



TOWN COMMISSION MEETING

THURSDAY NOVEMBER 10, 2022

10:00 A.M.



**PUBLIC NOTICE/AGENDA
TOWN COMMISSION MEETING
Thursday November 10th, 2022 at 10:00 a.m.**

Town Commission	Town Staff
Keith Waters, Mayor _____	Linda Stumpf, Town Manager _____
Stewart Satter, Vice Mayor _____	Carmen Mattox, Chief of Police _____
Richard Granara, Mayor Pro Tem _____	Erika Petersen, Town Clerk _____
Hank Siemon, Commissioner _____	Keith W. Davis, Town Attorney _____
Chauncey Johnstone, Commissioner _____	Brent Watson, Waterplant Superintendent _____
John Deese, Commissioner _____	
Aileen Carlucci, Commissioner _____	

CALL TO ORDER & PLEDGE OF ALLEGIANCE

**AGENDA ADDITIONS, DELETIONS OR SUBSTITUTIONS
MAYOR'S COMMENTS**

CONSENT AGENDA:

1. Minutes from September 27, 2022 Town Commission Mtg., September 27, 2022 Budget Hearing, and October 5th Septic to Sewer Workshop
2. Police Department Report and Fire/Rescue Response Time Reports for September & October
3. **RES 07-2022** Budget Amendment

REGULAR AGENDA: *Quasi-Judicial Hearing

1. ***VAR 22-6 – 14 Little Pond Road** – 14 Little Pond LLC seeks the Town Commission's approval for a variance to construct a 8'-0" x 16'-0" swimming pool and a 5'-0" x 5'-0" spa inside the existing courtyard setback 0'-8" from the side lot line where Town Zoning Code Sec. 151.344(A) requires a 13'-0" setback
2. Mock Roos CSA for 30% Construction Drawings for Septic to Sewer Project
3. December TCOM meeting date
4. Town Manager's Report

PUBLIC COMMENTS

OTHER BUSINESS

ADJOURNMENT

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision made by the Town Commission, Special Magistrate or any other Boards or Commissions of the Town with respect to any matter considered at this meeting or hearing, such interested person will need a record of the proceedings, and for such purpose may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The meeting/hearing will be continued from day to day, time to time, place to place, as may be found necessary during the aforesaid meeting. IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA), THIS DOCUMENT CAN BE MADE AVAILABLE IN AN ALTERNATE FORMAT (LARGE PRINT) UPON REQUEST AND SPECIAL ACCOMMODATIONS CAN BE PROVIDED UPON REQUEST WITH THREE (3) DAYS ADVANCE NOTICE. Please contact the Town Clerk at (561) 585-9477 - 600 South Ocean Blvd., Manalapan, FL 33462 - townhall@manalapan.org



TOWN OF MANALAPAN AGENDA ITEM SUMMARY

Meeting Date: November 10, 2022

Agenda Item No.: CA.1

Agenda Item Name: September 27, 2022 Town Commission Meeting Minutes, September 27, 2022 Budget Hearing Minutes, and October 5th Septic to Sewer Workshop

ACTION REQUESTED: Discussion ☐ Approval ☒

ATTACHMENT:

- September 27, 2022 Town Commission Meeting Minutes & September 27, 2022 Budget Hearing Minutes
- October 5th Septic to Sewer Workshop Minutes



Town Commission Meeting and Final Budget Hearing
Tuesday September 27, 2022, at 4:30 p.m.

IN ATTENDANCE

TOWN COMMISSION		TOWN STAFF	
Keith Waters, Mayor	✓	Linda Stumpf, Town Manager	Zoom
Stewart Satter, Vice Mayor	Zoom	Carmen Mattox, Chief of Police	✓
Richard Granara, Mayor Pro Tem	✓	Erika Petersen, Town Clerk	✓
Hank Siemon, Commissioner	✓	Keith Davis, Town Attorney	✓
Chauncey Johnstone, Commissioner	Zoom	Brent Watson, Water Plant Superintendent	✓
John Deese, Commissioner	✓	Ashley Watson, Accounting Clerk	✓
Aileen Carlucci, Commissioner	✓		

PUBLIC: Larry Barszweski (Coastal Star), Dawn Aishoe

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Town Commission called to order at 4:30 p.m.

PUBLIC HEARING:

1. Ordinance #387 - AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF MANALAPAN, FLORIDA, AMENDING THE MANALAPAN CODE OF ORDINANCES AT CHAPTER 152. BUILDING REGULATIONS. SECTION 152.21. APPROVAL AND DURATION OF APPROVAL, ARCHITECTURAL REVIEW PREREQUISITE TO PERMITS, STOP WORK ORDERS. TO ELIMINATE THE REQUIREMENT OF ARCOM REVIEW AND APPROVAL FOR PEDESTRIAN PASSAGEWAYS AND DEMOLITION WORK. **(Second Reading)**

Town Attorney read by title.

Commissioner Siemon made a motion to **approve** Ordinance #387 on second reading. Mayor Pro Tem Granara seconded the motion which passed by the following vote:

YES: Mayor Pro Tem Granara, Commissioner Siemon, Commissioner Deese and Commissioner Carlucci.

The Mayor asked if there were any additions, deletions or changes to the agenda. Town Manager Stumpf announced the Commission's desire to hold a virtual septic to sewer workshop the following week needed to be scheduled as well as a member of Town Staff, Allyson Lynch, welcomed a new baby boy.

CONSENT AGENDA:

- 1. Minutes September 16, 2022 Town Commission Meeting & September 16, 2022 Budget Hearing**
- 2. Police Department Report and Fire/Rescue Response Time Report for July & August**

Mayor Pro Tem Granara made a motion to **approve** the Consent Agenda. Commissioner Siemon seconded the motion which prevailed by the following vote:

YES: Mayor Pro Tem Granara, Commissioner Siemon, Commissioner Deese and Commissioner Carlucci.

REGULAR AGENDA: *Quasi-Judicial Hearing

RA.1 *VAR 22-5 – 1295 Lands End Road:

Armaghan Mostafavi & Steven Dutcher seek the Town Commission's approval for a variance to re-deck and re-string their existing non-conforming dock. Dawn Aishoe from Docks & More presented the request.

The commissioners asked questions regarding what was being replaced and what was new.

Commissioner Deese made a motion to **approve** the variance request. Commissioner Siemon seconded the motion which prevailed by the following vote:

YES: Mayor Pro Tem Granara, Commissioner Siemon, Commissioner Deese and Commissioner Carlucci.

PUBLIC COMMENTS

There was none.

OTHER BUSINESS

There was none.

PUBLIC HEARING:

1. Ordinance #387 (LPA) - AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF MANALAPAN, FLORIDA, AMENDING THE MANALAPAN CODE OF ORDINANCES AT CHAPTER 152. BUILDING REGULATIONS. SECTION 152.21. APPROVAL AND DURATION OF APPROVAL, ARCHITECTURAL REVIEW PREREQUISITE TO PERMITS, STOP WORK ORDERS. TO ELIMINATE THE REQUIREMENT OF ARCOM REVIEW AND APPROVAL FOR PEDESTRIAN PASSAGEWAYS AND DEMOLITION WORK; PROVIDING THAT EACH AND EVERY OTHER SECTION AND SUBSECTION OF CHAPTER 152. (Second Reading)

Town Attorney read by title.

Commissioner Deese made a motion to **recommend approval** of Ordinance #387 to the Town Commission on second reading. Mayor Pro Tem Granara seconded the motion which passed by the following vote:

YES: Mayor Pro Tem Granara, Commissioner Siemon, Commissioner Deese and Commissioner Carlucci.

The Town Commission Meeting was adjourned at 4:47 p.m.

FINAL BUDGET HEARING

Mayor Waters called the Town Commission meeting to order at 5:01 P.M.

The Commission thanked Town Manager Stumpf and staff for all of the hard work that went into the budget process this year. Town Manager Stumpf stated that the proposed millage rate is 3.000 mills.

Town Manager Stumpf announced that the millage rate is 20.802 % higher than the rolled-back rate of 2.4834 mills necessary to fund the budget.

The proposed millage rate is 3.000 mills. The total budget is \$14,499,339 for fiscal year 2022-2023. The General fund budget is \$7,307,951, Library fund budget is \$61,500 and the Utility fund budget is \$7,129,888.

Town Manager Stumpf announced that the specific purpose for the ad valorem revenues are to fund salaries, benefits, fire/rescue, capital equipment and insurances.

Mayor Waters opened the meeting to public comment. There was no comment. The public portion of the meeting was closed.

Town Attorney Davis read Resolution 05-2022 by title.

Commissioner Siemon made a motion to **adopt** the proposed millage rate for fiscal year 2022-2023 to be set at the rate of 3.000 mills. Commissioner Deese seconded the motion which passed by the following vote:

YES: Mayor Pro Tem Granara, Commissioner Siemon, Commissioner Deese, Commissioner Carlucci as well as Vice Mayor Satter via ZOOM and Commissioner Johnstone via ZOOM.

Town Attorney Davis read Resolution 06-2022 by title.

Mayor Pro Tem Granara made a motion to **adopt** the tentative budget for the fiscal year 2022-2023 with the General Fund Budget of \$7,307,951, Library Fund Budget of \$61,500 and the Utility Fund Budget of \$7,129,888 for a total budget of \$14,499,339. Commissioner Deese seconded the motion which passed by the following vote:

YES: Mayor Pro Tem Granara, Commissioner Siemon, Commissioner Deese, Commissioner Carlucci as well as Vice Mayor Satter via ZOOM and Commissioner Johnstone via ZOOM.

Final Budget Hearing was adjourned at 5:07 p.m.

**These minutes were presented to the Town Commission
on Thursday November 10, 2022 for approval.**

Keith Waters, Mayor

Date Signed

Erika Petersen, Town Clerk

Date Signed



**Town Commission Septic to Sewer Workshop
Wednesday October 5, 2022, at 2:00 p.m.**

IN ATTENDANCE

TOWN COMMISSION		TOWN STAFF	
Keith Waters, Mayor	√	Linda Stumpf, Town Manager	√
Stewart Satter, Vice Mayor	√	Carmen Mattox, Chief of Police	√
Richard Granara, Mayor Pro Tem	√	Erika Petersen, Town Clerk	X
Hank Siemon, Commissioner	X	Keith Davis, Town Attorney	X
Chauncey Johnstone, Commissioner	√	Brent Watson, Water Plant Supervisor	√
John Deese, Commissioner	√	Ashley Watson, Accounting Clerk	√
Aileen Carlucci, Commissioner	√		

Public: Thomas Biggs (Mock Roos), Lynne Ladner, Susan Hurlburt

This meeting was held by ZOOM

SEPTIC TO SEWER WORKSHOP

CALL TO ORDER

Mayor Waters called the Septic to Sewer Workshop to order at 2:00 p.m.

The Town Commission decided to hold this workshop to discuss the possibility of transitioning the Town from septic systems to a municipal sewer system.

There was discussion on the feasibility of the design options, the disruption a project of this size and scope would have on the residents, and when the County or State may require the Town to implement this type of project.

The consensus of the commission was to ask the engineering firm, Mock Roos, to design 30% of the project to then look into funding options.

The meeting was adjourned at 3:04 p.m.

**These minutes were presented to the Town Commission
on Thursday November 10, 2022 for approval.**

Keith Waters, Mayor

Date Signed

Erika Petersen, Town Clerk

Date Signed



TOWN OF MANALAPAN

AGENDA ITEM SUMMARY

Meeting Date: November 10, 2022

Agenda Item No.: CA.2

Agenda Item Name: Police Department Chief's Report and Palm Beach County Fire Rescue Response Times for September & October

ACTION REQUESTED: Discussion ☐ Action ☒

ATTACHMENT:

- The Police Department Chief's Report for September & October including Monthly Stats
- Palm Beach County Fire/Rescue response times for September & October

TO: Mayor and Town Commissioners
Linda Stumpf, Town Manager

FROM: Chief Mattox

SUBJECT: Monthly Report for September and October

DATE: November 3, 2022

Staffing

Officer Shepherd's last day was October the fourth. He officially retired and accepted a position with the school police to start his third career in law enforcement. Per the bargaining agreement, he received his duty weapon and retirement ID card. A retirement badge is on order for him.

Officer Palacio accepted a position with the Juno Beach Police Department, his last day was 11/03/22.

Officer Turner who resides in Broward County has requested to go to part-time starting 12/15/2022. His memo indicates the reason for this change is due to the drive from Broward County.

Retired NYPD Officer Hussameldin started on October the fifth. Officer Pugh started on October the eighteenth. Two additional retired officers are completing the process and will be starting soon. As of November 3, 2022 we have 9 officers.

Zone Coverage

We are staffing as manpower allows. Due to staffing shortages vacations requests are not always approved.

Fleet

All services and repairs are up to date. I recently purchased a new ATV, to have a spare if a unit fails. The spare will receive the line x coating to extend the life against corrosion.

Training

All officers completed the monthly computer-based training. Officers are attending joint training with Ocean Ridge this month

Miscellaneous

The gate house bollards have arrived and are installed.

The gate house is now manned by a new company, Cambridge. They have worked with our IT company to install a camera to help monitor their employees.

I received information from Richard Avery, Project Manager Palm Beach County FD&O Capital Improvements Division regarding the boat lift. The project is experiencing some delay due to unforeseen conditions, which will most likely push the completion date into January. The situation is still fluid. They hope to have a better idea within the next few weeks as to when the date will be.

