

**Borough of Matawan
Workshop Session
October 3, 2017**

A Workshop meeting of the Borough Council of the Borough of Matawan, New Jersey, was held at the Matawan Municipal Community Center, 201 Broad Street, Matawan, New Jersey on October 3, 2017 with Mayor Altomonte presiding. Pursuant to Section 5 of the Open Public Meetings Act, adequate notice of this meeting has been provided by publishing notification in *The Independent* on January 11, 2017, by sending notice to the *Asbury Park Press*, and by posting. A copy of said Notice is and has been 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 called the meeting to order at 7:08 PM, requesting a roll call.

On roll call the following members responded present:

Present: Councilman Joseph Urbano
Councilman Michael Caldon
Councilman Michael Vergaretti
Councilman Brett Cannon
Councilman Nicolas Reeve
Councilwoman Josi Salvatore

Also, present were Louis C. Ferrara, Borough Administrator, Pasquale Menna, Esq., Borough Attorney.

Mayor Altomonte announced the Workshop Item is being off the Agenda.

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

Mayor Altomonte asked everyone to stand for a Moment of Silence and to keep the victims of the recent natural disasters and the victims of the Las Vegas attack in our thoughts.

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 Vergaretti 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 September 19, 2017 Council Meeting. Councilman Reeve made a motion, seconded by Councilwoman Salvatore. Council agreed. Motion passed.

Consent Agenda

Mayor Altomonte read by title Resolutions 17-10-02 through and including 17-10-03, requesting a motion. Councilman Cannon made the motion, seconded by Councilman Urbano. Council agreed. Motion passed.

**RESOLUTION 17-10-02
APPROVAL OF TAXI DRIVER LICENSE RENEWAL
ABDELAZIZ ELIDRISSI**

WHEREAS, the Clerk's Office received the required background checks from the Matawan Police Department;
and

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***WHEREAS**, Abdelaziz Elidrissi, has filed the proper documentation with the Borough Clerk's office.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that they hereby approve the following taxi driver license renewal:*

*Applicant: Abdelaziz Elidrissi
190 Van Brackle Road
Aberdeen, NJ 07747*

***BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following: Clerk, Police as well as Applicant.*

**RESOLUTION 17-10-03
2017 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, unless accompanied by an adult (18 years or older) or traveling to or from place of employment of age as follows:*

- *Sunday, October 29th from 7:30 PM until 5:00 AM the following day*
- *Monday, October 30th from 7:30 PM until 5:00 AM the following day*
- *Tuesday, October 31st 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, 2017 from 7:30 PM to 5:00 AM the following day and on October 31, 2017 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: Administration, Clerk and Police.*

New Business

Mayor Altomonte read by title Resolution 17-10-04: Authorizing the Borough Clerk to Undertake any Necessary Steps for the Public Advertisement and Accept Bids for the Matawan Recycling Center. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Urbano
Councilman Caldon
Councilman Vergaretti
Councilman Cannon
Councilman Reeve
Councilwoman Salvatore

Motion passed.

**RESOLUTION 17-10-04
AUTHORIZING THE BOROUGH CLERK TO UNDERTAKE ANY NECESSARY STEPS FOR THE PUBLIC
ADVERTISEMENT
AND ACCEPT BIDS FOR THE MATAWAN RECYCLING CENTER**

***WHEREAS**, as previously authorized by the Council of the Borough of Matawan, Maser Consulting PA has prepared the application, design/construction and bid documents for the development of a public drop-off recycling facility/convenience center; and*

***WHEREAS**, the funding for the project is pending final adoption of Bond Ordinance 17-16 and receipt of Certification As to Available Funding from the Chief Financial Officer.*

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***NOW, THEREFORE, BE IT RESOLVED**, the Council of the Borough of Matawan hereby authorizes the Borough Clerk to undertake any necessary steps for the public advertisement and acceptance of bids from any interested party for the construction of the Matawan Recycling Center.*

***BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall also be forwarded to the following Borough of Matawan Departments: Administration, Clerk, Construction, Finance, Public Works, Recycling Coordinator as well as Maser Consulting, PA.*

Mayor Altomonte read by title Resolution 17-10-05: Authorizing the Appointment of Part-Time Historic Sites Recording Secretary – Anthony Washington. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Urbano
Councilman Caldon
Councilman Vergaretti
Councilman Cannon
Councilman Reeve
Councilwoman Salvatore

Motion passed.

