

**Agenda
Borough of Matawan
Workshop Session
September 2, 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 25-09-01: Authorizing Refund of Tax Overpayment Due to Tax Appeal – 140 Main Street – Block 26, Lot 1

Resolution 25-09-02: Approval of Peddler License – Iced Enterprise, LLC, DBA Kona Ice of Northern Monmouth

Resolution 25-09-03: Release of Escrow Funds for Unified Planning Zoning Board of Adjustment Application – Main Street Plaza, LLC – 213 Main Street – Block 38, Lot 4

Resolution 25-09-04: Authorizing a Request to the New Jersey Department of Transportation for a Time Extension to Utilize FY2024 Municipal Aid Grant Funds for the Edgewater Drive Roadway Improvements Project

Resolution 25-09-05: Borough of Matawan, County of Monmouth, State of New Jersey, A Resolution of the Borough of Matawan Adopting the Monmouth County Multi-Jurisdictional Hazard Mitigation Plan 2026

7. New Business

Resolution 25-09-06: Authorizing Remington & Vernick Engineers to Provide Professional Services for the Design, Inspection and Construction Administration for Eisenhower Court and Macarthur Drive – 2024 Road Improvement Program

Ordinance 25-17: Amending and Supplementing the Revised General Ordinances of the Borough of Matawan Chapter 10 – Use of Municipal Buildings Section 10-2.2 – Insurance

Resolution 25-09-07: Payment of Bills

8. Privilege of the Floor

9. Adjourn to Executive Session Resolution 25-09-08

RESOLUTION 25-09-01

**AUTHORIZING REFUND OF TAX OVERPAYMENT
DUE TO TAX APPEAL**

**140 MAIN STREET
BLOCK 26, LOT 1**

WHEREAS, the following property overpaid municipal charges for the 2022 and 2023 assessment years as a result of the reasons stated below; and

WHEREAS, the property owner's representative has made the payment on behalf of the former owner 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>
26/1	Bruce J. Stavitsky, Esq. c/o Stavitsky & Associates, LLC 350 Passaic Ave. Fairfield, NJ 07004	\$4,670.00	Tax Appeal

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

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 September 2, 2025.

IN WITNESS WHEREOF, I have hereunder set my hand and official seal of the Borough of Matawan this 2nd day of September, 2025.

Karen Wynne, RMC
Municipal Clerk

RESOLUTION 25-09-02

APPROVAL OF PEDDLER LICENSE

**ICED ENTERPRISE, LLC
DBA KONA ICE OF NORTHERN MONMOUTH**

WHEREAS, Iced Enterprise, LLC, DBA Kona Ice of Northern Monmouth, (selling shaved ice and novelty ice cream) has passed the required Police Department background checks; and

WHEREAS, Iced Enterprise, LLC, DBA Kona Ice of Northern Monmouth, has read Chapter 3-2.11 Handbills of the Borough of Matawan Code.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that they hereby approve the following Peddler License:

Business: Iced Enterprise, LLC
DBA Kona Ice of Northern Monmouth
36 South Avenue
Atlantic Highlands, NJ 07716

Applicant: Michele Walter

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Clerk, Police, as well as Iced Enterprise, LLC, DBA Kona Ice of Northern Monmouth.

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 September 2, 2025.

IN WITNESS WHEREOF, I have hereunder set my hand and official seal of the Borough of Matawan this 2nd day of September, 2025.

Karen Wynne, RMC
Municipal Clerk

RESOLUTION 25-09-03

**RELEASE OF ESCROW FUNDS FOR
UNIFIED PLANNING ZONING BOARD OF ADJUSTMENT APPLICATION**

**MAIN STREET PLAZA, LLC
213 MAIN STREET – BLOCK 38, LOT 4**

WHEREAS, Main Street Plaza, LLC posted escrow in association with a Planning Zoning Application for Block 38, Lot 4, otherwise known as 213 Main Street, Matawan, New Jersey; and

WHEREAS, all Planning Zoning and Borough Departments and Professionals associated with this project have certified any and all outstanding issues and billing have been satisfied to allow the release of all remaining escrow.

