

**Borough of Matawan  
Public Session  
December 20, 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 December 20, 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 7:14 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 Charlie Ross

Also present were Pasquale Menna, Esq., Borough Attorney and Robert R. Keady, Jr. of T&M Associates, Borough Engineer.

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.

Joseph Lopes of the Borough of Matawan Volunteer Fire Department, Haley Hose Fire Company. Mr. Lopes read a letter submitted to the Governing Body citing concerns over the proposed Ordinance 22-16 guidelines on the elections of Fire Officers wherein the Mayor appoints the Fire Chief vs. the Board of Fire Officers (BFO) stating Haley Hose believes appointment by the BFO is the in the best interest of the Department as well as in the safety of its members. Mayor Altomonte informed former Borough Administrator Scott Carew met with the BFO President, Tim Clifton, and I believe possibly Brian Bernath and possibly one or two others, who advised the proposed Ordinance was presented to the BFO who supports the Ordinance. Mr. Lopes stated the way it was presented to the BFO members was almost as a “take it or leave it.”

Councilman Cannon, as BOM VFD Council Liaison, informed this was discussed with our last two Borough Administrators, and there were events prompting us to address. As elected Borough Officials, our primary responsibility is to the taxpayers and to protect taxpayer dollars, and ensure the Borough is running as efficiently and legally as possible. There were various incidents

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throughout my tenure as Fire Department Liaison, and this is not knock on anyone person or the Department as a whole as I respect and appreciate our volunteers as you know, there have been a number of instances where the Borough has been put in a position of liability and the Fire Department leadership either failed to act or did not take an instance seriously. Governing Body had discussions which included our professionals and some of the BFO Presidents and Chiefs. Almost every Department of the Borough is financed with taxpayer dollars that ultimately answer to the Governing Body. Those Departments report to the Mayor and Council except the Fire Department who operates without oversight or accountability. Mr. Carew questioned how this is possible as we are funding a 6 figure budget for this Department who is almost operating as an independent entity. Moreover, there are so many moving parts of the Fire Department that I don't know who to go to with concerns, and then when I do go to certain people with those concerns, other people are offended that I went to that person. So to say that your Department is operating at optimal efficiency, after 5 years as its Commissioner, I can tell you it's not. We appreciate you are here to voice your concerns for discussion.

Mr. Lopes agreed with the multiple personnel involved in decisions to get an answer from but is not aware if this concern was brought to the BFO, and with all due respect, during his time on the BFO has not seen Councilman Cannon at one of our meetings this year. Councilman Cannon countered that he was at meetings the first four years of his tenure but did not attend this year as he was not welcome by various members. Mr. Lopes said that may be true of some members, and he cannot speak for them, but he can only speak for himself. As BFO Vice President you can come to me and I will direct you to the appropriate personnel.

Mr. Lopes asks, as a long-term former Chief and current Captain, that the Governing Body take into consideration, qualifications, leadership and communication when choosing a Fire Chief to ensure we are all speaking on the same criteria and making decisions together. Mayor Altomonte said it will be a qualified Chief, and as the Ordinance is written, the Mayor will choose that BOM VFD member for a one-year term Chief who will unify the Department, and the BOM VFD is welcome to make a recommendation. Councilman Cannon reiterated his previous comment(s) on oversight and accountability.

Mayor Altomonte requested a motion to close the Privilege of the Floor for Agenda Items Only. Councilman Gunn made the motion, seconded by Councilman Livesey. Council agreed. Motion passed.

**Old Business**

Mayor Altomonte read by title Ordinance 22-16: Amending and Supplementing the Revised General Ordinances of the Borough of Matawan, Chapter 2 – Administration, Article IV – Administrative Organization of the Departments of Local Government, Section 2-15 Fire Department, Section 2-15.12 Composition of Officers; Elections of Officers; Terms of Office. Mayor Altomonte requested a motion to open the public hearing. Councilman Cannon made the motion, seconded by Councilwoman Gunn. Council agreed. Mayor Altomonte requested a voice vote. Motion passed. Mayor Altomonte requested comments.

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Martin LiPera, 61 New Brunswick Avenue, Matawan, and Member of BOM VFD. Mr. LiPera asks with the new Chief format when the year is about to end from what pool will you be drawing these choices from? Will it be a BFO submission for recommendation? Councilman Cannon replied it may be an application process with meetings with the Mayor with recommendation to follow. Mr. LiPera stated the current procedure has the 4 Chiefs are re-appointed by the BFO each year and if a problem arose a change was made at the New Year. Councilwoman Gunn cited under this Ordinance the opposite is true as well that the appointed Chief may be re-appointed by the Governing Body.

Rich Michitsch, 54 Sapphire Lane, Matawan, and Member of BOM VFD. Mr. Michitsch applauded Council on the first step in unifying the Department. My question is as for the Chiefs who are in their current positions and have worked hard to achieve same, what is to become of them? Do they get to finish their current term? Mayor Altomonte said this is effective as of 2023.

James Archibald, 20 Lucia Court, Aberdeen, and Member and a current Chief of BOM VFD. Mr. Archibald states he only heard about this proposed Ordinance the day before it was brought to the BFO. Due to personal circumstances I was unable to attend that BFO meeting. Mr. Archibald has been making inquiries on the Ordinance but feels he has been getting the run around. Under the current regulations, he is next Fire Chief as of 2023, and has worked hard to achieve the position. Mr. Archibald asked when the application process will begin and how does he participate as it is the first time hearing of same. As Councilman Cannon has stated, there has been no communication from the BFO leaders. Mayor Altomonte reiterated this proposal was brought to the BFO leaders. Mr. Archibald informed it was his understanding there were emails but to only 2 of the BFO leaders. At the BFO meeting, the BFO President presented the proposal stating this is what the Borough intends to do. We've been trying to unify the Department houses over the last few years but there have been hiccups. What it comes down to is can the current Chief's finish their terms and then this begins? The BFO members who met with Mr. Carew was the first time I ever heard of and the two individuals at that meeting are giving me the run around. Councilman Cannon added this will become one of the items of the first order of business for our new Borough Administrator. Councilwoman Gunn interjected stating we will not have a new Borough Administrator prior to January 1. Mayor Altomonte reiterated it will start in 2023 with the application process to begin for 2024. Mr. Archibald asked how long the application process been known to the BOM VFD? Mayor Altomonte said this is just starting. Mr. Archibald asked, as far as the email received by the BFO President and an ex-Chief a few weeks back the application process was not cited? Councilman Cannon noted the current vacancy in the office of the Borough Administrator is not lending to our optimal performance at this time. That is probably where the miscommunication is. With the passage of this Ordinance I imagine you will be contacted tomorrow. Mr. Archibald clarified that the current Chiefs will not be in place for 2023. Mayor Altomonte, replied, that's correct. Mayor Altomonte stated the application process is not included in this Ordinance but I will take the BOM VFD input into consideration.

