

**Borough of Matawan
Workshop Session
December 4, 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 4, 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 Ferrara, Borough Administrator and Pasquale Menna, Esq., Borough Attorney.

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 Ordinance 18-20, Resolutions 18-12-09 and 18-12-10, will be held, and Resolutions 18-12-16 and 18-12-17 will be added to the Consent Agenda. Mr. Menna stated as tonight's meeting would normally be the Public Hearing for Ordinance 18-20, there should be a motion to carry the Public Hearing until the 7:00 PM December 18, 2018 Council meeting. Councilman Cannon made the motion, seconded by Councilwoman Gunn. Council agreed. Motion passed.

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 Councilwoman Buckel. Council agreed. Motion passed.

Consent Agenda

Mayor Altomonte read by title Resolutions 18-12-01 through and including 18-12-05, plus Resolution 18-12-16 and Resolution 18-12-17, requesting a motion to approve en masse. Councilwoman Buckel made the motion, seconded by Councilwoman Salvatore. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 18-12-01
REDEMPTION OF TAX SALE CERTIFICATE
TRYSTONE CAPITAL ASSETS, LLC
CERTIFICATE #17-00027**

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***WHEREAS**, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #17-00027 was sold to Trystone Capital Assets, LLC, PO Box 1030, Brick, NJ 08723; and*

***WHEREAS**, the Certificate has been paid and fully redeemed for the property owner, Block 34, Lot 2, otherwise known as 133 Broad Street.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$6,640.99, and a Premium of \$5,300.00, to the above for the redemption of Tax Sale Certificate #17-00027.*

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

**RESOLUTION 18-12-02
REDEMPTION OF TAX SALE CERTIFICATE
EONE GROUP, LLC
CERTIFICATE #17-00085**

***WHEREAS**, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #17-00085 was sold to the EONE Group, LLC, 150 Airport Rd., Suite 1220, Lakewood, NJ 08701; and*

***WHEREAS**, the Certificate has been paid and fully redeemed for the property owner, Block 120, Lot 14, otherwise known as 214 Villanova Place.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$1,373.80, and a Premium of \$1,400.00, to the above for the redemption of Tax Sale Certificate #17-00085.*

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

**RESOLUTION 18-12-03
AMENDING RESOLUTION 18-11-24
AUTHORIZING REFUND OF TAX PAYMENT PENALTY
26 UNION STREET
BLOCK 65.09, LOT 10**

***WHEREAS**, the following property has been charged a tax payment penalty; and*

***WHEREAS**, it was determined that the property owner is due a refund.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, that the Borough Tax Collector refund according to the following:*

<u>Block/Lot</u>	<u>Property Owner</u>	<u>Amount of Refund</u>
65.09/10	Jennifer & Joseph Krasinski	\$44.66

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

**RESOLUTION 18-12-04
2019 REORGANIZATION MEETING OF THE GOVERNING BODY**

***BE IT RESOLVED** by the Governing Body of the Borough of Matawan that the reorganization of the Mayor and Council of the Borough of Matawan is hereby scheduled for Tuesday, January 1, 2019 at 12:00 Noon at the Matawan Municipal Community Center, 201 Broad Street, Matawan, New Jersey.*

***BE IT FURTHER RESOLVED** that the agenda for this meeting shall be the reorganization of the Governing Body of the Borough, including appointments and such other matters as may come before the Governing Body. Formal action will be taken.*

***BE IT FURTHER RESOLVED** that the Clerk caused notice of this meeting to be appropriately posted and to be given to be published in one of the official newspapers of the Borough.*

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**RESOLUTION 18-12-05
AUTHORIZING THE BOROUGH CLERK TO ADVERTISE FOR
NEW REQUEST FOR PROPOSALS FOR
2019 BOROUGH PHYSICIAN AND
2019 BOROUGH OF MATAWAN UNIFIED PLANNING ZONING BOARD OF ADJUSTMENTS
ATTORNEY DUE TO NON-RECEIPT OF PREVIOUSLY SOLICITED REQUEST FOR PROPOSALS**

WHEREAS, Resolution 18-10-05 previously authorized the Borough Clerk to advertise and post a Request for Proposals (RFPs) from any interested party for the appointment of professionals pursuant to the State authorized Fair and Open Process promulgated by the State of New Jersey for professional services for various professionals for the Borough of Matawan; and

WHEREAS, there were no proposals received for the 2019 Borough Physician or 2019 Borough of Matawan Unified Planning Zoning Board of Adjustments Attorney.

