

**Borough of Matawan  
Workshop Session  
December 1, 2020**

A regular meeting of the Council of the Borough of Matawan, New Jersey, was held via Videoconference on December 1, 2020, with Mayor Joseph Altomonte presiding. Pursuant to Section 5 of the Open Public Meetings Act, adequate notice of this meeting has been provided by publishing in the *Asbury Park Press* on November 25, 2020, by electronic notification to the *Asbury Park Press* and to *The Independent* on November 20, 2020, as well as by posting. A copy of said notice is, and has been, made available to the public and is on file in the Office of the Borough Clerk. A copy of said Notice has also been sent to such members of the public as have requested such information in accordance with the Statute.

Mayor Altomonte announced the Governing Body will conduct regular Borough business as listed on the December 1, 2020 Meeting Agenda, a copy of which is posted on the Borough's website at [www.matawanborough.com](http://www.matawanborough.com). Mayor Altomonte asked members of the Governing Body to please state their name when speaking. The opportunity for public comment will be announced during the teleconference. All public comment shall be held until such time, and as individually recognized. When recognized, please state your name and address.

Mayor Altomonte called the meeting to order at 7:05 PM, requesting a roll call.

On roll call the following members responded present:

Yes: Councilwoman Stephanie Buckel  
Councilman Brett Cannon  
Councilwoman Deana Gunn  
Councilman John Lazar  
Councilman Brian Livesey

Absent: Councilman Nicolas Reeve

Also present were Scott Carew, Borough Administrator, Robert Keady, Borough Engineer, and Pasquale Menna, Esq., Borough Attorney.

Mayor Altomonte asked everyone to stand for a Salute to the Flag.

Mayor Altomonte asked everyone to stand for a Moment of Silence.

**Privilege of the Floor for Agenda Items Only**

Mayor Altomonte opened the Privilege of the Floor for Agenda Items Only.

There were no comments.

Mayor Altomonte requested a motion to close the Privilege of the Floor for Agenda Items Only. Councilman Lazar made the motion, seconded by Councilman Livesey. Council agreed. Motion passed.

**New Business**

Mayor Altomonte read by title Ordinance 20-10: Bond Ordinance Providing for 2020 Road Program Improvements by the Borough of Matawan, Appropriating \$2,630,000 Therefor, Including Two Grants Expected to be Received from the State Department of Transportation in the Aggregate Amount of \$460,000, and Authorizing the Issuance of \$2,065,000 Bonds or Notes of the Borough to Finance Part of the Cost Thereof. Mayor Altomonte requested a motion to introduce. Councilman Lazar made the motion, seconded by Councilman Livesey. Council agreed. Mayor Altomonte requested a roll call. A roll call vote was taken.

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Yes: Councilwoman Stephanie Buckel  
Councilman Brett Cannon  
Councilwoman Deana Gunn  
Councilman John Lazar  
Councilman Brian Livesey

Motion passed.

Ms. Wynne announced that the Public Hearing would be scheduled for December 15, at 7:00PM.

**ORDINANCE 20-10**

***BOND ORDINANCE PROVIDING FOR 2020 ROAD PROGRAM IMPROVEMENTS BY THE BOROUGH OF MATAWAN, APPROPRIATING \$2,630,000 THEREFOR, INCLUDING TWO GRANTS EXPECTED TO BE RECEIVED FROM THE STATE DEPARTMENT OF TRANSPORTATION IN THE AGGREGATE AMOUNT OF \$460,000, AND AUTHORIZING THE ISSUANCE OF \$2,065,000 BONDS OR NOTES OF THE BOROUGH TO FINANCE PART OF THE COST THEREOF***

*BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF MATAWAN (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:*

*Section 1. The improvement or purpose described in Section 3 of this bond ordinance is hereby authorized to be undertaken by the Borough of Matawan, a municipal corporation of the State of New Jersey (the "Borough") as a general improvement. For the improvement or purpose described in Section 3 of this bond ordinance, there is hereby appropriated the sum of \$2,630,000, including two grants expected to be received from the State Department of Transportation in the aggregate amount of \$460,000, and the sum of \$105,000 as the down payment for the improvement or purpose required by the Local Bond Law. The down payment is now available by virtue of the provision for a down payment for capital improvement purposes in one or more previously adopted budgets.*

