

**Borough of Matawan  
Workshop Session  
July 2, 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 July 2, 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 7:00 PM, requesting a roll call.

On roll call the following members responded present:

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

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

Mayor Altomonte asked everyone to join the Governing Body for a Salute to the Flag at the Matawan Municipal Community Center (MMCC) flagpole in memory of Councilman David Vergaretti.

The Mayor and Council left the dais at 7:02 PM convening with the congregation in front of the MMCC flagpole. The American flag was then lowered to half-staff during the Pledge of Allegiance.

Mayor Altomonte asked everyone to stand for a Moment of Silence followed by the following statement in tribute to Councilman Vergaretti:

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STATEMENT BY  
MAYOR JOSEPH ALTOMONTE

DEATH OF DAVID VERGARETTI

The residents of the Borough of Matawan have lost an inspiring, dedicated public servant. The members of the Borough Council and I have lost a cherished friend.

I am saddened to announce the death of my colleague, Councilman David Vergaretti. I extend my deepest condolences to Kathleen and their son, former Councilman Michael Vergaretti. I know that I am joined in those sentiments by all residents of Matawan.

David was just elected to fill a full term on Council. You would never know it. He exuded boundless energy and expressed a desire to help so many in our town. He did so with a joyful spirit and easy grace.

He approached his duties and assignments not as a task, but an opportunity to learn and educate others to engage themselves in local government.

From assisting through his Church in relief efforts in Haiti; to his abiding commitment to environmental issues; welfare of animals, support for our volunteers and police; he assumed his tasks with determination. Above it all, he said he was called to engage with people and assist others.

We on the Council have lost a member of our family who daily checked on our employees to see that they were well. He was a part of the fabric of Matawan. We will miss him and I will mourn my friend.

6/12/19.

Mayor Altomonte presented Kathleen Vergaretti with a 'Key to the City' and Councilman Vergaretti's dais nameplate announcing a plaque in memory of the Councilman will be adhered to a MMCC park bench.

Council reconvened at the dais at 7:10 PM. Mayor Altomonte introduced Councilman Cannon, who expressed his admiration of Councilman Vergaretti as a friend and a humanitarian, to be very sorely missed.

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

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

There were no comments.

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

**Presentation to Washington Engine Fire Company**

Councilman Cannon read a Proclamation in recognition of Washington Engine Company's 150 years of volunteer service. Mayor Altomonte presented the Company with a 'Key to the City', noting that after 150 years of service it was time for them to have it. Christopher Lambross, speaking on behalf of Washington Engine Fire Company, thanked Mayor Altomonte, Councilman Cannon, the Matawan Borough Council, Daria Dieterle, John Applegate and the DPW, Police Chief Thomas J. Falco and Captain Jerimiah Hourihan, CERT, the Matawan Fire Department, and all the neighboring first responders and businesses for their support and assistance. He also thanked the citizens of the Borough of Matawan, stating they are grateful to all of them, and they look forward to serving them for the next 150 years.

**Nominees for the Appointment of Councilperson to Fill the Unexpired Term of Council  
Vacancy Said Term to Expire December 31, 2021**

Mayor Altomonte announced the names of the candidates nominated by the Matawan Democratic Committee letter of June 24, 2019 as Nominees for the Appointment of Councilperson to Fill the Unexpired Term of Council Vacancy, Said Term to Expire December 31, 2021: Bob Bunyon, Claire Esposito and Brian Livesey.

**Selection of Candidate and Administration of Oath of Office to Fill the Unexpired Term of  
Council Vacancy Said Term to Expire December 31, 2021**

Councilman Cannon made the motion to nominate Brian Livesey to fill the unexpired term of Councilman David Vergaretti, seconded by Councilman Reeve. Mayor Altomonte requested a roll call vote. A roll call vote was taken.

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

Motion passed.

Mayor Altomonte administered the Oath of Office for Councilman to Brian Livesey, for an unexpired three-year term, said term to expire December 31, 2021. Councilman Livesey took his seat at the dais. Councilman Livesey stated the moment is bittersweet stating Councilman Vergaretti was larger-than-life, leaving huge shoes to fill. He thanked the Governing Body and the Vergaretti family for their faith in him.

Mayor Altomonte read by title Resolution 19-07-01: Appointment of Candidate to Fill the Unexpired Term of Council Vacancy. Councilman Cannon made the motion, seconded by Councilwoman Gunn. Mayor Altomonte requested a roll call vote. A roll call vote was taken.

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

Abstain:       Councilman Brian Livesey

Motion passed.

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**RESOLUTION 19-07-01  
APPOINTMENT OF CANDIDATE TO FILL THE UNEXPIRED TERM OF COUNCIL VACANCY**

***WHEREAS**, a vacancy on the Borough Council of the Borough of Matawan has arisen as a result of the death of Councilman David Vergaretti; and*

***WHEREAS**, pursuant to said vacancy, the Matawan Democratic Committee has recommended three names for appointment of one candidate by the Mayor and Council to fill the vacancy created by the death of a Democratic Councilperson.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that, Brian Livesey is hereby selected as a Council Member of the Governing Body of the Borough of Matawan effective July 2, 2019 to fill the unexpired term ending December 31, 2021 of the late Councilman David Vergaretti.*

***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 Monmouth County Clerk and the Monmouth County Clerk of Elections.*

The Clerk announced she spoke with representatives of the County who confirmed the wording on the Resolution should be for the unexpired full-term. The Resolution will serve as notification to the County of the vacancy of the seat, to be presented for the November ballot.

