

**Borough of Matawan  
Public Session  
March 19, 2019**

A regular meeting of the Council of the Borough of Matawan, New Jersey, was held at the Matawan Municipal Community Center, 201 Broad Street, Matawan, New Jersey on March 19, 2019, with Mayor Joseph Altomonte presiding. Pursuant to Section 5 of the Open Public Meetings Act, adequate notice of this meeting has been provided by publishing notification in The Asbury Park Press on January 8, 2019, by sending notice to The Independent, and by posting. A copy of said notice is and has been made available to the public and is on file in the Office of the Borough Clerk. A copy of said notice has also been sent to such members of the public as have requested such information in accordance with the Statute. Mayor Altomonte called the meeting to order at 7:05 PM, requesting a roll call.

On roll call the following members responded present:

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

Absent: Councilwoman Stephanie Buckel  
Councilman David Vergaretti

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

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

Mayor Altomonte asked everyone to stand for a Moment of Silence, requesting that all assembled keep Jean Montfort and family in their thoughts. Councilman Reeve asked everyone to include the victims of the New Zealand massacre.

Mayor Altomonte announced Resolutions 19-03-38 will be held, 19-03-42 will be held pending Executive Session discussion, and the presentation of the Borough of Matawan Tree City Certification will was going to be held until a subsequent Council meeting.

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

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

There were no comments.

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

**Approval of Firefighters**

Mayor Altomonte requested a motion to approve volunteer firefighters Matthew Cortopassi, II, Roderick Jean, and Salvatore Urbano. Councilman Cannon made the motion, seconded by Councilwoman Salvatore. Council agreed. Motion passed.

**Proclamation**

Mayor Altomonte proclaimed March Colorectal Cancer Awareness Month and offered public inspection with the Clerk.

**Approval of Minutes**

Mayor Altomonte requested a motion to approve the minutes of the March 5, 2019 Council Meeting. Councilwoman Salvatore made a motion, seconded by Councilman Gunn. Council agreed. Motion passed.

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**Clerk's Report**

The Clerk reported issuance of the following new business licenses to Model Rectifier Corporation, Hello Princess Hair Salon, Arrow Staffing, Inc. and Costa Legal Group. The Clerk informed of the recent destruction of State approved documents thanking the Department of Public Works for their assistance in this ongoing effort.

**Mayor's Report**

No report.

**Administrator's Report**

Mr. Ferrara stated his report has been electronically transmitted.

**Attorney's Report**

No report.

**Engineer's Report**

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

- Gravelly Brook Park Phase II – there was a March 18 preconstruction meeting and an anticipated spring construction.
- 2018 Road Program – plans are currently 95% complete.
- 2019 Biennial Maintenance Contract for Wells and High Service Pumps – specs are being finalized and with bids to be advertised shortly.
- 2019 Biennial Electrical Maintenance Contract – specs are being finalized and with bids to be advertised shortly.

**Finance, Historic Sites**

Councilman Reeve requested the January 2019 Treasurer's Report be entered into the record.

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REPORT OF THE TREASURER  
TO THE MAYOR AND COUNCIL OF THE BOROUGH OF MATAWAN  
BANK BALANCES AS OF JANUARY 31, 2019

CURRENT ACCOUNT	INVESTORS	\$5,035,682.36	\$5,035,682.36
TAX COLLECTOR TRUST FUND	INVESTORS	\$0.00	\$0.00
WATER & SEWER ACCOUNT	INVESTORS	\$1,199,172.11	\$1,199,172.11
WATER & SEWER-Certificate of Deposit	INVESTORS	\$501,733.64	\$501,733.64
BOROUGH CAPITAL ACCOUNT	INVESTORS	\$254,713.04	\$254,713.04
UTILITY CAPITAL ACCOUNT	INVESTORS	\$764,761.95	\$764,761.95
BOROUGH TRUST ACCOUNT	INVESTORS	\$1,331,821.40	\$1,331,821.40

BORO TRUST SUMMARY-INVESTORS BANK		CASH BALANCES
AS OF: JANUARY 31, 2019		
FIRE SAFETY		\$24,792.98
FIRE PREVENTION/DEDICATED PENALTY		\$4,097.26
ESCROW		\$119,036.04
TAX REDEMPTIONS		\$62,773.98
POAA		\$0.00
DONATION		\$2,742.49
PREMIUMS		\$1,073,775.00
OFF DUTY POLICE		\$25,172.28
K-9 FUND		\$9,372.20
RECYCLING TRUST		\$1,886.01
PUBLIC DEFENDER		\$8,173.16
TOTAL		\$1,331,821.40

DOG TAX TRUST ACCOUNT	INVESTORS	\$1,559.60	\$1,559.60
UNEMPLOYMENT INSURANCE ACCOUNT	INVESTORS	\$31,036.99	\$31,036.99
RECREATION SPECIAL ACCOUNT	INVESTORS	\$38,623.89	\$38,623.89

RECREATION TRUST SUMMARY-INVESTORS BANK		CASH BALANCES
AS OF: JANUARY 31, 2019		
TURKEY TROT		\$16,535.79
SUMMER RECREATION		-\$455.57
SUMMER RECREATION TRIPS		\$11,907.96
MATAWAN DAY		-\$69.50
BASKETBALL TOURNAMENT		\$0.00
CANOE RENTALS		\$3,026.65
MEN'S OVER 30 B'BALL		\$85.00
NNO VENDER		\$976.00
YOGA/KICKBOXING		\$3,919.05
Dog's Night Out		\$0.00
FIREWORKS DONATIONS		-\$1,725.00
CAPITAL IMPROVEMENTS		\$4,423.51
TOTAL		\$38,623.89

DEVELOPERS ESCROW ACCT	INVESTORS	\$177,051.51	\$177,051.51
LAW ENFORCEMENT ACCOUNT	INVESTORS	\$7,513.79	\$7,513.79
RAILROAD PARKING LOT TRUST	INVESTORS	\$354,704.69	\$354,704.69

TOTAL \$9,698,374.97 \$9,698,374.97

RESPECTFULLY,  
*Monica Antista*  
TREASURER

3/13/2019

Investors Bank			
JANUARY 2019 INTEREST	CURRENT ACCOUNT	\$	7,772.44
	WATER/SEWER OPERATING	\$	2,342.94
Interest YTD with Investors Bank		\$	10,115.38

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**Police, ADA, Recreation**

Councilwoman Salvatore the amount of calls and arrests responded to by the Patrol Division, the K-9 Unit as well as Special Duty Assignments this past month. The Police Department assisted with and participated in Washington Engine Company's Annual "Shortest St. Patrick's Day Parade" with Officer Andrew Marsala serving as "Irish Police Officer of the Year."

The Recreation Department's Easter Egg Hunt will be held outdoors at the Community Center, on Saturday, April 13, 2019, at 10:00 AM. Should it rain, the event will move indoors.

**Fire, Personnel**

No report.

**Economic Business Development, Environmental Commission, Main Street Development, Planning/Zoning,**

Councilwoman Gunn reported the Environmental Commission is looking to form a 'Green Team'. On April 14, 2019, the Environmental Commission will host its 2<sup>nd</sup> Annual Cleanup, and they are looking for volunteers, and suggestions of places within the Borough that need cleaning up.

The Economic Business Development Commission may be sending out a letter of introduction to Borough businesses, and reinforce that Matawan is a business-friendly community.

**Old Business**

Mayor Altomonte read by title Ordinance 19-02: Bond Ordinance of the Borough of Matawan Appropriating \$500,000 to Supplement Section 3(b) of Bond Ordinance No. 05-11 Finally Adopted on May 17, 2005, as Amended by Bond Ordinance No. 07-22 Finally Adopted on August 21, 2007, as Amended and Supplemented by Bond Ordinance No. 17-07 Finally Adopted on April 18, 2017, and as Amended and Supplemented by Bond Ordinance No. 18-05 Finally Adopted on May 1, 2018 in Order to Revise the Amounts Referred to Therein, and Authorizing the Issuance of \$476,000 Bonds or Notes of the Borough to Finance Part of the Appropriation, and Amending the Amount Provided for Items of Expense Pursuant to NJSA 40A:2-20. Mayor Altomonte requested a motion to open the public hearing. Councilman Reeve made the motion, seconded by Councilwoman Salvatore. Council agreed. Motion passed. Mayor Altomonte requested comments. There were no comments. Mayor Altomonte requested a motion to close the public hearing. Councilman Reeve made the motion, seconded by Councilwoman Salvatore. Council agreed. Motion passed. Mayor Altomonte read by title Ordinance 19-02: Bond Ordinance of the Borough of Matawan Appropriating \$500,000 to Supplement Section 3(b) of Bond Ordinance No. 05-11 Finally Adopted on May 17, 2005, as Amended by Bond Ordinance No. 07-22 Finally Adopted on August 21, 2007, as Amended and Supplemented by Bond Ordinance No. 17-07 Finally Adopted on April 18, 2017, and as Amended and Supplemented by Bond Ordinance No. 18-05 Finally Adopted on May 1, 2018 in Order to Revise the Amounts Referred to Therein, and Authorizing the Issuance of \$476,000 Bonds or Notes of the Borough to Finance Part of the Appropriation, and Amending the Amount Provided for Items of Expense Pursuant to NJSA 40A:2-20, requesting a motion to adopt. Councilman Reeve made the motion, seconded by Councilwoman Salvatore. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

***ORDINANCE 19-02***

***BOND ORDINANCE OF THE BOROUGH OF MATAWAN APPROPRIATING \$500,000 TO SUPPLEMENT SECTION 3(b) OF BOND ORDINANCE NO. 05-11 FINALLY ADOPTED ON MAY 17, 2005, AS AMENDED BY BOND ORDINANCE NO. 07-22 FINALLY ADOPTED ON AUGUST 21, 2007, AS AMENDED AND SUPPLEMENTED BY BOND ORDINANCE NO. 17-07 FINALLY ADOPTED ON APRIL 18, 2017, AND AS AMENDED AND SUPPLEMENTED BY BOND ORDINANCE NO. 18-05 FINALLY ADOPTED ON MAY 1, 2018 IN ORDER TO***

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**REVISE THE AMOUNTS REFERRED TO THEREIN, AND AUTHORIZING THE  
ISSUANCE OF \$476,000 BONDS OR NOTES OF THE BOROUGH TO FINANCE PART OF  
THE APPROPRIATION, AND AMENDING THE AMOUNT PROVIDED FOR ITEMS OF  
EXPENSE PURSUANT TO NJSA 40A:2-20**

**BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF MATAWAN** (not less than two-thirds of all members thereof affirmatively concurring) **AS FOLLOWS:**

Section 1. Section 3(b) of Bond Ordinance No. 05-11 of the Borough of Matawan, a municipal corporation of the State of New Jersey (the “Borough”) finally adopted on May 17, 2005, as amended by Bond Ordinance No. 07-22 finally adopted on August 21, 2007, as amended and supplemented by Bond Ordinance No. 17-07 finally adopted on April 18, 2017, and as amended and supplemented by Bond Ordinance No. 18-05 finally adopted on May 1, 2018 (collectively, the “Prior Ordinance”) is hereby supplemented as set forth within this bond ordinance. The improvement or purpose described in Section 3 of this bond ordinance has been authorized by the Borough as a general improvement. For the improvement or purpose described in Section 3, there is hereby appropriated the additional amount of \$500,000, including the sum of \$24,000 as the additional down payment required by the Local Bond Law (such sums being in addition to the amounts appropriated and set forth as a down payment by the Prior Ordinance). The down payment is now available by virtue of the provision for a down payment for capital improvement purposes in one or more previously adopted budgets.

Section 2. In order to finance the cost of the improvements or purposes not covered by the application of the additional down payment, negotiable bonds are hereby authorized to be issued in the principal amount of \$476,000 pursuant to the Local Bond Law (such sum being in addition to the amount of bond and/or notes authorized by the Prior Ordinance). In anticipation of the issuance of bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. (a) Section 3 of the Prior Bond Ordinance is hereby amended and supplemented to read as follows (with the respective supplemental appropriation and authorizations being more specifically described in subsections (b) through (d) of this Section 3 below):

“Section 3. The several improvements hereby authorized and the several purposes for which the bonds are to be issued, the estimated cost of each improvement and the appropriation therefor, the estimated maximum amount of bonds or notes to be issued for each improvement and the period of usefulness of each improvement are as follows:

(a) Various capital improvements to Lakefront Recreation Area - Phase II and sidewalks and lighting on Ravine Avenue, and recreation improvements at various locations in the Borough, including all work and materials necessary therefor and incidental thereto.

<u>APPROPRIATION</u>	<u>BOND AUTHORIZATION</u>	<u>PERIOD OF USEFULNESS</u>
\$534,200 (including a \$85,000 grant from the County of Monmouth)	\$427,810	15 years
(b) Various capital improvements at Gravelly Brook Park (Phase 1 and Phase 2) in the Borough, including all work and materials necessary therefor and incidental thereto.		

<u>APPROPRIATION</u>	<u>BOND AUTHORIZATION</u>	<u>PERIOD OF USEFULNESS</u>
\$1,480,800 (including two grants from the County of Monmouth in the aggregate amount of \$350,000)	\$1,076,690	15 years

<u>TOTAL APPROPRIATION</u>	<u>TOTAL BOND AUTHORIZATION</u>	<u>AVERAGE PERIOD OF USEFULNESS</u>
\$2,015,000	\$1,504,500	15 years”.