Sgt Merritt and Officer Basante manned a recruitment table at the PBSC career fair on October the seventh. There were agencies from all over the state. There were several people that appeared interested and requested an application. I recruited at the PBSC Equivalency of Training Class in October and November. This is a transition and state exam prep class for out of state certified officers.

We were very fortunate that Hurricane IAN had very little impact on us. We did staff extra personnel during the brunt of the storm to ensure we were prepared to respond. Other than some flooding on A1A and the removal of small debris from the roadway there were no major issues. All of the construction sites cooperated and prepared for the worst, fortunately it was not needed.

The new generator for town hall has been ordered. There will be a delay in delivery. I have attached an email from the vendor explaining the situation.

We are preparing for the renovation at the police department. We are scheduling this to begin after the season ends. All the budgeting quotes I received earlier this year are no longer valid as all costs have increased.

The suction pump on the Town's fuel pump is failing. The pump will not work if the fuel level in the tank is below 1000 gallons. Great Dane Petroleum responded and determined the pump needed to be replaced before it fails completely. They are in the process of locating a new or rebuilt pump. Due to supply chain issues, there is no available ETA. In the meantime, I am working on obtaining fuel service credit cards through state contract pricing. This will allow the Town to purchase fuel at the gas stations in close proximity to the Town. This is a great back up in case of an emergency or if an employee has to go out of town this card is available for gas purchase.

Erika Petersen

Subject: FW: Generator Order

From: Luis Lopez <louman@intracoastalgenerators.com>
Sent: Wednesday, October 26, 2022 12:59 PM
To: Carmen Mattox <cmattox@manalapan.org>
Cc: Malinda Lopez <malinda@intracoastalgenerators.com>
Subject: Generator Order

Good afternoon Chief,
The generator order for the Town hall Cummins replacement has been confirmed on 10/25/2022. Estimated lead time from Fridely Mn. To Cummins power south for pick up is approximately 52 weeks. Please note that lead times are estimated and actual ship date might vary. We will stay on top of this order till delivery and will update you with any further information as received. Please let us know should any questions arise.
Thank you
Lou



Luis Lopez
President
IntraCoastal Generators Inc.
Hobe Sound, Florida
772-333-8691



Manalapan Police Department
Monthly Stats
October 2022



CALLS FOR SERVICE

Call Type	Total	Zone 1 Point	Zone 2 A1A	Zone 4 Out of Town	Zone 5 N. Inlet	Zone 6 Beach	Zone 7 Bird Island	Zone 8 Plaza & The EAU	Zone ORP
9-1-1 Abandoned	2								
9-1-1 Received	29								
9-1-1 Transfer	0								
Alarms	5	2	3						
Animal Complaints	2	1						1	
ATV Completed	148					148			
ATV Cancelled	36					36			
Assault	0								
Battery	0								
Boat/Marine Patrol	0								
Burglary A / B / R / V	0								
Child Abuse	0								
Construction Site Checks	159	82	77						
Dark House Checks	651	421	152					78	
Distressed Swimmer	0								
Disturbance	1							1	
Domestic	0								
Drones	0								
Driving Under Influence	0								
Drug Law Violation	0								
Grand Theft Auto	0								
Lewd Acts	0								
Fire	2		1					1	
Fire Alarm	1	1							
Fraud	1		1						
Information	4		2				2		
Obscene Harrassing Calls	2							2	
Mental	1		1						
Medical	5	1	2					2	
Mutual Aid	2		1	1					
Open Door	0								
Ordinance Violations	2	2							
Plaza Walk and Talk	137							137	
Parking Enforcement	118	69	3		2			44	
Possession of Alcohol	0								
Property Damage	3	2	1						
Property Found	2		2						
Property Lost	0								
Service Calls	28	14	7	1	4			2	
Suspicious Incident	5	2	2					1	
Suspicious Person	2		1					1	
Suspicious Vehicle	1	1							
Stolen Vehicle Alerts-LPR	0								
Theft	0								
Traffic Crash	3				1			2	
Traffic Stops	92	6	83					2	1
Traffic Citations	26		26						
Trespass	5	1	3					1	
Vessel Stop	0								



Manalapan Police Department



Warrant Arrest	0						
Welfare Check	0			Monthly Stats			
Work Hour	0			October 2022			



Manalapan Police Department
Monthly Stats
October 2022



INCIDENT REPORTS

Case #	Incident Type	Zone	Note	Case #	Incident Type	Zone	Note
22-0250	Harassing Calls	8					
22-0251	Baker Act	2					
22-0252	Death Investigation	2					
22-0253	Found Property	2					
22-0254	Crash	8					
22-0255	Civil	1					
22-0256	Crash	8					
22-0257	Fraud	2					

MONTHLY TRAINING		MONTHLY DISPATCH CALLS			
In Service PLI - New Florida Laws		911	29		
		Non-Emergency	715		
		Total	744		

MANALAPAN POLICE DEPARTMENT

FLEET MAINTENANCE REPORT

[illegible]



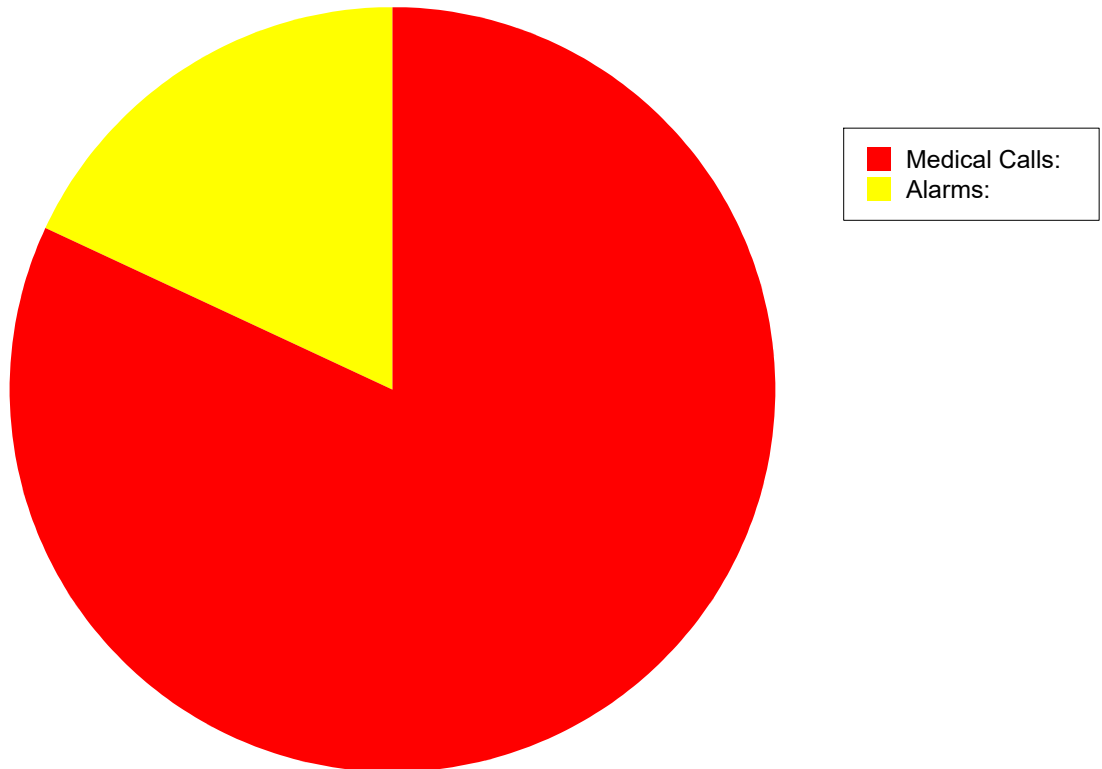
Palm Beach County Fire Rescue

Manalapan - # of Calls by Type

20220901 to 20220930

<u>Type - Situation Dispatched</u>	<u># of Incidents</u>
Medical Calls:	9
Alarms:	2
Total number of Events:	11

Calls by Situation Dispatched





10/7/2022

Palm Beach County Fire Rescue

Manalapan Response Time Report

20220901 to 20220930

Event #	Station	Sit Disp	Location of Event	Date	Received	Entered	Dispatch	Enroute	Onscene	Close	Disp Hand	Turnout	Travel	Resp Time*
Emergency Calls:														
F22164785	38	Medical	S OCEAN BLVD MN	09/01/2022	11:29:31	11:30:00	11:30:10	11:30:47	11:33:57	12:27:27	0:00:39	0:00:37	0:03:10	0:04:26
F22165219	38	Medical	LOGGERHEAD LN MN	09/02/2022	04:01:08	04:02:07	04:02:15	04:03:53	04:10:23	04:42:48	0:01:07	0:01:38	0:06:30	0:09:15
F22168278	38	Medical	S OCEAN BLVD MN	09/06/2022	18:27:48	18:28:07	18:28:13	18:29:20	18:31:27	19:36:54	0:00:25	0:01:07	0:02:07	0:03:39
F22171637	38	Medical	S OCEAN BLVD MN	09/11/2022		20:35:35	20:35:43	20:36:58	20:39:26	21:08:41	0:00:33	0:01:15	0:02:28	0:04:16
F22173918	38	Medical	S OCEAN BLVD MN	09/15/2022		08:16:18	08:16:36	08:17:10	08:17:16	09:38:04	0:00:43	0:00:34	0:00:06	0:01:23
F22179465	38	Medical	S OCEAN BLVD MN	09/23/2022		16:40:10	16:40:15	16:40:38	16:42:50	16:47:02	0:00:30	0:00:23	0:02:12	0:03:05
F22180113	38	Medical	S OCEAN BLVD MN	09/24/2022		16:52:56	16:53:04	16:54:10	16:58:33	17:49:27	0:00:33	0:01:06	0:04:23	0:06:02
F22181774	38	Medical	S OCEAN BLVD MN	09/27/2022	09:20:08	09:20:46	09:20:56	09:22:02	09:23:46	09:57:12	0:00:48	0:01:06	0:01:44	0:03:38
F22183769	38	Medical	S OCEAN BLVD MN	09/29/2022		20:56:45	20:56:53	20:57:04	20:57:13	20:57:16	0:00:33	0:00:11	0:00:09	0:00:53
Average Response Times:											0:00:39	0:00:53	0:02:32	0:04:04

Non Emergency Calls:

F22174055	38	Fire Alarm	S OCEAN BLVD MN	09/15/2022		11:43:47	11:44:00	11:44:57	11:47:02	11:49:35	0:00:38	0:00:57	0:02:05	0:03:40
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Corrupt Data:

F22164704	38	Fire Alarm	PASLAY PL MN	09/01/2022		10:00:48	10:01:20	10:02:42		10:11:57	Empty Time Fields			
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Total number of Events: 11

*Represents call received to arrival. If there is no received time, the County annual average call received to call entered time is used.



11/3/2022

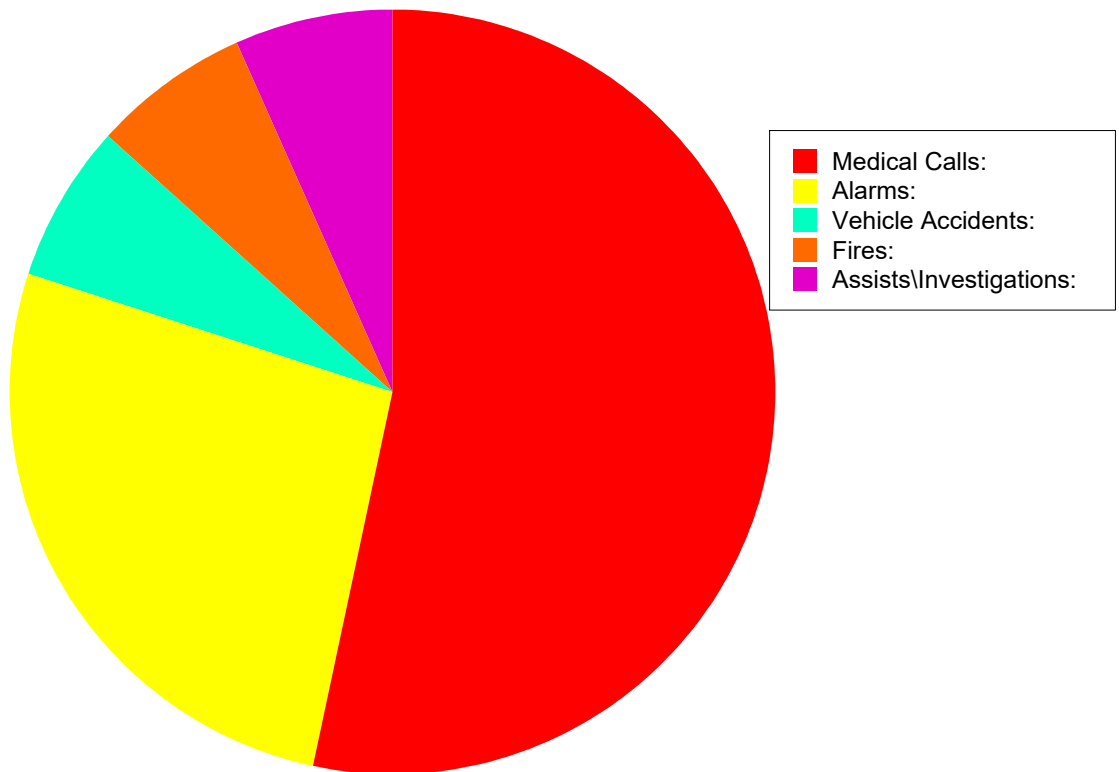
Palm Beach County Fire Rescue

Manalapan - # of Calls by Type

20221001 to 20221031

<u>Type - Situation Dispatched</u>	<u># of Incidents</u>
Medical Calls:	8
Alarms:	4
Vehicle Accidents:	1
Fires:	1
Assists\Investigations:	1
Total number of Events:	15