**Approval of Firefighters**

Mayor Altomonte requested a motion to approve Borough of Matawan Volunteer Firefighter Applicants, Christopher Guerra and Arjun Roy. Councilwoman Salvatore made the motion, seconded by Councilwoman Buckel. Council agreed. Motion passed.

**Appointment in Mid-Year to Fill Vacancy on the Animal Welfare Advisory Committee**

Mayor Altomonte requested a motion to approve the appointment of Nadine Hemy to Fill an Unexpired Term on the Animal Advisory Committee. Councilman Cannon made the motion, seconded by Councilman Reeve. Council agreed. Motion passed. Mayor Altomonte administered the Oath of Office to Nadine Hemy, for an unexpired three-year term, said term to expire December 31, 2021.

**Old Business**

Mayor Altomonte read by title Ordinance 19-09: Amending and Supplementing the Code of the Borough of Matawan Chapter 21 – Streets, Sidewalks, Curbs, Driveways, Section 21-1, Street, Sidewalks, Curb and Driveway Openings. Mayor Altomonte requested a motion to open the public hearing. Councilman Reeve made the motion, seconded by Councilman Cannon. 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 Councilman Cannon. Council agreed. Motion passed. Mayor Altomonte read by title Ordinance 19-09: Amending and Supplementing the Code of the Borough of Matawan Chapter 21 – Streets, Sidewalks, Curbs, Driveways, Section 21-1, Street, Sidewalks, Curb and Driveway Openings, requesting a motion to adopt. Councilman Reeve made the motion, seconded by Councilwoman Buckel. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

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Abstain: Councilman Brian Livesey

Motion passed.

**ORDINANCE 19-09  
AMENDING AND SUPPLEMENTING THE CODE OF THE  
BOROUGH OF MATAWAN CHAPTER 21  
STREETS, SIDEWALKS, CURBS, DRIVEWAYS, SECTION 21-1, STREET, SIDEWALKS, CURB AND  
DRIVEWAY OPENINGS**

*WHEREAS, the Administrator and Borough Engineer have recommended the adoption of this revision to Chapter 21 – Streets, Sidewalks Curbs, Driveways, Section 21-1, Street, Sidewalks, Curb and Driveway Openings.*

*NOW, THEREFORE, BE IT ORDAINED by the Council of the Borough of Matawan that it herewith amends and supplements Chapter 21 – Streets, Sidewalks Curbs, Driveways, Section 21-1, Street, Sidewalks, Curb and Driveway Openings as follows:*

*Chapter 21, Section 21-1.2 – Is hereby amended and supplemented as follows:*

**21-1.2 Permit Required; Fees.**

*No person shall make an excavation or place any form of construction in, over or upon any public road, street or right of way, curb, sidewalk or driveway under the jurisdiction of the Borough without first making application for and obtaining a written permit from the Borough Engineer on the prescribed forms and upon the minimum payment of the application fee of six hundred dollars (\$600.00).*

*Permission to make an opening in or tear up the surface, curb or sidewalk of a road or street shall not carry with it any right to make drainage, sewer, water, gas, oil, steam, electric or telephone connections. A separate permit to make such connections must be obtained from the proper officials having jurisdiction thereof. The applicant shall make application for and obtaining a written permit from the Borough Engineer, or appropriate official, on the prescribed forms and upon the minimum payment of the application fee of six hundred dollars (\$600.00).*

*If necessary and desirable in the opinion of the Borough Engineer, the permittee shall submit plans and specifications, in duplicate, which plans will indicate the extent of the proposed work within the Borough. The permittee shall promptly submit a copy of the permit to the Chief of Police. The Chief of Police shall notify the appropriate volunteer fire companies and first aid squads.*

*All work shall be performed and paid for by the person obtaining the permit.*

*Chapter 21, Section 21-1.3(d) – Is hereby amended and supplemented as follows:*

**21-1.3(d) Inspection Fee Escrow.**

*d. Inspection Fee Escrow. The applicant shall post an escrow with the Borough Clerk to defray the cost of inspection of the street opening and paving restoration by the Borough Engineer. The fee shall be equal to ten percent (10%) of the cash performance guarantee amount with a five hundred dollar (\$500.00) minimum. The applicant shall notify the Borough seven (7) days prior to commencement of work and at the completion of the work.*

***BE IT FURTHER ORDAINED,** all ordinances or parts of ordinances inconsistent with the provisions of this ordinance shall be and the same are hereby repealed.*

***BE IT FURTHER ORDAINED,** 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.*

***BE IT FURTHER ORDAINED,** this ordinance shall take effect upon final passage and publication as provided by law.*

**Consent Agenda**

Mayor Altomonte read by title Resolutions 19-07-02 through and including 19-07-07 requesting a motion to approve en masse. Councilwoman Salvatore made the motion, seconded by Councilman Reeve. Mayor Altomonte requested a voice vote. Council agreed with Councilman Livesey abstaining. Motion passed.

