

**Borough of Matawan
Public Session
July 17, 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 July 17, 2018, with Mayor Joseph Altomonte presiding. Pursuant to Section 5 of the Open Public Meetings Act, adequate notice of this meeting has been provided by publishing notification in The Independent on January 10, 2018, by sending notice to the Asbury Park Press, and by posting. A copy of said notice is and has been made available to the public and is on file in the Office of the Borough Clerk. A copy of said notice has also been sent to such members of the public as have requested such information in accordance with the Statute. Mayor Altomonte called the meeting to order at 7:00 PM requesting a roll call.

On roll call the following members responded present:

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

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

Mayor Altomonte announced that Resolutions 18-06-43, 18-07-15, and 18-07-16 will be held, Resolutions 18-07-05 and 18-07-08 will be tabled, and Resolution 18-07-21 will be added to the meeting agenda.

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

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

Privilege of the Floor – 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.

Workshop Item

Main Street Citizens Alliance Proposed Lake Lefferts Shack Painting Project

Craig Gately, 257 Harding Boulevard, Matawan. Mr. Gately stated should Council choose an image Ms. Milazzo can paint the one side of the building facing the lake. Mayor Altomonte informed he received an email from a resident opposing the project. Mr. Gately said the organization is open to compromise and could get together to discuss. Councilwoman Gunn asked if the Main Street Citizens Alliance had looked at doing this on a commercial building due to strong objection to it being done on a Borough-owned property. Mr. Gately said they tried to do it on the side of the AIM Dance Academy building, across from the Post Office, but the building owners balked at doing it. Councilman Cannon reiterated Councilwoman's comments adding he understands the Shack needs to be spruced up and repainted, both inside and outside.

Maria Milazzo, 197 Main Street, Matawan. Ms. Milazzo explained she quickly drew some images that would be easy for children to paint, but if that wasn't what the town wanted she could also easily use her own expertise and paint the most beautiful thing that everyone would want. She

**Borough of Matawan
Public Session
July 17, 2018**

acknowledged 'Pop Art' is not for many people but that she took into consideration the ease for the children painting the building when she designed the image(s). Mayor Altomonte said the response from neighbors of the lake have been 50-50 for and against the project. He acknowledged the shack needs improvement and will look into having it done in 2019. Councilman Cannon expressed his appreciation to both Ms. Milazzo and Mr. Gately for their time and effort in giving back to the community. He does not want them to take the opposition this project as a defeat for any future projects. Councilman Reeve said he thought the project was worthwhile and recommended they continue to look at private businesses in town. Mr. Gately asked if Council is sitting down with the opposing homeowners. Mr. Gately asked if he could get the names of those who were opposed to the painting of the shack, asking if it is public record. Mr. Ferrara said it is not public record if it was a private conversation between an elected official and a resident, clarifying that if the resident sent a letter, than that would be available through OPRA.

Appointment in Mid-Year to Fill Vacancy on the Recreation Commission

Mayor Altomonte nominated and appointed Eddie Holland as an Alternate Member to the Recreation Commission, to fill an Unexpired Term Expiring December 31, 2018 requesting a motion. 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 June 19, 2018 Council Meeting. Councilwoman Gunn made a motion, seconded by Councilwoman Buckel. Council agreed. Motion passed.

Old Business

Mayor Altomonte read by title Resolution 18-06-44: Authorizing Reimbursement for Electric Power for Street Lights to Condominium Complex Pursuant to the Provisions of the New Jersey Municipal Services Act for a Period from 2016 through and including 2017 – Block 120, Lot 5.01. 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 18-06-44

***AUTHORIZING REIMBURSEMENT FOR ELECTRIC POWER FOR STREET LIGHTS TO CONDOMINIUM
COMPLEX PURSUANT TO THE PROVISIONS OF THE NEW JERSEY MUNICIPAL SERVICES ACT FOR A
PERIOD FROM 2016 THROUGH AND INCLUDING 2017
BLOCK 120, LOT 5.01***

WHEREAS, The Preserve at Matawan, LLC is a property owner that is the successor to American Properties, LLC; and

WHEREAS, since the adoption of the Municipal Services Act (NJSA 40:66-1.2, et seq.) and has provided for its own electric power for street lights on Sloan Court services mandated by the Statute for reimbursement purposes from public entities to property owners; and

WHEREAS, the Borough and the property owner have certified reimbursement figures for the two-year period of January 1, 2016, through and including December 31, 2017, is One Thousand Three Hundred Sixty Eight Dollars and No Cents (\$1,368.00) for street lighting; and

**Borough of Matawan
Public Session
July 17, 2018**

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that it herewith authorizes the reimbursement to the property owner in the amount of One Thousand Three Hundred Sixty Eight Dollars and No Cents (\$1,368.00), constituting reimbursement for the statutory services that were provided by the property owner and for which the property owner is entitled to reimbursement pursuant to the Municipal Services Act, NJSA 40:66-1.2, et seq., for the two-year period of January 1, 2016 through and including December 31, 2017.*

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

CERTIFICATION AS TO AVAILABLE FUNDING

I, Monica Antista, Chief Financial Officer of the Borough of Matawan do hereby certify that as of the date of this certification funds are available from the 7-01-31-435-200 Budget of the Borough of Matawan to The Preserve at Matawan, LLC in the amount of One Thousand Three Hundred Sixty Eight Dollars and No Cents (\$1,368.00).

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: July 17, 2018

Clerk's Report

The Clerk reported welcomed volunteer intern from the Matawan-Aberdeen Regional High School, Stephanie Guarino, to assist with the ongoing project of records inventory and destruction project; the Clerk's Office issued the following business licenses for the month of June 2018:

- DiBari's Pizza;
- Direct Dealer Services (consulting and management services);
- Dimensions Reiki (alternative medicine and energy healing services);
- Norsons Industries (office for Norsons import and distribution of wholesale bookcases); and
- The Geekery (comic books and collectables).

The Deputy Clerk is on vacation this week: The Clerk will be out of the office the week of July 23 returning to the office on Monday, July 30, asking Council to contact the Deputy Clerk, Robin Klinger, in her absence.

Mayor's Report

No report.

Administrator's Report

Mr. Ferrara reported he, the DPW Superintendent, the Police Department and a representative of T&M Associates met last week with Lucas Construction as a section of Aberdeen is getting a sewer line hook-up with a portion of the pipe to run through Matawan on Sutphin Avenue. Councilwoman Gunn requested an email be sent out as well as posted on the Borough's the Facebook page. Mr. Ferrara said he will do so.

Mr. Ferrara reported T&M Associates were asked to develop a playground for Gravelly Brook Park Improvements Phase II for which the Borough received an Open Space Grant. He distributed concept images received from T&M to Council along with the estimated cost of the equipment requesting Council provide feedback on the type of equipment, the age groups for the equipment, etc. Mr. Keady added there were other options available and encouraged any comments to narrow down the concept.

