

**Agenda  
Borough of Matawan  
Workshop Session  
October 7, 2025  
7:00 PM**

**1. Opening Statement**

**2. Roll Call**

**3. Salute to the Flag**

**4. Moment of Silence**

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

**6. Consent Agenda**

Resolution 25-10-01: 2025 Halloween Curfew

Resolution 25-10-02: Authorizing NJ Tax Lien Investors/RealAuction.Com as Electronic Tax Sale Vendor

Resolution 25-10-03: Authorizing The Reclassification of Full-Time Field Technician with the Borough of Matawan Department of Public Works – Neil Harding-Rutledge

**7. New Business**

Resolution 25-10-04: 2022 Road Improvement Program Crescent Place Roadway Improvements – S. Brothers, Inc. – Authorizing Change Order No. 1 & Final

Resolution 25-10-05: Authorizing a Payment Plan for Water and Sewer Charges at 22 Essie Drive Due to Extraordinary Circumstances

Resolution 25-10-06: Payment of Bills

**8. Privilege of the Floor**

## **RESOLUTION 25-10-01**

### **2025 HALLOWEEN CURFEW**

**WHEREAS**, the Halloween Season can be dangerous to children walking the streets of the Borough of Matawan after daylight hours; and

**WHEREAS**, it is the desire of the Borough Council to set a reasonable period to allow for Halloween activities and also to protect its residents; and

**WHEREAS**, the Police Department of the Borough of Matawan has recommended that curfew be set for persons 16 years of age or under, unless accompanied by an adult (18 years or older) or traveling to or from place of employment of age as follows:

- Wednesday, October 29<sup>th</sup> from 7:30 PM until 5:00 AM the following day
- Thursday, October 30<sup>th</sup> from 7:30 PM until 5:00 AM the following day
- Friday, October 31<sup>st</sup> from 8:30 PM until 5:00 AM the following day

**NOW, THEREFORE, BE IT RESOLVED** that a curfew be set for persons 16 years of age and under to be off the streets on October 29 and 30, 2025 from 7:30 PM to 5:00 AM the following day and on October 31, 2025, from 8:30 PM to 5:00 AM the following day, unless accompanied by an adult (18 years or older) or traveling to or from place of employment.

**BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Police and Community Engagement Coordinator.

#### **CERTIFICATION OF RESOLUTION**

I, Karen Wynne, Municipal Clerk of the Borough of Matawan, County of Monmouth, State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Council of the Borough of Matawan on October 7, 2025.

**IN WITNESS WHEREOF**, I have hereunder set my hand and official seal of the Borough of Matawan this 7th day of October, 2025.

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Karen Wynne, RMC  
Municipal Clerk

**RESOLUTION 25-10-02**

**AUTHORIZING NJ TAX LIEN INVESTORS/REALAUCTION.COM AS  
ELECTRONIC TAX SALE VENDOR**

**WHEREAS**, NJSA 54:5-19.1 et seq. authorizes municipalities to conduct an electronic tax sale pursuant to rules and regulations promulgated by the Director of the Division of Government Services; and

**WHEREAS**, the rules and regulations promulgated require a municipality to authorize said electronic tax sale by Resolution of the Governing Body; and

**WHEREAS**, the Director of the Division of Local Government Services has approved NJ Tax Lien Investors/RealAuction.com to conduct electronic tax sales in the State of New Jersey; and

**WHEREAS**, NJ Tax Lien Investors/RealAuction.com has submitted a bid which is on file with the Borough of Matawan Tax Collector's Office; and

**WHEREAS**, an electronic tax sale is innovative and provides a greater pool of potential lien buyers, thus creating the environment for a more complete tax sale process; and

**WHEREAS**, the Borough of Matawan wishes to conduct an electronic tax sale.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, New Jersey, that the Tax Collector is hereby authorized to conduct an electronic tax sale.

