

**Borough of Matawan
Workshop Session
November 7, 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 November 7, 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 March 15, 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 7:01 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 Ferrara, Borough Administrator and Gavin Madigan, Esq., on behalf of Borough Attorney, Pasquale Menna.

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

Mayor Altomonte asked everyone to stand for a Moment of Silence and keep in their thoughts the victims of the recent mass shootings.

Mayor Altomonte announced Resolutions 18-11-09 and 18-11-10 will be added to the Agenda.

Presentation of Winners for the 2019 Recycling Calendar Litter Campaign Contest

Mayor Altomonte and Grace Rainforth, Borough of Matawan, Recycling Coordinator, introduced and presented First Place Winner, Youstina Soliman, with a Certificate of Award and a Barnes & Noble gift card.

Presentation of Certificate of Appreciation Kathleen A. Odell

Mayor Altomonte and Councilman Vergaretti introduced retiring Shade Tree Secretary, Kathleen A. Odell presenting her with a Certificate of Appreciation.

Privilege of the Floor for Agenda Items Only

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

There were no comments.

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

2018 Best Practices Inventory

Mr. Ferrara explained the State of New Jersey requires each municipality to perform a Best Practices Inventory which is a test that includes around 50-60 questions. It is a financial document and a municipality must score at least 20 'yes' answers in order to maintain State aid.

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The Borough passes it every year and did so again this year. The Inventory will be submitted for approval by the State.

Mayor Altomonte requested a motion to accept the 2018 Best Practices Inventory. Councilman Reeve made the motion, seconded by Councilwoman Salvatore. Mayor Altomonte requested a roll call.

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

Motion passed.

Approval of Minutes

Mayor Altomonte requested a motion to approve the minutes of the October 16, 2018 Council Meeting. Councilwoman Buckel made a motion, seconded by Councilwoman Gunn. Council agreed. Motion passed.

Consent Agenda

Mayor Altomonte read by title Resolutions 18-11-01 through and including 18-11-05, requesting a motion to approve en masse. Councilwoman Salvatore made the motion, seconded by Councilwoman Buckel. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 18-11-01
REDEMPTION OF TAX SALE CERTIFICATE
TRYSTONE CAPITAL ASSETS, LLC
CERTIFICATE #17-00075**

WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #17-00075 was sold to Trystone Capital Assets, LLC, PO Box 1030, Brick, NJ 08723; and

WHEREAS, the Certificate has been paid and fully redeemed for the property owner, Block 113, Lot 2, otherwise known as 7 Elm Place.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$6,473.94, and a Premium of \$1,300.00, to the above for the redemption of Tax Sale Certificate #17-00075.

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

**RESOLUTION 18-11-02
REFUND OF TAX OVERPAYMENT DUE TO TAX APPEAL
SPRING DEVELOPMENT GROUP, LLC
BLOCK 47.02, LOT 13**

WHEREAS, a State Tax Board Judgment has been favorably awarded to Spring Development Group, LLC, Block 47.02, Lot 13, for the fiscal years 2014, 2015, and 2016; and

WHEREAS, such judgment has resulted in an overpayment of property taxes in the amount of \$1,741.28, \$1,063.92 and \$1,072.08, respectively; and

NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan, County of Monmouth, State of New Jersey, hereby authorizes the Borough Treasurer to issue a check in the amount of \$3,877.28 for said overpayment of property taxes, to the property owner's representative.

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BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Finance, Tax Collector as well as the Property Owner.

**RESOLUTION 18-11-03
APPROVAL OF NEW TAXI DRIVER LICENSE
NOEMI B. FLORES CASIQUE**

WHEREAS, Noemi B. Flores Casique, has passed the required Police Department background checks; and

WHEREAS, Noemi B. Flores Casique, has filed the proper documentation with the Borough Clerk's office.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that they hereby approve the following new taxi driver license:

Applicant: Noemi B. Flores Casique

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following: Clerk, Police as well as Applicant.

**RESOLUTION 18-11-04
RELEASE OF ESCROW FUNDS
ERIC ALVAREZ
6 NORTHFIELD ROAD – BLOCK 102, LOT 6**

WHEREAS, Eric Alvarez has requested the release of the balance on his escrow account for the property located at 6 Northfield Road – Block 102, Lot 6 – Matawan, New Jersey; and

WHEREAS, a Certificate of Occupancy has been issued by the Borough of Matawan Construction Official and no outstanding issue or billing remain.

NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby approves the release of all remaining escrow in the account to Eric Alvarez for 6 Northfield Road – Block 102, Lot 6 – Matawan, New Jersey.

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

**RESOLUTION 18-11-05
RELEASE OF ESCROW FUNDS
ROBERT & LUANNE PHILLIPS
92 ONYX PLACE – BLOCK 123, LOT 1**

WHEREAS, Robert and Luanne Phillips have requested the release of the balance on their escrow account, Block 123, Lot 1, otherwise known as 92 Onyx Place, Matawan, New Jersey; and

WHEREAS, on August 30, 2017 Robert and Luanne Phillips posted total escrow in the amount of Seven Hundred Fifty Dollars and No Cents (\$750.00) in association with an application for an in-ground swimming pool; and

WHEREAS, the Borough Engineer and Borough of Matawan Construction Office have certified any and all outstanding issues and billing have been satisfied, and have recommended the release of all remaining escrow.

NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby approves the release of all remaining escrow in the account to Robert and Luanne Phillips for 92 Onyx Place – Block 123, Lot 1 – Matawan, New Jersey.

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Construction, Finance, as well as the Borough Engineer and Robert and Luanne Phillips.

New Business

Mayor Altomonte read by title Resolution 18-11-06: Approving Unused Vacation for the Year 2018 – Police Officer Andrew Marsala. Councilwoman Salvatore made the motion, seconded

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by Councilwoman Buckel. Mayor Altomonte requested a roll call vote. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 18-11-06
APPROVING UNUSED VACATION FOR THE YEAR 2018
POLICE OFFICER ANDREW MARSALA**

WHEREAS, Resolution 18-06-22 approved Police Officer Andrew Marsala of the Borough of Matawan Police Department request for Extended Sick Leave; and

WHEREAS, Andrew Marsala has requested Council approval to carry over the remaining unused portion balance as of October 27, 2018 per the Police Department attendance records, 132 unused 2018 vacation hours, which is equal to 11 (twelve hour shift) days, and 2 Personal Days into the year of 2019; and

NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby approves Andrew Marsala's request to carry over 11 (twelve hour shift) days, and 2 Personal Days into the year 2019.

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 Andrew Marsala.

Mayor Altomonte read by Ordinance 18-20: Amending and Supplementing the Code of the Borough of Matawan Chapter II – Administration Section 2-63 – Length of Service Awards Program for Volunteer Firefighters (LOSAP), Section 2-63.3 Matawan Borough Volunteer Fire Department. Mayor Altomonte requested a motion to introduce. Councilwoman Gunn made the motion, seconded by Councilman Cannon. 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.

The Clerk announced the Public Hearing will be held at 7:00 PM on December 4, 2018.

**ORDINANCE 18-20
AMENDING AND SUPPLEMENTING THE CODE OF THE BOROUGH OF MATAWAN
CHAPTER II – ADMINISTRATION SECTION 2-63 – LENGTH OF SERVICE AWARDS
PROGRAM FOR VOLUNTEER FIREFIGHTERS (LOSAP), SECTION 2-63.3 MATAWAN
BOROUGH VOLUNTEER FIRE DEPARTMENT**

WHEREAS, on August 19, 2003, the Mayor and Council of the Borough of Matawan adopted a LOSAP Program in an effort to recognize the efforts of the Borough of Matawan Volunteer Fire Department and to recognize its exemplary service to the residents of the Borough of Matawan, as well as to encourage new members and retain existing members; and,

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WHEREAS, as a consequence of on-going reviews of the LOSAP Program, it has been recommended to the Mayor and Council by the Matawan Volunteer Fire Department that the credits with respect to the participation in the LOSAP be reviewed and amended; and,

NOW, THEREFORE, BE IT ORDAINED by the Council of the Borough of Matawan that **Chapter II, Section 2-63.3 – Matawan Borough Volunteer Fire Department LOSAP Point Schedule** is hereby amended and supplemented by the attached Schedule A.

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.

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.