Mr. Ferrara pointed out when the Borough initially applied for the grant discussion included the possibility of a water feature for the Park. After some research it was discovered that prospect is

**Borough of Matawan
Public Session
July 17, 2018**

extremely expensive and presented maintenance issues. Councilman Reeve stated Aberdeen Township had many issues with their spray park specifically the difficulty in keeping the water chlorinated at the proper level. Mayor Altomonte asked Mr. Keady if the basketball court was still within the grant money. Mr. Keady replied, it was.

Attorney’s Report

No report.

Engineer’s Report

Mr. Keady reported on the progress of the following Projects

- 2017 Road Program, Contract 1 – The contractor is working on the completing the punch-list.
- 2017 Road Program, Contract 2 – The work on Middlesex Road is complete. The contractor is working on concrete and drainage on Sunset and Woodland, along with the water main on Stillwell.
- Transit Village Improvements – Around 75% complete and expect the concrete work to be completed by the end of next week. The contractor expects to have the remainder of the work, with the exception of the lights, to be completed in approximately two weeks. The lights are a long lead item and will follow in about a month or so.
- Installation of Comminutors – Award to contractor is on tonight’s Agenda.
- Gravelly Brook Park Improvements – With the exception of the playground, they are currently in design working on the grading for the site.

Councilwoman Gunn asked about Rabbit Lane. Mr. Keady stated it is part of 2017 Road Program Contract 2. After the work on Stillwell, Woodland, and Sunset, work on Rabbit Lane should begin. Councilman Cannon asked if will wrap up the work on the 2017 Road Program. Mr. Keady said there was some storm drainage work to be done on Essie Drive, in an easement area; there was a little work to be done on North Street, to improve some drainage there; there is some traffic striping and crack sealing to be done. Mr. Ferrara informed he received Mr. Keady’s proposal for 2018 a few weeks ago and that he received Remington & Vernick’s proposal, so they now have a complete estimate. Mr. Ferrara emailed this information to the CFO to begin the bond. Councilman Cannon added he has received great feedback on the ADA Improvements; Councilwoman Gunn concurred. Mr. Keady thanked the Council.

Construction, Finance

Councilman Reeve provided Construction Report for June:

Description	Current Month	Year-to-Date
Permit Income/Certificate	\$ 9,810	\$ 67,801
Business CCOs/Misc Fees	\$ 600	\$ 2,100
State Permit Surcharge Fees	\$ 356	\$ 2,824
Penalties	\$ 0	\$ 0
TOTAL	\$ 10,766	\$ 72,725
Paid to Matawan General Fund	\$ 9,665	\$ 69,901
Paid to State Quarterly Payment	\$ 1,101	\$ 2,824
Value of Construction Work	\$ 219,792	\$ 2,970,908
Permits Issued	39	263

Police, ADA, Recreation

Councilwoman Salvatore reported the Patrol Division responded to 1,021 calls from May 15, 2018 to June 18, 2018, with 4,600 calls YTD. The Detective Division has conducted 15 follow-up investigations and assisted the Patrol Division with investigations regarding theft, fraud, shop lifting, criminal mischief, and stolen motor vehicles. Background investigations were conducted for eight fire arm applicants, five taxi, raffle, or other applications. Patrolman Eric Andersen, Canine Officer

**Borough of Matawan
Public Session
July 17, 2018**

Joseph Mason, and members of the Detective Division participated in a pizza party for the students who have served as members of the school safety patrol at Ravine Drive Elementary School for this year. Patrolman Andersen conducted a summer safety program at the school to remind students of safety precautions prior to the start of summer. National Night Out will occur on August 7, 2018 and the Recreation Department will also show a movie in the park on the same day. Anyone can dress up in their superhero costumes and join in the fun.

DPW, Property Maintenance, Recycling & Sanitation

Councilwoman Buckel reported in the hallway of 201 Broad Street, you can view the posters that the third graders at Ravine Drive worked so hard on, for the recycling contest for the 2019 calendar. All the posters are amazing, and is impressed with the students' designs. The Department of Public Works was very involved with this year's fireworks display and the Police Department estimated this year was the largest crowd. The DPW were instrumental in keeping the event clean and safe. The Borough has exceeded in all areas required by State law with regard to the mandated storm sewer regulations. The DPW took possession of the new Elgin Broom Street Sweeper last week, which will supplement the Borough's old sweeper. The new sweeper will be put into operation as soon as the Borough's logo is applied. Due to the current hot and dry days in Matawan, the Water Department requests residents take steps to conserve water. Mr. Ferrara noted the request from the Water Department has been posted on the website for notification to residents. Councilwoman Gunn requested an email also be sent to the residents. Councilman Vergaretti asked if the reason for the request was also going to be posted and Mr. Ferrara said it would be clear for people to understand why the request is being made. Councilwoman Buckel informed construction continues on the recycling center with electric circuits installed last week. We are now waiting for installation of the card-reading system to be completed.

Planning/Zoning, Fire, Historic Sites

Councilman Cannon reported he and Mayor Altomonte met with members of Washington Firehouse as they are planning a 150th Anniversary celebration and parade. Even though the actual anniversary will be in January 2019, they plan on having the parade in June 2019. Washington Engine is the oldest firehouse in Monmouth County. With regard to Historic Sites, Councilman Cannon said that the restoration of Burrowes Mansion is under way, and the chimney is basically complete. He noted that Mr. Ferrara has been spearheading the project this whole time, acting as project manager. He also thanked the Historical Society for all the volunteers and their help.

Economic Business Development, Environmental, Main Street Development

Councilwoman Gunn reported the Environmental Commission prepared questions and clarification for the weed control of the lakes, which has been submitted to the Borough Administrator, who has already replied. She will be following up with the Chair of the Commission. With regard to Economic Business Development, she met with the owners of Fit 'n Feet, the new business in town, welcoming them to Matawan. She said they are excited to be here; they recognize there are a lot of changes around the town, and happy the sidewalks are being done. She added both she and the Mayor, along with the Chamber of Commerce, attended the grand opening for The Geekery on June 14th. The store will partner with the Borough on National Night Out on August 7, 2018, for the superhero theme with Spiderman 3 as the 'Movie in the Park' for the event.

Animal Advisory Board, Shade Tree, Personnel

No report.

Consent Agenda

Mayor Altomonte read by title Resolutions 18-07-01 through and including 18-07-04, 18-07-06 through including 18-07-10, requesting a motion to approve en masse. Councilman Reeve made the motion, seconded by Councilwoman Salvatore. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**Borough of Matawan
Public Session
July 17, 2018**

**RESOLUTION 18-07-01
REDEMPTION OF TAX SALE CERTIFICATE
US BANK CUST FOR PC7 FIRST TRUST
CERTIFICATE #17-00026**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #17-00026 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 33, Lot 13, otherwise known as 49 Church St.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$1,818.68, and a Premium of \$1,400.00, to the above for the redemption of Tax Sale Certificate #17-00026.

