

HOLMDEL TOWNSHIP COMMITTEE REGULAR MEETING

January 15, 2019

7:30 PM – Public Session

1. Announcement of Meeting (Open Public Meetings Act Notice)

I hereby announce that pursuant to Section 5 of the Open Public Meetings Act that adequate notice of this meeting has been provided in the notice which was sent to the Asbury Park Press, and posted on the bulletin board in Township Hall and filed in the Township Clerk's Office on January 8, 2019.

2. Roll Call

Eric Hinds, Mayor
Michael Nikolis, Deputy Mayor
Gregory Buontempo, Committeeman
Thomas Critelli, Committeeman
Rocco Pascucci, Committeeman

4. Pledge of Allegiance and Moment of Silent Prayer

5. Consent Agenda

Resolutions 2019-37 to 2019-51 All matters listed under item designated Consent Agenda are considered routine by the Township Committee and will be adopted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired of any item by a member of the Township Committee, the item will be considered separately.

2019-37 Bills Payable #1

2019-38 Bills Payable #2

2019-39 Resolution Reappointing Special I and Special II Officers for 2019

2019-40 Resolution Approving Paid Sick Leave Policy for Non-Civil Service Employees

2019-41 Adopt Resolution Appointing Sean O'Connor to the Recreation Advisory Council

2019-42 Adopt Resolution Refunding Unused Escrow to Traci Price

- 2019-43 Resolution Awarding a Contract for a Digital sign with Light box to Fastsigns
- 2019-44 Resolution Refunding Unused Escrow to Illyce Williams and Mark Kapel
- 2019-45 Resolution Renewing the 2019 Concrete Curb and Sidewalk Program Contract with Discover Construction
- 2019-46 Resolution Approving Refunding Building Permit Fees to Sunrun Install Service and Richard Bergen
- 2019-47 Resolution Appointing Francis W Mullan and Bonnie Heard as Holmdel Township Engineers of Record for 2019 Calendar Year
- 2019-48 Resolution Approving Refunding Road Opening Fees to Vram Yegaparian and Raj Begwani
- 2019-49 Over \$3,500 List
- 2019-50 Resolution Appointing Morgan R Montano, James Carton, Meghan Bennett and John Lane as Alternate Prosecutors
- 2019-51 Resolution Appointing Phoenix Advisors, LLC as Financial Advisors & Continuing Disclosure Agent

6. Departments

- a. Administrator
- b. Chief Financial Officer

7. Professional Reports

- a. Attorney
- b. Engineer

8. Boards/Committees

9. Business from the Committee

10. Public Comment

Members of the public are invited to provide comments up to three (3) minutes in duration. Commenters are asked to state his or her full name and address for the record before entering comments.

11. Adjournment

BILLS PAYABLE RESOLUTION #1

BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that the claims listed below on the Schedule of Bills Payable on January 15, 2019 be and the same hereby are approved and the Chief Financial Officer is authorized to pay said claims.

FUND DISTRIBUTION	8-01	CURRENT FUND	\$ 10,493.61
		Total of All Funds:	\$ 10,493.61

CERTIFICATION

I, Wendy L Patrovich, Township Clerk of the Township of Holmdel do hereby certify this to be a true copy of a Resolution adopted by the Township Committee of the Township of Holmdel at a meeting held on January 15, 2019.

Wendy L Patrovich, RMC/CMR
Township Clerk

BILLS PAYABLE RESOLUTION #2

BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that the claims listed below on the Schedule of Bills Payable on January 15, 2019 be and the same hereby are approved and the Chief Financial Officer is authorized to pay said claims.

FUND DISTRIBUTION	8-01	CURRENT FUND	\$ 274,610.73
FUND DISTRIBUTION	8-07	SEWER	\$ 19,644.63
FUND DISTRIBUTION	8-12		\$ 8,633.17
FUND DISTRIBUTION	8-26	POOL	\$ 8,729.89
		YEAR TOTAL	\$ 311,618.42
FUND DISTRIBUTION	C-04	GENERAL CAPT	\$ 29,079.60
FUND DISTRIBUTION	D-02	DOG TRUST	\$ 1,415.04
FUND DISTRIBUTION	G-02	STATE/FED GRANT	\$ 4,917.75
FUND DISTRIBUTION	T-12	OTHER TRUSTS	\$ 34,500.00
		Total of All Funds:	\$ 381,530.81
		Total of all Projects:	\$ 225.00

CERTIFICATION

I, Wendy L Patrovich, Township Clerk of the Township of Holmdel do hereby certify this to be a true copy of a Resolution adopted by the Township Committee of the Township of Holmdel at a meeting held on January 19, 2019.