(b) The estimated maximum amount of bonds or notes to be issued for the improvement or purpose authorized in this bond ordinance, supplementing Section 3(b) of the Prior Bond Ordinance is \$1,076,690, which is the aggregate amount of the additional \$476,000 authorized in this bond ordinance and the \$600,690 authorized in Section 3(b) of the Prior Bond Ordinance.

(c) The estimated additional cost of the improvement or purpose authorized in this bond ordinance, supplementing Section 3(b) of the Prior Bond Ordinance is \$1,480,800, which is the aggregate amount of \$500,000 appropriated in this bond ordinance and \$980,800 appropriated in Section 3(b) of the Prior Bond Ordinance.

(d) As set forth in Section 3(a) of this bond ordinance for ease of reference, new total appropriation for the projects set forth in the Prior Ordinance (as supplemented by this bond ordinance) is \$2,015,000 (which is the aggregate amount of the supplemental appropriation set forth in this bond ordinance and the appropriation set forth

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*in the Prior Ordinance), and the new total bond/note authorization for the projects set forth in the Prior Ordinance (as supplemented by this bond ordinance) is \$1,504,500 (which is the aggregate amount of the supplemental authorization set forth in this bond ordinance and the authorization set forth in the Prior Ordinance).*

*Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the Chief Financial Officer; provided that no bond anticipation note shall mature later than one year from its date. The bond anticipation notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer shall determine all matters in connection with the bond anticipation notes issued pursuant to this bond ordinance, and the Chief Financial Officer's signature upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law. The Chief Financial Officer is hereby authorized to sell a part, or all, of the bond anticipation notes from time to time at public or private sale, and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest, if any, from their dates to the dates of delivery thereof. The Chief Financial Officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale of bond anticipation notes issued pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.*

*Section 5. The capital budget of the Borough is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith.*

*Section 6. The following additional matters are hereby determined, declared, recited and stated:*

*(a) The improvement or purpose described in Section 3 of this bond ordinance is not a current expense. It is an improvement or purpose that the Borough may lawfully undertake as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.*

*(b) The period of usefulness of the improvements or purposes described in Section 3 of this bond ordinance, computed on the basis of the amount of obligations authorized for the improvement or purpose and the reasonable life thereof within the limitations of the Local Bond Law, is 15 years. However, since this bond ordinance is amending a section of a multipurpose bond ordinance, the average period of usefulness set forth in Section 6(b) of the Prior Ordinance is hereby amended to read 15 years*

*(c) An aggregate amount not exceeding \$200,000 for items of expense listed in and permitted under NJSA 40A:2-20 is included in the estimated cost of the improvement or purpose set forth in Section 3 of this bond ordinance. The amount set forth pursuant to this Section 6 (c) is in addition to the amount set forth in the Prior Ordinance for items of expense listed in and permitted under NJSA 40A:2-20.*

*(d) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and submitted to the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Borough is increased by \$476,000 (the amount of the authorization of the obligations provided for in this bond ordinance). The obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.*

*Section 7. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy ad valorem taxes upon all the taxable real property within the Borough for the payment of the obligations and the interest thereon without limitation of rate or amount.*

*Section 8. This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law*

**Consent Agenda**

Mayor Altomonte read by title Resolutions 19-03-18 through and including Resolution 19-03-31, requesting a motion to approve en masse. Councilman Reeve made the motion, seconded by Councilwoman Salvatore. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 19-03-18  
REDEMPTION OF TAX SALE CERTIFICATE  
US BANK CUST FOR PC7 FIRST TRUST  
CERTIFICATE #18-00012**

**WHEREAS**, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #18-00012 was sold to US Bank Cust for PC7 First Trust, 50 S. 16<sup>th</sup> St., Suite 2050, Philadelphia, PA 19102; and

**WHEREAS**, the Certificate has been paid and fully redeemed for the property owner, Block 21, Lot 2, otherwise known as 32 Park Ave.

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**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$997.80, and a Premium of \$100.00, for the redemption of Tax Sale Certificate #18-00012.

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

**RESOLUTION 19-03-19  
REDEMPTION OF TAX SALE CERTIFICATE  
US BANK CUST FOR PC7 FIRST TRUST  
CERTIFICATE #18-00018**

**WHEREAS**, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #18-00018 was sold to US Bank Cust for PC7 First Trust, 50 S. 16<sup>th</sup> St., Suite 2050, Philadelphia, PA 19102; and

**WHEREAS**, the Certificate has been paid and fully redeemed for the property owner, Block 33, Lot 7, otherwise known as 163 Broad Street.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$2,438.25, and a Premium of \$100.00, for the redemption of Tax Sale Certificate #18-00018.

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

**RESOLUTION 19-03-20  
REDEMPTION OF TAX SALE CERTIFICATE  
US BANK CUST FOR PC7 FIRST TRUST  
CERTIFICATE #18-00021**

**WHEREAS**, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #18-00021 was sold to US Bank Cust for PC7 First Trust, 50 S. 16<sup>th</sup> St., Suite 2050, Philadelphia, PA 19102; and

**WHEREAS**, the Certificate has been paid and fully redeemed for the property owner, Block 34, Lot 22.02, otherwise known as 22 Center St.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$1,472.41, and a Premium of \$100.00, for the redemption of Tax Sale Certificate #18-00021.

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

**RESOLUTION 19-03-21  
REDEMPTION OF TAX SALE CERTIFICATE  
US BANK CUST FOR PC7 FIRST TRUST  
CERTIFICATE #18-00062**

**WHEREAS**, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #18-00062 was sold to US Bank Cust for PC7 First Trust, 50 S. 16<sup>th</sup> St., Suite 2050, Philadelphia, PA 19102; and

**WHEREAS**, the Certificate has been paid and fully redeemed for the property owner, Block 117, Lot 14, otherwise known as 34 Lakeside Dr.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$1,423.76, and a Premium of \$100.00, for the redemption of Tax Sale Certificate #18-00062.

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

**RESOLUTION 19-03-22  
REDEMPTION OF TAX SALE CERTIFICATE  
US BANK CUST FOR PC7 FIRST TRUST  
CERTIFICATE #18-00066**

**WHEREAS**, the Borough of Matawan Tax Collector has reported that Tax Sale Certificate #18-00066 was sold to US Bank Cust for PC7 First Trust, 50 S. 16<sup>th</sup> St., Suite 2050, Philadelphia, PA 19102; and

**WHEREAS**, the Certificate has been paid and fully redeemed for the property owner, Block 119.01, Lot 20.01, otherwise known as 25 Sutphin Ave.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, that they hereby authorize payment in the amount of \$278.75 for the redemption of Tax Sale Certificate #18-00066.

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

**RESOLUTION 19-03-23  
AUTHORIZING REFUND OF TAX OVERPAYMENT  
26 ESSIE DRIVE  
BLOCK 66.16, LOT 15**

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

***WHEREAS**, the property owner has made the payment and a refund is in order to clear the account; and*

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

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

<u>Block/Lot</u>	<u>Vendor</u>	<u>Amount of Refund</u>	<u>Notation</u>
66.16/15	Jessie Horne 26 Essie Dr. Matawan, NJ 07747	\$2,544.10	Veteran Exemption

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

**RESOLUTION 19-03-24  
APPROVAL OF LIMOUSINE OWNER LICENSE  
HARISH KUMAR**

***WHEREAS**, Harish Kumar, has passed the required Police Department background checks; and*

***WHEREAS**, Harish Kumar, has filed the proper documentation with the Borough Clerk's office.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that they hereby approve the following limousine owner license:*

*Applicant: Harish Kumar*

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

**RESOLUTION 19-03-25  
APPROVAL OF MASSEUSE LICENSE RENEWAL  
JING RUI GAI**

***WHEREAS, Jing Rui Gai** (Masseuse) has passed the required Police Department background checks; and*

***WHEREAS**, on the condition that **Jing Rui Gai** has received the required permits from the Construction Office, Fire Prevention Office and the Board of Health.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that they hereby approve the following Masseuse License Renewal:*

*Business: Oriental Massage Group, LLC  
1008 Route 34, Suite 7  
Matawan, New Jersey 07747*

*Applicant: Jing Rui Gai*

***BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Construction, Police as well as Monmouth County Health Department and Applicant.*

**RESOLUTION 19-03-26  
APPROVAL OF MASSAGE PARLOR LICENSE RENEWAL  
ORIENTAL MASSAGE GROUP, LLC**

***WHEREAS, Oriental Massage Group, LLC** (Massage Parlor) has passed the required Police Department background checks; and*

***WHEREAS**, on the condition that **Oriental Massage Group, LLC** has received the required permits from the Construction Office, Fire Prevention Office and the Board of Health.*



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***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that they hereby approve the following Massage Parlor License Renewal:*

*Business: Oriental Massage Group, LLC  
1008 Route 34, Suite 7  
Matawan, New Jersey 07747*

*Applicant: Lun Zhang*

***BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Construction, Police as well as Monmouth County Health Department and Applicant.*

**RESOLUTION 19-03-27  
APPROVAL OF TAXI DRIVER LICENSE RENEWAL  
SARFRAZ AHMED**

***WHEREAS**, Sarfraz Ahmed, has passed the required Police Department background checks; and*

***WHEREAS**, Sarfraz Ahmed, has filed the proper documentation with the Borough Clerk's office.*

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

*Applicant: Sarfraz Ahmed*

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

**RESOLUTION 19-03-28  
APPROVAL OF TAXI DRIVER LICENSE RENEWAL  
STEPHEN CALA**

***WHEREAS**, Stephen Cala, has passed the required Police Department background checks; and*

***WHEREAS**, Stephen Cala, has filed the proper documentation with the Borough Clerk's office.*

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

*Applicant: Stephen Cala*

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

**RESOLUTION 19-03-29  
APPROVAL OF TAXI DRIVER LICENSE RENEWAL  
NESTOR GIL GONZALEZ**

***WHEREAS**, Nestor Gil Gonzalez, has passed the required Police Department background checks; and*

***WHEREAS**, Nestor Gil Gonzalez, has filed the proper documentation with the Borough Clerk's office.*

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

*Applicant: Nestor Gil Gonzalez*

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

**RESOLUTION 19-03-30  
APPROVAL OF TAXI DRIVER LICENSE RENEWAL  
DAVID WROBEL**

***WHEREAS**, David Wrobel, has passed the required Police Department background checks; and*

***WHEREAS**, David Wrobel, has filed the proper documentation with the Borough Clerk's office.*

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

*Applicant: David Wrobel*

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

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**RESOLUTION 19-03-31  
ACCEPTING THE TAX COLLECTOR’S ANNUAL UNAUDITED REPORT  
FOR THE YEAR ENDING DECEMBER 31, 2018**

***WHEREAS,** NJSA 54:4-91 requires that the Tax Collector shall submit an annual statement of receipts to the Governing Body.*

***NOW, THEREFORE, BE IT RESOLVED,** by the Council of the Borough of Matawan the attached Tax Collector’s Annual Report of Receipts for the Year Ending December 31, 2018, be hereby acknowledged and accepted as submitted.*

***BE IT FURTHER RESOLVED** that a certified true copy of this Resolution shall be forwarded to the Borough Tax Collector and Treasurer.*

TAX COLLECTOR'S REPORT	
FOR THE YEAR 2018	
2018 Taxes	\$ 28,739,773.82
2017 Taxes	\$ 5,221.99
2019 Prepaid Taxes	\$ 138,304.79
6% Penalty	\$ 828.19
Interest	\$ 91,844.03
Liquor License	\$ 21,936.00
Marriage License	\$ 236.00
Bingo	\$ 30,057.00
General Business Licenses	\$ 9,666.00
Peddlers License	\$ 645.00
Ice Cream Truck	\$ 125.00
Taxi Cab License	\$ 1,450.00
Taxi Driver License	\$ 475.00
Tree Permits	\$ 460.00
Raffle	\$ 270.00
Massage Parlor Permit	\$ 500.00
Massage Therapist	\$ 500.00
Towing Applications	\$ 650.00
Landlord Reg	\$ 2.50
Building Inspector	\$ 85,508.00
Electrical Inspector	\$ 35,370.00
Plumbing Inspector	\$ 65,297.00
CO	\$ 14,081.00
Fire	\$ 14,450.00
Misc Inspector	\$ 3,940.00
Zoning Fee-Resident	\$ 1,750.00
Zoning-Non-Resident	\$ 1,200.00
Zoning-Fence-Walls	\$ 1,225.00
Zoning-Shed and Structure	\$ 275.00
Zoning-Pools-Above	\$ 175.00
Zoning-Pool-Inground	\$ 525.00
Accident Reports	\$ 1,018.00
Cert. Copies	\$ 2,705.00
Firearms	\$ 332.00
Food Handling	\$ 15,064.61
Variance List	\$ 315.00
Street Openings	\$ 4,800.00
Zoning Board	\$ 4,135.00
Swimming Pool Permit	\$ 100.00
Return Ck Fee	\$ 200.00
Fire Inspector	\$ 5,070.00