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

**RESOLUTION 18-07-02
REDEMPTION OF TAX SALE CERTIFICATE
US BANK CUST FOR PC7 FIRST TRUST
CERTIFICATE #17-00055**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #17-00055 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 65.02, Lot 14, otherwise known as 24 Ned Dr.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$1,127.47, and a Premium of \$1,000.00, to the above for the redemption of Tax Sale Certificate #17-00055.

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

**RESOLUTION 18-07-03
APPROVAL OF SOLICITORS PERMIT
DIRECT ENERGY**

WHEREAS, Direct Energy (offers a fixed-rate for energy), has passed the required Police Department background checks; and

WHEREAS, Direct Energy, has read Chapter 3-2.11 Handbills of the Borough of Matawan Code.

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

Business: Direct Energy
12 Greenway Plaza, Suite 250
Houston, TX 77046

Applicant(s):
1. Marwan Abdelazeez

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

**RESOLUTION 18-07-04
APPROVAL OF SOLICITORS PERMIT
KELLER WILLIAMS REALTY**

WHEREAS, Keller Williams Realty (real estate listings/buyers), has passed the required Police Department background checks; and

WHEREAS, Keller Williams Realty, has read Chapter 3-2.11 Handbills of the Borough of Matawan Code.

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

**Borough of Matawan
Public Session
July 17, 2018**

*Business: Keller Williams Realty
353 N. County Line Road
Jackson, NJ 08527*

Applicant(s): 2. Tina Jimenez

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

**RESOLUTION 18-07-06
AUTHORIZING THE WAIVER OF MUNICIPAL FEES
ETHAN CHANDLER, LIFE SCOUT, TROOP 66**

WHEREAS, Ethan Chandler, Life Scout, Troop 66, is constructing a brick paver patio with benches for the First Presbyterian Church, a long-standing member of the Matawan community, as his Eagle Scout project; and,

WHEREAS, Master Chandler has applied to the Borough of Matawan Construction Office for zoning permit providing all necessary paperwork as required by ordinance; and

WHEREAS, Master Chandler is requesting Council, as an expression of support and encouragement, waive the municipal fees in the amount of \$100.00 for the zoning permit.

NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Matawan hereby waives the municipal zoning permit fee in the amount of \$100.00 for construction of a brick paver patio with benches for the First Presbyterian Church, Route 34, Matawan.

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Construction as well as the Ethan Chandler, Life Scout, Troop 66.

**RESOLUTION 18-07-07
RELEASE OF ESCROW FUNDS
STEVEN & KELLY LUDWINSKI
9 SUTPHIN AVENUE - BLOCK 119, LOT 13
PERMIT FOR STREET OPENING**

WHEREAS, Steven & Kelly Ludwinski have requested the release of the balance of their escrow account and cash bond for 9 Sutphin Avenue, Block 119, Lot 13, Permit for Street Opening, Matawan, New Jersey; and

WHEREAS, the Treasurer/CFO Summary of Escrow Deposits Statement reflects the total remaining escrow account and cash bond balance as of June 27, 2018 is Seven Hundred Fifteen Dollars and Eighty Cents (\$715.80); and

WHEREAS, the Borough of Matawan Engineer, Robert Keady, Jr., PE, CMC of T&M Associates, has recommended the release of all remaining escrow.

NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby approves the release of the balance on the escrow account and cash bond in the total amount of Seven Hundred Fifteen Dollars and Eighty Cents (\$715.80), to Steven & Kelly Ludwinski, 9 Sutphin Avenue, Matawan, New Jersey 07747.

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Finance, as well as the Borough Engineer and Steven & Kelly Ludwinski.

**RESOLUTION 18-07-09
GOVERNING BODY CERTIFICATION OF THE 2017 LOSAP AUDIT**

WHEREAS, the LOSAP Audit for the year 2017 has been filed by a Registered Municipal Accountant with the Municipal Clerk, and a copy has been received by each member of the Governing Body; and

NOW, THEREFORE, BE IT RESOLVED, the Governing Body of the Borough of Matawan, hereby certifies receipt and acceptance of the 2017 LOSAP Audit as submitted by the Municipal Auditor.

BE IT FURTHER RESOLVED, certified copy of the Resolution shall be distributed to the following Borough of Matawan Departments: Administration, Clerk, Finance, Fire Department as well as the Municipal Auditor.

**RESOLUTION 18-07-10
2017 ROAD IMPROVEMENT PROGRAM CONTRACT 1
S. BROTHERS, INC.
AUTHORIZING CHANGE ORDER NO. 3**

**Borough of Matawan
Public Session
July 17, 2018**

***WHEREAS**, T&M Associates has informed the Council that Various Items are reduced to reflect as-built quantities for the 2017 Road Improvement Program Contract 1, for a total reduction this Change Order No. 3 of Forty-Six Thousand, Eight Hundred Eighty-One Dollars and Thirty One Cents (\$46,881.31); and*

***WHEREAS**, T&M Associates has informed the Council that Various Items are increased to reflect as-built quantities in the 2017 Road Improvement Program Contract 1, for a total increase this Change Order No. 3 of Forty-Six Thousand, Eight Hundred Seventy-Eight Dollars and Sixty-Six Cents (\$46,878.66).*

***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 2017 Road Improvement Program Contract 1, a Net Change Reduction This Change Order No. 3, in an amount of Two Dollars and Sixty-Five Cents (\$2.65).*

***BE IT FURTHER RESOLVED** this amount reflects a total Net Change Decrease in Contract of Four Dollars and Seventy Cents (\$4.70).*

***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 S. Brothers, Inc.*

Borough of Matawan
Public Session
July 17, 2018

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

SHEET NO. 1 OF 1
PROJECT NO. MAT-18-0000

CHANGE ORDER NO. 3

DATE: June 21, 2018

PROJECT: 2017 Road Improvement Program - Contract 2

OWNER: Borough of Matawan

CONTRACTOR: S. Brothers, Inc.

DESCRIPTION OF CHANGE:

REDUCTIONS:

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

EXTRA:

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

SUPPLEMENTARY:

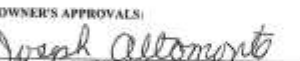
APPROVAL RECOMMENDED:


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

ACCEPTED:


CONTRACTOR:
S. Brothers, Inc.

