

**Borough of Matawan
Reorganization Meeting
January 5, 2022**

The Reorganization meeting of the Borough Council of the Borough of Matawan, New Jersey, was held at the Matawan Municipal Community Center, 201 Broad Street, Matawan, New Jersey on January 5, 2022 with Mayor Joseph Altomonte presiding. Pursuant to Section 5 of the Open Public Meetings Act, adequate notice of this meeting had been provided by publishing notification in the *Asbury Park Press* on December 27, 2021, 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 7:02 PM and asked that everyone to stand for a Salute to the Flag.

Mayor Altomonte asked everyone to stand for a Moment of Silence.

Mayor Altomonte requested a roll call to reconvene the December 21, 2021 Public Session Meeting.

On roll call the following members responded present:

Yes: Councilwoman Deanna Gunn
 Councilman Brian Livesey
 Councilwoman Stephanie Buckel
 Councilman Brett Cannon

Absent: Councilman Nicolas Reeve
 Councilman John Lazar

Also present were Scott Carew, Borough Administrator, and Pasquale Menna, Esq., Borough Attorney.

Adjourn the December 21, 2021 Council Meeting

Mayor Altomonte requested a motion to adjourn the December 21, 2021 public session meeting. Councilman Cannon made the motion, seconded by Councilwoman Gunn. Council agreed. Motion passed.

Roll Call of the January 5, 2022 Reorganization Meeting

Mayor Altomonte announced Councilpersons-Elect Charles Ross and Melanie S. Wang took the Oath of Office yesterday, January 4, 2022, and invited them to join the Governing Body on the dais.

Mayor Altomonte requested a roll call for the January 5, 2022 Reorganization Meeting.

On roll call the following members responded present:

Yes: Councilwoman Deanna Gunn
 Councilman Brian Livesey
 Councilwoman Stephanie Buckel
 Councilman Brett Cannon
 Councilwoman Melanie S. Wang
 Councilman Charles Ross

Also present were Scott Carew, Borough Administrator, and Pasquale Menna, Esq., Borough Attorney.

**Borough of Matawan
Reorganization Meeting
January 5, 2022**

Approval of Minutes

Mayor Altomonte requested a motion to approve the minutes of the December 7, 2021 Council Meeting. Councilwoman Gunn made a motion, seconded by Councilman Cannon. Council agreed with Councilpersons Ross and Wang abstaining. Motion passed.

Mayor Altomonte requested a motion to approve the minutes of the December 21, 2021 Council Meeting. Councilwoman Gunn made a motion, seconded by Councilman Cannon. Council agreed with Councilpersons Ross and Wang abstaining. Motion passed.

New Business

Mayor Altomonte read by title Resolution 22-01-01: Council President Appointment – Brian Livesey. Mayor Altomonte requested a motion. Councilman Cannon made the motion, seconded by Councilwoman Gunn. Mayor Altomonte requested a voice vote. Council Agreed. Motion passed.

**RESOLUTION 22-01-01
COUNCIL PRESIDENT APPOINTMENT
BRIAN LIVESEY**

***WHEREAS**, it is necessary that a member of the Council be elected President of said Council to fulfill the duties of the Mayor during the absence of the Mayor, for the year ending December 31, 2022.*

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

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

Mayor Altomonte administered the Oath of Office to Council President Brian Livesey.

Council President Livesey thanked the Governing Body for their support.

Mayor Altomonte read by title Resolution 22-01-02: Authorizing the Appointment of Borough Attorney Under Fair and Open – The Menna Law Firm, LLC. Mayor Altomonte requested a motion. Councilman Cannon made the motion, seconded by Councilwoman Gunn. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 22-01-02
AUTHORIZING THE APPOINTMENT OF BOROUGH ATTORNEY UNDER FAIR AND OPEN
THE MENNA LAW FIRM, LLC**

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

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

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

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that they hereby appoint Pasquale Menna, Esq. of the firm of The Menna Law Firm, LLC, as Borough Attorney for the Borough of Matawan for the year 2022, said term to expire December 31, 2022.*

***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.*

**Borough of Matawan
Reorganization Meeting
January 5, 2022**

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Finance, Police as well as Pasquale Menna, Esq. of The Menna Law Firm, LLC.

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 2-01-20-155-210 Budget of the Borough of Matawan to Pasquale Menna, Esq. as Borough Attorney for the Borough of Matawan in an amount not to exceed Thirty Thousand Dollars and No Cents (\$30,000.00).

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: January 5, 2022

Mayor Altomonte read by title Resolution 22-01-03: Emergency Temporary Appropriation. Mayor Altomonte requested a motion. Councilwoman Gunn made the motion, seconded by Councilwoman Buckel. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 22-01-03
EMERGENCY TEMPORARY APPROPRIATION**

WHEREAS, emergent conditions have arisen with respect to the payment of bills in a number of accounts and no adequate provision has been made in a 2022 temporary budget for the aforesaid purposes; and

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

WHEREAS, the total emergency temporary resolutions adopted in the year 2022 pursuant to the provisions of Chapter 96, PL 1951 (NJSA 40A:4-20) including this resolution total \$5,814,040.81.

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

1. An emergency temporary appropriation be and the same is hereby made for the purposes stipulated in the attached list.
2. That said emergency temporary appropriations will be provided for in the 2022 budget under the appropriate titles.
3. That one certified copy of this resolution be filed with the Director of Local Government Services.

BE IT FURTHER RESOLVED, that the amount required by Statue for the payment of 2022 County, and Local School District Taxes, which are not included in this temporary budget, shall be paid as and when due.

2022 Temporary Budget	Salary & Wages	Other Expenses
MAYOR & COUNCIL	-	1,100.00
MUNI CLERK	18,454.82	4,650.00
GENERAL ADMIN	35,145.97	26,510.01
FINANCE	23,168.51	6,764.63
TAX ASSES	16,092.83	5,184.38
TAX COLLECTOR	21,354.46	4,065.82
LEGAL SERVICES	-	58,562.50
ENGINEERING	-	27,562.50
BLDG & GROUNDS	17,001.53	16,695.00
PLAN/ZONING BD	5,239.76	2,270.63
SHADE TREE COMM	315.00	6,431.25

