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## HOLMDEL TOWNSHIP

OFFICE OF THE TOWNSHIP CLERK

TO: Mayor and Township Committee

FROM: Maureen Doloughty, RMC, Township Clerk

DATE: February 25, 2016

RE: **Agenda Items for the Meeting of March 1, 2016**

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PLEASE NOTE: There will be a Closed Session beginning at 7:00 PM.

### Proclamations

1. After 20 years of service, Denise Fritz, the Township's Qualified Purchasing Agent will be retiring. A Proclamation has been prepared.
2. The 8<sup>th</sup> Grade Boys Basketball Team won the 2015 Mid Monmouth Championship finishing the season 8-4.

### Introduction of Ordinance

3. NJSA 40A:4-45.15 provides that a municipality may, when authorized by Ordinance, appropriate the difference between the amount of its actual final appropriations and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years.

### Chief Financial Officer

4. NJSA 40A:4-78b allows municipalities in sound fiscal condition to assume the responsibility normally granted to the Director of the Division of Local Government Services of conducting the annual budget examination.
5. The Township Committee met with the Administrator and the Chief Financial Officer regarding budget requests submitted by Department Heads. Ms. Vieiro and Ms. Larrison have reviewed the budget and made adjustments as requested by the Township Committee.

## **HOLMDEL TOWNSHIP**

OFFICE OF THE TOWNSHIP CLERK

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### Consent

6. The list of Bills Payable has been forwarded to you for review. The Resolution of Approval has been prepared.

7. The List of Purchases over \$3,500 is enclosed for your review.

8. Denise Fritz is retiring from the position of Qualified Purchasing Agent. A Resolution has been prepared appointing Jeanette Larrison to that position.

9. Stantac has submitted Change Order #1 and Final for the Sewer Maintenance contract for 2015 to close out the year. The Change Order reflects a net reduction of \$11,202.99

10. The Township bid Swim Club Concession Stand Services and was awarded on February 17, 2015 for the term of one year with the option to renew on an annual basis for two (2) successive one (1) year terms. A Resolution has been prepared exercising the option to renew.

11. Recreation Director Robert Ward has submitted a list recommending employees for hire for the 2016 Season.

12. A resolution returning Recreation fees has been prepared.

### Introduction of Ordinances

13. Ordinance 2016-03 establishes standards for the collection, maintenance, and expenditure of development fees pursuant to COAH's regulations and in accordance P.L.2008, c.46, Sections 8 and 32-38. Fees collected pursuant to this ordinance shall be used for the sole purpose of providing low- and moderate-income housing. This ordinance shall be interpreted within the framework of COAH's rules on development fees, codified at N.J.A.C. 5:97-8.

### Hearings on Ordinances

14. Recreation Director Robert Ward has submitted the fees for the 2016 Season for the Swim Club. Ordinance 2016-02 is scheduled for a Public Hearing at this meeting.

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## HOLMDEL TOWNSHIP

OFFICE OF THE TOWNSHIP CLERK

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### Construction Trailer Permit

15. Fleet Holmdel, LLC c/o The Robertson Douglas Group will be constructing a development consisting of 19 single family homes referred to as Holmdel Fields Section 2. This development is located off of Holmdel Road. An application has been made for a Sales Trailer to be put on the site. As per Ordinance 4-3, the Traffic Safety Officer, Township Engineer and the Code Enforcement Officer have reviewed the plan submitted and have no objections to the placement of the trailer. The trailer will not interfere with roadway traffic in the area, will not create view obstructions where they will be located, nor will they have any impact on environmentally sensitive area, and are located more than 125 feet from any residential dwelling. A copy of the plan where the trailer will be located is attached for your review. Fleet Holmdel c/o The Robertson Douglas Group has complied with all other aspects of the trailer permit application.

### **Departments**

Administrator

### **Professionals**

Attorney

Engineer

16. Mr. Broberg has scheduled a Bond Default Hearing for the developer of the Hop Brook Subdivision, Pinnacle Companies. The Committee discussed this matter at the December 15, 2015 meeting and carried it until this meeting.

# HOLMDEL TOWNSHIP

4 CRAWFORDS CORNER ROAD  
HOLMDEL, NEW JERSEY 07733

Tel: 732-946-2820

Fax: 732-946-0116

## HOLMDEL TOWNSHIP COMMITTEE REGULAR MEETING

March 1, 2016

7:00 PM Executive Session

7:30 PM Open Session

Date

Time

Call meeting to order.

Statement to be read by Mayor:

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, the Independent, and the Two River Times and posted on the bulletin board in Township Hall and filed in the Township Clerk's Office on January 9, 2016.

Roll Call:

	Present	Absent
Eric Hinds, Mayor	_____	_____
Gregory Buontempo, Deputy Mayor	_____	_____
Patrick Impreveduto, Committeeman	_____	_____
Joseph Ponisi, Committeeman	_____	_____
Thomas Critelli, Committeeman	_____	_____

Also Present:

E.G. Broberg, Engineer	_____	_____
Robert F. Munoz, Attorney	_____	_____
Donna Vieiro, Township Administrator	_____	_____
Jeanette Larrison, Chief Financial Officer	_____	_____
Maureen Doloughy, Township Clerk	_____	_____

Pledge of Allegiance and Moment of Silent Prayer

The Township Committee may adjust the order of the Agenda Items at their discretion

Township Committee Meeting – March 1, 2016

**Resolution to Close Meeting** – Action May be Taken in Public After  
Adjournment

**Proclamations**

1. Denise Fritz Retirement
2. 8<sup>th</sup> Grade Boys Basketball Team

**Introduction of Ordinances**

3. ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION  
LIMITS AND TO ESTABLISH A CAP BANK 2016-03

Motion to adopt on first reading, publish in the Asbury Park Press and set public hearing for Tuesday, April 14, 2015.

**Chief Financial Officer**

4. Adopt Resolution Approving Self Examination of the 2016 Municipal Budget.
5. Introduction of 2016 Municipal Budget

**Clerk**

***Consent Agenda***

6. Approve Bills Payable
7. Approve Purchases over \$3,500
8. Adopt Resolution Appointing Jeanette Larrison as Qualified Purchasing Agent for the Township
9. Adopt Resolution Approving Change Order for Stantec Sewer Maintenance contract for 2015 to close out the year for a net reduction of \$11,202.99
10. Adopt Resolution Exercising the Option to renew the contract with Aloha Grill for the Swim Club Concession Stand for the 2016 Season in the Amount of \$12,200
11. Approve Swim Club Employees for Summer 2016
12. Adopt Resolution Returning Recreation Fee Refunds

### **Introduction of Ordinances**

13. AN ORDINANCE TO AMEND SECTION XIV TOWNSHIP OF HOLMDEL BY AMENDING THE AFFORDABLE HOUSING CONTRIBUTION REQUIREMENTS AND PROCEDURES IN ACCORDANCE WITH COUNCIL ON AFFORDABLE HOUSING REGULATIONS 2016-03

Motion to adopt on first reading, publish in the Asbury Park Press and set public hearing for March 15, 2016.

### **Hearings on Ordinances**

14. AN ORDINANCE AMENDING CHAPTER 13 PARKS AND RECREATIONAL FACILITIES, SECTION 13-3 SWIM CENTER, SECTION 13-3.2, FEES AND CHARGES OF THE CODE OF THE TOWNSHIP OF HOLMDEL 2016-02

Clerk's Statement

Public Hearing

Motion to adopt on final reading and publish in the Asbury Park Press according to law

### **Construction Trailer Permit**

15. Placement of Sales Trailer for the Holmdel Fields 2 Development Located off of Holmdel Road

### **Departments**

Administrator

### **Professionals**

Attorney

Engineer

16. Bond Default Hearing Hop Brook Major Subdivision

Township Committee Meeting – March 1, 2016

**Boards/Committees**

**Business From the Committee**

**Public Portion – Agenda and Non-Agenda Items**

**Adjournment**

TOWNSHIP OF HOLMDEL

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TOWNSHIP COMMITTEE AGENDA ITEM # 3

Meeting Date: March 1, 2016

Subject: COLA Ordinance 2016-03

Submitted by: Maureen Doloughy

Approved by:

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**RECOMMENDATION**

It is recommended that the Committee Introduce the Ordinance.