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**RESOLUTION 19-07-02  
REDEMPTION OF TAX SALE CERTIFICATES  
CERTIFICATE #18-00068  
CERTIFICATE #18-00072**

<u>Certificate #</u>	<u>Company Sold To</u>	<u>Block</u>	<u>Lot</u>	<u>Address of Property</u>	<u>Payment</u>	<u>Premium</u>
18-00068	US Bank Cust for PC7 First Trust	120	14	214 Villanova Place	\$1,576.75	\$0.00
18-00072	US Bank Cust for PC7 First Trust	123	33.11	38 Somerset Place	\$2,279.80	\$0.00

*WHEREAS, the Borough of Matawan Tax Collector has reported that the above Tax Sale Certificates were sold; and*

*WHEREAS, the Certificates has been paid and fully redeemed for the property owners.*

*NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payments in the amounts, plus any Premiums indicated, for the redemption of the Tax Sale Certificates listed above.*

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

**RESOLUTION 19-07-03  
AUTHORIZING ACCELERATED ELECTRONIC TAX SALE FOR 2019**

*BE IT RESOLVED by the Council of the Borough of Matawan, County of Monmouth, State of New Jersey, that the Borough Tax Collector hold an accelerated tax sale for the year 2019 by means of an electronic sale.*

**WEEK OF:**

Regular Mailing	November 25, 2019
Regular Mailing	December 2, 2019
Regular Mailing	December 9, 2019
Regular Mailing	December 16, 2019
<b>TAX SALE</b>	<b>December 23, 2019</b>

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

**RESOLUTION 19-07-04  
FIXING RECYCLING CENTER CARD ACCESS FEES AND USES**

*NOW, THEREFORE, BE IT RESOLVED, by the Council of the Borough of Matawan, based on the recommendation of the Recycling Coordinator hereby delegates that the following fees shall be fixed for the year 2019 and future years.*

- Recycling Center Card Access Fees      \$5.00 first replacement card  
   \$10.00 for subsequent replacement card(s)*

*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 and Recycling.*

**RESOLUTION 19-07-05  
GOVERNING BODY CERTIFICATION OF THE 2018 LOSAP AUDIT**

*WHEREAS, the LOSAP Audit for the year 2018 has been filed by a Registered Municipal Accountant with the Municipal Clerk, and a copy has been received by each member of the Governing Body.*

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*NOW, THEREFORE, BE IT RESOLVED, the Governing Body of the Borough of Matawan, hereby certifies receipt and acceptance of the 2018 LOSAP Audit as submitted by the Municipal Auditor.*

*BE IT FURTHER RESOLVED, certified copy of the Resolution shall be distributed to the following Borough of Matawan Departments: Clerk, Finance, Fire Department as well as the Municipal Auditor.*

**RESOLUTION 19-07-06  
AUTHORIZING THE CLERK TO SOLICIT REQUEST FOR PROPOSALS FOR  
REAL PROPERTY DATA COLLECTION AND VERIFICATION SERVICES**

*WHEREAS, the Governing Body of the Borough of Matawan, County of Monmouth, is desirous of soliciting Request for Proposals for the annual performance of real property data collection and verification services to cover 12.5% of all properties annually with all parcels located within the Municipality completed over the eight (8) year period between January 1, 2019 and December 31, 2026 awarded as a three (3) year contract with the option of five (5) one (1) year awards; and*

*WHEREAS, the statutory enactment of the Fair and Open Process is guided by the rules and regulations adopted by the State under NJSA 19:44-A20, et seq.*

*NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that the Clerk is authorized and empowered to advertise for Request for Proposals pursuant to the Fair and Open Process for the Borough of Matawan.*

**BOROUGH OF MATAWAN  
RESOLUTION 19-07-07**

**Resolution:**                    *Approval to Submit a Grant Application and Execute a Grant Contract With the New Jersey Department of Transportation for the Overbrook Lane Improvements Project*

*NOW, THEREFORE, BE IT RESOLVED, that Council of the Borough of Matawan formally approves the grant application for the above stated project.*

*BE IT FURTHER RESOLVED, that the Mayor and Clerk are hereby authorized to submit an electronic grant application, identified as MA-2020-Overbrook Lane Improvements-00185 for Matawan Borough to the New Jersey Department of Transportation on behalf of the Borough of Matawan.*

*BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Borough of Matawan, and their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.*

*Certified as a true copy of the Resolution, adopted by the Council of the Borough of Matawan on this 2<sup>nd</sup> day of July, 2019.*

**New Business**

Mayor Altomonte read by title Resolution 19-07-08: Award of Quote for Sanitary Sewer Cleaning and TV Inspection in Association with the Borough of Matawan’s 2019 Road Improvement Program – Oswald Enterprises, Inc. Councilwoman Buckel made the motion, seconded by Councilman Reeve. Mayor Altomonte requested a roll call vote. A roll call vote was taken.

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

Abstain:            Councilman Brian Livesey

Motion passed.

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**RESOLUTION 19-07-08  
AWARD OF QUOTE FOR SANITARY SEWER CLEANING AND TV INSPECTION  
IN ASSOCIATION WITH THE BOROUGH OF MATAWAN'S  
2019 ROAD IMPROVEMENT PROGRAM  
OSWALD ENTERPRISES, INC.**

**WHEREAS**, the Borough of Matawan previously authorized the receipt of quotes for Sanitary Sewer Cleaning and TV Inspection in association with the Borough of Matawan's 2019 Road Improvement Program; and

**WHEREAS**, pursuant to law the Borough of Matawan solicited quotes for the Sanitary Sewer Cleaning and TV Inspection; and

**WHEREAS**, the Borough of Matawan received three (3) quotes for the aforesaid contract; and

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Borough of Matawan upon recommendation of T&M Associates, Borough Engineer, hereby awards contract for the Sanitary Sewer Cleaning and TV Inspection to Oswald Enterprises, Inc., 161 East Road, PO Box 126, Belford, New Jersey 07718 in an amount not to exceed Sixteen Thousand Five Hundred Thirty Seven Dollars and Fifty Cents (\$16,537.50).