**Borough of Matawan
Reorganization Meeting
January 5, 2022**

ENVIRON COMM	-	587.50
SOLID WASTE COLL	1,571.85	210,000.00
INSURANCE-GROUP HEALTH	-	273,293.74
INSURANCE-LIABILITY	-	88,218.26
INSURANCE-WORKERS COMP	-	76,188.37
FIRE	-	50,186.60
FIRE PREVENTION	20,045.55	1,737.77
POLICE	814,068.42	75,258.75
STREETS & ROADS	116,710.13	24,353.45
STREET LIGHTING	-	31,500.00
BD OF HEALTH	1,516.20	10,552.50
RECREATION	6,088.27	4,436.25
HISTORICAL SITES	315.00	10,500.01
VOL 1ST AID SQUAD	-	8,820.00
OEM	-	8,662.50
PROP MAINT	5,355.00	200.81
RR PARKING	58,745.86	20,764.10
DOWNTOWN REDEV	315.00	5,250.00
UTILITIES	-	90,037.50
VEHICLE MAINT	-	19,031.25
CONSTR OFFICIAL	46,050.90	1,647.19
ACCUM SICK LEAVE	-	9,000.00
OASI	-	48,562.50
DCRP-EXPENSES		1,706.25
MUNICIPAL COURT	6,300.00	32,812.50
PUBLIC DEFENDER	-	3,000.00
FREE PUBLIC LIBRARY	-	102,985.58
EMERGENCY 911	-	11,000.00
GREEN TRUST LOAN (940-205)		9,172.02
PAYMENT OF BOND PRINCIPAL		870,000.00
INTEREST ON BONDS		175,000.00
MCIA LEASE INTEREST		42,500.00
 SUBTOTAL	 1,213,855.06	 2,476,762.12
 TOTAL TEMPORARY EMERGENCY APPROPRIATIONS		 3,690,617.18
 WATER SEWER UTILITY		
 OPERATING	 222,304.74	 376,717.96
PAYMENT ON BOND PRINCIPAL		500,000.00
ACQUISITION OF WATER/BULK WATER		107,625.00
BRSA		306,058.95
INTEREST ON BONDS(504-299)		232,000.00
WASTEWATER LOAN (507-299)		339,654.48
WASTEWATER LOAN INTEREST(504-205)		22,000.00
SOCIAL SECURITY		17,062.50
 SUBTOTAL	 222,304.74	 1,901,118.89
 TOTAL WATER SEWER UTILITY TEMPORARY EMERGENCY APPROPRIATIONS		 2,123,423.63

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

**Borough of Matawan
Reorganization Meeting
January 5, 2022**

Mayor Altomonte read by title Resolution 22-01-04: Resolution Confirming 2022 Appointments by the Mayor With Confirmation of Council. Mayor Altomonte requested a motion. Councilwoman Gunn made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call.

Yes: Councilwoman Deanna Gunn
Councilman Brian Livesey
Councilwoman Stephanie Buckel
Councilman Brett Cannon
Councilwoman Melanie S. Wang
Councilman Charles Ross

Motion passed.

**RESOLUTION 22-01-04
RESOLUTION CONFIRMING 2022 APPOINTMENTS BY THE MAYOR WITH CONFIRMATION OF
COUNCIL**

NOW, THEREFORE, BE IT RESOLVED, that the appointments listed below made by the Mayor be and the same are hereby confirmed and the following officials are appointed for a term of one year said term to expire December 31, 2022, unless otherwise specified or provided for by statute:

<u>BOARD/COMMISSION</u>	<u>NAME</u>	<u>TERM OF OFFICE</u>
<u>Animal Welfare Advisory Committee</u>		
Member	Loretta Windas	
Member	Nadine Hemy	
<u>Borough Offices</u>		
ADA Coordinator	Melanie S. Wang	
Assessment Search Officer	Karen Wynne	
Certified Recycling Coordinator	Grace Rainforth	
Certified Clean Communities Coordinator	Grace Rainforth	
Chief Financial Officer & Treasurer	Nicole Horvath	
Deputy Borough Administrator	Nicole Horvath	
Deputy Borough Clerk	Robin Klinger	
Fire Sub-Code Official/Inspector	Robert Debold	
HIPAA Privacy & Contact Person	Grace Rainforth	
Local Historian	Kurtis Roinestad	
Personnel Administrator	Scott Carew	
Plumbing Sub-Code Official/Inspector	Richard Riopel	
PT Licensed Operator/Consultant for BOM		
Water Treatment Plant & Distribution System	Andrew Wilson	
Property Maintenance Officer	Kenneth Marr, Jr.	
Tax Search Officer	Michael Schnurr	
<u>Disability Accessibility Commission</u>		
Public Works Representative	John Applegate	
Construction Department Representative	John Quinn	
Governing Body Representative	Stephanie Buckel	
Governing Body Representative	Melanie S. Wang	
<u>Economic Development, Business & Redevelopment Commission</u>		
Mayor's Representative	Brian Livesey	
Councilperson	Deana Gunn	
Councilperson	Charles Ross	
Member	Anthony Caltabilota	
Member	Dean Fazio	
Recording Secretary	Linda Martin	

**Borough of Matawan
Reorganization Meeting
January 5, 2022**

Public Safety

<i>OEM Coordinator</i>	<i>Police Chief Thomas J. Falco, Jr.</i>	<i>12/31/2024</i>
<i>First Deputy Coordinator (Operations/Planning)</i>	<i>Richard Michitsch</i>	
<i>Second Deputy Coordinator (Resources/Logistics)</i>	<i>Timothy Clifton</i>	
<i>CERT Coordinator</i>	<i>Herbert Caravella</i>	
<i>CERT Captain</i>	<i>Leslie Gilman</i>	

Recreation Commission

<i>Director</i>	<i>Daria Dieterle</i>
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Safety Committee

<i>DPW/Water/Sewer Department Representative</i>	<i>John Applegate</i>
<i>Board of Health Representative</i>	<i>Larry Kasica</i>
<i>Public Safety Committee Commissioner's Representative</i>	<i>Deana Gunn</i>
<i>Member-at-Large Representative</i>	<i>Kathleen Sporer</i>

Unified Planning/Zoning Board of Adjustments

<i>Class III</i>	<i>Deana Gunn</i>
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Crossing Guards and Matron Names TO BE PROVIDED BY THE CHIEF OF POLICE

Crossing Guard(s)

June Berliner
Leslie Gillman
Erin Haluska
Jeanne Kelahan
Diane Monroe
Melanie Murphy
Linda Smith

Substitute Crossing Guard(s)

Anne DiBernardo
Denise Penniplede

Police Matron(s)

Cristen Sjöholm

Mayor Altomonte read by title Resolutions 22-01-05 through and including 22-01-10 requesting a motion to approve en masse. Councilwoman Gunn made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

***RESOLUTION 22-01-05
AUTHORIZING THE AWARD OF FAIR AND OPEN CONTRACTS FOR
THE BOROUGH OF MATAWAN 2022 PROFESSIONAL SERVICES***

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

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

Borough Appraiser – Associated Appraisal Group
Borough Architect – Netta Architects
Borough Auditor – Suplee, Clooney & Co.

