

**Borough of Matawan
Workshop Session
May 15, 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 May 15, 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 7:02 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 (7:04 PM Arrival)
Councilwoman Deana Gunn
Councilman David Vergaretti

Also, present were Louis C. Ferrara, Borough Administrator, Pasquale Menna, Esq., Borough Attorney and Robert Keady, Jr., Borough Engineer.

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

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

Mayor Altomonte announced the addition of Resolution 18-05-46 to the Agenda.

Proclamation – National Gun Violence Awareness Day

Mayor Altomonte read a proclamation for National Gun Violence Awareness Day designation June 1, 2018 as National Gun Violence Awareness Day. Yvette Maria Reyes thanked Mayor and Council, accepting the Proclamation on behalf of Moms Demand Action for Gun Sense in America.

Approval of Firefighter

Mayor Altomonte asked for a motion for the approval of Firefighter Brian R. Seward. Councilman Reeve made a motion, seconded by Councilwoman Gunn. Council agreed. Motion passed

Discussion Item

Main Street Citizens Alliance Proposed Lake Lefferts Shack Painting Project

Mayor Altomonte asked if any representatives from either Matawan Regional High School art department or Main Street Citizens Alliance were present; there were none. Discussed carried to the June 6 meeting.

Privilege of the Floor – Agenda Items Only

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

There were no comments.

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

Approval of Minutes

Mayor Altomonte requested a motion to approve the minutes of the May 1, 2018 Council Meeting.

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

Introduction of the 2018 Budget

Mayor Altomonte read by title Resolution 18-05-24: Municipal Budget Notice. 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 18-05-24
MUNICIPAL BUDGET NOTICE
Municipal Budget of the
BOROUGH OF MATAWAN, COUNTY OF MONMOUTH
for the Fiscal Year 2018**

BE IT RESOLVED, that the following statements of revenues and appropriations shall constitute the Municipal Budget for year 2018; and

BE IT FURTHER RESOLVED, that said Budget be published in the Independent in the issue of May 24, 2018.

The Governing Body of the **BOROUGH OF MATAWAN** does hereby approve the following as the Budget for the year 2018:

RECORDED VOTE
(insert last name) (Buckel ABSTAINED (

(Cannon

AYES (Gunn

(Reeve ABSENT (

(Salvatore)

(Vergaretti

NAYS (

Notice is hereby given that the Budget and Tax Resolution was approved by the BOROUGH COUNCIL of the BOROUGH OF MATAWAN, COUNTY OF MONMOUTH, on May 15, 2018.

A Hearing on the Budget and Tax Resolution will be held at Matawan Municipal and Community Center on June 19, 2018 at 7:00 o'clock (PM) at which time and place objections to said Budget and Tax Resolution for the year 2018 may be presented by taxpayers or other interested persons.

**2018 Municipal Budget
BOROUGH OF MATAWAN, COUNTY OF MONMOUTH
FOR THE CALENDAR YEAR ENDED DECEMBER 31, 2018
Revenue and Appropriation Summaries**

Summary of Revenues – Current Fund	Anticipated	
	2018	2017
1. Surplus	905,075.00	681,860.00
2. Total Miscellaneous Revenues	2,770,616.77	2,872,796.83
3. Receipts from Delinquent Taxes	0.00	0.00
4. Local Tax for Municipal Purposes	8,897,286.68	8,418,147.31
Total General Revenues	12,572,978.45	11,972,804.14

Summary of Appropriations – Current Fund	2018	2017
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1. Operating Salaries & Wages	4,089,896.00	3,989,908.00
Other Expenses	4,724,111.45	4,829,316.14
2. Deferred Charges & Other Appropriations	987,701.00	907,700.00
3. Capital Improvements	295,000.00	295,000.00
4. Debt Service	1,976,270.00	1,500,880.00
5. Judgments	0.00	0.00
6. Reserve for Uncollected Taxes	500,000.00	450,000.00
Total General Appropriations	12,572,978.45	11,972,804.14
Total Number of Employees – Full & Part Time	55	52

2018 Dedicated Water-Sewer Utility Budget		
Summary of Revenues	Anticipated	
	2018	2017
1. Surplus	631,842.00	200,069.00
2. Sewer Use Charges & Miscellaneous Revenues	4,668,000.00	4,715,365.00
Total Revenues	5,299,842.00	4,915,434.00
Summary of Appropriations	2018	2017
1. Operating Salaries & Wages	814,042.00	736,600.00
Other Expenses	2,739,200.00	2,679,756.00
2. Capital Improvements	400,000.00	200,000.00
3. Debt Service	1,243,600.00	1,205,078.00
4. Deferred Charges & Other Appropriations	103,000.00	94,000.00
Total Appropriations	5,299,842.00	4,915,434.00
Total Number of Employees – Full & Part Time	10	10

Balance of Outstanding Debt as of 12/31/17		
	General	Water-Sewer Utility
Interest	4,000,112.39	2,122,466.09
Principal	10,815,663.68	10,988,662.96
Outstanding Balance	14,815,776.07	13,111,129.05

Notice is hereby given that the budget and tax resolution was approved by the Mayor and Council of the Borough of Matawan, County of Monmouth, on May 15, 2018.

A hearing on the budget and tax resolution will be held at the Borough Hall on June 19, 2018 at 7:00 o'clock (PM) at which time and place objections to the Budget and Tax Resolution for the year 2018 may be presented by taxpayers or other interested persons.

Copies of the detailed budget are available in the office of Karen Wynne, Borough Clerk, at the Municipal Building, 201 Broad Street, Matawan, New Jersey 07747, (732) 566-3898, during the hours of 8:30 (AM) to 4:30 (PM).

The Clerk announced the Public Hearing will be held 7:00 PM on June 19, 2018.

Mayor Altomonte read by title Resolution 18-05-25: Governing Body Certification of Compliance with the United States Equal Employment Opportunity Commission’s “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964. 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

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Councilwoman Deana Gunn
Councilman David Vergaretti

Motion passed.

**RESOLUTION 18-05-25
GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE UNITED STATES EQUAL
EMPLOYMENT OPPORTUNITY COMMISSION'S "ENFORCEMENT GUIDANCE ON THE CONSIDERATION
OF ARREST AND CONVICTION RECORDS IN EMPLOYMENT DECISIONS UNDER
TITLE VII OF THE CIVIL RIGHTS ACT OF 1964**

WHEREAS, NJSA 40A:4-5 as amended by PL 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," as amended, 42 U.S.C. § 2000e et seq., (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, that the Council of the Borough of Matawan hereby states that it has complied with NJSA 40A:4-5, as amended by PL 2017, c.183 by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

**GOVERNING BODY CERTIFICATION PURSUANT TO P.L. 2017, C.183 OF COMPLIANCE WITH THE UNITED STATES EQUAL
EMPLOYMENT OPPORTUNITY COMMISSION'S
"Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of
the Civil Rights Act of 1964"**

**GROUP AFFIDAVIT FORM FOR MUNICIPALITIES AND COUNTIES
NO PHOTO COPIES OF SIGNATURES**

STATE OF NEW JERSEY
COUNTY OF MONMOUTH

We, members of the governing body of the Borough of Matawan being duly sworn according to law, upon our oath depose and say:

1. We are duly elected (or appointed) members of the Council of the Borough of Matawan in the County of Monmouth;
2. Pursuant to P.L. 2017, c.183, we have familiarized ourselves with the contents of the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," as amended, 42 U.S.C. § 2000e et seq., (April 25, 2012);
3. We are familiar with the local unit's hiring practices as they pertain to the consideration of an individual's criminal history;
4. We certify that the local unit's hiring practices comply with the above-referenced enforcement guidance.

(L.S.) Stephanie Buckel

(L.S.) Nicolas Reeve

(Signature on File)

(Signature on File)

(L.S.) Brett Cannon

(L.S.) Josephine Salvatore

(Signature on File)

(Signature on File)

(L.S.) Deana Gunn

(L.S.) David Vergaretti

(Signature on File)

(Signature on File)

Sworn to and subscribed before me this
15th day of May, 2018
Notary Public of New Jersey

(Signature on File)

Karen Wynne, RMC

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Municipal Clerk

The Municipal Clerk shall set forth the reason for the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be executed before a municipality or county can submit its approved budget to the Division of Local Government Services. The executed certificate and the adopted resolution must be kept on file and available for inspection.

Old Business

Mayor Altomonte read by title Ordinance 18-08: Calendar Year 2018 – Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank (NJSA 40A:4-45.14). Mayor Altomonte requested a motion to open the public hearing. Councilman Reeve made the motion, seconded by Councilwoman Buckel. 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 Buckel. Council agreed. Motion passed. Mayor Altomonte read by title Ordinance 18-08: Calendar Year 2018 – Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank (NJSA 40A:4-45.14), 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 18-08

CALENDAR YEAR 2018

***ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A
CAP BANK (NJSA 40A: 4-45.14)***

WHEREAS, the Local Government Cap Law, NJSA 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

WHEREAS, NJSA 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Council of the Borough of Matawan in the County of Monmouth finds it advisable and necessary to increase its CY 2018 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the Council of the Borough of Matawan hereby determines that a 1.0% increase in the budget for said year, amounting to \$90,195.12 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS, the Council of the Borough of Matawan hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW, THEREFORE, BE IT ORDAINED, by the Council of the Borough of Matawan, in the County of Monmouth, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2018 budget year, the final appropriations of the Borough of Matawan shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 1.0%, amounting to \$90,195.12, and that the CY 2018 municipal budget for the Borough of Matawan be approved and adopted in accordance with this ordinance.

BE IT FURTHER ORDAINED, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

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***BE IT FURTHER ORDAINED**, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction.*

***BE IT FURTHER ORDAINED**, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.*

Mayor Altomonte read by title Ordinance 18-09: An Ordinance of the Council of the Borough of Matawan Approving an Amendment to the Redevelopment Plan for the Designated Redevelopment Area in the Vicinity of the Matawan Train Station Pursuant to the New Jersey Local Redevelopment and Housing Law (NJSA 40A:12A-1, et seq.). Mayor Altomonte requested a motion to open the public hearing. Councilman Reeve made the motion, seconded by Councilwoman Gunn. Council agreed. Motion passed. Mayor Altomonte requested comments. There were no comments. Mayor Altomonte requested a motion to close the public hearing. Councilman Reeve made the motion, seconded by Councilwoman Salvatore. Council agreed. Motion passed. Mayor Altomonte read by title Ordinance 18-09: An Ordinance of the Council of the Borough of Matawan Approving an Amendment to the Redevelopment Plan for the Designated Redevelopment Area in the Vicinity of the Matawan Train Station Pursuant to the New Jersey Local Redevelopment and Housing Law (NJSA 40A:12A-1, et seq.), requesting a motion to adopt. Councilman Reeve made the motion, seconded by Councilwoman Gunn. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

ORDINANCE 18-09

AN ORDINANCE OF THE COUNCIL OF THE BOROUGH OF MATAWAN APPROVING AN AMENDMENT TO THE REDEVELOPMENT PLAN FOR THE DESIGNATED REDEVELOPMENT AREA IN THE VICINITY OF THE MATAWAN TRAIN STATION PURSUANT TO THE NEW JERSEY LOCAL REDEVELOPMENT AND HOUSING LAW (NJSA 40A:12A-1, ET SEQ.)

***WHEREAS**, on July 5, 2000, the Borough Council of the Borough of Matawan (the “Governing Body”) approved Resolution No. 00-07-08 which designated certain lands in the vicinity of the train station as a “Redevelopment Area” pursuant to the Local Redevelopment and Housing Law (NJSA 40:A 12A-2 et seq.); and*

***WHEREAS**, the New Jersey local Redevelopment and Housing Law, NJSA 40A:12A-1 et seq., authorizes the Borough Council of the Borough of Matawan (“the Governing Body”) to adopt by ordinance redevelopment plans for areas in need of redevelopment or rehabilitation; and*

***WHEREAS**, the Governing Body previously adopted the Redevelopment Plan (the “Redevelopment Plan”) for the Designated Redevelopment Area in the Vicinity of the Matawan Train Station by Ordinance on April 30, 2001 and amended on April 18, 2018; and*

***WHEREAS**, in accordance with the provisions of the New Jersey Local Redevelopment and Housing Law, NJSA 40A:12A-1 et seq. (the “LRHL”), the Governing Body authorized the preparation of an amendment to the redevelopment plan for the Designated Redevelopment Area in the Vicinity of the Matawan Train Station, in the tract defined as Blocks 1, 2, 3, 4 and 11.01, and a portion of Block 11, including Lots 23, 24, 25.01, 26, 27, 29, 30, 40, 41 and 42; and*

***WHEREAS**, the Borough’s planning consultant, T&M Associates, has prepared a second amendment to the redevelopment plan for the Designated Redevelopment Area in the Vicinity of the Matawan Train Station (the “Transit Station Redevelopment Plan Amendment”), a copy of which is attached hereto as Exhibit A; and*

***WHEREAS**, pursuant to NJSA 40A:12-7, the Governing Body referred the Redevelopment Plan Amendment to the Planning Board for review; and*

***WHEREAS**, the Governing Body hereby determines that the Redevelopment Plan is necessary and appropriate and will effectuate redevelopment and rehabilitation within the Borough.*

***NOW THEREFORE, BE IT ORDAINED**, by the Borough Council of the Borough of Matawan, in the County of Monmouth, that the Amendment to the Redevelopment Plan attached hereto is hereby adopted.*

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BE IT FURTHER ORDAINED, that all prior Ordinances that are inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

BE IT FURTHER ORDAINED, that this Ordinance shall become effective immediately upon final passage and publication as required by law, as the "Ordinance Approving an Amendment to the Transit Station Redevelopment Plan."

Mayor Altomonte read by title Ordinance 18-10: Amending and Supplementing the Revised General Ordinances of the Borough of Matawan – Chapter IX – Personnel Policies Section 9-4.4(F) – Sick Leave. Mayor Altomonte requested a motion to open the public hearing. Councilman Reeve made the motion, seconded by Councilwoman Gunn. Council agreed. Motion passed. Mayor Altomonte requested comments. Fran Bucco, 79 Freneau Avenue. Ms. Bucco asked for clarification on the ordinance, asking if it was like they have for the County. Mr. Ferrara explained that it was balancing all the departments, based on the new State law. Mayor Altomonte requested a motion to close the public hearing. Councilwoman Buckel made the motion, seconded by Councilwoman Gunn. Council agreed. Motion passed. Mayor Altomonte read by title Ordinance 18-10: Amending and Supplementing the Revised General Ordinances of the Borough of Matawan – Chapter IX – Personnel Policies Section 9-4.4(F) – Sick Leave, requesting a motion to adopt. Councilman Reeve made the motion, seconded by Councilwoman Buckel. 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 18-10

**AMENDING AND SUPPLEMENTING THE REVISED GENERAL ORDINANCES
OF THE BOROUGH OF MATAWAN – CHAPTER IX – PERSONNEL POLICIES
SECTION 9-4.4(F) – SICK LEAVE**

WHEREAS, it is recommendation of the Borough Administrator to bring the General Ordinances of the Borough of Matawan and its Employee Policy and Procedure Manual in conformity in the amount of payout of Unused Accumulated Sick Leave maximum.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Borough of Matawan that it herewith amends and supplements Chapter IX – Personnel Policies – Section 9-4.4(f) – Sick Leave as follows:

9-4.4 Sick Leave

f. Unused accumulated sick leave shall be forfeited by the employee upon termination of employment, regardless of reason except that in the case of death or retirement the Borough of Matawan shall pay the retired employee one-half (1/2) of the accumulated sick leave up to a maximum of Fifteen Thousand Dollars and No Cents (\$15,000.00), or as provided in any employment contract existing at the time of death or retirement.

BE IT FURTHER ORDAINED, that if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged by the courts to be invalid, such adjudication shall apply only to the section paragraph, subsection, clause or provision so adjudicated, and the remainder of the Ordinance shall be deemed valid and effective.

BE IT FURTHER ORDAINED, any Ordinance or portions thereof which are inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

BE IT FURTHER ORDAINED, that this Ordinance shall take effect upon passage and publication in accordance with applicable law.

Clerk's Report

The Clerk informed the Borough will be closed Monday, May 29th, Memorial Day; the 2018-2019 ABC Liquor Licenses are being renewed online and municipal fees are due; she will be on vacation the week of May 20, 2018, deferring to the Deputy Clerk in her absence.

