

**Borough of Matawan  
Reorganization Meeting  
January 1, 2019**

The Reorganization meeting of the Borough Council of the Borough of Matawan, New Jersey, was held at the Matawan Municipal Community Center, 201 Broad Street, Matawan, New Jersey on January 1, 2019 with Mayor Joseph Altomonte presiding. Pursuant to Section 5 of the Open Public Meetings Act, adequate notice of this meeting had been provided by publishing notification in *The Independent* on December 12, 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 12:04 PM, requesting a roll call.

Mayor Altomonte requested a roll call to reconvene the December 18, 2018 meeting.

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.

**Adjourn the December 18, 2018 Council Meeting**

Mayor Altomonte requested a motion to adjourn the December 18, 2018 public session meeting. Councilwoman Salvatore made the motion, seconded by Councilwoman Buckel. Council agreed. Motion passed.

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

Mayor Altomonte read by title Resolution 18-12-31: Payment of Bills. Mayor Altomonte requested a motion. Councilwoman Buckel made the motion, seconded by Councilman Cannon. Council agreed. Motion passed.

**Invocation**

Reverend Jeffery Gray gave the Invocation.

**Oaths of Office**

Mayor Altomonte administered the Oath of Office for Councilman to Nicolas Reeve for a three-year term, said term to expire December 31, 2021.

Mayor Altomonte administered the Oath of Office for Councilman to David Vergaretti for a three-year term said term to expire December 31, 2021.

**Roll Call of the January 1, 2019 Reorganization Meeting**

Mayor Altomonte requested a roll call for the January 1, 2019 Reorganization Meeting.

On roll call the following members responded present:

Yes:            Councilman Nicolas Reeve

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Councilwoman Josi Salvatore  
Councilwoman Stephanie Buckel  
Councilman Brett Cannon  
Councilwoman Deana Gunn  
Councilman David Vergaretti

Mayor Altomonte announced Resolution 19-01-36 will be held, and Resolution 19-01-38 is tabled.

**2018 Citizen(s) of the Year Presentation**

Mayor Altomonte and Councilwoman Buckel presented “Citizens of the Year” Award to Cynthia and Lenny DeMarco, and Kathleen A. Odell in recognition and appreciation of their generous commitment and personal dedication to the success of the Borough of Matawan’s Food Pantry. Mr. and Mrs. DeMarco accepted the award on behalf of the many volunteers and organizations for their time and contributions, and thanked the Borough and its staff for the use of the facilities.

**Oath of Office Administered to the Fire Chiefs and Presentation of Badges & Awards**

Mayor Altomonte read a Proclamation celebrating the 150<sup>th</sup> Anniversary of the Washington Engine Fire Co. No. 1 with Firefighter Robert Ziegler accepting on behalf of Washington Engine.

Mayor Altomonte and Councilman Cannon administered the Oath of Office to Fire Chief Ed Lee.

Chief Lee administered the Oath of Offices to:

First Deputy Chief:	Stephen Tatarka
Second Deputy Chief:	Freddy Benjamin

Chief Lee presented Second Deputy Chief Benjamin shield, Chief’s helmet, and the traditional “baby” Chief award, a baby bottle.

Chief Lee read and presented Plaques of Recognition to the Borough of Matawan Volunteer Fire Department 9/11 Memorial Committee – Raymond Bassford, Paul Buccellato, Christopher Lambros, Edward Lee, Richard Michitsch, Stephen Tatarka and Zoltan Varsanyi – as well as to Mayor, Council, Public Works, Chief Falco and the Borough of Matawan Police Department, Michael Caldon and Jersey City Officials Bob Sakowski, Greg Pierson, Hector Ortiz, Labor Local 472 Joe Serbo, Pavers Plus, Eric Weber and Greg O’Neill, Lumber Mart Cambridge Pavers, Eric Wolf, Gary Wolf, William R. Clayton Co., MP Electrical Contractor Bill and Karen Ortiz, Panther Press Vito Koempel, ABC Granite Antonio Rojas, Dunlop & Lisk, Ton Carbone & Sons Welding, Maloney’s Pub Meghan and Florin Lupo, Brass Rail Sabo Rissiotis, Day Funeral Home Keyport, Chief Falco and Bayshore EMS.

Chief Lee presented Chief Michitsch with the traditional black leather helmet and the traditional silver trumpet thanking him for his many years of service. Chief Michitsch expressed is thanks to the Department and his family.

Chief Michitch exchanged command to Chief Lee.

Chief Lee thanked everyone for coming out to show their support, and invited everyone to refreshments in the cafeteria, and Washington Engine, dismissing the members of the Matawan Fire Department who left the meeting at 12:48 PM.

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**Mayor's Report**

Mayor Altomonte welcomed everyone and wished all a Happy New Year.

Mayor Altomonte reported:

“2018 was a very productive year for Matawan.

There was forward progress of vacant and abandoned properties. Most of these eyesores are currently in discussions with our Construction Office to get plans approved for refurbishing their buildings. The Burrowes Mansion Rehabilitation Project is 90% complete. Gravelly Brook Park Phase 1 was completed, Phase 2 will begin in the Spring, and Phase 3 in the Fall. The Energy Audit was completed with multiple energy efficient recommendations including solar panels, new heating and air condition systems, energy efficient windows, and efficient lighting. This will be paid by the savings we will realize from these upgrades.

We started working on our infrastructure. Many streets were redone in 2018, and this will continue in 2019. Ahead of the Train Station Redevelopment, we have plans in the works for additional parking on Main Street. The Train Station Redevelopment is in the final stages. We will begin the search for the developer in 2019. We also obtained a brand new street sweeper.

And, of course, I have to mention all the grant money that we have obtained to fund these projects. In 2018 we secured \$1.5 million dollars in grant money. Included in that number is the \$500,000 grant through the State with the help of Governor Murphy's office and State Senator Vin Gopal for the reconstruction of Lake Leffert's Dam. And the prospect of another \$500,000 for the reconstruction of the Lake Matawan Dam.”

**New Business**

Mayor Altomonte read by title Resolution 19-01-01: Council President Appointment – Brett M. Cannon. Mayor Altomonte requested a motion. Councilwoman Gunn made the motion, seconded by Councilman Vergaretti. Mayor Altomonte requested a voice vote. Council agreed with Councilman Cannon abstaining. Motion passed.

***RESOLUTION 19-01-01  
COUNCIL PRESIDENT APPOINTMENT  
BRETT M. CANNON***

*WHEREAS, it is necessary that a member of the Council be elected President of said Council to fulfill the duties of the Mayor during the absence of the Mayor, for the year ending December 31, 2019.*

*NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that, Brett M. Cannon, a member of the Council, be elected as President of said Council.*

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

Mayor Altomonte read by title Resolution 19-01-02: Authorizing the Appointment of Borough Attorney Under Fair and Open – The Menna Law Firm, LLC. Mayor Altomonte requested a motion. Councilman Reeve made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

***RESOLUTION 19-01-02  
AUTHORIZING THE APPOINTMENT OF BOROUGH ATTORNEY UNDER FAIR AND OPEN  
THE MENNA LAW FIRM, LLC***

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***WHEREAS**, there exists the need for a Borough Attorney to render legal services for the Borough of Matawan, County of Monmouth; and*

***WHEREAS**, the firm of The Menna Law Firm, LLC has submitted qualifications as part of a “Fair and Open Process” pursuant to the provisions of NJSA 40:44A-20.5 et seq. and the Borough Council finds this firm to be the most qualified for the legal services sought by the Borough of Matawan; and*

***WHEREAS**, NJSA 19:44A-20.5 et seq. allows a municipality through a “Fair and Open Process” to seek and solicit qualifications by advertising for such qualifications and appointing the firm based on said contractor’s qualifications and merit.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that they hereby appoint Pasquale Menna, Esq. of the firm of The Menna Law Firm, LLC, as Borough Attorney for the Borough of Matawan for the year 2019, said term to expire December 31, 2019.*

***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, Police as well as Pasquale Menna, Esq. of The Menna Law Firm, 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 9-01-20-155-210 Budget of the Borough of Matawan to Pasquale Menna, Esq. as Borough Attorney for the Borough of Matawan in an amount not to exceed Twenty Four Thousand Dollars and No Cents (\$24,000.00).*

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

*Chief Financial Officer*

*(Signature on File)*

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*Monica Antista, CMFO*

*Dated: January 1, 2019*

Mayor Altomonte read by title Resolution 19-01-03: Emergency Temporary Appropriation. Mayor Altomonte requested a motion. Councilwoman Buckel made the motion, seconded by Councilwoman Salvatore. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 19-01-03  
EMERGENCY TEMPORARY APPROPRIATION**

***WHEREAS**, emergent conditions have arisen with respect to the payment of bills in a number of accounts and no adequate provision has been made in a 2019 temporary budget for the aforesaid purposes; and*

***WHEREAS**, NJSA 40A:4-20 provides for the creation of an emergency temporary appropriation for the purposes above mentioned; and*

***WHEREAS**, the total emergency temporary resolutions adopted in the year 2018 pursuant to the provisions of Chapter 96, PL 1951 (NJSA 40A:4-20) including this resolution total \$4,432,946.76.*

***NOW, THEREFORE, BE IT RESOLVED** (not less than two thirds of all member of the Council of the Borough of Matawan, New Jersey affirmatively concurring) that in accordance with the provisions of NJSA 40A:4-20:*

- 1. An emergency temporary appropriation be and the same is hereby made for the purposes stipulated in the attached list.*
- 2. That said emergency temporary appropriations will be provided for in the 2019 budget under the appropriate titles.*
- 3. That one certified copy of this resolution be filed with the Director of Local Government Services.*

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***BE IT FURTHER RESOLVED**, that the amount required by Statue for the payment of 2019 County, and Local School District Taxes, which are not included in this temporary budget, shall be paid as and when due.*

