



## AGENDA ~ Township Committee Meeting

**DATE:** May 23, 2023  
**TIME:** Executive Session 6:30 - Public Session 7:30 PM  
**PLACE:** Upstairs Conference Room - Committee Meeting Room

Page

- 1. ANNOUNCEMENT OF MEETING (OPEN PUBLIC MEETINGS ACT NOTICE)
  - I hereby announce that pursuant to Section 5 of the Open Public Meetings Act that adequate notice of this meeting has been provided in the notice which was sent to the Asbury Park Press, the Two River Times and posted on the bulletin board in Township Hall and filed in the Township Clerk's Office on January 3, 2023.

- 2. ROLL CALL
  - DJ Luccarelli, Mayor  
Rocco Impreveduto, Deputy Mayor  
Gregory Buontempo, Committeeman  
Brian Foster, Committeeman  
Kim LaMountain, Committeewoman

- 3. 6:30 PM EXECUTIVE SESSION - UPSTAIRS CONFERENCE ROOM
  - [Executive Session Resolution](#)

3

- 4. 7:30 PM PUBLIC SESSION - COMMITTEE CONFERENCE ROOM
- 5. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE
- 6. APPROVAL OF MINUTES
  - April 25, 2023 Executive and Public Sessions
- 7. PUBLIC COMMENT- AGENDA ITEMS ONLY

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

- 8. CONSENT AGENDA
 

**Resolutions 2023-154 to 2023- 158** All matters listed under the Consent Agenda are considered routine by the Township Committee and will be adopted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired of any item by a member of the Township Committee, the item will be considered separately.

  - [2023-154 - Bills Payable - Pdf](#)
  - [2023-155 - Approving Emergency Operations Plan - Pdf](#)

4 - 5

6 - 7

- [2023-156 - Hiring Seasonal Employees for 2023 Season - Pdf](#) 8 - 10
  - [2023-157 - Crawfords Corner Pump Station Replacement of Wastewater Pumps - Approval of Contracts - Pdf](#) 11 - 13
  - [2023-158 - Recreation Refunds - Pdf](#) 14 - 15
9. DEPARTMENTS
    - 9.1. Administrator
    - 9.2. Chief Financial Officer
  10. PROFESSIONAL REPORTS
    - 10.1. Attorney
    - 10.2. Engineer
  11. BOARDS/COMMITTEES
  12. BUSINESS FROM THE COMMITTEE
  13. PUBLIC COMMENT

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

TOWNSHIP OF HOLMDEL  
COUNTY OF MONMOUTH

RESOLUTION TO ENTER EXECUTIVE SESSION

WHEREAS, the Open Public Meetings Act provides that the Township Committee may enter into Executive Session to discuss matters that are of a confidential nature, pursuant to N.J.S.A. 10:4-12; and

WHEREAS, it is recommended by the Township Attorney and Township Administrator that the Township Committee enter into Executive Session to discuss matters set forth hereinafter which are permissible for discussion in Executive Session.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Holmdel, County of Monmouth, State of New Jersey that the Township Committee shall enter into Executive Session to discuss the following matters:

Collective Bargaining Agreements – N.J.S.A. 10:4-12(b)(4)

Blue Collar Contracts – ATOD May 2023

Legal Issues, Litigation, Potential Litigation, Contract Negotiation, Attorney-Client Privilege – N.J.S.A. 10:4-12(b)(7)

Township of Holmdel v. Crawford Hill Holding LLC – ATOD June 2023  
Land Use Dispute - ATOD June 2023

Personnel – N.J.S.A. 10:4-12(b)(8)

Personnel Issue – ATOD May 2023

BE IT FURTHER RESOLVED that the minutes of the Executive Session shall be released to the public when the need for confidentiality no longer exists, with an estimate of the circumstances and/or time for public disclosure provided in the above-listed anticipated times of decision (“ATOD”).

CERTIFICATION

I, Wendy L Patrovich, Township Clerk of the Township of Holmdel do hereby certify this to be a true copy of a Resolution adopted by the Township Committee of the Township of Holmdel at a meeting held on May 9, 2023.

Wendy L Patrovich, RMC/CMR  
Township Clerk

2023-141A

# Holmdel Township

## Agenda Report

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**Meeting Date:** Township Committee - 23 May 2023  
**Department:** Finance  
**Subject:** Bills Payable

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**Request:** Bills Payable

**Attachments:** [2023- 154 Bills Payable 05-23](#)

### Procurement Details

**Vendor Name:**  
**Pruchase Amount:**  
**Procurement Method:**

BILLS PAYABLE RESOLUTION

WHEREAS, the Township of Holmdel has received certain claims against it by way of vouchers received during the period ending on May 23, 2023.

