

# HOLMDEL TOWNSHIP COMMITTEE REGULAR MEETING AND BUDGET WORKSHOP

March 27, 2018

5:00 PM – Budget Workshop Meeting

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

I hereby announce that pursuant to Section 5 of the Open Public Meetings Act that adequate notice of this meeting has been provided in the notice which was sent to the Asbury Park Press, and posted on the bulletin board in Township Hall and filed in the Township Clerk's Office on January 5, 2018 and March 22, 2018.

## 2. Roll Call

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

## 3. Pledge of Allegiance and Moment of Silent Prayer

## 4. Budget Workshop

7:30 PM – Regular Meeting

## 5. Consent Agenda

- a. Bills Payable Resolution #1
- b. Bills Payable Resolution #2
- c. Bills Payable Resolution #3
- d. Adopt Resolution for Change Order #3 for the 2017 Sanitary Sewer Cleaning and Television Inspection Program
- e. Adopt Resolution Approving the Increase of the Municipal Facilities Solid Waste Collection Contract with Mazza Recycling Services
- f. Adopt Resolution Returning Unexpended Escrow Funds

- g. Adopt Resolution Refunding Security Deposits for Recreation Fees to Sambandan Medical Practice
- h. Adopt Resolution Refunding Overpayment of Raffle License Fees
- i. Adopt Resolution Approving the 2018 Temporary Budget
- j. Adopt Resolution Approving the Hiring of Employees for the Swim Club 2018 Season

## 6. Hearings on Ordinances

AN ORDINANCE AMENDING SECTION 2-2 OF THE REVISED GENERAL ORDINANCES FOR THE TOWNSHIP OF HOLMDEL, TITLED "ORGANIZATION AND LEGISLATIVE AUTHORITY OF THE TOWNSHIP COMMITTEE" 2018-05

Clerk's Statement

Public Hearing

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

## 7. Departments

- a. Administrator
- b. Chief Financial Officer

## 8. Professional Reports

- a. Attorney
- b. Engineer

Request Authorization to perform the Engineering Design Services for Middletown Road Improvements for a fee of \$29,000

## 9. Boards/Committees

10. Business from the Committee

11. 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.

12. Adjournment

## BILLS PAYABLE RESOLUTION #1

BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that the claims listed below on the Schedule of Bills Payable on March 27, 2018 be and the same hereby are approved and the Chief Financial Officer is authorized to pay said claims.

FUND DISTRIBUTION	8-01	\$	18.00
	Total Of All Funds:	\$	18.00

## CERTIFICATION

I, Wendy L Patrovich, Deputy 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 27, 2018.

Wendy L Patrovich, RMC/CMR  
Deputy Township Clerk

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Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	8-01	18.00	0.00	0.00	18.00
Total of All Funds:		18.00	0.00	0.00	18.00

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## BILLS PAYABLE RESOLUTION #2

BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that the claims listed below on the Schedule of Bills Payable on March 27, 2018 be and the same hereby are approved and the Chief Financial Officer is authorized to pay said claims.

FUND DISTRIBUTION	8-01	\$	120.00
	Total Of All Funds:	\$	120.00

## CERTIFICATION

I, Wendy L Patrovich, Deputy 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 27, 2018.

Wendy L Patrovich, RMC/CMR  
Deputy Township Clerk

March 13, 2018  
09:29 AM

TOWNSHIP OF HOLMDEL  
Check Register By Check Id

Page No: 1

*Manual ck*

*New*

Range of Checking Accts: CASH CLEARING to CASH CLEARING Range of Check Ids: 38628 to 38628  
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
38628	03/14/18	NJM00001 NJ Motor Vehicle Commission					2691
18-00747	1	TITLES FOR TWO VEHICLES	60.00	8-01-25-240-240-303 POL: Vehicles	Budget		1 1
18-00747	2	TITLES FOR TWO VEHICLES	60.00	8-01-25-240-240-303 POL: Vehicles	Budget		2 1
			<u>120.00</u>				

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	<u>1</u>	<u>0</u>	<u>120.00</u>	<u>0.00</u>
Direct Deposit:	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total:	<u>1</u>	<u>0</u>	<u>120.00</u>	<u>0.00</u>

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Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	8-01	120.00	0.00	0.00	120.00
Total of All Funds:		<hr/> 120.00	<hr/> 0.00	<hr/> 0.00	<hr/> 120.00

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BILLS PAYABLE RESOLUTION #3

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 March 27, 2018 be and the same hereby are approved and the Chief Financial Officer is authorized to pay said claims.