WHEREAS, the statutory enactment of the Fair and Open Process is guided by the rules and regulations adopted by the State under NJSA 19:44A-20.4, et seq; and,

WHEREAS, the Governing Body has determined that all professional appointments and candidates who answer and Requests for Qualification for appointments will not include any remuneration as employees of the Borough of Matawan, but all professionals shall be subcontractors of the Borough of Matawan, and that the municipality and will not provide any pension contribution to any of its professionals as part of remuneration; and,

WHEREAS, it is the sense of the Governing Body that professional appointments are confidential appointments of the Governing Body; and therefore, it is the desire of the Council to solicit more candidates for various positions of professional appointments, so that the Council can make a determination submitted under the Requests for Proposals that will be proffered to the Fair and Open Process.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that it acts as follows:

1. *The Clerk is authorized and empowered to re-advertise and post for Requests for Qualifications, pursuant to the Fair and Open, from any interested party for the 2019 Borough Physician or 2019 Borough of Matawan Unified Planning Zoning Board of Adjustments Attorney.*

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

**RESOLUTION 18-12-16
AUTHORIZING REFUND OF TAX OVERPAYMENTS
4 CEDAR STREET – BLOCK 72, LOT 5**

*WHEREAS, the following property has been overpaid for the year 2018 as a result of the reasons below;
and*

WHEREAS, the property owner’s representative has made the payment and a refund is in order to clear the account.

WHEREAS, the following refund has been verified as accurate by the Tax Collector.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that the Borough Tax Collector refund according to the following:

<u>Block/Lot</u>	<u>Property Owner</u>	<u>Amount of Refund</u>	<u>Notation</u>
72/5	Mathew Schoffel	\$1,938.80	Double Payment

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

**RESOLUTION 18-12-17
AUTHORIZING REFUND OF TAX PAYMENT PENALTY
2 SUTTON DRIVE
BLOCK 64.01, LOTS 1 & 2
BLOCK 64.02, LOTS 1, 2 & 3**

WHEREAS, the following properties has been charged a tax payment penalty; and

WHEREAS, it was determined that the property owner is due a refund.

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***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, that the Borough Tax Collector refund according to the following:*

<u>Block/Lot</u>	<u>Property Owner</u>	<u>Amount of Refund</u>
64.01/1 & 2	Twin Lake Properties, LLC	\$20.43
64.02/1, 2 & 3	Twin Lake Properties, LLC	\$2,414.64

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

New Business

Mayor Altomonte read by title Resolution 18-12-06: 2017 Road Improvement Program Contract 2 – Black Rock Enterprises, LLC – Authorizing Change Order No. 5. Councilwoman Buckel 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 18-12-06
2017 ROAD IMPROVEMENT PROGRAM CONTRACT 2
BLACK ROCK ENTERPRISES, LLC
AUTHORIZING CHANGE ORDER NO. 5**

***WHEREAS**, T&M Associates has informed the Council that Various Items are reduced to reflect current as-built quantities, in the 2017 Road Improvement Program Contract 2, for a total reduction this Change Order No. 5 of Sixty-Six Thousand, Seven Hundred Twenty-One Dollars and Thirteen Cents (\$66,721.13); and*

***WHEREAS**, T&M Associates has informed the Council that Various Items are increased to reflect current as-built quantities, in the 2017 Road Improvement Program Contract 2, for a total increase this Change Order No. 5 of Thirty-Four Thousand, One Hundred Sixty-Three Dollars and Thirteen Cents (\$34,163.13); and*

***WHEREAS**, T&M Associates has informed the Council that Items S-6, S-7, S-8, S-9, and S-10 are Supplemental for 2017 Road Improvement Program Contract 2, for an increase this Change Order No. 5 of Thirty-Two Thousand, Five Hundred Fifty-Eight Dollars and No Cents (\$32,558.00).*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, based upon the recommendation of Robert Keady, T&M Associates, that they hereby authorize the attached contract modification proposal, Change Order No. 5, for the 2017 Road Improvement Program Contract 2, a Net Change This Change Order No. 5, in an amount of No Dollars and No Cents (\$0.00).*

