

**Borough of Matawan
Workshop Session
March 20, 2018**

A regular meeting of the Council of the Borough of Matawan, New Jersey, was held at the Matawan Municipal Community Center, 201 Broad Street, Matawan, New Jersey on March 20, 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 7:00 PM requesting a roll call.

On roll call the following members responded present:

Yes: Councilman Nicolas Reeve
Councilwoman Deana Gunn
Councilman David Vergaretti

Councilwoman Josi Salvatore, Councilwoman Stephanie Buckel, and Councilman Brett Cannon were absent.

Also, present was Pasquale Menna, Esq., Borough Attorney. Louis Ferrara, Borough Administrator, was absent.

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 suspension of the Workshop Items and Committee Reports, and the cancellation of the scheduled Executive Session due to the worsening weather conditions.

Mr. Menna announced the scheduled public hearing for Ordinance 18-03 will be postponed to 7:00 PM on April 3 due to the weather, for the purposes of providing greater participation from the public and having a full Council. Mayor Altomonte requested a motion to carry Ordinance 18-03 to April 3. Councilman Reeve made the motion, seconded by Councilwoman Gunn. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Nicolas Reeve
Councilwoman Deana Gunn
Councilman David Vergaretti

Motion passed.

Mr. Menna announced Resolution 18-03-46 will be held pending receipt of final documentation. Mayor Altomonte requested a motion. Councilman Reeve made the motion, seconded by Councilwoman Gunn. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Nicolas Reeve
Councilwoman Deana Gunn
Councilman David Vergaretti

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 Reeve made the motion, seconded by Councilwoman Gunn. Council agreed. Motion passed.

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Old Business

Mayor Altomonte read by title Ordinance 18-02: An Ordinance to Fix and Determine the Salaries and Wages of Officers, Management, Supervisory Personnel and General Employees Not Represented by an Organized Bargaining Unit and Employed by the Borough of Matawan, Monmouth County, NJ. Mayor Altomonte requested a motion to open the public hearing. Councilman Reeve made the motion, seconded by Councilwoman Gunn. Council agreed. Motion passed. Mayor Altomonte requested comments. There were no comments. Mayor Altomonte requested a motion to close the public hearing. Councilman Reeve made the motion, seconded by Councilwoman Gunn. Council agreed. Motion passed. Mayor Altomonte read by title Ordinance 18-02: An Ordinance to Fix and Determine the Salaries and Wages of Officers, Management, Supervisory Personnel and General Employees Not Represented by an Organized Bargaining Unit and Employed by the Borough of Matawan, Monmouth County, NJ, requesting a motion to adopt. Councilman Reeve made the motion, seconded by Councilwoman Gunn. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Nicolas Reeve
Councilwoman Deana Gunn
Councilman David Vergaretti

Motion passed.

ORDINANCE 18-02

AN ORDINANCE TO FIX AND DETERMINE THE SALARIES AND WAGES OF OFFICERS, MANAGEMENT, SUPERVISORY PERSONNEL AND GENERAL EMPLOYEES NOT REPRESENTED BY AN ORGANIZED BARGAINING UNIT AND EMPLOYED BY THE BOROUGH OF MATAWAN, MONMOUTH COUNTY, NJ

Be it ordained by the Mayor and Council of the Borough of Matawan, in the County of Monmouth, NJ as follows;

Section 1. The annual salaries or compensations of the officers, management, supervisory personnel and general employees of the Borough of Matawan not covered by any organized bargaining unit, effective January 1, 2018, shall be as follows;

<u>DEPARTMENT/TITLE</u>	<u>STATUS</u>	<u>PAYMENT CATEGORY</u>	<u>RANGE FROM</u>	<u>TO</u>
<u>Administration and Executive</u>				
Mayor	Elected	Annual	\$4,000.00	\$6,000.00
Council	Elected	Annual	\$3,000.00	\$5,000.00
Administrator Assistant	Full Time	Annual	\$30,000.00	\$60,000.00
Business Administrator	Full Time	Annual	\$48,000.00	\$150,000.00
Borough Clerk	Full Time	Annual	\$35,000.00	\$60,000.00
Deputy Borough Clerk	Full Time	Annual	\$30,000.00	\$40,000.00
Part Time Hourly Employee Clerical	Part Time	Hourly	\$15.00	\$25.00
Borough Attorney	Part Time	Annual	\$25,000.00	\$50,000.00
Elections Clerk	Full Time	Annual	\$1,000.00	\$4,000.00
Deputy Elections Clerk	Part Time	Annual	\$200.00	\$600.00
Downtown Redevelopment Coordinator	Part Time	Annual	\$10,000.00	\$20,000.00
Systems Coordinator	Part Time	Annual	\$4,000.00	\$15,000.00
Clerical-Starting Salary All Departments	Full-Time	Annual	\$30,000.00	\$35,000.00
Registrar	Part-Time	Annual	\$3,000.00	\$5,000.00
Deputy Registrar	Part-Time	Annual	\$1,000.00	\$2,000.00
<u>Construction, Inspections & Property Maintenance Offices</u>				
Construction Official/ Zoning Officer/Bldg Insp.	Part Time	Annual	\$30,000.00	\$55,000.00
Construction Official/Zoning Officer/Bldg Insp.	Full Time	Annual	\$50,000.00	\$75,000.00
Bldg Sub-Code Official or Building Inspector	Part Time	Hourly	\$28.00	\$50.00
Plumbing Sub-Code Official	Part Time	Annual	\$5,000.00	\$15,000.00
Plumbing Inspector	Part Time	Annual	\$5,000.00	\$15,000.00
Plumbing Sub-Code Official or Plumbing Insp.	Part Time	Annual	\$5,000.00	\$20,000.00
Plumbing Sub-Code Official or Plumbing Insp.	Part Time	Hourly	\$28.00	\$50.00
Electrical Sub-Code Official	Part Time	Annual	\$5,000.00	\$15,000.00
Electrical Inspector	Part Time	Annual	\$5,000.00	\$15,000.00
Electrical Sub-Code Official or Electrical Insp.	Part Time	Hourly	\$28.00	\$50.00
Fire Sub-Code Official	Part Time	Annual	\$5,000.00	\$15,000.00
Fire Inspector	Part Time	Annual	\$5,000.00	\$15,000.00
Fire Sub-Code Official or Fire Inspector	Part Time	Hourly	\$28.00	\$50.00
Technical Assistant	Full Time	Annual	\$30,000.00	\$65,000.00
Clerk/Typist Construction/Zoning/Fire Prev.	Full Time	Annual	\$30,000.00	\$45,000.00
Property Maintenance Officer	Part Time	Annual	\$8,000.00	\$20,000.00
Property Maintenance Officer	Part Time	Hourly	\$5,000.00	\$20,000.00
Assistant Property Maintenance Officer	Part Time	Annual	\$6,000.00	\$10,000.00
Assistant Property Maintenance Officer	Part Time	Hourly	\$28.00	\$50.00

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Fire Prevention Bureau

Fire Prevention Officer/Inspector	Part-Time	Annual	\$10,000.00	\$42,000.00
Fire Prevention Inspector	Part-Time	Annual	\$6,000.00	\$15,000.00