*Section 2. In order to finance the cost of the improvement or purpose not covered by the application of the down payment, negotiable bonds are hereby authorized to be issued in the principal amount of \$2,065,000 pursuant to the Local Bond Law. In anticipation of the issuance of bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.*

*Section 3. The improvements or purposes hereby authorized for which bonds or notes are to be issued, the estimated cost of each improvement or purpose and the appropriation therefor, the estimated maximum amount of bonds or notes to be issued for each improvement or purpose, and the period of usefulness of each improvement or purpose are as follows:*

*(a) Overhill Road utility and resurfacing (water/sewer capital) improvements, including, but not limited to, installation of a new water main, water service equipment, hydrants, sewer repairs, and all work and materials necessary therefor or incidental thereto.*

<u>APPROPRIATION</u>	<u>BOND AUTHORIZATION</u>	<u>PERIOD OF USEFULNESS</u>
\$914,000 (including a grant expected to be received from the State Department of Transportation in the amount of \$260,000)	\$622,500	20 years

*(b) Overbrook Lane (water/sewer capital) improvements, including all work and materials necessary therefor or incidental thereto.*

<u>APPROPRIATION</u>	<u>BOND AUTHORIZATION</u>	<u>PERIOD OF USEFULNESS</u>
\$60,000	\$57,000	10 years

*(c) Overbrook Lane (general capital) improvements, including, but not limited to, installation of curb stops, and all work and materials necessary therefor or incidental thereto.*

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<u>APPROPRIATION</u>	<u>BOND AUTHORIZATION</u>	<u>PERIOD OF USEFULNESS</u>
\$377,000 (including a grant expected to be received from the State Department of Transportation in the amount of \$200,000)	\$168,500	10 years
<i>(d) Sanitary sewer system inspection (water/sewer capital) improvements throughout the Borough, including all work and materials necessary therefor or incidental thereto.</i>		
<u>APPROPRIATION</u>	<u>BOND AUTHORIZATION</u>	<u>PERIOD OF USEFULNESS</u>
\$331,000	\$315,000	40 years
<i>(e) Sanitary sewer system repair (water/sewer capital) improvements throughout the Borough, including all work and materials necessary therefor or incidental thereto.</i>		
<u>APPROPRIATION</u>	<u>BOND AUTHORIZATION</u>	<u>PERIOD OF USEFULNESS</u>
\$688,000	\$655,000	40 years
<i>f) Edgemere Drive outfall (general capital) improvements, including all work and materials necessary therefor or incidental thereto.</i>		
<u>APPROPRIATION</u>	<u>BOND AUTHORIZATION</u>	<u>PERIOD OF USEFULNESS</u>
\$200,000	\$190,000	10 years
<i>(g) Crack seal and line striping (general capital) improvements throughout the Borough, including all work and materials necessary therefor or incidental thereto.</i>		
<u>APPROPRIATION</u>	<u>BOND AUTHORIZATION</u>	<u>PERIOD OF USEFULNESS</u>
\$30,000	\$28,500	10 years
<i>(h) Sapphire Lane drain (water/sewer capital) improvements, including all work and materials necessary therefor or incidental thereto.</i>		
<u>APPROPRIATION</u>	<u>BOND AUTHORIZATION</u>	<u>PERIOD OF USEFULNESS</u>
\$30,000	\$28,500	10 years
<u>TOTAL APPROPRIATION</u>	<u>TOTAL BOND AUTHORIZATION</u>	<u>AVERAGE PERIOD OF USEFULNESS</u>
\$2,630,000	\$2,065,000	27.11 years

*Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the Chief Financial Officer; provided that no bond anticipation note shall mature later than one year from its date. The bond anticipation notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer shall determine all matters in connection with the bond anticipation notes issued pursuant to this bond ordinance, and the Chief Financial Officer's signature upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law. The Chief Financial Officer is hereby authorized to sell a part, or all, of the bond anticipation notes from time to time at public or private sale, and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest, if any, from their dates to the dates of delivery thereof. The Chief Financial Officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale of bond anticipation notes issued pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.*

