

**Borough of Matawan  
Public Session  
December 18, 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 December 18, 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 7:05 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, Pasquale Menna, Esq., Borough Attorney and Robert R. Keady, Jr., Borough Engineer.

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

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

Mayor Altomonte announced the addition of Resolutions 18-12-29 and 18-12-30 to the Agenda, and Resolutions 18-12-09, 18-12-10 and 18-12-25 will be tabled until 2019.

Also, there are no Executive Session Items for Discussion tonight.

Mayor Altomonte announced "I am happy to announce that we have secured a \$500,000.00 grant through the State with the help of Governor Murphy's office and State Senator Vince Gopal. To be clear this is a grant that we do not have to pay back and will not raise taxes for Matawan residents. Furthermore, this grant is to be used strictly for the Lake Lefferts Dam. This letter hints of a strong possibility of additional grant funding for Lake Matawan. I've been saying since day one since I've been in office that I will work very hard to minimize the financial impact to our community from the dam projects. As of this point, I have reduced our initial burden of approximately \$8 million down to \$3.5 million on the dam projects, and, again I won't stop fighting until I can reduce it hopefully down to 0."

I am happy to announce that we are promoting two of our finest Police Officers to the rank of Sergeant, and I want wish everyone a happy holiday."

**Privilege of the Floor – Agenda Items Only**

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

There were no comments.

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

**Proclamation for Retiring Historical Sites Commission Members**

Councilman Cannon read the Proclamation for retiring Historical Sites Commission Members, Theresa McKenna, Robert Montfort, Al and Catherine Savolaine, and he and Mayor Altomonte presented the Proclamation to each Commission Member, with Al Savolaine on behalf of Catherine, and John McKenna, Jr. on behalf of Theresa McKenna.

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**Police Department Oaths of Office and Presentation of Awards & Recognition**

Mayor Altomonte read by title Resolution 18-12-18: Resolution of the Borough of Matawan With Respect to the Recognition of a Certified Matawan Police Department Promotional Vacancy List for Sergeant Issued December 5, 2018. Mayor Altomonte requested a motion. Councilwoman Gunn made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 18-12-18  
RESOLUTION OF THE BOROUGH OF MATAWAN  
WITH RESPECT TO THE RECOGNITION OF A CERTIFIED MATAWAN POLICE DEPARTMENT  
PROMOTIONAL VACANCY LIST FOR SERGEANT ISSUED DECEMBER 5, 2018**

**WHEREAS**, the Borough of Matawan, in conformity with N.J.S.A. 40A-14-129 *et. seq.*, has instituted the process for the promotion of members of the Police Department to Officers with the rank of Sergeant; and

**WHEREAS**, the Borough of Matawan in 2018 commenced a process for the determination of eligibility for candidates from the Matawan Police Department for promotion to the rank of Sergeant and consistent thereto, undertook an open comprehensive promotional scheme that included the following:

*Advertisement of availability of individuals who had served for a period of ten years as a Police Officer in the Borough of Matawan for promotion to make their intent and desire for consideration for promotion known; a written examination administered by the New Jersey State Association of Chiefs of Police; an oral examination administered by the New Jersey State Association of Chiefs of Police; a record review conducted by the Borough Administrator and the Chief of Police; and, finally, a uniform interview with the Mayor and Council and the Chief of Police of any prospective candidate; and*

**WHEREAS**, consistent with the procedure that was undertaken, each eligible candidate was issued a certificate number by the New Jersey State Association of Chiefs of Police which were issued to individuals upon the taking of and the scoring of written and oral examination results in a confidential fashion; and

**WHEREAS**, the Borough has further accepted and established the procedure whereby a rating system with respect to the percentage of allocation of points are to be given by each of the processes of the review of eligible candidates; and

**WHEREAS**, as a consequence of a review of the promotional scheme and recommendations for promotion undertaken by the Chief of Police, a list was prepared and presented to the Mayor and Council by date of December 5, 2018 that establishes a list of six individuals who have in fact been considered for the promotional process by the Mayor and Council in calendar year 2018; and

**WHEREAS**, as a consequence of the promotional list that was issued on December 5, 2018, the Mayor and Council has adopted and accepted Candidate No. 29132 and Candidate No. 29126 for promotion to the rank of Sergeant; and

**WHEREAS**, it is acknowledged and recognized by the Mayor and Council of the Borough of Matawan that the undertaking of the exhaustive process for promotion of individuals to Sergeant rank in the Police Department is a time consuming and expensive procedure for the taxpayers of the Borough of Matawan and that; consistent thereto, the Mayor and Council herewith establishes that the Promotional List issued for possible consideration for promotion to the rank of Sergeant issued by the Chief of Police on December 5, 2018, consisting of two pages and consisting of the analysis of six candidates with four remaining candidates namely Candidate Nos. 29129, 29125, 29131, and 29132, be and is acknowledged by the Mayor and Council of the Borough of Matawan as being a Certified List of the recommendation of the Police Department and that the Mayor and Council of the Borough of Matawan will rely upon the certification of the Promotional List in terms of ranking provided by the process as identified in the December 5, 2018 List and will rely upon said List and rank of candidates issued thereunder for a period of time up to and including December 31, 2020 unless further expanded by Resolution of the Mayor and Council of the Borough of Matawan.

