

**Borough of Matawan  
Workshop Session  
Via Teleconference  
May 19, 2020**

A regular meeting of the Council of the Borough of Matawan, New Jersey, was held via Videoconference on May 19, 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 *Independent* on May 13, 2020, by electronic notification to the Asbury Park Press and to The Independent on May 8, 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 May 19, 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 7:00 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  
Councilman Nicolas Reeve

Also present were Scott Carew, Interim Part-Time Borough Administrator, Nicole Horvath, Borough CFO, Robert R. Keady, Jr. of T&M Associates, Borough Engineer, John Swisher of Suplee, Clooney & Co., Borough Auditor, 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 Cannon. Council agreed. Motion passed.

**Approval of Minutes**

Mayor Altomonte requested a motion to approve the minutes of the May 5, 2020 Council Meeting. Councilman Cannon made a motion, seconded by Councilwoman Buckel. Council agreed. Motion passed.

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**Public Hearing for the Transfer of ABC License #1329-33-010-006**

Mayor Altomonte requested a motion to open the public hearing for Resolution 20-05-10: Person-to-Person Transfer of Plenary Retail Consumption License From Special Asset REO1, LLC to 111-113 Main Street, LLC #1329-33-010-006. Councilman Livesey made the motion, seconded by Councilman Cannon. Council agreed.

Thomas Anselmo, Esq., attorney for Mr. Scalia, introduced himself and offered to answer any questions.

There were no comments.

Mayor Altomonte requested a motion to close the Public Hearing. Councilman Lazar made the motion, seconded by Councilman Cannon. Council agreed. Motion passed.

Mayor Altomonte read by title Resolution 20-05-10: Person-to-Person Transfer of Plenary Retail Consumption License From Special Asset REO1, LLC to 111-113 Main Street, LLC #1329-33-010-006. Councilman Lazar made the motion, seconded by Councilman Cannon. 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  
Councilman Nicolas Reeve

Motion passed.

**RESOLUTION 20-05-10  
PERSON-TO-PERSON TRANSFER OF  
PLENARY RETAIL CONSUMPTION LICENSE FROM  
SPECIAL ASSET REO1, LLC TO 111-113 MAIN STREET, LLC  
#1329-33-010-006**

*WHEREAS, an application has been filed for a Person-to-Person Transfer of Plenary Retail Consumption License Number 1329-33-010-006, heretofore issued to Special Asset REO1, LLC, for premises located at 113 Main Street, Matawan, New Jersey 07747; and*

*WHEREAS, 111-113 Main Street, LLC submitted application form is deemed complete in all respects, the transfer fees have been paid, and the license has been properly renewed for the current license term; and*

*WHEREAS, the applicant is qualified to be licensed according to all standards established by Title 33 of the New Jersey Statutes, regulations promulgated thereunder, as well as pertinent local ordinances and conditions consistent with Title 33; and*

*WHEREAS, the applicant has disclosed and the issuing authority reviewed the source of all funds used in the purchase of the license and the licensed business and all additional financing obtained in connection with the license business.*

*NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan does hereby approve, effective May 19, 2020, the Person-to-Person Transfer of the aforesaid Plenary Retail Consumption License held by Special Asset REO1, LLC, to 111-113 Main Street, LLC as a pocket license, and does hereby direct the Borough Clerk/ABC Board Secretary to endorse the license certificate to the new ownership as follows: "This license, subject to all its terms and conditions, is hereby transferred to 111-113 Main Street, LLC, effective May 19, 2020."*

*BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Finance, Police as well as 111-113 Main Street, LLC, Special Asset REO1, LLC, Thomas P. Anselmo, Esq., as well as the NJS Division of Alcohol Beverage Control.*

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**Introduction to the 2020 Budget**

Mayor Altomonte read by Ordinance 20-05: Calendar Year 2020 – Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank (NJSA 40A:4-45.14). Mayor Altomonte requested a motion to introduce. Councilman Cannon made the motion, seconded by Councilman Lazar. Council agreed. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**ORDINANCE 20-05  
CALENDAR YEAR 2020  
ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A  
CAP BANK  
(NJSA 40A: 4-45.14)**

*WHEREAS, the Local Government Cap Law, NJSA 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,*

*WHEREAS, NJSA 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,*

*WHEREAS, the Mayor and Council of the Borough of Matawan in the County of Monmouth, finds it advisable and necessary to increase its CY 2020 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,*

*WHEREAS, the Mayor and Council of the Borough of Matawan hereby determines that a 3.5% increase in the budget for said year, amounting to \$95,827.80 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,*

*WHEREAS, the Mayor and Council of the Borough of Matawan hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.*

*NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Council of the Borough of Matawan, in the County of Monmouth, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2020 budget year, the final appropriations of the Borough of Matawan shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5%, amounting to \$95,827.80, and that the CY 2020 municipal budget for the Borough of Matawan be approved and adopted in accordance with this ordinance.*

*BE IT FURTHER ORDAINED, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.*

*BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction.*

*BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.*

The Clerk announced the Public Hearing will be held 7:00 PM on June 3, 2020.