***BE IT FURTHER RESOLVED** this amount reflects a total Net Change Reduction in Contract of No Dollars and Thirty-Two Cents (\$0.32).*

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

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

CHANGE ORDER NO. 5

DATE:

November 14, 2018

PROJECT:

2017 Road Improvement Program - Contract 2

OWNER:

Borough of Matawan

CONTRACTOR:

Black Rock Enterprises, LLC

DESCRIPTION OF CHANGE:

REDUCTIONS:

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

EXTRA:

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

SUPPLEMENTARY:


S-6Tangent Guide Rail Terminal

S-7Clinton Street Park Concrete Work

S-8Joseph Penniplede Park Concrete Work

S-9Church Street Municipal Lot Concrete Work

S-10Kimberly Drive Drainage Improvements

APPROVAL RECOMMENDED:	SEE ATTACHED DETAIL	ADDITIONAL	REDUCTION
<div> ROBERT R. KEADY, JR., P.E., C.M.E.</div>	A. TOTAL REDUCTIONS THIS C.O.	XXXXXXXXXXXX	\$66,721.13
ACCEPTED:	B. TOTAL EXTRAS THIS C.O.	\$34,163.13	XXXXXXXXXXXX
CONTRACTOR: Black Rock Enterprises, LLC	C. TOTAL SUPPLEMENTARY THIS C.O.	\$32,558.00	XXXXXXXXXXXX
OWNER'S APPROVALS:	TOTALS THIS C.O.	\$66,721.13	\$66,721.13
Mayor Joseph Altomonte Borough of Matawan	NET CHANGE THIS CHANGE ORDER	\$0.00	\$0.00
NOTE: All work to be done according to Contract Specifications.	PREVIOUS CHANGE ORDERS	\$76,300.53	\$76,300.85
	TOTAL CHANGE ORDERS TO DATE	\$143,021.66	\$143,021.98
	NET CHANGE IN CONTRACT	\$0.00	\$0.32
ORIGINAL CONTRACT BID PRICE		\$1,341,223.33	
CHANGE ORDERS TO DATE		-\$0.32	
REVISED CONTRACT PRICE		\$1,341,223.01	

PROJECT:

2017 Road Improvement Program - Contract 2

OWNER:

Borough of Matawan

CONTRACTOR:

Black Rock Enterprises, LLC

	ITEM NO.	DESCRIPTION	UNIT		AMOUNT
			QUANTITY	PRICE	
REDUCTIONS	A11	Coarse Agg No. 4 Broken Stone, Var Thk (I&WD)	196.00 CY	\$0.01	\$1.96
	A16	Polymerized Joint Adhesive	20.44 LF	\$0.50	\$10.22
	A19	HMA Surface Course, 9.5M64, 2" Thick	21.00 TON	\$92.00	\$1,932.00
	A20	HMA Base Course, 19M64, 4" Thick	219.68 TON	\$120.00	\$26,361.60
	A21	HMA Base Course, 19M64, 7" Thick	1.00 TON	\$120.00	\$120.00
	A56	Relocate Intruding Utility Service	2.00 UN	\$2,500.00	\$5,000.00
	A61	Beam Guide Rail	36.00 LF	\$60.00	\$2,160.00
	B12	Polymerized Joint Adhesive	63.00 LF	\$0.50	\$31.50
	B14	HMA Surface Course, 9.5M64, 2" Thick	69.16 TON	\$85.00	\$5,878.60
	B15	HMA Base Course, 19M64, 4" Thick	137.23 TON	\$175.00	\$24,015.25
	B20	Combination Concrete Curb and Gutter	22.00 LF	\$55.00	\$1,210.00