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Mayor’s Report

No report.

Administrator’s Report

Mr. Ferrara stated his report has been electronically transmitted.

Attorney’s Report

No report.

Engineer’s Report

Mr. Keady reported on the status of the following Projects:

- Gravelly Brook Park Improvements, Phase I – The punchlist is expected to be complete this week depending on the weather.
- Gravelly Brook Park Improvements, Phase II – T&M provided the layout and topline options to the Borough for review and comment.
- 2017 Road Improvement Program Contract I – The contractor performed sanitary sewer repairs. The paving on Poet Drive is scheduled to begin on May 29, 2018 and should take around three days to complete.
- 2017 Road Improvement Program Contract II – The project is on tonight’s agenda, for award.
- Transit Village Improvements – The pre-construction meeting is scheduled for Thursday, May 17, 2018.
- The installation of comminutors – Proposing installation in both the Somerset Place and Victoria Court Pump Stations. The project is around 75% designed and the ad for bids should be placed in a couple of weeks.

Mr. Ferrara asked if Mr. Keady was also designing the Aberdeen and Matawan Road Pump Stations. Mr. Keady replied they are working on finalizing a proposal.

Construction, Finance

Councilman Reeve provided Construction Report for April 2018:

Description	Current Month	Year-to-Date
Permit Income/Certificate	\$10,255.00	\$45,667.00
Business CCOs/Misc Fees	\$450.00	\$1,200.00
State Permit Surcharge Fees	\$352.00	\$2,075.00
Penalties	0	0
TOTAL	\$11,057.00	\$48,942.00
Paid to Matawan General Fund	\$11,057.00	\$47,219.00
Paid to State Quarterly Payment	0	\$1,723.00
Value of Construction Work	\$1,043,909.00	\$2,517,906.00
Permits Issued	57	169

Councilman Reeve reported highlights of the 2018 Municipal Budget stating the budget included a flat-tax rate for municipal taxes, including the library. This is for the municipal portion of the bill and does not account for any increase related to Monmouth County or the regional school district. The amount of municipal taxes residents pay may be higher or lower depending on the change of the assessed value of their home or business. This budget not only continues to fund Borough services, but also included \$295,000.00 in the funding for capital projects.

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Police, ADA, Recreation

Councilwoman Salvatore reported Chief Gallo is retiring May 31, 2018, with his 'walkout' scheduled for 5:00 PM that day. A celebratory farewell dinner will follow at MJ's. Tickets can be obtained from the Police Department. Also, the Memorial Day Parade is scheduled for 1:00 PM Sunday, May 27, 2018, beginning at St. Clement Church.

DPW, Property Maintenance, Recycling & Sanitation

Councilwoman Buckel reported the recycling center construction has started, with a projected completion date before the summer season. Recycling and Clean Communities Coordinator, Grace Rainforth, led a group of Boy Scouts in a cleanup behind the DPW facility with an estimated few hundred pounds of trash removed. Ms. Rainforth was leading another clean up with Matawan Girl Scouts, on May 26, 2018, for the Grand Opening of Gravelly Brook Park. Also, DPW did a wonderful job assisting with the set-up and clean-up of Matawan Dogs Day Out held on May 6, 2018, thanking them for their hard work.

Planning/Zoning, Fire, Historic Sites

No report.

Economic Business Development, Environmental, Main Street Development

Councilwoman Gunn reported an environmental clean-up was held April 14, 2018 with 581 pounds of trash removed. She welcomed a new business opening in town, Geekery Comics, opening at the end of the month. The Chamber of Commerce is having their 50th Anniversary celebration dinner on June 14, 2018; everyone is invited to attend and tickets can be purchased online with the proceeds will go to Right Your Life and the Keyes Academy. The Chamber has published their 2018 Business Directory, and they are available at the Borough and distributed to each Council member.

Animal Advisory Board, Shade Tree, Personnel

Councilman Vergaretti reported that the Shade Tree Commission hosted the April 27, 2018 Arbor Day Celebration planting a red maple outside Borough Hall. 50 seedlings were distributed to attendees of the event. Also, the Commission will be going to Rutgers for a community forestry program pertaining to grants.

The Clerk added to her report reminding voters of District 5 (previously ME Haley Fire House, on Cross Road) will now vote at the Municipal Building, 201 Broad Street. The polling location has been moved for this and all future elections due to ADA compliance as previously by Councilman Cannon. Notices have been posted at the Municipal Building for a few weeks, robo-calls to District 5 voters in District 5 are planned, and the information will be on the marquees at 150 Main Street and at 201 Broad Street. The County erroneously reported in the Asbury Park Press yesterday that District 5 is voting at ME Haley, and she corrected that report stating that District 5 voters will be voting at 201 Broad Street. We notified the County of the error, and the County informs they will be publishing a correction. Councilman Cannon asked if there could be a targeted mailing to District 5 residents. The Clerk informed the postcards have already been sent out and the information posted on the Borough website. Any District 5 voters who did not receive a postcard should contact the Clerk's office as postcards returned by the Post Office will be sent to the County to adjust their records accordingly.

Consent Agenda

Mayor Altomonte read by title Resolutions 18-05-26 through and including 18-05-34, requesting a motion to approve en masse. Councilman Reeve made the motion, seconded by Councilwoman Buckel. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

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**RESOLUTION 18-05-26
REDEMPTION OF TAX SALE CERTIFICATE
SCHWAB TAX LIEN SERVICES, LLC
CERTIFICATE #10-00056**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #10-00056 was sold to the Schwab Tax Lien Services, LLC, PO Box 131, Lakewood, NJ 08701-0131; and

WHEREAS, the Certificate has been paid and fully redeemed for the property owner, Block 66.12, Lot 19, otherwise known as 6 Fredwood Place.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$1,337.78 to the above for the redemption of Tax Sale Certificate #10-00056.

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

**RESOLUTION 18-05-27
REDEMPTION OF TAX SALE CERTIFICATE
TOWER FUND SERVICES/CUST EBURY
CERTIFICATE #16-00036**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #16-00036 was sold to Tower Fund Services/Cust Ebury, TWR as Cst for Ebury Fund 1, NJ, LLC, PO Box 37695, Baltimore, MD 21297; and

WHEREAS, the Certificate has been paid and fully redeemed for the property owner, Block 45.01, Lot 13, otherwise known as 916 Highway 34.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$20,862.35 and Premium of \$6,400.00 to the above for the redemption of Tax Sale Certificate #16-00036.

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

**RESOLUTION 18-05-28
REDEMPTION OF TAX SALE CERTIFICATE
TFS CUST FOR FIG CAP INV NJ13, LLC
CERTIFICATE #17-00010**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #17-00010 was sold to TFS Cust for FIG Cap Inv NJ13, LLC, PO Box 54472, New Orleans, LA 70154; and

WHEREAS, the Certificate has been paid and fully redeemed for the property owner, Block 14, Lot 1, otherwise known as Atlantic Avenue.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$538.66 and Premium of \$800.00 to the above for the redemption of Tax Sale Certificate #17-00010.

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

**RESOLUTION 18-05-29
REDEMPTION OF TAX SALE CERTIFICATE
US BANK CUST FOR PC7 FIRST TRUST
CERTIFICATE #17-00021**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #17-00021 was sold to US Bank Cust for PC7 First Trust, 50 S 16th Street, Suite 2050, Philadelphia, PA 19102; and

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

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$1,606.93, and a Premium of \$1,500.00, to the above for the redemption of Tax Sale Certificate #17-00021.

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 18-05-30
REDEMPTION OF TAX SALE CERTIFICATE
EONE GROUP, LLC
CERTIFICATE #17-00034**

***WHEREAS**, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #17-00034 was sold to the EONE Group, LLC, 150 Airport Rd., Suite 1220, Lakewood, NJ 08701; and*

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

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$1,872.84, and a Premium of \$1,400.00, to the above for the redemption of Tax Sale Certificate #17-00034.*

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

**RESOLUTION 18-05-31
REDEMPTION OF TAX SALE CERTIFICATE
EONE GROUP, LLC
CERTIFICATE #17-00047**

***WHEREAS**, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #17-00047 was sold to the EONE Group, LLC, 150 Airport Rd., Suite 1220, Lakewood, NJ 08701; and*

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

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$2,123.60, and a Premium of \$1,600.00, to the above for the redemption of Tax Sale Certificate #17-00047.*

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

**RESOLUTION 18-05-32
REDEMPTION OF TAX SALE CERTIFICATE
FEDIGAN, LLC
CERTIFICATE #17-00050**

***WHEREAS**, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #17-00050 was sold to Fedigan, LLC, 474 Mary Allen Way, Mountainside, NJ 07092; and*

***WHEREAS**, the Certificate has been paid and fully redeemed for the property owner, Block 58, Lot 12, otherwise known as 33 Miriam Drive.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$8,971.81, and a Premium of \$16,800.00, to the above for the redemption of Tax Sale Certificate #17-00050.*

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

**RESOLUTION 18-05-33
REDEMPTION OF TAX SALE CERTIFICATE
EONE GROUP, LLC
CERTIFICATE #17-00056**

***WHEREAS**, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #17-00056 was sold to the EONE Group, LLC, 150 Airport Rd., Suite 1220, Lakewood, NJ 08701; and*

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

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$1,658.94, and a Premium of \$1,600.00, to the above for the redemption of Tax Sale Certificate #17-00056.*

***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 18-05-34
REDEMPTION OF TAX SALE CERTIFICATE
TFS CUST FOR FIG CAP INV NJ13, LLC
CERTIFICATE #17-00076**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #17-00076 was sold to TFS Cust for FIG Cap Inv NJ13, LLC, PO Box 54472, New Orleans, LA 70154; and

WHEREAS, the Certificate has been paid and fully redeemed for the property owner, Block 114, Lot 12, otherwise known as 6 Fierro Avenue.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$852.66, and Premium of \$1,100.00 to the above for the redemption of Tax Sale Certificate #17-00076.

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 18-05-35: Authorizing Waiver of Municipal Fees – Borough of Matawan Memorial Day Parade. 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 18-05-35
AUTHORIZING WAIVER OF MUNICIPAL FEES
BOROUGH OF MATAWAN MEMORIAL DAY PARADE
NIKKI DAWGS**

WHEREAS, the Recreation Department of the Borough of Matawan is sponsoring the Borough of Matawan's Annual Memorial Day Parade on May 27, 2018; and

WHEREAS, the Recreation Department has reached out to Nikki Dawgs to offer free food service, with Borough reimbursement, to parade marchers during the Memorial Day Parade; and

WHEREAS, the Recreation Department requests Council waive municipal fees to Nikki Dawgs.

NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby grants the Recreation Department request to waive any and all municipal fees only, with the exception of State and/or County fees, to Nikki Dawgs.

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

Mayor Altomonte read by title Resolution 18-05-36: Gravelly Brook Park Improvements, Phase I – Precise Construction – Authorizing Change Order No. 3. Mayor Altomonte requested a motion. Councilman Reeve made the motion, seconded by Councilwoman Buckel. 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

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Motion passed.

**RESOLUTION 18-05-36
GRAVELLY BROOK PARK IMPROVEMENTS PHASE I
PRECISE CONSTRUCTION
AUTHORIZING CHANGE ORDER NO. 3**

WHEREAS, T&M Associates has informed the Council that Items 4 and 5 are reduced to reflect current as-built quantities, in the Gravelly Brook Park Improvements Phase I, for a total Reduction this Change Order No. 3 of One Thousand Five Hundred Dollars and No Cents (\$1,500.00); and

WHEREAS, T&M Associates has informed the Council that Supplementary Item S-4 is additional to reflect the removal of a storm-damaged tree in the Gravelly Brook Park Improvements Phase I, for a total Supplementary this Change Order No. 3 of One Thousand Five Hundred Dollars and No Cents (\$1,500.00).

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, based upon the recommendation of Robert Keady, T&M Associates, that they hereby authorize the attached contract modification proposal, Change Order No. 3, for the Gravelly Brook Park Improvements Phase I, a Net Change This Change Order No. 3, in an amount of Zero Dollars and No Cents (\$0.00).

BE IT FURTHER RESOLVED this amount reflects a total Net Change Increase in Contract of Twenty Thousand Five Hundred Fifty-Seven Dollars and No Cents (\$20,557.00).

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

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

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T&M ASSOCIATES
CONSULTING & MUNICIPAL ENGINEERS
ELEVEN TINDALL ROAD
MIDDLETOWN, NEW JERSEY 07748

SHEET NO. 1 OF 2
PROJECT NO. MATN-03838

CHANGE ORDER NO. 3

DATE: April 30, 2018

PROJECT: Gravelly Brook Park Improvements, Phase I

OWNER: Borough of Matawan

CONTRACTOR: Precise Construction

DESCRIPTION OF CHANGE:

REDUCTIONS:

Items 4 and 5 are reduced to reflect current as-built quantities.

EXTRA:

SUPPLEMENTARY:

S-4 Remove Storm Damaged Tree

APPROVAL RECOMMENDED:

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

ACCEPTED: *Kimberly Dudge*
CONTRACTOR: Precise Construction

OWNER'S APPROVALS:
Joseph Altomonte
Joseph Altomonte, Mayor
Borough of Matawan

NOTE: All work to be done
according to Contract
Specifications.

SEE ATTACHED DETAIL	ADDITIONAL	REDUCTION
A. TOTAL REDUCTIONS THIS C.O.	XXXXXXXXXX	\$1,500.00
B. TOTAL EXTRAS THIS C.O.	\$0.00	XXXXXXXXXX
C. TOTAL SUPPLEMENTARY THIS C.O.	\$1,500.00	XXXXXXXXXX
TOTALS THIS C.O.	\$1,500.00	\$1,500.00
NET CHANGE THIS CHANGE ORDER	\$0.00	\$0.00
PREVIOUS CHANGE ORDERS	\$20,557.00	\$0.00
TOTAL CHANGE ORDERS TO DATE	\$22,057.00	\$1,506.00
NET CHANGE IN CONTRACT	\$20,557.00	\$0.00

ORIGINAL CONTRACT BID PRICE	\$748,893.00
CHANGE ORDERS TO DATE	\$20,557.00
REVISED CONTRACT PRICE	\$769,450.00

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CHANGE ORDER NO. 3

SHEET NO. 2 OF 2
PROJECT NO. MATN-03830

PROJECT:

OWNER:

CONTRACTOR:

	ITEM NO.	DESCRIPTION	QUANTITY	UNIT	
				PRICE	AMOUNT
REDUCTIONS	4	3/4" Clean Stone, 7" Thick	50.50	CY	\$1,010.00
	5	Flushing Stone, 1" Thick	14.00	CY	\$400.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00

A. TOTAL REDUCTIONS \$1,500.00

EXTRA					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00

B. TOTAL EXTRA \$0.00

SUPPLEMENTARY	8-4	Remove Stump Damaged Tree	1.00	LS	\$1,500.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00

C. TOTAL SUPPLEMENTARY \$1,500.00

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Mayor Altomonte read by title Resolution 18-05-37: Authorizing Triad Associates to Provide Professional Services Associated with Grant Writing – Gravelly Brook Park Phase III Improvements. Mayor Altomonte requested a motion. Councilman Reeve made the motion, seconded by Councilwoman Buckel. 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 18-05-37
AUTHORIZING TRIAD ASSOCIATES
TO PROVIDE PROFESSIONAL SERVICES ASSOCIATED WITH
GRANT WRITING
GRAVELLY BROOK PARK PHASE III IMPROVEMENTS**

***WHEREAS**, the Governing Body of Matawan Borough desires to obtain Monmouth County Open Space Trust Funds up to \$250,000.00 to fund the expansion and development of recreational facilities at Gravelly Park, located at Villanova Place and identified as Lot 46, Block 120 on the tax map of the Borough of Matawan; and*

***WHEREAS**, the Mayor and Council of the Borough of Matawan received the attached description of the project and scope of services from Triad Associates, the Borough Grant Consultant, for professional services associated in the preparation of the Monmouth County Open Space Application on behalf of the Borough of Matawan for the Gravelly Brook Park Improvements Phase III for the total estimated amount of project fees of Four Thousand Five Hundred Dollars and No Cents (\$4,500.00).*

***NOW, THEREFORE BE IT RESOLVED** that the Council of the Borough of Matawan does hereby award the contract for professional services to Triad Associates as outlined in the attached proposal for the preparation of the Monmouth County Open Space Application for the Gravelly Brook Park Improvements Phase III in an amount not to exceed Four Thousand Five Hundred Dollars and No Cents (\$4,500.00).*

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

***BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Clerk, Finance as well as Triad 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 C-04-55-905-102 Budget of the Borough of Matawan to Triad Associates for professional grant writing services for Gravelly Brook Park Phase III Improvements for the Borough of Matawan in an amount not to exceed Four Thousand Five Hundred Dollars and No Cents (\$4,500.00).