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Mayor Altomonte read by title Resolution 20-05-11: Self-Examination of Budget Resolution Borough of Matawan, County of Monmouth, Fiscal Year 2020. Councilman Lazar made the motion, seconded by Councilman Cannon. 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  
Councilman Nicolas Reeve

Motion passed.

**RESOLUTION 20-05-11  
SELF-EXAMINATION OF BUDGET RESOLUTION  
BOROUGH OF MATAWAN, COUNTY OF MONMOUTH  
Fiscal Year 2020**

*WHEREAS, NJSA 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and*

*WHEREAS, NJAC 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and*

*WHEREAS, pursuant to NJAC 5:30-7.2 through 7.5, the Borough of Matawan has been declared eligible to participate in the program by the Division of Local government Services, and the Chief Financial officer has determined that the local government meets the necessary conditions to participate in the program for the 2020 budget year.*

*NOW, THEREFORE BE IT RESOLVED* by the Governing Body of the Borough of Matawan that in accordance with NJAC 5:30-7.6a & 7.6b and based upon the Chief Financial Officer's certification, the Governing Body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
  - a. Payment of interest and debt redemption charges
  - b. Deferred charges and statutory expenditures
  - c. Cash deficit of preceding year
  - d. Reserve for uncollected taxes
  - e. Other reserves and non-disbursement items
  - f. Any inclusions of amounts required for school purposes.
2. That the provisions relating to limitation on increases of appropriations pursuant to NJSA 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at NJSA 40A:4-45.3 et seq., are fully met (complies with CAP law).
3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and NJAC 5:30-4 and 5:30-5.
4. That pursuant to the Local Budget Law:
  - a. All estimates of revenue are reasonable, accurate and correctly stated,
  - b. Items of appropriation are properly set forth
  - c. In itemization, form, arrangement and content, the budget will permit the exercise of the comptroller function within the municipality.
5. The budget and associated amendments have been introduced and publicly advertised in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.
6. That all other applicable statutory requirements have been fulfilled.

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**BE IT FURTHER RESOLVED** that a copy of this resolution will be forwarded to the Director of the Division of Local Government Services upon adoption.

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Monmouth County, New Jersey  
CERTIFICATION OF APPROVED BUDGET**

It is hereby certified that the Approved Budget complies with the requirements of law and approval is given pursuant to NJSA 40A:4-78(b) and NJAC 5:30-7.

It is further certified that the municipality has met the eligibility requirements of NJAC 5:30-7.4 and 7.5, and that I, as Chief Financial Officer, have completed the local examination in compliance with NJAC 5:30-7.6.

Dated: May 19, 2020

(Signature on File)  
By: \_\_\_\_\_  
Nicole Horvath, CMFO  
Chief Financial Officer

Mayor Altomonte read by title Resolution 20-05-12: Municipal Budget Notice. Councilman Lazar made the motion, seconded by Councilman Cannon. 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  
Councilman Nicolas Reeve

Motion passed.

**RESOLUTION 20-05-12  
MUNICIPAL BUDGET NOTICE  
Municipal Budget of the  
BOROUGH OF MATAWAN, COUNTY OF MONMOUTH  
for the Fiscal Year 2020**

**BE IT RESOLVED**, that the following statements of revenues and appropriations shall constitute the Municipal Budget for year 2020; and

**BE IT FURTHER RESOLVED**, that said Budget be published in The Independent in the issue of May 28, 2020.

The Governing Body of the **BOROUGH OF MATAWAN** does hereby approve the following as the Budget for the year 2020:

**RECORDED VOTE**

(insert last name) ( Buckel ABSTAINED (

( Cannon

AYES ( Gunn

( Lazar ABSENT (

( Livesey (

( Reeve

NAYS (

Notice is hereby given that the Budget and Tax Resolution was approved by the **BOROUGH COUNCIL** of the **BOROUGH OF MATAWAN, COUNTY OF MONMOUTH**, on May 19, 2020.

A Hearing on the Budget and Tax Resolution will be held at Matawan Municipal and Community Center on June 16, 2020 at 7:00 o'clock (PM) at which time and place objections to said Budget and Tax Resolution for the year 2020 may be presented by taxpayers or other interested persons.

