink. Councilman Reeve made the motion, seconded by Councilwoman Salvatore. Mayor Altomonte requested a roll call vote. A roll call vote was taken.

Yes: Councilman Nicolas Reeve  
Councilwoman Josi Salvatore  
Councilwoman Stephanie Buckel  
Councilman Brett Cannon  
Councilwoman Deana Gunn

Motion passed.

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**RESOLUTION 18-01-52  
APPOINTMENT OF MUNICIPAL REPRESENTATIVES TO  
THE MONMOUTH COUNTY AREA 12 WATERSHED SUB-DISTRICT  
KNOWN AS BAYSHORE AND NAVESINK**

*WHEREAS, the Borough of Matawan wishes to participate in the Monmouth County Watershed Program; and*

*WHEREAS, in order to implement this program the Borough has been requested to appoint two (2) representatives and two (2) alternates to each of the sub-districts listed above, to work toward and develop goals for watershed management.*

*NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that Councilwoman Stephanie Buckel, primary and Robert R. Keady, Jr., PE, CME of T&M Associates, Borough Engineer, alternate are appointed to the Bayshore District and Councilwoman Stephanie Buckel, primary and Robert R. Keady, Jr., PE, CME of T&M Associates, Borough Engineer, alternate are appointed to the Navesink District, and are to represent the Borough of Matawan.*

*BE IT FURTHER RESOLVED that the Borough Clerk be and is authorized and directed to forward certified copies of this Resolution to the Monmouth County NJ DEP Region 12, Monmouth County Watershed Program, Monmouth County Planning Board, Hall of Records Annex, Second Floor, One East Main Street, Freehold, New Jersey 07728 and to the Borough of Matawan Environmental Commission.*

*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, Public Works as well as Councilwoman Stephanie Buckel and the Borough Engineer.*

Mayor Altomonte read by title Resolution 18-01-53: Resolution Memorializing Asbestos Management Services – T&M Associates – Selective Asbestos Identification Survey, Project Design & Project Monitoring Services Related to Boiler Replacement at the Matawan Municipal Community Center Annex. Councilman Reeve made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call vote. A roll call vote was taken.

Yes: Councilman Nicolas Reeve  
Councilwoman Josi Salvatore  
Councilwoman Stephanie Buckel  
Councilman Brett Cannon  
Councilwoman Deana Gunn

Motion passed.

**RESOLUTION 18-01-53  
RESOLUTION MEMORIALIZING ASBESTOS MANAGEMENT SERVICES  
T&M ASSOCIATES  
SELECTIVE ASBESTOS IDENTIFICATION SURVEY, PROJECT DESIGN & PROJECT MONITORING  
SERVICES RELATED TO BOILER REPLACEMENT AT THE  
MATAWAN MUNICIPAL COMMUNITY CENTER ANNEX**

*NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, based upon the recommendation of the Borough Administrator, hereby acknowledges and memorializes Items 1 and 2 of the attached proposal for professional asbestos management services to T&M Associates for selective asbestos identification survey, project design & project monitoring services related to boiler replacement at the Matawan Municipal Community Center Annex, 201 Broad Street, Matawan, New Jersey 07747 in an amount not to exceed Eight Thousand Dollars and No Cents (\$8,000.00).*

*BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Clerk, Construction, Finance, Fire Department, Fire Prevention, Police, Public Works as well as T&M Associates.*

**CERTIFICATION AS TO AVAILABLE FUNDING**

*I, Monica Antista, Chief Financial Officer of the Borough of Matawan do hereby certify that as of the date of this certification funds are available from the 8-01-20-165-200 Budget of the Borough of Matawan to T&M Associates for selective asbestos identification survey, project design & project monitoring services related to*

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*boiler replacement at the Matawan Municipal Community Center Annex, 201 Broad Street, Matawan, New Jersey 07747 for the Borough of Matawan in an amount not to exceed Eight Thousand Dollars and No Cents (\$8,000.00).*

*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: January 16, 2018



YOUR GOALS. OUR MISSION.