Mr. Archibald stated the BFO President did not share any of this information. As a Chief, I never received and do expect to have as a Chief, received a phone call. Councilman Cannon reiterated his previous comments: The information was relayed to the BFO President and Chief and it is assumed

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that information is relayed to BOM VFD members. Who's in charge? Which is why we are here. Mr. Archibald agreed as this was not done nor was the back door meeting information relayed. Mayor Altomonte countered the BFO monthly meetings are scheduled and known and not back door meetings. Mr. Archibald said it was never mentioned. Councilman Cannon asked if there are minutes taken for BFO meetings? Mr. Archibald said, yes, but there is certain information that does not get down to the members leading to the problem we have here today. Councilman Cannon agreed. Mr. Archibald questioned as to why a back door meeting with the BFO President and an ex-Chief was done by the Borough Administrator and not with all 4 Chiefs. Mayor Altomonte said the meeting was called and conducted by former BA Carew. But remember where it came from: The Borough was left open for lawsuit, and Mr. Carew had to close that. Councilman Cannon said there were a number of instances where we were left liable. Mr. Archibald asks for the future opportunity to provide comment on this and other BOM FD issues.

Joseph Lopes of the Borough of Matawan Volunteer Fire Department, Haley Hose Fire Company. Mr. Lopes clarified Mr. Carew sent an email to the BFO President and the Chief Berliner on November 29. The BFO meeting was December 1. There was no communication from the time this was generated to the time it was presented to the BFO. Councilman Cannon reiterated: There is a chain of command and it was presented to that command and assumed that information is relayed to BOM VFD members. Mr. Lopes states under the current election of officers a Chief is elected for a term unless there is a vote of no confidence. This is the reaction by our members to a proposed change without sufficient notice.

Fran Bucco, 79 Freneau Ave, Matawan. Ms. Bucco asked if people who are chiefs now, are they going to be chiefs January 1, 2023? Mayor Altomonte said the new chiefs will be appointed at the January 3, 2023 reorganization meeting. There is no application process in this Ordinance. But the Fire Department recommendations will be considered.

Martin LiPera, 61 New Brunswick Avenue, Matawan, and Member of BOM VFD. Mr. LiPera clarified the BOM VFD will not make the appointments for Chiefs? Councilman Cannon replied, if Ordinance 22-16 passes, no.

Mayor Altomonte requested a motion to close the public hearing. Councilman Cannon made the motion, seconded by Councilman Livesey. Mayor Altomonte requested a voice vote. Council agreed. Motion passed. Mayor Altomonte read by title Ordinance 22-16: Amending and Supplementing the Revised General Ordinances of the Borough of Matawan, Chapter 2 – Administration, Article IV – Administrative Organization of the Departments of Local Government, Section 2-15 Fire Department, Section 2-15.12 Composition of Officers; Elections of Officers; Terms of Office, requesting a motion to adopt. Councilman Livesey made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes:           Councilwoman Deana Gunn  
                  Councilman Brian Livesey  
                  Councilman Brett Cannon

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Councilwoman Stephanie Buckel  
Councilwoman Melanie S. Wang  
Councilman Charles Ross

Motion passed.

**ORDINANCE 22-16  
AMENDING AND SUPPLEMENTING THE REVISED GENERAL ORDINANCES OF  
THE BOROUGH OF MATAWAN  
CHAPTER 2 – ADMINISTRATION  
ARTICLE IV – ADMINISTRATIVE ORGANIZATION OF THE DEPARTMENTS OF LOCAL GOVERNMENT  
SECTION 2-15 FIRE DEPARTMENT  
SECTION 2-15.12 COMPOSITION OF OFFICERS; ELECTIONS OF OFFICERS; TERMS OF OFFICE**

***WHEREAS,** the firematics function of the Matawan Fire Department is vital to public safety; and*

***WHEREAS,** the leadership of the firematics function consists of a Chief and Deputy Chiefs; and*

***WHEREAS,** the Chiefs of the Matawan Fire Department should be the best and most qualified members of the Fire Department to serve in these important leadership roles regardless of which company they represent; and*

***WHEREAS,** as a department of Matawan Borough, the Matawan Fire Department operates under the authority of the Mayor and Council, through the Borough Administrator; and*

***WHEREAS,** it is the desire for of the Mayor and Council to reorganize the firematics leadership structure of the Matawan Fire Department to remain consistent with the declarations above.*

***NOW, THEREFORE, BE IT ORDAINED** by the MAYOR and COUNCIL of the Borough of Matawan, Monmouth County, New Jersey, hereby amends and supplements the Code of the Borough of Matawan Chapter 2 – Administration as follows:*

**SECTION 2-15.12 COMPOSITION OF OFFICERS; ELECTIONS OF OFFICERS; TERMS OF OFFICE**

*Remove Sections b, c, d and e, and replace said Sections with the following:*

***b.** The Firematics Officers of the Department shall be the Chief, First Deputy Chief, and Second Deputy Chief. All officers shall be residents of the Borough, except Chiefs, who may reside in an adjacent municipality within a reasonable distance from the Borough boundary line, not to exceed one mile, or a Chief may be a non-Borough resident provided he is a full-time employee of the Borough of Matawan.*

***c.** To be eligible for appointment as Chief, First Deputy Chief, or Second Deputy Chief, a candidate shall be a member of the Department in good standing in his/her Company and department for at least eight years prior to the date his/her term commences. The member has not been charged with any Department or Company Firematics violations for two years. The candidate shall be required to have served at least one year in each of the following officer ranks: Chief Engineer, First Lieutenant and Captain. They shall be required to have completed and provide certificates for all prerequisite training courses as outlined in Section 54 of the MBFD Bylaws in order to be eligible for consideration as the Third Deputy Fire Chief. In addition, the candidate must be certified as Incident Management Level 3 by the New Jersey Division of Fire Safety and have completed the National Fire Academy's Incident Safety Officers Course.*

