

**Borough of Matawan
Public Session
March 21, 2023**

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 21, 2023, 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 6, 2023, by sending notice to the *Star Ledger*, 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 7:06 PM, requesting a roll call.

On roll call the following members responded present:

Yes: Councilwoman Deana Gunn
Councilman Steven Russell
Councilman Charles Ross

Absent: Councilwoman Stephanie Buckel
Councilman Brian Livesey
Councilwoman Melanie S. Wang

Also present were Ryan Michelson, Borough Administrator, and Pasquale Menna, Esq., Borough Attorney.

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

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

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 Councilman Russell. Council agreed. Motion passed.

Clerk's Report

Ms. Wynne stated she is happy to be back with her Matawan Family. She thanked the Governing Body, our professionals, and staff for their kindness and words of encouragement, always, and especially these past couple of months. As usual our entire staff rallied and together they pulled the Clerk's Office into 2023. Ms. Wynne singled out and thanked then Acting Borough Administrator, Thomas J. Falco, Deputy Borough Administrator & CFO, Nicole Horvath, and most notably, Robin Klinger, Executive Assistant and Acting Deputy Clerk, as well as Raquel Roche, Assistant to the Borough Clerk and Receptionist.

The Clerk's Office issued new business licenses:

- 1) Boheme Hair Salon
- 2) Chakra Lash Bar – cosmetic tattooing services
- 3) Imagic Luxury Beauty Salon
- 4) Zen Warrior Counseling Center – mental health center

The 2023 election season is underway. Petitions are due to the Clerk's Office by 4:00 PM on March 27.

Annual Financial Disclosure Statements filing information will be emailed within the next week or two as same are due to be filed on-line by April 30, 2023.

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Mayor's Report

Mayor Altomonte congratulated Bill Bond, John Caliendo, Randy Davis, Charles Geran, Mike Grimaldi, Mark Jones, Jim Lauro, Jim Tumulty, Rebecca Shephard as well as the 1966 Matawan Regional Football Team, for their induction into the 2023 Matawan Regional High School Football Hall of Fame.

Administrator's Report

Mr. Michelson thanked the Matawan community for their warm welcome most especially the dedicated team here at the Borough, the Mayor and the Governing Body for the confidence in me, of course Pat, our professionals, the directors who have taken time to help me learn and appreciate the hard work that they and their departments do for the residents every day, and the kindness that every employee has shown me in the break room, hallway, or wherever we see each other, including the Aberdeen Shoprite. Please accept my very heartfelt gratitude for making me feel a part of this wonderful environment. A special thanks to Robin Klinger, Executive Assistant, who has been such a welcoming spirit and helping me to acclimate and coordinate my day. During my first week I was able to meet with the Chief and the Council President who took me on a tour of the Borough which was so helpful to provide much needed visual context for the ongoing projects and capital improvements. A special thanks to the Chief for his leadership as the Interim Administrator in helping ensure the Borough was on the correct path and continues to do so as our Chief and as a valuable resource to me and the Borough. Mr. Michaelson noted there is so much good here and a vibrant tradition of community, and hopes to further his understanding and admiration of the Borough and serve each of the residents in the very best way possible.

Attorney's Report

No report.

Engineer's Report

Mr. Keady related the status of the following projects:

- 2022 Road Program – the improvements on the police parking lot are ongoing and will be finished this spring. The water services are complete for both Cedar and Oak Streets, with paving set to occur this spring.
- The contractor for the sanitary sewer investigation is still waiting for the DOT permit before work can begin on Route 34. The hope is for the permit to be issued within the next few weeks.
- Plans for the Spring Street viaduct are being worked on and will soon be submitted to DEP.
- The water plant well testing occurred and Well 3 can continue the additional pumping. Well 4 testing will begin on March 22.
- The sanitary sewer flow on Main Street is entering its fourth week and the expectation is that it won't have to continue for weeks five and six. Once the meters are pulled, they will provide a report and offer recommendations.

EBD, Planning & Zoning, Police,

Councilwoman Gunn stated that no meeting took place for the Planning/Zoning Board so nothing new to report. The Economic Business Development Commission has the 2nd Annual 'Blues and Cruise' event occurring on May 24, from 6:00PM to 9:00PM, and everyone is invited to attend. She noted there will be DJ, food trucks, and a vintage car display will be held along Main Street. The restaurants along Main Street will be open for business, too. Any volunteers are always welcome. The Police Department command and supervisory staff continue to focus on providing the necessary staffing and supervision, while keeping overtime costs at a minimum during CY 2023. Chief Falco attended a meeting with Matawan Aberdeen Regional School District Superintendent regarding Class III SLEOs for the 2024 school which will be going for referendum this year. Patrol Division responded to over 820 calls for service during this reporting period, 1,586 calls YTD. One of the Variable Message Boards has been deployed on Broad Street alerting motorists of the recently changed speed limit (25 MPH).