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***BE IT FURTHER RESOLVED**, that a copy of this RESOLUTION be provided to the Chief of Police, as well as the Police Committee and the Chief Financial Officer as well as to the representatives of the PBA of the Police Department of the Borough of Matawan and to the Borough's Labor Counsel and same be posted in a prominent place in the Matawan Police Department and the Municipal Building.*

Mayor Altomonte read a brief biography of Officer Bodner.

Mayor Altomonte read by title Resolution: 18-12-19: Authorizing the Promotion of Jeffrey Bodner to the Rank of Sergeant for the Matawan Police Department. Mayor Altomonte requested a motion. Councilwoman Gunn made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 18-12-19  
AUTHORIZING THE PROMOTION OF JEFFREY BODNER  
TO THE RANK OF SERGEANT FOR THE MATAWAN POLICE DEPARTMENT**

***WHEREAS**, it is the desire of the Mayor and Council to act upon the recommendations of the Chief of Police to enhance the supervisory structure of the Police Department by the appointment of a Sergeant of Police for the Borough of Matawan; and*

***WHEREAS**, the Borough Ordinances established the eligibility requirements and the testing process for promotion to the rank of Sergeant; and*

***WHEREAS**, the promotion process was conducted on the basis of merit, experience, education, demonstrated ability, competitive written and oral examinations and interview; and*

***WHEREAS**, Chief Thomas J. Falco, Jr. has recommended Jeffrey Bodner as a successful candidate to the Mayor and Council for the promotion to the rank of Sergeant.*

***NOW, THEREFORE, BE IT RESOLVED** that the Council of the Borough of Matawan authorizes the promotion of Jeffrey Bodner to the rank of Sergeant of the Matawan Police Department with all the rights and responsibilities attendant thereto effective December 18, 2018 at the rate of compensation in accordance with the current Collective Negotiations Agreement between the Matawan Policeman's Benevolent Association #179 and 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, Police, Payroll Officer as well as Jeffrey Bodner.*

**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 8-01-25-240-180 Budget of the Borough of Matawan for the promotion of Jeffrey Bodner to Sergeant of the Matawan Police Department at a rate of compensation per annum as indicated and in accordance with the current Collective Negotiations Agreement between the Matawan Policeman's Benevolent Association #179 and the Borough of Matawan.*

*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: December 18, 2018

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Mayor Altomonte and Councilwoman Salvatore administered the Oath of Office to Sergeant Jeffrey R. Bodner.

Mayor Altomonte read a brief biography of Officer Lovallo.

Mayor Altomonte read by title Resolution: 18-12-20: Authorizing the Promotion of Joseph Lovallo, III to the Rank of Sergeant for the Matawan Police Department. Mayor Altomonte requested a motion. Councilman Cannon made the motion, seconded by Councilman Vergaretti. 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 18-12-20  
AUTHORIZING THE PROMOTION OF JOSEPH LOVALLO III  
TO THE RANK OF SERGEANT FOR THE MATAWAN POLICE DEPARTMENT**

***WHEREAS**, it is the desire of the Mayor and Council to act upon the recommendations of the Chief of Police to enhance the supervisory structure of the Police Department by the appointment of a Sergeant of Police for the Borough of Matawan; and*

***WHEREAS**, the Borough Ordinances established the eligibility requirements and the testing process for promotion to the rank of Sergeant; and*

***WHEREAS**, the promotion process was conducted on the basis of merit, experience, education, demonstrated ability, competitive written and oral examinations and interview; and*

***WHEREAS**, Chief Thomas J. Falco, Jr. has recommended Joseph Lovallo III as a successful candidate to the Mayor and Council for the promotion to the rank of Sergeant.*

***NOW, THEREFORE, BE IT RESOLVED** that the Council of the Borough of Matawan authorizes the promotion of Joseph Lovallo III to the rank of Sergeant of the Matawan Police Department with all the rights and responsibilities attendant therefore effective December 18, 2018 at the rate of compensation in accordance with the current Collective Negotiations Agreement between the Matawan Policeman's Benevolent Association #179 and 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, Police, Payroll Officer as well as Joseph Lovallo III.*

**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 8-01-25-240-180 Budget of the Borough of Matawan for the promotion of Joseph Lovallo III to Sergeant of the Matawan Police Department at a rate of compensation per annum as indicated in and in accordance with the current Collective Negotiations Agreement between the Matawan Policeman's Benevolent Association #179 and the Borough of Matawan.*

*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: December 18, 2018*

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Mayor Altomonte and Councilwoman Salvatore administered the Oath of Office to Sergeant Joseph Lovallo, III.

Mayor Altomonte introduced Police Chief Thomas J. Falco, Jr. Chief Falco thanked the Mayor and Council for hosting the Annual Police Department Awards, and provided an overview of the Borough of Matawan Police Department Award Program.

General Order 15-003 established an Annual Awards and Recognition Program for the Matawan Police Department to use awards and decorations to publicly reward and recognize extraordinary, exceptionally meritorious or conspicuously outstanding acts of heroism or other service. It is the goal to bring attention to actions above and beyond those normally expected that distinguish the individual or unit from others performing similar acts of service.