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

- Perform the audit of the Borough's financial statements for the year ended December 31, 2021 and prepare the 2021 Annual Debt Statement and Unaudited Annual Financial Statement*
- Review and assist in the preparation of the Borough's 2022 Budget*
- LOSAP Audit*

**Borough of Matawan
Reorganization Meeting
January 5, 2022**

Borough Bond Attorney – Waters, McPherson, McNeill, PC
Borough COAH Attorney – Rainone, Coughlin, Minchello, LLC
Borough Conflict Attorney – Rainone, Coughlin, Minchello, LLC
Borough Engineer – T&M Associates
Borough Financial Advisor – NW Financial Group, LLC
Borough Grant Consultant – Triad Associates
Borough Labor Attorney – Michael Burns, Esq., Marmero Law, LLC
Borough Planner – T&M Associates
Borough Property & Casualty Insurance Broker – Acrisure
Borough Prosecutor – William McGuinn, Esq., Hoagland Longo Moran Dunst & Doukas, LLP
Borough Public Defender -Raymond Albert Raya, Esq., The Raya Law Firm
Borough Redevelopment Attorney – Rainone, Coughlin, Minchello, LLC
Borough Redevelopment Engineer – T&M Associates
Borough Redevelopment Planner – T&M Associates
Special Counsel Pool – Rainone, Coughlin, Minchello, LLC

Special Projects Engineering Pool:

- *ARH Associates*
- *CME Associates*
- *Colliers Engineering & Design, Inc.*
- *Remington & Vernick Engineers*
- *T&M Associates*

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that they hereby appoint these firms as outlined above for the Borough of Matawan for the calendar year 2022, said term to expire December 31, 2022.

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

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

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

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 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: January 5, 2022

**RESOLUTION 22-01-06
AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR THE BOROUGH OF
MATAWAN ARBORIST
GARY LOVALLO
CHESTNUT ARBORICULTURAL & FORESTRY SERVICES, LLC**

WHEREAS, the Borough of Matawan has a need to acquire the services of a Certified Arborist as a non-fair and open contract pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the anticipated term of this contract is effective immediately, with said term to expire December 31, 2022; and

**Borough of Matawan
Reorganization Meeting
January 5, 2022**

WHEREAS, Gary Lovallo of Chestnut Arboricultural & Forestry Services, LLC has the qualifications and expertise as a Certified Arborist on an as-needed basis for the Borough of Matawan Shade Tree Commission; and

WHEREAS, the funding for said services shall be pending the certification of available funding from the Chief Financial Officer.

NOW THEREFORE, BE IT RESOLVED that the Council of the Borough of Matawan that they hereby appoint the firm of Gary Lovallo of Chestnut Arboricultural & Forestry Services, LLC on an as-needed basis as the Borough's Arborist, effectively immediately, said term to expire December 31, 2022, with an annual remuneration not to exceed Four Thousand Dollars and No Cents (\$4,000.00).

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

CERTIFICATION AS TO AVAILABLE FUNDING

I, Nicole Horvath, Chief Financial Officer of the Borough of Matawan, County of Monmouth, State of New Jersey, do hereby certify that as of the date of this certification, funds are available from the 2-01-26-300-200 Budget of the Borough of Matawan to Gary Lovallo on an as-needed basis as the Arborist for the Borough of Matawan in an amount not to exceed Four Thousand Dollars and No Cents (\$4,000.00).

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: January 5, 2022

RESOLUTION 22-01-07

**AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR THE BOROUGH OF
MATAWAN LANDSCAPE DESIGNER TAYLOR DESIGN GROUP**

WHEREAS, the Borough of Matawan has a need to acquire certain services as a non-fair and open contract pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Borough of Matawan has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is effective immediately, with said term to expire December 31, 2022; and

WHEREAS, Taylor Design Group has submitted a proposal indicating they will provide the service as landscape designer to the Borough of Matawan on an as-needed basis; and

WHEREAS, Taylor Design Group has completed and submitted a Business Entity Disclosure Certification which certifies that Taylor Design Group has not made any reportable contributions to a political or candidate committee in the Borough of Matawan in the previous one year, and that the contract will prohibit Taylor Design Group from making any reportable contributions through the term of the contract, and

WHEREAS, the funding for said services shall be pending the certification of available funding from the Chief Financial Officer.

NOW THEREFORE, BE IT RESOLVED that the Council of the Borough of Matawan that they hereby appoint the firm of Taylor Design Group as the Borough's Landscaper Designer for the Borough of Matawan, effectively immediately, said term to expire December 31, 2022.

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 the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

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, Recreation as well as Taylor Design Group.

**Borough of Matawan
Reorganization Meeting
January 5, 2022**

CERTIFICATION AS TO AVAILABLE FUNDING

I, Nicole Horvath, Chief Financial Officer of the Borough of Matawan, County of Monmouth, State of New Jersey, do hereby certify that as of the date of this certification, this contract shall be dependent upon funds being encumbered by the Chief Financial Officer and appropriated for the contract purposes in the Budget for the year in which the goods/services are ordered prior to when a contract or purchase order issued.

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: January 5, 2022

RESOLUTION 22-01-08

**AUTHORIZING PROFESSIONAL SERVICES CONTINUATION RENEWAL AGREEMENT FOR
WIRELESS TELECOMMUNICATIONS CONSULTANT FSD ENTERPRISES, LLC**

WHEREAS, the Borough of Matawan, a Municipal Corporation of the State of New Jersey, with offices at 201 Broad Street, Matawan, NJ 07747 (hereinafter referred to as “The Borough”); and

WHEREAS, FSD Enterprises, LLC, with offices at 65 Mechanic Street, Suite 201, Red Bank, NJ 07701 (hereinafter referred to as “Wireless Telecommunications Consultant”); and

WHEREAS, the Borough of Matawan desires to continue to engage the services of Declan O’Scanlan of the firm FSD Enterprises, LLC as the Borough’s Wireless Telecommunications Consultant for the year 2022; and

WHEREAS, the Local Public Contracts law requires that the compensation for attorneys and other professionals engaged by a municipality be set forth in a written agreement to be maintained on file in the office of the Borough Clerk; and

NOW, THEREFORE, BE IT AGREED, by and between the parties hereto as follows:

1. **Dutes of Wireless Telecommunications Consultant** – The Wireless Communications Consultant will continue to perform all services related to the potential replacement of wireless telecommunications facilities upon public property throughout the Borough of Matawan as per proposal dated August 18, 2021.
2. **Periods of Appointment** – The period of appointment of the Wireless Telecommunications Consultant shall be January 1, 2022 through December 31, 2022.
3. **Compensation** – Shall be as follows:
\$2,000.00 initial retainer – due upon execution of this Agreement and as per proposal dated August 18, 2021.

NOW, THEREFORE, BE IT RESOLVED the Council hereby authorizes the approval of said Agreement and authorizes the Mayor to execute said Agreement.