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Historical Sites & Personnel

Councilman Russell reported that the Historical Sites Committee is still in the process of hiring a recording secretary for their monthly meetings. They have been working with the Matawan Historical Society on the 300th Anniversary of Burrowes Mansion, including the historic reenactment which will occur on site, during the first weekend of June. The celebration of the anniversary will continue throughout the summer in various ways.

Recreation, Recycling & Sanitation

Mayor Altomonte read Councilwoman Buckel's report, in her absence: The Recreation Department is holding their Annual Easter Egg Hunt on April 1 at 1:00PM at Hourihan Field. He explained the event and the activities planned. A meeting between the Borough Administrator, the Matawan Historical Society and the Recreation Department took place regarding the Phillip Freneau presentation, which is set to occur on May 31 at 7:00 PM. This event will be hosted by Recreation, in honor of the tricentennial of Burrowes Mansion. The Department is working on the summer rec schedule for this year and packets should be available by the end of this month. There will be no price increase for Matawan residents even though the camp will go from a five-week experience to a six-week experience. The Memorial Day Parade is scheduled for May 29 and they are looking for a sponsor for a Heroes Float, to carry the Grand Marshall and the Guest of Honor. The Annual Yard Sale will take place on May 6. The benefit of registering is visibility on a map, with itemized categories of for sale items. The July Extravaganza, which has been scheduled for July 2, may conflict with the County's work on the dams, which is set to occur on July 1. Mr. Michelson will follow up with the County to ensure the show can go on. Councilwoman Gunn did not think the County's work for affect Ravine Drive, as the work is set to occur on Aberdeen Road. Mr. Michelson stated the concern is traffic flow.

DPW, Fire Department, Shade Tree

No report.

ADA, Animal Welfare Advisory, Property Maintenance

No report. Mr. Menna related a recent conversation with Mr. Licitra, Executive Director of the Monmouth County SPCA, wherein Mr. Licitra informed his organization has received a number of inquiries about being a cat colony caretaker for the Borough's TNR program, and is providing guidance to those inquiries.

Construction, Environmental, Finance

Councilman Ross reported that the Environmental Commission is looking to host the Annual Spring Lakefront Cleanup event on April 22 and they are just waiting on confirmation from the Clean Communities Director. The Finance Department had another budget meeting last week and there will be another meeting held tomorrow. It is anticipated that the 2023 Budget will be introduced in April.

Consent Agenda

Mayor Altomonte read by title Resolutions 23-03-13 through and including 23-03-20, requesting a motion to approve en masse. Councilwoman Gunn made the motion, seconded by Councilman Russell. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 23-03-13
APPROVAL OF SOLICITORS PERMIT
TRINITY SOLAR, INC.**

WHEREAS, Connor Archibald, on behalf of Trinity Solar, Inc. (solar energy), has passed the required Police Department background checks; and

WHEREAS, Connor Archibald, on behalf of Trinity Solar, Inc. (solar energy), has read Chapter 3-2.11 Handbills of the Borough of Matawan Code.

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

Business: Trinity Solar, Inc.
2211 Allenwood Road
Wall, NJ 07719

Applicants: Connor Archibald

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

**RESOLUTION 23-03-14
RELEASE OF ESCROW FUNDS FOR
APPLICATION FOR STREET OPENING PERMIT NEW JERSEY NATURAL GAS
GERARD AVENUE – PHASE 2 PUMP RENEWAL
(ALONG ATLANTIC AVENUE)**

WHEREAS, New Jersey Natural Gas posted escrow in association with an Application for Permit to Cut Surface of Public Place, and subsequent issued Permit for Street Opening Nos. MATN-R0520 and MATN-R0740, for Gerard Avenue – Phase 2 Pump Renewal (along Atlantic Avenue, Matawan, New Jersey; and

WHEREAS, all Borough Departments and Professionals associated with this project have certified any and all outstanding issues and billing have been satisfied to allow the release of all remaining escrow.

NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby approves the release of all remaining escrow funds to New Jersey Natural Gas.

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 and New Jersey Natural Gas.

