

BOROUGH OF MANASQUAN AGENDA
April 03, 2023 7:00 PM

This Regular Meeting of the Mayor and Council of the Borough of Manasquan is called pursuant to the provisions of the Open Public Meetings Law. Adequate notice has been provided by transmitting the Resolution of Annual Meetings to the Asbury Park Press and the Coast Star, by posting it in the Borough Hall on a bulletin board reserved for such announcements, and by posting it on the official website of the borough. This agenda is complete to the extent known and formal action will be taken.

As a courtesy to the public this meeting may be attended via zoom. If for any reason the zoom portion of this meeting fails or is disconnected the in-person meeting will continue and action can/will be taken. After signing in you will be put into a meeting room and the Municipal Clerk will allow you access just before the meeting time.

<https://us06web.zoom.us/j/8830046931> or 1-646-876-9923

ID# 883 004 6931

Moment of Silent Prayer

Pledge of Allegiance

Roll Call

Audience Participation - Limited to Agenda Items Only (time limit of 5 minutes)

Approval of Minutes

1. Regular Meeting Minutes - February 21, 2023
2. Regular Meeting Minutes - March 6, 2023
3. Budget Meeting Minutes - March 11, 2023
4. Budget Meeting Minutes - March 18, 2023
5. Regular Meeting Minutes - March 20, 2023

Workshop Discussion:

Other Items

1. [Engineer's Monthly Report](#)

Consent Agenda: These items will be enacted by one motion. If detailed deliberation is desired on any item, Council may remove that item from the consent agenda and consider it separately.

1. [98-2023 Approving Gee Gee's Arcade License](#)
2. [99-2023 Appointing PT As Needed Seasonal Building Inspector and Plumbing Inspector- Scollan & Quigley](#)
3. [100-2023 Appointing SLEO Class I Officers - Various](#)
4. [101-2023 Appointing PT Seasonal Laborer - Reichey](#)
5. [102-2023 Appoint Parking/Fleet/Specialty Vehicle Coordinator](#)
6. [103-2022 Payment of Bills](#)

Committee Reports

Audience Participation On Any Subject (comments limited to 5 minutes)

Closed Session

1. Contractual - Monmouth County

Adjournment

Borough of Manasquan Engineering Status Report Through March 2023

A. ACTIVE ENGINEERING CAPITAL PROJECTS

1. Sea Watch Recreational Improvements Final Design

This project consists of the final design for improvements at the Sea Watch Recreational Area. It is our understanding that the Borough would like to construct a raised one-story structure and improve the property for the purpose of providing multiple recreational uses for the community.

Anticipated facilities for beach goers include locker rentals, a sundries store, public restrooms, and a concession stand with an area for informal dining. We believe that to better enhance the recreational area, site improvements will also be needed for this project. Site improvements that have been discussed are improved ADA accessibility where needed within the site, the addition of sufficient bicycle parking, and reconfiguration of the existing parking lot.

Status: A proposal was authorized on December 2, 2019. A kickoff meeting took place on December 20, 2019 and survey work is underway. Programming and feasibility are underway. Topographic and Boundary Survey have been completed. A meeting with Green Acres took place on March 12, 2020 to review uses within the property limits. A programming meeting took place with the project team on March 27, 2020. Further discussion between the Borough and the Project Team has been ongoing. Currently, the programming exercise for the building is ongoing to determine the necessary square footage based on the Borough's requested building uses. A conceptual plan of the building consisting of footprints and elevation views of the proposed building was provided to the Borough on June 12, 2020. A MCAC meeting occurred July 1, 2021. The conceptual site plan was provided to the Borough on July 23, 2021. A public meeting was held on August 12, 2021 and also discussed on August 17, 2021. A follow up public meeting was held on September 21, 2021 to discuss a revised concept. An NJDEP CAFRA Pre-Application Meeting occurred in late January. The Conceptual Site Plan was provided to the Borough. The CAFRA package was submitted to NJDEP in June of 2021. Colliers Engineering & Design (CED) responded to comments received by NJDEP in late August and is awaiting the application to be deemed Administratively Complete. This project has entered the Public Comment Period which ran until December 17, 2021. A decision from NJDEP is expected 60 days after that date. CED has received comments from NJDEP and responded in January 2022. **NJDEP has approved the technical modification to the previously approved Individual Permit. The project received certification from the Freehold Soil Conservation District. This project is currently being advertised.**