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Section 5. *The capital budget of the Borough is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith.*

Section 6. *The following additional matters are hereby determined, declared, recited and stated:*

(a) *The improvement or purpose described in Section 3 of this bond ordinance is not a current expense. It is an improvement or purpose that the Borough may lawfully undertake as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.*

(b) *The period of usefulness of the improvement or purpose described in Section 3 of this bond ordinance, computed on the basis of the amount of obligations authorized for the improvement or purpose and the reasonable life thereof within the limitations of the Local Bond Law, is 27.11 years.*

(c) *An aggregate amount not exceeding \$410,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost of the improvement or purpose set forth in Section 3 of this bond ordinance.*

(d) *The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and submitted to the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Borough is increased by \$2,065,000 (the amount of the authorization of the obligations provided for in this bond ordinance). The obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.*

Section 7. *The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy ad valorem taxes upon all the taxable real property within the Borough for the payment of the obligations and the interest thereon without limitation of rate or amount.*

Section 8. *This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.*

Mayor Altomonte read by title Resolution 20-12-18: A Resolution to Fix and Determine the 2020 Stipends for the Borough of Matawan Office of Emergency Management Personnel – Public Safety. Councilman Lazar made the motion, seconded by Councilman Livesey. Mayor Altomonte requested a roll call vote. A roll call vote was taken.

Yes: Councilwoman Stephanie Buckel  
Councilman Brett Cannon  
Councilwoman Deana Gunn  
Councilman John Lazar  
Councilman Brian Livesey

Motion passed.

**RESOLUTION 20-12-18  
A RESOLUTION TO FIX AND DETERMINE THE 2020 STIPENDS FOR THE BOROUGH  
OF MATAWAN OFFICE OF EMERGENCY MANAGEMENT PERSONNEL  
PUBLIC SAFETY**

**WHEREAS**, *the following resolution sets the individual stipends for 2020 retroactive to January 1, 2020;*  
*and*

**WHEREAS**, *funds for this purpose are available in the 2020 Budget pending receipt of written Certification as to Available Funding from the Chief Financial Officer.*

**NOW, THEREFORE BE IT RESOLVED** *that the 2020 Stipends for the Borough of Matawan Office of Emergency Management personnel are hereby set as follows:*

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<u>TITLE</u>	<u>DEPARTMENT</u>	<u>EMPLOYEE</u>	<u>2020 STIPEND</u>
<b><u>Public Safety</u></b>			
Emergency Management Coordinator		Thomas J. Falco	\$3,000.00
Emergency Management 1 <sup>st</sup> Deputy Coordinator		Richard Michitsch	\$2,000.00
Emergency Management 2 <sup>nd</sup> Deputy Coordinator		Timothy Clifton	\$1,750.00
OEM CERT Coordinator		Herbert Caravella	\$500.00

**BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Finance, Payroll Officer and Thomas J. Falco, Jr.

**CERTIFICATION AS TO AVAILABLE FUNDING**

I, Nicole Horvath, Chief Financial Officer of the Borough of Matawan, County of Monmouth, and State of New Jersey, do hereby certify that as of the date of this certification funds are available from the 0-01-25-252-100 Budget of the Borough of Matawan.

This certification is based solely on the information encumbered into the financial records of the Borough by the appropriate using division as of this date and relies on the completeness of financial records.

Chief Financial Officer

(Signature on File)

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Nicole Horvath, CMFO  
Dated: December 1, 2020

Mayor Altomonte read by title Resolution 20-12-19: Authorizing the Transfer of Funds from Current and Utility Accounts in the 2020 Budget. Councilman Lazar made the motion, seconded by Councilman Livesey. Council agreed. Motion passed.