December 21, 2017



Via Email: [Louis.Ferrara@MatawanBorough.com](mailto:Louis.Ferrara@MatawanBorough.com)

Mr. Louis Ferrara  
Borough Administrator, Chief Administrative Officer  
Borough of Matawan  
201 Broad Street  
Matawan, New Jersey 07747



Re: **Proposal for Professional Services  
Asbestos Management Services  
Selective Asbestos Identification Survey, Project Design & Project Monitoring Services  
Related to Boiler Replacement at Matawan Borough Hall Annex  
201 Broad Street  
Matawan, Monmouth, Borough, New Jersey  
T&M Project No. MATNOH-16002**

Dear Mr. Ferrara:

T&M understands that the Borough of Matawan (the Borough) is requesting asbestos management services for the above referenced project. This proposal contains our understanding of the project, the specific scope of services and our compensation for these services.

**PROJECT BACKGROUND**

We understand that significant energy improvements are planned for the subject building, which would include the removal of the existing two (2) sectional boiler units at the Matawan Borough Hall Annex. This replacement project will impact potential asbestos-containing materials that may be associated with the two (2) boiler units, the boiler flues, the associated piping in the vicinity of the boiler units, several pumps and interior boiler refractory insulation.

Accordingly, the Borough needs to plan for the handling of the anticipated asbestos-containing materials (ACM's) that are associated with the boiler units exteriors/interiors and the associated mechanical equipment (i.e., tanks, piping, boiler flues, etc.) that will be impacted by the overall project.

We understand that a qualified asbestos management consultant is now being solicited to conduct a selective asbestos identification survey of the Boiler Room space in order to identify asbestos-containing materials; to provide engineering design and develop technical specification documents for the asbestos abatement project (to be provided to the General Contractor for use with his Asbestos Abatement Subcontractor); and to provide on-site monitoring, air sampling, and project management during the asbestos abatement project.

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The referenced facility falls within the administrative scope of New Jersey's Asbestos Hazard Abatement Subcode, N.J.A.C. 5:23-8 (the Subcode). The Subcode is part of the New Jersey Uniform Construction Code and it imposes certain licensing, training, documentation, investigation and work practice requirements on asbestos related activities in regulated facilities.

One (1) of the requirements of the Subcode is that an authorized Asbestos Safety Control Monitor (ASCM) firm provides certain project design, investigation, air monitoring and documentation services to the building owner. T&M is an authorized ASCM firm, Number 0145.

The Subcode requires that an ASCM firm either prepare technical specifications for an abatement project or review and release specifications that have been prepared by others. The technical specifications are needed to provide the abatement contractor with the proper methods and procedures for conducting the work and to address the delineation of work areas, placement and construction of barriers and any other site specific issues.

The specifications also provide a basis for obtaining competitive cost proposals for the abatement work and for verifying that the contractor has completed the specified work in accordance with applicable regulations.

The Subcode also requires that an ASCM provide onsite investigation and air sampling utilizing certified Asbestos Safety Technicians (AST) employed by the ASCM. The AST is required to be onsite at all times that the contractor is engaged in abatement activities to inspect and document the work, obtain air samples in order to monitor the integrity of worksite barriers, and to establish clearance levels within the worksite at the completion of the work. The ASCM, through the AST, is also required to prepare a final report of the abatement activities documenting the investigation and air sampling results, and indicating regulatory compliance.

The Subcode allows asbestos abatement projects to be undertaken in occupied facilities. The procedural and monitoring requirements promulgated by the Subcode for asbestos abatement work in an occupied facility are more rigorous than those for asbestos abatement work in an unoccupied facility, and therefore must be accounted for in the project design and monitoring.

**We understand that the facility will need to remain occupied pursuant to Subcode definition for the duration of the project work. Therefore, we understand that project arrangements for this scope of work will need to account for the Subcode's occupied facility requirements.**

**PROPOSED SCOPE OF SERVICES**

In order to assist you in meeting the asbestos management goals for this project, we propose to provide the following specific scope of services:

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**Item 1: Selective Asbestos Identification Survey**

1. Review any available documents and meet with appropriate individuals to gain as much information as possible about the construction, history, and use of the referenced Boiler Room spaces and the overall project. Please note that the selective asbestos identification survey activities will only include the area in the Annex Boiler Room and limited areas in the Annex as they relate to Unit Ventilator upgrades.
2. Complete a detailed visual investigation of the specific spaces, coupled with bulk material sampling of suspect ACMs, as necessary, to identify and characterize asbestos content. Building investigation activities will be conducted in accordance with protocols established for the classification of presumed ACMs as promulgated in the Occupational Safety and Health Administration (OSHA) Asbestos Standards (29 CFR 1910.1001 and 29 CFR 1926.1101). The OSHA standards refer to the protocols established for building investigation pursuant to the Asbestos-Containing Materials in Schools Rule (40 CFR 763, Subpart E).

