

**Borough of Matawan  
Public Session  
March 15, 2022**

A regular meeting of the Council of the Borough of Matawan, New Jersey, was held at the Matawan Municipal Community Center, 201 Broad Street, Matawan, New Jersey on March 15, 2022, 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, 2022, 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 7:03 PM, requesting a roll call.

On roll call the following members responded present:

Yes:                Councilwoman Deana Gunn  
                      Councilman Brian Livesey  
                      Councilwoman Stephanie Buckel  
                      Councilwoman Melanie S. Wang  
                      Councilman Charlie Ross

Absent:            Councilman Brett Cannon

Also present were Scott Carew, Borough Administrator, Pasquale Menna, Esq., Borough Attorney, Robert Keady, Borough Engineer, Joseph M. Ettore, PE, Monmouth County Division of Engineering & Traffic Safety, and Jon Moren, PE, John Richie, and Sarah Steib, PE, of French & Parello Associates, Consulting Engineer for Monmouth County.

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

Mayor Altomonte asked everyone to stand for a Moment of Silence and that everyone keep in their thoughts the people of Ukraine.

**Presentation on the Status of the Aberdeen Road and Dam Project**

Mayor Altomonte thanked Commissioner Thomas Arnone, and all the Freehold Commissioners, for their hard work and assistance with getting this project accomplished. He introduced Mr. Ettore and the representatives from French & Parello Associates. Mr. Ettore updated the assembled on the project for the raising of Aberdeen Road from FEMA flood elevation 4 to elevation 14, along with the replacement of County Bridge MA-11. He stated that they have been working on this project for a while and it is tied to several other projects within the Borough, which they anticipate addressing within the next several years. Mr. Arnone introduced the team from French & Parello, and Ms. Steib began the presentation. She began by reviewing the need for the project, the background, and the challenges that have been faced, so far. She continued to review what the proposed improvements look like and the next steps. The project will start at Matawan Avenue and continue towards Main Street. Ms. Steib reviewed the structures encompassing that area, including the two bridge (MA-9 and MA-13) replacements that will eventually happen concurrently, elaborating on the need for all of these replacements. She introduced John Richie, who further explained the hydraulics of the project and the detail of the work involved with the raising of Aberdeen Road. Ms. Steib explained the various options on how to successfully complete the project and that they determined that column-supported embankment to be the best option. She described this option, why they recommend it, and the improvements that will be made. The next steps will be to go out to bid and eventually award the MA-11 project for construction by Winter 2022, with construction to begin in 2023. They anticipate the construction ending in Summer 2024. Then the process will then begin for MA-9 and, subsequently, for MA-13.

Mayor Altomonte opened the floor for public comment.

Janilee Yanny, 6 Wyckoff Street, Matawan. Ms. Yanny asked if the water will be lowered in Lake Lefferts. Ms. Steib said they were not lowering the water.

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Loretta Windas, 138 Aberdeen Road, Matawan. Ms. Windas asked about storm water and French & Parelo's request for a waiver. Ms. Steib explained that stormwater had to do with the rain and that it will not mean that the roadway will get flooded. They will still be using Best Management Practices but the project won't match the 'Green' infrastructure because of the strict guidelines that must be followed. Ms. Windas asked for further clarification and Ms. Steib elaborated the procedure and described a linear development waiver.

Bob Casagrande, 28 Ned Drive, Matawan. Mr. Casagrande asked for further clarification about the project and its effect on the railroad. Ms. Steib explained that the railroad culvert almost acts like a dam so it will keep all that water back into the Matawan Creek area. They will not be increasing water flow because they will not be changing that structure. The roadway will be higher so that will not flood.

Council President Livesey asked if there will be signage announcing the public of the future project. Mr. Ettore said they will work with Mayor Altomonte and Mr. Keady to come up with verbiage. He reiterated that the major effort was to improve the condition of Aberdeen Road and prevent it from flooding. They are not only raising the road, but they are also replacing the bridge and not adding any flow or changing any characteristics.

Mr. Menna stated this was a successful collaboration between the Federal Government, through funding, the State DEP Dam Safety, as well as Monmouth County and the Borough of Matawan. They have solved a problem, which 15 years ago, nobody thought could be solved.

Council President Livesey further asked if the original road will be removed and returned to wetlands. Ms. Steib confirmed that it will all be removed. He questioned pedestrian access along the side of the bridge. Mr. Ettore added that both ends of the bridge railing, there will be access to the existing ground. There will also be a 6' long sidewalk as opposed to what is there currently with new lighting to enhance the area.

Mr. Carew stated the necessity of ample notice to the public to prepare for the project: Where the detours will be and when it will begin – will the County handle? Mr. Ettore said they can provide the Powerpoint presentation to post on the Borough website and provide a link for the project, which will be updated regularly. Flashing message boards will be posted, they will work on stationary signs proclaiming the site of future bridge and road improvements as well as press releases.

Janilee Yanny, 6 Wyckoff Street, Matawan. Ms. Yanny questioned the pending Ravine Drive increased traffic during the construction. Mr. Ettore said they will analyze the flow of traffic now and see if the timing needs to be adjusted. He noted that when they do a detour, they estimate volume that will be added to a route, and they usually adjust the timing of individual traffic lights.

Bob Casagrande, 28 Ned Drive, Matawan. Mr. Casagrande asked if Ravine Drive dam was going to be raised. Ms. Steib stated it will be raised minimally but they will be adding a flood wall, which will increase the capacity.

Mayor Altomonte requested clarification on Ravine Drive and the spillway. Ms. Steib explained that it is below the bridge.

Jim Nusbaum, 27 Ravine Drive, Matawan. Mr. Nusbaum expressed concern over the proposed 10' elevation for MA-11. He noted Ravine Drive often floods and raising it only minimally seems counterproductive. Ms. Steib explained the FEMA flood elevation is 13' and the County is raising it 14' and Ravine Drive is already above the FEMA flood elevation, so that's why they aren't raising it the same amount. With the spillway and the floodwall, it will increase the capacity and stop flooding. Mr. Ettore explained the difference in elevation between Aberdeen Road and Ravine Drive. Mr. Nusbaum asked that the County attend another Council Meeting to update the residents when the County is ready to begin the Ravine Drive project.

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Guy Buckel, 14 Chestnut Drive, Matawan. Mr. Buckel asked if the water around the dam will have to be lowered after the completion of the project. Mr. Richie replied that the new spillway will have a notch which will mimic the existing hydraulic conditions that the current spillway already in existence. Mr. Ettore elaborated that there will be a new gate installed, which will be able to be lowered if a storm occurs, if a permit from the DEP is applied for and approved. Mr. Buckel then asked about the bridge by the railroad culvert, noting that it should be restructured. Mr. Ettore noted that was for the DEP to regulate, as the County has no jurisdiction.

Yanny K. Yanny, 6 Wyckoff Street, Matawan. Mr. Yanny asked about the plans for the MA-9 bridge. Mr. Ettore informed the plans are drafted but have not yet been submitted. Ms. Steib added submission is scheduled for April. Mr. Yanny asked if he could review the plan and Ms. Steib said there is a public comment period, as that is part of the DEP process. She said once the plans are submitted, they will be on file at the Borough.

Mayor Altomonte asked about maintenance on the dam once it is completed. Mr. Ettore said that they just need to be maintained and operated at least once per year. Historically that was shared between the County and the Borough, as to who would operate them, and he explained the process.

Councilman Ross asked for the definition of a dam wall. Ms. Steib clarified that a flood wall is a concrete block that will go along the upstream side, so during a storm it will add an additional layer of protection. The water will not flow over the roadway but instead will go under the bridge

Mayor Altomonte reiterated his thanks and appreciation for the presentation and Councilwoman Gunn said thanked them for their time.

**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. Councilwoman Gunn made the motion, seconded by Councilwoman Buckel. Council agreed. Motion passed.

**Appointment in Mid-Year to Fill Vacancy on the  
Economic Development, Business & Redevelopment Commission**

Mayor Altomonte asked for a motion to appoint Jeff Kagan, Jay LoBosco, James McCue, and Joel Pascua to the Economic Development, Business & Redevelopment Commission, to fill mid-year vacancies. Councilman Livesey made the motion, seconded by Councilwoman Gunn.