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**PREVIOUS ACTION**

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**BACKGROUND**

Ordinance 2016-03 establishes standards for the collection, maintenance, and expenditure of development fees pursuant to COAH's regulations and in accordance P.L.2008, c.46, Sections 8 and 32-38. Fees collected pursuant to this ordinance shall be used for the sole purpose of providing low- and moderate-income housing. This ordinance shall be interpreted within the framework of COAH's rules on development fees, codified at N.J.A.C. 5:97-8

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**FISCAL IMPACT**

None

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**Attachments:**

Proposed Ordinance 2016-03

*For Internal Use*

Township Committee Action

Approve

Denied

Other

**CALENDAR YEAR 2016  
MODEL ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION  
LIMITS AND TO ESTABLISH A CAP BANK  
(N.J.S.A. 40A: 4-45.14) 2016-03**

**WHEREAS**, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 0% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

**WHEREAS**, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

**WHEREAS**, the Mayor and Township Committee of the Township of Holmdel in the County of Monmouth finds it advisable and necessary to increase its CY 2016 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

**WHEREAS**, the Mayor and Township Committee hereby determines that a 3.5 % increase in the budget for said year, amounting to \$ 593,563.78 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS the Mayor and Township Committee hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

**NOW THEREFORE BE IT ORDAINED**, by the Mayor and Township Committee of the Township of Holmdel, in the County of Monmouth, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2016 budget year, the final appropriations of the Township of Holmdel shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5 %, amounting to \$ 593,563.78, and that the CY 2016 municipal budget for the Township of Holmdel be approved and adopted in accordance with this ordinance; and,

**BE IT FURTHER ORDAINED**, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

### **LEGAL NOTICE**

The foregoing ordinance was introduced and passed on the first reading at a meeting of the Township Committee of the Township of Holmdel held on March 1, 2016 and will be considered for final passage and adoption at a meeting of said Township Committee to be held on April 5, 2016 at Township Hall, 4 Crawfords Corner Road, Holmdel, NJ at 7:30 PM at which time and place all persons desiring to be heard thereon will be given full opportunity.

Eric Hinds, Mayor

Attest:  
Maureen Doloughy, RMC  
Township Clerk

TOWNSHIP OF HOLMDEL

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TOWNSHIP COMMITTEE AGENDA ITEM # 4

Meeting Date: March 1, 2016

Subject: Self Examination Resolution

Submitted by: Maureen Doloughy

Approved by:

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**RECOMMENDATION**

It is recommended that the Committee adopt the Resolution

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**PREVIOUS ACTION**

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**BACKGROUND**

NJSA 40A:4-78b allows municipalities in sound fiscal condition to assume the responsibility normally granted to the Director of the Division of Local Government Services of conducting the annual budget examination.

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**FISCAL IMPACT**

None

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**Attachments:**

Resolution

<i>For Internal Use</i>	
Township Committee Action	
Approve	Denied
Other	
Comments: _____	
_____	
_____	

## SELF-EXAMINATION OF BUDGET RESOLUTION

WHEREAS, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

WHEREAS, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 through 7.5, the Township of Holmdel has been declared eligible to participate in the program by the Division of Local government Services, and the Chief Financial officer has determined that the local government meets the necessary conditions to participate in the program for the 2015 budget year.

NOW THEREFORE BE IT RESOLVED by the governing body of the Township of Holmdel that in accordance with N.J.A.C. 5:30-7.6a & 7.6b and based upon the Chief Financial Officer's certification, the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
  - a. Payment of interest and debt redemption charges
  - b. Deferred charges and statutory expenditures
  - c. Cash deficit of preceding year
  - d. Reserve for uncollected taxes
  - e. Other reserves and non-disbursement items
  - f. Any inclusions of amounts required for school purposes.
2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 et seq., are fully met (complies with CAP law).
3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.
4. That pursuant to the Local Budget Law:
  - a. All estimates of revenue are reasonable, accurate and correctly stated,
  - b. Items of appropriation are properly set forth
  - c. In itemization, form, arrangement and content, the budget will permit the exercise of the comptroller function within the

municipality.

5. The budget and associated amendments have been introduced and publicly advertised in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.

6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED that a copy of this resolution will be forwarded to the Director of the Division of Local Government Services upon adoption.

#### CERTIFICATION

I, Maureen Doloughty, 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 March 1, 2016.

Maureen Doloughty, RMC  
Township Clerk

TOWNSHIP OF HOLMDEL

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TOWNSHIP COMMITTEE AGENDA ITEM # 5

Meeting Date: March 1, 2016

Subject: Introduction of Budget

Submitted by: Maureen Doloughy

Approved by:

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**RECOMMENDATION**

It is recommended that the Committee Introduce the Budget for 2016

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**PREVIOUS ACTION**

**BACKGROUND**

The Township Committee met with the Administrator and the Chief Financial Officer regarding budget requests submitted by Department Heads. Ms. Vieiro and Ms. Larrison have reviewed the budget and made adjustments as requested by the Township Committee.

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**FISCAL IMPACT**

None

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**Attachments:**

Budget Summary

*For Internal Use*

Township Committee Action

Approve

Denied

Other

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2016 Municipal Budget  
of the Township of Holmdel, County of  
Monmouth for the fiscal year 2016.**

**Revenue and Appropriation Summaries**

Summary of Revenues	Anticipated	
	2016	2015
1. Surplus	2,710,000.00	1,900,000.00
2. Total Miscellaneous Revenue	4,055,530.87	5,031,172.41
3. Receipts from Delinquent Taxes	575,000.00	740,000.00
4. a) Local Tax for Municipal Purpose	14,527,675.55	14,354,244.54
b) Addition to Local District School Tax	.00	.00
c) Minimum Library Tax	.00	.00
Total Amount to be Raised for Support of Municipal Budget	14,527,675.55	14,354,244.54
Total General Revenues	21,868,206.42	22,025,416.95

Summary of Appropriations	2016 Budget	Final 2015 Budget
1. Operating Expenses: Salaries and Wages	8,396,391.00	8,526,774.00
Other Expenses	6,576,532.12	6,591,333.65
2. Deferred Charges and Other Appropriations	2,558,312.44	3,126,921.25
3. Capital Improvements	500,000.00	100,000.00
4. Debt Service (Include for School Purposes)	2,399,958.46	2,296,961.41
5. Reserve for Uncollected Taxes	1,437,012.40	1,383,426.64
Total General Appropriations	21,868,206.42	22,025,416.95

2016 Dedicated Sewer Utility Budget		
Summary of Revenues	Anticipated	
	2016	2015
1. Surplus	368,178.84	219,135.08
2. Miscellaneous Revenues	2,465,477.16	2,379,245.61
3. Deficit (General Budget)	.00	.00
Total Revenues	2,833,656.00	2,598,380.69
Summary of Appropriations	2016 Budget	Final 2015 Budget
1. Operating Expenses: Salaries and Wages	319,750.00	209,481.00
Other Expenses	2,139,000.00	2,061,154.00
2. Capital Improvements	50,000.00	40,000.00
3. Debt Service	260,971.00	247,828.00
4. Deferred Charges and Other Expenditures	63,935.00	39,917.69
5. Surplus (General Budget)	.00	.00
Total Appropriations	2,833,656.00	2,598,380.69

2016 Dedicated Swim Pool Utility Budget		
Summary of Revenues	Anticipated	
	2016	2015
1. Surplus	119,000.00	148,303.00
2. Miscellaneous Revenues	354,490.00	359,845.00
3. Deficit (General Budget)	.00	.00
Total Revenues	473,490.00	508,148.00
Summary of Appropriations	2016 Budget	Final 2015 Budget
1. Operating Expenses: Salaries and Wages	225,890.00	207,403.00
Other Expenses	222,800.00	284,945.00
2. Capital Improvements	7,500.00	.00
3. Debt Service	.00	.00
4. Deferred Charges and Other Expenditures	17,300.00	15,800.00
5. Surplus (General Budget)	.00	.00
Total Appropriations	473,490.00	508,148.00

Balance of Outstanding Debt			
	General	Utilities	
		Sewer	Swim Pool
Interest	563,098.21	16,243.00	
Principal	2,368,465.18	261,728.00	
Outstanding Balance	25,129,593.25	1,366,728.00	

Notice is hereby given that the budget and tax resolution was approved by the governing body of the Township of Holmdel, County of Monmouth on March 1, 2016.

A hearing on the budget and tax resolution will be held at the Municipal Building, on April 5, 2016 at 7:30 p.m. at which time and place objections to the Budget and Tax Resolution for the year 2016 may be presented by taxpayers or other interested persons.

Copies of the budget are available in the office of Maureen Doloughty, Township Clerk, at the Municipal Building, 4 Crawford's Corner Road, Holmdel, NJ 07733, phone number 732-946-2820, during the hours of 8:30 a.m. to 4:30 p.m.

## BILLS PAYABLE RESOLUTION

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 February 25, 2016 be and the same hereby are approved and the Chief Financial Officer is authorized to pay said claims.

FUND DISTRIBUTION	5-01	CURRENT FUND	\$ 43,122.26
FUND DISTRIBUTION	6-01	CURRENT FUND	\$ 259,086.41
FUND DISTRIBUTION	6-07	SWR	\$ 8,646.60
FUND DISTRIBUTION	6-12		\$ 3,051.96
FUND DISTRIBUTION	6-26	SWM	\$ 130.80
		Year Total:	\$ 270,915.77
FUND DISTRIBUTION	C-04	ORD	\$ 58,731.63
FUND DISTRIBUTION	C-08	SWR ORD	\$ 2,341.62
		Year Total:	\$ 61,073.25
FUND DISTRIBUTION	D-02	Dog Trust	\$ 158.00
FUND DISTRIBUTION	G-02	ST/FED GRANT	\$ 7,267.32
FUND DISTRIBUTION	T-12	OTHER TRUSTS	\$ 3,006.54
FUND DISTRIBUTION	T-24	FAIR HOUSING	\$ 8,813.81
		Year Total:	\$ 11,820.35
		Total Of All Funds:	\$ 394,356.95
		Total of all Projects:	\$ 27,501.03

### CERTIFICATION

I, Maureen Doloughy, 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 March 1, 2016.

