
HOLMDEL TOWNSHIP

OFFICE OF THE TOWNSHIP CLERK

TO: Mayor and Township Committee

FROM: Maureen Dolougherty, RMC, Township Clerk

DATE: July 7, 2016

RE: **Agenda Items for the Meeting of July 12, 2016**

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

Presentations

1. Nine students from Holmdel High School participated in the Jersey Shore Science Fair, the Delaware Valley Science Fair, and the New Jersey Academy of Science Symposium. These are the feeder fairs to the very prestigious Intel Science and Engineering Fairs. In April, seven of our HAR students competed in the New Jersey Academy of Sciences Annual Symposium at Kean University. They presented powerpoint presentations of the work that they did in HAR this year.

Chief Financial Officer

2. The 2015 Audit Report was prepared by Holman, Frenia, Allison, PC and the copies have been forwarded to you. It is necessary for the Committee to certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, at a minimum, the sections of the annual audit entitled General Comments and Recommendations.

3. Upon receipt of the Annual Audit, a Corrective Action Plan must be prepared by the CFO, and approved by the Township Committee for submission to the Division of Local Government Services within 60 days of receipt of the audit.

Consent

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

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

HOLMDEL TOWNSHIP

OFFICE OF THE TOWNSHIP CLERK

6. A hearing was held declaring the Performance Bond for Hop Brook Subdivision in Default. A Settlement Agreement has been prepared by the Township Attorney and found to be acceptable by the Township Committee. The Resolution authorizes execution of the Settlement Agreement and any other documentation necessary.

7. Robert Ward, Recreation Director is requesting approval for the hiring of Swim Club employees for the 2016 Season.

8. The Township Engineer has inspected the Laurel Avenue Subdivision to determine the amount of bondable improvements satisfactorily installed. All bondable improvements have been completed with the exception of some landscaping items. The recommendation is that the Performance Bond be released subject to the acceptance of a Maintenance Bond and a cash bond for the replacement of the landscaping. A Resolution has been prepared.

9. Bids were received on July 7, 2016 for Tree Trimming as needed. The QPA is recommending that the contract be awarded to High Tech Landscapes, Inc. A Resolution has been prepared.

10. The Township Engineer has inspected the B&G Gulf property to determine the amount of bondable improvements installed to date. All bondable improvements have been installed and the Township Engineer is recommending that the Performance Bond be released subject to the acceptance of a Maintenance Bond. A Resolution has been prepared.

11. Barbara Kovelesky passed the State Exam and now possesses the designation and is certified as a Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services. The request is being made to appoint Ms. Kovelesky as the Township Qualified Purchasing Agent.

112. The request is being made to appoint Hunter Smith as a Seasonal Recycling Yard Worker/Laborer at a salary of \$12.50 per hour in the Department of Public Works. The appointment is being requested for summer help to assist the Public Works Department with general maintenance duties as assigned.

13. The request is being made to appoint Wayne Porter as a Seasonal Laborer at a salary of \$10.00 per hour in the Department of Public Works. The appointment is being requested for summer help to assist the Public Works Department with general maintenance duties as assigned.

HOLMDEL TOWNSHIP

OFFICE OF THE TOWNSHIP CLERK

Zoning

14. At the June 9, 2016 Township Committee meeting, the Township Committee denied a request for temporary relief from the sign ordinance wherein Toll NJ IX L.P and Toll Holmdel Urban Renewal LLC (collectively "Toll") requested to place 53 signs for 416 consecutive weekends. Toll is now requesting to place twelve (12) marketing signs in the locations designated on the attached plans. The signs will be exhibited beginning on Saturday mornings and will be removed by Sunday evenings. Toll is requesting the signs be posted each weekend for the term of one (1) year and they anticipate requesting a yearly renewal.

Police

15. Two Sergeant positions have remained unfilled since the retirement of Lieutenant Smith and Sergeant Torres. Lieutenant Philhower was promoted to fill Lieutenant Smith's position, currently leaving the Sergeant position in Traffic Safety open. Sgt. Martinez was moved from Juvenile Sergeant to Detective Sergeant to fill Sergeant Torres spot. The positions were left unfilled temporarily due to manpower issues created by having three Officers in the Police Academy and the resignation of the fourth. Since the Officers recently graduated the Police Academy, the Department is now in a position to fill the vacant Sergeant positions.

16. One Officer is replacing the spot vacated by Christopher Pair when he resigned during the Police Academy in January 2016. The second Officer is replacing a Sergeant who is retiring on October 1st.

As always, if you have questions or cannot attend the meeting please call me at 732-946-2820.

Holmdel Township

4 CRAWFORDS CORNER ROAD
HOLMDEL, NEW JERSEY 07733

Tel: 732-946-2820

Fax: 732-946-0116

HOLMDEL TOWNSHIP COMMITTEE REGULAR MEETING

July 12, 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	_____	_____
Thomas Critelli, Committeeman	_____	_____
Michael Nikolis, 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 – July 12, 2016

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

Presentations

1. 2016 Science Fair

Chief Financial Officer

- 2 Adopt Resolution Certifying Review of the Annual Report of Audit
3. Adopt Resolution Approving the Corrective Action Plan

Clerk

Consent Agenda

4. Approve Bills Payable
5. Approve Purchases over \$3,500
6. Adopt Resolution Authorizing Execution of Settlement Agreement for Hop Brook Subdivision
7. Approve Swim Club Employees for the 2016 Season
8. Adopt Resolution Releasing Performance Bond Posted for Laurel Avenue Subdivision
9. Adopt Resolution Awarding Contract for Tree Trimming Services to High Tech Landscapes, Inc. in the amount of \$1,024
10. Adopt Resolution Releasing the Performance Bond Posted for B&G Gulf
11. Adopt Resolution Appointing Barbara Kovelesky as Holmdel Township Qualified Purchasing Agent
12. Approve appointment of Hunter Smith as a Seasonal Recycling Yard Worker/Laborer at a salary of \$12.50 per hour in the Department of Public Works.

Township Committee Meeting – July 12, 2016

13. Approve appointment of Wayne Porter as a Seasonal Laborer at a salary of \$10.00 per hour in the Department of Public Works

Zoning

14. Temporary Relief from Sign Ordinance

Departments

Administrator

Police

15. Approve Request to Authorize Promotion of Three Patrolmen to the Rank of Sergeant 2nd Class
16. Approve Request to Hire Two Lateral Transfer Police Officers – Anthony P. Tillman and Darryl K. Jackson

Professionals

Attorney

Engineer

Boards/Committees

Business From the Committee

Public Portion – Agenda and Non-Agenda Items

Adjournment

TOWNSHIP OF HOLMDEL

TOWNSHIP COMMITTEE AGENDA ITEM # /

Meeting Date: July 12, 2016

Subject: **Audit Report**

Submitted by: Maureen Doloughy

Approved by:

RECOMMENDATION

It is recommended that the Committee adopt the Resolution

PREVIOUS ACTION

BACKGROUND

The 2015 Audit Report was prepared by Holman, Frenia, Allison, PC and the copies have been forwarded to you. It is necessary for the Committee to certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, at a minimum, the sections of the annual audit entitled General Comments and Recommendations.

FISCAL IMPACT

None

Attachments:

Resolution

For Internal Use

Township Committee Action

Approve

Denied

Other

Comments: _____

RESOLUTION

WHEREAS, NJS 40:A5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the year 2015 has been filed by a Registered Municipal Accountant with the Municipal Clerk as per the requirements of NJS 40A:5-6, and a copy has been received by each member of the governing body; and

WHEREAS, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs as per RS 52:27BB-34; and

WHEREAS, the Local Finance Board has promulgated a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, at a minimum, the sections of the annual audit entitled:

General Comments

Recommendations

and

WHEREAS, the members of the governing body have personally reviewed at a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit Entitled:

General Comments

Recommendations

as evidenced by the group affidavit form of the governing body; and

WHEREAS, such resolution of certification shall be adopted by the governing body no later than forty-five days after receipt of the annual audit, as per the regulations of the Local Finance Board; and

WHEREAS, all members of the governing body have received and familiarized themselves with at least the minimum requirements of the Local Finance Board of the State of New Jersey as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of RS 52:27BB-52 to wit:

RS 52:27BB-52 – “A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the Director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.”

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Township of Holmdel, hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

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 July 12, 2016.

Maureen Doloughy, RMC
Township Clerk

TOWNSHIP OF HOLMDEL

TOWNSHIP COMMITTEE AGENDA ITEM # 2

Meeting Date: July 12, 2016

Subject: Corrective Action Plan

Submitted by: Maureen Doloughy

Approved by:

RECOMMENDATION

It is recommended that the Committee adopt the Resolution

PREVIOUS ACTION

BACKGROUND

Upon receipt of the Annual Audit, a Corrective Action Plan must be prepared by the CFO, and approved by the Township Committee for submission to the Division of Local Government Services within 60 days of receipt of the audit.