**Approval of Minutes**

Mayor Altomonte requested a motion to approve the minutes of the February 15, 2022 Council Meeting. Councilwoman Gunn made the motion, seconded by Councilwoman Buckel. Council agreed. Motion passed.

Mayor Altomonte requested a motion to approve the minutes of the March 1, 2022 Council Meeting. Councilwoman Gunn made the motion, seconded by Councilwoman Buckel. Council agreed. Motion passed.

**Clerk's Report**

The Clerk's office issued new business licenses for the following businesses:

1. Es Burrito's, takeout/dine-in Mexican restaurant
2. Excel Holding California, LLC, janitorial management/facilities
3. Original Scarlet Reserve, CBD retail

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4. Richmond Physical Therapy, medical office/physical therapy
5. Tao & Zen Acupuncture, LLC, acupuncture and Chinese medicine services
6. White Glove Med Labs, LLC, medical laboratory.

The Clerk informed she will be out of the office the week of March 21 to March 25 to attend the 2022 Municipal Clerks Association of New Jersey Annual Conference but will be available by cell, and also referred everyone to the Deputy Clerk in her absence.

**Mayor's Report**

No report.

**Administrator's Report**

Mr. Carew informed he will be out of the office from March 16 to March 18, but he will be available to attend the first budget meeting on March 16, via telephone. The move for the Police Department has been completed, as well the move of Fire Prevention, Property Maintenance, and the temporary placement of the Construction Office, until the Shared Services with Aberdeen takes effect. The building seems more functional. He met with the Aberdeen Township Administrator and John Quinn and the hope is to make the permanent physical move of the Matawan Construction Department to Aberdeen's municipal building sometime in early April. He asked that Council amend the fee ordinance for construction and zoning to ensure that the Borough's fees and the Township's fees are exactly the same.

**Attorney's Report**

No report.

**Engineer's Report**

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

- 2021 Road Program – The punchwork list is continuing and should be complete near the end of this month. The paving of Overhill Road is expected to begin and be completed in April. The sanitary sewer portion of this project continues on Johnson Avenue, and it should be completed by the end of this month with paving to occur in April. Along Essie Drive, onto Harding Boulevard, Bank Street, and then Union Avenue, the sanitary sewer portion is beginning with manhole rehabilitation.
- Overhill Retaining Wall – They are currently waiting for the countersigned contracts from the contractor. Once received a preconstruction meeting will be scheduled.

**Police, DPW, Planning & Zoning**

Councilwoman Gunn reiterated the Police relocation to 201 Broad Street is complete. She hopes to schedule a formal ribbon cutting ceremony in the near future. The Police Department is looking to hire two Class II Special officers. Mr. Applegate has retired from the DPW as of March 1. There's a job opening for a Field Technician and that job listing will be approved and posted soon. She praised Eric Frye in his new position as Deputy Superintendent of DPW. Spring maintenance at the Borough parks will begin depending on the weather. Monthly yard debris pick up has begun for the year and the street sweeper has begun clean-up of the streets. She thanked the DPW for their work on the Police records room. Councilwoman Gunn is working with the County on lowering the speed limit on Broad Street to 25 MPH. If approved, an ordinance will be presented to Council.

**Economic Business Development, Shade Tree**

Councilman Livesey reported the Shade Tree Commission will be celebrating Arbor Day at the end of April, with a tree planting and sapling give-away. The Commission is also working on several tree plantings throughout town. The Economic Business Development Commission will be hosting a car show on May 25 on downtown Main Street, from 6PM to 9PM. It will be called 'Cruise Night', and

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will be held in support of veterans, and will include several blues bands, as well as vendor tables. The proceeds from vendor’s tables will go to the American Legion.

**Recreation, Recyling & Sanitation, Recreation**

Councilwoman Buckel announced the 2022 recycling calendar was distributed to residents. She informed there is an error on the calendar: There will be no leaf pick-up on April 3, 10, and 24. The Recreation Department will be working on some upgrades to the Clinton Street Park improvements, including benches, trash receptacles, etc. There are many fun recreation events scheduled in the upcoming months. The Easter Egg Hunt will occur on April 9, with a rain date of April 16. The Town wide Yard Sale will be held on Saturday, May 7, with a rain date of May 14. The annual fireworks display is scheduled on July 3, with a rain date of July 8. August will host Family Night under the Stars events, and will include concerts and movie nights.

**Historic Sites, Personnel, & Fire**

No report.

**ADA, Animal Welfare Advisory, Property Maintenance**

Councilwoman Wang reported the members of the Animal Welfare Advisory Commission are working on coordinating their calendars to schedule a meeting. She asked about a budget for the Commission and Mr. Carew informed she could present the Commission’s needs and he will provide guidance on budget preparation. She asked for clarification about the role of the deputy fire inspector and how it affects the shared services agreement with Aberdeen for Construction. Mr. Carew explained that they are separate departments and Fire Prevention will stay in Matawan. Mr. Menna further clarified the part of the Borough’s code indicating the need for a fire marshall/official. Councilman Livesey explained that the Animal Advisory Commission can’t take action but can advise Council and request they take action; Mr. Menna agreed. Councilwoman Wang suggested having an ordinance for animal control, similar to ordinances in other municipalities, with the goal to get funds to trap, spay/neuter, and adopt animals. It could also give accountability for the cat colonies that are taken care of, which perpetuates the stray cat population. One of the goals with the new ordinance will be to alleviate tickets going to individuals who feed and care for the strays. Mr. Menna suggested she address this with the Commission and that she speak with the animal control officer as to their suggestions. Councilwoman Wang explained the trap, spay/neuter, and adoption process. A discussion about the process occurred.

**Construction, Environmental, Finance**

Councilman Ross reiterated that the 2022 budget meetings will begin on March 16, and gave Construction Report for February:

	Current Month	Year-to-Date
Permit Income/Certificate	\$13,172.00	\$33,845.00
Business CCOs/Misc Fees	\$450.00	\$825.00
State Permit Surcharge Fees	\$517.00	\$1,466.00
Penalties	\$200.00	\$500.00
<b>TOTAL</b>	<b>\$14,389.00</b>	<b>\$36,636.00</b>
Paid to Matawan General Fund	\$14,329.00	\$36,576.00
Paid to State Quarterly Payment	\$0.00	\$0.00
Value of Construction Work	\$280,375.00	\$852,448.00
Permits Issued	30	82

He noted there was a 40% drop in February, from January and hoped it picked up during the nicer weather. He mentioned the renewable energy program to purchase energy from the County. Mr. Carew explained that the Borough is going out to auction for a shared service to purchase energy, thanking Red Bank for spearheading the program. The Environmental Commission asked about the minimum percentage of 24.5% that needs to come from sustainable energy. He then explained how individual households could propose a higher percentage in their use of sustainable energy. He noted that they

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went with the 24.5% to allow for some cost savings for the individual homeowner. He will set up a meeting with the professionals running that program and will update Councilman Ross as that progresses. Councilman Ross then asked about having electric vehicle charging stations located in Matawan. Councilwoman Buckel informed the Recreation Director has been investigating that and noted the figures she has been receiving have indicated that it would be costly and therefore outside of Recreation’s budget. Mr. Menna informed of a State program through the DEP and the Borough would need to sign up for it. He explained that it was a Federal-funded program, and they are currently looking to have municipalities to participate. Mr. Carew hoped that this could generate a thriving ‘Green Team’ in the Borough, and he explained ‘Sustainable New Jersey’. He mentioned that he would like Ms. Zavorskas, in her role as Community Engagement Coordinator, to work with the Environmental Commission, Economic Business Development, Historic Sites Committee, and Recreation so they can nominate candidates from their Commissions for the Green Team, with Ms. Zavorskas serving as the staff liaison. Councilwoman Gunn noted if the Green Team could achieve at least bronze level at Sustainable Jersey, that will open opportunities for funding and grants. Mr. Carew said he will send the Governing Body a link to the Sustainable New Jersey website.

**Consent Agenda**

Mayor Altomonte announced the addition of Resolution 22-03-19 to the Consent Agenda. He then read by title Resolutions 22-03-08 through and including 22-03-14, including Resolution 22-03-19, 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 22-03-08  
FIXING RECREATION FEES AND USES  
SENIOR CHAIR YOGA  
SENIOR CHAIR WEIGHT TRAINING CLASS**

**BE IT RESOLVED**, by the Council of the Borough of Matawan, based on the recommendation of the Recreation Commission that the fees of the following shall be fixed for the year 2022 and future years.