We anticipate that fifteen (15) to twenty (20) bulk material samples will be collected for analyses.

3. Conduct a laboratory analysis for asbestos content of bulk material samples obtained during the investigation. Samples will be analyzed by a qualified laboratory acting as a sub-consultant to T&M. Samples will be analyzed by polarized light microscopy (PLM) coupled with dispersion staining in accordance with the current industry standard protocol (EPA document 600/R-93/116 "Method for the Determination of Asbestos in Bulk Building Materials").

This laboratory will be accredited for bulk asbestos analysis by the National Institute of Standards and Technology, National Voluntary Laboratory Accreditation Program (NIST/NVLAP). Non-friable organically bound (NOB) materials that are found to be non-asbestos-containing via PLM analysis will be subject to further analysis utilizing Transmission Electron Microscopy (TEM) as a matter of Code.

4. Prepare and submit a Selective Asbestos Identification Survey Letter Report presenting the results of our Selective Asbestos Identification Survey activities including Laboratory Certificates of Analyses. We will also provide a Cost Estimate for any required asbestos abatement activities, asbestos abatement project design and asbestos abatement project monitoring.

**Item 2: Asbestos Abatement Project Design**

1. Attend a design and review meeting with you or your representatives, as required, to define the extent, schedule, and phasing of the asbestos abatement project required.
2. Prepare technical specifications sections (00800-Supplementary General Conditions and 02085-Asbestos Abatement) and asbestos abatement drawing documents in a manner, provided to the General Contractor for use with his Asbestos Abatement Subcontractor, for the asbestos abatement activities to include:

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- a. The scope, schedule, and phasing of the work.
  - b. The proper methods and procedures for conducting the work.
  - c. The delineation of work areas, placement and construction of barriers, and any other site specific issues.
3. We understand the work will be completed utilizing two (2) separate Phases while removing one (1) boiler unit and associated piping insulation and flue insulation in the vicinity of each boiler at the respected time of abatement.

**Item 3: Asbestos Abatement Project Monitoring**

1. Interface with all applicable regulatory agencies and development and/or review of the documentation necessary to obtain any applicable permits for the work.
2. Provide full-time onsite monitoring and air sampling during abatement work to monitor compliance with the specifications and applicable regulations. The monitoring and sampling will be performed by New Jersey Certified Asbestos Safety Technicians (AST's).
3. Conduct air sample analysis by Phase Contrast Microscopy (PCM) and Transmission Electron Microscopy (TEM) as necessary.

PCM analysis will be conducted in accordance with the National Institute for Occupational Safety and Health (NIOSH) Method 7400 in our laboratory or at the project site as necessary. Our analysts participate in the NIOSH Proficiency in Analytical Testing Program and are listed in the Asbestos Analyst Registry (AAR).

TEM analysis will be conducted by a qualified independent laboratory acting as a subconsultant to T&M. This laboratory will be accredited for air sample analysis by Transmission Electron Microscopy by the National Institute of Standards and Technology, National Voluntary Laboratory Accreditation Program.

4. Provide management and support throughout the execution of our services both on and offsite that include:
  - a. Interfacing with local, state and federal agencies.
  - b. Acting as the Owner's representative in dealing with the Contractor in matters of pay requests, contract disputes and scheduling as authorized by the Owner.
  - c. Attending meetings with the Owner or Owner's representative.
  - d. Overall project coordination.
5. Prepare a Final Report of Asbestos Abatement Project Monitoring Services to document project completion and regulatory compliance. This report will provide a complete history of the project and include all project documentation, field notes, test results, waste manifests, etc.



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**BOROUGH RESPONSIBILITIES**

The Borough shall be fully responsible for obtaining the necessary authorization to allow the consultant, its agents, subcontractors and representatives to have access to the subject site and structure thereon at reasonable times throughout the term of this agreement.

The Borough shall be responsible for making arrangements to allow its other consultants to be available to T&M for consultation regarding proper coordination of the project.

The Borough shall be responsible to make arrangements for T&M to receive the following on a timely basis:

1. As-built drawings to the extent available.
2. AutoCAD computer files, on suitable diskette media, available from the Client's other consultants as requested by T&M, to allow for transfer of floor plans and like information to T&M's AutoCAD system us use in developing plans for this project.

**COMPENSATION**

We will provide the scope of services described above at a fixed fee as detailed in the tables below. The actual cost line Items 3 and 4 shall be determined during construction based on the Contractors schedule.