**RESOLUTION 23-03-15
APPROVAL OF BOROUGH OF MATAWAN VOLUNTEER FIRE DEPARTMENT
2023 “COIN TOSS”**

WHEREAS, the Borough of Matawan Volunteer Fire Department has requested they be allowed to conduct a “coin toss” as follows for the 2023 year:

<u>Scheduled</u>	<u>Raindate</u>	<u>Time</u>
Saturday, May 6, 2023	Saturday, May 20, 2023	9:00AM - 1:00 PM
Sunday, May 7, 2023	Sunday, May 21, 2023	9:00AM - 1:00 PM
Saturday, June 10, 2023	Saturday, June 24, 2023	9:00AM - 1:00 PM
Sunday, June 11, 2023	Sunday, June 25, 2023	9:00AM - 1:00 PM
Saturday, August 19, 2023	Saturday, August 26, 2023	9:00AM - 1:00 PM
Sunday, August 20, 2023	Sunday, August 27, 2023	9:00AM - 1:00 PM
Saturday, October 7, 2023	Saturday, October 14, 2023	9:00AM - 1:00 PM
Sunday, October 8, 2023	Sunday, October 15, 2023	9:00AM - 1:00 PM

Locations: Route 34 and Broad Streets on Saturdays
Freneau Fire House - Route 79 and Mill Road & Wilson Avenue on Sundays; and

WHEREAS, the Borough of Matawan Volunteer Fire Department uses revenue generated from the “coin toss” to provide the Fire Department with many items that enable the department to enhance their service the community.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan hereby approves the request of the Borough of Matawan Volunteer Fire Department for their “coin toss.”

BE IT FURTHER RESOLVED, the Council of the Borough of Matawan directs the Borough Clerk to forward a copy of this resolution to County of Monmouth Counsel, Hall of Records, Room 236, One East Main Street, Freehold, New Jersey 07728 for the approval of the Monmouth County Board of County Commissioners.

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Fire, Police as well as the Monmouth County Board of County Commissioners.

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**RESOLUTION 23-03-16
2022 ROAD IMPROVEMENT PROGRAM
S. BROTHERS, INC.
AUTHORIZING CHANGE ORDER NO. 1**

WHEREAS, T&M Associates has informed the Council that Various Items are reduced to reflect current as-built quantities in the 2022 Road Improvement Program, for a reduction this Change Order No. 1 of Forty-Two Thousand, Nine Hundred and Two Dollars and Sixty-Six Cents (\$42,902.66); and

WHEREAS, T&M Associates has informed the Council that Extra Items are increased to reflect current as-built quantities in the 2022 Road Improvement Program, for an increase this Change Order No. 1 of Forty-One Thousand, Thirty-One Dollars and Eighty-Five Cents (\$41,031.85); and

WHEREAS, T&M Associates has informed the Council that Item S-1 through S3 are Supplemental for the 2022 Road Improvement Program, for an increase this Change Order No. 1 of Twenty-Six Thousand, Four Hundred Sixty Dollars and No Cents (\$26,460.00).

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, based upon the recommendation of Robert Keady, T&M Associates, that they hereby authorize the attached contract modification proposal, 2022 Road Improvement Program, Change Order No. 1, a Net Change this Change Order in the amount of Twenty-Four Thousand, Five Hundred Eighty-Nine Dollars and Nineteen Cents (\$24,589.19).

BE IT FURTHER RESOLVED this amount reflects a total Net Change Increase in Contract of Twenty-Four Thousand, Five Hundred Eighty-Nine Dollars and Nineteen Cents (\$24,589.19).

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

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Finance, Public Works as well as T&M Associates and S. Brothers, Inc.

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 W-06-55-522-100 Budget of the Borough of Matawan to S. Brothers, Inc. (T&M Project No. MATN-04163) for the Borough of Matawan 2022 Road Improvement Program in an amount not to exceed Twenty-Four Thousand, Five Hundred Eighty-Nine Dollars and Nineteen Cents (\$24,589.19).

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 21, 2023*

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

SHEET NO. 1 OF 2
PROJECT NO. MATN-04163

CHANGE ORDER NO. 1

DATE:

PROJECT:

OWNER:

CONTRACTOR:

DESCRIPTION OF CHANGE:

REDUCTIONS:

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

EXTRA:

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

SUPPLEMENTARY:

- S-1 Subcontractor CRJ Downtime and Remobilization Fee to Install Insertion Valve at Cedar and Ravine Due to Incorrect Pipe Material Identified by Borough
- S-2 S. Brothers Downtime and Remobilization Fee to Install Insertion Valve at Cedar and Ravine Due to Incorrect Pipe Material Identified by Borough
- S-3 Chain Link Fence Dumpster Enclosure with Double Gates and Chain Link Fence, Vinyl Coated, 6' High with Black Privacy Slats Installed at Municipal Building Police Parking Lot Area

APPROVAL RECOMMENDED:


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

ACCEPTED:


CONTRACTOR: S. Brothers, Inc.

