

**Borough of Matawan
Workshop Session
April 3, 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 April 3, 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 Josi Salvatore
 Councilwoman Stephanie Buckel
 Councilman Brett Cannon
 Councilwoman Deana Gunn
 Councilman David Vergaretti

Also, present were Louis C. Ferrara, Borough Administrator, and Pasquale Menna, Esq., Borough Attorney; the Borough Engineer 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.

Workshop Items

Election Polling Location ADA Compliance

Councilman Cannon announced the Matawan-Aberdeen Board of Education did not approve Ravine Drive Elementary School as the new polling location for District 5 ME Haley Fire House stating this District will probably have to move to Borough Hall.

Taxi Driver Forms

Mr. Menna explained the current form is antiquated and requires basic information to include the taxi driver full name, the company they are driving for, the company's address, and the yearly license number issued by the Borough. The Clerk's Office will maintain all records associated with the application. Council agreed.

Animal License Fees

Ms. Wynne related the Borough's current fee regulations for animal licensing stating the total current dog licensing fee is \$11.20, \$10.00 for the Borough licensing fee, \$1.00 for the State Registration Fee, and \$0.20 for the State Pilot Clinic Fund Fee. She recommends an increase of \$0.80 for a total dog licensing fee of \$12.00, well below the State cap of \$21.00, and is comparable to adjacent local municipalities. She noted the fee increase will enable the Clerk's Office to make change easier and faster. The current cat licensing fee is currently listed in the Borough Code as \$11.20 when in fact should only be \$10.00 as the State does not require Registration or Pilot Clinic Fund fees for cats. Lastly, the current Borough Code late fee date should be more accurately defined from "sixty (60) days after January 1" to "effective March 1." Council agreed.

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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. Councilwoman Salvatore made the motion, seconded by Councilwoman Buckel. Council agreed. Motion passed.

Approval of Minutes

Mayor Altomonte requested a motion to approve the minutes of the March 6, 2018 Council Meeting. Councilman Reeve made a motion, seconded by Councilwoman Salvatore. Council agreed. Motion passed.

Old Business

Mayor Altomonte read by title Ordinance 18-03: A Bond Ordinance Amending and Supplementing Bond Ordinance No. 17-16 Finally Adopted on October 17, 2017, Providing for the Construction of a Recycling Center by the Borough of Matawan, by Appropriating an Additional \$98,500 Therefor, Increasing the Amount Allocated for Items of Expense Pursuant to NJSA 40A:2-20 and Expanding the Project Description to Include Force Main Replacement Work Pursuant to a Shared Services Agreement With the Western Monmouth Utilities Authority. Mayor Altomonte requested a motion to open the public hearing. Councilman Reeve made the motion, seconded by Councilwoman Salvatore. 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 Salvatore. Council agreed. Motion passed. Mayor Altomonte read by title Ordinance 18-03: A Bond Ordinance Amending and Supplementing Bond Ordinance No. 17-16 Finally Adopted on October 17, 2017, Providing for the Construction of a Recycling Center by the Borough of Matawan, by Appropriating an Additional \$98,500 Therefor, Increasing the Amount Allocated for Items of Expense Pursuant to NJSA 40A:2-20 and Expanding the Project Description to Include Force Main Replacement Work Pursuant to a Shared Services Agreement With the Western Monmouth Utilities Authority, requesting a motion to adopt. Councilman Reeve made the motion, seconded by Councilwoman Salvatore. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

ORDINANCE 18-03

BOND ORDINANCE AMENDING AND SUPPLEMENTING BOND ORDINANCE NO. 17-16 FINALLY ADOPTED ON OCTOBER 17, 2017, PROVIDING FOR THE CONSTRUCTION OF A RECYCLING CENTER BY THE BOROUGH OF MATAWAN, BY APPROPRIATING AN ADDITIONAL \$98,500 THEREFOR, INCREASING THE AMOUNT ALLOCATED FOR ITEMS OF EXPENSE PURSUANT TO NJSA 40A:2-20 AND EXPANDING THE PROJECT DESCRIPTION TO INCLUDE FORCE MAIN REPLACEMENT WORK PURSUANT TO A SHARED SERVICES AGREEMENT WITH THE WESTERN MONMOUTH UTILITIES AUTHORITY

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WHEREAS, on October 17, 2017 the Borough of Matawan, a municipal corporation of the State of New Jersey (the “Borough”) finally adopted Bond Ordinance No. 17-16 providing for the construction of a recycling center (the “Recycling Center Project”) by the Borough, appropriating \$230,000 therefor and authorizing the issuance of \$219,000 Bonds or Notes of the Borough to finance part of the cost thereof; and

WHEREAS, pursuant to Resolution No. 17-11-14 of the Borough adopted on November 21, 2017, the Borough awarded a contract for the Recycling Center Project to Black Rock Enterprises, LLC (“Black Rock”) at a cost of \$235,542.50 and Black Rock is now prepared to commence work on the Recycling Center; and

WHEREAS, pursuant to Resolution No. 17-11-15 of the Borough adopted on November 21, 2017, the Borough also awarded a contract to Maser Consulting (“Maser”) to provide bidding and construction administration professional services in connection with the Recycling Center Project in the amount of \$28,850; and

WHEREAS, the Western Monmouth Utilities Authority, a body corporate and politic of the State of New Jersey (the “Authority”) is in the process of undertaking its 2018 Force Main Air Release Manhole Replacement Project (the “Manhole Project”); and

WHEREAS, a vital component of the Manhole Project involves the replacement of a section of the Texas Road Pump Station Force Main that runs adjacent to a portion of the Matawan Recycling Center Property (the “Property”) owned by the Borough; and

WHEREAS, the timing and scope of the force main replacement work contemplated by the Authority with respect to the Property will require, amongst other things, a significant disruption to a portion of the asphalt paving work that Black Rock will have already installed at the Property as part of the Recycling Center Project; and

WHEREAS, the Borough and the Authority each agree that it would be advantageous to both entities to have the Borough, via Black Rock, complete the force main replacement work required at the Property in advance of completing the asphalt paving required for the Recycling Center Project; and

WHEREAS, the Authority has agreed to fully reimburse the Borough for the cost of the Water Main Project work with respect to the Property; and

WHEREAS, Black Rock has submitted a proposed Change Order to the Borough setting forth the scope of work and the expense associated with completing the portion of the Water Main Project required for the Property, and upon review of said Change Order, and after consultation with Maser and the Authority, it has been determined that the total cost to be incurred by the Borough and to be reimbursed to the Borough by the Authority in connection with the Water Main Project is \$98,414; and

WHEREAS, the Borough and the Authority have further determined that it is in their mutual best interests to enter into a shared services agreement pursuant to N.J.S.A. 40A:65-1 et seq. (the “Shared Services Agreement”) formally designating the Borough with the responsibility of completing the Water Main Project work for the Property, and formally memorializing the Authority’s obligation to reimburse the Borough for the amount of \$98,414; and

WHEREAS, the Shared Services Agreement has been duly authorized by appropriate resolutions of both the Borough and the Authority.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Borough of Matawan (not less than two-thirds of all members thereof affirmatively concurring) as follows:

Section 1. The improvement or purpose described in Section 3 of this bond ordinance is hereby authorized to be undertaken by of the Borough as a general improvement. For the improvement or purpose described in Section 3 of this bond ordinance, there is hereby appropriated the sum of \$98,500 (such sum being in addition to the \$230,000 appropriated in Section 1 of Bond Ordinance No. 17-16 of the Borough finally adopted on October 17, 2017 (the “Prior Ordinance”), which is available in the Capital Improvement Fund of the Borough (note: no additional obligations are being authorized herein, therefore no additional down payment other than that which was originally appropriated is required). The additional funds appropriated hereunder shall ultimately be reimbursed to the Borough pursuant to the terms of the Shared Services Agreement described above.

Section 2. Section 3(a) of the Prior Ordinance is hereby amended to read as follows:

“(a) The improvement or purpose hereby authorized for which bonds or notes are to be issued is the construction of a recycling center including, the purchase and installation of a security system, force main replacement work as per the Shared Services Agreement with the Authority, and all work and materials necessary therefor or incidental thereto.”

Section 3. Section 6(c) of the Prior Ordinance is hereby amended to read as follows:

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“An aggregate amount not exceeding \$50,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost of the improvement or purpose set forth in Section 3 of this bond ordinance.

Section 4. The capital budget of the Borough is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith.

Section 5. This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

Mayor Altomonte read by title Resolution 18-03-46: Authorizing the Reclassification of Justin J. Dapolito as a Full-Time Field Technician with the Borough of Matawan Department of Public Works. Mayor Altomonte requested a motion. Councilman Reeve made the motion, seconded by Councilman Buckel. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Abstain: Councilwoman Josi Salvatore

Motion passed.

**RESOLUTION 18-03-46
AUTHORIZING THE RECLASSIFICATION OF JUSTIN J. DAPOLITO
AS A FULL-TIME FIELD TECHNICIAN WITH THE
BOROUGH OF MATAWAN DEPARTMENT OF PUBLIC WORKS**

WHEREAS, Justin J. Dapolito has completed the required ninety day probationary period as required by the International Brotherhood of Electrical Workers (IBEW) Local 400 contract (Article 6 – Introductory Period, Section 1. New Employees); and

WHEREAS, John Applegate, the Superintendent of Public Works, has reviewed Mr. Dapolito’s performance and has recommended that Mr. Dapolito be reclassified as a Permanent Employee of the Borough of Matawan’s Department of Public Works.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan authorizes the reclassification of Justin J. Dapolito as a Permanent Employee, effective immediately.