*Lifesaving Award* – Awarded to an Officer for an outstanding act where the actions taken were directly related to the saving of a life. Captain Jeremiah E. Hourihan, III described Officers response to an emergency on December 26, 2017 of an individual in respiratory distress and lack of pulse. The Officers administered AED and CPR upon arrival which continued during transport to local hospital. Thanks to the efforts of these Officers, the patient did respond to have final moments with their family before passing on. Chief Falco presented the Award to Officers Brian Murphy and Jonathan Borsari.

*Unit Citation* – Awarded for the participation of the members of an operating unit in a cited action. Captain Hourihan described Officers response on January 22, 2018 to the report of an unstable and armed individual in his home with a family member. Officers established communication with the subject, assisted the escape of the family member, and evacuated surrounding houses for safety. County SWAT team arrival relieved Matawan Officers. Sometime later, the subject was extracted and taken into custody. Chief Falco presented Citation to Officers Eric Budelman, Joseph Lovallo, Joseph Mason, Brian Murphy, Steven Sakowski, Christopher Stark, Patrick Walker and Retired Chief Jason Gallo.

*2018 Police Officer of the Year Award* – An Officer's total contributions to the Police function are considered in deciding this Award. Captain Hourihan related the Officer's career at the Matawan Police Department citing his work ethic, social skills and relationships with his fellow Officers, the residents and community in the Borough of Matawan. Chief Falco presented the 2018 Police Officer of the Year Award to Officer Charles Henry.

Chief Falco thanked Mayor and Council, the Police Commission and the Borough Administrator stating this continues the rank and command restructuring of the Matawan Police Department. Chief Falco dismissed his Department at 7:35 PM.

**Approval of Minutes**

Mayor Altomonte requested a motion to approve the minutes of the November 20 and December 4, 2018 Council Meetings. Councilwoman Gunn made a motion, seconded by Councilman Cannon. Council agreed. Motion passed.

**Clerk's Report**

The Clerk reported the following business licenses for the months of November and December 2018:

- Castle of Dreams Animal Rescue (retail merchandise for pets)
- Empowerment Center, LLC (mental health counseling)
- Feather Fabulous Birds (pet bird store)
- Hometown Kitchen & Bath, LLC (kitchen and bath design studio)
- Sass Advisors, LLC (insurance consulting)
- Seth A. Levin, CPA, LLC (Accounting, bookkeeping, tax services)

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All licenses expire December 31 of the year; animal license renewals will begin on or about January 7, 2019. Lastly, the offices of the Borough of Matawan will be closing for the Christmas holiday at 12 Noon, Monday, December 24, and will re-open on Wednesday, December 26.

**Mayor's Report**

Mayor's Report on the receipt of funding as noted above.

**Administrator's Report**

Mr. Ferrara announced his report has been electronically transmitted.

**Attorney's Report**

No report.

**Engineer's Report**

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

- Installation of Communitors – Communitors installed and tested with training scheduled;
- Gravelly Brook Park Improvements Phase 3 – bid opening scheduled for January 15, 2019; and
- Transit Village Improvements – complete and working with contractor to close out punchlist.

**Construction, Finance**

Councilman Reeve provided the Construction Report for the month of November:

Description	Current Month	Year-to-Date
Permit Income/Certificate	\$22,118.00	\$240,112.00
Business CCOs/Misc Fees	\$395.00	\$3,415.00
State Permit Surcharge Fees	\$901.00	\$9,194.00
Penalties	\$0	\$0
<b>TOTAL</b>	<b>\$23,414.00</b>	<b>\$252,721.00</b>
Paid to Matawan General Fund	\$23,414.00	\$245,022.00
Paid to State Quarterly Payment	\$0	\$7,699.00
Value of Construction Work	\$842,980.00	\$9,076,816.00
Permits Issued	48	493

**Police, ADA, Recreation**

No report.

**DPW, Property Maintenance, Recycling & Sanitation**

Councilwoman Buckel reported solar panel installation continues at the Matawan Water Treatment Plant, and the two recent DPW hires will complete probationary period on January 16, 2019.

**Planning/Zoning, Fire, Historic Sites**

Councilman Cannon reported the 226 Main Street Planning Zoning application was pushed to the February 2019 Planning Zoning Board meeting; the Board of Fire Officers is obtaining quotes for a new fire truck to bring to the Committee, and, recently he, Mayor Altomonte and the BFO attended a fire truck demonstration; Historic Sites will look to replace the four retired members. Council members noted the visible Burrowes Mansion improvements.

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**Economic Business Development, Environmental, Main Street Development**

Councilwoman Gunn thanked Mr. Ferrara on the up and running solar project, with final inspections due by year-end; there will be a computer panel monitoring the energy cost savings in the lobby of Borough Hall for all to see. The Main Street Development group will be up and running in January citing a very positive recent meeting with the new owners of The Sea Fishery Restaurant (formerly Pete's Fishery).