Calls by Situation Dispatched





11/3/2022

Palm Beach County Fire Rescue

Manalapan Response Time Report

20221001 to 20221031

Event #	Station	Sit Disp	Location of Event	Date	Received	Entered	Dispatch	Enroute	Onscene	Close	Disp Hand	Turnout	Travel	Resp Time*
Emergency Calls:														
F22191130	38	Medical	S OCEAN BLVD MN	10/11/2022	07:32:35	07:32:52	07:33:12	07:34:21	07:39:58	07:55:59	0:00:37	0:01:09	0:05:37	0:07:23
F22192413	38	Medical	S OCEAN BLVD MN	10/13/2022		07:23:08	07:23:14	07:24:22	07:27:33	08:10:59	0:00:31	0:01:08	0:03:11	0:04:50
F22192572	38	Medical	S OCEAN BLVD MN	10/13/2022	11:11:44	11:12:02	11:12:12	11:13:23	11:15:49	12:25:43	0:00:28	0:01:11	0:02:26	0:04:05
F22193394	38	Medical	S OCEAN BLVD MN	10/14/2022	16:02:58	16:03:13	16:03:20	16:04:33	16:06:28	16:52:39	0:00:22	0:01:13	0:01:55	0:03:30
F22195145	38	Medical	S OCEAN BLVD MN	10/17/2022	10:18:59	10:19:20	10:19:54	10:20:46	10:22:56	11:16:54	0:00:55	0:00:52	0:02:10	0:03:57
F22197532	38	Structure Fire	S OCEAN BLVD MN	10/21/2022	05:20:11	05:22:12	05:22:16	05:24:08	05:27:25	05:44:59	0:02:05	0:01:52	0:03:17	0:07:14
F22201164	38	Medical	S OCEAN BLVD MN	10/26/2022	18:30:11	18:31:04	18:31:12	18:31:57	18:34:10	19:06:46	0:01:01	0:00:45	0:02:13	0:03:59
F22204653	38	Medical	LANDS END RD MN	10/31/2022	23:12:18	23:12:42	23:12:47	23:14:13	23:19:52	00:00:31	0:00:29	0:01:26	0:05:39	0:07:34
Average Response Times:											0:00:48	0:01:12	0:03:19	0:05:19
Non Emergency Calls:														
F22197578	38	Assist	S OCEAN BLVD MN	10/21/2022	07:38:08	07:39:14	07:39:21	07:40:42	07:42:14	08:35:51	0:01:13	0:01:21	0:01:32	0:04:06
F22198942	38	CO2 Alarm	S OCEAN BLVD MN	10/23/2022		08:07:53	08:08:00	08:09:18	08:13:58	08:54:57	0:00:32	0:01:18	0:04:40	0:06:30
F22200783	38	CO2 Alarm	S OCEAN BLVD MN	10/26/2022		08:02:12	08:02:27	08:03:15	08:08:04	08:32:49	0:00:40	0:00:48	0:04:49	0:06:17
Corrupt Data:														
F22186825	38	Medical	S OCEAN BLVD MN	10/04/2022		14:51:15	14:51:17		14:51:17	15:06:17	Empty Time Fields			
F22192409	38	Medical	S OCEAN BLVD MN	10/13/2022	07:07:25	07:07:48	07:07:58	07:08:42		07:10:38	Empty Time Fields			
F22195192	38	Fire Alarm	LANDS END RD MN	10/17/2022		11:30:40	11:30:59	11:31:14		11:35:57	Empty Time Fields			
F22200780	38	CO2 Alarm	S OCEAN BLVD MN	10/26/2022		07:56:31	07:56:39	07:58:11		07:58:38	Empty Time Fields			

Total number of Events: 15

*Represents call received to arrival. If there is no received time, the County annual average call received to call entered time is used.



TOWN OF MANALAPAN AGENDA ITEM SUMMARY

Meeting Date: November 10, 2022

Agenda Item No.: CA.3

Agenda Item Name: Res. 07-2022 An amendment to the General Fund Budget for fiscal year 2021-2022

ACTION REQUESTED: Discussion ☐ Approval ☒

BACKGROUND:

The attached Resolution and Budget Amendment will amend the 2021-22 adopted budget. This amendment reflects the item that exceeded the adopted budget. Florida Statutes prohibit expenditures in excess of the budget appropriations. The proposed budget amendment does not alter the total adopted budget. The following outlines the item that has caused this budget amendment:

1. Emergency/Disaster expenditures were not budgeted. The impact of COVID-19 caused unexpected expenditures. This amendment represents the costs incurred.

Exhibit A provides the amendment by department as proposed.

ATTACHMENT:

- Resolution 07-2022

RESOLUTION 07-2022

**A RESOLUTION OF THE TOWN COMMISSION OF THE
TOWN OF MANALAPAN, FLORIDA, PROVIDING FOR
AN AMENDMENT OF THE GENERAL REVENUE
BUDGET FOR THE FISCAL YEAR 2021-2022.**

WHEREAS, the Town Commission of the Town of Manalapan, Florida, adopted a Budget for the 2021-2022 Fiscal Year; and

WHEREAS, the Town Commission has determined that an amendment needs to be made to the Fiscal Year 2021-2022 Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF MANALAPAN, PALM BEACH COUNTY, FLORIDA:

SECTION 1. Items and amounts listed in the Attached Exhibit “A” are hereby amended as to the General Revenue Budget of the Town of Manalapan for the fiscal year 2021-2022.

SECTION 2. This resolution shall be effective upon adoption.

THIS RESOLUTION PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF MANALAPAN THIS 10^H DAY OF NOVEMBER 2022.

Keith Waters, Mayor
Town of Manalapan

ATTEST:

Erika Petersen
Town Clerk

SEAL

Exhibit "A"
Budget Amendment
General Fund
FY 2021-2022

Account Number	Description	Action	Adopted Budget	Adjustment	Revised Budget
EXPENDITURES					
Legislative - 511					-
534999	Contingencies	Decrease	10,000	(4,000)	6,000
				(4,000)	
Disaster-525					
534900	Miscellaneous	Increase	-	4,000	4,000
				4,000	4,000
Expenditure Summary					
Legislative			22,500	(4,000)	18,500
Finance & Administration			651,052		651,052
Information Technology			134,500		134,500
Police Department			2,558,760	-	2,558,760
Fire Rescue			1,580,280	-	1,580,280
Building Services			301,627	-	301,627
Disaster/Emergency Svc			-	4,000	4,000
Sanitation			138,214	-	138,214
Facilities/Grounds			94,404	-	94,404
Transportation/Streets			9,100	-	9,100
Interfund Transfer			54,000	-	54,000
Capital			292,615	-	292,615
					-
Total Amended Change to Expenditures				-	
Total Budget			5,837,052	-	5,837,052



TOWN OF MANALAPAN AGENDA ITEM SUMMARY

Meeting Date: November 10, 2022

Agenda Item No.: RA 1

Agenda Item Name: **Variance VAR 22-6** 14 Little Pond LLC, 14 Little Pond Road

ACTION REQUESTED: Discussion ☒ Approval ☐

BACKGROUND:

14 Little Pond Road – 14 Little Pond LLC seeks the Town Commission's approval for a variance from the provisions of the Manalapan Zoning Code to construct a swimming pool and spa inside the existing courtyard setback 0'-8" from the side lot line where the Town Zoning Code Sec. 151.344(A) requires swimming pools and spas to be setback 13'-0" from the side lot lines.

ATTACHMENTS:

- Variance Application
- Development Drawings
- Little Pond Park Residences Condominium Association Letter



TOWN OF MANALAPAN
600 South Ocean Boulevard, Manalapan, FL 33462
(561) 585-9477, Fax (561) 585-9498
townhall@manalapan.org www.manalapan.org

DEVELOPMENT APPLICATION

Submittal Date: October 25, 2022

Property Control # _____

PROPERTY OWNER(S)	AUTHORIZED AGENT(Required if owner not presenting)
Name: 14 Little Pond, LLC	Name: Thomas Benedict
Address: 777 S. Flagler Dr #500 E West Palm Beach, FL 33401	Address: 1525 NW 3rd Street, Suite 1 Deerfield Beach, FL 33442
Phone: 917 623-9696	Phone: 954 570-9500
E-mail: marc.kramer@avcpartners.com	E-mail: tom@tbbg.net

ARCHITECT/LANDSCAPE ARCHITECT	DEVELOPER/CONTRACTOR:
Name: Tom Benedict	Name: Thomas O'Reilly
Company Name: The Benedict Bullock Group, LLC	Company Name: Island Home Designs
Address: 1525 NW 3rd Street, Suite 1 Deerfield Beach, FL 33442	Address: 7093 Taylorwood Drive Lake Worth, FL 33467
Phone: 954 570-9500 Cell: 954 415-3316	Phone: Cell: 561 662-4334
E-mail: tom@tbbg.net	E-mail: tom@islandhomedesigns.com

APPLICANT'S CERTIFICATION

Tom Benedict
(I) Tom Benedict (~~owner~~ or authorized agent) affirm and certify that I understand and will comply with all provisions and regulations of the Town of Manalapan, Florida. I certify that all drawings and specifications for buildings or structures either larger than 500 sq. ft. or costing more than \$3,000 must be drawn or verified by a state registered architect or engineer and his seal of office imprinted thereon. Additionally, I certify that the drawings and specifications show full compliance and do fully comply with the Zoning Code. I understand that if any drawings or specifications are not in full compliance, the application will be rejected. If approved by the Town, the aforementioned real property described herein will be considered, in every respect, to be a part of the Town of Manalapan and will be subjected to all applicable laws, regulations, taxes and police powers of the Town including the Comprehensive Plan and Zoning Code. I further certify that all statements and diagrams submitted herewith are true

Updated 02/10/2022

and accurate to the best of my knowledge and belief. Further, I understand that this Application and attachments become part of the Official Records of the Town of Manalapan, Florida, and are not returnable.

Signature-Owner or Authorized Agent

Print Name Tom Benedict

STATE OF FLORIDA, COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this 11 day of October 20 22

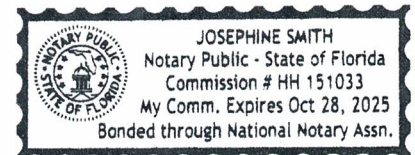
by Thomas K. Benedict as agent for 14 Little Pond LLC

Personally known _____ or Produced Identification FL DL B532 83143 4620

Type of Identification FL DL

Notary Signature Josephine Smith

SEAL



Print Notary Name Josephine Smith

CHECK BELOW WHERE APPLICABLE

(Payable by check only)

ARCHITECTURAL REVIEW – Level 1 \$100	PUD or PUD AMENDMENT \$750	
ARCHITECTURAL REVIEW – Level 2 \$250	SITE PLAN REVIEW \$750	
ARCHITECTURAL REVIEW – Level 3 \$500	SPECIAL EXCEPTION USE \$750	
ARCHITECTURAL REVIEW – Level 4 \$1,000	VARIANCE \$750	X
PAVER AGREEMENT \$500	ZONING TEXT/MAP OR COMP PLAN AMENDMENT \$1500	

(See page 7 for definitions of Levels)

The owner, architect or other authorized agents are urged to attend the meeting. Each applicant must familiarize themselves with the Architectural Commission criteria and procedure. If all required information is not presented with this application, the project will not be placed on the agenda for review and consideration. PLEASE NOTE: Although an application meets minimum zoning requirements the Architectural Commission may approve, approve with conditions, or disapprove a request not found to meet Architectural Review criteria as found in Town Code, Section 152.23. All residents are notified of applicant's request by mail.

ALL APPLICATIONS MUST BE COMPLETE, SIGNED, NOTARIZED AND SUBMITTED BY THE DEADLINE DATE

1. This Application (pages 3-6)
2. Agent's Authorization Letter (Required if owner not presenting)
3. Application fee (see page 7)
4. Model, if applicable (see page 8)
5. 11 set of Plans; 2 Signed and Sealed -
We require two full-size sets signed and sealed and the other nine can be 11"x17" in size
6. Narrative letter describing the project
7. Samples, renderings, pdfs, jpegs and Power Point photos are due 14 days prior to meeting.

Updated 02/10/2022

October 7, 2022

Town Commission
Town of Manalapan
600 South Ocean Blvd.
Manalapan, Florida 33462-3398

Subject: Variance Request
14 Little Pond Rd.
Manalapan, Florida

Dear Town Commission members,

The subject property is located on the southeast corner of the Little Pond development within the R3-A zoning district and is being remodeled. The scope of the changes will include both interior and exterior revisions.

INTERIOR

The entire floor plan is proposed to be upgraded with a new kitchen, remodeling of the 2 existing bathrooms, new flooring and ceiling treatments. Unit area remains the same at 1,660 SF air conditioned space. The one car garage will also remain, with the addition of air conditioning and a laundry space (318 SF) within the original 25' length. Total area of interior and garage space is 1,978 SF.

EXTERIOR

All exterior doors and windows will be replaced with impact rated product preserving the current design intent. Two non front facing windows will be lengthened to enhance courtyard views. Plan revisions include a new small (8' x 16') swimming pool and (5' x 5") spa inside the existing front courtyard gates. Relocation of the air conditioning compressor, adding pool equipment and generator are requested. The existing screened patio enclosure will be replaced due to deterioration, no footprint enlargement. A BBQ, counter and undercounter refrigerator is being requested within the screen enclosure.