**Schedule A
Matawan Borough Volunteer Fire Department
LOSAP Point Schedule**

Point Payout Scale

\$1,150 per year	80 Points
\$ 750 per year	60 Points
\$ 500 per year	40 Points

Longevity (10 years plus)

Per year	1 Point
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Fire Calls (max 50 points)

60 Percent	50 Points
50 Percent	45 Points
40 Percent	40 Points
30 Percent	35 Points
20 Percent	30 Points

Drills (max 24 points)

Company Drills (per drill)	2 Points
Department Drills (per drill)	2 Points

Meetings (max 20 points)

Company Meeting	1 Point
Board of Fire Officers Meeting	1 Point

State Chiefs Meeting (max 2)

Per Meeting	1 Point
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Relief Association (max 5)

Representatives (per meeting)	1 Point
Trustees (per meeting)	1 Point
President	5 Points
Vice-President	2 Points
Secretary	5 Points
Treasury	5 Points

Training (max 20 points)

8 Hours	2 Points
12 Hours	3 Points
16 Hours	4 Points
20 Hours	5 Points
Every 4 hours over 20	1 Point

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Positions

Company

Chief	25 Points
Captain	15 Points
Lieutenant	10 Points
Engineer	10 Points
Assistant Engineer	5 Points
President	10 Points
Vice President	5 Points
Secretary	10 Points
Treasurer	10 Points
Trustee	5 Points
Board of Fire Officers Representative	10 Points

Department

President	10 Points
Vice President	5 Points
Secretary/Treasurer	10 Points
Assistant Secretary	10 Points
Purchasing Agent	25 Points
LOSAP Committee	1 Point Per Meeting-Max - 6
LOSAP Manager	25 Points
Safety Officer	10 Points
Medical/Insurance Manager	25 Points

Other (max 12 points)

Standby per event min of 4 hours	1 Point
Parade and Memorial per event	1 Point
Convention Delegate per meeting (max 3 points)	1 Point
Hydrant Snow Removal per event	1 Point
Fire Police per event	1 Point

Time in Service

No more than 10 years
Must be exempt member or meet the residency Standards
Live member or Minimum of 20% of calls for each year credited
Must be documented by company records

Cost of Living

If an active volunteer member meets the year of active service requirement, a LOSAP must provide a benefit between the minimum contribution of \$100 and a maximum contribution of \$1,150. While the maximum amount is set by statute, once a LOSAP is adopted, if authorized by the enabling referendum it is subject to periodic increases that are tied to the consumer price index (NJSA 40A:14-185f). The Division annually certifies the permitted maximum amount.

Mayor Altomonte read by title Resolution 18-11-07: Payment of Bills. Councilman Reeve made the motion, seconded by Councilwoman Salvatore. Mayor Altomonte requested a roll call vote. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 18-11-07
PAYMENT OF BILLS**

BE IT RESOLVED by the Mayor and Council of the Borough of Matawan, New Jersey. That the following numbered vouchers be paid to the persons therein respectively and hereinafter named, for the amounts

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set opposite their respective names, and endorsed and approved on said vouchers and that warrants be issued therefore, directed to the Borough Collector signed by the Mayor and attested by the Borough Clerk as required by law.

Current	\$3,275,328.39
Water & Sewer	\$462,162.50
Borough Capital	\$179,706.52
Water Capital	\$19,030.60
Grant	\$763.33
Borough Trust	\$51,919.21
Developers Escrow Account	\$4,553.00
Dog Tax Trust	\$1,682.33
Railroad Parking Trust	\$11,500.00
Recreation Trust	\$425.00
Unemployment	\$15,761.67
Total	\$4,022,832.55

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.

There were no comments.

Councilman Cannon took the opportunity to congratulate Councilpersons Reeve and Vergaretti stating he spoke on behalf of the rest of the Council, Mayor, and the residents of Matawan stating he knows both will do a terrific job over the next two years.

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

Mayor Altomonte read by title Resolution 18-11-09: Authorizing T&M Associates to Provide Professional Services for 2018 Road Program. Councilman Reeve made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call vote. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 18-11-09
AUTHORIZING T&M ASSOCIATES
TO PROVIDE PROFESSIONAL SERVICES FOR
2018 ROAD PROGRAM**

WHEREAS, the Mayor and Council of the Borough of Matawan received the attached Scope and Fee Estimate from T&M Associates for professional services for professional engineering design, permitting, construction administration and inspection services associated with the 2018 Road Program.

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 associated with the 2018 Road Program as outlined in the attached Scope and Fee Estimate in an amount not to exceed Two Hundred Fifty Seven Thousand Three Hundred Fifty Dollars and No Cents (\$257,350.00).

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

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

CERTIFICATION AS TO AVAILABLE FUNDING

I, Monica Antista, Chief Financial Officer of the Borough of Matawan do hereby certify that as of the date of this certification funds are available from the Capital Budgets of the Borough of Matawan to T&M Associates for professional services associated with the 2018 Road Program for the Borough of Matawan in an amount not to exceed Two Hundred Fifty Seven Thousand Three Hundred Fifty Dollars and No Cents (\$257,350.00).