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**2020 Municipal Budget  
BOROUGH OF MATAWAN, COUNTY OF MONMOUTH FOR THE FISCAL YEAR 2020**

Summary of Revenues	Anticipated	
	2020	2019
1. Surplus	1,353,000.00	1,148,550.00
2. Total Miscellaneous Revenues	2,547,926.91	2,911,594.87
3. Receipts from Delinquent Taxes		
4. a) Local Tax for Municipal Purposes	9,123,332.35	8,524,324.68
b) Addition to Local School District Tax		
c) Minimum Library Tax	392,821.61	372,962.00
Tot Amt to be Rsd by Taxes for Sup of Muni		
Bond	9,516,153.96	8,897,286.68
<b>Total General Revenues</b>	<b>13,417,080.87</b>	<b>12,957,431.55</b>

Summary of Appropriations	2020 Budget	Final 2019 Budget
1. Operating Expenses: Salaries & Wages	4,428,715.76	4,300,208.87
Other Expenses	5,010,813.78	4,765,743.64
2. Deferred Charges & Other Appropriations	1,137,738.80	1,124,271.79
3. Capital Improvements	295,000.00	295,000.00
4. Debt Service (Include for School Purposes)	1,844,812.53	1,972,207.25
5. Reserve for Uncollected Taxes	700,000.00	500,000.00
<b>Total General Appropriations</b>	<b>13,417,080.87</b>	<b>12,957,431.55</b>
<b>Total Number of Employees</b>	<b>54</b>	<b>55</b>

2020 Dedicated Water/Sewer Utility Budget		
Summary of Revenues	Anticipated	
	2020	2019
1. Surplus	621,869.19	515,638.91
2. Miscellaneous Revenues	4,700,000.00	4,619,000.00
3. Deficit (General Budget)		
<b>Total Revenues</b>	<b>5,321,869.19</b>	<b>5,134,638.91</b>
Summary of Appropriations		
	2020 Budget	Final 2019 Budget
1. Operating Expenses: Salaries & Wages	818,580.55	780,604.84
Other Expenses	2,997,623.44	2,906,792.76
2. Capital Improvements	100,000.00	100,000.00
3. Debt Service	1,297,778.00	1,240,410.00
4. Deferred Charges & Other Appropriations	107,887.20	106,831.31
5. Surplus (General Budget)		
<b>Total Appropriations</b>	<b>5,321,869.19</b>	<b>5,134,638.91</b>
<b>Total Number of Employees</b>	<b>10</b>	<b>10</b>

Balance of Outstanding Debt		
	General	Water/Sewer
Interest	3,102,227.47	1,536,693.53
Principal	8,615,990.76	9,130,696.07
<b>Outstanding Balance</b>	<b>11,718,218.23</b>	<b>10,667,389.60</b>

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*Notice is hereby given that the budget and tax resolution was approved by the Mayor and Council of the Borough of Matawan, County of Monmouth, on May 19, 2020.*

*A hearing on the budget and tax resolution will be held at the Borough Hall on June 16, 2020 at 7:00 o'clock (PM) at which time and place objections to the Budget and Tax Resolution for the year 2020 may be presented by taxpayers or other interested persons.*

*Due to current NJS Executive Orders, it has yet to be determined if the Public Hearing will be conducted on-site or by remote video access. Please visit the Borough's website at [www.matawanborough.com](http://www.matawanborough.com) or contact Karen Wynne, Borough Clerk of the Borough of Matawan, at (732) 566-3898 ext. 602 or [karen.wynne@matawanborough.com](mailto:karen.wynne@matawanborough.com), during the hours of 8:30 (AM) to 4:30 (PM) for further information.*

*Copies of the budget are available on the Borough's website at [www.matawanborough.com](http://www.matawanborough.com), or in the Office of the Borough Clerk by contacting Karen Wynne, Borough Clerk of the Borough of Matawan, at (732) 566-3898 ext. 602 or [karen.wynne@matawanborough.com](mailto:karen.wynne@matawanborough.com), during the hours of 8:30 (AM) to 4:30 (PM).*

The Clerk announced the Public Hearing will be held 7:00 PM on June 19, 2020.

**Clerk's Report**

The Clerk reported the Office awaits further information from the County Clerk regarding the July 7 Primary Election, specifically the Vote by Mail ballots. The Governor has designated that each municipality will host at least one polling location, but this has not been finalized. We anticipate that location will be the Matawan Municipal Community Center, 201 Broad Street, Matawan.

**Mayor's Report**

No report.

**Administrator's Report**

Mr. Carew amended the digital report he submitted to Council by stating he and Chief Falco have been discussing the restoration of the full staffing schedule. Also, he spoke with NJ Transit regarding Borough payments for parking permits during the COVID-19 Stay-at-Home Order. There have been other municipalities inquiring on the same issue. Once a definitive answer is received from NJ Transit he will update the Governing Body. An update to the Budget: The Borough received an excellent rating by Moody's Corporation last week, and the Borough had a bond sale held earlier today. The bond sale will restructure the Borough's debt with an anticipated savings of roughly \$100K per year for the next 18 years. He praised the excellent work of the NW Financial Group, the Borough's Financial Advisor, the Suplee Clooney, the Borough's Auditor and Nicole Horvath, the Borough CFO.

**Attorney's Report**

No report.

