

**Borough of Matawan
Public Session
May 16, 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 May 16, 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 7:02 PM, requesting a roll call.

On roll call the following members responded present:

Yes: Councilwoman Deana Gunn
 Councilman Steven Russell
 Councilwoman Stephanie Buckel
 Councilwoman Melanie S. Wang
 Councilman Charles Ross

Absent: Councilman Brian Livesey

Also present were Ryan Michelson, Borough Administrator, Nicole Schneeberger, CFO/Treasurer, John Swisher, Borough Auditor, Robert Keady, Borough Engineer, 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.

Mayor Altomonte announced the Borough's recognition of this week as 'Police Week' and asked that everyone keep the Finest in their thoughts.

Mayor Altomonte announced the addition of Resolution 23-05-28 to tonight's Consent Agenda, and Resolution 23-05-15 was revised from one (1) 2023 Chevrolet Tahoe Administrative Vehicle to one (1) GMC TK20743 2500 Crew Cab Pick Up.

Privilege of the Floor for 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.

Old Business

Mayor Altomonte read by title Ordinance 23-08: Amending and Supplementing the Revised General Ordinances of the Borough of Matawan Chapter 15 – Property Maintenance, Article I – Section 15-1, Removal of Grass, Weeds, Brush and Other Debris, Section 15-1.3 – Removal by Borough, Section 15-1.4 – Violations & Penalties, Section 15-1.5 – Recovery of Costs. Mayor Altomonte requested a motion to open the public hearing. Councilwoman Gunn made the motion, seconded by Councilman Ross. Council agreed. Motion passed. Mayor Altomonte requested comments. There were no comments. Mayor Altomonte requested a motion to close the public hearing. Councilwoman Gunn made the motion, seconded by Councilwoman Buckel. Council agreed. Motion passed. Mayor Altomonte read by title Ordinance 23-08: Amending and Supplementing the Revised General Ordinances of the Borough of Matawan Chapter 15 – Property Maintenance, Article I – Section 15-1, Removal of Grass, Weeds, Brush and Other Debris, Section 15-1.3 – Removal by Borough, Section

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15-1.4 – Violations & Penalties, Section 15-1.5 – Recovery of Costs, requesting a motion to adopt. Councilwoman Gunn made the motion, seconded by Councilman Ross. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilwoman Deana Gunn
Councilman Steven Russell
Councilwoman Stephanie Buckel
Councilwoman Melanie S. Wang
Councilman Charles Ross

Motion passed.

**ORDINANCE 23-08
AMENDING AND SUPPLEMENTING THE REVISED GENERAL ORDINANCES OF
THE BOROUGH OF MATAWAN
CHAPTER 15 – PROPERTY MAINTENANCE, ARTICLE I – SECTION 15-1
REMOVAL OF GRASS, WEEDS, BRUSH AND OTHER DEBRIS
SECTION 15-1.3 – REMOVAL BY BOROUGH
SECTION 15-1.4 – VIOLATIONS & PENALTIES
SECTION 15-1.5 – RECOVERY OF COSTS**

WHEREAS, the Borough of Matawan is desirous of maintaining and providing the residents of Matawan with a safe, pleasant environment; and

WHEREAS, in many cases the owners or other responsible parties of properties are neglectful of them, do not maintain or secure them to a recognized adequate community standard or municipal maintenance code, or restore them to productive use; and

WHEREAS, Chapter 15 of the Code of the Borough of Matawan governs residential and commerce Property Maintenance within the community; and

WHEREAS, it is in the public interest for the Borough of Matawan to establish minimum standards of accountability for the owners or other responsible parties in order to protect the health, safety, and general welfare of the residents and properties of the Borough of Matawan.

NOW, THEREFORE, BE IT ORDAINED, the Mayor and Council of the Borough of Matawan, County of Monmouth, State of New Jersey, that the following Chapter 15 – Property Maintenance, Article I, Section 15-1.3 Removal by Borough, Costs Established as a Lien, be amended and supplemented as follows:

15-1 REMOVAL OF GRASS, WEEDS, BRUSH AND OTHER DEBRIS

15-1.3 Removal by Borough, Costs Establish as a Lien

It is the responsibility of every owner in possession of lands to remove, grass, weeds, brush and other debris from property under its control.

If the owner, tenant, occupants or person in possession of the lands in question shall fail to abate the condition complained of within ten (10) calendar days after receipt of notice, and in the manner required by the Borough, the same may be removed by or under the direction of the Property Maintenance Officer or designated official.

15-1.4 Violations & Penalties

Removal of Grass, Weeds, Brush and Other Debris Violation Fee Schedule

<i>First Violation</i>	<i>\$150.00</i>
<i>Second Violation</i>	<i>\$250.00</i>
<i>Third Violation</i>	<i>\$350.00</i>
<i>Any Subsequent Violation</i>	<i>\$350.00</i>

Cost of Borough Employee \$75.00 per Employee per hour

Equipment Usage Fee - \$50.00 Per Equipment Item

15-1.5 Recovery of Costs

The Property Maintenance Officer or designated official may recommend to the Administrator that the condition complained of to be abated and shall certify that the cost to the Council, who shall examine the certificate and, if it is

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correct, cause the cost as shown thereon to be charged against the lands. The amount so charged shall become a lien upon the lands and shall be added to and become a part of the taxes next to be assessed and levied upon the lands, shall bear interest at the same rate as taxes, and shall be collected and enforced by the same officer and in the same manner as taxes. Costs shall be in addition to any penalties imposed for any violation of this section.

BE IT FURTHER ORDAINED, any Ordinances or portions thereof which are inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistencies only.

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

BE IT FURTHER ORDAINED, this Ordinance shall take effect immediately upon following the passage, adoption and publication pursuant to New Jersey State law.

Mayor Altomonte read by title Ordinance 23-09: Amending and Supplementing the Revised General Ordinances of the Borough of Matawan Chapter 23 – Sewers, Section 23-10 – Expense of Installation and Maintenance. Mayor Altomonte requested a motion to open the public hearing. Councilwoman Gunn made the motion, seconded by Councilman Ross. Council agreed. Motion passed. Mayor Altomonte requested comments. There were no comments. Mayor Altomonte requested a motion to close the public hearing. Councilwoman Gunn made the motion, seconded by Councilwoman Buckel. Council agreed. Motion passed. Mayor Altomonte read by title Ordinance 23-09: Amending and Supplementing the Revised General Ordinances of the Borough of Matawan Chapter 23 – Sewers, Section 23-10 – Expense of Installation and Maintenance, requesting a motion to adopt. Councilwoman Gunn made the motion, seconded by Councilman Ross. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**ORDINANCE 23-09
AMENDING AND SUPPLEMENTING THE REVISED GENERAL ORDINANCES OF
THE BOROUGH OF MATAWAN
CHAPTER 23 – SEWERS
SECTION 23-10 – EXPENSE OF INSTALLATION AND MAINTENANCE**

NOW, THEREFORE, BE IT ORDAINED, Chapter 23, Section 23-10 be amended and supplemented as follows:

23-10 EXPENSE OF INSTALLATION AND MAINTENANCE

The Borough shall not be liable for any stoppage of the sewer lines between the main sewer line and the building served thereby nor for any damage resulting from said stoppage, and in no event will the Borough provide any labor or material to free, clear or remove obstructions from the said lines connected to the system or appurtenances added or attached thereto; all such work consisting of maintenance of sewer laterals (that is, sewer lines running from the trunk line to the curb or property line and the sewer line running from the curb or property line to the building served) shall be the obligation of the abutting owner.

BE IT FURTHER ORDAINED, any Ordinances or portions thereof which are inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistencies only.

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

BE IT FURTHER ORDAINED, this Ordinance shall take effect immediately upon following the passage, adoption and publication pursuant to New Jersey State law.

Mayor Altomonte read by title Ordinance 23-10: Amending Ordinance 22-09: Amending and Supplementing the Revised General Ordinances of the Borough of Matawan – Chapter 22 – Water, Section 22-2.2 – Fees for Use of Water Services. Mayor Altomonte requested a motion to open the public hearing. Councilwoman Gunn made the motion, seconded by Councilman Russell. Council agreed. Motion passed. Mayor Altomonte requested comments. There were no comments. Mayor Altomonte requested a motion to close the public hearing. Councilwoman Gunn made the motion, seconded by Councilman Ross. Council agreed. Motion passed. Mayor Altomonte read by title

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Ordinance 23-10: Amending Ordinance 22-09: Amending and Supplementing the Revised General Ordinances of the Borough of Matawan – Chapter 22 – Water, Section 22-2.2 – Fees for Use of Water Services, requesting a motion to adopt. Councilwoman Gunn made the motion, seconded by Councilman Ross. Mayor Altomonte requested a voice vote. Council agreed. Motion passed. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilwoman Deana Gunn
Councilman Steven Russell
Councilman Charles Ross

No: Councilwoman Stephanie Buckel
Councilwoman Melanie S. Wang

Motion passed.