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: November 7, 2018

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MATN-16002

June 8, 2018

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

**Re: 2018 Road Improvement Program
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 Borough's 2018 Road Improvement Program.

We understand that the program is being funded completely with Borough funds with the exception of a \$350,000 NJDOT Local aid Grant for Vermont Court.

The total program estimated construction cost is \$1,684,000.00. The program will be set up as one construction contract as described in the following assessment of existing conditions and proposed improvements that are based on recent field visits.

Vermont Court from Route 79 to its Terminus (1,000' +/-)

- The roadway has existing combination concrete curb and gutter in locations that has been covered with an asphalt overlay in places. Curb is in fair to poor condition and is anticipated to be replaced with concrete vertical curb.
- Concrete sidewalk exists along the road and is old and in fair to poor condition with heaving around street trees. Large street trees will be replaced along with the sidewalk.
- The pavement is in poor condition and will be reconstructed. Underdrains will be installed in areas where needed.
- Inlet repair is recommended along with new ECO heads and bicycle safe grates.
- The hydrants and curb boxes will be replaced.
- Sanitary sewer will be assessed, and repairs recommended based on the results of the television inspection.

Edgemere Drive from Lakeland Avenue to Schenk Drive (2,400' +/-)

- Existing concrete curb is in poor condition. We anticipate replacement of all curb.
- Concrete sidewalk exists along portions of the road and is in fair condition. We anticipate replacement of heaved and damaged sidewalk only in addition to sidewalk as required at ADA ramps.
- The pavement is mostly in fair to poor condition with some potholes, utility trenches and alligatoring. Base repair, mill and overlay of the pavement with underdrain along the gutters is anticipated.
- Inlets will be inspected and provided with new ECO heads and bicycle safe grates as required.

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Villanova Place from Victoria Drive to the northern cul-de-sac (325' +/-)

- The roadway has existing concrete curb on both sides that is in fair to poor condition and will be replaced.
- Concrete sidewalk is in fair to poor condition and we estimate 60% to 65% replacement where heaved, spalled or damaged and at ADA ramps.
- The pavement is in poor condition. We anticipate full reconstruction of the pavement surface with underdrain added along the gutter lines.
- Water main upgrades are limited to new curb boxes and fire hydrants.

Broad Street Water Main Replacement Phase 1 from Route 34 to Church Street (1,400' +/-)

- Water main replacement with all new services, valves, hydrants and curb boxes. The new main will be placed adjacent to the existing main.
- The water main trench will be backfilled and paved in accordance with Monmouth County standards.

The existing roadway widths will be maintained for all streets. Badly damaged or missing sidewalk will be replaced. Driveway aprons will be replaced, if required by grading or as necessary resulting from the proposed improvements. ADA ramps will be provided at intersections within the project limits where sidewalks exist. Restoration and cleanup, including topsoiling and sodding will be included. Manhole castings and drainage heads will be reset where required for grading. Unsafe inlet grates will be replaced with bicycle safe grates and all curb pieces will be replaced with Type N ECO pieces.

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

A. PRE-DESIGN PHASE

1. Field surveys for Vermont Court, Villanova Place and Edgemere Drive will be acquired by conventional "on the ground" methods. Full survey will be required as denoted below.
 - a. A baseline will be set along the roadway as an open traverse line with assumed coordinates to locate the items listed below.
 - b. Topographic features will be located between existing sidewalks, including trees, shrubs, signs, fences, mailboxes, roof drains, visible utilities and drainage systems.
 - c. Existing property corners will be located (along the roadway), where visible, for depicting existing right-of-way.
 - d. Benchmarks will be set for vertical control during construction.
 - e. Visible utilities will be located, and utility pole numbers recorded.

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- f. Cross-sections at 50-foot intervals will be acquired between existing sidewalks.
 - g. Existing driveway centerlines will be profiled to fifteen feet beyond the existing sidewalks.
 - h. Grate and rim elevations for storm water and sanitary structures will be provided.
2. For the Broad Street water main project, we will utilize available Monmouth County aerial information to generate base maps for the proposed potable water main replacement layout.
 3. Base maps will be prepared at a scale of 1" = 20'. Utility information on roads where water main replacement is proposed will be added based on in-house mapping, field investigation and consultation with the Borough. Tax map accuracy right-of-way lines will be shown on the base maps.
 4. Copies of the base maps will be forwarded to each utility company (and the Borough Department of Public Works) so they can verify the location and sizes of their facilities. We will also inquire whether they have plans for future relocation or expansion.
 5. Soil borings will be acquired on Broad Street where water mains are being replaced to identify soil conditions and groundwater information. A total of four borings are anticipated to a depth of approximately fifteen (15) feet. We assume that the Borough will provide police traffic directors if required. The boring contractor fees are estimated to be approximately \$3,000.