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Fire Permits	\$ 2,555.00
Fire Reports	\$ 35.00
Fire Status	\$ 300.00
CO Inspections	\$ 30,365.00
Bldg Rental Reg	\$ 29,700.00
Penalty Fire Alarm	\$ 100.00
Reinspect Fee BOFH	\$ 700.00
Xerox Copies	\$ 205.16
Cablevision Fees	\$ 146,387.82
Board of Health Plan Rev	\$ 200.00
Vendor Refunds	\$ 7,586.84
Petty Cash Closeout	\$ 276.45
Library State Aid	\$ 1,928.00
Alcohol Rehab	\$ 439.39
Clean Community	\$ 16,270.69
T Mobile-Cell Rent	\$ 138,270.85
Misc Unaniticipated	\$ 78,221.77
Burrow Mansion Grant	\$ 5,000.00
YMCA Rent	\$ 53,533.32
Room Rental Com Ctr	\$ 780.00
Polling Place Rental	\$ 800.00
Damage Claims	\$ 32,639.35
Battered Persons	\$ 1,525.00
Court Fees & Costs	\$ 142,881.75
Court Interest	\$ 0.78
Minnisink Quarterly Tax	\$ 101,341.00
Tax Sale Premium	\$ 898,100.00
Cost of Sale	\$ 8,099.32
Special Charges-lawn plus interest	\$ 3,690.62
Municipal Lien Redeemed	\$ 2,380.94
Outside Liens Redeemed	\$ 415,750.25
<b>TOTAL FOR THE YEAR 2018</b>	<b>\$ 31,420,545.23</b>

**New Business**

Mayor Altomonte read by title Resolution 19-03-32: Granting Relief from the Five Year Moratorium Road Opening Permit - Middlesex Road, Stillwell Street, William Street – New Jersey Natural Gas. Mayor Altomonte requested a motion. Councilman Reeve made the motion, seconded by Councilwoman Gunn. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 19-03-32  
GRANTING RELIEF FROM THE FIVE YEAR MORATORIUM ROAD OPENING PERMIT  
MIDDLESEX ROAD  
STILLWELL STREET  
WILLIAM STREET  
NEW JERSEY NATURAL GAS**

*WHEREAS, New Jersey Natural Gas has requested the Council of the Borough of Matawan grant relief from the five year moratorium to open:*

- *Middlesex Road, 988 feet from Matawan Green Lane to replace the existing gas main and associated services;*

**Borough of Matawan  
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- 6 Stillwell Street for an emergency street opening; and
- William Street from Route 79 approximately 120 feet west to renew their facilities due to maintenance concerns and NJDOT resurfacing of Route 79.

***WHEREAS**, the Borough Engineer has reviewed this matter, and relief from the five year moratorium is subject to full roadway surface infrared pavement repairs will be required for restoration as well as any other conditions specified in the issued Permits.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan hereby grants New Jersey Natural Gas relief from the five year moratorium road openings as outlined above.*

***BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Construction, Fire, Police, Public Works as well as the Borough Engineer and New Jersey Natural Gas.*

Mayor Altomonte read by title Resolution 19-03-33: Resolution Memorializing Authorization to Connect to the Borough of Matawan Sanitary Sewer System – Emlenrich, LLC – Matawan Town Center – 126 Main Street – Block 24, Lots 3.01 & 5. Mayor Altomonte requested a motion. Councilman Reeve made the motion, seconded by Councilwoman Salvatore. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 19-03-33  
RESOLUTION MEMORIALIZING  
AUTHORIZATION TO CONNECT TO THE BOROUGH OF MATAWAN SANITARY SEWER SYSTEM  
EMLENRICH, LLC  
MATAWAN TOWN CENTER, 126 MAIN STREET  
BLOCK 24, LOTS 3.01 & 5**

***WHEREAS**, Emlenrich, LLC for the property located at 126 Main Street, Matawan Town Center, also known as Block 24, Lots 3.01 and 5, is requesting to connect their property to the Borough of Matawan's sanitary sewer system; and*

***WHEREAS**, the John Applegate, Superintendent for the Department of Public Works has reviewed the Application and has no objection to the connection; and*

***WHEREAS**, Robert R. Keady, Jr. of T&M Associates, Borough Engineer, has reviewed the Application and plans, and the Treatment Works Approval (“TWA”) Form provided by Emlenrich, LLC, and the modifications requested by the Borough Engineer have been corrected and the TWA Form is complete.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that it hereby grants permission for 126 Main Street, Matawan Town Center, Block 40, Lots 3.01 and 5 to connect into the Borough's sanitary sewer system.*

***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: Clerk, Public Works as well as the Borough Engineer and Emlenrich, LLC.*

**Borough of Matawan  
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YOUR GOALS. OUR MISSION.

MATN-I0630

March 12, 2019

Karen Wynne  
Borough of Matawan  
Municipal Building  
201 Broad Street  
Matawan, New Jersey 07747

Re: **Matawan Town Center (Amended Submission)  
Review of TWA Permit Application**

Dear Ms. Wynne:

As requested, we have reviewed the amended TWA permit application and supplemental documentation submitted by Patrick D. McClellan, P.E. for the Matawan Town Center. The permit application included the following:

- Amended Final Site Plans for Matawan Town Center (12 Drawings);
- Sanitary Sewer Construction Specifications dated November 15, 2018;
- Construction Cost Estimate dated March 12, 2019;
- Treatment Works Approval Permit Application (TWA-1 Form);
- Statements of Consent (WQM-003 Form); and
- Engineer's Report for Domestic Treatment Works Approval Application (WQM-006 Form).

Based on our review, the deficiencies noted have been corrected and the Treatment Works Application (TWA) is complete. The applicant will be hand delivering a paper copy of the complete permit application to your attention for approval. Once received, the Borough can execute Form WQM-003, Statements of Consent, and return to the applicant for further processing.

If you have any questions regarding this matter, please call.

Very truly yours,

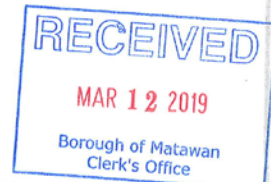
T&M ASSOCIATES

*Robert R. Keady / SCB*  
ROBERT R. KEADY, JR., P.E., C.M.E.  
MATAWAN BOROUGH ENGINEER

RRK:RRS:scb

cc: Mayor Joseph Altomonte  
Pasquale Menna, Esq., Borough Attorney  
Louis Ferrara, Borough Administrator  
Patrick McClellan, P.E., MCB Engineering Associates, LLC

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

☎ 732.671.6400 📠 732.671.7365 🌐 tandmassociates.com

Mayor Altomonte read by title Resolution 19-03-34: Directing the Matawan Planning Board to Conduct a Preliminary Investigation as to Whether the Main Street Study Area, or Any Part or Parts Thereof, Qualifies as an "Area in Need of Rehabilitation" Pursuant to the New Jersey Local Redevelopment and Housing Law. Mayor Altomonte requested a motion. Councilman Cannon made the motion, seconded by Councilwoman Gunn. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**Borough of Matawan  
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**RESOLUTION 19-03-34**

***DIRECTING THE MATAWAN PLANNING BOARD TO CONDUCT A PRELIMINARY INVESTIGATION AS TO WHETHER THE MAIN STREET STUDY AREA, OR ANY PART OR PARTS THEREOF, QUALIFIES AS AN “AREA IN NEED OF REHABILITATION” PURSUANT TO THE NEW JERSEY LOCAL REDEVELOPMENT AND HOUSING LAW***

***WHEREAS**, there exists, has existed and persists in the Borough of Matawan, Monmouth County, New Jersey ("Borough"), conditions of deterioration in housing, commercial and industrial installations, public services and facilities and other physical components and supports of community life, and improper, or lack of proper, development which result from forces which are amenable to correction and amelioration by concerted effort of responsible public bodies, and without this public effort are not likely to be corrected or ameliorated by private effort; and*

***WHEREAS**, the New Jersey Legislature has provided a mechanism for municipalities to address such conditions by enacting the Local Redevelopment & Housing Law (NJSA 40A:12A-1 et seq. ~ “Redevelopment Law”), which law provides municipalities with certain tools and powers necessary to address such conditions in order to prevent further deterioration and promote the overall development of the community; and*

***WHEREAS**, section 14 of the Redevelopment Law permits a municipality to declare an area to be In Need of Rehabilitation if its Governing Body determines that such area exhibits certain specified conditions; and*

***WHEREAS**, the first step in the Rehabilitation Area process is for the municipal Governing Body to direct the municipal Planning Board to undertake a "Preliminary Investigation" to determine if an area meets the Statutory Criteria under which it may be declared to be In Need of Rehabilitation pursuant to section 14 of the Redevelopment Law; and*

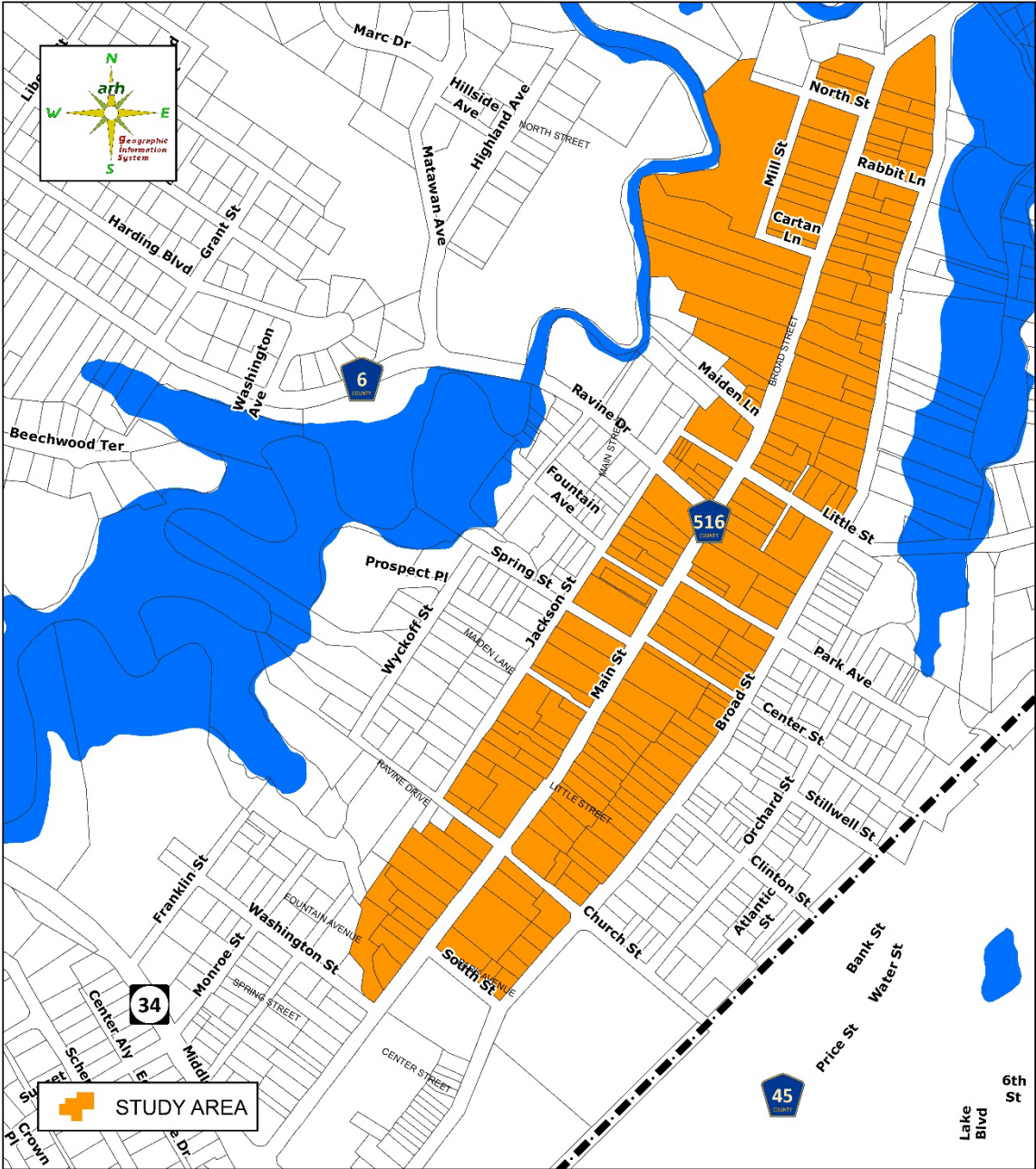
***WHEREAS**, it is expressly recognized that Rehabilitation Area designation does not confer on the Borough the power of eminent domain otherwise granted under the Redevelopment Law.*

***NOW, THEREFORE, BE IT RESOLVED**, that the Council of the Borough of Matawan hereby directs the Borough of Matawan Unified Planning Zoning Board of Adjustment to conduct the necessary investigations and to undertake the steps necessary to determine whether or not lands described as the Main Street Study Area, more particularly described as certain lots fronting on or in proximity to Main Street between Broad Street and Washington Street/South Street in the Borough of Matawan, as depicted on the map attached hereto and made part of hereof, or any part or parts thereof, meets the statutory criteria for an Area in Need of Rehabilitation pursuant to the Local Redevelopment & Housing Law (NJSA 40A:12A-14).*

***BE IT FURTHER RESOLVED** that the Planning Board shall, upon completion of the Preliminary Investigation and a public hearing related thereto, submit its findings and recommendations to the Governing Body in the form of a Resolution with supportive documentation.*

***BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk as well as the Unified Planning Zoning Board of Adjustment and ARH Associates.*

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**PROPOSED STUDY AREA  
AREA IN NEED OF REHABILITATION**

**BOROUGH OF MATAWAN  
MONMOUTH COUNTY, N.J.**



ARH Project #2019.0150

Friday, March 1, 2019 2:26:33 PM  
W:\Proposals\ARH\2019\0150\Matawan Basemap.mxd



**Borough of Matawan  
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Mayor Altomonte read by title Resolution 19-03-35: Transit Village Improvements – Seacoast Construction, Inc. – Authorizing Change Order No. 3. Mayor Altomonte requested a motion. Councilwoman Gunn made the motion, seconded by Councilwoman Salvatore. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 19-03-35  
TRANSIT VILLAGE IMPROVEMENTS  
SEACOAST CONSTRUCTION, INC.  
AUTHORIZING CHANGE ORDER NO. 3**

**WHEREAS**, T&M Associates has informed the Council that Various Items are reduced to reflect current as-built quantities in the Transit Village Improvements Project, for a reduction this Change Order No. 3 of Three Thousand, Forty-Seven Dollars and No Cents (\$3,047.00); and

**WHEREAS**, T&M Associates has informed the Council that Various Extra Items are increased to reflect current as-built quantities in the Transit Village Improvements Project, for an increase this Change Order No. 3 of Three Thousand, Forty-Seven Dollars and No Cents (\$3,047.00).