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

**CERTIFICATION OF RESOLUTION**

I, Karen Wynne, Municipal Clerk of the Borough of Matawan, County of Monmouth, State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Council of the Borough of Matawan on October 7, 2025.

**IN WITNESS WHEREOF**, I have hereunder set my hand and official seal of the Borough of Matawan this 7th day of October, 2025.

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Karen Wynne, RMC  
Municipal Clerk

**RESOLUTION 25-10-03**

**AUTHORIZING THE RECLASSIFICATION OF  
FULL-TIME FIELD TECHNICIAN WITH THE  
BOROUGH OF MATAWAN DEPARTMENT OF PUBLIC WORKS**

**NEIL HARDING-RUTLEDGE**

**WHEREAS**, Neil Harding-Rutledge has completed the required ninety day probationary period as required by the International Brotherhood of Electrical Workers (IBEW) Local 400 contract (Article 6 – Introductory Period, Section 1. New Employees); and

**WHEREAS**, Eric Frye, the Superintendent of Public Works, has reviewed Mr. Harding-Rutledge performance and has recommended that Mr. Harding-Rutledge be reclassified as a Permanent Employee of the Borough of Matawan’s Department of Public Works.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan authorizes the reclassification of Neil Harding-Rutledge as a Permanent Employee, effective immediately.

**BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Clerk, Finance, Payroll, Public Works as well as Samuel Gott.

**CERTIFICATION OF RESOLUTION**

I, Karen Wynne, Municipal Clerk of the Borough of Matawan, County of Monmouth, State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Council of the Borough of Matawan on October 7, 2025.

**IN WITNESS WHEREOF**, I have hereunder set my hand and official seal of the Borough of Matawan this 7<sup>th</sup> of , 2025.

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Karen Wynne, RMC  
Municipal Clerk

**RESOLUTION 25-10-04**

**2022 ROAD IMPROVEMENT PROGRAM  
CRESCENT PLACE ROADWAY IMPROVEMENTS**

**S. BROTHERS, INC.**

**AUTHORIZING CHANGE ORDER NO. 1 & FINAL**

**WHEREAS**, Remington & Vernick Engineers has informed the Council that Various Items are reduced to reflect current as-built quantities in the 2022 Road Improvement Program, Crescent Place Roadway Improvements, for a reduction this Change Order No. 1 and Final of Ninety-Three Thousand, Four Hundred Sixty-Eight Dollars and Seventeen Cents (\$93,468.17); and

**WHEREAS**, Remington & Vernick Engineers has informed the Council that Extra Items are increased to reflect current as-built quantities in the 2022 Road Improvement Program, Crescent Place Roadway Improvements, for an increase this Change Order No. 1 and Final of Eight Thousand, One Hundred Ninety-Six Dollars and Twelve Cents (\$8,196.12); and

**WHEREAS**, Remington & Vernick Engineers has informed the Council that Various Items are Supplemental for the 2022 Road Improvement Program, Crescent Place Roadway Improvements, for an increase this Change Order No. 1 and Final of One Hundred Twenty-Nine Thousand, Three Hundred Twenty Dollars and Forty-Six Cents (\$129,320.46).

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, based upon the recommendation of Remington & Vernick Engineers, that they hereby authorize the attached contract modification proposal, 2022 Road Improvement Program, Crescent Place Roadway Improvements, Change Order No. 1 and Final, a Net Change this Change in the amount of Forty-Four Thousand, Forty-Eight Dollars and Forty-One Cents (\$44,048.41).

**BE IT FURTHER RESOLVED** this amount reflects a total Net Change Increase in Contract of Forty-Four Thousand, Forty-Eight Dollars and Forty-One Cents (\$44,048.41).

**BE IT FURTHER RESOLVED** the Mayor of the Borough of Matawan is hereby authorized to execute the attached contract modification proposal and acceptance.

**BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Finance, Public Works as well as Remington & Vernick Engineers and S. Brothers, Inc.

