

MINUTES Township Committee Meeting

Executive Session - 6:30pm

Public Session - 7:30pm

Committee Meeting Room

The Township Committee of the Township of Holmdel was called to order on Tuesday, March 28, 2023, at 7:30 PM, in the Committee Meeting Room, with the following members present:

COMMITTEE PRESENT: Mayor DJ Luccarelli
Committeeman Greg Buontempo
Committeeman Brian Foster
Committeewoman Kim LaMountain

STAFF PRESENT: Township Administrator Jay Delaney
Township Clerk Wendy L Patrovich
Township Attorney Michael Collins
Chief Financial Officer William E. Antonides, Jr.

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 (present via telephone for Executive Session, absent from Public Session)
Gregory Buontempo, Committeeman
Brian Foster, Committeeman
Kim LaMountain, Committeewoman

3. 6:30 PM EXECUTIVE SESSION - UPSTAIRS CONFERENCE ROOM

4. 7:30 PM PUBLIC SESSION - COMMITTEE CONFERENCE ROOM

5. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

6. PROCLAMATION AMERICAN RED CROSS MONTH

- [Red Cross Month Proclamation 2023 2023-116](#)

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.

- **Lance Lupi, Line Road** - inquired about the Bill List and the updates to the volleyball courts

8. CONSENT AGENDA

Resolutions 2023-116 to 2023-122 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.

- [2023-116](#)
- [2023-117](#)
- [2023-118](#)
- [2023-119](#)
- [2023-120](#)
- [2023-121](#)
- [2023-122](#)
- Mayor Luccarelli requested a motion to approve the Consent Agenda, including items 2023-116 through 2023-122.

RESULT:	CARRIED.
MOVER:	Brian Foster
SECONDER:	Gregory Buontempo
AYES:	Gregory Buontempo, DJ Luccarelli, Brian Foster, and Kim LaMountain
ABSENT:	Rocco Impreveduto

9. DEPARTMENTS

9.1. Administrator

9.1.1. Mr. Delaney provided an update on the budget preparation process.

9.2. Chief Financial Officer

9.2.1. Mr. Antonides provided an update about direct withdrawal tax payments.

10. PROFESSIONAL REPORTS

10.1. Attorney

11. BOARDS/COMMITTEES

- **Committeeman Buontempo** provided an report from the Holmdel Library and the Veterans Program.
- **Committeewoman LaMountain** provided a report from the Department of Community Development.
- **Committeeman Foster** provided a report from the Department of Public Safety and the Department of Public Works.
- **Mayor Luccarelli** provided a report from the Department of Recreation, the Board of Education, the Holmdel Heritage Committee, and general updates about the Township as part of his Mayor's report.

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.

- **Thomas Mann, Jennifer Drive** - commented on the possible preservation of the Crawford Hill property and the Holmdel Horn Antenna
Chief Frank Allocco - invited residents to apply for the HTPD Youth Academy
Jess Burden, Yellow Brook Road - commented on the possible preservation of the Crawford Hill property and the Holmdel Horn Antenna
Patrick Trischitta, Line Road - commented on the possible preservation of the Crawford Hill property and the Holmdel Horn Antenna
Michael Rauchwerk, Willow Road - commented on the possible preservation of the Crawford Hill property and the Holmdel Horn Antenna
Bala Prasanna, Chardonnay Drive - commented on the possible preservation of the Crawford Hill property and the Holmdel Horn Antenna
Nina Ducker, Stoney Brook Drive - commented on the possible preservation of the Crawford Hill property and the Holmdel Horn Antenna; commented on classroom size in the Holmdel School District
Mike Miracle, Chardonnay Drive - commented on the possible preservation of the Crawford Hill property and the Holmdel Horn Antenna
Karen Strickland, Heyward Hills Drive - invited residents to attend Earth Day Celebration on behalf of the Environmental Commission
Valerie Beatty, Stoney Brook Road - commented on the possible preservation of the Crawford Hill property and the Holmdel Horn Antenna and suggested school field trips to the site
Lance Lupi, Line Road - commented on the possible preservation of the Crawford Hill property and the Holmdel Horn Antenna; inquired about traffics issues on Line Road and in front of Holmdel High School

14. ADJOURNMENT

- Meeting was adjourned by acclamation at 8:40pm.

Township Clerk

PROCLAMATION OF THE HOLMDEL TOWNSHIP COMMITTEE

WHEREAS, the American Red Cross is a humanitarian organization that provides aid, emergency assistance, and disaster relief in the United States, and

WHEREAS, former New Jersey educator Clara Barton founded the American chapter of the International Cross in 1881; and

WHEREAS, for the past 142 years, the Red Cross has aided and provided hope to people during their most difficult moments; and

WHEREAS, nearly ninety percent of Red Cross workers are volunteers, who carry out the work of the American Red Cross by giving blood, teaching first aid, and making donations; and

WHEREAS, the American Red Cross is responsible for providing forty five percent of donated blood, training over two million CPR students, and responding to over sixty thousand disasters annually

NOW, THEREFORE I, Mayor Domenico “DJ” Luccarelli, on behalf of the Holmdel Township Committee, do hereby proclaim March 2023 as

AMERICAN RED CROSS MONTH

in the Township of Holmdel and urge all community members to support the great work of this organization, especially by answering the call to donate blood, as they assist those communities in need around the United States.