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*d. The Chief, First Deputy Chief, and Second Deputy Chief shall be appointed by the Mayor at the Borough's annual reorganization meeting and serve for a term of one year. These appointments will be based on merit alone without regard to company affiliation. There shall be no term limits imposed on any of these positions.*

*e. The Chief, First Deputy Chief, and Second Deputy Chief can be removed for cause by a majority vote of the governing body. If such an event were to occur, the mayor shall appoint a replacement to complete the unexpired term.*

**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.

Mayor Altomonte read by title Ordinance 22-17: Amending Ordinance 22-07: An Ordinance to Fix and Determine the Salaries and Wages of Officers, Management, Supervisory Personnel and General Employees Not Represented by an Organized Bargaining Unit and Employed by the Borough of Matawan, Monmouth County, NJ. Mayor Altomonte requested a motion to open the public hearing. Councilwoman Gunn made the motion, seconded by Councilwoman Buckel. 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 Cannon made the motion, seconded by Councilwoman Gunn. Mayor Altomonte requested a voice vote. Council agreed. Motion passed. Mayor Altomonte read by title Ordinance 22-17: Amending Ordinance 22-07: An Ordinance to Fix and Determine the Salaries and Wages of Officers, Management, Supervisory Personnel and General Employees Not Represented by an Organized Bargaining Unit and Employed by the Borough of Matawan, Monmouth County, NJ, requesting a motion to adopt. Councilman Cannon made the motion, seconded by Councilwoman Gunn. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**ORDINANCE 22-17  
AMENDING ORDINANCE 22-07  
AN ORDINANCE TO FIX AND DETERMINE THE SALARIES AND WAGES OF OFFICERS,  
MANAGEMENT, SUPERVISORY PERSONNEL AND GENERAL EMPLOYEES NOT**

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**REPRESENTED BY AN ORGANIZED BARGAINING UNIT AND EMPLOYED BY THE  
BOROUGH OF MATAWAN, MONMOUTH COUNTY, NJ**

*Be it ordained by the Mayor and Council of the Borough of Matawan, in the County of Monmouth, NJ as follows:*

*Section 1. The annual salaries or compensations of the officers, management, supervisory personnel and general employees of the Borough of Matawan not covered by any organized bargaining unit, effective upon final passage and publication as provided by law, shall be as follows:*

<u>DEPARTMENT/TITLE</u>	<u>STATUS</u>	<u>PAYMENT CATEGORY</u>	<u>RANGE FROM</u>	<u>TO</u>
<b><u>Administration and Executive</u></b>				
Mayor	Elected	Annual	\$4,000.00	\$6,000.00
Council	Elected	Annual	\$3,000.00	\$5,000.00
Administrator Assistant	Full Time	Annual	\$30,000.00	\$60,000.00
Business Administrator	Full Time	Annual	\$48,000.00	\$175,000.00
Deputy Business Administrator	Part Time	Annual	\$10,000.00	\$25,000.00
Executive Assistant	Full Time	Annual	\$30,000.00	\$50,000.00
Borough Operations Coordinator	Full Time	Annual	\$45,000.00	\$75,000.00
Borough Clerk	Full Time	Annual	\$35,000.00	\$65,000.00
Deputy Borough Clerk	Full Time	Annual	\$30,000.00	\$45,000.00
Clerical	Part Time	Hourly	\$15.00	\$30.00
Elections Clerk	Full Time	Annual	\$1,000.00	\$4,000.00
Deputy Elections Clerk	Part Time	Annual	\$200.00	\$600.00
Community Engagement Coordinator	Part Time	Hourly	\$28.00	\$50.00
Downtown Redevelopment Coordinator	Part Time	Annual	\$10,000.00	\$20,000.00
Information Officer	Part Time	Hourly	\$28.00	\$50.00
Systems Coordinator	Part Time	Annual	\$4,000.00	\$15,000.00
Registrar	Part Time	Annual	\$3,000.00	\$5,000.00
Deputy Registrar	Part Time	Annual	\$1,000.00	\$2,000.00
<b><u>Construction, Inspections, Fire Prevention &amp; Property Maintenance Offices</u></b>				
Construction Official/ Zoning Officer/Bldg Insp.	Part Time	Annual	\$30,000.00	\$55,000.00
Plumbing Sub-Code Official or Plumbing Insp.	Part Time	Annual	\$5,000.00	\$20,000.00
Electrical Sub-Code Official & Electrical Insp.	Part Time	Annual	\$5,000.00	\$15,000.00
Fire Prevention Official	Part Time	Annual	\$10,000.00	\$42,000.00
Fire Prevention Inspector	Part Time	Annual	\$5,000.00	\$15,000.00
Fire Prevention Inspector	Part Time	Hourly	\$20.00	\$30.00
Fire Prevention Official & Inspector	Part Time	Annual	\$10,000.00	\$42,000.00
Technical Assistant	Full Time	Annual	\$30,000.00	\$65,000.00
Fire Prevention Office Assistant	Full Time	Annual	\$30,000.00	\$65,000.00
Clerk/Typist Construction/Zoning/Fire Prev.	Full Time	Annual	\$30,000.00	\$45,000.00
Property Maintenance Officer	Part Time	Hourly	\$5,000.00	\$20,000.00
<b><u>Finance/Tax Offices</u></b>				
CFO/Treasurer	Full Time	Annual	\$60,000.00	\$110,000.00
CFO	Part Time	Hourly	\$50.00	\$100.00
Tax Assessor	Part Time	Annual	\$10,000.00	\$40,000.00
Revenue Collector/Assessing Clerk	Full Time	Annual	\$30,000.00	\$45,000.00
Tax Collector	Full Time	Annual	\$35,000.00	\$50,000.00
Tax Collector	Part Time	Annual	\$20,000.00	\$40,000.00
Deputy Tax Collector	Full Time	Annual	\$25,000.00	\$50,000.00

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Supervisor/Payroll, Personnel & Accounting Services	Full Time	Annual	\$35,000.00	\$75,000.00
Bookkeeper/Staff Assistant	Full Time	Annual	\$25,000.00	\$45,000.00
Bookkeeper/Qualified Purchasing Agent	Full Time	Annual	\$40,000.00	\$60,000.00
Bookkeeper	Part Time	Hourly	\$15.00	\$30.00

**Municipal Court**

Magistrate	Full Time	Annual	\$12,000.00	\$35,000.00
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**Public Safety**