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, based upon the recommendation of Robert Keady, T&M Associates, that they hereby authorize the attached contract modification proposal Change Order No. 3, for the Transit Village Improvements Project, a Net Change in an amount of Zero Dollars and No Cents (\$0.00).

**BE IT FURTHER RESOLVED** this amount reflects a total Net Change Increase in Contract of Thirty Thousand Seventy Six Dollars and Twenty Eight Cents (\$30,076.28).

**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: Clerk, Finance, Public Works as well as T&M Associates and Seacoast Construction, Inc.



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

SHEET NO. 1 OF 2  
PROJECT NO. MATN-04122

CHANGE ORDER NO. 3

DATE: January 29, 2019

PROJECT: Transit Village Improvements

OWNER: Borough of Matawan

CONTRACTOR: Seacoast Construction, Inc.

DESCRIPTION OF CHANGE:

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

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

SUPPLEMENTARY:

APPROVAL RECOMMENDED:

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

ACCEPTED:

CONTRACTOR:  
Seacoast Construction, Inc.

OWNER'S APPROVALS:

Mayor Joseph Altomonte  
Borough of Matawan

NOTE: All work to be done  
according to Contract  
Specifications.

SEE ATTACHED DETAIL	ADDITIONAL	REDUCTION
A. TOTAL REDUCTIONS THIS C.O.	XXXXXXXXXX	\$3,047.00
B. TOTAL EXTRAS THIS C.O.	\$3,047.00	XXXXXXXXXX
C. TOTAL SUPPLEMENTARY THIS C.O.	\$0.00	XXXXXXXXXX
TOTALS THIS C.O.	\$3,047.00	\$3,047.00
NET CHANGE THIS CHANGE ORDER	\$0.00	\$0.00
PREVIOUS CHANGE ORDERS	\$104,247.82	\$74,171.54
TOTAL CHANGE ORDERS TO DATE	\$107,294.82	\$77,218.54
NET CHANGE IN CONTRACT	\$30,076.28	\$0.00

ORIGINAL CONTRACT BID PRICE	\$449,266.73
CHANGE ORDERS TO DATE	\$30,076.28
REVISED CONTRACT PRICE	\$479,343.01

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CHANGE ORDER NO. 3		SHEET NO. 2 OF 2			
		PROJECT NO. MATN-04122			
PROJECT:		Transit Village Improvements			
OWNER:		Borough of Matawan			
CONTRACTOR:		Seacoast Construction, Inc.			
REDUCTIONS	ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
	17	Concrete Sidewalk, 4" Thick	55.49 SY	\$49.50	\$2,747.00
	24	Regulatory and Warning Signs	12.00 SF	\$25.00	\$300.00
A. TOTAL REDUCTIONS					\$3,047.00
EXTRA	18	Concrete Curb Type Retaining Wall	26.50 LF	\$40.00	\$1,060.00
	19	Hot Mix Asphalt Driveway, 5" Thick	39.74 SY	\$50.00	\$1,987.00
B. TOTAL EXTRA					\$3,047.00
SUPPLEMENTARY					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
C. TOTAL SUPPLEMENTARY					\$0.00

Mayor Altomonte read by title Resolution 19-03-36: 2017 Main Street Streetscape Improvements Project – Seacoast Construction, Inc. – Authorizing Change Order No. 3 and Final. Mayor Altomonte requested a motion. Councilman Reeve made the motion, seconded by Councilwoman Gunn. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

RESOLUTION 19-03-36  
2017 MAIN STREET STREETSCAPE IMPROVEMENTS PROJECT  
SEACOAST CONSTRUCTION, INC.  
AUTHORIZING CHANGE ORDER NO. 3 AND FINAL

**Borough of Matawan  
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**WHEREAS**, T&M Associates has informed the Council that Various Items have been reduced to reflect as-built quantities in the 2017 Main Street Streetscape Improvements Project, for a total Reduction this Change Order No. 3 and Final of Thirty Five Thousand, Two Hundred Ten Dollars and No Cents (\$35,210.00); and

**WHEREAS**, T&M Associates has informed the Council that Items S-9 and 10 are increased Supplementary in the 2017 Main Street Streetscape Improvements Project, for a total Supplementary this Change Order No. 3 and Final of Eight Thousand, Seven Hundred Fifty Dollars and No Cents (\$8,750.00).

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, based upon the recommendation of Robert Keady, T&M Associates, that they hereby authorize the attached contract modification proposal, Change Order No. 3 and Final, for the 2017 Main Street Streetscape Improvements Project, a Net Change Reduction This Change Order No. 3 and Final, in the amount of Twenty Six Thousand, Four Hundred Sixty Dollars and No Cents (\$26,460.00).

**BE IT FURTHER RESOLVED** this amount reflects a total Net Change Reduction in Contract of Thirteen Thousand, Three Hundred Sixty-Five Dollars and Fifty-Eight Cents (\$13,365.58).

**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: Clerk, Finance, Public Works as well as T&M Associates and Seacoast Construction, Inc.

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

SHEET NO. 1 OF 2  
PROJECT NO. MATN-04121

CHANGE ORDER NO. 3 & FINAL

DATE: January 29, 2019

PROJECT: Main Street Streetscape Improvements

OWNER: Borough of Matawan

CONTRACTOR: Sencoast Construction, Inc.

DESCRIPTION OF CHANGE:

REDUCTIONS:

Various items are reduced to reflect as-built quantities.

EXTRA:

SUPPLEMENTARY:

S-9 Concrete/Paver Repairs at Main/Ravine and Main/Little after Monmouth County Completed ADA/Signal Improvements

S-10 Contract Completion Date Extended to January 29, 2019

APPROVAL RECOMMENDED:

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

ACCEPTED:

CONTRACTOR:  
Sencoast Construction, Inc.

OWNER'S APPROVALS:

Mayor Joseph Altomonte  
Borough of Matawan

NOTE: All work to be done according to Contract Specifications.

SEE ATTACHED DETAIL	ADDITIONAL	REDUCTION
A. TOTAL REDUCTIONS THIS C.O.	XXXXXXXXXX	\$35,210.00
B. TOTAL EXTRAS THIS C.O.	\$0.00	XXXXXXXXXX
C. TOTAL SUPPLEMENTARY THIS C.O.	\$8,750.00	XXXXXXXXXX
TOTALS THIS C.O.	\$8,750.00	\$35,210.00
NET CHANGE THIS CHANGE ORDER	\$0.00	\$26,460.00
PREVIOUS CHANGE ORDERS	\$75,636.80	\$62,542.37
TOTAL CHANGE ORDERS TO DATE	\$84,386.80	\$97,752.37
NET CHANGE IN CONTRACT	\$0.00	\$13,365.58

ORIGINAL CONTRACT BID PRICE	\$451,217.37
CHANGE ORDERS TO DATE	-\$13,365.58
REVISED CONTRACT PRICE	\$437,851.80

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CHANGE ORDER NO. 3 & FINAL

SHEET NO. 2 OF 2  
PROJECT NO. MATN-04121

PROJECT:

OWNER:

CONTRACTOR:

R E D U C T I O N	ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
	26	Traffic Stripes, Long Life, Thermoplastic, 6" Wide	495.00 LF	\$2.00	\$990.00
	27	Traffic Stripes, Long Life, Thermoplastic, 12" Wide	35.00 LF	\$2.00	\$70.00
	28	Traffic Paint, Yellow, for Curb	225.00 LF	\$1.00	\$225.00
	29	Resin Bound Imprinted & Colored Epoxy Crosswalk	295.00 SY	\$115.00	\$33,925.00

A. TOTAL REDUCTIONS \$35,210.00

E X T R A					\$0.00
					\$0.00

B. TOTAL EXTRA \$0.00

S U P P L E M E N T A R Y	S-9	Concrete/Paver Repairs at Main/Ravine and Main/Little after Monmouth County Completed ADA/Signal Improvements	1.00 LS	\$8,750.00	\$8,750.00
	S-10	Contract Completion Date Extended to January 29, 2019	1.00 LS	\$0.00	\$0.00

C. TOTAL SUPPLEMENTARY \$8,750.00

**Borough of Matawan  
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Mayor Altomonte read by title Resolution 19-03-37: Authorizing the Award of Quote for Aquatic Plant Management Program for Lake Lefferts – Solitude Lake Management, LLC. Mayor Altomonte requested a motion. Councilwoman Gunn made the motion, seconded by Councilman Reeve. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 19-03-37  
AUTHORIZING THE AWARD OF QUOTE FOR  
AQUATIC PLANT MANAGEMENT PROGRAM FOR LAKE LEFFERTS  
SOLITUDE LAKE MANAGEMENT, LLC**

**WHEREAS**, there is a need to institute an aquatic plant management program for weed control in Lake Lefferts in order to maintain the health of the ecologic system of the Lake; and

**WHEREAS**, Louis Ferrara, Borough Administrator, requested quotes for said aquatics plant management; and

**WHEREAS**, the Borough of Matawan received one (1) quote for the aforesaid requirements; and

**WHEREAS**, the Administrator has reviewed and recommended the attached proposal from Solitude Lake Management, LLC in an amount not to exceed Twelve Thousand Dollars and No Cents (\$12,000.00).

**NOW, THEREFORE, BE IT RESOLVED** the Council of the Borough of Matawan hereby approves the recommendation of the Borough Administrator and awards the contract for an aquatic plant management program for Lake Lefferts as outlined in the attached proposal to Solitude Lake Management, LLC, 580 Rockport Road, Hackettstown, New Jersey 07840 in an amount not to exceed Twelve Thousand Dollars and No Cents (\$12,000.00).

**BE IT FURTHER RESOLVED**, by the Council of the Borough of Matawan that the Borough Administrator 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: Clerk, Finance, Public Works as well as Solitude Lake Management.

**CERTIFICATION AS TO AVAILABLE FUNDING**

I, Monica Antista, Chief Financial Officer of the Borough of Matawan do hereby certify that as of the date of this certification funds are available from the C-04-55-900-320 Budget of the Borough of Matawan to Solitude Lake Management, LLC for the Borough of Matawan Lake Lefferts Aquatic Plant Management Program contract in an amount not to exceed Twelve Thousand Dollars and No Cents (\$12,000.00).

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

Chief Financial Officer

(Signature on File)

\_\_\_\_\_  
Monica Antista, CMFO  
Dated: March 19, 2019

**Borough of Matawan  
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**LAKE MANAGEMENT CONTRACT**

PROPERTY NAME: Lake Lefferts  
CONTRACT TERM: April 1, 2019 through March 31, 2020  
SUBMITTED TO: Louis C. Ferrara  
SUBMITTED BY: John Phelps  
SPECIFICATIONS: Lake Lefferts Aquatic Vegetation Management

SOLitude Lake Management is submitting this proposal to conduct Aquatic Vegetation Management for Lake Lefferts.

**Permitting:**

1. SOLitude staff will be responsible for the following:
  - a. Obtaining state aquatic pesticide permit to perform any work specified in this contract where applicable.
  - b. Filing of any notices or year-end reports with the appropriate agency as required by any related permit.
  - c. Notifying the client of any restrictions or special conditions put on the site with respect to any permit received, where applicable.

**Monitoring:**

1. A SOLitude Biologist will visit the site and inspect the lake **one (1) time per month** during the months of **April through September**.
2. General observations regarding plant assemblage composition, abundance, and distribution will be noted.
3. General *in situ* water quality monitoring will consist of dissolved oxygen, transparency, pH, temperature, alkalinity, and water hardness.
4. Lake Aquatic Weed and Algae will be monitored and reported to the client. Treatment may occur **if authorized** per the pricing found in **Additional as Requested or Authorized Lake Management Costs**.

**Client Responsibilities:**

1. Client will be responsible for the following:
  - a. Providing information required for the permit application process upon request.
  - b. Providing Certified Abutters List for abutter notification where required.
  - c. Perform any public filings or recordings with any agency or commission associated with the permitting process, if required.