**RESOLUTION 20-12-19  
AUTHORIZING THE TRANSFER OF FUNDS FROM  
CURRENT AND UTILITY ACCOUNTS IN THE 2020 BUDGET**

**WHEREAS**, NJS A 40A:4-58 provides for the transfers within certain appropriations within the Municipal Budget during the last two months of the fiscal year; and

**WHEREAS**, the Chief Financial Officer has advised the Mayor and Council of the Borough of Matawan that the need for certain transfers within the 2020 Municipal Budget exists; and

**WHEREAS**, it is recommended that these budget transfers be made.

**NOW, THEREFORE, BE IT RESOLVED** that the following budget transfers be made in the 2020 Municipal Budget:

<u>Transfer From:</u> Account Number	Amount of Transfer	<u>Transfer To:</u> Account Number	Amount of Transfer
0-01-31-435-200 Street Lighting Other Expense	\$ 11,000.00	0-01-20-155-200 Legal Other Expense	\$ 11,000.00
0-01-28-370-200 Recreation Other Expense	\$ 7,000.00	0-01-20-155-200 Legal Other Expense	\$ 7,000.00
0-01-30-415-200 Accumulated Sick Leave Other Expense	\$ 2,000.00	0-01-20-155-200 Legal Other Expense	\$ 2,000.00

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0-01-30-415-200	\$ 13,000.00	0-01-20-100-200	\$ 13,000.00
Accumulated Sick Leave		Administration	
Other Expense		Other Expense	

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be provided to the Chief Financial Officer of the Borough of Matawan for the permanent records.

Mayor Altomonte read by title Resolution 20-12-20: Cancellation of Outstanding Checks Various Funds. Councilman Lazar made the motion, seconded by Councilman Livesey. Council agreed. Motion passed.

**RESOLUTION 20-12-20  
CANCELLATION OF OUTSTANDING CHECKS  
VARIOUS FUNDS**

**WHEREAS**, the following checks remain outstanding for some time:

<b>Account</b>	<b>Check No.</b>	<b>Check Date</b>	<b>Amount</b>
Borough Trust	130016	10/2/2013	\$372.01
Recreation	1284	8/9/2018	\$15.00
Current	65138	10/18/2017	\$40.00
	65334	12/20/2017	\$403.30
	65741	4/18/2018	\$1,500.00
<b>Total to be Cancelled</b>			<b>\$2,330.31</b>

; and

**WHEREAS**, it is necessary to formally cancel said outstanding checks so that the unexpended balances may be credited to surplus.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that the above listed outstanding checks be canceled.

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be provided to the Chief Financial Officer of the Borough of Matawan for the permanent records.

Mayor Altomonte read by title Resolution 20-12-21: Payment of Bills. Councilman Lazar made the motion, seconded by Councilman Livesey. Council agreed. Motion passed.

**RESOLUTION 20-12-21  
PAYMENT OF BILLS**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Matawan, New Jersey. That the following numbered vouchers be paid to the persons therein respectively and hereinafter named, for the amounts set opposite their respective names, and endorsed and approved on said vouchers and that warrants be issued therefore, directed to the Borough Collector signed by the Mayor and attested by the Borough Clerk as required by law.

Current	\$3,187,616.74
Water & Sewer	\$190,945.51
Borough Capital	\$5,304.00
Grant	\$221.01
Borough Trust	\$80,696.69
Dog Tax Trust	\$3.60
Railroad Parking Trust	\$225,000.00
<b>Total</b>	<b>\$3,689,787.55</b>

**BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Finance.

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**Privilege of the Floor**

Mayor Altomonte opened the Privilege of the Floor. There were no comments.

Mayor Altomonte requested a motion to close the Privilege of the Floor. Councilman Lazar made the motion, seconded by Councilman Livesey. Council agreed. Motion passed.

**Adjournment**

Mayor Altomonte requested a motion to adjourn. Councilman Lazar made the motion, seconded by Councilman Livesey. Council agreed. Motion passed.

Council adjourned to Executive Session to discuss personnel. This meeting is not open to the public. No formal action will be taken.

Meeting adjourned at 7:13 PM.

(Signature on File)

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Karen Wynne, RMC  
Municipal Clerk