A. TOTAL REDUCTIONS

\$66,721.13

EXTRA	A17	Sealing of Cracks in HMA Surface Course	2573.00 LF	\$1.85	\$4,760.05
	A22	6" HDPE Pipe, Type 'SP'	295.00 LF	\$35.00	\$10,325.00
	A25	18" Inline Drain with Solid Cover	2.00 UN	\$2,400.00	\$4,800.00
	A40	Combination Concrete Curb and Gutter	6.00 LF	\$75.00	\$450.00
	A41	Concrete Sidewalk, 4" Thick	35.41 SY	\$80.00	\$2,832.80
	A45	Detectable Warning Surface	1.00 SY	\$250.00	\$250.00
	B19	6"x18" Concrete Vertical Curb	18.00 LF	\$35.00	\$630.00
	B21	Concrete Sidewalk, 4" Thick	59.60 SY	\$80.00	\$4,768.00
	S-3	Police Traffic Directors (If & Where Dir)	50.50 HR	\$103.97	\$5,250.49
	S-5	Asphalt Price Adjustment (Middlesex Road)	0.02 LS	\$4,160.52	\$96.80

B. TOTAL EXTRA

\$34,163.13

SUPPLEMENTARY	S-6	Tangent Guide Rail Terminal	1.00 UN	\$4,300.00	\$4,300.00
	S-7	Clinton Street Park Concrete Work	1.00 LS	\$6,000.00	\$6,000.00
	S-8	Joseph Penniplede Park Concrete Work	1.00 LS	\$3,800.00	\$3,800.00
	S-9	Church Street Municipal Lot Concrete Work	1.00 LS	\$7,492.00	\$7,492.00
	S-10	Kimberly Drive Drainage Improvements	1.00 LS	\$10,966.00	\$10,966.00

C. TOTAL SUPPLEMENTARY

\$32,558.00

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Mayor Altomonte read by title Resolution 18-12-07: Authorizing T&M Associates to Provide Professional Services for Preliminary Assessment Environmental Due Diligence Evaluation. Councilwoman Buckel 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 18-12-07
AUTHORIZING T&M ASSOCIATES
TO PROVIDE PROFESSIONAL SERVICES FOR
PRELIMINARY ASSESSMENT
ENVIRONMENTAL DUE DILIGENCE EVALUATION**

***WHEREAS**, the Mayor and Council of the Borough of Matawan received the attached proposal from T&M Associates for professional services associated with the preparation of Preliminary Assessment Environmental Due Diligence Evaluation of 84 and 86 Main Street, Matawan, New Jersey also known as Block 7, Lots 5 and 6, respectively.*

***NOW, THEREFORE BE IT RESOLVED** the Council of the Borough of Matawan hereby authorizes T&M Associates to perform Task 1: Preliminary Assessment (Two PA Reports) and Task 2: Geophysical Survey (Two GP Survey Reports) as detailed in the attached proposal for professional services in an amount not to exceed Eight Thousand Five Hundred Fifty Dollars and No Cents (\$8,550.00).*

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

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

CERTIFICATION AS TO AVAILABLE FUNDING

I, Monica Antista, Chief Financial Officer of the Borough of Matawan do hereby certify that as of the date of this certification funds are available from the 8-01-20-165-200 Budget of the Borough of Matawan to T&M Associates for professional services for Preliminary Assessment Environmental Due Diligence Evaluation in an amount not to exceed Eight Thousand Five Hundred Fifty Dollars and No Cents (\$8,550.00).

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: December 4, 2018

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MATNOH-16002

November 28, 2018
Via Email

Mr. Louis Ferrara
Borough of Matawan
201 Broad Street
Matawan, New Jersey 07747

**Re: Proposal for Professional Services
Preliminary Assessment Environmental Due Diligence
84 Main Street at Lot 5, Block 7
86 Main Street at Lot 6, Block 7
Borough of Matawan**



Dear Mr. Ferrara:

T&M Associates (T&M) has prepared this proposal for your consideration to provide environmental consulting services at the two properties referenced above which are currently improved with residential and commercial/office structures. T&M proposes the following scope of services to be conducted at the properties in support of the pre-purchase environmental due diligence evaluation being conducted by the Borough.

TASK 1. PRELIMINARY ASSESSMENT (N.J.A.C. 7:26E)

T&M will complete separate, stand-alone Preliminary Assessments (PAs) for each of the properties in accordance with the scope of work, research requirements and area of concern (AOC) identification requirements of the New Jersey Department of Environmental Protection's (NJDEP) Preliminary Assessment (PA) procedure provided at N.J.A.C. 7:26E-3.1-3.2. The PA is the initial environmental assessment procedure required by the NJDEP Green Acres Program, Industrial Site Recovery Program (ISRA), NJ Infrastructure Trust Program and Municipal Open Space Grant Program.