Chief of Police	Full Time	Annual	\$79,000.00	\$170,000.00
Captain of Police	Full Time	Annual	\$79,000.00	\$155,500.00
Lieutenant of Police	Full Time	Annual	\$69,000.00	\$150,000.00
Police Matron	Part Time	Hourly	\$15.00	\$30.00
School Crossing Guard (based on 10 Months)	Part Time	Annual	\$7,500.00	\$12,000.00
School Crossing Guard	Part Time	Per Post	\$15.00	\$35.00

<b><u>DEPARTMENT/TITLE</u></b>	<b><u>STATUS</u></b>	<b><u>PAYMENT CATEGORY</u></b>	<b><u>RANGE FROM</u></b>	<b><u>TO</u></b>
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Substitute School Crossing Guard	Part Time	Per Post	\$23.00	\$35.00
Police Secretary	Part Time	Hourly	\$15.00	\$35.00
Police Secretary	Part Time	Annual	\$30,000.00	\$45,000.00
Police Records Clerk	Full Time	Annual	\$30,000.00	\$50,000.00
Class Two Specials	Part-Time	Hourly	\$15.00	\$30.00
Class One Specials	Part-Time	Hourly	\$15.00	\$30.00
Emergency Management Coordinator	Part Time	Annual	\$500.00	\$5,000.00
Emergency Management 1st Deputy Coordinator	Part Time	Annual	\$500.00	\$3,000.00
Emergency Management 2nd Deputy Coordinator	Part Time	Annual	\$500.00	\$3,000.00
Railroad Parking Enforcement Officer	Part Time	Hourly	\$15.00	\$25.00
OEM CERT Coordinator	Part Time	Hourly	\$500.00	\$800.00

**Public Works**

Superintendent	Full Time	Annual	\$100,000.00	\$140,000.00
Deputy Superintendent	Full Time	Annual	\$80,000.00	\$100,000.00
Recycling Coordinator	Part Time	Annual	\$2,000.00	\$10,000.00
Clean Communities Coordinator	Part Time	Annual	\$3,000.00	\$10,000.00
Water/Sewer Clerk	Part Time	Hourly	\$15.00	\$30.00

**Recreation**

Director	Part Time	Annual	\$10,000.00	\$43,000.00
Summer Program Director	Seasonal/PT	Annual	\$1,700.00	\$6,000.00
Assistant Summer Program Director	Seasonal/PT	Annual	\$1,260.00	\$4,500.00
Canoe Renter-1 <sup>st</sup> Year	Seasonal/PT	Hourly	\$10.00	\$20.00
Canoe Renter-2nd Year	Seasonal/PT	Hourly	\$10.00	\$20.00
Canoe Renter-Substitute	Seasonal/PT	Hourly	\$10.00	\$20.00
Apprentice Summer Counselors	Seasonal/PT	Hourly	\$10.00	\$15.00
Junior Summer Counselors	Seasonal/PT	Hourly	\$10.00	\$15.00
Senior Summer Counselors	Seasonal/PT	Hourly	\$10.00	\$15.00

**Sewer**

Licensed Wastewater Personnel	Part Time	Annual	\$1,000.00	\$15,000.00
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**Water**

<i>T1 Licensed Water Personnel</i>	<i>Part Time</i>	<i>Annual</i>	<i>\$1,000.00</i>	<i>\$15,000.00</i>
<i>Water Plant Operator</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$50,000.00</i>	<i>\$140,000.00</i>

**Boards**

<i>Board, Commission and Agency Secretary</i>	<i>Part Time</i>	<i>Per Meeting</i>	<i>\$100.00</i>	<i>\$250.00</i>
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*Section 2. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance shall be and the same are hereby repealed.*

*Section 3. If any section, paragraph, subdivision, clause or provision of this ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision clause or provision so adjudged and the remainder of the ordinance shall be deemed valid and effective.*

*Section 4. This ordinance shall take effect upon final passage and publication as provided by law.*

Mayor Altomonte announced the suspension of reports for this meeting. As this is Councilman Cannon's last meeting, we thank him for his service. Councilman Cannon said serving his hometown has been his honor. His love for civics and government, and the love and support of parents and family as well as his parents' encouragement of public service, has influenced him well. I thank our professionals, Messrs. Menna and Keady as well as our Clerk and all Borough staff and volunteers. I am proud of our accomplishments and working with a bipartisan Council this past year. I thank everyone and leave with good memories. Councilman Cannon asked Council to continue to move on cannabis licensing and train station redevelopment.

Mayor Altomonte and the Governing Body extended a Happy Birthday to the Clerk and presented flowers and chocolate.

Councilwoman Gunn congratulated Mr. Menna on four terms as Mayor and many years on Red Bank Council. She thanked Messrs. Cannon and Menna on their service and devotion to the public.

**Consent Agenda**

Mayor Altomonte read by title Resolutions 22-12-11 through and including 22-12-14, requesting a motion to approve en masse. Councilman Ross made the motion, seconded by Councilman Livesey. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 22-12-11  
APPROVAL OF SOLICITORS PERMIT  
RENEWAL BY ANDERSEN**

***WHEREAS, Renewal by Andersen,*** (estimates for replacement of windows and doors) has passed the required Police Department background checks; and

***WHEREAS, Renewal by Andersen,*** has read Chapter 3-2.11 Handbills of the Borough of Matawan Code.

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***NOW, THEREFORE, BE IT RESOLVED*** by the Council of the Borough of Matawan that they hereby approve the following solicitors permit:

*Business:*           *Renewal by Andersen  
70 Jackson Drive, Suite A  
Cranford, NJ 07016*

*Applicant(s):*       *Jacoby J. Logan*

***BE IT FURTHER RESOLVED*** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Police, as well as Renewal by Andersen.

***RESOLUTION 22-12-12  
APPROVAL OF TOWING & STORAGE LICENSE RENEWAL  
DAWN'S AUTO BODY***

***WHEREAS, Dawn's Auto Body*** (towing & storage contractor services) has submitted an application to be added to the Matawan Police Department tow call list; and

***WHEREAS, on the condition that, Dawn's Auto Body*** (towing & storage contractor services) has certified that the requirements of Chapter 4 of the Code of the Borough of Matawan and all other Statutes have been met and that the independent investigation by the Police Department reveals no nonconformity.