**Engineer's Report**

Mr. Keady reported on the status of the following Projects:

- NJ Department of Transportation Municipal Aid application is due July 1, 2020. Once the Borough decides on a street, he will submit the application to NJ DOT.
- Gravelly Brook Park Improvements Phase 2 is complete.
- 2018 Road Improvement Program – The concrete work on Edgemere Drive has commenced and will take approximately two weeks. Paving will follow and should occur in June.
- Gravelly Brook Parking Lot Expansion will be performed after Edgemere Drive is paved.
- Work on Vermont Court and Villanova Place have been substantially completed as well.

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- 2019 Road Improvement Program – Park Avenue concrete is complete and paving is expected within the next few weeks.
- Main and Broad Streets – Paving by the County on Broad Street has commenced and should be completed by Wednesday. The contractor will then move on to Main Street, with the hope that by the end-of-the-week, the work will be completed (weather depending).
- Solid Waste Contract specifications have been drafted. Once reviewed a meeting with the Borough will be scheduled to review for any modifications.
- Main Street Streetscape Improvements Phase 3 – The design should be substantially complete and ready to submit to Monmouth County by next week.

**Police, ADA**

Councilwoman Gunn asked for Council to review Chapter 2, Section 2-63 of the Borough Code for Sidewalk Café & Restaurant licensing fees requesting consideration to amend and/or waive the \$100.00 licensing fee. According to the State's current reopening phase, though no date has yet been established, restaurants are considered part of the next phase. Councilman Cannon agreed with the licensing fee waiver. Councilwoman Gunn asked Mr. Menna about the insurance requirements listed in the Code. Mr. Menna replied some restaurants may have insurance policies that only cover the interior property. The Borough could opt to suspend the fee. Councilwoman Gunn noted the outdoor space could not be an impediment to pedestrian traffic and follow ADA guidelines, so depending on the restaurant's location that would have to be a consideration. Mr. Menna said that Chief Falco and the Property Maintenance Officer could work on those requirements immediately and offer the information to the merchants. Mr. Menna informed he will draft a resolution for the next Council meeting. Councilman Cannon asked if waiting could hurt the restaurant owners should Governor Murphy ease the restrictions prior to the next Council Meeting. Mr. Menna replied he would then instruct the Clerk to advise that the applications will not include the fee, and it will be waived. Mayor Altomonte clarified the restaurant could not serve alcohol in the outdoor seating area whether they hold a liquor license or not unless they already have permission to serve alcohol there. That is a special NJS ABC permit application made by the restaurant owner. Mr. Menna agreed but noted ABC may review those rules and the Borough can address should ABC decide. Mayor Altomonte asked if there were any other questions. Councilwoman Gunn thanked the Council stating this can ease some of the concerns of businesses and residents.

Councilwoman Gunn informed she attended a recent Board of Education meeting. Discussion included involving the community in support of this year's graduates since those ceremonies will not occur in June this year. She will keep Council apprised of any updates. Also, she related Executive Order closing New Jersey schools for the remainder of the 2019-2020 school year.

The Matawan Police Department is operating status quo and look to return to the regular work schedule as of June 1, 2020, with precautions taken. She thanked the public for the way they have handled the changes.

**Animal Welfare, Shade Tree, Economic Business Development**

Councilman Livesey reported the Shade Tree Commission processed five tree removal permits in April. Three tree requests were done with help from the DPW and Property Maintenance Officer. On May 28, 2020, the Commission is picking up 150 saplings from NJS to distribute to residents. They are working on notifying residents through the Borough website.

The Economic Business Development (EBD) reminds everyone of Borough website link for all the business open and operating during COVID-19. He asked everyone Shop Matawan and support our local businesses. The EBD updates business owners via email offering guidance on Executive Orders. June 21, 2020 is 'Make Music Day'. Last year there were performers on Main Street, but



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this year it will most likely be a virtual event but that is yet to be determined. Councilwoman Gunn added the Matawan Aberdeen Chamber of Commerce and the Borough's Public Information Officer have been doing a great job with updating the businesses and thanked them for their efforts.

**Property Maintenance, Recycling & Sanitation, Recreation**

Councilwoman Buckel reported due to an increase in road work there have been some minor issues with missed recycling and sanitation pickups. She asked any resident with a missed pick up should call Borough Hall at 732-566-3898, extension 132 or 600. It is important to call in the missed pickups so we are aware of them. The Recycling Center is being utilized by the residents and for anyone without access card. The Recycling Coordinator is making a list of residents to schedule appointments for next week for residents to pick up a recycling card in person. Appointments will be scheduled every 15 minutes. All residents must wear a mask to the appointment and have identification. Due to scheduled closure of Main Street for County paving, the Recycling Center will be closed Wednesday, May 20, and Thursday, May 21. She reminded everyone brush pick up is the first Tuesday of the month.