Invoices for our services will be submitted monthly and will show the percentage of our fee based on the percentage of our work completed. Our invoices will also show a summary of the contract value, completion percentage, amount previously billed, and contract value remaining.

ITEM	FIXED FEE
<b>PROJECT DESIGN PHASE</b>	
Item 1: Selective Asbestos Identification Survey	\$ 3,600.00
Item 2: Asbestos Abatement Project Design	\$ 4,400.00
<b>PROJECT MONITORING PHASE</b>	
Item 3: Asbestos Abatement Project Monitoring (Phase 1)**	\$1,700.00/Per Diem
Independent Laboratory Fees and Final Reporting	\$2,000.00/Phase 1
Item 4: Asbestos Abatement Project Monitoring (Phase 2) **	\$1,700.00/Per Diem
Independent Laboratory Fees and Final Reporting	\$2,000.00/Phase 2

**\*\*Note:** Please note that if the two (2) boiler units could be decommissioned at the same time and the entirety of the Boiler Room could be abated over the same time period, we would expect that the work could be completed over a fifteen (15) business-day period. This would save the Borough expenses that it will incur over the anticipated twenty (20) business-day period that we estimate for both Phase 1 and Phase 2 work. Please also note that if the work is completed for each Phase sooner than the ten (10) business-day periods anticipated, the Borough may be subject to monies back.

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Please refer to the Limitations section following below for limitations regarding the Proposed Project Monitoring Fees.

**SCHEDULE**

The table below shows our planned schedule for completion of proposed scope of services based on our resource availability as of the date of the proposal. Once we receive the signed proposal, we will confirm the project schedule with you:

Project Milestone	Business- Days from Authorization (or as noted otherwise)
Project Authorization Received	
Selective Asbestos Identification Survey	
On-site visit conducted	5
Results Received	10
Report Issued	12
Project Design	
Specifications Prepared and Issued	20
Project Monitoring	
On-site Monitoring – Phase 1 Boiler Room	Anticipated to be a Ten (10) Business-Day Work Shift Period – TBD (Occupied Building)
On-site Monitoring – Phase 2 Boiler Room	Anticipated to be a Ten (10) Business-Day Work Shift Period – TBD (Occupied Building)
Final Report Issued	Within 20 days of completion of each Phase of the overall project

**LIMITATIONS**

The scope of the Selective Asbestos Identification Survey will not address potential underground structures that may be associated with the site, except to the extent that direct evidence may be available of the presence of each such suspect material (i.e., the presence of exposed transite piping leading into the ground, or evidence gathered from review of construction drawings.)

As necessary to plan for the renovations, we understand that the Borough will expect the asbestos identification survey activities to include investigation for potentially concealed materials. Please be advised that our proposed activities will include investigation for concealed materials via review of construction data and selected intrusive field activities (opening of small holes in wall/ceilings, encroachment through suspended ceilings, etc.). Please be advised that (1) repair of minor damages caused is not included in the project scope, and (2) to a large extent, quantification of concealed ACM that may be identified will be made

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on the best assumptions from the field investigation performed without directly observing the materials in question.

The Asbestos Abatement Project Monitoring Phase 1 Fee Amount (Per Diem) presented above accounts for an expected ten (10) business-day work shift project schedule (including primarily 8-hour Asbestos Safety Technician (AST) work shifts, including some AST OT hours for bag-out, post abatement sampling and laboratory deliveries). The Asbestos Abatement Project Monitoring Phase 1 Fee Amount addresses all costs associated with the onsite AST time, all related progress air sampling and analysis, one (1) set of TEM clearance air samples (hence, five (5) TEM analyses in total), as well as related project management and reporting costs.

The Asbestos Abatement Project Monitoring Phase 2 Fee Amount (Per Diem) presented above accounts for an expected ten (10) business-day work shift project schedule (including primarily 8-hour AST work shifts, including some AST OT hours for bag-out, post abatement sampling and laboratory deliveries). The Asbestos Abatement Project Monitoring Phase 2 Fee Amount addresses all costs associated with the onsite AST time, all related progress air sampling and analysis, one (1) set of TEM clearance air samples (hence, five (5) TEM analyses in total), as well as related project management and reporting costs.

We thank you for the opportunity to submit this proposal. Please feel free to contact me directly with any questions or comments regarding the scope, sequence or fees as indicated at 732.676.1725, or [kburns@tandmassociates.com](mailto:kburns@tandmassociates.com).