NOW, THEREFORE, BE IT RESOLVED the Council of the Borough of Matawan hereby approves the release of all remaining escrow funds to Main Street Plaza, LLC, 171 Main Street, Matawan, New Jersey 07747.

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Construction, Finance as well as the Planning Zoning Board Attorney and Engineer, and Main Street Plaza, LLC.

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 September 2, 2025.

IN WITNESS WHEREOF, I have hereunder set my hand and official seal of the Borough of Matawan this 2nd day of September, 2025.

Karen Wynne, RMC
Municipal Clerk

RESOLUTION 25-09-04

**AUTHORIZING A REQUEST TO THE
NEW JERSEY DEPARTMENT OF TRANSPORTATION
FOR A TIME EXTENSION TO UTILIZE
FY2024 MUNICIPAL AID GRANT FUNDS FOR THE
EDGEWATER DRIVE ROADWAY IMPROVEMENTS PROJECT**

WHEREAS, the Borough of Matawan was awarded a Fiscal Year 2024 Municipal Aid Grant in the amount of \$288,101.00 by the New Jersey Department of Transportation (NJDOT) for the Edgewater Drive Roadway Improvements Project, under grant reference LA-2024 MA Matawan Borough Edgewater Drive Roadway Improvements; and

WHEREAS, the project scope includes roadway milling and paving, ADA-compliant curb ramps and driveway aprons, drainage improvements, water main replacement, lead service line replacement, and sanitary sewer trenchless rehabilitation; and

WHEREAS, due to recent changes in professional personnel and project management, additional time is required to complete design, plan review, NJDOT Local Aid approvals, and the bid/award process; and

WHEREAS, NJDOT regulations require that all Fiscal Year 2024 Municipal Aid projects be awarded within two years of the grant notification date, or by October 31, 2025, to avoid forfeiture of funds; and

WHEREAS, the Borough Engineer and municipal officials are actively working to advance the project, but seek to preserve the awarded funds and therefore require an extension of time.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Matawan, County of Monmouth, State of New Jersey, that the Borough formally requests a six-month time extension from the New Jersey Department of Transportation to retain the awarded Fiscal Year 2024 Municipal Aid funding for the Edgewater Drive Roadway Improvements Project.

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, Public Works as well as New Jersey Department of Transportation, Division of Local Aid, along with any additional documentation required to support the extension request.

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 September 2, 2025.

IN WITNESS WHEREOF, I have hereunder set my hand and official seal of the Borough of Matawan this 2nd day of September, 2025.

Karen Wynne, RMC
Municipal Clerk

RESOLUTION 25-09-05

**BOROUGH OF MATAWAN
COUNTY OF MONMOUTH, STATE OF NEW JERSEY**

**A RESOLUTION OF THE BOROUGH OF MATAWAN
ADOPTING THE MONMOUTH COUNTY
MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN 2026**

WHEREAS, the Mayor and Council of the Borough of Matawan recognizes the threat that natural hazards pose to people and property within the Borough of Matawan; and

WHEREAS, the County of Monmouth has prepared a multi-hazard mitigation plan, hereby known as Monmouth County Multi-Jurisdictional Hazard Mitigation Plan 2026, in accordance with federal and state laws, including the [Robert T. Stafford Disaster Relief and Emergency Assistance Act](#), as amended; the [National Flood Insurance Act of 1968](#), as amended; and the [National Dam Safety Program Act](#), as amended; and New Jersey P.L. 2023, CHAPTER 313 approved January 16, 2024; and

WHEREAS, the Monmouth County Multi-Jurisdictional Hazard Mitigation Plan 2026, identifies current and future natural hazard risks, and assesses the vulnerability of facilities, infrastructure, and populations, and defines mitigation goals and actions to reduce or eliminate long term risk to people and property in (local government) from the impacts of future natural hazards and disasters; and

WHEREAS, adoption by the Mayor and Council of the Borough of Matawan demonstrates its commitment to hazard mitigation and achieving the goals outlined in the Monmouth County Multi-Jurisdictional Hazard Mitigation Plan 2026.