**2019 Temporary Budget**

	Salary & Wages	Other Expenses
MAYOR & COUNCIL		1,050.00
MUNI CLERK	21,787.50	8,872.50
GENERAL ADMIN	22,706.25	7,809.38
AUDIT	-	-
FINANCE ADMIN	19,162.50	4,658.46
TAX ASSES ADMIN	15,881.25	2,559.38
TAX COLLECTOR	17,062.50	3,387.56
LEGAL SERVICES	-	36,592.50
ENGINEERING	-	27,562.50
BLDG & GROUNDS	28,533.75	20,632.50
PLAN/ZONING BD	5,250.00	2,270.63
SHADE TREE COMM	341.25	3,937.50
ENVIRON HEALTH	262.50	-
SOLID WASTE COLL	1,443.75	168,183.75
INSURANCE-GROUP HEALTH	-	307,692.79
INSURANCE-LIABILITY	-	80,000.00
INSURANCE-WORKERS COMP	-	73,000.00
FIRE	-	45,740.63
FIRE-AID TO DEPARTMENT	-	4,252.50
FIRE PREVENTION	18,375.00	2,085.56
POLICE	711,243.75	69,884.59
STREETS & ROADS	97,950.83	35,063.44
STREET LIGHTING	-	32,812.50
BD OF HEALTH	1,365.00	8,478.75
RECREATION	4,856.25	9,975.00
HISTORICAL SITES	315.00	3,945.38
VOL 1ST AID SQUAD		8,820.00
OEM	-	8,597.66
PROP MAINT	5,250.00	157.50
RR PARKING	52,237.50	25,000.00
DOWNTOWN REDEV	-	2,756.25
UTILITIES	-	94,500.00
VEHICLE MAINT	-	19,031.25
CONSTR OFFICIAL	41,501.25	2,710.31
ACCUM SICK LEAVE	-	-
OASI	-	36,225.00
PERS	-	-
P/F RETIREMENT	-	-
MUNICIPAL COURT	-	-
PUBLIC DEFENDER	-	-
FREE PUBLIC LIBRARY	-	92,408.66
EMERGENCY 911	-	-
LOSAP		-
GREEN TRUST LOAN		9,172.50
PAYMENT OF BOND PRINCIPAL		470,450.00
PAYMENT OF BANS		-
INTEREST ON BONDS		204,067.50

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INTEREST ON NOTES		-
SPECIAL EMERGENCY		-
MCIA LEASE INTEREST		34,627.50
MCIA LEASE PRINCIPAL		-
CAPITAL IMPROVEMENT FUND		-
		-
SUBTOTAL	1,065,525.83	1,968,971.91
TOTAL TEMPORARY EMERGENCY APPROPRIATIONS		3,034,497.73

**WATER SEWER UTILITY**

OPERATING	213,686.03	329,752.50
PAYMENT ON BOND PRINCIPAL		209,550.00
ACQUISITION OF WATER/BULK WATER		99,750.00
BRSA		325,000.00
INTEREST ON BONDS(504-299)		81,207.50
INTEREST ON NOTES		-
SURPLUS		-
WASTEWATER LOAN (507-299)		90,817.00
WASTEWATER LOAN INTEREST(504-205)		32,936.00
PERS		-
SOCIAL SECURITY		15,750.00
SUBTOTAL	213,686.03	1,184,763.00
TOTAL WATER SEWER UTILITY TEMPORARY EMERGENCY APPROPRIATIONS		1,398,449.03

**BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Finance as well as Director of Local Government Services.

Mayor Altomonte read by title Resolution 19-01-04: Resolution Confirming 2019 Appointments by the Mayor With Confirmation of Council. Mayor Altomonte requested a motion. Councilwoman Gunn made the motion, seconded by Councilwoman Buckel. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 19-01-04  
RESOLUTION CONFIRMING 2019 APPOINTMENTS BY THE MAYOR  
WITH CONFIRMATION OF COUNCIL**

**NOW, THEREFORE, BE IT RESOLVED**, that the appointments listed below made by the Mayor be and the same are hereby confirmed and the following officials are appointed for a term of one year said term to expire December 31, 2019, unless otherwise specified or provided for by statute:

<u>BOARD/COMMISSION</u>	<u>NAME</u>	<u>TERM OF OFFICE</u>
<u>Animal Welfare Advisory Committee</u>		
Member	Loretta Windas	
<u>Borough Offices</u>		
ADA Coordinator	Josi Salvatore	
Assessment Search Officer	Karen Wynne	
Certified Recycling Coordinator	Grace Rainforth	
Deputy Borough Clerk	Robin Klinger	
HIPPA Privacy & Contact Person	Grace Rainforth	
Local Historian	Al Savolaine	
Municipal Cross-Acceptance Representative	Louis C. Ferrara	
Personnel Administrator	Louis C. Ferrara	

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Registrar	Grace Rainforth	November 1, 2021
Tax Search Officer	Peggy Warren	

**Disability Accessibility Commission**

Public Works Representative	John Applegate
Construction Department Representative	John Quinn
Governing Body Representative	Stephanie Buckel
Governing Body Representative	Josi Salvatore

**Economic Development, Business & Redevelopment Commission**

Mayor or Designee	Deana Gunn	
Councilperson	Brett Cannon	
Councilperson	David Vergaretti	
PZ Board Member	Brian Livesey	December 31, 2021
Resident	Amanda Vero	December 31, 2021
Resident	Jeremy Szoc	December 31, 2021
Resident	Jennifer Jordan	December 31, 2021
Matawan Business Member	Anthony Caltabilota	December 31, 2021
Matawan Business Member	Alaina Acosta	December 31, 2021

**Historical Sites Commission**

Member(s) (Nominated by the Matawan Historical Society)	Justin Dapolito Scott Mazella	December 31, 2020
Recording Secretary	Anthony Washington	

**Office on the Aging**

Delegate	Al Savolaine
Alternate Delegate	Catherine Savolaine

**Public Safety**

First Deputy Coordinator (Operations/Planning)	Richard Michitsch
Second Deputy Coordinator (Resources/Logistics)	Timothy Clifton
OEM Secretary (Documentation Unit Leader)	Tammy Michitsch
CERT Coordinator	Herbert Caravella
CERT Captain	Leslie Gilman

**Recreation Commission**

Director	Daria Dieterle	
Commissioner	Josi Salvatore	
Delegate	Kristen Lauricella	December 31, 2022
	Eddie Holland	December 31, 2023

**Unified Planning/Zoning Board of  
Adjustments**

Class III	Deana Gunn
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**Safety Committee**

DPW/Water/Sewer Department Representative	John Applegate
Board of Health Representative	Larry Kasica
Public Safety Committee Commissioner's Representative	Stephanie Buckel
Member-at-Large Representative	Kathleen Sporer

**Sports Commission**

Member	Timothy Corbett
Member	Shariff Gende
Member	Paul Kelahan

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***Crossing Guards and Matron Names TO BE  
PROVIDED BY THE CHIEF OF POLICE***

**Crossing Guard(s)**

*June Berliner  
Coleen Gano  
Leslie Gillman  
Erin Haluska  
Diane Monroe  
Melanie Murphy  
Linda Smith  
Carolyn Woods*

**Substitute Crossing Guard(s)**

*Denise Penniplede*

**Police Matron(s)**

*Cristen Sjolholm  
Denise Triolo  
Meghan Walker*

Mayor Altomonte read by title Resolution 19-01-05: Authorizing the Award of Fair and Open Contracts for the Borough of Matawan 2019 Professional Services. Mayor Altomonte requested a motion. Councilwoman Salvatore made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

***RESOLUTION 19-01-05  
AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACTS FOR  
THE BOROUGH OF MATAWAN 2019 PROFESSIONAL SERVICES***

***WHEREAS***, the Borough of Matawan has solicited proposals through a fair and open process in accordance with NJSA 19:44A-20.5 et seq., which requires that award of contract for “Professional Services” through the fair and open process must be made by resolution authorizing the award of said contract and must be publicly advertised; and

***WHEREAS***, the following firms have submitted qualifications as part of a “Fair and Open Process” pursuant to the provisions of NJSA 40:44A-20.5 et seq. and the Borough Council finds these firms to be the most qualified for the services sought by the Borough of Matawan:

*Borough Appraiser – Associated Appraisal Group  
Borough Architect – Netta Architects*

*Borough Auditor – Suplee, Clooney & Co.*

*To provide auditing and accounting services will be as follows, but not limited to:*

- Perform the audit of the Borough’s financial statements for the year ended December 31, 2018 and prepare the 2018 Annual Debt Statement and Unaudited Annual Financial Statement*
- Review and assist in the preparation of the Borough’s 2019 Budget*
- LOSAP Audit*

*Borough Bond Attorney – Waters, McPherson, McNeill, PC  
Borough COAH Attorney – Decotiis, Fitzpatrick & Cole, LLP  
Borough Conflict Attorney – Rainone, Coughlin, Minchello, LLC*

*Borough Conflict Engineer*

- ARH Associates*
- CME Associates*

*Borough Engineer – T&M Associates  
Borough Financial Advisor – NW Financial Group, LLC  
Borough Grant Consultant – Triad Associates  
Borough Labor Attorney – Roth D’Aquanni, LLC  
Borough Planner – ARH Associates  
Borough Property & Casualty Insurance Broker – Acrisure  
Borough Redevelopment Attorney – Rainone, Coughlin, Minchello, LLC*



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*Borough Redevelopment Engineer – Alaimo Group Consulting Engineers  
Borough Redevelopment Planner – T&M Associates*

*Special Counsel Pool*

- *Decotiis, Fitzpatrick & Cole, LLP*
- *Rainone, Coughlin, Minchello, LLC*
- *Roth D'Aquanni, LLC*

*Special Projects Engineering Pool:*

- *Maser Consulting, PA*
- *PEI Prestige Environmental, Inc.*
- *Remington & Vernick Engineers*
- *T&M Associates*

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that they hereby appoint these firms as outlined above for the Borough of Matawan for the calendar year 2019, said term to expire December 31, 2019.

**BE IT FURTHER RESOLVED**, that any professional appointments are contingent upon the negotiation, execution and award of a final contract between the appointee and the Borough to the extent necessary, under the laws of the Borough and the State of New Jersey as well as subject to Certification As To Available Funding by the Chief Financial Officer.

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

**BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Clerk, Finance as well as those firms listed above.

**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 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: January 1, 2019*

**Consent Agenda**

Mayor Altomonte read by title Resolutions 19-01-06 through and including 19-01-35 as well as 19-01-37 requesting a motion to approve en masse. Councilman Cannon made the motion, seconded by Councilwoman Buckel. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 19-01-06  
RESOLUTION OF THE BOROUGH OF MATAWAN  
WITH RESPECT TO THE TERMINATION AND STATUS  
OF JESSE HEDLUND**

**WHEREAS**, Jesse Hedland, was a volunteer firefighter of the Borough of Matawan; and

**WHEREAS**, as the result of an accusation filed in the County of Monmouth, bearing Accusation No. 17-03-380 and Case No. 16005294; the Defendant relinquished any rights, title and duties as a volunteer firefighter of the Borough of Matawan; and

**WHEREAS**, as a result of an Order entered thereto on March 20, 2017, and communicated to the Borough of Matawan on October 22, 2018, the Defendant's status has been terminated as a volunteer firefighter.

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*NOW THEREFORE, BE IT RESOLVED* by the Council of the Borough of Matawan that Jesse Hedlund is removed from the rolls of the Borough of Matawan Fire Department.

*BE IT FURTHER RESOLVED* that any and all participation of any vested interest that he had at any time with the Length of Service Awards Program is herewith terminated with no benefits and entitlements thereto.