P.O. BOX 969, VIRGINIA BEACH, VA 23451 | 888.480.LAKE (5253) | SOLITUDELAKEMANAGEMENT.COM

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**Borough of Matawan  
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Lake Lefferts Borough of Matawan NJ  
Aquatic Vegetation Management  
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- d. Compliance with any Order of Conditions or other special requirements or conditions required by the local municipality.
- e. Compliance and enforcement of temporary water-use restrictions where applicable.

	SWIMMING	FISH CONSUMPTION	DRINKING	IRRIGATION	LIVESTOCK WATERING
Reward	none	none	3 days	5 days	1 day
copper sulfate	none	none	none	none	none
Aquaneat	none	none	none	none	none
Aquathol-K	none	none	<0.1 ppm	7 days	14 days
Clipper	none	none	none	5 days	none

Service Reporting:

- 1. Client will be provided with service reports detailing all of the work performed as part of this contract.

General:

- 1. Contractor is a licensed pesticide applicator in the state in which service is to be provided.
- 2. Individual Applicators are Certified Pesticide Applicators in Aquatics, Public Health, Forestry, Right of Way, and Turf/Ornamental as required in the state in which service is to be provided.
- 3. Contractor is a SePRO Preferred Applicator and dedicated Steward of Water. Each individual applicator has been trained and educated in the water quality testing and analysis required for site specific water quality management prescriptions, and utilizes an integrated approach that encompasses all aspects of ecologically balanced management. Each applicator has received extensive training in the proper selection, use, and application of all aquatic herbicides, algaecides, adjuvants, and water quality enhancement products necessary to properly treat our clients' lakes and ponds as part of an overall integrated pest management program.
- 4. Contractor guarantees that all products used for treatment are EPA registered and labeled as appropriate and safe for use in lakes, ponds, and other aquatic sites, and are being applied in a manner consistent with their labeling.
- 5. All pesticide applications made directly to the water or along the shoreline for the control of algae, aquatic weeds, or other aquatic pests as specified in this contract will meet or exceed all of the contractor's legal regulatory requirements as set forth by the EPA and related state agencies for NPDES and FIFRA. Contractor will perform treatments that are consistent with NPDES compliance standards as applicable in and determined by the specific state in which treatments are made. All staff will be fully trained to perform all applications in compliance with all federal, state, and local law.

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6. Contractor will furnish personnel, equipment, boats, materials, and other items required to provide the foregoing at his expense.
7. Contractor will maintain general liability and workman's compensation insurance.
8. Client understands and acknowledges that there are irrigation restrictions associated with many of the products used to treat their lakes. The client is responsible for notifying the contractor in advance of the contract signing and the start of the contract treatment if they utilize any of the water in their lakes for irrigation purposes. The client accepts full responsibility for any issues that may arise from the irrigation of turf, ornamentals, trees, crops, or any other plants as a result of treated water being used by the client for irrigation without the consent or knowledge of the contractor.
9. Although there is rarely direct fish toxicity with the products used for treatment when applied at the labeled rate, any time there is an extreme infestation of algae and aquatic weeds, there is a risk of dissolved oxygen drops as a result of large masses of algae and aquatic weeds dying and decomposing simultaneously. This risk is most severe in times of extremely hot weather and warm water temperatures, as these are the conditions during which dissolved oxygen levels are naturally at their lowest levels. Often lakes will experience natural fish kills under these conditions even if no treatment is performed. Every effort, to include the method and timing of application, the choice of products, and the skill and training of the applicators is made to avoid such problems. This risk is especially mitigated by the use of systemic herbicides wherever possible, which results in a very slow steady control of the target weed species. However, the client understands and accepts that there is always a slight risk of the occurrence of adverse conditions outside the control of the contractor that will result in the death of some fish and other aquatic life. The client also understands and accepts that similar risks would remain if the algae or submersed invasive vegetation present in the lake goes uncontrolled, as it will over time interfere with the health and well-being of the existing fish population. The client agrees to hold the contractor harmless for any issues with fish or other aquatic life which occur as described above, or are otherwise outside the direct control of the contractor, unless there is willful negligence on the part of the contractor.
10. Contractor shall be reimbursed by the client for any non-routine expenses, administrative fees, compliance fees, or any other similar expense that are incurred as a result of requirements placed on the contractor by the client that are not covered specifically by the written specifications of this contract.
11. The term of this agreement is for a period of six (6) months, April through September, with payment to be made following performance of contract work.
12. The client agrees to pay penalties and interest in the amount of 2% per month for all past due invoices and related account balances in excess of 30 days past due from the due date as specified by the contract and as stated on the relevant invoice presented to the client.
13. The client covenants and agrees to pay reasonable attorney's fees and all other related costs and expenses of SOLitude Lake Management® for collection of past

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March 19, 2019**

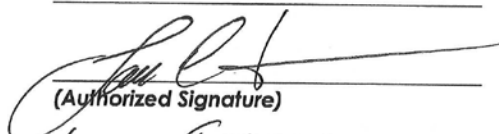
Lake Lefferts Borough of Matawan NJ  
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due invoices and account balances and for any other actions required to remedy a material breach of this contract.

**LAKE MANAGEMENT CONTRACT PRICE: \$ 2,814.00 (Six (6) Months)**  
**Monthly invoices: \$ 469.00 April through September**

Invoices will be submitted on a monthly basis. NJ Sales Tax will be added to all invoicing.

APPROVED:

\_\_\_\_\_  
  
(Authorized Signature)  
Louis FERRARO  
(Print Name and Title)

SOLitude Lake Management®

Lake Lefferts

3/20/19.  
(Date)



**ADDITIONAL AS REQUESTED OR AUTHORIZED LAKE MANAGEMENT COSTS:**

Lake Aquatic Weed Control:

1. Lake conditions will be inspected **one (1) times per month April through September.**
2. Any growth of undesirable aquatic weeds and vegetation found in the lake with each inspection shall be reported to the client with a recommended treatment prescription. If approved, target species will be treated and controlled through the application of aquatic herbicides and aquatic surfactants as required to control the specific varieties of aquatic weeds and vegetation found in the lake at the time of application, and will be invoiced according to the contract fees.

Lake Algae Control:

1. Lake will be inspected on a **one (1) time per month** basis during the months of **April through September.**

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**Borough of Matawan  
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Mayor Altomonte read by title Resolution 19-03-39: Authorizing T&M Associates to Provide Professional Services for Emergency and Maintenance Repair Services for Water, Sanitary Sewer and Drainage – Middlesex Road Water Treatment Plant 2019 – 2020. Mayor Altomonte requested a motion. Councilman Reeve made the motion, seconded by Councilwoman Salvatore. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 19-03-39  
AUTHORIZING T&M ASSOCIATES TO PROVIDE PROFESSIONAL SERVICES FOR  
EMERGENCY AND MAINTENANCE REPAIR SERVICES FOR  
WATER, SANITARY SEWER AND DRAINAGE  
MIDDLESEX ROAD WATER TREATMENT PLANT  
2019 - 2020**

***WHEREAS**, the Mayor and Council of the Borough of Matawan received an estimate from T&M Associates for professional services for Emergency and Maintenance Repair Services for Water, Sanitary Sewer and Drainage.*

***NOW, THEREFORE, BE IT RESOLVED** that the Council of the Borough of Matawan do hereby award the contract for professional services to T&M Associates to prepare specifications for said work and advertise the proposal for the purpose of receiving bids for Emergency and Maintenance Repair Services for Water, Sanitary Sewer and Drainage in an amount not to exceed Six Thousand Dollars and No Cents (\$6,000.00).*

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

**CERTIFICATION AS TO AVAILABLE FUNDING**

*I, Monica Antista, Chief Financial Officer of the Borough of Matawan do hereby certify that as of the date of this certification funds are available from the 9-09-55-500-200 Budget of the Borough of Matawan for T&M Associates associated with the preparation and advertisement of the 2019 biennial contract for the Middlesex Road Water Treatment Plant Emergency and Maintenance Repair Services for Water, Sanitary Sewer and Drainage in an amount not to exceed Six Thousand Dollars and No Cents (\$6,000.00).*

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

*Chief Financial Officer*

*(Signature on File)*

\_\_\_\_\_  
*Monica Antista, CMFO*

*Dated: March 19, 2019*

**Borough of Matawan  
Public Session  
March 19, 2019**



MATNOH-16002

March 4, 2019  
Via Email and Mail

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

**Re: 2019 Biennial Contract for Emergency Repair Services  
For Water, Sanitary Sewer and Drainage  
Authorization to Prepare Contract Documents and Advertise**

Dear Mr. Ferrara:

T&M Associates is seeking authorization to prepare and advertise the 2019 Biennial Contract for Emergency Repair Services for Water, Sanitary Sewer and Drainage.


The 2019 Biennial Contract for Emergency Repair Services for Water, Sanitary Sewer and Drainage will enable the Borough to secure a Contractor with contractual costs per hour for equipment and labor in order to provide personnel, equipment, and material for routine maintenance and emergency service for various pipe repairs within the Borough.

T&M Associates will prepare contract documents, advertise the project, receive and review bids, and make a recommendation for award for an anticipated fee of \$6,000.00. Please advise as to proceeding with the above.

Should you have any questions or require any additional information, please do not hesitate to contact me.

Very truly yours,

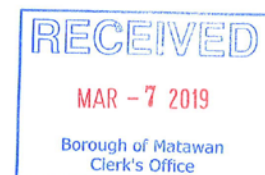
T&M ASSOCIATES

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

RRK:CFH:lkc

cc: Karen Wynne, Borough Clerk  
Monica Antista, CFO, Borough of Matawan  
Jake Applegate, Superintendent of Water Department

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

P 732.671.6400 F 732.671.7365 W tandmassociates.com

Mayor Altomonte read by title Resolution 19-03-40: Authorizing T&M Associates to Provide Professional Services for Mechanical and Electrical Engineering Services for the Addition of Cooling to the Borough of Matawan Municipal Community Center Annex. Mayor Altomonte requested a motion. Councilman Reeve made the motion, seconded by Councilwoman Gunn. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 19-03-40  
AUTHORIZING T&M ASSOCIATES TO PROVIDE PROFESSIONAL SERVICES FOR  
MECHANICAL AND ELECTRICAL ENGINEERING SERVICES FOR THE ADDITION OF COOLING TO  
THE BOROUGH OF MATAWAN MUNICIPAL COMMUNITY CENTER ANNEX**

**Borough of Matawan  
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***WHEREAS,** the Mayor and Council of the Borough of Matawan received the attached Proposal for Professional Services from T&M Associates for professional services for mechanical and electrical engineering services for the addition of cooling to the Borough of Matawan Municipal Community Center Annex.*

***NOW, THEREFORE, BE IT RESOLVED** the Council of the Borough of Matawan hereby authorizes T&M Associates to perform Tasks I, II and III as outlined in the attached proposal for professional services in an amount not to exceed Twenty Two Thousand Three Hundred Dollars and No Cents (\$22,300.00).*

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

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

**CERTIFICATION AS TO AVAILABLE FUNDING**

*I, Monica Antista, Chief Financial Officer of the Borough of Matawan do hereby certify that as of the date of this certification funds are available from the C-04-55-900-528 Budget (Project #MATNOH-16013) of the Borough of Matawan to T&M Associates for professional services for Tasks I, II and III in an amount not to exceed Twenty Two Thousand Three Hundred Dollars and No Cents (\$22,300.00).*

*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: March 19, 2019*

**Borough of Matawan  
Public Session  
March 19, 2019**



**YOUR GOALS. OUR MISSION.**

MATNOH-16013

March 4, 2019

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



**RE: MATAWAN ANNEX ADDITION OF COOLING  
PROFESSIONAL MECHANICAL & ELECTRICAL ENGINEERING SERVICES**

Dear Mr. Ferrara:

We are pleased to submit this Proposal for Professional Mechanical and Electrical Engineering Services for the Addition of Cooling to the Matawan Annex.

**BACKGROUND**

The Annex was originally constructed in 1955 as a school. The current layout consists of three (3) small offices, two (2) large toilet rooms, ten (10) classrooms, a boiler room, and a corridor spanning the entire length. Each classroom space is heated by a steam unit ventilator served by a steam boiler located at the end of the Annex. The unit ventilators are being replaced in kind as part of an ESIP project.

It is our understanding that the Borough is interested using multizone cooling-only systems to provide cooling to the three (3) offices, at least seven (7) of the classrooms, and possibly the toilet rooms. With typical multizone systems, one outdoor unit can be connected to up to eight indoor units, with each zone controlled individually to meet the individual comfort needs of the zone occupants. Preliminary design calculations show that we will be able to use natural ventilation via operable windows to serve these spaces. We anticipate that a combination of sidewall, ceiling-recessed, and ducted-concealed units will be used to serve these spaces, and that the outdoor unit(s) will be mounted outside on grade in the alley between the buildings. If necessary, we will also design bollards to protect the outdoor equipment from traffic.

We also understand that there are cooling issues in the server room, currently served by a rooftop unit. The server room typically requires year-round cooling, whereas the rooftop unit provides heating in the winter. As part of our scope of services, we will design an appropriately-sized dedicated heat pump split system unit to serve the server room.

More specifically, we will provide the following services.