Senior Chair Weight Training Class Resident Fee	No Fee Per 16-week Session
Senior Chair Weight Training Class Non-Resident Fee	\$35.00 Per 16-week Session
Senior Chair Yoga/Senior Chair Weight Training Class Joint Registration Fee	No Fee Per 16-week Session
Senior Chair Yoga/Senior Chair Weight Training Class Joint Registration Non-Resident Fee	\$60.00 Per 16-week Session

**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 22-03-09  
APPROVING THE DISCHARGE OF FIREWORKS IN THE  
BOROUGH OF MATAWAN IN CELEBRATION OF  
INDEPENDENCE DAY**

**WHEREAS**, the Council of the Borough of Matawan is desirous to hold their annual fireworks display; and

**WHEREAS**, the Recreation Director received the attached quote for professional services for the display of fireworks; and

**WHEREAS**, Starfire Corporation/Serpico Pyrotechnics, LLC, 133 Orchard Court, Toms River, New Jersey 08753-1334 is qualified to provide specialized professional services for the display of fireworks; and

**WHEREAS**, the Borough of Matawan has requested approval from the First Presbyterian Church, 883 Highway 34, Matawan, New Jersey 07747, for the use of its property as a staging area in conjunction with the event subject to the Borough of Matawan obtaining satisfactory certificates of insurance.

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***NOW, THEREFORE, BE IT RESOLVED*** that the Council of the Borough of Matawan hereby approves the discharge of fireworks as outlined in the attached contract, with the accompanying hold harmless agreements and satisfactory certificates of insurance in conjunction with the Agreement between the Borough of Matawan and Starfire Corporation/Serpico Pyrotechnics, LLC, to take place on July 3, 2022 with a rain date of July 5, 2022, in an amount in an amount not to exceed Ten Thousand, Six Hundred Twenty-Five Dollars and No Cents (\$10,625.00).

***BE IT FURTHER RESOLVED*** the Council of the Borough of Matawan hereby authorizes the Borough Administrator to execute the Agreement 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, Construction, Fire, Fire Prevention, Police, Public Works, Recreation as well as Starfire Corporation/Serpico Pyrotechnics, 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 2-01-28-370-200 Budget of the Borough of Matawan to Starfire Corporation/Serpico Pyrotechnics, LLC for fireworks for the Borough of Matawan in an amount not to exceed Ten Thousand, Six Hundred Twenty-Five Dollars and No Cents (\$10,625.00).*

*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: March 15, 2022*

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**DISPLAY CONTRACT**

The Borough of Matawan., hereinafter referred to as the “sponsor”, hereby agrees to purchase a firework display from Serpico Pyrotechnics, LLC/Starfire Corporation, Joint Venture hereinafter referred to as the “company” on the terms and conditions set forth hereinafter.

**1. Purchase Price.** The sponsor will pay to the company (all checks made payable to Serpico Pyrotechnics, LLC) the sum of Ten Thousand, Six Hundred, Twenty-Five Dollars (\$10,625.00) for the display, said sum to be paid as follows:

a. The balance of the purchase price shall be paid to the company at the conclusion of the display.

b. In the event the balance of the purchase price is not paid within 30 days after the display date, all sums owed to the sponsor for the display will bear interest at the rate of 1.5% per month until paid in full. In addition to the foregoing, the sponsor shall pay all of the costs of collection of any amount due hereunder incurred by the company, including reasonable attorney’s fees and court costs. The aforementioned interest charge and collection costs including attorney’s fees shall apply to any sum due pursuant to the terms of this contract if not paid within 30 days of its due date.

**2. Display Date.** The date of the display will be July 3, 2022. The rain or cancellation date will be determined by the parties in the calendar year 2022.

**3. Display Site.** The sponsor shall provide an appropriate display site that meets the requirements of all applicable NFPA code sections and the applicable provisions of the New Jersey State Statutes and Department of Community Affairs Regulations. Additionally, the site must be approved by the company and the authority having jurisdiction over the display.

**3.a. Liability Waiver.** The sponsor shall provide the company with a written liability waiver from the owner of the structures located within the safety zone set forth on the site map in favor of the company on execution of this Display Contract.

**4. Site Security.** The sponsor shall provide police and/or crowd security personnel, proper parking supervision, and ensure adequate patrol of the safety zone as marked and secured by the sponsor until the company crew chief advises that this is no longer necessary. Company personnel shall have control of the firing area during the display (although security shall continue to be the sponsor’s responsibility). The sponsor will be responsible for the cleanup of any fallout debris from the display; however, company personnel will dispose the boxes brought to the site by the company.

In the event any unauthorized persons or vehicles enter the safety zone, company personnel shall have the right to terminate the display.

Immediately following the display company personnel will search the display area for any unexploded fireworks and safely dispose of any that are found. A company representative will inspect the site the morning after the display and safely dispose of any unexploded fireworks discovered during the inspection in accordance with NFPA code requirements. The company will also provide the authority having jurisdiction over the display with a post-display inspection



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report within 48 hours after the display. The post-display inspection report will contain the time of the search; the results thereof; any product malfunctions and any injuries.

**5. Permits.** The sponsor shall be responsible for obtaining all permits and governing body resolutions required for the display

**6. Postponement or Cancellation of the Display.** In the event of inclement weather or excessive winds on the date of the display, the parties hereto shall confer and if they agree that the weather or wind conditions require the show to be postponed, the show will be postponed to the rain date set forth above. In the event the show cannot be fired on the rain date, due to any of the aforementioned conditions it must be rescheduled within 90 days of that display date. In the event the show is not rescheduled within the 90-day period the sponsor will pay to the company a sum equal to 50% of the total show price.

In the event the show is postponed on the day of the show there will be a postponement fee charged to the sponsor in an amount equal to the costs incurred by the company for loading and unloading the show, vehicle and transportation expenses, insurance expense and labor. Said fees shall be paid within 30 days of the date the show is postponed.

**7. Insurance.** The company shall have liability insurance in the minimum amount of \$1,000,000.; workers compensation insurance and vehicle insurance. Proof of the foregoing insurances shall be provided to the sponsor when this contract is executed by both parties.

**8. Personnel.** The company shall provide sufficient trained personnel to set up, fire and break down the display in a workmanlike manner.

**9. Miscellaneous.** The company reserves the right to substitute product in the show with product equal to or greater in value at its discretion. The company shall not be responsible for events beyond its control, including the weather. In the event the display is damaged or destroyed by rain, wind or lake conditions, the risk of loss shall remain with the sponsor.

In the event the display is set up and it has to be postponed to the next day due to weather or wind conditions, the display will not be broken down. Additionally, the sponsor shall provide security for the site until the company crew arrives the next day to fire the show.

**10. Signatures.** This Contract may be signed in counterparts by the parties.

The authorized representatives of the parties hereby agree to the aforementioned terms and conditions of this contract on the date and year set forth below.

Serpico Pyrotechnics, LLC./  
Starfire Corporation.

03/04/22  
Date

Jack A. Serpico

Borough of Matawan

Date

Borough Administrator

**RESOLUTION 22-03-10**

**A RESOLUTION OF THE COUNCIL OF THE BOROUGH OF MATAWAN AUTHORIZING THE SALE OF  
SURPLUS PERSONAL PROPERTY NO LONGER NEEDED FOR PUBLIC USE ON AN ONLINE AUCTION  
WEBSITE  
AVAYA TELEPHONE SYSTEM**

**WHEREAS,** the Borough of Matawan has determined that the following property, AVAYA Telephone System, is no longer needed for public use:

*Avaya Telephone System*

- 56 Deskphone Model #9508 with Stand
- 4 Deskphone Model #9508 w/o Stand
- 1 Switchboard Phone Model #9508

**WHEREAS,** the Borough of Matawan intends to utilize the online auction services of Municibid.com, LLC, located at 1608 Walnut Street, Floor 12, Philadelphia, Pennsylvania, NJ State Contract #T2581; and

**WHEREAS,** the sales are being conducted pursuant N.J.S.A. 40A:11-36 and the guidance set forth in the Division of Local Government Services' Local Finance Notice 2019-15.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, in the County of Monmouth, State of New Jersey, that the Borough is hereby authorized to sell the surplus personal property as indicated above on an online auction website entitled Municibid.com.