*BE IT FURTHER RESOLVED* that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Finance, Chief of the Borough of Matawan Volunteer Fire Department as well as Secretary of the Fire Department Length of Service Awards Program (LOSAP).

**RESOLUTION 19-01-07  
2019 REGULAR COUNCIL MEETINGS**

*WHEREAS*, the Open Public Meeting Law PL 1975c231 requires that advanced public notice of the Council meeting be announced at the Annual Meeting.

*NOW, THEREFORE, BE IT RESOLVED* that the following meetings shall be named and held at the Matawan Municipal Community Center, 201 Broad Street, Matawan, New Jersey:

January	1 <sup>st</sup> (Noon, Tuesday)	15 <sup>th</sup>
February	5 <sup>th</sup>	19 <sup>th</sup>
March	5 <sup>th</sup>	19 <sup>th</sup>
April	2 <sup>nd</sup>	16 <sup>th</sup>
May	7 <sup>th</sup>	21 <sup>st</sup>
June	5 <sup>th</sup> (Wednesday)	18 <sup>th</sup>
July	2 <sup>nd</sup>	16 <sup>th</sup>
August	7 <sup>th</sup> (Wednesday)	20 <sup>th</sup>
September	3 <sup>rd</sup>	17 <sup>th</sup>
October	1 <sup>st</sup>	15 <sup>th</sup>
November	6 <sup>th</sup> (Wednesday)	19 <sup>th</sup>
December	3 <sup>rd</sup>	17 <sup>th</sup>

The first meeting of each month will be a Workshop meeting, followed by a Regular Council meeting. The Workshop meeting will begin at 7:00 PM.

The second meeting of each month will be a Regular Council meeting and will begin at 7:00 PM.

All Executive Session meetings, if necessary, will be held at the conclusion of the Public Meetings, as publicly announced, and, if needed, following the Public Meeting.

*BE IT FURTHER RESOLVED* that the Asbury Park Press and the Independent be named as the official newspapers to whom all notices of meetings shall be sent.

*BE IT FURTHER RESOLVED* that a true certified copy of this Resolution shall be forwarded to all Borough of Matawan Departments Heads as well as the Borough Attorney and Borough Engineer.

**RESOLUTION 19-01-08  
2019 ADMINISTRATIVE COMMITTEES OF THE BOROUGH OF MATAWAN**

*WHEREAS*, it is necessary and expedient for the proper administration of government in the Borough of Matawan, to divide the administration of government into committees and appoint on said committee members of the Council to facilitate the operations of the Borough between meetings of the Council.

*NOW, THEREFORE, BE IT RESOLVED* by the Council of the Borough of Matawan that the administration of government be divided as follows with the first name of each committee to serve as Chair:

**Police, ADA, Recreation**  
**Josi Salvatore**  
Stephanie Buckel  
Deana Gunn

**Finance, Historical Sites**  
**Nicolas Reeve**  
Stephanie Buckel  
David Vergaretti

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

*Stephanie Buckel  
Brett Cannon  
Josi Salvatore*

**Fire, Personnel**

*Brett Cannon  
Deana Gunn  
Nicolas Reeve*

**Economic Business Development, Environmental, Planning Zoning**

*Deana Gunn  
Brett Cannon  
David Vergaretti*

**Animal Welfare Advisory Board, Construction, Shade Tree**

*David Vergaretti  
Nicolas Reeve  
Josi Salvatore*

**BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall also be forwarded to all Borough of Matawan Department Heads.

**RESOLUTION 19-01-09  
2019 DISABILITY ACCESSIBILITY COMMISSION MEETINGS**

**WHEREAS**, Ordinance 12-18 established the Disability Accessibility Committee of the Borough of Matawan to ensure for continued compliance with the American's with Disabilities Act (ADA) for all Borough public buildings and properties, and to make recommendations on any various policies, issues, needs and future of said buildings, properties and projects; and

**WHEREAS**, Ordinance 12-18 designates the second Monday in January for the Committee's reorganization and at such time they may review the following dates for their quarterly meetings.

**NOW, THEREFORE, BE IT RESOLVED** that the following Disability Accessibility Commission meetings shall be named and held at 4:00 PM at the Matawan Municipal Community Center, 201 Broad Street, Matawan, New Jersey:

January	14 <sup>th</sup>	Reorganization Meeting
May	13 <sup>th</sup>	
September	9 <sup>th</sup>	
December	9 <sup>th</sup>	

**BE IT FURTHER RESOLVED** that the meeting dates shall be open to the public and advertised in a newspaper recognized by the Borough as the official newspapers to who all notices of meetings shall be sent.

**BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Clerk as well as Public Works, Construction as well as Members of the Disability Accessibility Commission.

**RESOLUTION 19-01-10  
BOROUGH OF MATAWAN DESIGNATED DEPOSITORY OF 2019 FUNDS**

**BE IT RESOLVED** by the Council of the Borough of Matawan that the following Banks and Trust Companies be the official depositories wherein all of the accounts for the Borough of Matawan be kept:

Amboy National Bank	New Jersey Cash Management
Bank of America	Ocean First Bank
Chase	Penn Federal Savings
Columbia Bank	PNC Bank
Garden State Community Bank	Provident Bank
M&T Bank	Santander Bank
Investors Savings Bank	Sun National Bank
Kearny Federal Savings Bank	TD Bank
MBIA	Valley National Bank
	Wells Fargo

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**BE IT FURTHER RESOLVED** that disbursements of the following accounts be made by checks signed by Mayor Joseph Altomonte and the Borough CFO/Treasurer Monica Antista:

<i>Borough Capital Account</i>	<i>Recreation Trust</i>
<i>Borough Trust</i>	<i>Tax Collector's Trust Fund</i>
<i>Current Fund</i>	<i>Water Capital Account</i>
<i>Developers Escrow Account</i>	<i>Water-Sewer Operating</i>
<i>Matawan Law Enforcement Trust</i>	<i>Unemployment</i>
<i>Dog Tax Trust</i>	<i>Payroll Account</i>
<i>Railroad Parking Trust</i>	

**BE IT FURTHER RESOLVED** that disbursements of the following accounts be made by checks signed by the Building Inspector, John Quinn and Technical Assistant, Lynn Kramer.

*Building Inspector's Account*

**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 as well as the Borough Auditor.

**RESOLUTION 19-01-11  
CASH MANAGEMENT PLAN - 2019**

**WHEREAS**, N.J.S.A. 40A:5-14 requires that every local unit adopt a Cash Management Plan; and

**WHEREAS**, the primary objectives of the plan are to preserve the safety of Public funds, seek investment instruments that offer liquidity and maximize interest revenue through use of authorized legal depositories and approved investment instruments.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, County of Monmouth, State of New Jersey the following Cash Management Plan for the Borough of Matawan be adopted.

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

**BOROUGH OF MATAWAN CASH MANAGEMENT PLAN**

**INTRODUCTION**

The New Jersey "Local Fiscal Affairs Law", N.J.S.A. 40A:5-14 requires that every local unit adopt a Cash Management Plan and shall deposit its funds pursuant to that plan. The primary objectives of the plan are to preserve the safety of public funds, seek investment instruments that offer liquidity and maximize interest revenue through the use of authorized legal depositories and approved investment instruments.

**I. AUTHORITY**

- a. Borough Council of the Borough of Matawan, County of Monmouth.
- b. Delegation of Authority – Authority to implement the investment program is granted to the Chief Financial Officer. The Chief Financial Officer shall act in accordance with the requirements of the Cash Management Plan, New Jersey Statutes and proper use of internal controls. No other persons may engage in investment transactions except for those subordinate officials of the Chief Financial Officer.

**II. STATEMENTS OF POLICY**

It shall be the policy of the Borough of Matawan, County of Monmouth to adopt a Cash Management Plan, and to authorize the Chief Financial Officer to administer said Plan, for the purpose of deposit and investment of the maximum of available funds in interest bearing instruments. The investment instruments shall be safe, liquid and offer market yields.

Safety of principal is the foremost objective of the Cash Management Plan. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital.

The utilized investment instruments shall remain sufficiently liquid to meet all operating cash requirements that may be reasonably anticipated.

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*Investments shall be planned with the objective of attaining a market rate, while taking into account legal restriction, risk and liquidity. Return on investment is secondary importance compared to safety.*

### **III. DEFINITIONS**

*“Arbitrage” refers to the rules and regulation governing the issuance of Bond or Notes and the reinvestment of the proceeds at a higher yield. These regulations are promulgated by the Internal Revenue Service, regulation 1.103.*

*“Cash Management Fund” is the New Jersey Cash Management Fund. The Fund is one of a number of funds invested by the New Jersey Division of Investments of the Department of Treasury under the jurisdiction of the State of Investment Council. The Fund is authorized to receive and invest local unit funds pursuant to N.J.S.A. 40A:5-14.*

*“Certificate of Eligibility” is the certification issued by the New Jersey Department of Banking, Division of Banking that a public depository is eligible to act as a depository for public funds and qualifies as a participant in the New Jersey Governmental Unit Deposit Protection Act, GUDPA.*

*“Compensating Balance Account” is a bank account at an eligible depository which pays no interest or interest lower than ½ of 1 percent of maximum, in return for specific services, for example check sorting, payroll services, wire transfers and other services.*

*“Eligible Public Depositories” is a Banking or Savings and Loan Association with a current certificate of eligibility from the State Banking Department. The Borough of Matawan shall designate said depositories, by resolution of the governing body on January 1<sup>st</sup> of each year in accordance with N.J.S.A. 40A:5-14.*

*“Eligible Securities” are those investment instruments authorized by N.J.S.A. 40A:5-15.1.*

*“Interest Bearing Account” is an account or time deposit in an eligible public depository, earning interest, or any deposit in the State of New Jersey Cash Management Fund.*

### **IV. STANDARDS OF CARE**

1. *The standard of prudence to be used by those delegated to effect investment transactions on behalf of the Borough of Matawan shall be the “prudent person” standard. Investments shall be made with judgement and care, under circumstances the prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs. Investments shall not be for speculation.*
2. *Employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their eligibility to make impartial decisions. Employees shall disclose any material interest in financial institutions with which business is conducted and they shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Borough of Matawan.*
3. *The Chief Financial Officer is responsible for establishing and maintaining internal controls. The controls should ensure that the assets of the Borough of Matawan are protected from loss, theft or misuse.*

### **V. PROCEDURES FOR RECEIPT OF MONIES**

#### **1. Department Procedures**

- a. *Department Directors will ensure that a receipt is issued in duplicate for all transactions. A copy of the receipt shall be given to the paying party and the duplicate maintained by the issuing department. The receipts shall be pre-numbered, or sequentially numbered if computer generated.*
- b. *All monies collected or received from any source by or on behalf of the Borough, Department, or any Board thereof, shall be forwarded to the Division of Accounts and Control within forty-eight (48) hours of receipt.*
- c. *The Division of Accounts and Control will prepare collected revenues for deposit to the designated legal depository.*
- d. *All monies received shall be placed in a secure place until forwarded for deposit.*
- e. *The Department/Division Director shall file with the Chief Financial Officer a monthly report of all monies received in the manner prescribed. The report also will include year to date amounts received.*
- f. *No department, division, or agencies shall engage in the practice of cashing checks with public funds. Cashing of employee pay checks is included in this prohibition.*