Maureen Doloughy, RMC  
Township Clerk

Totals by Year-Fund		Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Project Total	Total
Fund Description	Fund								
CURRENT FUND	5-01	43,122.26	0.00	43,122.26	0.00	0.00	0.00	0.00	43,122.26
CURRENT FUND	6-01	259,086.41	0.00	259,086.41	300.00	0.00	0.00	0.00	259,386.41
SEWER OPERATING	6-07	8,646.60	0.00	8,646.60	0.00	0.00	0.00	0.00	8,646.60
	6-12	3,051.96	0.00	3,051.96	0.00	0.00	0.00	27,501.03	30,552.99
POOL OPERATING ACCOUNT	6-26	130.80	0.00	130.80	0.00	0.00	0.00	0.00	130.80
Year Total:		270,915.77	0.00	270,915.77	300.00	0.00	0.00	27,501.03	298,716.80
GENERAL CAPITAL	C-04	58,731.63	0.00	58,731.63	0.00	0.00	0.00	0.00	58,731.63
SEWER CAPITAL	C-08	2,341.62	0.00	2,341.62	0.00	0.00	0.00	0.00	2,341.62
Year Total:		61,073.25	0.00	61,073.25	0.00	0.00	0.00	0.00	61,073.25
Dog Trust	D-02	158.00	0.00	158.00	0.00	0.00	0.00	0.00	158.00
STATE/FEDERAL GRANT FUND:	G-02	7,267.32	0.00	7,267.32	0.00	0.00	0.00	0.00	7,267.32
OTHER TRUSTS	T-12	3,006.54	0.00	3,006.54	0.00	0.00	0.00	0.00	3,006.54
FAIR HOUSING TRUST	T-24	8,813.81	0.00	8,813.81	0.00	0.00	0.00	0.00	8,813.81
Year Total:		11,820.35	0.00	11,820.35	0.00	0.00	0.00	0.00	11,820.35
Total of All Funds:		394,356.95	0.00	394,356.95	300.00	0.00	0.00	27,501.03	422,157.98

Project Description	Project No.	Rcvd Total	Held Total	Project Total
RAMANESSIN ESTATES	MEF-00058	2,924.92	0.00	2,924.92
SOMERSET INV HL	OS-00014	4,457.17	0.00	4,457.17
AT&T WIRELESS TOWNSHIP TOWER	PB-ATTWI	355.50	0.00	355.50
MERIDIAN WOUND CARE	PB-MER WOU	702.56	0.00	702.56
TOLL NJ IX, L.P./HOMES	PB-TOLL NJ	4,888.07	0.00	4,888.07
TOLL NJ IX LP/TOWNSHOUSES	PB-TOLLTWN	5,803.11	0.00	5,803.11
BAXTER ESTATE/ MONUMENTS	PCB-000084	2,040.00	0.00	2,040.00
PLUM LANE SEWER	PCB-000194	2,156.40	0.00	2,156.40
ST MINA COPTIC	PEF-000223	130.00	0.00	130.00
38 MAIN STREET	PEF-000242	264.00	0.00	264.00
HOLM FIELDS 2 (FLEET LLC)	PEF-000246	594.22	0.00	594.22
HOLMDEL ROUTE 35 LLC (LUKOTL)	PEF-000249	1,588.50	0.00	1,588.50
TOLL BRO REGENCY Ph 1A TOWNHO	PEF-000250	462.00	0.00	462.00
TOLL BRO/RESERVE PH 1 HOMES	PEF-000254	330.00	0.00	330.00
JIAH CORP/EXXON/PALMER AV/DUNK	ZB-JIAH EX	380.98	0.00	380.98
MERIDIAN HOSP-EMERG GENERATOR	ZB-MER GEN	24.60	0.00	24.60
MERIDIAN/BAYSH HOSP-OXYGEN BLD	ZB-MER OXY	99.00	0.00	99.00
NJ NATURAL GAS/REGULATOR SOLAR	ZB-NJNATGA	300.00	0.00	300.00
Total of All Projects:		<u>27,501.03</u>	<u>0.00</u>	<u>27,501.03</u>

Vendor # Name	PO # PO Date Description	Amount	Contract	PO Type	Charge Account	Acct Type Description	Stat/chk	First	Rcvd	chk/Void	Invoice	1099
	Item Description							Enc	Date	Date		Excl

**WBMA0001 W.B. Mason Co., Inc.** Continued

16-00394	02/10/16 Toner Cartridges/Library	42.50	Continued		G-02-41-780-000-302	B Friends of Holmdel Library	R		02/10/16	02/24/16	I32204609	N
3	Brother Toner TN210W/Magenta	127.50										

16-00438	02/16/16 TONER FOR ADMIN OFFICES	524.70			6-01-25-240-240-302	B POL: Office Building & Grounds	R		02/16/16	02/24/16	I32330998	N
1	TONER FOR ADMIN OFFICES											
Vendor Total:		2,229.97										

**WIRE001 Wireless Communications**

16-00085	01/27/16 RADIO MAINTEN JAN-JUNE 2016	617.00		B	6-01-25-240-240-308	B POL: Patrol	R		01/27/16	02/24/16	M56385	N
2	RADIO MAINT/JAN 2016	617.00			6-01-25-240-240-308	B POL: Patrol	R		01/27/16	02/24/16	M56484	N
3	RADIO MAINT/ FEB 2016	1,234.00										
Vendor Total:		1,767.66										

16-00303	02/05/16 Antennas	123.66			6-01-26-315-315-299	B CRF: Automotive Parts and Supplies	R		02/05/16	02/25/16	M56516	N
1	Antennas as per quote M20583											

16-00306	02/05/16 REMOVE RADIO AND RE-INSTALL	410.00			C-04-15-010-000-907	B Ord 2015-10 PD Radios	R		02/05/16	02/24/16	M56509	N
1	REMOVE RADIO AND RE-INSTALL											
Vendor Total:		1,767.66										

Total Purchase Orders:	176	Total P.O. Line Items:	314	Total List Amount:	422,157.98	Total Void Amount:	0.00
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BILLS PAYABLE RESOLUTION

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 February 16, 2016 be and the same hereby are approved and the Chief Financial Officer is authorized to pay said claims.

FUND DISTRIBUTION	6-01	CURRENT	\$3,277,583.57
	Total Of All Funds:		\$3,277,583.57

CERTIFICATION

I, Maureen Doloughty, Township Clerk of the Township of Holmdel do hereby certify this to be a true copy of a Resolution adopted by the Township Committee off the Township of Holmdel at a meeting held on March 1, 2016.

Maureen Doloughty, RMC  
Township Clerk

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Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	6-01	3,277,583.57	0.00	0.00	3,277,583.57
Total of All Funds:		<u>3,277,583.57</u>	<u>0.00</u>	<u>0.00</u>	<u>3,277,583.57</u>

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*"New"*

Range of Checking Accts: WIRE TRANSFERS to WIRE TRANSFERS Range of Check Ids: 569 to 572  
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
569	02/16/16	MONM0006 MONMOUTH COUNTY TREASURER					2310
16-00228	1	County Taxes due 2.16.16;	2,803,865.74	6-01-55-208-000-000	Budget		1 1
				County Taxes Payable			
16-00228	2	County Tx,Added/Omit;2.16.16	69,231.06	6-01-55-208-000-001	Budget		2 1
				County Taxes Added & Omitted			
			<u>2,873,096.80</u>				
570	02/16/16	MONM0006 MONMOUTH COUNTY TREASURER					2311
16-00229	1	Library Taxes due 2.16.16;	184,788.44	6-01-55-209-000-000	Budget		1 1
				Free County Library			
16-00229	2	Library Tx,Added/Omit;2.16.16	4,451.88	6-01-55-208-000-001	Budget		2 1
				County Taxes Added & Omitted			
			<u>189,240.32</u>				
571	02/16/16	MONM0006 MONMOUTH COUNTY TREASURER					2313
16-00230	1	Health Taxes due 2.16.16	55,502.52	6-01-55-213-000-000	Budget		1 1
				County HEALTH Taxes Payable			
16-00230	2	Health Tx,Added/Omit; 2.16.16	1,369.62	6-01-55-208-000-001	Budget		2 1
				County Taxes Added & Omitted			
			<u>56,872.14</u>				
572	02/16/16	MONM0006 MONMOUTH COUNTY TREASURER					2314
16-00231	1	Open Space Taxes due 2.16.16	154,548.31	6-01-55-210-000-000	Budget		1 1
				COUNTY OPEN SPACE TAX			
16-00231	2	OpenSpaceTx,Added/Omit;2.16.16	3,826.00	6-01-55-208-000-001	Budget		2 1
				County Taxes Added & Omitted			
			<u>158,374.31</u>				
<hr/>							
Report Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>	
	Checks:		4	0	3,277,583.57	0.00	
	Direct Deposit:		0	0	0.00	0.00	
	Total:		<u>4</u>	<u>0</u>	<u>3,277,583.57</u>	<u>0.00</u>	

**Over \$ 3,500 List for Township Committee Approval**

**MARCH 1, 2016 Meeting**

**Project :** Purchase Supplies for Road

**Vendor:** CRAFCO, Inc.

**Amount:** \$ 3,851.06 Quote dated 2.22.16

Please see attached for complete description.