OWNER'S APPROVALS:

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

SEE ATTACHED DETAIL	ADDITIONAL	REDUCTION
A. TOTAL REDUCTIONS THIS C.O.	XXXXXXXXXX	\$42,902.66
B. TOTAL EXTRAS THIS C.O.	\$41,031.85	XXXXXXXXXX
C. TOTAL SUPPLEMENTARY THIS C.O.	\$26,460.00	XXXXXXXXXX
TOTALS THIS C.O.	\$67,491.85	\$42,902.66
NET CHANGE THIS CHANGE ORDER	\$24,589.19	\$0.00
PREVIOUS CHANGE ORDERS	\$0.00	\$0.00
TOTAL CHANGE ORDERS TO DATE	\$67,491.85	\$42,902.66
NET CHANGE IN CONTRACT	\$24,589.19	\$0.00

ORIGINAL CONTRACT BID PRICE	<input type="text" value="\$1,231,552.20"/>
CHANGE ORDERS TO DATE	<input type="text" value="\$24,589.19"/>
REVISED CONTRACT PRICE	<input type="text" value="\$1,256,141.39"/>

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CHANGE ORDER NO. 1

SHEET NO. 2 OF 2

PROJECT NO. MATN-04163

PROJECT: 2022 Road Program

OWNER: Borough of Matawan

CONTRACTOR: S. Brothers, Inc.

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	PRICE	AMOUNT
2	Inlet Filter, Type 1	25.00	SF	\$0.01	\$0.25
3	Breakaway Barricade	20.00	UN	\$0.01	\$0.20
4	Drum	25.00	UN	\$0.01	\$0.25
8	Fuel Price Adjustment	1460.99	DOL	\$1.00	\$1,460.99
9	Asphalt Price Adjustment	7539.97	DOL	\$1.00	\$7,539.97
18	Sealing of Cracks in HMA Surface Course (As Dir)	2000.00	LF	\$0.01	\$20.00
30	8" CIPP Lining (MH to MH)	1.00	LF	\$80.00	\$80.00
35	Concrete Encasement (If & Where Dir)	100.00	CY	\$0.01	\$1.00
39	15" Reinforced Concrete Pipe, Class IV	15.00	LF	\$120.00	\$1,800.00
A2	Water Service Connections	8.00	UN	\$4,000.00	\$32,000.00
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A. TOTAL REDUCTIONS \$42,902.66

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	PRICE	AMOUNT
7	Police Traffic Directors	9845.85	DOL	\$1.00	\$9,845.85
23	Water Service Test Pits (If & Where Dir)	3.00	UN	\$380.00	\$1,140.00
25	8" Ductile Iron Pipe, Class 52	47.00	LF	\$130.00	\$6,110.00
29	Water Service Connections	2.00	UN	\$4,500.00	\$9,000.00
40	3" PVC Pipe	14.00	LF	\$40.00	\$560.00
55	Traffic Marking Symbols	47.00	SF	\$8.00	\$376.00
59	Tree Removal, 18" to 24" Diameter	5.00	UN	\$2,800.00	\$14,000.00
					\$0.00

B. TOTAL EXTRA \$41,031.85

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	PRICE	AMOUNT
S-1	Subcontractor CRJ Downtime and Remobilization Fee to Install Insertion Valve at Cedar and Ravine Due to Incorrect Pipe Material Identified by Borough	1.00	LS	\$3,000.00	\$3,000.00
S-2	S. Brothers Downtime and Remobilization Fee to Install Insertion Valve at Cedar and Ravine Due to Incorrect Pipe Material Identified by Borough	1.00	LS	\$3,700.00	\$3,700.00
S-3	Chain Link Fence Dumpster Enclosure with Double Gates and Chain Link Fence, Vinyl Coated, 6' High with Black Privacy Slats Installed at Municipal Building Police Parking Lot Area	1.00	LS	\$19,760.00	\$19,760.00

C. TOTAL SUPPLEMENTARY \$26,460.00

**RESOLUTION 23-03-17
AUTHORIZING T&M ASSOCIATES TO PROVIDE PROFESSIONAL SERVICES FOR
LAKE MATAWAN DAM INSPECTION CLASS I SIGNIFICANT HAZARD DAM**

WHEREAS, the Mayor and Council of the Borough of Matawan received an estimate from T&M Associates for professional services for Lake Matawan Dam Inspection, Class I Significant Hazard Dam; and

WHEREAS, the NJDEP Division of Engineering and Construction Dam Safety Section requires annual inspection of Dams in accordance with the New Jersey Dam Safety Program; and

WHEREAS, Robert R. Keady, Jr. of T&M Associates, Borough Engineer, has submitted the attached scope of fees and services needed for the Lake Matawan Dam Inspection from T&M Associates, in an amount not to exceed Eight Thousand (\$8,000.00) Dollars.

NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan does hereby award the contract for professional services to T&M Associates for the Lake Matawan Dam Inspection in an amount not to exceed Eight Thousand Dollars and No Cents (\$8,000.00).

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

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 3-01-20-165-200 Budget of the Borough of Matawan to T&M Associates for professionals services for the Lake Matawan Dam Inspection for the Borough of Matawan in an amount not to exceed Eight Thousand Dollars and No Cents (\$8,000.00).

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: March 21, 2023*

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MATNOH-16002

March 10, 2023

Ryan Michelson, Business Administrator
Borough of Matawan
201 Broad Street
Matawan, New Jersey 07747

**Re: Matawan Lake Dam Inspection
Class I High Hazard Dam
Borough of Matawan**

Dear Mr. Michelson:

The previous regular visual inspection for Matawan Lake Dam was completed in April 2020. As Matawan Lake Dam is classified as a Class I High Hazard Dam, Dam Safety Standards, N.J.A.C. 7:20 stipulates Class I dams shall be inspected on a 2-year cycle. In accordance with the Dam Safety regulations, Matawan Lake Dam is required to be inspected by April 2023. We are furnishing this proposal for consideration, to maintain the Borough's compliance with Dam Safety Regulations.

T&M Associates has completed numerous similar dam inspections, analyses, and rehabilitation throughout the State of New Jersey for public and private clients including Matawan Borough. We are very familiar with the Department rules regulations and have developed a good working relationship with them over the years.

The proposed Visual Inspections for the referenced dam will be performed in accordance with the Dam Safety Standards, N.J.A.C. 7:20.

The Department of Environmental Protection, Division of Engineering and Construction, Dam Safety Section, implement the New Jersey Dam Safety Program. The objective of the program is to protect lives and property from the consequences of a dam failure or the improper release of impounded water. A primary means of achieving this goal is through the maintenance and periodic inspection of in-service dams.

Regular Inspection: The visual inspection of a dam by a qualified, New Jersey licensed professional engineer to detect any signs of deterioration in material, developing weaknesses or unsafe hydraulic or structural behavior. For Class I and Class II dams, a Department approved Emergency Action Plan should be confirmed and its adequacy determined. For all dams a Department approved Operation and Maintenance Manual should be prepared and its adequacy determined. All instrumentation data should be reviewed and evaluated.

SCOPE OF SERVICES

TASK 1: REGULAR VISUAL INSPECTION

A report will be prepared and submitted to the Borough of Matawan documenting the current conditions of the dam. Any change that may affect the safety will be immediately reported to the Borough. The visual inspection Checklist, and Compliance Schedule Form in accordance with the Department of Dam Safety, will be completed and accompany the inspection report. Color photographs, will also be provided with the inspection report. A brief report will be

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**Re: Matawan Lake Dam Inspection
Class I High Hazard Dam
Borough of Matawan**

prepared on the condition of the dam outlining the following information, in accordance with department regulations:

- All relevant dam and dam related facts, findings, conclusions, recommendations, and data.
- Color photographs with each photograph indicating the date it was taken, the State dam reference number, and the photograph location.
- Completed visual inspection checklist. This general checklist should be used as an aid when examining the dam. This checklist may not, however, include all features or conditions found at a specific dam that are relevant to the safety of that dam. All features integral to the safety of the dam being examined will be inspected and their condition reported.
- Recommendations for immediate and/or long-term improvement repairs and/or modifications necessary to maintain dam safety. Recommendations as to the appropriate dam classification.
- Comments will address, if the recommendations above included, those from the Phase I Inspection Report or previous Regular or Formal Inspection Reports.
- The Compliance Schedule form will also be completed. The purpose of this form is to allow the dam owner, through consultation with their engineer, to establish a time line for addressing the deficiencies identified in the inspection report for the dam and bringing the dam into compliance with the New Jersey Dam Safety Standards, N.J.A.C. 7:20-1.1 et seq.
- The Emergency Action Plan or the Operation and Maintenance Manual are to be reviewed as part of the visual inspection. T&M will recommend if the O&M and EAP need to be updated. Please note that updating the EAP and O&M are not part of this proposal.