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: May 15, 2018

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May 9, 2018

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

RE: **Authorization to Proceed – Borough of Matawan**
 Monmouth County Open Space Application 2018 – Gravelly Brook Park, Phase III

Dear Mr. Ferrara,


Please allow this letter to confirm that Borough of Matawan has authorized TRIAD Associates to prepare and process a Monmouth County Open Space Application for Gravelly Brook Park-Phase III as an authorized project under the existing Professional Service Agreement (FY2018 General Services Agreement).

TRIAD Associates will prepare the Monmouth County Open Space Application on behalf of Matawan Borough. The County Open Space Program funds up to 50% of a project's cost and can provide up to \$250,000 per project.

It is agreed that for all services rendered by TRIAD Associates in connection with the application, including those set forth on Exhibit "A" hereto, TRIAD will be paid a total compensation of \$4,500.00 as set forth on Exhibit "B" hereto.

Please indicate your confirmation of the foregoing by signing both copies of this letter where indicated. Please retain one copy for your records and return the other signed copy for our files.

Sincerely,


Michael Zumpino, Chairman
MZ/mm

Agreed to this 15 day of May, 20 18

BOROUGH OF MATAWAN

By: 
Louis Ferrara, Borough Administrator


Attest/Witness

New Jersey Office
1301 W. Forest Grove Rd., Vineland, NJ 08360
P 856.690.9590 F 856.690.5622

Pennsylvania Office
309 W. Glenside Ave., Glenside, PA 19038
P 215.576.1950 F 215.576.1940

Web
www.triadincorporated.com

**Borough of Matawan
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BOROUGH OF MATAWAN
Monmouth County Open Space Application - 2018
Gravelly Brook Park – Phase III

**EXHIBIT A
DESCRIPTION OF THE PROJECT AND SCOPE OF SERVICES**

Attached to and made a part of the Agreement dated May 9, 2018 between **TRIAD ASSOCIATES** ("Consultant"), and **BOROUGH OF MATAWAN** ("Principal").

For the following project, Principal agrees to retain Consultant to provide these services:

DESCRIPTION OF THE PROJECT: Triad Associates will prepare the Monmouth County Open Space Application for Matawan Borough. The County Open Space Program funds up to 50% of a project's cost and can provide up to \$250,000 per project.

SCOPE OF SERVICES: As part of the technical assistance Triad Associates will provide the following services in order to complete the application in a timely fashion:

1. Triad will work with Matawan Borough to ensure that it has an eligible project that meets all the funding and programmatic criteria of the application, in particular the relationship of the proposed project to the NJ DEP Recreation and Open Space Inventory, (ROSI.)
2. Triad will work with the Borough and other consultants and staff as needed to prepare the project application, which will include as part of the narrative, the following elements:
 - Project Overview/Description
 - Project Budget, in consultation with the Borough;
 - Site Conditions and Natural Features Narrative;
 - Draft Letters of Support;
 - Open Space and Recreation Programmatic Needs and Objectives;
 - Maps and Graphics as Needed to support the Application;
 - Facilitation for the public meeting and minutes from the meeting;
 - A Draft Resolution for Adoption by the Borough;
 - Assistance with assembling supporting documentation as described by the Application Guidelines.

DATA TO BE FURNISHED TO CONSULTANT: The Client shall provide the Consultant information and documentation, which the Consultant may require to render properly the services provided for in this Agreement. Such information or documentation may include planning, reports or analyses, descriptions and specifications for equipment to be purchased, cost estimates and other pertinent materials.

1. The Borough of Matawan will supply to Triad Associates for inclusion in the application, items which includes but may not be limited to the following:
 - Meetings and conference call schedules as needed;
 - Background information on the project, its location and potential impacts;
 - A concept drawing/plan and budget from the appropriately certified engineer;
 - An appraisal of the property as required;
 - Evidence of municipal control of property;

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BOROUGH OF MATAWAN
Monmouth County Open Space Application - 2018
Gravelly Brook Park – Phase III

- Outreach to Partners for Letters of Support;
- An Adopted Municipal resolution;
- A public hearing room and date/time for public comment on the application;
- Other items as indicated in the application or as may arise in the course of preparing the application.

Triad will also work with Borough staff to provide an overview of the draft application narrative prior to its submission. The Borough will also be provided with one (1) hard copy and one (1) PDF copy of the final application package.

TIME OF PERFORMANCE: The Application for shall be completed and submitted on behalf of the Principal on or before the deadline date stipulated in the grant application guidelines.

NOTIFICATION OF FUNDING APPROVAL/AWARD: Principal shall provide Consultant with a copy of any notification of funding approval / award and any related documentation.

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BOROUGH OF MATAWAN
Monmouth County Open Space Application - 2018
Gravelly Brook Park – Phase III

**EXHIBIT B
COMPENSATION AND METHOD OF PAYMENT**

Attached to and made a part of the Agreement dated May 9, 2018 between **TRIAD ASSOCIATES** ("Consultant"), and **BOROUGH OF MATAWAN** ("Principal").

Principal agrees to pay the Consultant as follows:

COMPENSATION: Principal shall provide compensation of \$4,500.00 for services provided in accordance with Exhibit A as follows:

- Preparation and submission of a Monmouth County Open Space Application on behalf of Matawan Borough

METHOD OF PAYMENT: Principal agrees to pay Consultant in accordance with the following billing schedule:

- \$2,250.00 upon 50% completion of the application
- \$2,250.00 upon submission of the completed application.
- Principal shall process invoices for payment immediately upon receipt.

UNSPECIFIED SERVICES: Consultant shall invoice at the hourly rate effective at the time of service. These rates include all clerical and related services. Unspecified services will be performed upon prior authorization from the Principal.

OVERNIGHT DELIVERY SERVICES: Consultant's compensation excludes charges for sending items via overnight delivery services (e.g., UPS, FedEx, USPS Express Mail or other similar services) to the Principal or on behalf of the Principal to other parties. Consultant will charge the Principal the actual cost of these services.

COPIES: Consultant shall provide the appropriate number of copies of applications/study/work product necessary to meet submission requirements of the funding source. Consultant will also provide one (1) complimentary hard copy and one (1) PDF copy of final application, study or final work product for the Principal's file.

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Mayor Altomonte read by title Resolution 18-05-38: Award of Bid for 2017 Road Program Contract 2 – Black Rock Enterprises, LLC. 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 18-05-38
AWARD OF BID FOR 2017 ROAD PROGRAM CONTRACT 2
BLACK ROCK ENTERPRISES, LLC**

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

WHEREAS, pursuant to law the Borough of Matawan solicited bids for the 2017 Road Program Contract 2; and

WHEREAS, the Borough of Matawan received one (1) bid for the aforesaid contract; and

WHEREAS, Black Rock Enterprises, LLC has submitted a bid in the total amount of One Million, Three Hundred Forty One Thousand, Two Hundred Twenty Three Dollars and Thirty Three Cents (\$1,341,223.33); and

WHEREAS, Robert Keady of T&M Associates has reviewed, approved and recommended the bid of Black Rock Enterprises, LLC for the aforesaid bid.

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that the contract for the 2017 Road Improvement Program Contract 2 be and is hereby awarded to Black Rock Enterprises, LLC, 1316 Englishtown Road, Old Bridge, New Jersey 08857, for the amount as indicated above and in accordance with all bid specifications, contracts and documents, commencing twenty (20) days after publication, and subject to certification by the Chief Financial Officer that funds are available, review and approval of bid documents by the Borough Attorney and approval of the New Jersey Department of Labor, Division of Wage and Hour Compliance, approval of the New Jersey Department of Transportation and the Mayor is hereby authorized to execute any necessary documents to implement the aforesaid award of contract, commencing twenty (20) days after publication.*

CERTIFICATION AS TO AVAILABLE FUNDING

I, Monica Antista, Chief Financial Officer of the Borough of Matawan do hereby certify that as of the date of this certification funds are available from the C-04-55-916-100 (\$830,587.63) and C-04-55-915-100 (\$510,635.70) Budget of the Borough of Matawan for the contract awarded to Black Rock Enterprises, LLC for the 2017 Road Improvement Program Contract 2, in an amount not to exceed One Million, Three Hundred Forty One Thousand, Two Hundred Twenty Three Dollars and Thirty Three Cents (\$1,341,223.33).

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

Chief Financial Officer

(Signature on File)

Monica Antista

Dated: May 15, 2018

Borough of Matawan
Workshop Session
May 15, 2018



YOUR GOALS. OUR MISSION

MATN-04060

May 9, 2018
Via email and First Class Mail

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

Re: 2017 Road Program - Contract 2
Review of Bids and Recommendation of Award

Dear Mr. Ferrara:

On Wednesday, May 9, 2018, bids were received for the above referenced project. A detailed bid summary is attached. One bid was received as summarized below:

Bidders	Proposal A	Proposal B	Total
Black Rock Enterprises	\$1,120,002.11	\$221,221.22	\$1,341,223.33
Engineer's Estimate	\$1,078,982.64	\$273,206.80	\$1,352,189.44
*corrected amount			

The apparent low bidder is Black Rock Enterprises, LLC, 1316 Englishtown Road, Old Bridge, New Jersey 08857. Their documentation was reviewed and found acceptable from an engineering standpoint and they have successfully completed similar projects and we find them capable of completing the subject project.

We recommend that the project be awarded to Black Rock Enterprises, LLC for Proposal A and Proposal B in the amount of \$1,341,223.33 subject to availability of funds. The award should also be made subject to the approval of the Borough Attorney and NJ Department of Labor, Office of Wage and Hour Compliance.

If you have any questions or require additional information, please call.

Very truly yours,

T&M ASSOCIATES


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

RRK
Enclosures

- c: Mayor and Council
Karen Wynne, Clerk (via email with copies of low bid package)
Pasquale Menna, Attorney (via email with copies of low bid package)
Monica Antista, CFO via email
Robin Klinger, Deputy Clerk



C:\Users\PSirico\AppData\Local\Microsoft\Windows\NetCache\BID\00CYRFFerrara_RRK_Road Program Contract 2 Rec of Award 05 09 18.doc

**Borough of Matawan
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Mayor Altomonte read by title Resolution 18-05-39: Resolution Approving Payment Under the State of New Jersey Municipal Services Agreement for Municipal Services Not Provided by the Municipality to Tree Haven Apartments, LLC, a Limited Liability Company of the State of New Jersey. Mayor Altomonte requested a motion. Councilman Reeve made the motion, seconded by Councilwoman Buckel. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Abstain: Councilman Brett Cannon

Motion passed.

**RESOLUTION 18-05-39
RESOLUTION APPROVING PAYMENT UNDER THE
STATE OF NEW JERSEY MUNICIPAL SERVICES AGREEMENT FOR MUNICIPAL SERVICES NOT
PROVIDED BY THE MUNICIPALITY TO TREE HAVEN APARTMENTS, LLC,
A LIMITED LIABILITY COMPANY OF THE
STATE OF NEW JERSEY**

***WHEREAS**, The Borough of Matawan, is a Municipal Corporation of the State of New Jersey (hereinafter referred to as “The Municipality”, or “Matawan”); and*

***WHEREAS**, Tree Haven Apartments, LLC, is a Limited Liability Company of the State of New Jersey (hereinafter referred to as “THA” or “Owner”). which is the owner of a certain apartment complex known and designated as Tree Haven I and Tree Haven II, located physically in the Borough of Matawan, County of Monmouth, State of New Jersey; and*

***WHEREAS**, the State of New Jersey has adopted The Municipal Services Act, mandating reimbursement to qualified property owners who are not provided with services by the Municipality that are recognized under the Municipal Services Act; and*

***WHEREAS**, Tree Haven Apartments, LLC, has paid for the services for calendar years 2016 and 2017; and*

***WHEREAS**, pursuant to the formula adopted by the Municipality and under the guidelines set forth by the New Jersey Municipal Services Act, N.J.S.A. 40:66-1.2, et seq., the Municipality has determined the reimburseable amount that would have cost the Municipality for the providing of such services to be reimbursed to the property Owner; and*

***NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Matawan that the Chief Financial Officer be and is herewith directed to issue the following checks constituting reimbursements to the Property Owner for Tree Haven Apartments, LLC, as follows:*

- 1. For calendar year January 1, 2016 through December 31, 2016: \$4,708.00
(\$3,200.00 trash, \$1,488.00 recycling)*
- 2. For calendar year January 1, 2017 through December 31, 2017: \$4,708.00
(\$3,200.00 trash, \$1,488.00 recycling)*

***TOTAL:** \$9,416.00*

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

CERTIFICATION AS TO AVAILABLE FUNDING

I, Monica Antista, Chief Financial Officer of the Borough of Matawan do hereby certify that as of the date of this certification funds are available from the 8-01-26-305-200 Budget of the Borough of Matawan to Tree Haven Apartments, LLC as outlined above in an amount not to exceed Nine Thousand Four Hundred Sixteen Dollars and No Cents (\$9,416.00).

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)

**Borough of Matawan
Workshop Session
May 15, 2018**

*Monica Antista, CMFO
Dated: May 15, 2018*

Mayor Altomonte read by title Resolution 18-05-40: Adopting the Municipal Emergency Operations Plan and Authorizing Continual Participation in the Monmouth County Intra-County Mutual Aid and Assistance Agreement. 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 18-05-40
ADOPTING THE MUNICIPAL EMERGENCY OPERATIONS PLAN AND AUTHORIZING CONTINUAL
PARTICIPATION IN THE MONMOUTH COUNTY INTRA-COUNTY MUTUAL AID AND ASSISTANCE
AGREEMENT**

WHEREAS, Chapter 222, Public Law 1989 mandates the development and approval of Emergency Operations Plans for all municipalities, counties and the State; and

WHEREAS, an Emergency Operations Plan will allow the municipality in correlation with the Municipal Office of Emergency Management to better prepare and manage jurisdiction-wide emergencies; and

WHEREAS, the Borough of Matawan must submit an Emergency Operations Plan through the County Office of Emergency Management to the State Office of Emergency Management for initial review and approval that will require recertification every four (4) years, and

WHEREAS, the Mayor and Council of the Borough of Matawan are in receipt of an Emergency Operations Plan and a request from the Matawan Office of Emergency Management for formal adoption, and

WHEREAS, on March 24, 2015, the Borough of Matawan adopted Resolution 15-03-38 authorizing the execution of the Monmouth County, Intra-County Mutual Aid and Assistance Agreement between the County, Matawan Borough and Participating Units.

NOW, THEREFORE, BE IT RESOLVED by, the Borough of Matawan that the Matawan Borough Emergency Operations Plan be and is hereby adopted.

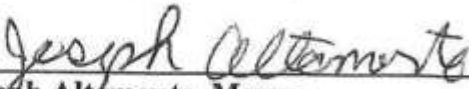
BE IT FURTHER RESOLVED that the Borough of Matawan hereby authorizes the continual participation in the Monmouth County Intra-County Mutual Aid and Assistance Agreement as referenced for the term consistent with the Municipal Emergency Operations Plan.

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Clerk, Construction, Finance, Fire Department, Fire Prevention, Office of Emergency Management, Police as well as the Monmouth County Office of Emergency Management.

BOROUGH OF MATAWAN
EMERGENCY OPERATIONS PLAN
COUNTY OF MONMOUTH
STATE OF NEW JERSEY

B. Statement of Approval

We, the undersigned Chief Executive and Emergency Management Coordinator understand, agree and do approve the Emergency Operations Plan for the Borough of Matawan on this date.



