

**Borough of Matawan  
Public Session  
December 17, 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 December 17, 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 7:04 PM requesting a roll call.

On roll call the following members responded present:

Yes: Councilman Nicolas Reeve  
Councilwoman Stephanie Buckel  
Councilwoman Deana Gunn  
Councilman John Lazar

Absent: Councilwoman Josi Salvatore  
Councilman Brett Cannon

Also present were Louis Ferrara, Borough Administrator, Pasquale Menna, Esq., Borough Attorney as well as Robert Keady of T&M Associates, Borough Engineer.

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

Mayor Altomonte asked everyone to stand for a Moment of Silence, asking that everyone keep in their thoughts the victims of the shootings in Jersey City as well as Christopher Lambros and his family and friends.

Mayor Altomonte announced the addition of Resolution 19-12-28 to the Agenda.

**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.

**Police Department Award of Recognition to Adrianna Cortopassi**

On behalf of the Matawan Police Department, Chief Thomas J. Falco, Jr. presented an Award of Recognition to Adrianna Cortopassi on the dedication of her work on a Girl Scout community-based project, on the renovation of the MPD Domestic Violence Response Team Room for the victims and their families. Working diligently with MPD DVRT Liaison, the renovation included new paint, television, furniture, carpeting and stuffed animals for the children. Chief Falco presented a plaque honoring Adrianna and on her achievement of the Girl Scout Bronze Award. Chief Falco also acknowledged a plaque in the DVRT Room commemorating the renovation in Adrianna's name.

**Approval of Minutes**

Mayor Altomonte requested a motion to approve the minutes of the December 3, 2019 Council Meeting. Councilman Reeve made a motion, seconded by Councilwoman Buckel. Council agreed. Motion passed.

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**Old Business**

Mayor Altomonte read by title Resolution 19-10-09: Authorizing T&M Associates to Provide Professional Services for Main Street Streetscape Phase III. Mayor Altomonte requested a motion. 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 Stephanie Buckel  
Councilwoman Deana Gunn  
Councilman John Lazar

Motion passed.

**RESOLUTION 19-10-09  
AUTHORIZING T&M ASSOCIATES  
TO PROVIDE PROFESSIONAL SERVICES FOR  
MAIN STREET STREETScape PHASE III**

***WHEREAS***, the Borough of Matawan received a Monmouth County Community Development Block Grant (CDBG) in the amount of \$159,022.00 for the Matawan Main Street Streetscape Phase III with the remainder of the funds to be supplied by the Borough; and

***WHEREAS***, the Mayor and Council of the Borough of Matawan received the attached scope and fee estimate from T&M Associates for professional services associated with the design, bidding, contract administration and construction observation for the Matawan Main Street Streetscape Phase III Project for the total estimated project schedule and fees in the amount of \$66,025.00 excluding permit fees.

***NOW, THEREFORE, BE IT RESOLVED*** that the Council of the Borough of Matawan does hereby award the contract, pending receipt of Certification As to Available Funding from the Chief Financial Officer, for professional services to T&M Associates as outlined in the attached scope and fee estimate for the design, bidding, contract administration and construction observation for the Matawan Main Street Streetscape Phase III Project in an amount not to exceed Sixty Six Thousand Twenty Five Dollars and No Cents (\$66,025.00).

***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. for T&M Associates.

**CERTIFICATION AS TO AVAILABLE FUNDING**

*I, Nicole Horvath, Chief Financial Officer of the Borough of Matawan, County of Monmouth, and State of New Jersey, do hereby certify that as of the date of this certification funds are available from the C-04-55-919-200 Budget of the Borough of Matawan to T&M Associates (T&M Project No. MATNOH-16002) for Professional Services for the Borough of Matawan Main Street Streetscape Phase III Project in an amount not to exceed Sixty Six Thousand Twenty Five Dollars and No Cents (\$66,025.00).*

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

Chief Financial Officer

(Signature on File)

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Nicole Horvath, CMFO

Dated: December 17, 2019

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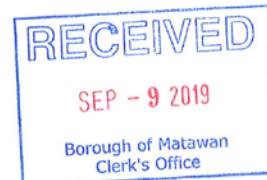
YOUR GOALS. OUR MISSION.

MATNOH-16002

September 6, 2019

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

**Re: Main Street Streetscape, Phase III  
Scope and Fee Estimate  
Borough of Matawan**



Dear Mr. Ferrara:

T&M Associates is pleased to submit this Scope and Fee Estimate for Professional Services associated with the Borough's Phase III Main Street Streetscape Improvements.

The proposed improvements will generally represent those depicted on the attached plan prepared by this office entitled "Matawan Streetscape, Phase III Conceptual Plan", dated June 2018. On the east side of Main Street, the work area is located between Park Avenue and approximately 50' south of Center Street ( $\pm$  300 linear feet). On the west side of Main Street, the work area is located between Fountain Avenue and Spring Street ( $\pm$  220 linear feet). We anticipate the proposed improvements to include:

- Replacing the existing sidewalk with a new decorative sidewalk
- New benches, trash receptacles, and bike racks
- Pedestrian scale decorative light fixtures
- Street trees
- Replace existing curbs
- ADA curb ramps

All improvements will be designed in accordance with current ADA regulations. The estimated construction cost for the above-noted improvements is approximately \$292,790.00. It is our understanding the Borough has been awarded a Community Development Block Grant (CDBG) in the amount of \$159,022.00.

Main Street is also known as Monmouth County Route 516 and is under the jurisdiction of the County. All proposed improvements within the right-of-way are subject to Monmouth County review and approval. As some of the desired improvements may not be consistent with standard County design guidelines, we anticipated the need for coordination meetings prior to submitting a formal application.

In order to achieve the Borough's objectives, we propose the following scope of services:

**A. PRE-DESIGN PHASE**

1. Field survey will be provided to determine existing sidewalk cross slopes. Field survey will be acquired by conventional "on the ground" methods. Right-of-way and property line information will be taken from current tax maps. This survey does not constitute a boundary survey.

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2. Base maps for the streets will be prepared at a scale of 1" = 20'.
3. Copies of the base maps will be forwarded to each utility company (and the Borough Department of Public Works) so they can verify the location and sizes of their facilities. We will also inquire whether they have plans for future relocation or expansion.
4. A meeting will be scheduled between Borough representatives and members of T&M Associates to discuss the desired improvements.

**B. DESIGN PHASE**

1. Once the field survey is complete and base maps prepared, a preliminary design will be prepared based on the preliminary concept plan and any additional input received from the Borough representatives. This plan will include the following items:
  - a. Graphical horizontal geometry denoting sidewalk widths, curb radii, limits of curbing, approximate limits of reconstruction, and existing right-of-way lines.
  - b. Proposed typical sidewalk sections.
  - c. A preliminary construction cost estimate.
2. The preliminary plans will be reviewed with appropriate Borough officials prior to proceeding with final design.
3. 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 and Layout Plan Sheets (1" = 20').
  - d. Existing Conditions and Grading Plan Sheets
  - e. Soil Erosion and Sediment Control Plans.
  - f. Landscape Plan
  - g. Maintenance and Protection of Traffic Plan.
  - h. Construction Details Sheets.
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 2019 New Jersey Department of Transportation Standard Specifications for Road and Bridge Construction with T&M Standard Terms and Conditions.
6. Plans will be submitted to Monmouth County for their review and approval. We will address comments received from the County.
7. Coordinate two (2) meetings with property owners within the project limits to review the project.