The Recreation Department's Red, White and Blue decoration contest continues running through July 4<sup>th</sup>. A winner of a \$50.00 gift card will be announced each week. To date there have only been five homes to register and hopes more residents will participate. Anyone interested in registering their address do so at [recreation@matawanborough.com](mailto:recreation@matawanborough.com). She congratulated the first two sets of winners: Shelly & Mike Minutillo on Orchard Street and the Nussbaum family on Ravine Drive. She thanked both property owners and specifically thanked the Nussbaum family for graciously their donating gift card to the Matawan Food Panty. The Recreation Director is adding decorative bunting to Borough parks and coordinating with the DPW Supervisor on purchasing and installing plants to spruce up Main Street. The beautification project will include the addition of hanging flower baskets along the vintage light posts on Main Street and will reuse the same hooks used for flower baskets for the holiday decorations. The Borough received an okay to open the canoe rentals at Lake Lefferts. We are working on having forms online so renters can register and pay online. Workers will be able to accept the exact fee only as they will not be able to give change because they will not be handling money. It is anticipated to be operating the first weekend in July with more information to follow. The Recreation Department is planning on doing a 'Shout-Out' Birthday Corner on their Facebook webpage. Residents can submit a picture and some 'fun facts' about a person who lives in Matawan for posting on the webpage. Details on how to register will be posted later this week. With no official guidance from the State, the Borough hasn't made a decision of summer camp yet.

Councilwoman Buckel thanked the Matawan Police Department, the Matawan Fire Department, the Bayshore EMS, Mayor Altomonte and the Council, and the resident volunteers who all helped with last weekend's town wide food drive. She was overwhelmed by the amazing turnout and thanked every resident who donated. There will be a food donation box set up outside Borough Hall for anyone who wants to contribute. Mayor Altomonte reminded everyone the Memorial Day Parade is cancelled for this year. He also mentioned the barge was temporarily removed from Lake Lefferts for some repairs. Councilman Cannon thanked Councilwoman Buckel for the work she is doing for the Food Pantry.

**Fire, Personnel, Planning and Zoning**

Councilman Cannon reported the June 1, 2020 Planning/Zoning Board Meeting will be held virtually on GoToMeeting.

**DPW, Historic Sites Construction**

Councilman Reeve provided Construction Report for April 2020:

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	Current Month	Year-to-Date
Permit Income/Certificate	\$9,351	\$32,036
Business CCOs/Misc Fees	\$150	\$1,125
State Permit Surcharge Fees	\$600	\$1,612
Penalties	\$0	\$0
<b>TOTAL</b>	<b>\$10,101</b>	<b>\$34,773</b>
Paid to Matawan General Fund	\$10,101	\$33,761
Paid to State Quarterly Payment	\$0	\$1,012
Value of Construction Work	\$328,658	\$954,310
Permits Issued	29	117

Councilman Reeve noted the Historical Sites Commission has no activities planned for the foreseeable future but is hopeful once the pandemic subsides, things will improve, and they will receive more direction from the State. DPW staff who were self-quarantined have returned to work and the entire staff continues with staggered shifts. Water demand is slightly below average for this time of year. Water/sewer main replacements along Matawan Avenue and Edgemere Drive are complete. The 2019 Road Improvement Program paving is completed for Vermont Court, Washington Avenue (between Robert Street and Union Street), and Onyx Place. The basketball hoops and the gate at Gravelly Brook Park were vandalized. Councilman Cannon said that a discussion of security cameras down at Gravelly Brook did occur with the previous administrator. He asked if there was an update on that. Mayor Altomonte asked Mr. Carew to investigate tomorrow. Mr. Carew stated he will review with Councilman Cannon in the morning.

**Environmental, Finance**

Councilman Lazar reported a member of the Environmental Commission has grown some excess plants that are available for any interested resident. There are some tomato plants and some milkweed plants (which attract Monarch butterflies, an important part of our eco-system). Residents can reach out through the Commission's Facebook page.

The 2020 Budget was introduced earlier, and he elaborated upon the sustainable and responsible financial management of this year's budget. There will be a moderate tax increase that will address the COVID-19 crisis, still positioning Matawan to continue to be strong and financially sustainable, all the while remaining sensitive to the Matawan taxpayer. He introduced Mr. Carew, who thanked the Finance Committee, Council President Gunn, the CFO, and John Swisher, of Suplee, Clooney & Company, CPAs, for his financial advice and guidance. He pointed out the valuation of the Borough increased \$66M from 2019. This represents an approximate 6% increase overall to the assessed property value of all properties within the Borough. This is on average. He repeated the Borough recently received its first bond rating from Moody's Corporation with a rating of A-AA2, which is the highest rating a municipality of this size could receive. This increases and strengthens the Borough's ability to borrow noting Moody's commented on our strong financial management. He cited from their report that the financial position of the Borough will remain stable as high levels in the near term and continued growth of reserves and the liquidity will likely remain healthy given conservative budgeting. This is important because today's earlier bond sale had the rate of the winning bidder was 4/10% of a point lower than predicted. This will save the Borough nearly \$2M over 18 years, just above \$100K per year for the next 18 years in our debt service. He further explained how the increase will affect a home assessed at \$350K, with as assessed value that stayed the same from 2019 to 2020, noting that the municipal increase on the property tax bill will be \$26.92 for the year. He said that only 28%, or a little more than ¼ of the tax bill that the residents pay, goes to the Borough. This minor percentage covers Borough operations including the Matawan Police Department, Recreation Department, and Department of Public Works. They expect the tax distribution percentages to remain the same, stating the CFO is confirming with the County and School District regarding their rates for 2020. Mr. Carew stated that the 2020 Budget does address the direct impacts of COVID-19, specifically the Borough's appropriations increase