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

*Business:*           *Dawn's Auto Body  
7 Division Street  
Keyport, New Jersey 07735*

*Applicant:*           *Christopher Matey*

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

***RESOLUTION 22-12-13  
RELEASE OF ESCROW FUNDS FOR  
UNIFIED PLANNING ZONING BOARD OF ADJUSTMENT APPLICATION  
CATHY M. HREHOWESIK  
93 RAVINE DRIVE  
BLOCK 77, LOT 13***

***WHEREAS, Cathy M. Hrehowesik*** posted escrow in association with a Planning Zoning Application No. 16-05 for bulk variance relief for Block 77, Lot 13, otherwise known as 93 Ravine Drive, Matawan, New Jersey; and

***WHEREAS, all 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 to Cathy M. Hrehowesik, 93 Ravine Drive, Matawan, New Jersey 07747.

***BE IT FURTHER RESOLVED*** that a true certified copy of this Resolution shall be forwarded to the following

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*Borough of Matawan Departments: Clerk, Construction, Finance as well as Cathy M. Hrehowesik.*

**RESOLUTION 22-12-14  
2023 REORGANIZATION MEETING OF THE GOVERNING BODY**

**BE IT RESOLVED** by the Governing Body of the Borough of Matawan that the reorganization of the Mayor and Council of the Borough of Matawan is hereby scheduled for Tuesday, January 3, 2023, at 7:00 PM at the Matawan Municipal Community Center, 201 Broad Street, Matawan, New Jersey.

**BE IT FURTHER RESOLVED** that the agenda for this meeting shall be the reorganization of the Governing Body of the Borough, including appointments and such other matters as may come before the Governing Body. Formal action will be taken.

**BE IT FURTHER RESOLVED** that the Clerk caused notice of this meeting to be appropriately posted and to be given to be published in one of the official newspapers of the Borough.

**New Business**

Mayor Altomonte read by title Resolutions 22-12-15 through and including 22-12-17 requesting a motion to approve en masse.

Mr. Menna announced the Resolutions pertain to ABC Liquor Licensing and offered the opportunity for public comment. The Clerk announced the Resolutions complete missing documentation by the Licensee. There were no comments.

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

**RESOLUTION 22-12-15  
REAFFIRMING RESOLUTION 22-03-01  
RESOLUTION GRANTING RENEWAL OF ABC INACTIVE  
PLENARY RETAIL DISTRIBUTION LICENSE #1329-44-008-007  
ABC SPECIAL RULING PURSUANT TO NJSA 33:1-12.18 FOR THE  
2021-2022 LICENSE TERM  
VINCENT WILT**

**WHEREAS**, on March 1, 2022 Resolution 22-03-01 was adopted by the Governing Body of the Borough of Matawan authorizing the renewal of ABC Inactive Plenary Retail Distribution License #1329-44-008-007; and

**WHEREAS**, Inactive Pocket License #1329-44-008-007, Vincent Wilt (Licensee), 825 Blvd., Westfield, NJ 07090 had not satisfied required NJS Alcohol Beverage Control (ABC) documentation for the 2021-2022 License Term, and, as such, required the Licensee to petition ABC for a Special Ruling pursuant to NJSA 33:1-12.18; and

**WHEREAS**, Licensee did petition NJS ABC who issued Special Ruling 12.18 for License #1329-44-008-007, Docket No. 01-22-11, Job No. 493547 dated January 28, 2022, granting relief pursuant to NJSA 33:1-12.18, and approval of ABC Inactive Pocket License by Special Ruling pursuant to NJSA 33:1-12.39 for the 2021-2022 License Term.

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***NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Matawan does hereby re-affirm Resolution 22-03-01 authorizing the renewal of ABC Inactive Plenary Retail Distribution License #1329-44-008-007 in the name of Vincent Wilt, 825 Boulevard, Westfield, NJ 07090, subject however to the rules, regulations, statutes and ordinances affecting the same.*

***BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Police as well as Vincent Wilt and NJS Division of Alcoholic Beverage Control.*

Mayor Altomonte read by title Resolution 22-12-16: Resolution Granting Renewal of ABC Inactive Plenary Retail Distribution Liquor License Application #1329-44-008-007 – ABC Special Ruling Pursuant to NJSA 33:1-12.39 for the 2021-2022 License Term – Vincent Wilt. Mayor Altomonte requested a motion. Councilman Livesey made the motion, seconded by Councilman Ross. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 22-12-16  
RESOLUTION GRANTING RENEWAL OF ABC INACTIVE  
PLENARY RETAIL DISTRIBUTION LIQUOR LICENSE #1329-44-008-007  
ABC SPECIAL RULING PURSUANT TO NJSA 33:1-12.39 FOR THE 2021-2022 LICENSE TERM  
VINCENT WILT**

***WHEREAS**, an application has been filed for the renewal of ABC Inactive Plenary Retail Distribution Liquor License #1329-44-008-007 by Vincent Wilt; and*

***WHEREAS**, the submitted application is complete in all respects, the required fees have been paid, and receipt of a Special Ruling dated June 11, 2021, Docket No. 05-21-372, Job No. 438912, from the Division of Alcoholic Beverage Control for a one (1) year term of 2021-2022 stating that good cause exists for consideration of renewal application.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, County of Monmouth, State of New Jersey does hereby grant, effective this date, the renewal of the aforesaid Inactive Plenary Retail Distribution License for the 2021-2022 License Term, July 1, 2021 to midnight, June 30, 2022.*

***BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Police as well as Vincent Wilt and the NJS Division of Alcoholic Beverage Control.*

**RESOLUTION 22-12-17  
RESCINDING RESOLUTION 22-09-08  
RESOLUTION GRANTING RENEWAL OF ABC INACTIVE  
PLENARY RETAIL DISTRIBUTION LIQUOR LICENSE #1329-44-008-007  
ABC SPECIAL RULING PURSUANT TO NJSA 33:1-12.39 FOR THE 2022-2023 LICENSE TERM  
VINCENT WILT**

***WHEREAS**, on September 6, 2022 Resolution 22-09-08 was adopted by the Governing Body of the Borough of Matawan authorizing the renewal of ABC Inactive Plenary Retail Distribution License #1329-44-008-007 pursuant to NJSA 33:1-12.39 for the 2022-2023 License Term; and*