Finance/Tax Offices

CFO/Treasurer	Full Time	Annual	\$60,000.00	\$110,000.00
CFO	Part Time	Hourly	\$50.00	\$100.00
Tax Assessor	Part Time	Annual	\$10,000.00	\$35,000.00
Revenue Collector/Assessing Clerk	Full Time	Annual	\$30,000.00	\$45,000.00
Tax Collector	Full Time	Annual	\$35,000.00	\$50,000.00
Tax Collector	Part Time	Annual	\$20,000.00	\$40,000.00
Tax Collector	Part Time	Hourly	\$35.00	\$55.00
Deputy Tax Collector	Full Time	Annual	\$25,000.00	\$50,000.00
Supervisor/Payroll, Personnel & Accounting Services	Full Time	Annual	\$35,000.00	\$75,000.00
Bookkeeper/Staff Assistant	Full Time	Annual	\$25,000.00	\$40,000.00
Bookkeeper	Part-time	Hourly	\$15.00	\$30.00

Municipal Court

Court Administrator	Full Time	Annual	\$35,000.00	\$60,000.00
Deputy Court Administrator	Full Time	Annual	\$25,000.00	\$35,000.00
Deputy Court Administrator	Part Time	Hourly	\$15.00	\$30.00
Magistrate	Full Time	Annual	\$12,000.00	\$35,000.00
Prosecutor	Part Time	Annual	\$8,000.00	\$25,000.00
Public Defender	Part Time	Annual	\$4,000.00	\$20,000.00

Public Safety

Chief of Police	Full Time	Annual	\$79,000.00	\$150,000.00
Lieutenant of Police	Full Time	Annual	\$69,000.00	\$140,000.00
Police Matron	Part Time	Hourly	\$15.00	\$25.00
School Crossing Guard (based on 10 Months)	Part Time	Annual	\$7,500.00	\$12,000.00
School Crossing Guard	Part Time	Per Post	\$15.00	\$30.00
Substitute School Crossing Guard	Part Time	Per Post	\$23.00	\$30.00
Police Secretary	Full Time	Annual	\$30,000.00	\$45,000.00
Police Records Clerk	Full Time	Annual	\$30,000.00	\$50,000.00
Class Two Specials	Part-Time	Hourly	\$15.00	\$30.00
Class One Specials	Part-Time	Hourly	\$15.00	\$30.00
Emergency Management Coordinator	Part Time	Annual	\$500.00	\$4,500.00
Emergency Management 1st Deputy Coordinator	Part Time	Annual	\$500.00	\$2,000.00
Emergency Management 2nd Deputy Coordinator	Part Time	Annual	\$500.00	\$2,000.00
Emergency Management Secretary	Part Time	Annual	\$200.00	\$1,000.00
Railroad Parking Enforcement Officer	Part Time	Hourly	\$15.00	\$25.00
OEM CERT Coordinator	Part Time	Hourly	\$500.00	\$800.00

Public Works

Superintendent of Public Works	Full Time	Annual	\$60,000.00	\$125,000.00
Recycling Coordinator	Part Time	Annual	\$2,000.00	\$10,000.00
Clean Communities Coordinator	Part Time	Annual	\$3,000.00	\$10,000.00

Recreation

Summer Program Director	Part Time	Annual	\$1,700.00	\$6,000.00
Assistant Summer Program Director	Part Time	Annual	\$1,260.00	\$4,500.00
Canoe Renter-1 st Year	Seasonal/PT	Hourly	\$8.60	\$20.00
Canoe Renter-2nd Year	Seasonal/PT	Hourly	\$9.10	\$20.00
Director	Part Time	Annual	\$10,000.00	\$20,000.00
Apprentice Summer Counselors	Seasonal/PT	Hourly	\$8.60	\$10.00
Junior Summer Counselors	Seasonal/PT	Hourly	\$9.10	\$12.00
Senior Summer Counselors	Seasonal/PT	Hourly	\$9.60	\$14.00

Sewer

Licensed Waste Water Personnel	Part Time	Annual	\$1,000.00	\$15,000.00
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Water

Licensed Water Plant Operator	Full Time	Annual	\$50,000.00	\$150,000.00
N-1 Licensed Water Personnel	Full Time	Annual	\$1,000.00	\$3,500.00
Water/Sewer Clerk	Part Time	Hourly	\$15.00	\$22.00

Boards

Board, Commission and Agency Secretary	Part Time	Per Meeting	\$100.00	\$250.00
Planning/ Zoning Board Attorney	Part Time	Annual	\$5,000.00	\$15,000.00

Section 2. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance shall be and the same are hereby repealed.

Section 3. If any section, paragraph, subdivision, clause or provision of this ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision clause or provision so adjudged and the remainder of the ordinance shall be deemed valid and effective.

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Section 4. This ordinance shall take effect upon final passage and publication as provided by law.

Consent Agenda

Mayor Altomonte read by title Resolutions 18-03-31 through and including 18-03-38, requesting a motion to approve en masse. Councilman Reeve made the motion, seconded by Councilwoman Gunn. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 18-03-31
REDEMPTION OF TAX SALE CERTIFICATE
PUBLIC TAX INVESTMENTS, LLC
CERTIFICATE #15-00090**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #15-00090 was sold to Public Tax Investments, LLC, 575 Route 70, Second Floor, Brick, NJ 08723; and

WHEREAS, the Certificate has been paid and fully redeemed for the property owner, Block 112, Lot 2, otherwise known as 765 Highway 34.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$2,577.76, and a Premium of \$100.00, to the above for the redemption of Tax Sale Certificate #15-00090.

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

**RESOLUTION 18-03-32
REDEMPTION OF TAX SALE CERTIFICATE
DSHC ENTERPRISES, LLC
CERTIFICATE #17-00074**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #17-00074 was sold to DSHC Enterprises, LLC, PO Box 524, Plainsboro, NJ 08536; and

WHEREAS, the Certificate has been paid and fully redeemed for the property owner, Block 112, Lot 3.10, otherwise known as 15 Middlesex Rd.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$895.91, and a Premium of \$1,400.00, to the above for the redemption of Tax Sale Certificate #17-00074.

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

**RESOLUTION 18-03-33
AUTHORIZING REFUND OF TAX OVERPAYMENTS
257 HARDING BOULEVARD – BLOCK 85, LOT 14
3 WOODLAND AVENUE – BLOCK 56, LOT 7.02**

WHEREAS, the following property has been overpaid for the year 2018 as a result of the reason outlined below; and

WHEREAS, the property owner’s mortgage company is due a refund in order to clear the account; and

WHEREAS, the following refund has been verified as accurate by the Tax Collector.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that the Borough Tax Collector refund according to the following:

<u>Block/Lot</u>	<u>Vendor</u>	<u>Amount of Refund</u>	<u>Notation</u>
85/14	Corelogic Refund Dept. 3001 Hackberry Drive Irving, TX 75063	\$3,501.86	Mortgage company double paid
56/7.02	Dovenmuehle Mortgage, Inc. 1206 St. Charles Street Elgin, IL 60120	\$3,090.87	Mortgage company double pain

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

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**RESOLUTION 18-03-34
ACCEPTING THE TAX COLLECTOR’S ANNUAL UNAUDITED REPORT
FOR THE YEAR ENDING DECEMBER 31, 2017**

WHEREAS, NJSA 54:4-91 requires that the Tax Collector shall submit an annual statement of receipts to the Governing Body.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Borough of Matawan the attached Tax Collector’s Annual Report of Receipts for the Year Ending December 31, 2017, be hereby acknowledged and accepted as submitted.