Landscape planting will be improved to include removal of existing stumps and neglected planting and replacement with fresh landscape material consistent with prior community design.

The proposed pool and spa are within the existing side courtyard and hidden behind privacy walls. Existing pools within this community have similar setbacks and are less well screened than our proposed location.

Code requirements for pool setbacks (Section 151.344(A), 13' from side lot line) within this zone exceed the space available within this private courtyard. This was true for the existing pools within this community but they were granted based on PUD review and approval.

As the PUD did not provide for future pool location requests, we are asking for permission to build this private pool using the same criteria granted under the original PUD.

Responses to criteria Section 151.672(C)(1-6) are attached.

Plans have been reviewed by the Condo Association and we have their approval.

THE BENEDICT BULLOCK GROUP, PA
1525 NW 3rd Street, Suite 1

Architecture - Planning
Deerfield Beach, FL 33442

tom@tbbg.net
(954) 570-9500 Fax (954) 570-9550
Lic. # AA26003089

SECTION 151.672 (C)(1-6), VARIANCES

The following criteria must be answered by each applicant and included with the letter of application for Variance Review:

(C) Variances. The Town Commission shall authorize on appeal such variance from the terms of the chapter as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this chapter will result in unnecessary and undue hardship. In order to authorize **ANY** variance from the terms of the zoning chapter, the Town Commission **MUST** and **SHALL** find:

(If additional space is required in order to fully respond, please number your responses and attach any additional pages.)

(1) That special conditions and circumstances exist which are peculiar to the land or building involved and which are not applicable to other lands or buildings in the same zoning district.

Response: This residence is within an approved PUD in the R3-A zone. It is one of 9 units within a condominium association and is not a typical residence as it is under the jurisdiction of this condominium association.

(2) That the special conditions and circumstances do not result from the actions of the applicant or his predecessor in interest.

Response: The special conditions are a result of the approved PUD / Condominium association.

(3) That granting the variances requested will not confer on the applicant any special privilege that is denied by this chapter to other land or structures in this same zoning district.

Response: Due to the location of this project site and its courtyard layout, granting the requested variance will not confer special privilege to other land or structures in this same zoning district.

(4) That literal interpretation of the provisions of this chapter would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of this chapter and would work unnecessary and undue hardships on the applicant.

Response: Other residences within this development with similar plan layout have approved pool and deck facilities, including required pool equipment.

(5) That the variance granted is the minimum variance that will make possible the reasonable use of the land or structure, or both.

Response: The variance request is within the scope of other approvals within this community, done at the original submission for PUD approval.

(6) That the grant of the variance will be in harmony with the general intent and purpose of this chapter and that such variance will not be injurious to the area involved or otherwise detrimental to the public welfare.

Response: Approval of this variance will be consistent with the existing community and have no detrimental impact. The requested pool is within the existing courtyard enclosure and not seen from public approach.

Please refer to the following sections in the Town of Manalapan Zoning Code:

Section 151.671 SPECIAL EXCEPTIONS AND VARIANCES; PUBLIC HEARING AND PROCEDURES

Section 151.673 EXERCISE OF POWERS

**Should you have any questions regarding this application,
please contact the Building Official or Town Clerk at (561) 585-9477.**

(E) Accessory equipment (as defined in Section 151.003) shall be setback from the side lot lines not less than five (5) feet and be completely screened from public view and from the view of neighboring properties.

('81 Code, § 5.40) (Ord. 97, passed 4-26-76; Am. Ord. 110, passed 5-31-78; Am. Ord. 122, passed 5-30-81; Am. Ord. 142, passed 4-28-86; Am. Ord. 161, passed 3-26-91; Am. Ord. 212, passed 2-25-03; Am. Ord. 286, passed 5-26-09)

Cross reference—Penalty, see Section 151.681

§ - 151.344 SWIMMING POOL/SPA REGULATIONS.

Swimming pools, pool patios and/or decks, spas (including jacuzzis and whirlpools) and anything permanently attached to any of the above structures, are deemed to be accessory structures and may only be constructed and/or used when a principal structure exists on the same lot. Accordingly, the following regulations shall control the construction requirements of same:

- (A) Swimming pools and spas shall be constructed no less than thirteen (13) feet from any side lot lines and no less than eighteen (18) feet from the rear lot line, bulkhead or seawall, measured from the "wet edge" of the swimming pool or spa, so long as the construction thereof shall not or cannot reasonably be anticipated to adversely affect the structural integrity, life or maintenance of any bulkhead, seawall or other structures as certified by either a marine, structural or mechanical engineer who is properly licensed in the State of Florida;
- (B) Any swimming pool or spa that is enclosed by a screen enclosure, whether partially or fully, shall be setback from the side and rear lot lines no less than the minimum required side and/or setbacks for this zoning District and shall be setback from the rear lot line, bulkhead or seawall no less than twenty-five (25) feet; and
- (C) Maximum vertical elevation for a swimming pool deck shall be one point five (1.5) feet above grade;
- (D) Maximum vertical elevation for spas and decorative items such as planters, balustrades, railings, fountains, hand rails, ladders, diving boards, slides and the like shall be three point five (3.5) feet above the pool deck upon which it is constructed; and
- (E) Open gazebos and roofs for swim-up pool bars or spas may be constructed on the swimming pool/spa deck so long as each gazebo and/or pool bar/spa roof is setback from the side and rear lot lines no less than the minimum required side and/or rear setback for accessory structures for this zoning District.

('81 Code, § 5.76) (Ord. 97, passed 4-26-76; Am. Ord. 131, passed 4-19-83; Am. Ord. 212, passed 2-25-03; Am. Ord. 275, passed 10-23-07)

Cross reference—Penalty, see Section 151.681

October 10, 2022

Town Commission
Town of Manalapan
600 South Ocean Boulevard
Manalapan, FL 33462

RE: VARIANCE REQUEST FOR LITTLE POND PARK RESIDENCE CONDOMINIUM UNIT 7; PARCEL ID #42-43-45-10-13-000-0070; 14 LITTLE POND ROAD, MANALAPAN, FL 33462

Dear Town Commission Members:

It has come to our attention that owners of the subject property listed above are applying for a variance request as part of their whole unit interior and exterior improvement renovation, specifically including the applicant's request for the pool/spa; extension of the exterior masonry wall and relocation/addition of HVAC, generator and pool equipment.

This letter is to confirm that consistent with the Little Pond Park Residence Condominium governing documents, this Board has shared the complete plans for the subject residence with the owners at the Little Pond Park Residence Condominium Association and received the approval from 8 of the 9 resident owners including the two adjacent property owners to the West and North of the subject property (the ninth resident was unable to be reached) which exceeds our majority requirement for our Association's support of this application. As such, this Board issued a Certificate of Approval on August 27th, 2022 (attached for reference).

The requested variance being considered is consistent with the prior approval provided by the Little Pond Park Residence Condominium Association's support of the application and as such has both the Board's and resident's support.

Sincerely,

DocuSigned by:

David Larue

11/20/2022 10:17:00 AM

David Larue

President
Little Pond Park Residences Condominium Association

LITTLE POND PARK RESIDENCES CONDOMINIUM ASSOCIATION

CERTIFICATE OF APPROVAL

The Board has shared the 14 Little Pond Road Architectural Plans dated August 23, 2022 to all the owners at the Little Pond Park Residence Condominium Association. It was a majority vote in favour of these plans. This is to confirm Association Board and Owner Approval to 14 Little Pond LLC, on the proposed new plans.

Real property identified below,

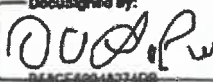
**LITTLE POND PARK RESIDENCE CONDOMINIUM UNIT 7 PARCEL ID #
42-43-45-10-13-000-0070 14 LITTLE POND ROAD, MANALAPAN, FL 33462**

Such approval has been given pursuant to the provision of the declaration of Paragraph 11, Section 11.2

Dated this 27th day of AUGUST, 2022

**LITTLE POND PARK RESIDENCES
CONDOMINIUM ASSOCIATION**

DocuSigned by:



DLSCC40048374D0

DAVID LARUE, PRESIDENT



KRAMER RESIDENCE REMODEL

14 LITTLE POND ROAD, MANALAPAN, FLORIDA 33462

GENERAL CONSTRUCTION NOTES

1. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH ALL CODES, RULES, REGULATIONS AND RESTRICTIONS HAVING JURISDICTION ON THIS PROJECT.
2. WORK SHALL INCLUDE ALL ITEMS (BUILDING AND SITE) INDICATED ON THESE DRAWINGS, UNLESS OTHERWISE NOTED.
3. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION. THE BENEDICT GROUP (TBG) SHALL BE NOTIFIED OF ANY DEVIATION FROM THE PLANS PRIOR TO CONSTRUCTION. DRAWINGS SHALL NOT BE SCALED AND WRITTEN DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALED.
4. SHOP DRAWINGS SHALL BE SUBMITTED TO THE BENEDICT GROUP FOR GENERAL REVIEW AND DESIGN COMPLIANCE (THREE (3) COPIES OF EACH CHECKED ITEM BELOW).
 - TRUSS LAYOUT/ENG.
 - HVAC DUCT LAYOUT
 - DOORS PRODUCT APPROVAL
 - WINDOWS PRODUCT APPROVAL
5. DEPOSITS AND FEES: DEPOSITS FOR UTILITIES INCLUDING WATER METER, TELEPHONE AND ELECTRICAL SERVICE SHALL BE MADE BY THE G.C. PERMIT FEES, AS REQUIRED, SHALL BE PAID BY THE OWNER FOR THAT PORTION OF THE WORK. SOIL TEST BORINGS SHALL BE ORDERED AND PAID FOR BY THE CONTRACTOR AND REPORTS SHALL BE SUBMITTED TO THE G.C. TO INSURE PROPER STRUCTURAL DESIGN.
6. CONTRACTOR SHALL MAINTAIN TEMPORARY ELECTRICAL, WATER, AND SANITARY FACILITIES FOR THE DURATION OF THE CONSTRUCTION.
7. CONTRACTOR SHALL REMOVE ALL CONSTRUCTION DEBRIS FROM THE JOBSITE AND LEAVE THE BUILDING BROOM CLEAN. ALL GLASS SHALL BE THOROUGHLY CLEANED AT THE COMPLETION OF CONSTRUCTION. ALL PAINT SPECKS AND ANY OTHER CONSTRUCTION MARKS SHALL BE REMOVED BY THE CONTRACTOR.
8. THE CONTRACTOR SHALL ACQUAINT THEMSELVES WITH THE SITE AND SHALL VERIFY ALL FIELD CONDITIONS PRIOR TO ACTUAL CONSTRUCTION. ANY DEVIATION FROM THE CONSTRUCTION DOCUMENTS DISCOVERED AT THE TIME SHALL BE REPORTED BY THE CONTRACTOR IMMEDIATELY TO THE BENEDICT GROUP.
9. ALL WORKMANSHIP SHALL BE NEAT, CLEAN, TRUE AND CORRECT.
10. ALL OPERATING WINDOWS AND SLIDING GLASS DOORS SHALL BE PROVIDED WITH VINYL INSECT SCREENS. GLAZING TO BE GREY TINTED GLASS -45% TRANSMISSION. ALL SLIDING GLASS DOORS, OPERABLE AND FIXED GLASS 18" AND LESS ABOVE FINISH FLOOR SHALL BE TEMPERED SAFETY GLASS.
11. FIXED GLASS, GLASS DOORS AND ALL GLASS AT THE TUB OR SHOWER SHALL BE TEMPERED SAFETY GLASS.

HARDWARE NOTES

1. ALL LOCKS ON EXTERIOR DOORS SHALL RESIST A FORCE OF 300 LBS APPLIED IN ANY MOVEABLE DIRECTION.
2. ALL EXTERIOR LOCKS SHALL BE SINGLE CYLINDER WITH 1" THROW INTO MORTICE FOR 1 3/4" SOLID CORE DOOR.
3. ALL SINGLE EXTERIOR SWING DOORS SHALL HAVE A KEY OPERATED LOCK OPERABLE FROM EXTERIOR WITH A MINIMUM 6000 POSSIBLE KEY CHANGES. KEY IN KNOB LOCKS SHALL HAVE AN AUXILIARY DEAD BOLT WITH HARDENED BOLT OR WITH INSERT.
4. EXTERIOR SWING DOORS SHALL BE SOLID CORE NOT LESS THAN 1 3/4" THICK.
5. FRONT MAIN ENTRANCE DOORS SHALL BE PROVIDED WITH VISION SCOPE OR VISION PANEL.
6. HINGES ON OUT SWINGING EXTERIOR DOORS SHALL HAVE NON-EXPOSED SCREWS AND NON-REMOVABLE PINS.
7. SINGLE SWING EXTERIOR DOORS CONNECTING LIVING AREAS WITH GARAGE AREAS SHALL BE SOLID CORE 1 3/4" THICK AND SHALL BE SECURED WITH A LATCH AND SINGLE BOLT WITH ONE INCH MIN. THROW OR A COMBINATION OF DEAD BOLT AND DEAD LATCH SETS AND AN AUTOMATIC DOOR CLOSER.
8. ALL GLASS IN EXTERIOR DOORS SHALL COMPLY WITH ANSI Z79.1
9. ALL OPERABLE WINDOWS SHALL WITHSTAND A FORCE OF 150 LBS. IN ANY OPERABLE DIRECTION.
10. SLIDING GLASS DOORS AND WINDOWS SHALL BE INSTALLED AND CONSTRUCTED SO THAT NO PANEL CAN BE LIFTED FROM TRACKS WHEN IN THE CLOSED POSITION AND SHALL COMPLY WITH THE A.A.M.A. STANDARDS FOR FORCED ENTRY RESISTANCE, A.A.M.A. 1303-3.
11. SLIDING GLASS DOORS SHALL HAVE DEAD BOLT OR PIN SYSTEM NOT REMOVABLE FROM THE OUTSIDE AT THE JAMB AND SILL.