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***WHEREAS**, an application pursuant to NJSA 33:1-12.18 for the 2022-2023 License Term is required prior to approval of the renewal of ABC Inactive Plenary Retail Distribution Liquor License #1329-44-008-007 by Vincent Wilt pursuant to NJSA 33:1-12.39 for the 2022-2023 License Term.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, County of Monmouth, State of New Jersey does hereby rescind Resolution 22-09-08 granting renewal of ABC Inactive Plenary Retail Distribution Liquor License #1329-44-008-007 ABC Special Ruling Pursuant to NJSA 33:1-12.39 for the 2022-2023 License Term.*

***BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Police as well as Vincent Wilt and the NJS Division of Alcoholic Beverage Control.*

Mayor Altomonte read by title Resolution 22-12-18: Authorizing the Borough Clerk to Advertise for the Hiring of Full-Time Borough Administrator for the Borough of Matawan. Mayor Altomonte requested a motion. Councilwoman Gunn made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 22-12-18  
AUTHORIZING THE BOROUGH CLERK TO ADVERTISE  
FOR THE HIRING OF FULL-TIME BOROUGH ADMINISTRATOR  
FOR THE BOROUGH OF MATAWAN**

***WHEREAS**, there is a need for a Full-Time Borough Administrator for the Borough of Matawan.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that the Borough Clerk of the Borough of Matawan, is hereby authorized to advertise (in print or electronic media), interview, and make recommendations for the position(s) of Full-Time Borough Administrator to the Mayor and Council, for authorization by Mayor and Council and subject to a Certification as to Available Funding from 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 and Finance.*

Mayor Altomonte read by title Resolution 22-12-19: Authorizing the Appointment of Interim Borough Administrator for the Borough of Matawan Thomas J. Falco, Jr. Mayor Altomonte requested a motion. Councilwoman Gunn made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 22-12-19  
AUTHORIZING THE APPOINTMENT OF INTERIM BOROUGH ADMINISTRATOR  
FOR THE BOROUGH OF MATAWAN  
THOMAS J. FALCO, JR.**

**WHEREAS**, the Borough of Matawan is in need of filling the position of Borough Administrator and oversight services for a pending period of time when an interim administrator will be engaged in the operations of the Borough; and

**WHEREAS**, Thomas J. Falco, Jr. is well-qualified to assume the duties of Interim Borough Administrator and provide the Borough of Matawan with effective service in the position.

**NOW, THEREFORE, BE IT RESOLVED**, the Mayor and Council of the Borough of Matawan hereby appoints Thomas J. Falco, Jr. to the position of Interim Borough Administrator effective December 21, 2022 at a monthly stipend rate of Five Thousand, Five Hundred Dollars and No Cents (\$5,500.00) until further action of the Mayor and Council.

**BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to all Borough of Matawan Departments and Staff.

**CERTIFICATION AS TO AVAILABLE FUNDING**

*I, Nicole Horvath, 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 2-01-20-100-100 Budget of the Borough of Matawan to Thomas J. Falco, Jr. as Interim Borough Administrator effective December 21, 2022 at a monthly stipend rate of Five Thousand, Five Hundred Dollars and No Cents (\$5,500.00) until further action of the Mayor and Council.*

*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: December 20, 2022*

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Mayor Altomonte read by title Resolutions 22-12-20 through and including 22-12-23 requesting a motion to approve en masse. Councilwoman Gunn made the motion, seconded by Councilman Ross. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 22-12-20  
AUTHORIZING THE PROMOTION TO FULL-TIME DEPUTY DPW SUPERINTENDENT  
CHAD PETERSON**

*WHEREAS, the Mayor and Council has been advised that there is a need for a full-time Deputy DPW Superintendent within the Borough of Matawan; and*

*WHEREAS, the position was posted internally and applications were received and reviewed, and applicants were duly screened pursuant to law.*

*WHEREAS, Chad Peterson, is qualified for the position to fill this need in the Borough of Matawan.*

*NOW, THEREFORE, BE IT RESOLVED* by the Council of the Borough of Matawan authorizes the promotion of Chad Peterson as Full-Time Deputy DPW Superintendent, effective December 21, 2022, at the Council authorized rate of compensation of Eighty-Seven Thousand, Five Hundred Dollars and No Cents (\$87,500.00) per annum, pending Certification as to Available Funding from the Chief Financial Officer.

*BE IT FURTHER RESOLVED*, upon completion and submission of documentation of any and all required accreditation an additional Two Thousand Dollars and No Cents (\$2,000.00) will be added to the per annum base salary.

*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 Chad Peterson.

**CERTIFICATION AS TO AVAILABLE FUNDING**

*I, Nicole Horvath, 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 2-01-20-100-80 Budget (Salary & Wages) of the Borough of Matawan.*

*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)*

\_\_\_\_\_  
*Nicole Horvath, CMFO*

*Dated: December 20, 2022*

**RESOLUTION 22-12-21  
ACCEPTANCE OF RETIREMENT OF BOROUGH OF MATAWAN  
DEPARTMENT OF PUBLIC WORKS ASSISTANT FOREMAN  
KENNETH HENDERSON**

*WHEREAS, Kenneth Henderson, Field Technician, has given over 40 years of valued service to the residents of the Borough of Matawan; and*

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***WHEREAS,** Kenneth Henderson has submitted his letter of retirement effective January 1, 2023; and,*

***WHEREAS,** Kenneth Henderson, member of the International Brotherhood of Electrical Workers (IBEW) Local 400, retirement is subject to the terms and conditions as outlined in the IBEW Local 400 and the Borough of Matawan Contract dated January 1, 2020 through December 31, 2022.*

***NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan accepts the retirement effective January 1, 2023 of Kenneth Henderson, Assistant Foreman, subject to the terms and conditions as outlined in the IBEW Local 400 and the Borough of Matawan Contract dated January 1, 2020 through December 31, 2022.*

***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 Kenneth Henderson.*

**RESOLUTION 22-12-22  
APPROVING UNUSED 2022 VACATION CARRY-OVER INTO THE YEAR 2023  
MEMBERS OF THE POLICE DEPARTMENT  
COMMAND AND SUPERVISORY STAFF**

***WHEREAS,** a multitude of issues affecting manpower allocation has required some members of the command and supervisory staff of the Matawan Police Department to refrain from utilizing all of their accrued vacation time during calendar year 2022, in order to maintain proper leadership and provide adequate and appropriate supervision to the department; and*

***WHEREAS,** in accordance with current Collective Negotiations Agreements, the following members have requested to carry over the listed number of vacation hours into CY 2023 with the approval of the Chief of Police:*