B. DESIGN PHASE

1. Once field surveys have been completed and base maps prepared, a preliminary design for each street will be prepared and will include the following items:
 - a. Graphical horizontal geometry denoting pavement widths, curve radii, limits of curbing, approximate limits of reconstruction, and existing right-of-way lines.
 - b. A graphical profile, where grade changes are required.
 - c. Proposed typical sections.
 - d. A preliminary construction cost estimate.
 - e. Potential areas of utility conflicts will be identified on the preliminary design.
 - f. The preliminary plans will be reviewed with appropriate Borough officials prior to proceeding with final design.

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2. A preliminary design for the water main replacement on Broad Street will be developed including depths, lengths and materials of piping, valves and fittings as well as any known utility crossings. The plans will also show the dimensions of the water main from the existing curb line.
3. The sanitary sewer in Vermont Court and Edgemere Drive will be televised. Our office will prepare a separate bid contract for the cleaning and television inspection of these sanitary sewers. Once the contract has been awarded, our office will coordinate the completion of the work with Borough representatives as needed. Sanitary sewer repairs will be noted and included as part of this program based on available budget.
4. Final construction plans will be prepared in AutoCAD and consist of the following:
 - a. Title Sheet with key map.
 - b. Standard Legend and Typical Section Sheet.
 - c. Construction and Layout Plan Sheets (1" = 20').
 - d. Existing Conditions and Grading Plan Sheets.
 - e. Soil Erosion and Sediment Control Plans.
 - f. Maintenance and Protection of Traffic Plan.
 - g. Construction Details Sheets.
5. The water main on Broad Street will be laid out on the construction plans, along with valves, hydrants, wet taps and services. We will coordinate pipe material selection with the Borough Water Department to assure consistency with their standards. For the purposes of this proposal, we have assumed that the new main will be 8" diameter ductile iron pipe and appropriate adapters, valves and fittings will be installed for the new hydrants. Water main as-builts will be provided to the Borough upon completion of the installation.
6. Quantities will be estimated by item, and a final construction cost estimate will be provided.
7. Specifications will be prepared in book form, in T&M Associates' format, based on the 2007 New Jersey Department of Transportation Standard Specifications for Road and Bridge Construction with T&M standard terms and conditions.
8. A permit to construct or modify the public community water system will not be required in accordance with New Jersey Department of Environmental Protection (NJDEP) regulations.

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9. An application for a highway occupancy permit will be prepared and submitted to the New Jersey Department of Transportation for construction signs at the intersection of Vermont Court and Route 79 and for the water main replacement at Broad Street and Route 34.
10. An application for soil erosion and sediment control certification will be prepared and submitted for each location to the Soil Conservation District on behalf of the Borough.
11. We will coordinate with and obtain approval from Monmouth County for the soil borings and water main replacement within the County right-of-way on Broad Street.
12. The application fees are not included as part of this estimate and will be the responsibility of the Borough. T&M will inform the Borough of the required fees approximately two weeks prior to the anticipated application filing dates. We estimate the NJDOT permit fees for the highway occupancy permits to be approximately \$100 each and the soil conservation fees to be approximately \$6,000.
13. We will submit final plans and specifications to the Borough for final review prior to the preparation of bid documents.

C. BIDDING PHASE

1. Upon completion of the plans and specifications, we will coordinate advertisement of the project for bid. T&M Associates will print and distribute the contract documents, including final plans and specifications, to prospective contractors. The cost of the printing will be offset by the purchase price of the plans and specifications.
2. T&M Associates will answer questions that arise during the bidding phase of each project, either from Borough officials or prospective bidders.
3. We will attend each receipt of bids with the appropriate municipal officials.
4. T&M Associates' representatives will assist Borough officials with each bid review process including an evaluation of the contractors' bid submissions. As part of this effort, T&M Associates will prepare a bid tabulation sheet comparing the various bids received, review the credentials of the low bidder, and prepare a recommendation for award for each project.