FIELD RECONNAISSANCE

We propose to visit the project site to ascertain current field conditions of the impoundment. The visits will take several days and will be comprised of two engineers, experienced in hydrology/hydraulics and structures. The Team Leader will be a licensed professional engineer with a minimum of ten (10) years of experience.

SCHEDULE

The professional services outlined in Task 1 above will be completed within Thirty (30) calendar days after notice of award, weather permitting.

DELIVERABLES

Items to be delivered will consist of two (2) copies of the Visual Inspection Report to Borough of Matawan. The report text will contain and address all items listed under the Scope of Services Task 1.

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Re: **Matawan Lake Dam Inspection
Class I High Hazard Dam
Borough of Matawan**

EXCEPTIONS

Please note that during the course of the Visual Inspection, there may be certain repair work, design, plans and or studies that may be required for the dam to determine its safety and/or adequacy to meet the NJDEP Dam Safety Standards. These are not considered as part of this proposal. We will recommend what the stated items are.

Updates to the Operations and Maintenance Manual and the Emergency Action Plan, which may be required per the NJDEP Dam Safety Standards are excluded from this proposal.

Underwater inspection is not considered as part of this proposal.

SUMMARY OF FEES

The estimated fee for the activities described above is \$8,000.

If you have any questions concerning this proposal, please to not hesitate call.

Very truly yours,

T&M ASSOCIATES

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

RRK:rf

cc: Karen Wynne, Borough Clerk
Mayor and Council
Nicole Horvath, CFO

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RESOLUTION 23-03-18

RESCINDING

RESOLUTION 23-01-26

APPOINTING THOMAS J. FALCO, JR. AS THE MUNICIPAL AFFORDABLE HOUSING LIAISON

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

WHEREAS, it is the desire of the Mayor and Council to appoint Rylan L. Michelson as the Municipal Affordable 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 Thomas J. Falco, Jr. is hereby appointed as the Municipal Affordable Housing Liaison for the Borough of Matawan at no additional compensation.*

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- 2. *That a certified copy of this resolution be forwarded:*
 - i. *Marc Seigal, Marc Associates, LLC, 171 Matawan Avenue, Matawan, New Jersey 07747*
 - ii. *Sean Thompson, Director, Council on Affordable Housing, PO Box 813, Trenton, New Jersey 08625-0813.*

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 23-03-19

APPOINTING RYAN L. MICHELSON AS THE MUNICIPAL AFFORDABLE HOUSING LIAISON

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

WHEREAS, it is the desire of the Mayor and Council to appoint Rylan L. Michelson as the Municipal Affordable 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 Ryan L. Michelson is hereby appointed as the Municipal Affordable 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 Associates, LLC, 171 Matawan Avenue, Matawan, New Jersey 07747*
 - ii. *Sean Thompson, Director, Council on Affordable Housing, PO Box 813, Trenton, New Jersey 08625-0813.*

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 23-03-20

**AUTHORIZING THE BOROUGH CLERK TO ADVERTISE
FOR A FULL-TIME ANNUAL DEPUTY BOROUGH CLERK**

WHEREAS, there is a need for a Full-Time Annual Deputy Borough Clerk for the Borough of Matawan.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that the Borough Clerk of the Borough of Matawan, is hereby authorized to advertise (in print or electronic media), interview, and make recommendations for the position of Full-Time Deputy Borough Clerk 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 and Finance.

New Business

Mayor Altomonte read by title Resolution 23-03-21: Resolution Authorizing Removal of Borough of Matawan Volunteer Firefighter as a Member of the Borough of Matawan Volunteer Fire Department and Removal of Participation in the Borough of Matawan LOSAP and Insurance Programs – Robert Ziegler. Mayor Altomonte requested a motion. Councilwoman Gunn made the motion, seconded by Councilman Russell. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

RESOLUTION 23-03-21

**RESOLUTION AUTHORIZING REMOVAL OF BOROUGH OF MATAWAN VOLUNTEER FIREFIGHTER AS A MEMBER OF THE BOROUGH OF MATAWAN VOLUNTEER FIRE DEPARTMENT AND REMOVAL OF PARTICIPATION IN THE BOROUGH OF MATAWAN LOSAP AND INSURANCE PROGRAMS
ROBERT ZIEGLER**