OWNER'S APPROVALS:


Mayor Joseph Altomonte
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	\$46,881.31
B. TOTAL EXTRAS THIS C.O.	\$46,878.66	XXXXXXXXXX
C. TOTAL SUPPLEMENTARY THIS C.O.	\$0.00	XXXXXXXXXX
TOTALS THIS C.O.	\$46,878.66	\$46,881.31
NET CHANGE THIS CHANGE ORDER	\$0.00	\$2.65
PREVIOUS CHANGE ORDERS	\$41,922.15	\$41,924.20
TOTAL CHANGE ORDERS TO DATE	\$88,800.81	\$88,805.51
NET CHANGE IN CONTRACT	\$0.00	\$4.78

ORIGINAL CONTRACT BID PRICE	\$1,241,101.62
CHANGE ORDERS TO DATE	-\$4.78
REVISED CONTRACT PRICE	\$1,241,097.92

Borough of Matawan
Public Session
July 17, 2018

CHANGE ORDER NO. 3		SHEET NO. 2 OF 2				
		PROJECT NO. MATN-0460				
PROJECT:		2017 Road Improvement Program - Contract 1				
OWNER:		Borough of Matawan				
CONTRACTOR:		S. Brothers, Inc.				
	ITEM NO.	DESCRIPTION	QUANTITY	UNIT	PRICE	AMOUNT
	14	Polymerized Joint Adhesive	4430.00	LF	\$0.01	\$64.30
	15	Tack Coat	193.00	GAL	\$0.01	\$1.93
R	16	HMA Base Course, 19M64, 6" Thick	175.72	TON	\$88.00	\$15,463.36
E	19	HMA Base Course, 19M64, 7" Thick	8.94	TON	\$88.00	\$786.72
U	20	6" HDPE Pipe, Type 'SP'	78.00	LF	\$32.00	\$2,496.00
D	27	Bicycle Safe Grate	2.00	UN	\$300.00	\$600.00
U	28	Inlet Curb Piece, Type 'N-ECO'	2.00	UN	\$350.00	\$700.00
C	33	HMA Driveway, 5" Thick	61.70	SY	\$30.00	\$1,851.00
T	36	8" Ductile Iron Water Pipe, Class 52	144.50	LF	\$91.00	\$13,254.00
I	40	Curb Boxes	2.00	UN	\$250.00	\$500.00
O	41	8" Gate Valve	1.00	UN	\$3,000.00	\$3,000.00
N	42	Water Service Connection	1.00	UN	\$2,580.00	\$2,580.00
	45	Chemical Grout for Testing and Sealing	154.00	GAL	\$36.00	\$5,544.00
A. TOTAL REDUCTIONS						\$46,893.31
	9	Fuel Price Adjustment	8.74	LS	\$400.00	\$3,494.25
	10	Asphalt Price Adjustment	2.43	LS	\$2,000.00	\$4,860.00
	16	HMA Surface Course, 9.5M64, 2" Thick	6.68	TON	\$78.00	\$521.04
E	17	HMA Base Course, 19M64, 4" Thick	42.52	TON	\$92.00	\$3,911.84
X	29	6"x18" Concrete Vertical Curb	54.00	LF	\$30.00	\$1,620.00
T	30	6"x18" Concrete Vertical Curb	2.00	LF	\$30.00	\$60.00
R	31	Granite Black Curb	604.00	LF	\$32.00	\$19,328.00
A	32	Concrete Sidewalk, 4" Thick	3.33	SY	\$60.00	\$199.80
	34	Concrete Driveway, Reinforced, 6" Thick	114.98	SY	\$74.00	\$8,508.52
	35	Detectable Warning Surface	3.78	SY	\$240.00	\$907.20
	44	Sanitary Sewer, Test and Seal Joint, 8"	12.00	UN	\$185.00	\$2,220.00
	49	Okume Cherry, 2"-2-1/2" Caliper, B&B	1.00	UN	\$480.00	\$480.00
S-1		Police Traffic Directives (H & Where Dir)	7.87	HR	\$101.42	\$797.32
B. TOTAL EXTRA						\$46,878.66
						\$0.00
S						\$0.00
U						\$0.00
P						
P						
L						
E						
M						
E						
N						
T						
A						
R						
V						
C. TOTAL SUPPLEMENTARY						\$0.00

New Business

Mayor Altomonte read by title Resolution 18-07-11: Authorizing T&M Associates to Provide Professional Services for the Engineering, Design and Construction for Kimberly Court Cul-De-Sac Improvements. 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.

**Borough of Matawan
Public Session
July 17, 2018**

**RESOLUTION 18-07-11
AUTHORIZING T&M ASSOCIATES
TO PROVIDE PROFESSIONAL SERVICES FOR
THE ENGINEERING, DESIGN AND CONSTRUCTION FOR
KIMBERLY COURT CUL-DE-SAC IMPROVEMENTS**

WHEREAS, the Mayor and Council of the Borough of Matawan received the attached scope and fee estimate from T&M Associates for professional services associated with the engineering, design and construction for the re-grading and re-profiling of the Kimberly Court Cul-de-sac for the total estimated amount of project fees of Eleven Thousand Thirty Dollars and No Cents (\$11,030.00).

NOW, THEREFORE BE IT RESOLVED that the Council of the Borough of Matawan does hereby award the contract for professional services to T&M Associates for the engineering, design and construction for Kimberly Court Cul-de-sac Improvements as outlined in the attached scope and fee estimate in an amount not to exceed Eleven Thousand Thirty Dollars and No Cents (\$11,030.00).

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 Robert R. Keady, Jr. of T&M Associates, Borough Engineer.

CERTIFICATION AS TO AVAILABLE FUNDING

I, Monica Antista, Chief Financial Officer of the Borough of Matawan do hereby certify that as of the date of this certification funds are available from the C-04-55-916-102 Budget of the Borough of Matawan to T&M Associates for the professional services associated with the engineering, design and construction for Kimberly Court Cul-de-sac Improvements in an amount not to exceed Eleven Thousand Thirty Dollars and No Cents (\$11,030.00).

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: July 17, 2018*

Borough of Matawan Public Session July 17, 2018



YOUR GOALS. OUR MISSION.

MATNOH-16002

July 9, 2018
Via Email & Mail

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

**Re: Kimberly Court Cul-de-sac Improvements
Scope and Fee Estimate
Borough of Matawan**



Dear Mr. Ferrara:

T&M Associates is pleased to submit this Scope and Fee Estimate for Professional Services associated with the re-grading and re-profiling of the Kimberley Court cul-de-sac.

The proposed improvements anticipated include re-profiling of the gutter line of the cul-de-sac including reconstruction of the existing Type 'B' inlet and installation of underdrain. Curb and driveway aprons along the re-profiled gutter line will be replaced as necessary due to condition and grade change.

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

A. PRE-DESIGN PHASE

1. Field survey will be provided to determine utility locations, longitudinal gutter profiles, driveway aprons and existing inlet locations and grate elevations. Field survey will be acquired by conventional "on the ground" methods.
2. A base map will be prepared at a scale of 1" = 20'.

B. DESIGN PHASE

1. Once the field survey is complete and base map prepared, a design will be prepared based on the information gathered by the survey and field investigation. A preliminary construction cost estimate will be prepared.
2. A final construction and grading plan will be prepared in AutoCAD and provided to the Contractor for pricing to include in Contract 2 of the 2017 Road Program.