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8. Coordinate the preparation of Right-of-Entry forms with the Borough Attorney as necessary.
9. An application for soil erosion and sediment control certification will be prepared and submitted by T&M to the Soil Conservation District on behalf of the Borough. All fees associated with this application will be the responsibility of the Borough. We estimate the fee to be approximately \$1,340.
10. A meeting will be scheduled to review the final plans and specifications with the Borough prior to finalizing the bid documents.

**C. BIDDING PHASE**

1. Upon completion of the plans and specifications, we will present the project to the Borough requesting approval and authorization to advertise the project for bids. T&M will print and distribute the contract documents, including final plans and specifications, to prospective contractors. The cost of the printing will be offset by the purchase price of the plans and specifications.
2. Answer questions that arise during the bidding phase of the project, either from Borough officials or prospective bidders.
3. Attend the receipt of bids with the appropriate municipal officials.
4. Assist Borough officials with the bid review process including an evaluation of the contractors' bid submissions. As part of this effort, we will prepare a bid tabulation sheet comparing the various bids received, review the credentials of the low bidder, and prepare a recommendation for award.

**D. CONSTRUCTION PHASE –  
CONTRACT ADMINISTRATION AND CONSTRUCTION OBSERVATION**

We will provide a part-time Project Manager (PM) and a part-time Inspector with additional support services from our office staff, as required by the PM, for the inspection portion of the contract. In addition to supporting the PM, the inspector will be responsible to observe and document the construction effort to determine that the materials were manufactured and the work installed in general conformance with the contract documents and approved submittals. The assigned personnel will have experience in municipal roadway construction. The following is a description of the services we will provide, the anticipated performance period for these services and the budget for the cost of same.

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The PM will perform the following tasks:

1. Prepare and distribute construction contract package for execution, provide engineering review of contract, insurance certification, performance and payment bond and subcontractor registration certificate and distribute executed package to the Borough Attorney for final review and execution by the Mayor and receive and distribute executed copies.
2. Conduct a pre-construction conference among project's participants, inviting the contractor, Borough officials, utility representatives, police and our construction team, and produce minutes of this meeting. Coordinate and review initial project submittals including baseline project schedule, insurance certificates, emergency call lists, etc. Pre-construction phase assumed to last less than one month.
3. Conduct periodic job meetings, as determined by the PM, with representatives of the contractor, subcontractor, and utility companies to review progress, performance and to address any questions or problems that may have arisen. Borough representatives or other officials, as determined by the PM, will be invited to attend these meetings. Minutes of these meetings will be generated and distributed.
4. Review and coordinate submittals received from the contractor including contractor's schedules, shop drawings, product data and samples and material certifications of conformance for general compliance with Contract Documents.
5. Perform quality assurance audits of the project file, determining that contemporaneous documentation, such as inspection reports, quantity log books, material submittals and certifications, material testing records, labor interview forms, manpower status reports, is being generated and complete.
6. After review and input from the Inspector, prepare monthly estimates of payment to the Contractor.
7. Review and issue written recommendation to the Borough following receipt of a written claim or dispute from Contractor.
8. Receive punch list from Inspector and administer the monitoring of its completion.
9. Prepare final closeout documents, including Final Payment Certificate and Change Order, and other closeout documents.
10. Notify Community Development of completion and coordinate any punchlist items noted, prepare and transmit all other required close-out documents, including final pay voucher.

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**Re: Main Street Streetscape, Phase III  
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The following tasks will be accomplished by our inspector during the construction phase of the project:

1. Provide part time construction observation services for the duration of the project. We do not anticipate, or have budgeted for, a stop and go, less than full time effort by the contractor. We anticipate a total of 5 weeks of fully engaged on-site construction effort
2. Perform on-site observation of work to determine general conformance to the contract plans and specifications.
3. Determine that certificates of conformance are submitted for those materials used on site that require such.
4. Prepare job reports indicating weather, equipment, personnel, work accomplished on the project and other relevant matters such as issues discussed and direction given. Reports will be furnished to the Borough upon request.
5. Respond to Contract Document interpretation requests and other requests for information from the Contractor and assist in resolution of questions and/or disputes.
6. Review Contractor's monthly estimates of work performed and invoices submitted for payment. Measure pay items of work for the Contractor's monthly estimates. Provide payment input to the Project Manager.
7. Support Project Manager with review and input following receipt of a written claim or dispute from Contractor.
8. Prepare initial punchlist and monitor corrective action work, participate in final NJDOT inspection and also monitor any required corrective action cited.
9. Finalize with the contractor as-built quantities.

If the contractor does not reach substantial completion of the work by the agreed upon contract completion time, and our budget for contract administration and inspection services prior to substantial completion is fully expended, we will ask the Borough to enforce section IB 4.2 of the contract allowing the Borough to deduct payment to the contractor in order to pay for continued engineering services or provide a change order to our contract for the additional services. Similarly should our services be required beyond 10 hours on any day and/or on Sundays, we will also ask the Borough to enforce section IB 4.2 of the contract allowing the Borough to deduct payment to the contractor in order to pay for the excess hours or provide a change order to our contract for the additional services.

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E. EXCLUSIONS

Unless noted elsewhere in this proposal, the following services cannot be quantified at this time, or do not appear to be required, and are specifically excluded from the scope of service:

1. Storm water management design or calculations
2. Traffic study
3. Roadway, gutter, centerline, and sidewalk profiles
4. Analysis of existing and proposed photometric values
5. Utility design and/or relocation
6. Reconstruction of the roadway surface
7. Decorative crosswalk design
8. Roadway striping plans

F. PROJECT SCHEDULE AND FEE

We are prepared to commence the services outlined above upon your written authorization and suggest an estimated fee of \$66,025 excluding permit fees to be billed monthly utilizing the current billing rate schedule. Following are the estimated “soft cost” requirements for the project:

Topographic Survey and Base Mapping	\$ 3,600
Design, Bidding and Permitting	\$37,975
Construction Administration and Inspection	\$24,450
Total	\$66,025
Soil Erosion and Sediment Control Permit Fee	\$ 1,340 (To be paid by the Borough)

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

Very truly yours,  
T&M ASSOCIATES

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

RRK:RG:lkc  
c: Mayor & Council  
Karen Wynne, Borough Clerk  
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Mayor Altomonte read by title Ordinance 19-22: Amending and Supplementing Chapter II – Administration, Section 2-15 Fire Department of the Revised General Ordinances of the Borough of Matawan, County of Monmouth, State of New Jersey Sections 2-15.12 and 2-15.13. Mayor Altomonte requested a motion to open the public hearing. Councilman Reeve made the motion, seconded by Councilman Buckel. 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 Buckel. Council agreed. Motion passed. Mayor Altomonte read by title Ordinance 19-22: Amending and Supplementing Chapter II – Administration, Section 2-15 Fire Department of the Revised General Ordinances of the Borough of Matawan, County of Monmouth, State of New Jersey Sections 2-15.12 and 2-15.13, 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.



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Yes: Councilman Nicolas Reeve  
Councilwoman Stephanie Buckel  
Councilwoman Deana Gunn  
Councilman John Lazar

Motion passed.