PROJECT NOTES

GENERAL NOTES:

3. CARE SHALL BE MADE TO CONTAIN AND MINIMIZE CONSTRUCTION DEBRIS AND DUST. PRIOR TO DEMOLITION, ALL HVAC DUCTWORK LOCATED IN DESIGNATED WORK AREA SHALL BE TEMPORARILY SEALED TO MINIMIZE DAMAGE TO HVAC SYSTEM AND INDOOR AIR QUALITY. TRACK OFF MATS AT LEAST 2' WIDE AND 4' IN LENGTH SHALL BE PLACED IN FRONT OF WORK AREAS AND CLEANED REGULARLY TO MINIMIZE DUST CONTAMINATION. CONTRACTOR SHALL MAINTAIN A PLASTIC DUST BARRIER THROUGHOUT CONSTRUCTION.
2. ALL NEW PAINTS, ADHESIVES, SEALANTS, GLUES AND SHELLACS SHALL BE "LOW VOC" ONLY.
3. THE SHOWN WORK AREAS ARE DESIGNATED NON-SMOKING AREAS AT ALL TIMES.
4. WORK SHALL BE PERFORMED ONLY DURING TIMES WHICH ARE NOT RESTRICTED BY LOCAL ORDINANCE OR OWNER. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO BECOME FAMILIAR WITH ANY RESTRICTIONS IN PLACE BY SUCH AS TO WORK HOURS, LOADING AND DELIVERY OF MATERIALS, USE OF VERTICAL CIRCULATION SYSTEMS, AND OTHER RESTRICTIONS THAT MAY BE IN PLACE. COORDINATE ALL WORK WITH BUILDING MANAGEMENT.
5. CONTRACTOR SHALL BE FAMILIAR WITH ALL SITE CONDITIONS PRIOR TO COMMENCEMENT OF CONSTRUCTION.
6. CONTRACTOR SHALL NOTIFY ARCHITECT AND OWNER OF ANY DISCREPANCIES BETWEEN FIELD CONDITIONS AND DESIGN DRAWINGS.
7. GC SHALL PROVIDE SOUND ATTENUATION BLANKETS AT ALL NEW INTERIOR PARTITIONS. (TYP.)
8. FINISH FLOOR SHALL BE INSTALLED SO THAT TOP SURFACE IS LEVEL. GC SHALL BE RESPONSIBLE FOR COORDINATION OF FLOOR MATERIAL HEIGHTS SO THAT FINISH FLOOR IS LEVEL.
9. GC AND ALL SUB-CONTRACTORS SHALL MAINTAIN AS-BUILT DRAWINGS THROUGHOUT THE PROGRESS OF THE PROJECT. ANY DEVIATIONS FROM THE PLANS SHALL BE CLEARLY MARKED IN RED ON THE AS-BUILT DRAWINGS AND SUBMITTED TO THE ARCHITECT FOR REVIEW PRIOR TO FINAL INSPECTION. THIS SET OF MARKED UP AS-BUILT DRAWINGS SHALL BE REVIEWED AND SIGNED BY THE GC AND THEN RETURNED TO THE ARCHITECT FOR FINAL RECORD DRAWING COMPLETION. THE RECORD DRAWINGS SHALL BE ISSUED TO THE OWNER PRIOR TO SUBSTANTIAL COMPLETION OR ISSUANCE OF CERTIFICATE OF OCCUPANCY.
10. NO NEW FLOOR OR CEILING PENETRATIONS SHALL BE MADE AS A PART OF THE SCOPE OF WORK FOR THIS PROJECT. SHOULD NEW PENETRATIONS BE REQUIRED, CONTRACTOR SHALL PRESENT FINDINGS TO ARCHITECT PRIOR TO DRILLING, CUTTING OR CHIPPING AND SHALL COORDINATE WITH CONDO ASSOCIATION MANAGER AND NEIGHBORING DWELLING UNITS (ABOVE, BESIDE, OR BELOW) PRIOR TO COMMENCEMENT OF ANY WORK. THE EXISTING BUILDING IS A POST-TENSION BUILDING. PROPOSED LOCATIONS FOR NEW PENETRATIONS SHALL BE MARKED IN THE FIELD AND FULLY SHOT WITH X-RAY CAMERAS TO PREVENT ANY PENETRATIONS AT LOCATIONS OF STRUCTURAL POST-TENSION CABLES, REBAR, CONDUITS OR OTHER BUILDING SYSTEMS.
11. ALL FLOORING SHALL RECEIVE "PROFLEX 90 MSC" 70MM SUPER SOUND CONTROL RUBBERIZED MEMBRANE, OR CONDO ASSOCIATION APPROVED EQUIVALENT. PROVIDE ARCHITECT SOUND AND WATERPROOFING SUBMITTALS FOR REVIEW PRIOR TO BUY/OUT/INSTALL.
12. ALL PARTY WALLS, FLOORS AND CEILINGS SHALL ACHIEVE A MINIMUM IMPACT TRANSMISSION CLASS (ITC) OF 50 AND A MINIMUM SOUND TRANSMISSION CLASS (STC) OF 50 - SEE CBC 1207
13. ALL WALLS AND CEILINGS WITH DRYWALL FINISHES SHALL BE MINIMUM LEVEL 5 FINISH.
14. NO WORK ON BUILDING EXTERIOR WITHOUT CONDO BOARD APPROVALS.
15. NO WORK ON COMMON AREAS OR BUILDING COMMON ELEMENTS WITHOUT PRIOR CONDO BOARD APPROVALS.

INDEX OF DRAWINGS

ARCHITECTURAL

T-1 TITLE SHEET
SP-1 EXISTING SITE PLAN
SP-2 PROPOSED SITE PLAN
A-1 EXISTING FLOOR PLAN
A-2 PROPOSED FLOOR PLAN
A-3 ELEVATIONS
A-4 ELEVATIONS
A-5 SECTION
A-6 ROOF PLAN
A-7 WALL SECTION
A-8 TYPICAL DETAILS
A-9 TYPICAL DETAILS

STRUCTURAL

S1.0 FOUNDATION PLAN
S2.0 ROOF FRAMING PLAN
S3.0 DESIGN PARAMETERS

MECHANICAL

M-1 MECHANICAL PLAN
M-2 MECHANICAL NOTES
M-3 MECHANICAL DETAILS

ELECTRICAL

E-1 ELECTRICAL PLAN
E-2 ELECTRICAL RISE

PLUMBING

- P-1 SANITARY PLAN
- P-2 WATER DISTRIBUTION PLAN
- P-3 GAS DISTRIBUTION PLAN
- P-4 SANITARY & DOMESTIC WATER ISOMETRIC
- P-5 PLUMBING NOTES & DETAILS
- P-6 PLUMBING DETAILS

LANDSCAPE

LP-1 EXISTING CONDITIONS
LP-2 PROPOSED LANDSCAPE PLAN
LP-3 LANDSCAPE DETAILS & SPECS

PROJECT DATA

OCCUPANCY: R2 CONSTRUCTION: TYPE VB
LEVEL OF CONSTRUCTION: ALTERATION - LEVEL 2

CODES AND REFERENCES:









THE FLORIDA BUILDING CODE 2020 EDITION

AREA CALCULATIONS

EXISTING & PROPOSED

FLOOR PLAN A/C	1,660 SQ FT
GARAGE	318 SQ FT
COVERED PATIO	456 SQ FT
TOTAL	2,434 SQ FT

SYMBOLS

NOTE REFERENCE		REFERENCE NUMBER
DOOR REFERENCE		DOOR NUMBER
WINDOW REFERENCE		WINDOW LETTER
REVISION REFERENCE		REVISION NUMBER
INTERIOR ELEVATION REFERENCE		INTERIOR WALL LETTER (KEY TO ELEVATION OR ROOM FINISH SCHEDULE) SHEET NUMBER
DETAIL REFERENCE		DETAIL NUMBER SHEET NUMBER
BUILDING SECTION REFERENCE		SECTION NUMBER SHEET NUMBER
FOUNDATION REFERENCE		FOUNDATION LETTER-NUMBER

[illegible]

The
**Benedict
Bullock**
Group, PA

ARCHITECTURE ■ PLANNING
1525 NW 3RD STREET, SUITE #1
DEERFIELD BEACH, FLORIDA 33442
PHONE (954) 570-9500 FAX (954) 570-9550
www.TBBG.net