FISCAL IMPACT

None

Attachments:

Resolution

For Internal Use

Township Committee Action

Approve

Denied

Other

Comments: _____

RESOLUTION APPROVING THE CORRECTIVE ACTION PLAN FOR THE ANNUAL REPORT OF AUDIT FOR 2015

WHEREAS, the Annual Report of Audit for the year 2015 has been filed by a Registered Municipal Accountant with the Municipal Clerk as per the requirements of NJSA 40A:5-6, and a copy has been received by each member of the governing body; and

WHEREAS, all members of the governing body have received and familiarized themselves with at least the minimum requirements of the Local Finance Board of the State of New Jersey as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, the Report of Audit contained Recommendations to be addressed.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that the following be and hereby are accepted as the Corrective Action Plan:

2015-01 General Fixed Assets Ledger Finding:

A detailed inventory listing & ledger of additions and deletions were not accounted for.

Recommendation:

The General Fixed Assets Account group Be maintained in conformity with Technical Accounting Directive 85-2, and periodic physical inventory be taken in accordance Technical Directive 85-2.

Response

Management conducted an inventory of all assets during the last quarter of 2014 and although all items have been cataloged and numbered, extensive, ongoing research is being conducted to appropriate costs to all items. It is anticipated that the Fixed Assets Ledger will be completed in 2016.

2015-02 Deferred Charges

Finding:

As of December 31, there were deferred charges in the General Capital Fund over five years old where the projects have been completed and payments made from cash not provided by permanent or temporary financing.

Recommendation:

That cash be provided for the deficit Balances in the General Capital Fund.

Response

Due to limited financial resources over the previous few years, the Township was unable to fund these deferred charges. The Township began raising these funds with the 2014 Budget and will continue to do so until all funds are raised.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to the Director of Local Government Services.

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 Holmdel Township Committee at a meeting held on July 12, 2016.

Maureen Doloughy, RMC
Township Clerk

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 July 12, 2016 be and the same hereby are approved and the Chief Financial Officer is authorized to pay said claims.

FUND DISTRIBUTION	6-01	CURRENT FUND	\$ 165,428.42
FUND DISTRIBUTION	6-07	SWR	\$ 51,565.96
FUND DISTRIBUTION	6-12		\$ 61,906.91
FUND DISTRIBUTION	6-26	SWM	\$ 7,631.17

Year Total: \$ 286,532.46

FUND DISTRIBUTION	C-04	ORD	\$ 166,014.29
FUND DISTRIBUTION	D-02	Dog Trust	\$ 91.60
FUND DISTRIBUTION	G-02	ST/FED GRANT	\$ 19,657.23
FUND DISTRIBUTION	T-12	OTHER TRUSTS	\$ 5,333.33
FUND DISTRIBUTION	T-24	FAIR HOUSING	\$ 3,379.11

Year Total: \$ 8,712.44

Total Of All Funds: \$ 481,008.02

Total of all Projects: \$ 37,554.75

CERTIFICATION

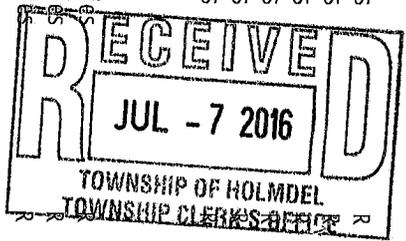
I, Maureen Doloughty, Township Clerk of the Township of Holmdel do hereby certify this to be a true copy of a Resolution adopted by the Township Committee of the Township of Holmdel at a meeting held on July 12, 2016.

Maureen Doloughty, RMC
Township Clerk

Vendor # Name	PO # PO Date Description	Contract PO Type	Acct Type Description	Stat/chk	Enc Date	First Rcvd	Chk/Void	Invoice	1099
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WBNA0001 W.B. Mason Co., Inc. CONTINUED

16-01678	05/31/16	OFFICE SUPPLIES-NEW BLANKET	Continued						
4	CANARY POSITT - MMM65412SSCY	15.24	6-01-20-100-100-110	R		05/31/16	06/23/16	135194879	N
5	POP-UP POSITT - MMMR330RP12YW	7.84	6-01-20-100-100-110	R		05/31/16	06/23/16	135194879	N
6	MECHANICAL PENCIL ZEB52410	12.06	6-01-20-100-100-110	R		05/31/16	06/23/16	135194879	N
7	HP05A LASER CART. HEWCE505D9AZ	136.75	6-01-20-100-100-110	R		05/31/16	06/23/16	135194879	N
8	INSERTABLE TAB INDEX	14.10	6-01-20-100-100-110	R		05/31/16	06/30/16	135553268	N
9	YELLOW BRITE HIGHLIGHTER	4.48	6-01-20-100-100-110	R		05/31/16	06/30/16	135553268	N
10	CASH RECEIPT BOOK	24.78	6-01-20-100-100-110	R		05/31/16	06/30/16	135553268	N
11	7 1/2 X 10 1/2 CLASP ENVELOPES	47.68	6-01-20-100-100-110	R		05/31/16	06/30/16	135553268	N
		275.43							



16-01838	06/10/16	OFFICE SUPPLIES							
1	TWO COLOR PAD- USS6193	8.40	6-01-43-490-490-110	R		06/10/16	06/23/16	135194879	N
2	CD-R VERBATIM - VER94554	40.14	6-01-43-490-490-110	R		06/10/16	06/23/16	135194879	N
3	1/3 FILE FOLDER - SMD12743	23.87	6-01-43-490-490-110	R		06/10/16	06/23/16	135194879	N
4	104 TONER BLACK- CMM104	64.90	6-01-43-490-490-110	R		06/10/16	06/23/16	135194879	N
5	SUPERMAT CLR 36X48- DEFCM14113	105.90	6-01-43-490-490-110	R		06/10/16	06/23/16	135194879	N
6	TWO PLY ROLLS 3X90 ft-PMC07706	103.46	6-01-43-490-490-110	R		06/10/16	06/23/16	135194879	N
		346.67							

16-01995	06/24/16	SWIM CLUB SUPPLIES							
1	1000ft JUMBO ROLL TOLIET PAPER	295.92	6-26-55-502-502-517	R		06/24/16	06/30/16	135556231	N
2	WAXED CRAFT LINERS H0S6141	91.96	6-26-55-502-502-517	R		06/24/16	06/30/16	135556231	N
3	TRANSLUCENT COLD CUP	103.84	6-26-55-502-502-517	R		06/24/16	06/30/16	135556231	N
		491.72							
Vendor Total:		1,113.82							

16-01847	06/13/16	DPW Parts & Equipment							
1	DPW Parts & Equipment	49.95	6-01-26-290-290-239	R		06/13/16	06/23/16	222124	N
Vendor Total:		49.95							

Total Purchase Orders:	202	Total P.O. Line Items:	320	Total List Amount:	481,008.02	Total Void Amount:	0.00
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Totals by Year-Fund Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Project Total	Total
CURRENT FUND	6-01	165,428.42	0.00	165,428.42	0.00	0.00	0.00	165,428.42
SEWER OPERATING	6-07	51,565.96	0.00	51,565.96	0.00	0.00	0.00	51,565.96
	6-12	23,809.16	0.00	23,809.16	543.00	0.00	37,554.75	61,906.91
POOL OPERATING ACCOUNT	6-26	6,146.17	0.00	6,146.17	1,485.00	0.00	0.00	7,631.17
Year Total:		246,949.71	0.00	246,949.71	2,028.00	0.00	37,554.75	286,532.46
GENERAL CAPITAL	C-04	166,014.29	0.00	166,014.29	0.00	0.00	0.00	166,014.29
Dog Trust	D-02	91.60	0.00	91.60	0.00	0.00	0.00	91.60
STATE/FEDERAL GRANT FUND:	G-02	19,657.23	0.00	19,657.23	0.00	0.00	0.00	19,657.23
OTHER TRUSTS	T-12	5,333.33	0.00	5,333.33	0.00	0.00	0.00	5,333.33
FAIR HOUSING TRUST	T-24	3,379.11	0.00	3,379.11	0.00	0.00	0.00	3,379.11
Year Total:		8,712.44	0.00	8,712.44	0.00	0.00	0.00	8,712.44
Total of All Funds:		441,425.27	0.00	441,425.27	2,028.00	0.00	37,554.75	481,008.02

Project Description	Project No.	Rcvd Total	Held Total	Project Total
CAYDENZAR ASSOC/MERIDIAN	PEF-000167	187.50	0.00	187.50
TOLL BRO REGENCY Ph 1A TOWNHO	PEF-000250	8,645.88	0.00	8,645.88
TOLL BRO/REGENCY PH1C TOWNHOME	PEF-000251	657.84	0.00	657.84
TOLL BRO/RESERVE PH 1 HOMES	PEF-000254	4,608.41	0.00	4,608.41
TOLL BRO/RESERVE PH 2 HOMES	PEF-000255	10,620.98	0.00	10,620.98
TOLL BROS/REGENCY TOWNHOUSE 1B	PEF-000256	6,010.53	0.00	6,010.53
TOLL BROS/RESERVE@HOLMDEL PH3	PEF-000257	2,874.36	0.00	2,874.36
CORNERSTONE POWER HOLMDEL LLC	ZB-CORNSTO	557.00	0.00	557.00
JIAH CORP/EXXON/PALMER AV/DUNK	ZB-JIAH EX	65.00	0.00	65.00
KRANTI KOLLU(TEKALLIANZ CORP)	ZB-KOLLU	611.25	0.00	611.25
NEW CINGULAR WIRELESS PCS,LLC	ZB-NEW CIN	557.00	0.00	557.00
ND NATURAL GAS/REGULATOR SOLAR	ZB-NJNATGA	390.00	0.00	390.00
OUTFRONT MEDIA	ZB-OUTFRON	260.00	0.00	260.00
VARSHAVSKY, ALEXANDER	ZB-VARSHAV	819.00	0.00	819.00
VERDE WOODS/A&E ASSOC/ELGONHAIL	ZB-VERDE A	690.00	0.00	690.00
Total of All Projects:		<u>37,554.75</u>	<u>0.00</u>	<u>37,554.75</u>

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 June 29, 2016 be and the same hereby are approved and the Chief Financial Officer is authorized to pay said claims.