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### 2. *Chief Financial Officer*

- a. *All monies collected or received from any source by or on behalf of the Borough shall be deposited within forty-eight (48) hours of receipt to designated banks.*
- b. *Ensure that all monies deposited are in an interest bearing account(s).*
- c. *Where compensating balances are used to offset bank expenses, an agreement between the bank(s) and the Borough shall be executed and reviewed annually.*
- d. *The Chief Financial Officer shall make recommendations of legal public depositories to the Matawan Borough Council who shall by resolution designate said depositories at the annual reorganization meeting of the Council. The list of authorized depositories may be amended at any time during the year.*
- e. *Maturity of Investments – Investments shall be limited to maturity not to exceed one year on all operating funds unless a longer maturity is permitted within the provision of the State Statute or promulgated regulations.*
- f. *Investment Securities – The Chief Financial Officer has the responsibility to determine which investment instruments are best suited for the Borough. However, the Chief Financial Officer shall be authorized only to invest in securities permitted by New Jersey State Statute. No investment shall be made in any depository that does not meet current Federal minimum standard for Leverage Ratio, Tier 1 Capital Ratio.*

*Presently, a local unit may permit investments in such institutions as permitted in Section 4 of P.L. 1970, Chapter 235 (6.17:19:44 and other instruments specified as follows:*

*Mutual Funds backed by the United States Government Obligations  
United States Treasury Bills (T-Bills)  
Municipal Bonds or Notes  
Commercial Bank Deposits and Certificates of Deposit  
Repurchase Agreements  
Investment in Savings and Loan Associations  
United States Government Agency and Instrumentality Obligations  
State of New Jersey Cash Management Fund  
School District Obligations*

*All designated depositories must conform to all applicable State statutes concerning depositories of public funds, and all depositories shall obtain the highest amount possible F.D.I.C. and/or F.S.L.I.C. coverage for all municipal assets.*

### **VI. FUNDS EXCLUDED FROM INVESTING**

*The following types of funds are not required to be placed in interest bearing accounts:*

1. *Petty cash funds.*
2. *Cash drawn from a Federal Agency under a letter of credit which has to be paid out within five (5) working days to a vendor.*
3. *Deposit retainage or amounts posted by way of bond, held by the local unit for such things as faithful performance, if the local unit would be required by law to pay back any interest earned to the provider of the deposit, except where the local unit is required by law or court decision to invest in funds.*
4. *Amounts derived from the sale of bonds or notes, only to the extent that a specific written opinion of bond counsel states that the earning of (full) interest would result in the bonds or notes being classified as a arbitrage (not federally tax exempt) issued pursuant to Federal regulations to the extent that sum interest is allowable, it shall be deposited at such a rate if such rate is obtainable.*

### **VII. BOROUGH AUDITOR**

*The Borough investment practices and the agreement of banking services and compensation thereof shall be reviewed by the Borough Auditor as part of the annual audit, as required by the N.J.S.A. 40A:5-4. Where a conflict exists between this Cash Management Plan and State statute the applicable statute shall govern.*

### **VIII. SURETY BONDS**

1. *The Chief Financial Officer shall be covered by a surety bond. During the annual audit the Municipal Auditor shall examine said bond to determine that proper coverage is in effect.*
2. *Staff members of the Division of Accounts and Control shall be covered by a Public Employee Faithful Performance Bond (blanket bond) in the minimum of \$10,000.00*

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**IX. REPORTING**

*The Chief Financial Officer in accordance with N.J.S.A. 40A:5-14 shall prepare a written monthly investment report and submit same to the Borough Council. The summary report will be prepared in the manner which will allow the Borough Council and the administration to ascertain whether investment activities during the reporting period have conformed to the Cash Management Plan. The report shall set forth each organization holding local unit funds, the amount of securities purchased or sold, class or type of securities purchased, book value, earned income, fee incurred, and market value of all investments as of the report date. Such written report shall be included in the minutes of a regular Borough Council meeting.*

**RESOLUTION 19-01-12  
TAX GRACE PERIOD AND INTEREST ON DELINQUENT TAXES**

***WHEREAS**, NJSA 54:4-66 provides that taxes shall be payable in quarterly installments due on February 1<sup>st</sup>, May 1<sup>st</sup>, August 1<sup>st</sup>, and November 1<sup>st</sup>, after which dates, if unpaid, shall become delinquent; and that a period of ten calendar days grace for the payment of taxes following said date be fixed and established; and*

***WHEREAS**, if the above dates occur on a Saturday, Sunday, or holiday when the Borough is closed then the due date will be established as Monday following the Saturday, or Sunday, and the day after a holiday.*

***NOW, THEREFORE, BE IT RESOLVED**, by the Council of the Borough of Matawan that is payment is not made by the tenth calendar day of the month on which the installment becomes payable, an interest charge of eight (8%) percent per annum will be assessed on the first \$1,500 of the delinquency and eighteen (18%) percent per annum on any amount in excess of \$1,500, to be calculated from the date the tax was payable until the date of actual payment.*

***BE IT FURTHER RESOLVED**, that a taxpayer who has a delinquency in excess of \$10,000, who fails to pay that delinquency prior to the end of a calendar year will be charged a penalty of six (6) percent of the amount of the delinquency plus interest calculate to December 31<sup>st</sup>.*

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

**RESOLUTION 19-01-13  
DUE DATE AND INTEREST ON WATER/SEWER BILLS**

***WHEREAS**, NJSA 40:62-107.6 provides that the governing body of the municipality shall be authorized to set a grace period and to set penalties for water/sewer bills; and*

***WHEREAS**, if the 28<sup>th</sup> day of the Month occurs on a Saturday, Sunday, or holiday when the Borough is closed then the due date will be established as Monday following the Saturday, or Sunday, and the day after a holiday.*

***NOW, THEREFORE, BE IT RESOLVED**, by the Council of the Borough of Matawan that all water rents shall be payable by the 28<sup>th</sup> day of the month that the bills are received.*

***BE IT FURTHER RESOLVED**, by the Council of the Borough of Matawan that all water rents shall be payable by the 28<sup>th</sup> day of the month that the bills are issued at the office of the Water and Sewer Department. On all water rents or portion thereof remaining unpaid after billing date there shall be added a penalty in the amount of two (2%) percent for each month water rents or any portion thereof remain unpaid. On all water rents or any portion thereof remaining unpaid thirty (30) days after the billing date and due notice, the water shall be shut off from the premises and suit may be instituted for the recovery of the fees. The fee for shutting off the water shall be forty (\$40.00) dollars and for turning on the water shall be forty (\$40.00) dollars.*

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

**RESOLUTION 19-01-14  
AUTHORIZATION TO SIGN FEDERAL, STATE & COUNTY APPLICATIONS ON BEHALF OF THE  
BOROUGH OF MATAWAN**

***WHEREAS**, The Borough of Matawan from time to time prepare Applications for Federal, State and County Permits, Grants and Loans; and*

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*WHEREAS, the Borough of Matawan is required on certain Federal, State and County Applications to designate an individual to sign said Applications on behalf of the Borough.*

*NOW, THEREFORE, BE IT RESOLVED* by the Council of the Borough of Matawan that the Mayor be and is hereby authorized to sign any and all Federal, State and County Applications on behalf of the Borough of Matawan.

*BE IT FURTHER RESOLVED* that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Clerk, Finance as well as Mayor Joseph Altomonte, Borough Attorney, Borough Engineer and Borough Auditor.

**RESOLUTION 19-01-15  
AUTHORIZING TAX ASSESSOR OR MUNICIPAL ATTORNEY  
TO ACT AS AGENT FOR THE TAXING DISTRICT**

*WHEREAS, from time to time, the Tax Assessor discovers an error in calculation, transposing, measurement, or typographical errors in the tax assessments on the tax list after the time the County Board of Taxation has certified the tax rates for tax year or a property becomes subject to a roll-back assessment; and*

*WHEREAS, the governing body of the Taxing District of the Borough of Matawan is desirous that every taxpayer pays his fair share of taxes; and*

*WHEREAS, if the above discovered errors are not corrected or a roll-back assessment or applied, the taxpayers affected would not be paying their fair share of taxes; and*

*WHEREAS, the method for correcting such errors is to file a Petition of Appeal or Complaint with the Monmouth County Board of Taxation.*

*NOW, THEREFORE, BE IT RESOLVED*, by the Governing Body of the Taxing District of the Borough of Matawan that the Tax Assessor, Municipal Attorney or Conflict Attorney is hereby authorized to act as the agent for the Taxing District during the year of 2019 and file a Petition of Appeal or Complaint with the Monmouth County Board of Taxation to correct such assessments to the proper Value and that a copy of any Petition of Appeal or Complaint filed with the Monmouth County Board of Taxation under this Resolution be filed with the Municipal Clerk.

*BE IT FURTHER RESOLVED*, that the Tax Assessor, Municipal Attorney or Conflict Attorney is hereby authorized to execute stipulations of settlement on any tax appeal or complaint filed by the taxing district or by a taxpayer in the year 2019.

*BE IT FURTHER RESOLVED*, that a certified copy of this Resolution be forwarded to the following Borough of Matawan Monmouth County Board of Taxation with any such Petition of Appeal.

*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, Tax Assessor as well as the Borough Attorney and Borough Auditor.

**RESOLUTION 19-01-16  
APPOINTING LOUIS C. FERRARA AS THE PUBLIC AGENCY COMPLIANCE OFFICER**

*WHEREAS, the Affirmative Action Regulations of the State of New Jersey Affirmative Action Office address public agencies awarding contracts under PL 1975, Chapter 127, (NJAC 17:27) and further provide contract language and reporting procedures for entering into procurement, service and construction contracts; and*

*WHEREAS, regulations further provide for the annual designation of an officer or employee of the public agency to serve as a Public Agency Compliance Officer (PACO) who will be responsible for coordinating the reporting procedure from contractors and to generally supervise the compliance procedures regarding the Affirmative Action Regulations.*

*NOW, THEREFORE, BE IT RESOLVED* by the Council of the Borough of Matawan, Monmouth County, New Jersey, that Louis Ferrara, Borough Administrator, be and is hereby appointed as Public Agency Compliance Officer of the Borough of Matawan.

*BE IT FURTHER RESOLVED* that a true certified copy of this Resolution shall be forwarded to all Borough of Matawan Department Heads as well as the Department of Treasury, Division of Purchase & Property Contract Compliance Unit, PO Box 206, Trenton, New Jersey 08625.