**ORDINANCE 23-10
AMENDING ORDINANCE 22-09
AMENDING AND SUPPLEMENTING THE REVISED GENERAL ORDINANCES OF
THE BOROUGH OF MATAWAN
CHAPTER 22 – WATER, SECTION 22-2.2
FEES FOR USE OF WATER SERVICES**

NOW, THEREFORE, BE IT ORDAINED, the Mayor and Council of the Borough of Matawan, County of Monmouth, State of New Jersey, that the Revised General Ordinances of the Borough of Matawan, Chapter 22 – Water, Section 22-2.2 Fees for Use of Water Services, shall be amended and supplemented as follows:

22-2.2 Fees for Use of Water Services

- a. *The Owner of any premises with a connection to the Matawan Borough Water System shall pay the Borough for the use of such water services a quarterly fee as follows:*
- b. *Minimum quarterly rate of \$35.02 will be billed for each account connected to the Matawan Borough Water System.*
- c. *An additional charge per quarter will be added based on the following formula:*
 1. *All water consumption less than 4,000 cubic feet will be billed \$60.70 per 1,000 cubic feet.*
 2. *All water consumption greater than 4,000 cubic feet but less than 7,500 cubic feet will be billed \$66.53 per 1,000 cubic feet.*
 3. *All water consumption greater than 7,500 cubic feet will be billed \$70.04 per 1,000 cubic feet.*
 4. *The water rates to be charged quarterly by the Borough to users outside the Borough shall be the same as those rates charged to Borough residents.*
 5. *(Reserved)*
 6. *A separate minimum quarterly charge in accordance with paragraphs a through e above, whichever is applicable, shall be made to the owner of any premises for each and every unit thereof, and where the consumer is a public or private school, such minimum quarterly charge shall be made for each classroom thereof. In the case of duplex homes, multiple user unit structures or buildings, and schools, the quarterly charge shall be calculated by dividing the meter reading by the number of user units or classrooms, as appropriate, serviced by the meter, to obtain the average unit consumption, and then multiplying the applicable rate for such average unit consumption as set forth in paragraph 1 through 4 above, by the number of user units or classrooms serviced by the meter.*
 7. *Liability for the payment of the quarterly charge shall commence upon the issuance of a certificate of occupancy for each such user unit, and in the case of public or private schools, upon the issuance of a certificate of occupancy for such school.*
 8. *Bulk water purchase contracts may be entered into by the Borough where meter reading, individual billing, and all service beyond the bulk service connections is not the responsibility of the Water Department. In addition, water purchase contracts may be entered into by the Borough where individual meter reading is not the responsibility of the Water Department.*
 9. *MXU Transmitters \$160.00.*

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BE IT FURTHER ORDAINED any Ordinances or portions thereof which are inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistencies only.

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

BE IT FURTHER ORDAINED, this Ordinance shall take effect immediately upon following the passage, adoption and publication pursuant to New Jersey State law.

Mayor Altomonte read by title Ordinance 23-11: Amending Ordinance 22-10: Amending and Supplementing the Revised General Ordinances of the Borough of Matawan, Chapter 23 – Sewer, Section 23-6.1 – User Fees. Mayor Altomonte requested a motion to open the public hearing. Councilwoman Gunn made the motion, seconded by Councilman Russell. Council agreed. Motion passed. Mayor Altomonte requested comments. Councilwomen Buckel and Wang expressed their disagreement with both Ordinances 23-10 and 23-11 and their adoption. There were no further comments. Mayor Altomonte requested a motion to close the public hearing. Councilwoman Gunn made the motion, seconded by Councilman Russell. Council agreed. Motion passed. Mayor Altomonte read by title Ordinance 23-11: Amending Ordinance 22-10: Amending and Supplementing the Revised General Ordinances of the Borough of Matawan, Chapter 23 – Sewer, Section 23-6.1 – User Fees, requesting a motion to adopt. Councilwoman Gunn made the motion, seconded by Councilman Russell. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilwoman Deana Gunn
Councilman Steven Russell
Councilman Charlie Ross

No: Councilwoman Stephanie Buckel
Councilwoman Melanie S. Wang

Motion passed.

**ORDINANCE 23-11
AMENDING ORDINANCE 22-10
AMENDING AND SUPPLEMENTING THE REVISED GENERAL ORDINANCES OF
THE BOROUGH OF MATAWAN
CHAPTER 23 – SEWER
SECTION 23-6.1 – USER FEES**

NOW, THEREFORE, BE IT ORDAINED, the Mayor and Council of the Borough of Matawan, County of Monmouth, State of New Jersey, that the Revised General Ordinances of the Borough of Matawan, Chapter 23 – Sewer, Section 23-6.12 User Fees, shall be amended and supplemented as follows:

23-6.1 User Fees

The Owner of any premises upon connection of each unit thereof with the sewer system of the Borough shall pay to the Borough for the use of such sewer services a quarterly fee as follows:

- a. Premises located within the Borough of Matawan:
 - 1. Each non-commercial unit is \$166.92.
 - 2. Each non-commercial unit of a multi-unit building or structure \$166.92.
 - 3. Each Classroom of a public or private school is \$166.92.
 - 4. Commercial and industrial establishments 149% of the quarterly water bill thereof except that such quarterly sewer charge shall in no event be less than \$166.92.
- b. All premises located outside the Borough of Matawan shall be charged a sewer service amount equal to the charge to the Borough residents.

BE IT FURTHER ORDAINED any Ordinances or portions thereof which are inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistencies only.

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

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

2023 Budget

Mayor Altomonte read by title Resolution 23-05-11: Resolution to Read the Budget by Title Only at the Public Hearing at the Public Hearing. Councilwoman Gunn made the motion, seconded by Councilman Ross. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 23-05-11
RESOLUTION TO READ THE BUDGET BY TITLE ONLY AT THE PUBLIC HEARING**

***WHEREAS**, NJSA 40A:4-8 provides that the budget be read by title only at the time of the public hearing if a resolution is passed by not less than a majority of the full Governing Body, providing that at least one week prior to the date of hearing, a complete copy of the approved budget as advertised has been posted in the Borough Hall for public inspection, posted on the Borough's website, and copies have been made available by the Clerk to persons requiring them; and*

***WHEREAS**, these conditions have been met.*

***NOW, THEREFORE, BE IT RESOLVED** that the Council of the Borough of Matawan does hereby adoption of this Resolution confirming the 2022 budget of the Borough of Matawan shall be read by title only.*

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

2023 Budget Public Hearing

Mayor Altomonte requested a motion to open the public hearing. Councilwoman Gunn made the motion, seconded by Councilman Ross. Council agreed. Motion passed. Mayor Altomonte requested comments. Mr. Menna introduced John Swisher, from Suplee, Clooney & Company, the Borough Auditor, to discuss the 2023 budget. Mr. Swisher explained the budget procedure prior to adoption. There were no further comments. Mayor Altomonte requested a motion to close the public hearing. Councilwoman Gunn made the motion, seconded by Councilman Ross. Council agreed. Motion passed.

Mayor Altomonte read by title Resolution 23-05-12: Adoption of 2023 Budget. Councilwoman Gunn made the motion, seconded by Councilman Ross. Mayor Altomonte requested a roll call vote. A roll call vote was taken.

Yes: Councilwoman Deana Gunn
Councilman Steven Russell
Councilwoman Stephanie Buckel
Councilwoman Melanie S. Wang
Councilman Charles Ross

Motion passed.

**RESOLUTION 23-05-12
ADOPTION OF 2023 BUDGET**

***BE IT RESOLVED** by the Governing Body of the Borough of Matawan, County of Monmouth that the budget hereinbefore set forth is hereby adopted and shall constitute an appropriation for the purposes stated of the sums therein set forth as appropriations, and authorization of the amount of:*

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- (a) \$10,087,208.16 (Item 2 below) for municipal purposes, and
- (b) \$0.00 (Item 3 below) for school purposes in Type I School Districts only (NJS 18A:9-2) to be raised by taxation and,
- (c) \$0.00 (Item 4 below) to be added to the certificate of amount to be raised by taxation for local school purposes in Type II School Districts only (NJS 18A:9-3) and certification to the County Board of Taxation of the following summary of general revenues and appropriations.
- (d) \$0.00 (Sheet 43) Open Space, Recreation, Farmland and Historic Preservation Trust Fund Levy
- (e) \$0.00 (Sheet 44) Arts and Culture Trust Fund Levy
- (f) \$464,792.00 (Sheet 11) Minimum Library Levy (RS 40:54-8 et seq.)

Councilperson Deana Gunn made the motion, seconded by Councilperson Charles Ross.

RECORDED VOTE

(insert last name)

Ayes: Buckel
Gunn
Ross
Russell
Wang

Abstained:

Nays:

Absent: Livesey

SUMMARY OF REVENUES

1. General Revenues		
Surplus Anticipated	08-100	\$1,600,000.00
Miscellaneous Revenues Anticipated	13-099	\$2,733,086.59
Receipts from Delinquent Taxes	15-499	\$50,000.00
2. AMOUNT TO BE RAISED BY TAXATION FOR MUNICIPAL PURPOSES (Item 6(a), Sheet 11)		
	07-190	\$10,087,208.16
3. AMOUNT TO BE RAISED BY TAXATION FOR <u>SCHOOLS IN TYPE I SCHOOL DISTRICTS ONLY:</u>		
Item 6(b), sheet 11 (NJS 40A:4-14)	07-191	\$0.00
Total Amount to be Raised by Taxation for Schools		\$0.00
4. To Be Added TO THE CERTIFICATE FOR AMOUNT TO BE RAISED BY TAXATION FOR <u>SCHOOLS IN TYPE II SCHOOL DISTRICTS ONLY:</u>		
Item 6(b), Sheet 11 (NJS 40A:4-14)	07-191	\$0.00
5. AMOUNT TO BE RAISED BY TAXATION MINIMUM LIBRARY LEVY		
Total Revenues	13-299	\$14,935,086.75

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2023 SUMMARY OF APPROPRIATIONS

5. GENERAL APPROPRIATIONS		
Within "CAPS"	xxxxxxx	xxxxxxxxxx
(a&b) Operations Including Contingent	34-201	\$8,986,692.00
(e) Deferred Charges and Statutory Expenditures - Municipal	34-209	\$1,366,232.20
(g) Cash Deficit of Preceding Year	46-885	\$0.00
Excluded from "CAPS"		
(a) Operations - Total Operations Excluded from "CAPS"	34-305	\$1,143,615.57
(c) Capital Improvements	44-999	\$200,000.00
(d) Municipal Debt Service	45-999	\$2,040,000.00
(e) Deferred Charges - Municipal	46-999	\$468,546.98
(f) Judgements	37-480	\$0.00
(n) Transferred to Board of Education for Use of Local Schools (NJS 40:48-17.1 & 17.3)	29-405	\$0.00
(g) Cash Deficit of Preceding Year	46-885	\$0.00
(k) For Local District School Purposes	29-410	\$0.00
(m) Reserve for Uncollected Taxes (include Other Reserves if Any)	50-899	\$730,000.00
Total Appropriations	34-499	\$14,935,086.75

It is hereby certified that the within budget is a true copy of the budget finally adopted by resolution of the Governing Body on the 16th day of May, 2023. It is further certified that each item of revenue and appropriation is set forth in the same amount and by the same title as appeared in the 2023 approved budget and all amendments thereto, if any, which have been previously approved by the Director of Local Government Services.