**Animal Advisory Board, Shade Tree, Personnel**

Councilman Vergaretti reported the Shade Tree Commission will host a 2019 poster contest with 250 trees to be distributed; April 26 is Arbor Day in 2019 and another tree will be planted outside the Community Center. Councilman Vergaretti attended a "Joy to the World" concert in Red Bank where the Matawan-Aberdeen Middle School "Dolce" performed, congratulating them on a job well done.

**Consent Agenda**

Mayor Altomonte read by title Resolution 18-12-21: Renewal of 2018-2019 ABC Liquor Licenses – La Riviera Bar, LLC. 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  
Councilwoman Deana Gunn  
Councilman David Vergaretti

Abstain: Councilman Brett Cannon

Motion passed.

**RESOLUTION 18-12-21  
RENEWAL OF 2018-2019 ABC LIQUOR LICENSES  
LA RIVIERA BAR, LLC**

***BE IT RESOLVED** by the Borough Council of the Borough of Matawan that the following liquor licenses be renewed, subject however to the rules, regulations, receipt of Tax Clearance Certificates, statutes and ordinances affecting the same, said licenses to expire June 30, 2019:*

<u>LICENSE #</u>	<u>NAME</u>	<u>ADDRESS</u>	
<b><u>Plenary Retail Consumption License</u></b>			
<b><u>\$1,600.00</u></b>			
1329-33-010-004	LaRiviera Bar, LLC	113 Main St.	Matawan, NJ 07747

**New Business**

Mayor Altomonte read by title Resolution 18-12-22: Authorizing the Award of Quote for Sound And Recording System for the Matawan Municipal Community Center – CSAV Systems, LLC. Mayor Altomonte requested a motion. Councilwoman Gunn made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

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Councilman David Vergaretti

Motion passed.

**RESOLUTION 18-12-22  
AUTHORIZING THE AWARD OF QUOTE FOR  
SOUND AND RECORDING SYSTEM FOR THE  
THE MATAWAN MUNICIPAL COMMUNITY CENTER  
CSAV SYSTEMS, LLC**

**WHEREAS**, it has been determined that the Matawan Municipal Community Center, located at 201 Broad Street, Matawan, New Jersey 07747, is in need of a new Sound and Recording System; and

**WHEREAS**, the Clerk received three quotes, all quotes were reviewed by the Borough Administrator, the Clerk and the Systems Coordinator, and as CSAV Systems, LLC has the required expertise to perform all associated services, it is recommended the award of quote from CSAV Systems, LLC (copy attached) in an amount not to exceed Seventeen Thousand, Four Hundred Sixty-One Dollars and Forty-Nine Cents (\$17,461.49).

**NOW, THEREFORE, BE IT RESOLVED** the Council of the Borough of Matawan hereby approves the recommendation of the Borough Administrator and awards the contract for renovations as outlined in the attached quote for the new Sound and Recording System at the Matawan Municipal Community Center, 201 Broad Street, Matawan, New Jersey 07747 to CSAV Systems, LLC, 283 Route 34, Colts Neck, NJ 07722.

**BE IT FURTHER RESOLVED**, the Council of the Borough of Matawan resolves that Louis Ferrara, the Borough Administrator, 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, Construction, Finance, Public Works, as well as CSAV Systems, 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 C-04-NB-900-168 Budget of the Borough of Matawan to CSAV Systems, LLC, 283 Route 34, Colts Neck, NJ 07722, in an amount not to exceed Seventeen Thousand, Four Hundred Sixty-One Dollars and Forty-Nine Cents (\$17,461.49).

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)

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Monica Antista, CMFO

Dated: December 18, 2018



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Project Number 11161V2

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\*\* Proposal \*\*

**CSAV Systems, LLC**

Contact: Chelsey Theibault  
283 Route 34  
Colts Neck, NJ 07722  
Phone: 732-577-0077 Fax: 732-577-6977

**Matawan Borough Hall**

Karen Wynne  
Municipal Clerk  
201 Broad Street  
Matawan, NJ 07741  
Tel: 732-566-3898x602  
email: karen.wynne@matawanborough.com

**SITE:**

**Project Title: Sound System Upgrade**

Qty	Description
6	JBL Pro Indoor/Outdoor Surface Mount Speaker System - Black
1	JBL Pro CSA2120 Amplifier
1	DBX DriveRack PA2 Complete Loudspeaker Management System
1	BSS BLU100 12x8 Digital Signal Processor
1	BSS 8-Channel Audio Input Expander
	CSAV BSS CUSTOM PROGRAM
11	BOGEN Desktop Mic Dynamic Uni-Directional/Reg
2	AUDIO TECHNICA Pro Series Wireless Handheld Microphone System
2	TECNEC 1 Gang Wallplate 2-XLR
1	TECNEC 1 Rack Space With Centered 3.5mm Input
1	APPLE iPad Mini 2 with WiFi 32GB Silver
1	FSR iPad Flush Mount No Button w/ Back Box and Cover
1	FSR POE to USB Charger Universal USB Charger
1	EMERSON Locking Touch Panel Guard
1	LINKSYS AC1750 Smart Wi-Fi Wireless Router
1	LINKSYS AC1200 Dual Band Wireless Access Point
1	JUICE GOOSE AC Rack Mount AC Power Switch
1	MIDDLE ATLANTIC Solid Front Door w/ Key Lock
3	MIDDLE ATLANTIC 2-Space Rackshelf 14.75DP
	PLENUM CABLES, CONNECTORS & MISC. HARDWARE
	CUSTOM DESIGN, ENGINEERING, & INSTALLATION
	Includes CSAV EXCLUSIVE 3-YEAR PARTS & LABOR WARRANTY
	AC Electric & Internet Access provided by Others.
	Includes Relocating and Reusing Clients Existing Marantz PMD670 Recorder & AV Rack.
	COURTESY DISCOUNTS HAVE BEEN APPLIED.