**Project :**

**Vendor:**

**Amount:**

**Project :**

**Vendor:**

**Amount:**



6165 W. Detroit St.  
 Chandler, AZ 85226  
 (602) 276-0406 (800) 528-8242  
 FAX: (480) 940-0313

**QUOTE #** TSOYQ1679-01

Date Quoted 2/22/2016  
 EXPIRATION DATE 5/15/2016

**Quote To:** Account Code:

**Holmdel Township**  
**Jeff Smith**

14 Crawford Corners  
 Road Box 410  
 Holmdel, NJ 07733  
 United States of America  
**Phone:** 732-946-2820  
**Fax:** 732-946-8809  
**Email:** jsmith@holmdeltownship-nj.com

**Ship To:**

Holmdel Township  
 14 Crawford Corners  
 Road Box 410  
 Holmdel, NJ 07733  
 United States of America

Jeff Smith or Loni Lucina  
 732-946-2820 jsmith@holmdeltownship-nj.com

**Project Title:** GENERAL PURCHASE

**Bid Date:**  
**Bid Number:**  
**Project Start Date:**  
**Ship Before:** 5/15/2016  
**Quote Effective Dates:** 2/22/2016 TO 5/15/2016

**Terms:** NET 30  
**F.O.B.:** O/PPD/CB  
**Ship Via:** BEST WAY  
**Salesman Code:**  
**Quoted By:** Eric Lynch  
**Region Code:** ER8

**Estimated Time to Ship After Receipt of Order:** QUOTED AT TIME OF ORDER

**Customer:** Holmdel Township

Quote Number TSOYQ1679-01

**Project Title:** GENERAL PURCHASE

Date 02-22-16

Part #	Description	Unit	Qty.	Quote Price	Ext. Price
34977-51	HP ASPHALT COLD PATCH	Bags	120	\$9.9900	\$1,198.8000
34518-PM7	POLYFLEX TYPE 2 PLEXI MELT (box less packaging)	LB	4,500	\$0.5300	\$2,385.0000

**Shipping Cost: 267.26**

**COMMENTS:**

TO PLACE AN ORDER please contact customer service at the Allen 610-266-1871. When placing an order, please provide an e-mail confirmation. Also, please provide a contact and phone number for Detack is sold in 5 gallon pails. Asphalt cold patch - 60 bags per pallet.

Revision 1 - extended quote duration. Removed detack and add Material is sold per pallet and each pallet weighs 2,250 lbs.

Sales contact Eric Lynch 570-982-0018

*Loni, DEAR PLEASE*

*2- Pallets cold patch  
 2- Pallets Polyflex type II  
 PLEXI MELT*

*\* - shipping*

*\$1,198.80  
 \$2,385.00  
 \$ 267.26  
 -----  
 \$ 3,851.06*

TOWNSHIP OF HOLMDEL

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TOWNSHIP COMMITTEE AGENDA ITEM # 8

*Meeting Date:* March 2, 2016  
*Subject:* **Appointment – Qualified Purchasing Agent**  
*Submitted by:* Denise Fluck, HR Manager  
*Approved by:* Donna M. Vieiro, Township Administrator

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**RECOMMENDATION**

It is recommended the Township Committee appoint Jeanette Larrison as Qualified Purchasing Agent (QPA) for the township.

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**PREVIOUS ACTION**

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**BACKGROUND**

The position needs to be filled due to the retirement of our current QPA.

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**FISCAL IMPACT**

The CFO has certified funds are available.

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**Attachments:**

<b><u>For Internal Use</u></b>		
<i>Township Committee Action</i>		
Approve	Denied	Other
Comments: _____		
_____		
_____		
Date Delegated: _____		
Signature: _____		

TOWNSHIP OF HOLMDEL

TOWNSHIP COMMITTEE AGENDA ITEM # 9

Meeting Date: March 1, 2016

Subject: Change Order No. 1 & Final (Reduction) for the Maintenance and Operation of the Sanitary Sewer System (2015)

Submitted by: Bonnie L. Heard, P.E., Supervising Engineer and Edward G. Broberg, P.E., Township Engineer

Approved by:

**RECOMMENDATION**

I recommend the Governing Body authorize Change Order No. 1 & final that reflects as-built quantities for the sewer maintenance contract for 2015. The change order reflects a net reduction of \$11,202.99.

**PREVIOUS ACTION**

In previous action, the Governing Body awarded a contract to Stantec Consulting Services, Inc., for the maintenance and operation of the Township Sewers and sanitary pump stations.

**BACKGROUND**

The project is associated with the Township's annual contract for the maintenance and operation of the Sewer System. The contract is complete and this change order reflect the final as-built quantities associated with last year's contract.

**FISCAL IMPACT**

The fiscal impact of this Change Order is a **net reduction** of \$11,202.99.

**Attachments:**

Change Order No. 1& Final

H:\HOLM\G1602\Correspondence\Agenda Report\_Change Order (Reduction) 2015 Maintenance and Operation of Sanitary Sewer System.doc

**For Internal Use**

***Township Committee Action***

Approve          Denied          Other

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Delegated: \_\_\_\_\_

Signature: \_\_\_\_\_

## RESOLUTION AUTHORIZING CHANGE ORDER

WHEREAS, the Township of Holmdel awarded the contract for Operation and Maintenance of the Sanitary Sewer System to Stantec Consulting Services, Inc.; and in May 2013; and

WHEREAS, the work relating to that contract is ongoing and;

WHEREAS, the Township Engineer has submitted a detailed report dated March 1, 2016 requesting approval of Change Order #1 and Final for a reduction of \$11,202 for this contract; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that Change Order #1 and Final to the referenced contract is hereby approved.

BE IT FURTHER RESOLVED that the Township Engineer report dated March 1, 2016 is hereby incorporated by reference.

### CERTIFICATION

I, Maureen Doloughty, 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 March 1, 2016.

Maureen Doloughty, RMC  
Township Clerk

CHANGE ORDER NO. 1 (FINAL)

DATE: February 8, 2015  
PROJECT: Maintenance and Operation of Sanitary Sewer System (2015)  
OWNER: Township of Rahmstedt  
CONTRACTOR: Stantec Consulting Services Inc

DESCRIPTION OF CHANGE:

REDUCTIONS:

- 3 Emergency Calls REDUCED TO REFLECT ASBUILT QUANTITY
- 4 Emergency use of Calcium Oxide REDUCED TO REFLECT ASBUILT QUANTITY
- 5 Maintenance and Operation of Sewage Collection System REDUCED TO REFLECT ASBUILT QUANTITY
- 7 Supply of Bleach REDUCED TO REFLECT ASBUILT QUANTITY

EXTRA:

- 6 Mark-out Requests INCREASED TO REFLECT ASBUILT QUANTITY
- 8 Miscellaneous Addl Work INCREASED TO REFLECT ASBUILT QUANTITY

SUPPLEMENTARY:

APPROVAL RECOMMENDED:

Edward G. Broberg, P.E.

ACCEPTED:

CONTRACTOR:  
Stantec Consulting Services Inc

OWNER'S APPROVALS:

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

SEE ATTACHED DETAIL	ADDITIONAL	REDUCTION
A. TOTAL REDUCTIONS THIS C.O.	XXXXXXXXXXXX	\$20,147.05
B. TOTAL EXTRAS THIS C.O.	\$8,944.06	XXXXXXXXXXXX
C. TOTAL SUPPLEMENTARY THIS C.O.	\$0.00	XXXXXXXXXXXX
TOTALS THIS C.O.	\$8,944.06	\$20,147.05
NET CHANGE THIS CHANGE ORDER PREVIOUS CHANGE ORDERS	\$0.00	\$11,202.99
TOTAL CHANGE ORDERS TO DATE	\$8,944.06	\$20,147.05
NET CHANGE IN CONTRACT		\$11,202.99

ORIGINAL CONTRACT BID PRICE

\$29,480.00

CHANGE ORDERS TO DATE

-\$11,202.99

REVISED CONTRACT PRICE

\$218,277.01



TOWNSHIP OF HOLMDEL

TOWNSHIP COMMITTEE AGENDA ITEM # 10

Meeting Date: March 1, 2016
Subject: Option to Renew – Aloha Grill
Submitted by: Barbara Kovelesky
Approved by: Donna M. Vieiro, Township Administrator

RECOMMENDATION

It is recommended the Township Committee exercise the option to renew the Swim and Tennis Center Concession Stand contract with Aloha Grill for the term of May 30, 2016 – September 5, 2016.

PREVIOUS ACTION

BACKGROUND

The Township bid Swim Club Concession Stand Services and was awarded on February 17, 2015 for the term of one year with the option to renew on an annual basis for two (2) successive one (1) year terms.