Chief Thomas J. Falco Jr.	117.5 hours
Capt. Jeremiah Hourihan	120 hours
Lt. Sean McCabe	12 hours
Sgt. Paul Ryba	12 hours

***NOW, THEREFORE, BE IT RESOLVED,** the Council of the Borough of Matawan hereby approves the above request to carry the listed vacation hours into the year 2023.*

***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, Police and Chief Thomas J. Falco, Jr., Captain Jeremiah E. Hourihan III, Lieutenant Sean McCabe and Sergeant Paul Ryba.*

**RESOLUTION 22-12-23  
A RESOLUTION TO FIX AND DETERMINE THE 2022 STIPENDS FOR THE BOROUGH OF  
MATAWAN OFFICE OF EMERGENCY MANAGEMENT PERSONNEL  
PUBLIC SAFETY**

***WHEREAS,** the following resolution sets the individual stipends for 2022 retroactive to January 1, 2022; and*

***WHEREAS,** funds for this purpose are available in the 2022 Budget pending receipt of written Certification as to Available Funding from the Chief Financial Officer.*

***NOW, THEREFORE BE IT RESOLVED** that the 2022 Stipends for the Borough of Matawan Office of Emergency Management personnel are hereby set as follows:*

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<u>TITLE</u>	<u>EMPLOYEE</u>	<u>2022 STIPEND</u>
<b><u>Public Safety</u></b>		
Emergency Management 1 <sup>st</sup> Deputy Coordinator	Richard Michitsch	\$3,500.00
Emergency Management 2 <sup>nd</sup> Deputy Coordinator	Timothy Clifton	\$2,500.00
OEM CERT Coordinator	Herbert Caravella	\$500.00

**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 and OEM Coordinator.

**CERTIFICATION AS TO AVAILABLE FUNDING**

*I, Nicole Horvath, 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 2-01-25-252-100 Budget of the Borough of Matawan.*

*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)*

\_\_\_\_\_  
*Nicole Horvath, CMFO*

*Dated: December 20, 2022*

Mayor Altomonte read by title Resolution 22-12-24: A Resolution to Fix and Determine the 2023 Salaries and Wages of Officers, Management, Supervisory Personnel and General Employees Not Represented by an Organized Bargaining Unit and Employed by the Borough of Matawan, Monmouth County, New Jersey. Mayor Altomonte requested a motion. Councilwoman Gunn made the motion, seconded by Councilman Cannon. Mayor Altomonte requested a roll call. A roll call vote was taken.

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

Motion passed.

**RESOLUTION 22-12-24**  
**A RESOLUTION TO FIX AND DETERMINE THE 2023 SALARIES AND WAGES OF OFFICERS, MANAGEMENT, SUPERVISORY PERSONNEL AND GENERAL EMPLOYEES**

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***NOT REPRESENTED BY AN ORGANIZED BARGAINING UNIT AND EMPLOYED BY THE  
BOROUGH OF MATAWAN, MONMOUTH COUNTY, NEW JERSEY***

**WHEREAS**, the following resolution sets the individual salaries and wages for 2023, effective January 1, 2023; and

**WHEREAS**, funds for these purposes are available in the 2023 Budget and the Chief Financial Officer as so certified in writing.

**NOW, THEREFORE, BE IT RESOLVED** that the 2023 Salaries and Wage for the Borough of Matawan Employees not represented by an organized bargaining unit be and are hereby set as follows:

<b><u>DEPARTMENT</u></b>		<b><u>2023</u></b>
<b><u>TITLE</u></b>	<b><u>EMPLOYEE</u></b>	<b><u>SALARY</u></b>
<b><i>Administration and Executive</i></b>		
Mayor		\$5,452.57
Council		\$4,673.64
Deputy Borough Administrator	N. Horvath	\$10,506.00
Executive Assistant	R. Klinger	\$45,900.00
Borough Operations Coordinator	G. Rainforth	\$70,433.86
Community Engagement Coordinator	C. Zavorskus	\$30.91 Per Hour
Borough Clerk	K. Wynne	\$64,940.79
Elections Clerk	K. Wynne	\$3,339.25
PT Assistant to Clerk/Receptionist	R. Roche	\$25.50 Per Hour
Deputy Registrar V/S	K. Fitzgerald	\$1,427.19
P/T Water-Sewer Clerk	J. Jorgenson	\$21.97 Per Hour
<b><i>Construction, Inspections, Fire Prevention &amp; Property Maintenance Offices</i></b>		
Fire Prevention Official	J. Pujols	\$35,700.00
Fire Prevention Inspector	P. Morris	\$10,200.00
P/T Fire Prevention Inspector	E. Lee	\$25.50 Per Hour
Clerk/Typist-Construction/Zoning/Fire	L. Kramer	\$60,292.16
<b><i>Finance/Tax Offices</i></b>		
CFO/Treasurer	N. Horvath	\$99,338.43
Tax Assessor	E. Zanetti	\$38,631.61
Revenue Collector/Assessing Clerk	M. McMurray	\$43,094.52
P/T Tax Collector	M. Schnurr	\$29,942.10
Deputy Tax Collector	K. Fitzgerald	\$46,028.60
Supervisor/Payroll, Personnel & Accounting Svcs	C. Adamski	\$51,916.27
Bookkeeper/Staff Assistant	C. Madden	\$40,839.14
<b><i>Public Safety</i></b>		
Police Records Clerk	C. Sjoholm	\$40,995.62
Police Secretary	J. Berliner	\$18.36 Per Hour
Police Matron	C. Sjoholm	\$24.45 Per Hour
Police Matron	D. Triolo	\$24.45 per Hour

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<i>School Crossing Guard</i>		\$11,595.68
<i>Substitute School Crossing Guard</i>		\$32.21 Per Crossing
<i>School Crossing Guard – Rate Per Day</i>		\$64.42 Per Day

**Public Works**

<i>Superintendent</i>	<i>E. Frye</i>	\$127,500.00
<i>Deputy Superintendent</i>	<i>C. Peterson</i>	\$87,500.00

**Recreation**

<i>Recreation Director</i>	<i>D. Dieterle</i>	\$40,800.00
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**Boards**

<i>Board, Commission and Agency Secretary</i>	<i>Part Time Per Mtg</i>	\$100.00
<i>Planning Zoning Board Secretary</i>	<i>Part Time Per Mtg</i>	\$200.00

**BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Clerk, Construction, Finance, Fire Prevention, Payroll, Police, Public Works, Recreation and Recycling.