The PA Reports will present the roster, narratives and recommendations for further investigation (as warranted) for the AOCs identified at the properties in accordance with the PA requirements. The purpose of the PA is to identify existing and/or potentially contaminated AOCs that may need to be further investigated prior to acquisition of the Site, and to assist in estimated potential remediation costs for those AOCs found to be contaminated.

TASK 2. GEOPHYSICAL SURVEYS

T&M and subcontractor will perform non-invasive geophysical surveys (GP Surveys) at the properties as an additional service and in support of the PAs being conducted under Task 1. The GP Surveys will be conducted by a professional geophysicist under T&M supervision at the open and accessible areas of the properties using a combination of ground penetrating radar (GPR) and electromagnetic (EM) and metal detection methods. The purpose of the GP Surveys will be to identify and locate any known and/or undocumented underground storage tanks (USTs) at the Site. The GP Surveys will also attempt to identify

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**Le: Mr. Louis Ferrara
Borough of Matawan**

**Re: Proposal for Environmental Due Diligence Professional Services
84-86 Main Street, Matawan
Preliminary Assessment and Geophysical Survey**

other below grade utility systems (including wells, septic tanks, piping) and areas of buried non-aggregate historic fill material or solid waste and at the properties. The results of the GP Surveys with recommendations for further investigation (if warranted) will be presented as Areas of Concern within the PA reports we are completing under Task 1 of this proposal.

RESPONSIBILITIES OF CLIENT

It is understood that the following items, information and arrangements to be supplied and/or finalized by the Client/Borough of Matawan will be utilized in the scope of services described within this proposal:

1. The Client will provide all information in its possession, custody or control, which may relate to the properties, including survey maps or sketches illustrating the limits and legal boundaries of the properties and copies of any previous environmental assessments and Site Investigation Reports.
2. The Client should provide all available recorded land title records and judicial records for environmental liens or activity and use limitations that may be in force at the properties.
3. The Client will provide all information in their possession that may identify recognized environmental conditions (RECs) and/or Areas of Concern (AOCs) associated with the properties.
4. The Client will be fully responsible for obtaining the necessary authorization to allow T&M, its agents, subcontractors and representatives to have access to the properties and any structures or tenant spaces and structures thereon at reasonable times throughout the term of this agreement.

LIMITATIONS

The scope of services for this proposal will be completed in compliance with the procedures referenced above. The scope of work includes file reviews, historical research and a visual reconnaissance of the properties to identify RECs/AOCs in accordance with the NJDEP TRSR PA Report procedure and the completion of a non-invasive geophysical survey. The scope of services does not include the following:

- Assessment or investigation of the structures at the properties for the presence of any hazardous or regulated building materials including asbestos-containing building material (ACBM), lead-based paint (LBP) or universal waste;
- The acquisition of soil and/or groundwater samples for the purpose of evaluating the potential impairment or contamination of any AOC identified at the Site during completion of the PA;
- Excavation, removal or evaluation of any suspected UST targets or other target areas identified during the GP Survey;

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Le: Mr. Louis Ferrara
Borough of Matawan

Re: Proposal for Environmental Due Diligence Professional Services
84-86 Main Street, Matawan
Preliminary Assessment and Geophysical Survey

- Evaluation of the structural, operational or code compliance condition of any structures, equipment or improvements at the properties.

FEE ESTIMATE

We are prepared to proceed with the scope of work summarized above upon your authorization and suggest a Total Fee of **\$8,550.00** as indicated in the table below.

Task	Lump Sum Fee
Task 1. Preliminary Assessment (Two PA Reports)	\$6,300.00
Task 2. Geophysical survey (Two GP Survey Reports)	\$2,250.00
Total Lump Sum Fee (Two Properties)	\$8,550.00

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.