**ORDINANCE 19-22  
AMENDING AND SUPPLEMENTING CHAPTER II – ADMINISTRATION,  
SECTION 2-15 FIRE DEPARTMENT OF THE REVISED GENERAL ORDINANCES OF THE  
BOROUGH OF MATAWAN, COUNTY OF MONMOUTH, STATE OF NEW JERSEY  
SECTIONS 2-15.12 AND 2-15.13**

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the Borough of Matawan that it herewith amends and supplements Chapter II – Fire Department as follows:

**2-15.12 Composition of Officers, Election of Officers, Terms of Office**

a. *The Administrative officers of the Fire Department are the Board of Fire Officers which shall consist of a President, Vice President, Secretary-Treasurer, Assistant Secretary-Treasurer. The President, Vice President, Secretary-Treasurer, and the Assistant Secretary-Treasurer shall be members in good standing in the Matawan Borough Fire Department and shall serve for a period of two (2) years commencing on January 1 of each year preceding the nomination and election. Candidates for the office of the President, Vice President, Secretary-Treasurer, and the Assistant Secretary-Treasurer shall be nominated by the members of the Department present at the November meeting of the Board of Fire Officers and the election held at the December meeting.*

*The qualifications for the office of President and Vice-President are as follows: They must be a member in good standing, must qualify to hold the rank of Third Deputy Chief; and must have a minimum of 8 years of active service in the MBFD. They shall preside over all Department administrative functions including but not limited to the Board of Fire Officer's meetings and shall adhere to the rules of Robert's Rules of Order. The Office of President is in an ex-officio capacity and the President and only the President shall have the authority to cast a vote to break a tie. The President shall attend a minimum of 9 BFO meetings and shall notify the Vice President if they shall not be able to attend. The President shall hold no other office as part of the administration of the MBFD including the BFO, and cannot be an active Chief at that time. The President can be removed from office with good cause and a 2/3 vote of the BFO.*

*The Qualifications for the office of Secretary-Treasurer and Assistant Secretary-Treasurer for a term of 2 years, any member in good standing with a minimum of 5 years active service in the MBFD, shall be qualified for the nomination to the office of Secretary. The Secretary shall attend a minimum of 9 BFO meetings,*

*If the President, Vice President, Secretary-Treasurer, and Assistant Secretary-Treasurer are unable to fulfill his or their term(s) for any reason, nominations will be solicited and an election held, within a reasonable time after the vacancy, to fill the remaining portion of the unexpired term.*

b. *The Firematic Officers of the Department shall be the Chief, First Deputy Chief, Second Deputy Chief, and Third Deputy Chief. All officers shall be residents of the Borough, except Chiefs, who may reside in an adjacent municipality within a reasonable distance from the Borough boundary line, not to exceed one (1) mile, or a Chief may be a non-Borough resident provided he is a full-time employee of the Borough of Matawan.*

*To be eligible for election as Third Deputy Chief, a candidate shall be a member of the Department in good standing in his/her Company and department for at least eight (8) years prior to the date his/her term commences. The member has not been charged with any Department or Company Firematic violations for two (2) years. The candidate shall be required to have served at least one (1) year in each of the following officer ranks: Chief Engineer, First Lieutenant and Captain. They shall be required to have completed and provide certificates for all pre-requisite training courses as outlined in Section 54 of the MBFD Bylaws in order to be eligible for consideration as the Third Deputy Fire Chief. In addition the candidate must be certified as Incident Management Level 3 by the New Jersey Division of Fire Safety and have completed the National Fire Academy's Incident Safety Officers Course.*

c. *Each year the Third Deputy Chief who has served for one (1) year as such shall be installed as Second Deputy Chief; the Second Deputy Chief, who has served for one (1) year as such, shall be installed as the First Deputy Chief. The First Deputy Chief who has served for one (1) year as such, shall be installed as the Department Chief.*

d. *The Chief, First Deputy Chief and Second Deputy Chief and Third Deputy Chief shall retain their membership in their own Companies during their terms of office and shall be ex officio members of all other Companies.*

e. *The Third Deputy Chief shall be open to any qualified member of the companies (as per Section 53 and 54 of the Department bylaws); all qualifications and forms shall be submitted by the October BFO Meeting. They shall hold office from January 1 to the next December 31 after being sworn into office. (1971 Code § 15-2.1; Ord. No. 10-20; Ord. No. 2014-15)*

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**2-15.13 Vacancies**

*Once confirmed no Chief shall be removed from office except for cause, according to the rules or bylaws of the Board of Fire Officers.*

*In the event of a vacancy occurring in the office of Chief, First Deputy Chief, Second Deputy Chief or Third Deputy Chief by reason of the death, resignation or removal of any of these officers, the following order of succession shall prevail:*

- a. Office of Chief. Next ranking officer shall become Acting Chief for the unexpired term of the office, and shall automatically become Chief for the next ensuing year.*
- b. Offices of First Deputy Chief. The Second Deputy Chief shall assume acting status pending the election within fifteen (15) days of an active ex-chief to such office from their respective Company. This elected ex-chief shall serve as an Acting First Deputy Chief for the unexpired term of the office.*
- c. Office of Second Deputy Chief. The Third Deputy Chief shall assume acting status pending the election within fifteen (15) days of an active ex-chief to such office from their respective Company. This elected ex-chief shall serve as the Acting Second Deputy Chief for the unexpired term of the office.*
- d. Office of Third Deputy Chief. Within fifteen (15) days of the vacancy an eligible person will be voted into the position.*

*In the event that no one is certified the Board of Fire Officers will provide a list of certified candidates subject to the affected Company entitled to fill the vacancy who would be appointed by the Board of Fire Officers for confirmation by the Mayor and Council.*

***BE IT FURTHER ORDAINED*** any Ordinances or portions thereof which are inconsistent with the provisions of this Ordinance are hereby repealed.

***BE IT FURTHER ORDAINED*** if any provisions of this Ordinance, or the application of such provision to any person or circumstance is declared invalid, such invalidity shall not affect the other provisions or applications of this Ordinance, which can be given effect, and to this end, the provisions of this Ordinance are declared to be severable.

***BE IT FURTHER ORDAINED*** this ordinance shall take effect immediately upon following the passage, adoption and publication pursuant to law.

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

Mayor Altomonte read by title Ordinance 19-23: Bond Ordinance Providing for 2019 Road Program by the Borough of Matawan, Appropriating \$1,200,000 Therefor and Authorizing the Issuance of \$1,142,500 Bonds or Notes of the Borough to Finance Part of the Cost Thereof. Mayor Altomonte requested a motion to open the public hearing. Councilman Reeve made the motion, seconded by Councilman Buckel. 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 Buckel. Council agreed. Motion passed. Mayor Altomonte read by title Ordinance 19-23: Bond Ordinance Providing for 2019 Road Program by the Borough of Matawan, Appropriating \$1,200,000 Therefor and Authorizing the Issuance of \$1,142,500 Bonds or Notes of the Borough to Finance Part of the Cost Thereof, 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 Stephanie Buckel  
Councilwoman Deana Gunn  
Councilman John Lazar

Motion passed.