**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 from the Various Department's Budget (Salary & Wages) of the Borough of Matawan.*

*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)*

\_\_\_\_\_  
*Nicole Horvath, CMFO*

*Dated: December 20, 2022*

Mayor Altomonte read by title Resolutions 22-12-25 through and including 22-12-27 requesting a motion to approve en masse. Councilman Cannon made the motion, seconded by Councilwoman Gunn. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 22-12-25  
AMENDING RESOLUTION 22-01-17  
AUTHORIZING THE CHIEF FINANCIAL OFFICER  
TO CONDUCT FINANCIAL MATTERS BETWEEN MEETINGS DURING  
THE 2022 CALENDAR YEAR**

**WHEREAS**, bills will need to be authorized for payment prior to the next regular business meeting of the Borough Council; and

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*WHEREAS, outstanding bills may only be paid with funds that have already been budgeted for and encumbered by purchase orders.*

*NOW, THEREFORE, BE IT RESOLVED* the Council of the Borough of Matawan hereby authorizes and directs the Borough's Chief Financial Officer to pay bills budgeted for and encumbered between meetings for the 2022 calendar year until the Borough of Matawan's 2023 Reorganization meeting and the adoption of the 2023 Temporary Budget.

*BE IT FURTHER RESOLVED* the Mayor and Council shall be provided with its regular report relating to any bills authorized for payment during this period 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 and Finance.

**RESOLUTION 22-12-26  
AUTHORIZING THE TRANSFER OF FUNDS FROM  
CURRENT AND UTILITY ACCOUNTS IN THE 2022 BUDGET**

*WHEREAS, NJSA 40A:4-58 provides for the transfers within certain appropriations within the Municipal Budget during the last two months of the fiscal year: and*

*WHEREAS, the Chief Financial Officer has advised the Mayor and Council of the Borough of Matawan that the need for certain transfers within the 2022 Municipal Budget exists; and*

*WHEREAS, it is recommended that these budget transfers be made.*

*NOW, THEREFORE, BE IT RESOLVED* that the following budget transfers be made in the 2022 Municipal Budget:

<u>Transfer From:</u>		<u>Transfer To:</u>	
Account Number	Amount of Transfer	Account Number	Amount of Transfer
2-01-26-310-100	\$8,000.00	2-01-26-310-200	\$8,000.00
Public Buildings		Public Buildings	
Salary & Wage		Other Expense	
2-01-20-120-200	\$4,000.00	2-01-20-100-100	\$4,000.00
Borough Clerk		Administration	
Other Expense		Salary & Wage	
2-01-20-130-100	\$11,000.00	2-01-20-100-100	\$11,000.00
Finance		Administration	
Salary & Wage		Salary & Wage	
2-01-20-170-200	\$3,000.00	2-01-20-100-100	\$3,000.00
Downtown Redevelopment		Administration	
Other Expense		Salary & Wage	
2-01-22-195-100	\$10,000.00	2-01-20-155-200	\$10,000.00

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<i>Construction</i>		<i>Legal</i>	
<i>Salary &amp; Wage</i>		<i>Other Expense</i>	
2-01-26-291-200	\$5,000.00	2-01-26-315-200	\$5,000.00
<i>Railroad</i>		<i>Vehicle Repairs</i>	
<i>Other Expense</i>		<i>Other Expense</i>	
2-01-20-130-200	\$500.00	2-01-28-370-200	\$500.00
<i>Finance</i>		<i>Recreation</i>	
<i>Other Expense</i>		<i>Other Expense</i>	
2-01-22-195-100	\$2,000.00	2-01-26-300-200	\$2,000.00
<i>Construction</i>		<i>Shade Tree</i>	
<i>Salary &amp; Wage</i>		<i>Other Expense</i>	

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be provided to the Chief Financial Officer of the Borough of Matawan for the permanent records.

**RESOLUTION 22-12-27  
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.

<i>Current</i>	\$587,251.35
<i>Water/Sewer</i>	\$83,813.00
<i>Borough Capital</i>	\$232,545.85
<i>Water Capital</i>	\$80,142.77
<i>Grant</i>	\$1,657.02
<i>Borough Trust</i>	\$23,583.47
<i>Developers Escrow</i>	\$495.00
<i>Dog Tax Trust</i>	\$1.20
<i>Recreation Trust</i>	\$3,143.73
<i>Unemployment</i>	\$4,287.98
<b>Total</b>	<b>\$1,016,921.37</b>

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

**Privilege of the Floor**

Mayor Altomonte opened the Privilege of the Floor.

Dr. Allan Ao, 27 Whittier Drive, Morganville. Dr. Ao is a registered pharmacist and works on medical cannabis outlining his credentials, the background on the NJS Cannabis Application process

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and his Borough of Matawan Cannabis Application for Vigor Dispensary, and asks for Council to move forward on the Application. Mr. Menna informed the Borough has reviewed all Borough Cannabis Applications, with a response pending in January 2023 when we will be issuing guidance to all Applicants.

William Rivera, on behalf of his mother – Scarlet Reserve Cannabis Applicant. We, too, await a reply on the status of our Application. We have an opportunity to be open quickly and I am here to try to help move the process along.

Jake Pinelli, 2 Sutton Drive, Matawan representing United Food and Commercial Workers Labor Union, a cannabis union. Mr. Pinelli outlined the Union's credentials and member labor force.

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

**Recess to Executive Session**

Mayor Altomonte requested a motion to recess to Executive Session. Mr. Menna announced the purpose of the Council Executive Session is to discuss contracts and litigation. No formal action will be taken. Councilwoman Wang made the motion, seconded by Councilwoman Gunn. Council agreed. Motion passed.

Meeting recessed at 8:35 PM.

**RESOLUTION 22-12-28  
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:

- *Contracts*
- *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.

**Borough of Matawan  
Public Session  
December 20, 2022**

**Reconvene and then Recess the Public Session until 7:00 PM January 3, 2023**  
**Reorganization Meeting**

The Public Session Meeting reconvened at 9:23 PM with all members of the Governing Body present.

Mayor Altomonte requested a motion to recess this Public Session until the Governing Body's 7:00 PM January 3, 2023 Reorganization meeting. Councilwoman Buckel made the motion, seconded by Councilwoman Gunn. Council agreed. Motion passed.

The meeting recessed at 9:27 PM.

(Signature on file)

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Karen Wynne, RMC  
Municipal Clerk