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Construction, Finance, Public Works as well as FSD Enterprises, 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 2-01-20-155-200 Budget of the Borough of Matawan to FSD Enterprises, LLC 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: January 5, 2022

**Borough of Matawan
Reorganization Meeting
January 5, 2022**

Attest:

(Signature on File)

*Karen Wynne, RMC
Municipal Clerk*

(Signature on File)

*Honorable Joseph Altomonte
Borough of Matawan*

Witness

*Declan O'Scanlon
FSD Enterprises, LLC*



Wireless Telecommunications Consulting

Declan O'Scanlon, CEO

Voice: 732-741-3246

Mobile: 732-859-2921

Email: Declan@fsdenterprises.com

August 18, 2021

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

Dear Mr. Ferrara,

I much appreciate the opportunity to provide a proposal for continued wireless telecommunications consulting services to the Borough.

FSD Enterprises is the only firm that comprehensively helps its clients with all aspects and issues of the siting process. FSD is the most experienced firm in New Jersey having worked on hundreds of public antenna placement projects over the past 20 plus years. In virtually every case FSD Enterprises involvement in the projects we've taken on has resulted in projects that went smoother, and were considerably more lucrative to our clients, than they would have been had we not been involved. FSD Enterprises also regularly helps its clients with lease language and valuation issues and assessments.

Like most public entities in New Jersey, Matawan Borough is faced with challenges and opportunities when it comes to antenna siting issues. Matawan Borough is lucky in that it has a ready-made structure that is suitable for the placement of wireless equipment. Matawan Borough has wisely opted to permit the placement of wireless equipment on the site already. The challenge moving forward is to continue to attract additional tenants making sure to efficiently use the available space, and to maximize the revenue potential from the facility through equipment upgrades as well. FSD can help Matawan Borough throughout this process. Our goal is always to help our clients make the best, most informed, decisions and to end up with projects that anticipate future carrier needs and maximize revenue for their residents. FSD Enterprises has experience, knowledge and skill that will be invaluable as Matawan Borough moves forward in this process. Please consider this document a scope of work description and proposal for said assistance.

**Borough of Matawan
Reorganization Meeting
January 5, 2022**



New Tenant Services to be provided by FSD Enterprises:

Initial Investigation and Marketing – FSD will perform an assessment of the remaining available space on and around the property that Matawan Borough has an interest in making available for the placement of additional carrier tenants. As you are aware, FSD is familiar with the property already. FSD will examine the property with an eye toward meeting the needs of any new potential tenant and maximizing the efficiency of the space on the tower and ground. FSD will facilitate any necessary on-site meetings with potential tenants.

FSD will work with Matawan Borough and the interested carrier(s) to arrive at an installation design that is optimized to handle present and reasonably expected future needs of both Matawan Borough (if such needs exist) and potential tenants. Future carrier installation designs are of prime importance since if mistakes are made during the design phase of the project, and initial tenants are permitted to use too much space, it can cost hundreds of thousands of dollars of revenue over the life of the facility – and potentially result in needless, additional subsequent tower applications on private properties.

Bid Process – FSD will work with you to review the bid specifications currently being used by Matawan Borough to help enhance, if not guarantee, a successful bidding process in the future. FSD's record when it comes to designing successful, lucrative bid documents and processes is outstanding.

FSD will work with Borough officials to arrive at project construction and leasing arrangements that maximize Matawan Borough's revenue, flexibility and control of the project, and minimize expenses and potential pitfalls. FSD will formulate bid specifications that implement Matawan Borough's goals yet meet the requirements of prospective bidders. FSD will market the availability of siting opportunities to all the carriers in the New Jersey market so as to maximize interest in the project. This marketing effort will continue going forward beyond the initial bid process. Upon receipt of bids FSD will work to help resolve any exceptions to the bid specifications that might be submitted.

Post-Bid Phase – Once the bid process is completed and a bid, or bids, have been awarded, FSD will work with the successful bidder(s) to see that leases are finalized and that the location of equipment on the site moves forward efficiently. FSD will coordinate with all carriers locating equipment on site to resolve any location conflicts etc. FSD will also aid in the final site designs during this period.

Additionally, FSD will continue to make the remaining wireless carriers aware of the availability of Matawan Borough sites over the next several years. Frequently, potential additional tenants simply need to be reminded that sites are available in order to get those sites included in future

**Borough of Matawan
Reorganization Meeting
January 5, 2022**



build plans. On an ongoing basis FSD Enterprises would serve as the interface between the wireless carriers and Matawan Borough.

FSD Enterprises' goal is always to minimize complications during the siting, bidding and construction phases of projects and to maximize the value of its clients' properties. FSD accomplishes this through smart design and marketing of project sites and bid and lease terms. Additionally, FSD seeks to leave its clients with projects that are viable into the future so that revenue can potentially increase as the needs of the market dictate. The added present value and future revenue potential that FSD brings to wireless projects almost always pays for itself many times over.

The new tenant services fee structure, which would be finalized after an appropriate retention process, for FSD Enterprises consulting services as per above for Matawan Borough will be as follows:

- Please make note that all percentage amounts subsequently listed are only of the *first year* of the value of each lease, *not* for the life of the entire lease(s).
- \$2,000 initial retainer - due upon execution of continuation agreement; and,
- 35% of the gross first year lease value from any wireless telecommunications tenants secured through this project.

Existing Tenant Services to be provided by FSD Enterprises:

Equipment Upgrade Request Assessments

FSD has extensive experience in the wireless telecommunications equipment siting industry having directly participated in the site location, layout and project coordination of many sites throughout New Jersey. FSD also actively manages numerous sites on an ongoing basis. The industry is going through a period of tremendous capacity growth as it tries to stay ahead of the voracious appetite for bandwidth from consumers. This situation has resulted in the wireless carriers undertaking substantial network upgrade projects, which in turn has resulted in their approaching many of their landlords looking for permission to modify their installations. Sometimes these modifications are modest and sometimes they are extensive. FSD can help Matawan Borough figure out what the impact will be on the structure as it stands, as well as what impact the upgrade might have on potential future tenants – and the revenue streams that come from them. This is critical so that Matawan Borough can assess whether or not, and how much, additional rent should be paid by the tenant or whether the modification, as proposed, should be allowed at all.

**Borough of Matawan
Reorganization Meeting
January 5, 2022**



Scope of Work

- Assessment of the requesting tenant's equipment currently installed (as can be assessed by a ground-based examination and examination of existing and supplied documents).
- Assessment of the proposed equipment modification impact on the tower or structure. Said assessment may involve the performance of a structural report by a structural engineer licensed to do business in New Jersey and consultation with that engineer. Any said reports will be at the cost of the tenant making the upgrade request.
- Consultation with the requesting tenant regarding the request details and exploration of any possible, beneficial impact-reducing modifications to the proposal.
- Recommendation of approval, denial or modification to the originally requested upgrade proposal and presentation of suggested appropriate rental fee increase if warranted.
- Verification – through documentation and ground based assessment - that the installation was performed as permitted.