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Clerk, Finance, Payroll, Public Works as well as Justin J. Dapolito.

Clerk’s Report

The Clerk reported she will be emailing those Local Government Officials who need to file their Annual Financial Disclosure Statements (FDS) via the State’s online filing system due by April 30, 2018.

Mayor’s Report

No report.

Administrator’s Report

Mr. Ferrara stated his report has been electronically transmitted and will relay further detail on confidential items in Executive Session.

Attorney’s Report

No report.

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Construction, Finance

Councilman Reeve provided Construction Report for February, 2018:

Description	Current Month	Year-to-Date
Permit Income/Certificate	\$12,812.00	\$23,897.00
Business CCOs/Misc Fees	\$225.00	\$525.00
State Permit Surcharge Fees	\$499.00	\$929.00
Penalties	\$0.00	\$0.00
Paid to Matawan General Fund	\$13,536.00	\$23,351.00
TOTAL	\$13,536.00	\$23,351.00
Paid to State Quarterly Payment	\$0.00	\$0.00
Value of Construction Work	358, 443.00	\$1,033,514.00
Permits Issued	36	63

Councilman Reeve requested the Treasurer Reports for the months of July and August of 2017, and January and February of 2018 be entered into the record.

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REPORT OF THE TREASURER
TO THE MAYOR AND COUNCIL OF THE BOROUGH OF MATAWAN
BANK BALANCES AS OF JULY 31, 2017

ACCOUNT	INVESTORS		
CURRENT ACCOUNT		\$1,056,897.30	\$1,056,897.30
TAX COLLECTOR TRUST FUND		0.00	0.00
WATER & SEWER ACCOUNT		\$1,073,325.74	\$1,073,325.74
WATER & SEWER-Certificate of Deposit		\$500,000.00	\$500,000.00
BOROUGH CAPITAL ACCOUNT		\$2,721,731.85	\$2,721,731.85
UTILITY CAPITAL ACCOUNT		\$1,653,580.20	\$1,653,580.20
BOROUGH TRUST ACCOUNT		\$488,327.10	\$488,327.10

BORO TRUST SUMMARY-INVESTORS BANK		CASH BALANCES
AS OF: JULY 31, 2017		
FIRE SAFETY		\$25,231.69
FIRE PREVENTION/DEDICATED PENALTY		\$1,597.26
ESCROW		\$114,931.07
TAX REDEMPTIONS		\$33,809.61
FOAA		\$0.00
DONATION		\$2,742.45
PREMIUMS		\$223,475.00
OFF DUTY POLICE		\$45,294.73
RECYCLING TRUST		\$13,322.09
PUBLIC DEFENDER		\$7,523.16
TOTAL		\$488,327.10

DOG TAX TRUST ACCOUNT	INVESTORS	\$2,523.13	\$2,523.13
UNEMPLOYMENT INSURANCE ACCOUNT	INVESTORS	\$26,749.52	\$26,749.62
RECREATION SPECIAL ACCOUNT	INVESTORS	\$47,161.62	\$47,161.62

RECREATION TRUST SUMMARY-INVESTORS BANK		CASH BALANCES
AS OF: JULY 31, 2017		
TURKEY TROT		\$17,613.75
SUMMER RECREATION		\$13,969.24
SUMMER RECREATION TRIPS		\$8,293.24
MATAWAN DAY		-\$69.50
BASKETBALL TOURNAMENT		\$0.00
CANOE RENTALS		\$3,593.27
MEN'S OVER 30 B'BALL		\$85.00
NNO VENDOR		\$100.00
YOGA/INTERVAL TRAINING		\$840.25
DOG'S NIGHT OUT		\$37.82
FIREWORKS DONATIONS		-\$1,725.00
CAPITAL IMPROVEMENTS		\$4,423.51
TOTAL		\$47,161.62

DEVELOPERS ESCROW ACCT	INVESTORS	\$255,471.43	\$255,471.43
LAW ENFORCEMENT ACCOUNT	INVESTORS	\$4,311.91	\$4,311.91
RAILROAD PARKING LOT TRUST	INVESTORS	\$331,367.72	\$331,367.72

TOTAL \$8,142,847.72 \$8,142,847.72

RESPECTFULLY,
Monica Antista
TREASURER

10/18/2017

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REPORT OF THE TREASURER
TO THE MAYOR AND COUNCIL OF THE BOROUGH OF MATAWAN
BANK BALANCES AS OF AUGUST 31, 2017

ACCOUNT	INVESTORS	BALANCE	BALANCE
CURRENT ACCOUNT	INVESTORS	\$5,531,341.90	\$5,631,341.90
TAX COLLECTOR TRUST FUND	INVESTORS	\$35.00	\$35.00
WATER & SEWER ACCOUNT	INVESTORS	\$977,082.40	\$977,082.40
WATER & SEWER-Certificate of Deposit	INVESTORS	\$500,000.00	\$500,000.00
BOROUGH CAPITAL ACCOUNT	INVESTORS	\$2,978,050.31	\$2,878,060.31
UTILITY CAPITAL ACCOUNT	INVESTORS	\$1,753,980.40	\$1,763,880.20
BOROUGH TRUST ACCOUNT	INVESTORS	\$459,417.75	\$459,417.75

BORO TRUST SUMMARY-INVESTORS BANK		CASH BALANCES
AS OF: AUGUST 31, 2017		
FIRE SAFETY	\$25,273.59	
FIRE PREVENTION/DEDICATED PENALTY	\$1,597.29	
ESCROW	\$115,866.82	
TAX REDEMPTIONS	\$51,238.43	
FOIA	\$0.00	
DONATION	\$2,742.49	
PREMIUMS	\$223,475.00	
OFF DUTY POLICE	\$17,888.05	
RECYCLING TRUST	\$13,412.89	
PUBLIC DEFENDER	\$7,523.19	
TOTAL	\$488,417.75	

DOG TAX TRUST ACCOUNT	INVESTORS	\$2,614.33	\$2,614.33
UNEMPLOYMENT INSURANCE ACCOUNT	INVESTORS	\$41,608.08	\$41,608.08
RECREATION SPECIAL ACCOUNT	INVESTORS	\$35,814.24	\$35,814.24

RECREATION TRUST SUMMARY-INVESTORS BANK		CASH BALANCES
AS OF: AUGUST 31, 2017		
TURKEY TROT	\$13,799.59	
SUMMER RECREATION	\$5,632.05	
SUMMER RECREATION TRIPS	\$8,424.24	
MATAWAN DAY	-\$69.50	
BASKETBALL TOURNAMENT	\$0.00	
CANOE RENTALS	\$3,941.14	
MEN'S OVER 30 B'BALL	\$85.00	
NWO VENDOR	\$300.00	
YOGA/KICKBOXING	\$955.25	
DOG'S NIGHT OUT	\$37.82	
FIREWORKS DONATIONS	-\$1,725.00	
CAPITAL IMPROVEMENTS	\$4,423.51	
TOTAL	\$35,814.24	

DEVELOPERS ESCROW ACCT	INVESTORS	\$254,252.81	\$254,252.81
LAW ENFORCEMENT ACCOUNT	INVESTORS	\$4,315.62	\$4,316.62
RAILROAD PARKING LOT TRUST	INVESTORS	\$80,694.21	\$80,884.21

TOTAL \$12,619,147.15 \$12,619,147.16

RESPECTFULLY,
Monica Antista
TREASURER

10/18/2017

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REPORT OF THE TREASURER
TO THE MAYOR AND COUNCIL OF THE BOROUGH OF MATAWAN
BANK BALANCES AS OF JANUARY 31, 2018

CURRENT ACCOUNT	INVESTORS	\$7,427,325.94	\$7,427,326.94
TAX COLLECTOR TRUST FUND	INVESTORS	-0.00	-0.00
WATER & SEWER ACCOUNT	INVESTORS	\$1,352,765.51	\$1,352,766.51
WATER & SEWER-Certificate of Deposit	INVESTORS	\$500,263.01	\$500,263.01
BOROUGH CAPITAL ACCOUNT	INVESTORS	\$1,308,289.01	\$1,308,289.01
UTILITY CAPITAL ACCOUNT	INVESTORS	\$1,723,543.35	\$1,723,543.35
BOROUGH TRUST ACCOUNT	INVESTORS	\$1,016,484.35	\$1,016,484.35

BORO TRUST SUMMARY-INVESTORS BANK AS OF: JANUARY 31, 2018	CASH BALANCES
FIRE SAFETY	\$22,052.58
FIRE PREVENTION/DEDICATED PENALTY	\$1,597.28
ESCROW	\$114,097.23
TAX REDEMPTIONS	\$158,962.81
FOIA	\$0.00
DONATION	\$2,742.46
PREMIUMS	\$617,475.00
OFF DUTY POLICE	\$40,012.15
K-9 FUND	\$38,035.00
RECYCLING TRUST	\$13,546.28
PUBLIC DEFENDER	\$7,523.16
TOTAL	\$1,016,484.35

DOG TAX TRUST ACCOUNT	INVESTORS	\$1,951.53	\$1,951.53
UNEMPLOYMENT INSURANCE ACCOUNT	INVESTORS	\$25,824.44	\$25,824.44
RECREATION SPECIAL ACCOUNT	INVESTORS	\$39,743.54	\$39,743.54