NOW, THEREFORE, BE IT RESOLVED BY THE Borough of Matawan, New Jersey, that:

Section 1. In accordance with (local rule for adopting resolutions), the Mayor and Council of the Borough of Matawan adopts the Monmouth County Multi-Jurisdictional Hazard Mitigation Plan 2026. While content related to the Borough of Matawan may require revisions to meet the plan approval requirements, changes occurring after adoption will not require the Borough of Matawan to re-adopt any further iterations of the plan. Subsequent plan updates following the approval period for this plan will require separate adoption resolutions.

Council Member	Motion	Second	Ayes	Nays	Abstain	Absent
Arlan Feiles						
Deana Gunn						
Brian Livesey						
Suzanne Reynolds						
Charles Ross						
Steven Russell						

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 September 2, 2025.

IN WITNESS WHEREOF, I have hereunder set my hand and official seal of the Borough of Matawan this 2nd day of September, 2025.

Karen Wynne, RMC
Municipal Clerk

RESOLUTION 25-09-06

AUTHORIZING REMINGTON & VERNICK ENGINEERS TO PROVIDE PROFESSIONAL SERVICES FOR THE DESIGN, INSPECTION AND CONSTRUCTION ADMINISTRATION FOR EISENHOWER COURT AND MACARTHUR DRIVE 2024 ROAD IMPROVEMENT PROGRAM

WHEREAS, the Borough of Matawan received a \$299,002.00 grant under the New Jersey Department of Transportation (NJDOT) 2025 Municipal Aid Program for road improvements to Eisenhower Court and MacArthur Drive associated with the 2024 Road Improvement Program; and

WHEREAS, due to the amount of work requested by the Borough of Matawan, the construction cost of this project surpasses the grant amount, and as such, the grant will be fully utilized for a portion of the construction costs with the Borough to fund the survey, design, inspection, contract administration and the excess construction costs directly; and

WHEREAS, the Mayor and Council of the Borough of Matawan received the attached Scope and Fee Estimate from Remington & Vernick Engineers for professional services for the design, inspection and construction administration for Eisenhower Court and MacArthur Drive associated with the 2024 Road Improvement Program.

NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Matawan does hereby award the contract for professional services to Remington & Vernick Engineers associated with the design, inspection and construction administration for Eisenhower Court and MacArthur Drive associated with the 2024 Road Improvement Program as outlined in the attached Scope and Fee Estimate in an amount not to exceed Eight Hundred Seventy-One Thousand, One Hundred Sixteen Dollars and Fifty Cents (\$871,116.50).

BE IT FURTHER RESOLVED, by the Council of the Borough of Matawan that the Mayor be and is hereby authorized as signatory on behalf of the Borough of Matawan.

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.

CERTIFICATION AS TO AVAILABLE FUNDING

I, Christopher Clinton, Deputy Chief Financial Officer of the Borough of Matawan, County of Monmouth, State of New Jersey, do hereby certify that as of the date of this certification funds are available from the Budget of the Borough of Matawan to Remington & Vernick Engineers for professional services Eisenhower Court and MacArthur Drive associated with the 2024 Road Improvement Program as outlined in the attached Scope and Fee Estimate in an amount not to exceed Eight Hundred Seventy-One Thousand, One Hundred Sixteen Dollars and Fifty Cents (\$871,116.50).

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

Christopher Clinton, CMFO
Dated: September 2, 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 September 2, 2025.

IN WITNESS WHEREOF, I have hereunder set my hand and official seal of the Borough of Matawan this 2nd day of September, 2025.