FUND DISTRIBUTION	7-01	CURRENT FUND	\$ 14,130.23
FUND DISTRIBUTION	8-01	CURRENT FUND	\$ 228,477.90
FUND DISTRIBUTION	8-07	SWR	\$ 18,531.87
FUND DISTRIBUTION	8-12		\$ 41,571.95
		Year Total:	\$ 288,581.72
FUND DISTRIBUTION	C-04	GEN CAPITAL	\$ 118,224.26
FUND DISTRIBUTION	C-08	SEWER CAP	\$ 49,161.72
		Year Total	\$ 167,385.98
FUND DISTRIBUTION	D-02	DOG TRUST	\$ 4,069.50
FUND DISTRIBUTION	G-02	ST/FED GRANT	\$ 4,024.60
FUND DISTRIBUTION	T-12	OTHER TRUST	\$ 250.00
FUND DISTRIBUTION	T-24	FAIR HOUSING	\$ 25,524.70
		Total Of All Funds:	\$ 503,966.73
		Total of all Projects:	\$ 39,486.19

CERTIFICATION

I, Wendy L Patrovich, Deputy 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 27, 2018.

Wendy L Patrovich, RMC/CMR  
Deputy Township Clerk

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## RESOLUTION AUTHORIZING CHANGE ORDER

WHEREAS, the Township of Holmdel awarded a contract to North American Pipeline Services, LLC for the 2017 Sanitary Sewer Cleaning and Television Inspection in the amount of \$191,957.60; and

WHEREAS, the work relating to this contract is part of an ongoing process required by the BRSA Agreement; and

WHEREAS, the Township Engineer is requesting approval of Change Order #3 dated March 14, 2018; and

WHEREAS, the Change Order will reduce the contract quantity for the Holmdel Township Police Officers and add supplemental items for the police officers from other towns; and

WHEREAS, there will be no change to the contract amount as a result of this Change Order.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that Change Order #3 be approved to the referenced contract.

### CERTIFICATION

I, Wendy L Patrovich Deputy 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 27, 2018.

Wendy L Patrovich, RMC/CMR  
Deputy Township Clerk

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**RESOLUTION AUTHORIZING INCREASE  
TO 2018 MUNICIPAL SOLID WASTE CONTRACT**

**WHEREAS**, the Township of Holmdel awarded a contract to Mazza Recycling Services in the amount of \$7,404.60 for the 2018 Municipal facilities Solid Waste Collection, with a one-year renewal option; and

**WHEREAS**, the RFP issued by the Township and ensuing contract signed between Holmdel Township and Mazza Recycling Services states any change to New Jersey Law and taxes, or tipping fees at the County Landfill, shall be cause to adjust the bid price to the extent such change impacts on vendor/contractor's cost; and

**WHEREAS**, on March 9, 2018 Mazza Recycling Services contacted the Township to advise of a permanent rate increase for incoming solid waste tipping fees, effective March 1, 2018, as noticed by the Monmouth County Reclamation Center; and

**WHEREAS**, Mazza Recycling Services analyzed the cost impact of this increase and calculated a 3.1% increase to the Township's 2018 contract; and

**WHEREAS**, with this adjustment the current 2018 contract price shall be increased to \$7,652.02.

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

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Township Committee of the Township of Holmdel that an increase to be approved to the referenced contract.

**CERTIFICATION**

I, Wendy L Patrovich Deputy 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 27, 2018.