RECREATION TRUST SUMMARY-INVESTORS BANK AS OF: JANUARY 31, 2018	CASH BALANCES
TURKEY TROT	\$18,945.50
SUMMER RECREATION	\$4,317.57
SUMMER RECREATION TRIPS	\$8,424.24
MATAWAN DAY	-\$69.50
BASKETBALL TOURNAMENT	\$0.00
CANOE RENTALS	\$3,599.15
MEN'S OVER 30 B/BALL	\$85.00
NNO VENDOR	\$350.00
YOGA/KICKBOXING	\$1,355.25
Dog's Night Out	\$37.82
FIREWORKS DONATIONS	-\$1,725.00
CAPITAL IMPROVEMENTS	\$4,423.51
TOTAL	\$39,743.54

DEVELOPERS ESCROW ACCT	INVESTORS	\$243,167.41	\$243,167.41
LAW ENFORCEMENT ACCOUNT	INVESTORS	\$6,801.98	\$6,801.98
RAILROAD PARKING LOT TRUST	INVESTORS	\$331,164.45	\$331,164.45

TOTAL \$13,977,445.33 \$13,977,446.33

RESPECTFULLY,
Monica Antista
TREASURER 3/28/2018

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REPORT OF THE TREASURER
TO THE MAYOR AND COUNCIL OF THE BOROUGH OF MATAWAN
BANK BALANCES AS OF FEBRUARY 28, 2018

CURRENT ACCOUNT	INVESTORS	\$7,311,515.81	\$7,311,515.81
TAX COLLECTOR TRUST FUND	INVESTORS	-11.00	-11.00
WATER & SEWER ACCOUNT	INVESTORS	\$1,425,052.50	\$1,425,052.50
WATER & SEWER-Certificate of Deposit	INVESTORS	\$500,288.44	\$500,288.44
BOROUGH CAPITAL ACCOUNT	INVESTORS	\$974,422.13	\$974,422.13
UTILITY CAPITAL ACCOUNT	INVESTORS	\$1,738,612.10	\$1,738,612.10
BOROUGH TRUST ACCOUNT	INVESTORS	\$331,853.85	\$331,853.85

BORO TRUST SUMMARY-INVESTORS BANK AS OF: FEBRUARY 28, 2018	CASH BALANCES
FIRE SAFETY	\$22,052.58
FIRE PREVENTION/DEDICATED PENALTY	\$1,597.28
ESCROW	\$110,653.73
TAX REDEMPTIONS	\$59,510.81
FOIA	\$0.00
DONATION	\$2,742.46
PREMIUMS	\$51,875.00
OFF DUTY POLICE	\$52,480.28
K-9 FUND	\$51,431.50
RECYCLING TRUST	\$13,546.28
PUBLIC DEFENDER	\$7,523.16
TOTAL	\$331,853.85

DOG TAX TRUST ACCOUNT	INVESTORS	\$2,563.33	\$2,563.33
UNEMPLOYMENT INSURANCE ACCOUNT	INVESTORS	\$26,378.20	\$26,378.20
RECREATION SPECIAL ACCOUNT	INVESTORS	\$38,748.94	\$38,748.94

RECREATION TRUST SUMMARY-INVESTORS BANK AS OF: FEBRUARY 28, 2018	CASH BALANCES
TURKEY TROT	\$18,445.90
SUMMER RECREATION	\$4,317.57
SUMMER RECREATION TRIPS	\$8,424.24
MATAWAN DAY	-\$69.50
BASKETBALL TOURNAMENT	\$0.00
CANOE RENTALS	\$3,599.15
MEN'S OVER 30 B/BALL	\$85.00
NNO VENDOR	\$350.00
YOGA/KICKBOXING	\$860.25
Dog's Night Out	\$37.82
FIREWORKS DONATIONS	-\$1,725.00
CAPITAL IMPROVEMENTS	\$4,423.51
TOTAL	\$38,748.94

DEVELOPERS ESCROW ACCT	INVESTORS	\$242,748.68	\$242,748.68
LAW ENFORCEMENT ACCOUNT	INVESTORS	\$6,808.51	\$6,808.51
RAILROAD PARKING LOT TRUST	INVESTORS	\$330,647.40	\$330,647.40

TOTAL \$13,431,540.01 \$13,431,840.01

RESPECTFULLY,
Monica Antista
TREASURER 3/28/2018

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Police, ADA, Recreation

Councilwoman Salvatore reported:

- The Police Patrol Division has responded to over 2,000 calls year-to-date;
- The Traffic Safety Unit and members of the Bicycle Patrol participated in a bicycle helmet safety program at Ravine Drive Elementary School;
- The Police Department took possession of the canine, Blade, and the new K9 vehicle. Patrolman Joseph Mason and his partner, Blade, are currently attending K9 School through June 2018;
- Patrolman Dayback has been sworn into his position, and both he and Patrolman Ramcheran are enrolled the Department's Field Training Program;
- There are no Class I or Class II Specials employed;
- There was a narcotics arrest in Marc Hampton Apartments;
- The Department hosted an active shooter training event with over 30 officers from the Bayshore area;
- The Department continues to increase patrols to Ravine Drive Elementary School, and discussions between Lt. Falco and the Superintendent of Schools have begun regarding the feasibility of assigning officers to the Ravine Drive School on a full-time basis.

DPW, Property Maintenance, Recycling & Sanitation

Councilwoman Buckel reported the Water Department water meter installation project has started, noting the Department has taken delivery of 500 new residential water meters. The DPW is still awaiting the final list from Police Lt. Hourihan for all traffic ordinance signs that need to be replaced, and Justin Dappolito has successfully completed his probationary employment period.

Councilwoman Buckel reported work on the recycling center is progressing and the estimated completion date is before summer. Grace Rainforth, the Recycling Coordinator, is working with the Shade Tree Commission on the possibility of planting some kind of hedges or trees around the Center. The free app, Recycle Coach, provided by the State to all municipalities is moving forward, and Ms. Rainforth is waiting final State approval. She reiterated if there is any garbage or recycling issue, to please contact Ms. Rainforth at Borough Hall. Lastly, she reminded residents the branches to be picked up every month by the DPW should be tied in neat and manageable bundles.

Planning/Zoning, Fire, Historic Sites

Councilman Cannon reported there are Fire and Historic Sites issues to be discussed in Executive Session, and will advise the Public at a future meeting when the information is available.

Economic Business Development, Environmental, Main Street Development

Councilwoman Gunn reported the Main Street Development Commission met with the Borough Administrator, the Monmouth County Park System, NJ Transit, and the Township of Aberdeen on March 23, 2018, to have a preliminary conversation about connecting the Henry Hudson Trail through Matawan to the Train Station. She said it was very well received and NJ Transit will proceed to begin to scope out the project. The Environmental Commission will be having its first annual Spring Clean Up on April 14, 2018. She invited the Public to come out and help to beautify the town, spend time with their neighbors. There will be a giveaway in Terhune Park of 100 seedling trees.

Animal Advisory Board, Shade Tree, Personnel

Councilman Vergaretti reported he and Matt Schoffel of the Shade Tree Commission will attend a community forestry program grant update to be held at Rutgers on May 16, 2018. The Shade Tree Commission has applied to be a member of Tree City USA and they hope plant a little tree on Arbor Day, April 27. He added they were working with Ms. Rainforth on where the tree should be located.

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Consent Agenda

Mayor Altomonte read by title Resolutions 18-04-01 through and including 18-04-08, requesting a motion to approve en masse. Councilman Reeve made the motion, seconded by Councilwoman Cannon. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 18-04-01
REDEMPTION OF TAX SALE CERTIFICATE
MTAG CUST FOR EMPIRE VII NJ
CERTIFICATE #15-00033**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #15-00033 was sold to MTAG Cust for Empire VII NJ Portfolio, PO Box 2096, Hicksville, NY 11802; and

WHEREAS, the Certificate has been paid and fully redeemed for the property owner, Block 32, Lot 1, otherwise known as 22 Clinton St.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$6,168.96 to the above for the redemption of Tax Sale Certificate #15-00033.

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

**RESOLUTION 18-04-02
REDEMPTION OF TAX SALE CERTIFICATE
CHRISTIANA TRUST AS CUST GSRAN-Z, LLC DEPOSIT ACCT
CERTIFICATE #15-00100**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #15-00100 was sold to Christiana Trust as Cust GSRAN-Z, LLC Deposit Acct, PO Box 71276, Philadelphia, PA 19176; and

WHEREAS, the Certificate has been paid and fully redeemed for the property owner, Block 112, Lot 4, otherwise known as 5 Middlesex Rd.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$10,553.29, and a Premium of \$2,600.00 to the above for the redemption of Tax Sale Certificate #15-00100.

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

**RESOLUTION 18-04-03
REDEMPTION OF TAX SALE CERTIFICATE
PC4, LLC
CERTIFICATE #16-00024**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #16-00024 was sold to PC4, LLC, US Bank Cust for Procap4, CRDTR, 50 S. 16th Street, Suite 2050, Philadelphia, PA 19102; and

WHEREAS, the Certificate has been paid and fully redeemed for the property owner, Block 32, Lot 1, otherwise known as 22 Clinton St.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$3,787.39, and a Premium of \$500.00, to the above for the redemption of Tax Sale Certificate #16-00024.

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

**RESOLUTION 18-04-04
REDEMPTION OF TAX SALE CERTIFICATE
CHRISTIANA TRUST AS CUST GSRAN-Z, LLC DEPOSIT ACCT
CERTIFICATE #17-00013**

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WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #17-00013 was sold to Christiana Trust as Cust GSRAN-Z, LLC Deposit Acct, PO Box 71276, Philadelphia, PA 19176; and

WHEREAS, the Certificate has been paid and fully redeemed for the property owner, Block 19, Lot 14, otherwise known as 27 Park Ave.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$6,652.72, and a Premium of \$8,600.00 to the above for the redemption of Tax Sale Certificate #17-00013.