FUND DISTRIBUTION	6-01	CURRENT FUND	\$	18.00
		Total of All Funds:	\$	18.00

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 July 12, 2016.

Maureen Doloughty, RMC
Township Clerk

June 29, 2016
12:27 PM

TOWNSHIP OF HOLMDEL
Check Register By Check Id

Page No: 1

Range of Checking Accts: CASH CLEARING to CASH CLEARING Range of Check Ids: 33526 to 33526
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	Ref Num
PO #	Item	Description				Contract	Ref Seq Acct
33526	06/29/16	NJST0009 N.J. STATE POLICE S.B.I.					2389
16-02054	1	2016 Crim History Check	18.00	6-01-20-100-100-126 ADMIN: Personnel Servi	Budget		1 1

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	1	0	18.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	18.00	0.00

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	6-01	18.00	0.00	0.00	18.00
Total of All Funds:		<u>18.00</u>	<u>0.00</u>	<u>0.00</u>	<u>18.00</u>

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 July 1, 2016 be and the same hereby are approved and the Chief Financial Officer is authorized to pay said claims.

FUND DISTRIBUTION	6-01	CURRENT FUND	\$ 171,435.97
FUND DISTRIBUTION	T-12	OTHER TRUSTS	\$ 1,605.59
Total of All Funds:			\$ 173,041.56

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 July 12, 2016.

Maureen Doloughty, RMC
Township Clerk

July 1, 2016
10:19 AM

TOWNSHIP OF HOLMDEL
Check Register By Check Id

Page No: 2

New

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	6-01	171,435.97	0.00	0.00	171,435.97
OTHER TRUSTS	T-12	1,605.59	0.00	0.00	1,605.59
Total of All Funds:		<hr/> 173,041.56	0.00	0.00	173,041.56

July 1, 2016
10:19 AM

clerk

TOWNSHIP OF HOLMDEL
Check Register By Check Id

Manual Cks

Range of Checking Accts: CASH CLEARING to CASH CLEARING Range of Check Ids: 33528 to 33530
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					Seq Acct
33528	07/01/16	DELT0001 Delta Dental Plan of NJ					2391
16-02090	1	July 2016 Dental Insurance	1,244.60	6-01-23-220-220-175 GRPI: Dental Plan	Budget		3 1
16-02090	2	Group 0002	1,534.53	6-01-23-220-220-175 GRPI: Dental Plan	Budget		4 1
16-02090	3	Group 0003	492.93	6-01-23-220-220-175 GRPI: Dental Plan	Budget		5 1
16-02090	4	Group 0004	6,180.70	6-01-23-220-220-175 GRPI: Dental Plan	Budget		6 1
16-02090	5	Group 0005 - COBRA	48.57	6-01-23-220-220-180 GRPI: Medical Insurance	Budget		7 1
			<u>9,501.33</u>				
33529	07/01/16	HBCB0001 HBCBSNJ Payment					2391
16-02092	1	July 2016 Health Benefits	85,116.27	6-01-23-220-220-180 GRPI: Medical Insurance	Budget		8 1
16-02092	2	Group 04-86427	22,270.40	6-01-23-220-220-180 GRPI: Medical Insurance	Budget		9 1
16-02092	3	Group 08-86427	13,538.13	6-01-23-220-220-180 GRPI: Medical Insurance	Budget		10 1
16-02092	4	Group 09-86427 COBRA	449.24	6-01-23-220-220-180 GRPI: Medical Insurance	Budget		11 1
16-02092	5	Group 12-86427	850.44	6-01-23-220-220-180 GRPI: Medical Insurance	Budget		12 1
16-02092	6	Group 20-86427	33,288.06	6-01-23-220-220-180 GRPI: Medical Insurance	Budget		13 1
16-02092	7	Group 06-86427 COBRA	3,132.00	6-01-23-220-220-180 GRPI: Medical Insurance	Budget		14 1
			<u>158,644.54</u>				
33530	07/01/16	STAN0001 Standard Insurance Company					2391
16-01986	1	July 2016 LTD, AD&D, Life	3,290.10	6-01-23-220-220-176 GRPI: Life & LTD Insurance	Budget		1 1
16-01986	2	July 2016 LTD, AD&D, Life	1,605.59	T-12-56-855-020-801 RESERVE SUI TRUST-P/R, STATE, LIEU&DISAB.	Budget		2 1
			<u>4,895.69</u>				

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	3	0	173,041.56	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	3	0	173,041.56	0.00

Over \$ 3,500 List for Township Committee Approval

JULY 12, 2016 Meeting

Project : "Tara House" Demolition on Middletown Road, B11, L76

Vendor: Meadow Services, Inc.

Amount: \$ 9,528.00

Please see attached for complete description.

Project : Parts and Labor to repair Tymco 601 BAH sweeper pick up head

Vendor: Trius, Inc.

Amount: \$ 2285.75 and \$ 1842.67 = \$ 4,128.42

Please see attached for complete description.

Project :

Vendor:

Amount:



TRIOUS inc.

5049 Industrial Rd Farmingdale NJ 07727
732-751-9611 Fax: 732-751-9619



Date: 06/23/16

To: Holmdel DPW
Att: Glenn
T/P:
Fax:

Quotation #: 062816DW
Quote Good For 30 Days
Quoted by: Dave Walsh

Terms: Net 30
FOB: Farmingdale, NJ
Delivery: 7-10 Days

Tymco

Quantity	Description	Unit Price	Total Price
	Parts & Labor to repair Tymco 601 BAH sweeper pick up head:		
1	5019735-Drag Link Bracket	120.17	120.17
4	10139-Bolt	1.17	4.68
4	10101-Bolt	1.17	4.68
8	10311-Flat Washer	0.58	4.64
8	10312-Lock washer	0.58	4.64
8	10201-Nuts	0.58	4.64
1	506683-Drag Link	105.00	105.00
2	10174-Bolt	4.08	8.16
6	10301-Flat Washer(duplicated in email)	0.58	3.48
2	10233-Lock Nut	0.58	1.16
1	503691-Drag Link Mount	136.50	136.50
2	10130-Bolt	0.58	1.16
1	607157-Skid Bumper Set	175.00	175.00
1	6015032 Deflector mount bracket, RH	19.84	19.84
			0.00
	Remove pick up head, straighten out bent metal, install new parts and re-install & adjust.		0.00
18	hours - Labor	94.00	1,692.00
	New Jersey State Contract # A85856		
	SUB-TOTAL		\$2,285.75
	NJ SALES TAX 7% (IF APPLICABLE)		
	TOTAL		\$2,285.75

PO # _____

AUTHORIZED SIGNATURE: _____

PRINT NAME: _____

Cathy Snodgrass

From: Jeanette Larrison
Sent: Thursday, July 07, 2016 3:33 PM
To: Cathy Snodgrass
Subject: Over 3500 List

Cathy please replace Morrisey & Sons's Landscaping with:

Meadow Services, Inc (9MEA0002)
Tara House Demolition
Cost \$9,528.00

Regards,

Jeanette M. Larrison CFO/CTC
Chief Financial Officer / Tax Collector
Holmdel Township
4 Crawford's Corner Road
Holmdel, NJ 07733
Office 732-946-2820 ext 1401 Fax 732-946-0116



Meadow Services Inc

PO Box 357, South Bound Brook, NJ 08880

Telephone: (732) 412-1888
Fax: (908) 428-8994

July 8, 2016

EST # 2016-00705

Township of Holmdel
Attn: Victor Stevens
4 Crawford's Corner Road
Holmdel, NJ 07723

We propose to provide the following work at **The Tara House Property, Holmdel – NJ**

SCOPE OF WORK:

1. *Demolition:*

- Demo, removal and disposal of house.
- Demo, removal and disposal of foundation of house and steps.
- Price is for removal of all trash, debris and concrete.
- Backfill foundation with fill supplied onsite.

Price for the above\$ 9,528 _____INT

**** Meadow Services is not responsible for damage that could occur during the demo work or to any items left in the house.**

Notes:

- Additional charge for jack hammer if house footings are abnormally large or if others large concrete pieces are uncovered during the removal process which cannot be broken into smaller pieces
- All other utilities, gas, electric and cable must be disconnected by the utility service provider.
- Owner is responsible for a rodent abatement if needed.
- Closing or capping of wells will be completed by others if found on site.
- Removal of trees and shrubs will be at an additional charge if needed unless noted above.
- Owner will remove any and all chemicals, oils, solvents, gas cans etc... on property.
- Owner will be responsible for asbestos survey and any abatement on property. Meadow Services can recommend an abatement contractor.
- Owner will be responsible for oil tank removal from property. Meadow Services can recommend a tank removal contractor.