Wendy L Patrovich, RMC/CMR
Township Clerk

RESOLUTION REAPPOINTING SPECIAL OFFICERS

BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that the following Special Officers are hereby reappointed for the Calendar Year 2019:

Leonard Sasso	Special II
Charles Hancock	Special II
Louis Torres	Special II
Daisy Agostini	Special I

CERTIFICATION

I, Wendy L Patrovich, Township Clerk of the Township of Holmdel, do hereby certify this to be a true copy of a resolution adopted by the Township Committee of the Township of Holmdel at a meeting held on January 15, 2019.

Wendy L Patrovich, RMC/CMR
Township Clerk

TOWNSHIP OF HOLMDEL
COUNTY OF MONMOUTH

RESOLUTION APPROVING PAID SICK/PERSONAL LEAVE POLICY FOR NON-CIVIL
SERVICE EMPLOYEES

WHEREAS, the Governor and Legislature enacted P.L. 2018, c. 10, commonly known as the New Jersey Earned Sick Leave Law (the “Law”); and

WHEREAS, employees of the Township that are not subject to the provisions of the New Jersey Civil Service Act are eligible for paid sick leave under the Law; and

WHEREAS, on the advice of the Township’s Labor Counsel, the Township wishes to establish a “Paid Sick/Personal Leave Policy – Non-Civil Service Employees,” (the “Paid Sick Leave Policy”), a copy of which is attached hereto and incorporated by reference; and

WHEREAS, the Paid Sick Leave Policy is drafted solely as a means to advise the Township’s non-union employees of their rights under the Law and to ensure the Township’s consistency with same; and

WHEREAS, the Paid Sick Leave Policy does not contain any provisions that are inconsistent with the Law, which would otherwise be prohibited by N.J.S.A. 34:11D-8(a).

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Township Committee of the Township of Holmdel hereby approves the attached Paid Sick Leave Policy, consistent with the foregoing.

BE IT FURTHER RESOLVED that the Paid Sick Leave Policy be incorporated by reference into the Personnel Manual for the Township of Holmdel.

CERTIFICATION

I, Wendy L Patrovich, Township Clerk of the Township of Holmdel, do hereby certify this to a true copy of a Resolution adopted by the Township Committee of the Township of Holmdel at the Meeting held on January 15, 2019.

Wendy L Patrovich, RMC/CMR
Township Clerk

RESOLUTION

Recreation Advisory Council

BE IT RESOLVED that Sean O'Connor be and hereby is appointed Recreation Advisory Council Alternate for a one-year term expiring on December 31, 2019.

CERTIFICATION

I, Wendy L Patrovich, Township Clerk of the Township of Holmdel, do hereby certify this to be a true copy of a resolution adopted by the Township Committee of the Township of Holmdel at a meeting held on January 15, 2019.

Wendy L Patrovich, RMC/CMR
Township Clerk

RESOLUTION REFUNDING UNUSED ESCROW

BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that the following unused escrow be returned:

Traci Price

\$700.00

CERTIFICATION

I, Wendy L Patrovich, Township Clerk of the Township of Holmdel, do hereby certify that the above is a true copy of the Resolution adopted by the Holmdel Township Committee at a meeting held on January 15, 2019.

Wendy L Patrovich, RMC/CMR
Township Clerk

**RESOLUTION
AWARDING OF CONTRACT - FASTSIGNS**

WHEREAS, quotes were received for the purchase and installation of a Digital Sign with a Light Box; and

WHEREAS, the digital sign will be placed on the premises of the driveway entrance of Holmdel's Municipal Building; and

WHEREAS, the following quotes were received:

<u>Contractor:</u>	<u>Amount:</u>
Fastsigns	\$25,065.78
Valley Sign Company, LLC	\$37,327.00

WHEREAS, pursuant to N.J.S.A. 40A:11-3, the Township's QPA recommends an award be made to Fastsigns in the amount of \$25,065.78; and

WHEREAS, Fastsigns has completed and submitted a Business Entity Disclosure Certification which certified that they have no made any reportable contributions to a candidate or candidate committee in the Township of Holmdel in the previous one year, and that their contract will prohibit them from making any reportable contributions through the term of the contract, consistent with N.J.S.A. 19:44-A-20.5 et seq., and

WHEREAS, the Chief Financial Officer has certified to the Purchasing Agent that funds are available.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that the Township of Holmdel hereby authorizes the award of a contract to Fastsigns in the amount of \$25,065.78.