BE IT FURTHER RESOLVED, that a certified true copy of this Resolution shall be forwarded to the Borough Tax Collector and Treasurer.

**RESOLUTION 18-03-35
APPROVAL OF SOLICITORS PERMIT RENEWAL
POWER HOME REMODELING**

WHEREAS, Power Home Remodeling, (Windows, Roofing, Siding, Doors estimates) has passed the required Police Department background checks; and

WHEREAS, Power Home Remodeling, 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 solicitors permit renewal:

*Business: Power Home Remodeling
485 Route 1 South
Suite 400
Iselin, NJ 08830*

- Applicants:*
- | | |
|--|--|
| <i>1) Erwing E. Dumornay
75 Yard Road
Stockton, NJ 08559</i> | <i>2) Chase Helwig
424 Millburn Avenue
Millburn, NJ 07041</i> |
| <i>3) Robert Nicaastro, Jr.
311 Fairview Avenue
Dunellen, NJ 08812</i> | <i>4) Ryan Nilsen
200 Plymouth Place
Somerset, NJ 08873</i> |
| <i>5) William Rooney
31 McKinley Avenue
Washington, NJ 07882</i> | <i>6) Lawrence C. Walker
177 East Washington Avenue
Washington, NJ 07882</i> |

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 Power Home Remodeling.

**RESOLUTION 18-03-36
APPROVAL OF SOLICITORS PERMIT RENEWAL
ALLIED ENERGY EFFICIENCY**

WHEREAS, Allied Energy Efficiency, (Windows, Roofing, Siding, Doors estimates) has passed the required Police Department background checks; and

WHEREAS, Allied Energy Efficiency, 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 solicitors permit renewal:

*Business: Allied Energy Efficiency
100 Dobbs Lane
Cherry Hill, NJ 08034*

- Applicants:*
- | | |
|---|--|
| <i>1) Sharrell Cornish
520 Collings Avenue
Oaklyn, NJ 08107</i> | <i>2) Marta Detzner
63 E. Fleming Pike
Hammonton, NJ 08037</i> |
| <i>3) Conner Storz
61 Pancoast Boulevard
Delran, NJ 08075</i> | <i>4) John Storz
61 Pancoast Boulevard Delran, NJ
08075</i> |

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 Allied Energy Efficiency.

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**RESOLUTION 18-03-37
2017 TONNAGE GRANT APPLICATION**

WHEREAS, the Mandatory Source Separation and Recycling Act PL 1987, c102, has established a recycling fund from which tonnage grant may be made to municipalities in order to encourage local source separation and recycling programs; and

WHEREAS, it is the intent and the spirit of the Mandatory Source Separation and Recycling Act to use the tonnage grants to develop new municipal recycling programs and to continue and to expand existing programs; and

WHEREAS, the New Jersey Department of Environmental Protection has promulgating recycling regulations to implement the Mandatory Source Separation and Recycling Act; and

WHEREAS, the recycling regulations impose on municipalities certain requirements as a condition for applying for tonnage grants, including but not limited to, making and keeping accurate, verifiable records of materials collected and claimed by the municipality; and

WHEREAS, a resolution authorizing this municipality to apply for the 2017 Recycling Grant will memorialize the commitment of the municipality to recycling and to indicate the assent of the Borough Council of the Borough of Matawan to the efforts undertaken by the municipality and the requirements contained in the Recycling Act and recycling regulations; and

WHEREAS, such a resolution should designate the individual authorized to ensure the application is properly completed and timely filed.

NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby endorses the submission of the recycling tonnage grant application to the New Jersey Department of Environmental Protection and designates Grace Rainforth, Recycling Coordinator, to ensure that the application is properly filed.

BE IT FURTHER RESOLVED that the monies received from the recycling tonnage grant be deposited in a dedicated recycling trust fund to be used solely for the purpose of recycling.

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 Recycling.

**RESOLUTION 18-03-38
RELEASE OF CASH MAINTENANCE BOND
MOSHIUR RAHMAN
131 MAIN STREET – BLOCK 9, LOT 27**

WHEREAS, Moshiur Rahman has requested the release of the Cash Maintenance Bond and escrow for site plan improvements located at 131 Main Street – Block 9, Lot 27 – Matawan, New Jersey; and

WHEREAS, the Planning/Zoning Board Attorney, the Planning/Zoning Board Engineer, the Borough Engineer and Borough of Matawan Construction Office have certified any and all outstanding issues and billing have been satisfied, and have recommended the release of the Cash Maintenance Bond and all remaining escrow.

NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby approves the release of the Cash Maintenance Bond and all remaining escrow in the account to Moshiur Rahman for 131 Main Street – Block 9, Lot 27 – Matawan, New Jersey.

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Construction, Finance, Fire Prevention as well as the Borough Engineer, Planning/Zoning Attorney, Planning/Zoning Engineer and Moshiur Rahman.

New Business

Mayor Altomonte read by title Resolution 18-03-39: Authorizing Amendment to the Regionalized Sewerage Facilities Agreement between the Borough of Matawan and the Western Monmouth Utilities Authority. Mayor Altomonte requested a motion Councilman Reeve made the motion, seconded by Councilwoman Gunn. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Nicolas Reeve
Councilwoman Deana Gunn
Councilman David Vergaretti

Motion passed.

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**RESOLUTION 18-03-39
AUTHORIZING AMENDMENT TO THE
REGIONALIZED SEWERAGE FACILITIES AGREEMENT BETWEEN THE BOROUGH OF MATAWAN AND
THE WESTERN MONMOUTH UTILITIES AUTHORITY**

WHEREAS, on March 5, 1976 the Borough of Matawan and the Western Monmouth Utilities Authority entered into an Agreement to providing a sewerage collection system for a portion of the Township of Marlboro; and

WHEREAS, there is a request by the property owner of an approved four dwelling unit subdivision in the Township of Marlboro – Block 115 Lots 25 and 26 – SD Development, for their sanitary sewers be processed through the Matawan System to the Bayshore Regional Sewerage Authority; and

WHEREAS, the Borough of Matawan Superintendent of the Department of Public Works has advised that Matawan has the capability to accommodate this request without any impact on the existing facilities and their capacity; and

WHEREAS, payment will be made to the Borough by the Authority in the amount of \$1,000.00 for the connection for each of the four dwelling units for a total of \$4,000.00, said total connection fee to be paid prior to the use of the collection system of the Borough; and

WHEREAS, each dwelling unit shall be responsible for the payment of the current annual charge for sewer service of \$572.00 per year, per unit, which shall be on the bulk rate basis by Borough Ordinance, and may be subject to change.

NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby authorizes the attached Agreement Amendment between the Borough of Matawan and Western Monmouth Utilities Authority for the amounts as indicated above and in accordance with all other aspects of the Agreement of March 5, 1976 which shall remain in force and effect.

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 the Borough Engineer, the Township of Marlboro and the Western Monmouth Utilities Authority.