(No gas cans or Propane tanks are included in disposal)

All Utilities to be disconnected by others before any equipment is mobilized to site. Any hazardous materials such as asbestos, lead paint, fuel, or other chemicals are not the responsibility of Meadow Services, Inc. In the event hazardous materials are found, the owners will be responsible for all permits, cleanup and any fines issued.

Any delays or costs due to the township or others ceasing work will be charged the normal rental rates and mobilization costs in and out of the job site.

Exclusions:

- Permits, surveys and any inspections required.
- New Jersey State Sales Tax not included in the above price.
- Retainage or any withholding

Prices can be subject to fuel surcharge.

Payment will be due upon receipt of invoice unless agreed upon by either party in writing. Prices are valid for 30 days from the date of this proposal.

A 2% charge per month (24% per annum) will be added on all invoices past 30 days of billing. If collection is necessary, customer agrees to pay 33% of principal and interest for attorney fees in addition to principal and interest.

The signer of this proposal hereby personally guarantees payment of work stated above within the terms and conditions of this contract.

If you have any questions or require further information, please contact our office (732) 412-1888 and I will do my best to assist you. We appreciate this opportunity to be of service and thank you for your consideration.

* Proposal becomes effective when signed and returned to Meadow Services Inc on or before August 30, 2016.

Very truly yours,

Tina Kaiser - President
Meadow Services Inc.

Acceptance of Proposal

By: _____ Date: _____

Print Name: _____

TOWNSHIP OF HOLMDEL

TOWNSHIP COMMITTEE AGENDA ITEM # 6

Meeting Date: July 12, 2016

Subject: Settlement Agreement with Hop Brook subdivision

Submitted by: Maureen Doloughy

Approved by:

RECOMMENDATION

It is recommended that the Committee adopt the Resolution

PREVIOUS ACTION

BACKGROUND

A hearing was held declaring the Performance Bond for Hop Brook Subdivision in Default. A Settlement Agreement has been prepared by the Township Attorney and found to be acceptable by the Township Committee. The Resolution authorizes execution of the Settlement Agreement and any other documentation necessary.

FISCAL IMPACT

None

Attachments:

Resolution

For Internal Use

Township Committee Action

Approve

Denied

Other

Comments: _____

RESOLUTION AUTHORIZING EXECUTION OF SETTLEMENT AGREEMENT FOR HOP
BROOK SUBDIVISION, BLOCK 11, Lot 29.01, SUBDIVISION NO. 625

WHEREAS, on March 15, 2016, the Holmdel Township Committee adopted a Resolution declaring Pinnacle HopBrook Developers, LLC (hereafter "Pinnacle") in default in connection with the Hop Brook subdivision located on Holmdel Road, known as Block 11, Lot 29.01, bearing Subdivision No. 625; and

WHEREAS, the Township has agreed to settle the matter with Pinnacle; and

WHEREAS, it is necessary for the Township and Pinnacle to enter into a Settlement Agreement setting forth the terms of the settlement; and

WHEREAS, the Township Attorney has prepared a Settlement Agreement; and

WHEREAS, the proposed Settlement Agreement is acceptable to the Township Engineer and has been executed by Pinnacle.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Holmdel hereby authorizes settlement of the above matter in accordance with the terms of the Settlement Agreement.

BE IT FURTHER RESOLVED that the Mayor and Township Clerk are hereby authorized to execute the Settlement Agreement and any other documentation necessary.

BE IT FURTHER RESOLVED that a copy of this Resolution certified by the Township Clerk to be a true copy be forwarded to the Township Engineer, the Township Attorney, the Township Administrator and Michael A. Bruno, Esq., 125 Half Mile Road, Suite 300, Red Bank, New Jersey, 07701.

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 Holmdel Township Committee at a meeting held on July 12, 2016.

Maureen Doloughty, RMC
Township Clerk

DAVISON EASTMAN MUÑOZ & P.A.

ATTORNEYS AT LAW

DUANE O. DAVISON, ESQ.

E-Mail Address:
DDAVISON@DEMLPLAW.COM
(Reply to Freehold Office)

Website:
WWW.DEMLPLAW.COM

DIRECT DIAL NUMBER
732-410-2354
DEPARTMENT FAX NUMBER
732-462-0498
NJ ATTORNEY ID NUMBER
11101974

June 28, 2016

BLAKE R. LAURENCE ♦ ♦
MATTHEW K. BLAINE ♦
REBECCA CARVALHO ▼
CHRISTOPHER LEDDY ♦ ▼
ANDREW J. BALL
SYLVIA L. BREITOWICH ▼

CERTIFIED BY THE SUPREME COURT
OF NEW JERSEY AS A:
* CIVIL TRIAL ATTORNEY
○ CRIMINAL TRIAL ATTORNEY
^ MUNICIPAL COURT ATTORNEY

• LL.M. IN TAXATION
□ E. 140 QUALIFIED MEDIATOR

OTHER STATE ADMISSIONS:
▼ NEW YORK
♦ PENNSYLVANIA
▲ ILLINOIS

DUANE O. DAVISON
EDWARD C. EASTMAN, JR. †
ROBERT F. MUÑOZ ♦ ▼ □
PETER H. LEDERMAN ^
JAMES A. PAONE, II †
JAMES M. MCGOVERN, JR. ▼ ▲
ROBERT S. BONNEY, JR. ○ ▼
GARY P. McLEAN
HEIDI K. HOFFMAN SHALLOO ▼
LOREN ROSENBERG LIGHTMAN ▼
CARRIE A. LUMI □
TIMOTHY D. LYONS ♦ ○
ANNE MARIE MAZZU ♦
CHRISTINA D. HARDMAN O'NEAL ▼
P. BRADFORD BATCHA
FRANCIS E. BATCHA
ALBERTINA WEBB ▼ □

COUNSEL
MICHAEL J. FASANO

OF COUNSEL
STEPHEN C. CARTON
KERRY J. MORGAN

Donna Vieiro, Township Administrator
Township of Holmdel
4 Crawford's Corner Road
Holmdel, New Jersey 07733

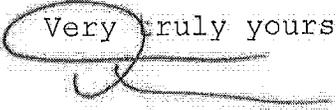
RE: Hop Brook Subdivision - Default

Dear Donna:

Enclosed please find four copies of the Settlement Agreement in the above matter. Would you kindly have each copy of the Agreement executed on behalf of the Township, filling in the date of execution on the first page of each Agreement. After the Agreements are executed, please retain one copy for your records and return the remaining three copies to me.

If you have any questions, please feel free to contact me.

Very truly yours,


DUANE O. DAVISON
Holmdel Township
Municipal Attorney's Office

DOD/tfw

Encs.

Cc: Maureen Doloughty, Township Clerk, w/enc.
Edward Broberg, Holmdel Township Engineer, w/enc.
Michael Bruno, Esq.

Freehold Office
Monmouth Executive Center
100 Willow Brook Road, Suite 100
Freehold, NJ 07728
T 732.462.7170 F 732.462.8955

Toms River Office
680 Hooper Avenue
Building A, Suite 101
Toms River, NJ 08753
T 732.505.4411 F 732.505.4606

Red Bank Office
115 Maple Avenue
Red Bank, NJ 07701
T 732.747.8300 F 732.747.8180

TOWNSHIP OF HOLMDEL

TOWNSHIP COMMITTEE AGENDA ITEM # 7

Meeting Date: July 12, 2016

Subject: Swim Club Hires

Submitted by: Maureen Doloughy

Approved by:

RECOMMENDATION

It is recommended that the Committee approve the Swim Club Hires

PREVIOUS ACTION

BACKGROUND

Robert Ward, Recreation Director is requesting approval for the hiring of Swim Club employees for the 2016 Season.

FISCAL IMPACT

None

Attachments:

List of Hires

For Internal Use

Township Committee Action

Approve

Denied

Other

Comments: _____

MEMORANDUM

To: Maureen Doloughty
From: Bob Ward
Date: June 24, 2016
Re: Swim Club Employees #3

I am recommending the follow people **for hiring at the Swim Club at the July 12, 2016 Township Committee Meeting:**

Natalie Cipriano	Gate Attendant	\$7.50/hour
• Start date	6/27/16	
Ryan Dickens	Activities Coordinator – Sports	\$8.50/hour
• Start date	6/27/16	
Chelsea Keanevny	Lifeguard	\$9.00/hour
• Start date	6/4/16	
Michael Lonieski	Lifeguard	\$8.50/hour
• Start date	6/19/16	
Sarah Martinho	Gate Attendant	\$8.25/hour
• Start date	6/25/16	
Andrew Chrepta	Lifeguard	\$8.50/hour
• Start date	7/4/16	

Thanks!