CERTIFICATION

I, Wendy L. Patrovich, Township Clerk of the Township of Holmdel, do hereby certify this to be a true copy of a Resolution adopted by the Township Committee of the Township of Holmdel at a meeting held on January 15, 2019.

Wendy L. Patrovich, RMC
Township Clerk



FASTSIGNS (Middletown)

476 Route 35
Red Bank, NJ 07701
ph: (732) 842-0015
fax: (732) 842-4011
Email: 403@fastsigns.com

Estimate

MID- 3832

Estimate Date: 9/27/2018 11:27:22AM

Printed: 9/27/2018 11:36:31AM

Customer: **Holmdel Township**
Contact: Victor Stevens
Description: Digital signs with light box...
Sales Person: Dan Haber
Clerk: Dan Haber

Customer: 4926

ph: (732) 946-2820 x 1952

email: vstevens@holmdeltownship-nj.com

Dear Victor:

Prices are good for 30 days. A 50% deposit is required on all custom orders.

Sincerely,

Dan Haber
Owner

	Product	Qty	Sides	H x W	Unit Cost	Totals
1	Digital sign	* 1	2	1 x 1	\$25,065.78	\$25,065.78

Description: Pixel Pitch-25065.78 Mono 19mm Red LED'S; Cabinet size 29"h x 99"w x 5" Deep; Viewing area - 24" x 96"; Cabinet style Double face Twinpak (slim); Character size 4 lines @ 5" type; Electrical service 120v. 8.0 amps (4.00 per face) Single phase service.
Lightbox dimensions are 24"h x 99" long., double sided with 3/16" acrylic panel signs with laminated digital prints. Copy to be determined. Internal LED lighting. All signs to be installed by vendor.

Color: Red

Notes:

Thank you for allowing FASTSIGNS the opportunity to earn your business. If there is anything else we can do for you, please stop by, call or locate us on the web at www.fastsigns.com/403.

Line Item Total:	\$25,065.78
Tax Exempt Amt:	\$25,065.78
Subtotal:	\$25,065.78
Taxes:	\$0.00
Total:	\$25,065.78

Deposit Required: **\$0.00**

Payment due upon completion of order.

Bill To: Holmdel Township
Victor Stevens
4 Crawfords Corner Road
Holmdel, NJ

Received/Accepted By: _____ / /

RESOLUTION REFUNDING UNUSED ESCROW

BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that the following unused escrow be returned:

Illyce Williams/Mark Kapel

\$230.00

CERTIFICATION

I, Wendy L Patrovich, Township Clerk of the Township of Holmdel, do hereby certify that the above is a true copy of the Resolution adopted by the Holmdel Township Committee at a meeting held on January 15, 2019.

Wendy L Patrovich, RMC/CMR
Township Clerk

PLEASE SIGN AND RETURN FOR PAYMENT
PURCHASE ORDER/VOUCHER MUST BE
 RECEIVED AT LEAST 10 DAYS PRIOR TO THE
 FOURTH MONDAY OF THE MONTH.

PURCHASE ORDER/VOUCHER

DATE: December 18, 2018

TOWNSHIP OF HOLMDEL

4 Crawfords Corner Rd.,
 Holmdel, NJ 07733

ORDERED BY
 Finance DEPARTMENT

VENDOR:

Illyce Williams/Mark Kapel
 785 Holmdel Road
 Holmdel, NJ 07733

SHIP TO:
 Finance Department
 4 Crawfords Corner Road
 Holmdel, NJ 07733

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
		Illyce Williams - Zoning Board Approval Refund of unexpended escrow		\$230.00

DATE REQUIRED	TERMS	SHIP VIA	AUTHORIZED BY	DATE
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CLAIMANT'S CERTIFICATION AND DECLARATION
 I DO SOLEMNLY DECLARE AND CERTIFY UNDER THE PENALTIES OF THE LAW THAT THE WITHIN BILL IS CORRECT IN ALL ITS PARTICULARS, THAT THE ARTICLES HAVE BEEN FURNISHED OR SERVICES RENDERED AS STATED THEREIN. THAT NO BONUS HAS BEEN GIVEN OR RECEIVED BY ANY PERSON OR PERSONS WITHIN THE KNOWLEDGE OF THE CLAIMANT IN CONNECTION WITH THE ABOVE CLAIM THAT THE AMOUNT THEREIN STATED IS JUSTLY DUE AND OWING AND THAT THE AMOUNT CHARGED IS A REASONABLE ONE.