**D. 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 the contract. 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. The assigned personnel will have experience in municipal roadway construction. The following is a description of the

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services we will provide, the anticipated performance period for these services and the budget for the cost of same.

The PM will perform the following tasks:

1. Prepare and distribute construction contract package for execution, provide engineering review of contract, insurance certification, performance and payment bond and subcontractor registration certificate and distribute executed package to the Borough Attorney for final review and execution by the Mayor and receive and distribute executed copies.
2. Conduct a pre-construction conference among project's participants, inviting the contractor, Borough officials, utility representatives, police and our construction team, and produce minutes of this meeting. Coordinate and review initial project submittals including baseline project schedule, insurance certificates, emergency call lists, etc. Pre-construction phase assumed to last less than one month.
3. Conduct periodic job meetings, as determined by the PM, with representatives of the contractor, subcontractor, and utility companies to review progress, performance and to address any questions or problems that may have arisen. Borough representatives or other officials, as determined by the PM, will be invited to attend these meetings. Minutes of these meetings will be generated and distributed.
4. Review and coordinate submittals received from the contractor including contractor's schedules, shop drawings, product data and samples and material certifications of conformance for general compliance with Contract Documents.
5. Perform quality assurance audits of the project file, determining that contemporaneous documentation, such as inspection reports, quantity log books, material submittals and certifications, material testing records, labor interview forms, manpower status reports, is being generated and complete.
6. After review and input from the Inspector, prepare monthly estimates of payment to the Contractor.
7. Review and issue written recommendation to the Borough following receipt of a written claim or dispute from Contractor.
8. Receive punch list from Inspector and administer the monitoring of its completion.
9. Prepare final closeout documents, including Final Payment Certificate and Change Order, and other closeout documents.

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**MATNOH-16002
June 8, 2018
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**Re: 2018 Road Improvement Program
Scope and Fee Estimate
Borough of Matawan**

The following tasks will be accomplished by our inspector during the construction phase:

1. Provide part time construction observation services for the duration of the construction contract. We do not anticipate, or have budgeted for, a stop and go, less than full time effort by the contractor. We anticipate a total of 3 months of fully engaged on-site construction effort. In addition, we anticipate a part-time two-week effort after substantial completion for project closeout.
2. Perform on-site observation of work to determine general conformance to the contract plans and specifications.
3. Determine that certificates of conformance are submitted for those materials used on site that require such.
4. Prepare job reports indicating weather, equipment, personnel, work accomplished on the project and other relevant matters such as issues discussed, and direction given. Reports will be furnished to the Borough upon request.
5. Respond to Contract Document interpretation requests and other requests for information from the Contractor and assist in resolution of questions and/or disputes.
6. Review Contractor's monthly estimates of work performed, and invoices submitted for payment. Measure pay items of work for the Contractor's monthly estimates. Provide payment input to the Project Manager.
7. Support Project Manager with review and input following receipt of a written claim or dispute from Contractor.
8. Prepare punchlist and monitor corrective action work and also monitor any required corrective action cited.
9. Finalize with the contractor as-built quantities.

If the contractor does not reach substantial completion of the work by the agreed upon contract completion time, and our budget for contract administration and inspection services prior to substantial completion is fully expended, we will ask the Borough to enforce the section of the contract allowing the Borough to deduct payment to the contractor in order to pay for continued engineering services or we will request a change order for the additional services. Similarly, should our services be required beyond 10 hours on any day and/or on Sundays, we will also ask the Borough to enforce the section of the contract allowing the Borough to deduct payment to the contractor in order to pay for the excess hours.

We are prepared to proceed upon your authorization and suggest an estimated fee of \$257,350 to be billed monthly utilizing current billing rate schedule. Following are the estimated "soft cost" requirements for the project:

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MATNOH-16902
June 8, 2018
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Re: 2018 Road Improvement Program
Scope and Fee Estimate
Borough of Matawan

Topographic Survey & Base Mapping Fee	\$ 22,500.00
Design and Permitting Fee	\$ 99,250.00
Construction Admin and Inspection Fee	\$ 126,500.00
Total Engineering Fee	\$ 248,250.00
Soil Borings.....	\$ 3,000.00
Permit Fees.....	\$ 6,100.00
Total	\$ 257,350.00

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 OF MATAWAN ENGINEER

RRK:RG:lkc

c: Mayor & Council
Karen Wynne, Borough Clerk
John J. Applegate, Superintendent of Water Department

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Mayor Altomonte read by title Resolution 18-11-10: Authorizing Remington & Vernick Engineers to Provide Professional Services for 2018 Road Program. Councilman Reeve made the motion, seconded by Councilwoman Buckel. Mayor Altomonte requested a roll call vote. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 18-11-10
AUTHORIZING REMINGTON & VERNICK ENGINEERS
TO PROVIDE PROFESSIONAL SERVICES FOR
2018 ROAD PROGRAM**

WHEREAS, the Mayor and Council of the Borough of Matawan received the attached proposal from Remington & Vernick Engineers for professional services for professional engineering design, inspection and construction administration services associated with the 2018 Road Program.

NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Matawan does hereby award the contract for professional services to Remington & Vernick Engineers associated with the 2018 Road Program as outlined in the attached proposal in an amount not to exceed Three Hundred Sixty One Thousand Three Hundred Seventy Seven Dollars and Sixty Three Cents (\$361,377.63).

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

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

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 Capital Budgets of the Borough of Matawan to Remington & Vernick Engineers for professional services associated with the 2018 Road Program for the Borough of Matawan in an amount not to exceed Three Hundred Sixty One Thousand Three Hundred Seventy Seven Dollars and Sixty Three Cents (\$361,377.63)

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: November 7, 2018

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3 Jocama Boulevard, Suite 300-400
Old Bridge, NJ 08857
O: (732) 955-8000
F: (732) 591-2815

November 5, 2018

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

**Re: Matawan Borough
Confirming Proposal for Design, Inspection and Construction Administration Services
2018 Road Program - Various Projects**

Dear Mr. Ferrara:

Per recent communications, this proposal is provided for the Borough's forthcoming 2018 Road Program Various Projects. As indicated by the Borough, the Borough intends to allocate \$1,077,460.13 into this year's program.

Based upon available funding and competitive bidding, parts or all of the enclosed projects, provided by the Borough will be completed.

Remington & Vernick will prepare plans, specifications and bid documents related to the various projects:

Based upon bids from the low responsive bidder, up to the indicated cost of construction, work will be performed, in order of priority as desired by the Borough. If forthcoming construction bids are under the allocated amount, all of the projects will be completed as indicated. It is our objective to receive bids in Winter/Spring 2019, and to complete inspection in Fall 2019.

Design services will include preparation of construction plans and bid specifications, preparation of Freehold Soil Conservation District (FSCD) Soil Erosion and Sediment Control application (if necessary), bidding, attendance of the receipt of bids, and recommendation of award to low responsive bidder.

Construction/Inspection services will include Inspections services during the construction period, as well as contract administration services.

The following are the project descriptions and the estimated **not-to-exceed** (total) costs of these projects:

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Confirming Proposal for Design, Inspection and Construction Administration Services
2018 Road Program - Various Projects
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2018 Crack Sealing - Various Roads

This proposal is provided for the Borough's forthcoming 2018 Crack sealing of various roads. As indicated by the Borough Engineer, T&M, the Borough intends to allocate \$20,000 into this year's program.

Based upon available funding and competitive bidding, parts or all of the enclosed roads, provided by the Borough DPW will be sealed

Remington & Vernick will prepare plans, specifications and bid documents to inspect the condition of the above referenced sanitary sewer lines.

Inspection (camera or other methodology)	\$16,000.00
Document Preparation & Analysis	\$1,600.00
Inspections and Contract Administration	\$2,400.00
Total:	\$20,000.00 (as indicated by T&M)

Harding Boulevard from Liberty Street to the NW Terminus, Including Water Main Replacement

This proposal is provided for the design and construction administration services for full road reconstruction and water main replacement along Harding Boulevard from Liberty Street to the NW Terminus.

It is the intent of the Borough to inspect the condition of the sewer system in this area. The sewer inspection will occur before finalizing any design plans. If sewer rehabilitation is required, this will be addressed under a separate proposal for the additional work. **This portion of the proposal does not include any additional sewer rehabilitation.**

It is our intent to complete design and bid documents for the roadway and water main improvements along Harding Boulevard from Liberty Street to the NW terminus, advertise and receive bids with the intent to award construction immediately after the sanitary sewer inspection, analysis of the findings and design of any additional sewer rehabilitation.

Construction	\$322,427.00
Design	\$32,242.70
Inspections and Contract Administration	\$48,364.05
Total:	\$403,033.75

Oak Lane Underdrain Installation and Sump Pump Tie-In

This proposal is provided for the design and construction administration services for the construction of an underdrain and sump pump tie-in along Oak Lane.