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AMENDMENT TO AGREEMENT DATED MARCH 5, 1976

THIS AGREEMENT, made the 20 day of March , 2018, by and between the **BOROUGH OF MATAWAN**, a municipal corporation of the State of New Jersey, with principal offices located at 201 Broad Street, Matawan, Monmouth County, New Jersey 07747 (hereinafter, the “Borough”), and the **WESTERN MONMOUTH UTILITIES AUTHORITY**, a public body politic and corporate existing under and pursuant to the Municipal and County Utilities Authorities Law, N.J.S.A. 40:14B-1 et seq., with principal offices located at 103 Pension Road, Manalapan, Monmouth County, New Jersey 07726 (hereinafter, the “Authority”).

WHEREAS, the Authority is authorized to provide sewerage services both within and outside the municipal boundaries of the Townships of Manalapan and Marlboro, within its defined service area; and

WHEREAS, the Authority’s defined service area includes the Morganville section of the Township of Marlboro; and

WHEREAS, the Borough has responsibility for operating an existing sewerage facility known as the Matawan Borough Sewerage Collection System, through which it conveys sewage generated within the Borough for treatment at the Bayshore Regional Sewerage Authority’s (hereinafter, “BRSA”) treatment plant; and

WHEREAS, the Borough and the Authority, on March 5, 1976, entered into an Agreement that recognized and adopted the basic concept of regionalization of sewerage facilities as well as the advantage of public sanitary sewers in lieu of septic systems (hereinafter, the “Agreement”); and

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WHEREAS, under the terms of the Agreement, the Borough agreed to accept sewage generated from certain defined developments within the Morganville section of the Township of Marlboro, consisting of approximately 56 dwelling units, and to convey the same to the BRSA's treatment plant through the Matawan Borough Sewerage Collection System; and

WHEREAS, the Agreement continues to be in force and effect between the Borough and the Authority; and

WHEREAS, both the Borough and the Authority have determined that it is in their mutual best interest to amend the Agreement to include an approved subdivision in the Morganville section of the Township of Marlboro, at the corner of Rt. 79 and Orchard Parkway, Block 115, Lots 25 and 26, known as SD Development, bearing Authority Application #649, which request is for the sanitary sewers in this area of Marlboro to be processed through the Matawan sanitary facilities on William Street that flow ultimately through the Matawan Borough Sewerage Collection System to the BRSA treatment plant; and

WHEREAS, the SD Development proposed application referenced herein consists of a proposed four (4) single family home subdivision which will connect to an existing Authority sanitary sewer in Orchard Parkway in the Township of Marlboro pursuant to the attached site plan and sewerage collection system attached herewith (Exhibit A); and

WHEREAS, the Department of Public Works of the Borough of Matawan has advised that Matawan has the capability to address the request outlined herein without any substantial interference with existing facilities and capacity of the Matawan Borough Sewerage Collection System;

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NOW, THEREFORE, in consideration of the mutual promises and covenants set forth herein, the parties agree as follows:

1. The Agreement, dated March 5, 1976, is amended to provide for the inclusion and flow through the Matawan Borough Sewerage Collection System of the proposed development identified as the subdivision in the Morganville section of the Township of Marlboro at the corner of Rt. 79 and Orchard Parkway, Block 115, Lots 25 and 26, known as SD Development, bearing Authority application #649, for the construction of four (4) single family residential units on said site pursuant to the attached Exhibit A site plan provided,

2. The Authority shall construct, or caused to be constructed, all facilities and make all connections to the facilities of the Borough at its sole cost and expense.

3. The Authority shall obtain and secure, or caused to be obtained and secured, all necessary permits and easements as may be required at its sole cost and expense.

4. The Authority shall pay, or cause to be paid, a connection fee to the Borough, in the amount of \$1,000.00 for each dwelling units (\$4,000.00 total) to connect to the Matawan Borough Sewerage Collection System. Said total connection fee is to be paid prior to the utilization of the Matawan Borough Sewerage Collection System.

4. Each subdivision units shall be responsible for the payment of the annual charges for sewer service which shall be calculated on the bulk rate basis as provided by Matawan Borough Ordinance and all applicable amendments thereto. The current annual charges are \$ 572.00 per year, per unit; and may be subject to change.

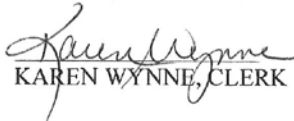
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5. In all other respects, the Agreement of March 5, 1976 shall remain in force and effect.

IN WITNESS WHEREOF, the parties hereto have hereunto caused these presents to be signed by its proper officials, the day and year first above written.

ATTEST:

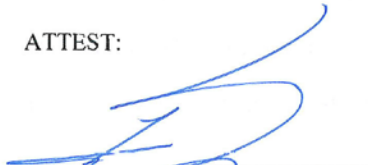
BOROUGH OF MATAWAN

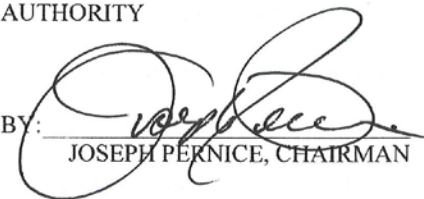

KAREN WYNNE, CLERK

By: 
JOSEPH ALTOMONTE, MAYOR

ATTEST:

WESTERN MONMOUTH UTILITY
AUTHORITY


~~JEFFREY ROSEN, SECRETARY~~
Francis J. Boeri, Esq.

BY: 
JOSEPH PERNICE, CHAIRMAN

**Borough of Matawan
Workshop Session
March 20, 2018**

Mayor Altomonte read by title Resolution 18-03-40: Energy Savings Improvement Program – Authorizing Agreement Modification No. 1 – T&M Associates. Mayor Altomonte requested a motion Councilman Reeve made the motion, seconded by Councilwoman Gunn. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Nicolas Reeve
Councilwoman Deana Gunn
Councilman David Vergaretti

Motion passed.

**RESOLUTION 18-03-40
ENERGY SAVINGS IMPROVEMENT PROGRAM
AUTHORIZING AGREEMENT MODIFICATION NO. 1
T&M ASSOCIATES**

***WHEREAS**, T&M Associates has informed the Council that work anticipated to involve sampling of suspect pipe and/or fitting asbestos insulation associated with the steam piping system has increased for a total increase this Agreement Modification No. 1 of Two Thousand Seven Hundred Fifty Dollars and No Cents (\$2,750.00).*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, based hereby authorizes the attached Agreement Modification No. 1 with T&M Associates for professional services associated with the Energy Savings Improvement Program, a Net Change Increase This Modification No. 1, in an amount of Two Thousand Seven Hundred Fifty Dollars and No Cents (\$2,750.00).*

***BE IT FURTHER RESOLVED** this amount reflects a total Net Change Increase in Contract of Two Thousand Seven Hundred Fifty Dollars and No Cents (\$2,750.00).*

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

***BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Clerk, Construction, Finance, 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 8-01-20-165-200 Budget of the Borough of Matawan to T&M Associates for the Borough of Matawan Energy Savings Improvement Program Project in an amount not to exceed Two Thousand Seven Hundred Fifty Dollars and No Cents (\$2,750.00).