TOWNSHIP OF HOLMDEL

TOWNSHIP COMMITTEE AGENDA ITEM # 8

Meeting Date: July 12, 2016

Subject: Laurel Avenue Subdivision Performance Bond

Submitted by: Maureen Doloughy

Approved by:

RECOMMENDATION

It is recommended that the Committee adopt the Resolution

PREVIOUS ACTION

BACKGROUND

The Township Engineer has inspected the Laurel Avenue Subdivision to determine the amount of bondable improvements satisfactorily installed. All bondable improvements have been completed with the exception of some landscaping items. The recommendation is that the Performance Bond be released subject to the acceptance of a Maintenance Bond and a cash bond for the replacement of the landscaping.

FISCAL IMPACT

None

Attachments:

Resolution

For Internal Use

Township Committee Action

Approve

Denied

Other

Comments:

RESOLUTION

BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that Performance Bond #FP0020966 issued by First Indemnity of America Insurance Company posted for Laurel Avenue Subdivision be released subject to the following:

Acceptance of a Cash Bond in the amount of \$7,758.00 to guarantee the installation of the 9 plantings when weather permits;

Acceptance of a Maintenance Bond and Maintenance Bond Inspection Fees;

Payment of any outstanding inspection fees

in accordance with the Engineer's letter dated June 21, 2016.

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 Holmdel Township Committee at a meeting held on July 12, 2016.

Maureen Doloughy, RMC
Township Clerk

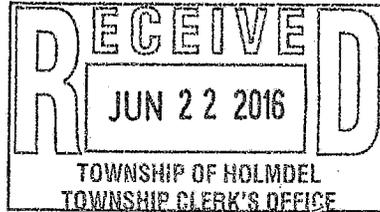


YOUR GOALS. OUR MISSION.

C:3 ✓

HOLM-I1970

Ms. Maureen Doloughy
Township Clerk
Township of Holmdel
4 Crawfords Corner Road
Holmdel, NJ 07733



Copies to	File
Twp. Comm. _____	Const _____
Adm _____	Engineer <input checked="" type="checkbox"/>
Attorney _____	Gen'l. <input checked="" type="checkbox"/> June 21, 2016
Clerk _____	Legal _____
Engineer _____	Pl Bd _____
Pl Bd _____	Roads _____
Police _____	Sd _____
Road Dept <input checked="" type="checkbox"/>	Sp _____
Finance <input checked="" type="checkbox"/> CR	Sewers _____
Envir _____	Mayor _____
Boh _____	Police _____
Const _____	Adm _____
_____	Boh _____
_____	Zba _____
_____	Bond <input checked="" type="checkbox"/>
_____	_____
_____	_____
_____	_____

W R

**Re: Laurel Avenue Subdivision – Block 52 Lots 7 & 9
Preliminary and Final Major Subdivision
Performance Guarantee Release**

Dear Ms. Doloughy:

Per the developer's request for release of Performance Surety Bond No. FP0020966, issued by the First Indemnity of America Insurance Company, we have inspected the referenced project to determine the amount of bondable improvements satisfactorily installed to date. All bondable improvements have been completed, with the exception of the following:

- 5 Black Gum must be replaced (\$875/each, material; \$1,050/each, bonded amount)
- 2 American Holly must be replaced (\$775/each, material; \$930/each, bonded amount)
- 1 Eastern Red Cedar must be replaced (\$465/each, material; \$558/each, bonded amount)
- 1 Pink Spires Summersweet Clethra must be replaced (\$90/each, (material); \$108/each, (bonded amount))

Since we are beyond the optimum planting season, I recommend the developer be required to post a cash bond in the amount of \$7,758.00 to guarantee the installation of the 9 plantings when weather permitting.

Since all bonded improvements have been completed, with the exceptions of the landscaping deficiencies noted above, we recommend of Performance Surety Bond No. FP0020966, issued by the First Indemnity of America Insurance Company, in the amount of \$502,425.00, the Performance Cash Bond in the amount of \$55,825.00 and any remaining performance engineering fees be released by formal resolution, subject to the following:

- Posting of a cash bond, in the amount of \$7,758.00, for the replacement of the landscaping as outlined above.
- Posting of a maintenance bond and maintenance bond inspection fees, as indicated on the attachment.
- Payment of any outstanding inspection fees.

We are requesting that payment of the outstanding engineering inspection fees be deducted from the cash amount released to the developer. By copy of this letter, we are requesting the developer's authorization



HOLM-I1970

June 21, 2016

PERFORMANCE GUARANTEE RELEASE
BOND/FEE STATUS
LAUREL AVENUE SUBDIVISION

Performance Guarantee

Bond No. FP0020966

Amount of Original Surety	(90%)	\$502,425.00
Amount of Original Cash	(10%)	\$ 55,825.00
Performance Guarantee Total	(100%)	\$558,250.00

Engineering Cost Incurred

Original Inspection Fee Required	(Cash)	\$ 23,270.00
Total Amount Billed to Date		\$ 13,651.57
Total Amount Paid to Date		\$ 13,651.57

Maintenance Bond Required (As per Township Ordinance)

15% of the Original Cost of Improvements for Total Cost Project (0.15 x \$465,210.00)		\$ 69,781.50
1% of the Original Cost of Improvements to be Retained for Maintenance Inspections (0.01 x \$465,210.00)		\$ 4,652.10

Le: Township of Holmdel
Attn: Ms. Maurcen Doloughy

Re: Laurel Avenue Subdivision – Block 52 Lots 7 & 9
Preliminary and Final Major Subdivision
Performance Guarantee Release

HOLM-II970
June 21, 2016
Page 2

to use the cash bond money released towards payment of outstanding inspection fees, the cash bonds and the maintenance bond inspection fees.

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

Very truly yours,

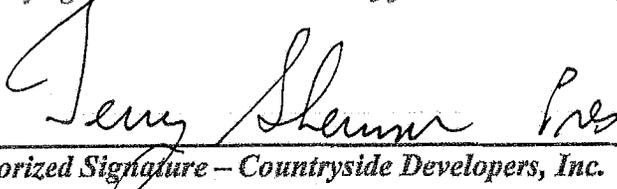
EDWARD G. BROBERG, P.E., P.P.
HOLMDEL TOWNSHIP ENGINEER

EGB:BLH:EST:dk

Enclosures

c: Donna Vieiro, Township Administrator
Duane Davison, Esq., Township Attorney's Office
Jeannette Larrison, CFO
Robert Faye, Construction Official
David Olsen, Zoning Officer
Terry Sherman, (terryjsherman@gmail.com)

I hereby agree to the distribution of funds substantially in accordance with the outlined above.



Authorized Signature – Countryside Developers, Inc.

6/21/16

Date

TOWNSHIP OF HOLMDEL

TOWNSHIP COMMITTEE AGENDA ITEM # 9

Meeting Date: July 12, 2016
Subject: Award of Contract – Tree Removal & Trimming Services
Submitted by: Barbara Kovelesky
Approved by: Donna M. Vieiro, Township Administrator

RECOMMENDATION

It is recommended the Township Committee award the above referenced Contract to High Tech Landscapes, Inc., 10 Culnen Drive, Branchberg, NJ 08876, subject to review of the bid documents by the Township Attorney.

PREVIOUS ACTION

BACKGROUND

This contract was advertised and bids were received on July 7, 2016 for Tree Removal and Trimming Services throughout the Township on an as needed basis.

FISCAL IMPACT

The CFO has certified funds are available.

Attachments:

Resolution

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

Date Delegated: _____		
Signature: _____		

RESOLUTION AWARDING CONTRACT

WHEREAS, bids were received on July 7, 2016 at the Municipal Building, Crawfords Corner Road, Holmdel, New Jersey for Tree Removal and Trimming Services throughout the Township on an as Needed Basis; and

WHEREAS, the following bids were received:

Contractor	Amount
High Tech Landscapes, Inc	Total bid amount \$1,024
Atlantic Tree Experts Co.	Total bid amount \$1,800
Boulder Hill Tree	Total bid amount: \$1,170

and

WHEREAS, the Township Qualified Purchasing Agent has recommended an award be made to High Tech Landscapes, Inc; and

WHEREAS, the Chief Financial Officer has certified to the Township Clerk that funds are available.

NOW, THEREFORE BE IT RESOLVED that the Township Committee of the Township of Holmdel hereby awards a contract to High Tech Landscapes, Inc in accordance with the bid documents in the amount of \$1,024.

BE IT FURTHER RESOLVED that a copy of this Resolution certified by the Township Clerk to be a true copy be forwarded to High Tech Landscapes, Inc., the Township Chief Financial Officer, Township Administrator, Township Qualified Purchasing Agent, and to each of the unsuccessful bidders together with a return of any bid security.

CERTIFICATION

I, Maureen Doloughty, 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 July 12, 2016.

Maureen Doloughty, RMC
Township Clerk

TOWNSHIP OF HOLMDEL

TOWNSHIP COMMITTEE AGENDA ITEM # 10

Meeting Date: July 12, 2016

Subject: B&G Gulf Performance Bond

Submitted by: Maureen Doloughy

Approved by:

RECOMMENDATION

It is recommended that the Committee adopt the Resolution

PREVIOUS ACTION

BACKGROUND

The Township Engineer has inspected the B&G Golf property to determine the amount of bondable improvements installed to date. All bondable improvements have been installed and the Township Engineer is recommending that the Performance Bond be released subject to the acceptance of a Maintenance Bond.