**ORDINANCE 19-23**

**BOND ORDINANCE PROVIDING FOR 2019 ROAD PROGRAM BY THE BOROUGH OF MATAWAN, APPROPRIATING \$1,200,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$1,142,500 BONDS OR NOTES OF THE BOROUGH TO FINANCE PART OF THE COST THEREOF**

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***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. *The improvement or purpose described in Section 3 of this bond ordinance is hereby authorized to be undertaken by the Borough of Matawan, a municipal corporation of the State of New Jersey (the "Borough") as a general improvement. For the improvement or purpose described in Section 3 of this bond ordinance, there is hereby appropriated the sum of \$1,200,000, including the sum of \$57,500 as the down payment for the improvement or purpose required by the Local Bond Law. 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 improvement or purpose not covered by the application of the down payment, negotiable bonds are hereby authorized to be issued in the principal amount of \$1,142,500 pursuant to the Local Bond Law. 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) *The improvement or purpose hereby authorized for which bonds or notes are to be issued is for capital improvements for various streets and roads throughout the Borough as part of the Borough's 2019 Road Program, including all work and materials necessary therefor or incidental thereto.*

(b) *The estimated maximum amount of bonds or notes to be issued for the improvement or purpose is as stated in Section 2 of this bond ordinance.*

(c) *The estimated cost of the improvement or purpose is equal to the amount of the appropriation stated in Section 1 of this bond 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 bond 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 improvement or purpose 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 20 years.*

(c) *An aggregate amount not exceeding \$180,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost of the improvement or purpose set forth in Section 3 of this bond ordinance.*

(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 \$1,142,500 (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.*

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*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.*

Mayor Altomonte read by title Ordinance 19-24: Bond Ordinance Providing for Main Street Streetscape Phase III Improvements by the Borough of Matawan, Appropriating \$66,500 Therefor and Authorizing the Issuance of \$63,000 Bonds or Notes of the Borough to Finance Part of the Cost Thereof. Mayor Altomonte requested a motion to open the public hearing. Councilman Reeve made the motion, seconded by Councilman Buckel. 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 Buckel. Council agreed. Motion passed. Mayor Altomonte read by title Ordinance 19-24: Bond Ordinance Providing for Main Street Streetscape Phase III Improvements by the Borough of Matawan, Appropriating \$66,500 Therefor and Authorizing the Issuance of \$63,000 Bonds or Notes of the Borough to Finance Part of the Cost Thereof, 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 Stephanie Buckel  
Councilwoman Deana Gunn  
Councilman John Lazar

Motion passed.

**ORDINANCE 19-24  
BOND ORDINANCE PROVIDING FOR MAIN STREET STREETSCAPE PHASE III  
IMPROVEMENTS BY THE BOROUGH OF MATAWAN, APPROPRIATING \$66,500  
THEREFOR AND AUTHORIZING THE ISSUANCE OF \$63,000 BONDS OR NOTES OF THE  
BOROUGH TO FINANCE PART OF THE COST THEREOF**

***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. The improvement or purpose described in Section 3 of this bond ordinance is hereby authorized to be undertaken by the Borough of Matawan, a municipal corporation of the State of New Jersey (the "Borough") as a general improvement. For the improvement or purpose described in Section 3 of this bond ordinance, there is hereby appropriated the sum of \$66,500, including the sum of \$3,500 as the down payment for the improvement or purpose required by the Local Bond Law. 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 improvement or purpose not covered by the application of the down payment, negotiable bonds are hereby authorized to be issued in the principal amount of \$63,000 pursuant to the Local Bond Law. 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) The improvement or purpose hereby authorized for which bonds or notes are to be issued is for capital improvements for the Borough's Main Street Streetscape Improvement Program – Phase III, as set forth in plans and specifications on file with the Borough, including all work and materials necessary therefor or incidental thereto.*

*(b) The estimated maximum amount of bonds or notes to be issued for the improvement or purpose is as stated in Section 2 of this bond ordinance.*

*(c) The estimated cost of the improvement or purpose is equal to the amount of the appropriation stated in Section 1 of this bond 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,*

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*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 bond 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 improvement or purpose 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 10 years.*

*(c) An aggregate amount not exceeding \$10,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost of the improvement or purpose set forth in Section 3 of this bond ordinance.*

*(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 \$63,000 (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.*

**Clerk's Report**

The Clerk's Office issued new business licenses for:

- Nicole Wegweiser LCSW, LLC (psychotherapy practice)
- ReCall Technologies, LLC (IT services)
- SMA Interiors (building design and construction)

All licenses expire December 31 of the year, and are in process of license renewals. Animal license renewals will begin on or about January 6, 2020.

The Clerk informed she will be on vacation from Friday, December 20, returning to the office Thursday, December 26, and referred to the Deputy Clerk, Robin Klinger, in her absence.

Lastly, the offices of the Borough of Matawan will be closing for the holiday at 12 Noon, Tuesday, December 24, and will re-open on Thursday, December 26.

**Mayor's Report**

Mayor Altomonte reminded resident the Reorganization Meeting is scheduled for Noon January 1.

**Administrator's Report**

Mr. Ferrara stated his report has been electronically transmitted.

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**Attorney’s Report**

Mr. Menna stated Ordinance 19-22 will be transmitted to the Fire Department for their preparation of the January 1 Reorganization Meeting.

**Engineer’s Report**

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

- Gravelly Brook Park Improvements Project Phase 2 – Punchlist items remain with work to resume in the spring or until a break in the weather.
- 2017 Road Improvement Program – Punchlist items remain; the contractor indicates their intent to complete those items in early January, again, dependent upon the weather.
- 2018 Road Improvement Program Broad Street Water Main Replacement – Work continues and is expected to be complete within a month. The contractor will then move to Villanova Place and Vermont Court to begin the drain work in that area.
- 2019 Road Improvement Program – A preconstruction meeting is scheduled mid-January.
- The Matawan Municipal Community Center Annex & OEM Cooling Project progresses and is expected to be complete by the end of January.

**Finance, Historic Sites**

Councilman Reeve informed of the January 25 Grand Opening and Reception of the Burrowes Mansion.

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

Councilwoman Buckel commended DPW on their work on the Annual Tree Lighting in Terhune Park; there have been some issues with recycling pick-up due to construction in various areas in the Borough, and referred residents to the Borough’s Facebook page for updates.

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

Councilwoman Gunn related the success of the Annual Tree Lighting as well as the associated success of Small Business Saturday with the Annual Turkey Trot. The Economic Business Development Commission looks to build this success with future Turkey Trots.

**Animal Welfare, Construction, Shade Tree**

Councilman Lazar reported of the continued collection of pet food by the Animal Welfare Advisory Committee.

The Construction Report for November:

	Current Month	Year-to-Date
Permit Income/Certificate	\$ 20,637.00	\$ 151,132.00
Business CCOs/Misc Fees	\$ 620.00	\$ 4,390.00
State Permit Surcharge Fees	\$ 707.00	\$ 5,868.00
Penalties	\$ 0	\$ 0
<b>TOTAL</b>	<b>\$ 21,964.00</b>	<b>\$ 161,390.00</b>
Paid to Matawan General Fund	\$ 21,964.00	\$ 156,891.00
Paid to State Quarterly Payment	\$ 0	\$ 4,499.00
Value of Construction Work	\$ 555,841.00	\$ 5,519,467.00
Permits Issued	48	437

The Shade Tree Commission reviewed various tree removal applications and resident requests; received saplings from the State for our residents to be distributed at various public events; and the 2020 Tree City Application was submitted to the Arbor Day Foundation.