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: March 20, 2018

Borough of Matawan
Workshop Session
March 20, 2018



AGREEMENT MODIFICATION

T&M ASSOCIATES (T&M) PROJECT No. MATN-04124 Agreement Modification No.: 1

Project Name: Matawan Borough Hall Annex – Additional Selective Asbestos Identification Survey – Crawlspace Pipe Insulation associated with Steam Piping to be Replaced

Original Agreement Date: 12/2017 Modification Amount: \$2,750.00

Description of Modification:

Scope of Services:

Scope of Services: Selective Asbestos Identification Survey - Bulk Material Sampling for Asbestos Content the Matawan Borough Hall Annex Crawlspace in anticipated of renovations to the existing heating system and Steam Piping in the Crawlspace. Fee includes overall Site Visit, Collection and Analyses of all Bulk Material Samples (at an Independent Laboratory) and Reporting.

Work anticipated to involve sampling of suspect pipe and/or pipe fitting insulation associated with Steam Piping System

Schedule of Fees: See Original Agreement

Terms & Conditions (or other) See Original Agreement

Reason for Modification: Client Initiated X T&M Request

Original Agreement Amount:	\$ <u>8,000.00</u>
Net Prior Modifications	\$ <u>0.00</u>
Amount of this Modification:	\$ <u>2,750.00</u>
Revised Agreement Amount:	\$ <u>10,750.00</u>

No services to be provided pursuant to this Agreement Modification until accepted by Client and T&M. All provisions of the original Agreement will not be changed by this and prior modifications remain in effect.

CLIENT: BOROUGH OF MATAWAN
Signature: Joseph Altomonte
Name: Joseph Altomonte
Title: Mayor
Date: March 20, 2018

T&M ASSOCIATES
Signature: Kevin Burns
Name: Kevin Burns
Title: Supervising Environmental Scientist
Date: March 8, 2018

**Borough of Matawan
Workshop Session
March 20, 2018**

Mayor Altomonte read by title Resolution 18-03-41: Authorizing T&M Associates to Provide Professional Services for Lake Matawan Dam Inspection – Class II Significant Hazard Dam. Mayor Altomonte requested a motion Councilman Reeve made the motion, seconded by Councilwoman Gunn. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Nicolas Reeve
Councilwoman Deana Gunn
Councilman David Vergaretti

Motion passed.

**RESOLUTION 18-03-41
AUTHORIZING T&M ASSOCIATES TO PROVIDE PROFESSIONAL SERVICES FOR
LAKE MATAWAN DAM INSPECTION
CLASS II SIGNIFICANT HAZARD DAM**

***WHEREAS**, the Mayor and Council of the Borough of Matawan received an estimate from T&M Associates for professional services for Lake Matawan Dam Inspection, Class II Significant Hazard Dam; and*

***WHEREAS**, the NJDEP Division of Engineering and Construction Dam Safety Section requires annual inspection of Dams in accordance with the New Jersey Dam Safety Program; and*

***WHEREAS**, Robert Keady, Borough Engineer, has submitted the attached scope of fees and services needed for the Lake Matawan Dam Inspection from T&M Associates, in an amount not to exceed Six Thousand (\$6,000.00) Dollars.*

***NOW, THEREFORE, BE IT RESOLVED** the Council of the Borough of Matawan does hereby award the contract for professional services to T&M Associates for the Lake Matawan Dam Inspection in an amount not to exceed Six Thousand (\$6,000.00) Dollars.*

***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 the Borough Engineer.*

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 professional services for the Lake Matawan Dam Inspection in an amount not to exceed Six Thousand Dollars (\$6,000.00).

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: March 20, 2018*

**Borough of Matawan
Workshop Session
March 20, 2018**



MATNOH-16002

March 14, 2018

Louis Ferrara, Business Administrator
Borough of Matawan
201 Broad Street
Matawan, New Jersey 07747

**Re: Matawan Lake Dam Inspection
Class II Significant Hazard Dam
Borough of Matawan**



Dear Mr. Ferrara:

The previous regular visual inspection for Matawan Lake Dam was completed in April 2016. As Matawan Lake Dam is classified as a Class II Significant Hazard Dam, Dam Safety Standards, N.J.A.C. 7:20 stipulates Class II dams shall be inspected on a 2-year cycle. In accordance with the Dam Safety regulations, Matawan Lake Dam is required to be inspected by April 2018. We are furnishing this proposal for consideration, to maintain the Borough's compliance with Dam Safety Regulations.

T&M Associates has completed numerous similar dam inspections, analyses, and rehabilitation throughout the State of New Jersey for public and private clients including Matawan Borough. We are very familiar with the Department rules regulations and have developed a good working relationship with them over the years.

The proposed Visual Inspections for the referenced dam will be performed in accordance with the Dam Safety Standards, N.J.A.C. 7:20.

The Department of Environmental Protection, Division of Engineering and Construction, Dam Safety Section, implement the New Jersey Dam Safety Program. The objective of the program is to protect lives and property from the consequences of a dam failure or the improper release of impounded water. A primary means of achieving this goal is through the maintenance and periodic inspection of in-service dams.

Regular Inspection: The visual inspection of a dam by a qualified, New Jersey licensed professional engineer to detect any signs of deterioration in material, developing weaknesses or unsafe hydraulic or structural behavior. For Class I and Class II dams, a Department approved Emergency Action Plan should be confirmed and its adequacy determined. For all dams a Department approved Operation and Maintenance Manual should be prepared and its adequacy determined. All instrumentation data should be reviewed and evaluated.

SCOPE OF SERVICES

TASK 1: REGULAR VISUAL INSPECTION

A report will be prepared and submitted to the Borough of Matawan documenting the current conditions of the dam. Any change that may affect the safety will be immediately reported to the Borough. The visual inspection Checklist, and Compliance Schedule Form in accordance with the Department of Dam Safety, will be completed and accompany the inspection report. Color photographs, will also be provided with the inspection report. A brief text will be

**Borough of Matawan
Workshop Session
March 20, 2018**



MATNOH-16002
March 14, 2018
Page 2

**Re: Matawan Lake Dam Inspection
Class II Significant Hazard Dam
Borough of Matawan**

prepared on the condition of the dam outlining the following information, in accordance with department regulations:

- All relevant dam and dam related facts, findings, conclusions, recommendations, and data.
- Color photographs with each photograph indicating the date it was taken, the State dam reference number, and the photograph location.
- Completed visual inspection checklist. This general checklist should be used as an aid when examining the dam. This checklist may not, however, include all features or conditions found at a specific dam that are relevant to the safety of that dam. All features integral to the safety of the dam being examined will be inspected and their condition reported.
- Recommendations for immediate and/or long-term improvement repairs and/or modifications necessary to maintain dam safety. Recommendations as to the appropriate dam classification.
- Comments will address, if the recommendations above included, those from the Phase I Inspection Report or previous Regular or Formal Inspection Reports.
- The Compliance Schedule form will also be completed. The purpose of this form is to allow the dam owner, through consultation with their engineer, to establish a time line for addressing the deficiencies identified in the inspection report for the dam and bringing the dam into compliance with the New Jersey Dam Safety Standards, N.J.A.C. 7:20-1.1 et seq.
- The Emergency Action Plan or the Operation and Maintenance Manual are to be reviewed as part of the visual inspection. T&M will recommend if the O&M and EAP need to be updated. Please note that updating the EAP and O&M are not part of this proposal.

FIELD RECONNAISSANCE

We propose to visit the project site to ascertain current field conditions of the impoundment. The visits will take several days and will be comprised of two engineers, experienced in hydrology/hydraulics and structures. The Team Leader will be a licensed professional engineer with a minimum of ten (10) years of experience.