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***BE IT FURTHER RESOLVED**, that the terms and conditions of the agreement entered into between Municibid.com, LLC and the Borough of Matawan are available at Municibid.com and in the Borough of Matawan Clerk's office.*

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

**RESOLUTION 22-03-11  
APPROVING PROFESSIONAL SERVICES FOR CDL  
RANDOM ALCOHOL AND DRUG TESTING PROGRAM  
DYNAMIC TESTING SERVICE**

***WHEREAS**, the Borough of Matawan requires professional services related to the CDL Random Alcohol and Drug Testing Program; and*

***WHEREAS**, Dynamic Testing Service, 230 Main Street, Suite C, Toms River, New Jersey 08753 has submitted proposal for said professional services attached hereto.*

***NOW, THEREFORE, BE IT RESOLVED** the Council of the Borough of Matawan hereby approves Dynamic Testing Service's attached proposal, term of said contract April 1, 2022 through March 31, 2025 in an amount not to exceed One Thousand Dollars and No Cents (\$1,000.00).*

***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: Administration, Clerk, Construction, Finance, Fire, First Aid, Payroll, Police, Public Works, Recreation, Recycling as well as Dynamic Testing Service.*

**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, contingent upon adoption of the 2022 Budget appropriation and adoption of each annual Budget appropriation thereafter, funds are available from the 2-01-26-290-200 Budget of the Borough of Matawan to Dynamic Testing Service for the Borough of Matawan CDL Random Alcohol and Drug Testing Program in an amount not to exceed (\$1,000.00).*

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

*Chief Financial Officer*

*(Signature on File)*

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*Nicole Horvath, CMFO  
Dated: March 15, 2022*

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**Dynamic Testing Service**

230 Main St.– Toms River – NJ 08753

**Borough of Matawan  
USDOT Compliance Services with Optional NonDOT Controlled Substance Testing**

WHEREAS, **Borough of Matawan**, (hereinafter referred to as “Client”) requires services for the purpose of compliance with the Federal Motor Carrier Safety Regulations (FMCSR) regarding commercial driver license personnel and controlled substance/alcohol testing. WHEREAS, Dynamic Testing Service 230 Main St. 1<sup>st</sup> flr. Rear office, Toms River, NJ 08753, has expertise in, and is in the business to offer the above named services.

1. Contract will be in effect from April 1, 2022 to March 31, 2025 to be reviewed for content of service and cost for service. Notice to terminate prior to expiration of the contract year, by either party, must be sent in writing, 30 days prior to termination of the contract.
2. Dynamic Testing Service provides “onsite” specimen collections for the convenience of the Client. Designated Employee Representative(s) (DERs) shall be named by the Client for the purpose of confidential scheduling, and result reporting, at each location requiring testing.
3. Dynamic Testing Service will provide properly trained and **certified** specimen collectors and properly **trained** Breath Alcohol Technicians (BAT). Collection service includes the required forms, collection materials, and overnight transport of all collected specimens to SAMHSA certified laboratories. A list of local “patient service centers” will be provided to the Client for those circumstances, when it would not be possible for a collector to travel to the Client. If a collection site other than a PSC listed by Dynamic Testing Service the Client will assume the responsibility for any and all collection fees incurred.
4. Dynamic Testing Service has contracted with several SAMSHA Certified laboratories, and MRO’s (Medical Review Officer) to provide drug testing services in accordance with standards set forth by the USDOT regulations, reports shall be retrieved by Dynamic Testing Service via secured website and/or secured fax. Breath alcohol test results are available immediately upon completion of the test.
5. Dynamic Testing Service will retain all “Positive” urine drug and/or alcohol tests for a minimum of five years and all “Negative” urine drug and/or alcohol tests for a minimum of one year; according to the federal guidelines.
6. Dynamic Testing Service will establish a “confidential reporting protocol” for the purpose of reporting all confirmed positive test results in accordance with standards set forth by the US Department of Health and Human Services and the Client’s Substance Abuse/Alcohol Misuse Policy. The Client will refer all employees who test positive for controlled substances and/or alcohol to a Substance Abuse Professional (SAP) for an evaluation and recommendation for treatment.
7. Dynamic Testing Service will report to the Client all positive, negative, unconfirmed positive tests”.
8. Dynamic Testing Service will be responsible for the administration of the random testing program as prescribed by the USDOT and the Federal Highway Administration (FHWA) requirements. Random testing will be scheduled “evenly” throughout the calendar year. Controlled substance testing will be a minimum of 50% of the average number of CDL personnel and/or “Safety-Sensitive” personnel for the year; Breath Alcohol Testing will be a minimum of 10% of the average number of CDL personnel and/or “Safety-Sensitive” personnel for the year. It is the Client’s responsibility to keep Dynamic Testing Service, current on changes in personnel to ensure the integrity of the random program.
9. Dynamic Testing Service will review the Client’s Controlled Substance Abuse/Alcohol Misuse Policy for any recommendations on updating and/or changes.
10. The Client will notify Dynamic Testing Service immediately upon determination of a “Reasonable Suspicion” or a “DOT” defined accident to work within the time constraints of the Federal Regulations.

Borough of Matawan  
Public Session  
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Dynamic Testing Service

- 11. The service fee for "Post Accident" and "Reasonable Suspicion" testing, when called for the sole purpose of either test, will be a flat fee of \$225.00 per incident plus cost of test(s) .
- 12. Dynamic Testing Service agrees to be available for telephone consultation as is required by the Client. If the Client requests a consultation at their location Dynamic Testing Service will make every effort to schedule a meeting when in the area of the Client's office to offset expenses for both parties. Should it be necessary for Dynamic Testing Service to travel to the Client's office for the sole purpose of consultation the fee would follow the same format as for "post accident" and "reasonable suspicion" testing.
- 13. Dynamic Testing Service will generate invoices when services are rendered unless otherwise noted by Client. All invoices are payable within 30 days.
- 14. Client agrees to hold Dynamic Testing Service harmless for any of the Client's actions including negligence of that not in accordance with federal regulations or Client's controlled substance abuse/alcohol misuse policy.
- 15. This Contract is governed by the laws of the State of New Jersey. Any action arising from or relating to this Contract shall be filed with a Court of appropriate jurisdiction with the County of Monmouth, New Jersey.
- 16. If any one or more of the provisions of this Contract are determined to be unenforceable, in whole or in part, the remaining provisions shall remain fully operative.
- 17. The provisions of N.J.S.A. 10:2.4, dealing with discrimination in employment regarding public contracts, and N.J.S.A. 17:27-1 et seq., dealing with affirmative action and the rules and regulations promulgated pursuant thereto, shall be incorporated herein by reference and made binding upon Dynamic Testing Service.
- 18. Any necessary reports will be provided by Dynamic Testing Service.

Dynamic Testing Service Representative

Borough of Matawan Representative  
Mayor Joseph Altomonte

Date

Date

Fee Schedule attached	
DOT 5 Panel Urine Drug Test	\$ 50.00 per Specimen
DOT Breath Alcohol with Confirmation	\$ 40.00 per Test
10 Panel Non DOT Urine Drug	\$ 57.00 per Specimen
Salvia Drug Test NON DOT	\$ 65.00 per Specimen
Split Specimen Testing	\$ 250.00 per test
(This is offered only by the MRO if specimen is positive	
Onsite Driver Training Class (approx.1 hour)	\$35.00 per person
Onsite Supervisors Training Class (approx. 2 hour)	\$100.00 per person
Query Full or Limited reports (Clearinghouse)	\$ 3.00 per report
Wait time Shy Bladder after 1 <sup>st</sup> hour	\$35.00 per hour

**RESOLUTION 22-03-12**  
**AUTHORIZING T&M ASSOCIATES TO PROVIDE**  
**PROFESSIONAL SERVICES ASSOCIATED WITH THE**  
**LAKE LEFFERTS AND LAKE MATAWAN DAMS**  
**TIDELANDS LICENSE RENEWALS**

**WHEREAS**, the Mayor and Council of the Borough of Matawan received the attached Proposal from the Borough Engineer, T&M Associates, for professional services associated with the Lake Lefferts and Lake Matawan Dams Tidelands License Renewals; and

**WHEREAS**, T&M Associates will coordinate with NJDEP Tidelands Bureau, prepare the documents required to renew the Tidelands Licenses, including fully executed Tidelands Application Forms, site location maps as well as copies of previous DEP approvals, and electronically submit to NJDEP; and

**WHEREAS**, the attached Proposal does not include new tidelands survey or new License application, and the Borough is responsible for the NJDEP Tidelands License fees which are calculated by the DEP during the review of the Application(s).