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**Consent Agenda**

Mayor Altomonte read by title Resolutions 19-12-14 through and including 19-12-17, requesting a motion to approve en masse. Councilman Reeve made the motion, seconded by Councilwoman Buckel. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 19-12-14  
REDEMPTION OF TAX SALE CERTIFICATES  
#17-00029**

<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>
17-00029	FNA DZ, LLC FBO WSFS	34	11	9 Clinton Street	\$19,162.64	\$6,900.00

*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 19-12-15  
APPROVAL OF SOLICITORS PERMIT  
BERKSHIRE MEDIA**

*WHEREAS, Berkshire Media Applicants, (Gas & Electric Supply) has passed the required Police Department background checks; and*

*WHEREAS, Berkshire Media Applicants, have read Chapter 3-2.11 Handbills of the Borough of Matawan Code.*

*NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that they hereby approve the following solicitors permit:*

*Business: Berkshire Media  
690 8<sup>th</sup> Avenue  
New York, NY 10036*

*Applicants: 1) Rohini Brahmhatt 2) Michael Park*

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

**RESOLUTION 19-12-16  
APPROVAL OF SOLICITORS PERMIT  
VICTORY HOME REMODELING**

*WHEREAS, Victory Home Remodeling Applicants, (Quotes on Roofing, Siding, and Windows) has passed the required Police Department background checks; and*

*WHEREAS, Victory Home Remodeling Applicants, have read Chapter 3-2.11 Handbills of the Borough of Matawan Code.*

*NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that they hereby approve the following solicitors permit:*

*Business: Victory Home Remodeling  
2333 Morris Avenue, Suite 113-A  
Union, NJ 07083*

*Applicants: 3) Brandon Chapman 4) Brandon Gampel*

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- 5) Sean Greenwood
- 6) Justin Kamen
- 7) Sean McBride
- 8) Shane McGhee
- 9) Matthew Winters

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

**RESOLUTION 19-12-17  
BOROUGH OF MATAWAN  
ENERGY SAVINGS IMPROVEMENT PROGRAM (ESIP)  
MATAWAN MUNICIPAL COMMUNITY CENTER  
DCO ENERGY, LLC  
AUTHORIZING CHANGE ORDER NOS. 1 AND 2**

**WHEREAS**, DCO Energy, LLC has informed Council that Condensate Repairs on the Heating Units on the South Side of the Matawan Municipal Community Center has increased to reflect current as-built quantities, for an increase in Change Order No. 1 of Sixteen Thousand, Eight Hundred Thirty Dollars and No Cents (\$16,830.00); and

**WHEREAS**, DCO Energy, LLC has informed Council that Condensate Repairs on the Heating Units on the North Side of the Matawan Municipal Community Center has increased to reflect current as-built quantities, for an increase in Change Order No. 2 of Sixteen Thousand, Eight Hundred Thirty Dollars and No Cents (\$16,830.00).

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, based upon the recommendation of Louis Ferrara, the Borough Administrator, that they hereby authorize the attached contract modifications as outlined in Change Order Nos. 1 and 2, for the Borough of Matawan Energy Audit Project, a Net Change Increase these Change Order Nos. 1 and 2 in a total amount of Thirty Three Thousand, Six Hundred Sixty Dollars and No Cents (\$33,660.00).

**BE IT FURTHER RESOLVED** this amount reflects a total Net Change Increase in Contract of Thirty Three Thousand, Six Hundred Sixty Dollars and No Cents (\$33,660.00).

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

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

**CERTIFICATION AS TO AVAILABLE FUNDING**

I, Nicole Horvath, Chief Financial Officer of the Borough of Matawan, County of Monmouth, and State of New Jersey, do hereby certify that as of the date of this certification funds are available from the C-04-55-917-400 and C-04-55-915-102 Budget of the Borough of Matawan Energy Savings Improvement Program (ESIP) to DCO Energy, LLC (DCO Project No. 54-136 Borough of Matawan) in an amount not to exceed Thirty Three Thousand, Six Hundred Sixty Dollars and No Cents (\$33,660.00).

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)  
  
\_\_\_\_\_  
Nicole Horvath, CMFO  
Dated: December 17, 2019



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DCO Energy, LLC  
5429 Harding Highway  
Mays Landing, New Jersey 08330  
Phone: (609) 837-8000  
Fax: (609) 837-8030

Project: 54-136 - Borough of Matawan (DCO PM)  
201 Broad Street  
Matawan, New Jersey 07747

CCO #001

Purchase Order Change Order #001: Condensate Repairs - South

CONTRACT COMPANY:	Kisby Lees Mechanical, LLC 610 N. New Jersey Avenue Atlantic City, New Jersey 08401	CONTRACT FOR:	54136-PO-011:Condensate Return Pipe Survey
DATE CREATED:	11/ 08 /2019	CREATED BY:	John Davis (DCO ENERGY, LLC)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	11/08 /2019
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	No Change Reason
PAID IN FULL:	false	EXECUTED:	No
ACCOUNTING METHOD:	Unit/Quantity Based	SCHEDULE IMPACT:	
FIELD CHANGE:	No	TOTAL AMOUNT:	\$ 16,830.00
DESCRIPTION: Condensate Repairs - South Side			
ATTACHMENTS: Condensate Repairs - South Side.pdf			

CHANGE ORDER LINE ITEMS:  
CCO #001

#	Sub Job	Cost Code	Description	Type	Quantity	Units	Unit Cost	Subtotal
1	N/A	15-151 - MEP Subcontractors	Condensate Repairs - South Side	SUBCONTRACTOR	1.0	LS	\$16,830.00	\$16,830.00
Subtotal:								\$16,830.00
Grand Total:								\$16,830.00

The original (Contract Sum)	\$ 9,823.00
Net change by previously authorized Change Orders	\$ 0.00
The contract sum prior to this Change Order was	\$ 9,823.00
The contract sum will be increased by this Change Order in the amount of	\$ 16,830.00
The new contract sum including this Change Order will be	\$ 26,653.00
The contract time will not be changed by this Change Order	

DCO Energy, LLC  
5429 Harding Highway  
Mays Landing New Jersey 08330

Kisby Lees Mechanical, LLC  
610 N. New Jersey Avenue  
Atlantic City New Jersey 08401

DocuSigned by:  
  
11/8/2019  
SIGNATURE DATE

DocuSigned by:  
  
11/15/2019  
SIGNATURE DATE

Borough of Matawan  
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DocuSign Envelope ID: 8A1162A0-F404-4B42-91A5-662234B7E28C



11/6/2019

DCO ENERGY

Attn: CHRIS BECICA

Re: MATAWAN STEAM LEAK REPAIRS CRAWL SPACE SOUTH SIDE

Dear Chris,

As requested, and in strict accordance with our scope of work, we are pleased to present this proposal to you for the total lump sum price of:

**\$16,830.00**

**This proposal INCLUDES the following:**

- REPLACE 300 FEET OF STEAM CONDENSATE PIPING IN THE SOUTH SIDE OF CRAWL SPACE
- PIPE TO BE SCH 80 BLACK STEEL WITH 1-1/2" FIBERGLASS INSULATION
- EXISTING PIPE TO BE ABANDONED IN PLACE

**This proposal EXCLUDES the following:**

- SALES TAX
- TEMPORARY UTILITIES
- ACCESS PANELS
- PREMIUM TIME LABOR

**Please note that all items not specifically included are excluded.**

This proposal is valid for 2 weeks from date of submission. If you should have any questions or concerns with regards to this proposal, please do not hesitate to call me immediately.

We thank you very much for the opportunity to bid on this project and look forward to working with you soon.

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

Respectfully submitted,

*Daniel Kane*

Kisby Shore Corp.