Upgrade Assessment Fee Structure

- If no additional payment to the municipality is called for then the total fee due to FSD shall be \$500.
- If there is no rental adjustment – just a one-time payment – then the total fee shall be equal to 25% of the one-time payment up to a maximum of \$2,000.
- If a rental adjustment is called for then the fee shall be equal to one year's rental increase, example, \$200 monthly increase due town = \$2,400 with a maximum of \$3,000.

Tower Revenue Stream Buy-Out/Lump Sum Payment Proposal Assessment

The tower industry is fast moving and ever-evolving. Tower site landlords have begun to frequently receive offers, from tower companies and tenants, of lump-sum, up-front payments in lieu of regular rental payments. Sometimes these offers involve the purchase of infrastructure outright, sometimes it is just the revenue stream of one or more tenants. Usually these offers include some reference to the possibility that the revenue stream might not be as dependable as once thought.

FSD Enterprises can help Matawan Borough officials objectively analyze such offers and provide the information needed to make an informed decision. FSD will prepare and provide a report that will include an examination of current revenue stream value trends, the state of the wireless infrastructure industry - and particular carriers on the tower in question - as well as an analysis of surrounding, potentially competing structures. Additionally, FSD will report on the status of alternate technology that may or may not have an impact on the dependability of the revenue streams currently being generated.

The fee for the above report would be \$2,000.

**Borough of Matawan
Reorganization Meeting
January 5, 2022**



Bids for Lease Extension

Scope of Work

- Assessment of the current rent
- Recommendation of new minimum bid
- Preparation of all bid specifications
- Assessment of submitted lease documents and final lease document preparation

Bid for Lease Extension Fee Structure

- 15% of 1st year extended lease value

Lease Modification proposals

FSD Enterprises shall handle all lease modification proposal discussions with existing wireless carrier tenants.

Lease Modification Fee Structure

- The first two (2) such proposals received per year shall be covered by the initial retainer.
- Any subsequent lease modification proposals shall incur an additional \$500.00 fee per proposal.

The above fee structure(s) would remain in place for any project initiated while FSD is retained as Matawan Borough's wireless telecommunications consultant. • due upon expression of carrier interest and/or approval to move forward with a bid by governing body; and, While FSD Enterprises will make every effort to see to the success of this project, due to the nature of the wireless industry and the uncertainty of the bidding process FSD makes no guarantee as to the result of the outcome of this project. Upon retention, FSD Enterprises will explicitly refuse to serve as a consultant to any wireless carrier regarding that carrier's interest in providing wireless coverage in the area of Matawan Borough site. FSD Enterprises will make no bid specification recommendations that would result in the specifications favoring any carrier and will not share any proprietary information with any carrier. FSD also pledges to refuse to act as the wireless telecommunications consultant to any public or private entity that may be marketing property that would compete with Matawan Borough sites while working for Matawan Borough.

If you have any further questions please do not hesitate to contact me. I appreciate the opportunity to submit this proposal and look forward to working with you.

Sincerely,

**Borough of Matawan
Reorganization Meeting
January 5, 2022**



Declan O'Scanlon
CEO, FSD Enterprises

FSD Enterprises, LLC Services
Fee Structure

65 Mechanic Street, Suite 201, Red Bank, NJ 07701 ☎ Fax: 732-741-7015 ☎ www.fsdenterprises.com

**Borough of Matawan
Reorganization Meeting
January 5, 2022**



New Tenant	
Initial Retainer	2000.00
Wireless Telecommunications Tenant	35% of 1st year lease value
Existing Tenant	
Initial Retainer	1000.00
Upgrade Assessment	
No additional payment	500.00
No rental adjustment-just one time payment	25% of one- time payment with maximum of 2,000.00
Rental adjustment	one year's rental increase with maximum of 3,000.00
Tower Revenue Stream Buy-Out/ Lump sum Payment Proposal Assessment	
	2000.00
Bids for Lease Extension	15% of 1st year extended lease value
Lease Modification	
	first two (2) proposals included in 1,000 retainer
	Additional proposals-500.00 each

65 Mechanic Street, Suite 201, Red Bank, NJ 07701 ☎ Fax: 732-741-7015 ☎ www.fsdenterprises.com

**RESOLUTION 22-01-09
PAYMENT OF BILLS TO CLOSE OUT YEAR 2021**

***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	\$219,630.26
Water/Sewer	\$44,701.99
Grant	\$225.25
Borough Trust	\$6,817.24
Total	\$271,374.64

**Borough of Matawan
Reorganization Meeting
January 5, 2022**

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

**RESOLUTION 22-01-10
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	\$30,302.10
Water/Sewer	\$4,655.22
Borough Capital	\$12,998.00
Total	\$47,955.32

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

Consent Agenda

Mayor Altomonte read by title Resolutions 22-01-11 through and including 22-01-32 requesting a motion to approve en masse. Councilwoman Gunn made the motion, seconded by Councilwoman Buckel. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 22-01-11
2022 REGULAR COUNCIL MEETINGS**

***WHEREAS**, the Open Public Meeting Law P.L. 1975, c. 231 requires that advanced public notice of the Council meeting be announced at the Annual Meeting.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that the meetings of the Mayor and Council of the Borough of Matawan be held in the year 2022 as follows:*

January	5 th	18 th
February	1 st	15 th
March	1 st	15 th
April	5 th	19 th
May	3 rd	17 th
June	9 th (Thursday)	21 st
July	5 th	19 th
August	4 th	16 th
September	6 th	20 th
October	4 th	18 th
November	1 st	14 th (Monday)
December	6 th	20 th

**June 7 (1st Tuesday) is NJS Primary Election
August 2 (1st Tuesday) is normally reserved for National Night Out

The first meeting of each month will be a Workshop meeting, followed by a Regular Council meeting. The Workshop meeting will begin at 7:00 PM. The second meeting of each month will be a Regular Council meeting and will begin at 7:00 PM. Public Session meetings are open to the public. Official action may be taken.

All Executive Session meetings, if necessary, will be held at the conclusion of the Public Meetings, as publicly announced, and, if needed, following the Public Meeting. Executive Session meetings are not open to the public. No formal action will be taken at Executive Session meetings.