(Signature on File)

Certified by me this 16th day of May, 2023, _____ Deputy Clerk.

Robin Klinger

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Clerk's Report

The Acting Deputy Clerk reported June 6, 2022 is the Primary Election. Polling locations will be open from 6:00 AM to 8:00 PM. Election information is available on the Clerk's page of the Borough website with guidance for ballot drop box locations, early voting locations as well as Borough polling locations. Please contact the Clerk's Office for assistance. Due to the June 6 Tuesday Primary Election, our next Council meeting is scheduled for 7:00 PM, Thursday, June 8. The Borough Clerk will be on vacation next week with a scheduled return to the office on Tuesday, May 30 but is available by cell. Please contact Acting Deputy Clerk, Robin Klinger, in her absence.

Mayor's Report

Mayor Altomonte reported he attended the Matawan Aberdeen Chamber of Commerce 2023 Awards Dinner which also commemorated the Chamber's 55th anniversary. It was a wonderful night and a great event expressing kudos to one of the event planners, Cathy Zavorskas.

Administrator's Report

Mr. Michelson thanked Ms. Klinger for serving as Deputy Clerk, in Ms. Wynne's absence. He, too, attended the 2023 Chamber Awards Dinner and concurred with Mayor Altomonte that a wonderful time was had by all, thanking Ms. Zavorskas. He listed the various meetings he has attended within the past couple of weeks, specifically regarding capital improvements for the upcoming year, the Borough's water utility plant, and the County Park System to discuss current and future grants. Mr. Michelson also attended some community events and reviewed some personnel matters.

Attorney's Report

No report.

Engineer's Report

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

- 2022 Road Program, Contract I – Substantially complete with only a few items related to the Police Department lights and gates as well as some punch list items.
- 2022 Sanitary Sewer Capital Project – Approval was given by NJ DOT for Route 34 sanitary sewer work and they are just waiting on a schedule.
- Spring Street Viaduct and Outfalls – Currently working on permit plans and will submit to the DEP shortly. Once a permit is received, they will move forward with scheduling a bid opening.
- Water Plant Well Pump Upgrade – Is in the design phase and will submit for permits to DEP by the end of May.

Police, EBD, Planning & Zoning

Councilwoman Gunn reported the Police Department command and supervisory staff will continue to focus on providing the necessary people power and supervision allocation while keeping overtime costs at a minimum during CY 2023. So far, approximately 35.5% of the budgeted overtime has been expended. As there are many Borough events coming up it is expected that overtime rate will increase. Chief Falco and members of the Matawan Police Department attended and assisted with event safety at Matawan's Annual Easter Egg Hunt on April 2. Members of the Matawan Police Department Honor Guard attended the MRHS Varsity Baseball Home Opener Ceremony on April 5 and the MABRL Baseball Opening Day Ceremony on April 15, at Toomer Field. Chief Falco attended the AMYAA Youth Softball Opening Day Ceremony on April 22, along with Councilmen Livesey and Russell, and herself. The Patrol Division responded to over 970 calls for service during this reporting period, and 3,491 calls year to date. Councilwoman Gunn thanked the members of the Matawan Police Department for hosting 'Coffee with a Cop' at Starbucks on May 6 noting it was a great success. She also thanked the Department as well as the Matawan Fire Department and First Aid for responding to a fire at Spring Hills Assisted Senior Living reporting that everyone was safe and the first responders arrived quickly,

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assisted residents, and averted any tragedy. Congratulations to Patrolwoman Lyndsay Merola for placing first, out of the 21 counties, in the New Jersey Women of Police of Law Enforcement firearms competition. The Economic Business Development Committee will be hosting the 2nd Annual 'Blues and Cruise' festival on May 24 along Main Street. The Community Engagement Coordinator will be working on notifying the businesses and residents of the road closure for that event, as well as the Memorial Day Parade, and the 300th Anniversary of Burrowes Mansion. Councilwoman Buckel asked if there will be Nixle alerts for each event, indicating the road closure, and Councilwoman Gunn will discuss with Chief Falco, stating the events are on the marquee and an email will be sent to the businesses plus a letter will be going out as well.

Historical Sites & Personnel

Councilman Russell reported the Historical Sites Committee was informed by HMR Architects that Burrowes Mansion has been deemed structurally sound, which is good news for the upcoming June 3rd and 4th Borough event, "300th Anniversary of Burrowes Mansion". The Committee recommends the hiring of recording secretary, and a resolution is on the agenda for approval at tonight's meeting. He attended the 'Tour of Churches' event, hosted by the Historical Society, and he offered kudos to emcee, Kurtis Roinestad, for the terrific job he did educating and entertaining the attendees. The event was well attended and received. He will be hosting a Jeopardy event at 'Brew' on May 18 urging his fellow Council members to inform residents of the incredible history in the Borough.

Recreation, Recycling & Sanitation

Councilwoman Buckel reported the Memorial Day Parade is scheduled for May 29, beginning at 11:00 AM, starting from the First Presbyterian Church, along Main Street, to Memorial Park. She requested that any civic organizations or groups that wish to participate in the parade should email the Recreation Director. The first ever 'Matawan Heroes' float will be in the parade, sponsored by the local business, Visiting Angels, and will feature the Grand Marshall and Special Guest of Honor. She thanked Visiting Angels for their generosity and commitment to this event. In the event of rain, she indicated that the parade will not occur but that the ceremony will take place indoors, at Borough Hall, at 12:00 Noon. The Recreation Department is sponsoring a free event at the Matawan Regional High School on May 31, beginning at 7:00 PM, in honor of the 300th anniversary of Burrowes Mansion. It is a presentation about Philip Freneau, poet of the American Revolution. Councilwoman Buckel thanked both the Historical Society and High School for their assistance with this event. There are resolutions on the agenda for the hire of summer personnel. Canoe rentals should begin on Memorial Day weekend. The Summer Rec camp has reached capacity for enrollment and there is a waitlist. Registration was held online, which proved very helpful, and camp filled up quickly. The fireworks extravaganza will be held on Sunday, July 2. The annual recycling shredding event will be held on June 10 in the NJ Transit parking lot and will begin at 9:00AM. There will also be a cleanup held at High Street on the same day, with Boy Scout volunteers. A presentation will be held at Ravine Drive Elementary School on the benefits of recycling.

DPW, Fire Department, Shade Tree

No report.

ADA, Animal Welfare Advisory, Property Maintenance

Councilwoman Wang reported she is working with Mr. Michelson on property maintenance/code enforcement. Mr. Michelson confirmed a meeting date of May 19 with the Aberdeen Construction Official, Director of Zoning, and the Code Enforcement Officer. The meetings for ADA were voted on at the reorganization meeting but no meeting has taken place since December 2016. She's hopeful that a committee can be put together so they can meet. Councilwoman Wang related there were many people commenting they were having issues getting permits and certificates of occupancy from Aberdeen. She hoped they could get some answers at that meeting and then form a committee with property maintenance/code enforcement and get a handle on what's going on. The Animal Advisory Committee met on April 13 to review the TNR program and how to get the information out to the

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public. They have scheduled a presentation on June 15, at 7:00 PM, for Ross Licitra, from the Monmouth County SPCA, to speak to residents and any interested parties about the TNR program, answering any questions they may have. The Committee plans on drafting flyers to leave at certain businesses to disseminate this information and they hope for a good turnout. Ms. Rainforth is working on updating the committee's website page with the most recent information. Councilwoman Wang mentioned the idea of having the webpage featuring animals available for adoption and maybe having it also place on social media.

Construction, Environmental, Finance

Councilman Ross informed the Environmental Committee would like to meet with Messrs. Michelson and Menna. He thanked Ms. Schneeberger for her hard work preparing the 2023 Budget, explaining that the result was due to a bunch of people coming together, with no party politics, to do what is best for the Borough. Some departments conceded and accepted a decrease in their budget for this year and certain departments had some increases. But overall, holistically, the budget is what is best for Matawan.

Consent Agenda

As there were Consent Agenda Resolutions both Councilwomen Buckel and Gunn wished to abstain from voting, a motion was made to move Resolutions 23-05-22 and 23-05-23 from the Consent Agenda to New Business, and approve Consent Agenda Resolutions 23-05-13 through and including Resolution 23-05-21 as well as Resolution 23-05-24. Councilwoman Gunn made the motion, seconded by Councilman Russell. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 23-05-13
APPROVAL OF SIDEWALK CAFÉ LICENSE
MAIN STREET DONUTS**

*WHEREAS, pursuant to Borough of Matawan Code Chapter 4-6 Sidewalk Cafes and Restaurants, Section 4-6.2 Applications/Investigation, Issuance or Denial, the Borough of Matawan Police Department has completed its investigation and provided their approval of the Sidewalk Café License Application presented by **Main Street Donuts** (Restaurant/Cafe); and*

*WHEREAS, pursuant to Borough of Matawan Code Chapter 4-6 Sidewalk Cafes and Restaurants, Section 4-6.7 Operation Not to Impede Pedestrian or Vehicular Traffic, the Monmouth County Board of Health has completed its review of the Sidewalk Café License Application presented by **Main Street Donuts** and ascertained the owners' representation that there is 23 feet of sidewalk available, and the proposed tables appear to be in compliance with the municipal code and offers no objection to the proposal presented in the Application.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that they hereby approve the following sidewalk café license:*

*Business: Main Street Donuts
 141 Main Street
 Matawan, New Jersey 07747*

*Applicant: Joseph Rizzuto, Owner
 Main Street Donuts*

***BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Construction, Fire Department, Fire Prevention, Police, Public Works, as well as Joseph Rizzuto, Owner of Main Street Donuts.*

**RESOLUTION 23-05-14
RELEASE OF PERMIT FEES FOR APPLICATION FOR STREET OPENING PERMIT
NEW JERSEY NATURAL GAS
30 CENTER AVENUE – BLOCK 119, LOT 21.01**

WHEREAS, in April 2023 New Jersey Natural Gas submitted an Application to the Borough Engineer, T&M Associates, and paid fees for Permit to Cut Surface of Public Place, T&M Project MATN-R2060, for the purpose of retiring oil service and connect to the NJNG facilities, for the property located at 30 Center Avenue, Matawan, New Jersey; and

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WHEREAS, T&M Associates letter dated May 2, 2023 indicated that Center Avenue was recently paved and is currently under moratorium for five years.

NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby approves the release of the submitted fees, in the amount of \$250.00, 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 23-05-15
AUTHORIZING THE PURCHASE OF ONE (1)
2023 GMC TK20743 2500 CREW CAB PICK UP 159 INCH WHEELBASE – ISA – PRO PACKAGE FOR
THE BOROUGH OF MATAWAN DEPARTMENT OF PUBLIC WORKS**

WHEREAS, Eric Frye, the Borough of Matawan Superintendent of the Department of Public Works, has advised the Mayor and Council of the need to replace a primary vehicle which has exceeded its expected useful service life in terms of mileage and longevity; and

WHEREAS, the Mayor and Council of the Borough of Matawan, upon review of the attached quote and acting under the recommendation and opinion of Superintendent Eric Frye regarding the above, hereby authorize the purchase of one 2023 GMC TK20743 2500 Crew Cab Pick Up 159 Inch Wheelbase – ISA – PRO Package for the Borough of Matawan’s Department of Public Works.

NOW, THEREFORE, BE IT RESOLVED that the Borough of Matawan Superintendent of the Department of Public Works, Eric Frye, is hereby authorized by the Council of the Borough of Matawan to enter into a Contract for the purchase of one (1) 2023 GMC TK20743 2500 Crew Cab Pick Up 159 Inch Wheelbase – ISA – PRO Package, as outlined in the attached quote for the Borough of Matawan’s Department of Public Works, through the New Jersey State Contract Program ESCNJ Co-Op #65 MCESCCPS – Class 1-3 Pickup Trucks/Chassis, Sport Utility Vehicles and Vans Bid – ESCNJ# 20/21-09, from Frank’s Truck Center, 325 Orient Way, Lyndhurst, NJ 07071, in the amount of Forty-Four Thousand, Nine Hundred Sixty-Five Dollars and Fifty Cents (\$44,965.50).

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 Gentilini Motors.

CERTIFICATION AS TO AVAILABLE FUNDING

I, Nicole Horvath, Chief Financial Officer of the Borough of Matawan, County of Monmouth, and State of New Jersey, do hereby certify that as of the date of this certification funds are available from the C-04-NB-900-170 (2021 Monmouth County Improvement Authority) Budget of the Borough of Matawan to Frank’s Truck Center for the purchase of one (1) 2023 GMC TK20743 2500 Crew Cab Pick Up 159 Inch Wheelbase – ISA – PRO Package for the Borough of Matawan Department of Public Works in an amount not to exceed Forty-Four Thousand, Nine Hundred Sixty-Five Dollars and Fifty Cents (\$44,965.50).

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

Chief Financial Officer

(Signature on file)

*Nicole Horvath, CMFO
Dated: May 16, 2023*

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ESCNJ PARTICIPANT

Borough of Matawan
201 Broad Street
Matawan, NJ 07747
(908)692-5279
Ryan Michelson – boroughadmin@matawanborough.com

ESCNJ VENDOR

Frank's Truck Center
325 Orient Way
Lyndhurst, NJ 07071
(201)939-7708
Guy Montaina

gmontaina@frankstruckcenter.com

NJ State Approved ESCNJ Co-Op #65 MCESCCPS – Class 1-3 Pickup Trucks/Chassis, Sport Utility Vehicles and Vans Bid – ESCNJ# 20/21-09

2023 GMC TK20743 - 2500 Crew Cab Pick Up 159 Inch Wheelbase – 1SA – PRO Package

Date of Request – May 16, 2023

Request for Quote Approval Confirmation Number _____

	MSRP
Base Price	\$48,400.00
Destination Charge	\$ 1,795.00
Base Total	\$50,195.00
Discount – 21.90%	\$10,992.70
Base Adjusted	\$39,202.30
Options	\$ 6,160.00
Discount – 10.5%	\$ 646.80
Options Adjusted	\$ 5,513.20
Base Adjusted	\$39,202.30
Options Adjusted	\$ 5,513.20
Delivery to Monmouth County	\$ 250.00
Total Delivered Contract Price	\$44,965.50

2023 GMC TK20743 – VIN – 1GT49LE7XPF237875 – Stock #32933

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**RESOLUTION 23-05-16
2022 ROAD IMPROVEMENT PROGRAM
HARDING BOULEVARD RECONSTRUCTION PROJECT
HARDING BOULEVARD UNDERDRAIN SYSTEM
S. BROTHERS, INC.
AUTHORIZING CHANGE ORDER NO. 2**

WHEREAS, Remington & Vernick Engineers (“RVE”) has informed the Borough of Matawan of Harding Boulevard residential sump pump run-off into the roadway which can create hazardous road conditions, especially during the winter months, and shortens the useful life of the roadway; and

WHEREAS, it is the joint recommendation of the Borough Administrator, the Superintendent of the Department of Public Works and RVE, that in the best interest of the residents and preserving the useful life of the new roadway scheduled for Harding Boulevard, to install an underdrain system behind the curb line to direct the run-off into the sewer system, protecting the roadway.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, based upon this recommendation, that they hereby authorize the attached contract modification proposal, Change Order No. 2, for the Harding Boulevard Reconstruction, Underdrain System Project in association with the Borough’s 2022 Road Improvement Program, a Net Change Increase this Change Order No. 2, in the amount of One Hundred Sixty-Two Thousand, Nine Hundred Four Dollars and Fifty Cents (\$162,904.50).

BE IT FURTHER RESOLVED this amount reflects a Total Net Change Increase in Contract in the amount of One Hundred Sixty-Eight Thousand, Five Hundred Four Dollars and Fifty Cents (\$168,504.50).

BE IT FURTHER RESOLVED the Mayor of the Borough of Matawan is hereby authorized to execute the 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, Construction, Finance, Public Works as well as Remington & Vernick Engineers 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-06-55-522-101 Budget of the Borough of Matawan to S. Brothers, Inc. (RVE Project No. 1331-T-005) for the Borough of Matawan 2022 Road Improvement Program Harding Boulevard Reconstruction Project in an amount not to exceed One Hundred Sixty-Two Thousand, Nine Hundred Four Dollars and Fifty Cents (\$162,904.50).

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

Chief Financial Officer

(Signature on File)

Nicole Horvath, CMFO

Dated: May 16, 2023

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CONSTRUCTION COST ESTIMATE

PROJECT NAME: Harding Blvd Underdrain System
PROJECT NUMBER:
CLIENT: Borough of Matawan
DATE: 4/26/2023
PREPARED BY:

BASE BID

#	DESCRIPTION	UNITS	Harding Blvd	BID QUANTITY	ESTIMATED UNIT PRICE	AMOUNT
1	Clearing Site	LS	5000	5000	\$1.00	\$5,000.00
2	Asphalt Driveway Repair (As Directed)	SY	44	44	\$60.00	\$2,640.00
3	Concrete Driveway Repair (As Directed)	SY	105	105	\$110.00	\$11,550.00
4	Paver Driveway Repair (As Directed)	SY	8	8	\$160.00	\$1,280.00
5	6" Dia. HDPE Collector Pipe	LF	1600	1600	\$50.00	\$80,000.00
6	6" Cleanout	UN	4	4	\$750.00	\$3,000.00
7	6" X 6" X 4" Tee	UN	8	8	\$300.00	\$2,400.00
8	Connect to Existing Roof Leader/Sump Pipe	UN	8	8	\$350.00	\$2,800.00
9	Connect to Existing Drainage Structure	UN	6	6	\$750.00	\$4,500.00
10	Topsoil, Seed, Lime, & Fertilizer	SY	750	750	\$10.00	\$7,500.00
CONSTRUCTION COST ESTIMATE TOTAL:						\$120,670.00
CONTINGENCY:						\$12,067.00
DESIGN ENGINEERING COST:						\$12,067.00
INSPECTION COSTS:						\$18,100.50
BASE BID - TOTAL ESTIMATED PROJECT COST :						\$162,904.50

Prepared by: Terence M. Vogt, PE, PP, CME
Remington & Vernick Engineers

**RESOLUTION 23-05-17
2022 ROAD IMPROVEMENT PROGRAM
WASHINGTON AVENUE RECONSTRUCTION PROJECT
WASHINGTON AVENUE UNDERDRAIN SYSTEM
S. BROTHERS, INC.
AUTHORIZING CHANGE ORDER NO. 2**

WHEREAS, Remington & Vernick Engineers ("RVE") has informed the Borough of Matawan of Washington Avenue residential sump pump run-off into the roadway which can create hazardous road conditions, especially during the winter months, and shortens the useful life of the roadway; and

WHEREAS, it is the joint recommendation of the Borough Administrator, the Superintendent of the Department of Public Works and RVE, that in the best interest of the residents and preserving the useful life of the new roadway scheduled for Washington Avenue, to install an underdrain system behind the curb line to direct the run-off into the sewer system, protecting the roadway.