FISCAL IMPACT

As per the contract for the 2016 season, vendor agrees to pay the Township \$12,200.

Attachments:

Resolution

Form for internal use with fields for Township Committee Action (Approve, Denied, Other), Comments, Date Delegated, and Signature.

## **RESOLUTION**

WHEREAS, the Township of Holmdel awarded a contract to Aloha Grill for the for the Swim Club Concession Stand on February 17, 2015 for the term of May 20, 2015 through September 5, 2015; and

WHEREAS, the contract contained a clause which allowed the Township of Holmdel to renew the contract for one year at a set price.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee that the Township of Holmdel wishes to exercise the option to renew the contract with Aloha Grill for the 2016 Season.

## **CERTIFICATION**

I, Maureen Doloughy, 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 March 1, 2016.

Maureen Doloughy, RMC  
Township Clerk

TOWNSHIP OF HOLMDEL

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TOWNSHIP COMMITTEE AGENDA ITEM # / /

*Meeting Date:* March 1, 2016

*Subject:* **Approval of Swim Club Employees for the 2016 Season**

*Submitted by:* Robert Ward, Recreation Director

*Approved by:* *Donna M. Vieiro, Township Administrator*

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**RECOMMENDATION**

It is recommended the Township Committee approve the attached as Swim Club managers for the 2016 season.

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**PREVIOUS ACTION**

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**BACKGROUND**

See Attached.

# MEMO

To: Maureen Doloughy  
From: Bob Ward – Recreation Director  
Date: February 25, 2016  
Re: Swim Club Employees – Summer 2016

I would like to recommend the following employees for hire for the 2016 season:

**Francis (Frank) Csulak- Maintenance Manager**                      **\$25/hour**  
**(Not to exceed \$10,000)**

Start Date:     April 1, 2016

**William Carl – Assistant Manager**                                      **\$16.50/hour**  
**(not to exceed \$9,000)**

Start Date:     April April 1, 2016

**Jennifer Leslie – Assistant Manager**                                      **\$15.25/hour**  
**(not to exceed \$9,000)**

Start Date:     April 1, 2016

**Ines Csulak -Manager**    **\$10,000 (stipend)**  
Start date:     March 15, 2016    **(paid in 10 installments)**

If you have any questions, please let me know.

TOWNSHIP OF HOLMDEL

TOWNSHIP COMMITTEE AGENDA ITEM # 12

Meeting Date: 3/1/2016  
Subject: Refunds  
Submitted by: Laurie LaRussa  
Approved by: Bob Ward

**RECOMMENDATION**

It is recommended that the Committee Adopt the following resolutions ~

**PREVIOUS ACTION**

Routine refunds for cancellation of classes, weddings, memberships and or security deposit refunds.

**BACKGROUND**

In accordance with the CFO guidelines the following refunds are submitted:

**FISCAL IMPACT**

Jennifer Miller ~ refund overpayment	\$ 80.00
Douglas Rothermed ~ refund security deposit	\$125.00
Jennifer Campillay ~ refund overpayment	\$ 55.00
Laureena McCormack ~ refund overpayment	\$160.00
Mary Lou Miller ~ refund class fee	\$ 30.00

**Attachments:**

<b><u>For Internal Use</u></b>	
<i>Township Committee Action</i>	
Approve	Denied
Other	
Comments: _____	
_____	
_____	
_____	
_____	

## RESOLUTION

BE IT RESOVED by the Mayor and Township Committee that the following Recreation Department Fees be returned:

Jennifer Miller ~ refund overpayment	\$ 80.00
Douglas Rothermed ~ refund security deposit	\$125.00
Jennifer Campillay ~ refund overpayment	\$ 55.00
Laureena McCormack ~ refund overpayment	\$160.00
Mary Lou Miller ~ refund class fee	\$ 30.00

## CERTIFICATION

I, Maureen Doloughy, 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 March 1, 2016.

Maureen Doloughy, RMC

Township Clerk

TOWNSHIP OF HOLMDEL

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TOWNSHIP COMMITTEE AGENDA ITEM # 13

Meeting Date: March 1, 2016

Subject: Development Fee Ordinance

Submitted by: Maureen Doloughy

Approved by:

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**RECOMMENDATION**

It is recommended that the Committee Introduce the Ordinance

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**PREVIOUS ACTION**

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**BACKGROUND**

Ordinance 2016-03 establishes standards for the collection, maintenance, and expenditure of development fees pursuant to COAH's regulations and in accordance P.L.2008, c.46, Sections 8 and 32-38. Fees collected pursuant to this ordinance shall be used for the sole purpose of providing low- and moderate-income housing. This ordinance shall be interpreted within the framework of COAH's rules on development fees, codified at N.J.A.C. 5:97-8.

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**FISCAL IMPACT**

None

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**Attachments:**

Proposed Ordinance 2016-03

*For Internal Use*

Township Committee Action

Approve

Denied

Other

Comments:

AN ORDINANCE TO AMEND SECTION XIV TOWNSHIP OF HOLMDEL BY AMENDING THE AFFORDABLE HOUSING CONTRIBUTION REQUIREMENTS AND PROCEDURES IN ACCORDANCE WITH COUNCIL ON AFFORDABLE HOUSING REGULATIONS 2016-03

BE IT ORDAINED, by the Township Committee of the Township of Holmdel that the Land Development Ordinance of the Township of Holmdel is hereby amended as follows:

**SECTION 1**

Section 14 – Affordable Housing Contribution, is hereby amended in its entirety and replaced with the following:

– AFFORDABLE HOUSING CONTRIBUTION

**I. Purpose**

- a) In Holmdel Builder's Association V. Holmdel Township, 121 N.J. 550 (1990), the New Jersey Supreme Court determined that mandatory development fees are authorized by the Fair Housing Act of 1985 (the Act), N.J.S.A. 52:27d-301 et seq., and the State Constitution, subject to the Council on Affordable Housing's (COAH's) adoption of rules.
- b) Pursuant to P.L.2008, c.46 section 8 (C. 52:27D-329.2) and the Statewide Non-Residential Development Fee Act (C. 40:55D-8.1 through 8.7), COAH is authorized to adopt and promulgate regulations necessary for the establishment, implementation, review, monitoring and enforcement of municipal affordable housing trust funds and corresponding spending plans. Municipalities that are under the jurisdiction of the Council or court of competent jurisdiction and have a COAH-approved spending plan may retain fees collected from non-residential development.
- c) This ordinance establishes standards for the collection, maintenance, and expenditure of development fees pursuant to COAH's regulations and in accordance P.L.2008, c.46, Sections 8 and 32-38. Fees collected pursuant to this ordinance shall be used for the sole purpose of providing low- and moderate-income housing. This ordinance shall be interpreted within the framework of COAH's rules on development fees, codified at N.J.A.C. 5:97-8.

**II. Basic Requirements**

- a) This ordinance shall not be effective until approved by COAH pursuant to *N.J.A.C. 5:96-5.1*.
- b) Holmdel Township shall not spend development fees until COAH has approved a plan for spending such fees in conformance with *N.J.A.C. 5:97-8.10* and *N.J.A.C. 5:96-5.3*.

### III. Definitions

- a) The following terms, as used in this ordinance, shall have the following meanings:
- i. **"Affordable housing development"** means a development included in the Housing Element and Fair Share Plan, and includes, but is not limited to, an inclusionary development, a municipal construction project or a 100 percent affordable development.
  - ii. **"COAH"** or the **"Council"** means the New Jersey Council on Affordable Housing established under the Act which has primary jurisdiction for the administration of housing obligations in accordance with sound regional planning consideration in the State.
  - iii. **"Development fee"** means money paid by a developer for the improvement of property as permitted in *N.J.A.C. 5:97-8.3*.
  - iv. **"Developer"** means the legal or beneficial owner or owners of a lot or of any land proposed to be included in a proposed development, including the holder of an option or contract to purchase, or other person having an enforceable proprietary interest in such land.
  - v. **"Equalized assessed value"** means the assessed value of a property divided by the current average ratio of assessed to true value for the municipality in which the property is situated, as determined in accordance with sections 1, 5, and 6 of P.L.1973, c.123 (C.54:1-35a through C.54:1-35c).

The following residential fees shall be determined annually by resolution of the Township Committee, in accordance with *N.J.A.C. 5:97-8.3*, limited to the following:

### IV. Residential Development Fees

- a) Imposed fees
- i. Within the all zoning districts, residential developers, except for developers of the types of development specifically exempted below, shall pay a fee up to one and a half (1.5%) percent of the equalized assessed value for residential development provided no increased density is permitted.
  - ii. When an increase in residential density pursuant to N.J.S.A. 40:55D-70d(5) (known as a "d" variance) has been permitted, developers may be required to pay a development fee of up to six percent (6%) percent of the equalized assessed value for each additional unit that may be realized. However, if the zoning on a site has changed during the two-year period preceding the filing of such a variance application, the base density for the purposes of calculating the bonus development fee shall be the highest density permitted by right during the two-year period preceding the filing of the variance application.