FURTHER, I have requested that the American Red Cross flag be flown on the Township flagpoles, adjacent to the United States flag and the flags of our armed services.

Holmdel Township Committee:
Domenico “DJ” Luccarelli, Mayor
Rocco Impreduto, Deputy Mayor
Greg Buontempo, Committeeman
Brian Foster, Committeeman
Kim LaMountain, Committeewoman

Attest:
Wendy L Patrovich, RMC/CMR
Township Clerk

BILLS PAYABLE RESOLUTION

WHEREAS, the Township of Holmdel has received certain claims against it by way of vouchers received during the period ending on March 28, 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 March 28, 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	\$	41,322.63
FUND DISTRIBUTION	2-07	SEWER OPERATING	\$	42,868.10
FUND DISTRIBUTION	2-15		\$	1,825.00
		YEAR TOTAL	\$	86,015.73
FUND DISTRIBUTION	3-01	CURRENT FUND	\$	117,800.75
FUND DISTRIBUTION	3-07	SEWER OPERATING	\$	326,229.06
FUND DISTRIBUTION	3-15		\$	24,176.67
FUND DISTRIBUTION	3-17		\$	10,595.50
		YEAR TOTAL	\$	478,801.98
FUND DISTRIBUTION	C-04	GENERAL CAPITAL	\$	152,340.61
FUND DISTRIBUTION	D-14	DOG TRUST	\$	72.00
FUND DISTRIBUTION	T-24	FAIR HOUSING TR	\$	4,146.55
		TOTAL OF ALL FUNDS	\$	721,376.87
		TOTAL OF ALL PROJECTS	\$	10,595.50

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 28, 2023.

Wendy L Patrovich, RMC/CMR
Township Clerk

2023-116

BILLS PAYABLE RESOLUTION

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Wendy L Patrovich, RMC/CMR
Township Clerk

2023-116

RESOLUTION RELEASING MAINTENANCE GUARANTEE KIMISIS TIS THEOTOKOU
GREEK CHURCH

WHEREAS, Kimisis Tis Theotokou Greek Church has requested that its cash performance bonds and fees be released; and

WHEREAS, the Township Engineer's letter dated December 5, 2022 attached hereto, has recommended, the following cash maintenance bonds and fees be released:

- Maintenance Guarantee Phase 1A \$ 1,357.50
- Maintenance Guarantee Phase 1B \$ 2,158.88
-

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that the above fees be refunded to Kimisis Tis Theotokou Greek Church.

CERTIFICATION

I, Wendy L Patrovich, Township Clerk of the Township of Holmdel, do hereby certify this to a true copy of a Resolution adopted by the Township Committee of the Township of Holmdel at the Meeting held on March 28, 2023.

Wendy L Patrovich, RMC/CMR
Township Clerk

2023-117

RESOLUTION

**TOWNSHIP OF HOLMDEL
COUNTY OF MONMOUTH**

**RESOLUTION APPROVING AN AMENDMENT TO THE SHARED SERVICES
AGREEMENT WITH THE BOROUGH OF ALLENHURST FOR CHIEF FINANCIAL
OFFICER AND QUALIFIED PURCHASING AGENT SERVICES**

WHEREAS, the Township of Holmdel (“Holmdel”) and Borough of Allenhurst (“Allenhurst”) have previously agreed to a shared services agreement, pursuant to which Holmdel shall provide Allenhurst with Chief Financial Officer and Qualified Purchasing Agent Services, upon the terms substantially set forth in the shared services agreement which was approved by both Holmdel and Allenhurst by resolutions adopted in 2020.

WHEREAS, it is the desire to amend the first paragraph of Section 7 to read:

Allenhurst shall pay Holmdel a fee for the services provided for in this Agreement in the amount of \$50,000 (CFO being \$44,500 and QPA being \$5,500) effective January 1, 2023.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Holmdel hereby approves the amendment to the shared services agreement with the Borough of Allenhurst.

BE IT FURTHER RESOLVED that the Township Administrator and Chief Financial Officer are hereby authorized and directed to take any and all steps reasonably necessary to effectuate the foregoing.

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 28, 2023.