WHEREAS, the Chief Financial Officer has certified that there is a sufficient budget appropriation amount to cover the payment of said claims; and

WHEREAS, certain claims contained herein may have been prepaid by the Chief Financial Officer pursuant to the authority contained in N.J.S.A. 40:5-17, Local Finance Notice 2019-02, and Holmdel Township Committee Resolution 2023-31, but remain subject to formal approval by the Township Committee.

NOW, THEREFORE, 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 May 23, 2023 be and the same hereby are approved and the Chief Financial Officer is authorized to pay said claims:

FUND DISTRIBUTION	2-01	CURRENT FUND	\$	69,862.59
FUND DISTRIBUTION	2-28	OPEN SPACE TRUST	\$	11,306.00
		YEAR TOTAL	\$	81,168.59
FUND DISTRIBUTION	3-01	CURRENT FUND	\$	227,813.13
FUND DISTRIBUTION	3-07	SEWER OPERATING	\$	11,898.14
FUND DISTRIBUTION	3-15		\$	1,913.22
FUND DISTRIBUTION	3-17		\$	22,787.80
FUND DISTRIBUTION	3-26	POOL OPERATING	\$	4,319.48
FUND DISTRIBUTION	3-28	OPEN SPACE TRUST	\$	25,758.25
		YEAR TOTAL	\$	294,490.02
FUND DISTRIBUTION	C-04	GENERAL CAPITAL	\$	653,886.21
FUND DISTRIBUTION	C-08	SEWER CAPITAL	\$	6,912.97
FUND DISTRIBUTION	C-30		\$	974.19
		YEAR TOTAL	\$	661,773.37
FUND DISTRIBUTION	D-14	DOG TRUST	\$	253.20
FUND DISTRIBUTION	G-02	STATE/FED GRANT	\$	319,954.85
FUND DISTRIBUTION	T-24	FAIR HOUSING	\$	11,129.61
		TOTAL OF ALL FUNDS	\$	1,368,769.64
		TOTAL OF ALL PROJECTS	\$	22,787.80

CERTIFICATION

I, Wendy L Patrovich, Township Clerk of the Township of Holmdel do hereby certify this to be a true copy of a Resolution adopted by the Township Committee of the Township of Holmdel at a meeting held on May 23, 2023.

Wendy L Patrovich, RMC/CMR  
Township Clerk

2023-154

# Holmdel Township

## Agenda Report

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**Meeting Date:** Township Committee - 23 May 2023  
**Department:** Clerks Office  
**Subject:** Approving Emergency Operations Plan

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**Request:** Approving Emergency Operations Plan

**Attachments:** [2023-155 Resolution re Emergency Management Plan](#)

### Procurement Details

**Vendor Name:**  
**Pruchase Amount:**  
**Procurement Method:**

TOWNSHIP OF HOLMDEL  
COUNTY OF MONMOUTH

**RESOLUTION APPROVING EMERGENCY OPERATIONS PLAN**

WHEREAS, pursuant to N.J.S.A. App. A:9-43.2 to -43.4, each municipality in the State of New Jersey is required to prepare an Emergency Operations Plan that is securely submitted to the State Office of Emergency Management for review and approval; and

WHEREAS, the Township has prepared a 2023 Revision to the plan, which Holmdel Emergency Management Coordinator Eric Hernando has recommended for approval.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Holmdel hereby approves the 2023 Revisions to the Township's Emergency Operations Plan, consistent with the foregoing.

BE IT FURTHER RESOLVED that the Mayor and Emergency Management Coordinator are hereby authorized and directed to take any and all steps reasonably necessary to effectuate the foregoing, including the execution of instruments.

CERTIFICATION

I, Wendy L Patrovich, Township Clerk of the Township of Holmdel do hereby certify this to be a true copy of a Resolution adopted by the Township Committee of the Township of Holmdel at the Regular Meeting held on May 23, 2023.

Wendy L Patrovich, RMC/CMR  
Township Clerk

# Holmdel Township

## Agenda Report

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**Meeting Date:** Township Committee - 23 May 2023  
**Department:** Parks & Recreation  
**Subject:** Hiring Seasonal Employees for 2023 Season

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**Request:** Hiring Seasonal Employees for 2023 Season

**Attachments:** [2023-156 RESOLUTION HIRING SEASONAL EMPLOYEES FOR 2023 SEASON](#)

### Procurement Details

**Vendor Name:**  
**Pruchase Amount:**  
**Procurement Method:**



## RESOLUTION HIRING SEASONAL EMPLOYEES FOR 2023 SEASON

BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that the following individuals be and hereby are hired to the following positions as part time Holmdel Seasonal employees at the listed hourly salaries, consistent with the provisions of the Township's Salary ordinance.