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NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, based upon this recommendation, that they hereby authorize the attached contract modification proposal, Change Order No. 2, for the Washington Avenue Reconstruction, Underdrain System Project in association with the Borough's 2022 Road Improvement Program, a Net Change Increase this Change Order No. 2, in the amount of One Hundred Two Thousand, Three Hundred Thirty Dollars and No Cents (\$102,330.00).

BE IT FURTHER RESOLVED this amount reflects a Total Net Change Increase in Contract in the amount of One Hundred Eight Thousand, Nine Hundred Two Dollars and No Cents (\$108,902.00).

BE IT FURTHER RESOLVED the Mayor of the Borough of Matawan is hereby authorized to execute the 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, Construction, Finance, Public Works as well as Remington & Vernick Engineers 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-06-55-522-101 Budget of the Borough of Matawan to S. Brothers, Inc. (RVE Project No. 1331-T-005) for the Borough of Matawan 2022 Road Improvement Program Washington Avenue Reconstruction Project in an amount not to exceed One Hundred Two Thousand, Three Hundred Thirty Dollars and No Cents (\$102,330.00).

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: May 16, 2023

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CONSTRUCTION COST ESTIMATE

PROJECT NAME: Washington Ave Underdrain System
PROJECT NUMBER:
CLIENT: Borough of Matawan
DATE: 4/26/2023
PREPARED BY:

BASE BID

#	DESCRIPTION	UNITS	Washington Ave	BID QUANTITY	ESTIMATED UNIT PRICE	AMOUNT
1	Clearing Site	LS	5000	5000	\$1.00	\$5,000.00
2	Asphalt Driveway Repair (As Directed)	SY	50	50	\$60.00	\$3,000.00
3	Concrete Driveway Repair (As Directed)	SY	15	15	\$110.00	\$1,650.00
4	Paver Driveway Repair (As Directed)	SY	5	5	\$160.00	\$800.00
5	6" Dia. HDPE Collector Pipe	LF	1000	1000	\$50.00	\$50,000.00
6	6" Cleanout	UN	4	4	\$750.00	\$3,000.00
7	6" X 6" X 4" Tee	UN	9	9	\$300.00	\$2,700.00
8	Connect to Existing Roof Leader/Sump Pipe	UN	9	9	\$350.00	\$3,150.00
9	Connect to Existing Drainage Structure	UN	2	2	\$750.00	\$1,500.00
10	Topsoil, Seed, Lime, & Fertilizer	SY	500	500	\$10.00	\$5,000.00
CONSTRUCTION COST ESTIMATE TOTAL:						\$75,800.00
CONTINGENCY:						\$7,580.00
DESIGN ENGINEERING COST:						\$7,580.00
INSPECTION COSTS:						\$11,370.00
BASE BID - TOTAL ESTIMATED PROJECT COST :						\$102,330.00

Prepared by: Terence M. Vogt, PE, PP, CME
Remington & Vernick Engineers

**RESOLUTION 23-05-19
AUTHORIZING T&M ASSOCIATES TO PROVIDE
PROFESSIONAL SERVICES FOR BIENNIAL CONTRACT FOR
THE MAINTENANCE OF WELLS AND HIGH SERVICE PUMPS
2023 - 2024**

WHEREAS, the Mayor and Council of the Borough of Matawan received an estimate from T&M Associates for professional services for the 2023 Biennial Contract for the Maintenance of Wells and High Service Pumps.

NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Matawan hereby awards the contract for professional services to T&M Associates as outlined in the attached proposal to prepare specifications for said work and advertise the proposal for the purpose of receiving and reviewing bids for a biennial contract for the Maintenance of Wells and High Service Pumps in an amount not to exceed Six Thousand, Six Hundred Dollars and No Cents (\$6,600.00).

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

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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, funds are available from the 3-01-20-165-200 Budget of the Borough of Matawan to T&M Associates associated with the preparation and advertisement of the 2023-2024 biennial contract for the Maintenance of Wells and High Service Pumps (T&M Project No. MATNOH-16002) for the Borough of Matawan in an amount not to exceed Six Thousand, Six Hundred Dollars and No Cents (\$6,600.00).

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: May 16, 2023

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YOUR GOALS. OUR MISSION.

MATNOH-16002

April 18, 2023

Ryan Michelson, Borough Administrator
Borough of Matawan
201 Broad Street
Matawan, NJ 07747

**Re: 2023 Biennial Maintenance Contract for Wells and High Service Pumps
Authorization to Prepare Contract Documents and Advertise**

Dear Mr. Michelson:

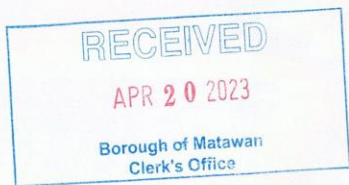
T&M Associates (T&M) is seeking authorization to prepare and solicit bids for the 2023 Biennial Maintenance Contract for the Borough's Wells and High Service Pumps.

The 2023 Biennial Maintenance Contract for Wells and High Service Pumps will allow the Borough to secure a Contractor with contractual costs for routine inspection, testing, repair services, emergency repair services, equipment, temporary pumps, and parts associated with the Borough's water plant wells and high service pumps.

The amount of the low bid for the 2019 biennial contract was \$135,500.00; therefore, we recommend that the Borough anticipate a cost of approximately \$170,000.00 for the next 2-year period starting in mid-2023. However, please note that this amount may fluctuate in any given year based on the actual number of repairs or emergency work necessary in the Borough.

T&M will prepare contract documents, advertise the project, receive and review bids, make a recommendation for award and coordinate award of the contract for the anticipated fee of \$6,600.00. Please advise as to proceeding with the above.

Should you have any questions or require any additional information, please do not hesitate to contact me.



Very truly yours,

T&M ASSOCIATES

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

RRK:RRS

cc: Karen Wynne, Borough Clerk
Nicole Horvath, Borough CFO
Eric Frye, DPW Director

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

☎ 732.671.6400 📠 732.671.7365 🌐 tandmassociates.com

**RESOLUTION 23-05-20
AUTHORIZING AWARD OF CONTRACT UNDER A
NATIONAL COOPERATIVE PURCHASING AGREEMENT
FURNISH AND DELIVERY VARIOUS MANUFACTURERS EQUIPMENT AND SPARE PARTS
PASSAIC VALLEY SEWERAGE COMMISSION AND RIO SUPPLY, INC.
WATER METERS**

WHEREAS, the Superintendent of the Department of Public Works have informed of the need for the purchase of Water Meters for the Department of Public Works for routine Borough maintenance and operations; and

WHEREAS, the Borough of Matawan is permitted to join national cooperative purchasing agreements under the authority of NJS A 52:34-6.2(b)(3) with said Passaic Valley Sewerage Commission's North Jersey Wastewater Cooperative Pricing System (NJWCPS), Cooperative Purchasing Membership approved with Borough of Matawan Resolution 23-05-07; and

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WHEREAS, the Borough of Matawan has determined its beneficial participation in the NJWCPS Cooperative Purchasing, a municipal national contract agency, which establishes and provides nationally leveraged and competitively solicited purchasing contracts under the guidance of Uniform Municipal Contracting Law, for the purchase of said Water Meters; and

WHEREAS, the Borough of Matawan as Member of NJWCPS has provided Notice of Intent to participate in the NJWCPS Contract #B270-11 for Furnish and Delivery Various Manufacturers Equipment and Spare Parts to purchase Water Meters said contract term is September 9, 2021 to September 9, 2023.

NOW, THEREFORE, BE IT RESOLVED, the Council of the Borough of Matawan hereby awards the contract for the purchase of an Rio Supply, Inc. T-10 Meters in the amount not to exceed Ninety-Nine Thousand, Five Hundred One Dollars and Eighty-Five Cents (\$99,501.85) as outlined in the attached quote from Rio Supply, Inc., 100 Allied Parkway, Sicklerville, New Jersey 08081 paid out of the Borough's Monmouth County Improvement Authority (MCIA) Line Item.

BE IT FURTHER RESOLVED, under the authority of NJAC 17:44-2.2, the vendor, Rio Supply, Inc., shall maintain all documentation related to products, transactions, or services under this contract for a period of five years from the date of final payment, and such records shall be made available to the New Jersey Office of the State Comptroller upon request.

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 Rio Supply Co. and Passaic Valley Sewerage Commission's North Jersey Wastewater Cooperative Pricing System.

CERTIFICATION AS TO AVAILABLE FUNDING

I, Nicole Horvath, Chief Financial Officer of the Borough of Matawan, County of Monmouth, and State of New Jersey, do hereby certify that as of the date of this certification funds are available from the C-04-NB-900-169 (2019 Monmouth County Improvement Authority [MCIA]) Budget of the Borough of Matawan to Rio Supply Co. for the purchase of Water Meters for the Borough of Matawan in an amount not to exceed Ninety-Nine Thousand, Five Hundred One Dollars and Eighty-Five Cents (\$99,501.85).

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: May 16, 2023

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RIO Supply, Inc.
100 Allied Pkwy
Sicklerville, NJ 08081
www.riosupply.com

QUOTATION

ADDRESS
Matawan Borough Water Dept
Borough of Matawan
201 Broad St.
Matawan, NJ 07747

SHIP TO
Matawan Borough Water
Dept
Borough of Matawan
201 Broad St.
Matawan, NJ 07747

QUOTATION # 16929
DATE 04/21/2023

PART #	DESCRIPTION	QTY	PRICE (EA)	TOTAL
ED2A11RPDF11	5/8" T-10, PRO-CODER)r900i, CUBIC FEET, INSIDE	78	297.50	23,205.00
ED2B11RPDF11	5/8" X 3/4" T-10, PRO-CODER)r900i, CUBIC FEET, INSIDE	192	297.50	57,120.00
ED2F11RPDF11	1" T-10, PRO-CODER)R900i, CF, INSIDE	8	476.00	3,808.00
EU2A2F1	1.5" (13" LL) MACH 10, E-CODER)R900i, CUFT	6	986.00	5,916.00
EU2E2F1	2" (17" LL) MACH 10, E-CODER)R900i, CUFT	5	1,173.00	5,865.00
EU3B2F1	3" MACH 10 (17" LL), E-CODER)R900i, CUFT **PVSC NORTH JERSEY COOPERATIVE, B270-11	1	3,587.85	3,587.85

Thank You For Your Business! TOTAL **\$99,501.85**

Accepted By Accepted Date

Thank You For Your Business!