2. Mount Lane Roadway and Drainage Improvements

This project consists of road and drainage improvements along Mount Lane between Euclid Avenue and Virginia Avenue that has a history of drainage problems that cause dangerous ponding conditions. The estimated total construction cost for the project is approximately \$240,000.00; however, the estimate will be subject to change based upon revisions to the project scope. This project site is known for its chronic ponding, especially along Mount Lane's northern portion. Our goal is to improve the drainage throughout the project site that will help reduce nuisance flooding. ADA upgrades will be completed where required, as well as repairs to sidewalk and driveway aprons as needed. The entire project scope will be milled and overlaid upon completion of the improvements.

Status: Topographic Survey is complete. Design is ongoing. Recent information has informed us that South Monmouth Regional Sewerage Authority (SMRSA) is performing an analysis of the force main along Mount Lane and this project will be on hold until SMRSA informs the Borough about the severity of the required repairs. SMRSA informed the Borough no project will be required. This project was advertised in January of 2023 with Spring Construction planned. **Bids were received and award was made in February. Construction is ongoing. Paving will occur in May.**

3. Curtis Park – Final Design

This project will look at the various components and uses that are desired by the stakeholders for improvements to Curtis Park, and work with the Borough on developing a concept that will attempt to conceptualize these items into a plan that will fit the site and be within the project budget.

This phase assumes the preparation of one (1) concept with two (2) rounds of minor revisions to address client comments and a preliminary engineer's estimate. Once concepts are reviewed and approved, our team will prepare a schematic estimate of probable cost of construction for the Borough. The intention is to provide concepts that fit within the Borough's budget for this project.

Status: An internal kickoff meeting took place and conceptual design is underway. Conceptual plans were developed and released in October of 2021. Public feedback has been accumulated and revised concepts have been internally reviewed and coordinated. An updated concept plan was presented in early December. A proposal for Final Design and Bidding was authorized by Council at the 2nd meeting in December. Survey Services have been completed. An updated Conceptual Plan has been submitted to the Borough. A public meeting to gain input was conducted at the end of January. This project was awarded at the June 13th meeting. A Pre-Construction meeting was held in early July. **This project is significantly complete. Project punchlist will be developed and project closeout will occur in the Spring. NJDCA Local Recreation Improvement Grant (LRIG) reporting and reimbursement activities are complete and the Borough should receive the \$55,000 grant draw down shortly.**

4. First Avenue Improvements – FY 2021 Local Aid

First Avenue is an essential roadway that provides access to the beach for the entire Borough. We know that the Borough wishes to proceed with the road improvements in an expedited manner after the summer season concludes on Labor Day and we have structured our services to accommodate the Borough's desired schedule. The Borough recently received an FY 2021 NJDOT Municipal Aid Grant in the amount of \$305,000.00 for the roadway project and will be looking at alternative funding to get the most value in this contract. The current project limits are from the Northern Terminus to East Main Street.

Status: Authorization took place on March 15, 2021. Survey of all of First Avenue is currently underway and is expected to be completed by Mid-April with design to follow. Design is slated to be from the Northern Terminus to East Main Street. Resident notices have been provided as a template to the Borough with the intent to submit to residents this Spring so that any utility work can be completed prior to the Fall. Design has been completed. NJDOT Local Aid has provided the Borough authorization to advertise the project. This project was awarded to Fernandes Construction in mid-August. A pre-construction meeting occurred in September and Construction began in mid-October and ceased in December due to inclement weather. All concrete curb, gutter, sidewalk, driveway, and ADA compliant ramps have been completed. Milling and paving have started and will be completed prior to the meeting. **Punchlist work has been completed and we are in Project Closeout with NJDOT.**

5. First Avenue Improvements – FY 2022 Local Aid

First Avenue is an essential roadway that provides access to the beach for the entire Borough. We know that the Borough wishes to proceed with the road improvements in an expedited manner after the summer season concludes on Labor Day and we have structured our services to accommodate the Borough's desired schedule. The Borough recently received an FY 2021 NJDOT Municipal Aid Grant in the amount of \$250,000.00 for the roadway project and will be looking at alternative funding to get the most value in this contract. The current project limits are from the Main Street to Riverside Drive.