1/7/19 (DATE) x *Mark Kapel* (SIGNATURE) _____ (OFFICIAL POSITION)

CLAIMANT MUST SIGN THIS CERTIFICATION FOR PAYMENT

APPROPRIATION OR ACCOUNT CHARGED

I hereby certify that funds are available for this purchase

SPACE BELOW TO BE FILLED IN BY MUNICIPAL AUTHORITIES
 HAVING KNOWLEDGE OF THE FACTS IN THE COURSE OF REGULAR PROCEDURES, I CERTIFY THAT THE MATERIALS AND SUPPLIES HAVE BEEN RECEIVED OR THE SERVICES RENDERED. SAID CERTIFICATION IS BASED ON DELIVERY SLIPS ACKNOWLEDGED BY A MUNICIPAL OFFICIAL OR EMPLOYEES OR OTHER REASONABLE PROCEDURES.

REQUISITION DATE: _____ AUTHORIZED SIGNATURE: *Jaretha Poscan* 1/7/19
 REQUISITION NO. _____ PURCHASING AGENT

PAYMENT AUTHORIZED
 This claim was ordered paid at the meeting of the Township committee held _____ 20____
 See Claims Register For Approval
 PAYMENT RECORD DATE _____
 CHECK NO. _____

OFFICE OF THE TREASURER

**RESOLUTION RENEWING CONTRACT
TOWNSHIP'S 2019 CONCRETE CURB & SIDEWALK PROGRAM**

WHEREAS, the Township of Holmdel entered into an agreement with Discover Construction on March 13, 2018 for the 2018 Concrete Curb & Sidewalk Program for the Township of Holmdel; and

WHEREAS, the contract was awarded for a term of one year with the option to renew for an additional one year; and

WHEREAS, it has been determined that it is in the best interest of Holmdel Township to renew the contract with Discover Construction for the 2019 contract year in the base bid price for miscellaneous materials in the amount of amount of \$205.02; and

WHEREAS, the Chief Financial Officer has certified to the Purchasing Agent that funds are available;

NOW THEREFORE BE IT RESOLVED that the Township Committee of the Township of Holmdel hereby exercises the option to renew the contract with Discover Construction for the 2019 Concrete Curb & Sidewalk Program.

BE IT FURTHER RESOLVED that a copy of this Resolution certified by the Township Clerk to be a true copy be forwarded to Discover Construction, the Director of Infrastructure & Operations the Township Qualified Purchasing Agent.

CERTIFICATION

I, Wendy L. Patrovich, Township Clerk of the Township of Holmdel, do hereby certify this to be a true copy of a Resolution adopted by the Township Committee of the Township of Holmdel at a meeting held on January 15, 2019.

Wendy L. Patrovich, RMC
Township Clerk

RESOLUTION REFUNDING BUILDING PERMIT FEES

BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that the following building permit fees be returned:

Richard Bergen	Permit Number 2015-1016	\$180.00
Sunrail Install Service	Permit Number 2018-0769	\$458.25

CERTIFICATION

I, Wendy L Patrovich, Township Clerk of the Township of Holmdel, do hereby certify this to a true copy of a Resolution adopted by the Township Committee of the Township of Holmdel at the Meeting held on January 15, 2019.

Wendy L Patrovich, RMC/CMR
Township Clerk

TOWNSHIP OF HOLMDEL
COUNTY OF MONMOUTH

RESOLUTION APPOINTING FRANCIS W. MULLAN AND BONNIE HEARD AS
HOLMDEL TOWNSHIP ENGINEERS OF RECORD FOR 2019 CALENDAR YEAR

WHEREAS, on January 2, 2019, the Holmdel Township Committee adopted Resolution 2019-02, awarding a professional services contract for Township Engineer to T&M Associates; and

WHEREAS, said resolution appointed Francis W. Mullan, PE, CME of T&M Associates as Township Engineer of record for a term commencing on January 1, 2019 and ending December 31, 2019; and

WHEREAS, the Township wishes to modify said resolution to include and recognize Bonnie Heard, PE, PP, CME, CFM of T&M Associates as a co-engineer of record for the Township.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that Resolution 2019-02 is hereby modified to establish Francis W. Mullan, PE, CME and Bonnie Heard, PE, PP, CME, CFM as Township Engineers to the Township of Holmdel, for the term commencing on January 1, 2019 and ending December 31, 2019, consistent with the foregoing.