FISCAL IMPACT

None

Attachments:

Resolution

For Internal Use

Township Committee Action

Approve

Denied

Other

Comments: _____

RESOLUTION

BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that the Performance Bond posted for B&G Gulf Minor Site Plan in the amount of \$7,252.20 be released subject to the following:

Acceptance of Maintenance Bond and Maintenance Bond Inspection Fees;

Payment of any outstanding Engineering fees

in accordance with the Engineer's letter dated May 24, 2016.

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 Holmdel Township Committee at a meeting held on July 12, 2016.

Maureen Doloughy, RMC
Township Clerk



HOZB-R2440
May 24, 2016
Page 2

Le: Ms. Maureen Doloughy, Township Clerk
Township of Holmdel

Re: B&G Gulf Minor Site Plan
Block 46, Lot 22; 701 Holmdel Road
Performance Guarantee Release

EGB:BLH:dk

c: Donna Vieiro, Township Administrator
Toni Whalen, Township Attorney's Office
Jeanette Larrison, Chief Financial Officer
Robert Faye, Construction Official
David Olsen, Zoning Officer
Bonnie Imposimato, Administrative Officer
701 Holmdel Associates, LLC, 701 Holmdel Road, Holmdel, NJ 07733

H:\HOZB\R2440\Correspondence\Doloughy_EGB_Performance Guarantee Release.doc

I hereby agree to the distribution of funds substantially in accordance with the outlined above.

Authorized Signature - B&G Gulf

Date



HOZB-R2440

May 24, 2016

**PERFORMANCE GUARANTEE RELEASE
BOND / FEE STATUS
B&G GULF**

Performance Guarantee Bond

Amount of Original Surety:	90%	\$7,252.20
Amount of Original Cash:	10%	<u>\$ 805.80</u>
Performance Guarantee Total:	100%	\$8,058.00

Engineering Costs Incurred

Original Inspection Fee Required:	Cash	\$ 335.75
Total Amount Billed to Date:		\$ 0.00
Total Amount Paid to Date:		\$ 0.00

Maintenance Bond Required as per Township Ordinance

15% of the Original Cost of the Improvements for Total Project Cost (0.15 * \$6,715.00)		\$1,007.25
1% of the Original Cost of Improvements to be Retained for Maintenance Inspections (0.01 * \$8,058.00)		\$67.15

TOWNSHIP OF HOLMDEL

TOWNSHIP COMMITTEE AGENDA ITEM # //

Meeting Date: July 12, 2016

Subject: Barbara Kovelesky Qualified Purchasing Agent

Submitted by: Maureen Doloughy

Approved by:

RECOMMENDATION

It is recommended that the Committee adopt the Resolution

PREVIOUS ACTION

BACKGROUND

Barbara Kovelesky passed the State Exam and now possesses the designation and is certified as a Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services. The request is being made to appoint Ms. Kovelesky as the Township Qualified Purchasing Agent.

FISCAL IMPACT

None

Attachments:

Resolution

For Internal Use

Township Committee Action

Approve

Denied

Other

Comments:

RESOLUTION

APPOINTMENT OF QUALIFIED PURCHASING AGENT

WHEREAS, N.J.A.C.5:34-5, et seq., establishes the criteria for qualifying as a Qualified Purchasing Agent under New Jersey Law; and

WHEREAS, Barbara Kovelesky possesses the designation and is certified as a Qualified Purchasing Agent, as issued by the Director of the Division of Local Government Services;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Holmdel that Barbara Kovelesky is hereby appointed as Qualified Purchasing Agent for the Township of Holmdel.

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 July 12, 2016.

Maureen Doloughty, RMC
Township Clerk

TOWNSHIP OF HOLMDEL

TOWNSHIP COMMITTEE AGENDA ITEM # 12

Meeting Date: July 12, 2016
Subject: Appointment of Seasonal Recycling Yard Worker/Laborer
Submitted by: Denise Fluck
Approved by: Administrator Donna Vieiro

RECOMMENDATION

Request approval to appoint Hunter Smith as a Seasonal Recycling Yard Worker/Laborer at a salary of \$12.50 per hour in the Department of Public Works.

PREVIOUS ACTION

None

BACKGROUND

The appointment is being requested for summer help to assist the Public Works Department with general maintenance duties as assigned.

FISCAL IMPACT

Funds are available in the 2016 budget.

Attachments:

None

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

TOWNSHIP OF HOLMDEL

TOWNSHIP COMMITTEE AGENDA ITEM # 13

Meeting Date: July 12, 2016
Subject: Appointment of Seasonal Laborer
Submitted by: Denise Fluck
Approved by: Administrator Donna Vieiro

RECOMMENDATION

Request approval to appoint Wayne Porter as a Seasonal Laborer at a salary of \$10.00 per hour in the Department of Public Works.

PREVIOUS ACTION

None

BACKGROUND

The appointment is being requested for summer help to assist the Public Works Department with general maintenance duties as assigned.

FISCAL IMPACT

Funds are available in the 2016 budget.

Attachments:

None

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

TOWNSHIP OF HOLMDEL

TOWNSHIP COMMITTEE AGENDA ITEM # 14

Meeting Date: July 12, 2016
Subject: Temporary Relief from Sign Ordinance
Submitted by: Loni Lucina, Administrative Clerk
Approved by: Donna M. Vieiro, Township Administrator

RECOMMENDATION

Toll Brothers would like temporary relief from the sign ordinance (30-96.1k) for the placement of 12 temporary advertising signs for Toll Regency/Reserve.

PREVIOUS ACTION

At the June 9, 2016 Township Committee meeting, the Township Committee denied a request for temporary relief from the sign ordinance wherein Toll NJ IX L.P and Toll Holmdel Urban Renewal LLC (collectively "Toll") requested to place 53 signs for 416 consecutive weekends.

BACKGROUND

Toll is now requesting to place twelve (12) marketing signs in the locations designated on the attached plans. The signs will be exhibited beginning on Saturday mornings and will be removed by Sunday evenings. Toll is requesting the signs be posted each weekend for the term of one (1) year and they anticipate requesting a yearly renewal.

FISCAL IMPACT

None

Attachments:

Letter from Michael A. Bruno, Esq.
Exhibit A- location of signage
For the Regency
Exhibit B- location of signage for
Reserve

Form for internal use with fields for Township Committee Action (Approve, Denied, Other), Comments, and signature lines.

g. *Exemptions from Sign Permits.* Street number designations, postal boxes, family names on residences, on-site pedestrian and vehicular traffic directional and parking signs, signs posting property as "private property," "no hunting" and "danger," "warning" or similar purposes are permitted, but are not to be considered in calculating the sign area, shall not exceed two (2) square feet each and shall require no permit. Temporary "pick your own" agriculture signs shall be exempt from the requirements of any Board approval and may be constructed and placed on farms so long as they meet all of the requirements of paragraph h.5.

h. *Temporary Signs.*

1. *Construction Signs, Nonresidential.* No more than one (1) sign naming the project under construction and the participating firms and individuals is permitted on the construction site, beginning with the issuance of a building permit and terminating with the issuance of a certificate of occupancy or the expiration of the building permit, whichever comes first. Such signs shall not exceed an area of thirty-two (32) square feet.

2. *Construction Sign, Residential.* Not more than two (2) temporary ground signs for an approved residential development shall be permitted, provided that each sign does not exceed twelve (12) square feet, shall be no closer than fifteen (15) feet to any street or side lot line and shall be removed within thirty (30) days after all the lots or units have been sold.

3. *Real Estate Signs.* Real estate signs shall be set back at least ten (10) feet from the edge of the street paving and ten (10) feet from all property lines and shall not exceed four (4) square feet on each side. Signs shall be removed at the expense of the advertiser within fifteen (15) days after the termination or completion of the matter being advertised. They do not require a permit. No more than one (1) sign shall be permitted along each street. Real estate signs shall be permitted only on the lot which the sign is advertising.

4. *Signs for Not-for-Profit Organization Activities.* Signs, not exceeding four (4) feet by eight (8) feet, may be located throughout the Township advertising special events of the organization. The signs may not impair site distances nor be closer than twenty-five (25) feet to any street or side lot line. Any such sign may be installed no earlier than fourteen (14) days prior to the event being held and must be removed no later than two (2) days after the event.

5. *"Pick Your Own" Agricultural Signs.*

(a) Two (2) one-sided signs no larger than four (4) feet by eight (8) feet may be placed on a fully operational vehicle (such as a truck or tractor) for each farm within the Township. Separate, contiguous or adjoining tax blocks and/or lots owned and/or rented by or to a person(s), corporation, partnership, joint

GIORDANO, HALLERAN & CIESLA, P.C.
A PROFESSIONAL CORPORATION
ATTORNEYS AT LAW

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(732) 741-3900
FAX: (732) 224-6599

www.ghclaw.com

June 17, 2016

Client/Matter No. 05864/78

VIA FEDERAL EXPRESS & EMAIL

Ms. Maureen Doloughty, Township Clerk
Township of Holmdel
4 Crawfords Corner Road
Holmdel, New Jersey 07733

**Re: TOLL NJ IX, LP
The Reserve at Holmdel
Holmdel Township, NJ
Marketing Signs**

Dear Ms. Doloughty:

As you know, this office represents Toll NJ IX, L.P. and Toll Holmdel Urban Renewal, LLC (collectively "Toll") in connection the development known as The Reserve at Holmdel ("The Reserve") and Regency at Holmdel ("Regency"). Please accept this letter request on behalf of Toll for its revised temporary marketing signage proposal, as described herein, to be placed on the Committee's June 21, 2016 agenda.