Karen Wynne, RMC
Municipal Clerk



429 Route 79, Suite 21
Morganville, NJ 07751
O: (732) 955-8000
F: (732) 591-2815

June 23, 2025

Ryan Michelson, Borough Administrator
Borough of Matawan
201 Broad Street
Matawan, NJ 07747

Re: Borough of Matawan
Confirming Proposal for Design, Inspection and Construction Administration Services
2025 NJDOT Municipal Aid Program Grant
Eisenhower Court and MacArthur Drive Improvement Project

Dear Mr. Michelson:

The Borough of Matawan received notification from the NJDOT that it received a **\$299,002.00 grant** under the NJDOT's 2025 Municipal Aid Program to fund eligible road improvements for the full-depth pavement reconstruction of Eisenhower Court and MacArthur Drive. Additional work to be done includes selective curb and driveway apron replacement, drainage upgrades, water main and service line replacements (including addressing potential lead/galvanized lines), and sanitary sewer rehabilitation.

These funds can be used for applicable services under the Municipal Aid Program Rules, including but not limited to construction (i.e. paving, curbing and eligible appurtenant improvements), design fees (grant reimbursable up to 5% of the grant amount) and inspection fees and material testing service fees (grant reimbursable up to 15% of the project construction costs).

Additionally, please note that based on current NJDOT policy, contract administration services are not reimbursable under the NJDOT grant. We will require up to \$5,000 for necessary contract administration services for this project. Please also note that the NJDOT does NOT participate in the payment for police officers and vehicle services. This cost is to be paid by the Borough and is NOT NJDOT grant reimbursable.

Due to the amount of work requested, the construction cost of this project surpasses the grant amount. As such, the grant would be fully utilized for a portion of the construction costs. **The Borough would have to fund the survey, design, inspection, contract administration, & the excess construction costs directly.**

We respectfully request authorization to proceed with design, bid and inspection of road improvements fundable by this grant. **Once authorized, we will meet with the Borough and public works officials to determine what areas are prioritized for construction prior to completing necessary design plans, specifications and bid documents.**

Our lump sum fee is based on the scope as known at this time. If unforeseen and/or unanticipated work items arise, our office shall provide a separate or amended scope of services & cost proposal for consideration and approval.

Our lump sum fee will be billed monthly based on the percent complete of each phase.

Assuming that the \$299,002.00 grant will be utilized fully to fund eligible construction for this project, said fees would be as follows:

NJDOT FY25 - Eisenhower Court and MacArthur Drive

Construction Cost:	\$ 982,968.50
Phase I - Survey Services:	\$ 8,250.00
Phase II - Design Services:	\$ 71,840.00
Phase III - Inspection Services:	\$ 100,060.00
Phase IV - Contract Administration:	\$ 5,000.00
Reimbursables	\$ 2,000.00
Total Project Costs:	\$1,170,118.50
Total Project Costs:	\$1,170,118.50
NJDOT Grant Amount:	\$ 299,002.00
Total Borough Funded Cost:	\$ 871,116.50

Exclusions:

- Takings, easements, consolidations, vacations, or dedications required.

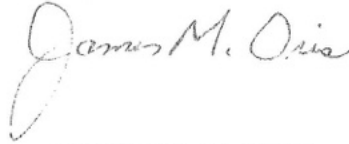
Design services will include preparation of construction plans and bid specifications, preparation of Freehold Soil Conservation District (FSCD) Soil Erosion and Sediment Control application, bidding, attendance of the receipt of bids, and recommendation of award to low responsive bidder. **Permit application fees are not included in the above referenced figures but are anticipated to be less than \$2,000.00.**

Construction services will include the preconstruction meeting, project meeting, administration of the contract, and preparation of pay documents & change orders. RVE will coordinate the project with all Borough departments and the surrounding community. RVE will provide field construction observation to ensure compliance with contract documents. All observations will be recorded in observation reports.

We are prepared to start this project within one (1) week from authorization to proceed. Thank you for the opportunity to submit this proposal. We are available to review this proposal at your request.

