

**Borough of Matawan  
Workshop Session  
October 4, 2022**

A regular meeting of the Council of the Borough of Matawan, New Jersey, was held at the Matawan Municipal Community Center, 201 Broad Street, Matawan, New Jersey on October 4, 2022, 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 notification in the *Asbury Park Press* on January 8, 2022, by sending notice to *The Independent*, and 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 called the meeting to order at 7:04 PM requesting a roll call.

On roll call the following members responded present:

Yes:                Councilwoman Deana Gunn  
                        Councilman Brian Livesey  
                        Councilwoman Stephanie Buckel  
                        Councilman Brett Cannon  
                        Councilwoman Melanie S. Wang  
                        Councilman Charles Ross

Also present were Scott Carew, Borough Administrator, 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 asking everyone to keep in mind those affected by Hurricane Ian.

Mayor Altomonte requested a motion to table Resolution 22-10-04: Award of Contract for the 2022 Burrowes Mansion Structural Repairs and Electrical Upgrade Project – Dell-Tech, Inc. Councilwoman Gunn made the motion, seconded by Councilman Livesey. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**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. Councilwoman Wang made the motion, seconded by Councilwoman Gunn. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**Old Business**

Mayor Altomonte read by title Ordinance 22-14: Amending and Supplementing the Revised General Ordinances of the Borough of Matawan – Chapter 34 – Development Regulations, Section 34-44(p) Temporary Signs – 90 Days. Mayor Altomonte requested a motion to open the public hearing. Councilwoman Gunn made the motion, seconded by Councilman Livesey. Council agreed. Mayor Altomonte requested a voice vote. Motion passed. Mayor Altomonte requested comments. There were no comments. Mayor Altomonte requested a motion to close the public hearing. Councilman Ross made the motion, seconded by Councilman Livesey. Mayor Altomonte requested a voice vote. Council agreed. Motion passed. Mayor Altomonte read by title Ordinance 22-14: Amending and Supplementing the Revised General Ordinances of the Borough of Matawan – Chapter 34 – Development Regulations, Section 34-44(p) Temporary Signs – 90 Days requesting a motion to adopt. Councilwoman Gunn made the motion, seconded

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by Councilman Livesey. Councilwoman Wang stated though she was not at the last meeting when the Ordinance was introduced, it was her understanding the options were either 30 or 60 days. She was informed three Ordinances were introduced – 30, 60 or 90 – with the 90 days being passed for introduction. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilwoman Deana Gunn  
Councilman Brian Livesey  
Councilman Brett Cannon

No: Councilwoman Stephanie Buckel  
Councilwoman Melanie S. Wang  
Councilman Charles Ross

Under the powers and duties of the Mayor authorizing him to give the deciding vote in the case of a tie, Mayor Altomonte replied, yes.

Motion passed.

**ORDINANCE 22-14  
AMENDING AND SUPPLEMENTING THE REVISED GENERAL ORDINANCES OF  
THE BOROUGH OF MATAWAN  
CHAPTER 34 – DEVELOPMENT REGULATIONS, SECTION 34-44(P) TEMPORARY SIGNS  
90 DAYS**

***NOW, THEREFORE, BE IT ORDAINED**, the Mayor and Council of the Borough of Matawan, County of Monmouth, State of New Jersey, that the Revised General Ordinances of the Borough of Matawan, Chapter 34 – Development Regulations, Section 34-44 Signs(p) Temporary Signs, shall be amended and supplemented as follows:*

**Section 34-44 Signs (p) Temporary Signs:**

*p. Temporary Signs. Except for temporary real estate signs, a temporary sign shall not remain in place for a period exceeding six (6) months. A temporary sign shall be removed by the person, firm or corporation owning such signs or structure or by the owner of the buildings or premises on which such sign is affixed or erected within ten (10) calendar days following expiration of the time allowed for maintenance of said sign.*

*In the case of public or general election signage, displays may commence no sooner than 90 day(s) prior to the date of the public or general election. Said sign(s) shall be removed by the person, firm or corporation owning such signs or structure or by the owner of the buildings or premises on which such sign is affixed or erected within five (5) calendar days following the date of the public or general election.*

***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 law.*

**Consent Agenda**

Mayor Altomonte read by title Resolutions 22-10-01 through and including 22-10-03, requesting a motion to approve en masse. Councilwoman Gunn made the motion, seconded by Councilman Livesey. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

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**RESOLUTION 22-10-01  
REDEMPTION OF TAX SALE CERTIFICATE(S)  
#19-00057**

<u>Certificate#</u>	<u>Company Sold To</u>	<u>Block</u>	<u>Lot</u>	<u>Property Address</u>	<u>Payment</u>	<u>Premium</u>
19-00057	DSHC Enterprises, LLC	69	3.0307	440 Cross Rd. #D-7	\$12,171.13	\$1,700.00

*WHEREAS, the Borough of Matawan Tax Collector has reported that the above Tax Sale Certificate(s) were sold; and*