Example: If an approval allows four units to be constructed on a site that was zoned for two units, the fees could equal up to one and a half (1.5) percent of the equalized assessed value on the first two units; and the specified higher percentage up to six (6) percent of the equalized assessed value for the two additional units, provided zoning on the site has not changed during the two-year period preceding the filing of such a variance application.

- b) Eligible exactions, ineligible exactions and exemptions for residential development
- i. Affordable housing developments, developments where the developer is providing for the construction of affordable units elsewhere in the municipality, and developments where the developer has made a payment in lieu of on-site construction of affordable units shall be exempt from development fees.
  - ii. Developments that have received preliminary or final site plan approval prior to the adoption of a municipal development fee ordinance shall be exempt from development fees, unless the developer seeks a substantial change in the approval.

A "substantial change" is a revision to an approved preliminary or final site plan or subdivision which meets any one (1) of the following limitations:\*

- (a) Five (5) feet of improvements into any yard setback;
- (b) Five (5) feet in building height;
- (c) One (1) percent in floor area ratio;
- (d) One (1) percent in impervious coverage;
- (e) Five (5) feet in building spacing or location;
- (f) Three (3) parking spaces;
- (g) Five (5) feet in driveway locations;
- (h) One (1) percent in site disturbances;
- (i) Five (5) feet in lot line locations;
- (j) Any change in residential density;
- (k) Any new variances pursuant to N.J.S.A. 40-55D-70.c or d;
- (l) Any such change encumbered above shall not alter the percentage of low/moderate income housing in an approved project, if applicable.

\* A substitution of similar landscaping material, lighting fixtures and signage is not a substantial change as long as there is no change in approved quantities or dimensions.

Where a site plan approval does not apply, a zoning and/or building permit shall be synonymous with preliminary or final site plan approval for this purpose. The fee percentage shall be vested on the date that the building permit is issued.

- iii. Owner-occupied residential structures demolished and replaced as a result of a fire, flood, or natural disaster shall be exempt from paying a development fee.

- iv. Single family structures new or renovated that result in no additional residential structures;
- v. Public government agencies and schools, which are classified by the Tax Assessor as exempt from payment of property taxes (Property Classes 15A & 15C), shall be exempt from paying development fees.

## **V. Non-residential Development Fees**

### **a) Imposed fees**

- i. Within all zoning districts, non-residential developers, except for developers of the types of development specifically exempted, shall pay a fee equal to two and one-half (2.5) percent of the equalized assessed value of the land and improvements, for all new non-residential construction on an unimproved lot or lots.
- ii. Non-residential developers, exempt for developers of the type of development specifically exempted, shall also pay a fee equal to two and one-half (2.5) percent of the increase in equalized value resulting from any additions to the existing structure to be used for non-residential purposes.
- iii. Development fees shall be imposed and collected when an existing structure is demolished and replaced. The development fee of two and one-half (2.5) percent shall be calculated on the difference between the equalized assessment value of the pre-existing land and improvement and the equalized assessed value of the newly improved structure, i.e., land and improvement, at the time final certificate of occupancy is issued. If the calculation required under this section results in a negative number, the non-residential development fee shall be zero.

### **b) Eligible exactions, ineligible exactions and exemptions for non-residential development**

- i. The non-residential portion of a mixed-use inclusionary or market rate development shall be subject to the two and a half (2.5) percent development fee, unless otherwise exempted below.
- ii. The 2.5 percent fee shall not apply to an increase in equalized assessed value resulting from alterations, change in use within existing footprint, reconstruction, renovations and repairs.
- iii. Non-residential developments shall be exempt from the payment of non-residential development fees in accordance with the exemptions required pursuant to P.L. 2008 c. 46, as specified in the Form N-RDF "State of New Jersey Non-Residential Development certification/Exemption" Form. Any exemption claimed by a developer shall be substantiated by that developer.

- iv. A developer of a non-residential development exempted from the non-residential development fee pursuant to P.L 2008 c. 46 shall be subject to it at such time the basis for the exemption no longer applies, and shall make the payment of the non-residential development fee, in that event, within three years after that event or after the issuance of the final certificate of occupancy of the non-residential development, whichever is later.
- v. If a property which was exempted from the collection of a non-residential development fee thereafter ceases to be exempt from property taxation, the owner of the property shall remit the fees pursuant to this section within 45 days of the termination of the property tax exemption. Unpaid non-residential development fees under these circumstances may be enforceable by Holmdel Township as a lien against the real property of the owner.

## **VI Collection Procedures**

- a) Upon the granting of a preliminary, final or other applicable approval, for a development, the applicable approving authority shall direct its staff to notify the construction official responsible for the issuance of a building permit.
- b) For non-residential development only, the developer shall also be provided with a copy of Form N-RDF "State of New Jersey Non-Residential Development Certification/Exemption" to be completed as per the instruction provided. The developer of a non-residential development shall complete Form N-RDF as per the instructions provided. The construction official shall verify the information submitted by the non-residential developer as per the instructions provided in the Form N-RDF. The Tax assessor shall verify exemptions and prepare an estimate and final assessments as per the instructions provided in Form N-RDF.
- c) The construction official responsible for the issuance of a final certificate of occupancy notifies the local assessor of any and all requests for the scheduling of a final inspection on property which is subject to a development fee.
- d) Within 90 days of receipt of tat notice, the municipal tax assessor, based upon the plans filed, shall provide an estimate of the equalized assessed value of the development.
- e) The construction official responsible for the issuance of a final certificate of occupancy notifies the local assessor of any and all requests for the scheduling of a final inspection on property which is subject to a development fee.

- f) Within 10 business days of a request for the scheduling of a final inspection, the municipal assessor shall confirm or modify the previously estimated equalized assessed value of the improvements of the development; calculate the development fee; and thereafter notify the developer of the amount of the fee.
- g) Should Holmdel Township fail to determine or notify the developer of the amount of the development fee within 10 business days of the request for final inspection, the developer may estimate the amount due and pay that estimated amount consistent with the dispute process set forth in subsection b. of section 37 of P.L.2008, c.46 (C.40:55D-8.6).
- h) The development fee shall be collected at the issuance of the certificate of occupancy. .
- e) Appeal of development fees
  - 1) A developer may challenge residential development fees imposed by filing a challenge with the County Board of Taxation. Pending a review and determination by the Board, collected fees shall be placed in an interest bearing escrow account by Holmdel Township. Appeals from a determination of the Board may be made to the tax court in accordance with the provisions of the State Tax Uniform Procedure Law, R.S.54:48-1 et seq., within 90 days after the date of such determination. Interest earned on amounts escrowed shall be credited to the prevailing party.
  - 2) A developer may challenge non-residential development fees imposed by filing a challenge with the Director of the Division of Taxation. Pending a review and determination by the Director, which shall be made within 45 days of receipt of the challenge, collected fees shall be placed in an interest bearing escrow account by Holmdel Township. Appeals from a determination of the Director may be made to the tax court in accordance with the provisions of the State Tax Uniform Procedure Law, R.S.54:48-1 et seq., within 90 days after the date of such determination. Interest earned on amounts escrowed shall be credited to the prevailing party.

## **VI. Affordable Housing Trust Fund**

- a) There is hereby created a separate, interest-bearing housing trust fund to be maintained by the Chief Financial Officer for the purpose of depositing development fees collected from residential and non-residential developers and proceeds from the sale of units with extinguished controls.
- b) The following additional funds shall be deposited in the Affordable Housing Trust Fund and shall at all times be identifiable by source and amount:
  - 1. payments in lieu of on-site construction of affordable units;
  - 2. developer contributed funds to make ten percent (10%) of the adaptable entrances in a townhouse or other multistory attached development accessible;

3. rental income from municipally operated units;
  4. repayments from affordable housing program loans;
  5. recapture funds;
  6. proceeds from the sale of affordable units; and
  7. Any other funds collected in connection with Neptune Township's affordable housing program.
- c) Within seven days from the opening of the trust fund account, Neptune Township shall provide COAH with written authorization, in the form of a three-party escrow agreement between the municipality, the bank, and COAH to permit COAH to direct the disbursement of the funds as provided for in N.J.A.C. 5:97-8.13(b).
- d) All interest accrued in the housing trust fund shall only be used on eligible affordable housing activities approved by COAH.

## **VII. Use of Funds**

- a) The expenditure of all funds shall conform to a spending plan approved by COAH. Funds deposited in the housing trust fund may be used for any activity approved by COAH to address the Neptune Township's fair share obligation and may be set up as a grant or revolving loan program. Such activities include, but are not limited to: preservation or purchase of housing for the purpose of maintaining or implementing affordability controls, rehabilitation, new construction of affordable housing units and related costs, accessory apartment, market to affordable, or regional housing partnership programs, conversion of existing non-residential buildings to create new affordable units, green building strategies designed to be cost saving and in accordance with accepted national or state standards, purchase of land for affordable housing, improvement of land to be used for affordable housing, extensions or improvements of roads and infrastructure to affordable housing sites, financial assistance designed to increase affordability, administration necessary for implementation of the Housing Element and Fair Share Plan, or any other activity as permitted pursuant to N.J.A.C. 5:97-8.7 through 8.9 and specified in the approved spending plan.
- b) Funds shall not be expended to reimburse Neptune Township for past housing activities.
- c) At least 30 percent of all development fees collected and interest earned shall be used to provide affordability assistance to low- and moderate-income households in affordable units included in the municipal Fair Share Plan. One-third of the affordability assistance portion of development fees collected shall be used to provide affordability assistance to those households earning 30 percent or less of median income by region.
- i. Affordability assistance programs may include down payment assistance, security deposit assistance, low interest loans, rental assistance, assistance with homeowners association or condominium fees and special assessments, and assistance with emergency repairs.