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by \$210K, to account for costs directly related to the crisis. Mostly for the reserve of uncollected taxes, explaining that since the Borough collects the taxes for the taxing entities such as the school district and the County, the Borough must make them whole. No municipality has 100% tax collection rate so we collect the money we can and then make up any deficit. As for revenue, it is anticipated the Borough will have lower earnings this quarter due to COVID-19, specifically municipal court fees, construction fees, interest on taxes, and railroad parking fees. The total impact of COVID-19 on the budget is \$318K. The increase in appropriations for functions related to public safety for first responders, specifically Police, Fire, EMS were \$120K, and this figure does not include pension and benefit increases. There was an increase in contractual obligations for the employees of those emergency operation departments, mainly labor agreements, and the sanitation contract, for \$245K. These are numbers the Borough can't control going into the budget process. What they were able to control, they remained as responsible as possible. We are cautiously optimistic we can get through this year but with COVID-19, that is up in the air.

Mr. Swisher concurred with everything Mr. Carew stated. Responsible municipalities will be doing things like reducing their revenue expectations, bumping up their reserve, and are protecting themselves for this year while setting themselves up for next year. He said the impact of COVID-19 will be felt for some time. Mr. Swisher added the Borough's surplus is paying dividends for residents as reflected by Moody's bond rating. This offers a lower interest rate and the Borough is reaping the benefits of that for the next 18 years. The Borough is under self-examination this year and after his review, it meets all the requirements. He looks forward to the Budget Public Hearing. Councilman Lazar thanked Mr. Carew, Ms. Horvath, and the Finance Committee, and John Swisher – this was a team effort.

**Consent Agenda**

Mayor Altomonte read by title Resolutions 20-05-13 through and including 20-05-17 requesting a motion to approve en masse. Councilman Cannon made the motion, seconded by Councilman Lazar. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 20-05-13  
REDEMPTION OF TAX SALE CERTIFICATES  
#17-00041  
#19-00002  
#19-00014**

<u>Certificate #</u>	<u>Company Sold To</u>	<u>Block</u>	<u>Lot</u>	<u>Address of Property</u>	<u>Payment</u>	<u>Premium</u>
17-00041	EONE Group, LLC	47.02	17.01	2 Ziegler Place	\$22,753.52	\$1,600.00
19-00002	FNA DZ, LLC FBO WSFS	9	8.01	95 Main St.	\$6,754.92	\$8,100.00
19-00014	CCI NJ II, LLC	30	7.01	32 Center St.	\$2,779.06	\$2,000.00

*WHEREAS, the Borough of Matawan Tax Collector has reported that the above Tax Sale Certificates were sold; and*

*WHEREAS, the Certificates has been paid and fully redeemed for the property owners.*

*NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that they hereby authorize payments in the amounts, plus any Premiums indicated, for the redemption of the Tax Sale Certificates listed above.*

*BE IT FURTHER RESOLVED that a certified true copy of this resolution is forwarded to the Borough's Tax Collector and Treasurer.*

**RESOLUTION 20-05-14  
AUTHORIZING REFUND OF TAX OVERPAYMENT  
24 BROAD STREET – BLOCK 8, LOT 5.02**

*WHEREAS, the following property overpaid the first quarter 2020 as a result of the reason outlined below;  
and*

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*WHEREAS, the property owner has made the payment and a refund is in order to clear the account; and*

*WHEREAS, the following refund has been verified as accurate by the Tax Collector.*

*NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that the Borough Tax Collector refund according to the following:*

<u>Block/Lot</u>	<u>Vendor</u>	<u>Amount of Refund</u>	<u>Notation</u>
8/5.02	John & Louise Webster 24 Broad St. Matawan, NJ 07747	\$291.20	Veteran Exemption

*BE IT FURTHER RESOLVED that a certified true copy of this resolution is forwarded to the Borough's Tax Collector and Treasurer.*

**RESOLUTION 20-05-15  
RELEASE OF ESCROW FUNDS PAV-CON CONSTRUCTION  
140 MAIN STREET - BLOCK 26, LOT 1  
PERMIT FOR STREET OPENING**