This proposal shall not be duplicated or disclosed in whole or in part to any third party without the consent of CSAV Systems, LLC (CSAV). All contracts must be approved by CSAV. ALL ELECTRICAL WORK OR PERMITS, IF REQUIRED, ARE BY CLIENT. CSAV technicians are merit shop employees and no provision for union labor is included as part of this proposal. CSAV workers are fully covered by Workers Compensation Insurance. All equipment is warranted by the manufacturer. All work shall be completed in a workmanlike manner according to standard practice. Any alterations or deviation from above specifications, whether in cost or in kind, shall be by written change order only. If necessary, CSAV is not responsible for delay caused by acts of God or other beyond our control. Buyer to carry fire, theft, and other necessary insurance on equipment while on buyer's premises. If necessary, CSAV may substitute any component with an alternate of equal or higher value to complete the proposed system. CSAV shall retain title to all equipment provided until receipt of total payment. Initial payments under deposits are non-refundable. INVOICES ARE PAYABLE WHEN PRESENTED. Invoices not paid as per these terms are a breach of contract and as such are subject to service charges of 1.5% per month, 18% APR plus any cost of collection services inclusive of attorney's fees, and allow for the immediate possession of above equipment by CSAV.

This \*\* Proposal \*\* is Valid for 60 Days.

I Accept This Quote:

Date: 12-18-18

Project Total: \$17,461.49

Terms: 40% Initial, 40% at start and 20% at completion

Mayor Altomonte read by title Resolution 18-12-23: A Resolution to Fix and Determine the 2019 Salaries and Wages of Officers, Management, Supervisory Personnel and General Employees Not Represented by an Organized Bargaining Unit and Employed by the Borough of Matawan, Monmouth County, New Jersey. Mayor Altomonte requested a motion. Councilwoman Gunn made the motion, seconded by Councilman Vergaretti. 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.

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**RESOLUTION 18-12-23**  
**A RESOLUTION TO FIX AND DETERMINE THE 2019 SALARIES AND WAGES OF OFFICERS, MANAGEMENT, SUPERVISORY PERSONNEL AND GENERAL EMPLOYEES NOT REPRESENTED BY AN ORGANIZED BARGAINING UNIT AND EMPLOYED BY THE BOROUGH OF MATAWAN, MONMOUTH COUNTY, NEW JERSEY**

**WHEREAS**, the following resolution sets the individual salaries and wages for 2019, effective January 1, 2019;  
and

**WHEREAS**, funds for this purposes are available in the 2019 Budget and the Chief Financial Officer as so certified in writing.

**NOW, THEREFORE, BE IT RESOLVED** that the 2019 Salaries and Wage for the Borough of Matawan Employees not represented by an organized bargaining unit be and are hereby set as follows:

<u>DEPARTMENT</u> <u>TITLE</u>	<u>EMPLOYEE</u>	<u>2019</u> <u>SALARY</u>
<b>Administration/Finance-Revenues, Assessing</b>		
Mayor		\$4,940.00
Council		\$4,234.28
Borough Administrator	L. Ferrara	\$132,022.17
Administrator Assistant	G. Rainforth	\$41,350.87
Borough Clerk	K. Wynne	\$58,835.95
Deputy Borough Clerk	R. Klinger	\$36,016.27
Systems Coordinator	G. Rainforth	\$7,790.22
Elections Clerk	K. Wynne	\$3,025.34
Deputy Elections Clerk	R. Klinger	\$450.40
Treasurer/CFO	M. Antista	\$92,134.95
Supervisor Payroll	M. Bodino	\$62,992.07
F/T Bookkeeper & Staff Assistant	C. Adamski	\$33,990.00
P/T Tax Collector	P. Warren	\$20,664.33
Deputy Tax Collector	K. Fitzgerald	\$41,701.63
Tax Assessor	E. Zanetti	\$27,640.48
Revenue Collector/Assessing Clerk	M. McMurray	\$34,543.37
Registrar V/S	G. Rainforth	\$3,879.08
Deputy Registrar V/S	K. Fitzgerald	\$1,293.03
P/T Railroad Parking Officer	J. Hourihan	\$22.59 per Hour
P/T Water-Sewer Clerk	J. Jorgenson	\$19.90 per Hour
Recreation Director	D. Dieterle	\$18,576.35
<b>Construction/Fire Prevention/Property Maintenance</b>		
Construction Official/Zoning/Bldg.	J. Quinn	\$49,144.56
Technical Assistant	L Kramer	\$54,624.32
Clerk/Typist-Construction/Zoning/Fire	A. McCarty	\$34,543.37
Electric Sub Code & Inspector	J. Quinn	\$10,609.00
Fire Sub Code & Inspector	R. Debold	\$10,609.00
Plumbing Sub Code & Inspector	R. Riopel	\$15,913.50
P/T Property Maintenance Officer	K. Marr	\$31.50 per Hour
Fire Prevention Officer	G. Turner	\$37,357.89
P/T Fire Prevention Inspector	J. Pujols	\$8,826.68
<b>Department Public Works</b>		
Superintendent	J. Applegate	\$117,367.74
Licensed Waste Water	C. Wolverton	\$10,490.17
Recycling Coordinator	G. Rainforth	\$5,651.94
<b>Police</b>		
Records Clerk	C. Sjolholm	\$37,141.78
Matron	C. Sjolholm	\$22.15 per Hour
Matron	D. Triolo	\$22.15 per Hour
Matron	M. Walker	\$22.15 per Hour
Crossing Guards		\$10,505.61