**RESOLUTION 17-10-05
AUTHORIZING THE APPOINTMENT OF PART-TIME HISTORIC SITES RECORDING SECRETARY
ANTHONY WASHINGTON**

***WHEREAS**, the Mayor and Council previously authorized the Borough Administrator to advertise, interview and make recommendations for the position of Part-Time Historic Sites Recording Secretary within the Borough of Matawan; and*

***WHEREAS**, applications have been received, said applications have been reviewed and applicants were duly screened pursuant to law.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan authorizes the appointment of Anthony Washington as Part-Time Historic Sites Recording Secretary, effective October 1, 2017, at the Council authorized rate of compensation of One Hundred Dollars and No Cents (\$100.00) per meeting pending Certification as to Available Funding from the Chief Financial Officer, for a one (1) year unexpired term, said term to expire December 31, 2017.*

***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 as well as the Historic Sites Commission and Anthony Washington.*

CERTIFICATION AS TO AVAILABLE FUNDING

I, Monica Antista, Chief Financial Officer of the Borough of Matawan do hereby certify that as of the date of this certification funds are available from the 7-01-20-175-100 Budget of the Borough of Matawan to Anthony Washington for Part-Time Historic Sites Recording Secretary for the Borough of Matawan in an amount not to exceed Three Hundred Dollars and No Cents (\$300.00).

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)

Monica Antista, CMFO

Dated: October 3, 2017

Mayor Altomonte read by title Resolution 17-10-06: Suspending the Provisions of the Borough of Matawan Code Chapter 9 “Personnel Policies” Ordinance 9-26.2 et. seq. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call. A roll call vote was taken.

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Yes: Councilman Urbano
Councilman Caldon
Councilman Vergaretti
Councilman Cannon
Councilman Reeve
Councilwoman Salvatore

Motion passed.

**RESOLUTION 17-10-06
SUSPENDING THE PROVISIONS OF THE BOROUGH OF MATAWAN CODE
CHAPTER 9 "PERSONNEL POLICIES" - ORDINANCE 9-26.2 ET. SEQ.**

***WHEREAS**, the Borough of Matawan adopted Ordinance 9-26.2 et. seq. with respect to the establishment of a promotional procedure that will address promotions in various ranks in the Police Department; and*

***WHEREAS**, the Borough of Matawan has adopted said Ordinance in an effort to undertake promotions of its ranks in the Police Department in a diligent, open and transparent fashion; and*

***WHEREAS**, the Borough of Matawan is in fact a very small Police Department and has a need for an organizational structure as well as administrative apparatus for the orderly functioning of said department; and*

***WHEREAS**, the Chief of Police announced that on September 6, 2017, an existing Lieutenant on the force of the Borough of Matawan Police Department had tendered his resignation to be effective September 30, 2017, thereby creating a vacancy in the ranks of Lieutenants in the Matawan Police Department organizational structure; and*

***WHEREAS**, there currently exist two Lieutenants in the organizational structure of the Matawan Borough Police Department; and, it is the desire of the Mayor and Council to maintain the existing administrative apparatus and the proper staffing with two Lieutenants as is required based upon the recommendation for the administrative efficiency of the Police Department; and*

***WHEREAS**, the Borough of Matawan has enacted Ordinance 9-26.2 entitled "Promotion to Rank of Lieutenant" wherein individuals in the Matawan Police Department who seek promotion to the rank of Lieutenant are guided by the provisions of subsection (a) that directs that "no person shall be eligible for promotion to Lieutenant unless he or she has served as a full time Police Officer in the Borough of Matawan Police Department for a period of 10 years or more. Promotions to the rank of Lieutenant shall be open to members of the next lowest rank who have served at least two years at said rank, unless the Mayor and Council, in the interest of the department, chooses to test a wider pool of candidates, in which case they may open testing to the next lower rank and/or reduce the length of time requirements in rank"; and*

***WHEREAS**, it is the desire of the Mayor and Council of the Borough of Matawan to open the selection process for the rank of Lieutenant, but not to waive the two year Ordinance requirement for service in the next lowest rank in eligibility for application to the rank of Lieutenant since the individuals in the next lowest rank with time in service are qualified to serve as Lieutenant; and*

***WHEREAS**, the said Ordinance would require that a certain promotional testing procedure be enacted consisting of written examination, oral examinations and a record and review of the Mayor and Council of the jacket of the individual as well as the results of the testing pursuant to the provisions of Ordinance 9-26.2; and*

***WHEREAS**, a notification was posted by the Chief of Police on September 6, 2017 opening up the procedure for candidates within the Department to apply for the position, of Lieutenant; and, as a result of said posting four current Sergeants of the Borough of Matawan would be eligible for applying for said position; and*

***WHEREAS**, as a result of the posting only one candidate of the four eligible Sergeants has applied for the position of Lieutenant; and*

***WHEREAS**, the only individual who has applied for consideration of promotion to the rank of Lieutenant is in fact an individual that meets the Ordinance requirements in terms of rank in lowest grade, as well as time in service, and has received the support of the Chief of Police with respect to his training, experience, and work in the Matawan Police Department as being capable and able to perform the duties of Lieutenant in the Department; and*