C. CONSTRUCTION PHASE

CONTRACT ADMINISTRATION AND CONSTRUCTION OBSERVATION

We will provide a part-time Project Manager (PM) and a part-time Inspector with additional support services from our office staff, as required by the PM, for the inspection portion of this additional work to be added to Contract 2 of the 2017 Road Improvement Program. In addition to supporting the PM, the inspector will be responsible to observe and document the construction effort to determine that the materials were manufactured, and the work installed in general conformance with the contract documents and approved submittals.

**Borough of Matawan
Public Session
July 17, 2018**



MATNOH-16002
July 9, 2018
Page 2

Re: Kimberly Court Cul-de-sac Improvements
Scope and Fee Estimate
Borough of Matawan

D. PROJECT FEE

We are prepared to commence the services outlined above upon your written authorization and suggest an estimated fee of \$11,030 to be billed monthly utilizing the current billing rate schedule. Following are the estimated "soft cost" requirements for the project:

Topographic Survey and Base Mapping	\$ 1,500
Design and SCS Coordination	\$ 5,530
Construction Administration and Inspection	\$ 4,000
Total	\$11,030

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

Very truly yours,

T&M ASSOCIATES


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

RRK:RG:lkc

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

**Borough of Matawan
Public Session
July 17, 2018**

Mayor Altomonte read by title Resolution 18-07-12: Authorizing T&M Associates to Provide Professional Services for Lake Matawan Dam Emergency Action Plan Update – Inundation Mapping. 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 18-07-12
AUTHORIZING T&M ASSOCIATES
TO PROVIDE PROFESSIONAL SERVICES FOR
LAKE MATAWAN DAM EMERGENCY ACTION PLAN UPDATE
INUNDATION MAPPING**

WHEREAS, the Mayor and Council of the Borough of Matawan received an estimate from T&M Associates for professional services to update the Inundation Mapping for the Emergency Action Plan (EAP) for the Lake Matawan Dam, a Class I High Hazard Dam; and

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

WHEREAS, Robert Keady of T&M Associates, Borough Engineer, has submitted the attached scope of fees and services needed for the Inundation Mapping for the Lake Matawan Dam EAP, in an amount not to exceed Five Thousand Eight Hundred Dollars and No Cents (\$5,800.00).

NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan does hereby award the contract for professional services to T&M Associates for professional services to update the Inundation Mapping for the Emergency Action Plan (EAP) for the Lake Matawan Dam in an amount not to exceed Five Thousand Eight Hundred Dollars and No Cents (\$5,800.00).

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

CERTIFICATION AS TO AVAILABLE FUNDING

I, Monica Antista, Chief Financial Officer of the Borough of Matawan do hereby certify that as of the date of this certification funds are available from the 8-01-20-165-200 Budget of the Borough of Matawan to T&M Associates for professional services to update the Inundation Mapping for the Emergency Action Plan (EAP) for the Lake Matawan Dam in an amount not to exceed Five Thousand Eight Hundred Dollars and No Cents (\$5,800.00).

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: July 17, 2018*

**Borough of Matawan
Public Session
July 17, 2018**



YOUR GOALS. OUR MISSION.

MATNOH-16002

July 9, 2018
Via email & mail

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



**Re: Matawan Lake Dam Inundation Mapping Update
Borough of Matawan**

Dear Mr. Ferrara:

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

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

SCOPE OF SERVICES

TASK 1: EMERGENCY ACTION PLAN UPDATES

T&M Associates will update the Inundation Mapping by combining existing, approved inundation water surface elevation data with existing Monmouth County LIDAR topography to develop updated inundation limits.

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

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

SCHEDULE

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

DELIVERABLES

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

**Borough of Matawan
Public Session
July 17, 2018**



MATNOH-16002
July 9, 2018
Page 2

Re: Matawan Lake Dam Inundation Mapping Update
Borough of Matawan

EXCEPTIONS

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

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

Survey, basemapping, and aerial mapping are not included in this proposal.

Modifications, updates, verification or changes to the inundation water surface elevations or inundation limits by hydraulic analysis or any other method are not included in this proposal.

Updates to the Operations and Maintenance Manual are excluded from this proposal.

SUMMARY OF FEES

The estimated fee for the activities described above is \$5,800.

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

Very truly yours,

T&M ASSOCIATES


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

DRF:DD:lkc

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

\\standmssociates.local\Public\Projects\MATN#Proposals\16002\Draft Material\Ferrara_Inundation Mapping Update Scope_2018-06-18.docx

**Borough of Matawan
Public Session
July 17, 2018**

Mayor Altomonte read by title Resolution 18-07-13: Authorizing T&M Associates to Provide Professional Services for the Borough of Matawan’s Main, Broad and South Streets Sanitary Sewer Rehabilitation Project. 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 18-07-13
AUTHORIZING T&M ASSOCIATES
TO PROVIDE PROFESSIONAL SERVICES FOR THE BOROUGH OF MATAWAN’S
MAIN, BROAD AND SOUTH STREETS SANITARY SEWER REHABILITATION PROJECT**

WHEREAS, an internal sanitary sewer inspection was conducted over 26 years ago with various deficiencies noted in the video inspection report; and

WHEREAS, the Borough of Matawan is desirous to restore these deficiencies; and

WHEREAS, the Mayor and Council of the Borough of Matawan received an estimate from T&M Associates for professional services for professional engineering services associated with the Borough of Matawan’s Main, Broad and South Streets Sanitary Sewer Rehabilitation Project; and

WHEREAS, the Mayor and Council of the Borough of Matawan received the attached scope and fee estimate from T&M Associates for professional services associated with the pre-design phase (Task A) for the Project in the amount of Nine Thousand Two Hundred Fifty Dollars and No Cents (\$9,250.00).

NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Matawan does hereby award the contract for professional services to T&M Associates as outlined in the attached scope and fee estimate for the pre-design phase (Task A) for the Main, Broad and South Streets Sanitary Sewer Rehabilitation Project in an amount not to exceed Nine Thousand Two Hundred Fifty Dollars and No Cents (\$9,250.00).

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

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

CERTIFICATION AS TO AVAILABLE FUNDING

I, Monica Antista, Chief Financial Officer of the Borough of Matawan do hereby certify that as of the date of this certification funds are available from the W-06-55-516-102 Budget of the Borough of Matawan to T&M Associates for professional services for professional planning services in connection with the implementation of the Borough of Matawan’s Main, Broad and South Broad Streets Sanitary Sewer Rehabilitation Project Task A in an amount not to exceed Nine Thousand Two Hundred Fifty Dollars and No Cents (\$9,250.00).

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: July 17, 2018

**Borough of Matawan
Public Session
July 17, 2018**



YOUR GOALS. OUR MISSION.