All Quotes Valid for 14 Days _ Customer is Responsible for Sales Tax and Shipping Charges _ All Sales Are Final

**RESOLUTION 23-05-21
AMENDING
RESOLUTION 23-01-04**

RESOLUTION CONFIRMING 2023 APPOINTMENTS BY THE MAYOR WITH CONFIRMATION OF COUNCIL

NOW, THEREFORE, BE IT RESOLVED, that the appointments listed below made by the Mayor be and the same are hereby confirmed and the following officials are appointed for a term of one year said term to expire December 31, 2023, unless otherwise specified or provided for by statute:

<u>BOARD/COMMISSION</u>	<u>NAME</u>	<u>TERM OF OFFICE</u>
<u>Animal Welfare Advisory Committee</u>		
Member	Nadine Hemy	
Member	Suzanne Reynolds	
Member	Loretta Windas	

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Borough Offices

ADA Coordinator	Melanie S. Wang
Assessment Search Officer	Karen Wynne
Certified Recycling Coordinator	Grace Rainforth
Certified Clean Communities Coordinator	Grace Rainforth
Chief Financial Officer & Treasurer	Nicole Horvath
Deputy Borough Administrator	Nicole Horvath
Deputy Borough Clerk-Acting	Robin Klinger
HIPAA Privacy & Contact Person	Grace Rainforth
Local Historian	Kurtis Roinestad
Personnel Administrator	Ryan L. Michelson
Tax Search Officer	Michael Schnurr

Disability Accessibility Commission

Public Works Representative	Eric Frye
Governing Body Representative	Stephanie Buckel
Governing Body Representative	Melanie S. Wang

Economic Development, Business & Redevelopment Commission

Mayor's Representative	Deana Gunn	
Councilperson	Brian Livesey	
Councilperson	Steven Russell	
Member	Dean Fazio	12/31/2025
Member	Joseph Rizzuto	12/31/2025
Recording Secretary	Linda Martin	

Public Safety

First Deputy OEM Coordinator (Operations/Planning)	Richard Michitsch
Second Deputy OEM Coordinator (Resources/Logistics)	Timothy Clifton
CERT Captain	Steven Reed

Recreation Commission

Director	Daria Dieterle	
Delegate	Kristin Lauricella	12/31/2027

Safety Committee

DPW/Water/Sewer Department Representative	Eric Frye
Board of Health Representative	Larry Kasica
Public Safety Committee Commissioner's Representative	Deana Gunn
Member-at-Large Representative	Kathleen Sporer

Crossing Guards and Police Matron**Crossing Guard(s)**

June Berliner	
Leslie Gillman	
Erin Haluska	
Jean Kelahan	
Diane Monroe (retiring August 1, 2023)	08/01/2023
Melanie Murphy	
Linda Smith	

Substitute Crossing Guard(s)

Anne DiBernardo
Denise Penniplede

Police Matron(s)

Cristen Sjolholm

New Business

Mayor Altomonte read by title Resolution 23-05-22: Authorizing the Hiring of Part-Time Hourly Seasonal Personnel – 2023 Summer Recreation Program Canoe Rentals. Mayor Altomonte requested

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a motion. Councilwoman Wang made the motion, seconded by Councilman Ross. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilwoman Deana Gunn
Councilman Steven Russell
Councilwoman Melanie S. Wang
Councilman Charles Ross

Abstain: Councilwoman Stephanie Buckel

Motion passed.

**RESOLUTION 23-05-22
AUTHORIZING THE HIRING OF PART-TIME HOURLY SEASONAL PERSONNEL
2023 SUMMER RECREATION PROGRAM CANOE RENTALS**

WHEREAS, the Council has been advised that there is a need part-time hourly seasonal personnel for the Summer Recreation Canoe Rentals for the year 2023 within the Borough of Matawan, effective May 27, 2023 through and including September 4, 2023; and

WHEREAS, Daria Dieterle, Recreation Director, has recommended the hire of the following as 1st and 2nd Year Part-Time Hourly Seasonal Personnel for the 2023 Summer Recreation Program Canoe Rentals:

1st Year @ \$13.00/Hour	2nd Year @ \$14.00/Hour
Izzy Weimer	Guy Buckel
	Olivia Dieterle
	Corey Joseph Pitts
	Zaire Williams

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that the Matawan Borough authorizes the hiring of the above part-time personnel, each at their respective rate as outlined above, for the Summer Recreation Program Canoe Rentals effective May 27, 2023. The last day of rentals will be on September 4, 2023.

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 and Recreation.

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 T-14-56-850-801 Borough of Matawan to Canoe Renters - Recreation for the Borough of Matawan in an amount not to exceed Four Thousand Five Hundred Dollars and No Cents (\$4,500.00).

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

Chief Financial Officer

(Signature on File)

Nicole Horvath, CMFO

Dated: May 16, 2023

Mayor Altomonte read by title Resolution 23-05-23: Authorizing the Hiring of Part-Time Hourly Seasonal Personnel 2023 Summer Recreation Program Counselors. Mayor Altomonte requested a motion. Councilwoman Wang made the motion, seconded by Councilman Ross. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Steven Russell
Councilwoman Melanie S. Wang
Councilman Charles Ross

Abstain: Councilwoman Deana Gunn
Councilwoman Stephanie Buckel

Motion passed.

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**RESOLUTION 23-05-23
AUTHORIZING THE HIRING OF PART-TIME HOURLY SEASONAL PERSONNEL
2023 SUMMER RECREATION PROGRAM COUNSELORS**

WHEREAS, the Council has been advised that there is a need for part-time personnel for the Summer Recreation Program for the year 2023 within the Borough of Matawan; and

WHEREAS, the rate of pay will be as follows:
Junior Summer Counselors \$13.00 per hour
Senior Summer Counselors \$14.00 per hour

WHEREAS, the number of Summer Counselors will be determined by the Recreation Commission.

WHEREAS, the Recreation Director has recommended the hire of the following as part-time seasonal personnel as junior and senior counselors for the 2023 Summer Recreation Program:

Junior Counselors \$13.00/Hour	Senior Counselors \$14.00/Hour
<i>Savannah Boswell</i>	<i>Jake Bonetto</i>
<i>Alexandra Computaro</i>	<i>Guy Buckel</i>
<i>Brianna Computaro</i>	<i>Olivia Dieterle</i>
<i>Rhianna Fuchs</i>	<i>Tyler Gunn</i>
<i>Arthur Fumarola</i>	<i>Alex Roarke</i>
<i>Ryann Healy</i>	<i>Zaire Williams</i>
<i>Maddy Klinger</i>	
<i>Angelo Koempel</i>	
<i>Izzy Wiemer</i>	

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that the Matawan Borough authorizes the hiring of the above part-time personnel, each at their respective rate as outlined above, for the Summer Recreation Program for the year 2023.

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 and Recreation.

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 T-14-56-850-804 Budget of the Borough of Matawan for the hire of Part-Time Seasonal Personnel-Counselors for the 2023 Summer Recreation Program for the Borough of Matawan.

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

Chief Financial Officer

(Signature on File)

*Nicole Horvath, CMFO
 Dated: May 16, 2023*

Mayor Altomonte read by title Resolution 23-05-24: Authorizing the Appointment of Part-Time Historic Sites Commission Recording Secretary Amy Denholtz Lewandowski. Mayor Altomonte requested a motion. Councilman Russell made the motion, seconded by Councilwoman Gunn. Councilwoman Wang asked how many times the Historical Sites Commission meets and Councilman Russell replied ten times per year. Mayor Altomonte requested a roll call. A roll call vote was taken.

- Yes: Councilwoman Deana Gunn
 Councilman Steven Russell
 Councilwoman Stephanie Buckel
 Councilwoman Melanie S. Wang
 Councilman Charles Ross

Motion passed.

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**RESOLUTION 23-05-24
AUTHORIZING THE APPOINTMENT OF PART-TIME
HISTORIC SITES COMMISSION RECORDING SECRETARY
AMY DENHOLTZ LEWANDOWSKI**

WHEREAS, the Mayor and Council previously authorized the Borough Administrator to advertise, interview and make recommendations for the position of Part-Time Historic Sites Recording Secretary within the Borough of Matawan; and

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

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan authorizes the appointment of Amy Denholtz Lewandowski as Part-Time Historic Sites Recording Secretary, effective June 1, 2023, at the Council authorized rate of compensation of One Hundred Dollars and No Cents (\$100.00) per meeting pending Certification as to Available Funding from the Chief Financial Officer, for a one (1) year unexpired term, said term to expire December 31, 2023.

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Borough Operations Coordinator, Clerk, Finance, Payroll as well as the Historic Sites Commission and Amy Denholtz Lewandowski.

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 Historic Sites Commission Budget (Salary & Wages) 3-01-20-175-100 of the Borough of Matawan.