*WHEREAS, the Certificate(s) 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 Certificate(s) 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 22-10-02  
AUTHORIZING REFUND OF TAX OVERPAYMENT  
955 HIGHWAY 34 – BLOCK 40, LOT 6.01, QUALIFIER C0002**

*WHEREAS, the following property overpaid taxes as a result of the reason(s) outlined below; 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>
40/6.01 C0002	JSM @ Matawan, LLC 1260 Stelton Road Piscataway, NJ 08854	\$2,717.00	Tax Appeal

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

**RESOLUTION 22-10-03  
RESOLUTION REQUESTING APPROVAL OF  
SPECIAL ITEM OF REVENUE AND APPROPRIATION  
NJSA 40A:4-87  
NJS DEPARTMENT OF TREASURY DIVISION OF MOTOR VEHICLES  
DRUNK DRIVING LAW ENFORCEMENT**

*WHEREAS, NJSA 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any County or Municipality when such items shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and*

*WHEREAS, said Director may also approve the insertion of an appropriation for the equal amount.*

*NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Matawan, in the County of Monmouth, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2022 in the sum of \$19,305.00, which is now available as a revenue from the State of New Jersey, Department of the Treasury, Division of Motor Vehicles, pursuant to the provision of the Statute.*

*BE IT FURTHER RESOLVED that the like sum of \$19,305.00 is hereby appropriated under the caption of "Drunk Driving Enforcement Budget Account #2-01-41-706-205"; and*

*BE IT FURTHER RESOLVED that the above is a result of funds from State of New Jersey, Department of the Treasury, Division of Motor Vehicles, in the amount of \$19,305.00 for the Borough of Matawan.*

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**New Business**

Mayor Altomonte read by title Resolution 22-10-05: Payment of Bills. Mayor Altomonte requested a motion. Councilman Livesey made the motion, seconded by Councilwoman Gunn. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 22-10-05  
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	\$1,894,139.23
Water/Sewer	\$61,060.10
Water Capital	\$100,309.47
Grant	\$1,355.31
Borough Trust	\$30,852.33
Developers Escrow Account	\$510.00
Dog Tax Trust	\$6.60
Recreation Trust	\$975.00
Unemployment	\$151.50
<b>Total</b>	<b>\$2,089,359.54</b>

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

Councilwoman Wang questioned the receipt and use of grant monies associated with Resolution 22-10-03. Mr. Menna related the monies are part of a special fund and by State law whatever is received from the Drunk Driving Task Force may only be used for DUI processing in the court or for new equipment.

**Privilege of the Floor**

Mayor Altomonte opened the Privilege of the Floor.

Barry Orr, 14 Ravine Drive, Matawan – Vice Chair of the Matawan Historical Society (MHS) and Member of the Borough of Matawan Historical Sites Commission (HSC). Mr. Orr asked for clarification on Resolution 22-10-04, its inception, grant monies, etc. Mr. Carew informed today the Borough was advised its application for a \$150,000.00 grant was denied, and those monies were integral in funding the project. He reached out to NJS and was informed the Application fell short due to how the Borough was acting in its stewardship of the Mansion. Our 2015 grant was applied for, approved, and never pursued until just this summer. When work associated with grant monies is done on a property, NJS must be informed. Apparently, unbeknownst to the current Borough staff and Governing Body, this was not done since 2015. Procedures are being adopted to eliminate this happening again, and going forward, the Borough’s new DPW Superintendent will oversee all work on the Burrowes Mansion property alleviating the MHS or HSC the responsibility of repairs. After consultation with the Borough Attorney, the Governing Body and the HSC Council Liaison, Councilman Cannon, at our next meeting all bids will be rejected, we will separate out the one project into two and solicit new bids in the hope to recognize savings and possibly more affordable bids. As 2023 is the 300<sup>th</sup> year anniversary, we look to move this as quickly as possible. Mr. Carew confirmed in writing with HMR Architects the concerns with the foundation and the electricity, that the postponement of the repairs will not render the building uninhabitable and will present written procedures to the Governing Body, MHS and HSC with regard to maintenance issues. Some portions of the Mansion may be excluded from some or all occupancy. Mr. Orr asked for the Matawan Historical Society to be included in discussions. Mr. Carew agreed. Mr. Orr asked if the issue stemming from our 2015 application will affect the ability to obtain future grants. Mr. Carew replied, no, as the discussion from NJS

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was positive. When the State provides grant monies they become quite involved with a project. Councilman Cannon apologies as he only found out about the denial of grant monies on his way home from work today and was not able to relay the information to MHS or HSC.

Kurtis Roinestad, 94 Main Street, Matawan. Mr. Roinestad said the MHS is upset as they were not brought into the discussions at all nor involved with the bid specs and the process. Mr. Carew disagreed stating Mr. Roinestad was included on multiple emails. Historically, HSC has been part of discussions involving many projects, including the development of Main Street.