MATNOH-16002

July 9, 2018
Via email & mail

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

**Re: Professional Engineering Design Services
Main Street/Broad Street Sanitary Sewer Rehabilitation Project
Scope of Work and Engineering Fee Estimate**



Dear Mr. Ferrara:

T&M Associates is pleased to submit our Scope of Work and Engineering Fee Estimate for Professional Engineering Services associated with the Main Street/Broad Street Sanitary Sewer Rehabilitation Project along Main Street, Broad Street and South Street within the Borough.

An internal sanitary sewer inspection was conducted on June 9, 1992 along Main Street (from State Highway 34 to South Street) and along South Street (from Main Street to Broad Street). Various deficiencies were noted in the video inspection report, and the Borough is desirous of preparing bid documents in order to secure a contractor to rehabilitate these deficiencies, as well as deficiencies alleged along Broad Street (from State Highway 34 to South Street).

Due to the time that has passed since the internal sanitary sewer inspection was performed along Main Street (nearly 26 years) and the lack of any internal sanitary sewer inspection along Broad Street, T&M recommends that the sanitary sewer lines along these roads be re-inspected by a contractor who is specialized in performing closed-circuit television (CCTV) internal inspection of sanitary sewer lines. As part of our contract with the Borough, T&M will coordinate with CCTV contractors to solicit proposals for this work and will make a recommendation to the Borough as to the appropriate contractor to secure for this work. After the CCTV inspection is performed, T&M will review the video and inspection reports to determine any deficiencies and specify the appropriate rehabilitation methods to be utilized during construction. Contract Documents (Plans and Specifications) will be prepared, the project will be publicly bid, and the awarded contractor will proceed with the rehabilitation.

Tasks for this project will include coordination of CCTV contractors, review of the CCTV inspection reports and videos, recommendations on rehabilitation methods for the rehabilitation of the sanitary sewer lines, and preparation of the Contract Documentation (plans, front end and technical specifications) for public bidding, Bidding Services, Contract Award Recommendation and Construction Administration and Inspection are included in our Scope of Services.

In order to achieve the Borough's objectives, we propose the following Scope of Services:

A. PRE-DESIGN PHASE

1. We will perform a field reconnaissance along Main Street, Broad Street and South Street (within the limits of aforementioned rehabilitation work) to locate existing aboveground features (curb

Borough of Matawan Public Session July 17, 2018



MATNOH-16002
July 9, 2018
Page 2

**Re: Professional Engineering Design Services
Main Street/Broad Street Sanitary Sewer Rehabilitation Project
Scope of Work and Engineering Fee Estimate**

- and sidewalk, valves, hydrants, utility poles, manholes and inlets, etc.), to confirm the depth of the existing sanitary sewer, and to determine if any manholes are candidates for rehabilitation.
2. We will coordinate with the local utility companies to obtain information on their existing utilities in order that this information can be incorporated into the base mapping.
3. Information from the Borough concerning the location and depths and materials of their existing storm and sanitary sewers will be incorporated into the base mapping.
4. We will coordinate with CCTV contractors to secure proposals to perform the internal inspection of the sanitary sewer lines in question.
5. Upon securing proposals from CCTV contractors and upon authorization by the Borough, we will coordinate with the CCTV contractor to perform the internal inspection of the sanitary sewers.

B. DESIGN PHASE

1. Upon issuance of the base mapping to the Borough, and upon the Borough's acceptance of this mapping, we will prepare a construction drawing which will show the overall layout of the Borough's roads in which the sanitary sewer will be rehabilitated.
2. Upon receipt of the inspection report and video from the CCTV contractor, T&M will review the report and video to determine any deficiencies in the sanitary sewer liens and make recommendations as to the proper rehabilitation/repair/replacement methods required.
3. Front End Specifications will be prepared, outlining the contractual obligations of the Contractor, and providing a Proposal Form listing the various rehabilitation items (full length pipe lining, spot lining, grout injection, full length pipe replacement (pipe relayed/replaced to remediate low spots (i.e.: sags), spot excavation and utility relocation, etc.), manhole rehabilitation, etc.
4. Technical Specifications will be prepared outlining pipe and manhole rehabilitation methods, mobilization and final restoration.
5. We will submit final Bid Documents to the Borough for review.

C. BIDDING PHASE

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

D. CONSTRUCTION ADMINISTRATION AND INSPECTION

1. We will prepare for and chair a pre-construction meeting between the Borough and the Contractor, and the local police (if so warranted).
2. We will review shop drawings submitted by the Contractor.

Borough of Matawan
Public Session
July 17, 2018



MATNOH-16002
July 9, 2018
Page 3

Re: Professional Engineering Design Services
Main Street/Broad Street Sanitary Sewer Rehabilitation Project
Scope of Work and Engineering Fee Estimate

- 3. We will provide eighty (80) hours of on-site field observation. The 80-hours of inspection anticipates three (3) open cut excavations (two (2) days each) with the other 32 hours for part-time inspection for any other rehabilitation items.
- 4. We will review and recommend two (2) Applications for Payment from the Contractor.
- 5. We will prepare and process final close-out documentation.

T&M assumes that the CCTV contractor will be paid directly by the Borough under a separate contract. T&M assumes that the Contractor will be responsible for the preparation of traffic control plans and coordination of police protection during his rehabilitation operations. T&M assumes that all required police protection (for the CCTV inspection and construction) will be paid for by the Borough.

PROJECT FEE


T&M's fee to provide the design, permitting, bidding and construction management services as outlined above is \$46,500. A breakdown of our fee is as noted below. Services for this contract will be billed to the Borough monthly utilizing the current billing rate schedule.

Engineering Fee Breakdown:	
Task A - Pre-Design Phase	\$ 9,250
Task B - Design Phase	\$ 11,750
Task C - Bidding Phase	\$ 4,000
Task D - Construction Administration and Inspection	\$ 21,500
TOTAL	\$ 46,500

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

Very truly yours,

T&M ASSOCIATES


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

RRK:JFM:lkc

cc: Mayor & Council (via email)
Karen Wynne, Borough Clerk (via email)
Monica Antista, Borough CFO (via email)
Jake Applegate, DPW Superintendent (via email)

**Borough of Matawan
Public Session
July 17, 2018**

Mayor Altomonte read by title Resolution 18-07-14: Award of Bid for 2018 Installation of Communitors – Somerset Place and Victoria Court – EDC (Electrical Design & Construction Corp.). Mayor Altomonte requested a motion. Councilman Reeve made the motion, seconded by Councilwoman Buckel. Mr. Ferrara explained that the communitors will grind the exorbitant amount of wet wipes that have been found in the sewers lately, resolving the issue of the clogging at the pump stations. 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 18-07-14
AWARD OF BID FOR 2018 INSTALLATION OF COMMUNITORS
SOMERSET PLACE AND VICTORIA COURT
EDC (ELECTRICAL DESIGN & CONSTRUCTION CORP.)**