- ii. Affordability assistance to households earning 30 percent or less of median income may include buying down the cost of low or moderate income units in the municipal Fair Share Plan to make them affordable to households earning 30 percent or less of median income.
- iii. Payments in lieu of constructing affordable units on site and funds from the sale of units with extinguished controls shall be exempt from the affordability assistance requirement.
- d) Holmdel Township may contract with a private or public entity to administer any part of its Housing Element and Fair Share Plan, including the requirement for affordability assistance, in accordance with N.J.A.C. 5:96-18.
- e) No more than 20 percent of all revenues collected from development fees, may be expended on administration, including, but not limited to, salaries and benefits for municipal employees or consultant fees necessary to develop or implement a new construction program, a Housing Element and Fair Share Plan, and/or an affirmative marketing program. In the case of a rehabilitation program, no more than 20 percent of the revenues collected from development fees shall be expended for such administrative expenses. Administrative funds may be used for income qualification of households, monitoring the turnover of sale and rental units, and compliance with COAH's monitoring requirements. Legal or other fees related to litigation opposing affordable housing sites or objecting to the Council's regulations and/or action are not eligible uses of the affordable housing trust fund.

### **VIII. Monitoring**

- a) Holmdel Township shall complete and return to COAH all monitoring forms included in monitoring requirements related to the collection of development fees from residential and non-residential developers, payments in lieu of constructing affordable units on site, funds from the sale of units with extinguished controls, barrier free escrow funds, rental income, repayments from affordable housing program loans, and any other funds collected in connection with Holmdel Township's housing program, as well as to the expenditure of revenues and implementation of the plan certified by COAH. All monitoring reports shall be completed on forms designed by COAH.

### **IX. Ongoing Collection of Fees**

- a) The ability for Holmdel Township to impose, collect and expend development fees shall expire with its substantive certification unless Holmdel Township has filed an adopted Housing Element and Fair Share Plan with COAH, has petitioned for substantive certification, and has received COAH's approval of its development fee ordinance. If Holmdel Township fails to renew its ability to impose and collect development fees prior to the expiration of substantive certification, it may be subject to forfeiture of any or all funds remaining within its municipal trust fund. Any funds so forfeited shall be deposited into the "New Jersey Affordable Housing Trust Fund" established pursuant to section 20 of P.L.1985, c.222 (C.52:27D-320). Holmdel Township shall not impose a residential development fee on a development that receives preliminary or final site plan approval after the expiration of its substantive certification or judgment of

compliance, nor shall Holmdel Township retroactively impose a development fee on such a development. Holmdel Township shall not expend development fees after the expiration of its substantive certification or judgment of compliance.

**SECTION 2**

Each section, subsection, sentence, clause and phrase of this Ordinance is declared to be an independent section, subsection, sentence, clause and phrase, and the finding or holding of any such portion of this Ordinance to be unconstitutional, void, or ineffective for any cause, or reason, shall not affect any other portion of this Ordinance.

**SECTION 3**

This Ordinance shall be in full force and effect from and after its adoption and publication as may be required by law and upon approval by the Council on Affordable Housing.

APPROVED ON FIRST READING: \_\_\_\_\_

APPROVED, PASSED, AND ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
Maureen Doloughy,  
Municipal Clerk

\_\_\_\_\_  
Eric Hinds,  
Mayor

**LEGAL NOTICE**

The foregoing ordinance was introduced and passed on the first reading at a meeting of the Township Committee of the Township of Holmdel held on March 1, 2016 and will be considered for final passage and adoption at a meeting of said Township Committee to be held on March 15, 2016 at Township Hall, 4 Crawfords Corner Road, Holmdel, NJ at 7:30 PM at which time and place all persons desiring to be heard thereon will be given full opportunity.

Eric Hinds, Mayor

Attest:  
Maureen Doloughy, RMC  
Township Clerk

TOWNSHIP OF HOLMDEL

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TOWNSHIP COMMITTEE AGENDA ITEM # 14

Meeting Date: March 1, 2016

Subject: Ordinance 2016-02 Swim Club Fees

Submitted by: Maureen Doloughty

Approved by:

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**RECOMMENDATION**

It is recommended that the Committee Adopt the Ordinance after the Public Hearing

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**PREVIOUS ACTION**

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**BACKGROUND**

Recreation Director Robert Ward has submitted the fees for the 2016 Season for the Swim Club.

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**FISCAL IMPACT**

None

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**Attachments:**

Ordinance 2016-02

*For Internal Use*

Township Committee Action

Approve

Denied

Other

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NJ at 7:30 PM at which time and place all persons desiring to be heard thereon will be given full opportunity. Eric Hinds, Mayor Attest: Maureen Doloughty, RMC Township Clerk (\$168.00)

I, Maureen Doloughty, Township Clerk of the Township of Holmdel do hereby certify this to be an advertisement published in the Asbury Park Press February 19, 2016

*Maureen Doloughty*  
 Maureen Doloughty, RMC  
 Holmdel Township Clerk

TOWNSHIP OF HOLMDEL

AN ORDINANCE AMENDING CHAPTER 13 PARKS AND RECREATIONAL FACILITIES, SECTION 13-3 SWIM CENTER, SECTION 13-3.2, FEES AND CHARGES OF THE CODE OF THE TOWNSHIP OF HOLMDEL 2016-02

BE IT ORDAINED by the Township Committee of the Township of Holmdel, County of Monmouth and State of New Jersey as follows: (additions are underlined, and deletions are in [brackets]):

Section 1. Section 13-3.2 is amended as to the amount of fees as follows:

a. Memberships. The classes of membership and fees for the year are as follows. All fees shall be paid in full.

- (1) Resident family membership:
 

Prior to April 15	<del>[\$550]</del>	\$575
After April 15	<del>[\$640]</del>	\$635
- (2) Resident individual membership 18 years or older, proof required:
 

Prior to April 15	<del>[\$310]</del>	\$325
After April 15	<del>[\$350]</del>	\$375
- (3) Resident senior citizen membership 62 years or older, proof required:
 

Prior to April 15	<del>[\$125]</del>	\$130
After April 15	<del>[\$140]</del>	\$150
- (4) Non-resident family:
 

Prior to April 15	<del>[\$740]</del>	\$770
After April 15	<del>[\$785]</del>	\$815
- (5) Non-resident individual membership 18 years or older, proof required:
 

Prior to April 15	<del>[\$395]</del>	\$415
After April 15	<del>[\$425]</del>	\$470
- (6) Non-resident senior citizen membership 62 years or older, proof required:
 

Prior to April 15	<del>[\$145]</del>	\$180
After April 15	<del>[\$165]</del>	\$200
- (7) August/Labor Day only Family (membership available ONLY after seasonal membership reaches capacity)
 

Resident family:	\$400
Non-resident family:	\$445
- (8) August/Labor Day only individual (membership available ONLY after seasonal membership reaches capacity)
 

Resident:	<del>[\$225]</del>	\$250
Non-resident:		\$295
- (9) Swim Lessons
 

Members:	\$50 class
Non-Members:	\$75 class
- (10) Swim Team Fee (member)
 

First Child:	\$80
Each Additional Child:	\$65
Late Fee after 6/20/15:	\$15
	each child

- Swim Team Individual (membership limited to swim team)
 

Resident	<del>[\$250]</del>	250
Non-Resident	<del>[\$270]</del>	\$275
- Volunteer Work Bond \$50
- (11) Guest Book – Book of 5 Passes \$40
- (12) Daily Guest Pass (Members) \$10
- Twilight Guest Pass (after 5 PM – Members) \$5
- (13) Replacement ID Card Fee \$10
- (14) Labor Day Guest Fee – Guest of Member \$5
- (15) Family Day Entrance Fee (non-member) \$5
- b. No Change
- c. No Change
- d. No Change
- e. No Change

Section 2. The remainder of all other sections and subsections of the aforementioned ordinance not specifically amended by this ordinance shall remain in full force and effect.

Section 3. All Ordinances or parts thereof inconsistent with the provisions of this ordinance are hereby repealed as to such inconsistency.

Section 4. If any section paragraph, subdivision, clause or provision of this ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, clause or provision so adjudged and the remainder of this ordinance shall be deemed valid and effective.

Section 5. This ordinance shall take effect upon its passage and publication according to law.

LEGAL NOTICE

The foregoing ordinance was introduced and passed on the first reading at a meeting of the Township Committee of the Township of Holmdel held on February 16, 2016 and will be considered for final passage and adoption at a meeting of said Township Committee to be held on March 1, 2016 at Township Hall, 4 Crawford's Corner Road, Holmdel, NJ at 7:30 PM at which time and place all persons desiring to be heard thereon will be given full opportunity.