WHEREAS, on February 17, 2023 the Borough of Matawan Volunteer Fire Department notified the Borough of Matawan that Robert Ziegler, a volunteer firefighter of the Borough of Matawan, terminated the membership of Robert Ziegler from the Washington Engine Company No. 1 and, per the Matawan Borough Fire Department Bylaws, the Borough of Matawan Fire Department superseding his previous status of “life member” at Washington Engine Company No. 1; and

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WHEREAS, it is the recommendation of the Administration that he be removed from participation in LOSAP because his inclusion has been determined to be inconsistent with the policy of the Borough of Matawan concerning the granting of benefits to volunteer firefighters through the LOSAP program; and

WHEREAS, the Washington Engine Company No. 1 has provided to the Volunteer Firefighter of his ineligibility in the volunteer fire services, participation in the Borough of Matawan LOSAP program as well as any and all of the Borough of Matawan’s insurance programs.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that Robert Ziegler be and is in herewith terminated as a member of the Borough of Matawan Volunteer Fire Department effective immediately.

BE IT FURTHER RESOLVED that any and all participation of any vested interest that he had at any time with the Length of Service Awards Program (LOSAP) is herewith terminated as of 12:00 AM January 1, 2023 with no benefits and entitlements thereto.

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Finance, Chief of the Borough of Matawan Volunteer Fire Department as well as Secretary of the Fire Department Length of Service Awards Program (LOSAP), the Board of Fire Officers and Robert Ziegler.

Mayor Altomonte read by title Resolution 23-03-22: Authorizing a 2023 Stipend for Acting Deputy Clerk Robin Klinger. Mayor Altomonte requested a motion. Councilwoman Gunn made the motion and thanked Ms. Klinger for rising to the occasion and helping the Borough during her interim time as Acting Deputy Clerk. Seconded by Councilman Russell. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 23-03-22
AUTHORIZING A 2023 STIPEND FOR ACTING DEPUTY CLERK
ROBIN KLINGER**

WHEREAS, Robin Klinger is the Acting Deputy Clerk of the Borough of Matawan and has in the course of her duties in 2023 been engaged in additional services and administered activities beyond the scope of her usual duties in association with the recent absence of the Borough Clerk.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that Robin Klinger, Acting Deputy Clerk, shall be given a stipend of \$3,000.00 for calendar year 2023 in addition to her regular salary, subject to the Certification as to Available Funding 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, Finance, Payroll Officer as well as Robin Klinger.

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 3-01-20-120-100 Budget (Salary & Wages) of the Borough of Matawan to Robin Klinger as a 2023 Stipend in an amount not to exceed Three Thousand Dollars and No Cents (\$3,000.00).

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: March 21, 2023

Mayor Altomonte read by title Resolution 23-03-23: Authorizing the Transfer of Unexpended Balances in Certain 2022 Appropriation Reserve Accounts. Mayor Altomonte requested a motion. Councilwoman Gunn made the motion, seconded by Councilman Ross. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 23-03-23
AUTHORIZING THE TRANSFER OF UNEXPENDED BALANCES IN CERTAIN
2022 APPROPRIATION RESERVE ACCOUNTS**

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WHEREAS, NJSA 40A:4-59 provides for the transfers within certain appropriations within the Municipal Budget during the first three months of the following year: and

WHEREAS, there are unexpended balances in certain 2022 appropriation reserve accounts; and

WHEREAS, additional funds are required in certain other 2022 appropriation reserve accounts.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that the following transfers are authorized from and to the following accounts:

<i>Transfer From Account Number</i>	<i>Amount of Transfer</i>	<i>Transfer To Account Number</i>	<i>Amount of Transfer</i>
2-09-55-500-200 Water Sewer Other Expenses	\$ 15,000.00	2-09-55-508-200 Bulk Water Purchase Other Expense	\$ 15,000.00

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

Mayor Altomonte read by title Resolution 23-03-24: Emergency Temporary Appropriation. Mayor Altomonte requested a motion. Councilwoman Gunn made the motion, seconded by Councilman Russell. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 23-03-24
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 2023 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 2023 pursuant to the provisions of Chapter 96, PL 1951 (NJSA 40A:4-20) including this resolution total \$8,604,855.80.

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 2023 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 2023 County, and Local School District Taxes, which are not included in this temporary budget, shall be paid as and when due.