Status: Authorization took place on February 22, 2022. **Design is concluding. We will be looking to advertise the project in the Summer of 2023 with construction expected to commence in Fall of 2023.**

6. Borough Hall Parking Lot Improvements

This project includes improvements to the Borough Hall Parking Lot. The parking area at Borough Hall has deteriorating pavement and is in need of replacement/renovation. We understand there is a sentiment that various expansions were performed over the years, but after inspection, it appears the full site was not fully upgraded. There is a lack of sufficient lighting throughout the site and the current pavement marking layout is sub-standard.

Status: Authorization took place in April 2022. Survey work has been completed and design work is ongoing. A concept plan has been provided to the Borough and our team is developing construction documents for this project. This project is being advertised and will look to be awarded at the second meeting in September. This project will commence in the Fall of 2022. A pre-construction meeting is scheduled for early October. **This project is significantly complete and project punchlist will be completed in the Spring along with project closeout.**

7. **East Virginia Avenue and South Street Pump Station Improvements**

This project includes proposed upgrades to the South Street Pump Station and East Virginia Avenue Pump Station in the Borough. Based on that initial investigation and discussion with Borough representatives, the following improvements to these pump stations are proposed: Replace dry well pumps with wet well submersible pumps at both pump stations; Install new piping in wet well and new valve chamber at both pump stations; upgrade controls at both pump stations and replace level sensing equipment in wet wells; Clean and epoxy coat wet wells; modify wet wells to increase diameter of upper sections for pump removal and add hatches; Install bypass connection on the South Street Pump Station force main; and, add mixers or appropriate pumps to wet wells of both pump stations to mitigate grease buildup issues.

Status: Authorization took place in April 2022. Design is completed. Bids were received on June 30th. The Borough has awarded this project and a Pre-Construction meeting took place in October. **Shop Drawing Review is ongoing and Construction is expected in June of 2023.**

8. **South Street Parking Lot Improvements**

This project includes proposed upgrades to the parking area at South Street which has deteriorating pavement and is in need of replacement/renovation. We understand there is a sentiment that various expansions were performed over the years, but after inspection, it appears the full site was not fully repaved and instead occurred in various smaller projects. This has led to many cracks and areas of settling that have become tripping hazards. This project will provide a full overlay of the parking lot along with site improvements.

Status: Authorization took place in February 2023. **Design is ongoing. Advertisement is expected in April of this year.**

9. **North Main Street Parking Lot Improvements**

This project includes proposed upgrades to the parking area at North Main Street which has deteriorating pavement and is in need of replacement/renovation. As part of this project, the DCI building will be removed and the parking lot will expand to support the community. This project will provide a full overlay of the parking lot along with site improvements.

Status: Authorization took place in February 2023. **Design is ongoing. Advertisement is expected in April of this year.**

B. GRANTS & FUNDING

1. NJHT Grant Management Assistance for Squan Beach Life Saving Station

The Borough was awarded a \$75,000.00 New Jersey Historic Trust (NJHT) Level I Capital Preservation Grant for Exterior Repairs at the Squan Beach Life Saving Station. The grant will be used to partially reimburse the Borough for the exterior repairs at the Squan Beach Life Saving Station project, part of which was completed. Our office is assisting with management and implementation of the grant. A kickoff meeting was held April 18, 2018.

Status: The grant agreement has been executed and our office is assisting with this request for reimbursement. A meeting was held with the Borough, CED and the NJHT on September 26, 2019. The historical architect and preservation committee are refining the scope of re-bid of remaining project items to draw down the entire grant balance. A hearing was held on March 2, 2020 on the adoption of prequalification regulations for general restoration contractors for the anticipated bid. Bid opening took place August 6, 2020. **Our office is working with the NJHT and Borough on reporting and reimbursement activities.**

2. 2023 Monmouth County CDBG

While the Borough has not received official notice that a 2022 round grant was denied, the 2022 application did not preliminarily fall within the County's fundable range. We are preparing to submit the same project, Euclid Ave Improvements Phase 2, for the 2023 round. The deadline is July 22, 2022.

Status: Application submitted. **Preliminary rankings were announced in September 2022 with Award expected in Spring 2023.**

3. 2022 Monmouth County Municipal Open Space

An application was submitted on September 15th for Curtis Park Phase III.