Wendy L Patrovich, RMC/CMR  
Deputy Township Clerk

**COUNTY OF MONMOUTH**

**PUBLIC NOTICE**

TO: ALL MONMOUTH MUNICIPALITIES c/o MUNICIPAL CLERK  
SOLID WASTE COLLECTOR/HAULERS SERVING MONMOUTH COUNTY  
ALL OTHER CUSTOMERS OF COUNTY RECLAMATION CENTER

FROM: STUART NEWMAN, COUNTY SOLID WASTE COORDINATOR

RE: MONMOUTH COUNTY RECLAMATION CENTER RATE TO INCREASE  
\$5.00 PER TON AS OF MARCH 1, 2018

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The last time that the County increased the tipping fee, other than the seventy-five cent (\$.75) per ton increase in 2015 and 2016, was twelve years ago in 2006 when the tipping fee was increased by \$4.00 per ton. Due to increased operating costs over the past few years, the County has determined that there is a necessity to increase the tipping rate for incoming waste at the Monmouth County Reclamation Center. As of March 1, 2018, rates will be increased based on the following schedule. Presently, the Reclamation Center charges customers \$ 66.00 per ton for incoming municipal, household, commercial, and institutional (type 10) and vegetative (type 23) wastes, The facility will be increasing this tipping rate by \$5.00 per ton to \$ 71.00 per ton for these incoming waste types. The tipping rate for bulky and cleanup waste (type 13), construction and demolition wastes (type 13C), industrial wastes (type 27), and contaminated soil (type 27) will increase by \$5.00 per ton from \$ 99.00 to \$ 104.00 per ton. The tipping rate for tires and cables will increase from \$ 233.50 to \$238.50. The tipping fee for type 25 waste (animal waste) will not increase and will stay at \$99.00 per ton. Also, the tipping fee for asbestos containing waste (type 27A) will not increase and will stay at \$164.50 per ton (plus a \$0.50/bag handling charge). **The current rates that are being amended, are below the rates that were in effect in 1997; twenty-one (21) years ago.**

These new rates do not include a Landfill Contingency Tax of \$0.50/ton, a Closure Escrow Tax of \$1.00/ton, a New Jersey Recycling Tax of \$3.00/ton, which are paid to the State of New Jersey and a Host Community fee of \$6.60/ton, which is paid to the Borough of Tinton Falls. These are the same taxes and fees that are currently in effect.

The Monmouth County Reclamation Center continues to make every effort to hold the line on its operating costs, while providing outstanding service to its customers. Other revenues, which have reduced the need for a higher tip fee increase, include the sale of landfill gas and lease fees from the operator of the Class A Recycling Center located at the Reclamation Center. A full schedule of the disposal fees effective as of March 1, 2018, directions to the facility, and other information is available at the Monmouth County Reclamation Center website. This website is:  
[www.visitmonmouth.com/reclamation](http://www.visitmonmouth.com/reclamation).

**Stuart A. Newman**  
**Solid Waste Coordinator**  
**County of Monmouth**

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SN 1-Feb-2018

**RESOLUTION REFUNDING UNUSED ESCROW**

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

Robert Way	\$700.00
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**CERTIFICATION**

I, Wendy L Patrovich, Deputy Township Clerk of the Township of Holmdel, do hereby certify this to a true copy of a Resolution adopted by the Township Committee of the Township of Holmdel at the Meeting held on March 27, 2018.

Wendy L Patrovich, RMC/CMR  
Deputy Township Clerk

**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:

Refund Security Deposit	Sambandan Medical Practice	\$250.00
Refund Security Deposit	Chabad Jewish Center of BBC	\$250.00

**CERTIFICATION**

I, Wendy L Patrovich, Deputy 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 March 27, 2018.

Wendy L Patrovich, RMC/CMR  
Deputy Township Clerk

**RESOLUTION REFUNDING RAFFLE FEES**

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

Refund Overpayment of Raffle Fees	Mary Elizabeth Crowe	\$170.00
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**CERTIFICATION**

I, Wendy L Patrovich, Deputy 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 March 27, 2018.