Borough of Matawan  
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DCO Energy, LLC  
5429 Harding Highway  
Mays Landing, New Jersey 08330  
Phone: (609) 837-8000  
Fax: (609) 837-8030

Project: 54-136 - Borough of Matawan (DCO PM)  
201 Broad Street  
Matawan, New Jersey 07747

CCO #002

Purchase Order Change Order #002: Condensate Repairs - North

CONTRACT COMPANY:	Kisby Lees Mechanical, LLC 610 N. New Jersey Avenue Atlantic City, New Jersey 08401	CONTRACT FOR:	54136-PO-011:Condensate Return Pipe Survey
DATE CREATED:	11/ 08 /2019	CREATED BY:	John Davis (DCO ENERGY, LLC)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	11/08 /2019
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	No Change Reason
PAID IN FULL:	false	EXECUTED:	No
ACCOUNTING METHOD:	Unit/Quantity Based	SCHEDULE IMPACT:	
FIELD CHANGE:	No	TOTAL AMOUNT:	\$ 16,830.00
DESCRIPTION: Condensate Repairs - North Side			
ATTACHMENTS: Condensate Repairs - North Side.pdf			

CHANGE ORDER LINE ITEMS:

CCO #002

#	Sub Job	Cost Code	Description	Type	Quantity	Units	Unit Cost	Subtotal
1	N/A	15-151 - MEP Subcontractors	Condensate Repairs - North Side	SUBCONTRACTOR	1.0	LS	\$16,830.00	\$16,830.00
Subtotal:								\$16,830.00
Grand Total:								\$16,830.00

The original (Contract Sum)	\$ 9,823.00
Net change by previously authorized Change Orders	\$ 16,830.00
The contract sum prior to this Change Order was	\$ 26,653.00
The contract sum will be increased by this Change Order in the amount of	\$ 16,830.00
The new contract sum including this Change Order will be	\$ 43,483.00
The contract time will not be changed by this Change Order	

DCO Energy, LLC  
5429 Harding Highway  
Mays Landing New Jersey 08330

Kisby Lees Mechanical, LLC  
610 N. New Jersey Avenue  
Atlantic City New Jersey 08401

DocuSigned by:  
  
11/8/2019  
SIGNATURE DATE

DocuSigned by:  
  
11/15/2019  
SIGNATURE DATE

Borough of Matawan  
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DocuSign Envelope ID: 53B72562-8B10-43D9-AC03-403CDA6973A7



11/6/2019

DCO ENERGY

Attn: CHRIS BECICA

Re: MATAWAN STEAM LEAK REPAIRS CRAWL SPACE NORTH SIDE

Dear Chris,

As requested, and in strict accordance with our scope of work, we are pleased to present this proposal to you for the total lump sum price of:

**\$16,830.00**

**This proposal INCLUDES the following:**

- REPLACE 300 FEET OF STEAM CONDENSATE PIPING IN THE NORTH SIDE OF CRAWL SPACE
- PIPE TO BE SCH 80 BLACK STEEL WITH 1-1/2" FIBERGLASS INSULATION
- EXISTING PIPE TO BE ABANDONED IN PLACE

**This proposal EXCLUDES the following:**

- SALES TAX
- TEMPORARY UTILITIES
- ACCESS PANELS
- PREMIUM TIME LABOR

**Please note that all items not specifically included are excluded.**

This proposal is valid for 2 weeks from date of submission. If you should have any questions or concerns with regards to this proposal, please do not hesitate to call me immediately.

We thank you very much for the opportunity to bid on this project and look forward to working with you soon.

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

Respectfully submitted,

*Daniel Kane*

Kisby Shore Corp.

Master Plumber License #36BI00702800 • HVAC License #19HC00452700  
610 N. New Jersey Avenue, Atlantic City, NJ 08401 • P: 609-345-3264 • F: 609-344-2676 • www.KisbyShore.com

**New Business**

Mayor Altomonte read by title Resolution 19-12-18: Authorizing the Appointment of 2019 Special Counsel. Mayor Altomonte requested a voice vote. Councilman Reeve made the motion, seconded by Councilwoman Buckel. Council agreed. Motion passed.

***RESOLUTION 19-12-18  
AUTHORIZING THE APPOINTMENT OF 2019 SPECIAL COUNSEL***

***WHEREAS, there exists the need for the appointment of a special counsel for the Borough of Matawan; and***

***WHEREAS, the Borough Council finds the firm Grace Marmero & Associates, LLP is qualified for the special counsel sought by the Borough of Matawan.***

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***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that they hereby appoint the firm of Grace Marmero & Associates, LLP Law Firm, as Special Counsel for the Borough of Matawan, for contract negotiations.*

***BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Finance as well as the Borough Attorney and Grace Marmero & Associates, LLP.*

**CERTIFICATION AS TO AVAILABLE FUNDING**

*I, Nicole Horvath, Chief Financial Officer of the Borough of Matawan, County of Monmouth, and State of New Jersey, do hereby certify that as of the date of this certification funds are available from the 9-01-20-155-299 Budget of the Borough of Matawan to Grace Marmero & Associates, LLP for the Borough of Matawan in an amount not to exceed Two Thousand Five Hundred Dollars and No Cents (\$2,500.00).*

*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)*

\_\_\_\_\_  
*Nicole Horvath, CMFO*

*Dated: December 17, 2019*

Mayor Altomonte read by title Resolution 19-12-19: Granting Relief From the Five Year Moratorium Road Opening Permit – 52 Middlesex Road. Mayor Altomonte requested a voice vote. Councilman Reeve made the motion, seconded by Councilwoman Buckel. Council agreed. Motion passed.

**RESOLUTION 19-12-19  
GRANTING RELIEF FROM THE  
FIVE YEAR MORATORIUM ROAD OPENING PERMIT  
52 MIDDLESEX ROAD**

***WHEREAS**, Lawrence Carroll, residing at 52 Middlesex Road, has requested the Council of the Borough of Matawan grant emergency relief from the five year moratorium to open 52 Middlesex Road for the purpose of connecting to the New Jersey Natural Gas facilities as the home's oil burning furnace with rusted burner box is malfunctioning causing black soot and fumes to travel through the home's ductwork, and replace the oil burning furnace with a gas furnace; and*

***WHEREAS**, the Borough Engineer has recommended conditions be imposed to return the road to its original condition with infrared repair to provide a seamless patch to the roadway surface as outlined in the Code of the Borough of Matawan Chapter 21, Section 21-1.8, payment of all fees in the Code of the Borough of Matawan Chapter 21, Section 21-1.2 (Ordinance 19-19) as well as the posting of a two year maintenance bond.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, they hereby grant Lawrence Carroll relief from the five year moratorium road opening on 52 Middlesex Road to connect to the New Jersey Natural as facilities subject to all conditions and fees as outlined above, and as any and all conditions cited in the Borough of Matawan Permit for Street Opening to be issued.*

***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, New Jersey Natural Gas and Lawrence Carroll.*

Mayor Altomonte read by title Resolution 19-12-20: Amending Resolution 19-09-09: Authorizing the Appointment of Part-Time Hourly Public Information Officer Cathy Zavorskus. Mayor Altomonte requested a voice vote. Councilman Reeve made the motion, seconded by Councilwoman Buckel. Council agreed. Motion passed.

**RESOLUTION 19-12-20  
AMENDING  
RESOLUTION 19-09-09  
AUTHORIZING THE APPOINTMENT OF  
PART-TIME HOURLY PUBLIC INFORMATION OFFICER  
CATHY ZAVORSKUS**

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*WHEREAS, the Mayor and Council previously authorized the Borough Administrator to advertise, interview and make recommendations for the position of Part-Time Hourly Public Information Officer within the Borough of Matawan; and*

*WHEREAS, nine (9) applications were received and reviewed.*

*NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan authorizes the appointment of Cathy Zavorskus as Part-Time Hourly Public Information Officer, effective September 16, 2019, at the rate of compensation of \$28.00 per hour, not to exceed twenty (20) hours per week, prorated from the effective date to December 31, 2019, pending Certification as to Available Funding from the Chief Financial Officer.*

*BE IT FURTHER RESOLVED said employment is contingent upon completion of a 90 day from date of hire probationary period.*

*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 Cathy Zavorskus.*

**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 9-01-20-100-180 Budget of the Borough of Matawan to Cathy Zavorskus for Part-Time Hourly Public Information Officer for the Borough of Matawan in an amount not to exceed Ten Thousand Dollars and No Cents (\$10,000.00).*

*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)*

*Nicole Horvath, CMFO*

*Dated: December 17, 2019*

Mayor Altomonte read by title Resolution 19-12-21: Amending Resolution 19-10-10: Authorizing the Hiring of Part-Time Hourly Railroad Parking Enforcement Officer Cory Nusbaum. Mayor Altomonte requested a voice vote. Councilman Reeve made the motion, seconded by Councilwoman Buckel. Council agreed. Motion passed.