Joseph Altamonte, Mayor

Approval Date 5/15/18



Lt. Thomas J. Falco Jr., Emergency Management Coordinator

Approval Date 5/11/18

C. Distribution List

1. Mayor and Council
2. Emergency Management Coordinator
3. Deputy Emergency Management Coordinator
4. Local Emergency Management Council Members
5. Emergency Operations Center
6. Each Department Head or Agency Representative responsible for a functional annex
7. County Office of Emergency Management
8. State of New Jersey Office of Emergency Management
9. Municipal Clerk's Office

2009-037	10-30-09	EPIO IV B	T. FALCO
2009-038	10-30-09	EPIO IV C	T. FALCO
2009-039	10-30-09	EPIO V G	T. FALCO
2009-040	10-30-09	EPIO VI A	T. FALCO
2009-041	10-30-09	EVAC I A	T. FALCO
2009-042	10-30-09	EVAC III C	T. FALCO
2009-043	10-30-09	EVAC III G	T. FALCO
2009-044	10-30-09	EVAC V D	T. FALCO
2009-045	11-03-09	EVAC V E	T. FALCO
2009-046	11-03-09	FIRE I A	T. CLIFTON
2009-047	11-03-09	FIRE IV A	T. CLIFTON
2009-048	11-03-09	FIRE IV B	T. CLIFTON
2009-049	11-03-09	FIRE V B	T. CLIFTON
2009-050	11-03-09	FIRE V C	T. CLIFTON
2009-051	11-03-09	FIRE VI B	T. CLIFTON
2009-052	11-03-09	FIRE VII C	T. CLIFTON
2009-053	11-03-09	RES I A	T. FALCO
2009-054	11-03-09	RES IV F	T. FALCO
2009-055	11-03-09	PUBWRK I A	A. BUCCO
2009-056	11-03-09	PUBWRK IV A	A. BUCCO
2009-057	11-03-09	PUBWRK IV B	A. BUCCO
2009-058	11-03-09	PUBWRK V A	A. BUCCO
2009-059	11-03-09	WMD I A	T. FALCO
2009-060	11-03-09	WMD V F	T. FALCO
2009-061	11-03-09	WMD VI B	T. FALCO
2009-062	11-03-09	WMD VIII B	T. FALCO
2009-063	11-03-09	WMD IX A	T. FALCO
2009-064	11-03-09	WMD IX D	T. FALCO
2009-065	11-03-09	WMD X	T. FALCO
2009-066	11-03-09	WMD X D	T. FALCO
2009-067	11-03-09	WMD XI D	T. FALCO
2009-068	11-03-09	HAZMAT I A	T. FALCO
2009-069	11-03-09	HAZMAT IV	T. FALCO
2009-070	11-03-09	HAZMAT V A	T. FALCO
2009-071	11-03-09	HAZMAT VI C	T. FALCO
2009-072	11-07-09	LAWENF I A	T. FALCO
2009-073	11-07-09	LAWENF IV A	T. FALCO
2009-074	11-07-09	LAWENF IV B	T. FALCO
2009-075	11-07-09	LAWENF IV C	T. FALCO
2009-076	11-07-09	SHELT I A	T. FALCO
2009-077	11-07-09	SHELT IV D	T. FALCO
2009-078	11-07-09	SHELT V B2	T. FALCO
2009-079	11-07-09	SOC I A	T. FALCO
2009-080	11-07-09	SOC IV A	T. FALCO
2009-081	11-07-09	SOC IV B	T. FALCO

<u>2013-025</u>	09-23-2013	EPIA I	R.Michitsch
<u>2013-026</u>	09-23-2013	EPIA IV A	R.Michitsch
<u>2013-027</u>	09-23-2013	EPIA V G	R.Michitsch
<u>2013-028</u>	09-23-2013	EOCA I	R.Michitsch
<u>2013-029</u>	09-23-2013	EOCA IV A	R.Michitsch
<u>2013-030</u>	09-23-2013	EOCA IV B 1	R.Michitsch
<u>2013-031</u>	09-23-2013	EOCA IV C	R.Michitsch
<u>2013-032</u>	09-23-2013	EA I	R.Michitsch
<u>2013-033</u>	09-23-2013	EA IV B	R.Michitsch
<u>2013-034</u>	09-23-2013	EA IV B D	R.Michitsch
<u>2013-035</u>	09-23-2013	EA V C	R.Michitsch
<u>2013-036</u>	09-23-2013	FRA I	R.Michitsch
<u>2013-037</u>	09-23-2013	FRA IV B 1	R.Michitsch
<u>2013-038</u>	09-23-2013	FRA IV B 3	R.Michitsch
<u>2013-039</u>	09-23-2013	FRA IV B 4	R.Michitsch
<u>2013-040</u>	09-23-2013	FRA IV D	R.Michitsch
<u>2013-041</u>	09-23-2013	FRA IV F	R.Michitsch
<u>2013-042</u>	09-23-2013	FRA IV F	R.Michitsch
<u>2013-043</u>	09-23-2013	FRA IV G	R.Michitsch
<u>2013-044</u>	09-23-2013	FRA V A	R.Michitsch
<u>2013-045</u>	09-24-2013	HMA I	R.Michitsch
<u>2013-046</u>	09-24-2013	HMA IV	R.Michitsch
<u>2013-047</u>	09-24-2013	HMA IV B	R.Michitsch
<u>2013-048</u>	09-24-2013	HMA 2	R.Michitsch
<u>2013-049</u>	09-24-2013	JCPLA I	R.Michitsch
<u>2013-050</u>	09-24-2013	LEA I	R.Michitsch
<u>2013-051</u>	09-24-2013	LEA IV A 1	T.Falco
<u>2013-052</u>	09-24-2013	LEA IV A 2	T.Falco
<u>2013-053</u>	09-24-2013	LEA IV A 4	T.Falco
<u>2013-054</u>	09-24-2013	LEA IV B 1	T.Falco
<u>2013-055</u>	09-24-2013	LEA IV B 2	T.Falco
<u>2013-056</u>	09-24-2013	LEA IV D	T.Falco
<u>2013-057</u>	09-24-2013	LEA V B 3	T.Falco
<u>2013-058</u>	09-24-2013	LEA V F	T.Falco
<u>2013-059</u>	09-24-2013	LEA VII A	T.Falco
<u>2013-060</u>	09-24-2013	LEA IX A	T.Falco
<u>2013-061</u>	09-24-2013	PHA I	R.Michitsch
<u>2013-062</u>	09-24-2013	PWA I	R.Michitsch
<u>2013-063</u>	09-24-2013	PWA IV B	R.Michitsch
<u>2013-064</u>	09-24-2013	PWA V H	R.Michitsch
<u>2013-065</u>	09-24-2013	RPA V 3 E	R.Michitsch

E. Promulgation Statement

The Borough of Matawan Office of Emergency Management has prepared this Emergency Operations Plan which sets forth the general policies and procedures to be carried out by municipal and volunteer entities in order to provide the citizens of the jurisdiction with an effective integrated emergency response plan designed to minimize the loss of life and property during an emergency. Input was sought from all municipal departments in the development of this plan along with the Emergency Management Council and the Office of Emergency Management.

I have approved this Emergency Operations Plan and hereby promulgate it as the authoritative document for emergency operations in this municipality.

Mayor:

Joseph Altamonte
Joseph Altamonte

Date: 5-15-18

Borough Clerk:

Karen Wynne
Karen Wynne

Date: 5-15-18

Seal:

II. Authority and References

A. Laws, ordinance, regulations, resolutions and directives.

1. Federal

- a. Federal Civil Defense Act of 1950, as amended (P.L. 81-920)
- b. The Natural Disaster Recovery Act, as amended (P.L. 91-606), 1969

- c. The Robert T. Stafford Disaster Relief Act of 1974,(P.L. 93-288), as amended by (P.L. 100-707), 1988
 - B. State
 - 1. Emergency Management Act, N.J.S.A., Appendix A:9-30 et seq. Chapter 251, P.L. 1942, as amended by Chapter 438, P.L. 1953, Chapter 504, P.L. 1985, and Chapter 222, P.L. 1989)
 - 2. N.J.S.A. 40A:14-26 Emergency Assistance For Fire & Police Protection From Other Municipalities; Payment; Rights In Event Of Death
 - 3. Office of Emergency Management Directives No. 61, 73, 74, 77, 84, 96, 100, 101, 102, 103 and 104
 - C. County
 - 1. Monmouth County Emergency Operations Plan.
 - D. Municipal
 - 1. Matawan Borough Ordinance # _____
 - 2. Matawan Borough Resolution # _____
 - E. References, Guidance Material and other Documents.
 - 1. Federal
 - a. FEMA Guide For Development of State and Local Emergency Operations Plans CPG 1-8
 - b. FEMA Guide For Review of State and Local Emergency Operations Plans, CPG 1-8A
 - c. FEMA Disaster Operations, A Handbook for Local Government, CPG 1-6
 - d. The Robert T. Stafford Disaster Relief Act of 1974,(P.L. 93-288), as amended by (P.L. 100-707), 1988
 - e. FEMA "The Emergency Program Manager" IS-1 June 1998
 - F. State
 - a. Office of Emergency Management Checklist for County or Municipal Emergency Operations Plan.
 - b. State and Local Guide 100 (SLG 100)
 - G. County
 - 1. Monmouth County Emergency Operations Plan
 - 2. Municipal
 - a. Administrative Code.
 - b. Standard Operating Procedures
 - c. Emergency Management: Principles and Practice for Local Government, International City Management Association, 1991
- III. Purpose**
- A. The purpose of this Emergency Operations Plan is to protect life and property in emergency situations by coordinating the response of Matawan Borough's Municipal Government, the Matawan Police Department, Matawan's volunteer services, and Matawan's cooperating private organizations to ensure their optimum use.
 - B. This plan is an all hazards approach to emergency management by following the above sequences, preventable disasters can be eliminated and unpreventable disasters can be minimized. This will reduce loss of life and property, suffering

- Emergency Medical Services provided by volunteer Bayshore Emergency Medical Services 10 active members
 - Emergency Medical Service augmented by MONOC Paramedic service.
 - Public Works Department with 15 personnel that includes the road department, sewer department, water department, fleet maintenance, and parks and ground maintenance.
 - Health Department (Monmouth County Health Department)
 - Governmental services provided such as:
 - Construction Code Enforcement
 - Finance
 - Regional Board of Education
6. Engineering (T & M Engineering)
- A. As detailed in the attached Hazard Vulnerability Assessments (BPA-6 & BPA-7), many hazards exist in Matawan Borough due to its dense population, its location as a Northeastern coastal community, the major highways and railway that traverse the Borough, and its proximity to the New York City Metropolitan Area. The hazards that have a high probability of risk for Matawan Borough can be broken into three categories:
- Natural: Drought, Flood, Hurricane, Wildfire, Winter Storm, and Dam Failure.
 - Technological: Hazardous Material Incidents, Radiological Incidents, Power Failure, Transportation Accidents, Dam Failure, and Urban Fire.
 - Acts of War: Civil Disorder, Nuclear, Biological, Chemical and Conventional acts of war on large or small scales including acts of terrorism.
- B. The above list is rather extensive, however, six of these hazards pose the most significant threat to Matawan Borough:
- 1. Hazardous Material Fixed Site Incident:**
- There are no SARA Facilities located in the Borough of Matawan.
 - The only Chlorine gas user within Matawan is the Matawan Water Department.
 - There are many businesses that fall under the Community-Right-to-Know Law.
 - There are no places that handle low level Radioactive Material within the Borough of Matawan
- 2. Hazardous Materials Transportation:**
- Hazardous Materials are routinely transported within the Borough of Matawan via the primary and secondary roadways. Additionally, the North Jersey Coastline railway supports the transportation of hazardous materials as well as materials going to Earle Naval Weapons Station. Transportation Accidents are unpredictable, but

7. Effected Population Areas

- There are a number of densely populated areas within the Borough of Matawan that would be affected by various emergency situations. They include:
- 1 Public Elementary School (Grade K-3)
- 5 Day Care Centers, including Nursery, Pre-K and Kindergarten
- 1 Nursing Home
- 1 Assisted living facility
- 1 Luxury Condominium Complex
- 15 Apartment Complexes
- 10 Large Residential Development Areas
- 1 Senior Citizen Housing
- 11 Shopping Strip Malls and Commercial Office Areas
- 1 Light Industrial Area
- Commuter parking areas & Matawan/Aberdeen Train Station (See Hazard Analysis and Vulnerability Assessment in BPA-5 & 6)
- It is acknowledged that the potential adversaries of the United States are continuously improving the weapons of mass destruction and their delivery systems, thus making it the responsibility of Federal, State, County, and Local Government to prepare emergency measures as may be deemed necessary for the protection of the United States. National Defense policy however, it does not rule out the contingency of an attack using chemical, biological or conventional weapons. It recognizes the development of a national fallout shelter system as a focal point of Emergency Management and emergency preparedness.
- In addition, tensions existing between the nations of the world, make it the responsibility of all governmental levels to prepare for such emergency measures as may be prudent for the protection of the population.
- The purpose of such measures would be to assure the greatest percentage of survival possible, in the event of an enemy attack, and allow for the earliest possible restoration of the economy and preattack standards of living.

It is imperative that the planning documents be prepared by and for the Borough of Matawan to be able to respond quickly to reduce the loss of lives and property in keeping with the primary mission of emergency management. These planning documents will be Annexes to this Emergency Operation Plan (EOP).

All of Monmouth County has been designated as a **HIGH RISK AREA** for which population protection and evacuation should be planned. This planning effort for the Borough of Matawan will be found in the Evacuation Annex. Evacuation would undoubtedly reduce the number of fatalities in the County, should a crisis escalate in the United States.

- Sabotage, including the possibility of terrorist operations.
- Hazards from and/or pollution as the results of spills.

This plan is based on the concept that the initial emergency management response will, to the maximum extent possible, be performed by Matawan Borough Agencies, with assistance from Monmouth County. Assistance will be requested by executing mutual aid agreements with bordering townships, the American Red Cross, the Salvation Army, or other volunteer groups, and the Monmouth County Office of Emergency Management. If still more assistance is needed beyond the County's capabilities, the Monmouth County Office of Emergency Management will coordinate with the New Jersey State Office of Emergency Management.

If still more assistance is needed beyond the state capabilities, NJOEM will coordinate the request to the proper federal agencies, including a request to the Federal Emergency Management Agency for a presidential declaration of an emergency or major disaster to allow supplemental federal financial and technical assistance to be provided.

Emergency Management functional assignments of this plan are based on the concept that they parallel normal, day-to-day functions as closely as possible. The same material resources and personnel will be employed as much as possible before seeking outside assistance. Assistance from both County and State can be expected in the event of accidental pollution spills, but available resources within Matawan Borough must be utilized initially in all other cases.

There will most likely be some warning of an attack or nuclear detonation.

There may not be any warning prior to a tornado or earthquake but there should be some warning prior to most other natural disasters. Major transportation disasters are likely to happen in this jurisdiction.

Local industry does present the possibility of a major industrial disaster.

This jurisdiction is vulnerable to damage by a hurricane.

Mutual aid will be available from the contiguous municipalities.

V. Operations and Control

- A. Operational statements that describe the role of Emergency Management and its implementation.

Incident Command System will be presented to the various borough agencies for their input and adoption to this plan.

4. During an emergency the EOC staff may decide to reduce or curtail public services on a temporary basis. Before making this decision all health and welfare questions will be addressed and discussed by the EOC staff. The order to reduce or curtail public services will emanate from the EOC. This reduction or elimination would be in order to direct personnel and resources to the "Emergency". (i.e., trash collection, school operations, and normal DPW functions)
5. In the event of a severe emergency condition the Emergency Management Coordinator may declare a State of Emergency generally after consulting with the Incident Commander, Department Heads, and Municipal Officials.

When the Emergency Management Coordinator has declared a State of Emergency, proper documents shall be recorded. The following parameters relating to the Emergency shall be included in the Emergency Declaration:

- Reduction of Public Services
- Restriction of Traffic flow
- Evacuations
- Diversion of Municipal Resources
- Requests for mutual aid other than contiguous communities

The Declaration of an Emergency places municipal services under the control of the Office of Emergency Management Coordinator.

The proclamation shall be normally read at a Press Conference.

The Monmouth County Office of Emergency Management shall be notified.

The termination of the Declaration shall be made by the Emergency Management Coordinator.

B. Phases of Emergency Management

In order to systematically approach Emergency Management, emergency planning is divided into four phases described below. Each of the four phases describes some of the actions to be taken. This list is not all inclusive.

1. Mitigation: Mitigation activities are those that eliminate or reduce the probability of a disaster occurrence. Also included are those long-term activities that lessen the undesirable effects of unavoidable hazards.