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<i>Substitute Crossing Guards</i>	<i>\$28.56 per Crossing</i>
<i>Crossing Guard – rate per Crossing</i>	<i>\$57.13 per Crossing</i>

<b>Boards</b>		
<i>Board, Commission and Agency Secretary</i>	<i>Part Time Per Mtg</i>	<i>\$100.00</i>
<i>Planning Zoning Board Secretary</i>	<i>Part Time Per Mtg</i>	<i>\$200.00</i>

**BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Clerk, Construction, Finance, Fire Prevention, Payroll, Police, Public Works, Recreation and Recycling.

**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 Various Department’s Budget (Salary & Wages) of the Borough of Matawan.

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: December 18, 2018

Mayor Altomonte read by title Resolution 18-12-24: Approving Unused Vacation for the Year 2018 – Monica Antista. Mayor Altomonte requested a motion. Councilman Reeve made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 18-12-24  
APPROVING UNUSED VACATION FOR THE YEAR 2018  
MONICA ANTISTA**

**WHEREAS**, Monica Antista has requested Council approval to carry over 70 unused 2018 vacation hours, which equal 10 vacation days, into the year of 2019; and

**NOW, THEREFORE, BE IT RESOLVED** the Council of the Borough of Matawan hereby approves Monica Antista’s request to carry over 10 unused 2018 vacation 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 as well as Monica Antista.

Mayor Altomonte read by title Resolution 18-12-26: Authorizing the Transfer of Funds From Current and Utility Accounts in the 2018 Budget. Mayor Altomonte requested a motion. Councilman Reeve made the motion, seconded by Councilman Vergaretti. 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.

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**RESOLUTION 18-12-26  
AUTHORIZING THE TRANSFER OF FUNDS FROM  
CURRENT AND UTILITY ACCOUNTS IN THE 2018 BUDGET**

*WHEREAS, NJSA 40A:4-58 provides for the transfers within certain appropriations within the Municipal Budget during the last two months of the fiscal year: and*

*WHEREAS, the Chief Financial Officer has advised the Mayor and Council of the Borough of Matawan that the need for certain transfers within the 2018 Municipal Budget exists; and*

*WHEREAS, it is recommended that these budget transfers be made.*

*NOW, THEREFORE, BE IT RESOLVED that the following budget transfers be made in the 2018 Municipal Budget:*

<u>Transfer From:</u>		<u>Transfer To:</u>	
<u>Account</u>	<u>Amount of</u>	<u>Account</u>	<u>Amount of</u>
<u>Number</u>	<u>Transfer</u>	<u>Number</u>	<u>Transfer</u>
8-01-31-430-200	\$5,000.00	8-01-26-290-180	\$5,000.00
Utilities		Streets & Roads	
Other Expenses		Salary & Wages	

*BE IT FURTHER RESOLVED that a certified copy of this resolution be provided to the Chief Financial Officer of the Borough of Matawan for the permanent records.*

Mayor Altomonte read by title Resolution 18-12-27: Payment of Bills – November 8, 2018. Mayor Altomonte requested a motion. Councilman Reeve made the motion, seconded by Councilman Vergaretti. 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 18-12-27  
PAYMENT OF BILLS – NOVEMBER 8, 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.*

Borough Capital	\$288,113.21
<b>Total</b>	<b>\$288,113.21</b>

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

Mayor Altomonte read by title Resolution 18-12-29: Payment of Bills – December 18, 2018. Mayor Altomonte requested a motion. Councilman Reeve made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

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**RESOLUTION 18-12-29  
PAYMENT OF BILLS – DECEMBER 18, 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	\$515,934.01
Water & Sewer	\$215,210.03
Borough Capital	\$39,233.43
Water Capital	\$409.50
Grant	\$2,568.33
Borough Trust	\$23,897.09
Developers Escrow Account	\$71,030.24
Recreation Trust	\$12,948.89
<b>Total</b>	<b>\$879,731.52</b>

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

Mayor Altomonte read by title Resolution 18-12-30: Authorizing T&M Associates to Provide Professional Services for Lake Matawan Dam Underwater Apron Emergency Plan Development and Construction Inspection. Mayor Altomonte requested a motion. Councilman Reeve made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 18-12-30  
AUTHORIZING T&M ASSOCIATES TO PROVIDE PROFESSIONAL SERVICES FOR  
LAKE MATAWAN DAM  
UNDERWATER APRON EMERGENCY PLAN DEVELOPMENT AND CONSTRUCTION INSPECTION**