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**RESOLUTION 19-01-17  
APPOINTING LOUIS C. FERRARA AS THE COAH MUNICIPAL HOUSING LIAISON**

*WHEREAS, it is necessary for the Mayor and Council of the Borough of Matawan to appoint a COAH Municipal Housing Liaison; and*

*WHEREAS, it is the desire of the Mayor and Council to appoint Louis C. Ferrara as the COAH Municipal Housing Liaison.*

*NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, County of Monmouth, State of New Jersey as follows:*

1. *That Louis C. Ferrara is hereby appointed as the COAH Municipal Housing Liaison for the Borough of Matawan at no additional compensation.*
2. *That a certified copy of this resolution be forwarded:*
  - i. *Paul Chik, VP, American Properties Realty, 517 Route One South, Ste. 2100, Iselin, New Jersey 08830*
  - ii. *Elizabeth C. McKenzie, PP, PA, 9 Main Street, Flemington, New Jersey 08822*
  - iii. *DeeAnna Peterson, Executive Director, Council on Affordable Housing, PO Box 813, Trenton, New Jersey 08625-0813.*

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

**RESOLUTION 19-01-18  
APPOINTING LOUIS C. FERRARA  
AS THE FUND COMMISSIONERS TO THE  
MONMOUTH COUNTY MUNICIPAL JOINT INSURANCE FUND  
CENTRAL JERSEY HEALTH INSURANCE FUND**

*WHEREAS, the Mayor and Council of the Borough of Matawan has authorized its participation in the Monmouth County Municipal Joint Insurance Fund; and*

*WHEREAS, it is necessary for the Mayor and Council of the Borough of Matawan to appoint a Fund Commissions to the Monmouth County Municipal Joint Insurance Fund; and*

*WHEREAS, it is the desire of the Mayor and Council to appoint Louis C. Ferrara as the Fund Commissioner to the Monmouth County Municipal Joint Insurance Fund; and*

*WHEREAS, it is the desire of the Mayor and Council to appoint Louis Ferrara as the Fund Commissioner for the Borough of Matawan to the Central Jersey Health Insurance Fund (CJHIF); and*

*WHEREAS, it is the desire of the Mayor and Council to appoint Joseph Altomonte as the Alternate Fund Commissioner to the Monmouth County Municipal Joint Insurance Fund.*

*NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, County of Monmouth, State of New Jersey as follows:*

1. *That Louis C. Ferrara is hereby appointed as the Fund Commissioner for the Borough of Matawan to the Monmouth County Municipal Joint Insurance Fund.*
2. *That Joseph Altomonte is hereby appointed as the Alternate Fund Commissioner for the Borough of Matawan to the Monmouth County Municipal Joint Insurance Fund.*
3. *That Louis Ferrara is hereby appointed as the Fund Commissioner for the Borough of Matawan to the Central Jersey Health Insurance Fund (CJHIF)*
4. *That a certified copy of this resolution be forwarded to the Administrator for the Monmouth County Municipal Joint Insurance Fund and the Administrator for the Central Jersey Health Insurance Fund (CJHIF).*

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

**RESOLUTION 19-01-19  
APPOINTING LOUIS C. FERRARA AS THE  
MUNICIPAL CROSS-ACCEPTANCE REPRESENTATIVE**

*WHEREAS, the New Jersey State Planning Commission is re-examining the New Jersey State Development and Redevelopment Plan; and*

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***WHEREAS**, the State Planning Act provides for a process of “Cross-Acceptance”, whereby each municipality in the state has the opportunity to review and comment on the revised State Development and Redevelopment Plan; and*

***WHEREAS**, the Monmouth County Planning Board has requested that the Mayor and Governing Body designate a Cross-Acceptance delegation comprised of representatives that are most knowledgeable with the Municipality’s master plan, zoning regulations, and other planning initiatives.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of Matawan Borough that Louis C. Ferrara is hereby designated as the representative for the Cross-Acceptance process.*

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

**RESOLUTION 19-01-20  
APPOINTMENT OF COMMUNITY DEVELOPMENT REPRESENTATIVE AND  
COMMUNITY DEVELOPMENT ALTERNATE REPRESENTATIVE**

***WHEREAS**, there exists in the Borough of Matawan, County of Monmouth, the need for a Community Development Representative and a Community Development Alternate Representative; and*

***WHEREAS**, Louis C. Ferrara is qualified for said position of Community Development Representative; and*

***WHEREAS**, Joseph Altomonte is qualified for said position of Community Development Alternate Representative.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that Louis C. Ferrara be appointed as Community Development Representative and Joseph Altomonte be appointed as Community Development Alternate Representative.*

***BE IT FURTHER RESOLVED** that a true certified copy of this Resolution be forwarded to Community Development, Hall of Records Annex, One East Main Street, Freehold, New Jersey 07728.*

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

**RESOLUTION 19-01-21  
APPOINTMENT OF MUNICIPAL REPRESENTATIVES TO  
THE MONMOUTH COUNTY AREA 12 WATERSHED SUB-DISTRICT KNOWN AS  
BAYSHORE AND NAVESINK**

***WHEREAS**, the Borough of Matawan wishes to participate in the Monmouth County Watershed Program; and*

***WHEREAS**, in order to implement this program the Borough has been requested to appoint two (2) representatives and two (2) alternates to each of the sub-districts listed above, to work toward and develop goals for watershed management.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that Councilwoman Stephanie Buckel, primary and Robert R. Keady, Jr., PE, CME of T&M Associates, Borough Engineer, alternate are appointed to the Bayshore District, and Councilwoman Stephanie Buckel, primary and Robert R. Keady, Jr., PE, CME of T&M Associates, Borough Engineer, alternate are appointed to the Navesink District, and are to represent the Borough of Matawan.*

***BE IT FURTHER RESOLVED** that the Borough Clerk be and is authorized and directed to forward certified copies of this Resolution to the Monmouth County NJ DEP Region 12, Monmouth County Watershed Program, Monmouth County Planning Board, Hall of Records Annex, Second Floor, One East Main Street, Freehold, New Jersey 07728 and to the Borough of Matawan Environmental Commission.*

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

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**RESOLUTION 19-01-22  
DESIGNATION OF STORMWATER PROGRAM COORDINATOR  
FOR THE BOROUGH OF MATAWAN  
T&M ASSOCIATES**

*WHEREAS, New Jersey Department of Environmental Protection has announced that the new rules were signed by the Commissioner on January 6, 2004; and*

*WHEREAS, the Borough of Matawan is required to register with the NJDEP and submit an application form for a Tier A Municipal Stormwater General Permits and said application requires the Borough of Matawan to designate a Stormwater Program Coordinator.*

*NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that Robert R. Keady, Jr., PE, CME of T&M Associates, Borough Engineer, is hereby appointed Stormwater Program Coordinator for a one (1) year term, said term to expire December 31, 2019.*

*BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall also be forwarded to the following Borough of Matawan Departments: Administration, Clerk, Public Works as well as the Borough Engineer and the New Jersey Department of Environmental Protection.*

**RESOLUTION 19-01-23  
TIME CAPSULE  
BOROUGH OF MATAWAN  
2019**

*WHEREAS, the Tricentennial Committee of the Borough of Matawan in 1986 had reason to bury a time capsule; and*

*WHEREAS, said Time Capsule having been buried in Memorial Park, Main and Broad Streets; and*

*WHEREAS, instruction directing the said Time Capsule to be opened on January 1, 2086, or at an appropriate date during the Year 2086, determined by the then elected governing body, in conjunction with the appropriate body serving the preservation of Matawan's History, or the Quadcentennial Commission.*

*NOW, THEREFORE, BE IT RESOLVED that this Resolution, adopted this First Day of January 2019, be an ongoing resolution, and be a permanent resolution adopted at the first meeting of each year until the Year 2086, to serve as a reminder to all future governing bodies of the existence of the "Time Capsule".*

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

**RESOLUTION 19-01-24  
ADOPTION OF BYLAWS - BOARD OF FIRE OFFICERS**

*WHEREAS, the Board of Fire Officers for the Borough of Matawan has advised the Mayor and Council the need for amending and adopting a revised and updated Bylaws for the Borough of Matawan's Board of Fire Officers; and*

*WHEREAS, the Board of Fire Officers have recommended that these Bylaws will provide for a more efficient operation of the Borough of Matawan's Fire Department; and*

*WHEREAS, the Mayor and Council of the Borough of Matawan desires to maintain and continue a more efficient operation under the revised Bylaws as recommended by the Board of Fire Officers.*

*NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that the revised Bylaws attached hereto and made apart hereof are hereby adopted and approved as recommended by the Board of Fire Officers.*

*BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Clerk, Fire as well as Mayor Joseph Altomonte and Councilman Brett Cannon.*

**RESOLUTION 19-01-25  
MATAWAN RECYCLING FACILITY  
BLACK ROCK ENTERPRISES, LLC  
AUTHORIZING CHANGE ORDER NO. 2 AND FINAL**

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***WHEREAS**, Maser Consulting has informed the Council that Item 6 is increased to reflect as-built quantities to the Matawan Recycling Facility Project, for a total increase this Change Order No. 2 and Final of Six Thousand, Six Hundred Forty Dollars, and No Cents (\$6,640.00); and*

***WHEREAS**, Maser Consulting has informed the Council that Items 3, 4, 7, 8, 11, 15 through and including 22, as well as 28 and 29 are reduced to reflect as-built quantities to the Matawan Recycling Facility Project, for a total reduction this Change Order No. 2 and Final of Twenty Seven Thousand, Eight Hundred Twenty-Four Dollars, and No Cents (\$27,824.00); and*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, based upon the recommendation of Maser Consulting, that they hereby authorize the attached contract modification proposal, Change Order No. 2 and Final, for the Matawan Recycling Facility, a Net Change Decrease This Change Order, in an amount of Twenty One Thousand, One Hundred Eighty-Four Dollars, and No Cents (\$21,184.00).*

***BE IT FURTHER RESOLVED** this amount reflects a total Net Change Increase in Contract of Fifty-Seven Thousand, Seven Hundred Thirty Dollars, and No Cents (\$57,730.00).*

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

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

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CHANGE ORDER NUMBER - 2 Final

Sheet 1 of 1

Project	Matawan Recycling Center
Municipality	Borough of Matawan
County	Monmouth County
Contractor	Black Rock Enterprises, LLC

In accordance with the project Supplementary Specification, the following are changes in the contract.  
Location and Reason for Change (Attach additional sheets if required) -  
  