**SCOPE OF SERVICES**

**I. DESIGN SERVICES**

**1. Project Management and Administration**

- A. Attendance at a design progress meeting with the Borough during design development to discuss anticipated design approach.
- B. Attendance at a meeting with the Borough at 90% construction documents to review the finalized design.
- C. Miscellaneous telephone calls and correspondence.
- D. Preparation of required deliverables.
- E. Respond to review comments from the Authority Having Jurisdiction (AHJ) as required to facilitate approvals related to our design.



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MATNOH-16013  
MATAWAN ANNEX ADDITION OF COOLING  
March 4, 2019  
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- F. Preparation of a budgetary construction cost estimate at the 90% construction documents phase for the proposed scope for work for this project.

**2. Mechanical**

- A. Site visit(s) as required to document the existing conditions as they relate to this project.
- B. Preparation of cooling and ventilation load calculations for the Annex.
- C. Preparation of cooling load calculations for the Server Room.
- D. Preparation of a proposed mechanical zoning plan to be reviewed and approved by the Borough during design development.
- E. Design of multizone cooling-only systems to serve the Annex, based on the approved zoning plan.
- F. Design of a dedicated heat pump split system for the Server Room. We anticipate that the existing ductwork serving this space will be capped, and the existing rooftop unit airflow may need to be rebalanced/reduced.
- G. Design of automated building controls as required to interface the new systems with the existing steam unit ventilators.
- H. Preparation of mechanical construction documents with technical specifications on drawings.

**3. Electrical**

- A. Site visit(s) as required to document the existing conditions of the electrical systems as they relate to this project.
- B. Design of electrical power and circuitry as required for HVAC systems.
- C. We anticipate that the Annex electrical service is sufficient to accommodate the additional cooling loads, such that an upgrade to the existing electric service is excluded. If we determine during design development that an upgrade to the electric service will be required, additional services will be discussed at that time.
- D. Preparation of electrical construction documents with technical specifications on drawings.

**II. BIDDING ASSISTANCE**

- A. Attendance at a pre-bid meeting/site walkthrough to review the scope with potential bidders.
- B. Respond to bidder's written requests for information (RFI's) during bidding.
- C. Attendance at the bid opening.
- D. Review of bids received by the B and preparation of a letter of recommendation.

**III. CONSTRUCTION ADMINISTRATION**

- A. Attendance at three (3) meetings/site visits by the design team during construction. We anticipate this will consist of a preconstruction kickoff meeting, attending a punch list inspection at construction substantial completion, and a final site visit to confirm punch list items have been addressed.
- B. Review of payment applications submitted by the contractor.
- C. Shop drawings submittal review of systems designed, and equipment specified.
- D. Respond to contractor's written requests for information (RFI's) during construction.
- E. Telephone consultations and in-office review and research as required to answer questions that arise during construction.
- F. Preparation of a punch list report.
- G. Review of technical closeout documents.

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MATAWAN ANNEX ADDITION OF COOLING  
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INFORMATION TO BE PROVIDED BY THE CLIENT/OWNER

- 1. Access to the site, as and when required.
- 2. Required application and permit fees.
- 3. Relevant as-built and record documents.

EXCLUSIONS

The estimated fee is based upon the following items being excluded from our Scope of Work: Note that should these services be requested, we will be pleased to provide them as additional services for either lump sum fees or on a time and material basis in accordance with the previously agreed upon Schedule of Hourly Billing Rates.

- 1. Services not specifically listed are not included.
- 2. Plumbing, Fire Protection, Site/Civil, Structural, Environmental, and Commissioning Engineering services, if required, are not included.
- 3. Value Engineering to redesign the project in an effort to reduce the construction cost is not included.
- 4. Hazardous Material Investigation/Mitigation Services.
- 5. Rebidding services are not included.
- 6. Design of off-site improvements.
- 7. Preparation of plans and documents for agencies and permit approvals other than those specifically listed.
- 8. LEED consulting services are not included.
- 9. Construction documents will be prepared utilizing the latest version of AutoCAD. Incorporating our design in a Building Information Model (BIM) is not included.
- 10. Preparation of as-built documents at construction completion is not included. However, we will specify that the installing contractor is responsible for as-built documentation in our design.

SCHEDULE

We anticipate that the design phase of this project will take approximately 3-4 weeks.

SCHEDULE OF FEES

All professional services described in Scope of Services will be compensated by the Lump Sum Fees indicated below.

TASK	DESCRIPTION	LUMP SUM FEE
I	Design	\$12,800
II	Bidding	\$2,500
III	Construction Administration	\$7,000

Our Fee includes all necessary services, as defined and/or excluded. All professional services identified in the Scope of Services will be invoiced in accordance with the previously agreed upon Terms and Conditions of Professional Services. Should additional services be required by the Owner, outside the scope as identified above, T&M will provide a subsequent proposal.



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MATAWAN ANNEX ADDITION OF COOLING  
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In the event that the Owner authorizes T&M to proceed with the project, but the project is not implemented, T&M will be paid for services rendered and associated effort up to the termination date.

We thank you for the opportunity to submit this proposal, and we look forward to working with you on this project. Should you have any questions or require additional information, please do not hesitate to contact me at 732.473.3400 or [edasti@tandmassociates.com](mailto:edasti@tandmassociates.com).

Very truly yours,

T&M ASSOCIATES

  
ROBERT R. KEADY, JR., PE, CME  
BOROUGH ENGINEER

RRK:lkc

cc: Karen Wynne, Borough Clerk  
Monica Antista, CFO, Borough of Matawan  
Jake Applegate, Superintendent of Water Department

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**Borough of Matawan  
Public Session  
March 19, 2019**

Mayor Altomonte read by title Resolution 19-03-41: Authorizing T&M Associates to Provide Professional Services for Main Street Improvements and Gravelly Brook Park Parking Lot Expansion. Mayor Altomonte requested a motion. Councilwoman Gunn made the motion, seconded by Councilwoman Salvatore. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 19-03-41  
AUTHORIZING T&M ASSOCIATES  
TO PROVIDE PROFESSIONAL SERVICES FOR  
MAIN STREET IMPROVEMENTS AND GRAVELLY BROOK PARK PARKING LOT EXPANSION**

***WHEREAS**, the Mayor and Council of the Borough of Matawan received the attached Proposal from T&M Associates for professional engineering services for improvements for the Borough of Matawan Main Street Improvements from Route 34 to Broad Street, and the Parking Lot Expansion at Gravelly Brook Park.*

***NOW, THEREFORE, BE IT RESOLVED** that the Council of the Borough of Matawan hereby awards the contract for professional services to T&M Associates as outlined in the attached proposal for Main Street Improvements and Gravelly Brook Park Parking Lot Expansion in an amount not to exceed Forty-Seven Thousand, One Hundred Ninety Dollars and No Cents (\$47,190.00).*

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

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

**CERTIFICATION AS TO AVAILABLE FUNDING**

*I, Monica Antista, Chief Financial Officer of the Borough of Matawan do hereby certify that as of the date of this certification funds are available from the C-04-55-913-100 Budget (Project #MATNOH-16002) of the Borough of Matawan to T&M Associates for professional services for Main Street Improvements and Gravelly Brook Park Parking Lot Expansion in an amount not to exceed Forty-Seven Thousand, One Hundred Ninety Dollars and No Cents (\$47,190.00).*

*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: March 19, 2019*

**Borough of Matawan  
Public Session  
March 19, 2019**



MATNOH-16002

March 5, 2019

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

**Re: Main Street Improvements  
Gravelly Brook Park Parking Lot Expansion  
Danemar Drive Underdrain  
Scope and Fee Estimate  
Engineering Design & Construction Services**



Dear Mr. Ferrara:

Per your request, T&M is pleased to submit our scope and fee estimate for professional engineering services for improvements to Main Street from Route 34 to Broad Street, Danemar Drive Underdrain and the Parking Lot Expansion at Gravelly Brook Park. The Main Street project includes replacement of concrete curb in areas that are in poor condition, and epoxy crosswalks in the vicinity of the recently completed streetscape. We estimate that the construction cost of the project will be approximately \$475,000 and will be paid for with Borough funds. The Main Street, Danemar Drive and Gravelly Brook work will be added to the 2018 Road Improvement project and bid as one construction project.

**Project Understanding:****1. Main Street**

In order to install new curb, a two-foot wide pavement repair strip will be required to form the concrete. Most existing curbs have 4 inches or less of curb face; proposed curbs will have similar face. Installation of curb will also require replacement of driveway aprons in some locations. We have assumed that ADA ramps for crossing side streets will not be upgraded at this time. Non-compliant inlet heads will be replaced with new Type N-ECO heads to comply with NJDEP Stormwater Management regulations and unsafe inlet grates will be replaced with bicycle safe grates.

Construction of concrete curbing will take place prior to the County milling and resurfacing the pavement. Epoxy crosswalks will be installed after the County work is complete.

**2. Gravelly Brook Park**

We anticipate that approximately eight parking spaces can be added at the southerly end of the existing parking lot at Gravelly Brook Park.

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MATNOH-16002  
March 5, 2019  
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**Le:** Louis Ferrara  
**Re:** Main Street Improvements  
Engineering Design & Construction Services

**3. Danemar Drive**

Approximately 175 feet of new underdrain will be installed behind the properties along Route 516 connecting to the stormwater collection system in Danemar Drive.

**SCOPE OF SERVICES:**

In order to achieve the Borough's objectives, we offer the following scope of services for your consideration:

**A. PRE-DESIGN PHASE**

1. Preliminary base maps will be prepared utilizing available aerial mapping and tax maps.
2. Field survey will be required for preparing base maps for the Gravelly Brook Park and Danemar Drive design.
3. Designers will perform field investigations necessary to supplement base maps and design the improvements. Designers will locate existing features such as visible utilities, driveways, curbing and visible issues within the project scope.
4. Base maps will be prepared at a scale of 1" = 20'.

**B. DESIGN PHASE**

1. Once base maps have been prepared at a scale of 1" = 20', a preliminary design will be prepared and will include the following items:
  - a. Proposed improvements will be sketched on the base map to demonstrate a preliminary design;
  - b. Proposed typical section; and
  - c. The preliminary plans will be reviewed with appropriate Borough officials prior to proceeding with final design.
2. Final construction plans will be prepared in AutoCAD and consist of the following:
  - a. Title sheet with key map;
  - b. Standard Legend and Typical Section Sheet;
  - c. Construction Plan Sheets (1" = 20');

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March 19, 2019**



**MATNOH-16002  
March 5, 2019  
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**Le:** Louis Ferrara

**Re:** Main Street Improvements  
Engineering Design & Construction Services

- d. Maintenance and Protection of Traffic Plan; and
  - e. Construction Details Sheets.
3. If the Borough concludes that easements do not exist for the Danemar Drive underdrain, easement maps and descriptions will be prepared for an estimated six properties. The additional fee for this task is provided below, in the Schedule of Fees section.
  4. Quantities will be estimated by item, and a final construction cost estimate will be provided.
  5. Specifications will be prepared in book form, in T&M Associates' format, based on the 2007 New Jersey Department of Transportation Standard Specifications for Road and Bridge Construction.
  6. We have assumed that there will be less than 5,000 square feet of disturbance, and an application for soil erosion and sediment control certification will not be required.
  7. We will submit final plans and specifications to the Borough for final review prior to the preparation of bid documents.

**C. BIDDING PHASE**

This service is being provided as part of the 2018 Road Program.

**D. CONSTRUCTION PHASE**

We will provide a part time Project Manager and a part-time Inspector with additional support services from our office staff, as directed by the Project Manager. In addition, the Project Manager and Inspector will coordinate with the Borough, Contractor, Municipal Agencies, etc. The Inspector will be responsible to observe construction to determine if the work is installed in general conformance with the contract documents and standard construction practices. Our services will include contract administration and inspection services. The following is a description of the services we will provide and the anticipated performance period for these services.

The specific scope of services for this phase includes the following:

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**Le:** Louis Ferrara

**Re:** Main Street Improvements  
Engineering Design & Construction Services

1. Provide an inspector to conduct periodic on-site construction observation for the duration of the construction contract to determine general conformance to the contract plans and specifications. Provide a Project Manager to conduct contract administration services. Based upon the Borough's needs, we have budgeted for 43 working days of construction from start of on-site work to substantial completion. In addition, we anticipate an additional two weeks at the completion of the construction effort wherein closeout punchlist work, final vouchers and final change order will be accomplished.
2. Prepare job reports indicating weather, equipment, personnel and work accomplished on the project. Reports will be furnished to the Borough upon request.
3. Perform final inspection. Prepare and administer corrective action lists and prepare final closeout documents, including Final Payment Certificate and Change Order.
4. We have excluded post construction pavement cores and as-built drawings.

Unforeseen conditions or changes in scope that require additional inspection, coordination or contract administration effort are specifically excluded from this proposal. Should such conditions arise (i.e. unforeseen utility conflicts, utility damage as a result of the contractor's work, client requests, etc.) we will immediately assess the situation and provide the Borough with a supplemental services proposal which must be authorized in writing prior to incurring any additional time charges.