NAME	POSITION	WAGES
Olivia Agro	Lifeguard	\$14.25
Sophia Agro	Lifeguard	\$14.25
Katelynn Artale	Lifeguard	\$14.00
Adam Azzaoui	Lifeguard	\$14.00
Nicholas Celentano	Lifeguard	\$14.25
Sira Celentano	Lifeguard	\$14.25
John Chang	Lifeguard	\$14.00
Lisa Ching	Activity Coordinator	\$18.00
Brianna Clark	Head Lifeguard	\$17.00
Delaney Clark	Head Lifeguard	\$17.00
Thomas Coppola	Lifeguard	\$14.25
Connor DaSaro	Maintenance Attendant	\$14.25
Michael Elsayegh	Lifeguard	\$14.00
Devin Erakin	Maintenance Attendant	\$14.25
Connor Farrell	Maintenance Attendant	\$14.25
Amanda Gallo	Lifeguard	\$14.25
Emily Gallo	Lifeguard	\$14.00
Grace Geoghan	Lifeguard	\$14.00
Bryce Gestrach	Lifeguard	\$14.25
Kearon Gregory	Lifeguard	\$14.25
Giacomo Guardavaccaro	Maintenance Attendant	\$14.00
Nicholas Hartigan	Laborer	\$16.00
Aidan Jaffe	Maintenance Attendant	\$14.25
Matthew Kistler	Activities Coordinator	\$14.25
Eve Koenig	Lifeguard	\$14.25
Grace Koenig	Lifeguard	\$14.25
Nathan Koenig	Lifeguard	\$14.00
Belen Luccarelli	Gate Attendant	\$14.00
Luca Marzulla	Lifeguard	\$14.25
Colin McAulay	Clerk (Office Intern)	\$17.00
Luke McGrath	Lifeguard	\$14.25
Robert Mioduszewski	Maintenance Attendant	\$14.00
Anders Nielsen	Lifeguard	\$14.25
Christian Noguchi	Lifeguard	\$14.25
Grace Parrella	Gate Attendant	\$14.25
Amelia Petretti	Gate Attendant	\$14.25

<b>NAME</b>	<b>POSITION</b>	<b>WAGES</b>
Anthony Petrucci	Lifeguard	\$14.00
Isabella Principe	Gate Attendant	\$14.25
Adam Pusillo	Maintenance Attendant	\$14.00
Lauren Robinson	Lifeguard	\$14.25
Julianna Sciacca	Lifeguard	\$14.00
Stephanie Sisler	Lifeguard	\$14.25
Deirdre Smith	Lifeguard	\$14.25
Norah Smith	Lifeguard	\$14.25
Adina Sosa	Gate Attendant	\$14.25
Harrison Tashjian	Lifeguard	\$14.25
Jack Tiller	Maintenance Attendant	\$14.00
Jared Yasnowski	Lifeguard	\$14.25

CERTIFICATION

I, Wendy L Patrovich, Township Clerk of the Township of Holmdel do hereby certify this to be a true copy of a Resolution adopted by the Township Committee of the Township of Holmdel at the Regular Meeting held on May 23, 2023.

Wendy L Patrovich, RMC/CMR  
Township Clerk

# Holmdel Township

## Agenda Report

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**Meeting Date:** Township Committee - 23 May 2023  
**Department:** Purchasing  
**Subject:** Crawfords Corner Pump Station Replacement of Wastewater Pumps - Approval of Contracts

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**Request:** Crawfords Corner Pump Station Replacement of Wastewater Pumps - Approval of Contracts

**Background:** Holmdel is a member of the North Jersey Wastewater Cooperative Purchasing Program. As a member, approval is being requested to award contracts to Pumping Services, Inc. in the amount of \$160,553 and Raritan Group in the amount of \$36,239.90 for replacement of the existing motor/shafted raw wastewater pumps at the Crawfords Corner Pump Station.

**Attachments:** [2023-157 Contract North Jersey Wastewater COOP](#)  
[MRSWA Quote](#)

### Procurement Details

**Vendor Name:**  
**Pruchase Amount:**  
**Procurement Method:**

TOWNSHIP OF HOLMDEL  
COUNTY OF MONMOUTH

**WHEREAS**, procurements completed by the Township of Holmdel (“Township”) are typically governed by the provisions of the Local Public Contracts Law (“LPCL”), N.J.S.A. 40A:11-1 et seq.; and

**WHEREAS**, notwithstanding the provisions of the LPCL, N.J.S.A. 52:34-6.2(b)(3) authorizes the Township to “make purchases and contract for services through the use of a nationally-recognized and accepted cooperative purchasing agreement that has been developed utilizing a competitive bidding process; and

**WHEREAS**, pursuant to this authority, the Township is a member of the North Jersey Wastewater Cooperative Pricing System, which satisfies the foregoing statutory criteria; and

**WHEREAS**, the Township seeks to execute a contract with Pumping Services, Inc in the amount of \$160,553 and Raritan Group in the amount of \$36,239.90 for the replacement of the existing motor/shafted raw wastewater pumps at the Crawfords Corner Pump Station, as set forth in the proposal attached hereto as Exhibit A and incorporated by reference; and