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

**RESOLUTION 18-04-05
REDEMPTION OF TAX SALE CERTIFICATE
TRYSTONE CAPITAL ASSETS, LLC
CERTIFICATE #17-00031**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #17-00031 was sold to Trystone Capital Assets, LLC, PO Box 1030, Brick, NJ 08723; and

WHEREAS, the Certificate has been paid and fully redeemed for the property owner, Block 34, Lot 18, otherwise known as 20 Orchard St.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$379.46, and a Premium of \$3,800.00, to the above for the redemption of Tax Sale Certificate #17-00031.

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

**RESOLUTION 18-04-06
REDEMPTION OF TAX SALE CERTIFICATE
CHRISTIANA TRUST AS CUST GSRAN-Z, LLC DEPOSIT ACCT
CERTIFICATE #17-00059**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #17-00059 was sold to Christiana Trust as Cust GSRAN-Z, LLC Deposit Acct, PO Box 71276, Philadelphia, PA 19176; and

WHEREAS, the Certificate has been paid and fully redeemed for the property owner, Block 65.12, Lot 10, otherwise known as 179 Ravine Drive.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$9,042.38, and a Premium of \$14,000.00 to the above for the redemption of Tax Sale Certificate #17-00059.

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

**RESOLUTION 18-04-07
REDEMPTION OF TAX SALE CERTIFICATE
EONE GROUP, LLC
CERTIFICATE #17-00079**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #17-00079 was sold to the EONE Group, LLC, 150 Airport Rd., Ste 1220, Lakewood, NJ 08701; and

WHEREAS, the Certificate has been paid and fully redeemed for the property owner, Block 117, Lot 14, otherwise known as 34 Lakeside Dr.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$2,016.33, and a Premium of \$1,600.00, to the above for the redemption of Tax Sale Certificate #17-00079.

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 18-04-08
AMENDING 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	\$1,941.08	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.

New Business

Mayor Altomonte read by title Resolution 18-04-09: Matawan Recycling Facility – Authorizing Payment for Additional Construction Inspection Services – Maser Consulting, PA. Mayor Altomonte requested a motion. Councilman Reeve made the motion, seconded by Councilman Salvatore. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 18-04-09
MATAWAN RECYCLING FACILITY
AUTHORIZING PAYMENT FOR ADDITIONAL CONSTRUCTION INSPECTION SERVICES
MASER CONSULTING, PA**

WHEREAS, the Borough Administrator requested additional Construction Inspection Services beyond the original services contained in Maser Consulting's original proposal dated November 2, 2017 for the ongoing coordination and additional work requested by Western Monmouth Utilities Authority (WMUA) to be completed Black Rock Enterprises, LLC under the current contract; and

WHEREAS, the WMUA is providing funds for this based on an estimated two full weeks of construction as per Black Rock as outlined in the attached Client Work Authorization Form submitted by Maser Consulting in the amount of Nineteen Thousand Five Hundred Dollars and No Cents (\$19,500.00).

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan hereby authorizes the attached contract modification proposal, Client Work Authorization Form dated February 13, 2018, for the Matawan Recycling Facility, in an amount not to exceed Nineteen Thousand Five Hundred Dollars and No Cents (\$19,500.00).

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

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BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Clerk, Finance, Public Works, Recycling as well as Maser Consulting.

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 Maser Consulting for the Borough of Matawan in an amount not to exceed Nineteen Thousand Five Hundred Dollars and No Cents (\$19,500.00).

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: April 3, 2018

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CLIENT WORK AUTHORIZATION FORM

CLIENT: Borough of Matawan
PROJECT NAME: Matawan Recycl. Center WORK ORDER CONTRACT NO: _____
PROJECT LOCATION: Lots 7, 8, 9 & 10; Block 6 MC PROJECT NO: 14001580H

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

WORK REQUESTED BY: Lou Ferrara, Business Administrator

DESCRIPTION OF WORK/CONTRACT SCOPE:

The following additional services are required beyond the original services contained in our original proposal dated November 2, 2017. The additional Construction Inspection Services are for the ongoing coordination and additional work requested by Western Monmouth Utilities Authority to be completed by Black Rock Inc., under the current contract. The WMUA is providing funds for this based on an estimated two (2) full weeks*of construction as per Black Rock, Inc.

80 Hrs. Full Time - Field Inspections
10 Hrs. Field Time - Project Management
8 Hrs. Project Management
15 Hrs. Administrative Support
*This includes some night time work

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

Work as outlined above shall be invoiced:

PER DIEM/HOURLY Estimated Budget = \$ 19,500.00
 LUMP SUM Fee = \$ _____

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

Mayor Joseph Altomonte

Signer's Name (Print) Joseph Altomonte Date 4-3-18

Work Order Form Prepared by:

James A. Priolo, P.E.

Project Manager's Name (Print) _____ Date 02-13-18

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

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Mayor Altomonte read by title Resolution 18-04-10: Authorizing T&M Associates to Provide Professional Services for the Borough of Matawan's Transit Station Redevelopment Plan Implementation – Task 1: Preparation of Redevelopment Plan Amendment. 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 Josi Salvatore
Councilwoman Stephanie Buckel
Councilman Brett Cannon
Councilwoman Deana Gunn
Councilman David Vergaretti

Motion passed.

**RESOLUTION 18-04-10
AUTHORIZING T&M ASSOCIATES
TO PROVIDE PROFESSIONAL SERVICES FOR THE BOROUGH OF MATAWAN'S
TRANSIT STATION REDEVELOPMENT PLAN IMPLEMENTATION
TASK 1: PREPARATION OF REDEVELOPMENT PLAN AMENDMENT**

WHEREAS, the Mayor and Council of the Borough of Matawan received the attached Proposal for Professional Services from T&M Associates for professional services associated with the preparation of the Redevelopment Plan Amendment; and

NOW, THEREFORE BE IT RESOLVED the Council of the Borough of Matawan hereby authorizes T&M Associates to perform Task 1: Preparation of Redevelopment Plan Amendment as outlined in the attached proposal for professional services in an amount not to exceed Twelve Thousand Dollars and No Cents (\$12,000.00).

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

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Clerk, Finance, Public Works as well as Robert R. Keady, Jr. of 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 8-01-20-170-200 Budget of the Borough of Matawan to T&M Associates for professional services for Task 1: Preparation of Redevelopment Plan Amendment in an amount not to exceed Twelve Thousand Dollars and No Cents (\$12,000.00).

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: April 3, 2018

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YOUR GOALS. OUR MISSION.

MATNOH-16002

March 1, 2018

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

**Re: Proposal for Professional Services
Train Center Redevelopment Plan Implementation**



Dear Mr. Ferrara:

T&M Associates ("T&M") is pleased to provide the Borough with this updated proposal for professional planning services related to the implementation of the Borough's Transit Station Redevelopment Plan Amendment (a.k.a. "Train Station Redevelopment Plan").

Services provided to date are in line with "Task 1: Initial Work" as outlined in our original proposal letter dated September 18, 2017. Completed work includes coordination with the Borough's legal counsel and NJ Transit to enable the Borough to begin the process of selecting a redeveloper for the Transit Station Redevelopment Plan area. Completed work also included preparation of a building massing and buildout analysis of the redevelopment area to understand existing development capacity permitted under the redevelopment plan.

Ongoing services to be provided as described in our scope of services below include:

1. Preparation of an amendment to the Train Station Redevelopment Plan; and
2. Related redevelopment planning services.

To provide the services outlined above, T&M will provide the following scope of services:

SCOPE OF SERVICES

1.0 Preparation of Redevelopment Plan Amendment

T&M will prepare amendments to the Transit Station Redevelopment Plan, last amended in 2015, in accordance with the requirements of the Local Redevelopment and Housing Law (LRHL). T&M will coordinate with the Borough counsel and NJ Transit to incorporate the requested amendments and ensure that the redevelopment plan encompasses the Borough's vision for the site. Based on discussions with NJ Transit, we will also need to provide additional detail in the plan related to building forms and designs standards to promote high quality development and redevelopment consistent with transit oriented development that the Borough and NJ Transit seek to promote.

2.0 Other Redeveloper Planning Services

T&M will continue and follow up on the initial work as follows: finalization of the build-out analysis, which was not included in our original proposal but was required as part of our discussion with NJ Transit; the review of other plans, documents, and best practices as provided by NJ Transit (including station access plans, other redevelopment plans, etc.); and, other relevant initial coordination before the preparation of the redevelopment plan.

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March 1, 2018
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Lc: Louis Ferrara
Borough Administrator

Re: Proposal for Professional Services
Train Center Redevelopment Plan Implementation

T&M also will provide the Borough with other professional planning services related to the Borough's redevelopment efforts on an as needed basis as directed by the Borough. As discussed in the cost proposal, T&M recommends that the Borough establish a contingency fund for these services, but reserves the right to submit a supplemental proposal depending on the actual level of work that may be requested from the Borough.

3.0 Meetings

T&M will attend three (3) meetings as part of Task 1, including:

- One (1) meeting with Borough officials and NJ Transit representatives to review the draft redevelopment plan amendments;
- One (1) meeting with the Matawan Borough Planning Board to review the amended redevelopment plan's consistency with the Borough's Master Plan; and
- One (1) meeting with Matawan Borough Council for the public hearing and adoption of the ordinance amending the redevelopment plan.

4.0 Deliverables

The deliverable for Task 1 of this project will be the following:

- Redevelopment Plan Amendment: Fifteen (15) printed copies and an electronic PDF version.