SCHEDULE

The professional services outlined in Task 1 above will be completed within Thirty (30) calendar days after notice of award, weather permitting.

DELIVERABLES

Items to be delivered will consist of two (2) copies of the Visual Inspection Report to Borough of Matawan. The report text will contain and address all items listed under the Scope of Services Task 1.

**Borough of Matawan
Workshop Session
March 20, 2018**



**MATNOH-16002
March 14, 2018
Page 3**

**Re: Matawan Lake Dam Inspection
Class II Significant Hazard Dam
Borough of Matawan**

EXCEPTIONS

Please note that during the course of the Visual Inspection, there may be certain repair work, design, plans and or studies that may be required for the dam to determine its safety and/or adequacy to meet the NJDEP Dam Safety Standards. These are not considered as part of this proposal. We will recommend what the stated items are.

Updates to the Operations and Maintenance Manual and the Emergency Action Plan, which may be required per the NJDEP Dam Safety Standards are excluded from this proposal.

Underwater inspection is not considered as part of this proposal.

SUMMARY OF FEES

The estimated fee for the activities described above is \$6,000.

If you have any questions concerning this proposal, please do not hesitate call.

Very truly yours,

T&M ASSOCIATES

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

DRF:DD:dk

**cc: Karen Wynne, Deputy Clerk
Mayor and Council
Monica Antista, CFO**

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**Borough of Matawan
Workshop Session
March 20, 2018**

Mayor Altomonte read by title Resolution 18-03-42: Authorizing T&M Associates to Provide Professional Services for Lake Matawan Dam Emergency Action Plan Update – Class II Significant Hazard Dam. Mayor Altomonte requested a motion Councilman Reeve made the motion, seconded by Councilwoman Gunn. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Nicolas Reeve
Councilwoman Deana Gunn
Councilman David Vergaretti

Motion passed.

**RESOLUTION 18-03-42
AUTHORIZING T&M ASSOCIATES TO PROVIDE PROFESSIONAL SERVICES FOR
LAKE MATAWAN DAM EMERGENCY ACTION PLAN UPDATE
CLASS II SIGNIFICANT HAZARD DAM**

***WHEREAS**, the Mayor and Council of the Borough of Matawan received an estimate from T&M Associates for professional services to update the Emergency Action Plan (EAP) for the Lake Matawan Dam Inspection, Class II Significant Hazard Dam; and*

***WHEREAS**, the NJDEP Division of Engineering and Construction Dam Safety, Dam Safety Standards NJAC 7:20, stipulates Class I and Class II requires dam owners develop and maintain an EAP on a regular basis; and*

***WHEREAS**, Robert Keady of T&M Associates, Borough Engineer, has submitted the attached scope of fees and services needed for the Lake Matawan Dam EAP, in an amount not to exceed Eight Thousand Five Hundred Dollars and No Cents (\$8,500.00).*

***NOW, THEREFORE, BE IT RESOLVED** the Council of the Borough of Matawan does hereby award the contract for professional services to T&M Associates for the Emergency Action Plan for the Lake Matawan Dam in an amount not to exceed Eight Thousand Five Hundred Dollars and No Cents (\$8,500.00).*

***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, Public Works as well as the Borough Engineer.*

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 professional services for the Emergency Action Plan for the Lake Matawan Dam in an amount not to exceed Eight Thousand Five Hundred Dollars and No Cents (\$8,500.00).

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

Chief Financial Officer

(Signature on File)

*Monica Antista, CMFO
Dated: March 20, 2018*

**Borough of Matawan
Workshop Session
March 20, 2018**



MATNOH-16002

March 15, 2018
Via email & mail

Louis Ferrara, Business Administrator
Borough of Matawan
201 Broad Street
Matawan, New Jersey 07747

**Re: Matawan Lake Dam Emergency Action Plan Update
Borough of Matawan**

Dear Mr. Ferrara:

It is our understanding the Borough has received notification from the Department of Dam Safety to update the Emergency Action Plan (EAP) for Matawan Lake Dam. The Emergency Action Plan for Matawan Lake Dam was last updated in March 2003. As Matawan Lake Dam is classified as a Class I High Hazard Dam, Dam Safety Standards, N.J.A.C. 7:20 stipulates Class I and Class II dam owners develop and maintain an Emergency Action Plan on a regular basis.

The purpose of the plan is to provide a timely and reliable course of action in the event of an existing or potential emergency condition due to dam failure or the uncontrolled release of stored water. Owners of Class I and Class II dams are responsible for the development of an EAP tailored to his or her respective dam. We are furnishing this proposal for consideration, to maintain compliance with Dam Safety Regulations.

T&M Associates has completed numerous similar Emergency Action Plan development and updates throughout the State of New Jersey for public and private clients including Matawan Borough. We are very familiar with the Department rules regulations and have developed a good working relationship with them over the years.

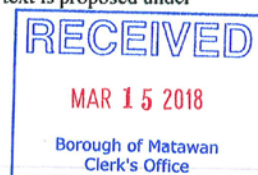
The proposed EAP updates for the referenced dam will be performed in accordance with the Dam Safety Standards, N.J.A.C. 7:20.

SCOPE OF SERVICES

TASK 1: EMERGENCY ACTION PLAN UPDATES

T&M will review the existing Emergency Action Plan and coordinate with the Borough to obtain a list of current emergency contacts, contractors, materials equipment necessary to update the Emergency Action Plan.

T&M Associates will update the Emergency Notification Flowchart, Emergency Notification Information, Emergency Notification Directory, List of Contractors, Available Materials and Equipment, in the EAP as required to include the emergency contact information as per Department regulations. No updates to the Inundation Mapping or EAP text is proposed under this scope of service.



**Borough of Matawan
Workshop Session
March 20, 2018**



MATNOH-16002
March 15, 2018
Page 2

**Re: Matawan Lake Dam Emergency Action Plan Update
Borough of Matawan**

T&M will submit a copy of the updated EAP to NJDEP Department of Dam Safety for approval. Upon the Department's approval, T&M will submit one copy of the updated EAP to each of the ten (10) Controlled Document Holders.

Each controlled document holder is required to return written verification the EAP has been received. Each notification will be submitted to the Borough of Matawan and the County in accordance with Dam Safety Standards, N.J.A.C. 7:20.

SCHEDULE

The professional services outlined in Task 1 above will be completed within Thirty (30) calendar days after notice of award.

DELIVERABLES

Items to be delivered will consist of one CD and ten copies of the updated Emergency Action Plan, one for each Controlled Document Holder.

EXCEPTIONS

Please note, no rehabilitation and/or other study is proposed for the dams under this scope of work. This proposal does not include Geotechnical analysis and/or stability analysis of the dams. No construction plans and/or specifications are to be considered part of this proposal.

No other study or recommendations are proposed to change the spillway design flood and/or adequacy. No recommendations for improving and/or for overtopping protection of the dam and its appurtenant structures are part of this proposal. This proposal does not include any environmental permits from state, federal and local agencies, including wetlands, T&E species etc.

This proposal does not include any study/work for these dams. T&M can provide the services excluded under a separate proposal.

Updates to the Operations and Maintenance Manual, which may be required per the NJDEP Dam Safety Standards are excluded from this proposal.