***BE IT FURTHER RESOLVED** the meetings will be held at the Matawan Municipal Community Center, 201 Broad Street, Matawan, New Jersey unless conditions exist within the Borough whereby in-person meetings are inadvisable under the State’s public health guidelines. In such event, an electronic meeting will be scheduled with adequate notice sent to the official newspapers, posted on the Borough’s website at www.matawanborough.com, and on file in the Office of the Borough Clerk. A copy of said Notice shall be sent to such members of the public who request such information in accordance with the Statute.*

**Borough of Matawan
Reorganization Meeting
January 5, 2022**

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

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

**RESOLUTION 22-01-12
2022**

ADMINISTRATIVE COMMITTEES OF THE BOROUGH OF MATAWAN

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

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

Police, DPW, Planning & Zoning

Deana Gunn

Brian Livesey

Brett Cannon

Historical Sites, Personnel & Fire

Brett Cannon

Stephanie Buckel

Melanie S. Wang

Recreation, Recycling & Sanitation

Stephanie Buckel

Melanie S. Wang

Brian Livesey

Economic Business Development, Shade Tree

Brian Livesey

Charlie Ross

Deana Gunn

Finance, Construction, Environmental

Charlie Ross

Deana Gunn

Brett Cannon

Animal Welfare Advisory Board, Property Maintenance, ADA

Melanie S. Wang

Charlie Ross

Stephanie Buckel

Redevelopment

Joseph Altomonte

Brett Cannon

Deana Gunn

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

**RESOLUTION 22-01-13
2022 DISABILITY ACCESSIBILITY COMMITTEE MEETINGS**

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

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

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

**Borough of Matawan
Reorganization Meeting
January 5, 2022**

January	10 th	Reorganization Meeting
May	9 th	
September	12 th	
December	12 th	

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

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

The meetings will be held at the Matawan Municipal Community Center, 201 Broad Street, Matawan, New Jersey unless conditions exist within the Borough whereby in-person meetings are inadvisable under the State’s public health guidelines. In such event, an electronic meeting will be scheduled with adequate notice sent to the official newspapers, posted on the Borough’s website at www.matawanborough.com, and on file in the Office of the Borough Clerk. A copy of said Notice shall be sent to such members of the public who request such information in accordance with the Statute.

**RESOLUTION 22-01-14
BOROUGH OF MATAWAN DESIGNATED DEPOSITORY OF 2022 FUNDS**

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

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

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

Borough Capital Account	Recreation Trust
Borough Trust	Tax Collector’s Trust Fund
Current Fund	Water Capital Account
Developers Escrow Account	Water-Sewer Operating
Matawan Law Enforcement Trust	Unemployment
Dog Tax Trust	Payroll Account
Railroad Parking	Asset Forfeiture Program Account

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

Building Inspector’s Account

BE IT FURTHER RESOLVED that disbursements of the following accounts be made by checks signed by Michele Wieczoreck, Court Administrator or Janice Nolan, Deputy Court Administrator:

Municipal Court General Account	Municipal Court Bail Account
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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: Construction, Court, Finance as well as the Borough Auditor.

**RESOLUTION 22-01-15
2022 CASH MANAGEMENT PLAN**

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

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

**Borough of Matawan
Reorganization Meeting
January 5, 2022**

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

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

BOROUGH OF MATAWAN CASH MANAGEMENT PLAN

INTRODUCTION

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

I. AUTHORITY

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

II. STATEMENTS OF POLICY

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

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

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

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

III. DEFINITIONS

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

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

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

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

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

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

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

**Borough of Matawan
Reorganization Meeting
January 5, 2022**

IV. STANDARDS OF CARE

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

V. PROCEDURES FOR RECEIPT OF MONIES

1. Department Procedures

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

2. Chief Financial Officer

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

**Borough of Matawan
Reorganization Meeting
January 5, 2022**

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

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

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

VI. FUNDS EXCLUDED FROM INVESTING

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

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

VII. BOROUGH AUDITOR

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

VIII. SURETY BONDS

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

IX. REPORTING

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

**RESOLUTION 22-01-16
AUTHORIZING THE MAINTENANCE OF PETTY CASH FUNDS
BOROUGH CLERK
RECREATION**

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

**Borough of Matawan
Reorganization Meeting
January 5, 2022**

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

WHEREAS, as of December 31, 2021, the Petty Cash Fund balance was accounted for and turned over to the Chief Financial Officer and redeposited; and

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

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

Karen Wynne	Borough Clerk Petty Cash Fund	\$250.00
Nicole Horvath	Recreation Petty Cash Fund	\$100.00

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

**RESOLUTION 22-01-17
AUTHORIZING THE CHIEF FINANCIAL OFFICER
TO CONDUCT FINANCIAL MATTERS BETWEEN MEETINGS DURING
THE 2022 CALENDAR YEAR**

WHEREAS, bills will need to be authorized for payment prior to the next regular business meeting of the Borough Council; and

WHEREAS, outstanding bills may only be paid with funds that have already been budgeted for and encumbered by purchase orders.

NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby authorizes and directs the Borough's Chief Financial Officer to pay bills budgeted for and encumbered between meetings for the 2022 calendar year.

BE IT FURTHER RESOLVED the Mayor and Council shall be provided with its regular report relating to any bills authorized for payment during this period by the Chief Financial officer.

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

**RESOLUTION 22-01-18
TAX GRACE PERIOD AND INTEREST ON DELINQUENT TAXES**

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

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

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

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

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

**RESOLUTION 22-01-19
AUTHORIZATION TO SIGN FEDERAL, STATE & COUNTY APPLICATIONS ON BEHALF OF THE
BOROUGH OF MATAWAN**

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

**Borough of Matawan
Reorganization Meeting
January 5, 2022**

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

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

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

**RESOLUTION 22-01-20
AUTHORIZING TAX ASSESSOR OR MUNICIPAL ATTORNEY
TO ACT AS AGENT FOR THE TAXING DISTRICT**

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Taxing District of the Borough of Matawan that the Tax Assessor, Municipal Attorney or Conflict Attorney is hereby authorized to act as the agent for the Taxing District during the year of 2022 and file a Petition of Appeal or Complaint with the Monmouth County Board of Taxation to correct such assessments to the proper Value and that a copy of any Petition of Appeal or Complaint filed with the Monmouth County Board of Taxation under this Resolution be filed with the Municipal Clerk.

BE IT FURTHER RESOLVED, that the Tax Assessor, Municipal Attorney or Conflict Attorney is hereby authorized to execute stipulations of settlement on any tax appeal or complaint filed by the taxing district or by a taxpayer in the year 2022.

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

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

**RESOLUTION 22-01-21
APPOINTING SCOTT CAREW
AS THE PUBLIC AGENCY COMPLIANCE OFFICER**

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

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

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

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to all Borough of Matawan Department Heads as well as the Department of Treasury, Division of Administration, PO Box 211, 50 West State Street, 8th Floor, Trenton, New Jersey 08625.

**RESOLUTION 22-01-22
APPOINTING SCOTT CAREW
AS THE COAH MUNICIPAL HOUSING LIAISON**

**Borough of Matawan
Reorganization Meeting
January 5, 2022**

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

WHEREAS, it is the desire of the Mayor and Council to appoint Scott Carew as the COAH Municipal Housing Liaison.