The deliverables for Task 2 of this project will be determined based on the work requests received by the Borough.

9.0 Proposed Fee

Task 1: Preparation of Redevelopment Plan Amendment: The estimated fee for the scope of services described in this proposal for Task 1 will be **\$12,000**.

Task 2: Other Redevelopment Planning Services: Services will be provided on a time and materials basis in accordance with our current professional services contract with the Borough. T&M recommends that the Borough establish an initial contingency allocation of **\$10,000** to fund these services in 2018.

If additional services are not covered in the scope of work are requested, T&M will provide a specific estimate of the cost of these services at the time that they are requested by the Borough. Please note that the Borough may be able to request an escrow from the selected redeveloper that could pay for such services if they are associated with the implementation of any redevelopment agreement.

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March 1, 2018
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Le: Louis Ferrara
Borough Administrator

Re: Proposal for Professional Services
Train Center Redevelopment Plan Implementation

In summary, T&M proposes the following costs for the project:

Task	Estimated Cost
1.0 Redevelopment Plan Amendment:	\$12,000
2.0 Additional Redevelopment Planning Services	\$10,000
Total Cost	\$22,000

Any other work, including meetings, reports, and analysis not covered in the Scope of Services listed above will be provided upon written authorization of the Borough on a time and materials basis in accordance with T&M's current professional services contract with the Borough. No additional work or services will be undertaken without written authorization from the Borough of Matawan.

Thank you for the opportunity to provide this proposal. Should there be any questions, please do not hesitate to contact us.

Very truly yours,

T&M ASSOCIATES

STAN SLACHETKA, P.P., AICP
PLANNING CONSULTANT

SCS:lkc

cc: Karen Wynne, Borough Clerk

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Mayor Altomonte read by title Resolution 18-04-11: Authorizing T&M Associates to Provide Professional Services for Engineering and Design Services for the Installation of Communitors for the Borough of Matawan Somerset Place and Victoria Court Pump Stations. Mayor Altomonte requested a motion. Councilman Reeve made the motion, seconded by Councilwoman Salvatore. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 18-04-11
AUTHORIZING T&M ASSOCIATES
TO PROVIDE PROFESSIONAL SERVICES FOR ENGINEERING AND DESIGN SERVICES FOR THE
INSTALLATION OF COMMUNITORS FOR THE BOROUGH OF MATAWAN
SOMERSET PLACE AND VICTORIA COURT PUMP STATIONS**

WHEREAS, the Borough Administrator and the Superintendent of the Department of Public Works has recommended the installation of new comminutors in the Borough's Somerset Place and Victoria Court Pump Stations; and

WHEREAS, the Mayor and Council of the Borough of Matawan received the attached scope and fee estimate from T&M Associates for professional services associated with the engineering and design for the installation of the communitors for the two pump stations for the total estimated amount of project fees of Twenty Eight Thousand Four Hundred Dollars and No Cents (\$28,400.00); and

NOW, THEREFORE BE IT RESOLVED that the Council of the Borough of Matawan does hereby award the contract for professional services to T&M Associates as outlined in the attached scope and fee estimate for the engineering and design for the installation of new comminutors for the Borough's Somerset Place and Victoria Court Pump Stations in an amount not to exceed Twenty Eight Thousand Four Hundred Dollars and No Cents (\$28,400.00).

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

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Clerk, Finance, Public Works as well as Robert R. Keady, Jr. of T&M Associates, 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 8-09-55-900-813 Budget of the Borough of Matawan to T&M Associates for the professional services associated with the engineering and design for the installation of the communitors for the two pump stations for the total estimated amount of project fees of Twenty Eight Thousand Four Hundred Dollars and No Cents (\$28,400.00).

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: April 3, 2018

**Borough of Matawan
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MATNOH-16002



February 1, 2018
Revised February 28, 2018

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

**Re: Professional Engineering Design Services for the Installation of Comminutors
Scope and Fee Estimate
Borough of Matawan**

Dear Mr. Ferrara:

T&M Associates is pleased to submit this Scope and Fee Estimate for Professional Engineering Services associated with preparation of bid documents for installation of comminutors in two (2) of the Borough's existing sanitary sewage pump stations. The two (2) existing pump stations include the Somerset Place Pump Station and the Victoria Court Pump Station, which currently have existing trash baskets installed within their wet wells.

As part of our initial investigation we met with John Applegate, Borough Director of Public Works, on-site at each of the two (2) pump stations in order to observe the existing conditions at each site and review the scope of work. Based on our meeting, it is our understanding that the Borough has allocated funds in the Borough's capital budget for this work. To minimize costs, we propose to install the new comminutors over the existing rail system installed for the trash baskets. This will eliminate the need to by-pass the pump stations during installation of the new equipment. We have met with the Borough's preferred comminutor manufacturer and confirmed the feasibility of this installation. Based on our preliminary assessment, we estimate that the cost to complete the work at both pump stations is approximately \$130,000.

Based on the above, we propose the following scope of services:

A. SCOPE OF WORK

1. T&M will schedule a Project Kick-off Meeting with the Borough DPW Director to review the project scope, schedule and obtain any additional base mapping / pump station information necessary to complete the work.
2. T&M will coordinate a site visit with the Borough to observe the existing conditions at each site and obtain any required measurements (that may not be present on the existing mapping). No new field survey is anticipated. T&M will utilize the Borough's existing record drawings to prepare the base mapping and site plan layout.

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3. T&M will coordinate with the selected manufacturer and prepare construction details outlining the proposed installation (utilizing the existing trash basket rail system).
4. New electrical feeders will be provided to power the new equipment. It is assumed that the existing electric service at each pump station is adequately sized to support the proposed comminutor. T&M will verify the generator sizing during the design and will either connect the new comminutors to be powered by the existing generators during emergencies or program the comminutors to shut-off automatically during utility power outages. (It is noted that an upgrade of the exiting generator is not within the scope of our proposal.)
5. T&M will prepare design documents, including front end and technical specifications. Construction drawings will include the layout of the mechanical equipment and details for the electrical wiring connections.
6. The proposed improvements do not constitute a process design change therefore, a Treatment Works Approval (TWA) permit will not be required and is not included in this proposal.
7. Two (2) paper copies of the draft design documents, as well as a construction cost opinion will be forwarded to the Borough for review and comment. T&M will coordinate a review meeting and address any comments or questions raised.
8. Bid documents will be finalized based on comments and/or revision requests submitted and two (2) final copies of the bid documents will be forwarded to the Borough for final approval.
9. Once bid documents are approved T&M will coordinate with Borough representatives and advertise the project accordingly. Prospective bidders' inquiries will be addressed as needed. T&M will attend the bid opening, conduct a review of bid packages received and prepare a Recommendation of Award letter to the Borough for action.
10. Once the project is awarded, T&M will process the execution of the contract with the selected bidder and coordinate and attend a preconstruction meeting. Minutes of the meeting will be distributed to all attendees.
11. T&M will review shop drawings as they are submitted and maintain a log of submissions provided and their approvals. We will respond up to three (3) requests for information to provide additional clarification or detail during construction.
12. Our office will process up to two (2) payment application requests and process one (1) change order as necessary during construction.

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13. Our field inspection will provide two part-time field visits to observe ongoing construction, document any deficiencies that must be addressed prior to closeout and witness the equipment startup.

14. Once all work is completed, T&M will issue a punchlist to the contractor as needed and initiate contract closeout once all deficiencies have been addressed.

B. PROJECT SCHEDULE AND FEE

We are prepared to commence the services outlined above upon your written authorization and will submit a draft copy of the design documents within three (3) weeks of scheduling the Project Kick-off Meeting with the Borough DPW Director. A copy of the final bid documents will be forwarded to the Borough within one (1) week of the review meeting with Borough representatives.


T&M's fee to provide the design, bidding and construction management services as outlined above is \$28,400.00. Services for this contract will be billed to the Borough monthly utilizing the current billing rate schedule.

On behalf of T&M Associates, I would like to thank you and the Governing Body for the opportunity to submit this scope of services and fee estimate.

We look forward to our continued successful work with you and members of your staff.

Very truly yours,

T&M ASSOCIATES


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

RRK:RRS:scb

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

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Mayor Altomonte read by title Resolution 18-04-12: Approving Unused Vacation for the Year 2017 – Adam Castanada. Mayor Altomonte requested a motion. Councilwoman Salvatore made the motion, seconded by Councilwoman Gunn. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 18-04-12
APPROVING UNUSED VACATION FOR THE YEAR 2017
ADAM CASTANADA**

WHEREAS, Resolution 17-12-05 approved Adam Castanada, Field Technician for the Road Department for the Borough of Matawan request for Extended Sick Leave; and

WHEREAS, Adam Castanada has requested Council approval to carry over 104 unused 2017 vacation hours into the year of 2018; and

NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby approves Adam Castanada's request to carry over 104 unused 2017 vacation hours into the year 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, Public Works as well as Adam Castanada.

Mayor Altomonte read by title Ordinance 18-04: Ordinance Amending and Supplementing the Code of the Borough of Matawan – Chapter XIX – Flood Damage Protection – The Flood Damage Prevention Ordinance (60.3) C – Section 1.0. Mayor Altomonte requested a motion to introduce. 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 Josi Salvatore
Councilwoman Stephanie Buckel
Councilman Brett Cannon
Councilwoman Deana Gunn
Councilman David Vergaretti

Motion passed.