Very truly yours,
T&M ASSOCIATES


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

RRK:JSM:lkc

cc: Karen Wynne, Borough Clerk (via email)
Mayor and Council (via mail)
Monica Antista, CFO (via email)

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Mayor Altomonte read by title Resolution 18-12-08: Authorizing T&M Associates to Provide Professional Services for the Borough of Matawan’s Asset Management Plan Associated with the American Water Works Association Water Quality and Accountability Act. Councilwoman Gunn made the motion, seconded by Councilwoman Salvatore. Council agreed. Motion passed.

**RESOLUTION 18-12-08
AUTHORIZING T&M ASSOCIATES
TO PROVIDE PROFESSIONAL SERVICES FOR
THE BOROUGH OF MATAWAN’S
ASSET MANAGEMENT PLAN ASSOCIATED WITH THE
AMERICAN WATER WORKS ASSOCIATION
WATER QUALITY AND ACCOUNTABILITY ACT**

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***WHEREAS**, the Mayor and Council of the Borough of Matawan received the attached scope and fee estimate from T&M Associates for professional services associated with the creation of an Asset Management Plan designed to inspect, maintain, repair and renew the Borough of Matawan’s infrastructure consistent with standards established by the American Water Works Association.*

***NOW, THEREFORE BE IT RESOLVED** the Council of the Borough of Matawan hereby authorizes T&M Associates to create of an Asset Management Plan on behalf of the Borough as required by the Water Quality Accountability Act as detailed in the attached proposal for professional services in an amount not to exceed Thirty Five Thousand Six Hundred Dollars and No Cents (\$35,600.00).*

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

CERTIFICATION AS TO AVAILABLE FUNDING

I, Monica Antista, Chief Financial Officer of the Borough of Matawan do hereby certify that as of the date of this certification funds are available from the 8-09-55-500-213 Budget of the Borough of Matawan to T&M Associates for professional services associated with the creation of an Asset Management Plan in an amount not to exceed Thirty Five Thousand Six Hundred Dollars and No Cents (\$35,600.00).

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: December 4, 2018

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MATNOH-16002

November 30, 2018
via email & mail

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

**Re: Water Quality and Accountability Act
Asset Management Plan
Scope and Fee Estimate**

Dear Mr. Ferrara:

The scope of this project is to satisfy the Water Quality Accountability Act (WQAA) requirement by creating an asset management plan designed to inspect, maintain, repair, and renew Matawan's infrastructure consistent with standards established by the American Water Works Association. The WQAA establishes new requirements for public water systems to improve the safety, reliability, and administrative oversight of water infrastructure. It does not specifically target water quality parameters, but rather the infrastructure that delivers and maintains it. The asset management plan's objective is to protect drinking water and clean water systems by providing for adequate maintenance and operation to meet customer service expectations, as well as comply with applicable permit conditions for the next 10 years. The NJDEP will require an update to the plan every 3 years.

The Act's directives begin with program development for inspection and maintenance of all water supply and treatment facilities, detailed engineering analysis of asset condition, estimated service lives of water mains, and an infrastructure and rehabilitation replacement program that is consistent with AWWA standards. Minimum requirements of the Asset Management Plan are:

1. A water main renewal program with an appropriate replacement cycle determined by a detailed engineering analysis.
2. A water supply and treatment program designed to inspect, maintain, repair, renew, and upgrade pumps, sources and treatment facilities.
3. Results of water loss audits included in the Capital Improvement Plan (CIP).
4. Dedicated annual funds to address/remediate the highest priority projects in the plan.

The Asset Management plan must assure the NJDEP that there is sufficient investment in and planned maintenance, needed repair, replacement and upgrade of the physical components of a drinking water system.

Effective asset management of a water system also includes:

- Asset inventory.
- Assessment of the current state or condition of the assets.



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Le: Louis Ferrara, Borough Administrator

Re: Water Quality and Accountability Act
Asset Management Plan
Scope and Fee Estimate

- Identification and Prioritization of required improvements to reduce failure risks based on service goals.
- Identification of future demand, regulatory requirements and risks within the required plan term.
- Established life cycle costs
- Development of a Capital Improvement Program to prioritize and fund investment.

Our Work Plan and Technical Approach have been specifically structured to create a reliable and accurate asset inventory which will be highly effective for retrieval, use, and updates throughout the project. T&M will meet with Borough staff to review tasks, roles and responsibilities and outline the completion schedule.