***WHEREAS**, in the absence of any other available candidates requesting to be considered for the position of Lieutenant from the individuals who meet the Ordinance criteria and would be eligible for promotion;*

***NOW, THEREFORE, BE IT RESOLVED** that inasmuch as there is only one candidate that has applied for consideration for the position of Lieutenant, that the provisions of Ordinance 9-26.2 regarding the procedures to be implemented for the promotion to the rank of Lieutenant be and are herewith stayed for the purpose of the within promotion inasmuch as there is only one eligible and qualified candidate for consideration for the promotion.*

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BE IT FURTHER RESOLVED that the within Resolution respecting a stay of Ordinance 9-26.2 concerning the promotion to rank of Lieutenant is only effective with respect to this particular appointment and is only predicated on the factual basis that only one candidate has responded to the notification of application to appointment of Lieutenant, and is eligible for consideration for a promotion to the rank of Lieutenant.

BE IT FURTHER RESOLVED that the Mayor and Council conclude that to implement all of the various procedures and testing requirements set forth in the totality of the provisions of 9-26.2 when there is only one candidate would be a disservice to the residents of the Borough of Matawan as well as to the Police Department inasmuch as there is no basis for undertaking an examination and to implement the terms of the promotion Ordinance when there is only one candidate that is qualified and has submitted his request for consideration for appointment to the rank of Lieutenant, and that candidate is qualified as well as meets the requirements of eligibility for consideration to promotion to the rank of Lieutenant.

BE IT FURTHER RESOLVED, that a copy of this RESOLUTION be provided to the Chief of Police, as well as the Police Committee and the Chief Financial Officer as well as to the representatives of the PBA of the Police Department of the Borough of Matawan and to the Borough's Labor Counsel.

Mayor Altomonte read by title Resolution 17-10-07: Authorizing the Appointment of Lieutenant – Borough of Matawan Police Department – Jeremiah E. Hourihan III. Mayor Altomonte requested a motion. Councilman Cannon made the motion, seconded by Councilman Caldon. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Urbano
Councilman Caldon
Councilman Vergaretti
Councilman Cannon
Councilman Reeve
Councilwoman Salvatore

Motion passed.

**RESOLUTION 17-10-07
AUTHORIZING THE APPOINTMENT OF LIEUTENANT BOROUGH OF MATAWAN POLICE DEPARTMENT
JEREMIAH E. HOURIHAN, III**

WHEREAS, it is the desire of the Mayor and Council to enhance the administrative structure of the Police Department by the appointment of a Lieutenant of Police for the Borough of Matawan; and

WHEREAS, Jeremiah E. Hourihan, III has been a member of the Matawan Police Department since 2000; and

WHEREAS, in 2008 Jeremiah E. Hourihan, III was promoted to the position of Sergeant; and

WHEREAS, throughout his career, Jeremiah E. Hourihan, III has continually sought additional training by attending numerous law enforcement related classes and training that he has completed successfully; and

WHEREAS, he has received intensive training in basic police work and police administration; and

WHEREAS, Jeremiah E. Hourihan, III has proven to be a leader in the Matawan Police Department; and

WHEREAS, the Mayor and Council of the Borough of Matawan nominate Jeremiah E. Hourihan, III to the position of Lieutenant of the Matawan Police Department; and

WHEREAS, although a formal employment agreement has not be reached between the Borough and Jeremiah E. Hourihan, III at this time, that the parties agree to proceed with and complete the negotiations to formalize his employment agreement in a timely manner.

NOW, THEREFORE, BE IT RESOLVED that Jeremiah E. Hourihan, III is hereby appointed to the position of Lieutenant of the Matawan Police Department effective on the date of October 1, 2017 with all the rights and responsibilities attendant thereto and,

BE IT FURTHER RESOLVED that the Council approves this resolution which along with State Statute and Borough Ordinances and Codes effective October 1, 2017, constitute the relationship between the Borough and Lieutenant Jeremiah E. Hourihan, III.

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***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: Administration, Clerk, Finance, Payroll, Police as well as Jeremiah E. Hourihan, III.*

Mayor Altomonte read by title Resolution 17-10-08: Payment of Bills. Mayor Altomonte requested a motion. Councilman Vergaretti made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Urbano
Councilman Caldon
Councilman Vergaretti
Councilman Cannon
Councilman Reeve
Councilwoman Salvatore

Motion passed.