Wendy L Patrovich, RMC/CMR  
Deputy Township Clerk

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## RESOLUTION AUTHORIZING AMENDMENT TO TEMPORARY BUDGET

WHEREAS, N.J.S.A. 40A:4-19 of the Local Budget Act provides that temporary appropriations shall be made for the purposes and amounts required in the manner and time therein provided;

NOW, THEREFORE BE IT RESOLVED that the following additional temporary emergency appropriations shall be made for the year 2018, effective March 27, 2018:

### CURRENT FUND

Administration	
Salary & Wage	10,000
Other Expenses	2,500
Clerk	
Salaries & Wage	21,000
Other Expenses	2,500
Governing Body	
Salary & Wage	2,500
Finance	
Salary & Wage	11,000
Other Expenses	2,250
IT Administration	
Other Expense	27,000
Tax Collection	
Salary & Wage	2,500
Tax Assessment	
Salary & Wage	11,500
Other Expenses	2,100
Legal Services & Costs	22,000
Planning Board	
Salary & Wage	6,500
Construction	
Salary & Wage	35,000
Uniform Fire & Zoning	
Salary & Wage	2,000
Insurance	
Group Plan for Employee	27,500
Other Insurance Premiums	5,000



Police	
Salary & Wage	297,500
Other Expenses	26,000
Aid to Volunteer Fire Companies	
Other Expenses	5,000
Road Repair & Maintenance	
Salary & Wage	86,000
Snow Removal	60,000
Public Building & Grounds	
Other Expenses	3,250
Central Repair	
Salary & Wage	29,000
Other Expenses	52,500
Parks	20,000
Salary & Wage	9,000
<u>OTHER EXPENSES FOR:</u>	
Environmental Commission	12,600
Library	5,000
Telephones	30,000
Gas/Oil	15,000
Court	
Salary & Wage	25,000
Other Expenses	<u>1,850</u>
Total General Appropriations	<u><u>870,550</u></u>

SEWER UTILITY

Salary & Wage	13,000
Other Expenses	<u>420,000</u>
Total Sewer Utility Appropriations	<u><u>433,000</u></u>

POOL UTILITY

Salary & Wage	<u>5,500</u>
Total Pool Utility Appropriations	<u><u>5,500</u></u>

## CERTIFICATION

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Wendy L Patrovich, RMC/CMR  
Deputy Township Clerk

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**RESOLUTION APPOINTING SWIM CLUB EMPLOYEES 2018**

BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that the following be and hereby are appointed as employees of the Holmdel Swim Club for the 2018 Season.

Francis Csulak	Maintenance Manager	\$26.00/hour (not to exceed \$10,000)
William Carl	Assistant Manager	\$18.00/hour (not to exceed \$9,000)
Jennifer Leslie	Assistant Manager	\$18.00/hour (not to exceed \$9,000)
Leo Pudlo	Assistant Manager	\$18.25/hour (not to exceed \$9,000)

**CERTIFICATION**

I, Wendy L Patrovich, Deputy 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 March 27, 2018.

Wendy L Patrovich, RMC/CMR  
Deputy Township Clerk

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**ORDINANCE NO. 2018-05**

**TOWNSHIP OF HOLMDEL  
COUNTY OF MONMOUTH**

**ORDINANCE AMENDING SECTION 2-2 OF THE REVISED  
GENERAL ORDINANCES OF THE TOWNSHIP OF HOLMDEL,  
TITLED "ORGANIZATION AND LEGISLATIVE AUTHORITY  
OF THE TOWNSHIP COMMITTEE"**

**WHEREAS**, there exists a vacancy in the position of Deputy Mayor of the Township of Holmdel; and

**WHEREAS**, while the Revised General Ordinances of the Township of Holmdel (the "Code") provide that the Mayor and Deputy Mayor shall each be elected by the Township Committee at its Reorganization meeting, the Code is silent as to the filling of a vacancy in Deputy Mayor between reorganization meetings; and

**WHEREAS**, in order to ensure continuity in office and continued good governance, the Township Committee of the Township of Holmdel hereby amends the Code to clarify the process to be followed in filling a vacancy in Deputy Mayor.