**CERTIFICATION AS TO AVAILABLE FUNDING**

I, Christopher Clinton, Deputy 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 W-06-55-522-101 Budget of the Borough of Matawan to S. Brothers, Inc. (RVE Project No. 1331-T-008) for the Borough of Matawan 2022 Road Improvement Program Crescent Place Roadway Improvements, in an amount not to exceed Forty-Four Thousand, Forty-Eight Dollars and Forty-One Cents (\$44,048.41).

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.

Deputy Chief Financial Officer

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Christopher Clinton, CMFO  
Dated: October 7, 2025

**CERTIFICATION OF RESOLUTION**

I, Karen Wynne, Municipal Clerk of the Borough of Matawan, County of Monmouth, State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Council of the Borough of Matawan on October 7, 2025.

**IN WITNESS WHEREOF**, I have hereunder set my hand and official seal of the Borough of Matawan this 7<sup>th</sup> day of October, 2025.

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Karen Wynne, RMC  
Municipal Clerk

**NEW JERSEY DEPARTMENT OF TRANSPORTATION**  
**DIVISION OF LOCAL AID AND ECONOMIC DEVELOPMENT**  
**CHANGE ORDER NUMBER - NO. 1 & FINAL**  
**STATE AID PROJECT**

|                     |   |
|---------------------|---|
| <b>Project</b>      | <b>NJDOT FY23 Crescent Place Roadway Improvements</b> |
| <b>Municipality</b> | <b>Matawan</b>  |
| <b>County</b>       | <b>Middlesex</b>                                      |
| <b>Contractor</b>   | <b>S. Brothers Inc.</b>                               |

In accordance with the project Supplementary Specification, the following are changes in the contract.  
Location and Reason for Change (Attach additional sheets if required) -  
**As-Built Quantities**