WHEREAS, the Borough of Matawan previously authorized the receipt of bids for the 2018 Installation of Communitors contract; and

and WHEREAS, pursuant to law the Borough of Matawan solicited bids for the 2018 Installation of Communitors;

WHEREAS, the Borough of Matawan received four (4) bids for the aforesaid contract; and

WHEREAS, EDC (Electrical Design & Construction Corp.) has submitted the low total bid of One Hundred Fifty Thousand Eight Hundred Dollars and No Cents (\$150,800.00); and

WHEREAS, the Borough Engineer has reviewed, approved and recommended the bid of EDC (Electrical Design & Construction Corp.) for the aforesaid bid.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that the contract for the 2018 Installation of Communitors be and is hereby awarded to EDC (Electrical Design & Construction Corp.), PO Box 7404, Shrewsbury, New Jersey 07702, 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, and upon adoption of the funding Bond Ordinance, funds are available from the 8-09-55-501-205 Budget of the Borough of Matawan for the contract awarded to EDC (Electrical Design & Construction Corp.) for the 2018 Installation of Communitors, in an amount not to exceed One Hundred Fifty Thousand Eight Hundred Dollars and No Cents (\$150,800.00).

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
Dated: July 17, 2018*

Borough of Matawan
Public Session
July 17, 2018



YOUR GOALS. OUR MISSION

MATN-04130

July 11, 2018

Via email (louis.ferrara@matawanborough.com)
and First Class Mail

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



Re: Installation of Comminutors
Review of Bids and Recommendation of Award

Dear Mr. Ferrara:

On Wednesday, July 11, 2018, bids were received for the above referenced project. A detailed bid summary is attached. Four (4) bids were received as summarized below:

Bidder	Base Bid Amount
Electrical Design & Construction Corporation	\$150,800.00
Municipal Maintenance Company	\$165,100.00
CFM Construction, Incorporated	\$169,400.00
Quality Electrical Construction Company	\$265,920.00

The apparent low bidder is Electrical Design & Construction Corporation located in Shrewsbury, New Jersey. T&M Associates has conducted a review of the three (3) apparent low bid packages. Based on our review, we offer the following:

- Electrical Design & Construction Corp. (Lowest Bidder):
 - No deficiencies noted.
- Municipal Maintenance Co. (2nd Lowest Bidder):
 - On the Bid Proposal form (Page 47 of 84), the bidder did not include the written amount of his total bid amount as required. Only the numerical value is provided.
- CFM Construction, Inc. (3rd Lowest Bidder):
 - The total of the Performance and Payment Bond is not filled out on the Consent of Surety form (Page 56 of 84) as required. The area where the bidder's total bid amount is to be inputted has been left blank.
 - The Bid Packet Certification form (Page 69 of 84) is not signed by the bidder's authorized representative certifying that they are authorized to submit the bid package on behalf of the bidder as requested.

**Borough of Matawan
Public Session
July 17, 2018**




Please note that we have worked with all the three of the lowest bidders on previous projects and found their work to be satisfactory.

We recommend that the project be awarded to Electrical Design & Construction Corp., P.O. Box 7404, Shrewsbury, NJ 07701, in the amount of \$150,800.00. The award should be subject to approval of the Borough Attorney and NJ Department of Labor, Office of Wage and Hour Compliance, as well as, certification that funds are available.

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.
MATAWAN BOROUGH ENGINEER

RRK:RRS:scb
Enclosures

cc: Mayor and Council
Karen Wynne, Clerk (via email with copies of 3 low bid packages)
Pasquale Menna, Attorney (via email with copies of 3 low bid packages)
Monica Antista, CFO via email
Robin Klinger, Deputy Clerk

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**Borough of Matawan
Public Session
July 17, 2018**

Mayor Altomonte read by title Resolution 18-07-17: Authorizing the Hiring of Part-Time Substitute Seasonal Personnel – 2018 Summer Recreation Program – Canoe Rentals – Emma McNamara. 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 18-07-17
AUTHORIZING THE HIRING OF PART-TIME SUBSTITUTE SEASONAL PERSONNEL
2018 SUMMER RECREATION PROGRAM CANOE RENTALS
EMMA McNAMARA**

***WHEREAS,** the Council has been advised that there is a need part-time substitute seasonal personnel for the Summer Recreation Canoe Rentals for the year 2018 within the Borough of Matawan, effective May 26 through and including September 9, 2018; and*

***WHEREAS,** Daria Dieterle, Recreation Director, has recommended to Council the hiring of Emma McNamara at a rate of \$8.60 per hour for the Summer Recreation Canoe Rentals for the year 2018 within the Borough of Matawan.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, based upon the recommendation of Daria Dieterle, hereby authorizes the hiring of part-time substitute seasonal personnel Emma McNamara at a rate of \$8.60 per hour for the 2018 Summer Recreation Canoe Rentals effective immediately. The last day of rentals will be on September 9, 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, Recreation and Emma McNamara.*

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 T-14-56-850-801 Borough of Matawan to Canoe Renters - Recreation for the Borough of Matawan in an amount not to exceed One Thousand Dollars and No Cents (\$1,000.00).

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

Chief Financial Officer

(Signature on File)

Monica Antista, CMFO

Dated: July 17, 2018

Mayor Altomonte read by title Resolution 18-07-18: Authorizing the Chief Financial Officer to Conduct Financial Matters between Meetings During July and August 2018. 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.

**Borough of Matawan
Public Session
July 17, 2018**

**RESOLUTION 18-07-18
AUTHORIZING THE CHIEF FINANCIAL OFFICER
TO CONDUCT FINANCIAL MATTERS BETWEEN MEETINGS DURING
JULY AND AUGUST 2018**

WHEREAS, the Mayor and Council Will be holding one meeting per calendar month in July and August of 2018; and

WHEREAS, bills will need to be authorized for payment prior to the next regular business meeting of the Borough Council; and

WHEREAS, outstanding bills may only be paid with funds that have already been budgeted for and encumbered by purchase orders.

NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby authorizes and directs the Borough's Chief Financial Officer to pay bills budgeted for an encumbered between meetings in July and August of 2018.

BE IT FURTHER RESOLVED the Mayor and Council shall be provided with its regular report relating to any bills authorized for payment during this period by 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.

Mayor Altomonte read by title Ordinance 18-12: Amending and Supplementing the Code of the Borough of Matawan Chapter II – Administration, Section 2-15.1 – Membership in Recognized Fire Companies. Mayor Altomonte requested a motion to introduce. Councilman Cannon made the motion, seconded by Councilwoman Buckel. Council agreed. 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 18-12
AMENDING AND SUPPLEMENTING THE CODE OF THE
BOROUGH OF MATAWAN
CHAPTER II – ADMINISTRATION
SECTION 2-15.1 – MEMBERSHIP IN RECOGNIZED FIRE COMPANIES**

BE IT ORDAINED by the Council of the Borough of Matawan as follows:

Chapter II, Section 2-15.1 – Membership in Recognized Fire Companies is hereby amended and supplemented as follows:

2-15 FIRE DEPARTMENT.