Some examples include but are not limited to:

- Study previous disasters to find ways to prevent or reduce the hazard.
- Develop public education
- Emergency management planning
- Update vulnerability analysis
- Establishment of building codes
- Flood Plain Management

C. Preparedness

The following responsibilities are as defined:

1. Mayor-The Mayor of Matawan Borough is responsible for directing Emergency Management activities within the Borough through the Emergency Management Coordinator, and with the EMC's assistance will direct the performance of emergency functions within the regularly constituted governmental structure, augmenting it where necessary.
2. Emergency Management Coordinator- Appointed by the mayor from among the residents of Matawan Borough. Shall serve for a three year term. Responsible for, and shall have the authority to enforce, plan, activate, coordinate and conduct emergency operations within the Borough of Matawan.
Duties as follows:
 - Establish and equip a Borough EOC, assemble data to be recorded there, and provide for monitoring, directly or remotely, on a continuous basis.
 - Develop Matawan Borough's plan for emergency operations in accordance with directives from and approval of the County Coordinator, and the Director, NJOEM.
 - Whenever, after consultation with the Mayor, it is determined that a disaster has occurred or is imminent, proclaim a "State of Local Disaster Emergency," activate Matawan Borough's organization as required, and assume control of emergency operations.
 - Supervise recruitment and training of volunteer personnel to augment regular salaried services.
 - Supervise local tests and exercises.
 - Coordinate the activities of local services and allied agencies in an emergency.
 - Request assistance through mutual aid plans, or from the Monmouth County Emergency Management Coordinator, when local resources are unable to cope with an emergency.
 - Serve as chairperson and member of the local emergency management council.
 - Maintain administrative records as required.
3. Deputy Coordinator(s).
 - Appointed by the Mayor upon recommendation of the Emergency Management Coordinator. Minimum of two (2) Deputy Coordinators will be appointed. One Deputy Coordinator will be responsible for Operations and the other for Resources.
 - Be appointed from among the salaried officers or employees of the Borough. Any and all Deputy Coordinators shall serve for a term of one year and shall be reappointed by the Mayor upon recommendation of the EMC at the yearly reorganization meeting.
 - Authorized to act in name of the Matawan Borough Emergency Management Coordinator when the Coordinator is unavailable or unable to discharge his/her normal duties.

Maintenance
Supply (procurement)
Manpower
Public Works
Transportation

- Borough staff officers, and their deputies, shall be appointed by the Matawan Borough Emergency Management Coordinator, with the approval of the Mayor, from among those persons responsible for administration of the corresponding functions in local government.
 - Where no like function exists, the best qualified resident shall be appointed on a volunteer basis, with the exception of Manpower (Human Resources).
 - The Emergency Management Coordinator is empowered to appoint non-salaried advisory committees to assist the staff in emergency planning.
7. Duties of Borough Staff Officers
- Develop appropriate annexes and SOP's relating to their functions for inclusion with this EOP.
 - Perform parallel functions at the Borough level to those outlined for County Staff Officers.

VII. Continuity of Government

There is a need for a line of succession to the office of the Mayor and the Emergency Management Coordinator to assure continuous leadership in an emergency and this line is as follows:

1. Mayor
 - Council President
 - Council Persons (4)
 - +Borough Clerk
2. Emergency Management Coordinator Deputy Coordinators in order of appointment
3. The person responsible for each annex (emergency function) must establish a line of succession and ensure personnel in that function and the Emergency Management Coordinator are kept informed of that line of succession.
4. Reporting procedures to other levels of government during an emergency are as follows:
 - During times of emergency all department heads shall direct and coordinate all resource requests through the Municipal Office of Emergency Management. The Office of Emergency Management shall prioritize all municipal resource requests and direct them to the affected area. All resource requests that exceed municipal capability shall be directed to, and be coordinated by, the County Office of Emergency Management. The County Office of Emergency Management shall periodically advise the State Office of Emergency Management of all such

- A. The Emergency Management Coordinator in conjunction with the Emergency Management Council is responsible for the maintenance of this Plan and for ensuring that necessary changes and revisions to the Plan are prepared, coordinated, approved and distributed.
- B. The Emergency Management Coordinator will ensure that the Basic Plan and all annexes are reviewed and updated annually based on deficiencies identified through drills and exercises. The EMC, Deputy Coordinator(s) and department heads and/or agency representatives (responsible for an annex or annexes) will be responsible for the quadrennial review of the Borough's Emergency Operations Plan as required by State and County OEM.

X. Definitions and Acronyms

- **Acronyms:**

ARC	American Red Cross
DEP	New Jersey Department of Environmental Protection
EBS	Emergency Broadcast System
EMC	Emergency Management Coordinator
EMRAD	Emergency Management Radio
EMS	Emergency Medical Services
EPA	Environmental Protection Agency
EPI	Emergency Public Information
EOC	Emergency Operating Center
EOP	Emergency Operation Plan
FCC	Federal Communications Commission
FEMA	Federal Emergency Management Agency
HAZMAT	Hazardous Materials
NAWAS	National Warning System
MONOC	Monmouth and Ocean County Medic Service
NWS	National Weather Service
NJOEM	New Jersey Office of Emergency Management
OEM	Office of Emergency Management
PIO	Public Information Officer
RADEF	Radiological Defense
RACES	Radio Amateur Civil Emergency Service
SBA	Small Business Administration
SOP	Standard Operating Procedure
SPEN	State-wide Police Emergency Network
VOAD	Volunteer Organizations Active in Disasters

- **Definitions:**

- Acid Rain - Acid Rain is caused when toxic emissions from oil and coal burning factories, power plants, and auto exhaust combine with moisture in the upper atmosphere and fall to earth as rain.
- Alternate National Warning System - A facility staffed by ATTACK WARNING officers in an underground location in Maryland. They control NAWAS in conjunction with, or as alternate to, the National Warning Center.

state the method or scheme for taking coordinated action to meet the needs of the situation. It will state the action to be taken by whom, what, when, and where, based on predetermined assumptions, objectives and capabilities.

- Fan Out - A telephone calling system by which the representatives previously notified disseminates the notification to other designated key personnel having a function at the EOC.
- Federal Emergency Management Agency (FEMA) - A Federal agency tasked with national disaster or emergency preparedness and response. It also deals in temporary emergency housing, training of state and local emergency response personnel and funding of preparedness projects and functions.
- Hazardous Material - A substance or material, which may pose an unreasonable risk to safety, health or property.
- Mitigation - An activity that eliminates or reduces the probability of a disaster occurrence, or reduces the effects of a disaster. Mitigation includes such actions as zoning and land use management, safety and building codes, flood proofing of building and public education.
- National Warning System - The Federal Warning System used to disseminate warnings of imminent natural disaster or enemy attack into a regional warning system, which passes it to the state warning points for further action and dissemination.
- Recovery - Activity that involves assistance to return the community to normal or near normal conditions. Short term recovery returns vital life support systems to minimum operating standards. Long term recovery may continue for a number of years after a disaster and seeks to return life to normal or improved levels. Recovery activities include temporary housing, loans, or grants, disaster unemployment insurance, reconstruction and counseling programs.
- Resources - Manpower, raw or basic materials, finished goods and products, services, and facilities.
 - Primary resources - those with by their nature have a national or interstate use. They generally include interstate wholesale stocks or manufacturers inventories.
 - Secondary Resources - those, which generally include retail stocks and interstate wholesale stocks to meet essential needs within a single state.
- Response - Activities that occur immediately before, during and directly after an emergency or disaster. They involve lifesaving actions such as the activation of warning systems, manning the EOC's, implementation of shelter or evacuation plans, and search and rescue.
- Standard Operating Procedures - (SOP) A set of instructions covering those features of the operations that lend themselves to a definite or standardized procedure without loss of effectiveness.

<p>P – Denotes Primary Responsibility</p> <p>S – Denotes Support To Lead Agency</p>	B A S I C	A L E R T	D A M A G E	E M S	E O C	F I R E	P U B I N F O	E V A C U A T E	H A Z A R D	L A W E N F	H E A L T H	P U B L I C W O R K	R E S O U R C E	S H E L T E R	S O C I A L	R A D I O L O G
Business Administrator													S			
Emergency Management	P	S	S		P			P	S				P	S		S
Emergency Medical		S		P		S		S	S					S		
Police Communications		P		S		S		S	S	S						
Police Department		S	S					S	S	P						
Public Works		S	S					S	S			P				
Health Department			S						P		P				S	
Social Services														S	P	
Fire Department		S	S	S		P		S	S					S		
Engineering			P									P				
County Prosecutor		S	S				S	S		S						
American Red Cross														P	S	
Salivation Army														S		
Public Information		S					P									

PROCLAMATION

To all departments, divisions and offices of the Borough of Matawan, New Jersey and to all citizens of the county and persons within its boundaries. Whereas, pursuant to the powers vested in me by Chapter 251 of the laws of 1942, as amended and supplemented, NJSA APP A:9-30 ET Seq; NJSA 40:48-1(6) and ordinance pursuant thereto; R.S. 40:87-31 ET Seq, NJSA 2C:33-1 ET Seq; and all sections and subsections, I have declared that a local disaster emergency exists within the Borough of Matawan, and

Whereas, the aforesaid laws authorize the promulgation of such orders, rules and regulations as are necessary to meet the various problems which have or may be presented by such emergency, and, Whereas, by reason of the serious conditions which presently exist in certain areas of Matawan Borough which may affect the health, safety and or welfare of the people, and Whereas, it has been determined that certain areas of Matawan Borough should be declared disaster areas, and further, that certain measures must be taken in order to insure that the authorities will be unhampered in their efforts to maintain law and order as well as an orderly flow of traffic, and further, in order to protect the persons and property affected by said conditions be it therefore resolved that,

A. The following areas are designated disaster areas:

1. _____
2. _____
3. _____
4. _____

AND

B. The movement of all vehicular traffic throughout the Borough of Matawan in the area of _____ Is prohibited until the termination of the emergency during the hours of _____ to _____.

AND

C. All Vehicles left abandoned on the streets, highways and public roadways, or unable to continue due to conditions of the emergency will be towed away at the expense of the vehicle's owner.

AND

D. All places of business relating to the sale, dispensing and/or distribution of alcoholic beverages shall be closed.

AND

E. All gasoline stations:

- Shall be closed. Shall be prohibited from selling or dispensing gasoline or any other combustible or flammable agent in any form into any container.
Shall be prohibited from selling or dispensing gasoline except directly into the fuel tank of a motor vehicle

AND

F. A curfew is declared on the use of the streets and highways of Matawan Borough and No person or persons under the age of _____ is to be or remain in or upon any public street, highway or place. At any time During the hours of _____ to _____ except as authorized by a designated official.

G. Other necessary orders

Now therefore, in accordance with the aforesaid laws, I do hereby promulgate and declare that the above cited applicable regulations shall be in addition to all other laws of the State of New Jersey, the County of Monmouth and its municipalities.

Emergency Management Coordinator

Date

Time

Borough of Matawan

Vulnerability Assessment

1. Approximate Population:

1970 - 9,000
1980 - 10,000
1990 - 10,000
2000 - 10,000
2019 - 8,810

2. Transportation Systems:

a. Highways:

- State Highway 34
- State Highway 79
- County Route 516 (New Brunswick Ave, Broad St. and Main St.)
- County Route 6-A (Ravine Drive)
- Main Street
- Middlesex Road
- Aberdeen Road
- The Garden State Parkway

b. Railroads:

- New Jersey Transit North Jersey Coastline
- Matawan-Aberdeen Train Station

c. Waterways:

- Lake Lefferts into Matawan Creek
- Gravelly Brook into Matawan Lake into Matawan Creek

d. Pipelines:

- None

e. Power Stations and Transmission Lines

- JCP&L Wilson Avenue (Hennigers-Mill Rd.) Sub-Station and associated transmission lines

3. Major Recreational Areas

a. Gravelly Brook Park

b. Clinton Street Park

c. Matawan-Aberdeen Babe Ruth Toomer Field (Middlesex Rd.)

d. Lake Lefferts Park & Recreational Area

e. Henry Hudson Trail (Monmouth County Park System)

The Borough of Matawan

County of Monmouth

State of New Jersey

ELECTIONS ANNEX

I. INTRODUCTION

A. Statement of approval:

The Elections Annex of The Matawan Borough Emergency Operations Plan meets the approval of the Emergency Management Coordinator and the Borough Clerk and is hereby approved. This annex supersedes any previously written Elections Annexes.

Approval date: _____


Borough Clerk

Lt. Thomas J. Falco Jr., Emergency Management Coordinator

II. AUTHORITY AND REFERENCES

A. Laws, ordinances, regulations, resolutions and directives.

1. Federal-As cited in the Basic Plan
2. State- Title 19 - Elections
3. County- Monmouth County Emergency Operations Plan for Elections
4. Municipal-As cited in the Basic Plan

B. References, guidance material and other documents.

1. Federal- Federal Election Campaign Act of 1971 (FECA, Pub.L. 92-225, 86 Stat. 3, enacted February 7, 1972, 52 U.S.C. § 30101 et seq.)
2. State- N.J.A.C.
3. County-As cited in the Basic Plan
4. Municipal-This Document

III. INTRODUCTION

In October of 2012, just days before the Presidential Election, Monmouth County and many other areas of the state were impacted by Superstorm Sandy. Although as it made landfall the storm was no longer officially classified as a hurricane, the storm's impact was characteristic of such a storm with high winds, storm surge, and widespread power outages lasting up to 18 days in portions of the county and destructive property damage.

The destructive impacts the storm had on Monmouth County and its 53 municipalities forced emergency management and the county departments and agencies to take specific actions to support the elections process. This situation highlighted the importance of advance planning for all potential election emergencies so that an effective and efficient response can be implemented to protect the rights of the electorate.

The following plan is intended to be used by county and local election officials to assist them in ensuring that the proper pre-planning and potential response actions are outlined to provide a common operating picture for all involved entities. It discusses effective communications protocols, available resources, the availability of various alternate voting locations, and identifying potential emergencies, such as adverse weather conditions and power failures, with suggested responses.

The plan has been developed using an "All Hazards" approach with the understanding that the overarching principles and practices can be applied to most disaster types. The plan has been developed through a collaborative approach amongst the Monmouth County Clerk, Monmouth County Office of Emergency Management, Board of Elections, and Superintendent of Elections. It also incorporates information from the New Jersey Elections Contingency Plan and from the New Jersey Office of Homeland Security and Preparedness.

IV. POTENTIAL RISKS/HAZARDS AFFECTING MONMOUTH COUNTY

A. NATURAL HAZARDS

- Earthquakes
- Extreme heat
- Floods
- Hurricanes and/or tropical storms
- Tornadoes
- Thunderstorms and lightning

- Wildfires
- Winter storms and severe cold
- B. MANMADE/TECHNOLOGICAL HAZARDS
 - Pandemics and/or medical emergencies
 - Fires
 - Technological and accidental hazards
 - Power Outages
 - Hazardous materials incidents
 - Terrorist hazards
 - Biological threat
 - Chemical threat
 - Cyber threat
 - Explosive Incidents/threats
 - Active Shooter
 - Cyber Threats
 - Civil Unrest
 - Other Threats/Hoaxes

V. DECISION MAKING-AUTHORITY

Gubernatorial Powers

There is no specific statute that provides for the cancellation or postponement of any statewide or local election in the case of an emergency, such as adverse weather conditions. The Legislature, however, has enacted the Disaster Control Act, N.J.S.A. • App. A: 9-33, et seq., which empowers the Governor to act in cases of an emergency, if he or she deems it warranted.

When Superstorm Sandy struck in 2012, Governor Christie issued Executive Order 104, directing department heads in the Executive Branch to take all appropriate actions in order to assure the welfare and safety of the State. Under this authority, the Secretary of State in her capacity as the Chief Election Official issued a number of Directives to the county election officials to expand voting opportunities for voters displaced by the storm and also to provide public outreach to apprise the voters of election-related matters. The decision to activate all or part of this plan will be triggered by the declaring of an emergency by the governor, County Emergency Management Coordinator, and if applicable by a Municipal Emergency Management Coordinator.

A. Executive Order Notification Protocol:

The following notification protocol will be followed if the Governor issues an Executive Order to postpone or cancel an election, other than a federal election:

- The State OEM should in accordance with their standard practices, provide the Executive Order to the 21 County OEMs (COEMs)
- Upon receipt of the Governor's Executive Order, Monmouth County OEM will transmit the Executive Order to the Municipal OEM Coordinators. The Municipal OEM Coordinators should immediately inform their Clerks of this Executive Order.
- Monmouth County OEM will transmit the Executive Order to the Monmouth County Clerk, Board of Elections Supervisor and the Superintendent of Elections.
- Monmouth County OEM will also transmit the Executive Order to the other applicable county departments, divisions and agencies.