Our fee for contract administration and inspection services is based on the contractor meeting his contract completion dates as set forth in the contract documents and within the time indicated in section D.2. If the contractor is not substantially complete by that time and the delay is not excusable, and if our budget for contract administration and inspection services prior to substantial completion for that contract is fully expended, we will ask the Borough to either provide additional funding for the necessary engineering beyond the original authorization or enforce the section of the contract allowing the Borough to deduct payment to the contractor in order to pay for continued engineering services. Similarly, should our services be required beyond 8 hours on any day or any weekend time, we will also ask the Borough to enforce the section of the contract allowing the Borough to deduct payment to the contractor to pay for the excess hours. Should any or all of the delays be excusable, and our budget is depleted for that contract, we will prepare a proposal for our anticipated additional services. Additional work will not commence without written authorization from the Borough.

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**Le:** Louis Ferrara  
**Re:** Main Street Improvements  
Engineering Design & Construction Services

**Schedule of Fees**

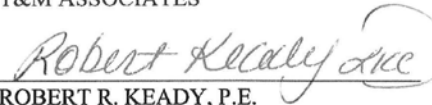
We are prepared to initiate the professional services outlined above upon your written authorization. Based on this scope of services, we suggest a fee of \$60,610 to be billed monthly based on our 2019 Rate Schedule as broken down below.

<u>Task</u>	<u>Main St</u>	<u>Danemar</u>	<u>Gravelly</u>	<u>Total</u>
Survey	\$0	\$3,580	\$3,690	\$7,270
Right of Way (if required)	\$0	\$2,600	\$0	\$2,600
Design	\$7,400	\$2,990	\$3,350	\$13,740
Inspection	\$28,000	\$4,250	\$4,750	\$37,000
<b>Total</b>	<b>\$35,400</b>	<b>\$13,420</b>	<b>\$11,790</b>	<b>\$60,610</b>

On behalf of T&M Associates, I would like to thank you and the Governing Body for the opportunity to submit this Proposal. We look forward to working with you and members of your staff.

Very truly yours,

T&M ASSOCIATES

  
ROBERT R. KEADY, P.E.  
BOROUGH OF MATAWAN ENGINEER

RRK:DJM:lk

**cc:** Mayor and Council  
Karen Wynne, Borough Clerk

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**Borough of Matawan  
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Mayor Altomonte read by title Resolution 19-03-43: Authorizing the Borough Administrator to Advertise for Hiring of a Part-Time Recording Secretary for the Economic Development, Business and Redevelopment Commission. Mayor Altomonte requested a motion. Councilwoman Gunn made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 19-03-43  
AUTHORIZING THE BOROUGH ADMINISTRATOR TO ADVERTISE FOR HIRING OF A  
PART-TIME RECORDING SECRETARY  
ECONOMIC DEVELOPMENT, BUSINESS AND REDEVELOPMENT COMMISSION**

*WHEREAS, there is a need for a Part-Time Recording Secretary for the Economic Development, Business and Redevelopment Commission within the Borough of Matawan.*

*NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that the Borough Administrator of the Borough of Matawan, is hereby authorized to advertise (in print or electronic media), interview, and make recommendations for the position of Part-Time Recording Secretary for the Economic Development, Business and Redevelopment Commission to the Mayor and Council, for authorization by Mayor and Council, and subject to a 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: Clerk, Finance, Payroll as well as the Economic Development, Business and Redevelopment Commission.*

Mayor Altomonte read by title Resolution 19-03-44: Authorizing the Hiring of Class II Special Law Enforcement Officer with the Matawan Police Department – Michael J. Denino. Mayor Altomonte requested a motion. Councilwoman Salvatore made the motion, seconded by Councilman Reeve. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 19-03-44  
AUTHORIZING THE HIRING OF CLASS II SPECIAL LAW ENFORCEMENT OFFICER  
MATAWAN POLICE DEPARTMENT  
MICHAEL J. DENINO**

*WHEREAS, the Mayor and Council has been advised that there is a need for a Class II Special Law Enforcement Officer within the Borough of Matawan Police Department; and*

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

*NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Matawan authorizes the appointment of Michael J. Denino as a Class II Special Law Enforcement Officer (Class II SLEO) for the Matawan Police Department (part time hourly employee) in the Police Department, effective March 19, 2019, for no more than twenty (20) hours per week at the rate of compensation of \$18.00 per hour, not to exceed Eighteen Thousand Seven Hundred Twenty Dollars and No Cents (\$18,720.00).*

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

**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 9-01-25-240-185 Budget of the Borough of Matawan to Michael J. Denino serving as a Class II SLEO for the Borough of Matawan Police Department in an amount not to exceed Eighteen Thousand Seven Hundred Twenty Dollars and No Cents (\$18,720.00).*



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

*Chief Financial Officer*

*(Signature on File)*

\_\_\_\_\_  
*Monica Antista, CMFO*

*Dated: March 19, 2019*

Mayor Altomonte read by title Resolution 19-03-45: Authorizing the Hiring of Kyle J. Pelech as a Police Officer with the Matawan Police Department. Mayor Altomonte requested a motion. Councilwoman Salvatore made the motion, seconded by Councilman Reeve. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 19-03-45  
AUTHORIZING THE HIRING OF KYLE J. PELECH AS A POLICE OFFICER WITH THE  
MATAWAN POLICE DEPARTMENT**

**WHEREAS**, the Mayor and Council of the Borough of Matawan have been advised that there is a need for a Police Officer within the Borough of Matawan's Police Department; and

**WHEREAS**, Resolution 19-03-17 invoked exemption to Ordinances 9-29.1 through 9-29.3, the selection process for the procedure for hiring by the Matawan Police Department for a Police Officer; and

**WHEREAS**, Kyle J. Pelech has met the requirements as set forth in current Borough Ordinances (9.29.4 - 9.29.8) and currently possesses a New Jersey Police Training Commission Class II Special Law Enforcement Officer (SLEO) certification; and

**WHEREAS**, Kyle J. Pelech is eligible for accelerated waiver training (Class II SLEO to Basic Course for Police Officer) and;

**WHEREAS**, Chief of Police Thomas J. Falco Jr. has recommended that Kyle J. Pelech be hired as Police Officer.

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Borough of Matawan authorizes the hiring of Kyle J. Pelech as a Police Officer at a rate of compensation per annum of Thirty-Three Thousand Fifty-Seven Dollars and Thirteen Cents (\$33,057.13) effective April 1, 2019, in accordance with the current collective bargaining contract between the Matawan Policeman's Benevolent Association #179 and the Borough of Matawan.

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

**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 9-01-25-240-180 Budget of the Borough of Matawan to Patrol Officer Kyle J. Pelech, at a rate of compensation per annum of Thirty Three Thousand Fifty Seven Dollars and Thirteen Cents (\$33,057.13) effective April 1, 2019, in accordance with the current collective bargaining contract between the Matawan Policeman's Benevolent Association #179 and the Borough of Matawan.*

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

*Chief Financial Officer*

*(Signature on File)*

\_\_\_\_\_  
*Monica Antista, CMFO*

*Dated: March 19, 2019*

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Mayor Altomonte read by title Ordinance 19-03: An Ordinance to Fix and Determine the Salaries and Wages of Officers, Management, Supervisory Personnel and General Employees Not Represented by an Organized Bargaining Unit and Employed by the Borough of Matawan, Monmouth County, NJ. Mayor Altomonte requested a motion to introduce. Councilman Reeve made the motion, seconded by Councilwoman Gunn. Council agreed. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**ORDINANCE 19-03**

**AN ORDINANCE TO FIX AND DETERMINE THE SALARIES AND WAGES OF OFFICERS,  
MANAGEMENT, SUPERVISORY PERSONNEL AND GENERAL EMPLOYEES NOT REPRESENTED BY AN  
ORGANIZED BARGAINING UNIT AND EMPLOYED BY THE  
BOROUGH OF MATAWAN, MONMOUTH COUNTY, NJ**

*Be it ordained by the Mayor and Council of the Borough of Matawan, in the County of Monmouth, NJ as follows;*

*Section 1. The annual salaries or compensations of the officers, management, supervisory personnel and general employees of the Borough of Matawan not covered by any organized bargaining unit, effective January 1, 2019, shall be as follows;*

<u>DEPARTMENT/TITLE</u>	<u>STATUS</u>	<u>PAYMENT CATEGORY</u>	<u>RANGE FROM</u>	<u>TO</u>
<b><u>Administration and Executive</u></b>				
Mayor	Elected	Annual	\$4,000.00	\$6,000.00
Council	Elected	Annual	\$3,000.00	\$5,000.00
Administrator Assistant	Full Time	Annual	\$30,000.00	\$60,000.00
Business Administrator	Full Time	Annual	\$48,000.00	\$150,000.00
Borough Clerk	Full Time	Annual	\$35,000.00	\$65,000.00
Deputy Borough Clerk	Full Time	Annual	\$30,000.00	\$40,000.00
Part Time Hourly Employee Clerical	Part Time	Hourly	\$15.00	\$25.00
Borough Attorney	Part Time	Annual	\$25,000.00	\$50,000.00
Elections Clerk	Full Time	Annual	\$1,000.00	\$4,000.00
Deputy Elections Clerk	Part Time	Annual	\$200.00	\$600.00
Downtown Redevelopment Coordinator	Part Time	Annual	\$10,000.00	\$20,000.00
Information Officer	Part Time	Annual	\$6,000.00	\$20,000.00
Systems Coordinator	Part Time	Annual	\$4,000.00	\$15,000.00
Clerical-Starting Salary All Departments	Full-Time	Annual	\$30,000.00	\$35,000.00
Registrar	Part-Time	Annual	\$3,000.00	\$5,000.00
Deputy Registrar	Part-Time	Annual	\$1,000.00	\$2,000.00
<b><u>Construction, Inspections &amp; Property Maintenance Offices</u></b>				
Construction Official/ Zoning Officer/Bldg Insp.	Part Time	Annual	\$30,000.00	\$55,000.00
Construction Official/Zoning Officer/Bldg Insp.	Full Time	Annual	\$50,000.00	\$75,000.00
Bldg Sub-Code Official or Building Inspector	Part Time	Hourly	\$28.00	\$50.00
Plumbing Sub-Code Official	Part Time	Annual	\$5,000.00	\$15,000.00
Plumbing Inspector	Part Time	Annual	\$5,000.00	\$15,000.00
Plumbing Sub-Code Official or Plumbing Insp.	Part Time	Annual	\$5,000.00	\$20,000.00
Plumbing Sub-Code Official or Plumbing Insp.	Part Time	Hourly	\$28.00	\$50.00
Electrical Sub-Code Official	Part Time	Annual	\$5,000.00	\$15,000.00
Electrical Inspector	Part Time	Annual	\$5,000.00	\$15,000.00
Electrical Sub-Code Official or Electrical Insp.	Part Time	Hourly	\$28.00	\$50.00
Fire Sub-Code Official	Part Time	Annual	\$5,000.00	\$15,000.00
Fire Inspector	Part Time	Annual	\$5,000.00	\$15,000.00
Fire Sub-Code Official or Fire Inspector	Part Time	Hourly	\$28.00	\$50.00
Technical Assistant	Full Time	Annual	\$30,000.00	\$65,000.00
Clerk/Typist Construction/Zoning/Fire Prev.	Full Time	Annual	\$30,000.00	\$45,000.00
Property Maintenance Officer	Part Time	Annual	\$8,000.00	\$20,000.00
Property Maintenance Officer	Part Time	Hourly	\$5,000.00	\$20,000.00
Assistant Property Maintenance Officer	Part Time	Annual	\$6,000.00	\$10,000.00
Assistant Property Maintenance Officer	Part Time	Hourly	\$28.00	\$50.00
<b><u>Fire Prevention Bureau</u></b>				
Fire Prevention Officer/Inspector	Part-Time	Annual	\$10,000.00	\$42,000.00
Fire Prevention Inspector	Part-Time	Annual	\$6,000.00	\$15,000.00
<b><u>Finance/Tax Offices</u></b>				
CFO/Treasurer	Full Time	Annual	\$60,000.00	\$110,000.00

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<i>CFO</i>	<i>Part Time</i>	<i>Hourly</i>	<i>\$50.00</i>	<i>\$100.00</i>
<i>Tax Assessor</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$10,000.00</i>	<i>\$35,000.00</i>
<i>Revenue Collector/Assessing Clerk</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$30,000.00</i>	<i>\$45,000.00</i>
<i>Tax Collector</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$35,000.00</i>	<i>\$50,000.00</i>
<i>Tax Collector</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$20,000.00</i>	<i>\$40,000.00</i>
<i>Tax Collector</i>	<i>Part Time</i>	<i>Hourly</i>	<i>\$35.00</i>	<i>\$55.00</i>
<i>Deputy Tax Collector</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$25,000.00</i>	<i>\$50,000.00</i>
<i>Supervisor/Payroll, Personnel &amp; Accounting Services</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$35,000.00</i>	<i>\$75,000.00</i>
<i>Bookkeeper/Staff Assistant</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$25,000.00</i>	<i>\$40,000.00</i>
<i>Bookkeeper</i>	<i>Part-time</i>	<i>Hourly</i>	<i>\$15.00</i>	<i>\$30.00</i>

**Municipal Court**

<i>Court Administrator</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$35,000.00</i>	<i>\$60,000.00</i>
<i>Deputy Court Administrator</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$25,000.00</i>	<i>\$35,000.00</i>
<i>Deputy Court Administrator</i>	<i>Part Time</i>	<i>Hourly</i>	<i>\$15.00</i>	<i>\$30.00</i>
<i>Magistrate</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$12,000.00</i>	<i>\$35,000.00</i>
<i>Prosecutor</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$8,000.00</i>	<i>\$25,000.00</i>
<i>Public Defender</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$4,000.00</i>	<i>\$20,000.00</i>