**ORDINANCE 18-04
ORDINANCE AMENDING AND SUPPLEMENTING THE CODE OF THE BOROUGH OF MATAWAN
CHAPTER XIX – FLOOD DAMAGE PROTECTION
THE FLOOD DAMAGE PREVENTION ORDINANCE
(60.3) C Section 1.0**

19-1 STATUTORY AUTHORIZATION, FINDINGS OF FACT, PURPOSE AND OBJECTIVES

19-1.1 Statutory Authorization

The Legislature of the State of New Jersey has in N.J.S.A. 40:48-1, et seq., delegated the responsibility to local governmental units to adopt regulations designed to promote public health, safety, and general welfare of its citizenry. Therefore, the Mayor and Council of the Borough of Matawan, of Monmouth County, New Jersey does ordain as follows:

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19-1.2 Findings of Fact

a. *The flood hazard areas of the Borough of Matawan are subject to periodic inundation which results in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety, and general welfare.*

b. *These flood losses are caused by the cumulative effect of obstructions in areas of special flood hazard which increase flood heights and velocities, and when inadequately anchored, causes damage in other areas. Uses that are inadequately floodproofed, elevated or otherwise protected from flood damage also contribute to the flood loss.*

19-1.3 Statement of Purpose

It is the purpose of this ordinance to promote the public health, safety, and general welfare, and to minimize public and private losses due to flood conditions in specific areas by provisions designed to:

- a. *Protect human life and health;*
- b. *Minimize expenditure of public money for costly flood control projects;*
- c. *Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;*
- d. *Minimize prolonged business interruptions;*
- e. *Minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets, bridges located in areas of special flood hazard;*
- f. *Help maintain a stable tax base by providing for the sound use and development of areas of special flood hazard so as to minimize future flood blight areas;*
- g. *Ensure that potential buyers are notified that property is in an area of special flood hazard; and*
- h. *Ensure that those who occupy the areas of special flood hazard assume responsibility for their actions.*

19-1.4 Methods of Reducing Flood Losses

In order to accomplish its purposes, this ordinance includes methods and provisions for:

- a. *Restricting or prohibiting uses which are dangerous to health, safety, and property due to water or erosion hazards, or which result in damaging increases in erosion or in flood heights or velocities;*
- b. *Requiring that uses vulnerable to floods including facilities which serve such uses, be protected against flood damage at the time of initial construction;*
- c. *Controlling the alteration of natural floodplains, stream channels, and natural protective barriers, which help accommodate or channel flood waters;*
- d. *Controlling filling, grading, dredging, and other development which may increase flood damage; and,*
- e. *Preventing or regulating the construction of flood barriers which will unnaturally divert flood waters or which may increase flood hazards in other areas.*

19-2 DEFINITIONS

Unless specifically defined below, words or phrases used in this ordinance shall be interpreted so as to give them the meaning they have in common usage and to give this ordinance its most reasonable application.

AO Zone – *Areas subject to inundation by 1-percent-annual-chance shallow flooding (usually sheet flow on sloping terrain) where average depths are between one and three feet.*

AH Zone – *Areas subject to inundation by 1-percent-annual-chance shallow flooding (usually areas of ponding) where average depths are between one and three feet. Base Flood Elevations (BFEs) derived from detailed hydraulic analyses are shown in this zone.*

Appeal means *a request for a review of the Construction Official's interpretation of any provision of this ordinance or a request for a variance.*

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Area of Shallow Flooding means a designated AO or AH zone on a community's Digital Flood Insurance Rate Map (DFIRM) with a one percent annual or greater chance of flooding to an average depth of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

Area of Special Flood Hazard means the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year. It is shown on the FIRM as Zone V, VE, VI-30, A, AO, A1-A30, AE, A99, or AH.

Base flood means a flood having a one percent chance of being equaled or exceeded in any given year.

Base Flood Elevation (BFE) means the flood elevation shown on a published Flood Insurance Study (FIS) including the Flood Insurance Rate Map (FIRM). For zones AE, AH, AO, and A1-30 the elevation represents the water surface elevation resulting from a flood that has a 1-percent or greater chance of being equaled or exceeded in any given year. For zones VE and VI-30 the elevation represents the stillwater elevation (SWEL) plus wave effect ($BFE = SWEL + \text{wave effect}$) resulting from a flood that has a 1-percent or greater chance of being equaled or exceeded in any given year.

Basement means any area of the building having its floor subgrade (below ground level) on all sides.

Breakaway Wall means a wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces without causing damage to the elevated portion of the building or supporting foundation system.

Development means any man made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials located within the area of special flood hazard.

Digital Flood Insurance Rate Map (DFIRM) shall mean the official map on which the Federal Insurance Administration has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.

Elevated Building shall mean a non-basement building (i) built, in the case of a building in an Area of Special Flood Hazard, to have the top of the elevated floor, elevated above the base flood elevation plus freeboard by means of piling, columns (posts and piers), or shear walls parallel to the flow of the water, and (ii) adequately anchored so as not to impair the structural integrity of the building during a flood up to the magnitude of the base flood. In an Area of Special Flood Hazard "elevated building" also includes a building elevated by means of fill or solid foundation perimeter walls with openings sufficient to facilitate the unimpeded movement of flood waters.

Erosion shall mean the process of gradual wearing away of land masses.

Existing Manufactured Home Park or Subdivision shall mean a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community.

Flood or Flooding shall mean a general and temporary condition of partial or complete inundation of normally dry land areas from:

- a. The overflow of inland or tidal waters and/or
- b. The unusual and rapid accumulation or runoff of surface waters from any source.

Flood Insurance Rate Map (FIRM) shall mean the official map on which the Federal Insurance Administration has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.

Flood Insurance Study (FIS) shall mean the official report in which the Federal Insurance Administration has provided flood profiles, as well as the Flood Insurance Rate Map(s) and the water surface elevation of the base flood.

Flood Plain Management Regulations shall mean zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance and erosion control ordinance) and other applications of police power. The term describes such State or local regulations, in any combination thereof, which provide standards for the purpose of flood damage prevention and reduction.

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Floodproofing shall mean any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

Freeboard shall mean a factor of safety usually expressed in feet above a flood level for purposes of flood plain management. "Freeboard" tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood conditions, such as wave action, bridge openings, and the hydrological effect of urbanization of the watershed.

Highest Adjacent Grade shall mean the highest natural elevation of the ground surface prior to construction next to the proposed or existing walls of a structure.

Historic Structure shall mean any structure that is:

- a. Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- b. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- c. Individually listed on a State inventory of historic places in States with historic preservation programs which have been approved by the Secretary of the Interior; or
- d. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 1. By an approved State program as determined by the Secretary of the Interior; or
 2. Directly by the Secretary of the Interior in States without approved programs.

Lowest Floor shall mean the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, useable solely for the parking of vehicles, building access or storage in an area other than a basement is not considered a building's lowest floor provided that such enclosure is not built so to render the structure in violation of other applicable non-elevation design requirements of 44 CFR Section 60.3.

Manufactured Home shall mean a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured home" does not include a "recreational vehicle".

Manufactured Home Park or Manufactured Home Subdivision shall mean a parcel (or contiguous parcels) of land divided into two (2) or more manufactured home lots for rent or sale.

New Construction shall mean structures for which the start of construction commenced on or after the effective date of a floodplain regulation adopted by a community and includes any subsequent improvements to such structures.

New Manufactured Home Park or Subdivision shall mean a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of the floodplain management regulations adopted by the municipality.

Recreational Vehicle shall mean a vehicle which is [i] built on a single chassis; [ii] 400 square feet or less when measured at the longest horizontal projections; [iii] designed to be self-propelled or permanently towable by a light duty truck; and [iv] designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Start of Construction (For other than new construction or substantial improvements under the Coastal Barrier Resources Act (P.L. No. 97-348)) includes substantial improvements and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site such as the pouring of a slab or footings, the installation of pilings, the construction of columns, or any work beyond the stage of excavation, or the placement of a manufactured home on a foundation.

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Permanent construction does not include land preparation, such as clearing, grading and filling nor does it include the installation of streets and/or walkways, nor does it include excavation for a basement, footings or piers, or foundations or the erection of temporary forms, nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Structure shall mean a walled and roofed building, a manufactured home, or a gas or liquid storage tank that is principally above ground.

Substantial Damage shall mean damage of any origin sustained by a structure whereby the cost of restoring the structure to its condition before damage would equal or exceed fifty (50) percent of the market value of the structure before the damage occurred.

Substantial Improvement shall mean any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds fifty (50) percent of the market value of the structure before the "start of construction" of the improvement. This term includes structures which have incurred "substantial damage", regardless of the actual repair work performed. The term does not, however, include either:

- a. Any project for improvement of a structure to correct existing violations of State or local health, sanitary or safety code specifications which have been identified by the local code enforcement officer and which are the minimum necessary to assure safe living conditions; or
- b. Any alteration of a "historic structure", provided that the alteration will not preclude the structure's continued designation as a "historic structure".

Variance shall mean a grant of relief from the requirements of this ordinance that permits construction in a manner that would otherwise be prohibited by this ordinance.

Violation shall mean the failure of a structure or other development to be fully compliant with this ordinance. A new or substantially improved structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in 44 CFR §60.3(b)(5), (c)(4), (c)(10), (e)(2), (e)(4), or (e)(5) is presumed to be in violation until such time as that documentation is provided.

19-3 GENERAL PROVISIONS

19-3.1 Lands to Which This Ordinance Applies

This ordinance shall apply to all areas of special flood hazards within the jurisdiction of Borough of Matawan, Monmouth County, New Jersey.