Status: Application Submitted. Awards expected to be made at a County Board of Commissioners meeting in December 2022. **The Borough was notified in March 2023 of a \$90,000 award.**

JJR/KH/sab

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**BOROUGH OF MANASQUAN
RESOLUTION
98-2023**

BE IT RESOLVED by the Borough Council of the Borough of Manasquan, County of Monmouth, State of New Jersey, that the application for PM Matera t/a Gee Gee’s Pizza and Grill to operate an arcade at 201-203 Beachfront in the Borough of Manasquan for the year 2023 is hereby approved and accepted; and

BE IT FURTHER RESOLVED that the Borough Clerk is instructed and authorized to process the license for same, that is,

NAME OF APPLICANT

ADDRESS OF LICENSED PREMISES

Paddy J. Matera (PM Matera)
t/a Gee Gee’s Pizza & Grill

201-203 Beachfront
Manasquan, New Jersey 08736

TYPE OF GAME OR LICENSE

Video/Redemption

I, Barbara Ilaria, Municipal Clerk, Borough of Manasquan, County of Monmouth, State of New Jersey, do hereby certify that the foregoing resolution was duly adopted by the Borough Council at the April 3, 2023, meeting.

BARBARA ILARIA, RMC, CMC
Municipal Clerk

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRESNAHAN						
HOLLY						
LEE						
MANGAN						
OLIVERA						
TRIGGIANO						
ON CONSENT AGENDA ___ YES ___ NO						

**BOROUGH OF MANASQUAN
RESOLUTION
99-2023**

WHEREAS, the Borough of Manasquan is in need of a Part-Time Seasonal “as needed” Building Inspector and Part-Time Seasonal “as needed” Building Inspector; and

WHEREAS, after the execution of the Borough hiring process, the following applicant has been identified by the assigned hiring team as the recommended candidate for Part Time Seasonal as needed Building Inspector; and

WHEREAS, the Code/Construction Supervisor has recommended the appointment of the following Part Time Seasonal as needed Plumbing Inspector.

Name	Title	Rate of Pay Hourly	Effective Date	Hours
Thomas Scollan	Part-Time Building Inspector	\$50/hourly	04/04/23-10/04/2023	Seasonal As Needed
John Quigley	Part-Time Plumbing Inspector	\$50/hourly	04/04/2023-10/04/2023	Seasonal As Needed

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Manasquan, Monmouth County, New Jersey, on this 3rd day of April 2023 appoint the above Part-Time Seasonal “as needed” Building Inspector and Plumbing Inspector in Manasquan the Code/Construction Department.

CERTIFICATION

I, Barbara Ilaria, Municipal Clerk of the Borough of Manasquan, Monmouth County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at their regular meeting held on April 3, 2023.

BARBARA ILARIA, RMC, CMC
Municipal Clerk

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRESNAHAN						
HOLLY						
LEE						
MANGAN						
OLIVERA						
TRIGGIANO						
ON CONSENT AGENDA ___ YES ___ NO						

**BOROUGH OF MANASQUAN
RESOLUTION
100-2023**

WHEREAS, the Borough of Manasquan is desirous of appointing Special Law Enforcement Officers Class I for the year 2023; and

WHEREAS, the Police Captain has submitted the below listed individuals for appointment as Special Law Enforcement Officers Class I for the Borough of Manasquan effective April 24, 2023 at the current contractual rate per hour.

Name	Title	Rate of Pay (Hourly)	Effective Date	Hours
Andrew Prascsak	Class I	\$15.95	04/24/23	Part Time
Elle Rollins	Class I	\$15.95	04/24/23	Part-Time
Ryan Goodspeed	Class I	\$15.95	04/24/23	Part-Time
Bobby Leete	Class I	\$15.95	04/24/23	Part-Time

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Manasquan, Monmouth County, New Jersey, on this 3rd day of April 2023 appoint the following as SLEO Class I Officers in Manasquan Police Department:

CERTIFICATION

I, Barbara Ilaria, Municipal Clerk of the Borough of Manasquan, Monmouth County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at their regular meeting held on April 3, 2023.