**BE IT FURTHER RESOLVED** said contract is performed in accordance with all quote specifications, contracts and documents, and subject to certification by the Chief Financial Officer that funds are available, review and approval of quote documents by the Borough Attorney and approval of the New Jersey Department of Labor, Division of Wage and Hour Compliance, and the Mayor is hereby authorized to execute any necessary documents to implement the aforesaid award of contract.

**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 and Oswald Enterprises, Inc.

**CERTIFICATION AS TO AVAILABLE FUNDING**

I, Nicole Horvath, Chief Financial Officer of the Borough of Matawan do hereby certify that as of the date of this certification funds are available in the W-06-55-519-101 Budget of the Borough of Matawan to for Oswald Enterprises, Inc. for the Sanitary Sewer Cleaning and TV Inspection in association with the Borough of Matawan's 2019 Road Improvement Program in an amount not to exceed Sixteen Thousand Five Hundred Thirty Seven Dollars and Fifty Cents (\$16,537.50).

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

Chief Financial Officer

(Signature on File)

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Nicole Horvath, CMFO

Dated: July 2, 2019



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**YOUR GOALS. OUR MISSION.**

MATN-04136

June 27, 2019  
(via Email & U.S. Mail)

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

**Re: Recommendation of Award  
2019 Road Program  
Sanitary Sewer Cleaning and Video Inspection  
Borough of Matawan, NJ**


Dear Mr. Ferrara:

We requested proposals from three (3) contractors for the cleaning and television video inspection of approximately 7,250 linear feet (LF) of sanitary sewer within the Borough along various streets including Matawan Avenue, Crest Circle, Hillside Street, Highland Avenue, Park Avenue, Crescent Place, Onyx Lane, Overlook Lane, Center Avenue and Suthpin Avenue. All three contractors responded with proposals. Based on the attached summary of quotes received, the lowest quotation for both the base bid and alternate bid was provided by Oswald Enterprises, Inc. located in Belford, NJ. Therefore, we recommend the Borough authorize the base bid and alternate bid work to be performed by Oswald Enterprises, Inc. in the amount of \$16,537.50.

If you have any questions or require additional information, please call.

Very truly yours,

T&M ASSOCIATES

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

RRK:RRS:scb

Attachment

cc: Joseph Altomonte, Mayor  
Karen Wynne, Borough Clerk (w/enclosure)  
Pasquale Menna, Borough Attorney  
Nicole Horvath, CFO, Borough of Matawan

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MATN-04144

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Mayor Altomonte read by title Resolution 19-07-09: Authorizing Maser Consulting PA to Provide Professional Services for the Migration from VUEworks System to ArcGIS Online. Councilman Reeve made the motion, seconded by Councilwoman Gunn. Mayor Altomonte requested a roll call vote. A roll call vote was taken.

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

Abstain: Councilman Brian Livesey

Motion passed.

**RESOLUTION 19-07-09  
AUTHORIZING MASER CONSULTING PA TO PROVIDE PROFESSIONAL SERVICES FOR THE  
MIGRATION FROM VUEWORKS SYSTEM TO ARCGIS ONLINE**

*WHEREAS, at the request of John Applegate, Superintendent of the Department of Public Works, Maser Consulting PA has submitted the attached proposals to provide professional services to complete the Borough of Matawan migration from the VUEWorks system to the ArcGIS Online system; and*

*WHEREAS, Mr. Applegate recommends Maser Consulting’s attached proposals as it will prove to be invaluable asset of streamlining of data for Borough use and bringing the information immediately into the hands of the residents.*

*NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby authorizes by Maser Consulting PA to proceed as outlined in the attached Client Work Authorizations in the total amount not to exceed Twenty One Thousand Six Hundred Forty Dollars and No Cents (\$21,640.00).*

*BE IT FURTHER RESOLVED, by the Council of the Borough of Matawan that John Applegate, Superintendent of the Department of Public Works, be and is hereby authorized as signatory on behalf of the Borough of Matawan.*

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

**CERTIFICATION AS TO AVAILABLE FUNDING**

*I, Nicole Horvath, Chief Financial Officer of the Borough of Matawan do hereby certify that as of the date of this certification funds are available from the 9-09-55-500-224 Budget of the Borough of Matawan to Maser Consulting, PA (MC Project No. MAT110) for professional services for the Borough of Matawan in an amount not to exceed Twenty One Thousand Six Hundred Forty Dollars and No Cents (\$21,640.00).*

*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*

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*Nicole Horvath, CMFO  
Dated: July 2, 2019*

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CLIENT WORK AUTHORIZATION FORM

CLIENT: Matawan Borough Department of Public Works

PROJECT NAME: Matawan Web GIS WORK ORDER CONTRACT NO: \_\_\_\_\_

PROJECT LOCATION: Matawan, NJ MC PROJECT NO: MAT110

WE REQUEST YOUR REVIEW AND AUTHORIZATION OF THE WORK AS OUTLINED BELOW IN ORDER TO PROCEED:

WORK REQUESTED BY: John Applegate, Director of Matawan Department of Public Works

DESCRIPTION OF WORK/CONTRACT SCOPE:

Our team will complete the migration from the Borough's VUEWorks system into the ArcGIS Online (AGO) organizational account. The VUEWorks site will be decommissioned at the completion of this task. This task includes 96 labor hours to complete the following:

- Migrating the GIS data from the Maser servers into the Borough's ArcGIS Online account;
- Migrating linked documents from VUEWorks into AGO (300 documents w/1400 links); and
- Connect the MODIV tax database to the parcels within AGO.