\* Final As- Built Quantities

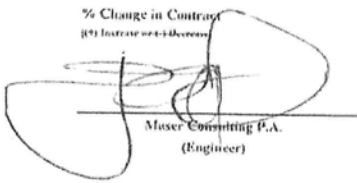
Increased Items -				
Item No.	Description	Quantity (+/-)	Unit Price	Amount
6	HMA 9.5M64 Surface Course, 2" Thick	53.12 Tons	\$ 125.00	\$ 6,640.00
Total Increase:				\$ 6,640.00

Decreased Items -				
Item No.	Description	Quantity (+/-)	Unit Price	Amount
3	HMA Milling, 3" or Less	-824 SY	\$ 10.00	\$ (8,240.00)
4	DGA Base Course, 6" Thick	-275 SY	\$ 12.50	\$ (3,437.50)
7	Concrete Pad, Reinforced 6" Thick	-15 SY	\$ 90.00	\$ (1,350.00)
8	Chain Link Fence, PVC-Coated Steel, 6' High, 20"W	-66 LF	\$ 90.00	\$ (5,940.00)
11	Concrete Island, 4" Thick	-1.8 SY	\$ 95.00	\$ (171.00)
15	4" Ductile Iron Sewer Pipe	-2 LF	\$ 80.00	\$ (160.00)
16	Traffic Stripes, 6"	-35 LF	\$ 3.00	\$ (105.00)
17	Traffic Markings Lines, 12"	-10 LF	\$ 6.00	\$ (60.00)
18	Traffic Markings Lines, 24"	-8 LF	\$ 12.00	\$ (96.00)
19	Traffic Markings Symbols	-8 SF	\$ 6.50	\$ (52.00)
20	Regulatory And Warning Sign	-3.75 SF	\$ 42.00	\$ (157.50)
21	Concrete Bin Block Wall, 6' High, With Stone Façade	-15 LF	\$ 125.00	\$ (1,875.00)
22	Bollard	-3 UNIT	\$ 1,010.00	\$ (3,030.00)
28	Excavation, Regulated Material	-10 CY	\$ 135.00	\$ (1,350.00)
29	Disposal of Regulated Material	-15 Tons	\$ 120.00	\$ (1,800.00)
Total Decrease:				\$ (27,824.00)

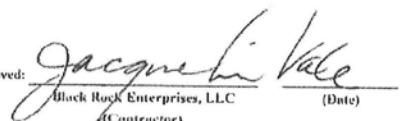
Amount of Original Contract	\$ 235,542.50	Extra	\$ 6,640.00
Change Order No. 1 Amount	\$ 78,914.00	Supplemental	\$ 0.00
Change Order No. 2 Amount	\$ -21,184.00	Reduction	\$ -27,824.00
Adjusted Amount Based on Change Order No. 1 and 2	\$ 293,272.50	Total Change	\$ -21,184.00

% Change in Contract  
(If Increase or Decrease)

24.51%

  
Mixer Consulting P.A.  
(Engineer)

12/19/18  
(Date)

Approved:   
Black Rock Enterprises, LLC  
(Contractor)

(Date)

Borough of Matawan  
(Presiding Officer)

(Date)

RESOLUTION 19-01-26  
AUTHORIZATION TO EXECUTE 2019 SCAT AGREEMENT

WHEREAS, the Borough of Matawan has heretofore entered into an agreement with the Monmouth County Board of Chosen Freeholders, specifically the office of Special Citizens Area Transportation (SCAT), to provide certain services to senior citizens and challenged individual among others, residing within the Borough of Matawan; and

WHEREAS, the Council of the Borough of Matawan wishes to continue said service.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that the Borough enter into the attached Agreement with the Board of Chosen Freeholders of the County of Monmouth.

**Borough of Matawan  
Reorganization Meeting  
January 1, 2019**

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

***BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Clerk, Finance as well as the Board of Chosen Freeholders of Monmouth County.*

**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 9-01-28-370-200 Budget of the Borough of Matawan to Monmouth County for the 2017 Foodshopping Agreement (SCAT) for the Borough of Matawan in an amount not to exceed Three Thousand Six Hundred Dollars and No Cents (\$3,600.00).*

*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: January 1, 2019*

**Borough of Matawan  
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THIS AGREEMENT entered into **January 1, 2019** by and between the COUNTY OF MONMOUTH (hereinafter referred to as the COUNTY) and **BOROUGH OF MATAWAN** hereinafter referred to as the MUNICIPALITY/AGENCY).

WHEREAS, the Board of Chosen Freeholders of the County of Monmouth has established the Special Citizens Area Transportation System (hereinafter referred to as SCAT); and

WHEREAS, the MUNICIPALITY has requested that the COUNTY provide service to eligible residents; and

WHEREAS, it is necessary to set forth the responsibilities of both parties in this agreement.

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein contained and for other good and valuable considerations, it is mutually agreed between the parties as follows: Services to be provided under this Agreement will include transportation to and from local food markets. Destinations and pick-up sites will be determined at the discretion of the SCAT coordinator. Ridership on SCAT vehicles shall include those persons 60 years of age and older, in accordance with the rules and regulations set forth in Title III of the Older Americans Act of 1965, as amended in 1978. Service will be provided without regard to disability, in compliance with the provisions of Section 504 of the Rehabilitation Act of 1973. Ridership will also be extended to disabled persons under 60 years of age as vehicle space and time is available. "Disabled" is defined, as per Title 17 of the New Jersey Administrative Code, as a person who may be classified as having a physical impairment which manifests itself in one or more of the following ways: non-ambulatory, semi-ambulatory, visually impaired, deaf

**Borough of Matawan  
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or hearing impaired, having faulty coordination, or having reduced mobility, flexibility, coordination or perceptiveness due to age, physical or mental conditions.

1. Vehicles used to provide services under this agreement will be owned, operated, insured and maintained by the COUNTY. All vehicle drivers will have current Operator's and Commercial Driver's License (CDL).

2. Vehicles shall be housed at the COUNTY garage, Freehold Township, or at location agreed to by the parties concerned. The SCAT coordinator will attempt to schedule maintenance work at a time which will afford the least interruption to the normally established service schedules. The provision of auxiliary transportation in the event of major maintenance or accident will be at the discretion of the coordinator of the SCAT Program or his/her designee.

3. Service will be provided for either a half or a full day as specified in Appendix A to this agreement. The COUNTY reserves the right to re-schedule the days of services based upon the availability of vehicles. The days of operation may be re-scheduled by the SCAT coordinator as needed.

4. Additional days of extended service may be provided under this agreement with authorization of the MUNICIPALITY contingent upon the availability of drivers and vehicles and approval of the SCAT coordinator. The MUNICIPALITY will be charged at the rate of a full day of service, plus \$.18 per mile, door to door.

5. The SCAT coordinator may establish routes which would serve two or more MUNICIPALITIES on a given day as long as the existing level of service in the MUNICIPALITY is maintained or improved.

6. A local coordinator will be supplied by the contracting party, either municipal or private, to aid the SCAT coordinator in daily operations.

7. The MUNICIPALITY will be billed on a quarterly basis for services provided at the per diem rate as set forth in Appendix A. The SCAT coordinator will detail the dates as to when services were provided during the quarter. The MUNICIPALITY will make payments within 30 days of the billing date, providing that the billing is in conformity with this



**Borough of Matawan  
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agreement. Such payment shall be made by check, and be made payable to the Treasurer,  
County of Monmouth.

8. Provision of service by the COUNTY under this agreement is conditional upon continued availability of funding through Title III of the Older Americans Act.
9. This contract will be in effect from **January 1, 2019** to **December 31, 2019**, or until a subsequent contract is executed.
10. Tolls and other over-the-road parking charges incurred by the vehicle in normal operation of the vehicle will be borne by the MUNICIPALITY which requires the vehicle to traverse toll roads or incur parking or other over-the-road costs provided that the vehicle driver furnishes a receipt substantiating such out-of-pocket cost the MUNICIPALITY. A copy of such receipts and record of payment by the MUNICIPALITY shall be furnished to the SCAT coordinator within seven (7) days after use of the vehicle by either the MUNICIPALITY or contracting parties.
11. The COUNTY reserves the right to alter this agreement or to increase the per diem rate for vehicle operation based on increased costs subject to forty-five (45) days' notice.
12. Either party may terminate this agreement upon sixty (60) days written notice to the other party. Notice shall be sent by certified mail return receipt requested to the Board of Chosen Freeholders in the case of the County and the Municipal Clerk in the case of the municipality.

IN WITNESS WHEREOF, the parties hereto have caused those present to be signed by their respective authorized officers and their respective corporate seals to be hereunto affixed the day and year first above mentioned.

**Borough of Matawan  
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January 1, 2019**

ATTEST:

COUNTY OF MONMOUTH  
(seal)

BY: \_\_\_\_\_  
Marion Masnick, Clerk  
Board of Chosen Freeholders

BY: \_\_\_\_\_  
THOMAS A. ARNONE  
DIRECTOR, Monmouth County Board  
of Chosen Freeholders

ATTEST:

MUNICIPALITY  
(seal)

BY: \_\_\_\_\_  
Municipal Clerk

BY: \_\_\_\_\_  
Mayor

**Borough of Matawan  
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January 1, 2019**

APPENDIX A

MUNICIPALITY:

**BOROUGH OF MATAWAN**

Days of Service Per Week:

FULL DAYS \_\_\_\_\_.

HALF DAYS \_\_\_\_\_ X \_\_\_\_\_.

Charges:

RATE\* FULL DAY \_\_\_\_\_.

RATE\* HALF DAY \_\_\_\_\_ \$78.00 \_\_\_\_\_.

\*Rate is based on average daily passengers.

**RESOLUTION 19-01-27  
AUTHORIZING THE EXECUTION OF A SHARED SERVICES AGREEMENT  
FOR ANIMAL CONTROL SERVICES  
BETWEEN THE BOROUGH OF MATAWAN AND THE TOWNSHIP OF MARLBORO**

*WHEREAS, the New Jersey Uniform Shared Services and Consolidation Act (NJSA 40A:65-1, et seq.) authorizes local units such as this Municipality to enter into Shared Service Agreements with other local units; and*

*WHEREAS, the Township of Marlboro, a local unit, has offered to provide Shared Services for Animal Control Services to the Borough of Matawan; and*

*WHEREAS, it is in the best interest of this Municipality to enter into the proposed Shared Services Agreements with the Township of Marlboro.*

**Borough of Matawan  
Reorganization Meeting  
January 1, 2019**

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that the Borough Administrator be and is hereby authorized to execute the attached Shared Services Agreement for Animal Control Services with the Township of Marlboro, effective January 1, 2019 through and including December 31, 2019 in an amount not to exceed Sixteen Thousand Three Hundred Twenty Dollars and No Cents (\$16,320.00), and the same is hereby confirmed pending receipt of Certification As To Available Funding from the Chief Financial Officer 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, Police, Public Works, Recreation as well as Township Clerk of the Township of Marlboro, 1979 Township Drive, Marlboro, New Jersey 07746 and the Division of Local Government Services.*

**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 9-01-27-330-200 Budget of the Borough of Matawan for Animal Control Services with the Township of Marlboro in an amount not to exceed Sixteen Thousand Three Hundred Twenty Dollars and No Cents (\$16,320.00).*

*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)*

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*Monica Antista, CMFO  
Dated: January 1, 2019*

**Borough of Matawan  
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January 1, 2019**

**SHARED SERVICES AGREEMENT FOR ANIMAL CONTROL SERVICES  
BETWEEN  
THE TOWNSHIP OF MARLBORO  
AND  
THE BOROUGH OF MATAWAN**

This Agreement is made this \_\_\_\_ day of \_\_\_\_\_, 2018, by and between the Township of Marlboro ("Township"), with its principal place of business at 1979 Township Drive, Marlboro, New Jersey 07746 and the Borough of Matawan ("Matawan"), with its principal place of business at 201 Broad Street, Matawan, New Jersey 07747.