Wendy L Patrovich, RMC/CMR
Township Clerk

RESOLUTION REFUNDING UNUSED ESCROW

BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that the following unexpended Escrow be returned to Heidi Sul;

Zoning Board – Variance #438 \$700.00

CERTIFICATION

I, Wendy L Patrovich, Township Clerk of the Township of Holmdel, do hereby certify that the above is a true copy of the Resolution adopted by the Holmdel Township Committee at a meeting held on March 28, 2023.

Wendy L Patrovich, RMC/CMR
Township Clerk

TOWNSHIP OF HOLMDEL, COUNTY OF MONMOUTH

RESOLUTION AWARDING CONTRACT TO WHIRL CONSTRUCTION FOR THE VOLLEYBALL RESTORATION PROJECT

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

WHEREAS, pursuant to Section 10 of the LPCL, N.J.S.A. 40A:11-10, the Township is authorized to enter into joint agreements with other contracting units in the State of New Jersey for the provision and performance of goods and services; and

WHEREAS, pursuant to this authority, the Township is a member of the Educational Services Commission of New Jersey Cooperative System commonly known as ESCNJ which satisfies the foregoing statutory criteria; and

WHEREAS, the Township seeks to complete a procurement through ESCNJ with Whirl Construction for the service of the Township’s Volleyball Restoration Project, in the amount of \$19,125.00 as set forth in the proposal attached hereto as Exhibit A; and

WHEREAS, to the extent required by the provisions of N.J.S.A. 19:44A-20.4 et seq., the entity 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. 19:44-20.5 et seq., which shall remain on file for 10 days prior to the Township entering into any contract with the entity.

WHEREAS, the Chief Financial Officer certifies that funds are available.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Holmdel hereby awards the following contract, contingent upon final certification as to the availability of funds by the Chief Financial Officer:

Procurement	Cooperative	Contract No.	Vendor	Contract Amount	Proposal
Restoration of Township’s Volleyball Court	ESCNJ	#20/21-02	Whirl Construction	\$19,125.00	Exhibit A

BE IT FURTHER RESOLVED that the Mayor and Qualified Purchasing Agent are hereby authorized and directed to take any and all steps 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 a meeting held on March 28, 2023.

Wendy L Patrovich, RMC/CMR
Holmdel Township Clerk

2023-120

RESOLUTION
AWARING CONTRACT
2023 ROAD IMPROVEMENT PROGRAM – PHASE 1

WHEREAS, on March 21, 2023 bids were received at the Municipal Building, 4 Crawfords Corner Road, Holmdel, New Jersey, for the 2023 Road Improvement Program-Phase 1; and

WHEREAS, the following bids were received:

<u>Contractor</u>	<u>Amount</u>
Capital Paving & Contracting	\$426,903.00
L&L Paving	\$576,300.00
S. Brothers	\$459,427.50
JADS Construction	\$467,107.50
Lucas Brothers	\$470,470.00
Meco, Inc:	\$382,383.50
Discover Construction	\$422,751.74
Fernandes Constructions	\$426,024.50
Fiore Paving	\$437,420.92
P&A Construction.	\$389,162.00

WHEREAS, the Township’s Director of Infrastructure has recommended an award be made to the apparent low bidder Meco, Inc.; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Holmdel that the Township of Holmdel hereby awards a contract to Meco, Inc. in the amount of \$382,383.50.

BE IT FURTHER RESOLVED that a copy of this Resolution certified by the Township Clerk to be a true copy be forwarded to Meco, Inc. and all other vendors indicated above and the Township’s Qualified Purchasing Agent.

CERTIFICATION

I, Wendy L Patrovich, Township Clerk of the Township of Holmdel, do hereby certify that the above is a true copy of the Resolution adopted by the Holmdel Township Committee at a meeting held on March 28, 2023.

Wendy L Patrovich, RMC/CMR
Township Clerk

2023-121

TOWNSHIP OF HOLMDEL
COUNTY OF MONMOUTH

RESOLUTION APPROVING PROCUREMENTS PURSUANT TO STATE CONTRACT

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

WHEREAS, the LPCL authorizes procurements without advertising for bids for goods or services under any contract “for such goods or services entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury”, commonly known as a “State Contract”, pursuant to N.J.S.A. 40A:11-12(a); and

WHEREAS, the QPA has recommended the award of the below-listed contracts, pursuant to the proposals attached and incorporated by reference; and

WHEREAS, the Chief Financial Officer has certified that adequate funds for such contracts 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:

Good/Service	Vendor	Amount / State Contract	Proposal
2022 Tahoe	Gentilini Motors	\$45,888.66 State Contract #17- Fleet-00758-MEE	Exhibit A

BE IT FURTHER RESOLVED that the Mayor and Qualified Purchasing Agent are hereby authorized and directed to take any and all steps 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 that the above is a true copy of the Resolution adopted by the Holmdel Township Committee at a meeting held on March 28, 2023.

Wendy L Patrovich, RMC/CMR
Township Clerk

2023-122