**RESOLUTION 17-10-08
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	\$1,670,185.91
Water & Sewer	\$51,962.31
Borough Capital	\$27,403.29
Borough Trust	\$11,793.59
Dog Tax Trust	\$1,708.40
Railroad Parking Trust	\$11,620.00
Recreation Trust	\$418.00
Total	\$1,775,091.50

***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.

Brett Cannon, 206 Middlesex Road, Matawan. Councilman Cannon said that he had a discussion with the president of the Matawan-Aberdeen Chamber of Commerce. There is an issue with the lack of communication between the Main Street businesses and the Borough with regard to the work being done on Main Street. He recommends an Economic Development Commission be established in January 2018, and a Council liaison to be appointed. The purpose of the Commission will be for all Borough businesses to have a voice within the Governing Body. He noted there has never been a Borough business commission for a Council liaison to serve as an intermediary. Councilman Urbano asked if this could just be part of the Main Street Redevelopment Commission. Councilman Cannon agreed, but expressed concern businesses not located on Main Street may feel excluded by the name. Mr. Ferrara agreed that there should be someone to work with the Chamber of Commerce and the businesses. Mr. Menna said his interpretation of Councilman Cannon’s remarks to be the creation of a Business Development Committee, which would include all businesses within the Borough.

Loretta Windas, 138 Aberdeen Road, Matawan. Ms. Windas announced the Main Street Citizens Alliance “Street Clean-Up” at 10:00 AM on Saturday, November 4. She referenced Councilman Cannon’s request for a Business Development Committee, suggesting the Council liaison could also be a liaison to the Main Street Citizens Alliance.

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Ray Bassford, 8 Spring Street, Matawan. Mr. Bassford stated he was going to speak about some issues that were brought up at a Board of Fire Officers meeting on September 6th, but he noted that prior to coming to this meeting he received a phone call from one of a good friend who informed an acquaintance had been shot in Las Vegas. He said he does not need any more negativity, though he does have something he wanted to talk about, he does not feel like talking about it right now. He said he will be back at the next meeting to do so.

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

Councilman Reeve requested the Treasurer Report for the month of June 2017 be entered into the record.

Report of the Treasurer
To the Mayor and Council of the Borough of Matawan
Bank Balances as of June 30, 2017

Current Account	Investors	\$3,229,137.47	\$3,229,137.47
Tax Collector Trust Fund	Investors	-\$3.00	-\$3.00
Water & Sewer Account	Investors	\$1,014,388.68	\$1,014,388.68
Water & Sewer-Certificate of Deposit	Investors	\$500,000.00	\$500,000.00
Borough Capital Account	Investors	\$2,780,311.01	\$2,780,311.01
Utility Capital Account	Investors	\$1,653,980.40	\$1,653,980.40
Borough Trust Account	Investors	\$554,692.24	\$554,692.24

Boro Trust Summary–Investors Bank Cash Balances
As of: June 30, 2017

Fire Safety	\$25,231.69
Fire Prevention/Dedicated Penalty	\$1,597.26
Escrow	\$116,957.57
Tax Redemptions	\$76,629.95
POAA	\$0.00
Donation	\$2,742.49
Premiums	\$270,275.00
Off Duty Police	\$40,048.03
Recycling Trust	\$13,287.09
Public Defender	\$7,923.16
Total	\$554,692.24

Dog Tax Trust Account	Investors	\$2,469.53	\$2,469.53
Unemployment Insurance Account	Investors	\$25,403.56	\$25,403.56
Recreation Special Account	Investors	\$67,140.02	\$67,140.02

Recreation Trust Summary–Investors Bank Cash Balances
As of: June 30, 2017

Turkey Trot	\$17,613.79
Summer Recreation	\$38,438.44
Summer Recreation Trips	\$4,603.53
Matawan Day	-\$69.50
Basketball Tournament	\$0.00
Canoe Rentals	\$3,292.18
Men’s Over 30 B’Ball	\$85.00
NNO Vendor	\$0.00
Yoga/Interval Training	\$440.25
Dog’s Night Out	\$37.82
Fireworks Donations	-\$1,725.00
Capital Improvements	\$4,423.51
Total	\$67,140.02

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Developers Escrow Acct	Investors	\$302,177.00	\$302,177.00
Law Enforcement Account	Investors	\$4,308.20	\$4,308.20
Railroad Parking Lot Trust	Investors	\$333,671.00	\$333,671.00
Total		<u>\$10,467,676.11</u>	<u>\$10,467,676.11</u>
Respectfully, <i>Monica Antista</i> Treasurer			8/16/2017

Councilman Urbano asked the Mayor for an update to the Environmental Committee appointments. Mayor Altomonte informed he has spoken with two individuals, and continues to work on the matter.

Adjournment

Mayor Altomonte requested a motion to adjourn. Councilman Vergaretti made the motion, seconded by Councilwoman Salvatore. Council agreed. Motion passed.

Meeting adjourned at 7:20 PM.

(Signature on File)

Karen Wynne, RMC
Municipal Clerk