**WHEREAS**, the Township of Marlboro (the "Township") currently provides animal control services for the Township of Marlboro; and

**WHEREAS**, the Borough of Matawan ("Borough") has requested that the Marlboro Township Animal Control Officer provide animal control services including emergency response for domestic animal incidents, emergency response for sick or dangerous wildlife and enforcement of the Borough's ordinances pertaining to domestic animals; and

**WHEREAS**, the Township and Borough desire to enter into a Shared Services Agreement in order for the Township to provide animal control services to the Borough; and

**WHEREAS**, the provision of animal control services by the Township to the Borough is in the best financial interests of both entities; and

**WHEREAS**, resolutions authorizing this Agreement have been approved and issued by both the Township and Borough;

**NOW, THEREFORE**, in consideration of the mutual covenants, promises and consideration recited herein, the parties to this Agreement agree as follows:

**I. Scope of Services**

Animal Control Services in accordance with Marlboro's Standard Operating Procedures (Exhibit A) the Township will provide:

- A. Emergency response for domestic animal incidents.
- B. Emergency response for sick or dangerous wildlife..
- C. Transport to the contracted kennel.
- D. Enforcement of Matawan's ordinances pertaining to domestic animals.

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**II. Borough Responsibilities**

- A. Borough agrees to reimburse Marlboro for the cost of sheltering with a local kennel to house animals that are located and trapped by the Township Animal Control Officer ("ACO").
- B. Borough agrees to reimburse Marlboro for the cost of a local veterinarian to attend to injured animals transported by the ACO.
- C. Provide a temporary shelter to keep animals after hours when a delayed response may be necessary.
- D. Collect redemption fees from owners based on ordinance.
- E. Quality control of all calls to ensure response is required.

**III. Contract Term**

- A. The term of this Agreement shall commence on or about January 1, 2019 and terminating on December 31, 2019.

**IV. Contract Amount**

- A. In consideration for the services provided pursuant to Section I of this Agreement, the Borough shall pay:
  - (1) Unlimited calls initiated Monday through Friday, 7:30 am to 3:30 pm, excluding Township holidays: \$16,320.00 (\$4,080.00 per quarter)
  - (2) Calls initiated on all other days and times to be billed at a rate of \$204.00 per call.
  - (3) Matawan's share of billing for animals sheltered.
  - (4) Matawan's share of veterinarian service provided to Matawan animals.
- B. Amounts shall be payable within forty-five (45) days of the date of invoice by the Township.

**V. Termination**

- A. This Agreement may be terminated as follows:

**Borough of Matawan  
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- (1) For convenience. By either Party at any time upon twenty-one (21) days written notification to the other party.
- (2) For cause. By either Party upon ten (10) days written notice to the other Party after the other Party has received such notice specifying the failure to perform and fails to remedy and cure such failure within ten calendar days (10) of written notification.
- (3) By failure to extend this Agreement upon its expiration.

B. As set forth in Section A(2), above, each Party shall have an additional ten (10) business days to cure any alleged breach after notification of same by the other party. If the cure requires more than ten (10) business days, the Parties shall immediately initiate steps which may be reasonably deemed to be sufficient to cure the alleged breach and thereafter continues and complies with all reasonable and necessary steps sufficient to produce compliance as soon as reasonably practical.

**VI. Dispute Resolution**

In the event of a dispute under this Agreement, the parties may enter into mediation proceedings to resolve such dispute, the cost of which shall be borne equally by both parties, and, should mediation not succeed or not be agreed to by both parties, any such dispute shall be heard in a court of competent jurisdiction venued in Monmouth County in the State of New Jersey.

**VII. Indemnification**

The Borough of Matawan agrees to indemnify, defend and hold harmless the Township of Marlboro, collectively and individually, as well as its agents, servants and employees, for any and all claims, suits, costs, expenses, fees (including legal fees) and from all damages of every kind and description arising out of the performance of this Agreement as set forth herein.

**VIII. Designated Contact Persons**

- A. Pursuant to N.J.S.A. 40A:65-7, the Township of Marlboro hereby designates the Business Administrator, or his designee, as its contact person as required for all written notices and communications relative to the performance of this Agreement.
- B. Pursuant to N.J.S.A. 40A:65-7, the Borough hereby designates Louis Ferrara, Borough Administrator, as its contact person for all notices and communications relative to the performance of this Agreement.

**Borough of Matawan  
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**IX. Approval of Agreement**

This Agreement shall be subject to approval by both the Township of Marlboro and the Borough of Matawan prior to becoming effective.

**X. New Jersey Law**

This Agreement shall be construed in accordance with the provisions of the laws of the State of New Jersey.

**XI. Entire Agreement**

This Agreement represents and contains the entire terms of the Agreement between the parties, and shall supersede and replace all prior agreements or discussion between the parties regarding the services specified herein. This Agreement may be modified or amended only by written instrument signed by the parties or their authorized agents.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their proper officers the day and year first above written.

Attest:

TOWNSHIP OF MARLBORO

Alida Manco  
Alida Manco, Municipal Clerk

By: [Signature]  
Name: Jonathan L. Hornik  
Title: Mayor  
Dated:

Attest:

BOROUGH OF MATAWAN

Karen Wynne, RMC  
Municipal Clerk

By: \_\_\_\_\_  
Name: Joseph Altomonte  
Title: Mayor  
Dated:



# Borough of Matawan Reorganization Meeting January 1, 2019

## EXHIBIT A

### MARLBORO TOWNSHIP STANDARD OPERATING PROCEDURES (SOPs)

Matawan Police Supervisors will notify Marlboro Animal Control ("Animal Control") using the appropriate protocol identified after the incident description. Animal Control will be available Monday-Friday 0730-1530 hours, and on-call during all other hours and holidays. Notification will be made to Marlboro Township Police Communications Center at 732-536-0100. All calls to be quality controlled by Matawan Police to ensure response is required.

#### DEFINITIONS

- A. (I) - call as soon as possible.
- B. (II) - call between 0730 and 1530 hours.
- C. (III) - notify by written report.
- D. Severe Injury-Broken skin
- E. Minor Injury-No broken skin

#### POLICY

- A. Calls to be made as soon as possible (I)**
1. Any dog or cat that was struck by an automobile and needs to have veterinary care.
  2. Any dog or cat in a trap that was set by a Marlboro Animal Control Officer.
  3. Any wildlife that is causing a health risk, such as rabid wild or domestic animals (foaming, walking in circles, possible rabid animal, injured with broken bones etc.).
  4. Any animal attack on a human or other animal causing severe injury (III).
  5. Bats that may have bitten or scratched a resident or person waking up and noticing a bat flying over their head. If a bat is flying around house with no exposures then the resident should be instructed to call a Wildlife Removal service after 1530 to 0730 hours.
  6. Possible cruelty case that cannot wait until normal working hours (i.e. police go to a call and notice 50 cats living in horrific conditions fecal, urine matter all over home, dog that has numerous open wounds on body).
  7. If an animal is contained by police or a resident, then the Officer in Charge may be contacted to approve the Animal Control call out.
  8. Loose animals roaming across a residence property that are threatening in nature. This includes coyotes, cougars, large reptiles, and any other animal that may pose a substantial risk to persons or domesticated animals.

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**B. Calls during regular business hours defined (II)**

1. People requesting traps for cats (animals captured will be removed and taken to authorized shelter in traps that are Marlboro ACO Property and homeowner traps)
2. Barking dog complaints.
3. Questions concerning animal ordinances.
4. Any concerns regarding all domestic animals.
5. Bats in a home. ACO does not provide eradication services. ACO will evaluate in emergent instances, however, pest control contractor must be contacted for eradication services.
6. Dog at large.
7. Cats at large.
8. Trapping cats.
9. Questions on who to call for wildlife removal from homes, raccoon, skunk, groundhogs, squirrels, and animal control can explain that all wildlife should be removed from a dwelling or structure by a private company unless the animal is showing signs of sickness.
10. Summonses for animal infractions by ACO or can assist resident on signing against another resident.
11. Sick dog or cat or wildlife.
12. Any stray dog or cat which is contained by a resident in garage, leash, house.

**C. Instances not to call Animal Control (excluded services)**

1. Any animal in a trap that was set by a resident. The resident is responsible for the release and contact of a wildlife removal company.
2. Any deceased animal on a resident's property needs to be disposed of by that resident, unless evidence of rabies, West Nile, or other potentially dangerous disease is suspected. Evaluation to be made by Health Department.
3. Animal Control will not trap wildlife unless the wildlife is sick, potentially rabid or otherwise poses a threat to public safety. Residents will contact a wildlife removal service for any wildlife that is causing a nuisance such as groundhogs, raccoons, or squirrels in attics or under decks.
4. Animal Control will not respond to calls concerning loose animals wandering across a residence property that are non-threatening in nature (this includes fowl such as turkeys, chickens, hens, etc).

Submitted by Marlboro Township

2

12/7/2015

**RESOLUTION 19-01-28**

***FAIR AND OPEN REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES AND TO DIRECT THE CLERK TO ADVERTISE FOR 2019 REQUESTS FOR QUALIFICATIONS UNDER THE FAIR AND OPEN PROCESS FOR MANAGEMENT ENHANCEMENT REVIEW SERVICES***

***WHEREAS***, the Borough of Matawan has elected to undertake the appointment of professionals pursuant to the State authorized Fair and Open Process promulgated by the State of New Jersey for professional services for management enhancement review services professionals for the Borough of Matawan; and,

***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  
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*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 this position, 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 advertise for Requests for Qualifications under the Fair and Open Process for management enhancement review services professionals for 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, and Finance.