By way of background, Toll had previously submitted a request for a total of over fifty (50) sign locations for 416 consecutive weekends for the Township's review and approval. After receiving feedback from the Township's representatives, Toll has reduced the total number of marketing signs. Under this revised proposal, a total of twelve (12) marketing signs are now being proposed in the locations within the Township as shown on the attached Plan.

The marketing signs will be exhibited beginning on Saturday mornings and will be removed by Sunday evenings. Under the new proposal, Toll would respectfully request a one (1) year approval of the twelve (12) marketing signs. Toll anticipates appearing annually to renew the temporary signage locations. For your reference, I am enclosing a colored copy of the proposed marketing sign locations throughout Holmdel Township.

As previously noted, Toll believes that the temporary marketing signage serves as an important marketing tool and assists potential purchasers to learn of the communities and help customers easily locate the Reserve and Regency.

GIORDANO, HALLERAN & CIESLA

A Professional Corporation
ATTORNEYS-AT-LAW

Ms. Maureen Doloughty
June 17, 2016
Page 2

Thank you for your time and attention to this matter. If acceptable to the Committee, please confirm Toll's request for the June 21, 2016 agenda. Should you have any questions in respect to any of the foregoing, please do not hesitate to contact me.

Very truly yours,



MICHAEL A. BRUNO

MAB/BAN

Enclosure

cc: Donna M. Vieiro (w/enclosure, via Federal Express and email)
Lonnie Lucina (w/enclosure, via Federal Express and email)
Robert F. Muñoz, Esq. (w/enclosure, via Federal Express and email)
Anthony Rocco (w/o enclosure, via email)
Matthew Markovich (w/o enclosure, via email)
Justin Heaton (w/o enclosure, via email)
Carmine Merlucci (w/o enclosure, via mail)
Steven P. Gouin, Esq.
Benjamin A. Nadell, Esq.

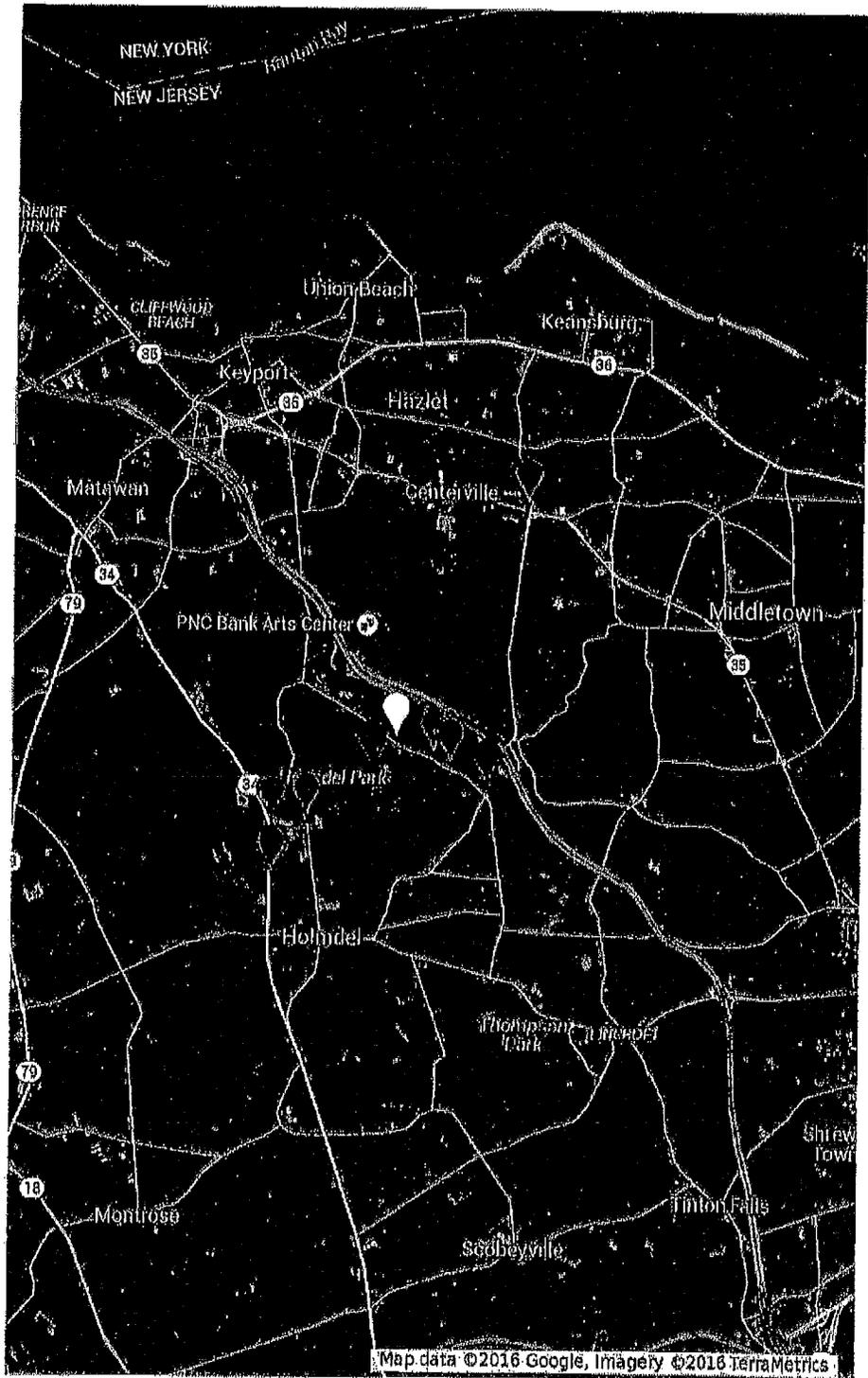
Docs #2361341-v1

NJ North - Toll Regency Holmdel - township signs only

Untitled layer

- 📍 STRAIGHT - Rt 34N opposite Care One facility
- 📍 RIGHT - Rt 34N @ Roberts Rd
- 📍 STRAIGHT - Roberts Rd @ Holmdel Rd
- 📍 RIGHT - Roberts Rd @ site entrance
- 📍 LEFT - Crawfords Corner Rd @ Roberts Rd
- 📍 STRAIGHT - Crawfords Corner Rd @ 2nd entrance
- 📍 STRAIGHT - Crawfords Corner Rd @ 1st entrance
- 📍 RIGHT - CR52 @ Crawfords Corner Rd
- 📍 RIGHT - Rt 35S @ CR 52
- 📍 RIGHT - Rt 35N @ ramp for Laurel Ave
- 📍 STRAIGHT - Laurel Ave @ Rt 35
- 📍 RIGHT - end of GSP ramp 114 @ CR52