**Public Safety**

<i>Chief of Police</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$79,000.00</i>	<i>\$150,000.00</i>
<i>Captain of Police</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$79,000.00</i>	<i>\$150,000.00</i>
<i>Lieutenant of Police</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$69,000.00</i>	<i>\$140,000.00</i>
<i>Police Matron</i>	<i>Part Time</i>	<i>Hourly</i>	<i>\$15.00</i>	<i>\$25.00</i>
<i>School Crossing Guard (based on 10 Months)</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$7,500.00</i>	<i>\$12,000.00</i>
<i>School Crossing Guard</i>	<i>Part Time</i>	<i>Per Post</i>	<i>\$15.00</i>	<i>\$30.00</i>
<i>Substitute School Crossing Guard</i>	<i>Part Time</i>	<i>Per Post</i>	<i>\$23.00</i>	<i>\$30.00</i>
<i>Police Secretary</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$30,000.00</i>	<i>\$45,000.00</i>
<i>Police Records Clerk</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$30,000.00</i>	<i>\$50,000.00</i>
<i>Class Two Specials</i>	<i>Part-Time</i>	<i>Hourly</i>	<i>\$15.00</i>	<i>\$30.00</i>
<i>Class One Specials</i>	<i>Part-Time</i>	<i>Hourly</i>	<i>\$15.00</i>	<i>\$30.00</i>
<i>Emergency Management Coordinator</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$500.00</i>	<i>\$4,500.00</i>
<i>Emergency Management 1st Deputy Coordinator</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$500.00</i>	<i>\$2,000.00</i>
<i>Emergency Management 2nd Deputy Coordinator</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$500.00</i>	<i>\$2,000.00</i>
<i>Emergency Management Secretary</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$200.00</i>	<i>\$1,000.00</i>
<i>Railroad Parking Enforcement Officer</i>	<i>Part Time</i>	<i>Hourly</i>	<i>\$15.00</i>	<i>\$25.00</i>
<i>OEM CERT Coordinator</i>	<i>Part Time</i>	<i>Hourly</i>	<i>\$500.00</i>	<i>\$800.00</i>

**Public Works**

<i>Superintendent of Public Works</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$60,000.00</i>	<i>\$125,000.00</i>
<i>Recycling Coordinator</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$2,000.00</i>	<i>\$10,000.00</i>
<i>Clean Communities Coordinator</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$3,000.00</i>	<i>\$10,000.00</i>

**Recreation**

<i>Summer Program Director</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$1,700.00</i>	<i>\$6,000.00</i>
<i>Assistant Summer Program Director</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$1,260.00</i>	<i>\$4,500.00</i>
<i>Canoe Renter-1<sup>st</sup> Year</i>	<i>Seasonal/PT</i>	<i>Hourly</i>	<i>\$8.60</i>	<i>\$20.00</i>
<i>Canoe Renter-2nd Year</i>	<i>Seasonal/PT</i>	<i>Hourly</i>	<i>\$9.10</i>	<i>\$20.00</i>
<i>Canoe Renter-Substitute</i>	<i>Seasonal/PT</i>	<i>Hourly</i>	<i>\$9.10</i>	<i>\$20.00</i>
<i>Director</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$10,000.00</i>	<i>\$25,000.00</i>
<i>Apprentice Summer Counselors</i>	<i>Seasonal/PT</i>	<i>Hourly</i>	<i>\$8.60</i>	<i>\$10.00</i>
<i>Junior Summer Counselors</i>	<i>Seasonal/PT</i>	<i>Hourly</i>	<i>\$9.10</i>	<i>\$12.00</i>
<i>Senior Summer Counselors</i>	<i>Seasonal/PT</i>	<i>Hourly</i>	<i>\$9.60</i>	<i>\$14.00</i>

**Sewer**

<i>Licensed Waste Water Personnel</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$1,000.00</i>	<i>\$15,000.00</i>
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**Water**

<i>Licensed Water Plant Operator</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$50,000.00</i>	<i>\$150,000.00</i>
<i>N-1 Licensed Water Personnel</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$1,000.00</i>	<i>\$15,000.00</i>
<i>Water/Sewer Clerk</i>	<i>Part Time</i>	<i>Hourly</i>	<i>\$15.00</i>	<i>\$22.00</i>

**Boards**

<i>Board, Commission and Agency Secretary</i>	<i>Part Time</i>	<i>Per Meeting</i>	<i>\$100.00</i>	<i>\$250.00</i>
<i>Planning/ Zoning Board Attorney</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$5,000.00</i>	<i>\$15,000.00</i>

Section 2. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance shall be and the same are hereby repealed.

Section 3. If any section, paragraph, subdivision, clause or provision of this ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision clause or provision so adjudged and the remainder of the ordinance shall be deemed valid and effective.

Section 4. This ordinance shall take effect upon final passage and publication as provided by law.

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The Clerk announced the public hearing will be held at 7:00 PM on April 16, 2019.

Mayor Altomonte read by title Resolution 19-03-46: Emergency Temporary Appropriation. Mayor Altomonte requested a motion. Councilman Reeve made the motion, seconded by Councilwoman Salvatore. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 19-03-46  
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 \$7,331,054.71.*

*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.*

*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-for March 19, 2019 Meeting**

	Salary & Wages	Other Expenses
MAYOR & COUNCIL		
MUNI CLERK	10,000.00	
GENERAL ADMIN	4,000.00	
AUDIT		
FINANCE ADMIN	11,000.00	
TAX ASSES ADMIN	2,000.00	
TAX COLLECTOR	6,500.00	
LEGAL SERVICES		
ENGINEERING		
BLDG & GROUNDS		
PLAN/ZONING BD	2,000.00	1,000.00
SHADE TREE COMM		
ENVIRON HEALTH		
SOLID WASTE COLL	700.00	150,000.00
INSURANCE-GROUP HEALTH		250,000.00
INSURANCE-LIABILITY		
INSURANCE-WORKERS COMP		
FIRE		
FIRE-AID TO DEPARTMENT		
FIRE PREVENTION	7,000.00	

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POLICE	300,000.00		
STREETS & ROADS	60,000.00		
STREET LIGHTING		50,000.00	
BD OF HEALTH	600.00		
RECREATION			
HISTORICAL SITES			
VOL 1ST AID SQUAD			
OEM			
PROP MAINT	800.00		
RR PARKING			
DOWNTOWN REDEV			
UTILITIES		50,000.00	
VEHICLE MAINT			
CONSTR OFFICIAL	15,000.00		
ACCUM SICK LEAVE			
OASI/SOCIAL SECURITY			
PERS			
PFRS			
CONTINGENT			
MUNICIPAL COURT			
PUBLIC DEFENDER			
FREE PUBLIC LIBRARY			
EMERGENCY 911			
GREEN TRUST LOAN			
INTEREST ON BONDS			
INTEREST ON NOTES			
PAYMENT OF BANS			
MCIA LEASE INTEREST			
SUBTOTAL	419,600.00	501,000.00	
TOTAL TEMPORARY EMERGENCY APPROPRIATIONS		920,600.00	5,216,774.37
WATER SEWER UTILITY			
OPERATING	40,000.00		
BULK WATER PURCHASE/ACQUISITION OF WATER		75,000.00	
BAYSHORE REGIONAL SEWERAGE AUTHORITY		250,000.00	
PAYMENT ON BOND PRINCIPAL			
PERS			
BANS			
INTEREST ON BONDS			
INTEREST ON NOTES			
WATER-SEWER REHAB LOAN			
WASTEWATER LOAN			
SOCIAL SECURITY		4,000.00	
SUBTOTAL	40,000.00	329,000.00	
TOTAL WATER SEWER UTILITY TEMPORARY EMERGENCY APPROPRIATIONS			
		369,000.00	2,114,280.34

***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.*

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Mayor Altomonte read by title Resolution 19-03-47: Payment of Bills. Mayor Altomonte requested a motion. Councilman Reeve made the motion, seconded by Councilwoman Salvatore. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 19-03-47  
PAYMENT OF BILLS**

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

Current	\$425,665.27
Water & Sewer	\$197,418.86
Borough Capital	\$13,504.20
Water Capital	\$4,761.35
Grant	\$653.18
Borough Trust	\$31,691.77
Dog Tax Trust	\$90.60
Recreation Trust	\$385.00
<b>Total</b>	<b>\$674,170.23</b>

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

**Privilege of the Floor**

Mayor Altomonte opened the Privilege of the Floor.

Edward Lawrence, 41 New Brunswick Avenue, Matawan. Mr. Lawrence requested status of the investigation of the drainage and easement on his property. Mayor Altomonte stated the deed is under review by the attorney and engineer. Mr. Menna said the deed is under review, noting that the easement goes to the front of the property, not the rear, to provide for sidewalk expansion. There is a conservation easement on the subdivision lot, filed in 1963 by the developer. It is not a Borough easement, and it was never perfected. Councilman Cannon related previous discussions that the Borough can offer options to the homeowner. Mr. Menna concurred, stating that was a separate issue from whether the Borough has a legal easement that was designated to the Borough. Mr. Lawrence questioned the front easement and the fact that there are no curbs. Councilman Cannon said that the Borough could speak to the County regarding adding curbs to the road. Mr. Lawrence thanked Councilman Cannon for the invitation to march in the Memorial Day Parade.

Mike Vaccarella, 15 High Street, Matawan. Mr. Vaccarella requested an update regarding the bridge on Aberdeen Road, citing the constant flooding in the area. Mayor Altomonte stated Matawan Creek is tied to the ongoing dam negotiations with the County. Mr. Vaccarella questioned the status of those negotiations. Councilman Cannon stated, when the County stops asking for a multimillion dollar deal that the Borough doesn't have, that's when it will be fixed, with current split of County 65%, Borough 35% split. We will not agree to that. Mayor Altomonte added the Borough was originally going to pay \$8M and have negotiated the number down to somewhere around \$2-4M, and they're looking to get that amount down to \$1M. Mr. Vaccarella expressed concern of the dam failing with subsequent flooding, citing an EPA impact study. Mr. Menna commented the agreed upon inspection performed by the Borough, in conjunction with the County, and with the blessing of the DEP. The status reports have been given to the Borough Engineer's office and the professionals have been inspecting it on a regular basis to ensure its structural integrity. It is an ongoing study, done every six months.

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Fran Bucco, 79 Freneau Avenue, Matawan. Ms. Bucco questioned the two Police Department hires citing costs and questioning the need for same. Mr. Ferrara related the Department structure stating these hires bring the Department to full force. Councilman Cannon stated Council will not sacrifice the residents' safety for tax dollars. Ms. Bucco noted they will sacrifice the dams, admonishing Councilman Cannon for being rude.

Allison McCarthy, Coastal Watershed Coordinator for Cleanup Connection. Ms. McCarthy introduced herself and Cleanup Connection expressing the organizations concerns over the Williams Transcontinental Northeast Supply Enhancement Pipeline Project (NESE). She distributed maps to the members on the dais stating the Project will entail fracking for natural gas in Pennsylvania, with a pipeline that would extend through the Bayshore region to the Rockaways in New York. She explained the concerns of Cleanup Connection with regard to the project, noting the environmental hazards of having the Project approved. She asked for the Council to consider a resolution to oppose the pipeline and/or a resolution to extend the comment period for another 45 days, and send both to the DEP. Ms. McCarthy distributed a fact sheet and sample resolutions for the Council's consideration.

Mike Vaccarella, 15 High Street, Matawan. Mr. Vaccarella asked who sits on the Economic and Redevelopment Commission and for the qualifications of those members. Councilwoman Gunn introduced herself as the Chairperson listing the other members of the Commission that these were unpaid volunteer positions for residents and business owners. Mr. Vaccarella offered to assume the position as the Commission's Recording Secretary at no pay. Councilwoman Gunn said the position will be advertised but that she would be in touch.

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

**Recess to Executive Session**

Mayor Altomonte requested a motion to recess to Executive Session. Councilman Reeve made the motion, seconded by Councilman Cannon. Mr. Menna stated the purpose of Executive Session is to discuss contracts and personnel with the intent to take formal action after Executive Session. Council agreed. Motion passed.

Meeting recessed at 7:50 PM.

**Reconvene Public Session and Recess**

Mayor Altomonte requested a motion to reconvene the Public Session. Councilman Reeve made the motion, seconded by Councilwoman Salvatore. The meeting reconvened at 9:11 PM. Mayor Altomonte requested a roll call. On roll call the following members were present:

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

Absent:        Councilwoman Stephanie Buckel  
                 Councilman David Vergaretti

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

Mayor Altomonte requested a motion to hold Resolution 19-03-42. Councilwoman Salvatore made the motion, seconded by Councilman Cannon.

Mr. Menna requested any public comments. There were no comments.

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Council agreed. Motion passed.

Mayor Altomonte requested a motion to recess the Public Session to 7:00 PM, April 2. Councilwoman Salvatore made the motion, seconded by Councilman Reeve. Council agreed. Motion passed.

The meeting adjourned at 9:12 PM.

(Signature on File)

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Karen Wynne, RMC  
Municipal Clerk