**NOW, THEREFORE, BE IT ORDAINED** by the Township Committee of the Township of Holmdel in the County of Monmouth, State of New Jersey that the Revised General Ordinances of the Township of Holmdel be and are hereby amended as follows:

**SECTION 1. Section 2.2 is hereby amended as follows** (additions are underlined, deletions contain ~~strikethroughs~~):

**2-2 ORGANIZATION AND LEGISLATIVE AUTHORITY OF THE TOWNSHIP COMMITTEE.**

**2-2.2 Organization.**

The Township Committee shall organize annually on January 1 at 12:00 noon or during the first seven (7) days of January, at which time it shall ~~will~~ elect a Mayor and Deputy Mayor from among its membership, each elected by a majority vote of the full membership of the Township Committee, to serve a one-year term. ~~number. The Township Committee shall also elect one (1) of their number as a Deputy Mayor.~~

**2-2.3 Duties of the Mayor. [UNCHANGED]**

**2.-2.4 Duties of the Deputy Mayor. [UNCHANGED]**

**2-2.5 Succession of Mayor and Deputy Mayor**

In the event of a vacancy in Mayor, the Deputy Mayor shall become Mayor for the unexpired term. In the event of a vacancy in Deputy Mayor, the office shall be filled following the election procedure set forth in Section 2-2.2 for the unexpired term.

**SECTION 2. Severability.**

If any section, subsection or paragraph of this ordinance be declared unconstitutional, invalid or inoperative, in whole or in part, by a court of competent jurisdiction, such chapter, section subchapter or paragraph shall to the extent that is not held unconstitutional, invalid or inoperative remain in full force and effect and shall not affect the remainder of this ordinance.

**SECTION 3. Repealer.**

All ordinances and resolutions, and parts of ordinances and resolutions which are inconsistent with provisions of this ordinance shall be, and are hereby, repealed to the extent of any such inconsistency.

**SECTION 4. Effective Date.**

This ordinance shall take effect after final adoption and approval pursuant 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 March 13, 2018 and will be considered for final passage and adoption at a meeting of said Township Committee to be held on March 27, 2018 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.

Thomas Critelli, Mayor

Attest:

Wendy L Patrovich, RMC/CMR  
Deputy Township Clerk



YOUR GOALS. OUR MISSION.

HOLM-G1801

March 20, 2018

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

**Re: Proposal for Design Engineering Services  
Middletown Road Improvements**

Dear Ms. Vieiro:

As you know, the Township has been selected to receive funding from the NJDOT Municipal Aid Program for the Middletown Road Improvements project in the amount of \$180,000. Additionally, another deposit has been made by Bell Works, so that the available funds from Bell Works contributions is \$250,000. With these two funding sources combined, the scope of work can extend from the last completed phase of paving near Bayonet Farm, to the end of Middletown Road at Newman Springs Road. The preliminary construction cost estimate is \$380,000. The following is an outline of our recommended improvements and our proposal for design engineering services for improvements for the project.

**SCOPE OF WORK**

A project scope review meeting was held on March 15, 2018 with Victor Stevens and T&M. An onsite meeting was held on March 20, 2018 with Victor Stevens, Traffic Safety Patrolman Cherney and T&M to review pedestrian crossing and traffic safety items. Per these review meetings, the proposed improvements will include;

- A pavement overlay for the length of project.
- Drainage and concrete curb improvements for approximately 500 linear feet near the cemetery
- Guiderail improvements just south of the cemetery
- Concrete sidewalk, ADA ramp and crosswalk improvements adjacent to the Ramenessin Trail entrance.
- ADA ramp and crosswalk improvements on McCampbell Road at Blue Hills Drive.

**PROPOSED ENGINEERING DESIGN SERVICES**

The following is a request for authorization to perform the engineering for this project, including field survey, engineering design, preparation of construction plans, technical specifications, advertisement, receipt of bids, and recommendation of award of the project.