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Borough of Matawan does hereby award the contract for professional services to the Borough Engineer, T&M Associates, associated with the Lake Lefferts and Lake Matawan Dams Tidelands License Renewals as outlined in the attached Proposal in an amount not to exceed Four Thousand, Six Hundred Dollars and No Cents (\$4,600.00).

**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 as well as the Borough Engineer.

**Borough of Matawan  
Public Session  
March 15, 2022**

**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 2-01-20-165-200 Budget of the Borough of Matawan to T&M Associates (T&M Project No. MATNOH-16002) for the Borough of Matawan Lake Lefferts and Lake Matawan Dams Tidelands License Renewals in an amount not to exceed Four Thousand, Six Hundred Dollars and No Cents (\$4,600.00).*

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

Chief Financial Officer

(Signature on File)

Nicole Horvath, CMFO

Dated: March 15, 2022



MATNOH-16002

March 1, 2022

Scott Carew, Borough Administrator  
Borough of Matawan  
201 Broad Street  
Matawan, NJ 07747

**Re: Proposal for Tidelands License Renewal  
Lake Lefferts and Lake Matawan Dams  
Borough of Matawan, Monmouth County, NJ**

Dear Mr. Carew:

According to a letter from NJDEP dated, January 14, 2022, the Borough of Matawan is required to renew the Tidelands License that was issued in 2012 for the Lake Lefferts Dam and Lake Matawan Dam. The Borough of Matawan has requested a proposal to renew the Tidelands License for Lake Lefferts and Lake Matawan since it will expire in June 2022. This proposal includes the scope of services, schedule, and budget specific to advancing the renewal application.

**Scope of Services:** We propose to coordinate with the NJDEP Tidelands Bureau, prepare the documents required to renew the Tidelands License and upload the information to the NJDEP Online E-Submission Portal. The Documents include fully executed Tidelands Application Form, site location map, and copies of previous DEP approvals. The Borough is to provide T&M with all previously submitted information.

**Deliverables:** Since the NJDEP requires all applications to be submitted electronically, paper copies are not required. T&M will send the Borough electronic copies of all correspondence with the NJDEP.

**Schedule:** The Tidelands License renewal application will be submitted within 20 days of authorization and receiving signed application forms.

**Exclusions:**

- This proposal does not include a new tidelands Survey or new License application.
- The Township is responsible for the NJDEP Tidelands License fee which is calculated by the DEP during the review of the application.

**FEE SUMMARY**

T&M will perform all professional services described in the Scope of Services in accordance with our rates for a not-to exceed amount of \$4,600.

RECEIVED

MAR - 1 2022



**Borough of Matawan  
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March 1, 2022  
Page 2

Re: Proposal for Tidelands License Renewal  
Lake Lefferts and Lake Matawan Dams  
Borough of Matawan, Monmouth County, NJ

We look forward to working with you on this project. If you have any questions or need clarification, please feel free to contact me at 732-259-6415.

Very truly yours,

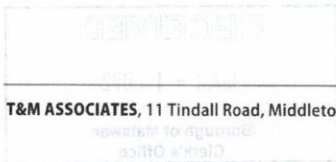
T&M ASSOCIATES

ROBERT KEADY, JR., PE, CME  
BOROUGH ENGINEER

RRK:lkc

cc: Karen Wynne, Borough Clerk  
Nicole Horvath, CFO  
Kristopher Krzyston, T&M Associates  
Ericka Naklicki, PWS, T&M Associates

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

P 732.671.6400 F 732.671.7365 W tandmassociates.com

**RESOLUTION 22-03-13  
AUTHORIZING T&M ASSOCIATES  
TO PROVIDE PROFESSIONAL SERVICES FOR  
2022 ROAD IMPROVEMENT PROGRAM**

*WHEREAS, the Mayor and Council of the Borough of Matawan received the attached Scope and Fee Estimate from T&M Associates for professional services for professional engineering design, permitting, construction administration and inspection services associated with the 2022 Road Improvement Program.*

*NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Matawan does hereby award the contract for professional services to T&M Associates associated with the 2022 Road Improvement Program as outlined in the attached Scope and Fee Estimate in an amount not to exceed Four Hundred Fifty Thousand, Two Hundred Fifty Dollars and No Cents (\$450,250.00).*

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

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

**Borough of Matawan  
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**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, and upon adoption and completion of the estoppel period of the funding Bond Ordinance, funds are available from the C-04-55-922-102 and W-06-55-522-102 Budgets of the Borough of Matawan to T&M Associates for professional services associated with the 2022 Road Improvement Program (T&M Project No. MATN-16002) for the Borough of Matawan in an amount not to exceed Four Hundred Fifty Thousand, Two Hundred Fifty Dollars and No Cents (\$450,250.00).*

*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: March 15, 2022*



MATN-16002

March 9, 2022

Scott Carew  
Borough of Matawan  
201 Broad Street  
Matawan, NJ 07747

**Re: 2022 Road Improvement Program  
Scope and Fee Estimate  
Borough of Matawan**

Dear Mr. Carew:

T&M Associates is pleased to submit this Scope and Fee Estimate for Professional Services associated with the Borough's 2022 Road Improvement Program.

We understand that the program is being funded completely with Borough funds with the exception of a \$150,000 NJDOT Local Aid Grant for Sapphire Lane.

The total project estimated construction cost is \$2,381,000.00. The program will be set up as one construction contract as described in the following assessment of existing conditions and proposed improvements that are based on recent field visits.

**Sapphire Lane from Mill Road to Somerset Place (500' +/-)**

- Existing combination concrete curb and gutter is in fair condition. We anticipate replacement of curb on an as needed basis.
- The pavement is mostly in fair to poor condition with some potholes, utility trenches and alligating. Base repair, mill and overlay of the pavement.
- Concrete sidewalk exists on both sides of the road and is in fair condition. We anticipate replacement of heaved and damaged sidewalk only in addition to sidewalk as required at ADA ramps.
- Inlet repair is recommended along with new ECO heads and bicycle safe grates.
- Sanitary sewer will be assessed, and repairs recommended based on the results of the television inspection.
- Restoration and cleanup, including topsoiling and sodding will be included.

**Center Street from Main Street to Broad Street (400' +/-)**

- Existing concrete curb is in poor condition. We anticipate replacement of the curb.
- The pavement of the roadway and the adjacent parking spaces is in poor condition and will be reconstructed.
- Restoration and cleanup, including topsoiling and sodding will be included.

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**Re: 2022 Road Improvement Program  
Scope and Fee Estimate  
Borough of Matawan**

**Cedar Street from Ravine Street to terminus (340' +/-)**

- Existing concrete curb is in fair condition. We anticipate replacement of curb on an as needed basis.
- The pavement is in poor condition and will be reconstructed.
- Water main replacement with all new services, valves, hydrants and curb boxes. The new main will be placed adjacent to the existing main.
- Sanitary sewer will be assessed, and repairs recommended based on the results of the television inspection.
- The eroded slope area at the roadway terminus will be stabilized.
- Restoration and cleanup, including topsoiling and sodding will be included.

**Oak Street from Ravine Street to terminus (390' +/-)**

- No curb currently exists and no new curb is proposed.
- The pavement is in poor condition and will be reconstructed.
- Water main replacement with all new services, valves, hydrants and curb boxes. The new main will be placed adjacent to the existing main.
- Sanitary sewer will be assessed, and repairs recommended based on the results of the television inspection.
- Restoration and cleanup, including topsoiling and sodding will be included.

**Johnson Avenue from Little Street to terminus (360' +/-)**

- No curb currently exists and no new curb is proposed.
- The pavement is in poor condition and will be reconstructed.
- Water main replacement with all new services, valves, hydrants and curb boxes. The new main will be placed adjacent to the existing main.
- Sanitary sewer will be assessed, and repairs recommended based on the results of the television inspection.
- Restoration and cleanup, including topsoiling and sodding will be included.