***WHEREAS**, the Mayor and Council of the Borough of Matawan received the attached proposal from T&M Associates for professional services associated with the design of the emergency plan development and construction inspection of the Lake Matawan Dam underwater apron.*

***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 proposal for the design of the emergency plan development and construction inspection of the Lake Matawan Dam underwater apron in an amount not to exceed Thirty Nine Thousand Dollars and No Cents (\$39,000.00).*

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

***BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Clerk, Finance, Public Works as well as Robert R. Keady, Jr. of T&M Associates – 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-04-55-900-320 Budget of the Borough of Matawan to T&M Associates for professional services for Lake Matawan Dam Underwater Apron Inspection as outlined in the attached proposal in an amount not to exceed Thirty Nine Thousand Dollars and No Cents (\$39,000.00).*

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*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)*

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*Monica Antista, CMFO*

*Dated: December 18, 2018*

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MATN-04135

December 17, 2018

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

RE: Matawan Lake Dam Underwater Apron Inspection  
Borough of Matawan



Dear Mr. Ferrara,

In reference to the letter dated September 26<sup>th</sup>, 2018, from the Department of Environmental Protection, Division of Dam Safety and Flood Control, T&M was retained by Matawan Borough to conduct an underwater inspection with a commercial diver to document the extent of deterioration in the apron at the Lake Matawan Dam.

#### INTRODUCTION

The existing Lake Matawan Dam consists of earthen embankments with poorly graded sands and traces of silts, gravel and medium dense soils. A timber bulkhead supports the upstream embankment and a pile supported timber retaining wall supports the downstream embankment.

The main spillway structure is a concrete arch with the primary normal pool weir located at the center. The spillway is approximately 2 feet wide at the crest, expanding to approximately 5 feet wide at the base and the spillway arch is approximately 57 feet long, measured along the arch. The spillway is attached to a concrete bridge with stone masonry abutments spanning approximately 38 feet. The stone masonry abutments support the adjacent bridge. The steel 36" diameter pipe, cast through the spillway, provides the low-level outlet. Between the stone masonry abutment is a concrete slab apron with a timber wall at its downstream end.

The June 6, 2018 visual inspection report identified a large hole in the center of the concrete apron downstream of the spillway. Associated with the apron hole was scour of the underling lying material supporting the apron. The scour was measured at approximately 4 to 5 feet deep at the location of the apron hole. Additionally, a crack in the apron adjacent to the low-level outlet was identified during the visual inspection.

Based on the findings and recommendations of the June 6, 2018 visual inspection, a commercial dive team, from Walker Diving, conducted an underwater inspection of the dam apron on October 25, 2018 along with representatives from T&M Associates. The intent of the inspection was to identify deficiencies associated with the scour hole and crack and develop repair recommendations. The inspection was limited to the concrete apron and surrounding areas of concern.

#### INSPECTION FINDINGS

The following deficiencies were observed during the inspection:

The wall at the downstream end of the concrete apron is comprised of vertical 2" x 6" timber boards with a horizontal 4" x 4" timber member on the upstream side. There are missing and displaced boards at the center of the wall and one near the west side of the wall. The timber wall is exposed on the downstream face up to 1 1/2' throughout the west half. The east half of the wall is fully buried.

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The concrete apron downstream of the spillway exhibits a previously noted large crack and void near the center of the slab. The void begins at the downstream timber cutoff wall and continues upstream for approximately 45 feet. The void in the concrete slab is up to 4 ½' wide and up to 5' deep. The concrete apron is approximately 1" - 1 ¼" thick at the edges of the void and the concrete is heavily scaled and pitted throughout both the topside and underside. The apron is also undermined up to 8' in each direction horizontally from the center of the void and up to 5' feet vertically. Several timber piles along with an unknown utility pipe are exposed under the slab. It appears that the material displaced from under the slab has washed-out through the void in the downstream timber wall, concrete apron, and is deposited in the downstream channel.

A 1"H x 6"W x 5'D void was located at the interface of the west stone masonry abutment and apron slab at the upstream side of the timber wall. The void extends beneath the stone masonry abutment approximately 5' and is at the same elevation as the apron slab. No movement or displacement of the abutment stones were observed.

As previously identified in the visual inspection report, a second hole was found on the west side of the low-level outlet pipe at the junction of the concrete spillway and concrete apron. The divers identified the void up to 6' long, along the spillway, and up to 6" wide. The material at the bottom of the void is very soft and a probing rod was easily inserted over 6 feet deep vertically into the void. Active water flow with fine particulate material in the water was observed flowing through the void. No underwater investigation along the backside of the spillway was conducted at this location to minimize risk of disturbing additional material and potentially causing the upwelling to increase. Vertical measurements were taken along the entire length of the spillway to identify the mudline location. Measurements were taken clockwise along the crest of the spillway beginning on the east side. The measurements to the mudline are as follows: A:5'-6", B:7'-2", C:9'-6", D:11'-5", E:10'-11", F:11'-0", G:10'-1", H:8'-0", I:5'-7" and J:4'-6". The void is located approximate midway between points F and G along the spillway. See the attached walker diving report in Appendix A for the location plan.