T&M staff will inspect the treatment plant and two water storage towers in an effort to develop a capital improvement plan and system condition report. We request copies of any available reference documents, O&M manuals and copies of the last 12 months of operator reports indicating water production, usage and non-revenue water. After gathering data and compiling reports, T&M will interview Borough staff for additional information pertinent to daily operations, maintenance and criticality.

After our kick-off meeting, we will work with the water department to generate the asset inventory. This list is not meant to be a comprehensive list but rather a list of key and critical assets necessary for operations of the water treatment and distribution systems. Such items include well pumps & motors, booster pumps and pressure filters and do not include individual valves within the treatment plant, miscellaneous piping or small equipment that can be repaired or replaced easily. T&M will develop an asset registry for critical equipment in an Excel format using information the Borough already has available in their Check-up Program for Small Systems (CUPSS) system. This assessment will be exclusive of the distribution system which we understand is being completed by Maser. The inventory will include make and model of critical equipment, level of service assessment, criticality assessment including probability of failure & consequence of failure and life cycle costing with a repair/replacement schedule. All equipment will be photographed, given an identification ID and visually assessed. Operator notes will also be included regarding any maintenance issues which could be occurring.

Our field team will be using Survey123 for ArcGIS as the data collection tool as it will enable field staff to capture data using mobile devices that can then be reviewed in Realtime in the office. The Survey123 forms allows to follow strict data validation and controls routines which maintains a high level of data integrity and reducing data entry errors.

From the data generated above, our team will create a long-term funding strategy to support maintenance of the Borough's assets. That 10-year strategy will include asset prioritization and Life Cycle Costing to meet or exceed the level of service necessary. The capital improvement plan will include initial installation costs, O&M expenses, rehabilitation and repair costs as well as disposal costs.

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Le: Louis Ferrara, Borough Administrator
Re: Water Quality and Accountability Act
Asset Management Plan
Scope and Fee Estimate

The scope of work outlined above shall be completed for a sum of \$35,600. We ask that the Borough kindly authorize T&M to proceed as soon as feasible, so we can meet the NJDEP submission date of April 2019.

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

Very truly yours,

T&M ASSOCIATES


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

RRK:lkc

cc: Mayor & Council
Karen Wynne, Borough Clerk
Monica Antista, Borough CFO
Jake Applegate, Superintendent of Water Dept.

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Mayor Altomonte read by title Resolution 18-12-11: Approving Unused Vacation for the Year 2018 – Michele Bodino. 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.

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**RESOLUTION 18-12-11
APPROVING UNUSED VACATION FOR THE YEAR 2018
MICHELE BODINO**

WHEREAS, Michele Bodino has requested Council approval to carry over 49 unused 2018 vacation hours, which equal 7 vacation days, into the year of 2019; and

NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby approves Michele Bodino’s request to carry over 7 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 Michele Bodino.

Mayor Altomonte read by title Resolution 18-12-12: A Resolution to Fix and Determine the 2018 Stipends for the Borough of Matawan Office of Emergency Management Personnel – Public Safety. Councilwoman Buckel 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 18-12-12
A RESOLUTION TO FIX AND DETERMINE THE 2018 STIPENDS FOR THE BOROUGH
OF MATAWAN OFFICE OF EMERGENCY MANAGEMENT PERSONNEL
PUBLIC SAFETY**

WHEREAS, the following resolution sets the individual stipends for 2018 retroactive to January 1, 2018; and

WHEREAS, funds for this purpose are available in the 2018 Budget pending receipt of written Certification as to Available Funding from the Chief Financial Officer.

NOW, THEREFORE BE IT RESOLVED that the 2018 Stipends for the Borough of Matawan Office of Emergency Management personnel are hereby set as follows:

<u>TITLE</u>	<u>DEPARTMENT</u>	<u>EMPLOYEE</u>	<u>2018 STIPEND</u>
<u>Public Safety</u>			
Emergency Management Coordinator		Thomas J. Falco	\$3,000.00
Emergency Management 1 st Deputy Coordinator		Richard Michitsch	\$2,000.00
Emergency Management 2 nd Deputy Coordinator		Timothy Clifton	\$1,750.00
Emergency Management Secretary		Tammy Michitsch	\$500.00
OEM CERT Coordinator		Herbert Caravella	\$500.00

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Finance, Payroll Officer and Thomas J. Falco.