**Borough of Matawan
Workshop Session
March 20, 2018**



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March 15, 2018
Page 3

**Re: Matawan Lake Dam Emergency Action Plan Update
Borough of Matawan**


SUMMARY OF FEES

The estimated fee for the activities described above is \$8,500.

If you have any questions concerning this proposal, please do not hesitate call.

Very truly yours,

T&M ASSOCIATES


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

DRF:DD:dk

cc: Karen Wynne, Borough Clerk
Mayor and Council
Monica Antista, CFO

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**Borough of Matawan
Workshop Session
March 20, 2018**

Mayor Altomonte read by title Resolution 18-03-43: Authorizing T&M Associates to Provide Professional Services for the Borough of Matawan Stormwater Pollution Prevention Plan Update – 2018 MS4 Permit Requirements. Mayor Altomonte requested a motion Councilman Reeve made the motion, seconded by Councilwoman Gunn. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Nicolas Reeve
Councilwoman Deana Gunn
Councilman David Vergaretti

Motion passed.

**RESOLUTION 18-03-43
AUTHORIZING T&M ASSOCIATES TO PROVIDE PROFESSIONAL SERVICES FOR
THE BOROUGH OF MATAWAN
STORMWATER POLLUTION PREVENTION PLAN UPDATE
2018 MS4 PERMIT REQUIREMENTS**

WHEREAS, the Mayor and Council of the Borough of Matawan received an estimate from T&M Associates for professional services to update the Borough of Matawan Stormwater Pollution Prevention Plan (SPPP); and

WHEREAS, the New Jersey Department of Environmental Protection (NJDEP) requires the update as part of the Stormwater Discharge Master General Permit renewal process; and

WHEREAS, Robert Keady of T&M Associates, Borough Engineer, has submitted the attached scope of fees and services for the SPPP update in an amount not to exceed Four Thousand Seven Hundred Dollars and No Cents (\$4,700.00).

***NOW, THEREFORE, BE IT RESOLVED** the Council of the Borough of Matawan does hereby award the contract for professional services to T&M Associates for professional services to update the Borough of Matawan Stormwater Pollution Prevention Plan as outlined in the attached scope of fees and services in an amount not to exceed Four Thousand Seven Hundred Dollars and No Cents (\$4,700.00).*

***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, Public Works as well as the Borough Engineer.*

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 professional services to update the Borough of Matawan Stormwater Pollution Prevention Plan in an amount not to exceed Four Thousand Seven Hundred Dollars and No Cents (\$4,700.00).

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: March 20, 2018*

**Borough of Matawan
Workshop Session
March 20, 2018**



YOUR GOALS. OUR MISSION.

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

March 14, 2018
via email & mail
Louis.Ferrara@matawanborough.com

RECEIVED

MAR 14 2018

Borough of Matawan
Clerk's Office

**Re: 2018 MS4 Permit Requirements
Stormwater Pollution Prevention Plan Update**

Dear Mr. Ferrara:

As you may be aware, on January 1, 2018, the New Jersey Department of Environmental Protection (NJDEP) issued permit renewals for all "Stormwater Discharge Master General Permit" for all Tier A and Tier B municipalities. The new permit issued supersedes the stormwater permits that expired on April 1, 2014 and were held over until new regulations were adopted.

As part of this permit renewal process, there are several new and/or modified Statewide Basic Requirements (SBRs) that must be addressed by all permittees. One of these requirements is to update your existing "Stormwater Pollution Prevention Plan" (SPPP). If you recall the SPPP was developed in 2005 in response to the issuance of the original stormwater permit and would have been updated in 2009 as part of the 2009 permit renewal process. The update is necessary to demonstrate how your municipality will comply with the new and/or modified SBRs and must be completed by April 1, 2018.

We are pleased to present our proposal for engineering services associated with updating the Borough's existing SPPP. Our proposed scope of work to complete this effort includes the following:

- Coordinating and scheduling an onsite meeting with Public Works representatives and/or Borough personnel to review the existing SPPP and ongoing stormwater compliance activities.
- After the onsite meeting, our staff will conduct a half day inspection of the Borough's Maintenance Yard or other Ancillary Operations to update the current inventory of potential materials and/or machinery that could be a source of pollutants in a stormwater discharge. This inventory will be updated and replace the current inventory attached to the existing SPPP as necessary.
- Once the onsite field visits are completed, T&M will update the seventeen (17) SPPP forms using NJDEP's form templates available through the NJ Stormwater website. The forms will include all SBRs required under the new permit renewal and outline how the Borough will comply with the requirements including associated inspections, maintenance activities, and recordkeeping.
- Please note that permit renewal also includes various additional inspection, mapping and other miscellaneous effort at varying deadlines, which is not included as part of this proposal. Our staff will review all upcoming tasks with Borough representatives to determine what additional effort if any may be required to comply with the new or modified SBRs. If requested, T&M can provide a separate cost proposal to provided additional assistance as needed.

**Borough of Matawan
Workshop Session
March 20, 2018**



**March 14, 2018
Page 2**

**Le: Louis Ferrara Borough Administrator &
Chief Administrative Officer**

**Re: 2018 MS4 Permit Requirements
Stormwater Pollution Prevention Plan Update**

Once complete, T&M will provide one hard copy and an electronic copy of the updated SPPP to the Borough for their records. The electronic copy of the SPPP, along with the Borough's approved Municipal Stormwater Management Plan (MSWMP) and related ordinances must be posted on the Borough's website by April 1, 2018.

Proposed Fee

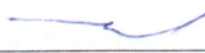
T&M will provide the engineering services outlined in this proposal on a time and material "not to exceed" cost of \$4,700. T&M will bill the Borough for professional engineering services rendered in accordance with our approved rate schedule.

Our staff is prepared to commence immediately upon receipt of written authorization and will provide the completed SPPP update within two (2) weeks.

We thank you for this opportunity to work with the Borough once again. If you have any questions or require additional information, please contact me at your earliest convenience.

Very truly yours,

T&M ASSOCIATES



ROBERT R. KEADY, PE
BOROUGH ENGINEER

RRK:RRS:RD:dk

cc: Karen Wynne, Borough Clerk
Monica Antista, Chief Financial Officer
John J. Applegate, Superintendent of Water Department

**Borough of Matawan
Workshop Session
March 20, 2018**

Mayor Altomonte read by title Resolution 18-03-44: Authorizing the Borough Administrator to Advertise for Hiring of a Part-Time Recording Secretary – Environmental Commission. Mayor Altomonte requested a motion Councilman Reeve made the motion, seconded by Councilwoman Gunn. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Nicolas Reeve
Councilwoman Deana Gunn
Councilman David Vergaretti

Motion passed.

**RESOLUTION 18-03-44
AUTHORIZING THE BOROUGH ADMINISTRATOR TO ADVERTISE FOR HIRING OF A
PART-TIME RECORDING SECRETARY
ENVIRONMENTAL COMMISSION**

***WHEREAS**, there is a need for a Part-Time Recording Secretary for the Environmental Commission within the Borough of Matawan.*

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

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

Mayor Altomonte read by title Resolution 18-03-45: Authorizing the Hiring of Part-Time Seasonal Personnel – 2018 Summer Recreation Program Director – Alanna Zeller and 2018 Summer Recreation Program Assistant Director – Kevin Burns. Mayor Altomonte requested a motion Councilman Reeve made the motion, seconded by Councilwoman Gunn. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Nicolas Reeve
Councilwoman Deana Gunn
Councilman David Vergaretti

Motion passed.