We will build a "Public Notification Web App" within the Borough's AGO account. This web app will replace the buffer tools & reporting functionality of the current VUEWorks site that the Borough currently uses to create 200' Owners Lists. (14 labor hours)

Two dashboard views will be created within the Borough's AGO account. The first will display a summary of hydrant, outfall and catch basin inspections results and status will be created. The second will be used to track landscaping and inspections of the Borough's buildings & grounds. (38 hours)

The Business Terms and Conditions of the original contract shall still apply.

Work as outlined above shall be invoiced:

☒ PER DIEM/HOURLY      Estimated Budget = \$ 12,840.00

☐ LUMP SUM      Fee = \$ \_\_\_\_\_

I (we) Hereby authorize the work to proceed as outlined above:

Work Order Form Prepared by:

John J. Applegate  
Signer's Name (Print)

Michael Kolody  
Project Manager's Name (Print)

[Signature]      5/30/19  
Signature      Date

[Signature]      May 23, 2019  
Project Manager      Date

PLEASE SIGN THE FORM WHERE INDICATED & FAX OR MAIL TO MASER CONSULTING P.A. FOR OUR RECORDS.

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CLIENT WORK AUTHORIZATION FORM

Matawan Borough Department of Public Works

CLIENT: \_\_\_\_\_

PROJECT NAME: Matawan Web GIS WORK ORDER CONTRACT NO: \_\_\_\_\_

PROJECT LOCATION: Matawan, NJ MC PROJECT NO: MAT110

WE REQUEST YOUR REVIEW AND AUTHORIZATION OF THE WORK AS OUTLINED BELOW IN ORDER TO PROCEED:

WORK REQUESTED BY: John Applegate, Director of Matawan Department of Public Works

DESCRIPTION OF WORK/CONTRACT SCOPE:

The Borough will provide Maser Consulting with post-processed Trimble GPS files (.cor). Maser will import the GPS files into the GIS database and load into the Borough's master GIS database and publish to the VUEWorks and ArcGIS Online systems. We will also perform a brief quality check of the data to confirm that attributes have been populated and compare new GPS data against existing GIS data.

We have assumed the following:

- \*Each GPS file will include no more than 70 features as collected in the field.
- \*Each GPS file will take approximately one hour to load to GIS and each update to VUEWorks/AGO will take approximately two hours. We recommend sending a batch of files on a weekly or monthly basis that works with the Borough's schedule.
- \*A total of 40 GPS files and 12 "upload events" are included in this cost estimate.
- \*GPS data provided to Maser will be collected using Matawan's existing GPS data dictionary within the Trimble GeoXH handheld. Changes to the data dictionary will require changes to the GIS database that are not included in this scope.

The Business Terms and Conditions of the original contract shall still apply.

Work as outlined above shall be invoiced:

☒ PER DIEM/HOURLY Estimated Budget = \$ \$8,800

☐ LUMP SUM Fee = \$ \_\_\_\_\_

I (we) Hereby authorize the work to proceed as outlined above:

Work Order Form Prepared by:

John J. Applegate  
Signer's Name (Print)

Michael Kolody  
Project Manager's Name (Print)

[Signature]  
Signature Date

[Signature] Nov 14, 2018  
Project Manager Date

PLEASE SIGN THE FORM WHERE INDICATED & FAX OR MAIL TO MASER CONSULTING P.A. FOR OUR RECORDS.

Mayor Altomonte read by Ordinance 19-10: Ordinance Authorizing the Guaranty by the Borough of Matawan, New Jersey or Payment of Principal and Interest on the Capital Equipment Lease Revenue Bonds, Series 2019 (Matawan-Aberdeen Regional School District Project) of the Monmouth County Improvement Authority. Mayor Altomonte requested a motion to introduce. Councilwoman Salvatore made the motion, seconded by Councilman Reeve. Council agreed. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Abstain: Councilman Brian Livesey

Motion passed.

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July 2, 2019**

**ORDINANCE 19-10**

**ORDINANCE AUTHORIZING THE GUARANTY BY THE BOROUGH OF MATAWAN,  
NEW JERSEY OR PAYMENT OF PRINCIPAL AND INTEREST ON THE CAPITAL  
EQUIPMENT LEASE REVENUE BONDS, SERIES 2019 (MATAWAN-ABERDEEN  
REGIONAL SCHOOL DISTRICT PROJECT) OF THE MONMOUTH COUNTY  
IMPROVEMENT AUTHORITY**