Mr. Roinestad expressed frustration with what he feels is a lack of communication between the Borough, Matawan's Historic Sites Commission (HSC) and the Matawan Historical Society (MHS), two separate entities. He related his frustration over the repair/replacement of the Mt. Cemetery fencing as he spent time soliciting multiple quotes only to be told the funding was not available. A similar situation with the Burrowes Mansion carriage house with quotes solicited with no reply thereafter. Mr. Roinestad asked if HSC was included in the bid spec design perhaps they can offer which repairs may or may not be required as he does not believe the repairs should cost this much when all we're talking about is structural reinforcements and changing the electrical panel box. Mr. Carew related Mr. Roinestad did accompany himself and HMR Architects through the Mansion for HMR to make its assessment.

Mr. Carew said though he did not send the MHS/HSC HMR Architect's bid specs to review but denies, for example the roof of the carriage house, is not being communicated, that emails and meetings have transpired. As a public entity, we cannot go over the bid threshold nor can we authorize monies in the middle of a budget year when they have not been allocated. Mr. Roinestad states he is aware of the budgeting procedure but MHS was not aware of the grant's status or of the award of the contract. Mr. Carew countered that the Borough only learned about the grant late today, resulting in the contract being pulled from tonight's Agenda.

Councilwoman Gunn asked who requested the work. Mr. Carew answered, Mr. Roinestad. Mr. Roinestad countered stating HSC/MHS was not aware of the project's scope and/or cost.

Councilman Cannon states the primary issue at hand is communication. Mr. Carew says we do not necessarily require MHS/HSC dictation on how to run the Borough, and Mr. Roinestad wants input take it or not take it but doesn't want his time wasted. Councilwoman Wang questioned who determined the repairs as necessary. Councilman Cannon replied usually the MHS/HSC provides that feedback. Mr. Carew added, Mr. Roinestad brought the repairs to his attention. As with past practice Mr Roinestad went out to obtain a vendor to get the work done which came back above bid threshold. A second review came back with 3 projects rolled into 1, and Mr. Carew said it wasn't enough to hire a vendor to fix the foundation, we needed a professional evaluation, HMR – one of the few qualified for a historical project. We met with HMR and Mr Roinestad, and HMR put together a proposal which was brought to Council a year ago. We discussed pursuing a grant and to move forward with the proposal simultaneously. We just found out yesterday the grant was denied, received confirmation today, and I informed the HSC Liaison, Councilman Cannon.

Mr. Carew stated, I have enjoyed our work together Mr. Roinestad, and I think you and I have to meet and discuss what your involvement will be though I thought we had that discussion before which is why DPW Superintendent Eric Frye has been directed to oversee any and all proposed and actual repairs to the Mansion. Apparently, I misunderstood and apologize but wants it on record that Mr. Roinestad was included with discussions with HMR and the grant. Mr. Roinestad agreed but reiterated he was not aware of the scope and cost of the project. Councilwoman Wang believes Mr. Roinestad is saying the volunteers should be involved and asked who hires the person providing any estimate(s). Mr. Roinestad cited past practice where he himself was to obtain quotes for projects and at any time did not advocate for any particular contractor. Mr. Carew agreed with Mr. Roinestad.

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Mayor Altomonte asked Messrs. Carew, Roinestad and Councilman Cannon to meet and discuss. Mr. Menna said the important thing is the award for the contact has been tabled. There is an interest by DPW, MHS/HSC, our code people, our Architects, and our Administrator is trying to put all those pieces together. Between now and the next meeting we have the opportunity to review specs and plans. Councilman Cannon concluded the HSC/MHS does great work, it is appreciated, and wish that to continue and our Administrator does a great job. Let's fix the communication to get everyone on the same page to get good work done.

Guy Buckel, 14 Chestnut Drive, Matawan. Mr. Buckel states six years ago the Mansion was a mess and everyone was trying to do what they could. With Eric and Mr. Carew involved it's still not really set in stone because DPW came in while I was going some work and took over the task. We've been doing the repairs for ever and now DPW is coming in and we need a liaison other than Eric as he appears to be too busy. Mr. Roinestad informed the electrical was an issue and I said the foundation as well. The Borough's then Construction Official, John Quinn, inspected the foundation stating a temporary support had to be installed, which it was, and it is still in place. The building needs to be looked at. The chimney is leaking causing water stains in the ceiling. Mayor Altomonte asked the Council Liaison to spearhead the issue. Mr. Carew said Eric was appointed prior to Mr. Applegate's retirement, and we are looking to promote a new Deputy Superintendent who will be that liaison on repairs and maintenance. Mr. Carew said we will have a remote discussion with HMR to separate out the projects, a notice will be sent to Mr. Roinestad and he can determine a couple of additional individuals to also participate to provide an opinion as to what can be included on bids specs. Councilman Cannon informed whoever takes over as Liaison next year shall ensure procedure and communication is effective.

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

**Adjourn**

Mayor Altomonte requested a motion to adjourn. Councilwoman Gunn made the motion, seconded by Councilwoman Buckel. Council agreed. Motion passed.

Meeting adjourned at 8:04 PM.

*Karen Wynne*

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Karen Wynne, RMC  
Municipal Clerk