**WHEREAS**, the Township has determined that the use of the cooperative purchasing agreement with North Jersey Wastewater Cooperative Pricing System for this contract, “shall result in cost savings, after all factors, including charges for service, material, and delivery, have been considered,” as required by N.J.S.A. 52:34-6.2(b)(3); and

**WHEREAS**, to the extent required by the provisions of N.J.S.A. 19:44A-20.4 et seq., Pumping Services, Inc. Shall complete and submit a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate committee in the Township of Holmdel in the previous one year, and that the contract will prohibit same from making any reportable contributions through the term of the contracts, pursuant to N.J.S.A. 19:44A-20.5 et seq., which shall remain on file for 10 days prior to entering into any contract with entities; and

**WHEREAS**, the Township of Holmdel Chief Financial Officer has certified that funds are available.

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Holmdel hereby awards the following contract, consistent with the foregoing:

Procurement	Cooperative	Vendor	Contract Amount	Proposal
Replacement of existing motor/shafted raw wastewater pumps	North Jersey Wastewater Cooperative Pricing System	Pumping Services, Inc.	\$160,553.00	Exhibit A
Replacement of existing motor/shafted raw wastewater pumps	North Jersey Wastewater Cooperative Pricing System	Raritan Group	\$36,238.89	Exhibit A

CERTIFICATION

I, Wendy L Patrovich, Township Clerk of the Township of Holmdel do hereby certify this to be a true copy of a Resolution adopted by the Township Committee of the Township of Holmdel at a meeting held on March 14, 2023.

Wendy L Patrovich, RMC/CMR  
Township Clerk

2023-157



**PREPARED BY:**  
**DATE:**  
**DESCRIPTION:**

Brian J. Brach, PE, QPA, Executive Director *(BJB) 5/16/23*

May 16, 2023

Replacement of the existing motor/shafted raw wastewater pumps at the Crawfords Corner Pump Station that have met the end of their useful life (Refer to attached March 3, 2023 Memorandum). New state-of-the-art dry-pit submersible type pump are to be installed. This is a replacment-in-kind. All mechanical piping and fittings from wet well suction valve up to the base 90-degree bend on the header are to be replaced to permit retrofit of the new pumps and bring said piping to current operational standards. Wet well cleaning and replacement of only those electrical appurtenances required have been included in the scope of work.

**CRAWFORDS CORNER PUMP STATION PUMP REPLACEMENT QUOTES**

<u>Vendor Name</u>	<u>Contact</u>	<u>Email</u>	<u>Phone</u>	<u>Quote</u>
1. Pumping Services, Inc. 201 Lincoln Boulevard Middlesex, NJ 08846	Ryan Holak	ryan.holak@psiprocess.com	(732) 469-4540	NJWCPS Items: \$138,528.00 Non-NJWCPS Items: \$22,025.00 <b>Subtotal: \$160,553.00</b>
2. Raritan Group PO Box 10120 New Brunswick, NJ 08906	Joyce Trygar	joyce@raritangroup.com	(732) 985-5000	NJWCPS Items: \$30,176.53 Non-NJWCPS Items: \$6,062.36 <b>Subtotal: \$36,238.89</b>
<b>TOTAL FOR PUMP REPLACEMENT:</b>				<b>\$196,791.89</b>

Note 1: This does not include restoration of the bypass chamber and associated site improvements.



# Holmdel Township

## Agenda Report

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**Meeting Date:** Township Committee - 23 May 2023  
**Department:** Parks & Recreation  
**Subject:** Recreation Refunds

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**Request:** Recreation Refunds

**Attachments:** [2023-158 Recreation Refunds](#)

### Procurement Details

**Vendor Name:**  
**Pruchase Amount:**  
**Procurement Method:**

**RESOLUTION REFUNDING RECREATION FEES**

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

Stephanie Dagostino ~ Refund canceled program	\$130.00
Maryan Ibrahim ~ Refund spring dance	\$130.00
Francine Campis ~ Refund canceled program	\$130.00
Nicole Greco ~ Refund camp program	\$100.00
Chris Drogaris ~ Refund camp program	\$100.00
Maribel Alcazar ~ Refund soccer program	\$192.00
Eileen Valles ~ Refund camp program	\$225.00
Emma Hall ~ Refund camp program	\$600.00
Amanda Borowski ~ Refund camp program	\$125.00

**CERTIFICATION**

I, Wendy L Patrovich, Township Clerk of the Township of Holmdel do hereby certify this to be a true copy of a Resolution adopted by the Township Committee of the Township of Holmdel at a meeting held on May 23, 2023.

Wendy L Patrovich, RMC/CMR  
Township Clerk