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

1. That Scott Carew is hereby appointed as the COAH Municipal Housing Liaison for the Borough of Matawan at no additional compensation.
2. That a certified copy of this resolution be forwarded:
 - i. Marc Seigal, Marc Hampton Associates, LLC, 171 Matawan Avenue, Matawan, New Jersey 07747
 - ii. Sean Thompson, Director, Council on Affordable Housing, PO Box 800, Trenton, New Jersey 08625-0800.

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

**RESOLUTION 22-01-23
APPOINTING SCOTT CAREW
AS THE FUND COMMISSIONER TO THE
MONMOUTH COUNTY MUNICIPAL JOINT INSURANCE FUND
CENTRAL JERSEY HEALTH INSURANCE FUND**

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

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

WHEREAS, it is the desire of the Council to appoint Scott Carew as the Fund Commissioner to the Monmouth County Municipal Joint Insurance Fund; and

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

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

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

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

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

**RESOLUTION 22-01-24
APPOINTING SCOTT CAREW AS THE
MUNICIPAL CROSS-ACCEPTANCE REPRESENTATIVE**

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

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

**Borough of Matawan
Reorganization Meeting
January 5, 2022**

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

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

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

**RESOLUTION 22-01-25
APPOINTMENT OF SCOTT CAREW
COMMUNITY DEVELOPMENT REPRESENTATIVE AND
COMMUNITY DEVELOPMENT ALTERNATE REPRESENTATIVE**

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

WHEREAS, Scott Carew, Administrator for the Borough of Matawan, is qualified for said position of Community Development Representative; and

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

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that Scott Carew be appointed as Community Development Representative and Mayor Joseph Altomonte be appointed as Community Development Alternate Representative.

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

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

**RESOLUTION 22-01-26
APPOINTMENT OF MUNICIPAL REPRESENTATIVES TO THE MONMOUTH COUNTY
AREA 12 WATERSHED SUB-DISTRICT KNOWN AS BAYSHORE AND NAVESINK**

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

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

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

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

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

**RESOLUTION 22-01-27
DESIGNATION OF STORMWATER PROGRAM COORDINATOR
FOR THE BOROUGH OF MATAWAN
T&M ASSOCIATES**

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

**Borough of Matawan
Reorganization Meeting
January 5, 2022**

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

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that Robert R. Keady, Jr., PE, CME of T&M Associates, Borough Engineer, is hereby appointed Stormwater Program Coordinator for a one (1) year term, said term to expire December 31, 2022.*

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

**RESOLUTION 22-01-28
APPOINTMENT OF EMERGENCY MANAGEMENT COORDINATOR
THOMAS J. FALCO, JR.**

***NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Matawan that Thomas J. Falco, Jr. is hereby appointed Emergency Management Coordinator for the Borough of Matawan for a three-year term, said term to expire December 31, 2024.*

***BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Finance, Office of Emergency Management, Police as well as Thomas J. Falco, Jr. and the Monmouth County Sheriff's Office of Emergency Management.*

**RESOLUTION 22-01-29
TIME CAPSULE
BOROUGH OF MATAWAN
2022**

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

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

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

***NOW, THEREFORE, BE IT RESOLVED** that this Resolution, adopted this 5th Day of January 2022, be an ongoing resolution, and be a permanent resolution adopted at the first meeting of each year until the Year 2086, to serve as a reminder to all future governing bodies of the existence of the "Time Capsule".*

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

**RESOLUTION 22-01-30
ADOPTION OF BYLAWS FOR THE BOARD OF FIRE OFFICERS**

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

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

***WHEREAS**, the Mayor and Council of the Borough of Matawan desires to maintain and continue a more efficient operation under the revised 2011 Bylaws as recommended by the Board of Fire Officers.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that the revised 2011 Bylaws, on file in the Office of the Borough Clerk and made apart hereof, are hereby adopted and approved as recommended by the Board of Fire Officers.*

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

**RESOLUTION 22-01-31
AUTHORIZATION TO ESTABLISH STANDARD PROCEDURES AND REQUIREMENTS FOR PUBLIC
COMMENTS MADE DURING REMOTE PUBLIC MEETINGS OF THE
GOVERNING BODY OF THE BOROUGH OF MATAWAN**

**Borough of Matawan
Reorganization Meeting
January 5, 2022**

***WHEREAS**, the COVID-19 pandemic has forced local government entities throughout the State of New Jersey to hold public meetings remotely; and*

***WHEREAS**, Section 8 of P.L. 2020, c.34 authorized the Director of the Division of Local Government Services (“Director”) to promulgate regulations establishing standard protocols for remote public meetings held by a “local public body” during a Governor-declared emergency (“Regulations”); and*

***WHEREAS**, the Director promulgated the Regulations, which are codified as N.J.A.C. 5:39-1.1 through 1.7; and*

***WHEREAS**, the Mayor and Council of the Borough of Matawan, a “local public body” as defined in the Regulations and is therefore subject to the requirements thereof; and*

***WHEREAS**, N.J.A.C. 5:39-1.4(h) requires a local public body to adopt a resolution establishing standard procedures and requirements for public comment made during a remote public meeting as well as for public comments submitted in writing ahead of the remote public meeting; and*

***WHEREAS**, in order to comply with the requirements, set forth in N.J.A.C. 5:39-1.4(h), the procedures and requirements appearing below are hereby established by the Governing Body of the Borough of Matawan.*

***NOW THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Matawan, County of Monmouth, State of New Jersey, hereby establishes the following procedures and requirements to satisfy the requirement set forth in N.J.A.C. 5:39-1.4(h):*

- 1. Members of the public wishing to make a comment during a remote meeting shall be permitted to do so using the audio and/or video technology under which the remote meeting is being held.*
- 2. Members of the public may also submit written comments to the Council, through the Borough Clerk, by either e-mail to karen.wynne@matawanborough.com or written letter to Borough Clerk, Borough of Matawan, 201 Broad Street, Matawan, New Jersey 07747. Written comments must be received by 9:00 AM the day of the remote meeting in order to be included in the meeting.*
- 3. Public comments shall be read into the record during the appropriate designated time during the portion of the meeting devoted to public comment.*
- 4. In accordance with N.J.A.C. 5:30-1.4(h), the Mayor and Council of the Borough of Matawan reserves the right to summarize duplicative written comments; however, each commenter shall be noted for the record with the content summarized.*
- 5. A member of the public wishing to speak during a remote meeting shall state their name and address for the record prior to making their comment.*
- 6. Members of the public commenting during a remote meeting shall not act in any manner to disrupt the meeting. If a member of the public becomes disruptive during the meeting, the individual chairing the meeting or designee shall mute the microphone of the disruptive member and warn that any continued disruption may result in that person being prevented from speaking during the meeting or being removed from the remote meeting. Disruptive conduct includes, but is not limited to, sustained inappropriate behavior such as shouting, interruption, and/or the use of profanity.*