In order to achieve the Township's objectives, we propose the following scope of services;



**Le: Donna Vieiro  
Township Administrator**

**Re: Proposal for Design Engineering Services  
Middletown Road Improvements**

### **Pre-Design Phase**

1. Field survey will be completed for the area noted above between the cemetery and approximately 500 linear feet to the south, to determine existing cross slopes and gutter line profiles. Field survey will be acquired by conventional ground methods and will be supplemented with aerial mapping. The following survey tasks will be included:
  - a. A baseline will be set as an open traverse line with assumed coordinates to locate the items listed below.
  - b. Topographic features (to 5-feet beyond the edge of the pavement) will be located, including trees, signs, fences, mailboxes and the existing drainage features.
  - c. Existing property corners will be located (along the roadway), where visible, for depicting existing right-of-way.
  - d. Using an assumed datum, benchmarks will be set for vertical control during construction.
2. Visible utilities will be located, and utility pole numbers recorded. T&M will forward base maps to all utility companies to verify any existing facilities.

### **Design Phase**

1. Once field surveys have been completed and base maps prepared at a scale of 1" = 30', a preliminary design will be prepared and will include horizontal geometry and all proposed improvements.
2. T&M will review the preliminary plans with Victor Stevens and receive approval prior to proceeding with final design.
3. T&M will schedule and conduct coordination meetings with Holmdel Traffic Safety Officer regarding pedestrian improvements, guiderail improvements and traffic control requirements.
4. T&M will prepare final construction plans, contract specifications and a construction cost estimate. The project will be bid with three proposals due to the different funding sources.
5. Specifications will be prepared in book form, in T&M Associates' format, in conformance with the 2007 New Jersey Department of Transportation Standard Specifications for Road and Bridge Construction.
6. T&M will submit the plans, specifications, estimate and required documents to the NJDOT for review and approval.
7. An application for soil erosion and sediment control certification will be prepared and submitted by T&M Associates to the Freehold Soil Conservation District on behalf of the Township. Since the permit application fee is paid directly by the Township, an estimate of the application fee is included for budgeting, but not included as a part of our design fee.



**Le: Donna Vieiro  
Township Administrator**

**Re: Proposal for Design Engineering Services  
Middletown Road Improvements**

8. T&M will submit final plans and specifications to the Township for final review prior to the preparation of bid documents.

### **Bidding Phase**

1. Upon completion of the plans and specifications, and approval to bid from the NJDOT, T&M will advertise the projects for bid. T&M will print and distribute the contract documents, including final plans and specifications, to prospective contractors. The cost of the printing will be offset by the purchase price of the plans and specifications.
2. T&M will answer questions that arise during the bidding phase of each project.
3. T&M will attend the bid opening with the designated municipal officials.
4. T&M will prepare a fiscal analysis of the overall project funding to be included with that recommendation of award to determine that the project is within the funds that are available.
5. T&M will prepare a bid summary, review the credentials and references of the low bidder, and prepare a recommendation for award.

### **ENGINEERING FEE**

In order to complete the work tasks outlined above, we are requesting a not-to-exceed fee of \$29,000, to be billed in accordance with our current contracted rates.

### **PROJECT COST SUMMARY**

Construction Cost	\$ 380,000.00
Design Engineering Fee	\$ 29,000.00
Soil Erosion application fee	\$ 2,000.00
<b>Total</b>	<b>\$411,000.00</b>

### **SCHEDULE**

If authorization is received at the Township meeting on March 27, 2018, T&M will can have the project designed, submitted to NJDOT for approval, advertised, bids received and provide a recommendation of award for the Township's June 26,2018 Township Committee meeting, pending approval by the NJDOT. Subject to receipt of favorable bids, construction would start in July and be completed by October 2018.

I will be available to discuss the proposal in detail with members of the Governing Body at the meeting on March 27, 2018.

On behalf of the firm, I would like to thank you and the Governing Body for the opportunity to submit this proposal.





**HOLM-G1801**  
**March 20, 2018**  
**Page 4**

**Le: Donna Vieiro**  
**Township Administrator**

**Re: Proposal for Design Engineering Services**  
**Middletown Road Improvements**

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

Very truly yours,

T&M ASSOCIATES

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FRANCIS W. MULLAN, P.E.  
HOLMDEL TOWNSHIP ENGINEER

FWM:JEN:dk

c: Jeanette Larrison, Chief Financial Officer  
Wendy Patrovich, Township Clerk Office  
Victor Stevens, Director of Infrastructure  
Barbara Kovelesky, Deputy Clerk/Purchasing Assistant

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