Very truly yours,

**T&M ASSOCIATES**

Mark Worthington  
Group Manager

Kevin Burns  
Supervising Environmental Scientist

c: Mr. Robert Keady, T&M Associates; [RKeady@tandmassociates.com](mailto:RKeady@tandmassociates.com)  
Mr. Kanwar Bajaj, T&M Associates.com; [KBajaj@tandmassociates.com](mailto:KBajaj@tandmassociates.com)

Mayor Altomonte read by title Resolution 18-01-54: Authorizing the Borough Administrator to Solicit Bids for Neptune Water Meters and Registers and Data Collecting Equipment. Councilman Reeve made the motion, seconded by Councilwoman Salvatore. Mayor Altomonte requested a roll call vote. A roll call vote was taken.

Yes: Councilman Nicolas Reeve  
Councilwoman Josi Salvatore  
Councilwoman Stephanie Buckel  
Councilman Brett Cannon  
Councilwoman Deana Gunn

Motion passed.

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**RESOLUTION 18-01-54  
AUTHORIZING THE BOROUGH ADMINISTRATOR TO SOLICIT BIDS FOR NEPTUNE WATER  
METERS AND REGISTERS AND DATA COLLECTING EQUIPMENT**

*WHEREAS, the Borough Administrator and Superintendent of Public Works has determined the need to solicit bids for Neptune Water Meters and Registers and Data Collecting Equipment.*

*NOW, THEREFORE, BE IT RESOLVED, by the Council of the Borough of Matawan accepts the recommendation of the Borough Administrator and Superintendent of Public Works, and authorizes the Borough Administrator to solicit the receipt of bids for the purchase of Neptune Water Meters and Registers and Data Collecting Equipment.*

*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 Public Works.*

Mayor Altomonte read by title Resolution 18-01-55: Authorizing a One-Time Salary Increase for Full-Time Field Technician – Justin J. Dapolito. Councilman Cannon made the motion, seconded by Councilman Reeve. Mayor Altomonte requested a roll call vote. A roll call vote was taken.

Yes: Councilman Nicolas Reeve  
Councilwoman Stephanie Buckel  
Councilman Brett Cannon  
Councilwoman Deana Gunn

Abstain: Councilwoman Josi Salvatore

Motion passed.

**RESOLUTION 18-01-55  
AUTHORIZING A ONE-TIME SALARY INCREASE FOR FULL-TIME FIELD TECHNICIAN  
JUSTIN J. DAPOLITO**

*WHEREAS, Justin J. Dapolito was hired as a Full-Time Field Technician with the Borough of Matawan Department of Public Works (Roads/Water Sewer) effective December 1, 2017 at a salary of Forty Thousand Two Hundred Ninety-Seven Dollars and Twenty-Eight Cents (\$40,297.28) per annum pursuant to the provisions of the Contract between the Borough of Matawan and the International Brotherhood of Electrical Workers (IBEW) Local 400 for the year January 1, 2017; and*

*WHEREAS, two additional Full-Time Field Technicians were hired by the Borough of Matawan Department of Public Works (Roads/Water Sewer) effective January 16, 2018 at a salary of Forty One Thousand Five Hundred Six Dollars and Twenty Cents (\$41,506.20) per annum pursuant to the provisions of the Contract between the Borough of Matawan and the International Brotherhood of Electrical Workers (IBEW) Local 400 for the year January 1, 2018; and*

*WHEREAS, it is the desire of Council to give a one-time salary increase of One Thousand Two Hundred Eight Dollars and Ninety Two Cents (\$1,208.92) to Justin J. Dapolito effective January 1, 2018 in order to conform to the salary of Forty One Thousand Five Hundred Six Dollars and Twenty Cents (\$41,506.20) per annum pursuant to the provisions of the Contract between the Borough of Matawan and the International Brotherhood of Electrical Workers (IBEW) Local 400 for the year January 1, 2018.*

*NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that Justin J. Dapolito, Field Technician, shall be given a one-time salary increase of One Thousand Two Hundred Eight Dollars and Ninety Two Cents (\$1,208.92) effective January 1, 2018.*

*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 as well as Justin J. Dapolito.*

**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 8-01-26-290-100 Budget of the Borough of Matawan to Justin D’Apolito for the Borough of Matawan.*

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

*Chief Financial Officer*

*(Signature on File)*

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

*Dated: January 16, 2018*

Mayor Altomonte read by title Resolution 18-01-56: Payment of Bills to Close Out Year 2017. Councilman Reeve made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call vote. A roll call vote was taken.