**RESOLUTION 19-12-21  
AMENDING RESOLUTION 19-10-10  
AUTHORIZING THE HIRING OF PART-TIME HOURLY  
RAILROAD PARKING ENFORCEMENT OFFICER  
CORY NUSBAUM**

*WHEREAS, the Mayor and Council has been advised that there is a need for Part-Time Hourly Railroad Parking Enforcement Officer within the Borough of Matawan; and*

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

*NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Matawan that the Matawan Borough authorizes the hiring of Cory Nusbaum as Part-Time Hourly Railroad Parking Enforcement Officer, at the rate of compensation of \$18.00 per hour, effective October 1, 2019 through December 31, 2019, in an amount not to exceed \$4,500.*

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

**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 9-01-26-291-180 Budget of the Borough of Matawan to Cory Nusbaum as Part Time Hourly Railroad Parking Enforcement Officer for the Borough of Matawan in an amount not to exceed Four Thousand Five Hundred Dollars and No Cents (\$4,500.00).*

*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.*

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*Chief Financial Officer*

*(Signature on File)*

\_\_\_\_\_  
*Nicole Horvath, CMFO*

*Dated: December 17, 2019*

Mayor Altomonte read by title Resolution 19-12-22: Approving Extended Sick Leave Request For Police Lieutenant Patrick J. Walker. Mayor Altomonte requested a voice vote. Councilman Reeve made the motion, seconded by Councilwoman Buckel. Council agreed. Motion passed.

**RESOLUTION 19-12-22  
APPROVING EXTENDED SICK LEAVE REQUEST FOR  
POLICE LIEUTENANT PATRICK J. WALKER**

**WHEREAS**, Police Lieutenant Patrick J. Walker is employed by the Borough of Matawan as a Full-Time Police Officer for the Borough of Matawan Police Department; and,

**WHEREAS**, according to the Code for the Borough of Matawan, Chapter 9-4.5(a)(2) Extended Leave if the employee has served for more than ten (10) years, he shall be entitled to a leave of absence with full pay for twenty six (26) weeks, plus an additional thirteen (13) weeks at half pay; and

**WHEREAS**, Police Lieutenant Patrick J. Walker was hired as a Full-Time Police Officer effective January 1, 1996; and

**WHEREAS**, on December 12, 2019, Police Chief Thomas J. Falco Jr. formally requested that the Mayor and Council approve a request for extended sick leave for Police Lieutenant Patrick J. Walker, retroactively to November 22, 2019, pursuant to the provisions of the Code of the Borough of Matawan; and

**WHEREAS**, the Borough Administrator and the Chief of Police have reviewed the extended sick leave request; and

**WHEREAS**, it is in the best interest of the Borough of Matawan and the employee to approve the extended sick leave request upon a certification submitted by the employee; and,

**WHEREAS**, the employee has requested a leave based upon the Code for the Borough of Matawan, Chapter 9-4.5 Extended Leave.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that the employee's extended sick leave request is granted pursuant to the Code for the Borough of Matawan, Chapter 9-4.5 Extended Leave, and said request for a leave with full pay for twenty six (26) weeks is herewith granted subject to an additional thirteen (13) weeks of leave of absence at half pay pursuant to the Code for the Borough of Matawan, Chapter 9-4.5(a)(2) Extended Leave, since the employee has more than ten (10) years of service with 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 and Police Lieutenant Patrick J. Walker.

Mayor Altomonte read by title Resolution 19-12-23: Approving Unused 2019 Vacation and Personal Time Carry-Over Into the Year 2020 – Police Lieutenant Patrick J. Walker. Mayor Altomonte requested a voice vote. Councilman Reeve made the motion, seconded by Councilwoman Buckel. Council agreed. Motion passed.

**RESOLUTION 19-12-23  
APPROVING UNUSED 2019 VACATION AND PERSONAL TIME CARRY-OVER INTO THE YEAR 2020  
POLICE LIEUTENANT PATRICK J. WALKER**

**WHEREAS**, Lieutenant Patrick J. Walker of the Matawan Police Department has been out on an extended leave since October 2019; and

**WHEREAS**, Lieutenant Walker has requested Council approval to carry over 132 hours of unused vacation and 44 hours of unused personal time from the year 2019 into the year 2020 and;

**WHEREAS**, the Chief of Police of the Matawan Police Department upon receiving this request from Lieutenant Walker has reviewed same and presents no objection to this request.

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*NOW, THEREFORE, BE IT RESOLVED* the Council of the Borough of Matawan hereby approves Lieutenant Walker’s request to carry the above specified vacation and personal time into the year 2020.

*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 and Lieutenant Patrick J. Walker.

Mayor Altomonte read by title Resolution 19-12-24: A Resolution to Fix and Determine the 2020 Salaries and Wages of Officers, Management, Supervisory Personnel and General Employees Not Represented by an Organized Bargaining Unit and Employed by the Borough of Matawan, Monmouth County, New Jersey. Mayor Altomonte requested a voice vote. Councilman Reeve made the motion, seconded by Councilwoman Buckel. Council agreed. Motion passed.

**RESOLUTION 19-12-24  
A RESOLUTION TO FIX AND DETERMINE THE 2020 SALARIES AND WAGES OF OFFICERS, MANAGEMENT, SUPERVISORY PERSONNEL AND GENERAL EMPLOYEES NOT REPRESENTED BY AN ORGANIZED BARGAINING UNIT AND EMPLOYED BY THE BOROUGH OF MATAWAN, MONMOUTH COUNTY, NEW JERSEY**

*WHEREAS*, the following resolution sets the individual salaries and wages for 2020, effective January 1, 2020; and

*WHEREAS*, funds for this purposes are available in the 2020 Budget and the Chief Financial Officer as so certified in writing.

*NOW, THEREFORE, BE IT RESOLVED* that the 2020 Salaries and Wage for the Borough of Matawan Employees not represented by an organized bargaining unit be and are hereby set as follows:

<u>DEPARTMENT</u> <u>TITLE</u>	<u>EMPLOYEE</u>	<u>2020</u> <u>SALARY</u>
<b>Administration/Finance-Revenues, Assessing</b>		
Mayor		\$5,088.20
Council		\$4,361.31
Borough Administrator	L. Ferrara	\$140,080.00
Administrator Assistant	G. Rainforth	\$42,591.40
Information Officer	C.Zavorskus	\$28.84 per Hour
Borough Clerk	K. Wynne	\$60,601.03
Deputy Borough Clerk	R. Klinger	\$37,096.76
Systems Coordinator	G. Rainforth	\$8,023.93
Elections Clerk	K. Wynne	\$3,116.10
Deputy Elections Clerk	R. Klinger	\$463.91
Treasurer/CFO	N. Horvath	\$92,700.00
Supervisor Payroll	C. Adamski	\$44,290.00
F/T Bookkeeper & Staff Assistant	C. Madden	\$38,110.00
P/T Tax Collector	P. Warren	\$27,979.26
Deputy Tax Collector	K. Fitzgerald	\$42,952.68
Tax Assessor	E. Zanetti	\$36,050.00
Revenue Collector/Assessing Clerk	M. McMurray	\$40,214.67
Registrar V/S	G. Rainforth	\$3,995.45
Deputy Registrar V/S	K. Fitzgerald	\$1,331.82
P/T Railroad Parking Officer	C. Nusbaum	\$18.54 per Hour
P/T Water-Sewer Clerk	J. Jorgenson	\$20.50 per Hour
Recreation Director	D. Dieterle	\$22,738.64
<b>Construction/Fire Prevention/Property Maintenance</b>		
Construction Official/Zoning/Bldg.	J. Quinn	\$50,618.90
Technical Assistant	L Kramer	\$56,263.05
Clerk/Typist-Construction/Zoning/Fire	A. McCarty	\$40,214.67
Electric Sub Code & Inspector	J. Quinn	\$10,927.27
Fire Sub Code & Inspector	R. Debold	\$10,927.27
Plumbing Sub Code & Inspector	R. Riopel	\$16,390.91
P/T Property Maintenance Officer	K. Marr	\$32.45 per Hour
Fire Prevention Officer	G. Turner	\$38,478.63
P/T Fire Prevention Inspector	J. Pujols	\$9,091.48