KRAMER RESIDENCE - REMODEL
14 LITTLE POND ROAD, MANALAPAN, FLORIDA 33462

ARCHITECT'S SEAL

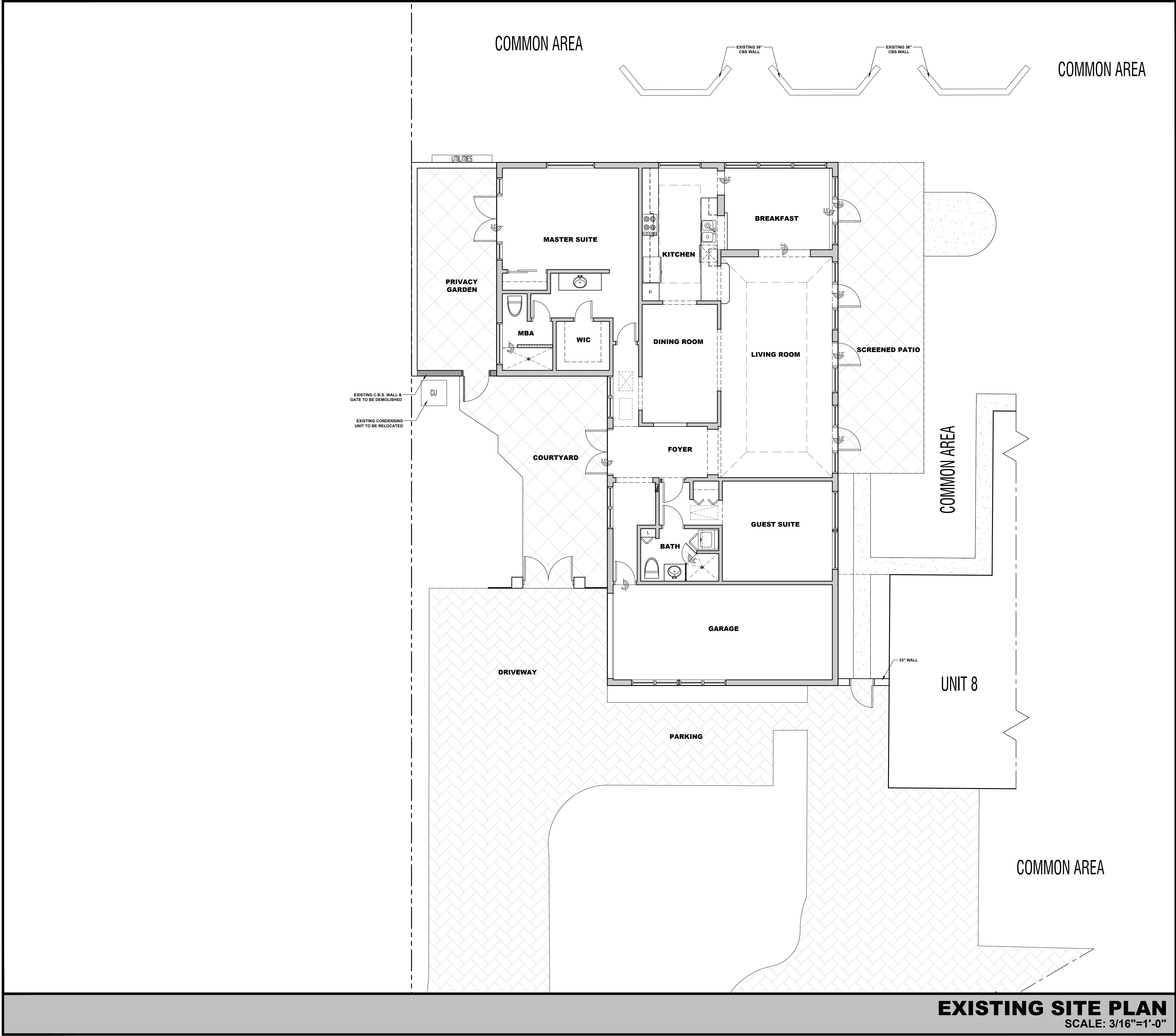
BRIAN BULLOCK, ARCHITECT
AR 95754

DATE	09-13-2022
DRAWN BY	AA
PROJECT NO.	BK2223

TITLE SHEET

T-1

PERMIT SET 10-11-2022



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TheBenedictBullockGroup, PA

ARCHITECTURE ■ PLANNING

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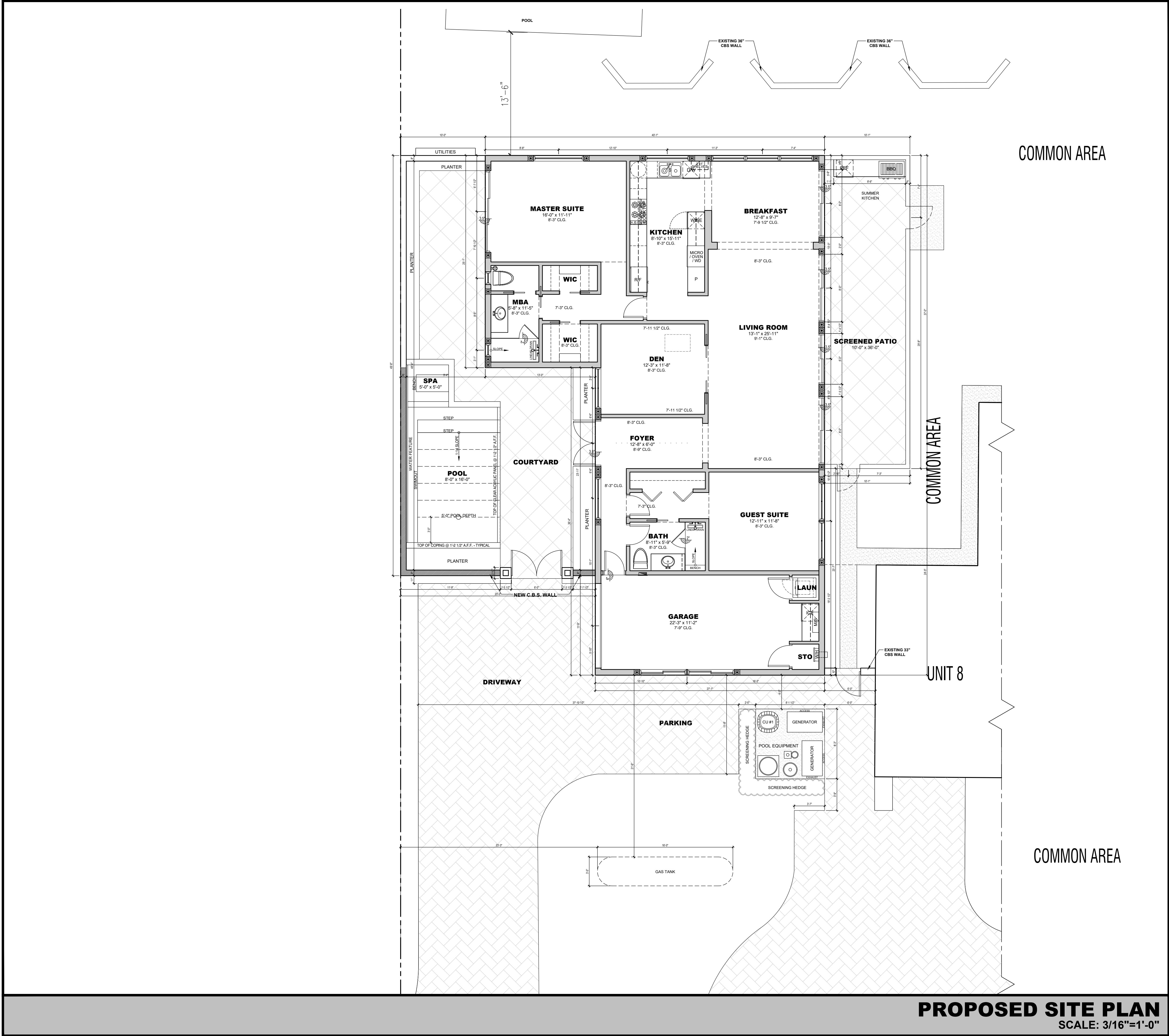
BRIAN BULLOCK, ARCHITECT
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EXISTING SITE PLAN

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PROPOSED
SITE PLAN

SP-2

ARCHITECT'S SEAL

BRIAN BULLOCK, ARCHITECT
AR 95754

DATE09-13-2022

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THE BENEDICT BULLOCK GROUP, P.A.

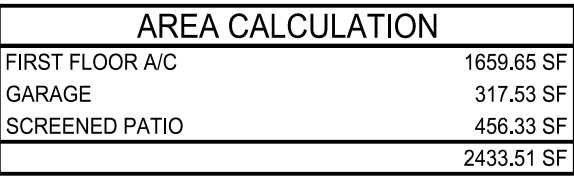
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**EXISTING FLOOR
PLAN**

A-1

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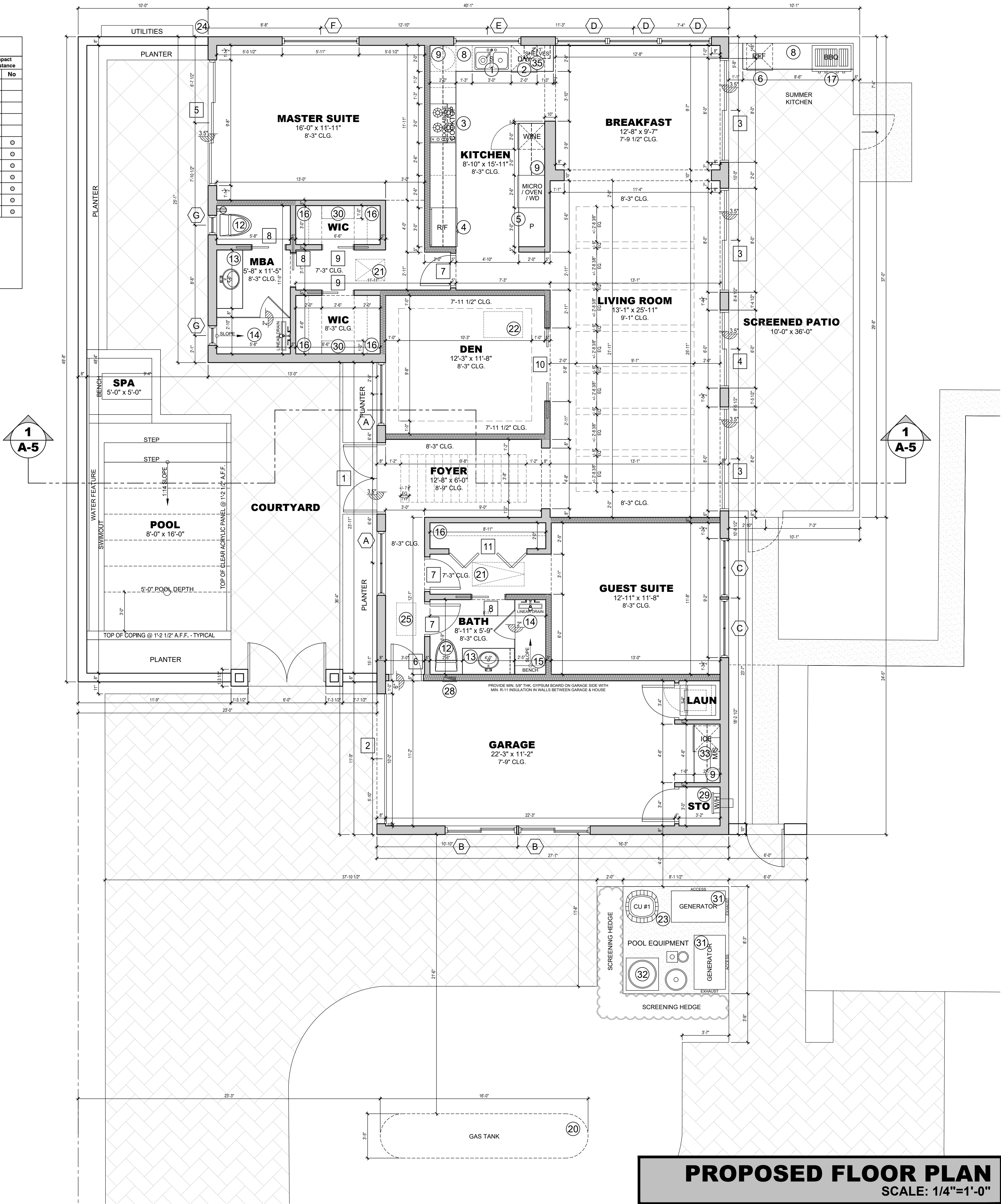
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PERMIT SET 10-11-2022

DOOR SCHEDULE							Egress Requirements		Impact Resistance	
	SIZE	ROUGH OPENING	THK	FIN	REMARKS		Yes	No	Yes	No
1	5-0 x 6-8	5-3 x 6-9.5	1 3/4"	PAINTED	PAIR OF 2'-6" FRENCH DOORS		○		○	
2	10-0 x 7-0	10-0 x 7-0	-----	PAINTED	ALUM INSULATED ROLL-UP AUTOMATIC GARAGE DOOR			○	○	
3	8-0 x 6-8	8-3 x 6-9.5	1 3/4"	PAINTED	2-PANEL SLIDING GLASS FRENCH DOOR			○	○	
4	6-0 x 6-8	6-3 x 6-9.5	1 3/4"	PAINTED	2-PANEL SLIDING GLASS FRENCH DOOR			○	○	
5	9-4 x 6-8	9-7 x 6-9.5	1 3/4"	PAINTED	3-PANEL SLIDING GLASS FRENCH DOOR		○		○	
6	2-8 x 6-8	2-11 x 6-9.5	1 3/4"	PAINTED	SELF-CLOSING 'C' LABEL FIRE RATED DOOR			○		○
7	2-8 x 6-8	2-11 x 6-9.5	1 3/4"	PAINTED	SOLID CORE PANEL DOOR			○	○	
8	2-8 x 6-8	2-11 x 6-9.5	1 3/4"	PAINTED	SOLID CORE POCKET DOOR			○	○	
9	2-6 x 6-8	2-9 x 6-9.5	1 3/4"	PAINTED	SOLID CORE POCKET DOOR			○	○	
10	5-6 x 6-8	5-9 x 6-9.5	1 3/4"	PAINTED	SOLID CORE DOUBLE POCKET DOOR			○	○	
11	6-0 x 6-8	6-3 x 6-9.5	1 3/4"	PAINTED	DOUBLE BI-FOLD DOOR			○	○	
12	2-6 x 6-8	2-9 x 6-9.5	1 3/4"	PAINTED	LOUVERED SOLID CORE PANEL DOOR			○		○
NOTES	1. ALL HINGED DOORS TO EXTERIOR AND GARAGE SHALL HAVE WEATHER STRIPPING & THRESHOLD.									
	2. ALL GLAZING AT HAZARDOUS LOCATIONS SUCH AS FRENCH DOORS, DOOR SIDELITES, ETC., SHALL COMPLY WITH SECTIONS R308 AND R311 OF THE FLORIDA BUILDING CODE.									
	3. ALL DOORS SHALL COMPLY WITH CHAPTER R44 OF THE FLORIDA BUILDING CODE.									
	4. EXTERIOR DOORS SHALL BE MISSILE IMPACT RATED.									
	5. PROVIDE 1 1/2" MASONRY OPENING ON TOP AND SIDES OF ALL EXTERIOR DOOR OPENINGS.									
	6. SLIDING GLASS DOOR PANELS SHALL BE FIXED OR OPERABLE PER ELEVATIONS.									

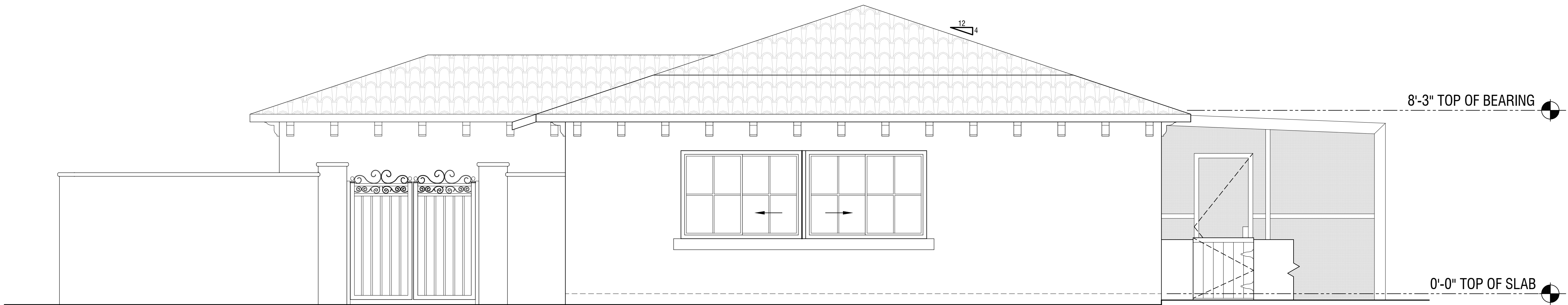
WINDOW SCHEDULE									
<div>⬡</div> <div>NOTES</div>	SIZE	ROUGH OPENING	TYPE	Egress		Impact Resistance			
				Yes	No	Yes	No		
	A	4-6 x 4-0	4-9 x 4-1.5	DOUBLE CASEMENT WINDOW	○		○		
	B	5-4 x 4-0	5-7 x 4-1.5	SLIDING WINDOW	○		○		
	C	4-4 x 4-0	4-7 x 4-1.5	DOUBLE CASEMENT WINDOW	○		○		
	D	3-9 x 3-0	4-0 x 3-1.5	CASEMENT WINDOW	○		○		
	E	4-11 x 3-0	5-2 x 3-1.5	FIXED GLASS WINDOW		○	○		
	F	5-8 x 2-0	5-11 x 2-1.5	FIXED GLASS WINDOW		○	○		
	G	1-3 x 2-8	1-6 x 2-9.5	CASEMENT WINDOW W/ PRIVACY TINT		○	○		
1. WINDOWS SHALL HAVE BRONZE COLOR FRAMES AND TINTED GLASS.									
2. GLAZING AT HAZARDOUS WINDOW LOCATIONS SHALL COMPLY WITH SECTIONS R308 OF THE FLORIDA BUILDING CODE.									
3. GLAZING SHALL HAVE DIVIDED LITES AS PER ELEVATIONS.									
4. ALL WINDOWS SHALL BE MISSILE IMPACT RATED.									
5. PROVIDE 1 1/2" MASONRY OPENING ON TOP AND SIDES OF ALL WINDOW OPENINGS.									