12 signs

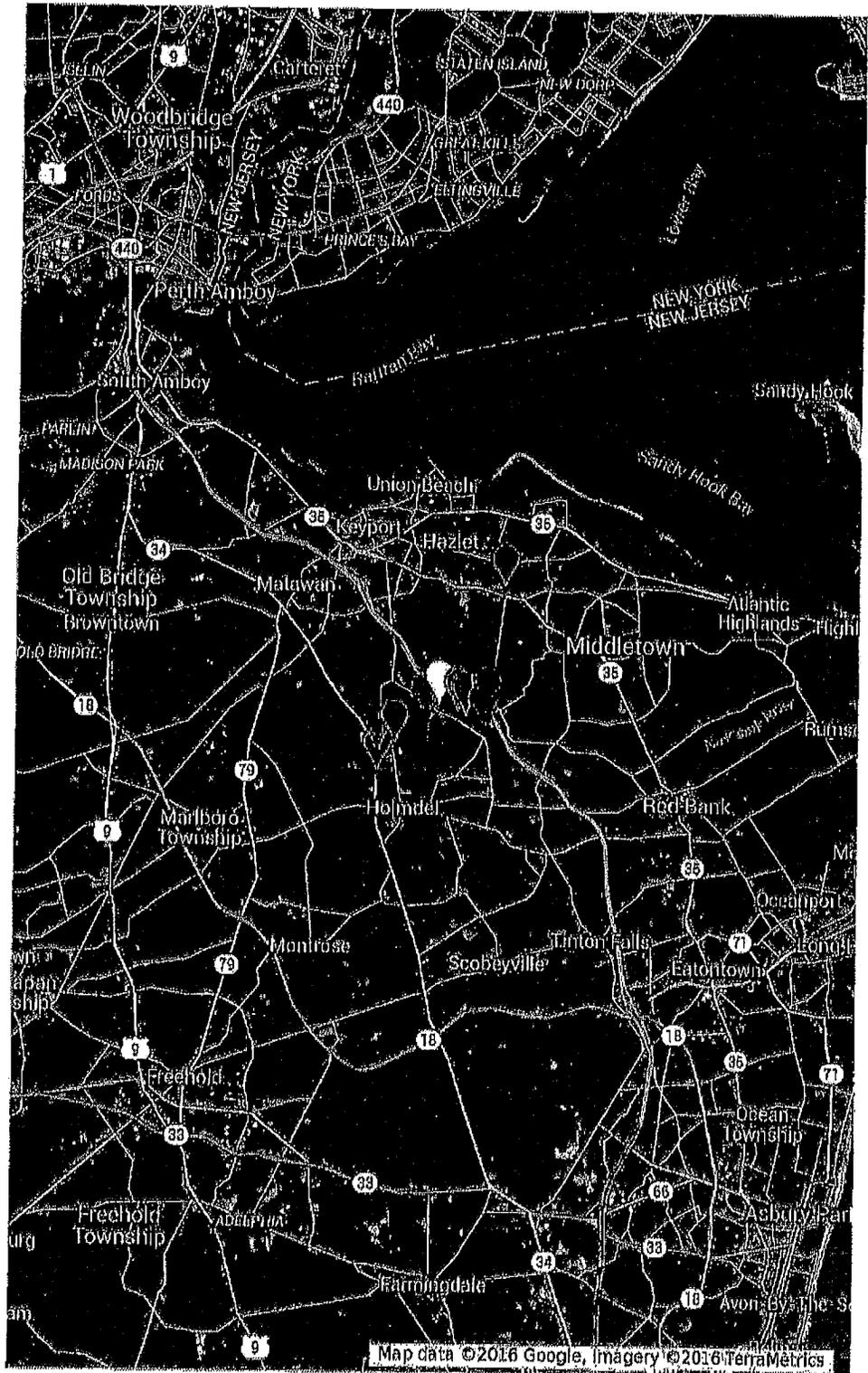


NJ North - Toll Regency Holmdel - township signs only

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- 📍 STRAIGHT - Crawfords Corner Rd @ 1st entrance
- 📍 RIGHT - CR52 @ Crawfords Corner Rd
- 📍 RIGHT - Rt 35S @ CR 52
- 📍 RIGHT - Rt 35N @ ramp for Laurel Ave
- 📍 STRAIGHT - Laurel Ave @ Rt 35
- 📍 RIGHT - end of GSP ramp 114 @ CR52

12 signs

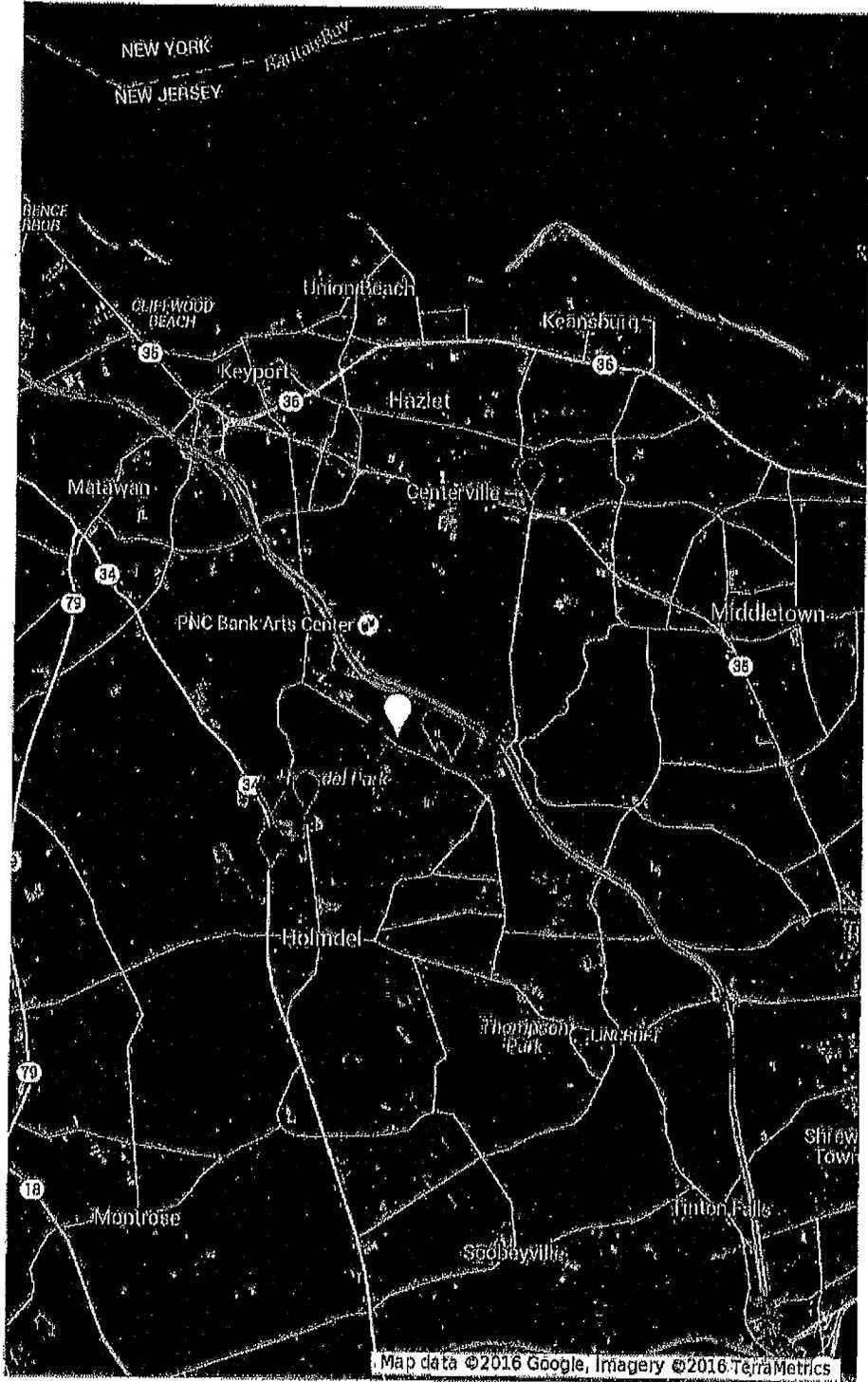


NJ North - Toll Regency Holmdel - township signs only

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- 📍 RIGHT - Rt 35S @ CR 52
- 📍 RIGHT - Rt 35N @ ramp for Laurel Ave
- 📍 STRAIGHT - Laurel Ave @ Rt 35
- 📍 RIGHT - end of GSP ramp 114 @ CR52

12 signs



TOWNSHIP OF HOLMDEL

TOWNSHIP COMMITTEE AGENDA ITEM # 15

Meeting Date: July 12, 2016
Subject: Sergeant Promotions
Submitted by: Captain Frank Allocco
Approved by: Administrator Donna Vieiro

RECOMMENDATION

Request permission to promote three Patrolman to the rank of Sergeant 2nd Class.

PREVIOUS ACTION

Two Sergeant positions have remained unfilled since the retirement of Lieutenant Smith and Sergeant Torres. Lieutenant Philhower was promoted to fill Lieutenant Smith's position, currently leaving the Sergeant position in Traffic Safety open. Sgt. Martinez was moved from Juvenile Sergeant to Detective Sergeant to fill Sergeant Torres spot. The positions were left unfilled temporarily due to manpower issues created by having three Officers in the Police Academy and the resignation of the fourth. Since the Officers recently graduated the Police Academy, we are now in a position to fill the vacant Sergeant positions.

BACKGROUND

Currently there are two open Sergeant positions (Juvenile and Traffic Safety/Crime Prevention). We are asking to promote the third Sergeant at this time fill Sergeant Durdack's position who is retiring October 1st. Sgt. Durdack is responsible for Policy and Training and we will need the time he has left to train his replacement.

FISCAL IMPACT

None. Funds for these positions were accounted for in the 2016 budget to take place in January. Due to manpower issues they were delayed for the past 7 months. For a full year (which this is not), there is only a \$5000 increase from Patrolman to Sergeant 2nd Class.

ATTACHMENTS

N/A

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

Date Delegated: _____		
Signature: _____		

TOWNSHIP OF HOLMDEL

TOWNSHIP COMMITTEE AGENDA ITEM #16

Meeting Date: July 12th, 2016
Subject: Filling Open Police Officer Positions
Submitted by: Captain Frank Allocco
Approved by: Administrator Donna Vieiro

RECOMMENDATION

Request the approval to hire two lateral transfer Police Officers, Anthony P. Tillman and Darryl K. Jackson.

PREVIOUS ACTION

All interviews and background investigations are complete. Both Officers are approved for lateral transfer and can start immediately on the road.

BACKGROUND

One Officer is replacing the spot vacated by Christopher Pair when he resigned during the Police Academy in January 2016. The second Officer is replacing a Sergeant who is retiring on October 1st.

FISCAL IMPACT

None. The Department has had several funded, but unfilled, spots for all of 2016, including an Officer who resigned in January, as well as two other Officers who have been out on unpaid leaves (with no anticipated return dates). The current budget will support both Officers' salaries being brought in at step 6 in the Patrolmen's contract; \$66,443, due to their work experience and the money we will save by not having to send them to the Police Academy.

Additionally, we have two Sergeant spots that have also been funded for the year, but due to manpower issues have not been filled.

ATTACHMENTS

N/A

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

Date Delegated: _____		
Signature: _____		