Construction	\$47,140.00
Design	\$7,071.00
Inspections and Contract Administration	\$7,071.00
Total:	\$61,282.00

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2018 Sanitary Sewer Repair

This proposal is provided for the Borough's forthcoming 2018 Sanitary Sewer Rehabilitation Program. As indicated by the Borough Engineer, T&M, the Borough intends to allocate \$200,000 into this year's program.

Based upon available funding and competitive bidding, parts or all of the following sanitary sewers will be repaired/rehabilitated as provided by T&M:

- Washington Street MH M16 to MH M15 (near Main Street) – Repair visible void of approximately 15 feet from MH H15 towards M16.
- Any additional areas that may be indicated from the inspection of the condition of the existing sanitary sewer as part of the Borough's 2018 Sanitary Sewer Condition Inspection Program.

Remington & Vernick will prepare plans, specifications and bid documents to rehabilitate the above referenced sanitary sewer lines.

Construction	\$160,000.00
Design	\$16,000.00
Inspections and Contract Administration	\$24,000.00
Total:	\$200,000.00 (as indicated by T&M)

2018 Sanitary Sewer Condition Inspection - Various Roads

This proposal is provided for the Borough's forthcoming 2018 Sanitary Sewer Inspection Program. As indicated by the Borough Engineer, T&M, the Borough intends to allocate \$150,000 into this year's program.

Based upon available funding and competitive bidding, parts or all of the following sanitary sewer lines, provided by T&M, will be inspected via camera, or other methodology, and analyzed as to any remediation that may be required:

- Ravine Drive from Grant Street (MH E5) to Wyckoff Street (MH H46).
- Siphon between Beachwood Terrace (E4A) and Ravine Drive (MH E4).
- Abandoned Treatment Plant/Matawan Pump Station to Ravine Drive.
- Washington Avenue from Robert Street (MH D24) to Union Street (MH D17).
- Harding Boulevard from Liberty Street (MH E9) to NW Terminus (MH E12).

Remington & Vernick will prepare plans, specifications and bid documents to inspect the condition of the above referenced sanitary sewer lines.

Inspection (camera or other methodology)	\$125,000.00
Document Preparation & Analysis	\$12,500.00
Inspections and Contract Administration	\$12,500.00
Total:	\$150,000.00 (as indicated by T&M)

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2018 Traffic Striping - Various Roads

This proposal is provided for the Borough's forthcoming 2018 Traffic Striping of various roads. As indicated by the Borough Engineer, T&M, the Borough intends to allocate \$10,000 into this year's program.

Based upon available funding and competitive bidding, parts or all of the enclosed roads, provided by the Borough DPW will be sealed.

Remington & Vernick will prepare plans, specifications and bid documents to inspect the condition of the above referenced sanitary sewer lines.

Inspection (camera or other methodology)	\$8,000.00
Document Preparation & Analysis	\$800.00
Inspections and Contract Administration	\$1,200.00
Total:	\$10,000.00 (as indicated by T&M)

Washington Avenue from Roberts Street to Union Avenue

This proposal is provided for the design and construction administration services for full road reconstruction along Washington Avenue from Roberts Street to Union Avenue.

It is the intent of the Borough to inspect the condition of the sewer system in this area. The sewer inspection will occur before finalizing any design plans. If sewer rehabilitation is required, this will be addressed under a separate proposal for the additional work. **This proposal does not include any additional sewer rehabilitation.**

Construction	\$186,515.50
Design	\$18,651.55
Inspections and Contract Administration	\$27,977.33
Total:	\$233,144.38

Total Construction:	\$716,082.50
Total Design:	\$73,965.25
Total Document Preparation & Analysis:	\$14,900.00
Total Inspections and Contract Administration:	\$272,512.38
Total for all services:	\$1,077,460.13

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Please contact me at 732-955-8000 if you have any questions or require further information. Thank you for the opportunity to assist the Borough with this important project.

Sincerely,
REMINGTON & VERNICK ENGINEERS, INC.

By



Terence Vogt, P.E., P.P., C.M.E.
Principal, Regional Manager

cc: Mayor Joseph Altomonte
Karen Wynne, Clerk
Monica A. Antista, CFO
John Applegate, DPW Director
Craig Remington

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Privilege of the Floor

Mayor Altomonte opened the Privilege of the Floor.

There were no comments.

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

Adjournment

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

Meeting adjourned at 7:12 PM.

(Signature on file)

Karen Wynne, RMC
Municipal Clerk