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

Chief Financial Officer

(Signature on File)

Nicole Horvath, CMFO

Dated: May 16, 2023

Mayor Altomonte read by Ordinance 23-12: Bond Ordinance Providing for Various Park Improvements by the Borough of Matawan, Appropriating \$568,000 Therefor, Including Two Grants in the Aggregate Amount of \$171,000 Expected to be Received, and Authorizing the Issuance of \$397,000 Bonds or Notes of the Borough to Finance Part of the Cost Thereof. Mayor Altomonte requested a motion to introduce. Councilwoman Gunn made the motion, seconded by Councilwoman Wang. Council agreed. Councilman Ross requested an itemized list of what this bond ordinance was for. Mr. Michelson explained for the need of the ordinance, noting half is for improvements to Clinton Street Park and the other half for Penniplede Park. Mr. Menna noted the Ordinance is for introduction only, and the requested information requested shall be provided to Councilman Ross prior to the vote to adopt at the next Council Meeting. Councilwoman Wang asked about the expiration of grants and Mr. Michelson informed one grant is good for two years, and he will get an accurate timeline for the DCA grant. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilwoman Deana Gunn
Councilman Steven Russell
Councilwoman Stephanie Buckel
Councilman Charles Ross

Abstain: Councilwoman Melanie S. Wang

Motion passed.

**ORDINANCE 23-12
BOND ORDINANCE PROVIDING FOR VARIOUS PARK IMPROVEMENTS BY THE BOROUGH
OF MATAWAN, APPROPRIATING \$568,000 THEREFOR, INCLUDING TWO GRANTS IN THE
AGGREGATE AMOUNT OF \$171,000 EXPECTED TO BE RECEIVED, AND AUTHORIZING
THE ISSUANCE OF \$397,000 BONDS OR NOTES OF THE BOROUGH TO FINANCE PART OF
THE COST THEREOF**

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BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF MATAWAN (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. The improvements or purposes described in Section 3 of this bond ordinance is hereby authorized to be undertaken by the Borough of Matawan, a municipal corporation of the State of New Jersey (the "Borough") as a general improvement. For the improvements or purposes described in Section 3 of this bond ordinance, there is hereby appropriated the sum of \$568,000, including a grant expected to be received from the County of Monmouth in the amount of \$97,000, and a grant expected to be received from the State of New Jersey Department of Community Affairs in the sum of \$74,000. No downpayment is required pursuant to N.J.S.A. 40A:2-11.

Section 2. In order to finance the cost of the improvement or purpose not covered by the application of the down payment, negotiable bonds are hereby authorized to be issued in the principal amount of \$397,000 pursuant to the Local Bond Law. In anticipation of the issuance of bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. The improvements or purposes hereby authorized for which bonds or notes are to be issued, the estimated cost of each improvement or purpose and the appropriation therefor, the estimated maximum amount of bonds or notes to be issued for each improvement or purpose, and the period of usefulness of each improvement or purpose are as follows:

(a) Park improvements for Clinton Street Park, including but not limited to, parking lot improvements, sidewalk improvements, ADA compliance improvements, and all work and materials necessary therefor or incidental thereto.

<u>APPROPRIATION</u>	<u>BOND AUTHORIZATION</u>	<u>PERIOD OF USEFULNESS</u>
\$240,500 (including an Open Space Grant in the amount of \$97,000 expected to be received from the County of Monmouth)	\$143,500	15 years

(b) Park improvements for Joseph Penniplede Park, including but not limited to, basketball court improvements, sidewalk improvements, and all work and materials necessary therefor or incidental thereto.

<u>APPROPRIATION</u>	<u>BOND AUTHORIZATION</u>	<u>PERIOD OF USEFULNESS</u>
\$327,500 (including a grant expected to be received from the State Department of Community Affairs in the amount of \$74,000)	\$253,500	15 years

<u>TOTAL APPROPRIATION</u>	<u>TOTAL BOND AUTHORIZATION</u>	<u>AVERAGE PERIOD OF USEFULNESS</u>
\$568,000	\$397,000	15 years

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the Chief Financial Officer; provided that no bond anticipation note shall mature later than one year from its date. The bond anticipation notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer shall determine all matters in connection with the bond anticipation notes issued pursuant to this bond ordinance, and the Chief Financial Officer's signature upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law. The Chief Financial Officer is hereby authorized to sell a part, or all, of the bond anticipation notes from time to time at public or private sale, and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest, if any, from their dates to the dates of delivery thereof. The Chief Financial Officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale of bond anticipation notes issued pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.

Section 5. The capital budget of the Borough is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith.

Section 6. The following additional matters are hereby determined, declared, recited and stated:

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(a) *The improvement or purpose described in Section 3 of this bond ordinance is not a current expense. It is an improvement or purpose that the Borough may lawfully undertake as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.*

(b) *The period of usefulness of the improvement or purpose described in Section 3 of this bond ordinance, computed on the basis of the amount of obligations authorized for the improvement or purpose and the reasonable life thereof within the limitations of the Local Bond Law, is 15 years.*

(c) *An aggregate amount not exceeding \$100,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost of the improvement or purpose set forth in Section 3 of this bond ordinance.*

(d) *The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and submitted to the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Borough is increased by \$397,000 (the amount of the authorization of the obligations provided for in this bond ordinance). The obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.*

Section 7. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy ad valorem taxes upon all the taxable real property within the Borough for the payment of the obligations and the interest thereon without limitation of rate or amount.

Section 8. This bond ordinance constitutes a declaration of official intent under Treasury Regulation Section 1.150-2. The Borough reasonably expects to pay expenditures with respect to the improvements described in Section 3 hereof prior to the date that the Borough incurs debt obligations under this bond ordinance. The Borough reasonably expects to reimburse such expenditures with the proceeds of debt to be incurred by the Borough under this Bond Ordinance. The maximum principal amount of expected to be issued for payment of the costs of the Improvements is \$397,000.

Section 9. This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

The Acting Deputy Clerk announced the Public Hearing is scheduled for 7:00 PM on June 8.

Mayor Altomonte read by title Resolution 23-05-25: Authorizing T&M Associates to Provide Professional Services for 2023 Park Improvements – Clinton Street Park & Joseph Penniplede Park. Mayor Altomonte requested a motion. Councilwoman Gunn made the motion, seconded by Councilwoman Buckel. Mayor Altomonte requested a roll call. A roll call vote was taken.

- Yes:
- Councilwoman Deana Gunn
 - Councilman Steven Russell
 - Councilwoman Stephanie Buckel
 - Councilwoman Melanie S. Wang
 - Councilman Charles Ross

Motion passed.

**RESOLUTION 23-05-25
AUTHORIZING T&M ASSOCIATES TO PROVIDE PROFESSIONAL SERVICES FOR
2023 PARK IMPROVEMENTS
CLINTON STREET PARK & JOSEPH PENNIPLLEDE PARK**

WHEREAS, the Borough of Matawan received a Monmouth County Municipal Open Space Grant in the amount of \$97,000.00 for Clinton Street Park Improvements, and a Local Recreation Improvement Grant of \$74,000.00 from the New Jersey Department of Community Affairs for Joseph Penniplede Park Improvements with the remainder of the funds to be supplied by the Borough; and

WHEREAS, the Mayor and Council of the Borough of Matawan received the attached scope and fee estimate from T&M Associates for professional services associated with the design and permitting for the total estimated amount of project fees of \$94,900.00 as follows:

Task 1:	Site Survey	\$9,000.00
Task 2:	Preliminary Assessment	\$3,100.00
Task 3:	Design and Grant Coordination	\$32,000.00
Task 4:	Bidding	\$3,000.00
Task 5:	Contract Administration & Inspection	\$47,800.00
Total Estimated Fees:		\$94,900.00

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***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 as outlined in Tasks 1, 2, 3, 4 and 5 in the attached scope and fee estimate for the design and permitting for the 2023 Clinton Street Park and Joseph Penniplede Park Improvements in an amount not to exceed Ninety-Four Thousand, Nine Hundred Dollars and No Cents (\$94,900.00).*

***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, Finance, Public Works as well as Robert R. Keady, Jr. of T&M Associates, 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 C-04-55-923-100 Budget of the Borough of Matawan to T&M Associates (T&M Project No. MATN-OH16002) for the Borough of Matawan 2023 Clinton Street Park and Joseph Penniplede Park Improvements Project in an amount not to exceed Ninety-Four Thousand, Nine Hundred Dollars and No Cents (\$94,900.00).

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: May 16, 2023

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MATNOH16002

April 27, 2023

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

**Re: 2023 Park Improvements - Clinton Street Park &
Joseph Penniplede Park
Scope and Fee Estimate for Engineering Services**

Dear Mr. Michelson:

T&M Associates is pleased to present this Proposal for Professional Services related to park improvements at both Clinton Street Park and Joseph Penniplede Park. This proposal contains our understanding of the project, specific scope of services, schedule and fee summary.

PROJECT UNDERSTANDING

It is our understanding that the Borough has received a Monmouth County Open Space Grant of \$97,000 for improvements at Clinton Street Park and a Local Recreation Improvement Grant of \$74,000 from the NJDCA for Joseph Penniplede Park.

The anticipated improvements at Clinton Street Park are to improve the existing parking lot with new parking stalls including an ADA complaint parking space and improve the sidewalk connecting the parking lot to the park and to the adjacent Henry Hudson Trail. The improvements have been estimated at \$193,000.

The anticipated improvements at Joseph Penniplede Park are to improve the existing basketball courts with a new playing surface and new basketball hoops, as well as, improve the existing sidewalk through the park. The improvements have been estimated at \$280,000.

SCOPE OF SERVICES

In order to accomplish the Borough’s objectives, T&M proposes the following scope of services:

Task I: Site Survey

- a. Obtain topographic survey by conventional “on the ground” methods. The survey will be based on NAD83 and NAVD88 and will include locations of physical features.
- b. Establish an open random traverse. Swing tie the end traverse points. Set benchmarks outside the limits of work for vertical control during construction.
- c. Verify existing topographic features including curbs, sidewalk, pavement areas, trees, signs, fences, wooded areas, drainage systems and utilities including catch basins, manholes, fire hydrants and valve boxes to approximately 20 feet outside the areas of improvements.
- d. Locate all visible utilities and record pole numbers, sump pump outlets and provide inverts, pipe sizes and types of pipes of the drainage and sanitary structures.