**RESOLUTION 19-01-29  
APPROVAL OF EXTENDED SICK LEAVE REQUEST  
ERIC DEJESUS**

**WHEREAS**, *Eric DeJesus, Full-Time Boiler Operator/Maintenance for the Public Works Department for the Borough of Matawan; and,*

**WHEREAS**, *according to the Code for the Borough of Matawan, Chapter 9, Section 9-4.5, Extended Leave, “If the employee has served for more than ten (10) years, he shall be entitled to a leave of absence with full pay for twenty-six (26) weeks, plus an additional thirteen (13) weeks at half pay”; and,*

**WHEREAS**, *Eric DeJesus was hired as a Full-Time Boiler Operator/Maintenance effective September 26, 2005; and*

**WHEREAS**, *Eric DeJesus formally requested that Mayor and Council approve a request for extended sick leave pursuant to the provisions of the Code of the Borough of Matawan; and*

**WHEREAS**, *the Borough Administrator has reviewed the extended sick leave request and the certification submitted by the employee; and*

**WHEREAS**, *it is in the best interest of the employee to approve the extended sick leave request.*

**NOW THEREFORE BE IT RESOLVED** by the Council of the Borough of Matawan that the employee’s extended sick leave request is granted pursuant to the Code for the Borough of Matawan, Chapter 9, Section 9-4.5 Extended Leave, and said request for a leave with full pay for twenty-six (26) weeks is herewith granted subject to an additional thirteen (13) weeks of leave of absence at half pay pursuant to the Code for the Borough of Matawan, Chapter 9, Section 9-4.5 Extended Leave, since the employee has more than ten (10) years of service with the Borough of Matawan.

**BE IT FURTHER RESOLVED** that the Council of the Borough of Matawan hereby authorizes the use of unused 2018 sick leave to be supplemented by 2019 sick time to enable Eric DeJesus to qualify for Extended Leave under the contract.

**BE IT FURTHER RESOLVED** that the period for the leave commences 30 days after the exhaustion of the 30 days of sick leave permitted under the contract.

**RESOLUTION 19-01-30  
APPOINTMENT OF ANDREW WILSON  
AS A PART TIME LICENSED OPERATOR/CONSULTANT FOR  
THE BOROUGH OF MATAWAN WATER TREATMENT PLANT AND DISTRIBUTION SYSTEM**

**WHEREAS**, *NJAC 7:10A-1.10(f) indicates a municipality shall obtain the services of a licensee holding a license not more than one class lower than the classification required for the operation of the water system to cover the water system during the unavailability of the licensed operator; and*

**WHEREAS**, *there exists the need for the Borough of Matawan to engage the services of a Licensed Water Operator/Consultant with an appropriate T-2 and W-2 License required for the operation of the Borough of Matawan Water Treatment Plant and Distribution System during the unavailability of the Licensed Operator, John Applegate, Superintendent of the Department of Public Works; and*

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**WHEREAS**, Andrew Wilson has the qualifications and expertise as a T-2, W-2 Licensed Operator/Consultant needed for operational issues of the Borough of Matawan Water Treatment Plant and Distribution System.

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Borough of Matawan, hereby appoints Andrew Wilson, 257 Mermaid Drive, Manahawkin, New Jersey as a Licensed Operator/Consultant for the Borough of Matawan Water Treatment Plant and Distribution System with an annual remuneration not to exceed Nine Thousand Six Hundred Dollars and No Cents (\$9,600.00) said term to expire December 31, 2019 be and the same is hereby confirmed pending receipt of Certification As To Available Funding from the Chief Financial Officer 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 the Andrew Wilson.

**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 9-09-55-500-100 Budget of the Borough of Matawan to Andrew Wilson for the Borough of Matawan with an annual remuneration not to exceed Nine Thousand Six Hundred Dollars and No Cents (\$9,600.00).

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: January 1, 2019

**RESOLUTION 19-01-31  
AUTHORIZING THE APPOINTMENT OF  
PART-TIME SHADE TREE COMMISSION RECORDING SECRETARY  
MARY MCMURRAY**

**WHEREAS**, the Mayor and Council previously authorized the Borough Administrator to advertise, interview and make recommendations for the position of Part-Time Shade Tree Commission Recording Secretary within the Borough of Matawan; and

**WHEREAS**, four (4) applications were received, said applications have been reviewed and applicants were duly screened pursuant to law.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan authorizes the appointment of Mary McMurray as Part-Time Shade Tree Commission Recording Secretary, effective January 1, 2019, at the Council authorized rate of compensation of One Hundred Dollars and No Cents (\$100.00) per meeting pending Certification as to Available Funding from the Chief Financial Officer.

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

**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 9-01-26-300-180 Budget of the Borough of Matawan to Mary McMurray for Part-Time Shade Tree Commission Recording Secretary for the Borough of Matawan in an amount not to exceed Eleven Hundred Dollars and No Cents (\$1,100.00).

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: January 1, 2019

**Borough of Matawan  
Reorganization Meeting  
January 1, 2019**

**RESOLUTION 19-01-32  
REDEMPTION OF TAX SALE CERTIFICATE  
CHRISTIANA TRUST AS CUST GSRAN-Z, LLC DEPOSIT ACCT  
CERTIFICATE #18-00005**

*WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #18-00005 was sold to Christiana Trust as Cust GSRAN-Z, LLC Deposit Acct, PO Box 71276, Philadelphia, PA 19176; and*

*WHEREAS, the Certificate has been paid and fully redeemed for the property owner, Block 9, Lot 1.01, otherwise known as 34 Broad St.*

*NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$12,068.99, and a Premium of \$19,300.00, to the above for the redemption of Tax Sale Certificate #18-00005.*

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

**RESOLUTION 19-01-33  
REDEMPTION OF TAX SALE CERTIFICATE  
TRYSTONE CAPITAL ASSETS, LLC  
CERTIFICATE #18-00038**

*WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #18-00038 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 65.02, Lot 42, otherwise known as 16 Chestnut Drive.*

*NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$545.39, and a Premium of \$5,600.00, to the above for the redemption of Tax Sale Certificate #18-00038.*

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

**RESOLUTION 19-01-34  
REDEMPTION OF TAX SALE CERTIFICATE  
US BANK CUST FOR PC7 FIRSTRUST  
CERTIFICATE #18-00046**

*WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #18-00046 was sold to US Bank Cust for PC7 Firstrust, 50 S. 16<sup>th</sup> St., Ste 2050, Philadelphia, PA 19102; and*

*WHEREAS, the Certificate has been paid and fully redeemed for the property owner, Block 71, Lot 14, otherwise known as 60 Middlesex Road.*

*NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$659.76, and a Premium of \$100.00, to the above for the redemption of Tax Sale Certificate #18-00046.*

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

**RESOLUTION 19-01-35  
REDEMPTION OF TAX SALE CERTIFICATE  
US BANK CUST FOR PC7 FIRSTRUST  
CERTIFICATE #18-00069**

*WHEREAS, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #18-00069 was sold to US Bank Cust for PC7 Firstrust, 50 S. 16<sup>th</sup> St., Ste 2050, Philadelphia, PA 19102; and*

*WHEREAS, the Certificate has been paid and fully redeemed for the property owner, Block 120, Lot 27, otherwise known as 211 Villanova Pl.*

*NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$486.15, and a Premium of \$100.00, to the above for the redemption of Tax Sale Certificate #18-00069.*

**Borough of Matawan  
Reorganization Meeting  
January 1, 2019**

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

**RESOLUTION 19-01-37  
AUTHORIZING THE MAINTENANCE OF PETTY CASH FUNDS  
BOROUGH CLERK  
RECREATION**

***WHEREAS**, the Borough Clerk and the Recreation Department require a certain amount of cash as a Petty Cash Fund; and*

***WHEREAS**, the Petty Cash Fund is permitted by the State of New Jersey, by Statute; and*

***WHEREAS**, as of December 31, 2018, the Petty Cash Fund balance was accounted for and turned over to the Chief Financial Officer and redeposited; and*

***WHEREAS**, the Petty Cash Fund now needs to be replenished for the current year.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that the proper officers are hereby authorized to draw the following check for the aforementioned purposes:*

Karen Wynne	Borough Clerk Petty Cash Fund	\$250.00
Monica Antista	Recreation Petty Cash Fund	\$100.00

***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 as well as Recreation.*

**2019 Appointments Made by the Mayor**

Mayor Altomonte requested a motion to confirm the 2019 Appointments Made by the Mayor. Councilman Reeve made the motion, seconded by Councilwoman Salvatore. Council agreed. Motion passed.

**2019  
APPOINTMENTS MADE BY THE MAYOR**

***NOW, THEREFORE**, that the appointments listed below made by the Mayor be and the same are hereby confirmed and the following officials are appointed for a term of one year said term to expire December 31, 2019, unless otherwise specified or provided for by statute.*

<b><u>BOARD/COMMISSION</u></b>	<b><u>NAME</u></b>	<b><u>TERM OF OFFICE</u></b>
<b><u>Environmental Commission</u> (7 Members-3 Yr Staggered Terms)</b>		
Member	Adam Fernandez	December 31, 2021
Member	Sharen LaPorta	December 31, 2021
Member& Recording Secretary	Ginny Sanzo-Stuetz	December 31, 2021
<b><u>Associate Members Appointed by Commission</u> (5 Members-1 Yr Term)</b>		
Associate Member	James Tobias	
Associate Member	Malini Guha	
Associate Member	Michele Devanny	
<b><u>Historical Sites Commission</u></b>		
Council Member	Nicolas Reeve	December 31, 2021
<b><u>Library Board</u></b>		
Mayor's Representative	Lynn Mattei	
<b><u>Recreation Commission</u></b>		
Commissioner	Josi Salvatore	

**Borough of Matawan  
Reorganization Meeting  
January 1, 2019**

*Council Member*  
*Council Member*

*Stephanie Buckel*  
*Deana Gunn*

**Shade Tree Commission (5 Yr Term)**

*Member*  
*Member*  
*Member*

*Guy Buckel*  
*Jeremiah E. Hourihan, Jr.*  
*Matthew Schoffel*

*December 31, 2023*  
*December 31, 2023*  
*December 31, 2023*

**Unified Planning/Zoning Board of  
Adjustments**

*Class II*  
*Class IV*  
*Class IV Alternate No. 1*  
*Class IV Alternate No. 3*  
*Class IV Alternate No. 4*

*Kurtis Roinestad*  
*Rickey Butler*  
*Sharen Laporta*  
*John Lazar*  
*Justin J. Dapolito*

*December 31, 2022*  
*December 31, 2020*  
*December 31, 2020*  
*December 31, 2020*

Thank you and Happy New Year!

**Privilege of the Floor**

Mayor Altomonte opened the Privilege of the Floor.

There were no comments.

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

**Adjourn**

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

Mayor Altomonte invited everyone to MJ’s Buttonwood.

The meeting adjourned at 1:05 PM.

(Signature on File)

\_\_\_\_\_  
Karen Wynne, RMC  
Municipal Clerk