Eric Hinds, Mayor

Attest:  
 Maureen Doloughty, RMC  
 Township Clerk  
 (\$168.00)

001060337-01

TOWNSHIP OF HOLMDEL

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TOWNSHIP COMMITTEE AGENDA ITEM # 15

Meeting Date: March 1, 2016  
Subject: Construction Trailer Permit  
Submitted by: Loni Lucina, Code Enforcement Officer  
Approved by: Donna Vieiro, Township Administrator

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**RECOMMENDATION**

It is recommended that the Township Committee approve the placement of a Sales Trailer

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**PREVIOUS ACTION**

None

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**BACKGROUND**

Fleet Holmdel, LLC c/o The Robertson Douglas Group will be constructing a development of consisting of 19 single family homes referred to as Holmdel Fields Section 2. This development is off of Holmdel Road. They have made application for a Sales Trailer to be put on the site. As per Ordinance 4-3, the Traffic Safety Officer, Township Engineer and I have reviewed the plan submitted and have no objections to the placement of the trailer. The trailer will not interfere with roadway traffic in the area and will not create view obstructions where they will be located nor will they have any impact on environmentally sensitive area and are located more than 125 feet from any residential dwelling. A copy of the plan where the trailer will be located is attached for your review. Fleet Holmdel c/o The Robertson Douglas Group has complied with all other aspects of the trailer permit application.

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**FISCAL IMPACT**

None

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**Attachments:**

Trailer Permit Application  
Copy of Plan Detailing Sales Trailer Location

<b><u>For Internal Use</u></b>	
<i>Township Committee Action</i>	
Approve	Denied
Other	
Comments: _____	
_____	

HOLMDEL TOWNSHIP TRAILER PERMIT APPLICATION

DATE: 1-5-16

IS THERE A DEVELOPMENT APPLICATION BEFORE PLANNING BOARD/ZONING BOARD?  
YES. Holmdel Fields 2 (name) NO

~~THE FOLLOWING IS PROHIBITED:~~ ADVERTISING SIGNS, USE OF TRAILER BETWEEN 7 PM & 7 AM AND ON SUNDAY, & TRAILERS MOUNTED ON PERMANENT FOUNDATIONS

Applicant: Name Fleet Holmdel LLC c/o The Robertson Douglas Group

Address 788 Shrewsbury Ave, Ste 104, Tinton Falls NJ ZIP 07724

Phone Number 732-578-0960

Property Owner: Name same as above

Address \_\_\_\_\_

SITE LOCATION OF TRAILER: BLOCK 13 LOT 11.01  
ADDRESS: 3 HAYFIELD CT

Copy of survey, subdivision plat, or site plan must be attached to application and specify landscaping, and method of solid waste disposal if applicable. If landscaping waiver is requested, reasons for waiver must be included.

NOTICE TO PROPERTY OWNERS WITHIN 200' MUST BE SENT CERTIFIED MAIL AND INCLUDE: (1) NOTICE SHALL STATE THAT THE RECIPIENT HAS 10 DAYS TO REGISTER OBJECTIONS WITH THE CODE ENFORCEMENT OFFICER and (2) LOCATION AND TIMES WHEN DOCUMENTS ARE AVAILABLE TO INSPECTION AT TOWN HALL.

- X TEMPORARY SALES OFFICE @ \$200. each \$200.00
- CONSTRUCTION TRAILER @ \$200. each \_\_\_\_\_
- STORAGE TRAILER @ \$200. each \_\_\_\_\_

~~(Six month renewal of license: \$100 each)~~

~~For office use only - do not write below this line~~

Regulations: No occupied dwellings within 125' LL  
 Certification of taxes paid LL  
 Notification to property owners within 200' of proposed trailer site LL  
 Proper location identification LL  
 Consultations: Engineer 2/18/16  
 Traffic Safety Officer 2/16/16

FEES PAID: DATE: 1/14/2016 AMOUNT: 200.00

Recommend Township Committee to approve: Date 2/19/16

Disapprove Reason: \_\_\_\_\_

APPROVAL BY TOWNSHIP COMMITTEE: \_\_\_\_\_ DATE \_\_\_\_\_  
 LICENSE ISSUED: DATE \_\_\_\_\_ EXPIRES \_\_\_\_\_  
 6 MONTH RENEWAL: DATE \_\_\_\_\_ EXPIRES \_\_\_\_\_

CIV GEN'L  
CC: 3/1 AG-~~BLA~~

TOWNSHIP OF HOLMDEL

NOTICE

Ordinance 4-3.4 Regulating licensing of Trailers

TO: All property owners within 200 feet of the subject premises

You are hereby notified that the application has been made to the Holmdel Township Committee for a license to locate a sales trailer and/or construction trailers. This matter will be heard at the regular meeting of the Township Committee on March 1, 2016.

B

SUBDIVISION OR SITE PLANE NAME: Holmdel Fields Section 2

TRAILER SITE LOCATION: Lot 11.01 \* Block 13

X SALES TRAILER LICENSE

       CONSTRUCTION TRAILER LICENSE

BLOCK 13 LOT 11.01

APPLICANT: (NAME) Fleet Holmdel, LLC c/o The Robertson Douglas Group

(ADDRESS) 788 Shrewsbury Ave, Ste 104, Tinton Falls, NJ 07724

*John Vincenti*

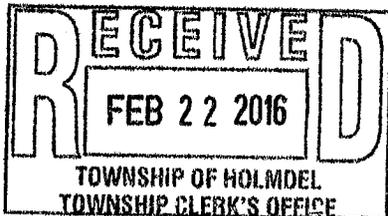
Signature of Applicant  
John Vincenti, FWH Associates, Agent for Applicant

2/19/16

Date

Documents relating to this applicant may be viewed at Township Hall in the office of the Township Clerk during regular business hours between 9 a.m. and 4.30 p.m.

Ordinance 92-10, regulating the sales and construction trailers. Provide for licenses to be issued for an initial period of 12 months, prohibits trailers to be located within 125 ft. of an occupied dwelling unit, and requires property owners to be noticed within 200 ft. of the trailer site.



TOWNSHIP OF HOLMDEL

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TOWNSHIP COMMITTEE AGENDA ITEM # 16

Meeting Date: March 1, 2016

Subject: Bond Default Hearing – Hop Brook Subdivision

Submitted by: Maureen Doloughty

Approved by:

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**RECOMMENDATION**

It is recommended that the Committee continue the Bond Default Hearing

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**PREVIOUS ACTION**

**BACKGROUND**

Mr. Broberg has scheduled a Bond Default Hearing for the developer of the Hop Brook Subdivision, Pinnacle Companies. The Committee discussed this matter at the December 15, 2015 meeting and carried it until this meeting.

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**FISCAL IMPACT**

None

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**Attachments:**

Engineer's Letter

*For Internal Use*

Township Committee Action

Approve

Denied

Other

Comments: \_\_\_\_\_

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YOUR GOALS. OUR MISSION.

HOLM-I1820

February 11, 2016

*Via Certified Mail/Return Receipt*

Pinnacle Hop Brook Developers, LLC  
c/o Pinnacle  
363 Bloomfield Avenue  
Suite 2A  
Montclair, NJ 07042

**Re: Hop Brook Major Subdivision  
Performance Bond No. SUR012781**

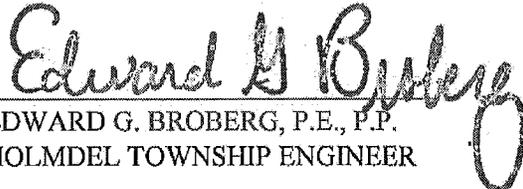
Gentlemen:

As you know on December 15, 2015, the Township commenced a bond default hearing for the Hob Brook Subdivision in an effort to afford your organization an opportunity to address a number of items associated with the completion of the subdivision including the schedule for the pavement surface course and the installation of extensive landscaping. I am writing to remind you that the Bond Default meeting will be continued at the March 1, 2016 Township Committee, which is held at 7:30 p.m. in the Holmdel Township Municipal Building. I strongly advise that members of your organization attend that hearing to advise how and when the improvements will be complete. Please keep in mind that it is the Township's objective to have the subdivision fully complete, including the pavement surface course by October 15 this year. By copy of this email I am advising your bonding company of the continued bond default hearing and requesting any assistance that they can provide to resolve this issue.

If you have questions or require any additional information, please call.

Very truly yours,

T&M ASSOCIATES

  
EDWARD G. BROBERG, P.E., P.F.  
HOLMDEL TOWNSHIP ENGINEER

EGB:dk

c: Donna Vieiro, Township Administrator  
Maureen Doloughy, Clerk  
Duane Davison, Esq.  
Victor Stevens, Director of Infrastructure  
Bob Griffith, Claims Specialist, Lincoln General Insurance Co  
Charles Applebaum Esq., 363 Bloomfield Ave, 3<sup>rd</sup> Floor, Montclair, New Jersey 07042

HA\HOLM\I1820\Correspondence\Pinnacle Co\_EGB\_Hop Brook Subdivision Continued Bond Default Hearing.docx