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

Section 1. Pursuant to Section 80 of the County Improvement Authorities Law, N.J.S.A. 40:37A-44 *et. seq.*, the Borough of Matawan, New Jersey (the "Municipality") is hereby authorized to unconditionally and irrevocably guaranty the punctual payment of the principal of and the interest on the Capital Equipment Lease Revenue Bonds, Series 2019 (Matawan-Aberdeen Regional School District Project) (the "Bonds") of The Monmouth County Improvement Authority (the "Authority") Outstanding (as that term is defined in the following described resolution) under the resolution of the Authority entitled "Capital Equipment Lease Revenue Bond Resolution (Matawan-Aberdeen Regional School District Project)" (the "Bond Resolution") to be adopted in a form approved by counsel to the Municipality. The Authority plans to issue the Bonds to finance the acquisition and subsequent leasing of certain capital equipment to the Matawan-Aberdeen Regional School District (the "Board") pursuant to a lease and agreement to be entered into by the Authority and the Board (the "Lease"). Such guaranty shall be given in accordance with the guaranty agreement (the "Guaranty Agreement") between the Municipality and the Authority in substantially the form submitted to this Board, a copy of which is on file in the office of the Clerk of the Municipality, with such changes as may be approved by counsel to the Municipality. The Mayor is hereby authorized to execute the Guaranty Agreement on behalf of the Municipality in substantially such form as submitted hereto and with such changes as may be approved by the Mayor, and the Clerk of the Municipality is hereby authorized to attest such signature affixing the seal of the Municipality. All representatives, officials and employees of the Municipality are hereby authorized to enforce and to implement the Guaranty Agreement.

Section 2. The following additional matters are hereby determined, declared, recited and state:

(1) The maximum principal amount of the Bonds of the Authority hereby and hereunder to be guaranteed as to payment of principal and interest shall not exceed the sum of the amount necessary to acquire the Board's equipment as set forth in Schedule A which will be subject to the Lease and to pay the Board's share of the costs of issuance, but in no event shall such principal amount exceed \$1,917,000, of which the Municipality will guarantee 32.354% or not to exceed \$620,238.

(2) The Bonds shall mature within eleven years of the date of issue.

(3) The Bonds shall remain Outstanding to their respective stated maturity dates and the guaranty authorized herein shall remain effective until all Bonds shall have been paid in full in accordance with their terms notwithstanding the occurrence of any other event.

(4) The guaranty authorized herein may be made and this ordinance may be adopted notwithstanding any statutory debt or other limitations, including particularly any limitation or requirement under or pursuant to the Local Bond Law, N.J.S.A. 40A:2-1, *et. seq.*, but the principal amount of any Outstanding Bonds shall be included after their issuance in the gross debt of the Municipality for the purpose of determining the indebtedness of the Municipality under or pursuant to the Local Bond law. The principal amount of the Bonds included in the gross debt of the Municipality shall be deducted from the gross debt of the Municipality under and all for all the purposes of the Local Bond Law (a) from and after the time of issuance of the Bonds until the end of the fiscal year beginning next after the acquisition of the equipment to be financed from the proceeds of the Bonds and (b) in any Annual Debt Statement filed pursuant to the Local Bond law as of the end of such fiscal year or any subsequent fiscal year if the revenues or other receipts or moneys of the Authority in such year are sufficient to pay its expenses of operation and maintenance in such year and all amounts payable in such year on account of the principal of and the interest on all such Bonds, all bonds of the Municipality issued as provided under N.J.S.A. 40:37A-79 and all bonds of the Authority issued under the County Improvement Authorities Law.

Section 3. Upon payment of the principal of and the interest due on the Bonds by the Authority or by the defeasance of the Bonds pursuant to the Bond Resolution, the guaranty authorized herein will cease to exist and the gross debt of the Municipality shall be reduced to the extent that such Bonds cease to be Outstanding under the Bond Resolution.

Section 4. This ordinance shall take effect 20 days after the first publication thereof after final adoption in accordance with the County Improvement Authorities Law and the Local Bond Law.

**Borough of Matawan  
Workshop Session  
July 2, 2019**

***SCHEDULE A - EQUIPMENT LIST***  
*Matawan-Aberdeen Regional School District*

<u>Equipment</u>	<u>Useful Life (Years)</u>	<u>Lease Term (Years)</u>	<u>Estimated Cost</u>
54-Passenger Bus	10	5	\$1,008,000
24-Passenger Bus	10	5	325,000
6-Passenger Vehicle	3	5	34,000
Cargo Van	5	5	34,000
Pickup Truck	5	5	44,000
10G SFP+ LC SR 300m MMF Transceiver	5	5	3,259
10G SFP+ LC SR 10km SMF Transceiver	5	5	22,059
Aruba 10G SFP+ to SFP+1m DAC Cable	5	5	3,836
Aruba 10G SFP+ to SFP+3m DAC Cable	5	5	1,953
Aruba 3800/3810M 3M Stacking Cable	5	5	1,957
Aruba 3810M 16SFP+2-slot Switch	5	5	12,187
Aruba 3810M/2930M 4SFP+ MACsec Module	5	5	5,178
Aruba 3810M 4-port Stacking Module	5	5	3,249
Aruba X371 12VDC 250W Power Supply	5	5	2,550
Aruba X372 54VDC 680W Power Supply	5	5	3,488
Aruba X372 54VDC 1050W Power Supply	5	5	4,301
Aruba 2930F 24G POE+4SFP+ SWTCPERP Switch	5	5	3,809
Aruba 2930F 48G POE+4SFP+ Switch	5	5	85,005
Aruba 2930M 48G POE+1-slot Switch	5	5	18,942
Aruba 3810M 24SFP+250W Switch	5	5	8,310
Aruba 2930F 48G POE+ 4SFP+ 740W Switch	5	5	88,628
AP-270-MNT-V1 AP-270 Series Outdoor Pole/Wall	5	5	1,919
AP-270-MNT-H1 270 Series MT KITMNT Installation Kit	5	5	1,894
Aruba AP-275 802.11n/ac Dual 3x3:3 Radio Integrated Access Point	5	5	3,854
AP-277 OTDR Dual 3x3:3 802.11 ACWRLS AP Access Point	5	5	4,064
CNTRLR PER AP ENT LIC BNDL Software	5	5	2,359
Airwave 1 Device LICS ELTU CLDS Software	5	5	1,797
1 YR FC Aruba 24x7 License CN SVCS Bundle Software	5	5	1,943
1 YR FC Aruba 24x7 Airwave 1 DEVSVCS Software	5	5	1,771
Aruba 1YR FC NBD Exch AP 275 Outdoor SVC Software	5	5	1,935
1 YR FC Aruba NBD Exch AP 277 SVCS Software	5	5	1,953
CAT6e cable run with end to end conduit up to 200 ft.	5	5	5,259