19-3.2 Basis for Establishing the Areas of Special Flood Hazard

The areas of special flood hazard for the Borough of Matawan, Community No. 340311 are identified and defined on the following documents prepared by the Federal Emergency Management Agency:

- a. A scientific and engineering report "Flood Insurance Study, Monmouth County, New Jersey (All Jurisdictions)" dated June 20, 2018.
- b. "Flood Insurance Rate Map for Monmouth County, New Jersey (All Jurisdictions)" as shown on Index and panel(s), 34025C0036G, 34025C0038F, whose effective date is June 20, 2018.

The above documents are hereby adopted and declared to be a part of this ordinance. The Flood Insurance Study, maps and advisory documents are on file at 201 Broad Street, Matawan, New Jersey 07747.

19-3.3 Penalties for Noncompliance

No structure or land shall hereafter be constructed, re-located to, extended, converted, or altered without full compliance with the terms of this ordinance and other applicable regulations. Violation of the provisions of this ordinance by failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with conditions) shall constitute a misdemeanor. Any person who violates this ordinance or fails to comply with any of its requirements shall upon conviction thereof be fined not more than two thousand (\$2,000.00) dollars or imprisoned for not more than ninety (90) days, or both, for each violation, and in addition shall pay all costs and expenses involved in the case. Nothing herein contained shall prevent the Borough of Matawan from taking such other lawful action as is necessary to prevent or remedy any violation.

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19-3.4 Abrogation and Greater Restrictions

This ordinance is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance and other ordinance, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

19-3.5 Interpretation

In the interpretation and application of this ordinance, all provisions shall be:

- a. Considered as minimum requirements;*
- b. Liberally construed in favor of the Governing Body; and,*
- c. Deemed neither to limit nor repeal any other powers granted under State statutes.*

19-3.6 Warning and Disclaimer of Liability

The degree of flood protection required by this ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by man-made or natural causes. This ordinance does not imply that land outside the area of special flood hazards or uses permitted within such areas will be free from flooding or flood damages.

This ordinance shall not create liability on the part of Borough of Matawan, any officer or employee thereof or the Federal Insurance Administration, for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made thereunder.

19-4 ADMINISTRATION

19-4.1 Establishment of Development Permit

A Development Permit shall be obtained before construction or development begins, including placement of manufactured homes, within any area of special flood hazard established in Subsection 19-3.2. Application for a Development Permit shall be made on forms furnished by the Construction Official and may include, but not be limited to; plans in duplicate drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities; and the location of the foregoing.

Specifically, the following information is required:

- a. Elevation in relation to mean sea level, of the lowest floor (including basement) of all structures;*
- b. Elevation in relation to mean sea level to which any structure has been floodproofed.*
- c. Certification by a registered professional engineer or architect that the floodproofing methods for any nonresidential structure meet the floodproofing criteria in Subsection 19-5.2-2; and,*
- d. Description of the extent to which any watercourse will be altered or relocated as a result of proposed development.*
(Ord. No. 09-17 § 4.1)

19-4.2 Designation of the Local Administrator

The Construction Official is hereby appointed to administer and implement this ordinance by granting or denying development permit applications in accordance with its provisions.

19-4.3 Duties and Responsibilities of the Administrator

Duties of the Construction Official shall include, but not be limited to:

- a. Permit Review*
 - 1. Review all development permits to determine that the permit requirements of this ordinance have been satisfied.*
 - 2. Review all development permits to determine that all necessary permits have been obtained from those Federal, State or local governmental agencies from which prior approval is required.*

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b. *Use of Other Base Flood Data.* When base flood elevation data has not been provided in accordance with Subsection 19-3.2, *BASIS FOR ESTABLISHING THE AREAS OF SPECIAL FLOOD HAZARD*, the Construction Official shall obtain, review, and reasonably utilize any base flood elevation data available from a Federal, State or other source, in order to administer Subsections 19-5.2a, *SPECIFIC STANDARDS, RESIDENTIAL CONSTRUCTION*, and 19-5.2b, *SPECIFIC STANDARDS, NONRESIDENTIAL CONSTRUCTION*.

c. *Information to be Obtained and Maintained*

1. Obtain and record the actual elevation (in relation to mean sea level) of the lowest floor (including basement) of all new or substantially improved structures, and whether or not the structure contains a basement.

2. For all new or substantially improved floodproofed structures:

(a) Verify and record the actual elevation (in relation to mean sea level); and

(b) Maintain the floodproofing certifications required in Subsection 19-4.1c.

3. Maintain for public inspection all records pertaining to the provisions of this ordinance.

d. *Alteration of Watercourses*

1. Notify adjacent communities and the New Jersey Department of Environmental Protection, Bureau of Flood Control Section and the Land Use Regulation Program prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administration.

2. Require that maintenance is provided within the altered or relocated portion of said watercourse so the flood carrying capacity is not diminished.

e. *Substantial Damage Review*

1. After an event resulting in building damages, assess the damage to structures due to flood and non-flood causes.

2. Record and maintain the flood and non-flood damage of substantial damage structures and provide a letter of Substantial Damage Determination to the owner and the New Jersey Department of Environmental Protection, Bureau of Flood Control Section.

3. Ensure substantial improvements meet the requirements of Subsections 19-5.2a, *SPECIFIC STANDARDS, RESIDENTIAL CONSTRUCTION*, 19-5.2b, *SPECIFIC STANDARDS, NONRESIDENTIAL CONSTRUCTION* and 19-5.2c, *SPECIFIC STANDARDS, MANUFACTURED HOMES*.

f. *Interpretation of Firm Boundaries.* Make interpretations where needed, as to the exact location of the boundaries of the areas of special flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions). The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in Subsection 19-4.4. (Ord. No. 09-17 §§ 4.5-4.3-5)

19-4.4 VARIANCE PROCEDURE

a. *Appeal Board*

1. The Unified Planning/Zoning Board of Appeals as established by the Borough of Matawan shall hear and decide appeals and requests for variances from the requirements of this ordinance.

2. The Unified Planning/Zoning Board of Appeals shall hear and decide appeals when it is alleged there is an error in any requirement, decision, or determination made by the Construction Official in the enforcement or administration of this ordinance.

3. Those aggrieved by the decision of the Unified Planning/Zoning Board of Appeals, or any taxpayer, may appeal such decision to the Superior Court of New Jersey, as provided in NJSA 40:55D-1 et seq.

4. In passing upon such applications, the Unified Planning/Zoning Board of Appeals shall consider all technical evaluations, all relevant factors, standards specified in other sections of this ordinance, and:

(a) the danger that materials may be swept onto other lands to the injury of others;

(b) the danger to life and property due to flooding or erosion damage;

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- (c) *the susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;*
- (d) *the importance of the services provided by the proposed facility to the community;*
- (e) *the necessity to the facility of a waterfront location, where applicable;*
- (f) *the availability of alternative locations for the proposed use which are not subject to flooding or erosion damage;*
- (g) *the compatibility of the proposed use with existing and anticipated development;*
- (h) *the relationship of the proposed use to the comprehensive plan and flood plain management program of that area;*
- (i) *the safety of access to the property in times of flood for ordinary and emergency vehicles;*
- (j) *the expected heights, velocity, duration, rate of rise, and sediment transport of the flood waters and the effects of wave action, if applicable, expected at the site; and,*
- (k) *the costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems, and streets and bridges.*

5. *Upon consideration of the factors of Subsection 19-4.4.4a4 and the purposes of this ordinance, the Unified Planning/Zoning Board of Appeals may attach such conditions to the granting of variances as it deems necessary to further the purposes of this ordinance.*

6. *The Construction Official shall maintain the records of all appeal actions, including technical information, and report any variances to the Federal Insurance Administration upon request.*

b. Conditions for Variances

1. *Generally, variances may be issued for new construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing items (a-k) in Subsection 19-4.4a4 have been fully considered. As the lot size increases beyond the one-half acre, the technical justification required for issuing the variance increases.*

2. *Variances may be issued for the repair or rehabilitation of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.*

3. *Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.*

4. *Variances shall only be issued upon:*

- (a) *A showing of good and sufficient cause;*
- (b) *A determination that failure to grant the variance would result in exceptional hardship to the applicant; and,*
- (c) *A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public as identified in Subsection 19-4.4(1), or conflict with existing local laws or ordinances.*

5. *Any applicant to whom a variance is granted shall be given written notice that the structure will be permitted to be built with a lowest floor elevation below the base flood elevation and that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation. (Ord. No. 09-17 §§ 4.4-4.4-2)*

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19-5 PROVISIONS FOR FLOOD HAZARD REDUCTION

19-5.1 General Standards

In all areas of special flood hazards compliance with the applicable requirements of the Uniform Construction Code (NJAC 5:23) and the following standards, whichever is more restrictive, is required:

a. Anchoring.

- 1. All new construction and substantial improvements shall be anchored to prevent flotation, collapse, or lateral movement of the structure.*
- 2. All manufactured homes to be placed or substantially improved shall be anchored to resist flotation, collapse or lateral movement. Methods of anchoring may include, but are not to be limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable state and local anchoring requirements for resisting wind forces.*

b. Construction Materials and Methods.

- 1. All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.*
- 2. All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.*

c. Utilities.

- 1. All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system;*
- 2. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharge from the systems into flood waters;*
- 3. On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding; and*
- 4. For all new construction and substantial improvements the electrical, heating, ventilation, plumbing and air-conditioning equipment and other service facilities shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.*

d. Subdivision Proposals.