BE IT FURTHER RESOLVED that Resolution 2019-02 is repealed to extent of any inconsistency with the terms of this Resolution.

CERTIFICATION

I, Wendy L. Patrovich, Township Clerk of the Township of Holmdel, do hereby certify this to be a true copy of a Resolution adopted by the Township Committee of the Township of Holmdel at a meeting held on January 15, 2019.

Wendy L. Patrovich, RMC
Township Clerk

RESOLUTION REFUNDING ROAD OPENING PERMIT DEPOSIT

BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that the following Road Opening Permit Deposit fees be returned:

Vram Yegaparian	Permit Number 2018-0030	\$500.00
Raj Begwani	Permit Number 2018-0032	\$500.00

CERTIFICATION

I, Wendy L Patrovich, Township Clerk of the Township of Holmdel, do hereby certify this to a true copy of a Resolution adopted by the Township Committee of the Township of Holmdel at the Meeting held on January 15, 2019.

Wendy L Patrovich, RMC/CMR
Township Clerk

**Resolution
Over \$ 3,500 List for Township Committee Approval
January 15, 2019 Meeting**

BE IT RESOLVED, that the Township committee of the Township of Holmdel hereby approves the following procurement;

Project: LED Light replacement for EMS Building

Vendor: PLV Electric, LLC

Amount: \$ 8,479.00

Please see attached estimate for complete description. Also attached is an additional quote from Aggressive Power Systems @ \$ 11,900.00

Procurement: NJSA 40A: 11-3 (under bid threshold)

Project: Valve install/replacement work in old Library area and first floor administration

Vendor: ATC, Automatic Temperature Control Services, Inc.

Amount: \$ 4,139.25

Please see attached estimate for complete description. Also attached is an additional quote from Magic Touch Construction @ \$ 4,288.37

Procurement: NJSA 40A: 11-3 (under bid threshold)

Project: Demolish and fill Tennis Court Complex

Vendor: Meadow Services Inc.

Amount: \$5,925.00

Please see attached estimate for complete description.

Procurement: NJSA 40A: 11-3 (under bid threshold)

CERTIFICATION

I, Wendy L Patrovich, Township Clerk of the Township of Holmdel, do hereby certify this to be a true copy of a Resolution adopted by the Township Committee of the Township of Holmdel at a meeting held on December 18, 2018

Wendy L Patrovich, RMC/CMR
Township Clerk

Alternate Prosecutors

BE IT RESOLVED that Morgan R. Montano, James Carton, Meghan Bennett and John Lane be and hereby are appointed as Alternate Prosecutors for one year terms effective January 1, 2019.

CERTIFICATION

I, Wendy L Patrovich, Township Clerk of the Township of Holmdel, do hereby certify that the above is a true copy of the Resolution adopted by the Holmdel Township Committee at a meeting held on January 15, 2019.

Wendy L Patrovich, RMC/CMR
Township Clerk

**RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT FOR
FINANCIAL ADVISORS TO PONENIX ADVISORS, LLC.**

WHEREAS, there exists a need for the Township to retain the services of a Financial Advisor; and

WHEREAS, while the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a), does not require competitive bidding for this position, it was nevertheless advertised pursuant to the Fair and Open Process, N.J.S.A. 19:44A-20.5, with submissions having been received and considered for the position of Financial Advisors for a one-year term; and

WHEREAS, subject to the certification of availability of funds by the Chief Financial Officer, Phoenix Advisors, LLC, 625 Farnsworth Ave, Bordentown, NJ 08505 has submitted a qualifying proposal to provide the Township with SMART Advisory Services at the rate of \$4,000 per year.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that Phoenix Advisors, LLC, 625 Farnsworth Ave, Bordentown, NJ 08505 is hereby awarded a professional services contract to serve as Financial Advisor to the Township as needed during calendar year 2019, consistent with the foregoing.

BE IT FURTHER RESOLVED that the Mayor and the Clerk are hereby authorized and directed to execute an Agreement with Phoenix Advisors, LLC for such professional services, a copy of which shall be maintained by the Clerk and advertised in the Township's official newspaper pursuant to law.

BE IT FURTHER RESOLVED that all resolutions that are inconsistent with provisions of this resolution shall be repealed to the extent of any such inconsistency.

CERTIFICATION

I, Wendy L Patrovich, Township Clerk of the Township of Holmdel, do hereby certify this to a true copy of a Resolution adopted by the Township Committee of the Township of Holmdel at the Meeting held on January 15, 2019.

Wendy L Patrovich, RMC/CMR
Township Clerk