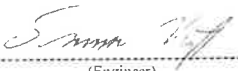
| <u>Item No.</u> | <u>Description</u>   | <u>Quantity (+/-)</u> |           | <u>Unit Price</u> | <u>Amount</u> |
|-----------------|--|-----------------------|-----------|-------------------|---------------|
| 1               | Inlet Filter, Type 2, 4' x 4'  | (11)                  | UN        | \$0.01            | (\$0.11)      |
| 2               | Silt Fence   | (3,500)               | LF        | \$0.01            | (\$35.00)     |
| 4               | Drums  | (20)                  | UN        | \$0.01            | (\$0.20)      |
| 6               | Traffic Directors, Flaggers  | (144)                 | HR        | \$1.00            | (\$144.00)    |
| 7               | Police Officers and Vehicles   | (11,885.12)           | Allowance | \$1.00            | (\$11,885.12) |
| 8               | Asphalt Adjustment   | (2,909.94)            | Dollar    | \$1.00            | (\$2,909.94)  |
| 9               | Fuel Adjustment  | (5,838.85)            | Dollar    | \$1.00            | (\$5,838.85)  |
| 12              | Hot Mix Asphalt, Mix 9.5M64 Surface  | 17.02                 | TNS       | \$116.00          | \$1,974.32    |
|                 | Course, 2" Thick   |                       |           |                   |               |
| 13              | Hot Mix Asphalt, Mix 19M64 Base Course, 4" Thick                                     | (285.22)              | TNS       | \$125.00          | (\$35,652.50) |
| 14              | Dense Graded Aggregate, 6" Thick   | (5,025)               | SY        | \$0.01            | (\$50.25)     |
| 15              | Tack Coat  | 120                   | GAL       | \$6.00            | \$720.00      |
| 16              | Polymerized Joint Adhesive   | (380)                 | LF        | \$1.00            | (\$380.00)    |
| 17              | Belgian Block Curb complete with all items per plan detail                           | 116                   | LF        | \$36.80           | \$4,268.80    |
| 18              | Concrete Paver Driveway Apron, complete with all items per plan detail               | 9.72                  | SY        | \$125.00          | \$1,215.00    |
| 19              | Concrete Driveway Apron, 6" Thick Reinforced complete with all items per plan detail | (14)                  | SY        | \$116.00          | (\$1,624.00)  |
| 20              | Asphalt Driveway Apron, 6" Thick Reinforced complete with all items per plan detail  | (155)                 | SY        | \$0.01            | (\$1.55)      |
| 25              | 12" Dia. Reinforced Concrete Pipe, Class V   | (46)                  | LF        | \$158.00          | (\$7,268.00)  |
| 26              | Reset Water Valve Box  | (13)                  | UN        | \$1.00            | (\$13.00)     |
| 27              | Reset Gas Valve Box  | (1)                   | UN        | \$1.00            | (\$1.00)      |
| 28              | Traffic Markings, Thermoplastic  | 2                     | SF        | \$9.00            | \$18.00       |
| 30              | Excavation, Test Pit   | (9)                   | CY        | \$0.01            | (\$0.09)      |
| A1              | Traffic Directors, Flaggers  | (56)                  | HR        | \$0.01            | (\$0.56)      |
| A2              | Police Officers and Vehicles   | (14,000)              | Allowance | \$1.00            | (\$14,000.00) |
| A3              | 6" HDPE Collector Pipe   | (100)                 | LF        | \$46.00           | (\$4,600.00)  |
| A5              | 6" X 6" X 4" Tee   | (2)                   | UN        | \$62.00           | (\$124.00)    |
| B1              | Line Sanitary Sewer Manhole  | (1)                   | UN        | \$4,800.00        | (\$4,800.00)  |
| B2              | 8" DIP   | (30)                  | LF        | \$138.00          | (\$4,140.00)  |
| S10             | Clearing Site  | 1                     | LS        | \$10,000.00       | \$10,000.00   |
| S11             | Roadway Excavation 12" Thick, Unclassified   | 90                    | CY        | \$0.01            | \$0.90        |
| S12             | Hot Mix Asphalt, Mix 9.5M64 Surface  | 257.91                | TNS       | \$116.00          | \$29,917.56   |
|                 | Course, 2" Thick   |                       |           |                   |               |
| S15             | Tack Coat  | 155                   | GAL       | \$6.00            | \$930.00      |
| S17             | Belgian Block Curb complete with all items per plan detail                           | 865                   | LF        | \$36.80           | \$31,832.00   |

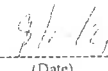
|     |  |     |    |            |             |
|-----|--|-----|----|------------|-------------|
| S22 | Replace Existing inlet grates with Bicycle Safe Grates                   | 2   | UN | \$380.00   | \$760.00    |
| S23 | Replace Existing Type 'B' inlet head piece with Type 'N' Eco headpiece   | 2   | UN | \$420.00   | \$840.00    |
| S24 | Extension Ring for Existing Manhole, 4' Diameter                         | 2   | UN | \$300.00   | \$600.00    |
| SA3 | 6" HDPE Collector Pipe   | 780 | LF | \$46.00    | \$35,880.00 |
| SA4 | 6" Cleanout  | 13  | UN | \$270.00   | \$3,510.00  |
| SA5 | 6" X 6" X 4" Tee   | 14  | UN | \$62.00    | \$868.00    |
| SE1 | 2'X2' Square Inlet Frame and Cover                                       | 1   | UN | \$990.00   | \$990.00    |
| SE2 | Reconstruct Double Type B with new high beam support encased in concrete | 1   | UN | \$7,800.00 | \$7,800.00  |
| SE3 | Remove & Replace Manhole Frame and Cover                                 | 1   | UN | \$1,900.00 | \$1,900.00  |
| SE4 | 2" Milling at the flare outs adjacent to Route 34                        | 388 | SY | \$9.00     | \$3,492.00  |

Amount of Original Contract: \$691,533.51  
Adjusted Amount Based on Change Orders: No. 1; \$735,581.92