Yes: Councilman Nicolas Reeve  
Councilwoman Josi Salvatore  
Councilwoman Stephanie Buckel  
Councilman Brett Cannon  
Councilwoman Deana Gunn

Motion passed.

**RESOLUTION 18-01-56  
PAYMENT OF BILLS TO CLOSE OUT YEAR 2017**

**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	\$174,205.06
Water & Sewer	\$31,806.02
Borough Trust	\$7,851.99
<b>Total</b>	<b>\$213,863.07</b>

**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 18-01-57: Payment of Bills for Debt Service. Councilman Reeve made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call vote. A roll call vote was taken.

Yes: Councilman Nicolas Reeve  
Councilwoman Josi Salvatore  
Councilwoman Stephanie Buckel  
Councilman Brett Cannon  
Councilwoman Deana Gunn

Motion passed.

**RESOLUTION 18-01-57  
PAYMENT OF BILLS FOR DEBT SERVICE**

**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	\$258,866.14
Water & Sewer	\$171,963.75

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**Total** **\$430,829.89**

***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 18-01-58: Payment of Bills. Councilman Reeve made the motion, seconded by Councilwoman Salvatore. Mayor Altomonte requested a roll call vote. A roll call vote was taken.

Yes: Councilman Nicolas Reeve  
Councilwoman Josi Salvatore  
Councilwoman Stephanie Buckel  
Councilman Brett Cannon  
Councilwoman Deana Gunn

Motion passed.

**RESOLUTION 18-01-58  
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	\$3,339,405.90
Water & Sewer	\$672,360.68
Borough Capital	\$2,379.92
Water Capital	\$15,368.28
Borough Trust	\$48,409.39
Developers Escrow Account	\$259.50
Railroad Parking Trust	\$11,501.00
Recreation Trust	\$3,542.88
<b>Total</b>	<b>\$4,093,227.55</b>

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

**Privilege of the Floor**

Mayor Altomonte opened the Privilege of the Floor.

Justin Dapolito, 8 Essie Drive, Matawan. Mr. Dapolito thanked Council for his increase. He reiterated his December 19, 2017 request for a resolution to hold Daisy Troop Daisy Troop 1716 once-a-month meetings, one hour long, from 6:30 – 7:30PM at the Burrowes Mansion inquiring the status of his submitted written request for same. Councilman Cannon informed long-term lease discussions are currently underway between the Borough and the Matawan Historical Society (MHS). Mr. Dapolito said it is a Borough building paid by taxpayers, and asked for temporary approval. Mr. Ferrara asked if temporary use of MMCC can accommodate their needs. Mr. Dapolito prefers the Mansion. Councilman Cannon stated there are a group of members of the MHS who are not okay with the girls using the Mansion. Mr. Dapolito said they have other groups come in without a resolution and have meetings there. Councilman Cannon replied, I understand both sides, and I don't think we are ready to come to a conclusion tonight. Mr. Dapolito asked, not even temporarily. Councilman Cannon said Council will discuss and get back to them. Councilman Reeve asked the Mayor if he wanted to table this for another time or vote tonight. Mayor Altomonte replied, we need more time. Councilman Cannon agreed. Councilman Cannon stated for background purposes, two groups of MHS have differing opinions where the girls should not use the museum, a historical landmark, vs. that of Mr. Dapolito's opinion that it is a Borough-owned building, and they should have access to it.

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Mr. Dapolito said that other group who doesn't want the museum to be used for meetings also allowed the Main Street Citizens Alliance to have a meeting there. This is five little girls for an hour using the back room. Why wasn't it a problem then it it's a problem now? I'm not here to cause a problem. Councilman Cannon said I'm not against you. Mr. Dapolito said, I'm not against you, you know that. Councilman Cannon answered, I'm looking at this that you want the Mayor and Council to flex its muscle and say Girl Scouts are using the Mansion knowing the majority of the caretakers of the building do not want the Girl Scouts in there. I'm not into that style of governance where we're the Mayor and Council and the Girl Scouts are coming in anyway. We're trying to provide a solution, and you want your answer tonight, and I don't think we can provide that. Mr. Dapolito wants a guarantee that other groups can come in whenever the please. Mayor Altomonte stated we are meeting with MHS tomorrow as far as leasing out to them; they are going to run it. Mr. Dapolito said so it's out of your hands as to what's happening. Mayor Altomonte added, bill wise, financially and everything. Mr. Dapolito said, okay, thank you.