*WHEREAS, Pav-Con Construction has requested the release of the balance of their escrow account for 140 Main Street – Block 26, Lot 1, Permit for Street Opening, Matawan, New Jersey; and*

*WHEREAS, the Borough Engineer has certified any and all outstanding issues and billing have been satisfied at this time.*

*NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby approves the release of all remaining escrow funds in the account of Pav-Con Construction, 585 Forest Street, Orange, New Jersey 07050*

*BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Finance, as well as the Borough Engineer and Pav-Con Construction.*

**RESOLUTION 20-05-16  
RELEASE OF ESCROW FUNDS FIRSTECH ENVIRONMENTAL, INC.  
166 MAIN STREET – BLOCK 36, LOT 1  
PERMIT FOR STREET OPENING**

*WHEREAS, in February 2019, Firstech Environmental, Inc. applied for a Street Opening Permit for 166 Main Street – Block 36, Lot 1; and*

*WHEREAS, as repeated inquiries to Firstech Environmental by the Borough to move the project forward and post Permit Cash Guarantees has been to no avail; and*

*WHEREAS, to pay current Borough Engineer billing and avoid continued generation of billing by the Borough Engineer, it is determined the application be deemed incomplete and close out the file; and*

*WHEREAS, the Borough Engineer has certified submitted billing associated with this application has been satisfied at this time.*

*NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby approves the release of remaining escrow funds in the account in the amount of \$37.25 to Firstech Environmental, Inc., 1433 Highway 34, Suite A6, Farmingdale, New Jersey 07727.*

*BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Finance, as well as the Borough Engineer and Firstech Environmental, Inc.*

**RESOLUTION 20-05-17  
RELEASE OF ESCROW FUNDS AJ PERRI HOLDCO, LLC  
33 DANIEL DRIVE - BLOCK 65.02, LOT 25  
PERMIT FOR STREET OPENING**

*WHEREAS, AJ Perri Holdco, LLC has requested the release of the balance of their escrow account for 33 Daniel Drive – Block 65.02, Lot 25, Permit for Street Opening, Matawan, New Jersey; and*

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*WHEREAS, the Borough Engineer has certified any and all outstanding issues and billing have been satisfied at this time.*

*NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby approves the release of all remaining escrow funds in the account of AJ Perri Holdco, LLC, 1162 Pine Brook Road, Tinton Falls, New Jersey 07724.*

*BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Finance, as well as the Borough Engineer and AJ Perri Holdco, LLC.*

**New Business**

Mayor Altomonte read by title Resolution 20-05-18: Authorizing a 2020 Stipend for Full-Time Revenue Collector/Assessing Clerk – Mary McMurray. Councilman Reeve made the motion, seconded by Councilman Lazar. 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  
Councilman Nicolas Reeve

Motion passed.

**RESOLUTION 20-05-18  
AUTHORIZING A 2020 STIPEND FOR  
FULL-TIME REVENUE COLLECTOR/ASSESSING CLERK  
MARY MCMURRAY**

*WHEREAS, Mary McMurray is the Full Time Revenue Collector/Assessing Clerk of the Borough of Matawan and has in the course of her duties in 2020 been engaged in additional services and administered duties beyond the scope of her usual revenue collector/assessing clerk responsibilities assuming the obligations in the temporary absence of the Part Time Water-Sewer Clerk; and*

*WHEREAS, the Chief Financial Officer has confirmed the availability of funds in the Salaries and Wages budget for the 2020 stipend.*

*NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that Mary McMurray, Revenue Collector/Assessing Clerk, shall be given a stipend of \$1,500.00 for calendar year 2020, subject to the Certification as to Available Funding by the Chief Financial Officer.*

*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 as well as Mary McMurray.*

**CERTIFICATION AS TO AVAILABLE FUNDING**

*I, Nicole Horvath, Chief Financial Officer of the Borough of Matawan do hereby certify that as of the date of this certification funds are available, \$750.00 from the 0-09-55-500-180, and \$750.00 from the 0-09-55-500-181 Budget of the Borough of Matawan, to Mary McMurray in an amount not to exceed One Thousand Five Hundred Dollars and No Cents (\$1,500.00).*

*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: May 19, 2020

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Mr. Carew informed the stipend was devised before his arrival at the Borough. He appreciated the passage of this Resolution to fulfill a promise made to the extremely hard worker. He and Ms. Horvath were conceiving of ways to make the Finance staff more functional and cross-training them. He anticipates this will be the last of this type of Resolution.

Mayor Altomonte read by title Resolution 20-05-19: Emergency Temporary Appropriation. Councilman Livesey made the motion, seconded by Councilman Cannon. 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  
Councilman Nicolas Reeve

Motion passed.