Extra: \$8,196.12  
Supplemental: \$129,320.46  
Reduction: (\$93,468.17)  
Total Change: \$44,048.41

% Change in Contract [(+) Increase] 6.37%

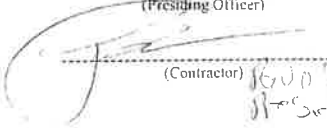
  
\_\_\_\_\_  
(Engineer)

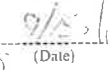
  
\_\_\_\_\_  
(Date)

Approved: \_\_\_\_\_  
(District Manager) (Date)  
(Bureau of Local Aid)

\_\_\_\_\_  
(Presiding Officer)

\_\_\_\_\_  
(Date)

  
\_\_\_\_\_  
(Contractor)

  
\_\_\_\_\_  
(Date)

(Submit four (4) copies to the Local Aid District Office)



## **RESOLUTION 25-10-05**

### **AUTHORIZING A PAYMENT PLAN FOR WATER AND SEWER CHARGES AT 22 ESSIE DRIVE DUE TO EXTRAORDINARY CIRCUMSTANCES**

**WHEREAS**, pursuant to §22-2.5A of the Borough Code, the Mayor and Council may authorize a payment plan in the event of extraordinary and unforeseen circumstances over which the water unit user had no control or dominion; and

**WHEREAS**, the resident of 22 Essie Drive experienced a leak in the property's lawn irrigation system, resulting in unusually high water and sewer consumption charges totaling \$1,187.39 for the prior quarter, with the potential for elevated charges to continue into the subsequent quarter; and

**WHEREAS**, the resident's ability to timely detect and address the leak was hindered by hospitalization and travel outside the State, circumstances beyond reasonable control; and

**WHEREAS**, the Mayor and Council find that these facts constitute extraordinary circumstances warranting relief under Borough Code §22-2.5A;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Matawan, County of Monmouth, State of New Jersey, as follows:

1. The Mayor and Council hereby authorize the resident of 22 Essie Drive to enter into a payment plan consistent with §22-2.5A of the Borough Code permitting repayment of the water bill in equal monthly installments over a period not to exceed twelve (12) months.
2. If documentation confirms that the same leak extended into the subsequent quarter, the payment plan may, at the discretion of the governing body and upon recommendation of the Borough Administrator, be extended to cover any subsequent quarter impacted by the irrigation system leak.
3. In light of the extraordinary circumstances, the Mayor and Council find it appropriate to waive the accrual of late fees or penalties on the affected charges of \$1,187.39 during the installment period.
4. This Resolution shall take effect immediately upon adoption.

#### **CERTIFICATION OF RESOLUTION**

I, Karen Wynne, Municipal Clerk of the Borough of Matawan, County of Monmouth, State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Council of the Borough of Matawan on October 7, 2025.

**IN WITNESS WHEREOF**, I have hereunder set my hand and official seal of the Borough of Matawan this 7<sup>th</sup> day of October 2025.

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Karen Wynne, RMC  
Municipal Clerk

**RESOLUTION 25-10-06**

**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.

*Forthcoming from the Finance Office*

|                           |           |
|---------------------------|-----------|
| Current                   | \$        |
| Water/Sewer               | \$        |
| Borough Capital           | \$        |
| Grant                     | \$        |
| Borough Trust             | \$        |
| Developers Escrow Account | \$        |
| Recreation Trust          | \$        |
| Unemployment              | \$        |
| <b>Total</b>              | <b>\$</b> |

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

**CERTIFICATION OF RESOLUTION**

I, Karen Wynne, Municipal Clerk of the Borough of Matawan, County of Monmouth, State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Council of the Borough of Matawan on October 7, 2025.

**IN WITNESS WHEREOF**, I have hereunder set my hand and official seal of the Borough of Matawan this 7<sup>th</sup> day of October, 2025.

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Karen Wynne, RMC  
Municipal Clerk