Please contact me at 732-955-8000 if you have any questions or require further information. Thank you for the opportunity to assist the Borough with this important project.

Sincerely,
REMINGTON & VERNICK ENGINEERS, INC.

A handwritten signature in dark ink, appearing to read "James M. Oris". The signature is fluid and cursive, with a large initial "J" and "O".

James M. Oris, P.E., P.P., C.M.E.
Regional Manager, Senior Associate

cc: Mayor Joseph Altomonte
Karen Wynne, Clerk
Nicole Horvath, CFO
Eric Frye, DPW Director

ORDINANCE 25-17

AMENDING AND SUPPLEMENTING THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF MATAWAN CHAPTER 10 – USE OF MUNICIPAL BUILDINGS SECTION 10-2.2 – INSURANCE

BE IT ORDAINED by the Mayor and Council of the Borough of Matawan, County of Monmouth, State of New Jersey, that Chapter 10 – Use of Municipal Buildings Section 10-2.2 – Insurance of the Revised General Ordinances is hereby amended as follows:

Section 10-2.2 Insurance

The Borough shall, in all instances, require a certificate of insurance. The limits of the policy shall be \$100,000 each person, \$100,000 each accident for bodily injury, and \$100,000 for property damage liability, and an excess liability of one million (\$1,000,000.00) dollars which is equal to the Borough's coverage. The Borough of Matawan shall be named as an "additional insured" on all certificates of insurance. All insurance certificates are to be submitted 10 days prior to the event to the Borough Clerk's Office.

All certificates must contain the following language:

"The applicant shall indemnify, defend, and hold harmless the Borough of Matawan, its officers, agents, and employees from and against any and all claims, damages, losses, and expenses (including reasonable attorney's fees) arising out of or resulting from the applicant's use of the premises, except to the extent caused by the Borough's sole negligence or willful misconduct."

Applicants do not require an insurance form if they are insured under the policies of the Borough of Matawan.

Due to insufficient insurance, the Matawan Community Center (MMCC) will not be rented to individuals for personal events. Example: Baby shower, etc.

BE IT FURTHER ORDAINED, any Ordinances or portions thereof which are inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistencies only.

BE IT FURTHER ORDAINED, if any provisions of this Ordinance, or the application of such provision to any person or circumstance is declared invalid, such invalidity shall not affect the other provisions or applications of this Ordinance, which can be given effect, and to this end, the provisions of this Ordinance are declared to be severable.

BE IT FURTHER ORDAINED, this Ordinance shall take effect immediately upon following the passage, adoption and publication pursuant to New Jersey State law.

Introduced:
Passed:
Adopted:

Honorable Joseph Altomonte, Mayor

CERTIFICATION OF ORDINANCE

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

IN WITNESS WHEREOF, I have hereunder set my hand and seal of the Borough of Matawan this ____ day of _____, 2025.

Karen Wynne, RMC
Municipal Clerk

RESOLUTION 25-09-07

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	\$
Water Capital	\$
Borough Trust	\$
Developers Escrow Account	\$
Dog Tax Trust	\$
Recreation Trust	\$
Unemployment	\$
Total	\$

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 September 2, 2025.

IN WITNESS WHEREOF, I have hereunder set my hand and official seal of the Borough of Matawan this 2nd day of September, 2025.

Karen Wynne, RMC
Municipal Clerk

RESOLUTION 25-09-08

EXECUTIVE SESSION RESOLUTION

WHEREAS, the Open Public Meetings Act, PL 1975, Chapter 231, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist; and

WHEREAS, the Governing Body wishes to discuss:

- Litigation

WHEREAS, minutes will be kept and once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes can be made public.

NOW, THEREFORE, BE IT RESOLVED that the public be excluded from this meeting.

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 September 2, 2025.

IN WITNESS WHEREOF, I have hereunder set my hand and official seal of the Borough of Matawan this 2nd day of September, 2025.

Karen Wynne, RMC
Municipal Clerk