**RESOLUTION 18-03-45
AUTHORIZING THE HIRING OF PART-TIME SEASONAL PERSONNEL
2018 SUMMER RECREATION PROGRAM DIRECTOR
ALANNA ZELLER
2018 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 2018 Summer Program Director, at the rate of compensation of \$4,000.00 per annum and Kevin Burns as the part-time 2018 Summer Recreation Program Assistant Director, at a rate of compensation of \$2,000.00 per annum.*

***BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Clerk, Finance, Payroll Officer and Recreation Director as well as Alanna Zeller and Kevin Burns.*

**Borough of Matawan
Workshop Session
March 20, 2018**

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 Six Thousand Dollars and No Cents (\$6,000.00).

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: March 20, 2018*

Mayor Altomonte read by title Resolution 18-03-47: Authorizing the Transfer of Unexpended Balances in Certain 2017 Appropriation Reserve Accounts. Mayor Altomonte requested a motion Councilman Reeve made the motion, seconded by Councilwoman Gunn. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Nicolas Reeve
Councilwoman Deana Gunn
Councilman David Vergaretti

Motion passed.

**RESOLUTION 18-03-47
AUTHORIZING THE TRANSFER OF UNEXPENDED BALANCES IN CERTAIN
2017 APPROPRIATION RESERVE ACCOUNTS**

WHEREAS, NJSA 40A:4-59 provides for the transfers within certain appropriations within the Municipal Budget during the first three months of the following year: and

WHEREAS, there are unexpended balances in certain 2017 appropriation reserve accounts; and

WHEREAS, additional funds are required in certain other 2017 appropriation reserve accounts.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that the following transfers are authorized from and to the following accounts:

<i>Transfer From</i>	<i>Amount</i>	<i>Transfer To</i>	<i>Amount</i>
<i>Account Number</i>	<i>Of</i>	<i>Account Number</i>	<i>Of</i>
	<i>Transfer</i>		<i>Transfer</i>
7-01-31-430-200	\$300.00	7-01-27-330-200	\$300.00
Utilities		Board of Health	
Other Expenses		Other Expenses	

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 18-03-48: Emergency Temporary Appropriation. Mayor Altomonte requested a motion Councilman Reeve made the motion, seconded by Councilwoman Gunn. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Nicolas Reeve
Councilwoman Deana Gunn
Councilman David Vergaretti

Motion passed.

**RESOLUTION 18-03-48
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 2018 temporary budget for the aforesaid purposes; and

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

WHEREAS, the total emergency temporary resolutions adopted in the year 2018 pursuant to the provisions of Chapter 96, PL 1951 (NJSA 40A:4-20) including this resolution total \$6,809,324.85.

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 2018 budget under the appropriate titles.*
- 3. That one certified copy of this resolution be filed with the Director of Local Government Services.*

Emergency Budget-for March 20, 2018 Meeting

	Salary & Wages	Other Expenses
MAYOR & COUNCIL		
MUNI CLERK		
GENERAL ADMIN		
AUDIT		
FINANCE ADMIN	15,000.00	
TAX ASSES ADMIN		
TAX COLLECTOR		
LEGAL SERVICES		
ENGINEERING		
BLDG & GROUNDS		
PLAN/ZONING BD		
SHADE TREE COMM		
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		
VOL 1ST AID SQUAD		
OEM		
PROP MAINT		
RR PARKING		
DOWNTOWN REDEV		
UTILITIES		
VEHICLE MAINT		
CONSTR OFFICIAL		
ACCUM SICK LEAVE		
OASI/SOCIAL SECURITY		
PERS		
PFRS		
CONTINGENT		
MUNICIPAL COURT		
PUBLIC DEFENDER		

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FREE PUBLIC LIBRARY
EMERGENCY 911
GREEN TRUST LOAN
INTEREST ON BONDS
INTEREST ON NOTES
PAYMENT OF BANS
MCIA LEASE INTEREST

SUBTOTAL	15,000.00	-
TOTAL TEMPORARY EMERGENCY APPROPRIATIONS	15,000.00	4,659,468.90

WATER SEWER UTILITY

OPERATING
BULK WATER PURCHASE/ACQUISITION OF WATER
BAYSHORE REGIONAL SEWERAGE AUTHORITY
PAYMENT ON BOND PRINCIPAL
PERS
BANS
INTEREST ON BONDS
INTEREST ON NOTES
WATER-SEWER REHAB LOAN
WASTEWATER LOAN
SOCIAL SECURITY
SUBTOTAL

TOTAL WATER SEWER UTILITY TEMPORARY EMERGENCY APPROPRIATIONS	-	2,149,855.95
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BE IT FURTHER RESOLVED, that the amount required by Statue for the payment of 2018 County, and Local School District Taxes, which are not included in this temporary budget, shall be paid as and when due.

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 18-03-49: Payment of Bills. Mayor Altomonte requested a motion. Councilman Reeve made the motion, seconded by Councilwoman Gunn. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Nicolas Reeve
Councilwoman Deana Gunn
Councilman David Vergaretti

Motion passed.

RESOLUTION 18-03-49
PAYMENT OF BILLS

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

Current	\$1,100,127.94
Water & Sewer	\$160,599.89
Borough Capital	\$10,358.14
Borough Trust	\$16,411.96
Developers Escrow Account	\$182.88
Dog Tax Trust	\$89.40
Railroad Parking Trust	\$11,500.00
Total	\$1,299,270.21

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

Privilege of the Floor

Mayor Altomonte opened the Privilege of the Floor.

Craig Gately, 247 Harding Boulevard, Matawan. Mr. Gately proposed a mural painted on the Lake Lefferts building, and introduced Emily Huestan.

Emily Huestan, Matawan-Aberdeen High School Art Teacher. Ms. Huestan presented a picture relating the interest in the project of students and parents outlining the logistics of the project.

Mayor Altomonte stated the idea can be presented to the full Council, the Borough Attorney and the Borough’s insurance company. The Clerk requested Mr. Gately forward the request with supporting documentation to her attention for Council consideration.

Fran Bucco, 79 Freneau Avenue, Matawan. Ms. Bucco questioned the dam asking if it was checked by T&M if the Borough is being pressured to have it done. Mr. Menna informed periodic inspection is mandated for review by the NJ DEP. Ms. Bucco asked what the DEP said about the dam after the last inspection. Mr. Keady explained the inspection process is used to evaluate the dam’s condition. Ms. Bucco asked how much the DEP will pay for the dam and how much the residents of the Borough will have to pay. Mayor Altomonte informed the Borough applied for a grant through the NJDOT, with their reply stating that the application has merit and they wanted the Borough to reapply. He noted the split is Matawan 35%, County 65%. The amounts are approximately \$3.5M for the Lake Leffert dam and a bit less for the Lake Matawan dam.

Ms. Bucco requested clarification of Resolution 18-03-47. Mr. Menna explained the Resolution; the Clerk presented the Resolution to Ms. Bucco for her review.

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.

Adjournment

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

Meeting adjourned at 7:21 PM.

(Signature on File)

Karen Wynne, RMC
Municipal Clerk