2023 Temporary Budget-for March 21, 2023 Meeting

	Salary & Wages	Other Expenses
GENERAL ADMIN	12,500.00	5,000.00
MAYOR & COUNCIL		
MUNI CLERK	6,000.00	
FINANCE	4,000.00	
AUDIT		
TAX COLLECTOR	6,500.00	
TAX ASSES	4,500.00	
LEGAL SERVICES		
ENGINEERING		
DOWNTOWN REDEV	100.00	
HISTORICAL SITES		

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PLAN/ZONING BD	2,000.00		
OTHER INSURANCE OTHER EXP			
INSURANCE-WORKERS COMP			
HOSPITALIZATION			
POLICE	75,000.00	10,000.00	
EMERGENCY 911			
OEM		2,000.00	
VOL 1ST AID SQUAD			
FIRE PREVENTION	10,500.00		
FIRE			
FIRE-AID TO DEPARTMENT			
STREETS & ROADS	7,000.00	3,000.00	
RR PARKING	13,000.00	2,000.00	
SHADE TREE COMM	100.00		
SOLID WASTE COLL	1,000.00		
PUBLIC BLDGS	1,500.00	15,000.00	
VEHICLE MAINT		5,000.00	
BD OF HEALTH	750.00		
ENVIRON COMM			
RECREATION	3,500.00	2,000.00	
FREE PUBLIC LIBRARY		116,100.00	
ACCUM SICK LEAVE			
STREET LIGHTING			
UTILITIES		3,000.00	
PERS		229,047.20	
OASI		1,000.00	
P/F RETIREMENT		931,466.00	
DCRP			
LOSAP			
MUNICIPAL COURT	2,700.00		
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			
	150,650.00	1,324,613.20	
TOTAL TEMPORARY EMERGENCY APPROPRIATIONS		1,475,263.20	5,820,253.58
 WATER SEWER UTILITY			
OPERATING	10,000.00	50,000.00	
BULK WATER PURCHASE/ACQUISITION OF WATER			
BAYSHORE REGIONAL SEWERAGE AUTHORITY			
PAYMENT ON BOND PRINCIPAL			
PERS		57,261.80	
BANS			
INTEREST ON BONDS			
INTEREST ON NOTES			

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WATER-SEWER REHAB LOAN			
WASTEWATER LOAN			
SOCIAL SECURITY		6,000.00	
SUBTOTAL	10,000.00		113,261.80
TOTAL WATER SEWER UTILITY TEMPORARY EMERGENCY APPROPRIATIONS			
		123,261.80	2,784,602.22

***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 23-03-25: Payment of Bills. Mayor Altomonte requested a motion. Councilwoman Gunn made the motion, seconded by Councilman Ross. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 23-03-25
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	\$216,475.03
Water/Sewer	\$503,590.82
Borough Capital	\$539,451.11
Water Capital	\$77,376.43
Grant	\$242.14
Borough Trust	\$70,404.29
Dog Tax Trust	\$172.00
Total	\$1,407,711.82

***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.

Loretta Windas, 138 Aberdeen Road, Matawan. Ms. Windas asked if the MCSPCA will do further presentations. Mayor Altomonte informed the Borough is working with the agency to do a presentation in the future and with notice to the public sometime in May. Ms. Windas said it was 'kitten season' and the sooner the presentation can be given, the better. Mayor Altomonte said he will mention that to Mr. Licitra.

Catherine Beam, 51 Little Street, Matawan. Ms. Beam requested that there be more classes and activities available for seniors. She, as well as the other seniors already enrolled in the existing Borough classes, wish to add additional classes. Ms. Beam asked the Governing Body consider adding to the budget more classes and possibly some senior trips. Mayor Altomonte explained that the Borough did attempt to host some senior trips in the past and there was no interest, so they stopped offering them. He mentioned that they could try to offer them again and see if they take off. Councilman Ross said that the classes are included in the Recreation Department's budget. Councilwoman Gunn said she will review the budget to see if an increase in classes is included, and that it will be considered.

Gayle Sharpe, 94 Ravine Drive, Matawan. Ms. Sharpe mentioned that a list was made by the seniors, for recreation ideas, and she asked if the Governing Body had a copy of it. Mayor Altomonte said he didn't have the list but would be interested in retaining a copy. Ms. Sharpe gave the list to the Clerk.

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

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Adjourn to Executive Session

Mayor Altomonte requested a motion to Adjourn to Executive Session. Mr. Menna announced the purpose of the Council retiring into Executive Session is to discuss litigation. No formal action will be taken. Councilwoman Gunn made the motion, seconded by Councilman Russell. Council agreed. Motion passed.

The meeting adjourned at 7:32 PM.

Karen Wynne

Karen Wynne, RMC
Municipal Clerk