BARBARA ILARIA, RMC, CMC
Municipal Clerk

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRESNAHAN						
HOLLY						
LEE						
MANGAN						
OLIVERA						
TRIGGIANO						
ON CONSENT AGENDA <input type="checkbox"/> YES <input type="checkbox"/> NO						

**BOROUGH OF MANASQUAN
RESOLUTION
101-2023**

WHEREAS, the Borough of Manasquan is desirous of appointing Seasonal Laborers for the Department of Public Works; and

WHEREAS, the Acting Superintendent has submitted the below listed individuals for appointment as Seasonal Laborer.

Name	Title	Rate of Pay (Hourly/Salary/ Seasonal)	Effective Date from and To	Hours (Part Time/ Seasonal)
Brendan Richey	Laborer	\$15 Hourly	4/10/2023 12/31/2023	Seasonal

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Manasquan, Monmouth County, New Jersey, on this 3rd day of April 2023 appoint the above individuals as Seasonal Laborer:

CERTIFICATION

I, Barbara Ilaria, Municipal Clerk of the Borough of Manasquan, Monmouth County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at their regular meeting held on April 3, 2023.

BARBARA ILARIA, RMC, CMC
Municipal Clerk

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRESNAHAN						
HOLLY						
LEE						
MANGAN						
OLIVERA						
TRIGGIANO						
ON CONSENT AGENDA ___ YES ___ NO						

**BOROUGH OF MANASQUAN
RESOLUTION
102-2023**

WHEREAS, it has been determined that the Borough is in need of a Paid Parking Coordinator and Fleet Coordinator/Specialty Vehicle Outfitter; and

WHEREAS, the Borough Personnel Hiring Process was employed to attract and vet interested candidates; and

WHEREAS, Mr. Ryan M. Scott has been identified as the recommended candidate.

NOW, THEREFORE, BE IT RESOLVED on the 3rd day of April, 2023 by the Borough Council of the Borough of Manasquan, County of Monmouth and State of New Jersey as follows:

New Hire	Borough Position	Civil Service Titles	Pensionable Annual Salary	Effective Date
Ryan M. Scott	Paid Parking Coordinator and Borough Fleet Coordinator/Outfitter	1-Police Aide 2-Inventory Control Clerk 3-Electronic Systems Tech. 1	\$55,000	April 17, 2023

A certified copy of this resolution shall be forwarded to Mr. Scott.

CERTIFICATION

I, Barbara Ilaria, Municipal Clerk, Borough of Manasquan, County of Monmouth, State of New Jersey, do hereby certify that the foregoing resolution was duly adopted by the Borough Council at the April 3, 2023 meeting.

BARBARA ILARIA, RMC, CMC
Municipal Clerk

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRESNAHAN						
HOLLY						
LEE						
MANGAN						
OLIVERA						
TRIGGIANO						
ON CONSENT AGENDA ___ YES ___ NO						

**BOROUGH OF MANASQUAN
RESOLUTION
103-2023**

BE IT RESOLVED BY THE BOROUGH COUNCIL OF THE BOROUGH OF MANASQUAN, IN THE County of Monmouth, New Jersey (not less than three (3) members thereof affirmatively concurring) as follows:

1. All bills or claims as reviewed and approved by the Administration & Finance Committee and as set forth in this Resolution are hereby approved for payment.
2. The Mayor, Municipal Clerk and Chief Financial Officer are hereby authorized and directed to sign checks in payment of bills and claims which are hereby approved.

The computer print-out of the list of checks will be on file in the Clerk's Office.

Current Fund	\$3,131,719.14
Water/Sewer Fund	\$21,913.59
Beach Fund	\$15,658.58
Grants	\$6,900.97
General Capital	\$4,674.66
Recreation Trust	\$19,854.36
Misc Trust	\$1,745.15
Beach Capital	\$3,120.00

CERTIFICATION

I, Barbara Ilaria, Municipal Clerk, Borough of Manasquan, County of Monmouth, New Jersey do hereby certify that the foregoing resolution was duly adopted by the Council at their regular meeting on April 3, 2023.

BARBARA ILARIA, RMC, CMC
Municipal Clerk

COUNCIL	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRESNAHAN						
HOLLY						
LEE						
MANGAN						
OLIVERA						
TRIGGIANO						
ON CONSENT AGENDA ____ YES ____ NO						