### RECOMMENDATIONS

Based on our discussions with NJDEP Dam Safety following their review of the diver's inspection findings, NJDEP Dam Safety has determined this to be an emergency condition. Based on observed deficiencies and the determination of NJDEP Dam Safety, T&M is recommending repairs be made on an emergency basis to address the scour and undermining of the apron and upwell observed along the downstream face of the spillway adjacent to the low-level outlet. In addition, the void beneath the stone masonry abutment should be repaired at this time.

It is recommended to place grout bags on the downstream side of the timber wall located at the end of the concrete apron in order to seal the deteriorated timber cutoff wall and prevent the displacement of material from under the concrete apron. Upon placement of the grout bags the thinning and deteriorated areas of concrete in the apron should be removed and tremie pump grout should be placed in the void and throughout the extent of the undermined apron. This will reestablish the apron, replace the displaced material and prevent further undermining of the apron.

The observed upwelling through the void adjacent to the low-level outlet indicates potential seepage from the impoundment beneath the primary spillway. It is recommended the upwelling be addressed on an immediate basis as the potential seepage and loss of fine material could lead to undermining of the spillway and cause a dam breach. It is recommended to utilize a hydrophobic foam grout injected into the soil and beneath the apron in the vicinity of the upwelling to minimize or prevent further upwelling and loss of fine material. In addition to the hydrophobic grout, it may be necessary to establish additional mass along the top of the apron to minimize upwelling from occurring in additional locations. The additional mass along the spillway base at the top of apron can be established by the installation of grout bags.



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**CONSTRUCTION AND DESIGN COSTS**

Based on the above recommended repairs, an anticipated construction cost estimate for the apron, grouting and upwelling repairs is estimated at \$100,000. If addition mass along the apron is required to minimize or reduce the risk of additional upwelling, the estimated cost of the grout bag installation is \$30,000. The construction cost estimate was developed utilizing commercial divers familiar with this type of work. Please refer to the attached construction cost estimate in appendix B for further details. Based on our conversations with Walker Diving, it is anticipated the construction duration is estimated at 10 days.

In accordance with NJDEP Dam Safety Standards N.J.A.C. 7:20-1.5 General Application Procedures, a dam safety permit will be required for proposed repair work. The permit application will require the development and submission of a plan(s) outlining the proposed work. In addition, as specified in N.J.A.C. 7:20-1.5 General Application Procedures, full-time inspection during construction by a New Jersey licensed professional engineer will be required.

The engineering design costs associated with the development of the plans and Dam Safety Permit Application as an emergency package is estimated at \$15,500. The fee is a combination of the Permit Application package estimated at \$2,900 and the development of the plans is estimated at \$12,600. The engineering design and repair details will be based on field inspection notes as no as-built drawings exist. The contract documents will include plan sheets consisting of one (1) plan sheet and one (1) detail sheet. As the proposed work is anticipated as an emergency contract, discussion and authorization for repairs is expected to be issued once NJDEP approves the emergency repair plans. Based on this understanding, engineering services for the development of bid documents, specifications, and bidding services are not included in the proposed fee. Additionally, structural, geotechnical or hydraulic calculations of any type are not anticipated or included in the proposed fee. The request for analysis or calculations by Dam Safety or the dam owner(s) will be considered extra work.

The construction inspection and administration services are estimated utilizing 10 days for full-time construction inspection with additional time for project startup, closeout, final report development and submission to NJDEP Dam Safety, as well as, As-Built Drawing Submission to NJDEP. The fee for construction related services is estimated at \$23,500. The total engineering fee for design of emergency plan development and construction inspection is estimated at approximately \$39,000.

Implementation of the recommended repairs will reduce further deterioration of the spillway and dam structure for the time being. If left to progress unimpeded, the deterioration of the structure will continue, resulting in further damage to the structure and higher maintenance costs and potential breach of the dam.

Please feel free to contact me directly at 732.865.9480, or by email, [rkeady@tandmassociates.com](mailto:rkeady@tandmassociates.com) or with any questions regarding this report.

Very truly yours,

T&M ASSOCIATES

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

RRK:DRF-DD:lkc

cc: Karen Wynne, Borough Clerk (via email)  
Mayor and Council (via mail)  
Monica Antista, CFO (via email)  
Joseph Ettore, P.E., Monmouth County Engineer

T&M ASSOCIATES, 11 Tindall Road, Middletown, NJ 07748

732.671.6400 732.671.7365 [tandmassociates.com](http://tandmassociates.com)

**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. Councilman Cannon made the motion, seconded by Councilwoman Gunn. Council agreed. Motion passed.

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**Recess to January 1, 2019 at 12 Noon for the Borough of Matawan Reorganization Meeting**

Mayor Altomonte requested a motion to recess until 12 Noon on January 1, 2019. Councilwoman Gunn made the motion, seconded by Councilwoman Salvatore. Council agreed. Motion passed.

The meeting recessed at 7:55 PM.

(Signature on file)

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Karen Wynne, RMC  
Municipal Clerk