**Police Station Parking Lot**

- The existing parking lot will be expanded and reconstructed.
- New fencing, drainage, and sidewalk will be installed.
- A security gate will be installed.
- Restoration and cleanup, including topsoiling and sodding will be included.



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Re: 2022 Road Improvement Program  
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**Television Inspection of Sanitary Sewers and Miscellaneous Repairs**

- The sanitary sewer in the streets scheduled for improvements under this program, as well as, additional streets up to approximately 40,000 lineal feet (LF) will be cleaned and televised for internal assessment of their existing condition. Final selection of the additional streets will be coordinated with the Borough as needed. Our office will prepare a separate bid contract for the cleaning and television inspection of the selected streets. Once the contract has been awarded, our office will coordinate the completion of the work with Borough representatives as needed. Sanitary sewer repairs will be selected based on the inspection data obtained and severity of identified defects. Improvements to the sanitary sewer system will be included into the overall road program based on available budget.

**Miscellaneous Repairs**

- Included within the contract will be an item for crack sealing of various roadways in the Borough including Essie Drive.
- Included within the contract will be an item for the installation of traffic striping at various locations in the Borough.

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

**A. PRE-DESIGN PHASE**

1. Field surveys will be acquired by conventional "on the ground" methods. Full survey will be required as denoted below.
  - a. A baseline will be set along the roadway as an open traverse line with assumed coordinates to locate the items listed below.
  - b. Topographic features will be located between existing sidewalks, including trees, shrubs, signs, fences, mailboxes, roof drains, visible utilities and drainage systems.
  - c. Existing property corners will be located (along the roadway), where visible, for depicting existing right-of-way.
  - d. Benchmarks will be set for vertical control during construction.
  - e. Visible utilities will be located, and utility pole numbers recorded.
  - f. Cross-sections at 50-foot intervals will be acquired between existing sidewalks.
  - g. Existing driveway centerlines will be profiled to fifteen feet beyond the existing sidewalks.
  - h. Grate and rim elevations for storm water and sanitary structures will be provided.
2. Base maps will be prepared at a scale of 1" = 20'. Utility information on roads where water main replacement is proposed will be added based on in-house mapping, field investigation and consultation with the Borough. Tax map accuracy right-of-way lines will be shown on the base maps.

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**Re: 2022 Road Improvement Program  
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Borough of Matawan**

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. Soil borings will be acquired where water mains are being replaced to identify soil conditions and groundwater information. We assume that the Borough will provide police traffic directors if required. The boring contractor fees are estimated to be approximately \$6,000.

**B. DESIGN PHASE**

1. Once field surveys have been completed and base maps prepared, a preliminary design for each street and site location will be prepared and will include the following items:
  - a. Graphical horizontal geometry denoting pavement widths, curve radii, limits of curbing, approximate limits of reconstruction, and existing right-of-way lines.
  - b. A graphical profile, where grade changes are required.
  - c. Proposed typical sections.
  - d. A preliminary construction cost estimate.
  - e. Potential areas of utility conflicts will be identified on the preliminary design.
  - f. The preliminary plans will be reviewed with appropriate Borough officials prior to proceeding with final design.
2. A preliminary design for the water main replacement on Cedar Street, Oak Street, and Johnson Avenue will be developed including depths, lengths and materials of piping, valves and fittings, as well as, any known utility crossings. The plans will also show the dimensions of the water main from the existing curb line.
3. Prepare a separate bid contract for the cleaning and television inspection of these sanitary sewers, as well as, up to an additional 62,000 LF of sanitary sewer mains throughout the Borough. Selection of the areas to be televised will be coordinated with Borough representatives. Once the contract has been awarded, our office will coordinate the completion of the work with Borough representatives as needed. Upon completion of the cleaning and television inspection work, our office will identify and prioritize necessary improvements. In coordination with Borough representatives, sanitary sewer repairs will be selected based on their severity and impact to the overall collection system. These improvements will be included as part of this program based on available budget.
4. 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. Maintenance and Protection of Traffic Plan.
  - g. Construction Details Sheets.

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5. The water main on Cedar Street, Oak Street, and Johnson Avenue will be laid out on the construction plans, along with valves, hydrants, wet taps and services. We will coordinate pipe material selection with the Borough Water Department to assure consistency with their standards. For the purposes of this proposal, we have assumed that the new main will be 8" diameter ductile iron pipe and appropriate adapters, valves and fittings will be installed for the new hydrants. Water services will be replaced to the curb stop. Water main as-builts will be provided to the Borough upon completion of the installation.
6. Quantities will be estimated by item, and a final construction cost estimate will be provided.
7. 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.
8. A permit to construct or modify the public community water system will not be required in accordance with New Jersey Department of Environmental Protection (NJDEP) regulations.
9. An application for soil erosion and sediment control certification will be prepared and submitted for each location to the Soil Conservation District on behalf of the Borough. We estimate the soil conservation fees to be approximately \$6,000 and have included a line item for this permit fee.
10. Prepare a design submission to the NJDOT for the funded roadway for review and authorization to bid the project.
11. Submit final plans and specifications to the Borough for final review prior to the preparation of bid documents.

**C. BIDDING PHASE**

1. Upon completion of the plans and specifications, we will coordinate advertisement of the project for bid. 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 each project, either from Borough officials or prospective bidders.
3. Attend each receipt of bids with the appropriate municipal officials.
4. Assist Borough officials with each bid review process including an evaluation of the contractors' bid submissions. As part of this effort, we will prepare a bid tabulation sheet

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**Re: 2022 Road Improvement Program  
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comparing the various bids received, review the credentials of the low bidder, and prepare a recommendation for award for each project.

**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.

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 logbooks, material submittals and certifications, material testing records, labor interview forms, manpower status reports, is being generated and complete.

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**Re: 2022 Road Improvement Program  
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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.

The following tasks will be accomplished by our inspector during the construction phase:

1. Provide part-time construction observation services for the duration of the construction contract. 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 3 months of fully engaged on-site construction effort. In addition, we anticipate a part-time two-week effort after substantial completion for project closeout.
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 punchlist and monitor corrective action work and also monitor any required corrective action cited.
9. Finalize with the contractor as-built quantities.

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Re: 2022 Road Improvement Program  
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10. Project closeout with the NJDOT.

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 the section of the contract allowing the Borough to deduct payment to the contractor in order to pay for continued engineering services or we will request a change order 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 the section of the contract allowing the Borough to deduct payment to the contractor in order to pay for the excess hours or we will ask for a change order.


We are prepared to proceed upon your authorization and suggest an estimated fee of \$438,250 to be billed monthly utilizing the current billing rate schedule. We have also provided the anticipated additional soft costs for borings, cores and permit fees. Following are the estimated soft cost requirements for the project:

Pre-Design Phase .....	\$ 23,000.00
Design Phase .....	\$199,000.00
Bid Phase.....	\$ 3,500.00
Construction Admin & Inspection Phase .....	\$212,750.00
T&M Engineering Fee .....	\$438,250.00
Soil Boring .....	\$ 6,000.00
Pavement Cores.....	\$ 3,000.00
SESC Permit Fees .....	\$ 3,000.00
Total Fee .....	\$450,250.00

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:na

c: Karen Wynne, Borough Clerk  
Eric Frye, Superintendent of Water Department  
Nicole Horvath, CFO

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**RESOLUTION 22-03-14**  
**AUTHORIZING THE BOROUGH ADMINISTRATOR TO ADVERTISE**  
**FULL-TIME FIELD TECHNICIAN(S)**

**WHEREAS**, there is a need for a Full-Time Field Technician(s) for the Borough of Matawan.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that the Borough Administrator of the Borough of Matawan, is hereby authorized to advertise (in print or electronic media), interview, and make recommendations for the position(s) of Full-Time Field Technician to the Mayor and Council, for authorization by Mayor and Council and subject to a Certification as to Available Funding from the Chief Financial Officer.