- 1. All subdivision proposals and other proposed new development shall be consistent with the need to minimize flood damage;*
- 2. All subdivision proposals and other proposed new development shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage;*
- 3. All subdivision proposals and other proposed new development shall have adequate drainage provided to reduce exposure to flood damage; and,*
- 4. Base flood elevation data shall be provided for subdivision proposals and other proposed new development which contain at least fifty (50) lots or five (5) acres (whichever is less).*

e. Enclosure Openings. All new construction and substantial improvements having fully enclosed areas below the lowest floor that are usable solely for parking of vehicles, building access or storage in an area other than a basement and which are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria: A minimum of two (2) openings in at least two (2) exterior walls of each enclosed area having a total net area of not less than one (1) square inch for every square foot of enclosed area subject to flooding shall be provided. The bottom of all openings shall be no higher than one (1) foot above grade. Openings may be equipped with screens, louvers, or other covering or devices provided that they permit the automatic entry and exit of floodwaters. (Ord. No. 09-17 §§ 5.1-5.1-5)

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19-5.2 Specific Standards

In all areas of special flood hazards where base flood elevation data have been provided as set forth in Subsection 3.2, BASIS FOR ESTABLISHING THE AREAS OF SPECIAL FLOOD HAZARD or in Subsection 4.3b, USE OF OTHER BASE FLOOD DATA, the following standards are required:

a. Residential Construction.

1. New construction and substantial improvement of any residential structure located in an A or AE zone shall have the lowest floor, including basement together with the attendant utilities (including all electrical, heating, ventilating, air-conditioning and other service equipment) and sanitary facilities, elevated at or above base flood elevation plus one (1) foot or as required by ASCE/SEI 24-14, Table 2-1, whichever is more restrictive;

2. Require within any AO or AH zone on the municipality's FIRM that all new construction and substantial improvement of any residential structure shall have the lowest floor, including basement together with the attendant utilities and sanitary facilities, elevated above the depth number specified in feet plus (1) foot, above the highest adjacent grade (at least three (3) feet if no depth number is specified). And, require adequate drainage paths around structures on slopes to guide floodwaters around and away from proposed structures.

b. Nonresidential Construction.

1. In an Area of Special Flood Hazard, all new construction and substantial improvement of any commercial, industrial or other nonresidential structure located in an A or AE zone shall have the lowest floor, including basement together with the attendant utilities and sanitary facilities as well as all electrical, heating, ventilating, air-conditioning and other service equipment either:

(a) Elevated to or above the base flood elevation plus one (1) foot or as required by ASCE/SEI 24-14, Table 2-1, whichever is more restrictive; and

(b) Require within any AO or AH zone on the municipality's DFIRM to elevate above the depth number specified in feet plus one (1) foot, above the highest adjacent grade (at least three (3) feet if no depth number is specified). And, require adequate drainage paths around structures on slopes to guide floodwaters around and away from proposed structures;

or

(c) Be floodproofed so that below the base flood level plus one (1) foot or as required by ASCE/SEI 24-14, Table 6-1, whichever is more restrictive, the structure is watertight with walls substantially impermeable to the passage of water;

(d) Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy; and,

(e) Be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting the applicable provisions of this subsection. Such certification shall be provided to the official as set forth in subsection 19-4.3c2b.

c. Manufactured Homes.

1. Manufactured homes shall be anchored in accordance with subsection 19-5.1a2.

2. All manufactured homes to be placed or substantially improved within an area of special flood hazard shall:

(a) Be consistent with the need to minimize flood damage,

(b) Be constructed to minimize flood damage,

(c) Have adequate drainage provided to reduce exposure to flood damage,

(d) Be elevated on a permanent foundation such that the top of the lowest floor is at or above the base flood elevation plus one (1) foot or as required by ASCE/SEI 24-14, Table 2-1, whichever is more restrictive; and

(e) The manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than 36 inches in height above grade and be securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.

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19-6 SEVERABILITY

If any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance shall be declared invalid for any reason whatsoever, such a decision shall not affect the remaining portions of the Ordinance, which shall remain in full force and effect, and for this purpose the provisions of this Ordinance are hereby declared to be severable.

19-7 ENACTMENT

19-7.1 Adoption

This Ordinance shall be effective immediately upon final passage, approval and publication as required by law and shall remain in force until modified amended or rescinded by Borough of Matawan, Monmouth, New Jersey.

Ms. Wynne announced that the Public Hearing would occur on April 17, 2018 at 7:00PM

Mayor Altomonte read by title Resolution 18-04-13: Emergency Temporary Appropriation. Mayor Altomonte requested a motion. Councilman Reeve made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 18-04-13
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

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 \$6,874,524.85.

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.*

2018 Temporary Budget-for April 3, 2018 Meeting

	Salary & Wages	Other Expenses
MAYOR & COUNCIL		
MUNI CLERK		
GENERAL ADMIN		
AUDIT		
FINANCE ADMIN		
TAX ASSES ADMIN		
TAX COLLECTOR		
LEGAL SERVICES		
ENGINEERING		15,000.00

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BLDG & GROUNDS		
PLAN/ZONING BD		
SHADE TREE COMM		
ENVIRON HEALTH		
SOLID WASTE COLL	50,000.00	
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	200.00	
RR PARKING		
DOWNTOWN REDEV		
UTILITIES		
VEHICLE MAINT		
CONSTR OFFICIAL		
ACCUM SICK LEAVE		
OASI/SOCIAL SECURITY		
PERS		
PFRS		
CONTINGENT		
MUNICIPAL COURT		
PUBLIC DEFENDER		
FREE PUBLIC LIBRARY		
EMERGENCY 911		
GREEN TRUST LOAN		
INTEREST ON BONDS		
INTEREST ON NOTES		
PAYMENT OF BANS		
MCIA LEASE INTEREST		
SUBTOTAL	- 65,200.00	
TOTAL TEMPORARY EMERGENCY APPROPRIATIONS	65,200.00	4,724,668.90
WATER SEWER UTILITY		
OPERATING		
BULK WATER PURCHASE/ACQUISITION OF WATER		
BAYSHORE REGIONAL SEWERAGE AUTHORITY		
PAYMENT ON BOND PRINCIPAL		
PERS		
BANS		

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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

***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 18-04-14: Payment of Bills. Mayor Altomonte requested a motion. Councilman Reeve made the motion, seconded by Councilwoman Salvatore. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 18-04-14
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	\$1,761,729.59
Water & Sewer	\$307,092.92
Borough Capital	\$215,901.07
Grant	\$208.33
Borough Trust	\$35,515.12
Developers Escrow Account	\$4,282.69
Railroad Parking Trust	\$11,860.00
Recreation Trust	\$66.85
Total	\$2,336,656.57

***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.

Fran Bucco, 79 Freneau Avenue, Matawan. Ms. Bucco questioned the road work in various areas of the Borough. Mr. Ferrara related the two projects currently underway: The first is Aberdeen Township is installing a sewer line on the opposite side of Route 79. They received permission to run the line down the Henry Hudson Trail. The second project is New Jersey Natural Gas replacement of an old gas main along Route 79. Ms. Bucco commented on the disrepair of the replacement. Mr.

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Ferrara stated they are mandated by law to restore the road to its original condition. The County informed they will be resurfacing Main Street, and, perhaps, that will be included.

Loretta Windas, 138 Aberdeen Road, Matawan. Ms. Windas asked Councilwoman Buckel if branches should be placed in brown bags. Councilwoman Buckel replied, the DPW asked the branches be a certain size and tied in bundles.

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.

Recess to Executive Session

Mayor Altomonte requested a motion to recess to Executive Session. Councilman Reeve made the motion, seconded by Councilwoman Gunn. Mr. Menna announced the purpose of the Council retiring into Executive Session is to discuss ongoing property matters involving the Borough of Matawan. No formal action will be taken. Council agreed. Motion passed.

Meeting recessed at 7:28 PM.

Executive Session

Mayor Altomonte requested a motion to open the executive session. Councilman Reeve made the motion, seconded by Councilwoman Buckel. Council agreed. Motion passed.

Present: Councilwoman Stephanie Buckel
Councilman Brett Cannon
Councilwoman Deana Gunn
Councilman Nicolas Reeve
Councilwoman Josi Salvatore
Councilman David Vergaretti

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

***RESOLUTION 18-04-15
EXECUTIVE SESSION RESOLUTION***

BE IT RESOLVED that the following portion of this meeting dealing with following general described shall not be open to the public:

- *Contracts*
- *Personnel*

BE IT FURTHER RESOLVED that it is anticipated that the matters to be considered in private may be disclosed to the public upon the final decision of the Council as to contracts, leases; the completion of the litigation or anticipated litigation, the decision of the Council as to personnel matters if the employee requests that the matter be made public or upon completion of said matters.

Mayor Altomonte requested a motion to adjourn the executive session. Councilwoman Gunn made the motion, seconded by Councilwoman Buckel. Council agreed.

The meeting adjourned at 9:16 PM.

Reconvene the Public Session

Mayor Altomonte requested a motion to reconvene the Public Session. Councilman Reeve made the motion, seconded by Councilwoman Buckel. Council agreed. The meeting reconvened at 9:17 PM. Mayor Altomonte requested a roll call. On roll call the following members responded present:

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Present: Councilwoman Stephanie Buckel
Councilman Brett Cannon
Councilwoman Deana Gunn
Councilman Nicolas Reeve
Councilwoman Josi Salvatore
Councilman David Vergaretti

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

Mayor Altomonte announced no formal action was taken in Executive Session and asked for any public comment.

There were no comments.

Mayor Altomonte requested a motion to adjourn the Public Session. Councilman Reeve made the motion, seconded by Councilwoman Buckel. Council agreed.

The meeting adjourned at 9:18 PM.

(Signature on File)

Karen Wynne, RMC
Municipal Clerk