Fran Bucco, 79 Freneau Avenue, Matawan. I can't comprehend this; five Girl Scouts, my daughter is the Girl Scout Leader, five girls to just sit in the back room to have a meeting for an hour? What harm are they going to do, and who is against this? Mayor Altomonte said there is room here at MMCC. Ms. Bucco replied, no they don't want it here. They want it at the Mansion. I want to know who is saying no. Mayor Altomonte answered, I don't know. Ms. Bucco said, you should know. Councilman Cannon added, it's your daughter that wants to get the girls in there, and your daughter is in the MHS, and I'm sure she could tell you who's against it. Ms. Bucco answered, I know she can. But what is the big deal. I need to know that from the people who are saying no. They can't sit there for an hour just to have a little Girl Scout meeting. Five years old they are what harm are they going to do? Councilman Cannon said I don't disagree with you. Ms. Bucco asked if anyone else disagrees with her. Councilman Cannon said, I don't think you are going to get an argument up here. The Mayor and Council just want a little more time to find a solution to make both sides happy. Ms. Bucco said I want those people to come face me. So when you have a talk with them tell them to call me I'd like to know what their problem is. Councilman Cannon said will do. Ms. Bucco added, when they allow other people other things and lots of things slide by. Just say okay Brett. Councilman Cannon said okay.

Steve Smith, 36 Little Street, Matawan. Ms. Smith referenced a Matawan Facebook page asking if other people have been to meetings to express concern with development as this is first attendance to a meeting. The page generated a lot of responses, and a lot of questions but no answers. Some questions include was there a Planning Board and how it all came about, water, sewer, utility capacities, and school capacity and transportation, traffic and parking studies, water, sewer, utility and fire department capability. Mayor Altomonte asked which development Mr. Smith is referencing as the train station is not yet under Borough development. Mr. Smith states though the development may be in Aberdeen it impacts the Borough. Mayor Altomonte related a Board of Education study which encompasses any to no impact. Mr. Smith said the high school is currently experiencing an increase in traffic. Mr. Menna stated that is most likely a result of the change in the driving age. Mr. Smith asked if the firefighting capabilities for the Broad Street Plaza have been addressed. Mr. Menna informed it has been fully reviewed by both the State inspector and the Fire Marshal and it meets every rating capacity in the State. Mr. Smith questioned parking capacity for new and existing businesses. The parking at the shopping center on the corner of Main Street and Route 34 is always at capacity but it appears the businesses are not as full as the lot. I want to see Matawan flourish. Are we enabling that? Mayor Altomonte replied, yes. We know there is a parking issue and we are looking at different spots for parking lots. Mr. Smith said he spoke with some of the business owners who questioned if the lot was being used by commuters. Mr. Ferrara informed he eats lunch in that shopping area each day, and assured Mr. Smith it is not used by commuters but by shop/business customers. What may not be realized is there are quite a number of businesses on the floors above the retail below. Councilwoman Buckel added parking availability also depends upon the time of day. Mr. Smith states the bulk of some of the

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issues has probably been addressed. But what is not apparent is the conclusions for the public is not apparent. Can these answers be found on the website? Mr. Ferrara recommended attendance to the monthly Planning Zoning Board meetings for details of any proposed development application such as Broad Street Plaza of which parking and fire issues were discussed. Mr. Smith asked if those analyses were published somewhere for the residents to see? Mr. Menna informed all Planning Zoning Board meetings have minutes, resolutions, and empirical data that goes into the record, and are available to the public. Mr. Smith asked where the public can access that data. Mr. Menna replied, the Clerk's Office. Mr. Smith asked if it was on-line. Mr. Menna stated most likely not as the personnel is not available. The Clerk informed Planning Zoning Board agendas and minutes are on the Borough's website. As far as each Applicant that appears before the Board their Applications are on file in the Clerk's Office as a permanent record. Mr. Smith said he was amazed that so many people were interested but so many people didn't know what was going on. Councilman Reeve asked what Facebook page Mr. Smith had previewed. Mr. Smith said All About Matawan. The Mayor informed Mr. Smith the Planning Zoning Board meetings are the first Monday of the month at 7:00 PM.