FLOOR PLAN LEGEND	
SYM	DESCRIPTION
1.	DOUBLE KITCHEN SINK WITH DISPOSAL
2.	DISHWASHER
3.	INDUCTION COOKTOP WITH HOOD ABOVE
4.	36" REFRIGERATOR / FREEZER - PROVIDE COLD WATER STUB-OUT
5.	36" PANTRY WITH CUSTOM DESIGNED CABINETRY
6.	24" UNDERCOUNTER DOUBLE-DRAWER REFRIGERATOR
7.	NOT USED
8.	36" TALL COUNTERTOP WITH LOWER CABINETS
9.	36" TALL COUNTERTOP WITH UPPER AND LOWER CABINETS
10.	WASHER / DRYER STACK
11.	UNDERCOUNTER ICE MACHINE
12.	1.6 ELONGATED WATER CLOSET (PROVIDE T.P. HOLDER AT WALL OR NEAREST CABINET)
13.	CUSTOM VANITY TOP WITH SINK(S) & MIRROR ABOVE
14.	SHOWER ENCLOSURE - GLAZING SHALL BE CATEGORY II SAFETY TEMP. GLASS FRAMELESS UNIT PER R308.4.5 & R4410.2.6.2 FBC. SHOWER HEAD HEIGHT @ 7'-0". SCHLUTER® LINEAR DRAIN.
15.	SHOWER BENCH @ 30" AFF
16.	POLE & SHELF @ 6'-0" A.F.F.
17.	GAS BBQ GRILLE
18.	NOT USED
19.	UNDERCOUNTER WINE COOLER
20.	UNDERGROUND 1000 GALLON PROPANE GAS TANK
21.	ATTIC ACCESS
22.	APPROX. LOCATION OF EXISTING AIR HANDLING UNIT IN ATTIC
23.	CONDENSER W/ HARD START KIT & RAIN TIGHT DISCONNECT SWITCH
24.	ELECTRIC METER AND DISCONNECT SWITCH
25.	RETURN AIR GRILLE
26.	HOSE BIBB
27.	HOSE BIBB WITH SHUT OFF VALVE
28.	ELECTRIC PANEL
29.	NAVIEN GAS TANKLESS WATER HEATER
30.	SHELF STACK
31.	GAS GENERATOR
32.	POOL EQUIPMENT
33.	MINI-SPLIT A/C COMPRESSOR
34.	MICROWAVE / WALL OVEN / WARMING DRAWER STACK
35.	(2) 24"x12" FLOATING SHELVES
NOTES	1. FLOOR AND BASE IN ALL BATHROOMS AND POWDER ROOMS SHALL BE NONABSORBENT MATERIALS PER R307.2 FBC
	2. TUB / SHOWER VALVES SHALL BE ANTI-SCALD W/ INTEGRAL STOPS.
	3. TUB / SHOWER SHALL HAVE WALLS UP TO 6'-0" FROM FINISH FLOOR OF NONABSORBENT SURFACE FINISH PER R307.2 FBC
	4. STEEL STUDS SUPPORTING WALL HUNG FIXTURES AND CABINETS SHALL BE DOUBLED OR OF 20 GA. PER R4411.4.5.1 FBC
	5. A HORIZONTAL MEMBER FASTENED TO NO LESS THAN 2 STUDS SHALL BE PROVIDED

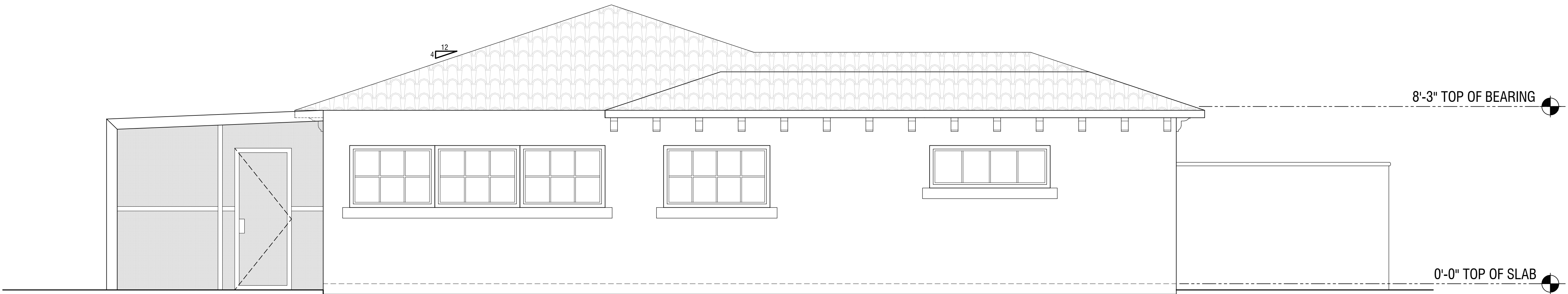


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ARCHITECT'S SEAL	
BRIAN BULLOCK, ARCHITECT AR 95754	
DATE	09-13-2022
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PROPOSED FLOOR PLAN	
A-2	
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FRONT ELEVATION
SCALE: 3/8"=1'-0"



REAR ELEVATION
SCALE: 3/8"=1'-0"

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ARCHITECT'S SEAL

BRIAN BULLOCK, ARCHITECT
AR 95754

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ELEVATIONS

A-3



SCALE: 3/8"=1'-0"



SCALE: 3/8"=1'-0"

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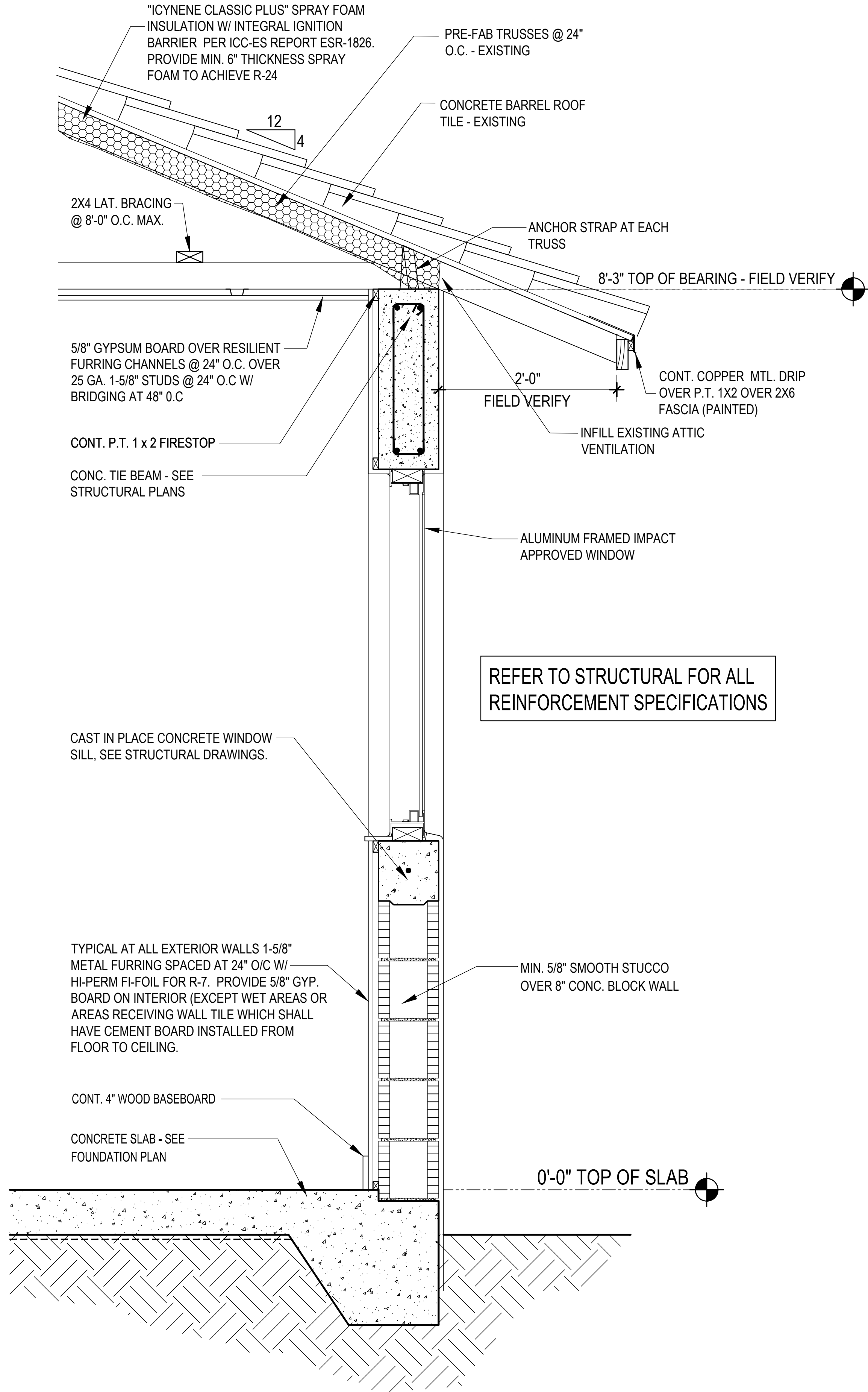
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ELEVATIONS	
A-4	

A-4

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NOTES:
ICYNENE NOTE: FOAM PLASTIC TO HAVE A FLAME-SPREAD INDEX NOT MORE THAN 75, SMOKE-DEVELOPED INDEX NOT MORE THAN 450 AS PER ASTM E 84 OR UL 723. FBCR 316

FOAM PLASTIC (OTHERS LIKE INTERIOR TRIM, DOORS, SHEATHING, FLOOR INS): OTHER ELEMENTS OF FOAM PLASTIC TO COMPLY WITH FBCR 316

WALL & CEILING FINISHES: WALL AND CEILING FINISHES SHALL HAVE A FLAME-SPREAD CLASSIFICATION OF NOT GREATER THAN 200 AND A SMOKE-DEVELOPED INDEX NOT GREATER THAN 450 AS PER ASTM E-84 OR UL 273. FBCR 302.9

INSULATION MATERIALS, FACINGS, VAPOR RETARDERS SHALL HAVE A FLAME-SPREAD CLASSIFICATION OF NOT GREATER THAN 25 AND A SMOKE-DEVELOPED INDEX NOT GREATER THAN 450 AS PER ASTM E-84 OR UL 273. FBCR 302.10

FIREBLOCKING: FIRE BLOCKING SHALL BE PROVIDED IN WALLS EVERY 10' HORIZONTALLY AND AT CEILINGS/FLOORS LEVEL, INTERCONNECTIONS, BETWEEN STAIR STRINGERS, AT OPENINGS, AT CHIMNEYS, AT FLOOR JOISTS, AROUND POCKET DOORS. FBCR 302.11(1-6)

TERMITE PROTECTION SHALL BE PER FBCR 318.1:
CERTIFICATE OF COMPLIANCE SHALL BE ISSUED TO THE BUILDING DEPARTMENT BY THE LICENSED PEST CONTROL COMPANY THAT CONTAINS THE FOLLOWING STATEMENT:

"THE BUILDING HAS RECEIVED A COMPLETE TREATMENT FOR THE PREVENTION OF SUBTERRANEAN TERMITES. TREATMENT IS IN ACCORDANCE WITH RULES AND LAWS ESTABLISHED BY THE FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES."