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<u>Equipment</u>	<u>Useful Life (Years)</u>	<u>Lease Term (Years)</u>	<u>Estimated Cost</u>
<i>Total</i>			<b>\$1,742,459</b>

The Clerk announced the Public Hearing will be held on July 16, 2019 at 7:00 PM.

Mayor Altomonte read by Ordinance 19-11: Ordinance Authorizing the Leasing of Certain Capital Equipment by the Borough of Matawan, New Jersey from the Monmouth County Improvement Authority and the Execution of a Lease and Agreement Relating Thereto. Mayor Altomonte requested a motion to introduce. Councilman Reeve made the motion, seconded by Councilwoman Buckel. Council agreed. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Abstain: Councilman Brian Livesey

Motion passed.

**ORDINANCE 19-11  
ORDINANCE AUTHORIZING THE LEASING OF CERTAIN CAPITAL EQUIPMENT BY THE  
BOROUGH OF MATAWAN, NEW JERSEY FROM THE MONMOUTH COUNTY IMPROVEMENT  
AUTHORITY AND THE EXECUTION OF A LEASE AND AGREEMENT RELATING THERETO**

**BE IT ORDAINED** by the Borough Council of the Borough of Matawan, New Jersey (not less than two-thirds of all members thereof affirmatively concurring) as follows:

Section 1. Pursuant to Section 78 of the County Improvement Authorities Law, N.J.S.A. 40:37A-44, et seq., the Borough of Matawan (the “Municipality”) is hereby authorized to unconditionally and irrevocably lease certain items of capital equipment from The Monmouth County Improvement Authority (the “Authority”) pursuant to a Lease and Agreement, substantially in the form submitted to this meeting (the “Lease”), a copy of which is on file in the office of the Clerk to the Municipality. The Mayor is hereby authorized to execute the Lease on behalf of the Municipality in substantially such form as submitted to this meeting and with such changes as may be approved by the Mayor, which approval shall be conclusively evidenced by the execution thereof, and the Clerk to the Municipality is hereby authorized to affix and attest the seal of the Municipality.

Section 2. The following additional matters are hereby determined, declared, recited and stated:

(a) In recognition of the fact that the lease payment of the Municipality under the Lease will be based, in part, on the amount of bonds issued by the Authority to finance the acquisition of the leased equipment and the interest thereon, the maximum amount of bonds which the Authority shall issue to finance the acquisition of the equipment to be leased to the Municipality shall not exceed \$1,368,000 and the interest rate on said bonds shall not exceed five and fifty hundredths percent (5.50%) per annum; and

(b) The items to be leased from the Authority shall be as set forth in Schedule A hereto; provided that the Mayor or any authorized municipal representative (as defined in the Lease) may substitute or add items of equipment in accordance with the provisions of the Lease; and

(c) The lease term applicable to a particular item of leased equipment shall not exceed the useful life of such item.

Section 3. This ordinance shall take effect twenty (20) days after the first publication thereof after final adoption as provided by law.



**Borough of Matawan  
Workshop Session  
July 2, 2019**

***SCHEDULE A - EQUIPMENT LIST***  
*Borough of Matawan*

<u>Equipment</u>	<u>Useful Life (Years)</u>	<u>Lease Term (Years)</u>	<u>Estimated Cost</u>
Field Groomer	15	10	\$ 14,000
Leaf Loader	15	10	50,000
Front End Loader	15	10	170,000
Snow Removal Equipment	15	10	25,000
Service Truck	5	5	55,000
Leak Correlator	15	10	24,000
Water Meter Purchase	15	10	100,000
Mini Excavator	15	10	32,000
Service Truck	5	5	43,000
Vactor Trailer	15	10	126,000
Sewer Inspection Camera	15	10	14,000
Aerator Platform Extension	15	10	50,000
Workspace Furniture	5	5	10,000
Fire Engine	10	10	490,000
Water Main Exerciser	15	10	40,000
<b>TOTAL</b>			<b>\$1,243,000</b>

The Clerk announced the Public Hearing will be held on July 16, 2019 at 7:00 PM.

Mayor Altomonte read by title Resolution 19-07-10: Payment of Bills. Councilman Reeve made the motion, seconded by Councilwoman Buckel. Mayor Altomonte requested a roll call vote. A roll call vote was taken.

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

Abstain: Councilman Brian Livesey

Motion passed.