B. Court Order

A judge of the Superior Court of New Jersey is empowered to cancel or postpone an election, upon proper application and due notice to the affected candidates and officials. Such application would likely be made in the affected county in case of a local election or elections held within a single county. If such order is entered, the Attorney General will notify the county election officials. Should Monmouth County Elections Officials be informed of any such court order, County Elections Officials will notify the appropriate local and county departments, divisions and agencies.

C. Suspension of Voting After the Polls Open

Monmouth County Board of Elections has a contingency plan in the event that the voting process needs to be suspended during the voting hours because of an unexpected occurrence, such as a storm, which threatens public safety and welfare. For a statewide election, other than a federal election, the suspension determination would likely be made by the Governor. The communication protocol that is in place for statewide emergencies would be implemented: the notice would be issued from the State OEM to the County OEMs and then down to the Municipal OEMs. Monmouth County Emergency Management will notify the County Clerk and Election Offices.

For a local election, the suspension of voting should be by way of court order. Whether by Executive Order or judicial order, the following procedures should be undertaken:

- The County Board of Elections should notify the County Clerk and the Superintendent of Elections, as well as each District Board and the Municipal Clerks to inform that the voting is to cease at a set time. Monmouth County will utilize the established protocol as outlined in this plan to communicate any necessary information. Should the Board need assistance from County OEM in making notifications, the Board will notify County OEM, which will in turn notify the OEM coordinators in the affected municipalities.
- The District Board should "close the polls" and lock voting machines down. All the election materials: poll books, supply bag and provisional ballot bag, should be delivered by the District Board to the Municipal Clerk, who in turn will deliver them to the County Superintendent of Elections, in accordance with standard procedures.
- The District Board should place a sign on the outside door of the polling place that the election has been suspended. This sign should be included in the supply bag.
- If adverse weather conditions prevent the District Board from returning the election materials to the pre-determined location, the judge of the District Board should take possession of these materials to await further instruction.

D. Voting Machine Warehouse Emergency

If there is an incident at the Monmouth County voting machine warehouse prior to an election day, such as a fire, which renders all the voting machines unusable, the county will deploy a paper ballot voting system. Under the Emergency Ballot Law, N.J.S.A. 19:53B-1, et seq., when an individual voting machine becomes inoperable during the voting hours, the District Board is to use the paper ballots which are stored in the emergency ballot box affixed to the voting machine. Each paper ballot

must be deposited in the box after voting. The emergency ballot box typically can house up to 50 ballots and envelopes.

If all the county voting machines are unavailable prior to an election day, this statutory procedure should be modified as follows:

- The Monmouth County Clerk will provide a sufficient number of paper ballots and blank envelopes for use at the polling place, based upon the number of voters in each election district, and taking into account a spoilage percentage.
- The Monmouth County Board of Elections will provide a sufficient number of containers to store all the ballots for each election district. There should be at least one container to hold the un-voted ballots and at least one container to hold the voted ballots.
- Each container will be equipped with a locking or security mechanism (if using security seals, they must be numbered). The container holding the un-voted ballots must be secured prior to delivery to the polling place.
- The containers for each municipality will be delivered to a location determined by the municipal clerk, and with the agreement of the County Board of Elections.
- A chain of custody document for each container will be implemented.
- The District Board will be instructed that at least two bipartisan board workers must be present when the container is opened at the polling place at the start of the voting.
- The board worker supply bag will include a sufficient number of privacy screens and pens/pencils.
- At all times during the course of the election, the District Board will maintain control and oversight of the ballots and the containers.
- The poll books should be used in the normal course.
- All unused ballots will be kept in the assigned container.
- A voted ballot will be placed in an envelope and placed in the container assigned to hold such ballots.
- If the supply of ballots is running low, the District Election Board should notify the Monmouth County Board of elections.
- The Monmouth County Clerk will assure that additional ballots will be available during the voting hours.
- At the close of the polls, the District Board must secure all containers and deliver them to the Municipal Clerk who in turn will deliver them to the County Superintendent of Elections in accordance with standard procedures.
- There must be at least two board workers, of opposite political parties, returning the containers.

NOTE: The provisional ballot process would still be in force. In other words, any voters whose name does not appear in the poll book; whose registration information is deficient; who moved within the county without notifying the election officials; or who either applied, received or did not return a mail-in ballot, would be required to vote on a provisional ballot.

E. Lock-Out: Prior to the Opening of the Polls

Under Title 19, N.J.S.A. 19:52-1, District Board Workers are to arrive at their polling places 45 minutes before the polls open for set-up purposes. If the polling place door is not open, any present Board Worker should call the County Board of Elections office for assistance. (732-431-7802) The county board should immediately notify the

contact person for the polling place of the situation. If the facility is still not open by the time the polls are to be officially open, and voters are present, the district board worker(s) should inform the voters that help has been requested.

VI. COMMUNICATIONS

Effective communication requires that a protocol be established for prompt response to any emergency situation. Understanding that emergency situations may vary, in order to ensure the proper response and handling of any emergency, 9-1-1 should be called immediately upon learning of any emergency that is impacting a polling location.

Municipal Clerks should contact the jurisdictional police department and facility managers to discuss specific procedures for polling site emergencies.

In the event that the above communications methods fail Monmouth County Emergency Management will activate communications with the Municipal Emergency Management Coordinators via the county-wide trunk radio system.

Monmouth County maintains a Code Red mass notification system. This system will be used to when immediate or emergency notifications need to be made.

Monmouth County maintains a teleconference bridge. This conference bridge will be used to conduct county-wide briefings when applicable.

In case of all communications failures, Monmouth County OEM will activate Emergency Support Function 2-Communications (ESF-2) of the County Emergency Operations Plan.

Monmouth County Election Offices will utilize the following methods to communicate with the Municipal Clerks:

- Telephone
- Cellular telephone
- Email

Emergency Contacts

The Monmouth County election offices maintain an updated contact information list of mission-critical staff (See Appendix 1a, 1b & 1c) and agencies, including the personnel in every municipal election-related office and office of emergency management, (See Appendix 2) from the state to the local levels. The contact list includes phone numbers (office and cell); and email.

Monmouth County Election Officials also maintain contact information for the private vendors that are used to support election related functions.

- Voting Machine Pick Up and Delivery:
 - Princeton Van Service: (Decibus) 609-658-6052
- Preparing and Testing of Voting Machines:
 - ES&S (Mike Drew) Ph: 609-471-0916, Fax: 609-953-1566
- Printing of Additional Ballots:
 - Reliance: 973-239-5477
- Voting Machine Operation:
 - Dominion Voting System: 607-538-1939
- Additional Emergency Contacts:
 - New Jersey Division of Elections:
 - Ph: 609-292-3760, Fax: 609-777-1260,
 - Email: Feedback@sos.nj.gov
 - New Jersey State Police Emergency Management: 609-963-6900

- Monmouth County Information Technology: 732-431-7991
- Monmouth County Sheriff's Office: 732-577-8700
- Monmouth County Office of Emergency Management: 732-431-7400

VII. POLLING SITES

A. Primary Polling Sites

The Monmouth County Board of Elections is required to certify all the polling places intended for any election during the course of a calendar year. While the municipal clerks in each county will provide recommendations, it is ultimately the County Board that must assure a polling place is suitable for use. During this process, the County Board should consider accessibility, parking, restrooms and other support areas for District Board Workers.

The Monmouth County Board of Elections maintains a list of each polling place to include the physical site address and telephone number. (See Appendix 3) Facility plans and/or blueprints for each location should be accessible and reviewed by elections staff in advance of an election, as warranted.

Monmouth County Board of Elections maintains a list of facilities that have generators. (See Appendix 4)

The following procedures should also be followed by Board Workers within each facility to ensure safety of staff and voting public:

- Locate primary and secondary exits, safest evacuation routes within the facility
- Locate safest sheltering location within the facility in case of severe weather or emergency
- Locate fire extinguishers and understand proper usage procedures
- Determine a specific location for all personnel to assemble outside of the facility in case of evacuation

The County Board of Elections should educate Board workers as to these procedures at annual Board Worker training classes.

B. Alternate Polling and Work Sites:

During the polling site certification process, Monmouth County Board of Elections should also consider whether a polling place can accommodate additional election districts on an election day if a nearby polling place becomes unavailable, i.e.: Is there room and a power supply for additional voting machines, room for tables for added district board workers and space for additional voters? Obtaining this information well ahead of an election will enable a county board to pre-plan where a polling place can be relocated in case of an emergency.

The County election offices, (Monmouth County Board of Elections, County Clerk and County Superintendent of Elections) have a Continuity of Operations Plan. This plan was developed in coordination with the Monmouth County Office of Emergency Management and designates an alternate office site in which these agencies could relocate to, in the event that an emergency so warrants. The location and all contact information will be provided to the Attorney General, State Division of Elections, the State Office of Emergency Management (State OEM) and all the municipal clerks when and if these sites are needed. The County Superintendent of Elections, the Chair of the County Board of Elections, and the County Clerk are the primary contact persons for notification to the State as to the relocation of their respective election offices.

C. Agreements with other Jurisdictions

Monmouth County OEM maintains written mutual aid agreements with 51 of the 53 municipalities within the county. This agreement covers all services, resources or assistance from the county to a municipality, from a municipality to the county or from one municipality to another. In addition, Monmouth County is a participant in the New

Jersey Inter-County Mutual Aid Agreement. This agreement covers all services, resources and assistance supplied to or received from another county.

D. Resources

The Monmouth County Office of Emergency Management, the Monmouth County Clerk, and Monmouth County Board of Elections and the Monmouth County Superintendent of Elections maintain an inventory of available resources for use in an emergency.

This inventory includes but not limited to:

- A sufficient number of generators, including the quantity, corresponding wattage, and their location
- Available spare voting machines for deployment
- Communication devices (cell phones, laptops, two-way radios) available for use in an emergency.
- Transportation resources to move poll workers or voters
- Emergency food and water
- Extra paper ballots

Additional personnel to work as District Board Worker in the event they are needed. Planning for additional personnel is particularly important for election-day in case board workers do not show up at the polls or become otherwise unavailable.

The Monmouth County Board of Elections maintains a list of additional "Master Board Workers" that could be called upon for added workloads or absences of regular employees. The County Election Officials should ascertain the availability of additional employees from other county offices, and/ or the feasibility of using temp agencies.

VIII. POTENTIAL RESPONSE ACTIONS

A. RELOCATION TO ALTERNATE SITE

1. Pre-Determined Site

If the County Board or Elections has pre-determined an alternate site for the closed polling place, the District Board Workers should be directed to this site. The address of the alternate site should be included in the board worker supplies. The County Board should confirm that the District Board Workers know where to go and also that they have the means to get there. The County Board may have to obtain the assistance of the local emergency officials if there are transportation needs.

Assuming that safety priorities did not mandate immediate exit from the polling place, the District Board workers should be reminded to take the poll books, provisional ballot bag, and supply bag with them to the new location. If the District Board Workers are not able to obtain these election materials before leaving the polling place, the County Board of Election, with any necessary assistance of the other election offices, must assure that election materials-such as a provisional ballot bag, and other paper supplies, will be available at the alternate site. The County Board must also ascertain, with the assistance of the Superintendent of

Elections, if a voting machine with poll books can be provided, at the Alternate/relocation Site.

2. Election Day Designation

If the County Board does not have a pre-determined alternate site for the affected polling place - or if the pre-determined site is not available - the County Board should relocate the District Board Workers and the voters to the nearest available facility. The Board Workers should take all necessary supplies, if feasible, and the County Board should ascertain if a voting machine can be delivered to the new location.

NOTE: If the Board Workers and the election materials at the "closed" polling place cannot be relocated, for whatever reason, the County Board would have to assure that the "new" polling site is staffed with personnel and voting materials.

3. Voting at Inaccessible Polling Place

If a polling place is inaccessible at the start of the voting hours, the District Board should inform any waiting voters of an estimated time for such access, if known. If any such voter informs the District Board he or she must depart before such time and will not be able to return to the polling place at a later time, nor be able to go to the courthouse to apply for an order to obtain a mail-in ballot, the District Board should contact the County Board of Election for instruction.

The County Board should immediately consult with the Deputy Attorney General (DAG) on election duty in the election office regarding any voting alternatives, such as the use of provisional ballots. Approval for any alternate procedure must be made by the Attorney General's Trenton office, which will determine if judicial authorization is warranted. Any such court application may require the district board and the affected voter to "appear" by telephone to confirm the situation for the court.

4. Use of New Jersey Transit Resources

If an alternate site is not readily available, the chair of the Monmouth County Board of Election in accordance with the New Jersey Elections Emergency Contingency Plan, may request the use of a bus to be used as mobile voting unit. The New Jersey Transit Authority (NJT) will arrange for several of its buses to be dedicated for such use on an election day, on a standby basis. The chair should initiate this request through New Jersey State OEM, and notify Monmouth County OEM. Authorization will be considered with input by the Attorney General and NJT.

Safety concerns and the need to assure the continuation of the voting process will be some of the factors considered. If authorization by the State OEM is granted, and if there are no safety concerns, the bus will be deployed within reasonable proximity to the closed location. If this is not feasible, the bus will be deployed at a safe location to be determined by the Municipal Emergency Management Coordinator and other local authorities.

The bus will be escorted by the State Police, who would remain with the bus during its use as a voting unit and provide escort for the transport of the election officials and materials to the appropriate election office at the close of the polls.

- a. Critical Information to be Provided by the Chair of the County Board of elections to the NJ State OEM:

- Destination for the bus
 - Names and contact information for those election officials who will be at the pre-determined site to oversee the voting process on the bus. There must be at least two such bi-partisan officials. They must be properly credentialed and have photo identification.
- b. Required Materials:
- Requisite number of provisional ballots and envelopes
 - Pencils/pens
 - Security bag(s) for the ballots
 - Privacy screen(s)
- c. Voting Procedure:
- All voters are to vote in private
 - All voted ballots are to be placed in the secured bag
 - At the close of the polls, the election officials and the election materials should be taken to the appropriate county election office, with police escort.

NOTE: Public notice must be given of any relocation of a polling place or use of a mobile voting unit. If feasible, written notice of the change should be posted at the old polling place. The board should also provide such notice on its website and request the notice be placed on other county office websites, the municipality's website and the website of the State Division of Elections. That office should provide notice to the League of Women Voters who provides information on an election day. The County Board should also contact the media for a public service announcement of the change.

B. VOTING MACHINES

While some incidents cannot be controlled, there are certain "emergencies" that potentially can be avoided if common sense and due diligence prevail. For example, the majority of the voters vote at the polling place by way of electronic voting equipment. When such equipment becomes inoperable on an election day, it creates an emergency to the extent that District Board voters have to employ the emergency ballot voting procedure, which is a paper ballot process authorized by law.

Although there may be several factors that may cause a voting machine to become inoperable, all due effort and diligence must be employed by the Superintendent of Elections to assure the machines continue to be subject to regular care and inspection consistent with the manufacturer's guidelines.

This includes proper maintenance of the battery back-up system in the machines. This back-up system is critical if the polling place has a power failure. The battery on the machines has a 14-hour life span. While it is standard practice to plug the machines into an electrical outlet in the polling place, battery back-up assures continuity of voting if a power failure occurs. It is critical, therefore, that the voting machine batteries be charged, at the required intervals, and replaced as necessary.

C. SECURITY OF PAPER BALLOTS

In addition to the maintenance of the voting machines, the county election officials must assure the security of the paper ballots that are received in their offices. Voted mail-in ballots can be returned to the County Board of Elections as early as 45 days before the election. These ballots cannot be counted until election-day, so the

County Board must assure they are kept safe, under lock and key, and ideally in a fire-proof location. Provisional ballots, which are voted at the polling places, are returned to either the County Board of Election or County Superintendent of Elections on election night and are subject to verification and counting over the course of several days or a week. These ballots also need to be secured and, in a fire-proof environment. Considering an election, particularly a local election, can be won by several votes, the security of the paper ballots is vital to preserve the integrity of the election process, and to avoid the potential for a new election.