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**Department Public Works**

Superintendent	J. Applegate	\$120,888.77
Licensed Waste Water	C. Wolverton	\$10,804.88
Licensed Water	A. Wilson	\$9,888.00
Recycling Coordinator	G. Rainforth	\$5,821.50
Certified Clean Communities Coordinator	G. Rainforth	\$5,304.07

**Police**

Records Clerk	C. Sjolholm	\$38,256.03
Matron	C. Sjolholm	\$22.81 per Hour
Matron	D. Triolo	\$22.81 per Hour
Matron	M. Walker	\$22.81 per Hour
Crossing Guards		\$10,820.78
Substitute Crossing Guards		\$30.06 per Crossing
Crossing Guard – rate per Day		\$60.12 per Day

**Boards**

Board, Commission and Agency Secretary	Part Time Per Mtg	\$100.00
Planning Zoning Board Secretary	Part Time Per Mtg	\$200.00

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

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

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

Chief Financial Officer

(Signature on File)

\_\_\_\_\_  
Nicole Horvath, CMFO  
Dated: December 17, 2019

Mayor Altomonte read by title Resolution 19-12-25: Authorizing the Transfer of Funds From Current and Utility Accounts in the 2019 Budget. Mayor Altomonte requested a voice vote. Councilman Reeve made the motion, seconded by Councilwoman Buckel. Council agreed. Motion passed.

**RESOLUTION 19-12-25  
AUTHORIZING THE TRANSFER OF FUNDS FROM  
CURRENT AND UTILITY ACCOUNTS IN THE 2019 BUDGET**

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

**WHEREAS**, the Chief Financial Officer has advised the Mayor and Council of the Borough of Matawan that the need for certain transfers within the 2019 Municipal Budget exists; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the following budget transfers be made in the 2019 Municipal Budget:

<u>Transfer From:</u>		<u>Transfer To:</u>	
Account Number	Amount of Transfer	Account Number	Amount of Transfer
9-01-31-430-205	\$22,000.00	9-01-36-472-200	\$22,000.00
Electricity		Social Security	
Other Expenses		Other Expenses	

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<b>9-01-20-145-279</b>	<b>\$100,000.00</b>	<b>9-01-23-220-229</b>	<b>\$100,000.00</b>
<b>Reserve for Tax Appeals</b>		<b>Hospitalization</b>	
<b>Other Expenses</b>		<b>Other Expenses</b>	
<b>9-01-25-252-200</b>	<b>\$22,000.00</b>	<b>9-01-23-220-229</b>	<b>\$22,000.00</b>
<b>Emergency Management</b>		<b>Hospitalization</b>	
<b>Other Expenses</b>		<b>Other Expenses</b>	

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

Mayor Altomonte read by title Resolution 19-12-26: Payment of Bills. Mayor Altomonte requested a voice vote. Councilman Reeve made the motion, seconded by Councilwoman Buckel. Council agreed. Motion passed.

**RESOLUTION 19-12-26  
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.*

<i>Current</i>	<i>\$355,397.94</i>
<i>Water &amp; Sewer</i>	<i>\$113,825.81</i>
<i>Borough Capital</i>	<i>\$11,105.00</i>
<i>Water Capital</i>	<i>\$14,486.80</i>
<i>Grant</i>	<i>\$214.58</i>
<i>Borough Trust</i>	<i>\$59,508.79</i>
<i>Dog Tax Trust</i>	<i>\$335.00</i>
<i>Recreation Trust</i>	<i>\$6,990.56</i>
<b>Total</b>	<b>\$561,864.48</b>

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

Mayor Altomonte read by title Resolution 19-12-28: Authorizing the Waiver of Fees – Aberdeen-Matawan Soccer Club. Mayor Altomonte requested a voice vote. Councilman Reeve made the motion, seconded by Councilwoman Buckel. Council agreed with Councilwoman Gunn abstaining. Motion passed.

**RESOLUTION 19-12-28  
AUTHORIZING THE WAIVER OF FEES  
ABERDEEN-MATAWAN SOCCER CLUB**

***WHEREAS**, the Aberdeen-Matawan Soccer Club is a recreational organization dedicated to the children of Matawan and Aberdeen; and,*

***WHEREAS**, the Aberdeen-Matawan Soccer Club is in need of use of the Matawan Municipal Community Center (MMCC) Gym to hold its soccer skills clinic for the Under 12 (U12) Travel Team, and has provided the necessary paperwork including the Certificate of Insurance and Hold Harmless Agreement as per Borough Ordinances; and*

***WHEREAS**, the Aberdeen-Matawan Soccer Club is requesting the Borough, as an expression of support and encouragement, to waive all fees including room rental and cleaning fees.*

***NOW, THEREFORE, BE IT RESOLVED** that the Council of the Borough of Matawan hereby waives the room rental and cleaning fees for the Aberdeen-Matawan Soccer Club, and grants them permission to use the MMCC each Wednesday between January 8 and March 18, 2020, between the hours of 5:30-7:30 PM, subject to any and all closures of the MMCC including weather-related events and the Federal Holiday schedule as outlined on the submitted Application.*

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***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 Prevention, Police, Public Works, Recreation as well as the Aberdeen-Matawan Soccer Club.*

**Privilege of the Floor**

Mayor Altomonte opened the Privilege of the Floor.

Joseph Basso, 13 Edgemere Drive, Matawan. Wishing everyone a Happy Hanukkah, Merry Christmas, and a Happy New Year.

Mayor Altomonte requested a motion to close the Privilege of the Floor. Councilman Reeve made the motion, seconded by Councilwoman Buckel. 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 Councilwoman Buckel. Council Agreed. Motion passed. Mr. Menna announced the purpose of the Council retiring into Executive Session is to discuss issues of contract negotiations. No formal action will be taken.

***RESOLUTION 19-12-27  
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 7:27 PM.

**Reconvene and Recess the Public Session to 12 Noon January 1, 2020**

Mayor Altomonte requested a motion to reconvene the Public Session. Councilwoman Buckel 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:

Yes: Councilman Nicolas Reeve  
Councilwoman Stephanie Buckel  
Councilwoman Deana Gunn  
Councilman John Lazar

Absent: Councilwoman Josi Salvatore  
Councilman Brett Cannon

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

The meeting reconvened at 8:14 PM.

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Mayor Altomonte announced no formal action was taken in Executive Session and asked for any public comment.

Mayor Altomonte requested a motion to recess the Public Session to 12 Noon January 1, 2020. Councilman Reeve made the motion, seconded by Councilwoman Buckel. Council agreed. Motion passed.

The meeting recessed at 8:15 PM.

(Signature on File)

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Karen Wynne, RMC  
Municipal Clerk