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

**RESOLUTION 22-03-19**  
**AUTHORIZING CREDIT ADJUSTMENT DUE TO OVERBILLING TO WATER SEWER ACCOUNT FOR**  
**257 MATAWAN AVENUE**  
**BLOCK 96, LOT 1**

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***WHEREAS,** Pursuant to N.J.S.A. 40A:5-17 the governing body of a municipality may adopt a resolution authorizing the tax collector to make adjustments to a property owners account; and*

***WHEREAS,** an error was located on a final bill issued on February 8, 2022 for 257 Matawan Ave, Account No. 1001203-1; and*

***WHEREAS,** it has determined the account was overbilled in the amount of \$230.20.*

***NOW, THEREFORE, BE IT RESOLVED,** that the Mayor and Council of the Borough of Matawan hereby authorizes the Tax Collector to credit the water/sewer Account No. 1001203-1 in the amount of \$230.20.*

**New Business**

Mayor Altomonte read by title Resolution 22-03-15: Authorizing the Appointment of Part-Time Annual Fire Prevention Inspector – Patrick Morris. Mayor Altomonte requested a motion. Councilman Ross made the motion, seconded by Councilwoman Gunn. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 22-03-15  
AUTHORIZING THE APPOINTMENT OF  
PART-TIME ANNUAL FIRE PREVENTION INSPECTOR  
PATRICK MORRIS**

***WHEREAS,** the Mayor and Council has been advised by the Borough Administrator that there exists the need for a Part-Time Annual Fire Prevention Inspector within the Borough of Matawan; and*

***WHEREAS,** it is the recommendation of the Borough Administrator and the Fire Official to hire Patrick Morris, a qualified and experienced applicant, for the position of Part-Time Annual Fire Prevention Inspector.*

***NOW, THEREFORE, BE IT RESOLVED** that the Council of the Borough of Matawan approves the recommendation and authorizes the hiring of Patrick Morris for the position of Part-Time Annual Fire Prevention Inspector effective March 16, 2022 in an amount not to exceed Ten Thousand and No Cents (\$10,000.00) per annum.*

***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 as well as Patrick Morris.*

**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 2-01-25-265-100 Budget of the Borough of Matawan to Patrick Morris as Part-Time Annual Fire Prevention Inspector effective March 16, 2022 in an amount not to exceed Ten Thousand and No Cents (\$10,000.00) per annum effective March 16, 2022.*

*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: March 15, 2022

Mayor Altomonte read by title Resolution 22-03-16: Authorizing the Appointment of Full-Time Deputy Borough Clerk Michelle Koehler. Mayor Altomonte requested a motion. Councilwoman Buckel made the motion, seconded by Councilwoman Gunn. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 22-03-16  
AUTHORIZING THE APPOINTMENT OF  
FULL-TIME DEPUTY BOROUGH CLERK  
MICHELLE KOEHLER**

***WHEREAS,** the Mayor and Council has been advised that there is a need for a full-time Deputy Borough Clerk within the Borough of Matawan; and*

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*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 Council of the Borough of Matawan authorizes the appointment of Michelle Koehler as Full-Time Deputy Borough Clerk, effective April 1, 2022, at the Council authorized rate of compensation of Thirty-Five Thousand Dollars and No Cents (\$35,000.00) per annum pending Certification as to Available Funding from the Chief Financial Officer.

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

**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 2-01-20-120-180 Budget of the Borough of Matawan to Michelle Koehler for Full-Time Deputy Borough Clerk for the Borough of Matawan in an amount not to exceed Thirty-Five Thousand Dollars and No Cents (\$35,000.00) pending Certification as to Available Funding from the Chief Financial Officer.*

*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: March 15, 2022*

Mayor Altomonte read by Ordinance 22-03: Amending Ordinance 21-18: An Ordinance to Fix and Determine the Salaries and Wages of Officers, Management, Supervisory Personnel and General Employees Not Represented by an Organized Bargaining Unit and Employed by the Borough of Matawan, Monmouth County, NJ. Mayor Altomonte requested a motion to introduce. Councilwoman Gunn made the motion, seconded by Councilwoman Wang. Councilwoman Wang asked for clarification on the ordinance. Council agreed. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilwoman Deana Gunn  
Councilman Brian Livesey  
Councilwoman Stephanie Buckel  
Councilwoman Melanie S. Wang  
Councilman Charlie Ross

Motion passed.

**ORDINANCE 22-03  
AMENDING ORDINANCE 21-18  
AN ORDINANCE TO FIX AND DETERMINE THE SALARIES AND WAGES OF OFFICERS,  
MANAGEMENT, SUPERVISORY PERSONNEL AND GENERAL EMPLOYEES NOT  
REPRESENTED BY AN ORGANIZED BARGAINING UNIT AND EMPLOYED BY THE  
BOROUGH OF MATAWAN, MONMOUTH COUNTY, NJ**

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

*Section 1. The annual salaries or compensations of the officers, management, supervisory personnel and general employees of the Borough of Matawan not covered by any organized bargaining unit, effective upon final passage and publication as provided by law, shall be as follows:*

<u>DEPARTMENT/TITLE</u>	<u>STATUS</u>	<u>PAYMENT CATEGORY</u>	<u>RANGE FROM</u>	<u>TO</u>
<b><u>Administration and Executive</u></b>				
Mayor	Elected	Annual	\$4,000.00	\$6,000.00
Council	Elected	Annual	\$3,000.00	\$5,000.00
Administrator Assistant	Full Time	Annual	\$30,000.00	\$60,000.00
Business Administrator	Full Time	Annual	\$48,000.00	\$175,000.00
Deputy Business Administrator	Part Time	Annual	\$10,000.00	\$25,000.00
Executive Assistant	Full Time	Annual	\$30,000.00	\$45,000.00
Borough Operations Coordinator	Full Time	Annual	\$45,000.00	\$75,000.00



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<i>Borough Clerk</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$35,000.00</i>	<i>\$65,000.00</i>
<i>Deputy Borough Clerk</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$30,000.00</i>	<i>\$40,000.00</i>
<i>Clerical</i>	<i>Part Time</i>	<i>Hourly</i>	<i>\$15.00</i>	<i>\$25.00</i>
<i>Elections Clerk</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$1,000.00</i>	<i>\$4,000.00</i>
<i>Deputy Elections Clerk</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$200.00</i>	<i>\$600.00</i>
<i>Community Engagement Coordinator</i>	<i>Part Time</i>	<i>Hourly</i>	<i>\$28.00</i>	<i>\$50.00</i>
<i>Downtown Redevelopment Coordinator</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$10,000.00</i>	<i>\$20,000.00</i>
<i>Information Officer</i>	<i>Part Time</i>	<i>Hourly</i>	<i>\$28.00</i>	<i>\$50.00</i>
<i>Systems Coordinator</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$4,000.00</i>	<i>\$15,000.00</i>
<i>Registrar</i>	<i>Part-Time</i>	<i>Annual</i>	<i>\$3,000.00</i>	<i>\$5,000.00</i>
<i>Deputy Registrar</i>	<i>Part-Time</i>	<i>Annual</i>	<i>\$1,000.00</i>	<i>\$2,000.00</i>

**Construction, Inspections, Fire Prevention & Property Maintenance Offices**

<i>Construction Official/ Zoning Officer/Bldg Insp.</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$30,000.00</i>	<i>\$55,000.00</i>
<i>Plumbing Sub-Code Official or Plumbing Insp.</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$5,000.00</i>	<i>\$20,000.00</i>
<i>Electrical Sub-Code Official &amp; Electrical Insp.</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$5,000.00</i>	<i>\$15,000.00</i>
<i>Fire Prevention Official</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$10,000.00</i>	<i>\$42,000.00</i>
<i>Fire Prevention Inspector</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$5,000.00</i>	<i>\$15,000.00</i>
<i>Fire Prevention Inspector</i>	<i>Part Time</i>	<i>Hourly</i>	<i>\$20.00</i>	<i>\$30.00</i>
<i>Fire Prevention Official &amp; Inspector</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$10,000.00</i>	<i>\$42,000.00</i>
<i>Technical Assistant</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$30,000.00</i>	<i>\$65,000.00</i>
<i>Clerk/Typist Construction/Zoning/Fire Prev.</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$30,000.00</i>	<i>\$45,000.00</i>
<i>Property Maintenance Officer</i>	<i>Part Time</i>	<i>Hourly</i>	<i>\$5,000.00</i>	<i>\$20,000.00</i>