D. ELECTRONIC ELECTION INFORMATION

Under the Help America Vote Act of 2002, (42 U.S.C. ,J1973-gg, et seq.), and state conforming legislation, (N.J.S.A. 19:31-31), voter registration records are required to be maintained electronically.

1. Statewide Voter Registration System (SVRS)

The Secretary of State, as the Chief Election Official, is required to oversee and maintain the Statewide Voter Registration System (SVRS), which links all the county election offices along with several critical State offices. The SVRS is used to maintain the voter registration records in each county and produces an electronic file for the printing of the poll books. Reference to the SVRS is also critical on an election day, in part, to verify voter eligibility and to maintain records of court-issued mail-in ballots.

E. Cyber Threats/Security

The electronic and computer systems of the Monmouth County Election Offices are managed by the Monmouth County Office of Information Technology (MCITS) and are subject to their security and operating procedures. Monmouth County Elections staff will immediately notify the Division Director of any suspicious activity. (See US Election Assistance Commission Voting System Testing Certification Program, https://www.eac.gov/assets/1/1/Documents/Checklist_Securing_ENR_Systems_10.14.16.pdf (Appendix 5))

F. Bomb Threats

If the District Board or Board Worker receives a bomb threat during the election, the following procedures should be implemented:

- Immediately supervise the evacuation of the polling place in an orderly manner.
- If the District Board can safely do so, the voting machine should be powered down and locked and the election materials (provisional ballot bag/ supply bag) taken with them.
- Once a safe distance from the building, the District Board should call 911.
- Thereafter, the District Board should call the County Board of Election Office.
- The District Board should remain out of the building until the emergency officials determine it is safe to return.
- If it appears that there is going to be a substantial period of time before re- entry is feasible, the District Board should inform the county board. That board will determine if the Long-term Inaccessibility/Closure procedure, as set forth below, needs to be implemented.
- Refer to Appendix 6 (Office of Homeland Security Bomb Threat Checklist)

G. Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill in a confined and populated area, in most cases active shooter use firearm(s) and there is no pattern or method to their selection.

Active Shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of Law Enforcement is required to stop the shooting and mitigate harm to victims.

If a District Board Worker should encounter an Active Shooter situation, they should consider the following: CALL 9-1-1 WHEN SAFELY ABLE TO DO SO!

- Run: If there is an accessible escape path attempt to evacuate the premises.
- Hide: If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- Lock the door
- Blockade the door with heavy furniture
- Fight: At last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

Note: The above information is an excerpt from the US Department of Homeland Security, active Shooter, How to Respond Guide,
<https://www.dhs.gov/sites/default/files/publications/active-shooter-how-to-respond-508.pdf>

Refer to the NJ Office of Homeland Security and Preparedness, Active Shooter Response Guide

<https://static1.squarespace.com>

[/static/54d79f88e4b0db3478a0440.5/t/57adee4237c581484d86bc3d/1471016003120/Active+Shooter+Response.pdf](https://static1.squarespace.com/static/54d79f88e4b0db3478a0440.5/t/57adee4237c581484d86bc3d/1471016003120/Active+Shooter+Response.pdf)

[.pdf](https://static1.squarespace.com/static/54d79f88e4b0db3478a0440.5/t/57adee4237c581484d86bc3d/1471016003120/Active+Shooter+Response.pdf) (Appendix 7)

H. Fire

If there is a fire in the polling place, the following procedures should be implemented:

- The District Board should supervise the evacuation of the polling place in an orderly manner.
- If the District Board determines it can safely do so, the voting machine should be powered down and locked, and the election materials (provisional ballot bag/supply bag) taken with them.
- Once a safe distance from the building, the District Board should call 911.
- Thereafter, the District Board should call the Monmouth County Board of Elections Office.
- If it appears that there is going to be a substantial period of time before re-entry is feasible, the district board should inform the County Board. That board will determine if the Long-term Inaccessibility/Closure procedure, as set forth above, should be implemented.

IX. PUBLIC OUTREACH

Keeping voters informed of the election process and any changes to standard procedures, particularly in regard to voting hours and locations, is vital to a successful contingency plan. Election information and alerts can be communicated by utilizing the following outlets:

- Websites of the State Division of Elections, County Election Offices and the Municipal Clerks
- Websites of affected Offices of Emergency Management, County and Municipal
- Reverse 911 systems

- All available Social media platforms
- Applicable print, News and radio outlets
- Route alerting in affected districts
- Other means as deemed appropriate

Note: Monmouth County Office of Emergency Management along with the Sheriff's Office, Prosecutor's Office and County Public Information Offices maintain lists of the media outlets that are available to disseminate election information. Monmouth County Elections staff will coordinate all media information with the appropriate Public Information Offices.

Consistent Messaging

All county election offices will work together to ensure consistent messaging so that that the public receives the same message from all sources.

X. TRAINING/EXERCISES /EVALUATION

1. Training

All County Election Offices will conduct training with County and Municipal Elections Staff, to include Municipal Clerks on this plan each year prior to the General Election. This training could be completed at an annual meeting, via webinar or conference call.

2. Evaluation

This plan will be evaluated each year during scheduled training sessions. In addition, the plan will be evaluated after any election day emergency in which this plan is activated.

DIVISION OF ELECTIONS - EMERGENCY CONTACT LIST

COUNTY - Monmouth

OFFICE - County Clerk

NAME	TITLE	WORK	CELL PHONE	CELL PHONE	EMAIL
Christine Giordano	County Clerk	732-683-8743	732-742-2080		Christine.Hanlon@co.monmouth.nj.us
Judy Ricci	Elections Deputy	732-431-7790	732-829-2528		Judith.Ricci@co.monmouth.nj.us
Felicia Santaniello	Deputy County Clerk	732-431-7324	908-510-8845		Felicia.Santaniello@co.monmouth.nj.us
Grace Soden	Technical Assistant -	732-431-7324	732-374-6121	732-239-0169	Grace.Solden@co.monmouth.nj.us
Stuart Siewert	Principal Programmer	732-431-7324	732-718-2602	732-616-6703	Stuart.Siewert@co.monmouth.nj.us

DIVISION OF ELECTIONS - EMERGENCY CONTACT LIST

COUNTY- Monmouth

OFFICE- Board of Elections

NAME	TITLE	WORK	CELL PHONE	CELL PHONE	EMAIL
Allan Roth	Chairman		201-264-5998		Allan.Roth(al.co.monmouth.
Chantal Bouw	Commissioner/Se		908-902-8167		Chantal.Bouw@co.monmout
Eileen Kean	Commissioner	Home 732-747-	732-804-4159		Eileen.Kean@co.monmouth.
Eric D. Brophy	Commissioner		201-232-3280		
Tracee Johnson	Chief Clerk		908-489-7014		Tracee.Johnson(alco.monm
Robin Major	Administrator	Home 732-477- Home 732-657-	848-992-4811		Robin.Major2co.monmouth.

DIVISION OF ELECTIONS - EMERGENCY CONTACT LIST

COUNTY- Monmouth

OFFICE- Superintendent of Elections

NAME	TITLE	WORK PHONE	CELL PHONE	EMAIL
Mary DeSamo	Superintendent/ Commissioner	732-431-7780 X 7783	908-216-8608	Mary.DeSamo@co.monmouth.nj.us
Dawn Hill	Deputy Commissioner	732-431-7780 X 7784	732-299-0906	Dawn.Hill@co.monmouth.nj.us
Patricia Fitzpatrick	Chief Clerk	732-431-7780 X 7782	732-485-2489	Patricia.Fitzpatrick@co.monmouth.nj.us
Robin Lemesevski	Administrator/COOP (Continuity Of Government Plan) Coordinator	732-431-7780 X 8927	732-497-8165	Robin.Lemesevski@co.monmouth.nj.us
Michael Marx	Voting Machines Supervisor	732-431-7291	732-239-4168	Michael.Marx@co.monmouth.nj.us

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Mayor Altomonte read by title Resolution 18-05-41: Approving Unused Vacation for the Year 2017 – Jason Gallo. Mayor Altomonte requested a motion. Councilwoman Salvatore made the motion, seconded by Councilwoman Buckel. 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 18-05-41
APPROVING UNUSED VACATION FOR THE YEAR 2017
JASON GALLO**

***WHEREAS,** Jason Gallo has requested Council approval to carry over 144 unused 2017 vacation hours into the year of 2018; and*

***NOW, THEREFORE, BE IT RESOLVED** the Council of the Borough of Matawan hereby approves Jason Gallo's request to carry over 144 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, Police as well as Jason Gallo.*

Mayor Altomonte read by title Resolution 18-05-42: Acceptance of Resignation - Jerzy Musialek – Full-Time Field Technician Borough of Matawan Department of Public Works. Mayor Altomonte requested a motion. Councilwoman Salvatore made the motion, seconded by Councilwoman Buckel. 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 18-05-42
ACCEPTANCE OF RESIGNATION
JERZY MUSIALEK
FULL-TIME FIELD TECHNICIAN
BOROUGH OF MATAWAN DEPARTMENT OF PUBLIC WORKS**

***WHEREAS,** Jerzy Musialek verbally submitted his resignation as Full-Time Field Technician with John Applegate, Superintendent of the Borough of Matawan Department of Public Works but has not submitted a letter of resignation.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan accepts the resignation of Jerzy Musialek effective April 7, 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 Jerzy Musialek.*

Mayor Altomonte read by title Resolution 18-05-43: Authorizing the Borough Administrator to Advertise Field Technician(s). Mayor Altomonte requested a motion. Councilwoman Buckel 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

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Councilwoman Deana Gunn
Councilman David Vergaretti

Motion passed.

**RESOLUTION 18-05-43
AUTHORIZING THE BOROUGH ADMINISTRATOR TO ADVERTISE
FIELD TECHNICIAN(S)**

WHEREAS, there is a need for a Full-Time Field Technician(s) for the Borough of Matawan.

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

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

Mayor Altomonte read by title Resolution 18-05-44: Authorizing the Borough Administrator to Advertise for Hiring of a Part-Time Recording Secretary – Shade Tree Commission. Mayor Altomonte requested a motion. Councilwoman Gunn made the motion, seconded by Councilwoman Buckel. 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 18-05-44
AUTHORIZING THE BOROUGH ADMINISTRATOR TO ADVERTISE FOR HIRING OF A
PART-TIME RECORDING SECRETARY
SHADE TREE COMMISSION**

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

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

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

Mayor Altomonte read by title Resolution 18-05-45: 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 18-05-45
PAYMENT OF BILLS**

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

<i>Current</i>	<i>\$424,151.27</i>
<i>Water & Sewer</i>	<i>\$48,015.34</i>
<i>Borough Capital</i>	<i>\$166,312.04</i>
<i>Grant</i>	<i>\$283.33</i>
<i>Borough Trust</i>	<i>\$164,319.16</i>
<i>Recreation Trust</i>	<i>\$1,724.00</i>
 <i>Total</i>	 <i>\$804,805.14</i>

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

Mayor Altomonte read by title Resolution 18-05-47: Authorization to Connect to the Borough of Matawan Sanitary Sewer System – Western Monmouth Utilities Authority – SD Development, LLC – Township of Marlboro – Block 115, Lots 25 and 26. 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 18-05-47
AUTHORIZATION TO CONNECT TO THE
BOROUGH OF MATAWAN SANITARY SEWER SYSTEM
WESTERN MONMOUTH UTILITIES AUTHORITY
SD DEVELOPMENT, LLC
TOWNSHIP OF MARLBORO
BLOCK 115, LOTS 25 AND 26**

***WHEREAS**, SD Development, LLC for the property located in the Township of Marlboro, also known as Block 115, Lots 25 and 26, is requesting to direct their sanitary sewer flow to the Borough of Matawan's sanitary sewer system; and*

***WHEREAS**, the sanitary sewer flow will eventually become the property of the Western Monmouth Utilities Authority (WMUA); and*

***WHEREAS**, the John Applegate, Superintendent for the Department of Public Works has reviewed the Application and has no objection to the connection; and*

***WHEREAS**, Robert R. Keady, Jr. of T&M Associates, Borough Engineer, has reviewed the Application and plans, and the Treatment Works Approval (“TWA”) Form provided by SD Development, LLC, and the modifications requested by the Borough Engineer have been corrected and the TWA Form is complete.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that it hereby grants permission for the property located in the Township of Marlboro, SD Development, LLC, Block 115, Lots 25 and 26 to connect into the Borough's sanitary sewer system.*

***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, Finance, Clerk, Public Works as well as the Borough Engineer, Western Monmouth Utilities Authority and SD Development, LLC.*

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SHARED SERVICES AGREEMENT

THIS UNIFORM SHARED SERVICES AND CONSOLIDATION AGREEMENT (the "Agreement"), dated this ____ day of _____, 2018, by and between the **WESTERN MONMOUTH UTILITIES AUTHORITY**, a public body politic and corporate with principal offices located at 103 Pension Road, Manalapan, New Jersey 07726 (hereinafter, the "Authority"), and the **BOROUGH OF MATAWAN**, a municipal corporation with principal offices located at 201 Broad Street, Matawan, New Jersey 07747 (hereinafter, the "Borough") (hereinafter, referred to individually as "Party" and collectively as "Parties").

RECITALS

WHEREAS, the Authority is a municipal utilities authority created by the governing bodies of the Townships of Manalapan and Marlboro in accordance with the authority granted by the Municipal and County Utilities Authorities Law ("MUA Law") N.J.S.A. 40:14B-1 et seq., and

WHEREAS, pursuant to and in accordance with the MUA Law the Authority is authorized to provide sewerage services both within and outside the municipal boundaries of the Townships of Manalapan and Marlboro; and

WHEREAS, in accordance with the New Jersey Local Public Contracts Law ("LPC Law") N.J.S.A. 40A:11-1 et seq., the Authority solicited bids from qualified companies to undertake the Force Main Air Release Manhole Replacement Project ("Manhole Replacement Project"); and

WHEREAS, the Manhole Replacement Project generally consists of the replacement of eight (8) air release manhole assemblies along the Texas Road Pump Station Force Main including manholes, air release valves, temporary bypass, force main replacement, backfill, restoration, appurtenances and all other work in accordance with the contract documents; and

WHEREAS, the Authority received one responsive bid for the Manhole Replacement Project which substantially exceeded the Authority's pre-bid cost estimate to complete the project; and

WHEREAS, the Authority intends to reject that one bid and re-bid the Manhole Replacement Project; and

WHEREAS, a vital component of the Manhole Replacement 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 which is owned by the Borough ("Force Main Replacement Work"); and

WHEREAS, the Force Main Replacement Work generally consists of the installation of approximately 170' of 12" PVC DR18 force main including test pits, excavation, backfilling, pavement restoration, testing, tracer wire installation, connections to the existing force main, and abandonment of the existing force main and appurtenances; and

WHEREAS, in accordance with the LPC Law, the Borough solicited bids from qualified companies to undertake the restoration of the Matawan Recycling Center property ("Recycling Center Project"); and

WHEREAS, the Recycling Center Project generally consists of milling and asphalt paving, installation of reinforced concrete pads, construction of a concrete bin block wall, traffic stripping and marking, construction of bollards, construction of concrete curbing, and installation of facility control equipment; and

WHEREAS, pursuant to Resolution 17-11-14 the Borough awarded a contract for the Recycling Center Project to the low bidder, Black Rock Enterprises, LLC ("Black Rock"); and

WHEREAS, Black Rock is prepared to commence its work on the Recycling Center Project; and

WHEREAS, the Force Main Replacement Work contemplated by the Authority will require the Authority to, among other things, disrupt a portion of the asphalt paving that Black Rock will have installed at the Matawan Recycling Center property as part of the Recycling Center Project; and

WHEREAS, the Authority and the Borough agree that it would be advantageous to both entities to have Black Rock to complete the Force Main Replacement Work at the Matawan Recycling Center property in advance of completing the asphalt paving required under the Recycling Center Project; and

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., ("Act") provides that any local governmental unit may enter into a contract with any other local governmental unit to provide or receive any service that each local unit is empowered to provide or receive within its own jurisdiction; and

WHEREAS, N.J.S.A. 40A:65-4 Authorizes the parties to enter into a shared service agreement to transfer the Force Main Replacement Work from the Authority to the Borough so that the Borough can ensure completion of the Force Main Replacement Work in advance of completing the asphalt paving required under the Recycling Center Project; and

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WHEREAS, the Parties desire to formally designate the Borough with such responsibilities, as set forth in this Agreement; and