Patricia Coleman, 22 Sunset Avenue, Matawan. Ms. Coleman questioned if there was further study by Council pertaining to the Aberdeen PILOT Program and its impact on the school system. A review of Council minutes stated Council was to review as to whether the PILOT will adversely affect the school tax formula. Mr. Menna informed a question was raised as Aberdeen Township granted payment in lieu of taxes for a number of different developments and the issue was whether or not it had an impact on school taxes as it is a regional school district. Therefore, whatever is built in Aberdeen is in its purview and according to the existing law the local municipalities can strike a PILOT agreement with the developer of that property within that jurisdiction. There was statewide discussion as to whether it was equitable to regional school districts. There were two assembly bills proposed within the last two years before referred to the Committee on Education and Taxation in the State Assembly. The purpose of the two bills was to come up with an equitable formula in regional school districts if one municipality granted a PILOT there would be some resulting benefit or agreement with the adjacent municipalities. As of year-end 2017 those bills were not enacted into law. The issue remains for the State legislation to rectify. What this Council did in September/October of 2017 is recognizing the Borough did not have the authority to tell Aberdeen or anybody else what they can do with developer agreements we passed a Resolution asking the State legislation to act on the issue to clarify not just for Matawan but for other towns. Ms. Coleman said so that's it. Has the Borough figured out for every million dollars of a granted PILOT that is disproportionate to Matawan share of school taxes? Has a financial calculation been done on the cost to Matawan when Aberdeen grants these PILOTS? Councilman Cannon states the current Council has not granted PILOTS to Aberdeen or Matawan. Ms. Coleman said though you may not have control of Aberdeen's granting of PILOTS the Borough can study the school tax financial impact. Mr. Ferrara said it is his understanding and from what little he knows of the Aberdeen development situation the only time a PILOT is granted is for a senior facility where there are no children in the development. Ms. Coleman said that's not true as Central Avenue is sold for \$66 million and is currently on the tax role for \$29 million with the assessed value for improvements currently not in the assessed value, and children live there. Mr. Ferrara said this may be a better question for the School Board. Ms. Coleman said, the Council is her representative to the School Board. Councilman Cannon said this may be a better question for Aberdeen Township as they are the ones who agreed to the PILOT with the State with the Borough having no say. Ms. Coleman said so basically this Council is not doing anything further except what they have done so far. Mr. Menna said the questions are legitimate, founded in fact and have been asked Statewide. Part of the problem is that any municipal government this Council does not have the ability, and Aberdeen would not even recognize a request to do something with that PILOT as it is already an agreement, with long-term bonding in place. There is very little which this Council can do. I think that you are asking is there empirical variable that have been provided by the Council as to what if any impact it would have based upon the granting of that PILOT that's a question from a given standpoint can be produced I don't believe the Council has that information that they would be able to answer at



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this point. Ms. Coleman said she thought there was a study being done, but I guess not. Mayor Altomonte said another piece of information is as far as the adult community here it also was a toxic waste site that was remediated in that deal. Councilman Cannon said there anywhere there cons there are pros and by no means a defense of the PILOTS. But it is a defense of the vision. What PILOTS do especially in a shared school district where Aberdeen passes them and they negatively affect Matawan residents but for Aberdeen residents they have abandoned and undervalued properties sitting idle for extended period of time it provides an incentive for development. Ms. Coleman said she doesn't disagree with PILOTS but disagrees with the way Aberdeen is unfairly shifting some of the school tax burden on Matawan. Councilman Cannon agreed.

Robert Anfuso, 258 Main Street, Matawan. Mr. Anfuso questioned if the Borough's animal control services has been outsourced to Marlboro. Mr. Ferrara informed the Borough has a Shared Services Agreement with the Township of Marlboro for Animal Control Services. Mr. Anfuso informed he had trapped a cat at his home and called Matawan Police who responded at 5:19 PM on August 25, 2017. Anthony Lena, the Animal Control Officer of Marlboro, was unable to respond. At 11:30 PM a Tinton Falls Officer responded who informed Mr. Anfuso this service was for emergencies only. The Officer took the animal that night, released the animal the next day, and the cat was back in Mr. Anfuso's backyard. Today another cat was in his yard. He called today at 1:45 PM, Matawan Police responded, and Marlboro informed this was not part of their service. Mr. Ferrara offered to contact Marlboro tomorrow to resolve the issue, and will contact Mr. Anfuso.

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

**Adjourn**

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

The meeting adjourned at 7:43 PM.

(Signature on File)

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Karen Wynne, RMC  
Municipal Clerk