**Finance/Tax Offices**

<i>CFO/Treasurer</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$60,000.00</i>	<i>\$110,000.00</i>
<i>CFO</i>	<i>Part Time</i>	<i>Hourly</i>	<i>\$50.00</i>	<i>\$100.00</i>
<i>Tax Assessor</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$10,000.00</i>	<i>\$40,000.00</i>
<i>Revenue Collector/Assessing Clerk</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$30,000.00</i>	<i>\$45,000.00</i>
<i>Tax Collector</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$35,000.00</i>	<i>\$50,000.00</i>
<i>Tax Collector</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$20,000.00</i>	<i>\$40,000.00</i>
<i>Deputy Tax Collector</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$25,000.00</i>	<i>\$50,000.00</i>
<i>Supervisor/Payroll, Personnel &amp; Accounting Services</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$35,000.00</i>	<i>\$75,000.00</i>
<i>Bookkeeper/Staff Assistant</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$25,000.00</i>	<i>\$45,000.00</i>
<i>Bookkeeper</i>	<i>Part-time</i>	<i>Hourly</i>	<i>\$15.00</i>	<i>\$30.00</i>

**Municipal Court**

<i>Magistrate</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$12,000.00</i>	<i>\$35,000.00</i>
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**Public Safety**

<i>Chief of Police</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$79,000.00</i>	<i>\$170,000.00</i>
<i>Captain of Police</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$79,000.00</i>	<i>\$155,500.00</i>
<i>Lieutenant of Police</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$69,000.00</i>	<i>\$150,000.00</i>
<i>Police Matron</i>	<i>Part Time</i>	<i>Hourly</i>	<i>\$15.00</i>	<i>\$25.00</i>
<i>School Crossing Guard (based on 10 Months)</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$7,500.00</i>	<i>\$12,000.00</i>
<i>School Crossing Guard</i>	<i>Part Time</i>	<i>Per Post</i>	<i>\$15.00</i>	<i>\$35.00</i>
<i>Substitute School Crossing Guard</i>	<i>Part Time</i>	<i>Per Post</i>	<i>\$23.00</i>	<i>\$35.00</i>
<i>Police Secretary</i>	<i>Part Time</i>	<i>Hourly</i>	<i>\$15.00</i>	<i>\$35.00</i>
<i>Police Records Clerk</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$30,000.00</i>	<i>\$50,000.00</i>
<i>Class Two Specials</i>	<i>Part-Time</i>	<i>Hourly</i>	<i>\$15.00</i>	<i>\$30.00</i>
<i>Class One Specials</i>	<i>Part-Time</i>	<i>Hourly</i>	<i>\$15.00</i>	<i>\$30.00</i>
<i>Emergency Management Coordinator</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$500.00</i>	<i>\$5,000.00</i>
<i>Emergency Management 1st Deputy Coordinator</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$500.00</i>	<i>\$3,000.00</i>
<i>Emergency Management 2nd Deputy Coordinator</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$500.00</i>	<i>\$3,000.00</i>
<i>Railroad Parking Enforcement Officer</i>	<i>Part Time</i>	<i>Hourly</i>	<i>\$15.00</i>	<i>\$25.00</i>
<i>OEM CERT Coordinator</i>	<i>Part Time</i>	<i>Hourly</i>	<i>\$500.00</i>	<i>\$800.00</i>

**Public Works**

<i>Superintendent</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$100,000.00</i>	<i>\$140,000.00</i>
<i>Deputy Superintendent</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$80,000.00</i>	<i>\$100,000.00</i>
<i>Recycling Coordinator</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$2,000.00</i>	<i>\$10,000.00</i>
<i>Clean Communities Coordinator</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$3,000.00</i>	<i>\$10,000.00</i>

**Recreation**

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

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<b><u>Sewer</u></b>				
Licensed Wastewater Personnel	Part Time	Annual	\$1,000.00	\$15,000.00
<b><u>Water</u></b>				
T-1 Licensed Water Personnel	Part Time	Annual	\$1,000.00	\$15,000.00
Water Plant Operator	Full Time	Annual	\$50,000.00	\$140,000.00
Water/Sewer Clerk	Part Time	Hourly	\$15.00	\$22.00
<b><u>Boards</u></b>				
Board, Commission and Agency Secretary	Part Time	Per Meeting	\$100.00	\$250.00

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

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

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

The Clerk announced the Public Hearing is scheduled for 7 PM, April 5.

Mayor Altomonte read by title Resolution 22-03-17: 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 22-03-17  
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 \$6,267,749.76.

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

1. An emergency temporary appropriation be and the same is hereby made for the purposes stipulated in the attached list.
2. That said emergency temporary appropriations will be provided for in the 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-for March 15, 2022 Meeting**

	Salary & Wages	Other Expenses
GENERAL ADMIN		8,000.00
MAYOR & COUNCIL		600.00
MUNI CLERK		
FINANCE		
AUDIT		
TAX COLLECTOR		
TAX ASSES		
LEGAL SERVICES		
ENGINEERING		
DOWNTOWN REDEV		
HISTORICAL SITES		
PLAN/ZONING BD		
CONSTR OFFICIAL		10,000.00

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PROP MAINT			
OTHER INSURANCE OTHER EXP			
INSURANCE-WORKERS COMP			
HOSPITALIZATION		50,000.00	
POLICE			
EMERGENCY 911			
OEM			
VOL 1ST AID SQUAD			
FIRE PREVENTION			
FIRE			
FIRE-AID TO DEPARTMENT			
STREETS & ROADS	63,250.00		
RR PARKING			
SHADE TREE COMM			
SOLID WASTE COLL			
PUBLIC BLDGS		2,000.00	
VEHICLE MAINT			
BD OF HEALTH			
ENVIRON COMM			
RECREATION			
FREE PUBLIC LIBRARY			
ACCUM SICK LEAVE			
STREET LIGHTING			
UTILITIES		10,000.00	
PERS			
OASI			
P/F RETIREMENT			
DCRP		3,800.00	
LOSAP			
MUNICIPAL COURT			
PUBLIC DEFENDER			
CAPITAL IMPROVEMENT FUND			
PAYMENT OF BOND PRINCIPAL			
MCIA LEASE PRINCIPAL			
PAYMENT OF BANS			
INTEREST ON BONDS			
MCIA LEASE INTEREST			
INTEREST ON NOTES			
GREEN TRUST LOAN			
SPECIAL EMERGENCY			
 SUBTOTAL	 63,250.00	 84,400.00	
 <b>TOTAL TEMPORARY EMERGENCY APPROPRIATIONS</b>		 <b>147,650.00</b>	 <b>3,838,267.18</b>
 WATER SEWER UTILITY			
 OPERATING			
BULK WATER PURCHASE/ACQUISITION OF WATER			
BAYSHORE REGIONAL SEWERAGE AUTHORITY		306,058.95	
PAYMENT ON BOND PRINCIPAL			
PERS			
BANS			
INTEREST ON BONDS			
INTEREST ON NOTES			

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WATER-SEWER REHAB LOAN		
WASTEWATER LOAN		
SOCIAL SECURITY		
SUBTOTAL	- 306,058.95	
<b>TOTAL WATER SEWER UTILITY TEMPORARY EMERGENCY APPROPRIATIONS</b>	<b>306,058.95</b>	<b>2,429,482.58</b>
		6,267,749.76

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

Mayor Altomonte read by title Resolution 22-03-18: Payment of Bills. 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 22-03-18  
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	\$307,319.70
Water/Sewer	\$511,475.26
Borough Capital	\$2,128.50
Water Capital	\$97,362.86
Grant	\$10,637.07
Borough Trust	\$20,644.20
<b>Total</b>	<b>\$949,567.59</b>

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

**Privilege of the Floor**

Mayor Altomonte opened the Privilege of the Floor.

Janilee Yanny, 6 Wyckoff Street, Matawan. Ms. Yanny asked for an update on the former police headquarters property at 150 Main Street. Mr. Carew informed there is no concrete plan at this time. She asked about replacing the tree which was removed from the parking lot behind the former police station. Councilman Livesey informed it is private property and replacing it is up to the owner of the property. Ms. Yanny questioned the status of the proposed Forman Trail near Burrowes Mansion. Mr. Carew noted though there has not been much progress since last discussed, it can be revisited. Council will need to consider the multiple phases and costs that will be incurred. There may be possible grant opportunities available for a project such as this.

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

**Adjournment**

Mayor Altomonte requested a motion to recess to Adjourn. Councilwoman Gunn made the motion, seconded by Councilwoman Buckel. Council agreed. Motion passed.

Meeting adjourned at 8:28 PM.

*Karen Wynne*

Karen Wynne, RMC  
Municipal Clerk