2-15.1 Membership in Recognized Fire Companies.

The volunteer Fire Department shall consist of engine, hook and ladder, hose and pumper companies, fire police and shall consist of the companies recognized and accepted by the Mayor and Borough Council as follows:

Washington Engine Company, No. 1.

Broad Street Station.

M.E. Haley Hose Company, No. 1.

Freneau Volunteer Fire Company, No. 1.

Fire Police.

BE IT FURTHER ORDAINED, all ordinances or parts of ordinances inconsistent with the provisions of this ordinance shall be and the same are hereby repealed to the extent of such inconsistency.

**Borough of Matawan
Public Session
July 17, 2018**

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

***BE IT FURTHER ORDAINED**, the provisions of this Ordinance may be remunerated for the purposes of codifications.*

***BE IT FURTHER ORDAINED**, this ordinance shall take effect immediately upon final passage, approval and publication as required by law.*

The Clerk announced the public hearing will be held at 7:00PM on August 8, 2018.

Mayor Altomonte read by title Ordinance 18-13: Amending and Supplementing the Code of the Borough of Matawan – Chapter II – Administration – Section 2-35 “Sports Commission”. Mayor Altomonte requested a motion to introduce. Councilwoman Salvatore made the motion, seconded by Councilman Vergaretti. Council agreed. 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 18-13
AMENDING AND SUPPLEMENTING THE CODE OF THE
BOROUGH OF MATAWAN – CHAPTER II – ADMINISTRATION
BY ADOPTION OF SECTION 2-35 WITH THE CREATION OF A “SPORTS COMMISSION”**

***WHEREAS**, there is a need for the Borough of Matawan to comprehensively engage the public of the Borough of Matawan in enhancing and administering the utilization of its sports facilities; and*

***WHEREAS**, the Borough of Matawan’s Governing Body believes it is essential for the Borough to involve multiple representatives of the community in the promotion and use of sporting facilities; and*

***NOW, THEREFORE, BE IT ORDAINED**, by the Mayor and Council of the Borough of Matawan that:*

The Governing Body adopts Section 2-35 and names it the “Sports Commission”; and accordingly, revises Chapter 2-35 as follows:

***Section 1.** There is established a Commission to be known and designated as the Borough of Matawan Sports Commission, the members of which shall be appointed by the Mayor and approved by the Council.*

Section 2. Appointment of Members; Terms

a. The Commission shall consist of seven (7) members nominated and appointed by the Mayor with consent of Council.

b. The terms of the Commission members shall be for one (1) year, with the appointments made by the Mayor with the consent of Council.

c. The members of the Commission shall serve without compensation.

d. The Commission shall elect a Chairperson from among its members on an annual basis, which Chairperson shall not be a member of the Governing Body of the Borough of Matawan.

e. The terms of all members of the Commission shall commence on January 1 of the year of appointment, and terminate on December 31st of the same year; or until a successor is appointed.

Section 3. Powers and Duties

The duties of the Commission shall be as follows:

**Borough of Matawan
Public Session
July 17, 2018**

- a. *To serve as the liaison between the Borough of Matawan and various citizen and sporting groups and other organizations who wish to foster sports activities and programs in Matawan.*
- b. *To develop and enhance the use of sports facilities and assist the Borough in management and organization of the programs at such facilities.*
- c. *To promote and advance the use of our facilities for the general public.*
- d. *To prepare, develop and distribute any and all types of communications medium to attract and assist residents wishing to engage in sports activities in the Borough of Matawan.*

Section 4. Coordination With Other Agencies

The Commission shall receive from all officials and all authorized boards, departments of the Borough of Matawan, all information that a fully functioning agency of the Borough of Matawan receives as well as notifications of any hearings of the Unified Planning Board Applications or request for zoning changes; and, will also receive any such additional assistance as may be required in the performance of its duties. The Commission shall also be given access to all public municipal records and information which may assist the Commission in its mandated duties.

Section 5. *The recommendations of the Commission shall be communicated on a monthly basis to the Clerk who shall forward same to the Governing Body. Actions of the Commission may be reviewed and amended by the Governing Body which reserves the final authority on the use of public facilities.*

Section 6. *All Ordinances of the Borough of Matawan that are inconsistent or in conflict with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.*

Section 7. *If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of the within Ordinance.*

Section 8. *The provisions of this Ordinance may be remunerated for the purposes of codifications.*

Section 9. *This Ordinance shall take effect immediately upon final passage approval and publication as required by law.*

The Clerk announced the public hearing will be held at 7:00PM on August 8, 2018.

Mayor Altomonte read by title Resolution 18-07-19: Payment of Bills – July 3, 2018. 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 18-07-19
PAYMENT OF BILLS
JULY 3, 2018**

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

Current	\$1,962,458.95
Water & Sewer	\$127,323.20
Borough Capital	\$8,337.99
Water Capital	\$223,860.02
Borough Trust	\$23,296.60
Dog Tax Trust	\$22.20
Railroad Parking Trust	\$11,740.00
Recreation Trust	\$175.00
Total	\$2,357,213.96

**Borough of Matawan
Public Session
July 17, 2018**

***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.*

Councilman Cannon asked Mayor Altomonte if there was a way to get the JCP&L electric rate notated in the listing of the Resolution. Mr. Ferrara replied that it was possible.

Mayor Altomonte read by title Resolution 18-07-21: Payment of Bills – July 17, 2018. 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 18-07-21
PAYMENT OF BILLS
JULY 17, 2018**

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

Current	\$1,484,517.39
Water & Sewer	\$267,221.54
Borough Capital	\$164,093.09
Grant	\$416.66
Borough Trust	\$75,649.14
Dog Tax Trust	\$716.80
Recreation Trust	\$23,895.66
Unemployment	\$177.00
Total	\$2,016,687.28

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

Privilege of the Floor

Mayor Altomonte opened the Privilege of the Floor.

Fran Bucco, 79 Freneau Avenue, Matawan. Ms. Bucco asked for a status on dam negotiations. Mayor Altomonte stated the Borough is still in negotiation. Mr. Menna informed the Borough Engineer has done the upgrade of the reports required to be filed with the County and the State. Both are satisfied with the Borough’s monitoring of the dams for safety and progress at the present time. He concurred with Mayor Altomonte, noting the negotiations were still ongoing, and it would be premature to make any further statements regarding same.

Guy Buckel, 14 Chestnut Drive, Matawan. Mr. Buckel thanked Eddie Holland for his outstanding job at the fireworks display.

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

**Borough of Matawan
Public Session
July 17, 2018**

Adjournment

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

The meeting adjourned at 7:45 PM.

(Signature on file)

Karen Wynne, RMC
Municipal Clerk