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 8-01-25-252-100 Budget 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.

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Chief Financial Officer

(Signature on File)

*Monica Antista, CMFO
Dated: December 4, 2018*

Mayor Altomonte read by title Resolution 18-12-13: Authorizing the Transfer of Funds from Current and Utility Accounts in the 2018 Budget. Councilwoman Salvatore 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 18-12-13
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 2017 Municipal Budget:

<u>Transfer From:</u> Account Number	Amount of Transfer	<u>Transfer To:</u> Account Number	Amount of Transfer
8-01-22-195-100 Construction Salary & Wages	\$10,500.00	8-01-25-265-100 Fire Prevention Salary & Wages	\$10,500.00
8-01-20-150-100 Tax Assessor Salary & Wages	\$1,700.00	8-01-20-110-100 Mayor & Council Salary & Wages	\$1,700.00
8-01-31-430-200 Utilities Other Expenses	\$15,000.00	8-01-36-472-200 Social Security Other Expenses	\$15,000.00
8-01-20-100-200 Administration Other Expenses	\$1,000.00	8-01-20-120-200 Borough Clerk Other Expenses	\$1,000.00

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.

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Mayor Altomonte read by title Resolution 18-12-14: Payment of Bills. Councilwoman Salvatore 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 18-12-14
PAYMENT OF BILLS**

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

Current	\$1,614,732.38
Water & Sewer	\$53,859.26
Borough Capital	\$259,168.05
Grant	\$4,327.33
Borough Trust	\$16,162.88
Dog Tax Trust	\$350.00
Railroad Parking Trust	\$11,500.00
Recreation Trust	\$780.57
Total	\$1,960,880.47

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.

Neil Mendelsohn, 97 Broad Street, Matawan. Mr. Mendelsohn inquired on the frequency of Council meetings. He asked Councilman Cannon on his lack of reply to an email as well as a telephone message left with the Clerk, questioning the Clerk’s competency. Councilman Cannon apologized asking how he can help as he and Mr. Mendelsohn had previously spoken. Mr. Mendolsohn had a personal matter but declined to speak privately with Councilman Cannon after his offer to do so. Mr. Mendelsohn asked Council to inquire on the development of an Aberdeen property adjacent to Lake Matawan. Mr. Mendelsohn expressed concern of someone on his property as there were “white dots” along his driveway into Broad Street. An inquiry with the Borough did not reveal any information to his satisfaction. Mr. Ferrara will further investigate. Mr. Mendelsohn remarked on the timeliness of construction inspection asking if he can directly hire the inspector. Mr. Ferrara replied the inspectors do have a weekly timetable, and cannot be directly hired out. Mr. Ferrara stated he had informed Mr. Mendelsohn he was aware of the situation and understood that Mr. Mendelsohn’s contractor was not ready for the inspection. Mr. Mendelsohn disagreed. Mayor Altomonte offered when the contractor is ready for inspection to contact Mr. Ferrara.

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

**Borough of Matawan
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Recess to Executive Session

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

Meeting recessed at 7:29 PM.

Recess to Executive Session

Mayor Altomonte requested a motion to recess to Executive Session. Councilwoman Gunn made the motion, seconded by Councilwoman Salvatore. Mr. Menna announced the purpose of the Council retiring into Executive Session is to discuss personnel, and no formal action will be taken. Council agreed. Motion passed.

Meeting recessed at 7:32 PM.

Reconvene the Public Session

Mayor Altomonte requested a motion to reconvene the Public Session. Councilwoman Buckel made the motion, seconded by Councilwoman Salvatore. Council agreed. The meeting reconvened at 10:16 PM. Mayor Altomonte requested a roll call. On roll call the following members responded present:

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

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

Mr. Menna announced the Executive Session meeting was conducted for personnel matters and Police Department promotion. Record and summary will be sealed. No action pending review by council in open session, and asked for any public comment.

There were no comments.

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

The meeting adjourned at 10:17 PM.

(Signature on File)

Karen Wynne, RMC
Municipal Clerk