TYPICAL WALL SECTION
SCALE: NTS

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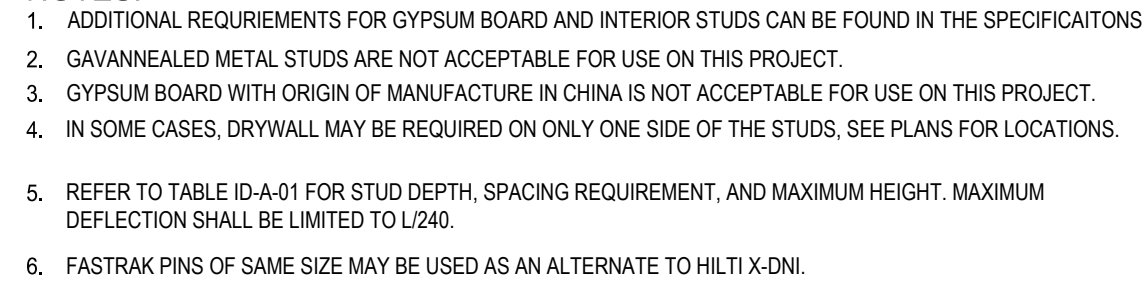
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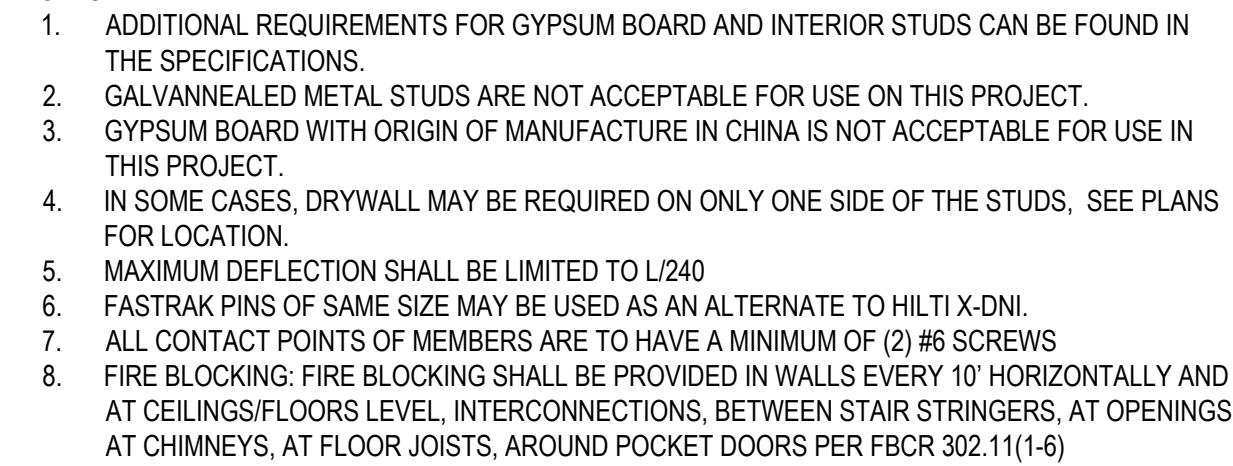
WALL SECTION

A-7

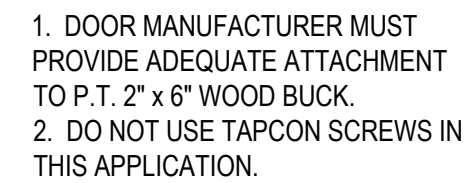
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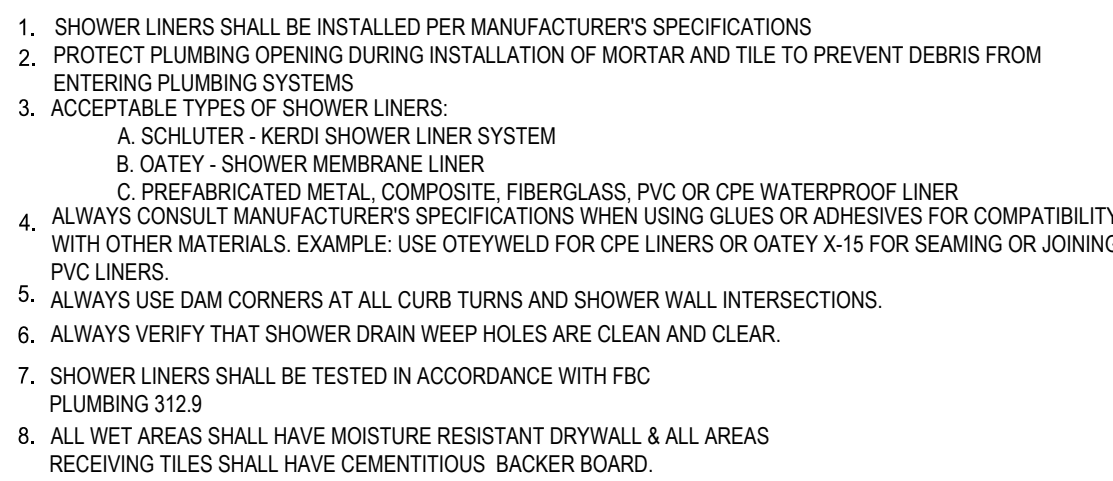
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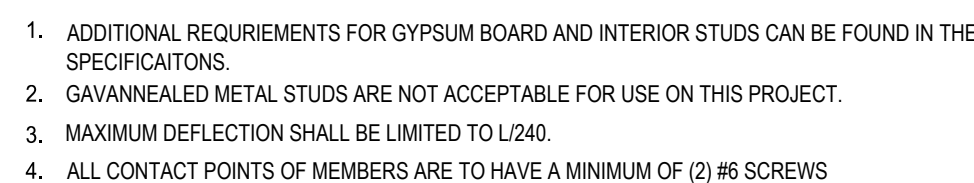
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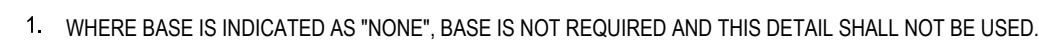
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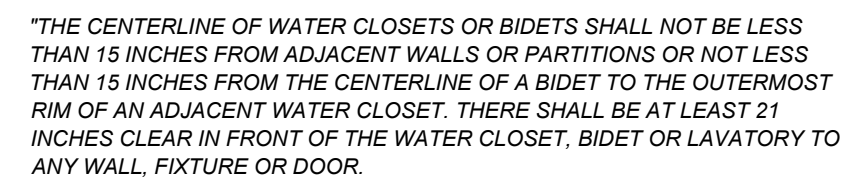
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NOT DRAWN TO SCALE



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TOWN OF MANALAPAN AGENDA ITEM SUMMARY

Meeting Date: November 10, 2022

Agenda Item No.: RA 2

Agenda Item Name: Mock Roos CSA for 30% Construction Drawings for the Septic to Sewer Project

ACTION REQUESTED: Discussion ☐ Approval ☐

BACKGROUND:

The Town Commission has held several workshops to discuss the potential conversion from a septic system to a municipal sewer system. At the October 5, 2022 workshop it was the consensus of the Commission that in order to explore funding options, they would need to have at a minimum 30% of the system designed. The engineering firm Mock Roos was asked to submit a proposal for this portion of the design.

ATTACHMENTS:

- CSA Proposal from Mock Roos for 30% Construction Drawings for the Septic to Sewer Project



MOCK•ROOS

CONSULTING ENGINEERS

October 27, 2022

Ms. Linda Stumpf, Town Manager
Town of Manalapan
600 S. Ocean Blvd.
Manalapan, FL 33462-3398

Ref. No.: A5060.88
Subject: Wastewater 30% Design – Town of Manalapan – CSA #103

Dear Linda:

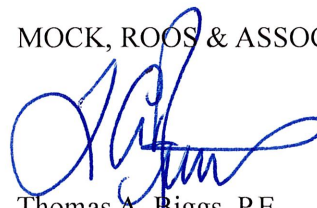
We are submitting the attached ***Consultant Services Agreement No. 103*** to the Town that will enable Mock•Roos to prepare 30% construction drawings to be used to gauge public support for the project and solicit grant and low-interest loan applications for financing assistance. Please review the attached form and return one (1) signed copy to our office as our authorization to proceed with the Scope of Services outlined in the proposal.

We will provide the Services on an hourly rate basis, plus reimbursable expenses. We are suggesting a total fee allowance to provide the assumed Scope of Services in the amount of \$84,520.

If you have any questions, please contact me at 683-3113, extension 216. Thank you for continuing to use Mock•Roos on this project. We look forward to continuing our working relationship with the Town.

Sincerely,

MOCK, ROOS & ASSOCIATES, INC.



Thomas A. Biggs, P.E.
Executive Vice President

TAB:tsm
Enclosure
Copies: Bookkeeping



**Proposal to Provide Professional Engineering Services for
Manalapan Consultant Services Agreement No. 103
Wastewater Collection /Transmission System - 30% Design**

The Town of Manalapan ("Town") entered into an engineering services agreement entitled Agreement for Professional Engineering Services with Boyle Engineering Corporation ("Boyle") on the 11th day of August 2003 ("Agreement"). The Agreement was assigned to Mock, Roos & Associates, Inc. ("Mock•Roos") on November 3, 2005, with the Town giving its consent to such assignment on November 29, 2005. This Consultant Services Authorization ("CSA") shall be performed under the terms and conditions described in that Agreement.

A. Project Description:

Mock•Roos will provide engineering services as requested by the Town to produce 30% low pressure wastewater construction documents to be used by the Town for public discussion and grant/loan application purposes. See **Scope of Services** below.

B. Scope of Services:

1. Utilizing available aerial photometrics and landlines including roadway right of way lines developed by the Palm Beach County Property Appraiser's office, develop a base drawing file for a low-pressure wastewater collection system. No land surveying services are anticipated for this phase of the project.
2. Utilizing the base drawing file and existing available information in our files, show preliminary locations of known existing utilities.
3. Prepare 811 design ticket request to solicit additional utility information from utility owners such as AT&T, Comcast, and others. Depict provided information on the base drawing file.
4. Develop a conceptual preliminary design for low pressure pipeline alignments and specifications to convey wastewater to all existing points of connection near town hall and a point of connection to the Lantana Wastewater System.
5. Split the design file into 1 inch = 40-foot preliminary construction drawings for use in reviewing the preliminary design in the field with Manalapan utility personnel to identify any apparent conflicts for future investigation and update design.
6. Develop preliminary construction quantities for refinement of the Engineer's Preliminary Opinion of Construction Costs (EOPCC) previously developed.
7. Research current construction unit prices for use in updating the cost opinions and develop an updated preliminary EOPCC.
8. Utilizing site information provided by the Town develop two (2) "Typical" site plans for a grinder pump station and forcemain installation on private property. The purpose of these "typical" site plans is to illustrate potential site impacts to private property to connect to the public infrastructure in the road right of ways. It is anticipated one (1) site will be on a larger home site along A1A and the second site will be on a smaller home site along Land Ends Road or similar location.

Mock, Roos & Associates, Inc.

5720 Corporate Way, West Palm Beach, Florida 33407-2066, 561-683-3113, www.MockRoos.com

9. Develop an EOPCC for anticipated costs for construction on private property.
10. Meet with Town leadership to review prepared documents and incorporate any comments.
11. Prepare for and present documents to Town commission at a public meeting. Respond to any questions.
12. Provide project management for the above tasks.

C. Fees and Rates:

1. The **Scope of Services** will be completed at Mock•Roos hourly rates plus reimbursable expenses (Rates and expenses determined by those in effect at time the Services are provided). The total fee allowance is \$84,520. Please see Exhibit A.

D. Acceptance and Authorization to Proceed:

This CSA No. 103 is acceptable and Mock•Roos has authorization to proceed with the Scope of Services. This authorization becomes valid upon Mock•Roos receiving one complete copy of this form with an original signature below.

MOCK•ROOS

Signed: _____

Name: Thomas A. Biggs, P.E.

Title: Executive Vice President

Date: October 27, 2022

The proposal is acceptable and Mock•Roos is authorized to proceed with the Scope of Services described above.

TOWN OF MANALAPAN

Signed: _____

Name: Linda A. Stumpf

Title: Town Manager

Date: _____

Exhibit A
Town of Manalapan
CSA 103: Wastewater Collection/Transmission System - 30% Design

Task Description		Labor Classification						Subtotal
		Corporate Officer	Senior Project Manager	Senior Engineer	Project Engineer	Engineer Intern	Administrative Assistant	
Labor Hourly Billing Rate		\$200.00	\$190.00	\$185.00	\$145.00	\$115.00	\$65.00	
Task	Total Hours	64	132	16	0	200	92	
1	Develop Base Drawings File	4	16	0	60	0	4	\$ 12,800
2	Develop Preliminary Locations of Known Existing Utilities	8	8	0	40	0	8	\$ 9,440
3	Prepare 811 Design Ticket Request	0	0	8	0	0	8	\$ 2,000
4	Develop Conceptual Preliminary Design for Alignments and Specifications	8	16	0	0	80	8	\$ 14,360
5	Field Review Preliminary Design with Town and Update Drawings	8	16	0	0	24	8	\$ 7,920
6	Develop Preliminary Construction Quantities	8	8	0	0	24	8	\$ 6,400
7	Research Current Construction Costs	0	4	8	0	8	8	\$ 3,680
8	Develop "Typical" Site Plans for Grinder Pump Station Forcemain	8	16	0	0	40	8	\$ 9,760
9	Develop EOPCC	0	8	0	0	8	8	\$ 2,960
10	Meet with Town To Review Documents	4	8	0	0	8	8	\$ 3,760
11	Prepare and Present Documents to Town Commission During Public Meeting	8	16	0	0	0	8	\$ 5,160
12	Provide Project Management	8	16	0	0	8	8	\$ 6,080
Subtotal		\$ 12,800	\$ 25,080	\$ 2,960	\$ 14,500	\$ 23,000	\$ 5,980	\$ 84,320
Total Mock•Roos Direct Labor								\$ 84,320
Reimbursable								\$ 200
Project Total								\$ 84,520



TOWN OF MANALAPAN AGENDA ITEM SUMMARY

Meeting Date: November 10, 2022

Agenda Item No.: RA 3

Agenda Item Name: December TCOM Meeting Date

ACTION REQUESTED: Discussion ☒ Approval ☒

BACKGROUND:

The Town Commission has traditionally rescheduled the December meeting date to avoid scheduling conflicts with the holiday season. Staff is proposing moving the meeting to Tuesday, December 13th at 10:00 am.



TOWN OF MANALAPAN AGENDA ITEM SUMMARY

Meeting Date: November 10, 2022

Agenda Item No.: RA 4

Agenda Item Name: Town Manager Stumpf's Report

ACTION REQUESTED: Discussion ☐ Action ☐

BACKGROUND:

- Code Enforcement
- COVID-19 update
- Reading for the Record
- Intracoastal Crossing update
- Staffing