**RESOLUTION 20-05-19  
EMERGENCY TEMPORARY APPROPRIATION**

***WHEREAS**, emergent conditions have arisen with respect to the payment of bills in a number of accounts and no adequate provision has been made in a 2020 temporary budget for the aforesaid purposes; and*

***WHEREAS**, NJSA 40A:4-20 provides for the creation of an emergency temporary appropriation for the purposes above mentioned; and*

***WHEREAS**, the total emergency temporary resolutions adopted in the year 2019 pursuant to the provisions of Chapter 96, PL 1951 (NJSA 40A:4-20) including this resolution total \$8,430,516.56.*

***NOW, THEREFORE, BE IT RESOLVED** (not less than two thirds of all member of the Council of the Borough of Matawan, New Jersey affirmatively concurring) that in accordance with the provisions of NJSA 40A:4-20:*

1. *An emergency temporary appropriation be and the same is hereby made for the purposes stipulated in the attached list.*
2. *That said emergency temporary appropriations will be provided for in the 2020 budget under the appropriate titles.*
3. *That one certified copy of this resolution be filed with the Director of Local Government Services.*

***BE IT FURTHER RESOLVED**, that the amount required by Statue for the payment of 2020 County, and Local School District Taxes, which are not included in this temporary budget, shall be paid as and when due.*

***BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Finance as well as Director of Local Government Services.*

**2020 Temporary Budget-for May 19, 2020 Meeting**

	Salary & Wages	Other Expenses
GENERAL ADMIN		10,000.00
MAYOR & COUNCIL		500.00
MUNI CLERK		7,000.00
FINANCE		
AUDIT		
TAX COLLECTOR		
TAX ASSES		
LEGAL SERVICES		
ENGINEERING		10,000.00
DOWNTOWN REDEV		

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HISTORICAL SITES			
PLAN/ZONING BD			
CONSTR OFFICIAL			
PROP MAINT	1,000.00		
OTHER INSURANCE OTHER EXP			
INSURANCE-WORKERS COMP			
HOSPITALIZATION		125,000.00	
POLICE			
EMERGENCY 911			
OEM		15,000.00	
VOL 1ST AID SQUAD			
FIRE PREVENTION	1,000.00		
FIRE		10,000.00	
FIRE-AID TO DEPARTMENT			
STREETS & ROADS			
RR PARKING		5,000.00	
SHADE TREE COMM			
SOLID WASTE COLL		40,000.00	
PUBLIC BLDGS			
VEHICLE MAINT		5,000.00	
BD OF HEALTH			
ENVIRON COMM			
RECREATION			
FREE PUBLIC LIBRARY			
ACCUM SICK LEAVE			
STREET LIGHTING			
UTILITIES		25,000.00	
PERS			
OASI			
P/F RETIREMENT			
DCRP			
LOSAP		24,550.00	
MUNICIPAL COURT			
PUBLIC DEFENDER			
CAPITAL IMPROVEMENT FUND			
PAYMENT OF BOND PRINCIPAL			
MCIA LEASE PRINCIPAL			
PAYMENT OF BANS			
INTEREST ON BONDS		6,786.25	
MCIA LEASE INTEREST			
INTEREST ON NOTES			
GREEN TRUST LOAN			
SPECIAL EMERGENCY			
SUBTOTAL	2,000.00	283,836.25	
TOTAL TEMPORARY EMERGENCY APPROPRIATIONS		<b>285,836.25</b>	<b>6,038,052.80</b>
WATER SEWER UTILITY			

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OPERATING	64,000.00	200,000.00	
BULK WATER PURCHASE/ACQUISITION OF WATER		50,000.00	
BAYSHORE REGIONAL SEWERAGE AUTHORITY			
PAYMENT ON BOND PRINCIPAL			
PERS			
BANS			
INTEREST ON BONDS			
INTEREST ON NOTES		4,338.75	
WATER-SEWER REHAB LOAN			
WASTEWATER LOAN			
SOCIAL SECURITY			
SUBTOTAL	64,000.00	254,338.75	
 TOTAL WATER SEWER UTILITY TEMPORARY EMERGENCY APPROPRIATIONS			
		<b>318,338.75</b>	<b>2,392,463.76</b>

Mayor Altomonte read by title Resolution 20-05-20: Payment of Bills. Councilman Lazar made the motion, seconded by Councilman Cannon. 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  
Councilman Nicolas Reeve

Motion passed.

**RESOLUTION 20-05-20  
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	\$594,149.27
Water & Sewer	\$189,667.11
Borough Capital	\$187,862.46
Water Capital	\$11,971.82
Grant	\$221.01
Borough Trust	\$24,806.84
Railroad Parking Trust	\$240.00
<b>Total</b>	<b>\$1,008,918.51</b>

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

**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 Councilwoman Cannon. Council agreed. Motion passed.



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**Adjournment**

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

Meeting adjourned at 7:53 PM.

(Signature on File)

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Karen Wynne, RMC  
Municipal Clerk