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- e. Utilizing the field data collected, prepare a basemap of the existing features to be utilized to complete the design of the improvements.

Task II: Preliminary Assessment

- a. As required and referenced by the MCOSP Guidelines, T&M will complete the PASI for the Project Site in accordance with the requirements of the New Jersey Department of Environmental Protection's (NJDEP) 7:26E-3.1-3.2 Preliminary Assessment Report procedure as presented by the NJDEP's *Technical Requirements for Site Remediation* and as specified by the NJDEP Green Acres Program Checklist.

Task III: Design & Grant Coordination

- a. Existing aerial mapping will be utilized as a basemap and supplemental data will be collected as necessary to record the existing conditions of the site.
- b. Coordinate and conduct a project kickoff meeting with the Borough to review the scope of work, obtain any existing information and establish a project schedule. Prepare and distribute meeting minutes.
- c. Coordinate and conduct progress meetings with Borough representatives to review the design at various stages of development. Prepare and distribute meeting minutes.
- d. Prepare fully engineered construction plans, cost estimates and specifications necessary to construct the project. The construction plans are anticipated to include the following:
 - Cover Sheet with Key Map;
 - General Notes and Legend Sheet;
 - Existing Conditions and Removal Plan;
 - Construction and Layout Plan;
 - Grading Plan;
 - Construction Details Plan;
 - Soil Erosion and Sediment Control Notes and Details Sheets.
- e. Quantities will be estimated by item, and a final construction cost estimate will be provided.
- f. 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.
- g. Submit a permit application to the Freehold Soil District for a Soil Erosion and Sediment Control Permit.
- h. Coordinate submissions requirements to the applicable Grant Funding Agencies to publicly bid the project.
- i. Submit plans and specifications to the Borough for final review and approval.

Task IV: Bidding

- a. Distribute bid documents to prospective bidders. Plans and specifications will be reproduced, and printing costs will be offset by the purchase price of the plans and specifications. In addition, the Borough will be provided with a set of plans and specifications.

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- b. Answer questions that arise during the bidding phase of the project, either from Borough Officials or prospective bidders.
- c. Attend the receipt of bids with the appropriate Borough officials.
- d. Assist the Borough with the bid review process including an evaluation of the contractors' bid submissions. T&M will prepare a bid tabulation sheet comparing the various bids received, review the credentials of the prospective contractors, and prepare a recommendation for award.

Task V: Contract Administration & Inspection

T&M will provide a part-time Project Manager and a part-time Inspector with additional support services from our office staff, as directed by the Project Manager. In addition, the Project Manager and Inspector will coordinate with the Borough and Contractor. The Inspector will be responsible to observe construction in an effort to determine if the work is installed in general accordance with the design plans and standard construction practices. The following is a description of the services we will provide:

- a. Conduct a pre-construction meeting among the project participants, including the contractor, Borough officials and utility representatives, and produce minutes of this meeting. Coordinate and review initial project submittals, including contract package, performance bond, insurance certificate, baseline project schedule, emergency contact lists, etc. Prepare for contractor mobilization.
- b. Administrate and review contractor submittals, including schedules, shop drawings, product data and samples and material certifications for general conformance with Contract Documents.
- c. Provide an inspector to conduct site visits to determine general conformance to the contract plans and specifications.
- d. Review Contractor's monthly estimates of work performed, and invoices submitted for payment, and make recommendations to the Borough for payment. Prepare monthly estimates of payment to the Contractor.
- e. Perform final inspection. Prepare and administer corrective action lists and prepare final closeout documents, including Final Payment Certificate and Change Order.
- f. Administrate documentation for the grant program including reimbursement requests, contractor submittals and closeout documents.
- g. Prepare final closeout package, including Maintenance Bond, Releases, Final Payment Certificate and Change Order and coordinate Engineer's and Owner's execution of closeout documents.
- h. Prepare closeout documentation for the Grant Programs.

If the Contractor does not reach substantial completion of the work by the time set forth in the contract, and our budget for contract administration and inspection services prior to substantial completion is fully expended, we will ask the Borough to enforce provisions of the contract allowing the Borough to deduct payment to the Contractor in order to pay for continued engineering

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services. Similarly, should our services be required on weekends, we will also ask the Borough to enforce provisions of the contract allowing the Borough to deduct payment to the Contractor in order to pay for the excess hours. As an alternative, we will request additional funds, for this anticipated effort, from the Borough.

EXEMPTIONS

The following services are specifically excluded from this scope of services and fee estimate:

- Permit preparation outside those listed
- Overall general property parcel maps or property boundary surveys
- Setting of corner markers or monuments
- Property acquisition maps or descriptions
- Licensed Site Remediation Professional (LSRP) Services
- Construction stakeout

SCHEDULE AND FEE ESTIMATE

Our office is prepared to start engineering services immediately upon authorization of this proposal. Our fee for the services for these tasks is broken down as follows:

Task 1:	Site Survey	\$ 9,000.00
Task 2:	Preliminary Assessment	\$ 3,100.00
Task 3:	Design and Grant Coordination	\$32,000.00
Task 4:	Bidding	\$ 3,000.00
Task 5:	<u>Contract Administration & Inspection</u>	<u>\$47,800.00</u>
Total Estimated Fee:		\$94,900.00

T&M is proposing an estimate fee of \$94,900 for this scope of services which will be billed monthly. T&M is ready to begin the above-mentioned work immediately upon authorization of this proposal.

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, P.E.
SR. VICE PRESIDENT

RRK:PB
cc: Karen Wynne, Borough Clerk
Nicole Horvath, CFO

Mayor Altomonte read by title Resolution 23-05-26: 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 23-05-26
PAYMENT OF BILLS**

BE IT RESOLVED by the Mayor and Council of the Borough of Matawan, New Jersey. That the following numbered vouchers be paid to the persons therein respectively and hereinafter named, for the amounts set opposite their respective names, and endorsed and approved on said vouchers and that warrants be issued therefore, directed to the Borough Collector signed by the Mayor and attested by the Borough Clerk as required by law.

Current	\$720,911.63
Water/Sewer	\$245,854.92
Borough Capital	\$117,902.18
Water Capital	\$1,193,100.72

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<i>Grant</i>	<i>\$242.15</i>
<i>Borough Trust</i>	<i>\$94,639.05</i>
<i>Dog Tax Trust</i>	<i>\$10.80</i>
 <i>Total</i>	 <i>\$2,372,661.45</i>

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 23-05-28: Authorizing the Waiver of Borough of Matawan Code Chapter BH 3-4(E) Board of Health Municipal Temporary Food Handling Permit Fees Borough of Matawan Historical Society's 300th Anniversary of Burrowes Mansion Food Truck Vendors. 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 23-05-28
AUTHORIZING THE WAIVER OF BOROUGH OF MATAWAN CODE
CHAPTER BH3-4(E) BOARD OF HEALTH
MUNICIPAL TEMPORARY FOOD HANDLING PERMIT FEES
BOROUGH OF MATATAWAN HISTORICAL SOCIETY'S
300TH ANNIVERSARY OF BURROWES MANSION
FOOD TRUCK VENDORS***

WHEREAS, the Borough of Matawan Historical Society's 300th Anniversary of Burrowes Mansion is being celebrated in the Borough; and,

WHEREAS, the Historical Society of the Borough of Matawan is sponsoring the 300th Anniversary of Burrowes Mansion on Saturday, June 3, 2023; and

WHEREAS, the department listed above requests the Council of the Borough of Matawan, as an expression of support and encouragement, waive the Municipal Temporary Food Handling Permit Fee in the amount of \$50.00 for the Food Truck Vendors at the event.

NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Matawan does hereby waive the \$50.00 Municipal Temporary Food Handling Permit Fee for the 2023 Borough of Matawan Historical Society's 300th Anniversary of Burrowes Mansion.

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Finance, Police, Historical Society, as well as the Monmouth County Department of Health.

Privilege of the Floor

Mayor Altomonte opened the Privilege of the Floor.

Loretta Windas, 138 Aberdeen Road, Matawan. Ms. Windas asked what the Borough did with the used administrative and police vehicles. Mr. Michelson explained the vehicle will either be donated to another agency or non-profit, or it will be sold at auction. This auction is either held online or live, with the Borough receiving the revenue. Mr. Menna further explained there is a joint cooperative that many municipalities participate in, which hosts a live auction.

Cathy Zavorskas, 57 Ingram Circle, Aberdeen. Ms. Zavorskas announced that she was formally inviting the Governing Body to 300th Anniversary of Burrowes Mansion Cocktail Reception, which will be held at 7:00 PM on June 2, at Maloney's Pub on Main Street. A formal invitation will follow. She related activities being held with the event on June 3 and June 4 and these will be posted on the website and the Borough's Facebook page. She stated, on behalf of the Matawan Historical Society, they were very happy to have worked so well, collaboratively, with the Borough on all the plans for the upcoming anniversary celebration.

Mr. Michelson acknowledged the Finance Committee, with Chairman Councilman Ross, for their diligence with executing the 2023 Budget, citing Ms. Schneeberger for all her tremendous service as CFO.

**Borough of Matawan
Public Session
May 16, 2023**

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

Adjourn to Executive Session

Mayor Altomonte requested a motion to adjourn to Executive Session. Councilwoman Gunn made the motion, seconded by Councilman Russell. Mr. Menna announced of the Executive Session is to discuss ongoing property matters involving the Borough of Matawan. It will be deliberative in content and no formal action will be taken. Council agreed. Motion passed.

**RESOLUTION 23-05-27
EXECUTIVE SESSION RESOLUTION**

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

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

WHEREAS, the Governing Body wishes to discuss:

- *Contracts*

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

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

The meeting adjourned to Executive Session at 7:56 PM.

(Signature on File)

Robin Klinger
Acting Deputy Clerk