WHEREAS, the Borough and the Authority agree that \$98,414.00 shall be paid to the Borough by the Authority for reimbursement of the costs required implement the Force Main Replacement Work; and

WHEREAS, the Authority and the Borough have determined that it is in their best interests to enter into a shared services arrangement for the Force Main Replacement Work in, subject to the terms and conditions established in this Agreement; and

WHEREAS, this Agreement has been duly authorized by appropriate resolutions of the Authority and the Borough;

NOW THEREFORE, in consideration of the mutual promises, agreements and other considerations made by and between the Parties, the Authority and the Borough do hereby agree as follows:

AGREEMENT

1. The term of this Agreement shall be for one (1) year, commencing upon full execution of this Agreement and automatically expiring 365 days thereafter, unless extended upon mutual written agreement of the Parties. In no event, shall the term of this Agreement exceed five (5) years.
2. Within sixty (60) days of full execution of this Agreement, or as otherwise agreed to in writing by the Parties, the Borough shall enter into a contract change order with Black Rock for the Recycling Center Project that requires Black Rock to complete the Force Main Replacement Work, as more fully described in the Scope of Work attached hereto as Exhibit A and made a part hereof (the "Services"). If the Borough fails to enter into said contract change order with Black Rock, then this Agreement and all of the obligations of the Parties as set forth herein shall be rendered null and void.
3. Promptly upon full execution of this Agreement, the Authority shall provide the Borough with all design drawings, specifications, and any other requested documentation required to properly complete the Services.
4. Promptly upon completion of the Services, and prior to any payment authorized by paragraph 5., the Borough Engineer shall certify the accuracy of all as-built drawings developed by Black Rock for the Force Main Replacement Work.
5. Within sixty (60) days of the Authority's receipt of all certified as-built drawings, or as otherwise extended in writing by the Parties, the Authority shall pay to the Borough the sum of \$98,414.00 for the performance of the Services ("Service Fee") . Unless otherwise agreed to in writing by the Parties, this Service Fee covers all costs for the provision of the Services.
6. During the term of this Agreement, if the Borough determines that there is need for an increase in the Service Fee to offset unforeseen or unanticipated fees, expenses, and/or charges, the Borough shall provide the Authority with written notice of said increase, prior to implementing any such increase. The notice shall set forth the amount of the increase in the Service Fee and an explanation of the cause or reason for the increase. The Authority shall have the option to terminate this Agreement in accordance with paragraph 21. of this Agreement. If the Agreement is not terminated by the Authority in accordance with paragraph 21., the increased Service Fee shall be imposed and charged by the Borough on the Authority in accordance with the terms set forth herein.
7. The Borough shall be solely responsible for ensuring that that the Services are completed in accordance with any and all applicable laws, rules, regulations and/or best practices.

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8. This Agreement only transfers responsibility for completing the Services from the Authority to the Borough; nothing in this Agreement is intended to alter, in any way, the Authority's ownership of the sewer improvements installed in connection with the Services.
9. Neither the Authority nor the Borough shall be considered in default of this Agreement if delays in, or failure of, performance are due to uncontrollable circumstances (including, but not limited to, an act of God, landslide, lightning, earthquake, fire, explosion, flood, ice storm, nuclear radiation, acts of a public enemy or terrorist, war, blockade, insurrection, riot or civil disturbance, labor strike or interruption or any similar occurrence, or a condemnation or other taking by or on behalf of any public, quasi-public or private entity), the effect of which, by the exercise of reasonable diligence, the non-performing Party could not avoid. Neither Party shall, however, be excused from performance if non-performance is due to forces that are preventable, removable, or remediable and that the non-performing Party could have, with the exercise of reasonable diligence, prevented, removed or remedied with reasonable dispatch. The non-performing Party shall, within a reasonable time of being prevented or delayed from performance by an uncontrollable circumstance, give written notice to the other Party describing the circumstances and uncontrollable forces preventing continued performance of the obligations on this Agreement.
10. The failure of either Party to insist upon strict performance of provisions of this Agreement shall not be construed as a waiver or relinquishment for the future of any such performance, but shall be and remain in full force and effect.
11. If any part of this Agreement or application thereof to any person or circumstance shall, for any reason, be adjudged by a court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder of this Agreement which is hereby declared to be severable. Moreover, to the extent necessary, this Agreement shall be reformed in accordance with the intent of this Agreement so as to permit said Agreement to continue to its expiration.
12. The Parties shall each maintain insurance in accordance with the requirements of Exhibit B during the entire term of the Agreement to protect the both Parties from any loss or liability with respect to the Services to be provided by the Borough to the Authority under the terms of this Agreement. The Parties shall provide each other with evidence of said insurance coverage and agree that they will each add the other Party as an additional named insured (where applicable) under the policies as their interests may appear. Certificates evidencing such insurance coverage shall be exchanged by the Parties prior to the provision of the Services by the Borough, and the certificates must meet with the approval of both Parties as to amounts, extent of coverage and form, and such approvals shall not be unreasonably withheld.
13. The Authority agrees to indemnify, defend and hold harmless the Borough and its elected and appointed officials, employees, agents, successors and assigns from and against all liabilities, losses, damages and costs (including reasonable attorneys' fees) that it may suffer as the result of any claims, demands, actions, suits or judgments against it, including by a third party, resulting from or arising out of: (a) the negligence, recklessness or willful misconduct on the part of the Authority; (b) the failure by the Authority to comply with applicable laws in connection with the exercise of any of its rights or the performance of any of its obligations hereunder; and/or (c) any breach of this Agreement by the Authority.
14. The Borough agrees to indemnify, defend and hold harmless the Authority and its Board of Commissioners, employees, agents, successors and assigns from and against all liabilities, losses, damages and costs (including reasonable attorneys' fees) that it may suffer as the result of any claims, demands, actions, suits or judgments against it, including by a third party, resulting from or

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arising out of: (a) the negligence, recklessness or willful misconduct on the part of the Borough in the performance of the Services set forth in this Agreement; (b) the failure by the Borough to comply with applicable laws in connection with the exercise of any of its rights or the performance of any of its obligations hereunder; and/or (c) any breach of this Agreement by the Borough.

15. No covenant, condition or agreement contained in this Agreement shall be deemed to be the covenant, condition or agreement of any past, present or future officer, agent or employee of either the Authority or the Borough, in his or her individual capacity, and neither the officers, agents or employees of either the Authority or the Borough nor any official executing this Shared Services Agreement shall be personally liable under this Share Services Agreement by reason of the execution hereof by such person or arising out of any transaction or activity relating to this Shared Services Agreement.
16. This Agreement sets forth all the promises, covenants, agreements, conditions and undertakings between the Parties hereto with respect to the subject matter hereof, and supersedes all prior or contemporaneous agreements and undertakings, inducements, or conditions, express or implied, oral or written between the Parties hereto. This Agreement may not be amended or modified for any reason without the express prior written consent of the Parties hereto.
17. The Borough represents and warrants that its contract with Black Rock for the Recycling Center Project was properly bid and entered into in accordance with the requirements of the LPC Law.
18. The Borough represents and warrants that the Services set forth in this Agreement are to be provided by Black Rock, which possesses all of the necessary qualifications, experience and/or licenses in good standing to carry out said Services.
19. This Agreement shall inure to the benefit of and shall be binding upon the Authority, the Borough and their respective successors and assigns.
20. This Agreement may be simultaneously executed in several counterparts, each of which shall constitute an original document and all of which shall constitute but one and the same instrument.
21. This Agreement may be terminated at any time by either Party, with or without cause, by at least thirty (30) days prior written notice to the other Party. Further, either Party reserves the right to terminate the Agreement at any time if payment for the Services is not made or if the Services are not rendered, or the time within which the Services are rendered is unreasonable.
22. The Parties to this Agreement shall not assign or transfer any of its rights or obligations under this Agreement without the other Parties' prior written consent.
23. Each Party represents that it has the power and authorization to enter into this Agreement as its legal and binding obligation and that there is no pending or threatened litigation by or against it that will or has the potential to cause a material adverse impact on the Party's performance obligations under this Agreement.
24. All notices, statements or other documents required by this Agreement shall be hand delivered or mailed via certified mail or overnight delivery to the following designated representatives:
 - a. The designated representatives for the Authority are:

Brian J. Valentino, MPA, CEAS, ICMA-CM

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Executive Director
Western Monmouth Utilities Authority
103 Pension Road
Manalapan, New Jersey 07726
Bvalentino@wmua.manalapan.nj.us
(732) 446-9300

and

Francis J. Borin, Esq
DeCotiis, FitzPatrick, Cole & Giblin, LLP
Glenpointe Centre West
500 Frank W. Burr Boulevard, Suite 31
Teaneck, New Jersey 07666
Fborin@decotiislaw.com
(201) 928-1100

- b. The designated representatives for the Borough are:

Louis Ferrara, Borough Administrator
Borough of Matawan
201 Broad Street
Matawan, New Jersey 07747
Louis.Ferrara@MatawanBorough.com
(732) 566-3898

and

Pasquale Menna, Esq.
The Menna Law Firm, LLC
151 Bodman Place, Suite 300
Red Bank, New Jersey 07701
pmenna@mennalaw.com
(732) 383-8445

25. In accordance with N.J.S.A. 40A:65-4(b), a copy of this Agreement shall be filed with the Division of Local Government Services in the Department of Community Affairs.

26. The terms of this Agreement shall be governed by and construed, interpreted and enforced in accordance with the laws of the State of New Jersey.

This Agreement shall be effective as of this _____ day of _____, 2018, which date shall be considered the commencement date of this Agreement, and which effective date shall be so designated in authorizing resolutions to be adopted by the Parties to this Shared Services Agreement.

SIGNATURE PAGE FOLLOWS

ATTEST:

**WESTERN MONMOUTH UTILITIES
AUTHORITY**

**Borough of Matawan
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Print Name

Brian J. Valentino, Executive Director
Date:

ATTEST

BOROUGH OF MATAWAN

Karen Wynne, RMC

Print Name

Joseph Altomonte, Mayor
Date:

**EXHIBIT A
SCOPE OF SERVICES**

**EXHIBIT B
INSURANCE REQUIREMENTS**

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Privilege of the Floor

Mayor Altomonte opened the Privilege of the Floor.

Fran Bucco, 79 Freneau Avenue, Matawan. Ms. Bucco requested clarification on the Memorial Day start time. Councilwoman Salvatore apologized stating 2:00 PM not 1:00 PM.

Lisa Bauer, 21 Schenck Avenue, Matawan. Ms. Bauer introduced herself: A teacher in Matawan with 23 years' experience. She and her colleague are looking to start a summer STEM (Science, Technology, Engineering, Mathematics) program in the Matawan Community Center. The program was offered for the last few summers in our district but cut due to the budget. She requested use of the Matawan Municipal Community Center (MMCC) requesting Council waiver of fees. Mr. Menna asked if the school district is officially sponsoring the organization. Ms. Bauer informed she spoke with Mr. Bombardier, the curriculum and instruction director for the school district, who is willing to offer a space at Cliffwood Elementary School, with Matawan Recreation offering the insurance for the children. Mr. Menna asked if she spoke with the Matawan Recreation Director. Ms. Bauer said she has. After discussion, Council agreed to the use of the MMCC and the waiver of municipal fees. Mayor Altomonte requested a motion. Councilwoman Gunn made the motion, seconded by Councilman Reeve. 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 18-05-48
AUTHORIZING THE USE OF THE
MATAWAN MUNICIPAL COMMUNITY CENTER
AND WAIVER OF FEES
STEM IN THE SUMMER PROGRAM**

***WHEREAS**, the STEM in the Summer Program is dedicated to the children of Matawan and Aberdeen to inspire science, technology, engineering and mathematics, and is requesting use of Matawan Municipal Community Center (MMCC), 201 Broad Street, Matawan, NJ; and*

***WHEREAS**, the STEM in the Summer Program asks the Borough, as an expression of support and encouragement, to waive all fees including room rental and cleaning fees; and,*

***WHEREAS**, the STEM in the Summer Program will complete a Matawan Municipal Community Center Use Application and provide the necessary paperwork as per Borough Ordinances.*

***NOW, THEREFORE, BE IT RESOLVED**, the STEM in the Summer Program for Grades 2 and 3 shall be permitted to operate at the MMCC, under the attached schedule proposed by the Program and sponsored by the Borough of Matawan Recreation Department under their aegis, and hereby waives the room rental and cleaning fees for the STEM in the Summer Program granting permission to use MMCC classrooms between July 9, 2018 and August 2, 2018 between the hours of 8:30 AM and 10:30 AM.*

***BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Clerk, Fire Prevention, Police, Public Works, Recreation as well as the STEM in the Summer Program.*



Grades 2 and 3 STEM in the Summer



<https://steminthesummermatawan.weebly.com/>

Students who are currently in second or third grade for the 2017-2018 school year, are invited to sign up for our STEM in the Summer program. Registration will be limited to 60 kids in each grade level (15 kids per session).

Session 1: July 9th-July 12th

Session 2: July 16-July 19th

Session 3: July 23rd-July 26th

Session 4: July 30th-August 2nd

Cost per student/session: \$100.00

Grade 2: Bristlebots

The Bristlebot is a simple and tiny robot with an agenda. The ingredients? One toothbrush, a battery, and a pager motor. The result? Serious fun! Students will learn about closed circuits, forms of energy, and much more! All participants will use the design process to design, create, test, and redesign their bristlebot and be able to bring home their Bristlebot at the end of the week!

Grade 3: Mechanical Hands

Imagine how cool it would be to build a robot hand that could grasp a ball or pick up a toy. In this robotics engineering project, students will learn how to make a remarkably lifelike and useful robot hand. Students will simulate human finger anatomy as the basis for a fully functional robot hand that is easy to build and does not require complicated tools. What will you design your robot hand to do? Pick up a can? Move around a ping pong ball? The possibilities are endless!

STEM in the Summer will take place at the Matawan Community Center located at 201 Broad Street in Matawan. Each session will run Monday through Thursday from 8:30am-10:30am.

Register online at <https://steminthesummermatawan.weebly.com/> or complete attached form by June 8th.

Call 732-673-5573 or email steminthesummer@gmail.com for more information!

Registration fee can be paid through Venmo @ Lisa-Bauer-9, cash, or check.
If paying through Venmo, please include student name and session #.

**Borough of Matawan
Public Session
May 15, 2018**

Loretta Windas, 138 Aberdeen Road, Matawan. Ms. Windas related a Facebook posting on “All About Matawan” regarding picking up after your dog, asking the Borough to consider having ‘Poop Stations’ near Lake Lefferts Park. She said she contacted the recycling coordinator and ask her if there was money for one of these stations from the Clean Communities Program stating she has emailed Ms. Rainforth but has yet to hear from her. Mr. Ferrara explained there are a number of issues with the stations. The Facebook page was of one complaint of one stray dog. Councilman Cannon asked Ms. Windas to clarify what was occurring at Lake Lefferts. She acknowledged that she did not know how many dogs were doing this or how often it is happening, but she was told by others. Councilman Cannon suggested that what she saying was that it was better if the Borough provided bags for dog owners to clean up after their dogs, as opposed to the poop just being left there. She said she thought that having the station would make it that owners don’t have an excuse to clean up after their pet. She thought it would be an incentive because people won’t stop bringing dogs to local grassy spots, but that it would just be a reminder. Mr. Ferrara said that he didn’t think it was as big a problem as the Facebook post suggested. He said he thought the residents basically do an excellent job picking up after their dogs. Councilman Cannon agreed with Ms. Windas. Mr. Ferrara said that if Council would like, he would be glad to order it. Mayor Altomonte added he thought the person who leaves their home to walk their dog without a bag is irresponsible but that the Borough will do it.

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

Recess to Executive Session

Mayor Altomonte requested a motion to recess to Executive Session. Councilwoman Gunn made the motion, seconded by Councilwoman Buckel. 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 7:44 PM.

Executive Session

Mayor Altomonte requested a motion to open the executive session. Councilwoman Salvatore 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 18-05-46
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

**Borough of Matawan
Public Session
May 15, 2018**

motion, seconded by Councilwoman Buckel. Council agreed.

The meeting adjourned at 8:08 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 8:09 PM. Mayor Altomonte requested a roll call. On roll call the following members responded present:

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. Councilwoman Gunn made the motion, seconded by Councilwoman Salvatore. Council agreed.

The meeting adjourned at 8:09 PM.

(Signature on file)

Karen Wynne, RMC
Municipal Clerk