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

RESOLUTION 22-01-32

AUTHORIZING EXTENSION OF TEMPORARY WAIVER OF BUILDING AND CONSTRUCTION DEPARTMENT FEES, BOROUGH OF MATAWAN CODE CHAPTER 13 – BUILDING AND CONSTRUCTION, SECTION 13-1.8, TO PROMOTE RENOVATION OF EXISTING NON-RESIDENTIAL VACANT COMMERCIAL STRUCTURES/UNITS IN THE AREA IN NEED OF REHABILITATION OF THE BOROUGH OF MATAWAN

***WHEREAS**, the Borough of Matawan Ordinance 19-18 authorized the temporary waiver of Building and Construction Department Fees, Borough of Matawan Code Chapter 13 – Building and Construction, Section 13-1.8, to Promote Renovation of Existing Non-Residential Vacant Commercial Structures/Units in the Area in Need of Rehabilitation of the Borough of Matawan; and*

***WHEREAS**, Ordinance 19-18, Chapter 13, Section 13-1.8(d) contains a sunset provision on the temporary waiver of Building and Construction Department Fees unless extended by Resolution of the Council of the Borough of Matawan; and*

***WHEREAS**, the Mayor and Council wish to extend this sunset provision to midnight, December 31, 2021, unless extended by Resolution by the Council of the Borough of Matawan.*

***NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Matawan hereby authorizes the temporary waiver of Building and Construction Department Fees, Borough of Matawan Code Chapter*

**Borough of Matawan
Reorganization Meeting
January 5, 2022**

13 – Building and Construction, Section 13-1.8 et seq., to Promote Renovation of Existing Non-Residential Vacant Commercial Structures/Units in the Area in Need of Rehabilitation of the Borough of Matawan as outlined in Ordinance 19-18.

BE IT FURTHER RESOLVED, Chapter 13, Section 13-1.8(d), shall expire at midnight on December 31, 2022, unless extended by Resolution by the Council or the Borough of Matawan.

BE IT FURTHER RESOLVED; all other requirements of the Ordinance remain unaffected.

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

2022 Appointments Made by the Mayor

Mayor Altomonte read his Appointments for officials appointed for a one-year term said term to expire December 31, 2022, unless otherwise specified or provided by for statute.

**2022
APPOINTMENTS MADE BY THE MAYOR**

NOW, THEREFORE, that the appointments listed below made by the Mayor be and the same are hereby confirmed and the following officials are appointed for a term of one year said term to expire December 31, 2022, unless otherwise specified or provided for by statute.

<u>BOARD/COMMISSION</u>	<u>NAME</u>	<u>TERM OF OFFICE</u>
<u>Economic Development, Business & Redevelopment</u>		
Mayor's Representative	Brian Livesey	
<u>Environmental Commission</u> <u>(7 Members-3 Yr Staggered Terms)</u>		
Member	Sharen Laporta	12/31/2024
Member	Ginny Sanzo-Stuetz	12/31/2024
<u>Historical Sites Commission</u>		
Member	Brett Cannon	12/31/2022
<u>Library Board</u>		
Mayor's Representative	Lynn Mattei	
Citizen Member	Douglas Preston	12/31/2026
<u>Recreation Commission</u>		
Commissioner	Stephanie Buckel	
Council Member	Brian Livesey	
Council Member	Melanie S. Wang	
<u>Unified Planning/Zoning Board of Adjustments</u>		
Class II	Sharen Laporta	12/31/24
Class IV	Kurtis Roinestad	12/31/25
Class IV	Joseph Urciuoli	12/31/25

Mayor's Report

Mayor Altomonte welcomed everyone to the 2022 Reorganization Meeting of the Borough of Matawan and welcomed the two new members of Council, Melanie Wang and Charlie Ross. It is his sincere hope that this Governing Body set the example for how people from different political backgrounds can work together in service to the same group of constituents.

As the world continues to struggle through the pandemic and our country dealt with political, societal, and financial issues in 2021, Matawan managed to move forward with a productive year. In 2021, Matawan accomplished the following:

**Borough of Matawan
Reorganization Meeting
January 5, 2022**

Economic development objects were advanced:

- Overdue redevelopment around the train station began.
- 126 Main Street was finally completed.
- Several new businesses opened on Main Street with several more in the works to open in early 2022.
- Our Lakeside Dining continued to help Matawan restaurants get through the pandemic.

Parks, infrastructure and facilities were improved:

- The Police Department was finally relocated to a better location at no cost to Matawan.
- The Borough entered into an agreement with the Matawan Historical Society to maintain and manage Burrowes Mansion.
- Improvements were made to Penniplede Park.
- After decades of neglect, we continue to work on our road improvement program and address issues with our water/sewer utility.

The Borough's finances were further strengthened:

- Our economic development successes will create additional revenues to offset property taxes for years to come.
- We had our first audit without comment for as long as anyone can remember.
- Moody's recognized that our finances are being handled responsibly and with an eye towards sustainability by giving us a bond rating of AA2.

Our municipal services continue to make Matawan the best place to live:

- Once again, we were named the safest small town in New Jersey and the 8th safest small town in the country in two different reviews thanks to our Police.
- Our events and recreation programs continue to thrive through the pandemic.
- A restructure of the Public Works Department will help provide more focus to the things residents have expressed the most interest in, like parks and roads.

While Matawan moved forward in 2021, I think I can speak for our entire team including Council, staff, professionals, and volunteers that we will not rest on our laurels. We will strive to work as smart and as hard as we can for the community we proudly serve.

Look for continued improvements in 2022. We will continue to advance our economic development goals. We will continue to increase the cost effectiveness of our municipal services and strengthen our financial standing. We will continue to improve our parks, infrastructure, and facilities.

Thank you and Happy New Year.

Privilege of the Floor

Mayor Altomonte requested opened the Privilege of the Floor.

Anthony Washington, 16 Orchard Street, Matawan. Mr. Washington expressed concern for the homeless asking for municipal assistance with food and shelter. Mayor Altomonte asked member of the audience, Police Chief Thomas J. Falco, Jr., to relate the Monmouth County Code Blue Program. Chief Falco related the Program which offers food and shelter at various Monmouth County locations. Councilwoman Gunn asked for a link to be posted on the Borough's website/Facebook pages.

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

**Borough of Matawan
Reorganization Meeting
January 5, 2022**

Adjourn

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

The meeting adjourned at 7:25 PM.

Karen Wynne

Karen Wynne, RMC
Municipal Clerk