***RESOLUTION 19-07-10  
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	\$2,174,730.48
Water & Sewer	\$120,033.93
Borough Capital	\$146,781.75
Water Capital	\$6,829.03
Grant	\$214.58
Borough Trust	\$19,417.69
Railroad Parking Trust	\$261,740.00
Recreation Trust	\$893.50
Unemployment	\$174.00
<b>Total</b>	<b>\$2,730,814.96</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.

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**Privilege of the Floor**

Mayor Altomonte opened the Privilege of the Floor.

Joe Basso, 16 Edgemere Drive, Matawan. Mr. Basso offered his condolences to the Vergaretti family. He inquired the status of Edgemere Drive paving, expressing his dissatisfaction with the way the Borough paves the roads. Mayor Altomonte explained bids came in for 2019 Road Program in \$500K over the estimate, and we will rebid. Mr. Basso asked for a timeframe for the rebid. Mr. Menna replied, approximately another 45 days. Mr. Basso noted the employees of the Borough of Matawan should have off the day after Independence Day and should not work on Friday, July 5, 2019.

Briana Countryman, 8 Wyckoff Street, Matawan. Ms. Countryman related the use of an herbicide chemical at Lake Lefferts in May 2019 which killed plants in her neighborhood and on her property. She suffered extensive damage and sent an email to everyone on the dais regarding this, and asks for a resolution. The Resident also cited poor and/or lack of communication by the Borough prior to the chemical's use.

Barry Orr, 14 Ravine Drive, Matawan. Mr. Orr reiterated Ms. Countryman's statements.

Mayor Altomonte acknowledged the email information of his conversation with the regional manager of the company that administered the herbicide. Mr. Ferrara explained the Borough relied on the company to inform the residents. Councilman Cannon noted he toured the neighborhood, and completely understands their concern and frustration, agreeing that residents should be better notified in the future. Mayor Altomonte informed the regional manager offered to meet with the residents and replace anything to be replaced. Mr. Ferrara added the regional manager performed an on-site investigation and took pictures of the damage. Councilwoman Gunn acknowledged that the biggest factor was the lack of communication from the Borough. She said that moving forward the Borough will be more diligent with its notification.

Mr. Orr asked if they would receive an email or reply back from the Borough. Mr. Ferrara replied, the company will contact the affected residents directly. Councilman Cannon added, he will respond as well.

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

**Conclude the Salute the Flag Ceremony In Memoriam of Councilman David Vergaretti**

Mayor Altomonte asked everyone to join the Governing Body outside to conclude the flag ceremony in memory of Councilman David Vergaretti. The Mayor and Council left the dais at 7:36 PM convening with the congregation in front of the MMCC flagpole. The American flag was raised to full-staff. Mayor Altomonte thanked everyone for their participation in the ceremony.

Council reconvened at the dais at 7:54 PM.

**Recess to Executive Session**

Mayor Altomonte requested a motion to recess to Executive Session. Councilwoman Salvatore made the motion, seconded by Councilwoman Buckel. Mr. Menna announced the purpose of Executive Session is to discuss personnel. Council agreed. Motion passed.

**Borough of Matawan  
Workshop Session  
July 2, 2019**

**RESOLUTION 19-07-11  
EXECUTIVE SESSION RESOLUTION**

***WHEREAS**, the Open Public Meetings Act, PL 1975, Chapter 231, permits the exclusion of the public from a meeting in certain circumstances; and*

***WHEREAS**, this public body is of the opinion that such circumstances presently exist; and*

***WHEREAS**, the Governing Body wishes to discuss:*

- *Contracts*
- *Litigation*
- *Personnel*

***WHEREAS**, minutes will be kept and once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes can be made public.*

***NOW, THEREFORE, BE IT RESOLVED** that the public be excluded from this meeting.*

Meeting recessed at 7:56 PM.

**Reconvene and Adjourn the Public Session**

Mayor Altomonte requested a motion to reconvene the Public Session. Councilman Reeve made the motion, seconded by Councilwoman Gunn. Council agreed. Motion passed. Mayor Altomonte requested a roll call. On roll call the following members responded present:

Present:        Councilwoman Stephanie Buckel  
                    Councilman Brett Cannon  
                    Councilwoman Deana Gunn  
                    Councilman Brian Livesey  
                    Councilman Nicolas Reeve  
                    Councilwoman Josi Salvatore

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

The meeting reconvened at 8:24 PM.

Mr. Menna announced Council is presenting a Resolution for adoption from the floor to authorize the Advertise for Hiring of a Full-Time Annual Bookkeeper and Staff Assistant Finance Department.

Mayor Altomonte read by title Resolution 19-07-12: Advertise for Hiring of a Full-Time Annual Bookkeeper and Staff Assistant – Finance Department. Councilman Reeve made the motion, seconded by Councilwoman Buckel. Mayor Altomonte requested any public comment.

There were no comments.

Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 19-07-12  
AUTHORIZING THE BOROUGH ADMINISTRATOR  
TO ADVERTISE FOR HIRING OF A  
FULL-TIME ANNUAL BOOKKEEPER AND STAFF ASSISTANT  
FINANCE DEPARTMENT**

***WHEREAS**, there is a need for a Full-Time Annual Bookkeeper and Staff Assistant within the Borough of Matawan.*

**Borough of Matawan  
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***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 Full-Time Annual Bookkeeper and Staff and Assistant 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: Administration, Clerk and Finance.*

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

The meeting adjourned at 8:26 PM.

(Signature on File)

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Karen Wynne, RMC  
Municipal Clerk